


Procedure Name:	ELDER SUITE	
Approved By:	President's Council	
Approval Date:	June 10, 2025	
Next Scheduled Renewal Date:	May 2030	
Procedure Holder:	Registrar & AVP Student	
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 **Dog in Training:** A dog that is being trained by a dog trainer to become a guide dog or service dog.
- 2.2 **Elder:** A person who is recognized as a custodian of Indigenous knowledge and lore, and who has permission to disclose knowledge and beliefs.
- 2.3 **Elder Suite:** A room that affords sleeping accommodations and a mini lounging space for Elders and is situated within a CMTN building.
- 2.4 **Guest:** An individual who temporarily occupies or uses the Elder suite.
- 2.5 **Guide Dog:** A dog that is trained as a guide for a blind person and is certified as a guide dog.
- 2.6 **Service Dog:** A dog that is trained to perform specific tasks to assist a person with a disability and is certified as a service dog.
- 2.7 **Support Animal:** An animal that provides comfort, companionship, or emotional support to an individual. Support animals are not required to have certified training and do not have the same public access rights as trained service animals.
- 2.8 **Visitor:** An individual who enters the Elder suite temporarily, but does not occupy, use or reserve the space.

3.00 BOOKING PROCEDURES

- 3.1 Requests for booking the Elder suite are made to the Indigenous Relations and Executive Advisor by emailing amcdougall@coastmountaincollege.ca, or phoning 250.635.6511 ext. 5491.

- 3.2 Approved requests are forwarded to the Manager, Student Housing and Campus Community, who books the room.
 - a. Rates are posted on the CMTN website.
 - b. Room rates are quoted in Canadian funds and are subject to municipal, provincial, and federal taxes. Room rates are subject to change.
 - c. Other than in the exceptional circumstances outlined in section 26.00 of this procedure, the maximum allowable stay is two weeks.
 - i. The host department can request an extension, which must be approved by the Indigenous Relations and Executive Advisor and the Manager, Student Housing and Campus Community.
 - ii. When extensions are approved by the Indigenous Relations and Executive Advisor, departments must provide the appropriate budget codes.
 - d. Payments are to be made weekly at the registration office, Monday to Friday, 8:00 am - 4:00 pm.
- 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 Elder suite.
- 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 Manager, Student Housing and Campus Community.
 - b. CMTN will assess a fee of \$16.81 for each key that is lost, stolen, or otherwise not returned.
 - i. CMTN reserves the right to change the fee charged to replace a lost, stolen, or otherwise not returned key or access card.
 - ii. The host department is responsible for covering the fee for lost and stolen keys.
 - 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. All minors who are visiting the Elder suite must be accompanied by a parent or legal guardian.

- 6.2 Visiting hours are:
 - a. 11:00 am – 10:00 pm Sunday
 - b. 3:00 pm – 10:00 pm Monday to Thursday
 - c. 1:00 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 Manager, Student Housing and Campus Community to ask about availability.
 - a. The Manager's office hours are Monday to Friday from 8:00 am to 4:00 pm, including statutory holidays and campus closures.
 - b. During campus closures or after hours, the Manager can be contacted at 250.615.7846.
- 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 A parking pass (SPARC permit) is required to park in a designated accessible parking zone on campus. It is illegal for a vehicle without a valid SPARC permit to park in designated accessible parking zones.
 - 8.2 Parking is free in the CMTN common parking area.
 - 8.3 Parking is not permitted in the roundabout in front of Student Housing as this is a fire lane.
 - 8.4 Guests are required to register their vehicle with the Manager, Student Housing and Campus Community.
- 9.00 HEALTH, SAFETY, AND SANITATION/HOUSEKEEPING
 - 9.1 Housekeeping is not included unless the Guest or host department pays for this service.
 - a. Once the Guest has checked out, the suite will be cleaned.
 - 9.2 An additional housekeeping fee will be charged to the Guest or to the host department.
 - a. CMTN reserves the right to change the amount of the housekeeping fee from time to time, as required.
 - 9.3 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.
 - 9.4 Vacuum cleaners are available in the kitchen of each wing and can be used by Guests.
 - 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. The College assumes no liability for the loss, theft or damage of personal items.

11.00 EMERGENCY CONTACTS

- 11.1 Emergency contact numbers are:
 - a. 911 for medical, fire, and police emergencies
 - b. Terrace Campus Security, 250.615.9894
 - c. Manager, Student Housing and Campus Community, 250.635.6511 ext. 5430; after hours and during campus closures, 250.615.7846.

12.00 LOST AND FOUND

- 12.1 Any misplaced or lost Guest belongings should be reported to the Manager, Student Housing and Campus Community 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 Manager, Student Housing and Campus Community. 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.
 - a. Personal belongings that have been left in the Elder suite, common areas, and public spaces will be kept for 30-days.
 - b. The Manager, Student Housing and Campus Community will contact the Guest about retrieval the personal belongings.
 - c. After 30-days, personal belongings will be donated or disposed of.

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 Manager, Student Housing and Campus Community to make their stay more comfortable.
 - b. Guests are responsible for keeping all items listed in sections 13.1, 13.2, 13.3, and 13.4 clean and for reporting any damage.
 - c. The host department will 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 Manager, Student Housing and Campus Community. Additional charges will be applied for any missing items in the room.

13.7 Extra mattresses or cots are not provided.

14.00 PHONES AND INTERNET

14.1 Canada-wide 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. Misuse 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.

c. Abuse of Wi-Fi may also result in the Guest 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 Laundry supplies and irons are not available.

16.00 MAIL

16.1 Outgoing mail can be given to the Manager, Student Housing and Campus Community. Postage must already be affixed.

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

17.00 PETS AND PLANTS

17.1 Pets and plants are prohibited in the Elder suite.

17.2 Fumigation fees will be charged 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 Wii Gyemsga Siwilaawksat, including the Elder suite. See the 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 Manager, Student Housing and Campus Community 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 prohibited on CMTN property with the following exception:
 - a. [FAC-003, Special Occasion Licences: Events with Alcohol Policy](#) allows consumption of alcohol only under certain circumstances and must follow the requirements of the [BC Liquor Control and Licensing Act](#) and other relevant legislation.
- 19.2 Alcoholic beverages must not be consumed, transported, or stored in any area within Wii Gyemsiga Siwilaawksat.
- 19.3 The Guest must not have intoxicated Visitors on site.
- 19.4 Guests and Visitors who exhibit disruptive behaviour while under the influence will be removed from CMTN property.
- 19.5 Drugs and drug paraphernalia are prohibited in or around Wii Gyemsiga Siwilaawksat.

20.00 SMOKING

- 20.1 Smoking (including tobacco, vaping, and cannabis) is prohibited in the Elder suite.
- 20.2 Guests who smoke inside the Elder suite will face a fine and eviction from the suite.
- 20.3 Smoking outside the suite must be in designated areas on the 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 are required to abide by the CMTN [Communicable Disease Plan](#).

24.00 STANDARDS OF CONDUCT AND COMPLIANCE

- 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 violence 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 (e.g., security staff, building staff) in the performance of their duties.

25.00 EVICTION

- 25.1 CMTN will evict any Guest who engages in behaviour that is deemed unacceptable, including, but not limited to:
 - a. abusing or misusing the facilities (see Section 24.00)
 - b. smoking (see Section 20.00)
 - c. using drugs or drug paraphernalia (see Section 19.00)
 - d. consuming alcohol (see Section 19.00).
- 25.2 If an occupant is found to be in violation of the no drugs and alcohol policy as a result of seeking medical help for a suspected overdose, no punitive action, including eviction, will be taken as per the [BC Good Samaritan Act](#).

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 and the Manager, Student Housing and Campus Community.

27.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 27.1 [ADM-003, Freedom of Information and Privacy Policy](#)
- 27.2 [ADM-006, Housing Policy](#)
- 27.3 [FAC-003, Special Occasion Licences: Events with Alcohol Policy](#)
- 27.4 [HMR-007, Smoking Policy](#)
- 27.5 [HMR-008, Drug, Alcohol, and Impairment Policy](#)
- 27.6 [IDG-002, Elder Suite Policy](#)

28.00 OTHER SUPPORTING DOCUMENTS

- 28.1 [BC Cannabis Control and Licensing Act, SBC 2018](#)
- 28.2 [BC Cannabis Distribution Act, SBC 2018](#)
- 28.3 [BC Good Samaritan Act, RSBC 1996](#)
- 28.4 [BC Guide Dog and Service Dog Act, SBC 2015](#)
- 28.5 [BC Liquor Control and Licensing Act](#)
- 28.6 [BC Motor Vehicle Act, RSBC 1996](#)
- 28.7 [BC Tobacco and Vapour Products Control Act](#)
- 28.8 [CMTN Communicable Disease Plan](#)
- 28.9 [Controlled Drugs and Substances Act](#)
- 28.10 [Overdose Prevention and Response: Guidelines for B.C.'s Post-Secondary Sector](#)

29.00 HISTORY

Created/Revised/ Reviewed	Date	Author’s Name and Role	Approved By
Created	Apr 11, 2023	Editor/Writer	President’s Council
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