



**Victoria University
Residence Handbook
2019-2020**

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SECTION 1 VICTORIA UNIVERSITY RESIDENCES

BACKGROUND AND PHILOSOPHY

The Office of the Dean of Students within Victoria University constantly works to provide a holistic and engaging community focused on student success within our four residence buildings. Living in a campus residence is considered a privilege and certain responsibilities come along with that privilege. This document intends to outline those responsibilities so that you, as the resident, are aware of the University's expectations with regard to your conduct. It is expected that all residents will use common sense and courtesy, respect for each other's rights, and a shared commitment to community life, which enhances the academic, personal, and social experiences inherent in the pursuit of a university education.

As the owner of the residences, the University accepts the legal obligation to protect the rights of its residents with respect to safety, maintenance and general upkeep, reasonable quiet, and freedom from nuisance and disturbance. A second obligation is to protect the property itself from abuse and destruction. Residence accommodation has been made possible in part by the care, consideration, and efforts of students who have lived here in past years. All residents are encouraged to take an active part in residence life, and to bring forward any concerns to their residence council leaders, or residence staff (Dons, staff in Office of the Dean of Students).

THE OFFICE OF THE DEAN OF STUDENTS is responsible for Residence Life at Victoria University; The physical office space is located in the Goldring Student Centre at 150 Charles St. W, Toronto. For more information about staff in the Office of the Dean of Students, including roles, responsibilities, and contact information, please visit: http://www.vic.utoronto.ca/students/Office_of_the_Dean_of_Students.htm

Office Hours: Monday to Friday 9:00 am - 5:00 pm

To reach a staff member, you can e-mail: vic.dean@utoronto.ca

RESIDENCE DONS

The role of the Residence Don at Victoria University is primarily one of mentor/educator: Dons are expected to engage actively in forming and developing a residence community supportive of the academic goals of the institution. The Don is responsible for assisting and advising residence students, for maintaining reasonable levels of conduct, safety, and security, and for encouraging residence activities, events and programs. The Don also refers students to services available on campus and in the community.

Note: Residence Dons are part of a rotating on-call schedule. The Dons On Call are available on a 24 hour basis, and can be reached by calling the 24 hour Residence Services Desk at 416-585-4524. Please clearly identify yourself and your concern, so the Don can attend as quickly as possible.

RESIDENCE SERVICES DESK AT MARGARET ADDISON HALL is located in the foyer of Margaret Addison Hall, 140 Charles Street West.

- In August/September, residents check in with Residence Services, and at the end of the school year, all keys and check out materials are returned to the Residence Services desk.
- Residence Services staff issue replacement keys (for a fee).
- Among the other services offered by the Residence Services Desk are directory assistance for Victoria University phone numbers and temporary key sign-outs.
- Residence Services administers Victoria University campus parking.
- General inquiries about services, and calls for security, should be directed to **416-585-4524**. In case of extreme emergencies (fire, police, or ambulance) you should dial 911 first and then report it to Residence Services.

The desk is open 24 hours a day, seven days a week (excluding the university closure period during the winter break) and can be reached by dialing "0" on any university phone or 416-585-4524 free from any pay phone on campus.

INFRASTRUCTURE AND SUSTAINABILITY are responsible for performing maintenance and repairs for the entire University. To report maintenance and housekeeping concerns, please use the [FIIX portal](#). If your concern is immediate (i.e. a leak) please report it to the Residence Services Desk right away. The central Infrastructure and Sustainability office is located in the basement of Old Vic. Painters, carpenters, electricians, plumbing and heating services are all dispatched from this area.

INTERNET ACCESS

All student rooms in Margaret Addison Hall, Annesley Hall, Rowell Jackman Hall and Burwash Hall are wired for direct high-speed Ethernet access to the internet. Students can access to the wired network, with a computer equipped with an Ethernet card. Residents must supply their own CAT5e/CAT6 straight through patch cables (the cable to connect your computer to the wall jack).

There are also wireless locations throughout the University of Toronto campus, including Ned's Café, the Goldring Student Centre, Burwash Dining Hall, and Old Vic. As well, students are able to connect to wireless internet in their rooms and respective common rooms throughout the Victoria University Residences. For wifi access students must choose the UofT wifi network from the available networks on their devices and put in their utorid and utorid password.

Any students tampering with university computer equipment or using internet access for unlawful or inappropriate activity will be subject to disciplinary action.

GENERAL CONSIDERATIONS

The campus community and all residence students are subject to the laws of the land. Notwithstanding any actions that may arise from offences under the Federal Criminal Code, Provincial Statutes or the City of Toronto By-laws, Victoria University reserves the right to take internal disciplinary actions and make such rules and regulations as it deems necessary to ensure the privacy, safety, and security of its residence students.

Residents should familiarize themselves with all regulations, which the University and the student governing bodies in the Residences have enacted or may enact. Your agreement to live under these rules and regulations is a condition of your residency. Residents who commit serious offences (e.g., acts of vandalism, theft, assault) anywhere on campus risk losing residence privileges as a result. **The main focus that should guide student behaviour in residence is a commitment to community living and continual consideration for others and property.**

All students living in residence are required to sign a Residence Agreement. Students under 18 years of age at the time of the agreement must have the signature of a parent or legal guardian. **It is your responsibility to know the conditions and regulations in the Residence Agreement, which you have already signed, upon check in to Victoria Residences. To refer to the Residence Agreement, please visit:**

<http://www.vic.utoronto.ca/students/residence.htm>

SECTION 2

RESIDENCE BEHAVIOUR CODE AND GUIDE TO COMMUNITY STANDARDS AND CONSEQUENCES

Preamble: The Victoria University Residence Behaviour Code provides a framework for student behaviour that promotes students success both academically and personally in a communal environment. The policies intend to provide guidelines and consequences for activities that contravene the rights of others to pursue their successes, with the goal of maximum responsibility to community members and intervention by residence life staff only when community resolution is not sufficient.

The Behaviour Code is designed to meet the unique community needs of Victoria residence students, and was created by a committee that included elected residence government representatives, Dons, and other residence life staff, while soliciting input related to best practices at Ontario universities as well as other University of Toronto colleges. All policies are in addition to the [University of Toronto Code of Student Conduct](#) as well as existing provincial and federal laws and statutes. These policies cannot protect individuals from external action based on their contravention, and Victoria University may take action independently from such processes should the community benefit from a more expeditious process and more community-relevant outcome.

The Victoria University Residence Behaviour Code was reviewed in the 2008-09 academic year, and changes were adapted at the Campus Life Committee of the Victoria University Board of Regents on March 24th, 2009.

How does the process work?

The Office of the Dean of Students is charged by the Victoria University Board of Regents, as agreed in provisions of the University Of Toronto Code Of Student Conduct (<http://www.governingcouncil.utoronto.ca/policies/studentc.htm>), to deal with all residence student conduct violations. In many cases, for low impact, non-recurring situations, residence Dons can resolve issues with a verbal warning.

Any individual policy and Residence Agreement violations that cannot be resolved in this manner are documented by Residence Dons or other university officials and forwarded to the Office of the Dean of Students. Offenses are categorized into four groups indicating escalating seriousness or repeated contraventions. Should a report of a conduct violation be filed, the following process will take place:

- 1) The Residence Life Coordinator will review the file, and recommend follow-up. This may include:
 - a) a decision that the violation does not require further follow-up
 - b) a discussion with a Senior Residence Don and recommended sanction
 - c) a meeting with the Residence Life Coordinator and recommended sanction
 - d) a meeting with the Dean/Associate Dean/Assistant Dean and recommended sanction

Possible Sanctions

Sanctions are intended to allow the student who has violated residence policy to understand the impact of their actions on the community, and where possible and necessary, to restore a sense of justice to others. Where possible, non-punitive sanctions should be considered, and should take into consideration the input of the violator. Options are at the discretion of the Residence Life Coordinator, in coordination with Assistant Deans, Associate Deans, and Dean, based on their belief that the sanction will offer an effective and long-term resolution. All sanctions will be communicated in writing on a timely basis.

Can community sanctions be imposed?

Yes. The Dean of Students may recommend sanctions concerning a particular residence or group of individuals if group behaviour warrants such action, or if responsibility for damage to physical property or people from a specific community remains unresolved. This may include restitution for damages, and when necessary, financial charges will be applied to students' ACORN accounts. The same appeal process applies to this type of decision.

How are decisions about the level of offense and outcomes made?

While attempts are made to categorize offenses, each activity and person merits independent consideration. As such, determination of the level under which any activity or behaviour falls, and the corresponding outcome, will be at the professional discretion of Residence Life Staff. In exercising this discretion, consideration will be given to intentional, negligent or inadvertent violation of policies.

APPEAL PROCESS

The University of Toronto and Victoria University's Board of Regents have entrusted the Office of the Dean of Students with decisions about residence student conduct. However, provisions of natural justice require that an appeal process is provided. An appeal may be granted by the Principal of Victoria College, based on a letter from the violator, provided within one week of notification of sanction, under the following conditions:

- 1) There has been a clear violation of the procedure of determining a sanction,
- 2) New information has become available that calls the outcome into question,
- 3) The violator believes that the sanction is too severe.

The Principal of Victoria College will review the letter to determine whether to uphold the sanction, recommend that a new sanction be agreed upon, or determine that based on the letter the sanction should be removed.

TYPES OF OFFENCES

1. LEVEL ONE OFFENCES

Level 1 offenses are actions which **disrupt the right of any student** to reasonable use of their room, common area, and/or which compromise health, hygiene, or cleanliness in the residence. These include but are not limited to:

- 1) Non-compliance with quiet hours (11 p.m. – 9 a.m. Sunday through Thursday, and 1 a.m. – 9 a.m. on Friday and Saturday). NOTE: This offense will be considered a **Level 2 offense** during 24 hour/extended quiet hours during exam periods.
- 2) Excessive or inconsiderate noise or disorderly conduct at any time
- 3) Violating the Residence Guest Policy
- 4) Violating the Victoria University Postering Policy
- 5) Transportation or consumption of open alcohol outside of residence buildings

2. LEVEL TWO OFFENCES

Level 2 offenses are actions which **are a significant disturbance to individuals or the surrounding community**, or which may result in compromising personal or community safety. Level 2 offenses include but are not limited to:

- 1) Repeated or multiple Level 1 offenses
- 2) Failure to accept the authority of Residence or University staff, either verbally or in writing
- 3) Failure to vacate a residence room, other than ones' own, after the occupant or residence life staff member has requested
- 4) Removing screens from windows
- 5) Smoking in residence, or within 9 metres of any residence door or window, or violation of the University of Toronto or [Victoria University Smoking policy](#) in another capacity in another capacity
- 6) Accidental damage of residence property
- 7) Possession of stolen items
- 8) Violating the Victoria University Alcohol Policy (in addition to sanction under this code, the Alcohol Policy may require additional sanctions)
- 9) Participating in any activity designed to encourage or accomplish rapid consumption of alcohol
- 10) Posting offensive or harassing statements or materials

3. LEVEL THREE OFFENCES

Level 3 offenses **endanger the safety and security of individuals or the residence community**. Consideration of residence privileges are a possible outcome of violation of this category. Level 3 offenses include but are not limited to:

- 1) Multiple or repeated Level 2 offenses
- 2) Accessing residence roofs or other unauthorized areas
- 3) Intentionally damaging residence or university property, or the property of other community members
- 4) Tampering with, damaging or otherwise altering any security equipment, including door locks, blocking or propping fire doors
- 5) Tampering with, damaging or otherwise altering fire equipment including fire alarm stations and smoke detectors
- 6) Creating a fire hazard, including using incense or candles
- 7) Failing to follow expected actions during fire alarms
- 8) Having pets in residence which violate the Pets Policy (see below)
- 9) Engaging in any physical altercation where the risk of harm is possible
- 10) Verbal or written insult, harassment, or assault, including targeting a community member through media such as Facebook or email
- 11) Duplication or lending of residence keys or T-cards
- 12) Negative or discriminatory statements involving race, sexual orientation, religion, etc

- 13) Accessing a bedroom or suite, locked or unlocked, without the expressed permission of the occupant(s)
- 14) Possessing or using illegal narcotics in residence or on Victoria University grounds
- 15) Distributing legal narcotics to others

4. LEVEL FOUR OFFENCES

Level 4 offenses are actions which **contravene federal, provincial or municipal laws**, including the Criminal Code and Narcotics Act of Canada, the Ontario Human Rights and Liquor License acts, and many City of Toronto By-laws. Level 4 offenses most often result in eviction from residences, and include but are not limited to:

- 1) Use or possession of firearms or other illegal weapons
- 2) Distributing illegal narcotics
- 3) Participating in or causing harm to anyone in the residence community by means of sexual, physical, or mental abuse or assault

SECTION 3 ALCOHOL

Alcoholic beverages and the consumption thereof come under the legal regulations of the Ontario Liquor Licence Act. Failure to comply with such regulations can be cause for serious action. Residents are reminded that it is illegal for a person to act as an agent for the liquor requirements of others. In Ontario, the legal age for consumption of alcohol is 19 years. At Victoria University, residents must:

1. Abide by the provincial law and the university regulations. Underage drinking is illegal and not permitted;
2. Not buy alcohol for minors (anyone under the age of 19);
3. Not have, obtain, or make a fake ID – if you have one it can be confiscated and legal action may be taken;
4. Understand and act in accordance with the commitment that the Victoria residence community is a supportive social environment for those who choose not to drink;
5. Not engage in or encourage drinking which results in unacceptable behaviour that violates community standards. If you require safety-related care or damage property you will be spoken to by residence staff and or the Residence Life Coordinator;
6. Inform a Residence Don, or other residence staff member immediately if someone has consumed too much alcohol and is at risk to themselves or the community (so the individual can receive assistance or intervention);
7. Understand that repeated unacceptable behaviour related to excessive drinking may result in a referral to the Residence Life Coordinator;
8. Understand that alcohol consumption is not an excuse for conduct that violates University or societal regulations.

It is your responsibility to know the rules and regulations of the Victoria University residence system regarding the use of alcohol.

Victoria University Alcohol Policy

(Presented to Board of Regents, April, 2014)

Preamble:

Alcohol issues on campus are a shared responsibility. Victoria University, as an institution, takes the position that all faculty, students, staff and visitors to the campus have an obligation to make legal and responsible decisions concerning the use of alcohol. The University will intervene when alcohol is used illegally or when its abuse leads to conduct that endangers the individual or individuals involved, or that results in damage to the property and assets of the University or disrupts its activities or interferes with the rights of other persons.

The Board of Regents has delegated the effective implementation of this policy to the President or an appointed delegate. The policy will be reviewed by the senior management of the University at least once a year. A report on any recommendations for changes to this policy will be presented to the Campus Life Committee. The committee will make formal recommendations to the Executive Committee of the Board of Regents who will present any revisions to the Board of Regents

Licensing and Regulations:

- 1) The University has a legal obligation to manage alcohol use on campus in a way that is consistent with the terms of its liquor licence and all other applicable legislation.
- 2) The University has a legal obligation to protect the safety of all members of its community and to protect the University from liability with respect to alcohol-related incidents
- 3) The senior administration of the University will ensure that those units responsible for the purchase, sale and delivery of alcohol on campus shall meet periodically to ensure a consistent approach to alcohol service and management
- 4) Specific regulations and practices concerning alcohol service will be developed in the context of the *Liquor Licence Act and Regulations* in consultation with appropriate committees of the Board of Regents
- 5) Regulations, practices and policies concerning the sale and consumption of alcohol at Victoria University in the University of Toronto shall apply equally to all members of the Victoria University community.

Alcohol Service:

- 1) Events or activities involving the sale or the serving of alcohol at the University shall be restricted to areas licensed by the Alcohol and Gaming Commission of Ontario (AGCO) or under a Special Occasion Permit or a Catering Endorsement issued by the AGCO and authorized by one of the University's liquor licence holders.
- 2) Residences shall have and maintain procedures consistent with legislation, this policy and relevant University regulations concerning the service of alcohol, including

restriction of consumption in public spaces, policies regarding private parties and policies regarding educational efforts to promote responsible consumption of alcohol.

- 3) Only individuals who have successfully completed the University's Server Training Program or are certified by a similar authorized training programme approved by the AGCO shall undertake the service of alcohol on University property.
- 4) Alcohol shall not be served to any person under the legal drinking age. Any event or activity involving the sale or service of alcohol at which under-age persons are expected to attend shall employ previously approved control procedures to ensure that no underage drinking takes place. Alcohol shall never be served to an intoxicated individual.
- 5) Any advertisements for events or activities at which alcohol is served shall abide by relevant legislation and relevant University policies; mention of alcohol on such materials shall be restricted to the information that the event is licensed.

Education:

- 1) The University should take steps to encourage responsible decision-making about the use of alcohol on campus by offering educational programmes both in alcohol awareness and in serving practices
- 2) Educational programmes regarding alcohol should be widely publicized and information disseminated to the University community.
- 3) Alcohol education programmes should be developed and reviewed by the appropriate committee of the Board of Regents in consultation with the senior administration and event organizers
- 4) Student training sessions such as event planning for residence don training, risk management, leadership training and orientation coordinator training should include information about alcohol, server intervention, harm reduction and safety awareness

SECTION 4

OTHER RESIDENCE POLICIES

BED BUGS

Sometimes bedbugs are unknowingly brought to the residence by a student's luggage or person. The declining use of pesticides coupled with increased exposure from travel, have allowed small outbreaks of bedbugs to occur in homes, fine hotels, cruise ships, and university residences across Canada and the U.S..

Things to look for that might indicate bed bugs:

- Bite marks that are in rows and clusters
- Blood spots on linen
- Dead bugs, moulting, eggs, or fecal material
- Living bedbugs.

Bedbugs are visible to the naked eye. An adult bed bug is approximately the size of an apple seed, while a newly hatched nymph is the size of a letter on a penny.

If you suspect bed bugs, please contact your Don or the Office of the Dean of Students immediately (416-585-4494). After 5:00 PM, please report this to the Residence Services desk (416-585-4524), who will connect you to a Don on Duty. If you knowingly ignore or fail to report the presence of bedbugs in your room, disciplinary action will incur. Physical Plant or Housekeeping staff will come to inspect your room possibly along with a member of pest control. Residence staff will provide you with the protocol to treat your linens. Research has shown that the bed bugs typically live in the immediate vicinity of their “host” so the inspection will take focus on the area immediately on/around your bed.

BICYCLE PARKING AND STORAGE

Residents and their guests are requested not to chain bicycles in lobby areas, or to the fencing in the Quad. Further, all residents are reminded that it is a violation of the fire code to park/chain bikes in any stairwell or hallway. The University reserves the right to remove any bikes or locks in these areas. Outdoor bike racks are available around campus – however, you should be aware of additional risk of theft.

For storage of personal items during the summer months, please contact **Store Your Dorm** at 1-866-636-3676 or visit their website at: <http://www.storeyourdorm.ca/next/>

CLEANING EXPECTATIONS

Residents are responsible for the cleanliness of their rooms. Bathrooms in the Burwash Hall Upper Houses, Annesley Hall, and Margaret Addison Hall, and main hallways and common rooms (excluding common suite areas in Rowell Jackman Hall and privately shared bathrooms in Lower Burwash) in all residences are maintained by Victoria University cleaning staff that can be identified by their uniforms and nametags. Most of the residents' responsibilities are a matter of common sense, but here are some general guidelines of what is expected from the resident:

- (a) Keep the floor/house/apartment kitchen clean and neat; this includes washing your dishes.
- (b) The common areas are shared community spaces, so ensure to clean up after yourself.
- (c) Empty the garbage cans in your room in the designated garbage and recycling collection areas.
- (d) Clean up after social functions or gatherings in the lounge/common room.

A minimum charge of \$75.00 will be made against a student's account if a room or common area is not left in an acceptable condition at check-out. This charge will apply only if the room requires more than regular end-of-year cleaning.

Rowell Jackman Hall residents are responsible for the cleanliness of their room, bathroom, kitchen, and common areas within the suite. Burwash Lower House residents (and others with semi-private bathrooms) are expected to clean their bathrooms.

Requests for maintenance/cleaning may be made by visiting the website and submitting an on-line request, at <http://www.vic.utoronto.ca/service.htm>, (under Maintenance Request Form or Housekeeping Request Form).

DISCRIMINATORY HARASSMENT

While recognizing the importance of free inquiry and open discussion of all issues, Victoria University's commitment to developing, maintaining, and safeguarding a residence atmosphere free from discriminatory harassment means that words, symbols, and/or actions, which make the educational and social environment at Victoria University hostile or insulting or threatening or unwelcoming for a person because of their or his or her race, gender, religion, colour, creed, ability, sexual orientation, marital status, family status, national origin, ancestry, or age, are unacceptable.

The University accepts its responsibility to promote actively, through educational experiences, the values of tolerance and diversity essential to the free exchange of ideas and a productive learning environment. Further, the University will pursue remedies and apply sanctions as necessary in response to violations of this rule concerning discriminatory harassment.

DRUGS

The trafficking, use, or possession of controlled substances is a Federal offence and as such cannot be tolerated by the University. The University may evict for any offences under the drug policy. Offences include not only personal possession, use, and trafficking of drugs/controlled substances, but also possession, use and/or trafficking by any guest or visitor anywhere on campus. It is the resident's responsibility to take appropriate measures to see that their behaviour is not misinterpreted. If you are looking for support and need to talk about an alcohol or drug problem see your Don, an employee of the Office of the Dean of Students, or consult directly with Health Services or student counselling services for guidance and advice.

Note: Possession of cannabis is permitted in residence for Students 19 years of age and older as per the Canadian Cannabis Act. Cannabis related behaviour that impacts the community negatively may result in facing sanctions from the Office of the Dean of Students.

If you are 19 years of age or older:

- It is the student's responsibility to ensure that personal use does not impact others living in the residence community.
- Students must ensure that cannabis is stored in their private residence room at all times.
- Cooking with cannabis is not allowed in residence.
- Cultivating/growing cannabis is not allowed in residence.
- Storage: Cannabis must be appropriately stored in private residence rooms to limit odour concerns in residence.
- **Distribution of cannabis under any circumstances to individuals who are under 19 years of age is a violation of university policy, and the law.**

FOOD & COOKING IN ROOMS

If you find it necessary to keep food in your room, please keep it in sealed containers and clean up any crumbs/dishes immediately. Students should realize that pest control is becoming increasingly difficult in Toronto and that any kind of pest control program is especially difficult to administer if residences are not kept clean. Your co-operation in this matter can help reduce the amount of chemicals in your environment.

Residence rooms are not designed for cooking. Cooking in rooms is not permitted due to the increased danger of fire, the possibility of heat damage to furniture, the possibility of splattering grease on furniture, bedding, curtains, and because it can create unpleasant odours.

FURNITURE

Each room is designed as a combined bedroom/study, but the contents of the rooms vary from area to area. On arrival you will be presented with an inventory of the room's contents and condition which you will be asked to complete. After you inspect the premises you will be asked to sign assuming responsibility for the room and its contents.

Please remember that furniture cannot be removed from individual rooms or common rooms as there is not adequate storage space elsewhere and furniture left in hallways is not permitted.

GUESTS

Guests may stay in your room for two consecutive nights to a maximum of ten (10) nights per term (that is from Sept. to Dec. and Jan. to April). As a courtesy, the Don of the floor or house should be made aware of the presence of guests in the area.

No guests are permitted to enter the residences unescorted. Residents should also escort the visitor to and from their room. All residents are responsible for the behaviour of their guests and will be subject to any disciplinary action resulting from their guest's actions even when they are not present. All guests must be accommodated in the host's room (not in common areas).

For Margaret Addison Hall, Rowell Jackman Hall, Burwash Hall, and Annesley Hall residents, visitors must phone the resident from the lobby. The resident must come down to the lobby to meet the visitor and accompany him/her/them to the door when he/she/they leaves. Please do not let someone into the building until they have properly identified themselves.

Occupants of double rooms in all residence areas are reminded that they must have their roommate's permission to allow visitors into their room. This is an issue of some concern, particularly to first-year students who are adjusting to the complexities of sharing space and roommate co-operation. Please be sensitive to the differences in backgrounds, experiences and expectations of your room/suite mates and other fellow residents.

In Rowell Jackman Hall, residents should secure the permission from all of their suitemates before having visitors, particularly overnight.

No overnight guests are permitted in residence during the 24 hour quiet and exam periods in December/April.

Guest policies may change if the university receives new guidance from public health officials due to the ongoing Covid-19 pandemic.

KEYS

Keys are issued at the beginning of the year at the Residence Services Desk at Margaret Addison Hall, 140 Charles Street West, or at your designated check-in location. **ALL keys, which include room card and mailbox key (including the metal door key for RJH Residents) must be returned at the end of the residence period or upon withdrawal.**

All students must be photographed upon receipt of their keys. This allows the Residence Services Desk staff to identify residents should they need to borrow a key when they get locked out of their room. **BORROWED KEYS MUST BE RETURNED AT THE LATEST BY NOON THE FOLLOWING DAY. FAILURE TO DO SO WILL RESULT IN A FINE OF \$5.00 PER DAY TO A MAXIMUM OF \$25.00.**

There are a number of abuses of key systems to which residences fall prey. Unfortunately, the selfish and/or careless actions of a few can compromise the security of all residents in a Hall or House. Please note the following guidelines which are in place for your own security:

- a) NO KEYS ARE TO BE COPIED.
- b) Residents are entitled to obtain and possess only one key for the front door of their house or hall and one key for their room.
- c) Lost keys are to be reported immediately to the Residence Services Desk at Margaret Addison Hall.
- d) Replacement keys will be purchased from the Residence Services Desk for \$25.00 per key. Identification is required by the staff person on duty before the key will be issued.
- e) Residents are reminded also that lost or misplaced keys are a security risk which affects all residents. Please do not loan your keys and always keep them in a secure place.
- f) Any resident who obtains a key under false pretences, or who offers access to a room or building to another individual by obtaining a second key for that room or building, will be subject to disciplinary action.

PETS

It is residence policy that students may not keep pets of any kind within or upon the premises. Fish contained in aquariums are acceptable and must be approved in advance; however amphibians such as snakes and lizards, and exotic insects are prohibited. If in doubt, please feel welcome to ask a Don or Residence Life Staff member. If you require an Emotional Support Animal, please contact vic.dean@utoronto.ca for information on how to get connected with Accessibility Services to register your animal before it can be brought into residence.

POSTERING POLICY

Students wishing to place posters on campus and/or the residences must first get the permission from the Office of the Dean of Students. All posters must be signed/initialled by a Dean's Office designate. Students must limit postering to the bulletin boards and are responsible for removing posters following the event. Similarly all banners require the approval of the Office of the Dean of Students.

The University of Toronto postering policy states that "no posters may be posted on any tree, hedge, building, wall, door, window, lamppost, bench, telephone booth, pole, garbage can, recycling bin, building sign, mailbox, fence, etc., or any place other than designated poster kiosks". If you violate this policy, you may be charged for costs associated with removal and cleaning of the area.

QUIET HOURS

During the school term, quiet hours are established from 11 PM to 9 AM (quiet hours begin at 1 AM on Friday and Saturday nights). During exam periods quiet hours are in effect twenty-four hours a day, beginning the last day of classes in December and April. Quiet hours cannot be lessened, but extending or increasing quiet hours can be negotiated on each floor/house with the Don. No residence parties can be held during the quiet hour periods, and overnight guests are not permitted during the final exam period in December and April. It is also expected that all residents will be sufficiently quiet at all other times to permit those who wish to study, rest, or sleep to do so without being disturbed. Any complaints may be directed to the individual(s) involved or to the Don if the situation is unresolved. While individual and community responsibility is encouraged, it is expected that at times the Dons will act in the general interests of the Floor/House and request a reduction in sound levels without waiting for a resident to complain.

ROOF AND WINDOW ACCESS

Under no circumstance should students access or use roofs, landings or parapet of any Victoria University Building. Students are also not permitted to tamper with residence windows as this compromises the safety of the window itself. Any of these acts put the student at risk or harm or injury and are considered serious infractions. They will be dealt with through the Residence Behaviour Code.

SMOKING

The following text is taken from the U of T Smoking Policy to which Vic subscribes:

“The University is committed to providing a safe and healthy environment for its faculty, staff, students, volunteers, and visitors. There are numerous health benefits of a smoke-free campus including but not limited to: providing a healthier campus environment for all community members, encouraging a cleaner campus, discouraging tobacco use and providing health leadership. This Policy is part of the University’s commitment towards these aims”.

Following is the Victoria University Smoke Free Policy, which refers to the Smoke Free Ontario Act (2017); Ontario Regulation 268/18; Toronto Municipal Code, Chapter 709; and the University of Toronto Smoke Free Policy.

VICTORIA UNIVERSITY SMOKE-FREE POLICY

Approval Authority: Board of Regents

Effective Date: April 4, 2019

To request an official copy of this policy, contact:

Office of the Bursar

73 Queen’s Park Cres. E

Victoria University

Toronto, ON M5S 1K7

Phone: 416-585-4507

E-mail: vicu.regents@utoronto.ca

Victoria University is committed to providing a safe and healthy environment for its faculty, staff, students, volunteers, and visitors. This Policy is part of that commitment.

1. General prohibition against smoking: Smoking is not permitted on any part of the Victoria University campus, except pursuant to this Policy.

2. Application: This Policy applies to all who are present on the Victoria University campus at any time and for any purposes, including but not limited to employees, students, contractors, volunteers, and visitors.

3. Smoking definition: For purposes of this Policy, the word “smoking” includes the following: smoking or holding lighted tobacco or cannabis, and use of an electronic cigarette or other vaping device.

4. Enforcement: Enforcement will depend on the individual’s relationship with the University, the nature of the infraction, and the place in which it occurred.

5. Sale of products: Smoking products will not be sold on premises owned or occupied by Victoria University.

6. Indigenous ceremonial activities: Where smoking is a feature of Indigenous ceremonial activities the Policy will accommodate such uses in accordance with applicable law. Members of the University community that intend to hold such ceremonial activities should consult with their department head, Director of Physical

Plant and the appropriate Indigenous Offices at the University of Toronto to determine whether the activity will be appropriate.

7. Accommodation: This Policy is subject to the duty to accommodate persons with disabilities in accordance with the Human Rights Code of Ontario.

8. Signage: Signs will be posted at University buildings, and other appropriate locations, in compliance with provincial law, municipal bylaws, and this Policy.

11. Education: The University will provide education to inform members of its community about the serious health effects, both direct and indirect, of smoking. This responsibility will reside in the Human Resources Department.

10. Cessation support: The University will assist students and employees with information about cessation support programs. Employees may contact human resources for details, and students may contact the Office of the Registrar or Office of the Dean of Students.

APPLICABLE LEGISLATION AND BYLAWS

The following are links to provincial and municipal* legal requirements relating to smoking. Legal requirements will prevail in the event of conflict with the Policy. Legislation, regulation, and the Municipal Code may be amended from time to time.

Smoke-Free Ontario Act, 2017 <https://www.ontario.ca/laws/statute/17s26>

Ontario Regulation 268/18

<https://www.ontariocanada.com/registry/view.do?postingId=26469&language=en>

Toronto Municipal Code, Chapter 709

https://www.toronto.ca/legdocs/municode/1184_709.pdf

University of Toronto Smoke Free Policy

<http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2018/11/a1119-2i-2018-2019uab.pdf>

SECTION 5

PERSONAL & COMMUNITY SAFETY, SECURITY, & LIABILITY

BUILDING SECURITY RULES & GUIDELINES

- 1) Never prop open or bolt open doors, even for a brief time. It may save you a few extra steps or a few moments, but it places the safety of everyone in your building at risk.
- 2) Roller blades or skateboards are not permissible in buildings.
- 3) Do not leave your room bolted open.

- 4) If a tradesperson, repair person, or courier requests admittance to your room, ask for identification. If you are not satisfied with the person's credentials, direct him/her/them to someone in authority for assistance (Don, Dean's Office Staff, Security) or the Residence Services Desk located at 140 Charles St. West.
- 5) If someone unknown requests entrance to your building, or attempts to enter a locked area with you, refuse them entry. Tell them, "I'm sorry, but we are very concerned about security in this building". If they persist, direct them to someone in authority. Report any unauthorized entry to your building to the Residence Services desk at 416-585-4524
- 6) Be especially aware of maintaining security in your residence during weekends, holidays or vacation periods, or during quiet times, when there are fewer people around.
- 7) Report strangers in the building to the Residence Services Desk at Margaret Addison Hall immediately (416-585-4524)
- 8) Use the buddy system. If you are going to work or study late at night in a university building, try to locate yourself close to someone you know, or let someone else know where you are and when you expect to leave.

DAMAGE PREVENTION

Reasonable care of all rooms is expected of every resident. Unnecessary damage to furniture, fixtures, doors, walls, etc. automatically increases operational costs which in turn influence the cost of living in residence. Students' rooms will be assessed upon check-in and check-out for any damages to the space. Damage charges will be posted directly to a student's ACORN account. Individual residents should ensure that wall surfaces used for posters will not be damaged by the adhesive material used.

For safety's sake, do not use open flame (prohibited), burn candles (prohibited), overload electrical outlets, etc. Careless damage is costly. Residents who cause damage to common areas or private rooms will be charged for the necessary repairs. In cases where the perpetrator remains unidentified, damages are the responsibility of individual floors/houses/apartments.

EMERGENCY & CRITICAL INCIDENTS

In an emergency situation please call one of the numbers below. When calling, stay calm and carefully explain the problem and location to the staff member on duty. Do not hang up until told to do so.

- 1) Call **911** to reach the Toronto Police Emergency Control Centre.
- 2) Call **416-585-4524** to reach the Residence Services Desk at Margaret Addison Hall, Residence Dons and Victoria University Security.
- 3) Call **416-978-2222** to reach the Campus Police Emergency line.

FIRE SAFETY

The ringing of ALARM BELLS is your cue to immediately evacuate the premises quickly and go completely outside. Please do not congregate inside the building or block access. Please treat every alarm as a genuine alarm. An evacuation information sheet is posted on the back of every room door. Please read it thoroughly. If your room is not equipped with this information please see your Don immediately to have it replaced.

At the sound of the Alarm Bells residents are requested to:

- a) Close windows
- b) Take a towel (for heavy smoke)
- c) Put on a coat and slippers or shoes
- d) Leave light on in room
- e) Leave door closed
- f) Rouse people in other rooms on either side of you (this kind of "buddy-system" ensures that no one is left behind)
- g) Leave residence by designated exits (it is mandatory for all University buildings to be evacuated upon the sounding of the building fire alarm)
- h) Proceed in a quiet and orderly fashion out of and away from the building
- i) Do not use elevators
- j) Do not re-enter the building until authorized to do so by university personnel or a fire officer

Red fire alarm pull stations are located in all floor/house areas. Please familiarize yourself with their locations and your exit path.

If you discover a fire:

- a) Close the door to any room where a fire is located
- b) Activate the nearest wall mounted pull station
- c) Call 416-585-4524 to inform Victoria University Security
- d) Rouse a neighbour and send him/her/them to the front door of the building to meet firefighters and police in order to take them to the location of the fire.
- e) If the fire is small and you are certain you and others are safe, attempt to put it out with a fire extinguisher; if not, evacuate.
- f) Evacuate the building.
- g) Report to the Fire Officer if anyone is suspected of being in the building after general evacuation, also location of the fire, if known.

Abuse of the alarm system or any of the emergency equipment is an offence under the Criminal Code of Canada. Issuing a false alarm by pulling an alarm or triggering a smoke or heat detector is a serious offence. Offenders are subject to prosecution, residence sanctions, or possible eviction. In the case where no individual accepts responsibility for creating a false alarm, the floor, house or area may be charged.

Any residents involved in misuse of fire detection, alarm and/or prevention equipment, misuse of dangerous or flammable items, or any other act which may be construed as endangering the lives and welfare of residents may be subject to eviction and/or prosecution. Your questions or suggestions about Fire Safety in the Residences should be

directed to your Don, the Residence Life Coordinator, Associate Dean of Students or the Dean of Students.

INITIATION

Due to a history of bullying, intimidating and unacceptable practices in Universities, initiation activities are not permitted. New students should be welcomed into the community - not initiated. Organizers and participants of initiation type activities taking place on or off campus will be subject to disciplinary action.

PERSONAL PROPERTY LIABILITY & INSURANCE:

Victoria University does not assume any responsibility for money or personal property in your room, and you are advised to lock your room door on leaving. It is also recommended that you carry some form of personal property insurance which covers items which you have in your room, as the university assumes no liability for losses which may be incurred by reason of fire, theft or water damage. This insurance can often be extended from an existing home insurance policy if arrangements are made. Incidents of loss of personal property or suspected theft should be reported immediately to a Don or the Office of the Dean of Students who may refer the incident to campus security, Campus Police, or the Metropolitan Toronto Police, and post warnings for other students.

Tips to Protect Your Property:

- 1) Lock your doors and windows whenever you leave the room.
- 2) Never prop open your door or leave your door bolted open.
- 3) Be suspicious of and report unknown persons loitering in the lobby or checking doors.
- 4) Your valuables should be recorded and engraved with your name and serial numbers. Any other identifying numbers on your electronic devices should be recorded.
- 5) Do not hold doors open for individuals to enter the building.
- 6) For Bicycles:
 - Register your bicycle at a local police station
 - If your bicycle is stolen on campus, report the theft immediately to the Campus Police at 416-978-2222
 - **Please Note:** The University reserves the right to remove any bikes or locks that are chained to fencing, stairwells, or left in any hallways, due to fire code violations.

PERSONAL SAFETY

Personal safety and crime reduction on campus are shared responsibilities. The University's success in reducing crime is dependent upon the support of staff and cooperation of students. By following the advice in this section and by reporting any crimes to the Residence Services desk, at Margaret Addison Hall, you will not only improve your own security but will contribute to a university - wide effort of making our campus safer. Safety is everyone's responsibility, whether you are staff, student or

faculty. Below, please find resources to contact (both emergency and non-emergency) to improve personal safety and security, as well as community well being.

In emergencies requiring immediate police response, Toronto Police Services can be reached by dialling 911. You can also dial "0" from any campus pay phone at no cost to contact the Residence Services Desk (or call **416-584-4524**) for any emergency.

SEXUAL HARASSMENT AND ASSAULT

Victoria University and the University of Toronto are committed to maintaining a working and learning environment free of sexual harassment. Sexual harassment can be verbal or physical and can include sexual innuendo, suggestive comments, leering, obscene gestures, touching or assault. Sexual harassment can happen to anyone. The University has a policy and procedures to deal with sexual harassment. If a student feels that she/he/they may be involved in a situation of sexual harassment, the Sexual Violence Prevention & Support Centre can be consulted confidentially by calling 416-978-2266. The Office is located in the Gerstein Library. Students may also wish to speak with other Dean's Office members, including a Don, the Residence Life Coordinator, Assistant Dean of Student Life, Associate Dean, or the Dean of Students for counselling and/or assistance. You can find the University of Toronto's Policy on Sexual Violence and Sexual Harassment [here](#).

VIOLENCE ON CAMPUS

Under no circumstances is it acceptable in residence or on campus to resort to physical violence. This proscription includes hitting, punching, shoving and pushing. Threats of violence and/or attempts to intimidate or influence the behaviour of others by gesture, insinuation or extortion will not be tolerated. Eviction from residence would be the usual disciplinary action in such circumstances.

REPORTING INCIDENTS

Victoria University has a layered response to campus concerns. You are able to report incidents to the following supports:

- **Residence Dons** are primary contacts and resources, and will be available as much as possible to address concerns. The Dons on Duty can be dispatched through the Residence Services Desk (416-585-4524)
- **The Residence Services Desk** is a 24 hour service desk that can provide referrals. Security at Victoria University can be dispatched through the Residences Services Desk (416-585-4524)
- **Office of the Dean of Students** is able to connect and refer students to resources on campus. The Office is located in the Goldring Student Centre and is open Monday to Friday 9AM-5PM (416-585-4494 or vic.dean@utoronto.ca)
- **Toronto Police Services** can be reached by dialling **911** for emergencies requiring immediate police response.

If you report an incident or situation, the following is the process that you can expect:

If you call:

The Residence Services Desk 416-585-4524

A staff person will assess your request. If it is a residence or campus concern such as noise or another non-threatening disturbance, the Don On Duty, and possibly an evening security staff member will be contacted. The Don or staff person will address the situation or provide advice to you, and follow up with you as necessary. Depending on the nature of the incident, an incident report may be filed with the Office of the Dean of Students, and individuals involved in the incident may be contacted for further discussion. A Dean's Office On Call Staff member may also attend the incident to connect with you.

If it is a concern requiring police assistance, such as an assault or theft, either campus or Toronto police will be called to respond as soon as possible. In addition, university staff will be notified to follow-up with the incident. A report will be filed with the Office of the Dean of Students for further follow-up with individuals involved in the incident.

If you call:

Toronto Police Emergency Control Centre – 911

You will receive emergency response assistance and advice. Please contact the Residence Services Desk at your earliest convenience to inform them of the incident and to ensure that university follow-up is done. The U of T campus police emergency phone line is: **416-978-2222**.

For more support and resources please visit our ask. listen. talk. page located online at:

<https://www.vic.utoronto.ca/current-students/office-of-the-dean-of-students/student-wellness/ask-listen-talk/>

NAMES AND NUMBERS TO KNOW

The full list of names and numbers can be found here:

<http://vicdir.vicu.utoronto.ca/directory.php>

Victoria University Website

www.vicu.utoronto.ca

Office of the Dean of Students

416-585-4494

vic.dean@utoronto.ca

http://www.vic.utoronto.ca/students/Office_of_the_Dean_of_Students.htm

Residence Services & Security

416-585-4524

<http://www.vicu.utoronto.ca/hospitality/resaccommodations.htm>
accom.victoria@utoronto.ca

Infrastructure and Sustainability

<https://vicu.utoronto.ca/about-victoria/department-directory/maintenance/>

Food Services

http://www.vicu.utoronto.ca/hospitality/Food_Services.htm

Appendix A – Information and Technology Summary of Guidelines

Welcome to the Victoria University Residence Network - RESNET. ResNet is part of the University of Toronto Residence network and we work with the University of Toronto in bringing you internet access while you live on campus.

Victoria University is committed to ensuring a positive working and learning environment. For this reason we would like to point out the following policies regarding the appropriate use of our network.

The Network connection is in place primarily for academic use. Some personal network activity is permitted, as long as the network usage is kept within reasonable limits.

- **Wireless routers are not permitted.**
- **Before you may access the network, you must read and agree with the University of Toronto Policy “ [Appropriate Use of Information and Communication Technology](#)”.**
- **You must have virus protection. An application firewall is also recommended.**
- **You may register only one network interface card to your designated data port.**
If you decide to get a new computer, you must submit a new connection request using the sign-up guide.
- **You may only use the Residence Network to perform legal activities.**
Thus, the transferring of copyright software, music, movies and games is forbidden. Victoria University will take action against students who use the Residence Network illegally - see the University of Toronto Policy noted above.
- **All devices connected to Victoria University's Residence Network must be issued a dynamic address through the ResNet Server.**
- **Attempts to "spoof" or disguise one's hardware address or IP address will result in an immediate loss of network privileges.**

- **You may not run servers (i.e. FTP, HTTP, SMTP, etc.)**

Running a server not only consumes network bandwidth, it also makes the computer prone to malicious attack. As such, servers are not permitted.

Awareness of these guidelines is mandatory. Victoria University reserves the right to assess the severity of a violation and its consequent penalty. This policy will be reviewed annually by Victoria University.