

# Resident Member's Handbook

2025-2026

**Green College**  
THE UNIVERSITY OF BRITISH COLUMBIA

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This handbook contains supplemental information about how to live at Green College and what is expected of you as a Resident Member. This handbook is part of the agreement between you and the University (collectively, both handbook and Residence Contract are the “College’s Policies.”) as referenced in Appendix II of the Residence Contract. To the extent that this Handbook and the Residence Contract disagree, the Residence Contract will take precedence.

**Land Acknowledgement**

We acknowledge that Green College and the UBC Vancouver campus are located on the traditional, ancestral and unceded territory of the xʷməθkʷəy̓ əm (Musqueam)

# 1. Guiding Principles

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The Green College motto is “Ideas and Friendship.” Deceptively simple, this phrase encapsulates the ethos of our academic residential community.

As a resident member, you will enjoy an academically enriched social life and a socially enriched academic life in which interdisciplinarity, creativity, and the unique contributions of every member are highly prized. You will meet extraordinary people here, and we hope you’ll make lifelong friends.

You also share with your peers the responsibility to play an active part in creating and sustaining a respectful community atmosphere in which every resident member has a sense of belonging and inclusion, and an opportunity to thrive.

We are here for each other: that is the root meaning of *college*. The College’s grounds, architecture, facilities, endowments, staff, programs and policies support our community, including those who visit the college as guests. In a small community, respect for one another’s boundaries and mutual dedication to fostering substantive equality are essential values.

## Our Vision and Mission

*We envision a College that exemplifies values of reciprocity, embraces interdisciplinarity, and encourages and supports members’ personal and community initiatives. We foster an environment that enables people to become better versions of themselves. We will engage the past, present and future members of Green College to create change in the community and the greater world. (Understanding Community Project, 2016-2017)*

Green College’s mission is threefold:

- To enhance student learning at UBC by fostering a vibrant community of graduate and postdoctoral scholars that is host to interdisciplinary and creative visitors, academic events and programs;
- To promote research excellence by sponsoring collaborative and innovative academic programming that enable UBC researchers to develop interdisciplinary partnerships within the university, with colleagues from other institutions, and with knowledge keepers from across society;
- To contribute to UBC’s community engagement by inviting members of the non- academic community into the discourse of the university and by providing members of the university community with direct access to wider publics.

## UBC’s Statement on Respectful Environment for Students, Faculty, and Staff

UBC’s Statement on Respectful Environment establishes standards for community members to meet in all university settings, including at Green College. It defines bullying and harassment and explains what to do if you have a concern about disrespectful behaviour. At Green College, such concerns should be raised with the principal in the first instance. The Respectful Environment Statement explains:

*The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.*

You should review the statement and follow its principles at all times.

See <https://hr.ubc.ca/working-ubc/respectful-environment> for more.

## Community Values

Our community is made up of students, scholars and community members from all over the world. As residents, staff and visitors at an interdisciplinary academic college, we all contribute to fostering an environment conducive to study, intellectual, and social exchange.

### Be welcoming

We strive to be a community that welcomes and supports all of our community members, from every background and identity. We work to foster inclusion of all members, acknowledging and actively working to value diversity of culture, national origin, racialization, class, gender, gender identity, sexual orientation, religion, and other aspects of their identity. When we get it wrong, we work together to make it right.

### Be considerate

We are privileged to live and interact within a beautiful space that is open to a wider community. Much of the work that goes into maintaining the college, its facilities and community, including work contributed by resident volunteers and university staff, can sometimes be taken for granted. We seek to recognize and appreciate these contributions, and to ensure that our actions are conducive to a cooperative and respectful environment for all who have reason to spend time in this space.

### Respect our differences

We acknowledge and celebrate our differences. Respect that other community members may have a different experience or perspective from yours, and that learning about these differences is an important part of living together in an academic community. Our community members should feel able to share their ideas and experiences in the expectation that they will be fairly heard, even when opinions differ. Resident members should also feel safe that whether they confide in someone or choose not to share information about themselves, others will not share it without their permission.

### Be willing and open to unlearn

Living in community can mean that you are exposed to new perspectives and new ways of being. Moreover, what we have learned over the course of our lives may be harmful to others. What you think you know about others may perpetuate stereotypes, or it may simply be wrong. Sometimes, we need to be open to unlearning what we think we know in order to relearn a new and better way of relating to others. Or, as Maya Angelou wrote “Do the best you can until you know better. Then when you know better, do better.”

### Know your own boundaries and respect those of others

Boundaries are the limits that we set to cultivate healthy relationships with others and to create safety for ourselves. Respect for boundaries is integral to maintaining a safe and inclusive community. You are entitled to set your own boundaries and you are expected to respect the boundaries established by others.

### Be involved

By choosing to live at Green College, you have made a commitment to being actively involved in our community. Resident members contribute in many ways, from serving as a director of the dining society, to

## Tips for Harmonious Living

**Be open to feedback:** If someone asks you to stop your behaviour, or tells you what you’re doing is unwelcome—listen openly, instead of becoming defensive, angry, retaliatory or intimidating.

**Seek help from others when necessary:** If you don’t feel comfortable telling someone their behaviour is unwelcome or offensive, seek help from a Green Lantern, a peer or a staff member.

**Speak up if you see disrespectful behaviour towards another person:** interrupt harmful or disrespectful behaviour and support those towards whom such behaviour is directed. Bystander intervention training will help you learn this skill.

**Spread the positive:** Be careful with email, Facebook, text, etc.: Avoid using electronic communications when feeling strong emotions (“in the heat of the moment”).

**Apologize:** If necessary, apologize, stop the behaviour, and correct it in the future. Apologizing demonstrates strength of character, not weakness.

**Forgive:** If someone has offended you and they’ve apologized, give yourself time and space to reflect and forgive.

**Be proactive:** If you are uncomfortable with what someone has done, discuss it with them respectfully or seek help to address the problem.

participating in committees, to giving a member speaker series talk, to helping a friend who's having a tough time.

**Address conflict early**

In a small and closeknit community, conflict can arise from time to time. When conflict is not proactively addressed, it can have a ripple effect throughout the community. If you experience a conflict you can't resolve, make use of the conflict resolution supports that exist at the College such as by talking to a Green Lantern or reaching out to a staff member. UBC's Equity and Inclusion Office can also provide support for those experiencing community conflict.

These values are expected to change over time with input from resident members.



## 2. Membership and You

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Green College is home for graduate students, postdoctoral scholars, visiting artists and academics who are interested in interdisciplinarity and community living. Members of Green College are expected to participate actively in the college's community life and academic programming. From free public lectures, cultural events and performances, committee participation, to regular attendance at meals, there are many opportunities to get involved.

### **Resident Membership**

Green College resident members receive a residence contract to live at Green College. Residency is granted on a year by year basis. Residence contracts to resident members are offered annually for the period from September 1 to August 24.

If you wish to remain in residence at Green College for another year, you must submit a written reflection or creative work that reflects on your experience at Green College and the contributions you have made to Green College during your time in residence. This submission is due by May 1. The principal will consider this submission when deciding whether to grant permission to extend a new contract to you.

Offers to remain in residence for the upcoming year are generally made in May/June, and those that can and do stay for another contract year are permitted stay-through from August 24 to September 1. For details of the process for terminating a contract early, see the Residence Contract.

### **Society Membership**

Former resident members of the College are known as society members. Society membership has no term limit. Former resident members in good standing will, at the discretion of the principal, become society members.

Society members are welcome and encouraged to return to the college, whether for reunions or for regular social and academic events. The purposes of the Society is to foster continuing relationships with the college by enabling past residents and others to remain involved in the community, even from a distance.

### 3. Getting Involved

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Communal dining and resident community-building are integral to Green College life. Breakfast and dinner are held from Monday – Friday in the Great Hall of Graham House. Spending time with one another over meals is one important means by which our motto, “Ideas and Friendship” is enacted within the life of our community. It allows resident members to become acquainted with each other and stay connected; and it’s how you can get to know other members of our community, advisory board members and members of common room, visiting scholars, guests from elsewhere at UBC, and other visitors. Become involved in resident life, by serving on the board of directors of the Green College Dining Society, joining a committee, serving as a Green Lantern, giving a talk in the resident speakers’ series and – most importantly – by supporting the volunteer efforts of your fellow resident members.

The College’s community is lively and rewarding, and it depends on resident member involvement. There are many ways for members to get involved. Each year, resident members help shape the College’s present and future directions, often through participation in the ways detailed below.

#### **Green College Dining Society**

Meal services are provided by the Green College Dining Society, an independent not-for-profit society that is incorporated for the direct benefit of resident members. Conceived by founding principal Dr Richard Ericson as the most direct way for residents to have input into food and catering at Green College, the society depends on resident member participation for its governance.

Every resident member is a member of the Green College Dining Society. The president, vice-president, secretary, treasurer and general directors of the Green College Dining Society are also drawn from within the resident member population, with college staff also supporting the work of the board as directors. The board of directors governs the operations of the society including setting policy for meal plans, meal fees, catering and overseeing the personnel of the dining society. The profits from event catering support resident member meals and the dining society as a whole.

This not-for-profit structure is part of an honourable tradition of co-operative and not-for-profit communities in Canada, and it is integral to community life at Green College. The flourishing of the dining society, and the retention of direct member governance over the provision of meals at Green College, depends on resident member involvement. You are warmly invited to become involved in this crucial community function by standing for a position on the board of governors and by participating in the annual general meeting and other general meetings of the Green College Dining Society.

#### **Green Lanterns and the Green Lantern Selection Committee**

The Green Lanterns are resident members who lend peer support and serve as navigators for resident members who seek their advice and guidance. They can provide referrals to expert support services and university services. Their work is independent of the Green College office and confidential except in exceptional circumstances, such as where a risk of harm to others arises. For more information about the Green Lanterns see: <https://greencollege.ubc.ca/green-lanterns-and-support-services>

Each summer, resident members participate in the search and selection of next year’s Green Lanterns. The Green Lantern Selection Committee is formed in spring/early summer, with the call for nominations, interviewing and selection all determined by July. The committee provides an excellent opportunity for Resident Members to experience a candidate selection and interview process.

#### **Resident Members’ Series**

Every Monday evening during the academic term, at 8:00pm in the Green College coach house, resident members present their research or other topics of interest to their peers and, if they wish, to a public audience. The Residents’ Speaker Series is a longstanding and much-loved Green College tradition. Make it a priority to attend these talks regularly, and consider presenting your own work. The series is convened and managed by resident members, offering you with another opportunity to contribute to the community while learning great skills.

## **Standing Committees**

The standing committees are the primary decision-making bodies for the College and are advisory to the Principal. The standing committees are:

### **Academic Committee**

The Academic Committee is responsible for the College's interdisciplinary academic programming, including the appointments of the Cecil H. and Ida Green Visiting Professors.

### **Membership Committee**

The Membership Committee is responsible for evaluating applications for resident membership and for recommending new resident members. The committee meets monthly between March and July. Members of this committee should therefore be available to review files in the spring and summer period.

### **Health and Safety Committee**

The Health and Safety Committee is the College's Local Safety Team. The committee reviews and updates safety plans, procedures and processes at Green College, updating documents and training for staff and residents.

## **Resident Committees**

Green College is home to many resident groups and committees, changing with the years and the interests of resident members. Resident members can form new committees based on interest. If you are interested in forming a new committee, there is a process that should be followed. Please discuss your ideas with the Assistant Principal, Operations. Current resident committees include:

### **Arts Committee**

The Arts Committee provides a variety of ways for people to experience and appreciate arts at the college, such as talks, musical performances, creative activities and exhibits. The Arts Committee has a history of producing coffee house events to showcase member talent, makes a big contribution to our four annual gala dinners, and offers a range of other events over the course of the year.

### **Sustainability Committee**

The Sustainability Committee increases environmental awareness among resident members and leads initiatives to decrease the environmental impact of residents. This committee also shares and coordinates a community garden with the Green College Dining Society.

### **Outreach Committee**

The Outreach Committee is dedicated to helping the local and global community by arranging volunteer opportunities, raising awareness of social concerns and initiating fundraising events.

### **Reading Room Committee**

The Reading Room Committee acquires and catalogues materials for the Reading Room in Graham House and TV room in Green Commons, and is responsible for keeping these shared resident spaces in order.

### **Social Committee**

The Social Committee organizes social events at the college, such as pub nights and seasonal parties. It also assists with the programming of major annual social events, including the Welcome Dinner, Winter Gala, and Spring Gala. Under this committee, sub-committees may be formed such as Collège Vert (promoting French-themed dinners and films, and conversational French).

### **Movement and Wellness Committee**

The Movement and Wellness Committee strives to provide members of the college with a variety of opportunities for physical activity, both recreational and organized, for individuals and teams. It also promotes the health and well-being of resident members through events and activities of various kinds. In addition to planning sports events at the college, the committee promotes participation in external competitions such as UBC's Legacy Games and the Vancouver Sun Run. It offers an extensive collection of sporting equipment and games to borrow, including a pair of nets that can be used for soccer and hockey.

## Green College Players

The GC Players are the college's theatrical company, which puts on plays directed and acted by resident members, often with the involvement of society members (former resident members) as well. Usually, the players mount a production in the spring of each year.

## Pride Collective

The Pride Collective is a safe space and supportive community for 2SLGBTQ+ resident members. The collective also organizes queer-themed academic and social events that are open to all greenies.

## Common Kitchen Committee

Members of this committee help ensure that the common kitchen is maintained as a safe, orderly and convivial space. Their role includes providing training to residents who wish to use the common kitchen, managing a regular cleaning roster, conducting deep cleans, reporting equipment deficiencies, ordering cleaning supplies and managing the cleaning roster, and carrying out an annual inventory of kitchen resources. The committee welcomes suggestions for improvements to the operating of the common kitchen.

## Welcome Committee

The Welcome Committee coordinate the welcome and orientation activities with the office. These activities take place every September as a new cohort arrives and the college community re-forms for another academic year.

## Residents' Council

The Residents' Council is a coordinating committee. Its role is to coordinate the work of all committees, promote collaboration between committees, manage the committee budget and assist with communications between residents and the Green College office. Council consists of the Residents' Council co-chairs, chairs of every other resident committee, representatives of the Green College Dining Society, and the Green Lanterns. If there is no postdoctoral fellow among these appointees, one will be added through selection by the college's community of postdoctoral fellows. The Council appoints its own chair or co-chairs.

## College Banquets

The college hosts four banquet dinners over the course of the academic year. The Welcome Dinner welcomes and celebrates new members of our community. The Founders' Dinner, held usually in Term 2, honours our foundation fellows and community supporters, and is the college's most formal event. The Winter and Spring Galas are end-of-term social events that celebrate the passage of the academic year and offer resident members an opportunity to reflect on and celebrate our achievements.

Please note that the college often hires a professional photographer to capture moments from the banquet dinners. By attending these events, you consent to the use of these photos by the College for promotional materials. If you do not wish your image to be used for this purpose, please contact [gc.hospitality@ubc.ca](mailto:gc.hospitality@ubc.ca).

## Other opportunities

Beyond participation on committees, openings for making other contributions to community life are emailed to resident members when they occur. The college has the following service roles for resident members:

Lockout Attendants	Academic Hosts	Woodcutter	Firekeeper
A paid position tasked with helping resident members who have locked themselves out of their rooms.	A paid position tasked with hosting academic programming, welcoming participants and members of the public, and supporting public events.	A voluntary position responsible for chopping and stocking the wood used in the college's fireplaces.	Voluntary positions that are authorized and trained to light fires in college fireplaces and monitor them when lit.

## Participating in College Public Programs

Green College was established in 1993 as a social and intellectual community for graduate, postdoctoral and visiting scholars. It is both a home for a dedicated group of residents and a welcoming meeting place for scholars across the university and for visitors who want to explore questions of an interdisciplinary nature. Green College's aim, encapsulated in the motto of "Ideas and Friendship", is to cultivate a sense of community and common purpose with respect to interdisciplinarity. We welcome guests and visitors to our community through our guesthouse, our academic reserve rooms which are reserved for longer-term visitors, and through our public programming.

The college's public program of interdisciplinary events provides an inclusive space in which individuals with different kinds of disciplinary and professional expertise can meet and think together.

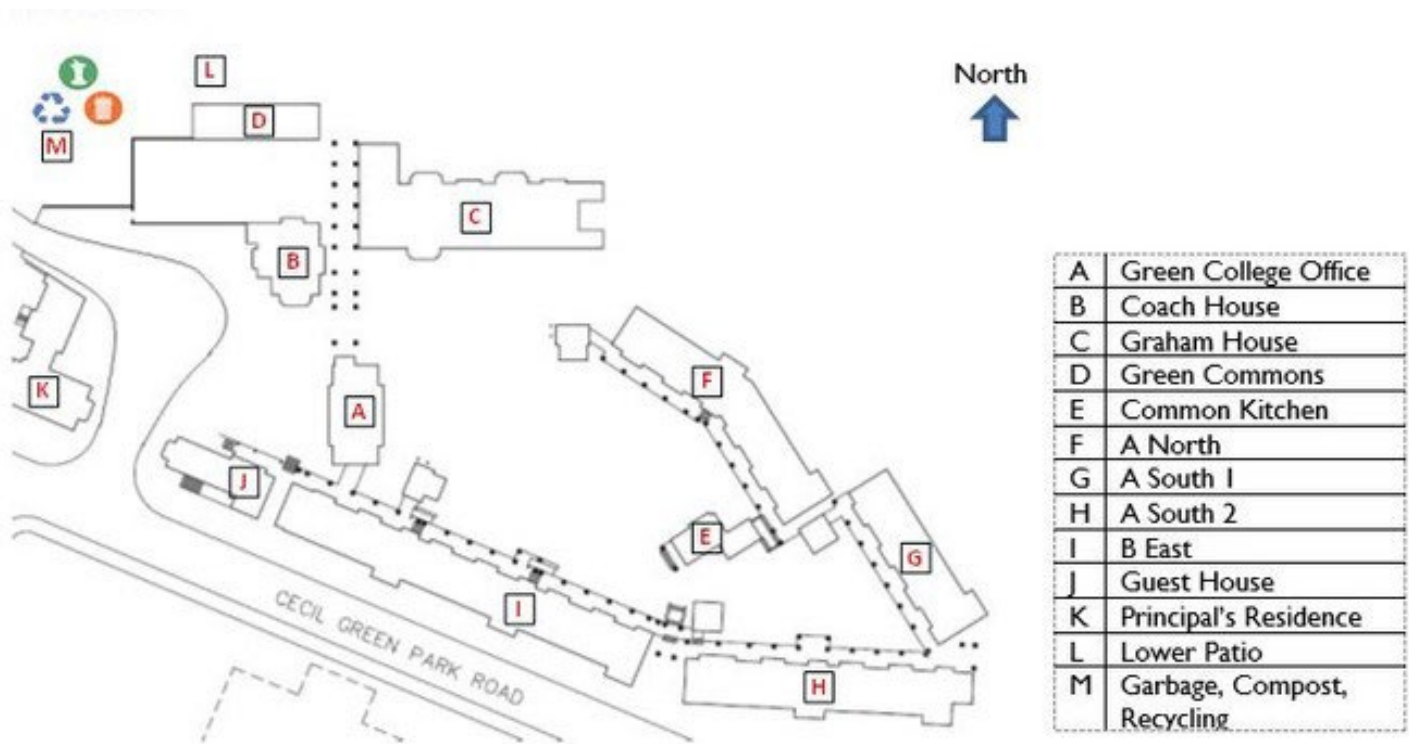
Our lectures and events are almost all held in our coach house, Monday through Thursday between 5 and 9 pm. You have been signed up to receive the Green List newsletter, which provides more information about academic programming and college visitors. More information will also be posted on our website and on the bulletin boards outside Graham House.

Lectures, concerts and other presentations at the college are sometimes part of thematic series, sometimes one-off events. When we host academic, artistic or community visitors for these events, we try to arrange for them to stay in the college guest house and, whenever possible, have them come for dinner in the great hall. A special college tradition is the fireside chat after dinner in the piano lounge, which is an opportunity for resident members to engage informally with visitors, irrespective of whether they were able to attend the earlier public talk or presentation. These conversations typically begin at 8 pm and are announced to the community beforehand and again at dinner on the night.

Additionally, the college's programs for visitors in residence bring scholars, artists, musicians and others to live here for short or more extended stays. One of the attractions of the college for such visitors, who often have outstanding reputations in their fields, is the prospect of being part of an interdisciplinary community of scholars and creators. In other words, they are at the college because people like you are at the college.

As a resident member of Green College, you can help determine what happens here. If you have ideas for visitors or events not covered by the college's existing programs, talk to the Assistant Principal, Programs who is always glad to receive suggestions of this kind.

## 4. Getting Oriented



### Your Accommodations

#### Keys

You will be issued the following keys: mailbox, suite front door, and bedroom door (if you are in a split). Your keys will also give you access to:

- The Common Kitchen / Laundry
- Graham House and Coach House
- The Office front door and mailroom
- Green Commons (TV Room)

Please guard your keys carefully. If a key is lost, locks must be changed and you will be charged \$150 for the cost of new keys and locks.

#### Parking

There are temporary (15 min) loading zone stalls at the college entrance. These stalls are managed and enforced by UBC Parking. Parking is not permitted inside the college gates or in the fire lane without special temporary authorization by the college.

Resident members can purchase parking passes for nearby long-term lots. More information can be found on the parking website at [www.parking.ubc.ca](http://www.parking.ubc.ca). There are limited spaces reserved for Green College residents in the Mary Bollert Hall parking lot. Visitors are advised to purchase parking at either the Rose Garden Parkade or the "E" lot at the end of Cecil Green Park Road.

#### Room Types

Resident Members are placed in one of three available accommodation types: single rooms, single room splits and studio rooms. Single rooms share a washroom with another single room; single room splits share a washroom and the common living space of a two-level suite; and studio rooms have private washrooms. Studio rooms are generally reserved for visiting faculty, postdoctoral scholars, resident members whose partners are



approved to join them in college, and those with medical accommodations. For more information on each room type, please visit our website.

### ***Shared Spaces***

Sharing space means sharing use and the responsibility to keep shared spaces clean. We encourage you to speak with your roommate to set mutual expectations on the use of the space, and to set a cleaning schedule together. Some units have in-suite storage. Coordinating the use and cleaning of in-suite storage in common areas such as the shelves outside the bathroom (grad single rooms) or under-stairs storage (split-level suites) is the responsibility of both residents.

In the spring, a mid-year inspection of all shared areas (bathrooms and other shared spaces) is performed by Student Housing custodial staff. You will be notified in advance when this inspection will happen.

In the event that a shared space is damaged or is unacceptably dirty, both residents will be responsible for damages and cleaning expenses.

### ***Smoking and Vaping***

Smoking and vaping are not permitted inside any of the residence rooms or communal buildings at any time, nor are they permitted within eight metres of any building door or air intake including windows.

### ***Storage***

A single storage room for resident items is located in the basement of Graham House and can be accessed using your room key. Storage is not guaranteed to every resident nor is it secure from theft or damage. Storage is provided as-is for current residents only at their own risk, and is not for use by residents on leave from the College. Storage is limited to a maximum of two boxes or pieces of luggage per resident. Stored items must be clearly marked with your name and room number. The College may remove and dispose of contents not meeting these rules.

### ***Walkways and Fire Exits***

Please keep walkways outside your residence rooms, fire exits and stairwells clear of obstructions in accordance with fire department regulations. This includes bicycles.

## **Cleaning and Maintenance**

### ***Laundry***

The laundry room in the Common Kitchen has card-operated washers and dryers, and an ironing board and iron for all residents to use. The washers and dryers are maintained by Coinamatic. Blank laundry cards can be purchased from and loaded in the Graham House Foyer. Laundry cards hold a maximum of \$50.

### ***Lights***

Residents are responsible for purchasing light bulbs for their desk lamp, floor lamp and bathroom wall lamp as needed. For a burned-out bathroom ceiling lamp, please submit an online maintenance request. See Facilities and Services section for how.

### ***Mops, Brooms and Vacuum Cleaners***

Mops and brooms are provided in all units. Common vacuum cleaners are available for loan from the Common Kitchen/Laundry building.

### ***Recycling, Donations, Composting and Garbage***

All garbage, compost and recycling should be placed in the large bins and dumpsters by the loading dock of the Graham House kitchen. See the area map in this section. Do not leave garbage, compost, and/or recycling outside your door, or it will attract vermin and other animals. Do not leave personal garbage, compost or recycling in the common kitchen.

To help prevent usable items from going to the landfill or recycling unnecessarily, the College has a small donation area. This area in the Graham House garage near the loading bay (accessed either from the lower patio, or from inside Graham House) and is available for members to donate and take small personal items. Your room key will provide access to it. Small boxes are set up to help sort the type of donation and to help members find donations they might be able to use. Items donated in this area are periodically collected by Big Brothers of Greater Vancouver.

## Community Spaces

Graham House and the coach house are used for hospitality for residents, visitors, and those participating in events and programming at the college. Graham House and the coach house serve as a welcoming space for residents to read, rest and relax in. However, they are also an important hospitality space for hosting visitors and academics, and for programming activities that are vital to both Green College and the GCDS. Please be considerate of this mixed purpose when using these spaces.

See Common Space Rules in section 8 for more.

## Financial Responsibilities

Our Membership Coordinator is happy to answer any questions you may have about fees, and, when appropriate, redirect you to the relevant UBC unit. Information about your fees while at the college is in your Residence Contract (rent) and on the Green College website (meal plan). Fees are due on or before the first business day of every month.

Rent fees are payable directly to Student Housing and Community Services (SHCS) online through [secure.housing.ubc.ca](https://secure.housing.ubc.ca). Payment may also be made in-person at the SHCS main office located at 2205 Lower Mall, Building 6 (Marine Drive Residence).

Meal Plan fees are payable directly to the Green College Dining Society (GCDS). Participation in the meal plan is compulsory for all Resident Members and their partners. For meal plan fees and methods of payment, see the GCDS website [gcdining.ca](https://gcdining.ca).

If you are experiencing financial difficulties, please reach out proactively to the membership coordinator or the principal. We may be able to provide you with support or make a payment plan that accommodates your circumstances. Without such arrangements, late fee payments apply. Unpaid fees (rent and/or meals) constitute a breach of the residence contract and may result in eviction.

## Community Communications

The **Weekly Bulletin** features important news and announcements for those living at the college, including community events, university services, facility shutdowns, and contract reminders. Please read these updates carefully. You have been automatically subscribed to this newsletter at the email we have on record for you. If your email changes, please advise [gc.membership@ubc.ca](mailto:gc.membership@ubc.ca).

The **Green List** announces upcoming lectures and other academic events at Green College and hosted by our partners, and is also distributed on a weekly schedule in the regular academic year. You have been automatically subscribed to this newsletter at the email we have on record for you.

**GC-Residents** ([gc-residents@lists.ubc.ca](mailto:gc-residents@lists.ubc.ca)) is the college's official and mandatory mass communication channel for you. This listserv should not be used for discussion. It is strictly for news and information communicated by Green College, the Green College Dining Society, the Residents' Council co-chairs and committee chairs to the residents. All resident members, staff, and Green College Dining Society (GCDS) kitchen employees are on this list.

**Do not unsubscribe from these lists.** They are managed by the Green College office and if you would like to change the address they are mailed to, please contact [gc.membership@ubc.ca](mailto:gc.membership@ubc.ca).

**Green-Chat** ([green-chat@lists.ubc.ca](mailto:green-chat@lists.ubc.ca)) is a resident-managed, optional, informal mailing list. This is the place for requests and offers for help, buy and sell, discussion and general conversation. Some residents and society members are on this list (but no college staff). To subscribe to green-chat, send an email to [listserv@lists.ubc.ca](mailto:listserv@lists.ubc.ca) with "subscribe green-chat" in the body of the email.

**Bulletin Boards** contain a variety of news and information about events and resources at the college and around UBC. Permission to post materials on these bulletin boards must be obtained from the Green College Hospitality Coordinator.



## About the Neighbourhood

Green College is situated in a lively neighbourhood. Next door is the Cecil Green Park House (CGPH), a rentable venue that is frequently used for large weddings and commercial filming. Koerner's Pub on Marine Drive is also known for playing music on its patio late into the night. Less often, the Museum of Anthropology (MOA) uses its outdoor spaces for paid events. Having these venues so close enhances our neighbourhood and the opportunities you have to enjoy life on campus. However, challenges can also arise from time to time.

These venues have their own protocols and measures to keep their patrons on their property and minimize disturbance to the rest of the neighbourhood. For example, those who attend evening weddings at CGPH must leave via the western end of Cecil Green Park Road rather than passing through the college grounds and CGPH staff have adopted measures to prevent vehicle and pedestrian traffic from passing through the college at night.

Events at CGPH happen almost daily in some months, and they frequently involve a lot of people who may not be sensitive to the boundaries between our academic residential space and the CGPH venue, or aware of the fact that we are a residential college.

If you have concerns about neighbourhood activities such as disorderly guests, improper parking, excessive noise, or patrons and film crews encroaching on the College's residential spaces, please call Campus Security at 604-822-2222. Or, if the activity is occurring during office hours, please see one of our staff in the college office. Please remember that those infringing the rules are likely unaware that they are doing so, and always be polite if you engage someone directly. If you notice a pattern of disturbances, please send an email to the assistant principal, operations or the principal to alert us to the problem. We have good relationships with CGPH and most issues can be addressed with a friendly conversation.

## 5. Facilities and Services

### Non-Emergency Maintenance and Repairs

Non-Urgent	Urgent Weekday daytime	Urgent Evenings, weekends, and holidays
<b>Submit an online maintenance request to Student Housing at</b> <a href="https://secure.housing.ubc.ca/">https://secure.housing.ubc.ca/</a>	Call 604-822-8660 or go to the Green College office and speak to a staff member	<b>Up until 11pm:</b> Call the SHCS Brock Commons Front Desk at 604-822-2001. <b>Between 11pm – 7am.</b> Call the SHCS Mobile Unit at 604-861-2123.  Identify yourself as a Green College resident and describe the issue, and they will coordinate with the on-duty staff member.

Please note these instructions are only for facility and maintenance issues. For fire, police, and medical emergencies please see the Emergencies section of this handbook.

### Lockout Assistance

If you accidentally lock yourself out of your room during office hours, the office can lend you a key. If you lock yourself out after office hours, please contact one of the Lockout Assistants. Their contact information is posted on the office front door.

### Mail and Packages

Mail is delivered twice a week to Green College by campus mail services. Please note that it can sometimes take some time for UBC mail services to sort mail that they receive from Canada Post and provide it to us. We endeavour to put the mail we receive into resident mailboxes on the day we receive it. Small packages are placed directly in resident mailboxes. Larger packages are held in the office, and an email notification will be sent to you. Please come promptly to the office during office hours to collect your package once you have been emailed. Note: If you are tracking your package online, it may show as delivered prior to its receipt at the College, because campus mail can take some time to reach us.

If you cannot pick up your packages during office hours, with written consent you can delegate others to get packages on your behalf. To do so, send an email to [gc.hospitality@ubc.ca](mailto:gc.hospitality@ubc.ca) and provide the name of the person and for how long they have this consent.

Please note that the Office can only accept packages if any customs or duties fees are paid in full, and cannot pay those fees on your behalf.

### Security Tips

Always lock your doors and windows whenever you leave your unit, or when you are sleeping. Cover or put-away any valuables from view and close your window blinds when you leave your unit.

Do not let people you do not know follow you into Graham House. If they have permission to be there they have their own key or a host.

Never prop open a building door even if you are stepping outside for just a moment.

Part of living in a residence community is looking out for each other. So, promptly report any suspicious incident to:

1. Campus Security at 604-822-2222,
2. RCMP at 604-224-1322  
(Police non-emergency number)
3. and then the Green College Front Desk at 604-822-8660

## 6. Support Services

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### **Green College support**

If you are experiencing a personal, academic, financial or other concern, we encourage you to speak to a staff member or the principal. The college may be able to offer you support, or may be able to refer you to university services that can assist. The information you share with us will be kept confidential unless there is direct threat to your safety or the safety of your fellow residents, in which case only professional help will be informed and enlisted for aid.

### **Green Lanterns**

Green Lanterns are trained resident members who can help support you at a peer-level. They are volunteers who have been chosen for their good judgment and standing within our community; they are not Residence Advisors. Green Lanterns are there to help, to listen, and can also refer you to services and resources that can provide you with further assistance.

### **Absence from the College**

If you need to be away from the college for a period of time, you may choose to sublet your room. The person to whom you sub-let the room must be approved by the college before the arrangement can be finalized, and you remain responsible under the residence contract when this arrangement is approved. See Appendix III of your Residence Contract.

Green College also has a special rental relief program for residents who need to spend time away from the college for academic or professional purposes (e.g., fieldwork, visiting archives, internship, exchange program, attendance at an institute, etc.). This program covers the rent (not meal plan) for 1 or 2 months while you are away from the college for academic or professional reasons. The amount of funding available under this program is limited and there is also a lifetime limit to the number of months members can be granted this support. An announcement is made each term about this program to the community. See Appendix III of your Residence Contract.

No resident can receive both rent relief and be approved for a sublet.

### **Support at UBC and Beyond**

Below are just a few of the support resources available to you at UBC and beyond.

#### **Counselling Services**

Counselling Services is the first point of contact for all of your mental health concerns—whether you would like to see a doctor, a counsellor, or get more information about mental health care at UBC and beyond.

Counselling Services offers virtual, phone, and in-person appointments for initial and follow-up appointments. Students seek mental health support for many different reasons:

- You may be feeling anxious, depressed, overwhelmed, or notice that your mental health is declining.
- You may need some help with decision-making, navigating family and social relationships, coping with grief and loss, or adjusting to major life transitions.
- You may be coping with cultural adjustment, understanding your gender and sexual identity, navigating experiences of discrimination or sexual violence, and working through their impacts on your mental health and academic goals.
- You may have difficulty with concentration, organization, procrastination or test anxiety.

<https://students.ubc.ca/health/counselling-services/>

Phone: 604-822-3811

There are 2 clinics on campus:

- Brock Hall, Room 1040 (1874 East Mall)
- Counselling Services Annex (1930 East Mall)

## **Equity and Inclusion Office**

The Equity and Inclusion Office provides a full range of services that support learning and employment equity, education, leadership and proactive initiatives while building resiliency and a respectful environment. They can:

- Provide information about university resources and make appropriate referrals
- Identify and explain relevant university processes and policies
- Assist students, faculty, and staff to explore options in dealing with conflicts
- Facilitate discussions and use informal channels to seek resolution

<https://equity.ubc.ca/>

Phone: 604-827-1773

Email: [info@equity.ubc.ca](mailto:info@equity.ubc.ca)

## **Here2Talk**

Here2Talk connects students with mental health support when they need it. Through this program, all students – domestic or international – currently registered in a B.C. post-secondary institution have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web. They provide counselling and support services in various languages upon request, subject to availability and/or a waiting time.

<https://www.here2talk.ca>

Canada-wide toll free, dial: 1-877-857-3397

Canada-wide direct, dial: 604-642-5212

## **Sexual Violence Prevention and Response Office (SVPRO)**

UBC's Sexual Misconduct Policy creates a support system for those impacted by sexualized violence, through the Sexual Violence Prevention and Response Office's (SVPRO), as well as a separate voluntary reporting and investigation system through the Investigations Office.

If you have experienced sexual assault or other forms of sexual violence – it is NOT your fault. SVPRO is a confidential place for those who have experienced, or been impacted by, any form of sexual or gender-based violence, harassment, or harm, regardless of where or when it took place. SVPRO recognizes that you are the expert of your own experience and you get to decide what is right for you. It aims to be a safer space for all by respecting each person's unique and multiple identities and experiences. All genders and sexualities are welcome.

Coming to SVPRO is not the same as making a report to the police or campus investigations office. SVPRO can provide information and support for those considering, or currently navigating, reporting to the police or to UBC. UBC will make appropriate support services and assistance available to you on the basis of a disclosure to SVPRO, regardless of whether you decide to make a formal report. If necessary, and with your consent, SVPRO will work with Green College to ensure that you receive coordinated support.

<https://svpro.ubc.ca/>

Phone: 604-822-1588

Email: [svpro.vancouver@ubc.ca](mailto:svpro.vancouver@ubc.ca)

## **Wellness Resources**

UBC provides many resources to help students with their wellbeing, and to help you assist others who may need help. Below is a good starting point for these resources:

<https://wellbeing.ubc.ca/student-resources>

## **UBC Office of the Ombudsperson for Students**

The Ombuds Office works with all UBC community members to ensure students are treated fairly and can learn, work and live in a fair, equitable and respectful environment.

The office:

- provides general resource information and makes appropriate referrals;

- identifies and explains relevant university processes and policies;
- facilitates discussions and uses informal channels to seek resolution;
- works with students to plan strategies and explore options on how best to proceed;
- provides advice, support and training to faculty and staff who deal with students; and
- works to improve systems and develop best practices and procedures.

Reporting to the President, the office is an independent, impartial and confidential resource for students at UBC, jointly funded by the AMS, GSS, SUO, and UBC. You can learn more about this office at:

<https://ombudsoffice.ubc.ca/>

## 7. Emergencies

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### Emergency Call Protocol

If there's an immediate threat to someone's health, safety, or property, or a crime is in progress, call 911 immediately. 911 can connect you with police, fire and ambulance services.

If you or someone else requires first aid, call Campus Security on 604-822-2222. You (or someone else) should place this call this even if 911 has been called. Campus Security and the First Aid program is not a replacement for the emergency services, but will likely arrive on scene before fire, ambulance, and police services. You can also call Campus Security about suspicious persons.

During office hours, ask someone to go to the Green College office to advise them of the situation. After hours, campus security can contact the principal and you should ask them to do so.

Please advise the office staff should you notice something that needs attention (e.g., a damaged door, lock or other safety concern), or should you need non-emergency assistance.

### When should I call 911?

An event that involves an immediate threat to a person or property (e.g. bomb threat, attack, gunshot, fire, car accident)

A medical emergency (e.g. fall, head trauma, severe burn, uncontrollable bleeding, persistent or sudden chest pain, breathing emergency, severely altered level of consciousness)

A serious crime that is in progress or that has just occurred (e.g. robbery, fight, break and enter [if there is a suspect on scene] or a report of an impaired driver)

Fire, Police, Ambulance	9-1-1
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<b>Poison Control Centre</b>	604-682-5050
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<b>Campus Security including First Aid</b> (Emergencies, call 9-1-1)	604-822-2222
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<b>Suicide Crisis Helpline</b>	9-8-8
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*Do not call 911 or campus security for maintenance issues or accidental lockouts (see Facilities and Services section in this handbook for what to do in these circumstances).*

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### What information is required when I dial 911 or call campus security?

- Describe the emergency
- Location
- Building name, address & room number: Green College, 6201 Cecil Green Park Road
- Your phone number
- The operator may ask you to remain on the line as additional information may be needed

## **Opioid Overdose and Naloxone**

An emergency naloxone kit is available outside in the breezeway next to the front doors of Graham House. Naloxone is a drug that can reverse an opioid overdose. It has no harmful effects if the person is not overdosing so, if in doubt, it should be administered as quickly as possible. UBC offers online Naloxone training at <https://canvas.ubc.ca/enroll/869KYM>. All resident members are encouraged to take this course. You can also acquire a free Naloxone kit and training on how to use it, as well as access fentanyl testing and other supports, on campus. To learn more, see: <https://students.ubc.ca/health/health-topics/substance-use-health-harm-reduction/>

## **Automated External Defibrillators (AED)**

Green College has an Automated External Defibrillator (AED) next to the naloxone kit, outside in the breezeway next to the front doors of Graham House.

An AED is a portable unit that provides a life-saving shock to a person in sudden cardiac arrest, when the heart unexpectedly and abruptly stops beating. This is usually caused by an abnormal heart rhythm called ventricular fibrillation. Once activated, the device provides easy-to-follow voice instructions and automatically determines if someone requires a life-saving shock. Defibrillators cannot do harm, and will only deliver a life-saving shock if it is required in the case of cardiac arrest.

To use:

1. Turn on the AED and listen to voice prompts for instructions.
2. Remove clothing from chest
3. Stick electrode pads to bare chest.
4. Once you have the pads on, stand back from the patient while the AED decides whether a shock is needed.
5. Continue to follow the voice prompts.

## Non-Emergency Resources

RESOURCE	NON-EMERGENCY NUMBER
AMS Safewalk	604-822-5355
AMS Sexual Assault Support Centre (SASC)	604-827-5180
Campus Security	604-822-2222
Centre for Accessibility	604-822-5844
Chaplains	604-822-0109
Counselling Services (Students)	604-822-3811
Equity & Inclusion Office	604-822-6353
Healthlink BC (health questions)	811
Office of the Ombudsperson for Students	604-822-6149
RCMP – University Detachment non-emergency	604-224-1322
Student Health Services	604-822-7011
UBC Sexual Violence Prevention & Response Office (SVPRO)	604-822-1588



## 8. Community Rules and Conduct

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This section of the handbook contains important information about the rules and conduct expectations that apply to all resident members. These and other rules set out in this handbook are incorporated into your Residence Contract. (See Appendix II of the Residence Contract)

### Common Kitchen Rules

The common kitchen is a resident-managed space that is also central to Green College life. The Common Kitchen Committee coordinates the activities and cleaning of the common kitchen for the benefit of all residents.

The common kitchen contains cooking equipment for communal use as well as limited space to store personal food items. The common kitchen is also a social hub of Green College, providing a relaxed environment for discussion with other residents outside of the space of the great hall.

The smooth use and operation of the common kitchen relies on collaboration from all residents to clean-up after themselves and do their fair share of assigned cleaning duties. Even with the efforts of many, including custodial staff, to keep the space safe and hygienic, maintaining safety and good housekeeping is your personal responsibility.

if you'd like to use the common kitchen, you will be asked to contribute to its cleanliness and upkeep. If you notice that something needs doing in a common space – an item that hasn't been returned to its usual spot, a dish hasn't been washed, or a counter that needs wiping down – the kindest and most community-building step you can take is to take care of it. At the same time, please do your best to make sure that you clean up after yourself and put things away after you've used them.

Full rules for the common kitchen are found in the Common Kitchen Handbook found on the Green College website. These rules include:

- Resident members must opt-in to use ("CK user") the space to the Common Kitchen Committee
- CK users are responsible for common kitchen cleaning and upkeep.
- CK users are required to clean up any mess made while using the kitchen (wash dishes, help put away dry dishes)
- CK users must participate in a rotating cleaning roster to maintain the common kitchen space.
- The cleaning roster is managed by the Common Kitchen Committee, and posted monthly on the bulletin board in the common kitchen and emailed to residents at the start of each roster cycle.
- Any food stored in the common kitchen must be labelled with your name and date it was stored.
- Resident members, including CK users, are not permitted to remove appliances from the common kitchen
- Green College Dining Society dishes and cutlery are not permitted in the common kitchen; any found should be returned to the servery in the great hall.

Please note that residents who use the common kitchen do so at their own personal risk. As in all kitchens, there is the risk of injury from things like sharp knives, hot or unclean surfaces and slippery floors. There is a first aid kit available in the common kitchen near the notice board. In the event of a more serious injury, please call campus first aid (604-822-2222) or, if the event is a medical emergency, call 911.

### Room Assignments, Switches and Transfers

From time to time, resident members wish to change their room assignment to share space with a friend, move to a different kind of room, or switch locations. All such changes must be approved by the Green College office, and will be subject to availability. Under the residence contract, a transfer fee may apply.

The Green College office determines room assignments and the college reserves the right to reassign members to different accommodations, for example to consolidate vacant rooms or address conflicts between resident members. Studio units are generally reserved for postdoctoral fellows, couples and those who have medical accommodations.

If you wish to switch rooms with another resident member or transfer from one kind of room to another, we encourage you to contact [gc.membership@ubc.ca](mailto:gc.membership@ubc.ca). Speaking with the membership coordinator does not initiate a formal request but is an opportunity to be more informed and see what options are available. If you decide to proceed, you must submit a request online at <https://secure.housing.ubc.ca/> and your request is then placed in the queue by date of application. There is a fee for such requests.

Switches and transfers are authorized when possible, at the discretion of the Green College office. Switches and transfers may not be possible for a number of reasons and neither paying the fee nor agreeing to a switch with another resident member guarantees a switch or transfer. If you move or swap rooms without authorization, you will be in breach of the Residence Contract. Disciplinary consequences may ensue for such a breach.

### **Sublets**

The Residence Contract makes provision for sublets with the prior approval of the principal. Any other occupation of your suite by anyone other than the person(s) named on the tenancy agreement is a breach of contract. That includes having friends or other resident members occupying your suite for a period of time while you are away from college. Please see the “guests” section in this handbook, Residence Contract clause 23 (“Assignment and unauthorized occupancy”) and Appendix III of the Residence Contract for more information.

### **Guest Rules**

The college is your home while you are a resident member, and we understand that you may want to host guests, while ensuring that you are considerate about the impact guests can have on those with whom you share space. Our guiding principle is everyone who visits the college should feel welcome and included in our community. In practice, that means your guests may need some guidance on how the college operates.

#### ***Guest Notification***

For all overnight guests, resident members are required to submit a guest notification form from our website at <https://greencollege.ubc.ca/contract-handbooks-and-forms>. For stays longer than 7 nights, you must obtain permission in advance from the office. The form should be completed at least 3 business days before the stay begins, and will automatically be sent to the relevant staff member for approval. Alternative accommodation arrangements may also be possible, such as renting one of the College’s Guest House rooms or an unoccupied resident room.

Note that having a guest puts extra pressure on your relationship with others (for example, if you share a bathroom), and may incrementally impact the lives of others at the college. Please discuss a prospective guest with those with whom you share a bathroom or living space to make sure they are okay with the arrangement, and to make suitable plans regarding cleaning and use of shared spaces.

#### ***Hosting Responsibility***

You are responsible for your guests’ conduct, and you must therefore be on the premises during their visit. It is not possible to “loan” your room to a guest while you are away without first obtaining permission to sublet your room. If in doubt, please check with the Green College office.

#### ***Guest Meals***

Guests staying overnight at Green College are expected to participate in community meals. Guests of residents must make reservations with the Green College Dining Society in order to dine in the great hall.

### **Common space rules**

Every resident member is welcome to enjoy our common spaces, including Graham House and the coach house, whenever they are not booked for academic programming or other events. You should use those places in a manner that allows others to enjoy them, too. Working to create welcoming and inclusive spaces requires respectful communication, kindness, personal responsibility, and a willingness to pitch in to help care

for common resources. Signs will indicate when spaces are reserved for bookings. Members may also consult the weekly schedule posted in the Graham House foyer.

Exclusive use of these spaces is possible with prior approval. This entails making a booking with [gc.hospitality@ubc.ca](mailto:gc.hospitality@ubc.ca) or submitting an activity request via a committee.

General rules for the use of these spaces includes:

- Do not remove tables and chairs from Graham House or the coach house. If you re-arrange furniture for any reason, please return the furniture to its original position. Please lift (never drag!) furniture to move it.
- Do not prop open exterior doors.
- Do not leave personal or shared belongings in these spaces, such as bags, laptops, kettles, etc.
- The last person leaving a room must ensure that all windows are properly closed and the lights turned off.

### ***The Piano and the Billiard Table***

The piano lounge houses a Yamaha grand piano. The piano is tuned approximately four times a year, roughly coinciding with each of the Colleges' banquet dinners. The billiard room houses a billiard table.

Piano and Billiard Table Rules:

- Refrain from playing if the adjacent rooms are reserved for an event (you can check the event listings in the Graham House foyer).
- Share these amenities with others: ensure others can enjoy the piano and billiard table as well, especially if someone is waiting, and be thoughtful of those resident members who may be enjoying the adjacent spaces.
- Keep nearby windows closed so that cold drafts or rain do not damage the equipment.
- Be gentle with the piano and wash your hands before playing. Clean the keys with a soft cloth when you finish playing.
- Refrain from eating or drinking near the piano or billiard table, especially when they are not covered.
- Return all equipment and re-cover the piano and billiard table when you are finished with them.

### ***Fireplaces in Common Spaces***

The coach house, piano lounge and great hall have wood-burning fireplaces. Only resident member volunteers who have been approved by the Green College office (college firekeepers) may light fires in these fireplaces or cut wood.

To light the fireplace in the Piano Lounge, two main criteria must be met:

**Benefit.** The use of the fireplace is generally restricted to organized events and activities where several members and/or guests would benefit from it.

**Responsibility.** A staff member or college firekeeper must be present at all times and is responsible for tending to and extinguishing the fire.

A call for volunteers to serve as college firekeepers will be issued in early fall.

### ***Patios and BBQ***

You are welcome to eat outdoors on the college's patios. Please ensure that you promptly return all dishes to the dish return area in the Great Hall. When dining outside, please ensure you clean up any spills and leave no food unattended. Please do not feed any wildlife or leave any food for them.

A BBQ is available on the lower patio for shared use. If you use the BBQ, please follow common kitchen rules by, for example, cleaning the grill and surrounding area after use. Resident Committees are responsible for refilling the propane tanks. Student Housing provides a seasonal clean of the BBQ, but they are not

responsible for cleaning it between resident member uses. In short, please leave the BBQ in as good condition as you find it, if not better.

### **Recreational/TV Room and Reading Room**

The small Green Commons building contains a recreational room for resident members. The recreational room contains a TV, board games and couches, and is suitable for small gatherings outside your assigned accommodations.

Located in Graham House, the reading room is reserved for the shared use of resident members, society members and college staff. Books are loaned out on the honour system, so please return them when you are finished. The Reading Room Committee looks after the maintenance and organization of the library.

### **Quiet Hours**

Green College is home to more than 100 residents and visitors, who join our interdisciplinary community to pursue academic and creative ends. At all times, you should behave respectfully and with consideration for maintaining an environment that is conducive to study. At the same time, we recognize the importance of coming together as a community to socialize and celebrate. Our rules with respect to quiet hours, parties and social events seek to strike a balance between these considerations.

'Quiet hours' at the College are between 10pm and 8am. Please respect your fellow residents and keep noise to a minimum during this time.

If someone asks you to reduce the noise you're making, please do so. Remember that many residents may be studying late and/or must be awake early for study or work.

If you are disturbed by noise, but you feel uncomfortable about asking the other person (or people) to quieten down, you may ask a Green Lantern to intervene on your behalf. Resident complaints about noise may also be lodged with the membership coordinator under the Residence Standards process.

### **Social Events (Parties)**

You must apply for approval prior to hosting any social event. Failure to obtain this approval, a breach of the conditions of approval, participation in an unapproved social event and participation in a breach of the conditions of approval each constitute a breach of the Residence Standards and may result in disciplinary consequences.

It is considered a social event in a common area when there are 10 persons or more gathered and there is enough noise to attract attention from others outside the space and/or significantly impact others' study or rest.

It is considered a social event in a resident's room when there are 7 persons or more gathered and there is enough noise to attract attention from others outside the space and/or significantly impact others' study or rest.

In cases of significant disruption to the community, the principal may determine that a gathering constituted a social event, even if there were fewer people present.

Social events are only permitted if they are approved by the Green College office via the committee activity request process or if an event host obtains approval in advance from the Assistant Principal, Operations. A social event will only be approved if:

- The host has taken steps to ensure compliance with the law, fire department regulations, safety regulations, university policies, and the Green College Residence Contract and handbook.
- An event plan has been submitted. An event plan includes:
  - A firm start and end time. If the event will extend into quiet hours (after 10pm or before 8am), the event plan must note this and the proposed start and end times must be specifically approved by the Green College office.
  - Location(s)
  - Number of people expected
  - Noise expectations and mitigating controls

- A clean-up schedule and assigned volunteers for this task
  - A single point of contact with contact information for the event organizer, should there be any concerns before or during the event
  - A draft communication to invite resident members to the event and so that they can attend or make alternative plans (e.g. for study, etc.)
- Where alcohol will be consumed, the event host and at least two sober contacts must be identified. The event host and sober contacts must provide evidence that they have completed BC's *Serving It Right* course and successfully passed the associated exam. Green College will reimburse resident members for the \$35 cost of the exam, on provision of proof that the resident member has passed the exam. See further: <https://www.responsible-service-bc.gov.bc.ca/serving-it-right-course>. **No exceptions will be made to this requirement.**
  - Sobriety expectations and mitigating controls to prevent overconsumption must be stipulated in the plan for any social event involving alcohol. Inclusive options must be offered for those who choose not to consume alcohol.
  - Alcohol must not be used as an inducement to attend a social event, no drinking games may be played, and social events involving alcohol must not include an open invitation to anyone (eg those outside the college) to attend.
  - Alcohol supplied by resident members must only be consumed in the unlicensed (non-GCDS) private areas of the college. Green commons (the recreation/TV room), the coach house, the lower patio, common kitchen and residence rooms are not licensed areas. The great hall, piano lounge, billiards room and upper patio are licensed areas. All alcohol consumed in these areas must be purchased from the GCDS.

No party or social event will be approved if it may interfere with the core operations of the college, including academic programming and college meetings, or if it may create an unsafe environment for resident members or guests.

All resident members who attend a social event are responsible for their behaviour and that of their guests, and responsible for contributing to compliance with these rules. This means, for example:

- You must complete the training offered in September about consent, boundaries and bystander intervention, or meet alternative requirements approved by the principal for this training;
- You must make responsible decisions concerning alcohol, with due regard to the safety of all concerned, and comply with the Residence Contract, university policies, and these rules;
- You must take the wellbeing and safety of others seriously, and contribute to fostering a safe and inclusive environment for all residents and guests, including those who choose not to or cannot consume alcohol.

## 9. Residence Standards

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Green College strives to provide an academically rich living and learning environment where our differences and diversity are celebrated. Green College consist of a diverse community of students, staff, and faculty from different academic disciplines, cultures, backgrounds, sexual orientations and social expectations (and more). These differences are our strength but can also give rise to misunderstandings, microaggressions, or conflict. We all have different levels of energy for and comfort with social and interpersonal activities and in our small and close-knit community, respecting one another's boundaries and cultural differences is paramount.

The rules that guide the conduct of resident members are referred to as Residence Standards. This includes rules set out in the Residence Contract and the Resident Members' Handbook. This section sets out a process for addressing possible breaches of Residence Standards and upholding the rights and responsibilities of resident members.

### Guiding Principles

- Every member of our community can expect consideration and respect for their safety and belonging and in turn has the responsibility to contribute to the safety and belonging of others.
- Every member of our community can expect to live in an environment where their persons, space and possessions are shown respect and in turn they will respect this place and cultivate the same environment for others.

### Expectations

All resident members are expected to:

- Know your rights and responsibilities as a resident
- Refrain from violations of Residence Standards and refrain from facilitating or encouraging any violation of Residence Standards
- Consider the consequences of your actions, including by refraining from actions that place the safety or wellbeing of others at risk
- Take responsibility for your behaviour, have regard for others, and participate sincerely in conflict resolution when asked to do so.
- Maintain and promote a supportive and learning environment
- Show care for one another and for this community
- Acknowledge and work to repair harm you have done to others or to the community, even if this harm was not intended

The University will not accept ignorance, anger, alcohol, or substance use as an excuse, reason, or rationale for a violation of Residence Standards. If you choose to be a part of a group of residents who are violating Residence Standards and regulations, you may collectively and individually be held responsible for the violation.

Residents who violate the Residence Standards can expect to be held accountable for their actions.

### Resolving Conflict

When you choose to live at Green College, you are joining a community.

The following processes are designed to be fair to the resident being investigated and to uphold Residence Standards. These processes reflect the unique nature of our resident community and are different from those you may find in another UBC Residence.

The primary purposes of the standards process are to:

- educate residents about their actions and responsibilities
- maintain a respectful environment that supports learning
- prevent conduct that breaches the Residence Standards
- restore relations and rebuild trust among community members
- provide an opportunity for a resident to recognize and repair harm that may have been done to others or the community
- ensure a resident is informed if their conduct may jeopardize their ability to live at Green College

### ***Restorative Process***

Wherever possible, the principal or her delegate will adopt a restorative approach to breaches of Residence Standards. A restorative approach may include a range of measures from a conversation in which harms are identified and immediately addressed through to facilitated meetings between the harmed person, responsible person and possibly other community members with the goal of identifying harms and agreeing what will be done to repair those harms and rebuild trust. In any instance, a restorative agreement will be documented and shared with all affected parties.

Restorative approaches empower resident members to uphold Residence Standards. They allow those harmed to identify their needs and seek a resolution. They allow those who cause harm to understand the impact of their behaviour and have the opportunity to make things right. Instead of shaming and isolating someone who has caused harm, restorative approaches aim to allow that person to address the harm so everyone can move forward together.

While we prefer to address harmful behaviour through a restorative approach, this process is entirely voluntary and it is unsuitable to some kinds of harm. The more formal Residence Standards Process will be used to address behaviour when one or more parties do not agree to a restorative approach, when an issue of safety or security is involved, or when the gravity or kind of harm inflicted by a resident member requires a Residence Standards Process.

Matters of sexual misconduct will always be addressed under the relevant UBC policy, UBC Policy SC17, which has exclusive jurisdiction over these kinds of harm. (For more information about UBC Policy SC17, refer to section 10 of this Handbook.)

### ***Residence Standards Process***

When a restorative approach is not appropriate or has failed to address the conduct of concern, a Residence Standards Process will be initiated. The Residence Standards Process is one path to resolution and accountability, and is established in Appendix II of the Residence Contract.

Under a Residence Standards Process, the principal makes decisions based on the “balance of probabilities” and the process follows principles of administrative justice for procedural fairness. That is, the principal and her delegates will conduct a fair investigation into what has happened, the principal will evaluate whether it is more likely than not that a breach of Residence Standards has occurred, and she will make decisions about what penalty to impose on the basis of her evaluation of the seriousness of any breach that she finds likely happened.

The Residence Standards Process begins when an alleged violation comes to the attention of Green College staff. When an alleged breach of Residence Standards comes to the staff’s attention through a complaint or because staff have observed a breach, the following steps would typically be followed:

1. A member of college staff will gather information from residents and record specifics such as date, time, location, witnesses, and a description of what occurred. This report will be shared with complainants and those who may potentially be found to have breached the Residence Standards.



2. The principal may choose to conduct further investigation and/or to delegate the task of investigating further to a member of college staff or to a Vice Principal.
3. Resident members who have potentially breached Residence Standards and those who may have information of relevance to an investigation may be invited to meet with the principal or the investigator. This meeting is the opportunity to provide information including an honest understanding of what happened and the circumstances in which it occurred. Dishonesty, collusion and attempts to cover up what happened may result in additional sanctions.
4. If a resident does not meet with the investigator or principal when invited to do so, a decision will be made without the benefit of their input.
5. During the meeting, a resident who may be found to have breached the Residence Standards will be invited to acknowledge they have read the report and that they understand its content. The resident will be asked to indicate if they agree or do not agree with the report details. If a resident member who is involved in an alleged incident disputes the description of what occurred, or the facts are not clear, the resident member will be invited to provide their own written account of what happened. This written account must be provided to the principal within a stipulated timeframe.
6. If the resident accepts that they have breached Residence Standards, a sanction may be assigned by the principal.
7. If the resident denies responsibility for the incident or the facts are disputed and not reasonably clear, the principal will decide, on a balance of probabilities based on all of the evidence, what likely happened. The principal will then consider whether what likely happened constitutes a breach of the Residence Standards.
8. If the principal concludes that the Residence Standards have been breached, she will make a decision regarding the appropriate standards sanction.
9. The principal will communicate her decision to the resident member who has committed an alleged breach of Residence Standards by email. She will offer to discuss her decision with the resident member, if so desired by the resident.
10. A resident whose actions are found to be in breach of Residence Standards and who is assigned a standards sanction may appeal the decision to Dr Henry Yu, Principal, St John's College. An appeal must be lodged within five business days of the principal's decision being emailed to the resident member. (See further, Appeal Process below.)

In all Residence Standards processes, the resident is invited to meet with the principal or her delegate. If a resident chooses not to meet, a decision will be made without the benefit of their input.

### **Standards Sanctions**

Green College uses a point system that serves as a warning to indicate how close a resident may be to losing the privilege of living at Green College. Points are cumulative, and assigned based on the seriousness and potential impact of the incidents. Minor incidents may accrue one point, moderate incidents may accrue several, while major incidents may result in immediate eviction. The accrual of 4 or more standards points will typically result in termination of the Residence Contract. This termination will give rise to contract cancellation fees, eviction, and revocation of visiting privileges.

Standards points remain on a resident's record for 365 days, starting from the day the incident occurred.

In addition to the assignment of standards points, the principal may impose other discretionary conditions or learning opportunities as part of her decision. Some examples include:

- ❖ Learning opportunities – participating in an awareness program or workshop, presenting information at an event in the residence, writing an article, etc.
- ❖ Behaviour contract – requiring certain conditions be met, such as no contact with a person, participate in counselling, restrict privileges such as guest access, etc.;



- ❖ Mandatory room reassignment – the college and the University reserve the right to relocate residents to another room, building, or residence area as a response to their violation of Residence Standards. Residents are responsible for any fees that may arise as a result of the room assignment change and are responsible for transporting all of their belongings to the new room assignment;
- ❖ Membership renewal loss – revoking or altering a membership term or making unavailable a future Residence Contract offer.

### **Appeal Process**

Residents may appeal the assignment of standards points and/or related sanctions. Submitting an appeal will not halt or delay the sanction or Residence Contract termination date (if applicable).

The requirements for filing an appeal are:

1. The appeal must be filed within five business days of receiving the decision
2. Appeal must be submitted in writing to the Appeal Officer
3. Disagreement with the decision is not a basis for appeal. Appeal must meet at least one of the following criteria:
  - a. The appellant can provide a compelling reason why evidence crucial to the case was not available to be introduced during the original investigation
  - b. Some aspect of the administration of the investigation prevented the appellant from presenting a fair and complete case
  - c. The appellant can demonstrate that some evidence was not given adequate consideration

The Appeal Officer will consider all the relevant documentation, and before rendering a final decision may arrange to meet with the student appealing, the Principal, and other parties involved. Upon review, the Appeal Officer may modify, change, cancel, or uphold the decision regarding any and all persons involved in the incident. The decision of the Appeal Officer is final.

Our Appeal Officer is:

Dr Henry Yu, Principal, St. John's College, UBC [sjc.principal@ubc.ca](mailto:sjc.principal@ubc.ca).

In addition to being investigated and acted upon by the principal or their delegate, incidents may be:

- Referred to UBC's Equity and Inclusion Office
- Investigated under UBC's discipline procedures
- Investigated under any other applicable University policy
- Referred to the police or other law enforcement agency

## 10. Sexual Misconduct: Response & Resources

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UBC's Sexual Misconduct Policy (SC17) includes:

- Definitions of sexual misconduct
- The differences between a “disclosure” of sexual misconduct and a “report” of sexual misconduct
- Information about the services offered by the UBC Sexual Violence Prevention and Resource Office (SVPRO)
- Information about investigations conducted by the UBC Investigations Office (IO)

All residents who have been affected by sexual or gender-based violence have the right to access support, regardless of when or where the harm occurred.

Pursuant to UBC Policy SC17, sexual misconduct is not permitted and may result in discipline up to and including eviction from the College and exclusion from the University.

If you choose to share your experience with the principal or a member of the college staff, that person will respond with empathy and compassion and respect your privacy and choices. Following UBC Policy SC17, the principal or college staff will respond to a disclosure by encouraging you to contact SVPRO to receive support and advice. The principal or college staff may also contact SVPRO themselves to seek advice about how best to respond and support the individual making the disclosure.

With SVPRO, you can learn about your options and find nonjudgmental, confidential support to discuss the impact of your experience(s). SVPRO Support Specialists can help with a full range of options, including physical safety planning, emotional support, liaising with academic units, and referrals with on and off-campus services. With your consent, SVPRO can work with Green College staff to coordinate supports related to the college, for example:

- change of room or moving to another residence while still being able to participate in the Green College community,
- help with meal coordination so there isn't overlap between the person who experienced and the person who caused harm,
- ability to virtually attend Green College's academic programming.

Under UBC Policy SC17, the UBC Investigations Office is the only UBC body that can conduct investigations into sexual misconduct. It is only considered a “report” once the person who has been subjected to sexual misconduct provides a statement of allegations to the Director of Investigations.

You can also choose to report violence to the police. SVPRO can help explore both of these reporting options and accompany you should you choose to report to one or both. SVPRO will support you whether or not you decide to report.

**Disclose** or **disclosure** means the sharing of information with UBC regarding any incident of sexual misconduct

**Report** or **reporting** means providing a statement of allegations to the Director of Investigations about an incident of sexual misconduct

### References

Sexual Misconduct Policy SC17: <https://universitycounsel.ubc.ca/policies/sexual-misconduct-policy/>

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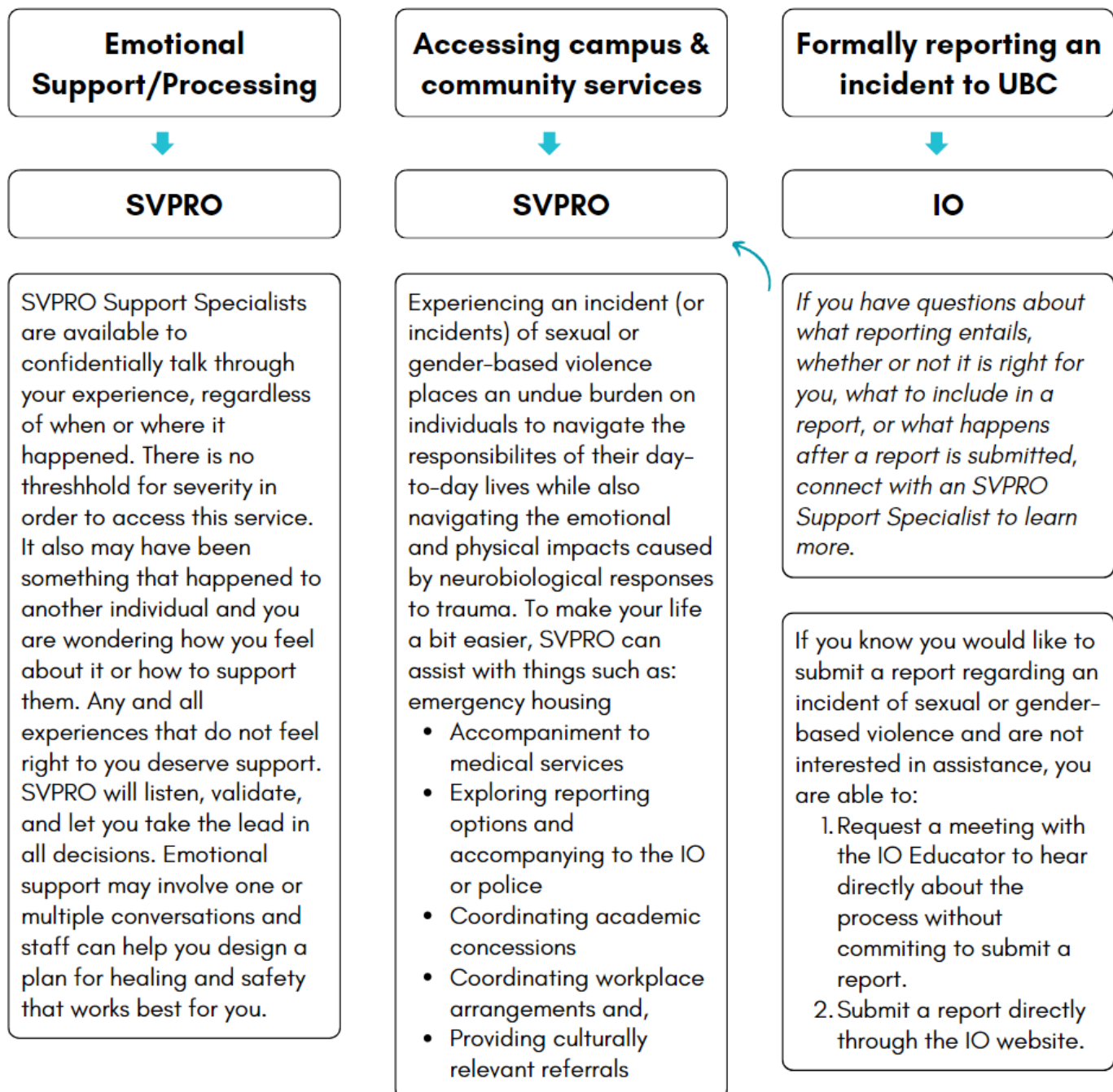
Sexual Violence Prevention and Response Office  
Room 4071, 6363 Agronomy Road  
Vancouver, BC Canada V6T 1T2  
Tel 604 822 1588  
Website [svpro.ubc.ca](http://svpro.ubc.ca)  
Email [svpro.vancouver@ubc.ca](mailto:svpro.vancouver@ubc.ca)

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UBC Investigations Office  
#7 - 5958 Webber Lane (Second Floor)  
Vancouver, B.C. Canada V6S 0J9  
Tel 604 827 2060  
Website [io.ubc.ca](http://io.ubc.ca)  
Email [investigations.office@ubc.ca](mailto:investigations.office@ubc.ca)

# Disclosures

*Green College Staff who are informed of an incident of sexual or gender-based violence may receive a confidential consult with SVPRO, but otherwise must not report to the university or take any action without the express consent of the individual who has experienced harm. Additional resources are available for all UBC community members who have experienced or been impacted by sexual or gender-based violence, harassment and harm: the Sexual Violence Prevention & Response Office (SVPRO) and the Investigations Office (IO).*



## Appendix I: The Green College Dining Society

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The Green College Dining Society (GCDS) is a non-profit member-funded society. It is legally independent from Green College and the university. However, the GCDS provides an inseparable and integral part of the experience at Green College. See <https://www.gcdining.ca>

Dining together in the great hall is central to life at Green College community and all resident members are expected to attend meals regularly. Beyond serving meals to resident members, the GCDS also provides catering services at Green College. The revenue raised from these services helps to subsidize the services provided to resident members.

### Organization

The GCDS is governed by resident members with support from Green College and UBC. Resident members automatically become members of the Green College Dining Society (GCDS) and may serve as directors of the society. College staff can also serve as directors, to facilitate a close relationship between the GCDS and college and to assist with society governance.

Those who volunteer to help run the GCDS gain valuable volunteer experience in running a non-profit organization. You are encouraged to get involved as a director: this is your society and an important way to contribute to the governance of the college.

Resident members receive financial reports and elect GCDS directors at the Annual General Meeting of the GCDS. All resident members are strongly encouraged to attend this Annual General Meeting. The directors guide the operations of the GCDS, setting its overall direction and deciding important matters such as meal fees and meal cancellation policies. They also facilitate communications between resident members and GCDS personnel.

The Chef de Cuisine manages the kitchen operations and implements the board's directives. They advise the board on any issues that arise. For more information about who is currently on the GCDS Executive and for how to get involved, please visit [gcdining.ca](https://www.gcdining.ca).

### Resident Member Meal Plan

The membership-based meal plan is compulsory for residents. Your monthly membership fee ("meal plan") provides five dinners and five breakfasts each week. Meals are served 50 weeks a year, even if the meal falls on a statutory holiday. Meals are not served during the last two weeks in December. Residents are responsible for sourcing additional meals (i.e. lunches, weekends, December shutdown).

The maintenance portion of your membership fee helps keep the GCDS kitchen operating, paying for equipment and other business overheads, and providing a living wage for the kitchen staff who prepare and serve healthy meals so that you are free to focus on your academic work. The balance of your meal plan fee covers the direct cost of food.

The GCDS provides three standard monthly meal plan choices: vegetarian, meat, and omnivore. The latter plan is designed for those who wish to eat less meat. It alternates between vegetarian and meat choices on fixed days each week.

Please note that the GCDS cannot serve food on dishes it did not sanitize, and cannot serve food into personal containers.

Guests frequently dine with us as invited visitors or as part of our academic programming. You may be dining with Nobel laureates and other distinguished visitors! Please be mindful that the Great Hall should remain tidy and presentable; resident members must clear the tables of their dishes and return trays to the designated racks. Please scrape leftover food into the compost bin provided before returning your tray. To assist the GCDS staff, all trays and dishes should be returned by 7:45 pm.

### Dietary Restrictions

If you have special dietary needs (such as allergies, for medical conditions, or religious requirements), please speak with the Chef de Cuisine. Note that while the GCDS does its best to meet special dietary requirements, the GCDS cannot guarantee that it can accommodate all needs.

### ***Take-Away Meals***

The GCDS recognizes that sometimes members cannot make it to dine with their peers in the great hall. The GCDS has developed a set of flexible dining options to provide members with meals when they can't attend at meal times. More information about these options can be found at [gcdining.ca](http://gcdining.ca).

### ***Membership Fee Reduction***

GCDS is a membership-based plan, and all members share both the benefits and burdens. Fixed costs in operating the kitchen need to be covered. Resident members who will be temporarily away (1 week or more) may apply for a fee reduction. Application forms and further details are available at [gcdining.ca](http://gcdining.ca).

### ***Guests and Reservations***

If you wish to invite a guest to join you at dinner, please ask them to make a reservation online at [gcdining.ca](http://gcdining.ca) no later than noon the day prior. Overnight visitors are required to participate in meals (see Guest Rules in section 8 in this handbook, above, and section 8 in the Residence Contract).