Student Housing & Residence Life

Student Handbook

utm.utoronto.ca/housing
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THE RESIDENCE COMMUNITY

Our Mission
The University of Toronto Mississauga department of Student Housing & Residence Life (SHRL) advances the mission of the University by creating a holistic student experience that promotes academic and personal success. We provide facilities that are safe & secure, well-maintained, and competitively priced in an effort to foster a supportive community that values diversity, equity, and inclusion. Informed by research & assessment, we offer innovative programs & services that enhance student learning & development. Our peer-based approach, dedicated professional staff, and collaborative attitude contribute to a unique and unparallele student experience.

Our Team
Student Housing & Residence Life (SHRL) is the largest residence within the University of Toronto and takes pride in creating a strong sense of community. Administrative staff at SHRL work to provide safe on-campus living, academic and social programming, leadership, and help to contribute to your overall residence experience!

Resident Groups
This handbook is to be used by the following groups of students living in Residence:

• **Undergraduate – Fall/Winter**: students who are living in any one of our residence communities as an undergraduate student for the academic year of September – April.

• **Undergraduate – Summer**: students who are living in one of our summer residence communities for either first-half summer (May-June), second-half summer (July-August), or full summer (May-August).

• **Graduate & Medical** – students who are living in bachelor units in Schreiberwood.

• **Family** – students with family members that reside in Schreiberwood. Leases are available on a 12-month term. Family housing is available to eligible students with a spouse/common-law partner and/or children, or where the student is the legal guardian of their extended family member.

Moving In
For specific information regarding Occupancy Agreement periods, move-in, move-out, and other important dates, please refers to the Student Housing & Residence Life website: [www.utm.utoronto.ca/housing](http://www.utm.utoronto.ca/housing)

*Note: Move-in for Family housing typically occurs on the 1st of each month, due to the timing of leases. This also means that leases conclude on the last day of the month, and tenants are expected to have their items moved out by 12 p.m. on the last day of the month outlined in their Lease Agreement.

During Your Stay

Cable and Internet Policy
All community common rooms come equipped with ‘ultimate’ high definition cable service from Rogers Cable. If you would like to upgrade to digital cable or add cable to
your unit or bedroom, there will be an additional cost with Rogers. For service, contact them at 1-888-ROGERS1. Appointments must be booked Monday – Friday, 9:00 a.m. – 4:00 p.m. in order for a Maintenance Technician to escort the Rogers Technician. Once you book your service appointment with Rogers, please notify a representative at the Residence Services Desk to schedule an appointment with a Maintenance Technician.

Radio antennas, television antennas, or satellite dishes of any description are prohibited in any residence premises without prior written permission from Student Housing & Residence Life (SHRL). Residents are entitled to make their own arrangements for cable and internet; however, any damages to the resident’s unit caused by a third party cable or internet provider will be the resident’s responsibility. All residence buildings are considered staple-free and drill-free facilities.

**Wireless Internet (rezNET)**

Please note that Computing Services manages all wired and wireless connections on campus. Please contact them directly for any questions or concerns about your wireless internet services.

All residence communities have wireless internet! Use your U of T wireless internet around residence and campus. Each resident living in undergraduate or graduate housing will have access to up to two concurrent wireless and/or wired connections associated with his/her UTORid. Residents living in Family housing will have the option of purchasing access up to two concurrent wireless and/or wires connections. This means that students can have up to two devices connected at the same time (i.e. Laptop and iPhone).

Units may also be equipped with an Ethernet port. To activate your wired connection, please contact Information and Instructional Technology Services (I&ITS) Monday to Friday, 9:00 a.m. – 5:00 p.m. by calling 905-828-5344, or by visiting their website at [http://www.utm.utoronto.ca/iits/](http://www.utm.utoronto.ca/iits/).

**Having trouble with your Internet?**

If you are experiencing a problem with your Internet connection, all reports must be made directly to Information and Instructional Technology Services (I&ITS) Monday to Friday, 9:00 a.m. – 5:00 p.m. by calling 905-828-5344. Outside of I&ITS weekend hours, widespread problems can be reported to the Don-On-Duty between 5:00 p.m. – 10:00 p.m. Monday to Friday, and 9:00 a.m. – 10:00 p.m. Saturday and Sunday.

For more information on rezNET and for Term of Use, please visit: [http://www.utm.utoronto.ca/iits/services/wireless-residence-internet](http://www.utm.utoronto.ca/iits/services/wireless-residence-internet)

**Garbage and Recycling Policy**

**What do I do with my garbage?**

All waste should either be stored inside the unit or in the designated garbage rooms or disposal areas. As per the City of Mississauga waste storage by-law, loose recyclables or waste is not acceptable to be stored outside. All waste should be kept inside to help prevent waste from being strewn about by strong winds and animals. Household garbage should never be disposed of in common waste receptacles, (e.g. hallways, laundry, common rooms, or exterior trash bins), except for where designated in Oscar
Peterson Hall. Residents are responsible for the proper disposal of hazardous materials as defined by the Region of Peel.

When does waste get picked up?
Garbage at UTM is collected by the Region of Peel and as a result is governed by the rules set forth by the Region of Peel.

Leacock Lane, MaGrath Valley, or Schreiberwood
All waste including recycling is to be placed at the curb on the day of pick up (Tuesday or one day later following a Civic holiday) by no later than 7:00 a.m. (Not the night before). Any waste that does not get picked up by the Region of Peel must be returned to the unit’s garbage room no later than 7:00 p.m. that same day. There is a limit of two garbage bags per unit each week.

Roy Ivor Hall, Erindale Hall, Oscar Peterson Hall, Putnam Place or McLuhan Court
Please dispose of trash in designated areas. If you’re not sure where to put your garbage – please check with your Don.

Does UTM Recycle?
The Region of Peel recycles paper, cardboard, plastics, bottles, cans, and other common recyclables through one operational system. This means that all recycling can go in one bin (either grey or blue) or in clear plastic bags. The Region of Peel also has a compost-recycling program. This program uses a large green bin and a smaller kitchen sized bin that allows for the collection of all “wet” (biodegradable) waste. This service is available to students upon request and only after a Terms of Use contract has been signed. For more information on the Region of Peel’s waste and recycling efforts visit: http://www.region.peel.on.ca/pw/waste/. For more information on how you can get a green bin for your residence please contact the Residence Services Desk at resdesk.utm@utoronto.ca

What happens if I leave trash out or don’t take my trash to the curb?
The Region of Peel is responsible for enforcement of waste management and waste practices for all its residents. When a resident fails to follow the by-laws, a notice to comply is issued. If the notice to comply fails to correct the behavior, fines will be issued. These fines will be issued to the unit in question and will impact all surrounding persons living within the unit.

Fines can range from $50 to $500 depending on the amount of trash and the number of previous fines issued to the residence. It is strongly encouraged to follow the by-law, be a responsible resident of the UTM community and help keep the campus looking as green and clean as possible.

This may also result in disciplinary action under the Residence Community Standards.

Snow Clearing & Salting
During winter months, residents in the townhouses must regularly clear the pathway of snow from the emergency lane leading to the entrance of their unit. Shovels and salt/de-icer are available at each townhouse area Don unit, the laundry room, and mailboxes for use within that area. Shovels can also be signed out at the Residence Services Desk for use by residents.
The Campus Facilities Staff take care of plowing all emergency roads and parking lots on campus, in addition to making sure that all building emergency exits are cleared.

During your stay here, you can keep an eye on Campus Closures due to weather on the UTM website at: http://www.utm.utoronto.ca/weather-alert/u-t-mississauga-weather-information

**Keycard Policy**

Keys are issued on move-in day to the resident only (lease holder, only for family tenants). Secure and responsible use of the assigned keys rest with the resident. Keys are not to be redistributed or loaned to other residents or guests. Misuse, reallocation, or redistribution of keys is subject to disciplinary sanction. If the resident is locked out of their room, the resident is subject to a $10 charge to their ACORN account.

If you lock yourself out of your room or unit, you need to go to the Residence Services Desk. If you are locked out after Residence Services Desk office hours, contact the Don-On-Duty for your area or contact Campus Police at 905-828-5200. The replacement charge for lost keys is $10 and will be added to your ACORN account for payment.

**Meal Plan Office**

All Undergraduate residence students are required to select a meal plan while living on campus. Graduate and family residents are not required to purchase a meal plan, however, if desired, residents can choose to purchase into either the Campus Value Plans or one of the residential meal plans of your choice. Residential Meal Plans are governed through the Meal Plan Office and all inquiries and questions should be directed to them. Meal Plan policies can be found at: http://www.utm.utoronto.ca/hospitality/food

Inquiries about meal plans can be made in person, via telephone or email.
William G. Davis Building, Suite DV3127
Phone: 905-569-4795
Email: mealplan.utm@utoronto.ca

**Parking**

Parking on campus is governed through University of Toronto Mississauga Parking and Transportation Services. For information about purchasing a parking pass please contact them directly at 905-828-5254, parking.utm@utoronto.ca, or visit them in Room 108 of Alumni House.

Parking permits are required year round. Enforcement of all parking lots, areas, and roadways are strictly enforced 24-hours a day, seven days a week. All permits must be applied for in person at the Parking Office in the Alumni House.

Guests may use exact change, Visa or MasterCard at the Pay & Display machines in any of the applicable lots. Anyone parking on university property without an annual permit is required to purchase a daily permit and park in one of the marked lots. Weekend parking is available in unreserved lots to visitors on Saturdays and Sundays at a daily rate. Permits for overnight parking can be purchased from Pay & Display machines in all lots. Parking is also enforced strictly on streets surrounding the campus. Please note that parking on a nearby side-street may result in a ticket and being towed.
For more information regarding the rules and regulations for parking on campus, please visit: https://www.utm.utoronto.ca/parking/parking-information/rules-regulations

**Administrative Policies**

**Incidental Charges**

During your stay there may be instances where additional charges could be applied to your student account (ACORN). These instances are generally related to damages or policies for which there are financial implications as outlined in this document. Below is a list (not exhaustive) of charges that may be incurred during the period of your Agreement, or upon check-out:

- Replacement keycard: $10
- Replacement mailbox key: $25
- Lock-out charge: $10
- Room Switch Fee: $250 (for undergraduate and graduate students only)
- Smoking/Tampering with Fire Equipment: $200
- Kitchen Cleaning: $75
- Bathroom Cleaning: $55
- Living Room/Common Area Cleaning: $55
- Bedroom Cleaning: $25
- Garbage Removal: $20/per hour

Other damages will be assessed at the time and charged as necessary. Disciplinary bonds or fines may also be charged as determined by the Residence Community Standards Policy.

**Advertising & Soliciting**

Advertising for events on campus is permitted after the SHRL Communications Coordinator has approved all promotional materials. Failure to attain approval prior to posting may result in Residence Life Staff removing any postings. An important exception to this rule is advertising for social gatherings via posters or online ads, which is not permitted in residence. One may only advertise for social gatherings by personal invitation.

Soliciting door-to-door is forbidden on campus. UTM campus is private property. If an advertisement is found on your door from an off-campus vendor, please provide it to the Residence Services Desk. From an environmental impact perspective the litter caused by on campus soliciting is considerable.

UTM Student Housing & Residence Life Advertising & Campaigning Policy is available online at www.utm.utoronto.ca/housing

**Common Areas**

Use of common areas is granted to all residents, provided they abide by the standards of use and common courtesy. Indoor sports are not permitted in residence common areas, due to an increased risk of facilities damage. All residence common areas are alcohol free (this includes common rooms, laundry rooms, and hallways).
Work Orders
Requests for repairs to units may be submitted 24 hours a day, 7 days a week at https://starportal.utoronto.ca. Simply use your username and password to log in. When submitting requests, please be as specific as possible.

For emergency repairs (large water leaks, flooding, etc.) during business hours, contact the Residence Services Desk at 905-828-5286. For after-hours emergencies, please contact the Don-on-Duty at 416-562-8425.

HEALTH & SAFETY POLICIES

Asbestos Information
Most buildings in Canada built prior to the mid-1980s, including certain University of Toronto Mississauga facilities, contain asbestos in one form or another. Scientific knowledge to date indicates asbestos in its non-friable form (such as in floor tiles, ceiling tiles etc.) poses no danger unless it is being drilled, ground, broken or sanded. Friable asbestos (i.e. material that can be easily ground to dust between fingers), inhaled in large quantities over a long period of time though, can be a health hazard. Asbestos can be safely managed by following procedures, which prevent the release of asbestos particles.

University of Toronto has an Asbestos Control Policy in place (http://www.governingcouncil.utoronto.ca/policies/asbestos.htm) that fulfills the requirements of the current legislation. This program ensures that correct procedures are followed in the handling of asbestos and that every precaution is taken to reduce any potential exposure risk to the university community.

Friable asbestos containing material such as pipe insulation (in mechanical rooms accessible mainly to maintenance personnel) must not be touched or disturbed without strict safety measures. Asbestos used in decorative ceiling stucco, vinyl floor tile, dry wall joint compound or transite board, as found in some townhouses, is non-friable. However, it can become friable if disturbed. To prevent the risk of unnecessary exposure, please do not damage these structures or make alterations or repairs to your room without notifying the department of Student Housing & Residence Life.

Additional information about asbestos is available at the Health Canada website: (www.hc-sc.gc.ca/hl-vs/alt_formats/pacrb-dgacpr/pdf/lyh-vsv/environ/asbestos-amiante-eng.pdf) or from the Department of Environmental Health and Safety at 416-978-4467 or http://www.ehs.utoronto.ca/resources/asbestos.htm. If you have questions about your room, please contact Student Housing & Residence Life.

Fire Equipment
Proper use of fire equipment is paramount to maintaining a secure residence community. The misuse of, or tampering with, fire extinguishers, smoke detectors, fire alarm systems, or negligent behaviour that results in fire or increased risk of fire damage, water damage, or threat to personal safety, will result in immediate eviction and could result in subsequent criminal prosecution.
Students are prohibited from tampering with fire equipment. This is a very serious offence which poses a threat to the safety of all residents. An example of tampering with fire equipment would be taking down your smoke detector from the ceiling or covering up your smoke detector. If for some reason your smoke detector is malfunctioning and going off at inappropriate times, submit a work order or call the Don On-Duty who will bring you a temporary smoke detector. For the safety of other residents, never attempt to remedy the situation yourself. Note that students will not get charged for properly using a fire extinguisher. However, improper use is subject to sanctions.

**Candles/Open Flames**
Residents of SHRL are prohibited to burn candles (i.e., no open flames), incense, or other odorous materials in any area within any residence, including individual resident rooms or units.

**Evacuation**
Residents are required to evacuate the building promptly in response to a fire alarm. Failure to do so may result in a follow up from the Community Development Coordinator and/or disciplinary actions. As soon as you hear the alarm you are to exit the building via the nearest and safest exit. If you live in a residence with elevators, do not use them during a fire evacuation. Elevators will not be functional during a fire alarm. You are to convene in a calm and orderly fashion at your designated short-term fire location. Visit [http://www.utm.utoronto.ca/housing/Fire_Locations.pdf](http://www.utm.utoronto.ca/housing/Fire_Locations.pdf) to see your building specific fire evacuation location.

**Special Assistance / Emergency Preparedness Form** is available for those students who may need special assistance during a fire alarm. Completing this form is voluntary and the information provided is confidential and will be used only for emergency purposes. The form is available online at:

[http://www.utm.utoronto.ca/emergency-preparedness-form](http://www.utm.utoronto.ca/emergency-preparedness-form)

Any individuals needing special assistance and who are unable to exit the building are asked to follow the procedures decided upon after submitting the above form. If special assistance is no longer needed, please notify the Assistant Director, Residence Life.

If during evacuation you see fire, the cause of the fire, smoke, or anything else important relating to the fire, please report this information to the Fire Warden. Fire Wardens are responsible for coordinating the evacuation and collecting information related to the fire. During an evacuation they will be wearing reflective vests so they are more easily identified.

Also, take a mental note of the whereabouts of anyone known to be unable to leave the building and report it to the Fire Warden.

**CAUTION**
Feel doors for heat and check for smoke before opening. If smoke is heavy in the corridor or you cannot safely leave your suite, it may be safer to stay in your area and:
- Close all doors
- Go to the most smoke-free room
• Place wet towels at bottom of door
• Seal door cracks and air vents
• Keep low to floor where air is cleaner
• Open window for fresh air
• Hang a sheet from window to flag location
• Call 911 and tell them where you are

In the event of a long-term evacuation, please check the Student Housing & Residence Life website at [http://www.utm.utoronto.ca/housing](http://www.utm.utoronto.ca/housing) and the email address that you have listed in ACORN for frequent updates.

**Flammable Canisters**
Flammable canisters such as propane or butane may not be stored or used inside units, buildings, or on balconies and must remain outside at all times (e.g., barbeque canisters).

**Window Limiters**
Residents are not permitted to tamper with or alter window limiters in residence buildings in any way. These limiters have been installed according to required Building Codes to ensure the safety of residents.

**Ombudsperson**
Please note that as a student at U of T you have access to the University’s Ombudsperson for consultation concerning University policies and procedures. The following description was taken from the Office of the Ombudsperson:

“The Office of the Ombudsperson provides an impartial and confidential service to assist members of the University who have been unable to resolve their concerns about their treatment by University authorities. The work of the Office is devoted to ensuring procedural fairness and just and reasonable outcomes. While the Ombudsperson does not have the authority to over-rule decisions, she/he can consider complaints, make informal enquiries, carry out formal reviews, draw conclusions and recommend changes to decisions and to University policies and procedures.”

To learn more about this resource please go to: [www.utoronto.ca/ombudsperson](http://www.utoronto.ca/ombudsperson)

**Contact information for the Office of the Ombudsperson:**

**McMurrich Building**
First Floor, Room 102
12 Queen’s Park Crescent West
Toronto, Ontario M5S 1S8
General Inquiry:
Phone: (416) 946-3485
Fax: (416) 978-3439
[ombuds.person@utoronto.ca](mailto:ombuds.person@utoronto.ca)
UNDERGRADUATE COMMUNITY

House Checks & Cleaning Policy
Every month your unit will have a mandatory house check facilitated by the Residence Life Staff member from your area. In preparation for this, you (and your roommate(s)) are responsible for cleaning the entire unit. In accordance with this monthly check, it is expected that you will maintain a standard of cleanliness throughout the month. Residents are responsible for the regular cleanliness and upkeep of the premises including the space adjacent to the premises (patios and front/back entrances of townhouses) and areas of common use (hallways, common rooms, stairwells, and laundry rooms). Caretaking personnel are responsible for ensuring that common spaces (e.g., lounges, kitchenettes, laundry rooms etc.) are kept clean. There is also an expectation that all community members are working to maintain an acceptable level of cleanliness in these areas as well. Failure to pass official house checks could result in disciplinary action under the Residence Community Standards.

The purpose of House Checks:
- To ensure residence fees do not go up because of damage, to promote respectful treatment of our facilities and ensuring that all areas are being treated with care;
- Ensuring a comfortable environment that promotes academic success;
- To guarantee healthy living is created and maintained;
- To prepare you for your check-out, as it ensures you are cleaning the areas checked on a regular basis;
- To help avoid a large amount of cleaning or charges at the end of the term.

The specific procedures and standards regarding the check-out processes are unique to check-out and will be reviewed at a later point in the year. Your Don will evaluate the cleanliness of your space at house checks using a standardized procedure. In addition, all safety equipment including fire equipment and checks for water damage are conducted. Here is a list of specific areas in the various residences that are checked and what we are looking for:

**Townhouses & Apartments**
- **Kitchen** – Floor is swept and mopped including underneath oven and refrigerator, stove/oven cleaned including range fan/element rings/drip trays and liner, refrigerator wiped down, counter tops and sinks cleaned and wiped, cupboards and walls cleaned.
- **Bathroom** - Floor is swept and mopped, counter tops/sinks/shower cleaned. Toilet cleaned including pedestal, mirror is wiped and cleaned.
- **Living Room, Hallway & Stairs** – Floor vacuumed, heaters/baseboards/furniture cleaned and dusted, walls and windows cleaned and wiped.
- **Exterior, Storage & Garbage Rooms** – Exterior, front and backyard (or area in front of main door in apartments) clear of garbage or debris, storage room is swept/mopped with an accessible line to electrical panel, garbage room is clean with all garbage bagged and recycling bins present.
• **Common Area** – Floor vacuumed, heaters/baseboards/furniture cleaned and dusted, walls and windows cleaned and wiped.

**Oscar Peterson Hall**

• **Bedroom Area** – carpet vacuumed/heaters/vents/baseboards dusted off and cleaned, walls and windows cleaned, exterior hallway outside suite is cleaned and free of garbage.

• **Bathroom** – Floor swept and mopped, counter tops/sinks/shower cleaned. Toilet cleaned including pedestal, mirror wiped and cleaned.

Failure to comply with residence standards regarding cleanliness may result in disciplinary sanctions and/or cleaning charges (e.g., if you fail your house check a cleaning crew will be sent into your unit to clean the failed areas, at your expense).

Throughout the year cleaning responsibilities are divided such that each student is responsible for an equal part of the cleaning and are evaluated individually. In townhouses and apartments these areas are mapped out with a rotating cleaning schedule that is put together during your first house meeting at the start of the year with your Don.

If you have any further questions about this process, please speak with your Don.

**Mail Distribution & Courier Delivery Policy**

All mail for students living in undergraduate housing is distributed through mailboxes located in Oscar Peterson Hall. Each undergraduate unit will share a mailbox number with other Residents and one mailbox key will be issued per student at time of check-in. Please make sure mail is addressed correctly to ensure delivery. Incorrect addresses will be 'returned to sender'. Lost or unreturned mail keys during check-out will be subject to a replacement charge of $25.

Mail or courier deliveries received by the department of Student Housing & Residence Life will be held for 10 business days at the Residence Services Desk. Failure to pick-up parcels within this period may result in the parcel being returned to the sending address at the expense of the resident, or in the event of no return address, become the property of the department of Student Housing & Residence Life. Only deliveries for personal use will be accepted; any deliveries of a non-personal nature (e.g., business related) will not be accepted. The department of Student Housing & Residence Life has the right to refuse delivery of packages due to any of the following reasons:

- Oversized or heavy packages
- Suspicious/contraband items
- Package contains alcohol or illegal substances/items
- Items related to the carrying on of a business and space limitations
- Mail where addressee name does not match the name on our records
- Items not addressed to proper mailing address (see below)

The nearest Canada Post outlet is located at Shoppers Drug Mart at South Common Mall. [http://www.canadapost.ca/cpotools/apps/fpo/personal/findPostOffice](http://www.canadapost.ca/cpotools/apps/fpo/personal/findPostOffice)

The Residence Services Desk will be happy to sign for packages, but is not responsible for misplaced or damaged packages. Should a package arrive at the Residence Services Desk, please notify the Residence Services Desk immediately.
Services Desk, you will receive an e-mail notification through our (StarRez) application system, and you will be required to show your T-Card and pick it up within 10 business days. The package(s) will only be released to the addressee.

Couriers will not have access to units in Erindale Hall, Roy Ivor Hall, or Oscar Peterson Hall and will need to come to the Residence Services Desk for delivery. Please make sure that your name and mailbox number are written clearly on your package to ensure it is delivered correctly. We will not accept cash-on-delivery (C.O.D) packages.

Your Mailing Address
Resident Name (insert your full name here)
P.O. Box ### (insert your assigned mailbox number here)
University of Toronto Mississauga
3353 Mississauga Road,
Mississauga, Ontario
L5L 6A2

Storage Containers
No bulk storage containers of any description shall be in or about the premises for check-in or check-out or for the duration of your Agreement with the department of Student Housing & Residence Life. For more information on storage options, please contact Store Your Dorm at www.storeyourdorm.ca

Community Meetings (Undergraduate – Fall/Winter Residents Only)
It is mandatory for all residents to attend their Community Meetings as required by the Don. These meetings bring the community together on a regular basis and allow students to receive important information about their community, residence, procedures (i.e. check-outs) and the campus. Although these gatherings are primarily social, they also serve an important safety and administrative function, giving us a forum to discuss various protocols and issues. Exemption from these meetings will only be granted if a student provides a valid reason to their Don, at least than 24 hours prior to their scheduled Community Meeting, or if they provide a valid reason to their Don immediately upon their return if circumstances did not allow them to give prior notice (e.g., emergency off-campus, illness, etc.).

Weekly Community Meetings will be held during the first six weeks of the academic year and then bi-weekly until the end of the year. It is expected that additional Community Meetings may be called to address important community concerns; attendance at these meetings is also mandatory. If a spontaneous meeting is required, you will be given a minimum of 24 hours notice.

Dons will track attendance for all Community Meetings, and submit this information in a fair and consistent manner to their Community Development Coordinator. Failure to attend Community Meetings will be addressed by the Community Development Coordinator according to the following process:

<table>
<thead>
<tr>
<th>1st missed meeting</th>
<th>Warning email from Community Development Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd - 7th missed meetings</td>
<td>For Each Missed Meeting:</td>
</tr>
<tr>
<td></td>
<td>• Level One Sanction applied (you will</td>
</tr>
<tr>
<td>8th missed meeting</td>
<td>For Each Missed Meeting:</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>• $25 Behavioural Bond placed on student’s ACORN account.</td>
<td></td>
</tr>
<tr>
<td>• Level One Sanction applied (you will receive an email to notify you each time);</td>
<td></td>
</tr>
<tr>
<td>• 0.25-point deduction from re-admission score.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9th missed meeting and beyond</th>
<th>For Each Missed Meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• $25 charge on student’s ACORN account.</td>
<td></td>
</tr>
<tr>
<td>• Level One Sanction applied (you will receive an email to notify you each time);</td>
<td></td>
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<tr>
<td>• 0.25-point deduction from re-admission score.</td>
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</tbody>
</table>

**Mixed-Gender Housing Policy**

Diversity is an important part of the cultural landscape at UTM, and we consider gender diversity to be an important aspect of this. We believe that students deserve to live in a housing arrangement that is inclusive of their gender identity. In the interest of creating an equitable and inclusive community, the Department of Student Housing & Residence Life is happy to offer mixed-gender housing options for students. Mixed-gender housing is available for all students, including those who feel that their gender identity or gender expression is not represented in the traditional male and female housing arrangements that are typical of most campuses.

In the residence application, all students have the option to select their gender - but are not required to. Students also have the option to select a Same-Gender Housing arrangement or a Mixed-Gender Housing arrangement.

**Same-Gender Housing arrangements** will include 1-3 roommates who have the same gender.

**Mixed-Gender Housing arrangements** could include 1-3 roommates of any gender.

Mixed-Gender Housing may not be guaranteed, however if mixed-gender housing is a needs-based accommodation or if you would simply like to initiate a conversation with a residence staff member regarding what you see as your gender-specific housing needs, please contact us resdesk.utm@utoronto.ca.

If a resident placed in a mixed-gender unit cancels their Agreement before 30 days prior to the first day of occupancy, the remaining residents in the unit may be relocated to same-gendered units at the discretion of the Director, Student Housing & Residence Life. Should the resident voluntarily withdraw from a mixed-gender unit within 30 days prior to the occupancy start date, or during his/her occupancy, please be aware that
arrangements to re-assign the room can take longer to occur and therefore the resident may need to wait longer for a refund and potentially be required to pay the entire housing fee if no other student is willing to take a space in the mixed-gender unit.

Fees & Payments
Fee for undergraduate accommodations are charged to ACORN in two installments. Please refer to your Occupancy Agreement for further details. A copy of the Occupancy Agreement can be found under the undergraduate tab on the SHRL website at: www.utm.utoronto.ca/housing

It is the responsibility of the student to monitor their financial account, as ACORN does not mail paper invoices. To review your financial account, login at: www.acorn.utoronto.ca

Students are encouraged to familiarize themselves with the Student Accounts webpage at: www.fees.utoronto.ca. This page contains information about how to pay your fees and how much time to allow for payment to appear in your account (see FAQs). Information about service charge rates and service charge dates is also available on this page. Please note that residence fees cannot be deferred.

Additional charges (extensions, lockouts, damages, cleaning, etc.) are also charged to ACORN throughout the year as they occur on the timely basis.

Income Tax
Prior to completing your income taxes, it is advisable that you speak with a CRA representative to inquire if you can apply for the Ontario Energy and Property Tax Credit (OEPTC) under the Ontario Trillium Benefit: www.cra-arc.gc.ca

Room Switches
It's a month in and you tried your best to live with your roommate(s) but you just can't do it any more – everything they do gets on your nerves and everything you do gets on their nerves. You want a room switch, anywhere would be better than where you are, right?

First things first – you will need to meet with your Don so that they can mediate and try to help you make the most out of the situation. Moving to another room may end up being worse or, at best, just as bad. It’s always a good idea to try and work it out. If after meeting with your Don the situation is still not resolved, then the next step would be a meeting with your Community Development Coordinator (CDC).

The CDC will review the entire situation and explore possible solutions with you. In general terms, room switches are not permitted. Only under exceptional circumstances or on compassionate grounds, as determined by the department of Student Housing & Residence Life, will room switch requests be permitted. If the room switch is approved and there are no vacant spaces available, you may have to wait for one to become available. Once you and the CDC decide you are going to move, they will make the appropriate arrangements so that you can move your belongings to your new room. Once you have completely moved to your new space, you will need to do a check-out from your old unit. This means removing all your belongings from the unit, making sure it’s clean, and returning your keys to your Don at the check-out appointment. If you don’t, you will be charged for an improper check-out and for replacement of your keys.
Please be aware that room switches are not arranged for convenience reasons. They are only granted based on the recommendation of the CDC.

The last thing to keep in mind is that the room switch will cost an additional $250. It is strongly encouraged to resolve the conflict with your roommate first. Living in residence is all about learning how to live with other people.

**Personal Appliances**

Residents are responsible for any damage to residence facilities due to misuse or malfunction associated with a personal appliance, including, but not exclusive to: dehumidifiers, humidifiers, mini-fridges, space heaters, etc. In Oscar Peterson Hall no cooking devices are permitted to be used in individual units, including, but not exclusive to: hot plates, kettles, microwaves, rice cookers, etc. All cooking devices must be used in the common kitchen area provided on each floor. The installation of air conditioner units is prohibited in all Undergraduate areas of residence.
UNDERGRADUATE COMMUNITY STANDARDS GUIDELINES

SECTION 1: INTRODUCTION
Each year, approximately 1,300 undergraduate students call the University of Toronto Mississauga (UTM) residence community their home. No resident is permitted to interfere with the right of any other residents to the peaceful and reasonable enjoyment of his/her room and common privileges, or to endanger the safety and security of any individual through such activities as may be deemed harmful as determined by the university. In other words, “home” for us is a place where students can feel safe, comfortable, and valued. This set of Community Standards is merely a mechanism through which we can promote these ideals and protect students’ rights. Further, they will be used as a tool for intervention when disruptive student behaviour occurs on campus, holding students accountable for their individual and collective behaviour, specifically when their actions are in violation of University policies. Consistent with the mission of our department, the Community Standards are primarily educational, rather than punitive. It is our hope that through this process residents will learn to identify the impact of disruptive behaviour on themselves and the community.

The purpose of this document is to supplement the Undergraduate Housing Occupancy Agreement so as to make our Community Standards more accessible, and to outline the specific protocols and procedures through which our Community Standards are enforced. Please note that this document and the Undergraduate Housing Occupancy Agreement work in tandem, they are not exclusionary, and thus every Resident is responsible for adhering to the policies outlined in both documents. Further, residence-specific standards and interventions must be consistent with and refer to existing University policies and procedures such as the University of Toronto Code of Student Conduct. The Code of Student Conduct is available online through the Office of the Governing Council at: www.governingcouncil.utoronto.ca/policies

SECTION 2: TRACKING DISRUPTIVE BEHAVIOUR
As you read through the following policies and procedures, please note that all violations are assigned a value (from 0 to 4) and cumulatively tracked throughout the year. Points are assigned based on the following schema (defined further in sections 3-5):

- Level One Infraction = 0.25 - 1 point
- Level Two Infraction = 2 points
- Level Three Infraction = 3 points
- Level Four Infraction = 4 points

Students with more than 4 discipline points at the end of the academic year may not be eligible for re-application to residence, and will be considered on a case-by-case basis. Please note that all disruptive behaviour will be tracked and deducted from your re-admission score up to the point of move-in (this will be relevant if you continue to live in housing over the summer). More information about the re-admission process is available on the SHRL website (www.utm.utoronto.ca/housing) or by contacting the Residence Services Desk. All discipline case records are tracked via a secure electronic system.

SECTION 3: COMMUNITY STANDARDS POLICIES
Below is a list of some of the important Community Standards policies that we have in Student Housing & Residence Life (SHRL) at UTM. Please review the Undergraduate Housing Occupancy Agreement for additional policies and further information.
Sexual Violence
Sexual Violence of any form is not permitted in Residence. Sexual Violence includes any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes Sexual Assault, Sexual Harassment, stalking, indecent exposure, voyeurism, and sexual exploitation. Acts of sexual violence are prohibited in residence may result in eviction from residence.

Cooperation with Staff
Residents and guests are expected to cooperate with staff members. Misleading, harassing or threatening, intimidating, failing to answer the door when the staff identify themselves, failure to respond to letters or email communications, and providing improper identification/information is strictly prohibited.

Damages
Damages to the Resident’s unit must be promptly reported to SHRL using the online work-order system. When the damage is not caused by the expected “wear and tear” of our facilities, associated costs for repair and replacement will be charged to the resident. Residents are not permitted to make their own arrangements for repairs to their residence or the adjacent facilities.

Firearms and Possession of Prohibited Materials
Possession, storage, or use of any actual or replica firearm, weapon, burning fluid, chemical oils, gunpowder, ammunition, firecracker, or any other instrument in which the propelling force is a spring, air, CO2 or other compressed gas, or any other explosive, flammable, dangerous, offensive or illegal substance or object, (except those objects of normal use and fire tested) are prohibited.

Guests and Visitors
Guests must abide by the Undergraduate Housing Occupancy Agreement and as the resident you are responsible for your guest’s actions in accordance with this agreement. Guests are permitted to stay only in an individual residents’ room for up to two nights within a seven-day period, provided that the resident is present at all times and has full consent of his/her housemates. Guests are not permitted during the first two weeks in September, during exam periods, for the duration of the winter break or at any other times other than during the regular class periods. The department of Student Housing & Residence Life reserves the right to limit resident guest privileges throughout the term of the resident’s agreement. All guests must be in the presence of the resident at all times. Guests are not to be wandering through the buildings alone.

Smoking
Smoking of any kind is not permitted inside residence buildings, including, but not exclusive to: cigarettes, herbal cigarettes, pipes, hookahs, e-cigarettes or any other vapor producing device. Smoking is permitted outside residence buildings, but those choosing to do so must ensure they are at least nine meters away from adjacent doors and windows. This includes balconies and porches in townhouse units. Failure to comply with the smoking by-law may result in fines, and/or further discipline as determined by the Residence Community Standards.
Illegal Substances
Illegal substances (including illegal drugs) are not permitted in residence. Possession, use or sale of illegal substances may result in immediate eviction from the premises. All forms of drug paraphernalia (e.g., bongs, water pipes, vaporizers, etc.) that are associated with the use of illegal drugs or controlled substances are prohibited from residence. The department of Student Housing and Residence Life reserves the right to confiscate drug related paraphernalia. For the purposes of this policy, trafficking prescription drugs is considered an illegal drug activity. Students are prohibited from giving, sharing, selling, and exchanging any amount of prescription drugs (such as methylphenidate) to anyone within residence.

Pets
Residents will not keep or allow in or upon the premises any animal of any kind (including fish) for any length of time without the written permission of the Director of Student Housing & Residence Life or his/her designate.

If students require an animal in residence due to a disability, a student must demonstrate that the animal is 1) certified 2) required for reasons relating to their disability as indicated by a Doctor.

Animal must be a trained Service Animal or a Certified Emotional Support Animal. A SHRL medical accommodation form must be completed and the physician must confirm that the person requires the animal for reasons relating to the disability. The ‘Medical Certificate in Support of Accommodation Needs in Residence’ can be found here: https://www.utm.utoronto.ca/housing/applying/forms-documents

The credentials of the health care provider must be noted (e.g., Psychiatrist, Family physician, etc.). Documentation must indicate specifically the type of service animal required. Documentation must be dated and include the practitioner’s signature. Prescription pad notes will not be accepted.

Removal of Window Screens
Residents are not permitted to remove or damage window screens/limiters in residence buildings. Violations to this policy will be subject to fines and disciplinary action under the Residence Community Standards.

Quiet Hours
Quiet hours during the week (Sunday through Thursday) begin at 11:00 p.m. and continue until 8:00 a.m. the following morning. On Friday and Saturday, quiet hours begin at 1:00 a.m. and continue until 8:00 a.m.

December & April: Quiet hours are also in effect 24 hours a day beginning at 5:00 p.m. on the final day of classes in December and April and continue until the end of the last exam as specified in the University Academic Calendar.

Social Gatherings
Residents must abide by the Social Gatherings section of the Alcohol Policy. Policy violations during social gatherings, with incident, will be subject to disciplinary action under the Residence Community Standards.

Vandalism and Pranks
Vandalism and pranks of any form are not permitted. Pranks can result in a negative impact on the Residence facilities, the community, and/or the individual student. All associated costs for repair and replacement due to pranks will be charged to the resident. A non-exhaustive list of examples includes toilet-papering hallways, relocation of another resident’s furniture, sending threatening messages online or over the phone, and stealing another resident’s property for the purposes of a practical joke.

**Discrimination and Harassment**
The 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 the University hostile, insulting, threatening or unwelcoming for a person because of his or her citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed (religion), sex, pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, or receipt of public assistance, will not be tolerated. Additionally, any assaulting or violent conduct, physical threats, or intimidation, deliberate destruction and/or removal of property, such as vandalism or theft, are prohibited and may result in eviction from residence.

**SECTION 4: COMMUNITY STANDARDS BOARD (CSB)**
The CSB is a peer-based judicial affairs board that may be called upon to deal with Level One and Two cases. The CSB has the ability to summons students to a Standards Hearing, where they listen to a case, examine the evidence presented, and subsequently deliver a sanction. When necessary, the Board may call witnesses to testify on a particular case in the interest of making a fair decision. The CSB meets weekly throughout the year and ideally consists of the following members:

- two members living in a Townhouse Residence (voting)
- two members living in an Apartment Residence (voting)
- two members living in Oscar Peterson Hall (voting)
- one Community Development Coordinator or Residence Life Staff (Secretary, non-voting)
- one Student Development Officer (SDO) (Chairperson, non-voting)

Any student may apply to be on the CSB in September. Please talk to your Don for more information.

**SECTION 5: ALCOHOL POLICY**
The department of Student Housing & Residence Life (SHRL) at the University of Toronto Mississauga (UTM) is committed to providing a safe and supportive environment for students. Recognizing that alcohol use is fundamentally the responsibility of the individual, the preservation of an academic environment defined by safety and responsibility is inherently shared.

The Department of Student Housing & Residence Life has taken a collaborative approach to establishing an alcohol policy that is grounded in education, harm-reduction, and risk management. Informed by staff, students, health care professionals, and the Region of Peel, this policy is meant to function as a pragmatic document with the aim of equipping our students with information regarding how to best protect themselves and our community from the potential impacts associated with high-risk alcohol consumption.
Furthermore, this policy seeks to promote responsible choices and decision-making by students as key components to the retention of healthy social norms that characterize our residence community.

Purpose & Objectives
- To educate our students regarding the risks involved in high-risk alcohol consumption and foster a culture of student learning and development;
- To foster individual accountability and respect for others;
- To promote the safety of residence students and their guests;
- To discourage high-risk behaviours and reduce negative outcomes associated with excessive alcohol use;
- To provide harm-reduction strategies to students who are of age and choose to drink alcohol;
- To support federal and provincial laws regarding alcohol;
- To nurture a supportive and safe environment for underage and non-drinking students.

Alcohol Policy Section 1 - General Information
Alcohol may be consumed in residence only by those residents and their guests who are at least nineteen (19) years of age. In some cases the following policy may impose higher standards on students than those contained in the Ontario Liquor License Act. Exceptions to this policy may be made at the discretion of the Director of Student Housing & Residence Life or his/her designate.

- Possession or consumption of alcoholic beverages by, and/or distribution of alcoholic beverages under any circumstances to, individuals who are under 19 years of age are violations of the university policy, and the law.
- Alcohol is only to be consumed in private units such as: individual residence rooms, apartments, and townhouse units. Alcohol is not to be consumed in public areas such as, but not limited to: outdoor areas, surrounding buildings, parking lots, stairwells, elevators, floor corridors, lobbies, foyers, designated study areas, and common lounges.
- Open alcohol is not permitted outside private residence units and may not be transported unless in a sealed container.
- Kegs, canisters, five-litre containers, and other large volume containers and/or sources are prohibited.
- Any form of drinking game, floor/hall crawl, or any event that has intoxication and/or excessive consumption as its goal or inevitable end is prohibited.
- SHRL reserves the right to limit alcohol consumption of any resident where it is determined that the consumption of alcohol may lead to unsafe and risky behaviour that may be harmful to the resident, other residents, or his/her guests.
- No monuments of excessive alcohol consumption are allowed in or around the premises (e.g., beer can wall, bottle window display).

Alcohol Policy Section 2 – Social Gatherings
The social gathering aspect of this policy is designed to maintain the students’ rights of socialization while observing SHRL’s ongoing commitment to safety and fairness.

2.1 Guidelines
- Gatherings may be held only within the resident’s unit. No outdoor gatherings will
be permitted (including townhouse patios).

- Common rooms are considered alcohol-free facilities.
- Gatherings cannot be held during exam periods and/or when 24-hour quiet hours are in effect.
- Gatherings are private functions and no form of advertising is permitted. Advertising is considered open solicitation to anyone other than personally invited guests (e.g., open Facebook events).
- Sponsorship of any social gatherings is prohibited.
- Residence Dons, University Administrative Staff and Campus Police have the right to end any social gathering that they deem in violation of these guidelines, violation of residence policies, is unsafe, or is disrespectful of other residence students or staff.
- The sanctions imposed under these guidelines and the SHRL Community Standards do not diminish or replace penalties available under generally applicable civil or criminal laws.
- Residents failing to comply with Community Standards, or any applicable laws may, at the sole determination of residence staff members, lead to community standard sanctions as outlined within the UTM Student Housing & Residence Life Handbook.

2.2 Responsibilities of a Host

A Host is any resident having Guests in their unit. A Guest is any residence or non-residence student visiting residence property.

Responsibilities of a Host(s):

- Must remain sober for the duration of the gathering.
- Must be eighteen (18) years of age or older.
- Responsible for informing guests of Alcohol Policy.
- Responsible for all Guests and may be held liable for any actions these Guests undertake while the gathering is ongoing. This includes any and all uninvited Guests.
- In the case of non-residence Guests, the Host(s) is/are responsible for all actions of their Guest(s) during their time at UTM, including before and after the gathering is scheduled to occur.
- Responsible for the behaviour and safety of any intoxicated Guests until they are sober.
- Responsible for ensuring that individuals who are underage are neither served nor found consuming alcoholic beverages during a social gathering.
- No person who is apparently intoxicated may be permitted to leave the gathering until reasonable steps have been taken to ensure the intoxicated individual’s safe transport and care. Intoxicated individuals are ultimately the responsibility of the Host until they are sober.
- Close supervision of the flow of traffic at all entrances is necessary. This ensures that uninvited persons are not permitted into the area and that alcoholic beverages are not taken outside.
- To take any and all reasonable steps to ensure the safety of all Guests as outlined in Section 2.3.
- Must follow any instructions given by Residence Dons, University Administrative Staff, or Campus Police.
- At a gathering where alcohol is or may be present, the Host(s) must provide food
to promote a safer and healthy gathering atmosphere for all Guests.

- Maintain a clean and safe environment during their gathering.
- Ensure that the gathering area is restored to its original condition once a gathering is over. This cleanup must be done to the satisfaction and approval of the residence staff members.
- Responsible for all costs arising from the gathering (e.g. damages, clean up, etc.). Those costs will be recouped by SHRL.

2.3 Alcohol, Noise and Guests

2.3(a) Alcohol
Events at which alcohol may be served must follow the regulations set out in the Department of Student Housing & Residence Life’s Alcohol Policy in addition to the University of Toronto Alcohol Policy and applicable laws (e.g. Ontario Liquor License Act). In some cases this policy may impose higher standards on students than those contained in the Ontario Liquor License Act.

- Photo identification must be produced on request by anyone wishing to consume alcohol.
- A monitoring system must be in place to ensure that alcohol is not consumed by underage guests or consumed to excess by those who are of age (e.g. wristbands, buddy system, Smart Serve, etc.).
- No person who appears to be intoxicated is allowed to consume alcohol.
- No activities are to be permitted that involve a reasonable foreseeable risk of harm, including but not limited to: funneling, beer-pong, shot-gunning, etc.
- The possession of items with the strict purpose of intoxication is prohibited, including but not limited to: funnels, brewing equipment, drinking hats, etc.
- Alcohol cannot be bought or sold in any manner at a gathering-taking place in residence. No gathering is permitted to supply alcohol for its guests. All guests must supply their own alcohol.
- Drunkenness or rowdiness will not be tolerated. Such behaviour may result in the irresponsible individuals being cut off from further alcohol consumption, removed from the gathering and/or facing Residence Community Standards sanctions. In extreme cases, such behaviour may result in the closing of the gathering or charges being laid by the Police.

2.3(b) Noise

- Noise/music from a gathering must not disturb residents in the units nearest to the area. If it is deemed too loud, the noise/music will have to be reduced or the gathering will be shutdown.
- Residence Dons, Coordinators, or Campus Police have the right to end gatherings that are in violation of the Quiet Hour Policy.
- Although we maintain our own quiet hours in residence, the City of Mississauga’s noise pollution laws take precedence and if excessive noise is occurring, the host(s) of the gathering may also receive infractions from the City of Mississauga.

2.3(c) Guests
The maximum number of people in attendance shall follow room occupancy.

- In townhouses and apartments, the maximum occupancy is 24 people, where as in Oscar Peterson Hall the maximum room occupancy is 6 people and MaGrath Valley is a maximum of 12 people.
Note: Community Meetings held by Residence Dons are the only exception to these rules.

- If a gathering contains more than the permitted set number of people, the number of people in attendance will have to be reduced or the gathering ended.

2.3(d) Promotion of Safe Practices
The university shall encourage responsible socializing and use of alcohol through:

- Education and awareness programs that identify the risks associated with alcohol consumption and providing a safe social environment (e.g. seminars regarding the do’s and don’ts around organizing a safe gathering on campus).
- Strict adherence to legal requirements and University of Toronto policies affecting alcohol consumption within university premises.
- Ensuring a balance in favour of alcohol free facilities, events and programs.

Alcohol Policy Section 3 – Alcohol Violation (Discipline)
Level One and Two of the alcohol policy violations will necessitate a meeting with the Community Development Coordinator or the Community Standards Board to determine appropriate sanctions. Level One and Two alcohol violations may include, but are not limited to: drinking in prohibited spaces, participation in drinking games, etc.

Level Three and Four of the alcohol policy violations will necessitate a meeting with the Assistant Director of Residence Life or the Director of Student Housing & Residence Life. Level Three and Four alcohol violations may include, but are not limited to: severe intoxication resulting in emergency services, repeated alcohol violations, etc.

For more information regarding discipline – consult the Community Standards Process & Guidelines section of the Undergraduate Student Handbook.

SECTION 6: DEFINING DISRUPTIVE BEHAVIOUR
Community standards are based on the belief that negative behaviour can be approximately categorized into four Levels. One does not necessarily begin his/her progression at Level One; rather they enter at a Level according to the breakdown listed below. These lists are not exhaustive, and behaviours that are not included below will be assigned a Level at the discretion of the Community Standards Board (CSB; see Section 4), the Community Development Coordinator, the Student Development Officer, and/or the Assistant Director, Student Housing & Residence Life.

Level One: Disruptive/Minor (0.25 - 1 point deduction)
Behaviour has an immediately foreseeable or minor impact on self and/or community, including facilities. Examples include but are not limited to:

- Missing a Community Meeting
- Failure to observe Quiet Hours
- Participating in hallway sports or practical jokes (e.g., pranks) that do not cause immediate property damage or injury
- Violation of guest, pet, or room policies
- Removal or relocation of residence furnishings
- Open display of exploitative or harassing materials, this includes mounting posters or other material that are sexist, racist, or otherwise offensive (as determined by a member of the Residence Life Staff or a student in the residence community)
- Improper garbage disposal, including plates & utensils left in undesignated areas
- Participating in and/or running an illegal gambling or gaming-related operation where there is an exchange of money
- Uncleanliness of entrance(s) to unit/bedroom/washroom
- Propping of a door that leads into a secured area
- Improper checkout during designated checkout periods
- Failing to respond to Residence Staff communications – including, email, letters, knocking on doors

**Level Two: Repeatedly Disruptive/Moderate (2.0 point deduction)**

Behaviour is continually disruptive, or there has been a potentially risky behavioural problem, which has a moderate negative impact to self and/or community, including facilities. Examples include but are not limited to:
- Excessive/repeated noise outside of designated Quiet Hours
- Repetitive House Check failures
- Repetitive removal or relocation of residence furnishings
- Repetitive propping of a door that leads to a secured area
- Violation of smoking and/or open flame policies
- Alcohol violations (underage drinking, drinking in public spaces including hallways, porches, etc)
- Failure to comply with the Social Gatherings Policy
- Participation in hallway sports or practical jokes (e.g., pranks) that cause immediate property damage or injury
- Vandalism and/or damage to residence buildings and/or property
- Removal or damage to window screens and or/limiters
- Throwing foreign objects from windows
- Inappropriate use or allocation of residence keys
- Using residence room for commercial purposes

**Level Three: Threatening/Severe Infraction (3.0 point deduction)**

Behaviour is so severe in nature that it should never be repeated, and requires immediate cessation. Examples include but are not limited to:
- Threats of physical harm
- Severe alcohol violations
- Threats to personal safety or safety of others
- Fraudulent entry to residence rooms/facilities
- Theft to resident, SHRL, or university property

**Level Four: Repeatedly Severe/Eviction Offence (4.0 point deduction)**

Previous interventions to modify student behaviour have failed, or the actions are a significant violation of University policy and/or provincial/federal law. Behaviour constitutes an immediate threat to personal safety and security. These violations may entail the immediate termination of the Undergraduate Housing Occupancy Agreement and/or referral to the University of Toronto Code of Student Conduct or UTM Campus Police for intervention. Examples include, but are not limited to:
- Physical or sexual assault, or threats
- Harassment
- Tampering with fire equipment (including sprinkler heads), creating fire hazards (including keeping heating appliances in bedroom), and/or causing a fire
- Drug policy violations
- Weapons possession
- Other illegal offences

**SECTION 7: PROGRESSION THROUGH THE COMMUNITY STANDARDS PROCESS**

<table>
<thead>
<tr>
<th>Behavioural Level</th>
<th>Investigating Party</th>
<th>Potential Summons</th>
<th>Possible Sanctions</th>
<th>Avenue of Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One: Disruptive</td>
<td>Community Standards Board or Community Development Coordinator</td>
<td>No meeting necessary or Standards Hearing</td>
<td>Written Warning, Educational Sanction, Fine</td>
<td>Assistant Director, Residence Life (Form available online at Residence Services Desk)</td>
</tr>
<tr>
<td>Level Two: Repeatedly Disruptive/Minor</td>
<td>Community Standards Board or Community Development Coordinator</td>
<td>Standards Hearing or Standards Meeting</td>
<td>Written Warning, Educational Sanction, Fine, Probation</td>
<td>Assistant Director, Residence Life (Form available online at Residence Services Desk)</td>
</tr>
<tr>
<td>Level Three: Threatening/Severe</td>
<td>Community Development Coordinator and/or Assistant Director, Residence &amp; Student Life</td>
<td>Standards Meeting</td>
<td>Educational Sanction, Fine, Probation, Behavioural Contract, Behavioural Bond, Suspension, Termination of the Undergraduate Housing Occupancy Agreement</td>
<td>Assistant Director, Residence Life and/or Director, Residence &amp; Student Life</td>
</tr>
<tr>
<td>Level Four: Repeatedly Severe/Evictable</td>
<td>Assistant Director, Residence Life and/or Director, Residence &amp; Student Life</td>
<td>Standards Meeting</td>
<td>Fine, Probation, Behavioural Contract, Behavioural Bond, Suspension, Termination of the Undergraduate Housing Occupancy Agreement</td>
<td>Director, Student Housing &amp; Residence Life and/or Dean, Student Affairs</td>
</tr>
</tbody>
</table>

Although not included explicitly in this table, appeals progress systematically beyond the Dean, Student Affairs. Should you be engaged in judicial affairs at this level, the sanction letter you receive will outline your next level of appeal.
SECTION 9: INVESTIGATION
Where standards violations require significant investigation, SHRL may enlist the assistance of UTM Campus Police or a university designated Investigations Officer to investigate circumstances, interview witnesses, review documentation, and ensure that all relevant information is objectively documented and available to the individual(s) responsible for determining the sanction. Investigation of standards violations may require additional time beyond the range of time stipulated in Section 7.

SECTION 10: PREPONDERANCE OF EVIDENCE
Students need not necessarily be “caught in the act” of committing a violation to be assigned a Community Standards sanction. Our Community Standards model is based on the notion of “preponderance of evidence” & a balance of probabilities. This means
that evidence is considered to be conclusive when it leans in the direction of an innocent or guilty verdict. Unlike criminal matters, we do not need to prove guilt beyond a reasonable doubt. Another way to think about it is that if 49% of the evidence presented suggests innocence, but 51% suggests guilt, we would sanction your behaviour in accordance with the majority. Since every case is individual, it is impossible to have a clear system about what constitutes a preponderance of evidence; instead, this is up to the discretion of the investigating party from SHRL who is conducting the Standards Meeting or Hearing, which will be negotiated on a case-by-case basis. For example, when it is observed that there are cigarette butts in an ashtray within a unit and the unit smells strongly of smoke, a Smoking Policy violation will be given; the student need not be caught indoors with a cigarette in their hand to be sanctioned.

**SECTION 11: DETERMINING SANCTIONS**

At the beginning of the academic year the CSB will meet to discuss standard sanctions for common infractions. When an infraction occurs in which a sanction cannot be clearly applied, the staff member from SHRL conducting the Standards Meeting may convene with the CSB to assist in determining an appropriate sanction.

In deciding on the appropriate sanction to be imposed on student misconduct, consideration may be given to the following factors:

- The extent of the misconduct;
- The inadvertent or the deliberate nature of the misconduct;
- Whether the act in question is an isolated incident or part of a series of repeated acts of misconduct;
- The extent to which a student can learn from the incident;
- Any other mitigating or aggravating circumstances;
- New information made available after the initial Standards Meeting.

**SECTION 12: COLLECTIVE RESPONSIBILITY**

Where necessary, a sanction may be applied to a particular group of Residents if behaviour warrants such action. Such determinations will be made in consultation with the Community Development Coordinator and other relevant staff within SHRL and/or the CSB. Collective responsibility is primarily applied when it cannot be determined who should be responsible for the sanction. Collective responsibility is often the result with cases involving vandalism, damages, cleaning, smoking, and tampering with fire equipment. It is items such as this that we often learn about after the fact at House Checks, facilities inspections by maintenance personnel, and on our nightly rounds of campus, thus limiting our ability to determine responsibility. Students are encouraged to take ownership for their actions so as to prevent collective sanctioning and to keep residence fees at a minimum.

**SECTION 13: APPEALS**

**Community Standards Appeals Policy**

Consistent with the University’s position on a student’s right to due process, residents have the right to appeal a decision made in response to a Community Standards sanction. Acceptable grounds for appeal include the following:

- The resident is concerned about the penalty imposed and its appropriateness for the circumstances;
- The resident has concerns about the finding of facts in the case at hand;
• The resident is concerned that the process of determining the facts was biased or unfair.

Appeals must be made, in writing, to the Appeal Officer as outlined in Section 7. Appeals must be made using the Appeals Form available online or at the Residence Services Desk.

**Damage Appeals Policy & Process**

Students may also wish to appeal charges applied to their ACORN accounts for facilities damage and caretaking recovery charges. This can be done via the Appeals Form, which is on our website. These charges are applied to the students’ accounts because the damages present are beyond the scope of “wear and tear” and the Resident should be responsible for their destructive or negligent behaviour. Although this can happen at any point in the year, often students find themselves being charged for damages/caretaking at the conclusion of the year, when a professional staff member can conduct a thorough assessment of the unit. In order to protect yourself, it is encouraged that students carefully review the “Check-In Form” with their Dons at the beginning of the year. This Check-In Form is the only way that we can tell what damage was caused to the unit prior to your occupancy and what has occurred during your stay. We do not want to see students charged for something that they did not cause, so please take the time to complete this form properly.

**SECTION 14: COORDINATION OF JUDICIAL AFFAIRS**

The Student Development Officer coordinates student conduct and judicial affairs issues within the department of Student Housing & Residence Life. The role of the Student Development Officer (SDO) is in place to maintain and promote procedural fairness, due diligence, and consistency among judicial processes. The SDO regularly consults on decisions concerning sanctions and appeals, however, as the chair of the Community Standards Board he/she does not hold voting or sanction power. This process ensures that an unbiased party does all coordination, which further supports the integrity of the system. Please direct any questions concerning Community Standards to your Don who in turn can connect you with the Student Development Officer.
GRADUATE COMMUNITY

Program Assistant
The Program Assistant (PA) is responsible for building and fostering a community through consistent communication and programming for the family and graduate residence students. They are the liaison between Student Housing & Residence Life and the family and graduate community.

House Checks & Cleaning Policy
Students living in graduate or medical housing are not required to perform monthly house checks, but are responsible for the regular cleanliness and upkeep of the premises including space adjacent to the premises (patios and front/back entrances of townhouses) and areas of common use (such as hallways, common rooms, stairwells, and laundry rooms). Caretaking personnel are responsible for ensuring that common spaces (i.e. lounges, laundry rooms etc.) are kept clean, but there is also an expectation that all community members will work to maintain an acceptable level of cleanliness in these areas as well. The university reserves the right to maintain an acceptable level of cleanliness within each residence unit and building, as determined by the university. Failure to maintain an acceptable level of cleanliness may result in disciplinary action under the Residence Community Standards and/or additional fees for cleaning.

Mail Distribution and Courier Delivery Policy
All mail for Graduate Housing will be delivered directly to the mailboxes located in your residence complex. Upon checking in to the unit, each lease holder will receive a mailbox key for their assigned mailbox. Lost mailbox keys and those not returned at check-out will be charged at a replacement cost of $25. Due to space restrictions, any package or courier deliveries will not be accepted at the Residence Services Desk for tenants living in Professional, Family, and Graduate Housing. Deliveries must be arranged so that a tenant is home at the time of the delivery. Should a package not fit in the mailbox or the tenant not be home upon delivery, a notice will be left on the unit front door and the package must be picked up at the company’s warehouse, or from the Canada Post Office at Shoppers Drug Mart at South Common Mall.

Your Mailing Address:
Tenant Name (insert your full name here)
Unit: ##
3349 Mississauga Road,
Mississauga, Ontario
L5L 1J7

Storage Containers
No bulk storage containers of any description shall be in or about the premises for check-in or check-out or for the duration of your Agreement with the department of Student Housing & Residence Life. For more information on storage options, please contact Store Your Dorm at www.storeyourdorm.ca

Fees & Payments
Graduate and medical resident fees are charged to ACORN. Please refer to your Housing Agreement for the rate schedule specific to your Agreement.
Charges will be posted to your ACORN account and can be paid at your bank or financial institution. Additional charges (damages, lockouts, cleaning etc.) throughout the year will also be posted to ACORN as they occur. ACORN does not mail a paper invoice. Students are expected to monitor their account on the Student Web Service at: www.ACORN.utoronto.ca

The resident will pay interest on any overdue payments based on the University of Toronto Repository of Student Information (ACORN) policies as follows:

- All fees and charges posted to the Resident's account are payable by the due date indicated;
- If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% compounded (19.56% per annum), including fees deferred for Ontario Student Assistance Program (OSAP);
- Outstanding charges on the Resident’s account from prior sessions are subject to a service charge as of the 15th of every month until paid in full.

For more information regarding ACORN policies, please visit: http://www.fees.utoronto.ca

Non-sufficient fund (NSF) payments for housing deposits or other fees will be charged back to the debtor with a penalty of $75 per NSF cheque. The University reserves the right to request payment by money order or certified cheque.

**Income Tax**
Prior to completing your income taxes, it is advisable that you speak with a CRA representative to inquire if you can apply for the Ontario Energy and Property Tax Credit (OEPTEC) under the Ontario Trillium Benefit, please refer to www.cra-arc.gc.ca

**Room Switches**
It’s a month in and you tried your best to live with your roommate(s) but you just can’t do it any more – everything they do gets on your nerves and everything you do gets on their nerves. You want a room switch, anywhere would be better than where you are, right?

First things first – you will need to meet the Community Development Coordinator (CDC) so that they can mediate and try to help you make the most out of the situation. Moving to another room may end up being worse or, at best, just as bad. It’s always a better idea to try and work it out. If after trying to work things out, and you still want a room switch, you will need to meet with the CDC again.

The CDC will review the entire situation and explore possible solutions with you. In general terms, room switches are not permitted. Only under exceptional circumstances or on compassionate grounds as determined by the department of Student Housing & Residence Life will room switch requests be permitted. If the room switch is approved and there are no vacant spaces available, you may have to wait for one to become available. Once you and the CDC decide you are going to move, they will make the appropriate arrangements so that you can move your belongings to your new room. Once you have completely moved to your new space, you will need to do a check-out from your old unit. This means removing all your belongings from the unit, making sure it’s clean, and returning your keys to the Residence Life Staff at the check-out.
appointment. If you don’t, you will be charged for an improper check-out and for replacement of your keys.

Please be aware that room switches are not arranged for convenience reasons. They are only granted based on the recommendation of the CDC.

The last thing to keep in mind is that the room switch will cost you an additional $250. It is strongly encouraged to resolve the conflict with your roommate first. Living in residence is all about learning how to live with other people.

**FAMILY COMMUNITY**

*Program Assistant*

The Program Assistant is responsible for building and fostering a community through consistent communication and programming for the family residence students. They are the liaison between Student Housing & Residence Life and the family community and your first point of contact for information or concerns.

*Mail Distribution and Courier Delivery Policy*

All mail for Family Housing will be delivered directly to the mailboxes located in your residence complex. Upon checking in to the unit, each lease holder will receive a mailbox key for their assigned mailbox. Lost mailbox keys and those not returned at check-out will be charged at a replacement cost of $25. Due to space restrictions, any package or courier deliveries will not be accepted at the Residence Services Desk for tenants living in Professional, Family, and Graduate Housing. Deliveries must be arranged so that a tenant is home at the time of the delivery. Should a package not fit in the mailbox or the tenant not be home upon delivery, a notice will be left on the unit front door and the package must be picked up at the company’s warehouse, or from the Canada Post Office at Shoppers Drug Mart at South Common Mall.

Your Mailing Address:
Tenant Name (insert your full name here)
Unit: ##
3349 Mississauga Road,
Mississauga, Ontario
L5L 1J7

*Laundry*

Laundry facilities are available in the lower level of Schreiberwood Unit 28. These facilities are keycard access only; only Family tenant keycards will open the door. Unaccompanied children are not allowed in the laundry facilities.

Laundry machines are operated with the SmartCity smart card. Loads cost $1.50 for both washers and dryers. Money may be added to your card via the Coinamatic reload machine located in the laundry facility.

The status of washer and dryers in the Schreiberwood laundry facility can be accessed at [http://www.laundryalert.com/cgi-bin/utm3428/LMPage](http://www.laundryalert.com/cgi-bin/utm3428/LMPage). As this is a communal facility for over fifty units, we ask that residents please promptly remove their laundry after it is finished. Unaccompanied laundry/lost & found items will be discarded after 1 month.
**Family Care Office**
U of T’s Family Care Office provides information, guidance and referral services to students, staff and faculty who are planning for a new child, choosing child care (facilities, programs, or subsidies), seeking children’s programming, dealing with elder care, or assisting with other family matters. Information on the office is available at [www.familycare.utoronto.ca](http://www.familycare.utoronto.ca) or by phone at 416-978-0951.

**On Campus Childcare Centre**
U of T’s Early Learning Centre (ELC) operates U of T Mississauga's licensed childcare centre. The ELC, which also operates two services on the St. George campus, is intimately familiar with student, staff and faculty issues and the unique circumstances of providing child care in a university setting. It is noted for its high-quality care, having received a quality service rating of 3.9 out of 4 from Toronto Children’s Services. The centre at UTM is located adjacent to the Leacock Lane residence and parking lot 5. It is licensed to accommodate 26 children – 10 toddlers (ages 18 to 30 months) and 16 preschoolers (ages 30 months to 5 years). Full-time and part-time care is available, with first priority to UTM students, staff and faculty. Any remaining spaces are available to community members.

Childcare rates are viewable on-line at [http://elc.utoronto.ca/2011/12/02/fees-and-payment-utm/](http://elc.utoronto.ca/2011/12/02/fees-and-payment-utm/). The centre at UTM is eligible for licensed childcare subsidies to assist families with limited income living in the Peel region. Potential subsidy users are encouraged to apply for a subsidy well in advance (even in the early stages of pregnancy or while waiting to adopt) by calling Peel Region Children’s Services at 905-791-1585. Potential users are encouraged to sign up as soon as possible for the UTM centre’s waiting list, although in some cases there is space readily available -- call the centre’s supervisor at 905-569-4422 for more information. Interested parents should complete an application form and submit it to the Early Learning Centre. Parents already on the St. George Early Learning Centre’s waiting list who wish to change to or add the UTM location should also complete an application form.

**UTM Early Learning Centre**
905-569-4422
Supervisor: Teresa Silva
early.learning.centre@utoronto.ca
www.elc.utoronto.ca/

**Off Campus Childcare and Support**
There are a range of financial support mechanisms for university student-parents to aid in the cost of education, including the Ontario Student Assistance Program (or for out-of-province students, other province’s/states’ support programs), UTM undergraduate grants, and UTM-affiliated graduate student funding. For more information, UTM undergraduate student-parents are welcome to contact the Office of the Registrar, and graduate students are welcome to contact the School of Graduate Studies. Students contribute fees specifically designated toward child care support; UTM student-parents (both undergraduate and graduate) are invited to submit a UTM Grant application and Child Care Supplement form beginning in late October, available from the Office of the Registrar. For application information, contact the Awards Officer in UTM's Office of the Registrar.
The University of Toronto Mississauga Students' Union administers the Dollars for Daycare levy collected from all UTM students, and provides these funds back to campus child care services to support reduced child care costs for student-users.

The Region of Peel offers significant fee support for licensed childcare to families living in Peel who demonstrate financial need. Peel Region Children's Services provides a variety of information on regionally operated centres of very high quality, along with regional childcare subsidy and special needs information. Potential subsidy users are encouraged to apply for a subsidy well in advance (even in the early stages of pregnancy or while waiting to adopt) by calling 905-791-1585.

Child Care Info Peel, at www.cdrhcp.com/ccip.html or by phone at 905-890-9432, provides information to help parents choose childcare that best suits each family's needs. It offers helpful materials, including an up-to-date list and map of licensed care options within the community, contact names and phone numbers, program costs and hours of operation, as well as information on the characteristics of quality childcare. Coordinated Information Peel, at 905-890-1724, offers information on services in the Peel Region for children and families with developmental disabilities, including types of services, eligibility, agency locations, hours and costs.

**Changes to the Premises**

The Tenant will not make any alterations or additions, or change in any way the premises, noting that, like many buildings constructed prior to the mid-1980s, Schreiberwood contains building materials that do or are likely to contain asbestos. This may include joint compound used to smooth seams between wallboards and fill holes before painting and sealing drywall, and also in vinyl floor tile installed during that period. As such – no drilling, nailing or screwing into the walls, ceilings or floors is allowed so that the materials remain safely encapsulated in non-friable form, with detailed information readily available in the department of Student Housing & Residence Life. The Tenant shall inform the Landlord immediately, via work order, of any items in the Leased Premises in need of repair, as referenced to Section 5, Paragraph (h). Any alterations or additions made to the Leased Premises will be performed by Landlord approved staff or contractor.

No articles of any description shall be hung from the windows, doors or balconies and nothing shall be placed on the exterior windowsills or stored on the balconies. The Tenant shall not throw any article from a window or balcony or remove any window screen or pane except for cleaning purposes and such screen or pane shall be replaced immediately after cleaning. The Tenant will not tamper or alter in any way window limiters in the Leased Premises.

The Tenant shall not install any appliance, which may be incompatible with the heating and/or electrical system. Dishwashers, washing machines and dryers shall not be permitted in the Leased Premises. Air conditioning units shall not be permitted in the Leased Premises unless written permission has first been obtained from the Landlord. The Landlord will arrange for proper installation of the air conditioning unit at the expense of the Tenant. Any damage resulting from the installation, use of, or removal of the air conditioning unit will be repaired by a Landlord approved and/or selected tradesperson and will be the financial responsibility of the Tenant.
**Payments**
Fees for Family Housing are due on or before the 1st day of each month. Please refer to your Housing Agreement for the rate schedule specific to your unit.

**Payment of Rent**
You can pay your rent and all other charges at the Residence Services Desk located in Oscar Peterson Hall in the form of personal cheque, certified cheque, money order, or debit/credit card. Alternatively, you can set up Pre-Authorized payments by completing a Pre-Authorized Payment Form found at [http://www.utm.utoronto.ca/housing](http://www.utm.utoronto.ca/housing) (Current Residents - Documents and Forms).

Non-sufficient fund (NSF) payments for housing deposits or other fees will be charged back to the debtor with a penalty of $75.00 per NSF cheque. The University reserves the right to request payment by money order or certified cheque.

**Appeals**
**Damage Appeals Policy & Process**
Students may wish to appeal charges applied to their accounts for facilities damage and caretaking recovery charges. This can be done via the Appeals Form, which is accessible through the Residence Services Desk or on our website. These charges are applied to tenants’ accounts because the damages present are beyond the scope of “wear and tear” and, thus, the Tenant should be responsible for their destructive or negligent behaviour. Although this can happen at any point in the year, often tenants find themselves being charged for damages/caretaking at the conclusion of the year, when a professional staff member can conduct a thorough assessment of the unit. In order to protect yourself, it is encouraged that students carefully review their “Check-In Form” within the first 24-hours of arriving to campus. Please ask the Residence Services Desk for support with this form. This Check-In Form is the only way that we can tell what damage was caused to the unit prior to your occupancy and what has occurred during your stay. We do not want to see tenants charged for something that they did not cause, so please take the time to review this form properly.

*Consistent with the University’s position on a student’s right to due process, you may have the right to appeal the decision outlined above. If acceptable grounds to appeal the above ruling are present, please complete and submit the Residence Appeal Form available on our website to the Residence Services Desk, located in Oscar Peterson Hall.*