

## REFLECTION ROOM PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	Alberta Human Rights Act; Canadian Human Rights Act
<b>Approval Date:</b>	May 28, 2018
<b>Effective Date:</b>	May 28, 2018
<b>Procedure Owner:</b>	Chief, Customer Experience Officer
<b>Procedure Administrator:</b>	Director, Customer Care

**Overview:**

NorQuest College (college) is a vibrant, inclusive, and diverse community that recognizes the spiritual and religious aspects of diversity. The college is committed to providing a neutral room that is accessible to all members of various faiths within the college community, which includes all students, faculty, and staff. This document establishes the purpose of the Reflection Room and the terms of its use, in order to support the expression of and reflection upon multiple faith traditions by members of the college community.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

**Procedures:**

This procedure applies to members of the college community who wish to utilize the Reflection Room to reflect, pray, and meditate.

- The Reflection Room is not:
  - a chapel, church, mosque, or temple;
  - a bookable classroom;
  - a lounge, sleeping, or eating space; or
  - a library or study hall.
- The Reflection Room is open to all members of the college community during regular building hours.
- It is expected that users of the room will contribute to a respectful, cooperative, and safe environment.
- In order to facilitate a safe space users will abide by the following:
  - users must be quiet at all times;
  - cell phones and other electronic devices are to be turned off;
  - photographs are not permitted;
  - items cannot be stored or left in the room;
  - candles and scented items are not permitted in the space, due to fire regulations and because the college is a scent-free campus;
  - no recruitment activities, including attempts to persuade someone to convert to a religious faith or political party or doctrine are permitted in the space; and
  - the entrance/exit to the room must be kept clear at all times.
- The room cannot be booked. Student clubs can contact the Student's Association of NorQuest College (SANQC) for

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- guidance regarding booking of alternative spaces for communal practices such as guided prayers, lectures, and speakers.
- Only the college and SANQC approved signage can be posted. Tack board posting must be approved by SANQC prior to posting. A hard copy of the poster can be delivered to the SANQC for review and they will target to advise of approval within 48 hours. The college retains final decision on all Reflection Room postings.
  - Damage to the space must be immediately reported to Facilities at 780.644.6215 or [facilities@norquest.ca](mailto:facilities@norquest.ca).
  - The room is under the management of the Centre for Growth and Harmony. Inquiries regarding use of this space can be directed to the Centre for Growth and Harmony located on the main floor of the Singhmar Centre for Learning.
  - Student use of the space is subject to the Student Judicial Affairs Policy and Non-Academic Misconduct Procedure. Concerns about student use of the space should be directed to the Office of Student Judicial Affairs.
  - Failure to comply with the procedures may result in disciplinary action consistent with the [Student Judicial Affairs Policy](#), [Code of Conduct Policy](#), and [Respectful Workplace and Learning Environment Policy](#).
  - Employee use of the space is subject to the Code of Conduct Policy, and Workplace of Respect and Learning Environment Policy. Concerns about employee use of the space should be directed to People.
  - Students who have concerns about employee use of the space can seek assistance from the Office of Student Judicial Affairs who will forward the matter to People if required.

**Member of the college community:** any student, faculty, administrative or staff member of the college, member of the public serving in a recognized capacity for the college, guardian of an underage student acting on behalf of the student in the college community, and employee of an agency contracted by the college.

- [Code of Conduct Policy](#)
- [Non-Academic Misconduct Procedure](#)
- [Respectful Workplace and Learning Environment Policy](#)
- [Student Association Student Club Guidelines](#)
- [Student Judicial Affairs Policy](#)
- [Student Services](#)
- [Alberta Human Rights Act](#)
- [Canadian Human Rights Act](#)

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May 2018: new  
August 2019: Compliance Office template & reorganization update