


Procedure Name:	ELDER SUITE	
Approved By:	President's Council	
Approval Date:	Apr 11, 2023	
Next Scheduled Renewal Date:	March 2028	
Procedure Holder:	Indigenous Advisor to President's Office	
Operational Lead:	Indigenous Relations Advisor	
Procedure Number:	IDG-002P	

ELDER SUITE PROCEDURE

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) has created an Elder suite in Wii Gyemsiga Siwilaawksat (the student housing building) on the Terrace campus to accommodate Elders when required for short stays. This procedure outlines the process and requirements for staying in the Elder suite.

2.00 DEFINITIONS

- 2.1 **Elder:** A person who is recognized as a custodian of Indigenous knowledge and lore, and who has permission to disclose knowledge and beliefs.
- 2.2 **Elder Suite:** A room that affords sleeping accommodations and a mini lounging space for Elders and is situated within a CMTN building.

3.00 BOOKING PROCEDURES

- 3.1 Requests for booking the Elder suite are made to the Indigenous Relations and Executive Advisor to the President (AMcDougall@coastmountaincollege.ca, OR PH: 250-635-6511 Ext 5491).
- 3.2 Approved requests are forwarded to the Student Housing Coordinator (Ph: 250-635-6511 Ext 5309 OR residence@coastmountaincollege.ca), who books the room.
- Rates are posted on the CMTN website.
 - Room rates are quoted in Canadian funds and are subject to municipal, provincial, and federal taxes. Room rates are subject to change.
 - Other than in exceptional circumstances (see 26.00 EXCEPTIONAL CIRCUMSTANCES), the maximum allowable stay is two weeks. The host department can request an extension, which must be approved by the Indigenous Relations and Executive Advisor to the President and the Student Housing Coordinator.
 - Payments are to be made weekly.
- 3.3 Arrival and departure times and dates are to be agreed upon when booking the space.
- 3.4 The Elder suite is wheelchair accessible. If wheelchair accessibility is required, this should be indicated when the suite is booked.

4.00 IDENTIFICATION CARDS

- 4.1 The Elder will be issued a Guest ID card to gain access to the College.
- 4.2 While at CMTN, guests must carry their Guest ID card with them at all times.
- 4.3 On request, guests must show their Guest ID card and personal ID to CMTN staff members or Campus Security.
- 4.4 Guest ID cards must not be shared with anyone else.

5.00 KEYS AND BUILDING ACCESS

- 5.1 In addition to the Guest ID card, the guest will receive a room key.
- 5.2 Duplication of keys is prohibited.
- 5.3 Keys and access (ID) cards are the property of CMTN and must be returned at check-out.
 - a) Lost or stolen keys or access cards should immediately be reported to the Student Housing Coordinator.
 - b) CMTN will assess a fee of \$16.81 for each key that is lost, stolen, or otherwise not returned.
 - c) All broken keys will be replaced without additional fees.

6.00 VISITORS

- 6.1 Visitors are permitted; however, only registered guests may stay overnight.
- 6.2 Visiting hours are:
 - a) 11 am – 10 pm Sunday
 - b) 3 pm – 10 pm Monday to Thursday
 - c) 1 pm – midnight Friday and Saturday
- 6.3 Building access cards and suite keys are not to be given to visitors for any reason.
- 6.4 Visitors are welcome to reserve a hoteling suite for the night and can check with the Student Housing Coordinator to ask about availability.

7.00 QUIET HOURS

- 7.1 Quiet hours are from 11:00 pm to 8:00 am every day.
- 7.2 Guests are expected to keep noise to a minimum to be respectful of students and other guests. Excessive noise levels will not be tolerated.

8.00 PARKING

- 8.1 Parking is free in the CMTN common parking area, close to Student Housing. Parking is NOT permitted in the roundabout in front of Student Housing as this is a fire lane.
- 8.2 Guests are required to register their vehicle with the Student Housing Coordinator.

9.00 HEALTH, SAFETY, AND SANITATION/HOUSEKEEPING

- 9.1 Housekeeping is not included unless the guest wishes to pay for this service. Once the guest has checked out, the suite will be cleaned.

- 9.2 Guests are responsible for tidying all areas that they use and for maintaining their suite in an orderly, safe, and sanitary fashion. Failure to maintain a tidy suite may result in a request to vacate the accommodation and/or additional charges.
- 9.3 Vacuum cleaners are available in the kitchen of each wing and can be used by guests.
- 9.4 Personal belongings must not be left in common areas and public spaces. Janitorial staff will discard all items left in these areas.
- 9.5 Any use of open flames (e.g., candles, smudging) is not permitted in the Elder suite.

10.00 LUGGAGE AND STORAGE

- 10.1 CMTN is unable to offer complimentary luggage storage.
- 10.2 Suites do not have safes or other types of storage for valuable personal belongings such as passports, laptops, cameras, phones, or money.

11.00 EMERGENCY CONTACTS

- 11.1 911 for medical, fire, and police emergencies
- 11.2 Terrace Campus Security (250-615-9894)
- 11.3 Student Housing Coordinator (250-635-6511 Ext 5309)

12.00 LOST AND FOUND

- 12.1 Any misplaced or lost guest belongings should be reported to the Student Housing Coordinator as soon as possible. Any information provided will be kept confidential and could help in retrieving the item(s).
- 12.2 Any items found by a guest (e.g., driver's licence, keys, phone, document, USB) should be turned in to the Student Housing Coordinator. Any information provided will be kept confidential and could help in returning the item(s) to the rightful owner.
- 12.3 Items lost or found outside Wii Gyemsiga Siwilaawksat may have been turned in to Campus Security. They can be reached at 250-615-9894.
- 12.4 CMTN offers a lost-and-found service on a courtesy basis and is not liable for any missing property.

13.00 ROOM INVENTORY

- 13.1 Each Elder suite contains one queen-sized bed.
- 13.2 Bedding (sheets, pillows, blanket, duvet), towels and face cloths are provided.
- 13.3 Each suite has a mini-lounging space equipped with a couch, easy chair, and a smart TV.
- 13.4 The kitchenette is equipped with a mini-fridge, coffee maker, microwave, garbage and recycling containers, and a working smoke detector.
 - a) Depending upon availability, guests can request a limited supply of items (e.g., dishes, utensils) from the Student Housing Coordinator to make their stay more comfortable.
 - b) Guests are responsible for keeping such items clean and for reporting any damage.
 - c) The host department may be charged for cleaning fridges and microwaves, or disposing of food items that are left behind.

13.5 Guests who wish to cook are welcome to use the common kitchen in the wing where the suite is located, but are asked to be mindful that this is a shared space.

a) Guests are expected to clean the communal kitchen after each use.

13.6 Upon check-in, guests are asked to report any missing items or damage to the suite to the Student Housing Coordinator. Additional charges will be applied for any missing items in the room.

13.7 Extra mattresses or cots are not provided.

13.8 Individual bathroom soap and shampoo are provided. Depending upon availability, additional supplies can be requested from the Student Housing Coordinator.

14.00 PHONES AND INTERNET

14.1 Local calls are free of charge.

14.2 Each guest is responsible for their own use of the high-speed, wireless Internet that is available.

a) Guests are prohibited from using or permitting use for a purpose or in a manner that is contrary to the law or CMTN policy.

b) Abuse of the Wi-Fi and Internet system may result in termination of the data service and may result in judicial or criminal charges being laid against the guest. Abuse of Wi-Fi may also result in being asked to vacate the suite.

15.00 LAUNDRY FACILITIES

15.1 Laundry machines are located on the main floor and can be used for free.

15.2 Guests are responsible for all items left unattended in the laundry room.

15.3 Irons are not available.

16.00 MAIL

16.1 Outgoing mail can be given to the Student Housing Coordinator. Postage must already be affixed.

16.2 Incoming mail is available upon request for guests staying for more than one week.

17.00 PETS AND PLANTS

17.1 Pets and plants are not allowed in the Elder suite.

17.2 Fumigation fees will be charged as restitution for cleaning associated with harbouring a pet or a stray animal of any kind.

18.00 GUIDE DOGS AND SERVICE DOGS

18.1 Licensed guide dogs, service dogs, and service-dogs-in-training are welcome in the CMTN Housing community, including the Elder suite. See [BC *Guide Dog and Service Dog Act*](#).

18.2 Requests for accommodation with guide dogs or service dogs must be made by the host department at the time of application. Documentation will be required prior to approval.

18.3 The Director, Ancillary Services will review the dog's certification and keep a copy on file, with the expiry date noted.

18.4 At this time CMTN is unable to accommodate support animals.

19.00 ALCOHOL AND DRUGS

19.1 Consuming alcohol is not allowed on CMTN property.

19.2 Alcoholic beverages must not be consumed, transported, or stored in any area within Student Housing.

19.3 The Guest will not:

- a) be intoxicated on site
- b) have intoxicated guests on site.

19.4 Drugs and paraphernalia are not allowed in or around the Wii Gyemsiiga Siwilaawksat building.

20.00 SMOKING

20.1 Smoking (including tobacco, vaping, and cannabis) is not allowed in the Elder suite.

20.2 Guests who smoke inside the Elder suite will face a fine of up to \$300.00 and immediate eviction from the suite.

20.3 Smoking outside the suite must be in designated areas on Terrace campus.

21.00 SMUDGING

21.1 The Elder suite does not have the required ventilation to allow smudging. Smudging is not permitted in the Elder suite but can be done in the cultural space.

22.00 PROHIBITED ITEMS

22.1 Items prohibited in the Elder suite and on campus include, but are not limited to:

- a) weapons and firearms (including toy replicas)
- b) explosives and pyrotechnic substances (e.g., fireworks)
- c) appliances and/or any type of heating elements other than the microwave that is supplied with the room
- d) halogen lamps (or those requiring combustible fuel).

23.00 COVID-19 AND COMMUNICABLE DISEASE GUIDELINES

23.1 All guests of are required to abide by the CMTN [Communicable Disease Plan](#).

24.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

24.1 Guests are expected to comply with all CMTN policies, as well as provincial and federal laws concerning health, safety, and public order.

24.2 Destruction, vandalism, and theft of CMTN property is strictly prohibited.

24.3 Physical and sexual assault or verbal abuse, threats, intimidation, harassment, coercion, offensive language, or conduct which threatens or endangers the health or safety of oneself or another person, is prohibited.

24.4 Trespassing, tampering with, and/or unauthorized entry into or use of, CMTN premises or property, including but not limited to roofs, elevators, offices, or balconies, is prohibited.

24.5 Guests are expected to comply with the request of any CMTN official (security staff, building staff, etc.) in the performance of their duties.

25.00 EVICTION

25.1 CMTN will remove any guest who engages in behaviour that CMTN deems unacceptable and that warrants removal, including abuse or misuse of facilities.

26.00 EXCEPTIONAL CIRCUMSTANCES

26.1 In exceptional circumstances, CMTN reserves the right to allow stays longer than two weeks.

26.2 Longer stays require the approval of the Indigenous Relations and Executive Advisor to the President and the Student Housing Coordinator.

RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

26.3 [ADM-006, Housing Policy](#)

26.4 [HMR-007, Smoking Policy](#)

26.5 [HMR-008, Drug, Alcohol, and Impairment Policy](#)

26.6 [IDG-002, Elder Suite Policy](#)

26.7 [BC Guide Dog and Service Dog Act, SBC 2015](#)

26.8 [BC Tobacco and Vapour Products Control Act](#)

26.9 [Cannabis Control and Licensing Act, SBC 2018](#)

26.10 [Cannabis Distribution Act, SBC 2018](#)

26.11 CMTN [Communicable Disease Plan](#)

26.12 [Controlled Drugs and Substances Act](#)

27.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Apr 11, 20223	L. Lyons, Editor/Writer	President's Council