



# Residence Handbook

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<b>EMERGENCY NUMBERS</b>	
Campus Security - Grande Prairie Campus	780-539-2700
Campus Security - Fairview Campus	780-835-6664
Ambulance	911
Fire	911
Police	911
Complaints (Police 24-hours) - Grande Prairie	780-830-5700
RCMP - Fairview	780-835-4031
QEII Hospital	780-538-7100
Poison Centre	1-800-322-1414
Health Link	811
<b>DISTRESS CENTERS AND SERVICES</b>	
AADAC Help Line	1-866-332-2322
AIDS/HIV/STD Information	1-800-772-2437
Crime Stoppers	1-800-222-TIPS (8477)
Mental Health Crisis Help Line	1-877-303-2642
PACE Crisis Line	780-539-6666
Suicide Prevention Crisis Line	1-877-835-2120
Teen Help Line—24 hrs	1-403-264-TEEN (8336)
Victims Assistant	780-830-5755
College & Community Health Centre	780-814-5800
NWP Mental Health Services	780-539-2069 Grande Prairie

## **Welcome to Residence...**

Welcome to your new home in Residence at Northwestern Polytechnic. Whether you are located at the Grande Prairie Campus or the Fairview Campus, we are happy you have chosen to live here. We have prepared this handbook to give you valuable information we hope will make your stay here happy and successful.

NWP Residence is committed to creating a community where residents can live and study in a safe and caring environment which encourages academic achievement and personal growth. We work together with our residents to build a strong community characterized by civility, diversity, and provides protection of personal safety and property.

Living in residence is an opportunity to live in a community inclusive of individuals with different nationalities, races, ethnicities, religions, political beliefs, and different sexual orientations and gender identities. By working and living together, we learn from one another and strive toward an atmosphere of positive contact. It is a place to meet new friends and develop life skills.

This handbook should answer most of the questions you may have about living in residence and may help you avoid problems arising from tenancy situations that you have never faced before.

The Residence Office reserves the right, subject to the authority of the board of governors, to make whatever changes it considers necessary. If you have any questions about residence life not explained in this handbook, please do not hesitate to ask residence staff. We hope you enjoy your stay with us!

Grande Prairie Campus RESIDENCE OFFICE: 780-539-2802  
TOLL FREE: 1-888-539-4772 extension 2802 – [gpresidence@nwpolytech.ca](mailto:gpresidence@nwpolytech.ca)

Fairview Campus RESIDENCE OFFICE: 780-835-6652  
TOLL FREE: 1-888-539-4772 extension 6652 – [fvresidence@nwpolytech.ca](mailto:fvresidence@nwpolytech.ca)

## Student Residence Overview

**Associate Dean, Student Life – Kim Richardson – 780-539-2834**

**Grande Prairie Campus - Hours of Operation** - Monday to Friday from 8:30 a.m. to 4:30 p.m.  
**Residence Coordinator** – Chad Boone  
**Senior Office Assistant** – Brittany Gurlitz  
**Contact Number** - 780-539-2802 or toll-free 1-888-539-4772

**Fairview Campus - Hours of Operation** – Monday to Friday from 8:00 am until 4:00 pm  
(closed between 1 pm and 2 pm for lunch).  
**Residence Coordinator** - Rose Murphy  
**Office Assistant** – Monique Bondaruk  
**Contact Number** - 780-835-6652 or toll-free 1-888-539-4772

## Cancellations

### Grande Prairie Campus Residence

During the academic term, breaking the rental agreement and moving out before the semester's end will result in the loss of the lesser of 1) half of the semester rent or 2) the remainder of the semester rent. This does not apply to spring/summer residency as those terms are on a month-to-month basis. If a resident cancels residency for the fall or winter session after the rent due date, the resident's account will be assessed half of the semester rent.

### Fairview Campus Residence

During the academic term, breaking the rental agreement and moving out before the semester's end, will result in the loss of one month's rent. This does not apply to spring/summer residency as those terms are on a month-to-month basis. If a resident cancels residency for the fall or winter session after the rent due date, the resident's account will be assessed one quarter of the semester rent.

## Communication

**Most communication will be sent via email. Please read all electronic communication from the Residence Offices.**

## Eligibility

Northwestern Polytechnic (here after referred to as NWP) residences are available to registered full-time students of NWP, other post-secondary students and non-students as approved by Residence Coordinator. Priority will always be given to students first. Fairview residences are available to any student enrolled in a program at NWP Fairview. Faculty and Staff members are not permitted to live in residence except in the case of extenuating circumstances.

## Rental Agreement

The electronic Residence Rental Agreement, signed prior to moving in, acknowledges you have read, understood, and will follow all residence policies. Please provide a picture of your Government issued identification with the signed Residence Rental Agreement. Rental agreements are still binding if it becomes necessary to change a resident's unit/bedroom assignment.

## Rent

### Grande Prairie and Fairview Campuses

Rent is paid on a per semester basis for full year programs. First semester rent is due August 1st and second semester rent is due December 1st. For apprenticeship programs, rental payment deadlines will be provided to the residents in advance.

Summer rent is paid on a month to month basis.

All residents not paying their rent in full by the due date, will be assessed a \$50 late fee per semester. This includes students who have been granted a monthly payment plan, student loan payments, funded students, etc.

### \*\*\*\*\* Important Notes Regarding Rent \*\*\*\*\*

If you are seeking to pay rent via a monthly payment plan, this is something that must be arranged with Residence staff well in advance of payment deadlines. Please contact the residence office for an application form. First year students and non-students are not eligible for a payment plan during their first calendar year of stay in residence.

If you will be receiving a student loan, RESP funding, sponsorship funding, agency funding, bank funding, etc. then it is your responsibility to let the Residence Office know in advance. You **MUST** provide the Residence Office with the required documentation/proof of approved funding and pay one quarter of the first semester rent. Failure to comply could result in your spot being cancelled or you may be denied a payment extension.

For residents who have been granted a monthly payment plan, note that rent is due on or before the first business day of each month. Failure to pay rent on time will result in a daily fine of \$10.00 and could result in eviction after five days of non-payment.

## Re-Applying for Residence

If you would like to live in Residence for the next academic year or next intake, you will need to complete an online application for the appropriate campus.

<https://www.nwpolytech.ab.ca/services/housing/>

**Grande Prairie campus** - to ensure you get your preferred choices, we recommend residents apply by the end of January (for full year program). If you would like to live in residence for the spring/summer session, you will need to fill out an online application.

Those families living in family residence will be given priority (as long as they are in good standing) to stay on in their unit(s) for the next term. You will still need to reapply online.

**Fairview Campus** - please apply online as soon as possible once you know your program intake date.

For both campuses - If you would like to request preferred roommates, certain units, bedrooms, etc., please make sure to note them in the comment areas on the online application. If residents wish to live together, all parties must request each other on the application.

## Security Deposit

Your security deposit is paid at the time of application. If you are continuing into the following term, then your deposit less the non-refundable administration fee, will be carried over. If any charges have been levied, the costs will be noted on your myNWP self-service account. It is then your responsibility to pay the outstanding charges prior to returning for the next year or intake.

Any outstanding charges will be placed against your deposit and you will be placed on financial hold which means you will be unable to register for future programs, request transcripts, make changes in registration, or request a certificate or diploma until all outstanding charges are paid.

Any resident failing to comply with the request may lose their reservation for the following year or intake. Upon completion of your stay in Residence, your deposit will be refunded within 60 days less any potential charges.

For Grande Prairie campus - further details regarding security deposits, cancellation charges, please refer to the NWP Residence online application -

<https://www.nwpolytech.ab.ca/services/housing/application/>.

## Parking - Grande Prairie Campus

All residence parking lots are in effect 24/7 during the academic year. Please use the following link for parking services at NWP. <https://www.nwpolytech.ab.ca/services/parking/index.html>.

Residents wishing to park in resident lots, must pay for parking. You will be ticketed and/or towed without payment.

There is no Visitor parking in residence. Visitors/guests need to park on nearby streets. Any vehicle parked in a fire lane, along a yellow curb, in front of a fire gate, in staff parking, or in front of a garbage bin will be ticketed and/or towed.

There is absolutely no parking in front of units or in the driving lanes. Those areas are only to be used for move ins or move outs. You will be ticketed and/or towed.

On the Grande Prairie Campus there are two secure bicycle compounds for resident use located in compound "D" and "J". Bicycles may not be stored in units or chained outside. Please sign out a bike shed key from the Residence Office.

Recreational vehicles such as quads, dirt bikes, snowmobiles, etc. are not permitted to be driven on any NWP campus including land, parking lots or streets.

## **Parking - Fairview Campus**

There is no Visitor parking in residence. Unauthorized vehicles parked on roadways, on sidewalks, on the grass, in fire lanes, in designated stalls, and in front of sidewalk crossings will be issued a parking ticket and may be towed at the owner's expense.

Recreational vehicles such as quads, dirt bikes, snowmobiles, etc. are not permitted to be driven on any NWP campus including land, parking lots or streets.

Bicycles are to be stored outside. There are a limited number of bicycle racks available for use throughout the campus. Bicycles, motorcycles, quads, snowmobiles, mini-bikes and roller-blades are not allowed within the residence complex. This includes motorcycle or other engine parts. Any item removed by residence will be stored by residence until the student checks-out. Students requesting items prior to check-out must apply in writing to the Residence Coordinator. Motorcycles must be parked in parking stalls or in the motorcycle spot designated south of the townhouses. Motorcycles are not permitted outside townhouses.

## **Welcome BBQ**

There is a Residence Welcome BBQ in September at the GP Campus. Details will be emailed to students.

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## **Moving In**

### **Check-in**

Dates and times for check-ins will be sent electronically to students from the Residence Office about one month from the check-in date.



## Bedroom/Unit Condition Forms

Upon moving into Residence, you will be provided with bedroom and unit condition report forms. These must be completed by each resident in the unit. These forms protect you from being charged at the end of your term or stay for damages you did not do. The bedroom condition report form must be handed in within 24 hours of moving in and the unit condition report forms must be handed in within 48 hours of moving in. Forms may not be accepted after these deadlines.

## Keys

Keys are provided to the Resident upon move in. It is very important to keep track of your keys at all times. If you lose or misplace them, please notify the Residence Office immediately. Lost keys are a security risk! Lost keys will result in the locks having to be changed and there is a minimum \$450.00 charge. If you are having any issues with your keys, let us know.

Keys are not to be given out to anyone! Your keys are your responsibility. Please refer to Appendix 2.

Entry into the Grande Prairie family units requires a code that will be provided at move-in time. If the resident requests a re-coding of the door, there will be a \$150 charge.

## Furniture

All residence units are furnished, with the exception of family units, at the Grande Prairie campus residence. Please be respectful of residence furniture. Residents are not permitted to take any residence furniture outside! If you wish to sit outside, we suggest you bring a lawn chair. For damage costs to furniture, please refer to Appendix 3.

If furniture is not in the allocated position upon check-out, charges may be assessed to return it to the original position.

## Internet

### ***Grande Prairie Campus***

Internet - All residence units have Wi-Fi included. There is no allocated TV service. You will need to bring your own SmartTV, or TV with Fire TV device, to access online streaming platforms via the NWP network.

If you have any issues with your internet service please call the NWP Information Technology (IT) Department Helpdesk at 780-539-2933 or [helpdesk@nwpolytech.ca](mailto:helpdesk@nwpolytech.ca).

Please ensure you take your TV with you when you move out of Residence. There will be a disposal fee assessed to your account if the Residence Office has to remove your old TV. Please refer to Appendix 3.

Please contact the NWP Information Technology Helpdesk with any network questions or concerns by calling 780-539-2933 or emailing [helpdesk@nwpolytech.ca](mailto:helpdesk@nwpolytech.ca).

### **Fairview Campus**

Internet - Internet is available throughout the Residences. Residents must bring their own computers. To log onto the NWP internet service the first time "User" is your student ID number and "password" is your birth date in the order: YYYYMmmDD, for ex. 1980Jan01.

Television/Cable/ - Basic cable service is provided to residents living in the dorms of Chinook and Sagitawa at no cost. The Residence is not responsible for loss of cable service and residents will not receive compensation for loss of cable service in the dorms. Students are not permitted to install their own satellite devices. If you experience problems with a television, report this to the Residence Office as soon as possible. All televisions are tagged and recorded. Any damages to televisions will be assessed and residents will be held responsible. For each television there will be one remote control assigned in September. Residents are responsible for replacing remote control batteries.

## **Insurance/Liability**

Tenant Insurance - College insurance does not cover residents for injury or for loss or damage of residents' personal possessions, however such damage is caused.

It is recommended that you take steps to ensure your personal effects are covered by private insurance; sometimes residents are covered under their parents' policies but check to make sure this is the case. If not, you can arrange for a residential insurance policy that covers:

- a) Personal Injury
- b) Loss of personal property
- c) Liability for personal and property damage

In the event of theft, damage, or personal injury, please contact the Residence Office as soon as possible for assistance and advice or, after hours, please see Security. In the event items are stolen, individuals are advised to place a police report and contact their individual insurance carriers.

Vehicle Insurance - Are you moving from another province to Alberta? If so, ensure your auto insurance is valid and up-to-date. If your policy isn't up to date, it may be invalid. In the event of a claim, you might not be covered. Please check with your insurance company.

## **Hanging Items on Walls**

### **\*Special Notes\***

- DO NOT HANG LED lights in the units unless they are hung on the wooden wall boards. Do not hang on drywall as they adhesive on the light strips destroys drywall!!!!
- Dart Boards are **prohibited** in residence units.
- Posters of questionable taste are not permitted in the common areas (including common living areas in townhouses) or where they can be seen by a passer-by.
- At the Fairview campus, do not hang flags from balconies or patio windows.

**Grande Prairie Campus** - There are wood boards on the walls in your bedrooms, living room and kitchen areas. Please hang items on the boards only - you may use nails, tacks and pins on these boards. Please do not use pins, tacks, tape or any other products that will damage the walls. Please do not hang items from the ceiling or you will be charged.

**Fairview Campus** - Nails, pins, tacks and other such items may not be used on walls, doors, ceilings, etc. Please use poster putty.

## Mail Delivery

All residents living on campus will be assigned a personal mailbox; there is no mail delivery to units or individual bedrooms. Please check your mailbox regularly as all correspondence from the Residence Office and NWP comes through this system as well as Canada Post, Fedex, UPS, Purolator, etc. A parcel pick-up notice will be placed in your mailbox or you will receive a text/email and you can pick it up from the Residence Office during office hours. Please note, even if you receive notification that a parcel has been delivered, it still may take up to 24 hours for the parcel to be delivered to the residence office.

**Grande Prairie Campus** - Canada Post delivers mail daily to our office and is sorted and placed in mailboxes once a day. Once you move out of Residence, we will forward mail to the address we have on file for ten days.

Your Mailing Address

Your Name  
NWP Residence, Box #  
10609 - 104 Avenue  
Grande Prairie AB T8V 8C3

**Fairview Campus** - Mail is sorted at the College and placed in mailboxes daily.

Your Mailing Address

Your Name  
NWP Residence, Box #  
11235 – 98 Avenue  
Fairview AB T0H 1L0

## Room Assignments/Transfers

The Residence Office attempts to fulfill resident's requests of preferred dorm/units or with preferred roommates, etc. where possible and upon availability. Residents may not change rooms without permission. All room transfers are to be requested through the Residence Office. If approved, **there is a \$25.00 room transfer fee that will be assessed to the resident's account.** Residents with outstanding fines may not be eligible for room transfers.

**NWP reserves the right to assign roommates, to change room/unit assignments, and/or consolidate vacancies by requiring residents to move from one room/unit to another. Notice will be provided to resident.**

### Grande Prairie Campus – Maximum Allowable Occupancy

- *Four-bedroom unit* – restricted to a maximum of four residents.
- *Four-bedroom family unit* – restricted to a maximum of five people where there are no more than two adults and three children, who are under the ages of 18.

### Fairview Campus - Maximum Allowable Occupancy

- *One Bedroom Family Unit* - restricted to a couple, or one single parent and child, or a single student who meets all eligibility requirements.
- *Two Bedroom Family Unit* - restricted to a couple or minimum of three persons and a maximum of four where no more than two of the occupants are adults. If there is a surplus of two-bedroom units Residence may allow 2 individual occupants into a two-bedroom unit.
- *Three-bedroom Family Unit* - restricted to a minimum of three persons and a maximum of six persons where no more than two of the occupants are adults.
- *Three-bedroom unit* - restricted to a maximum of three residents.
- *Four-bedroom unit* - restricted to a maximum of four residents.

## Things to Bring

### Grande Prairie Campus

#### MULTI-PERSON UNITS

- Your own dishes, pots, pans, utensils, toaster, coffee maker, other small appliances, etc. (basically any items you will need for cooking/eating/preparing food).
- Your own bedding for an extra-long twin bed or deep pocket sheets will also work (sheets, blankets, pillows), towels. Your own food.
- Microwaves are not provided; someone in the unit will need to bring one.
- Computer and television if you want for your bedroom.
- Garbage cans for both your bedroom and the kitchen.
- Shower curtains are supplied, but you should supply your own bathmat. These shower curtains are not disposable. DO NOT throw them out. Please ensure you wash them regularly!
- Cleaning supplies (household cleaners, mop, pail, broom, etc...), dish soap, tea towels and dish cloths.
- Laundry detergent / fabric softener.
- Hangers for bedrooms and front entry closet items.
- Area rug for bedroom (optional).
- Toiletries (shampoo, toilet paper, paper towel, hand soap, etc..)

#### FAMILY UNITS

- Living room furniture (couch, loveseat, coffee table).
- In the units there is one queen sized bed and three extra-long twin beds so bring bedding as needed.
- Shower curtains for two bathrooms.
- Study chairs for bedrooms, if wanted.

- And all other items noted above in multi-person units.

### Fairview Campus

The list below outlines items to bring during your stay in residence. Once you are accepted into residence, a confirmation letter will be sent out to you and it will outline more specific details about what to bring.

- Kitchen items
- Your own bedding (sheets, blankets, pillows), towels.
- Your own food.
- Microwaves are provided, except in the apartment style units.
- Vacuum cleaners are provided per floor in the apartments and dorms style units.
- Shower curtains are supplied, but you should supply your own bathmat. These shower curtains are not disposable. DO NOT throw them out.
- Cleaning supplies (household cleaners, dish soap, tea towels and dish cloths etc..).
- Laundry detergent / fabric softener.
- Hangers for bedrooms and front entry closet items.
- Toiletries – ex. shampoo, toilet paper, hand soap, etc.

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## Residence Living

### Alcohol

All residents are subject to Provincial and Federal laws and regulations regarding alcohol use. Specifically, it is illegal for anyone under the age of 18 years to possess, sell, obtain or consume alcohol. Alcoholic beverages may only be consumed inside units classified as drinking units. There is no open liquor allowed outside. There is absolutely zero tolerance of alcohol in any unit deemed non-drinking. Meaning you cannot consume it, store it, nor have others bring it to the unit.

### Bulletin Boards

Residents are expected to familiarize themselves with and abide by the NWP Poster Policy.

### Cleaning/Unit Inspections

All units are expected to be kept clean. Residents are expected to share cleaning tasks especially dishes, common areas, and bathrooms. Regular inspections for sanitation and maintenance will occur. Residents do not have to be present in order for inspections to be conducted. **Notices will be provided for inspections.** Please see Appendix for 3.

The following areas are primarily inspected:

- Common areas - floors, carpets, baseboards, walls if necessary
- Bathrooms - toilets, tubs & sinks, floors and baseboards

- Kitchens - sinks, stovetops (grease catchers), microwaves, ovens, fridges (inside and out), floors and baseboards
- Bedrooms will be inspected (un-authorized guests, contraband, dirtiness, etc.).

**Fairview Campus** - Limited custodial service is provided in the dorms. Caretaking staff are responsible for the upkeep of the outer hallways, main entrances, washroom and shower areas and stairwells within the Residence complex.

## Damages

All damages to the unit are to be reported immediately. If the damages occur after office hours or on a weekend, please report the damages to the Residence Office on the next business day. To report damages, call the Residence Office, drop by or use email. Repairs will be arranged by the Residence Office. Residents are not allowed to repair any damages created. It could lead to additional charges.

Residents are responsible for damages they cause. Each resident shares responsibility for any damage caused to the common living areas. Should the responsible person or person(s) fail to claim responsibility, repair and/or replacement costs will be charged equally among all residents within the given dorm/suite. Resident cooperation is encouraged when residence staff are attempting to determine the responsible person(s).

Costs for damages will be assessed according to the Damage/Loss of Property schedule in Appendix 3.

## Dangerous Behaviors/Pranks

Do not go on to the roof tops of the residence buildings or window ledges. Don't disturb others by knocking on doors or windows in the middle of the night. Throwing, dropping, or ejecting material from residence buildings, balconies, windows, rooftops or stairs is not permitted. Residents are not permitted to participate in potentially destructive activities which may cause personal injuries and/or property damage. Initiating, encouraging, supporting, or participating in raids, pranks, and/or any activity deemed disruptive, offensive or hostile is not permitted. Intimidation or instilling fear unto other residents is unacceptable and may result in further consequences. Please refer to Appendix 2.

## Dangerous Items

No firearms or offensive weapons are allowed on NWP property including Residence; this includes, but is not limited to, all firearms, ammunition, air guns, hunting knives, pepper spray, bows and arrows or any other offensive weapons. Also, there are to be no propane tanks or gas cans stored in residence units. See NWP Administrative Policy - Possession of Weapons Policy.

Do not store hazardous materials, including propane tanks in the units. No explosives including, but not limited to, firecrackers, dynamite and flammable or combustible substances are permitted in Residences.

## Dining Services

There are cafeterias on both campuses. Hours vary.

## Doors/Deadbolts

Please do not leave your front door ajar using your deadbolt or prop open your door by any other means. Continually propping open doors with the deadbolts could result in further consequences. When this is done, it puts your belongings, NWP property and you and your roommates' safety at risk. Vandalism and theft most often occur when a dorm or suite has open access. As well, it may cause damage to the doors and the deadbolts resulting in costs to repair/replace the doors and/or deadbolts. Residents violating this policy will be subject to the cost of repairs. Please refer to Appendix 3.

## Electricity/Water/Gas

All utilities are included in your rent, however the cost of these utilities (power, gas & water) are high. With everyone working together to limit unnecessary utility consumption, we can make both an environmental and financial difference! Please help by utilizing the following suggestions for safety and utility conservation;

- Turn off the lights when not in use.
- Turn off appliances/equipment when not being used.
- Do not leave space heaters unattended.
- Do not overload outlets in bedrooms with too many electronics; this will cause the breakers to trip and is considered a fire hazard.
- Lower the thermostat when you're not at home and at night time.
- Have reasonable length showers.
- Report leaking faucets, running toilets, or dripping showers to the Residence Office.

**Grande Prairie Campus** - Our townhouses have a furnace-fed hot air system controlled by a thermostat in the living room. If you have any issues during the day, please contact the Residence Office. After hours, please call security at 780-539-2700 and they will contact the on-call residence staff member.

**Fairview Campus** – During office hours, please see Residence staff and for after hour issues, please call inside security at 780-835-6664 and they will contact the Facilities staff on call to address the situation.

## Emergency Preparedness/Fire

When you move in, familiarize yourself with the unit's fire and safety equipment including fire extinguishers and smoke detectors. Make sure you know where they are and how they work. Ensure you become aware of all possible entry and exit routes. In the Fairview campus dormitories, please ensure you know the location of the fire alarm pull stations.

**Phone 911 in the event of a fire or other emergency.**

Every unit is provided with a fire extinguisher. Do not hesitate to use the fire extinguisher in an emergency. Report discharged fire extinguishers immediately to the Residence Office. If an incident takes place after office hours, ensure all incidents are reported to security. Discharging a fire extinguisher unnecessarily will result in a replacement/refill fee as well as a cleaning fee if applicable. Further consequences may result if fire safety equipment is tampered with unnecessarily.

If you hear the fire alarm:

1. All persons in residence must leave the building immediately. Shut down any equipment, turn off stove and leave lights on.
2. Close doors and windows.
3. Take a coat and wear shoes or boots in cold weather.
4. Evacuate the area.
5. Exit the building via nearest possible exit & go to closest fire assembly or muster point.
6. If smoke is encountered, stay low to the ground.
7. Return only when specific instructions are provided by authorized NWP staff. The incident is considered over when emergency services declare an "All Clear".

## Garbage/Recycling

### *Grande Prairie Campus*

- Place all garbage in one of the large garbage bins located in front of the Residence Office or in parking lots J, G or L. Do not put your bagged garbage in the cans situated in the courtyards. The large bins are emptied every Tuesday and Friday. Leaving bags outside your door makes the unit look messy and attracts birds and vermin. Please DO NOT leave garbage on your stoops at any point. Failure to do so may result in a fine per resident in the particular unit for each day that the garbage remains there.
- Recycle bins are located in front of the Residence Office (building E) and beside parking lot G. There are large bins for cardboard, and many smaller bins for tin, plastic and paper. The recycle bins are emptied as needed.
- Bottles and cans can be recycled at the nearby recycle center. Recycle Plus Depot is located west of NWP and just west of Save On Foods. This facility also recycles cardboard, glass, paper, Styrofoam and magazines.

### *Fairview Campus*

- Residents are responsible for removing garbage from their bedrooms to brown, outside receptacles, not hallways or common areas.
- Townhouse residents are required to place trash in proper brown receptacles and not outside townhouse doors.
- Recycling bins for cardboard, paper, tin, and plastic are provided by the townhouses.

## Guests

We want you to share the residence experience with your friends and family, however we want to make sure it's a positive experience for everyone. Each resident is allowed up to four overnight guest stays per month. Please ensure you notify your roommates if you are having someone over. **Any resident having a guest over must be present at all times with their guest and take full responsibility for their actions.** Do not have guests overstay their welcome as it will become a huge issue. **Do not give your guests/others your residence keys.**



## Harassment

NWP is committed to providing a learning environment free of discrimination, harassment and bullying. Acts of discrimination, harassment or bullying by residents are unacceptable and will not be tolerated. Residents, as registered students of NWP, are expected to familiarize themselves with and abide by the NWP's College Anti-Discrimination and Anti-Harassment Policy and other related policies.

Verbal or physical harassment to residence staff or security will not be tolerated.

## Health and Wellness Services

NWP offers multiple health and wellness services at both the Grande Prairie campus and the Fairview campus. Please refer to the NWP website – <https://www.nwpolytech.ca/>

## Incidents/Accident and Hazard Reports

Help keep our campus safe. Report immediate hazards and potential hazards.

Report hazards to the Residence staff and NWP Campus Security. Once reported, hazards will be corrected to ensure a healthy and safe environment and to prevent incidents and accidents from occurring in the first place.

### **Report Any and All Incidents and Accidents even When they Seem Minor.**

If you are in residence when an incident or accident occurs, report the information to Residence staff immediately. This information will be then reported to Security and/or the Facilities department.

Grande Prairie Residence please report snow clearing issues to the NWP Facilities & Maintenance Department by calling 780-539-2833.

## Intra-Unit Meetings (Optional, but suggested)

Upon moving in, you may want to sit down together as a unit and discuss the following:

- *General behavior*—turning out lights, arranging and using common area space, respecting other people's property.
- *Communication* – provide one another with each other's contact information. This will help for communication purposes.
- *Security*—locking of doors, leaving windows screens in place.
- *Hygiene* – it is important to ensure you shower or bathe regularly, so person hygiene issues don't arise between roommates.
- *Cleanliness*—dishes, bathrooms, sweeping, mopping, shoes, clothing, books/study materials, cleaning schedules.
- *Lifestyles*—social gatherings, noise, etc.
- *Trust and Mutual Regard*—make your unit a place where all roommates are welcome and feel like they belong.

Residence staff is available to discuss any issues.

## Laundry

**Grande Prairie Campus** - The laundry facilities are located in building "E" (next to the Residence Office), and in buildings K & M in the far-right corners of the compound. They contain coin operated machines and change is available from the Residence Office during working hours. We only accept debit or cash. The cost is \$2/wash and \$2/dry. These rooms are open 24-7.

### **DOOR CODES FOR LAUNDRY ROOMS: 135**

Please note: our front load washing machines only require 1/4, or less, of the amount of detergent you would use in any other washer.

**Fairview Campus** - Laundry facilities are located throughout Residences. Change for the laundry facilities is available from the Residence Office. The cost varies between \$1.00 & \$1.50/per cycle.

## Lockouts

### **During Office Hours**

**Grande Prairie Campus** – if you lock yourself out, please pop by the Residence Office Monday to Friday from 8:30 a.m. to 4:30 p.m. and we will lend you a key free of charge. **Outside of those Hours** – please call security for lock-out assistance at 780-593-2700.

**Fairview Campus** – pop by the office and residence staff members will come open your door during business hours from 8:00 am to 4:00 pm. **After Hours** – if you lock yourself out, please call security for lock-out assistance at 780-835-6664.

## Maintenance/Service Calls/Repairs

All repairs and maintenance must be carried out by NWP residence staff. Residents are not permitted to repair or alter their units.

**Grande Prairie Campus** - The Residence Office can assist with your residence maintenance needs. If anything in your unit is not working properly (example: toilet running, lights burnt out, furnace troubles, plugged sinks, etc.) please pop by the Residence Office during our office hours or call us at 780-539-2802 or [gpresidence@nwpolytech.ca](mailto:gpresidence@nwpolytech.ca) and we will arrange to have maintenance fix the problem. If there are costs associated to damages, residents or their unauthorized guests have caused, (example: holes in walls, broken windows/screens, willful damage, unclogging of sinks due to food waste, etc., resident(s) will be charged back the costs.

**Please note:** The 24-hour entry notice will not be given for maintenance calls requested by students/residents. This also applies to deficiencies that have been documented on the bedroom/unit condition report forms at the time of move-in.

**Fairview Campus** - If something needs repair, it is the responsibility of the individuals occupying the unit to make a request for maintenance at the Residence Office. Facility staff will enter rooms to provide maintenance when it has been requested by students. Any non-emergency maintenance work required will generally be completed within five working days of the initial request. After hours and weekends, call Security at 780-835-6664 for emergency maintenance issues.

## Mental Health Counselling – NWP

Student Services - Phone: 780-539-2069  
Email: [mentalhealth@nwpolytech.ca](mailto:mentalhealth@nwpolytech.ca)

NWP Mental Health Services offers professional short-term counselling for NWP students on both Grande Prairie and Fairview campuses, free of charge. Psychologists and Mental Health Counsellors provide a safe, confidential environment to support students' mental health. Mental Health Services will also assist with referrals to community service providers when appropriate. Counselling services are available by appointment. For more information please visit our website: [https://www.nwpolytech.ca/services/mental\\_health/](https://www.nwpolytech.ca/services/mental_health/)

For After Hours (24/7) Support Contact:

- Mental Health Help Line: 1-877-303-2642 (available to all Alberta residents)
- Fairview Crossroads: 1-877-835-2120
- Kids Help Phone: 1-800-668-6868 (up to age 20; available to all Canadians)
- AHS Addictions Help Line: 1-866-332-2322
- Indigenous Mental Health Help: 1-855-242-3310
- Alberta Health Link: 811

## Notices

If a resident wishes to provide notice to the Residence Office, notice shall be delivered in person, electronic mean, or by phone call.

If the Residence Office wishes to provide notice to a resident, notice may be delivered in person, via electronic means or by phone.

## Pets

**No pets, fish or reptiles of any type are allowed in Residence.** Please refer to Appendix 2.

## Personal Hygiene

When living in a multi-person unit it is important to be aware and maintain one's personal hygiene. Ex. washing hands regularly, etc.

## Protection of Privacy

Personal information in possession in the Residence Office will not be released to persons from outside of NWP, including family members or friends, without the written consent of the resident, unless required by law (Freedom of Information and Protection of Privacy Act). The only resident information that would be released, is unit/room number or phone numbers to other NWP personnel while the resident is living on campus. NWP reserves the right to seek third party assistance and disclose information if a resident is injured, ill, missing or in the opinion of senior NWP administration represents a threat to themselves or others.

A resident may choose to sign a release of information form so that information can be released, ex. unit location, address, rental costs, etc.

## Quiet Hours

Please show courtesy and respect for your fellow residents by keeping quiet. It is especially important to keep noise down during exams.

Noise can travel quickly between units in Residence. The main cause for noise disturbance is music and television sound systems. Keep the volume down and reduce the base vibrations through walls/floors/furniture by placing some kind of insulation under your speakers (blanket/towel/foam padding).

If you are bothered by a noise:

- a) Talk to them and politely ask them to turn the noise down.
- b) During Residence Office hours, come see us in the Residence Office.
- c) After hours, please call security, advise them of the issue and they will address the situation.

**Residence Quiet Hours: 11:00 pm to 7:00 am seven days per week**

**Quiet Units: 24 hours a day, 7 days per week**

Outside of the hours noted above, please still be respectful of noise levels within your unit and for your surrounding neighbours. Please refer to Appendix 1.

## Residence Code of Conduct

The NWP Residence Code of Conduct provides all residents with a description of community standards, a clear system of consequences and/or discipline and a fair process for addressing incidents of misbehavior. The Residence Code of Conduct covers behavior that occurs within residence or the areas adjacent to the residence complexes, including the residence parking lots.

It is your responsibility to read Appendix 1 - Residence Code of Conduct and Appendix 2 - Residence Code of Conduct chart.

In Residence, we believe in mutual respect and treating each other with dignity. Every community member has the right to live in an environment free from harassment, discrimination and bullying. We are committed to maintaining and promoting a healthy and diverse community. The residence staff seeks to educate students regarding the effects that their choices have on others around them.

## Rights and Responsibilities

You have the **Right** to a safe and secure residence environment.

You have the **Responsibility** to keep your room door locked, not to prop doors open and not to allow strangers in your unit.

You have the **Right** to a reasonably peaceful and quiet space where you can sleep and study.

You have the **Responsibility** to respect others and to keep your music and your voice at a reasonable volume.

You have the **Right** to reasonable privacy in terms of both space and time.

You have the **Responsibility** to notify your roommates of your wishes and preferences for hours of sleep, study, and visitations as well as to work through in a peaceful manner any differences that you may have.

You have the **Right** to choose your means of recreation and relaxation.

You have the **Responsibility** to know and abide by NWP policies and provincial/federal laws pertaining to alcoholic beverages and legal and illegal drugs.

You have the **Right** to confront another's behavior when it infringes on your rights.

You have the **Responsibility** to examine your own behavior when confronted by others and work toward resolving conflicts.

You have the **Right** to have guests in your home.

You have the **Responsibility** to control your guests, and to protect your roommates if they are noisy and/or disrespectful to any resident on residence grounds.

You have the **Right** to know what is okay and not okay in Residence.

You have the **Responsibility** to read the information provided to you by residence staff especially your residence rental agreement and this handbook.

**Your success in residence will, to a significant extent, depend on your ability to understand and balance your rights and responsibilities.**

## Room Entry

Room entry is restricted to individuals who have been assigned to a specific room.

Entering another resident's room/suite without permission is not permitted.

Residence will give advanced notice of room entry when possible. Residence staff or any other authorized individuals may enter rooms for the following:

- Reasons of health, safety or general welfare.
- To make necessary repairs.
- To inspect the premises for suspected breaches of any applicable rules or regulations.
- When residents have requested maintenance.
- When a resident has moved out and an inspection must be completed.
- When cleaning staff must clean a room/unit due to move out.
- Welfare checks.
- Unit inspections.
- General communication when the need to contact a resident arises.

## Security

Paladin Security is the current security provider for the Grande Prairie and Fairview Campuses. Their mission is to provide a safe and secure environment for all students, staff and faculty as well as those who visit the campus. You will see them walking the campus in their blue uniforms. If you have a question, you can always ask a security guard: they can direct you to what you require.

Campus Security will respond to all security complaints, noise violations and/or arrange assistance for any after hours' mechanical or maintenance problems (example: furnace not working, water leak, etc.). All complaints made to security are confidential. Security staff are onsite in the Residence Office in the evenings. For any incidents after hours contact security. You may be required to complete an online incident report.

- Grande Prairie Campus Security is (780) 539-2700 – 24/7
- Grande Prairie Residence Guard – hours vary
- Fairview Campus Outside Security is (780) 835-6664 – 24/7
- Fairview Campus Residential Security is (780) 835-6664 – hours vary
- Email for GP Campus is [gpsecurity@nwpolytech.ca](mailto:gpsecurity@nwpolytech.ca)
- Email for FV Campus is [fvsecurity@nwpolytech.ca](mailto:fvsecurity@nwpolytech.ca)

Please note Security is on campus to provide service and support to students. Verbal or physical abuse will not be tolerated. See Appendix 2.

### Safe Walk Program

Campus Security provides this service 24/7 to and from the campus to residence and vice versa. Please contact Grande Prairie Campus Security at (780) 539-2700 or the Fairview Campus at (780) 835-6664 to set up this service. Allow up to 30 minutes for security to attend and assist.

### Security Blue Phones

Security phones are located throughout the Grande Prairie Campus, both inside the Polytechnic in the parking lots. Locate and be aware of the location of these security phones. All calls are directed to Campus Security or to dispatch. Currently, there are no security phones at the Fairview Campus but there is a courtesy phone located outside the residence office area.

### Security Awareness for Residents:

- Propping doors open is an invitation to other residents and strangers to enter the property and possibly commit a crime.
- Lock your doors.
- Do not lend out your keys.
- Report any lost or stolen keys ASAP to the Residence Office.
- If you feel uncomfortable with unwanted persons in your unit, please ask them to leave. If they refuse to leave, contact Campus Security to have them escorted off the property.
- Call for help if parties get out of control. i.e. fights, damages.
- Check in and around your car before getting in.
- Do not leave any valuables, cash, or anything of value visible in your vehicle.
- Don't keep valuables in vehicle but if you need to, ensure they are out of sight.
- Report any suspicious persons to the Residence Office or Campus Security.
- If you hear anything out of the ordinary (e.g. screams, arguments, and domestic disputes) contact Campus Security immediately.
- At night, walk with a buddy if possible. If you feel someone is following you, go back to your unit, or to a place where others are present. Stay away from unlit areas and areas that are not security patrolled regularly.
- Do not open your residence to strangers.

## Smoking and Drugs

**NWP Dorms, Apartments and Townhouses are smoke free** and the use of cigarettes, cannabis, vapes, cigars, cigarillos, hookahs, herbal products, etc. is prohibited in all NWP buildings and this includes residence.

Use of any of the above noted items in residence units will result in a 24-hour eviction notice and you will be fined \$300. If you wish to smoke any legal substance, please walk 3 meters from a residence entrance.

*\*\*\*Illegal drugs and substances are PROHIBITED on campus and could result in immediate eviction and RCMP involvement.\*\*\**

All cannabis on campus must be stored in a sealed, scent proof container.

## Smudging

There is a smudging area on the Grande Prairie Campus. Please contact Indigenous Services for further information. If you are looking to smudge in residence, please contact the Residence Office to make arrangements.

## Social Gatherings

Residents are permitted to having small controllable get-togethers in Residence. Large out-of-control parties are not permitted. **Residents are ultimately responsible for the actions of any guests.** Advertisement of any form (including social media, posters, etc.) is not permitted for any gathering.

## Windows and Screens

Do not enter your units through your windows or allow your friends to climb through your windows. If you lock yourself out, please either come by the Residence Office or call Security (after hours) 780-539-2700 for a lockout. For Fairview Residence either come by the Residence Office or call Security(after hours) 780-835-6664.

Removal of screens is prohibited; it puts you and your roommates' belongings and NWP property at risk. If your screen has been removed from the unit and security or maintenance staff find it on residence grounds you will be charged the damage fee whether it has been damaged or not. Please refer to Appendix 3.

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## Moving Out

### Check-out Procedures

#### *Fairview Campus*

Residents agree to vacate the premises by 12:00 noon of the day the rental period expires unless arrangements for late departure are authorized by the Residence Coordinator.

#### *Grande Prairie Campus*

Full Semester Programs - Notify the Residence Office of your move out day (*within 24 hours of your last exam*).

Grande Prairie Apprenticeship Residents - agree to vacate the premises by 12:00 noon of the day the rental period expires unless arrangements for late departure are authorized by the Residence Coordinator.

Grande Prairie Campus – Summer Housing – agree to vacate the premises based on move out date noted on rental agreement or August 15<sup>th</sup> at the latest, unless the resident has been assigned to a spot and paid for the next academic year.

All Residents - Premises are to be left in the same condition as they were in when you moved in; only reasonable wear and tear is acceptable. Please remove all your belongings, fixtures and materials that were not part of the original furnishings of the premises when you moved in. A final inspection of your room/unit will be conducted and you will be responsible for any necessary cleaning, missing items and damages not recorded on your initial room condition report. In the event the resident fails to vacate the residence upon expiry of the term or the termination of the agreement, the Residence staff may, without further notice to the resident, enter his/her room (whether the resident is present or not) and remove the property of the resident and, thereafter, deny to the resident all further access to the premises.

**Note:** At the discretion of the Residence Office, items left behind by residents will be held for a maximum of 10 days, after which items will be donated or disposed.

#### **Denial of Readmission to Residence**



A resident may be deemed inappropriate for return to residence the following year (or years). This may be due to damages caused, nonpayment of fees, inappropriate behaviour to staff, security, or fellow residents, behaviour concerns or roommate concerns. The resident will be informed of this decision.

## **Evictions**

If you cease to be a student in good standing at NWP or are evicted for Residence code violations, your stay will be terminated, and you will be expected to vacate your Residence unit within 24 hours.

If you are evicted, you will lose one month's rent from the date of eviction, and you will be charged a \$300 eviction fee for the current term and you will be banned from all residence property.

If a resident poses an immediate threat to another individual or the community, or continues to violate their terms of eviction, they will be immediately removed from Residence.

## **Final Inspection, Damage, and Loss of Residence Property**

When a resident moves out, the 24-hour notice policy is waived so residence staff may enter the premises to conduct a final room inspection and perform any maintenance and/or cleaning required. If there is any cleaning required once you have handed in your keys, you will be charged for cleaning @ \$40/hour.

Any missing items and damage not documented on the move-in condition report will be assessed to the resident.

In attempting to keep residence operating costs down, students will be charged for any repair and/or replacement costs of residence property. Appendix 4: Damage /Loss of residence Property indicates specific repair and replacement costs.

## **Key Return**

All keys are to be returned to the Residence Office at checkout. If it is after-hours, place keys in the residence drop-off box which is located on the outside of the Residence Office building in Grande Prairie and on the front of office at the Fairview Residence Office. Do not return your keys to the Security Office. Failure to return keys will result in the locks having to be changed and the resident will be assessed a minimum \$450 charge. Rent will be charged until such time as keys are returned to the Residence Office.

## Appendix 1: Residence Code of Conduct

### General Statement

The Residence Code of Conduct exists to provide all those living in Residence a standard for behavior within the residential community. The residence discipline Code of Conduct covers behaviours occurring within residence or the areas adjacent to the residence complexes including the parking lots and/or residence grounds.

NWP believes in mutual respect and we treat each other with dignity. We celebrate the diversity of people, ideas and culture. Every community member has the right to live in an environment free from harassment, discrimination and bullying.

The objective of the Residence Code of Conduct is to emphasize resident accountability. This system is designed for the resident to come to understand the nature of the relationship between their behavior and its consequences. The Residence seeks to educate residents regarding the effects that their choices have on others around them.

### Community Standards

Community standards have been established in order to create a safe, comfortable, and caring environment striving to ensure both physical and emotional well-being. The following principles apply to all residents:

- Respect Residence property.
- Respect the physical and emotional rights of fellow residents.
- Respect the educational mission of NWP, helping to maintain an environment conducive to academic achievement.
- Exercise care and consideration when using Residence and NWP facilities.
- Be concerned with your own personal development and purpose for residing in this community.
- Accept responsibility for your behavior at all times.
- Respect the rules and regulations that have been set out by Residence.

### Discipline System

You are responsible for observing all relevant NWP policies including the terms and conditions of the policies noted below. Failure to observe these terms and conditions could affect your ability to live in residence and be a student at NWP.

- Residence Handbook
- Residence Code of Conduct
- Residence Rental Agreement

The above documents outline behavioural expectations and the types of actions levied for offences. No resident is exempt from the terms and conditions of the Resident Code of Conduct for any reason. Misconduct by residence will result in discipline against the resident(s) involved in the incident.

The standard of whether a resident is "**responsible**" or "**not responsible**" for the violation of the policies rests with the "preponderance of evidence". That is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the administrator reviewing the case? The standard in residence discipline cases is unlike that in criminal cases, which are usually "proof beyond a reasonable doubt". Any behavior which adversely affects a resident or staff member's rights or adversely affects the institution or personal property is subject to disciplinary procedures.

Disciplinary action may include verbal or written warning, a monetary fine, residence probation and/or eviction from Residence.

Every reasonable effort is made to investigate all policy infractions in a timely and effective manner. Cooperation with staff is an expectation to ensure that all facts can be gathered and failure to provide this cooperation may constitute an infraction.

### **Possible Consequences and Sanctions:**

Verbal Warning - residence staff and security can issue verbal warnings. The verbal warning will be documented. The content of the verbal warning will indicate the offending misbehavior and/or what policy was violated and what the consequences are if the behavior is repeated.

Written Warning - May be issued if a verbal warning has been given and ignored or when the seriousness of the incident warrants a written warning. The written warning will include the offending misbehaviour and/or what policy was violated and what the consequences are for the behavior and what the consequences are if the behavior is repeated.

Fines - May be issued by residence staff as specified in the attached behavioural consequence table. All fines are assessed to student accounts. All proceeds from fines are directed towards repairs, maintenance of units, cleaning, etc. Fines are separate from costs incurred and assessed for damage to the residence or property.

Item Confiscation - If items are found in the residence that are not permitted, they will be confiscated. Once an item has been removed by residence staff, the resident will not have access to these items. Depending on the item, it may be returned when the resident vacates at the end of the term and/or if the resident is evicted.

Residence Probation - When a resident is placed on probation within Residence, they will sign a probationary agreement outlining the conditions upon which they are permitted to stay in Residence. Probation may be for a small time period and/or extend up until the end of the program or the academic year, and in some cases, will extend to subsequent years. Also depending upon the situation, residence community service maybe required.

Residence Eviction - The Residence Manager or Residence Coordinator is responsible for notices of eviction. Behaviours that warrant eviction are noted in the Residence Code of Conduct Chart. Once the Resident has been evicted, the resident is banned from all residence property. Residents evicted from residence will lose one month's rent from the date of eviction and be charged a \$300 eviction fee. Depending on the situation, an eviction may be immediate (if a resident is an immediate threat to another individual or the community) or there may be advance notice of 24 hours. All evictions will be communicated in writing.

The Resident Rental Agreement may also be terminated by NWP in the following situations:

- Non-payment of residence fees or fines
- Withdrawal or dismissal from a NWP academic program
- Failure to adhere to any NWP policy and/or directives.

Eviction Procedure: The Associate Dean Student Life, Residence Coordinator or designate, will meet with those accused of wrongdoing and/or the person(s) who reported the incident to determine as accurately as possible the nature of the offence. If the Associate Dean Student Life or Residence Coordinator or designate is convinced that an offence has occurred, they will decide the action to be taken. The Associate Dean Student Life or Residence Coordinator or designate will notify the resident in writing of both the action and the penalty to be imposed. A copy of the letter will be electronically sent to the resident and a copy placed in the resident's file.

The following figure outlines the process to be used for reconsideration of any of the decisions concerning community standards and the code of conduct.

## Appendix Two: Resident Code of Conduct Chart

The following chart outlines conduct and possible consequences or actions. Due to certain situations or extenuating circumstances, this list is a guideline only. Eviction may always be a possibility depending on the situation and is at the discretion of the Residence Manager or Residence Coordinator or designate.

<b>Conduct Not Permitted</b>	<b>Possible Consequences or Actions</b>
<b><i>Alcohol</i></b> <ul style="list-style-type: none"> <li>Consumption, possession, or distribution of alcohol in unauthorized areas.</li> </ul>	Verbal or written warning with a possible fine up to \$150 and/or probation and possible eviction.
<b><i>Break and Entry</i></b>	Eviction. May be reported to RCMP.
<b><i>Damages</i></b> <ul style="list-style-type: none"> <li>Unreported willful damages.</li> </ul>	Verbal or written warning, cost of repairs and \$50 fine.
<b><i>Failure to Cooperate or Comply</i></b> <ul style="list-style-type: none"> <li>Identifying oneself</li> <li>Providing false information to security officers, NWP officials or law enforcement officers.</li> </ul>	Verbal or written warning with a possible fine up to \$200 and/or probation.
<b><i>Failure to Maintain Clean Unit</i></b> <ul style="list-style-type: none"> <li>Unit inspections</li> <li>Requests from Residence Staff</li> </ul>	Verbal or written warning. First offence \$25 fine, second offence \$50 fine. Unit inspections increased. Plus extra costs associated with cleaning of unit including shower curtain cleaning.
<b><i>Failure to Check-Out</i></b> <ul style="list-style-type: none"> <li>Returning of keys.</li> </ul>	Minimum cost of \$450 for the re-keying door locks is to be charged to the Resident.
<b><i>Fire Safety Equipment</i></b> <ul style="list-style-type: none"> <li>Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fires.</li> </ul>	Written warning, replacement and/or refill fee for discharged fire extinguishers; cost of cleaning; probation and/or eviction.
<b><i>Garbage/recyclables</i></b> <ul style="list-style-type: none"> <li>Left outside on stoops or outside unit.</li> </ul>	Verbal or written warning or \$10 fine per resident.
<b><i>Guests</i></b> <ul style="list-style-type: none"> <li>Failure to adhere to the guest policy.</li> </ul>	Verbal or written warning or fines or immediate eviction.
<b><i>Harassment and/or verbal assault and/or discrimination</i></b>	Verbal or written warning with possible eviction.

<ul style="list-style-type: none"> <li>Abuse of Residence Community members (ie.staff, residents, and Security)</li> </ul>	
<p><b>Illegal drugs</b></p> <ul style="list-style-type: none"> <li>Use, possession or distribution of illegal drugs in residence units.</li> </ul>	Immediate eviction and RCMP may be notified.
<p><b>Keys</b></p> <ul style="list-style-type: none"> <li>Giving unauthorized persons Residence keys/making a copy of Residence keys</li> </ul>	Verbal or written warning with possible eviction.
<p><b>Room transfers within a unit</b></p> <ul style="list-style-type: none"> <li>Without authorization</li> </ul>	Verbal or written warning or resident may be required to move back to original room.
<p><b>Non-payment of rent</b></p>	Verbal or written warning, fines assessed accordingly with possible eviction.
<p><b>Open flame</b></p> <ul style="list-style-type: none"> <li>Candles, incense – ARE PROHIBITED</li> </ul>	Candles or incense confiscated and \$25 per item fine. Verbal or written warning, fine, repainting of walls and cost charged to resident and/or possible eviction.
<p><b>Outdoor fires</b></p>	Immediate eviction
<p><b>Operating a Business</b></p>	Verbal warning, \$100 fine plus cost of mail delivery.
<p><b>Pets</b></p> <ul style="list-style-type: none"> <li>Bringing or keeping pets in Residence by resident or visitor.</li> </ul>	Eviction.
<p><b>Propping or Tampering with doors</b></p>	Verbal or written warning and/or \$150 fine and/or cost of repair of damage to door, door frame and/or lock mechanism.
<p><b>Physical assault</b></p>	Possible immediate eviction.
<p><b>Removing furniture</b></p> <ul style="list-style-type: none"> <li>From units.</li> </ul>	Verbal or written warning, cost of replacing furniture.
<p><b>Repairs</b></p> <ul style="list-style-type: none"> <li>In Residence Units</li> <li>On Residence Property</li> </ul>	\$100 fine and/or cost of repairs.
<p><b>Safety Hazards</b></p> <ul style="list-style-type: none"> <li>Performing an act that may be a safety hazard to yourself or others (not limited to the following examples) - e.g. do not go on the roof tops of the Residence buildings, throw or drop materials from windows or rooftops</li> </ul>	Written or verbal warning, probation or possible eviction.
<p><b>Sexual harassment/sexual assault</b></p>	Possible eviction and potential RCMP involvement.
<p><b>Smoking or Vaping</b></p> <ul style="list-style-type: none"> <li>Prohibited In Residence Units</li> </ul>	

	\$300 fine and Eviction with 24 hours' notice. Will also be assessed a \$300 eviction fee.
<b>Social Gatherings</b> <ul style="list-style-type: none"> <li>Gathering gets out of control, noise complaints, damages, etc.</li> </ul>	Verbal or written warning or fines or eviction.
<b>Theft</b> <ul style="list-style-type: none"> <li>NWP or other residents' property</li> </ul>	Possible eviction plus cost of replacement items and/or RCMP involvement.
<b>Vandalism</b>	Immediate eviction plus cost of damage
<b>Weapons &amp; Dangerous Materials</b> <ul style="list-style-type: none"> <li>Includes (but not limited to) firearms, paintball guns, air and air soft rifles, bow and arrows, hunting knives, firecrackers, fireworks, ammunition, explosives, propane tanks, dynamite or dangerous chemicals on Residence property.</li> </ul>	Depending on situation (type of weapon or dangerous material): May range from written or verbal warning to probation to eviction. May be reported to the RCMP.
<b>Window Screens</b> <ul style="list-style-type: none"> <li>Removal of screen to gain access to units/rooms.</li> </ul>	Verbal or written warning, cost of repair or replacement of screen. \$100 fine for repeat offenders.

## Appendix Three: Damage/Loss of Residence Property

<b>Damage/Loss of Residence Property</b>	
To keep Residence operating costs down, residents will be charged for any repair and/or replacement costs of Residence property. The following indicate <b>MINIMUM</b> charge:	
<b>ITEM</b>	<b>COST</b>
Appliances (repair)	\$50
Appliances (replace)	\$1000
Bed frame (repair)	\$50
Blinds	\$100
Bulletin board (replace)	\$50
Candles or Incense	\$25
Chair (repair)	\$50
Chair (replace)	\$125
Cleaning (after move-out)	\$40/hour
Cleaning (common areas when not done by residents as required)	\$40/hour
Closet door (repair)	\$25
Closet door (replace)	\$105
Clothing rack (replace)	\$10
Clothing basket (replace)	\$25
Coffee tables (repair)	\$50
Coffee tables (replace)	\$200
Couch and/or Loveseat (repair/replace)	\$1000
Cupboard door (repair)	\$100
Curtains (replace)	\$80
Deadbolt	\$100
Dent/gouge in wall	\$100
Desk (repair)	\$25
Desk lamp (replace)	\$40
Door - Bedroom (repair/replace)	\$250
Door – Front door (replace/repair)	\$1000
Door lock/hinge (replace)	\$50
Dresser (repair)	\$50
Dresser drawer (replace)	\$100
Exit sign plate (replace)	\$50
Fire extinguisher (refill/replace)	\$100
Fridge (clean/replace - due to use of white board markers)	\$1500
Garbage container (kitchen)	\$25
Garbage container (desk)	\$25
Garbage left outside units – per resident of unit/per day	\$10
Key - (replace mailbox and bedroom key)	\$25
Key - (re-coding of the door for family units)	\$250



Keys (lock replacement for new key)	\$450
Keys (replacement of unit key)	\$300
Kitchen cabinet – repair	\$100
Kitchen table (replace)	\$350
Kitchen table (repair)	\$75
LED light removal – removal of lights repair/repainting of walls	\$150
Light cover (replace)	\$50
Light fixture (replace)	\$100
Mattress XL twin (replace)	\$400
Mattress Queen (replace)	\$650
Mattress cover – white or blue	\$50
Microwave Removal - left behind after move-out (disposal fee)	\$25
Mirror (replace)	\$50
No Smoking signs	\$20
Outlet cover	\$10
Shower curtain missing, damaged or stained	\$25
Shower head (replace)	\$25
Smoke detector (replace)	\$150
Smoke detector (repair)	\$50
Smoking or vaping in unit/bedroom	\$300
T.V. HDMI/Ethernet cable (replace)	\$20
T.V. Remote (replace)	\$25
T.V. Block/Cord	\$50
T.V. Receiver (replace)	\$100
T.V. Internet Router (replace)	\$150
T.V remote (replace)	\$25
T.V. Removal of old TV. Left behind after move-out (disposal fee)	\$50
T.V. stand (repair)	\$40
T.V. stand (replace)	\$80
Upholstery repair	\$50
Wall damage requiring repaint	\$100
Window (replace)	\$300
Window screen - bedroom (repair/replace)	\$50
Window screen - dining/living room (repair/replace) \$70 - \$100	\$70 - \$100
Window clip (replace)	\$25