

# Newcomer's Guide



OFFICE OF  
INTERNATIONAL ACTIVITIES



BRANDON  
UNIVERSITY

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# BRANDON UNIVERSITY

## BRANDON, MANITOBA, CANADA WELCOME TO BRANDONUNIVERSITY

We are happy that you have chosen to study at Brandon University. We hope your stay with us will be pleasant and enriching, with new friends, great faculty, challenging courses, and lifelong memories. The faculty and staff of Brandon University are committed to helping you succeed.

We know that you may have many questions and concerns and realize that moving to a new country, a new city, and a new university can make you feel a bit confused and uncomfortable. We hope this booklet will provide you with useful information and introduce you to Brandon and to the Brandon University community.

We are here to help you; please do not hesitate to ask for any assistance you may require. We want you to succeed, have fun, and graduate with fond memories of life at BU.

### OFFICE OF INTERNATIONAL ACTIVITIES

Lower level, McMaster Hall

Brandon University

270 18<sup>th</sup> Street

Brandon, MB R7A 6A9

Tel: 204-727-7479

Fax: 204-727-7471

Email: [international@brandonu.ca](mailto:international@brandonu.ca)

Website: [www.brandonu.ca/academic/international/](http://www.brandonu.ca/academic/international/)

David Rowland  
Director, Office of International Activities

(204) 727-7308  
[rowlandd@brandonu.ca](mailto:rowlandd@brandonu.ca)

Laurie Shewchuk  
International Student Advisor, Student Services

(204) 727-7390  
[shewchuk@brandonu.ca](mailto:shewchuk@brandonu.ca)

## OFFICE OF INTERNATIONAL ACTIVITIES

The **Office of International Activities** is dedicated to serving your needs and making your stay at Brandon University as enjoyable as possible. We are happy to be your first connection to the university and to the community. We encourage you call or visit us if you need help of any kind or if you are having trouble with anything. We know you may have many questions, and encourage you to ask them.

It is important to us that you have access to all the services you need to make your stay here a memorable one. Our services ensure that you have an easy and quick integration into the university system and the community in general.

Assistance provided at the OIA:

- arranging transportation between Brandon and the Winnipeg International Airport
- information about how to apply for and renew study permits, temporary resident visas and post-graduate work permits
- applying for social insurance numbers
- information on exchange programs
- information on campus recreation opportunities
- study and meeting space, kitchen facilities
- referrals to appropriate resources

This office keeps in close contact with student organizations, such as the International Students' Organization and the Chinese Students' and Scholars' Association. Please come to the OIA to discover how you can get involved with these student organizations. Participation allows you to make new friends, improve your English skills, share your own culture, and learn about other cultures. Information about events and trips will be sent to you by email. Please be sure to give us your most current e-mail address.

## ENGLISH FOR ACADEMIC PURPOSES (EAP)

Lower level, McMaster Complex  
Brandon University  
Head Teacher: Patricia Birch  
Website: [www.brandonu.ca/eap](http://www.brandonu.ca/eap)

**English for Academic Purposes** is a program for students interested in improving their English language skills for entry into regular university courses. Successful completion of the highest level of EAP entitles you to regular student status and admission to the bachelor's degree program of your choice without having to satisfy any further English language entrance requirements (i.e., TOEFL, IELTS, etc.). Four levels are offered; thirteen-week sessions begin in January, April and September each year. Many students attend EAP classes to improve their use of English as a second language for personal or professional purposes.



## FACULTIES AND SCHOOLS

Faculty of Arts  
Clark Hall, Room 101  
Tel: 204-727-9780  
Fax: 204-726-0473

Faculty of Education  
Education Building, Room 102  
Tel: 727-9616  
Fax: 204-728-3326

School of Health Studies  
Health Studies Building, Room 119  
F: 204-726-5793  
Tel: 204-727-7459

School of Music  
Queen Elizabeth II Music Bldg  
Room 106  
Tel: 204-727-7388  
Fax: 204-728-6839

Faculty of Science  
Brodie Building, Room 1-72  
Tel: 204-727-9624  
Fax: 204-728-7346

## FINANCIAL & REGISTRATION SERVICES

**Located on the second floor of Clark Hall** (Use elevator or centre staircase)  
270 18th Street  
Brandon, MB, R7A 6A9  
Tel: (204) 727-9724 or (204) 727-7313  
Fax: (204) 726-4573

**Email:** [finreg@brandonu.ca](mailto:finreg@brandonu.ca)

Financial & Registration Services is responsible for:

- student registrations and registration revisions
- tuition and other fee collection, refunds
- transcripts, visa registration letters, letters of permission, registration guide, addendum/limited availability course lists, waiting lists, tuition tax receipts (T2202A's), locker rentals, and exam schedules.

## STUDENT SERVICES

**Student Services** is another place for students to go when they need help. If you are having problems with your course work or if you are having personal problems, this is the place to go. Their offices are located in the McKenzie Building, main floor. Professional counsellors are available to help you with problems such as anxiety, depression, or culture shock. This is also a good place to visit if you want advice about planning your career and your future.

## ACADEMIC ADVISING

Academic advisors assist students with explorations of life and personal goals, career and academic plans. They also help to answer such questions as: What preparatory courses are required? What grades are needed? What are the requirements for degree programs or specific majors or minors? What courses should students take during the first year? For an appointment, call 727-9739 or contact Laurie Shewchuk, International Student Advisor at [shewchuk@brandonu.ca](mailto:shewchuk@brandonu.ca), 204-727-7390.

## COUNSELLING: PERSONAL

Our counsellors help students to find healthy, practical and safe ways to adjust to the demands of university life, to handle personal problems and to achieve their dreams and aspirations. They provide confidential counselling, workshops and support groups to help students in areas such as relationship

and family problems, anxiety and stress, anger and interpersonal conflicts, depression, loneliness, problems of self-esteem, sadness and loss.

### **COUNSELLING: CAREER**

Our Counsellors help students to learn more about what they like and do best before they choose their degree, major or courses. They also have information about the careers associated with certain majors. As students move forward towards graduation, our counsellors help them to find out how and where to seek further education, if desired.

For an appointment for either type of counselling, visit Room 102 A.E. McKenzie Building or call 727-9739. See the website for lots of helpful info:

<http://www.brandonu.ca/studentsvc/counselling/counselling%20home%20page.htm>

### **CAREER PLANNING AND PLACEMENT**

The Career Planning and Placement Office provides the following services to students: job postings (updated daily) featuring part-time, summer and permanent employment as well as volunteer opportunities; workshops on writing resumes and cover letters, the interview process, job search techniques and utilizing the internet as a job search resource; employer information sessions; on-campus recruitment; student and graduate employment referral services, career fairs, and opportunities to meet potential employers. For further information, call Doug Pople at 727-9651, email [pople@brandonu.ca](mailto:pople@brandonu.ca) or visit online at [www.brandonu.ca/careers](http://www.brandonu.ca/careers).

### **THE WRITING CENTRE**

The Writing Centre offers writing instruction to individuals and groups of students on both a walk-in and a by-appointment basis. Students may ask for help with any writing task, at any stage of completion, except take-home tests/exams and pre-prepared test answers to test/exam questions.

One-to-one sessions are tailored to individual students' needs for assistance with assignment-related researching, writing and referencing, and general writing practice and skills remediation. All group workshops are "walk-in" sessions according to a pre-arranged schedule that is available at the Writing Centre and online. Students whose academic schedules preclude attendance at these workshops may make appointments for individualized workshop sessions.

For more information, come to the Writing Centre in Room 102 A.E. McKenzie Building, or contact staff by phone or email:

Joan Garbutt                      204-727-7353    [garbuttj@brandonu.ca](mailto:garbuttj@brandonu.ca)

[www.brandonu.ca/studentsvc/writingcentre/the\\_writing\\_centre.htm](http://www.brandonu.ca/studentsvc/writingcentre/the_writing_centre.htm)

## THE MATH CENTRE

The Math Centre offers mathematical assistance to individuals and groups of students who feel uncomfortable using math in the context of other disciplines, or who desire to strengthen their math background.

One-to-one sessions are available through appointments that can be booked by writing your name and student number in the binder located on the table outside Room 102 of the McKenzie Building. All group workshops are conducted on a walk-in basis, according to a pre-arranged schedule that is available at the Math Centre and online. Group workshops for specific courses are available upon the request of the professor teaching the course.

**For more information, come to the Math Centre in Room 102 A.E. McKenzie Building, or contact: Nicoleta Babutiu 204-571-8558 [babutiu@brandonu.ca](mailto:babutiu@brandonu.ca)  
<https://www.brandonu.ca/academic-skills/math-skills/>**

## LEARNING SKILLS

Learning Skills services are available to assist you with the transition to university, and to help all students succeed while at university.

Individual learning skills assistance is available for a wide range of topics, such as organization, critical thinking and exam preparation. Call 727-9739 or visit <https://www.brandonu.ca/academic-skills/learning-skills/> to make an individual appointment or drop by room 102 A.E. McKenzie Building. Group workshops dealing with some of the most common learning issues (for example, memory strategies, taking better lecture notes or tips for multiple-choice exams) are offered throughout the semester. Check the bulletin board outside the Writing and Math Centres for announcements throughout the year.

## STUDENT SERVICES AND FINANCIAL SUPPORT

- For Scholarship and Bursary information – please email Carolyn at [vodonc@brandonu.ca](mailto:vodonc@brandonu.ca)
- For information about the University's emergency loan information – please visit <https://www.brandonu.ca/student-services/student-emergency-funding-loans/>
- For information about Student Services – please visit <https://www.brandonu.ca/student-services/>
- Brandon Regional Health Centre - <https://www.pmh-mb.ca/index.php/8-our-locations/20-brhc>

## STUDENT ORGANIZATIONS/BUSU

Brandon University Students' Union (BUSU) is your official voice at BU. Located on the first floor of the [Knowles Douglas Building](#), the BUSU Office is a positive space environment with many services available to students. BUSU is a not-for-profit society that serves to represent the over 3300 student members. All regular full and part-time students at Brandon University are members of the Students' Union. Other services include a food bank, numerous clubs and societies, a mature students' lounge, a student newspaper ([The Quill](#)) and a radio station. For a list of all BUSU-sponsored clubs on campus, please see: [http://www.brandonu.ca/busu/club\\_links.asp](http://www.brandonu.ca/busu/club_links.asp).



## **INTERNATIONAL STUDENTS' COLLECTIVE (ISC)**

The **International Students' Organization** is a student-run club for all international students. Canadian students are also welcome to become members. The students elect the leaders of this organization, so you may decide that you would like to run for treasurer, secretary, or even president. This organization often hosts events that allow international students to display their culture to other students. This organization also helps international students with any problems they may experience. This is one of many places to make new friends. Go to the **Office of International Activities** to find out when and where the ISO is having its next get-together. Weekly movie nights are held on Fridays and members participate in field trips, sports events and potluck suppers.

## **BUS PASSES**

All BU students can ride city buses free of charge by showing your student ID card.

## **ISIC CARDS – SAVINGS**

International Student Identity Cards (ISIC) can be obtained at the BUSU office. ISIC Cards are a free service offered to members of the [Canadian Federation of Students](#), and provide students with valuable travel benefits in addition to serving as internationally recognized proof of full-time student status. At VIA Rail, this card entitles you to a 35% discount in *Economy* and *Comfort* classes and 10% discount in all other classes. You do not have to purchase your ticket in advance, and there are no service charges. This discount is available for all trains and all destinations all year round. Just present your ISIC wherever VIA tickets are sold. You also can use your ISIC to get the discount on long distance bus (Greyhound) tickets.

### **If you want to apply for an ISIC, you need:**

- A student card from Brandon University;
- One recent picture (same size as the passport picture);
- A completed application form (available in the Student Union Office).

For more information, visit the web at: [www.viarail.ca/students/en\\_etud\\_econ\\_isic.html](http://www.viarail.ca/students/en_etud_econ_isic.html) or contact the BUSU Office, 727-9660.

## COMPUTERS

Computers in the BUSU office are available for student use during regular business hours, Mon – Fri 8:30am – 4:30pm.

## FOOD BANK

The BUSU Food Bank is open every Thursday from 1:30pm to 3:30pm. You must present a valid Student ID card and valid Government ID to use this confidential service. Only one visit to the food bank is allowed per week. For more information about the Food Bank, call (204) 727-9660 or visit the Food Bank page at [http://www.busu.ca/index.php?section\\_id=9](http://www.busu.ca/index.php?section_id=9).

## THE QUILL

[The Quill](#) is the student newspaper of Brandon University and has been in print since 1910. Staffed and edited by students, the newspaper provides the BU campus with news from the students' perspective, and is associated with the Canadian University Press (CUP). The paper is currently produced bi-weekly from September to April, and any student may submit articles, commentary, reviews, comics, and other content. For more information, email The Quill at [quill@brandonu.ca](mailto:quill@brandonu.ca) or call (204) 727-9667.

## CAMPUS RECREATION

Campus Recreation encourages, promotes, and develops active living, healthy lifestyles, and personal growth through intramural and recreational programs within the educational community. For a list of activities, please go to the Gym, or see <http://www.brandonu.ca/campusrec/>. It is a good way to make friends, while getting in better shape.

## BOBCATS ATHLETICS

The Brandon University varsity athletics teams are called The Bobcats. There are male and female basketball teams and male and female volleyball teams. Admission is free for BU students with a student ID card. For the schedule of home games, please see <http://www.brandonu.ca/athletics/schedule.asp>.

## SAFETY/SECURITY

In order to preserve and enjoy the freedom of access to facilities and resources on campus, we must take care to protect ourselves. All security related matters should be directed promptly to the Physical Plant. For **life threatening and emergency situations** on campus, call 9-911. From off campus, call 911.

911 is for:

- crimes in progress
- life threatening situations
- fires
- motor vehicle accidents or major traffic and street obstructions
- injuries requiring emergency medical attention
- hazardous chemical spills
- fire, smoke detector or carbon monoxide alarms that are sounding
- sparking electrical hazards
- smoke in a building
- or any other emergency

## What to say?

1. Say **what** the emergency is:

“I want an ambulance.”

OR

“I want to report a fire.”

OR

“I want a police car to come.”

OR

“I want to report an accident.”

2. Say **where** the emergency is.

3. Give **your name and address**:

“My name is\_\_\_\_\_. I live at\_\_\_\_\_.”

For access and routine inquiries while on campus, call 700 or 620. From off campus, call 727-9700 or 727-9620.

**When it is not an emergency, but you would still like to speak to someone at the hospital, fire department, or police department, use the following numbers:**

### HOSPITAL

Brandon Regional Health Centre  
150 McTavish Ave. E.                      578-4000

### FIRE

Brandon Fire Department

120 - 19th Street North  
Brandon, MB R7B3X6                      729-2400

### POLICE

Brandon City Police  
1020 Victoria Avenue  
Brandon, MB  
R7A 1A9                                      729-2345

The **Brandon City Police** can help you with questions about traffic regulations, Canadian liquor laws, personal protection, and protection of property. The police are also there in emergency situations. If your home is being broken into, if you have been attacked, or if there has been an accident, call 911 and help will be sent to you.

Personal safety is viewed by many as being common sense. However, we sometimes forget to stop and consider our own actions. As individuals, we can take steps to lessen the likelihood of becoming victims of theft, vandalism, or assault.

### Safety Tips:

- never walk alone
- tell people where you are going, how you are going there, and when you will be back
- be aware of your surroundings

# IMMIGRATION

## CITIZENSHIP AND IMMIGRATION CANADA (CIC)

Phone: 1-888-242-2100

Citizenship and Immigration Canada is there to answer your questions about immigration. If you need information on extending your visa or about sponsorship, this is a good place to call. The Citizenship and Immigration Canada website has all the information you need about your status in Canada and provides the forms you need for a study permit, visa extension and renewal, temporary resident visas and work permits ([www.cic.gc.ca](http://www.cic.gc.ca)).

## WORKING – INTERNATIONAL STUDENTS IN CANADA

### ON AND OFF-CAMPUS JOBS FOR INTERNATIONAL STUDENTS

As of June 1, 2014, full-time students attending university-level classes at an approved post-secondary institution do not need a work permit to work on or off campus. Students require a Social Insurance Number (SIN) that is obtained through the local Human Resources Development Canada (HRDC) office. Please go to the Office of International Activities for instructions on how to apply. Students will be eligible to work up to 20 hours per week but must maintain full-time attendance in classes and an acceptable grade point average. Semi-annual compliance reports will provide verification that students are not in violation of the terms of their study permit. For more information, please visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html>

### POST-GRADUATE WORK PERMITS

The post-graduate work program provides graduating students with Canadian work experience in their field of study.

To be eligible for a post-graduation work permit of up to three years:

- graduated from a specific program of full-time study of at least eight months at a public post-secondary institution
- have a valid study permit when you apply for the work permit; and
- have not previously been issued a work permit for post-graduation employment following any other course of study.

Students no longer require a job offer or an offer of employment in their field of study. For more information, please see the website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html>.

*Source: Immigration Canada – Applying to Change Conditions or Extend Your Stay in Canada*

## FINANCING YOUR STUDIES

### TRANSFERRING FUNDS TO CANADA

The most efficient way to transfer funds to Canada is by 'Direct Transfer' between banks in your home country and a bank in Canada. This is also called a 'Wire Transfer.' To arrange a wire transfer you will need to open a bank account upon arrival in Canada, at a bank that has a relationship with your bank in your home country. It can take two to five days to receive money through a wire transfer.

If you wish to transfer funds from your home country to pay your tuition, you have two options:

#### 1. Bank to Bank Transfer (Wire Transfer)

Please advise your bank to transfer the money to the following bank in Canada to pay your tuition:

**Canadian Imperial Bank of Commerce**  
803 Rosser Ave.  
Brandon, MB R7A 0L1  
204-726-3000

Bank Transit Code: **00067**

Bank Account No.: **010 18-11118**

Aba – 026009593

Swift Code – CIBC CATT

Please provide the bank with the following information:

Student name, student number, university program and semester, amount of funds being transferred.

Please add an additional C\$20 when sending funds via bank transfer to cover bank handling charges.

## 2. Bank Drafts, Certified Cheques or Money Orders

Make bank drafts, cheques or money orders payable to Brandon University.

## OTHER WAYS TO PAY YOUR TUITION FEES:

### Debit/Cash

In person only - please do not send cash by mail. Please ensure that your debit limit is sufficient.

### Telephone or Internet Banking

Contact your financial institution to add Brandon University to your list of electronic billpayees.

For more information about making tuition payment, please visit <https://www.brandonu.ca/pay/international-student-payments/>

## FINANCIAL AID/SCHOLARSHIPS

At this time, there are no entrance scholarships or financial assistance available for international students. However, you can qualify for scholarships after successfully completing 24 credit hours of study at Brandon University, based on academic merit. Go to the Scholarships Office in the McKenzie Building to apply for scholarships.

## BANKS AND CREDIT UNIONS

There are many different Canadian banks and credit unions in Brandon. Many banks have more than one branch in the city. Each bank may have different hours of operation. Call the banks listed to find out when they are open and to find out which one is best suited to your needs.

### Bank of Montreal

1000 Rosser Ave. (204) 726-2800

### TD Bank

903 Rosser Ave. (204) 729-2600

### Canadian Imperial Bank of Commerce (CIBC)

803 Rosser Ave (204) 726-3000

9th St. and Victoria Ave. (204) 726-3007

### RBC Royal Bank

740 Rosser Ave. (204) 726-3100

661 18th St. (south of BU) (204) 726-3116

### Scotiabank

1003 Rosser Ave. (204) 729-3360

Brandon Shoppers Mall (204) 729-3870

### Westoba Credit Union

3300 Victoria Ave. 1(877)-937-8622

1711A Kirkcaldy Dr. 1(877)-937-8622

### Crocus Credit Union

742 18th St. (204) 729-4820

1016 Rosser Ave. (204) 729-4800

### Compass Credit Union

742 18th St. (204) 729-4820

### Sunrise Credit Union Ltd.

2305 Victoria Ave (204) 727-5000

It is wise to call ahead to schedule an appointment before going to a bank to open an account.

To open a bank account, you will need to show:

1. Your student visa
2. Your passport
3. Your student card (or an acceptance letter from Brandon University)
4. Proof of your address

If you are depositing an international cheque, it will take approximately 20 days to clear. For this reason, we suggest that you carry sufficient funds in cash or travelers cheques, to pay for your tuition, books and immediate living expenses including housing, food, transportation, basic clothing, etc.

## PERSONAL CARE

### WEATHER: SEASONS

There are four seasons of weather in Canada. In Brandon, here is what you can expect the weather to be like, depending on the time of year:

#### WINTER

Winter starts as early as late October, but sometimes the first snowfall doesn't come until November. Winter will last until March or April. The temperature is usually around -15 to -20 degrees C, but it can get as cold as -40 degrees C. You will need a winter coat (or parka), winter boots, mittens or gloves, and you should keep your head and ears covered at all times, either with a hood or a wool cap (or toque). Winter clothes are more expensive than summer clothes.



#### WINDCHILL FACTOR



When you are listening to a weather report or reading about weather in the newspaper, you will hear the weather person talk about the **windchill factor**. The windchill factor is the effect of the wind on a cold day; when the wind is strong on a cold day, it can make the cold air feel even colder.

#### DANGER: FROSTBITE/FREEZING



In winter, it can be dangerous to be out in the cold without the proper protective clothing. Skin that is not covered can and will freeze. Frozen skin will turn white, and you will not be able to feel it. If this happens, you will need medical care; however, you can avoid this problem by making sure you wear proper winter clothing.



#### SPRING

The spring months in Brandon are April and May. The snow is melting, so Brandon is very wet and muddy at this time of year. It is still cool enough to require a warm jacket.



## SUMMER

Summer usually lasts from June until September. The temperature is normally around 20 to 35 degrees C.



## FALL/AUTUMN

The fall season starts in September and lasts until late October or early November. You will probably need to wear a warm sweater or jacket on most days, as it gets closer to winter.

Each season is beautiful and has its own appeal: colorful leaves in the fall, feathery snowflakes and white fluffy snow in the winter, warm breezes in the spring, and sunshine and flowers in the summer. Each season also offers its own sports and activities as well as holidays and festivities.

You can get detailed weather information for the Brandon area on the Environment Canada website: [www.weatheroffice.ec.gc.ca](http://www.weatheroffice.ec.gc.ca)

## CULTURE SHOCK

The term “Culture Shock” refers to the anxiety produced when a person moves to a completely new environment. This term expresses the lack of direction, the feeling of not knowing what to do or how to do things in a new environment, and not knowing what is appropriate or inappropriate. Everyone reacts differently when placed in a new environment; some may experience culture shock to different degrees. People who experience culture shock normally go through 5 stages:

- 1. Excitement and fascination with the new culture.** This stage can last a few days or for several months. You are interested in the people and the new foods; you do not notice the little problems that are caused by the new culture.
- 2. Crisis and disenchantment.** Your euphoric feelings for the new culture are replaced with disappointment, as you find more and more differences between your home culture and the new one. Things start to go wrong. You want to go home. It is important to note that not all people will experience this stage, but it is common for it to occur. Some people in this stage will feel better by making negative remarks about the new culture; others will simply decide to go home. Those who remain may avoid contact with people from the new culture and refuse to speak the new language; instead, they will speak only to people in their own language. Some may even turn to excessive alcohol or drug use.
- 3. Adjustment.** You begin to accept the new culture. You may start to like new foods and even adopt some of the behaviours of the new culture. Often, people in this stage feel better because they start to see the humour in the situations that happen in the new culture.
- 4. Acceptance and adaptation.** In this stage, you start to feel at home in the new culture. You recognize what things you will have to do to be happy and successful in the new culture. You feel more comfortable talking with new people, and you make new friends from the host culture.
- 5. Re-entry shock.** This happens when you leave the new culture to return home; going home can sometimes be as shocking as entering a new culture. You may experience the stages above again, but this time in your own culture. You start by being very happy to return home, but then you may realize that home is not exactly as you remember it.

## DEALING WITH CULTURE SHOCK

There are some things you can do to help you adjust more easily to a new culture. Try some of these:

- Learn about the new culture
- Approach the move with a good attitude. Be open to new ways.
  - Develop a hobby – there are many clubs you can get involved with at BU
- Learn to include regular physical activity and time to relax in your routine. There are many opportunities available through Campus Recreation

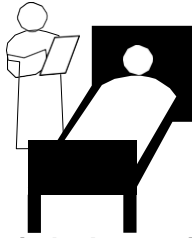
- Keep in contact with friends and family at home
- Increase contact with the new culture, eg, volunteer in community activities
- If you feel stressed, look for help. There is always someone or some services available to help you. Peer advisors as well as international student services staff are available.
- Start a journal about the things that happen to you in the new culture. Write down the bad things and the good things, and write about how you are feeling. This is also a nice keepsake to look back upon when you have adjusted to the new culture.
- Don't think that your difficulty with the new language means that you are not intelligent; it is easy to think badly about yourself if you are having difficulty saying what is on your mind. Remember that a larger vocabulary will come to you in time. Be physically active. Walk, run, swim, bicycle, or play team sports with your friends. It really helps
- Keep your sense of humour, and keep smiling. You will have difficulties in the new culture--you cannot avoid them.
- Take advantage of the support provided by the university and community for newcomers. Contact the **Office of International Activities** or join the **International Students' Organization**; you will see that you are not alone in the feelings you are experiencing. Sharing your experiences with others will help you to laugh and feel better about the difficulties of adjusting to the new culture.

Sources: [www.onestopenglish.com](http://www.onestopenglish.com) and [http://www.doctortravel.ca/culture\\_shock.asp](http://www.doctortravel.ca/culture_shock.asp)





## HEALTH



### HEALTH INSURANCE

#### **Manitoba International Student Health Plan**

As you may be aware, effective September 1, 2018, Manitoba Health Insurance will no longer be available from the Province to international students enrolled at Brandon University. Brandon University is happy to announce it has secured health insurance coverage through Manitoba Blue Cross for our international students. We will be joining the Manitoba International Student Health Plan (MISHP) that is currently available to students at University of Manitoba and University of Winnipeg. This insurance plan ensures you have coverage to access health professionals when you need to for both emergent and non-emergent care. It is a true replacement for the Provincial Health Care plan that is available to Manitoba residents. Details can be found at [mishp.ca](http://mishp.ca).

#### **Guard.me Health Insurance**

For EAP students, Brandon University is happy to announce it has secured enhanced coverage through guard.me International Insurance. More information on the guard.me Plan is available at: <https://www.guard.me/brandonu>. You can access the policy brochure and wording, submit claims, check status and view how-to information about insurance and FAQ's.

#### **FAMILY DOCTORS AND WALK-IN CLINICS**

If you have no preference about which doctor you see, you can go to a walk-in clinic. At a walk-in clinic, you do not need to make an appointment - you can just 'walk in'. If you want to see a particular doctor, you will have to make an appointment. There are five medical clinics in Brandon and they all accept walk-ins as well as appointment patients.

#### **Brandon Clinic Medical Corporation**

620 Dennis Street  
(204) 728-4440  
Open: Monday to Friday – 8:30am to 5:00pm

Saturday & Sunday – Closed

#### **Brandon Clinic West (walk-in only)**

2835 Victoria Avenue  
(204) 727-0900  
Open: Monday to Friday - 9:00am to 8:00pm Saturday - 10:00am to 4:00pm; Sunday - Closed

#### **Newmount Medical Walk-in Clinic**

624B 18th Street  
(204) 726-0773  
Open: Monday to Friday - 9:00am to 8:00pm  
Saturday - 10:00am to 4:00pm  
Sunday - 12:00am to 4:00pm

#### **Western Medical Clinic**

144-6th Street  
(204) 727-6451  
Open: Monday to Friday - 8:00am to 7:00pm Saturday & Sunday – Closed

## **PUBLIC HEALTH NURSING SERVICES**

800 Rosser Ave. (Town Centre) (204) 578-4000

Open: Monday to Friday - 8:30am to 4:30pm

Saturday & Sunday – Closed

**Public Health Nurses** are there to answer any questions you might have about your health. They will also give you information about birth control.

## **HOSPITALS**

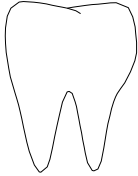
### **Brandon Regional Health Centre**

150 McTavish Avenue East

(204) 578-4000

The Brandon Regional Health Centre is open 24 hours so that you can receive medical care in an **emergency** situation. Do not go there for non-emergency care, as is a much longer wait to see a doctor and is more costly for the insurance company.

## **DENTISTS**



There are several dental clinics in Brandon. You will need to make an appointment to see a dentist.

### **Brandon Dental Centre**

1602 Princess Avenue

(204) 727-5417

### **Chancellor Dental Group**

343A 18th Street

(204) 727-5885

(Across the street from Brandon University)

### **Crocus Dental Centre**

708 18th Street

(204) 728-6644

### **Keystone Dental Centre**

#2 1502 9<sup>th</sup> St.

(204) 727-2552

### **Princess Dental Centre**

1202 Princess Avenue

(204) 717-0249

### **West-Man Dental Group**

2915 Victoria Avenue

(204) 728-9540



## SIZE CONVERSION REFERENCES

WOMEN'S CLOTHING							
<b>JAPANESE</b>	7	9	11	13	15	17	19
<b>CANADIAN</b>	8	10	12	14	16	18	20
<b>BRITISH</b>	30	32	34	36	38	40	42
<b>CONTINENTAL</b>	36	38	40	42	44	46	48

BLOUSES, SWEATERS, SLIPS							
<b>CANADIAN &amp; BRITISH</b>	30	32	34	36	38	40	42
<b>CONTINENTAL</b>	38	40	42	44	46	48	50

WOMEN'S SHOES							
<b>JAPANESE</b>	23	23.5	24	24.5	25	25.5	26
<b>CANADIAN</b>	6	6.5	7	7.5	8	8.5	9
<b>BRITISH</b>	4.5	5	5.5	6	6.5	7	7.5
<b>CONTINENTAL</b>	36	37	38	38	38	39	40

MEN'S SUITS, OVERCOATS & SWEATERS							
<b>JAPANESE</b>	36	37	38	39	40	41	42
<b>CANADIAN</b>	14	14.5	15	15.5	16	16.5	17
<b>BRITISH</b>	14	14.5	15	15.5	16	16.5	17
<b>CONTINENTAL</b>	36	37	38	39	40	41	41

MEN'S SHOES							
<b>JAPANESE</b>	24.5	26	27.5	28	29	30	31
<b>CANADIAN</b>	5.5	6.5	7.5	8.5	9.5	10.5	11.5
<b>BRITISH</b>	5	6	7	8	9	10	11
<b>CONTINENTAL</b>	39	40	41	42	43	44	45

## ELECTRICAL APPLIANCES

Electricity in Canada is 110 volts, 60-cycle alternating current. If you come from an area with different voltages, please note that you will need to buy a transformer for your electrical/electronic appliances. The transformer can be costly. Therefore, you will need to decide which is cheaper: buying a transformer to adjust the voltage on your own appliance, or purchasing a new appliance in Canada.

## TRANSPORTATION

### BRANDON BUS SYSTEM



#### Transit Department Information Centre

8th Street and Rosser Avenue

Phone: (204) 729-2300

Open: Monday to Friday – 8:00am to 5:00pm

Saturday – 10:00am to 4:00pm & Sunday – Closed

You can get around economically in Brandon by using the bus system. The bus will only stop at the 'Bus Stop' signs. The signs have the name and number of the bus that stops there. The name and number of the bus route is also shown above the front window and on the side of the bus. Show your BU student card to the driver and you won't have to pay the fare. When you are ready to get off the bus, pull the cord above the window; this tells the driver you are ready to get off at the next 'bus stop'. In front of the back door of the bus is a gate. To open the door, you must push the gate and hold it until you are off the bus.

### BUS SCHEDULE

The buses run on a fixed schedule. A bus schedule tells you the route the bus takes and the time the bus passes certain points on its route. You can get a copy of the bus schedule and a transit map at the Brandon University Student's Union office or from the Transit Centre downtown. Bus routes are also marked on the City of Brandon maps and you can get free maps from most places in Brandon. Detailed information about bus schedule, please visit <http://brandontransit.ca/routes-schedules/regular-routes-schedules>

### TAXIS

Taxis are another form of transport, although they are more expensive than buses. Your taxi fare will depend on how much time it takes you to get to your destination. The meter in the front of the taxi will show the amount you owe. If you need a taxi, look in the yellow pages of the Brandon Telephone Book under 'Taxicabs'.

### DRIVING IN BRANDON

#### Driver and Vehicle Licensing



**Manitoba Public Insurance** 731 1<sup>st</sup> St. (204) 729-9400

Open: Monday to Friday - 8:30am to 4:30pm; Saturday & Sunday – Closed

In order to drive any motor vehicle you must have a valid driver's license. To get a license, go to Driver and Vehicle Licensing. You must be 16 years or older. To get your **beginner's permit** you will have to pass a written test and a vision test. A beginner's permit will allow you to drive while you have a fully licensed driver in the passenger seat. After you have your beginner's permit for nine months, you may take the **road test**. If you pass the road test, you will be given your full driver's license. Remember to have your license with you whenever you are driving.

### REGISTERING YOUR OWN CAR

Any car that you drive must be registered and insured. You can do this at an **Autopac Agency** or at **Driver and Vehicle Licensing**. You should always have your registration with you; if not, you could be fined. If you have a car accident in Brandon you must report the accident immediately to the Autopac Claim Centre.

### AUTOPAC CLAIMS CENTRE

Location: 731-1st Street (204) 729-9400

Hours: Monday to Friday - 8:30am to 4:30pm; Saturday & Sunday – Closed

## TRAVEL OUTSIDE BRANDON

When travelling outside Brandon, be sure to ask for the special student prices. All forms of travel usually have student discounts if you have your student card.

**BRANDON AIR SHUTTLE** is a privately owned company that provides shuttle service to and from the Winnipeg airport. The vans pick you up and drop you off at your destination.

**From: Brandon To: Winnipeg Monday to Sunday**

Depart*
• 7:00 am
• 10:00 am
• 2:30 pm
• Arrive
• 9:30 am
• 12:30 pm
• 5:00 pm

**From: Winnipeg To: Brandon Monday to Sunday**

• Depart*
• 11:00 am
• 3:30 pm
• 8:00 pm
• Arrive
• 1:30 pm
• 6:00 pm
• 10:30 pm

Brandon Air Shuttle reserves the right to alter the times due to unusual circumstances (i.e. poor road conditions etc.)

\* We depart Brandon city limits at the scheduled departure times. Pick-ups will be prior to the departure times listed. Confirmed bookings will receive a confirmation phone call the evening before you travel. Call (204) 729-3333 for details

**Stipulation: If bookings are made within 24 hours of a scheduled departure or arrival time in Brandon, the specified pick-up/drop-off point may be at the Humpty's on Highway #1.**

## Fares

### Baggage Information

Luggage allowance includes 2 suitcases and 1 carry-on per passenger. Size/weight restrictions may apply. No pets allowed. **NON-REFUNDABLE.**

• Fares	
• One Way (all ages)	\$54.00
• Return	\$102.00
• Return (students and retirees 55+)	\$98.00

- GST (5%) will be added to all fares

- All fares are non-refundable

- Rates are subject to change

\*Additional charges apply for skis, golf clubs, and extra baggage

### GREYHOUND BUSES



**Greyhound Canada** will take you to most places in Canada. You can get schedule and fare information from the depots or online at <http://www.greyhound.ca/>.

141-6th Street Phone: (204) 727-0643

### TRAINS



**Via Rail Canada** goes to many places throughout Canada.

Phone: 1-888-842-7245 or see the website at [www.viarail.ca](http://www.viarail.ca).

## **AIRPLANES**

To get information on fares and schedules, call a travel agent or one of the airlines. Usually you will have to fly from Winnipeg. You can get to Winnipeg via the air shuttle or bus (information above).

### **Air Canada**

Phone: 1-888-247-2262

### **WestJet Airlines**

Phone: 1 (888) 937-8538

## **TRAVEL AGENCIES**

Many international students travel during breaks between university terms. One good way to plan your trip, arrange hotel accommodations, and book tours is through a travel agency.

### **CAA Travel**

305-18th St. N, R7A6Z2  
Phone: (204) 571-4100

### **McPhail Travel**

K-435 Rosser Ave.  
Phone: (204) 727-2305

### **Vision Travel**

301 18<sup>th</sup> St.  
Phone: (204) 728-6930

### **UNIGLOBE Clark Travel**

710 18th St.  
Phone: (204) 727-2212

## HOUSING



There are several ways to find a place to live in Brandon. You may want to rent an apartment, rent a room, or share a house with other students. Here are some suggestions:

- look at the listings in the **Brandon Sun** newspaper
- look under Classifieds, then Housing for Rent at [www.ebrandon.ca](http://www.ebrandon.ca)  
look for “For Rent” signs in the neighbourhood you are interested in
- ask at a real estate office
- ask friends
- check the bulletin boards at Brandon University
- call the **Manitoba Housing Authority**

### **MANITOBA HOUSING AUTHORITY**

**253-9th Street**

(204) 726-6455

Open: Monday to Friday - 8:30am to 4:30pm  
Saturday & Sunday – Closed

### **LANDLORD-TENANT AFFAIRS**

**Residential Tenancies Branch**

#114 340 9<sup>th</sup> St.

(204) 726-6230 or 1-800-656-8481

In Manitoba, your rent cannot be increased more than once in 12 months. There are many laws that protect your rights as a tenant. The **Residential Tenancies Branch** has information packages that will answer any questions you might have concerning these rights. If you are having problems with your landlord due to privacy or rent increases, call the Tenancies Branch and they will help you.



## CANADIAN HOLIDAYS

This section outlines some important Canadian holidays. The university may not be open on these days; therefore, it is important to check your timetable for these dates.

**New Year's Day** – January 1. A celebration of the new calendar year. Celebrations usually occur on December 31 (New Year's Eve). People often make New Year's resolutions (a decision to make a change in your life, example, lose weight, quit smoking).

**Valentine's Day** – February 14. This is considered a romantic holiday. It is celebrated in honour of St. Valentine and is a time for sending a card or gift to loved ones.

**Louis Riel Day** – the 3<sup>rd</sup> Monday of February. It commemorates the life of Louis Riel, a politician who represented the Métis people's interests.

**St. Patrick's Day** – March 17. Celebrated by Irish Canadians, in honour of their patron saint, St. Patrick.

**Good Friday** – the Friday prior to Easter Sunday. This marks the day when Jesus Christ was crucified.

**Easter Sunday** – no fixed date; between March 22 and April 25. It is an important Christian holiday.

**Victoria Day** – a public holiday in Canada, celebrated on the Monday on or before May 24<sup>th</sup>, Queen Victoria's birthday. It is often celebrated with fireworks.

**Canada Day** – July 1. This marks the anniversary of the establishment of the Canadian Confederation in 1867.

**Terry Fox Day** – a public holiday in most Canadian provinces. It is celebrated the first Monday in August.

**Labour Day** – the first Monday in September is a holiday, honouring Canada's working men and women. Labour Day weekend is regarded as the last weekend of summer and most public schools begin classes the day after Labour Day.

**Thanksgiving Day** – the second Monday in October is the traditional Thanksgiving for a bountiful harvest.

**Hallowe'en** – October 31. Festivities include dressing up in costumes. Children go door-to-door to "trick or treat" (people give them candies and treats)

**Remembrance Day** – November 11. A day to honour those who fought for Canada in the First World War (1914-1918), the Second World War (1939-1945) and the Korean War (1950 – 1953), as well as those who have served since then.

**Christmas** – December 25. A celebration of the birth of Jesus Christ. On this day, families spend time together and often exchange gifts with one another.

**Boxing Day** – December 26. The day after Christmas. Another day for families to get together. Many retail stores have gigantic sales on this day.

## **CANADIAN SOCIAL CUSTOMS/CULTURE AND LAWS**

Canada is known for its multiculturalism, with a population of people from many different origins. This multiculturalism makes Canada an ideal place to study, live and work. Canadians take pride in their individuality and many people who come to Canada maintain their customs and cultural identity. To make a smooth integration into your new community, there are a few general guidelines of which you should be aware.

### **TIME**

Canadians place a high priority on punctuality (being on time). When you have an interview or appointment, it is customary to arrive a few minutes earlier than the scheduled time. If you are unable to make the interview or meeting at the scheduled time, or if you are unable to make it at all, you should let the individual you are meeting know by calling as soon as possible.

### **GREETINGS**

Depending on the situation, there are a few guidelines when greeting people. A formal greeting (example: interviews, meeting colleagues) when meeting people for the first time could include shaking hands and a simple “nice to meet you”. An informal greeting is used when you have already met an individual, or if you are among friends. Example: “hi, how are you? ” Usually no handshaking is involved.

### **TIPPING/GRATUITIES**

If you are happy with the services you have received, it is customary to give a small amount of money to the service employee (10-15% of the bill/cost). Tipping is usually done in restaurants, bars/clubs and taxi services and **not** in fast food restaurants (McDonalds). If you do not tip, it may suggest that you are unhappy with the service. When paying the bill, check for a service charge already added. If a service charge has already been added, this is the tip and there is no need to tip further.

### **THE CANADIAN CHARTER OF RIGHTS AND FREEDOMS**

The Canadian Charter of Rights and Freedoms guarantees the rights and freedoms set out in it subject only to such reasonable limits prescribed by law, as can be demonstrably justified in a free and democratic society.

Everyone has the following fundamental freedoms:

- freedom of conscience and religion
- freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication
- freedom of peaceful assembly
- freedom of association

Sources: the Department of Justice Canada website: <https://www.justice.gc.ca/eng/>

## LEGAL SERVICES



If you need a lawyer and do not have enough money to pay for one, you can get legal advice that is paid for by the government. Anyone can use legal aid, but you must apply for it. Legal Aid will decide if you can use their free services, depending on your application. You will have to prove to them that you cannot afford a lawyer. **Legal Aid Manitoba (236 11<sup>th</sup> St.)** has application forms.

## HUMAN RIGHTS COMMISSION

340-9th Street Phone: (204) 726-6261 or 1-800-201-2551  
Open: Monday to Friday 8:30am to 4:30pm

Discrimination is illegal in Canada. If you feel that you have been treated unfairly because of

- skin colour
- race or religion
- nationality
- ethnic origin
- gender
- physical or mental disability

then you can get support from the Brandon Human Rights Commission

## ALCOHOL/LIQUOR LAWS

The legal age for purchasing and consuming alcohol in Manitoba is 18. Alcohol is sold in provincially-owned Liquor Marts and beer is sold in Beer Vendors. To purchase alcohol, you must present photo identification proving that you are 18 or older. It is illegal to provide alcohol to minors (individuals under the age of 18). It is also illegal to operate vehicles while intoxicated, walk in public with open liquor, and drive a vehicle with open liquor.

## TOBACCO LAWS



It is illegal to buy tobacco products if you are under the age of 18. To purchase tobacco products, you must present photo identification. It is illegal to provide tobacco products to minors (individuals under the age of 18). There are also laws restricting where you can smoke; you cannot smoke in most public places, and if smoking outside a public building, you must be the indicated distance from an entrance.

## LITTERING



It is against the law in Canada to throw any sort of garbage on the street or in any public area. This is called littering. Papers, cans, and bottles must be put in public garbage cans that are found around the city.

For more information on the Canadian Charter of Rights and Freedoms and other Canadian laws, see the Department of Justice Canada website: <https://www.justice.gc.ca/eng/>

# SHOPPING IN BRANDON

## GROCERIES

There are many food stores to choose from in Brandon.

### **Karla's International Foods**

**Imported foods from Poland, Germany, Hungary, Colombia, Mexico, El Salvador and more**

904 Rosser Avenue, Brandon, MB R7A 0L4  
Telephone : (204)717-0113

### **Living Delight**

**International foods and gifts from Asia, Africa, Latin America and the Middle East**

601 9th Street, Brandon, MB R7A 4B3  
Telephone : (204)725-3944

### **Superstore**

920 Victoria Avenue

(Superstore carries a selection of food items from other cultures.)

### **Safeway**

Corral Centre – 921 18th St. North

### **Walmart**

Corral Centre – 903 18th St. North

### **Sobey's**

1. 3409 Victoria Avenue
2. 1570 18th St

### **Co-op**

1035 Richmond Avenue

## SECOND-HAND STORES

Second-hand stores are stores that sell items that have been used by other people. Many Canadians buy from these stores to save money. All clothes in a second-hand store are cleaned before they are sold. You can also buy furniture and other household items at some of these stores.

### **Furniture**

#### **People's Market Place**

32-13th Street Phone: (204) 727-4708

### **Clothing**

#### **Brandon MCC Thrift Store**

414 Pacific Avenue Phone: (204) 727-1162

#### **Nearly New Shop**

601 9th St Phone: (204) 728-7137

#### **Value Village**

1408 1st St. N. Phone: (204) 727-8050

#### **Adult & Teen Challenge Super Thrift**

127 7th St Phone: (204) 578-5540

## SHOPPING CENTRES

### Brandon Shoppers Mall

The Brandon Shoppers Mall is our largest shopping mall. It is located at the intersection of Richmond Avenue and 18th Street (south of the university). It includes a large department store called Zellers. Here you can buy almost anything from household goods to clothing. There is also a 4-screen movie theatre, called the Capitol Theatre, just south of this mall.

### Corral Center

A new development on 18<sup>th</sup> Street North is currently home to Home Depot, Walmart, Future Shop, Winner's, Safeway, Michael's Crafts, Mark's Work Warehouse, Warehouse One, Subway, Starbucks, Montana's, Ashley Furniture, Dollarama, Reitman's, Moore's, Sleep Country, Chatters and several other businesses.

### Downtown Brandon

The area between Rosser Avenue, Princess Avenue, 5th Street, and 11th Street (east of the university) is called "downtown." In this area you will find the Town Centre, which is a shopping mall. There are also many small shops outside of the mall along the streets of the downtown area.

## POSTAL SERVICES

### SENDING LETTERS AND PARCELS

At Canada Post Outlets, you can:

- mail letters and packages
- buy stamps



You can buy stamps in the Campus Bookstore, but there are several places in Brandon that have Canada Post outlets. You can mail packages at:

Sobey's South	1645 18 <sup>th</sup> St.
Shoppers DrugMart	139 Victoria Ave. E. 1907 Richmond Ave
7 Eleven	3360 Victoria Ave W.
Mac's	855 1 <sup>st</sup> Street
Canada Post	914 Douglas St

Places that have a Canada Post outlet will have the Canada Post symbol (see below).



### MAILING A LETTER OR PACKAGE

To mail a letter or package, you must include the name, street address, city, province, and postal code. Your name, street address, city, province, and postal code should be put in the top left hand corner of the envelope. If you do not know a person's postal code, the Canada Post worker has a book of Canadian postal codes to help you. The stamp goes in the top right hand corner. You will need a different stamp depending on whether your letter is going to someone in Canada or outside of Canada.

If you are mailing a heavy letter or package, you should take it to a Canada Post outlet to mail it. Heavier letters may require extra postage.

## TELEPHONES



### GETTING YOUR OWN PHONE

When you arrive in Brandon, you may want to get a telephone of your own. The best place to go for this is the **MTS Phone Centre in the Brandon Shoppers Mall**. When you go there, make sure you:

- have all of your identification (passport, driver's license, etc.)
- know your address
- ask about any long distance savings plans (if you are planning to make calls back to your home country)



### USING PAY TELEPHONES

There are many pay telephones around Brandon, and you may have to use them until you have a telephone of your own. If you are making a call to someone in Brandon, you must follow these steps:

1. Pick up the receiver.
2. Put money into the money slot. You will need 25 cents. You can use a quarter or nickels and dimes
3. Dial the number. If the number is busy or if no one answers your call, your money will be returned to the slot at the bottom of the phone.

**If you want to use a pay phone to make a call to another country, it is best to make a **COLLECT CALL**; this means that the person that you are calling will be paying for the telephone call. Here is how you make a collect call:**

1. Pick up the receiver.
2. Dial 0 and tell the operator what country you are calling and the telephone number you are calling. The operator will help you make the call.
3. The operator will ask you what you would like to do. Tell the operator that you would like to make a **COLLECT CALL** to this number.
4. The operator will ask for your name, and she will telephone the person you are calling and ask if he/she wants to pay for your call. If the person you are calling says "yes," then you can start your conversation.

**NOTE:** You can also call **DIRECT** from a pay phone. This means that you will pay for the call by putting money into the phone. This is not a very good way of calling distant places, because it will require many, many quarters. However, if you need to use the phone this way, make sure you have at least five dollars worth of quarters for a very short phone call.

### TELEPHONE BOOKS

There are two kinds of telephone books in Brandon. There is a smaller one that is only for Brandon and a few small towns nearby, and a larger one that is for all of Manitoba (except Winnipeg). Both have a similar format:

1. White pages list telephone numbers for each city or town.
2. Yellow pages list the phone numbers of businesses and services according to subject (for example, "Restaurants").
3. Grey pages list numbers of government offices.

## PUBLIC WASHROOMS

There are public washrooms in most public places around Brandon, including shopping malls, hotels, gas stations, restaurants and other public buildings. There are separate washrooms for women and men; the sign on the door will indicate which washroom you are to use.



## RESTAURANTS



There are many restaurants in Brandon. There are three main types of restaurants:

1. **Take out/delivery.** At this kind of restaurant, there are no places to sit. You go to the restaurant and place your order. They will make the food for you, and you take it home to eat. You can also telephone your order in, and they will deliver it to you. Delivery usually costs a little more.
2. **Fast food.** These are places like McDonald's or KFC where you go to the counter or drive-through to order. You pay before you eat. There are no waiters or waitresses.
3. **Dine-in.** These are restaurants where you sit down and waiters or waitresses come to your table to serve you. At a dine-in restaurant, you wait until the end of the meal to pay; usually you take your bill to the cash register to pay it, but sometimes you may pay the waiter. It is okay to ask where to pay.

## PUBLIC LIBRARY

710 Rosser Avenue Phone: (204)727-6648

Open:

- Monday and Thursday - 10am to 9pm
- Tuesday, Wednesday, Friday and Saturday - 10am to 6pm
- Closed Sunday

The Brandon Public Library has books for children and adults on many different subjects. You must apply for a free membership card in order to take books out of the library. The library also offers magazines, cassettes and videotapes for you to borrow. There is a special area for ESL (English as a Second Language) materials--make sure you ask the librarian to show you the ESL section

## RECREATION IN BRANDON

### BRANDON FAMILY YMCA

231-8th Street Phone: (204)727-5456

The YMCA offers a large gymnasium, racquetball courts, a weight room, a 25-yard swimming pool, a martial arts room, a babysitting room, and men's and women's health clubs. It provides swimming and fitness programs for children and adults.

### CANADA GAMES SPORTSPLEX


30 Knowlton Drive Phone: (204)729-2471

The Sportsplex has a 50-meter swimming pool, racquetball courts, outdoor tennis courts, running track, hockey rink, and speed skating facilities. Swimming, racquetball and skating lessons are offered throughout the year.

### KEYSTONE CENTRE

1175 18<sup>th</sup> Street Phone: (204)726-3500

The Centre of it all The Keystone Centre is Western Canada's Premiere Facility for recreation, entertainment, convention, and agriculture events It hosts the Winter and Summer fairs annually and is home to the Brandon Wheat Kings hockey club.

 <p>BRANDON UNIVERSITY <small>Founded 1899</small></p>	<p style="text-align: center;"><b>Statement of Student Rights and Responsibilities Policy</b></p>	<p><i>Approved by</i>      <i>Board of Governors</i></p> <p><i>Administered by</i></p>
<p style="text-align: center;"><b><i>Board of Governors Policy</i></b></p>	<p><i>First Approved:</i> <i>March 27, 2003</i></p>	<p><i>Updated:</i></p>

Brandon University is dedicated to promoting the intellectual and personal growth of its students. The University depends for its effective operation on the respect of its members for each other and the acknowledgement of community standards of conduct. It is the responsibility of each student to contribute to an environment of trust and respect that protects the freedom of all to live, work, and learn together. Any actions that undermine the ability of the University to achieve its purpose diminish the educational experience of its members.

Every student enjoys the opportunity to participate in the academic and social life of the University regardless of race, colour, religion, national origin, ethnic identification, age, political affiliation or belief, sexual orientation, gender, economic status, source of income or disability.

All Brandon University students are expected to subscribe to the principles embodied in this Statement. Behaviour that violates the community standards and values herein will be covered in the *Senate Policy on Academic Offenses, the Sexual Harassment Policy, or the Student Discipline Process*. Brandon University students have a responsibility to adhere to local, provincial, and federal laws while on campus or participating in an off-campus University activity.

#### Principle of Intellectual Responsibility

Brandon University recognizes that each person's education is the product of his or her intellectual effort and participation. The University cannot educate those who are unwilling to submit their own work and ideas to critical assessment, nor can it tolerate those who interfere with the participation of others in the critical process. The highest standards of academic integrity are expected of all members of the University community. **Behaviour that violates this Principle shall be dealt with through the *Senate Policy on Academic Offenses*.**

#### Principle of Respect for Persons

Brandon University recognizes that respect for the rights, dignity, and integrity of others is essential for the well being of a community. Each member of the University community must be free from nuisance, discrimination, physical threat, disruption, interference, intimidation, harassment, or disparagement whether they are on campus or



participating in an off-campus University activity. **Behaviour that violates this Principle shall be dealt with through the *Sexual Harassment Policy* or the *Student Discipline Process* in the context of the event and/or situation.**

#### Principle of Freedom of Expression

Brandon University prizes and defends freedom of speech. It affirms the rights of its members to teach and learn in an environment free from coercive force, intimidation, and interference, and subject only to the constraints of reasoned discourse and peaceful conduct. **Behaviour that violates this Principle shall be dealt with through the *Student Discipline Process*.**

#### Principle of Community Citizenship

Brandon University is committed to maintaining an environment in which its members may pursue their goals and carry out their responsibilities effectively and collegially. **Disruptive behaviour, willful damage to or misconduct against persons or property and equipment, and actions that fail to adhere to existing federal, provincial, and local laws and statutes, interfere with the rights of others to live, work, and learn in a safe and supportive environment. Behaviour that violates this Principle may be dealt with through the *Student Discipline Process* regardless of the prospect or the initiation of civil or criminal proceedings.**

## **BRANDON UNIVERSITY STUDENT DISCIPLINE PROCESS**

### I. Filing a Complaint

Any member of the Brandon University community may bring forth a complaint against a student for violation of the Principle of Respect for Persons, Freedom of Expression, or Community Citizenship through the Dean of Students. Normally, a complaint will be brought within **fifteen (15) working days** of the alleged offense.

The Dean of Students (or designate) will inform the complainant of the policy and procedures, interview the complainant, and advise the complainant whether or not there appear to be grounds to proceed with a formal complaint within the *Student Discipline Process* through mediation, or through the Student Judiciary Committee.

If the complainant chooses to proceed with a formal complaint, he or she must provide the Dean of Students with a written and signed statement of the alleged offense within **five (5) working days** of the initial interview.

### II. Mediation

If the complainant chooses to seek mediation, within **five (5) working days** of receipt of the written statement, the Dean of Students will provide the respondent with a copy of the statement, inform him or her of the policy and procedures, and request a written and signed response to the complaint and an agreement to participate in mediation. The respondent shall have **five (5) working days** in which to reply.

Within **five (5) working days** of receipt of the response, the Dean of Students will arrange for the complainant and the respondent to meet with a mediator. It is expected that both the complainant and the respondent will proceed in good faith. The mediation process shall be confidential.

If satisfactory resolution is achieved through mediation, the Dean of Students shall maintain a confidential record of the case. This record will be destroyed if there are no further complaints brought against the respondent **within four (4) years** of the date of resolution.

If satisfactory resolution is not achieved, the Dean of Students will refer the complaint to the Student Judiciary Committee.

### III. The Student Judiciary Committee

The Chair of the Student Judiciary Committee shall be a faculty member appointed by the President for a two-year term. Members shall include the Dean of the Faculty to which the **respondent belongs** and the President of the Brandon University Students' Union, or their respective designates. If the student is not from a distinct faculty, the President will appoint a Dean to serve on the Committee.

**Within five (5) working days** of the receipt of a written complaint, either as Step 1 or as the result of a failed mediation, the Chair will convene a meeting of the Student Judiciary Committee to begin its review of the complaint.

The Committee shall interview the complainant, the respondent, and any other persons whose testimony may be useful to determine the merits of the complaint. The complainant and/or respondent are welcome to bring along a support person throughout the process.

The Committee will adhere to the principles of procedural fairness and confidentiality at all times.


At the conclusion of its review, the Committee shall make one of the following determinations:

1. There is no substance to the complaint, and any reference to the complaint will be removed from the University's records.
2. There is substance to the complaint, and satisfactory resolution can be achieved without the imposition of a penalty.
3. There is substance to the complaint, and disciplinary measures are warranted.

The Committee shall submit a report to the President of Brandon University within **five (5) working days** of the conclusion of its deliberations. If it recommends that disciplinary measures be imposed, it shall specify appropriate sanctions, which may include, but not be limited to the following: fines or restitution, restrictions on participation in University activities, restrictions on access to University property, community service, suspension, and expulsion.

The President of Brandon University shall make the final determination of disciplinary measures. The Office of the President shall retain reports from the Student Judiciary Committee for a period of **ten (10) years**.

NOTE: The University's responsibility to act immediately in situations in which an individual's behaviour is threatening to himself/herself or others supersedes the procedures of the *Student Discipline Process*. In these cases, local authorities will be called.

 <p><b>BRANDON UNIVERSITY</b> Founded 1899</p>	<p align="center"><b>Brandon University Sexualized Violence Policy</b></p>	<p><b>First Approved:</b> March 25, 2017</p>
		<p><b>Updated:</b></p>
<p><b>Board of Governors Policy</b></p>	<p><b>Approved by</b> Board of Governors <b>Administered by</b> Vice-President (Academic &amp; Provost)</p>	<p><b>Reviewed:</b></p>

**1. Introduction/Preamble**

Brandon University does not tolerate sexualized violence in any form. Brandon University is playing an essential role in combatting sexualized violence in our community and society more broadly.

Brandon University is committed to cultivating a productive and respectful environment that ensures the safety and security of all employees, and is working toward preventing sexualized violence in all forms within our University community. The University is ensuring that complainants receive supportive and affirming responses to their disclosures and are given clear, confidential, and survivor-centered options for reporting sexualized violence, while balancing the rights of each respondent to due process and privacy, keeping in mind the safety of the University community as a whole.

We strive to instill a safe, inclusive and respectful University community informed by intersectionality, which recognizes that people’s lives are multi-dimensional and complex yet interconnected, and are therefore made up of different social locations, power relations and experiences. We also recognize that universities are not immune to wider social environments, gender biases, and rape culture, in which dominant ideas, social practices, media images, and societal institutions implicitly or explicitly condone sexual assault by normalizing or trivializing sexualized violence and by blaming individuals for their own abuse.

This commitment is being accomplished through raising awareness, providing education, and working to prevent sexualized violence. Brandon University is supporting these goals through policy, procedure, programming, and various committees made up of staff and students dedicated to responding and preventing sexualized violence.

**2. Purpose**

The purpose of this policy is to promote a culture of consent and respect, develop awareness and prevention of sexualized violence, reduce the occurrence of sexualized violence, and respond to the needs of the complainants and respondents and all those affected by

sexualized violence.

This Policy also includes an ongoing commitment the safety of the University community and to social change.

### 3. Scope

This policy applies to all members of the Brandon University community, including our students, staff, faculty, contractors and suppliers of services, volunteers, visitors, and individuals who are connected to any University initiatives. This policy applies to actions, interactions, and behaviours that take place on or off campus including the business of Brandon University or other actions sanctioned by or representing the University including but not limited to athletic events, practical and clinical placements, academic or professional conferences, volunteer activities, and academic or field research work. The context of the interaction need not be University related if the primary relationship is through a mutual connection to the University. This applies to all forms of sexualized violence, including sexual assault, sexual harassment, and all other forms of sexual misconduct, see Section 4, Definitions of this policy.

A violation of this policy may include, but is not limited to electronic communications: social media, text messages, email, etc.

### 4. Definitions

- a. **Bystanders** are individuals who witness sexualized violence or the conditions that perpetuate violence (rape culture). Bystanders are not directly involved in the situation, but can make a choice to intervene by discouraging, preventing, or interrupting an incident.
- b. **Cisgender** denotes or relates to a person whose self-identity conforms with the gender that corresponds to their assigned sex at birth.
- c. **Complainant** is an individual who has disclosed/reported an experience of sexualized violence. We recognize that it is an individual's choice how they are referred to, and Brandon University will honour that choice. Within this policy, the term complainant is interchangeable with victim and survivor.
- d. **Consent** is the voluntary agreement to engage in a sexual activity and to continue to engage in the activity. An individual's consent can be withdrawn at any time. Consent as it relates to sexual assault is referred to in the *Criminal Code of Canada* s.265(3) and s.273.1.
- e. **Culture of Consent** is a culture that normalizes and condones ongoing and voluntary consent as an integral aspect of healthy sexuality, and the safety and security of a person. A culture of consent disrupts and dismantles rape culture, see Section 6,

Parameters of Consent in this policy.

- f. **Disclosure** is when the complainant tells a member of the University community that they have experienced sexualized violence. A disclosure may not necessarily lead to a formal report.
- g. **Electronic Communication** may include, but is not limited to, email, texting, and forms of social media: Facebook, Instagram, Snapchat, Twitter, etc.
- h. **Initial Contact** is the person to whom the complainant initially discloses the incident of sexualized violence. This person may be a fellow student, colleague, coach, professor and/or student services counsellor, etc.
- i. **Intersectionality** is the interconnected nature of social categorization such as race, class and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.
- j. **Rape Culture** is a range of beliefs, attitudes, behaviours, and values that condone, encourage, justify, excuse, and/or perpetuate sexualized violence. Rape culture can be used as an umbrella term to encompass individual, institutional, and systemic normalization and trivialization of sexualized violence, including (but not limited to) rape jokes, victim-blaming, and the lack of criminal convictions and/or other accountability mechanisms for perpetrators of sexualized violence.
- k. **Report** is a formal account of an incident of sexualized violence to the institution for initiating some form of investigation or adjudication on or off campus.
- l. **Respondent** is a person who has been accused of committing (an) incident(s) of sexualized violence.
- m. **Safety Plans** are essential to optimize the safety of victims/survivors of sexualized violence at every stage. Survivors know their own situation the best and are suited to identify where the dangers lie while advocates can assist in the process by offering options for dealing with different situations. Safety plans should include information about potential triggers or dangerous situations, methods to control these risks, and resources that are available to the survivor. Safety plans should consider issues of physical, online/digital, psychological/emotional, and financial safety.
- n. **Sexual Assault** is any form of sexual contact that occurs without ongoing and freely given consent, such as non-consensual touching that is sexual in nature, or forced vaginal or anal penetration. Sexual assault can be committed by an intimate partner, someone known to the victim/survivor, an acquaintance, or stranger. Sexual Assault is outlined in s.271-273 in the *Criminal Code of Canada*.

- o. **Sexual Harassment** is unwanted communications or actions that are sexual in nature, and are offensive, intimidating, or humiliating. It can take many forms, including verbal, written, or visual. Sexual harassment includes unwanted touching, offensive jokes, sexual requests and verbal abuse. Sexual harassment is a type of sex discrimination, and falls under the *Manitoba Human Rights Code*, s.19(2) and *Workplace Safety and Health Act and Regulations*.
- p. **Sexualized Violence** is a spectrum of non-consensual sexual contact and behaviour. Examples include sexual harassment, sexual assault, sexual exploitation, criminal harassment, indecent exposure and voyeurism. Sexualized violence can be perpetrated by anyone – an acquaintance, classmate, professor, family member, colleague, friend or dating partner, intimate partner, or stranger. Sexualized violence can affect anyone, regardless of gender, race, class, dis/ability, citizenship, age, or size.

## 5. Guiding Principles

- a. **Trauma-Informed Approach** - It is critical that all members of the University community recognize the trauma that victims of sexualized violence can experience, and react to disclosures of sexualized violence in a mindful way so that they do not compound that trauma. This means that anyone coming forward to disclose sexualized violence must be treated with dignity and respect. They must also be informed and empowered to choose what support they require and when.
- b. **Survivor-Centered Approach** - Any time a complainant comes forward to disclose sexualized violence, their needs must be the primary focus. A survivor-centred approach means giving the complainant information about processes and supports, implementing measures to protect both their physical safety and their privacy, and maximizing their ability to choose how to disclose, report, and access support. A survivor-centred approach recognizes that events affect everyone differently and that the lived experience of the complainant cannot be minimized.
- c. **Culture of Consent** - The University fully supports the right of every individual to have autonomy over their own body, and recognizes the legal requirement of asking for and receiving consent before engaging in any kind of sexual activity. A culture of consent requires that the person initiating the activity ask for consent, and that the only valid consent is freely given, not passive, silent, or coerced. Consent can be withdrawn at any time. Any sexual act carried out in the absence of consent is an act of sexualized violence.
- d. **Inclusivity** - Recognizing the gendered nature of sexualized violence is critical to our support of survivors, and in our education and prevention efforts. Sexualized violence is predominantly perpetrated by cisgender men against women. We recognize that

transgender, transsexual, two-spirited, and gender non-conforming individuals are particularly vulnerable to sexualized violence, as are Indigenous women and women of colour, lesbian, gay, bisexual, and queer individuals, and people with disabilities. Everyone who experiences sexualized violence deserves equal respect and treatment at the University, and is equally protected under this policy.

- e. **Safety for All** - The University recognizes the need for safety of anyone who discloses that they have experienced sexualized violence. The responsibility of the University extends also to the safety of other members of the University community, including the respondent, witnesses, and in the larger community in which we operate.
- f. **Prevention through Education** - Members of the University community must share an understanding of the roles and responsibilities of each of us in preventing, recognizing, and responding to acts of sexualized violence. Education and awareness are key to developing this understanding and require an ongoing commitment from the University.
- g. **Due Process** - Anyone investigating a concern or report must remain neutral, and curb any bias in how they proceed and make decisions. Due process also means that the respondent has the right to know the report made against them in full detail and has the right to reply to these reports. Disciplinary decisions made under this policy will be based on evidence, and that evidence will be shared with both the complainant and respondent.

## 6. Parameters of Consent

The University Community is working to promote a culture of consent as follows:

- a. Consent is active and freely given, not passive, silent, or coerced.
- b. It is the responsibility of the person who wants to engage in physical contact or sexual activity to make sure that they have consent from the other person(s) involved.
- c. Consent to one sexual act does not constitute or imply consent to a different sexual act.
- d. Consent is required regardless of the relationship status or sexual history.
- e. Consent cannot be given by a person who is incapacitated by alcohol or drugs, or who is unconscious or incapable of giving consent due to some other physical or mental incapacity.
- f. Consent cannot be given when the respondent induces the person to engage in the activity by abusing a position of trust, power, or authority.



- g. Consent can be revoked at any time.

## **7. Confidentiality**

Safeguarding confidentiality is central to creating an environment of security and respect, where complainants feel safe to disclose and to seek support and accommodation. Brandon University is committed to securing such an environment. We are committed to keeping all parties informed when there is a situation where confidentiality may be lifted. The following circumstances limit confidentiality:

- a. A person is determined to be at risk of harming themselves.
- b. A person is determined to be at risk of harming others.
- c. A requirement to respond to a court subpoena requires releasing information.
- d. Evidence of the sexualized violence occurs in the public domain (e.g. a video on social media).
- e. There is a child at risk (under the age of 18).

In the following circumstances, information regarding the respondent may be shared without consent:

- a. If circumstances exist that affect anyone's health or safety.
- b. To assist in an investigation or in making the decision to start an investigation.

## **8. Additional Recourse**

Nothing in this Policy or the Procedure is intended to discourage or prevent a member of the University community, including students and employees, from filing a complaint with the Manitoba Human Rights Commission, or from exercising any other legal rights pursuant to any other law.

## **9. Disclosure Options for Complainants**

Brandon University recognizes that the survivor of sexualized violence should choose the person to whom they first disclose their experience.

Disclosure occurs when the complainant tells a member of the University community that they have experienced sexualized violence. A disclosure may not necessarily lead to a formal

report. The complainant can make a disclosure and request that no action be taken.

Individuals may disclose an incident of sexualized violence to people in many different roles within the University community. With the permission of the individual, we encourage all students, staff, and faculty to refer any such disclosures or incidents immediately to the Sexual Violence Education and Prevention Coordinator (SVEPC). Should the SVEPC not be available, there are other resources both on campus and within the community, such as the Student Services Counsellors, Human Resources, and community-based resources.

## **10. Reporting Options for Complainants**

Individuals who have experienced sexualized violence have options when filing a formal report in response to an incident. The SVEPC can assist individuals in understanding each of these options and ensure that they have all the information they require to decide next best steps in their healing. Detailed information on options, as well as what to expect for all parties involved, is available on our sexual violence website. All processes are required to protect the rights of both the complainant and the respondent. Formal reporting options include the following:

- a. **Criminal Option** - a report can be made to a Police Service or local Royal Canadian Mounted Police (RCMP), depending on where the incident occurred, in an effort to pursue criminal charges under the *Criminal Code of Canada*.
- b. **Non-Criminal on-Campus Options** - a report can be made under the following policies and/or processes:
  - i. Brandon University Sexualized Violence Policy
  - ii. Brandon University Respectful Environment Policy (Discrimination and Harassment Policy)
  - iii. Brandon University Student Discipline Process
  - iv. Brandon University Statement of Student Rights and Responsibility Process

## **11. Commitments and General Principles**

Brandon University will not tolerate any retaliation, directly or indirectly, against anyone who discloses or reports sexualized violence, or who participates in a Brandon University process that addresses reports of sexualized violence against a member of the University community. Anyone found in violation of this commitment will be sanctioned in accordance with University policies (the Discrimination and Harassment Policy, Student Rights and Responsibility Process, etc.).

## **12. Complainant Support**

- a. All members of the University community (staff, faculty, and students) can expect to receive support through the appropriate offices if they have experienced sexualized violence. Information in the form of a detailed handout, available on the University's sexual violence webpage, outlines resources that are available on and off campus.
- b. The SVEPC works with individuals in determining their needs for support and/or workplace and academic accommodation, needs and assisting with access to this support and/or accommodation.
- c. Complainants have the right to determine whether and how much they choose to disclose or report about their experience, and to decide if they will initiate a formal report off campus to Police and/or on campus to University Administration.
- d. Complainants will not be required or pressured to make a formal report. In some rare cases, when safety is an issue, the University may be required to take action without the complainant's approval, see Section 7, Confidentiality. If this action becomes necessary, the complainant will be fully informed and will be supported through the entire process.

### **13. Education and Prevention of Sexualized Violence**

Brandon University is committed to ending sexualized violence through a culture of raising awareness and providing training for bystanders. Brandon University is working in partnership with the internal and external community to develop a yearly education strategy, which includes presentations, awareness campaign, workshops, online resources, and other materials.

### **14. Resources and Support**

#### **On Campus (during business hours from 8:30 am to 4:30 pm, Monday to Friday):**

Sexual Violence Education and Prevention Coordinator (SVEPC):

204-727-9740 Office Line, 431-542-1707 Call/Text SVEPC during hours 8:30-4:30

Human Resources: 204-727-7416 or 204-573-0920

Diversity and Human Rights Advisor: 204-727-9785 or 204-573-6085

Student Services: 204-727-9737

#### **Off Campus:**

Klinic 24-hour toll-free Sexual Assault Crisis Line: 1-888-292-7565

## **15. Roles and Responsibilities**

The Office of the Vice-President (Academic and Provost) in coordination with the Sexual Assault Advisory Group (SAAG) representing all relevant areas of the University community (including students), are responsible for establishing the procedures to implement this policy.

### **a. Sexual Assault Advisory Group(SAAG)**

SAAG is a standing committee responsible for maintaining and communicating an ongoing commitment to address the issue of sexualized violence on university campuses, receiving and reviewing the SVEPC's annual report, and provide advice on potential amendments to this policy and the procedure.

### **b. Office of the Vice-President (Academic and Provost)**

The office of the Vice-President (Academic and Provost) provides an organizational home for the SVEPC and oversees of the implementation of the Statement of Student Rights and Responsibilities. The Vice-President (Academic and Provost) is responsible for maintaining and communicating an ongoing commitment to address the issue of sexualized violence among the University community.

### **c. Sexual Violence Education and Prevention Coordinator(SVEPC)**

All members of the Brandon University community must inform the SVEPC of any sexual assaults, or allegations of any forms of sexualized violence governed by this policy, that are brought to their attention. Such information may include witnessing or having either knowledge of or a reason to believe that an incident of sexualized violence may have occurred. The SVEPC can be consulted at any point in the process.

The SVEPC oversees the day-to-day operation of this policy as outlined in the office's job description. The SVEPC works with partners and stakeholders on and off campus to develop and deliver awareness, prevention, education, and training programs, and provides guidance to the University community on how best to implement this policy and the procedure.

The SVEPC maintains statistical data on the number and types of disclosures/reports received, investigations conducted, and the outcomes of these investigations. The SVEPC prepares an annual report of the data collected, information on any observed trends, a summary of prevention and awareness programming undertaken, and recommendations for potential amendments to this policy and procedure. The data will not include any information that would identify any community member.

### **d. Dean of Students**

The Dean of Students works in close partnership with the Vice-President (Academic and Provost), SVEPC, Director of Human Resources, and Diversity and Human Rights Advisor on the interpretation and application of this policy. The Dean of Students is responsible for ensuring that the appropriate supports are in place for survivors who are students, through the many units within Student Services: Student Counselling, Academic Advising, the Indigenous People's Centre, the Office of International Activities, and Student Accessibility Services.

**e. Director of Human Resources**

The Director of Human Resources works in close partnership with the Vice-President (Academic and Provost), SVEPC, Dean of Students, and Diversity and Human Rights Advisor (DHRA) on the interpretation and application of this policy. The Director of Human Resources is responsible for ensuring that appropriate supports are in place for survivors who are employees of the institution, through Human Resources benefits and programs, and the Employee and Family Assistance Program (EFAP). The Director also works with Human Resources consultants, managers, and supervisors to support workplace accommodations required in response to incidents of sexualized violence at Brandon University.

**f. Diversity and Human Rights Advisor (DHRA)**

The DHRA works in close partnership with the Vice-President (Academic and Provost), SVEPC, Director of Human Resources and Dean of Students on the interpretation and application of this policy. The DHRA brings an awareness that addressing issues of sexualized violence needs to be grounded in an understanding that each person's experience is affected by many factors, including sex, ancestry, race, ethnicity, language, ability, faith, age, socioeconomic status, sexual orientation, and gender identity.

**g. All members of the University Community**

All members of the University community will participate in education and training programs where appropriate, especially those designed for "first responders". Any member of the University community who receives a disclosure about an incident of sexualized violence will consult with the SVEPC as soon as possible to ensure that there is a coordinated response. If the complainant does not wish to speak to the SVEPC, all members of the University community are expected to report the fact of the disclosure (without identifying details), to the SVEPC for statistical purposes. All members of the University community will respect the privacy of the persons involved and will respect the role of the SVEPC as the lead coordinator of institutional support for the complainant.

**h. Faculty and Academic Departments**

In addition to the responsibilities outlined in the previous section, Faculty and Academic Departments will cooperate to the extent possible with students or their advocates as they attempt to seek academic accommodation in the face of incidents of sexualized

violence and their aftermath, and will recognize the need for confidentiality in these situations.

## **16. Maintenance of Statistics**

The SVEPC collects and maintains annual statistics of incidents of sexualized violence, both reported and disclosed, for the purpose of any legislated reporting that may become required and for educational purposes. The data will not include any personal information that could identify any person seeking the services. These statistics will be published annually on the University's sexual violence website.

## **17. Related Policies and Procedures**

- a. Respectful Environment Policy (Discrimination and Harassment Policy)
- b. Statement of Student Rights and Responsibility
- c. Criminal Code of Canada, RSC 1985, cC-46
- d. The Human Rights Code, C.C.S.M. c. H175
- e. Workplace Safety and Health Regulations
- f. Manitoba Child and Family Services Act
- g. The Sexual Violence Awareness and Prevention Act, Bill 15

## **18. Review**

This policy will be reviewed one year after its inception by the Office of the Vice-President (Academic and Provost) and every three years thereafter.