Canadian College of Performing Arts
2025-2026 College Handbook

Updated August 2025

Managing Director **Erin Gavaghan**
Director of Education **Danielle Meunier**

CANADIAN COLLEGE of PERFORMING ARTS

Welcome to the
Canadian College of Performing Arts

We are excited to have you join our creative community and share a remarkable journey together.

The College is proud to provide a high calibre of multi-disciplinary training in a safe, supportive environment where students can grow into their own voices, talents, and potential as artists; and faculty, and staff can continue to learn and grow their creative practice with both the student artists-in-training and the professional guest artists who contribute to our productions. All creating and contributing to a collaborative community that extends far beyond our campus into the industry nationally.

We produce events and productions of a professional standard and quality to serve both our students and audiences and bring in guest artists from across Canada to ensure our community expands beyond our geographical home.

We believe in developing a well-rounded performer who possesses a strong work ethic, talent, and discipline. We know that working in the performing arts is demanding as well as hugely fulfilling, and we are truly grateful for your sacrifices and investments which support ensuring that the performing arts are able to challenge us, reflect our society, and inspire human transformation.

The guidelines and information in this handbook will enable you to enjoy a safe and rewarding experience, and facilitate easy access to the many resources provided by the College and found in the community around you.

We encourage you to consult with us to discuss any concerns or suggestions you may have. We are committed to providing the best quality instruction and mentorship, and a learning, creating, and working environment that will support your success.

Take advantage of the combined experiences, knowledge, and passions lived in our institution. Our strong partnership with you will result in an inspiring, personalized, collaborative, and professional experience that will prepare you for your future path into the performing arts industry.

Erin Gavaghan
Managing Director

Danielle Meunier
Director of Education

Table of Contents

Table of Contents **1**
Programs **4**
Departments **4**
Program Courses **6**
Governance and Regulatory Body **7**
Regulatory Body 7
Program Advisory Committee 7
Program Quality Assurance Oversight **8**
Equity, Diversity, Inclusion & Accessibility Statement **9**
Facilities **10**
General Information **15**
Safety & Emergency Protocols **17**
Emergency Protocols **17**
Safe Environment **19**
Summary of Key Policies **21**

We respectfully acknowledge the Lək̓ʷəŋən speaking peoples, now known as the Songhees and Xʷsepsəm/Esquimalt Nations, on whose territory our College stands and we gather today. We recognise the Lək̓ʷəŋən People's historic relationship with the land from time immemorial. We offer our gratitude and honour the responsibility to them and the land as we learn, create, and perform here.

About Us

The Canadian College of Performing Arts is owned and operated by the Canadian Heritage Arts Society. The Society produces community engagement activities and produces live theatre productions that the artists-in-training of the College participate in.

The Canadian College of Performing Arts is built on education, artistic excellence, and community. Our three unique conservatory style post-secondary programs offer artists-in-training intensified skill-based alternatives to academically oriented university programs. Classes are rigorous and offered to the highest professional standards by faculty and guest artists. By embedding performance practice into our programs, we offer not only a balance across disciplines but also regular practical application of skills to all students. This enables our training to produce well-rounded performing artists of exceptional calibre with a strong work ethic and business acumen who are career ready.

Founded in 1998, the College has over 800 alumni who have successfully entered the industry as performers and active artistic leaders. As one of the most uniquely focused training programs in Western Canada, the College has brought hundreds of artists together in collaboration as coaches, educators, and trainers.

Vision, Mission and Aims

The Canadian Heritage Arts Society has a vision, of **a world where the performing arts reflect our society, challenge us, and inspire human transformation**.

We have a strategic plan that focuses our work to achieving our mission:

To create meaningful connections between artists and the community through inclusive, creative experiences that preserve and promote arts and culture, and increase public appreciation of the performing arts.

The College is the central pillar of our work, focusing on the development of artists to ensure that our creative sector continues to thrive with these new voices for years to come. By bringing the students into community engagement activities and performances for the public, we ensure that their training is connected to the community and providing all the social benefit that the performing arts offer to both those who create and those who participate.

The College aims:

- To offer the highest quality of training in a broad spectrum of skills that will prepare students for careers of excellence in the performing arts locally, nationally or internationally.

- To provide a stimulating, positive, and constructive environment where students are encouraged to develop high standards of work ethic and conduct that will serve them in any field of endeavour in their future.

- To create versatile, well-rounded performing artists with a strong professional work ethic.

How we work together

The College prides itself on creating an environment where all students, staff, faculty, guest artists, and volunteers can work in a positive, respectful and supportive environment. Our values are central to this, they are the essence of our community, culture and inform how we work together.

We work in close quarters, often during long hours. All members of the College community are expected to foster a calm and focused environment.

Positive and healthy relationships are important to all aspects of our work. We live by this value as we maintain a welcoming and friendly environment, open to guests and patrons as well as each other. It is important to understand that each artist approaches their own work with a different process. Their space, time, and attention should be respected.

The expertise of our staff, faculty, and guest artists is to be respected, as are the management, and educational and artistic hierarchies that exist. We advise not contributing suggestions to someone's artistic process unless it's specifically requested or offered in a teaching moment. We also acknowledge that power must have balance. Issues of genuine concern regarding a member of the community should be brought to the attention of the Director of Education, the Managing Director, or the Student/Faculty Representatives.

We support one another in our collaborative work. Most workspaces at the College are shared spaces. We also share our campus with St. Mary's Anglican Church and the Oak Bay Preschool on either side. We should be respectful in terms of volume, and condition of workspaces, studios, and common areas, etc.

Written communication (excluding text and social media) is the preferred method of communication. Email remains the primary form of official communication from the administration, but in urgent situations a message may be posted on a social media page or closed group. Texting and social media groups are not considered by the College to be official communication. Faculty and staff are asked to refrain from sharing their cell phone numbers with students, and likewise students are asked to be respectful of personal communication and contact with faculty and staff.

Each interaction with the public is important, to the individual as an artist and to the Society and College as a connector. **The performing arts hold a special relationship with**

audience, and any opportunity to act as an ambassador for our art form, artists, and the College should be considered.

We ask all members of our community to take responsibility for promoting the College in a positive manner for mutual benefit.

Programs

The Canadian College of Performing Arts offers a conservatory style curriculum focused on multi-disciplinary performing arts training.

Performing Arts Diploma Program

Our two-year Performing Arts Diploma Program offers advanced instruction in the performing arts (acting, singing, and dancing), plus a focus on career development.

Performing Arts Certificate Program

The thirty-one-week Certificate Program is designed for working professionals or individuals who have completed a relevant post-secondary program who wish to pursue an intensive conservatory-style program to enhance their skills.

Applied Performing Arts Diploma* Program

This program provides graduates of the above programs (or of a comparable accredited program or demonstrable early career industry experience) an opportunity to expand their performance repertoire, strengthen their skill set, and develop business acumen. Students work in a collaborative theatrical collective and are guided through their productions by established professional directors.

*Applied Performing Arts Certificate Program as of January 2026

Departments

Acting

The acting program will prepare you with the fundamental skills and professionalism required to work as a professional actor in theatre, television, and film. The core acting curriculum offers training in three key areas: acting, movement, and voice/speech.

These core components utilize techniques and practices from a range of contemporary theatrical pedagogies, exercises, and practices. They include: Konstantin Stanislavski, Stanford Meisner, Michael Chekhov, Jerzy Grotowski, Kristin Linklater, Jacques LeCoq, Rudolf Laban, and Anne Bogart/Tina Landau. Courses focus on embodiment of your voice and movement in character and text work, imagination, connection of emotional and physical impulse, responsiveness and action, and ensemble building.

Over two years of intensive training you will learn text analysis, contemporary and classical

scene studies, clowning, commedia dell'arte, viewpoints, contact improvisation, voice and speech skills, accents, acting for camera, and audition preparation. Additional classes include devised theatre, stage combat, theatre history, and career management.

Dance

The dance program at the College is designed to teach, maintain, and further your love of dance. Focus will be placed on correct technique and placement as well as execution of style and choreography. Our faculty places high importance on creating a curated program of study for each individual that will lead to the highest level of success. You will train in the following styles: ballet, jazz, tap, contemporary, and musical theatre styles.

Across all the genres taught, you will not only develop a strong technique, but also stamina and skills to maintain a long and healthy career. The goal is that every student leaves the College with a passion and comprehensive knowledge of the world of dance, and ability to apply their dance skills to their artistic practice.

Music

The College's music department offers individual singing instruction and vocal coaching for various levels of ability, allowing you to focus on your personal vocal development. Using a wide variety of teaching approaches, the curriculum integrates the study of singing technique with acting skills, and interpretation of musical theatre songs in the context of performance.

You will explore a wide variety of repertoire chosen to expand your range of technique and styles from classical, contemporary, jazz, blues, and pop. Along with private instruction, you will also take part in large and small vocal ensembles where you will work with multiple conductors, clinicians, and instructors.

Over the two-year diploma program you will study piano, sight singing, and music theory to establish a strong music foundation as well as embark on a thorough overview of the history and origins of musical theatre. Students have the opportunity to study vocal anatomy, practicing tips, vocal care, auditioning strategies, microphone techniques, diction, improvisation, and much more.

Program Courses

<table>
<tr><th colspan="3">Performing Arts Diploma: Year One</th></tr>
<tr><th>Acting</th><th>Dance</th><th>Music</th></tr>
<tr><td>Acting & Text 101-104
Voice and Speech 1
Movement for Actors
Stage Combat 1
Theatre History
Career Management 1</td><td>Ballet
Jazz
Contemporary
Tap
Musical Theatre Styles
Hip Hop</td><td>1:1 Private Singing
Fundamental Techniques for Singers
Connections 1
Vocal Ensemble 1
Music Theory 1
Musical Theatre Repertoire</td></tr>
<tr><td colspan="3">Wellbeing and Personal Professional Development 1
Performance 1</td></tr>
<tr><th colspan="3">Performing Arts Diploma and Certificate: Year Two</th></tr>
<tr><th>Acting</th><th>Dance</th><th>Music</th></tr>
<tr><td>Acting & Text 201-204
Voice and Speech 2
Physical Theatre Territories
Creative Development – ARC
Stage Combat 2
Acting for the Camera
Audition Preparation
Career Management 2
Working Monologues</td><td>Ballet
Jazz
Contemporary
Tap
Musical Theatre Styles
Hip Hop</td><td>1:1 Private Singing
Connections 2
Vocal Ensemble 2
Music Theory 2</td></tr>
<tr><td colspan="3">Wellbeing and Personal Professional Development 2
Performance 2</td></tr>
</table>

Governance and Regulatory Body

The Canadian College of Performing Arts is owned and operated by the Canadian Heritage Arts Society, a non-profit society registered with the Registrar of Societies of British Columbia (registered charitable organization #131341356RR0001) and managed by a volunteer Board of Directors. An Annual General Meeting is held each fall, open to all members of the Society.

Membership in the Society is divided into voting members and non-voting members. Non-voting members do not have the right to vote at general meetings; however, they are entitled to receive all information sent to members and are encouraged to attend general meetings.

Voting members include individuals who have been alumni of the College for less than two years, individuals who have made a donation greater than $25 to the Society in the current or immediately previous financial year, and persons who have made an application to the Board to be voting members and had their application accepted.

Non-voting members include students at the College, staff, faculty, and individuals who have been alumni for two or more years, unless they are also voting members.

More at https://www.heritagearts.ca/governance .

Regulatory Body

The College is regulated by the Private Training Institutions Regulatory Unit (PTIRU) of the BC Ministry of Advanced Education and Skills Training, and is provincially and nationally designated for student loans.

Program Advisory Committee

The Program Advisory Committee (PAC) consists of Canadian theatre professionals who meet once a year to advise the College Directors on strategic direction and leadership. The purpose of the Committee is to ensure the College's programs reflect current practices in the performing arts industry, to maintain accountability, and sustain strong educational and training practices. Members serve to support the best execution of the vision and mandate of the College.

Our PAC consists of individuals who are not related to the institution and maintain impartiality. This means the institution cannot directly or indirectly control or influence the person, and the person cannot control or influence the institution.

The PAC must also include a staff member who serves as secretary. The College will keep written records of PAC meetings for at least four years. The PAC generally meet on an annual basis— but must meet at least once every two years.

Program Quality Assurance Oversight

Internal Education Quality Assurance (EQA) Strategy:

Ensuring a rigorous and positive learning experience is a priority for the college. The following elements to this strategy ensure input from all stakeholders of the education experience.

Student Representatives

Student Representatives act as a liaison between the student body and the Director of Education and are part of a process for overseeing the student learning experience at the college. Each year, two representatives per year group from the Diploma/Certificate, and Studio Ensemble programs are elected to represent their peers and student body in the following ways:

- Attend and contribute to student assemblies
- Informal update meetings with the Director of Education
- Report back to the year group any actions taken as a result of feedback to the Director of Education
- Attend the Student/Staff Liaison Group (SSLG) once a term
- Attend the Dispute and Resolution Liaison Committee if requested

Student/Staff Liaison Group

The SSLG is chaired by the Director of Education with the Department Chairs, Student Reps, Student Outreach and Support Coordinator, and Registrar in attendance. The role of this group is to advise the Director of Education on the student experience in the program, allowing for a timely college response during the study year. This forum offers a clear feedback loop for both parties through the academic year and allows Student Reps to contribute to program quality assurance.

Course and Program Surveys

Course surveys are completed after the end of each course, preferably at the end of each unit of study. Program surveys are completed at the end of a year of study. Survey questions are aligned with topics the SSLG considers through the year and help to gage the overall student learning experience. Course survey results are shared with faculty instructors to support their course development.

Program Evaluation Report

This formal report is written by the Director of Education as a summary review of the year, drawing upon the course and program surveys as well as minutes from the SSLG meetings. Together they form a picture of "what has gone well" and "what could go better" in order to be addressed in an action plan for the following year with staff and faculty.

Equity, Diversity, Inclusion & Accessibility Statement

The College is committed to ensuring an inclusive, equitable, and accessible environment for all. We all share responsibility for creating an equitable and inclusive community. We seek to build our community with those members who will work respectfully and constructively with differences, and across levels of power.

Cultural safety is a way of operating that ensures all individuals and groups are treated with regard to their unique cultural needs and differences. It assumes the right to difference and calls for interactions that do not diminish, demean, or disempower individuals on the basis of any perceived or actual difference. Culture can relate to more than ethnicity alone; it may be linked to socio-economic status, religion, gender, age, sexuality, or disability. The approach considers how social and historical contexts, as well as structural and interpersonal power imbalances, shape artistic and educational experiences. Staff, faculty, and board must be self-reflective/self-aware with regards to their position of power, and the impact of this role in relation to students and the artistic community. "Safety" is defined by those impacted by positions of power, not those in them.

The College is committed developing thoughtful, creative artists and cultural leaders who advocate for themselves and the equity-deserving in our society. To further this, we aim to align our training with the shifting priorities of the performing arts industry and recent social justice movements, and continue to engage with current dialogues that are challenging established western practices. We encourage proactively engaging in dialogues where questions can arise for which we do not yet have answers.

There is more work to be done, but we are committed to implementing best practices.

What to do in the Case of Arising Concerns

In the first instance, please raise any general concerns with the Managing Director (confidential@ccpacanada.com), and for any educational concerns with the Director of Education (education@ccpacanada.com).

Any communication will remain confidential from school administration, faculty, and students unless a formal complaint is being made. Please follow the formal complaint procedure in the Fair Treatment & Respect or Code of Conduct and Dispute & Resolution policies.

Please note: The College will work to investigate and hope to resolve any anonymous concerns; however, no formal action may be able to be taken without a formal complaint being made pursuant to the Dispute Resolution Policy.

Facilities and General Information

General College Contact:

1701 Elgin Rd, Victoria BC, V8R 5L7
phone: 250 595 9970 | **fax:** 250 595 0779
email: hello@ccpacanada.com

Building Hours

Monday - Friday 9:00am – 6:00pm*

Students and faculty can access the building during all class and rehearsal times as scheduled. Any other business access must be pre-arranged with the Administrative Manager by emailing hello@ccpacanada.com, and keyholder fees may apply.

* *Note:* From May to August, the office operates on adjusted summer hours.

Building Security

The Canadian College of Performing Arts takes the security of the facility and its occupants very seriously. The College cannot be held responsible for the loss or damage of any personal possessions or valuables on the premises. Students, staff, and faculty are required to protect the security of their possessions. Locks on lockers are strongly encouraged. Only items required for class are permitted in the classrooms. **Do not leave items unattended in lounge areas.**

In the event of a theft on the college premises, contact the Registrar immediately. The incident will then be reported to the police. If you notice any suspicious behaviour or activity, please report it to the nearest staff member or monitor, or, in the absence of staff/monitor, contact the Oak Bay Police.

Video surveillance is recorded and monitored by the landlord. Areas monitored include:

- The garden courtyard, including the Church administration entrance and the Performance Hall main doors.
- The parking lot, including the walkway between Elgin Road and Yale Street.
- The playground, located behind the church closer to Yale Street (includes the emergency exit door from Studio G).
- The rear entrances, including the stairs and emergency exit next to the men's restroom on the upper floor, the student kitchen door, and the emergency exit beside Studio E.

If suspicious behaviour occurs in these areas, inform a staff member so the footage can be checked.

The College premises are private. All visitors must sign in and out at the main entrance, must be accompanied by a student, staff, or faculty member host, and must have prior approval to enter classes or rehearsals.

Guests and Visitors to the College

To ensure a safe and secure facility, all visitors must sign in and out at the Registrar's office, must be accompanied by a student, staff, or faculty member host, and must have prior approval to enter classes or rehearsals. Visitors will wait in the lobby until their host arrives to greet them, while unexpected visitors may be asked to wait outside the building.

Suspicious Behaviour

If you find any unusual circumstance such as a door left open that should be locked, or if you notice any suspicious occurrence or person, please contact a member of staff, a student monitor, or one of the College Directors. Report all incidents of theft or suspected theft immediately.

Building Facilities

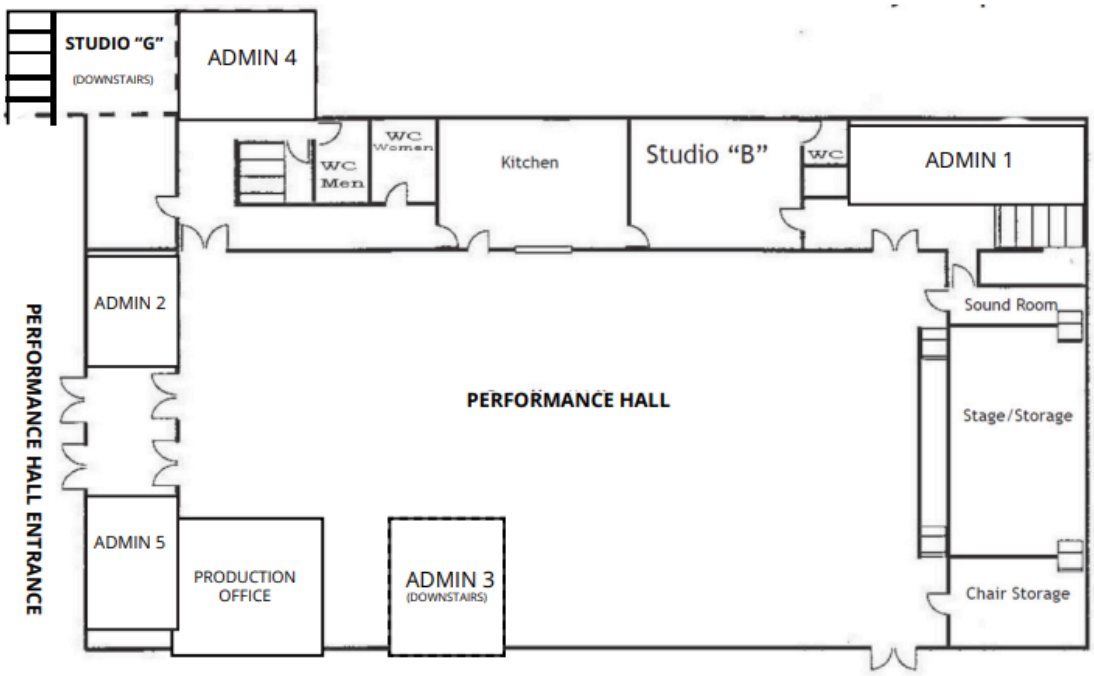
The College occupies a 2-storey building (20,000 square feet) owned by St. Mary's Anglican Church. There are 7 studios and all large studios have sprung floors, ballet bars, and mirrors. All studios are equipped with audio visual equipment and pianos.

There are locker rooms, showers, washrooms (gender inclusive, gender-specific & accessible), a student lounge and library, student and staff kitchens, and administrative offices; as well as a 123 seat, multi-use Performance Hall (60' x 90' with a vaulted ceiling). The Performance Hall doubles as rehearsal, dance studio, and lecture hall with a fully computerized lighting and sound system.

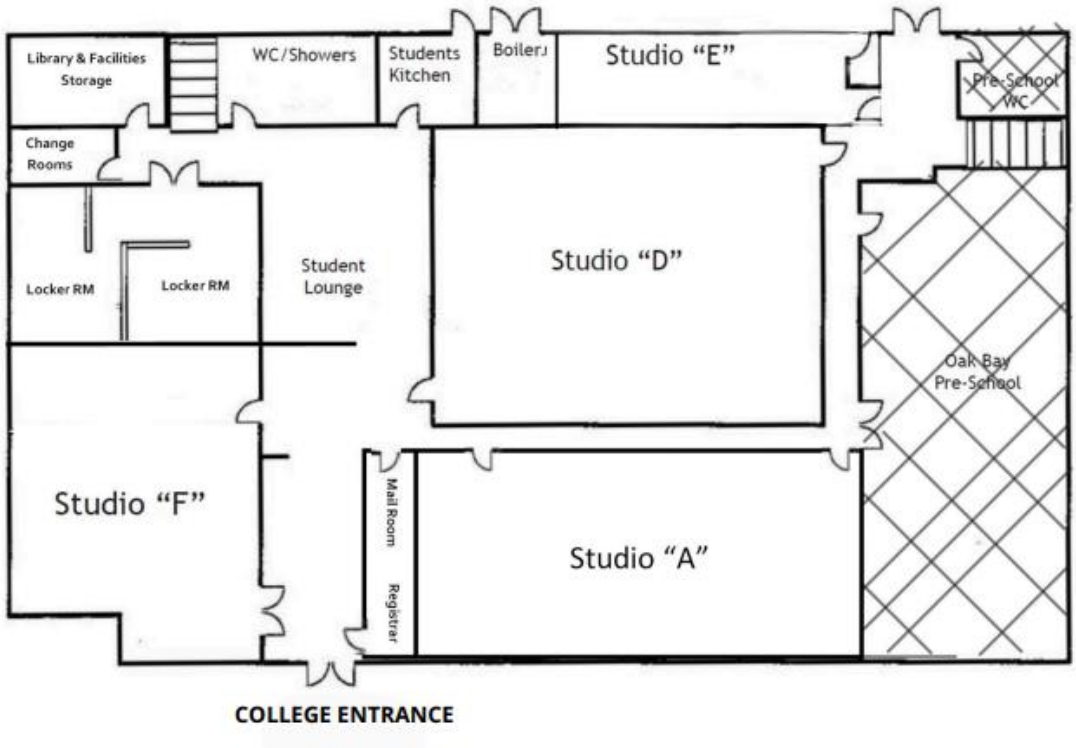
College students and faculty enter the building through the lower-level College Entrance located behind the gazebo on Elgin Rd.; entry through an accessible entrance located on the rear of the building can be made my contacting hello@ccpacanada.com in advance. Visitors, patrons, and staff can access the building through the upper-level Performance Hall entrance located in the garden of St. Mary's Church. Stairs are located next to the gazebo, or a road-level access ramp can be found in the front of St. Mary's Church.

The administration strives to ensure the College environment is safe and comfortable. If you notice anything that you think is unsafe or if there is a building-related matter (e.g. it is too hot or cold, lights are burned out, a sink or toilet is stopped up), please notify staff by emailing hello@ccpacanada.com.

CANADIAN COLLEGE OF PERFORMING ARTS - MAIN LEVEL



CANADIAN COLLEGE OF PERFORMING ARTS - LOWER LEVEL



Shared Spaces

Good Neighbour Policy

The College values and maintains positive relations with our community. We share our facility with St. Mary's Church and with the Oak Bay Preschool. Please respect church and community functions, especially during evenings and weekends, and avoid interaction with preschool children. The neighbouring houses are accustomed to quiet and orderly conduct, so we expect our community to behave with consideration on and around premises.

Quiet Garden Space

St. Mary's Rutherford Memorial Garden, located outside the Performance Hall doors, was established as a place of remembrance for loved ones. The parish and wider community use the garden as a space of stillness and mindfulness inspired by the 'Quiet Garden Movement'.

Three one-hour periods during each day have been identified when visitors are invited to a time of quiet contemplation in the garden. Between 8:00 - 9:00am, 11:30am - 12:30pm, and 5:00 - 6:00pm, we encourage anyone interested to find appropriate ways to enter the silence, and we ask others to respect the quiet.

Library

The library is a space to access resources and do quiet study or quiet reading. There are two desktop computers for research access to the library catalogue, internet, and watching DVD's. A listening station is also available to access library CD's. Please be mindful this is a quite space for focused work. **No food or drink is allowed in the library at any time.**

Everyone must sign out materials through the library system. **Please do not remove any vocal scores or reference books from the library.** Please make a photocopy of the piece needed and return to the shelf immediately.

The library catalogue is accessible online at www.librarything.com/catalog/CCPAlibrary22.

Please inform the Registrar immediately if there are any issues, questions, or concerns with the equipment or network.

The University of Victoria has an excellent and extensive library relevant to our students' needs. Students can obtain a free UVic Community Card by going to the ASK DESK in the library with a government issued ID and proof of local address. Let them know you are from CCPA. https://www.uvic.ca/library/use/borrow/borrowing/cards/index.php

The GVPL Main Branch library is excellent, and the local Oak Bay library is also useful.

Change Rooms and Showers (for student use only)

All-gender locker rooms, change rooms, and showers are provided with privacy curtains in the change rooms and showers.

Students may use their own locker lock (with the combination or extra key given to the Registrar in case of emergency or neglect) or rent one from the College.

Any staff or faculty needing to change clothing while at the College are to do so in a private washroom. No shower facilities are offered to staff or faculty.

Kitchen Spaces

There are two kitchens located at the College. The downstairs kitchen is for student use. The upstairs kitchen is for faculty, staff, and guest use, and for special events. The College shares it with the Church. They must be always kept clean to ensure food safety and avoid closure by health authorities.

Dishes should be washed and put away immediately, counters and tabletops wiped clean, and expired food disposed of. All food containers must be labelled with the owner's name and the date using the masking tape and marker next to the fridge. The fridges will be emptied of all unlabeled food weekly at the end of day on Friday.

Student Lounge

The student lounge is a comfortable place to gather and relax. Its location is in view of the entrance and can set the tone as one's first impression. Please keep it tidy at all times for more enjoyable shared use of the space by all. Students are not permitted to sleep in the lounge. Please re-set the lounge if you move the furniture, and be aware of your volume and sound travelling to studios, library, and upstairs to the offices and performance hall.

Staff & Faculty Office Spaces

Staff, faculty, and guests may access the Admin 4 or 5 offices, when not otherwise in use, as a quiet workspace to use in preparation for classes or meetings. Faculty mailboxes and a faculty desk are located in Admin 4.There are maps outside of offices to show where staff are working, and working hours are also posted outside of offices.

Performance Hall Lobby

The visitor sign-in log is located in the Performance Hall lobby outside of the Managing Director's Office (Admin 2). Due to its open-air nature, sound travels easily from the lobby into the Performance Hall, so be mindful of your volume when walking through here or waiting for activities to start – it is not an empty corridor. If you are using the Performance Hall lobby as a quiet space, be aware that it is a public entrance and box office and must be treated professionally.

General Information

Parking

Parking permits for the main parking lot adjacent to St. Mary's Church are **limited.** Parking spots can be rented for a fee through the Registrar's office if available. On-street parking is a 2-hour max on all adjacent streets. Please note that there are church parking spots at the front of the building; do not block access.

Bicycles

Bicycles are to be secured on the bike racks installed on the property and are not permitted in the building. The College accepts no responsibility for theft or damage.

Public Transportation

Bus numbers 2, 3, 5, 7, 8, and 11, travel near the College. For details on these routes and BC transit fares, visit https://www.bctransit.com/victoria/fares/.

Internet

WiFi is available throughout the building. The network name is **CCPA Guest** and the password is **Performance**.

Lost and Found

All articles of clothing and equipment left in the studios, lounge, kitchen, change rooms, or shower room are cleared to the Lost & Found at the end of each day. The College Green team will bring all Lost & Found items to the last assembly of each term, and any remaining unclaimed items will be donated to charity.

Equipment

Keeping studio equipment secure and safe from breakage and abuse is the responsibility of everyone who uses a studio.

The College provides sound systems and pianos in all studios. Equipment requirements and repair queries should be directed to the Production & Design Manager.

The College does not generally rent or lend equipment for use offsite except in rare circumstances. No equipment shall be removed from the College without permission and supervision from the Production & Design Manager or Administrative Manager.

Studio Bookings

Studios should be left clean and in "neutral" set up at the end of each class, as posted, ready for the next class. **Users are not allowed to bring food or beverages other than**

water into any studio. Noise levels must be respected for neighbours and other classes.

All studios must be booked a minimum of 24 hours in advance through the Registrar's office. Studio availability will vary from week to week; please check the weekly schedule displayed outside the library for studio bookings and rentals.

Vacant studios can be used on a first-come-first-served basis. Any staff or faculty can ask a student to leave the studio if it is required for a College class or other education related activity. All studios must be returned to "neutral" at the end of each session (please refer to the guide posted on each studio wall).

After Hours & Studio Rentals

Any after-hours use of the building must be for the purpose of course related activities, rehearsals, practice, or necessary administrative duties by staff, and must not disturb other building users. All activities at the College are subject to operational and governance policies.

Faculty can make arrangements for access to studios with the Registrar's Office at no charge to work with current students on program related material. For non-College related rentals, visit ccpacanada.com/rentals/.

Students are not allowed in the building unless supervised by staff, faculty, or an assigned Student Monitor. Student Monitors are assigned to school opening and lock up duties as indicated on the weekly calendar.

The College's rental policy applies to any after-hours class, audition, workshop, or other non-program related activity where revenue is generated from the event.

Visit ccpacanada.com/rentals/ for information on rental policies & procedures.

Posters, Signs, Banners, and Notices

Anyone wishing to post any posters, signs, banners or notices must first obtain permission from the Registrar and must comply with any conditions such as location and duration of posting.

Safety & Emergency Protocols

The safety of all members of, and visitors to, the College is a primary concern and is the responsibility of everyone at the Canadian College of Performing Arts.

If you have concerns or suggestions regarding workplace health or safety, or if you need to report unsafe work practices or conditions, please notify the Managing Director, the Production & Design Manager, or the Administrative Manager immediately.

All accidents, injuries or near misses need to be reported promptly. It is everyone's responsibility to ensure that the College is a safe environment.

Please refer to the Health and Safety Policy and Procedures for a complete review of all safety, emergency, and medical policies and procedures. This summary offers an overview.

Emergency Protocols

In the event of an emergency, the muster point is the parking lot located on the north side of the building.

Emergency Coordinator

The emergency coordinator will be a staff member during office hours, as indicated on the staff whiteboard outside by the garden entrance outside of Admin 2.

Any staff, faculty, or guest artists should remain with the group they are working with and support the coordinator as requested. After office hours (most evenings and weekends), the student monitor responsible for lock-up will act as coordinator. During performances, the Front of House Supervisor is the coordinator and will be assisted by ushers and stage management.

In the event of an evacuation, the coordinator will pick up the attendance records from outside Admin 3 and guest sign-in from Admin 2 and proceed directly to the muster point.

The coordinator will take a roll call to determine that all staff, faculty, or guests in the building are accounted for and report this to emergency services. They will then report the situation to a senior member of staff.

First Aid

In the event of an emergency life-threatening situation, dial 911 for police, fire, or ambulance service. As soon as you have dialed 911, notify the coordinator so they can assist emergency services and report the situation.

First aid and other safety equipment is located in key areas throughout the facility, and it is

the responsibility of everyone to make themselves familiar with their location.

The Production & Design Manager and Audience Services Coordinator are the registered First Aiders on staff. If they are unavailable, the Registrar, Administrative Manager, College Directors, or any staff or faculty should be notified immediately and will assist with any emergency.

Additionally, if there is a situation where there is a mental health crisis, the Student Outreach and Support Coordinator or either of the College Directors should be informed immediately.

Naloxone is kept in the event kitchen on the main floor beside the Performance Hall.

Fire Safety and Evacuation

If you discover a fire:

1. Pull the fire alarm, then call 911
2. Use an extinguisher if the fire is small
3. Evacuate building and gather at the muster point

If you hear the alarm:

1. Evacuate the building through the nearest emergency exit
2. Gather at the muster point

The last person out of the room will be instructed to close the doors and windows.

Earthquake Safety

In the event of an earthquake:

- Everyone should **drop!, cover!, and hold on!** immediately in the room that they are in. This means under a desk or near a safe wall, preferably a corner. Safe walls are away from glass, mirrors or any objects that may fall on you during the earthquake.
- Everyone should cover their heads using their arms if in the open or hang on to the desk or table. Wait 60 seconds or until the earthquake is over.
- Count an additional 60 seconds after the earthquake and look around for any hazards or possible items to fall.
- Proceed to muster point (as per the fire evacuation procedure).

Evacuation

When it is determined that it is necessary to evacuate the building, the following procedure is to be followed.

1. Evacuate the building through the nearest emergency exit
2. Gather at the muster point

Remember:

- Save yourself over a piece of equipment.
- Exit the building as calmly but quickly as possible.
- Do not re-enter the building until the fire department gives the all clear.

Safe Environment

Scent and Allergy Considerations

The College is a scent and odour-free environment.

Any staff, faculty, or guest artists should communicate clearly any allergies (students should notify the Registrar) and we will do our best so ensure all allergens are kept out of the building. Food allergies will also be kept in mind when providing meals or food at events.

Health & Safety

The College is committed to creating a culture that eliminates the hazards that cause accidents and injuries both physically and psychologically. No task is to be regarded as so urgent that time cannot be taken to ensure the safety of the individual and others.

If there are any concerns regarding a safety or health hazard, they should be promptly brought to the attention of the Production & Design Manager or Administrative Manager.

The health, safety, and physical and psychological wellbeing of all members of the College community is a major concern of the Canadian College of Performing Arts. The College recognizes our responsibility to provide a healthy and safe working culture and learning environment for all employees, contractors, students, volunteers, and visitors. It is therefore the policy of the College to:

- Protect the safety and health of all faculty, staff, students, and visitors against work injuries and occupational hazards

- Comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing Occupational Health and Safety
- Give priority to safe working conditions and job safety practices in the planning, budgeting, direction, and implementation of College programs
- Formulate and carry out continuing effective safety programs appropriate to College operations
- Comply with annually updated fire and evacuation plans as designed for the College facility in consultation with the local fire department
- Safety drills will be carried out once a year. We must all ensure we are familiar with our evacuation and earthquake plans. Plans will be posted in key areas on all floors.

This Health and Safety Policy will be observed by all employees, volunteers, contractors, students and visitors. All are required to make every effort to ensure that the Canadian College of Performing Arts meets and exceeds all legislative requirements and maintains the highest safety standards. These rules apply to all activities.

Summary of Key Policies

Our objective is to ensure that all members of the College community are treated with respect and dignity. This summary does not replace the full policies which are available to all College community members but is included to indicate key behaviour expectations. These policies relate to how members of the College community work and engage with each other and apply to all staff, faculty, guest artists, volunteers, and students at the College.

Respectful & Fair Treatment Policy

The College is committed to ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment, and bullying and are supported in managing differences both in the college and the workplace; and providing an environment that respects and promotes human rights and personal dignity.

Code of Conduct Policy

https://respectfulartsworkplaces.ca/

We are part of *Respectful Workplaces in the Arts*, a national campaign to build a sector-wide culture of fairness, dignity and respect. Working together to shape safe and healthy work environments, free from all forms of harassment.

Confidentiality & Privacy Statement

- All student information is filed confidentially, and is only shared with faculty with permission from the student, following a conversation with the Student Outreach and Support Coordinator or Director of Education.
- CCPA staff will not disclose any information about students at the age of majority (19yrs) to persons outside the college (eg to parents) unless given written permission by the student. However, if a student a minority (under 19 yrs) the college may communicate with a parent if there is a strong safety concern.

Staff & Faculty Interactions with Students

Staff, faculty are expected to maintain clear boundaries with students.

- Staff and faculty are not to initiate private extra-curricular contact with a current student.
- All interactions with students are to be limited to those reasonably necessary for the course of study or other College business.

- All interactions with students are to be conducted with utmost professionalism.
- Staff and faculty are not to 'follow' or 'friend' current students on social media or accept invitations from students. If a student returns to a different program (e.g. Studio Ensemble) any Faculty who have formed professional social media links with those students will be required to put these on 'pause'.
- Staff and faculty may not engage in social media, texting, or other contact with students other than as is reasonably necessary for study or other College business.
- Tutorials cannot take place off-campus in the private homes of faculty. If a College tutorial is needed, a studio can be booked through the Registrar's office.
- If a student initiates contact over social media, texting, or otherwise with a member of the staff or faculty other than as is reasonably necessary for study or other College business, the staff or faculty member so contacted should politely make the student aware of this policy.
- No staff, faculty, or guest artist may engage in any form of intimate or physical relationship with any current student and for two years after the student's departure from the College
- For the safety and privacy of all, staff and faculty members must ensure all communications and interactions remain entirely professional. As such, all faculty and staff will use their @ccpacanada.com email for student communications.
- Guest artists and mentors are expected to follow these guidelines as faculty while at the College, but may remain professionally connected with students following their graduation; with the exception of Studio Ensemble Mentors working with students on that program.

Student Interactions with Students

Students are expected to clearly identify and maintain boundaries with other students to maintain positive professional relationships. When students interact off-campus, students are responsible for their own behavior and interactions. Mature students (over 25 years of age) may not date any student more than 5 years younger.

Dispute and Resolution Committee

This committee functions under the Canadian Heritage Arts Society, and is formed if a satisfactory resolution cannot be found by the College Directors. Membership includes:

- Committee Chair (the Board Vice-Chair)

- Student Representatives (Years I, II, and the Studio Ensemble)
- One elected faculty member
- One elected staff representative
- One qualified external individual (conflict resolution specialist) as needed

Digital & Communications Etiquette

We expect all members of the College community to communicate in a professional manner.

Anyone using the College's network must adhere to the College's I.T., Internet, & Social Media Policy, as outlined in the policy handbook. If in doubt, ask the Communications Officer.

Physical Contact for Performance and Training

At the College there is likely to be an expectation or need for physical touch in most teaching areas and during costume fittings in particular. Unless a student is in visible distress or danger, staff, faculty, and guest artists are not to initiate physical contact with students other than as it pertains to instruction.

- In acting, voice, and movement classes, physical contact may be made to assist the student in proper breathing, relaxation of tensions, alignment, or similar instruction.
- Faculty or guest artists required to lay hands on a student in any way, for demonstration or physical adjustments, must announce their intent and receive prior consent from the student.
- Physical contact must only be made in a public space or where others are present.
- The touching of breasts and genitals is not permitted.
- There is never a time when it is acceptable for unnecessarily prolonged touching, or touching body parts not involved with the current teaching, exercise, or fittings.
- All violence or sexual contact in performance, rehearsal, or class exercise must be choreographed/staged.
- In the event of distress or danger, contact may be made but must be clear to all parties that the intent is to protect, intervene, or remove the student from the threatening circumstances.
- If a student feels they are in a situation that makes them feel unsafe,

uncomfortable, or triggers difficult emotion, the expectation is that the student will raise the concern with the instructor in a respectful manner.

In the event of concern, please refer to the full Code of Conduct and Sexual Misconduct Policies in the Policy Handbook.

Dispute Resolution

The College encourages individuals to make every attempt to resolve issues between the parties directly involved. Where resolution is not possible, students are requested to discuss delicate or challenging issues with whichever College Director is most appropriate. It is the intent of the College that open dialogue between students, faculty, directors and staff will resolve differences amicably as they occur. If informal discussion fails to resolve the matter:

1. The individual will submit a complaint in writing to the Director of Education, (education@ccpacanada.com), or, in the absence of the Director of Education, to the Managing Director (confidential@ccpacanada.com).

2. The Director(s) will conduct interviews and hear from both parties and will then render a decision in writing within seven (7) working days of the grievance being received.

- If a satisfactory solution cannot be achieved, the dispute will be referred to the Secretary of the Board and the Chair of the Dispute and Resolution Committee within three (3) working days.

Intoxicants and Substances

Non-medical possession or use of drugs is not permitted by anyone on College property, in the adjoining buildings/grounds, or while on duty at any official College event, performance, or fundraiser.

'Drugs' refers to any mood-altering substances including but not limited to: marijuana, controlled substances as defined under the Controlled Drugs and Substances Act, unauthorized prescription drugs, and other chemical substances which impair a person's judgement and ability to participate appropriately and safely in the learning or performance environment.

Prescribed substances for medical purposes must be brought to the attention of the College Directors to determine if any impairment will result in a threat to their safety or that of others.

Alcohol

Students may not consume alcohol while on College premises or while volunteering,

performing, working, or representing the College in an official capacity at any college-sanctioned event.

Staff, faculty, and guest artists may not come to work or perform instruction under the influence of alcohol, however they may consume alcohol in moderation at official events.

All College events where alcohol is served must comply with BC liquor laws and be appropriately licensed.

Smoking & Vaping

The College is a completely non-smoking facility, on the premises and in all performance/event spaces.

Students, staff, & faculty may only smoke or vape off the property and must dispose of cigarette refuse in the receptacle provided near the front entrance of the college. Be respectful of neighbours and passersby at all times.

Smoking is strictly prohibited in the presence of pre-school students.

See the Code of Conduct Policy for full details.