



Canadian College of Performing Arts

2024-2025 College Handbook

Updated August 2024

Managing Director (as of October 2024) **Erin Gavaghan**

Director of Education (Interim Managing Director) **Danielle Meunier**



CANADIAN
COLLEGE of
PERFORMING
ARTS

Welcome to the **Canadian College of Performing Arts**

The College is proud to provide the highest calibre of training in a supportive environment where students can grow into their own voices, talents, and potential as artists. It is our responsibility to ensure our students' experience at the College is enriched and fulfilling, and that is reflected in the students we accept, the faculty that we hire, and the artists we engage.

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 & supports here at the College and in the community around you. The information and policies contained are also part of each student's contract with the College. Students must read and apply the policies and procedures set out in the Handbook. Please reference regularly throughout the year to become familiar with the College's expectations, policies, and procedures.

Please note: References to time periods relate to working days per the hours of business indicated on page 15.

All activities at the College are subject to policies on Code of Conduct, Harassment, and Respectful Treatment of Students as found in the Policy Handbook.

We gratefully acknowledge the Lekwungen-speaking peoples (also known as the Songhees and Esquimalt Nations), on whose traditional territory the College stands, and on whose home we learn, create, and perform.



Table of Contents

Table of Contents

Message from the College Directors	3
How We Do Business	1
About the College	5
Includes: Mission Statement; Values; Strategic Plan; Programs; Departments; Courses; Governance and Regulatory Body; and EDIA Statement	
Facilities and General Information	12
Includes: Building Access and Floor Plans; Parking and Transportation; Equipment; Studio Spaces; and General Facilities Information	
Safety and Emergency Protocols	20
Includes: First Aid; Emergency Exits and Building Safety; Fire Safety; Earthquake Safety; Building Evacuation; and Workplace Safety	
Summary of Key Policies, Statements, and Procedures.....	29
Includes: Respectful and Fair Treatment Policy; Interactions with Students; Dispute Resolution; Student/Staff/Liaison Committee; Sexual Misconduct Policy; Intoxicants and Substances; and Social Media and Content Capture	

Message from the College Directors

Welcome to the Canadian College of Performing Arts. We are excited to share this journey with you.

The College prides itself on its ability to provide the highest calibre of training in a nurturing and healthy environment; one where students can grow into their own voices, talents and potential as emerging young artists in the Canadian and international performing arts industries.

Because of the size and focus of the programs, we are able to offer individual and small group instruction, and classes where faculty, students, and staff work together to discover and respond to the students' needs and challenges. We believe in developing a well-rounded performer who possesses a strong work ethic, talent and discipline. We know that the work ahead of you will demand far beyond the time that we see you in the halls and studios and we are truly grateful for your sacrifices and investments.

We are here to ensure your success and guide you in your time at CCPA.

We encourage you to consult with us to discuss any concerns or suggestions you may have. As senior management, we are committed to providing the best quality instruction & mentorship, and a learning, creating & 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.

Have a great year,



Erin Gavaghan
Managing Director
(as of October 2024)

Danielle Meunier
Director of Education
(Interim Managing Director)

How We Do Business

CCPA prides itself on creating an environment where all students, staff, faculty, guest artists, and volunteers can work in a positive, respectful and supportive environment.

We work in close quarters often during long hours. All members of the CCPA 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. We respect the management, and educational and artistic hierarchy. Do not contribute suggestions to someone's artistic process unless it's specifically requested. 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 CCPA are shared spaces. We also share our campus with St. Mary's Anglican Church community and the Oak Bay Preschool on either side. We should be respectful in terms of volume, 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 the least preferred method of communication and are not considered by the College to be official communication. Faculty and staff are under no obligation to provide, and are cautioned against, sharing their cell phone numbers with students. Students are asked to be respectful of personal communication and contact with faculty and staff.

Each interaction with the public is an opportunity to act as an ambassador for the College. All members of our community are responsible for promoting the College. Faculty, staff, and students should engage with the public in a positive and welcoming manner, as advocates representing the College at all times.



About the College

Table of Contents

About the College	6
Mission Statement	
Our Values	
Strategic Plan	
Programs	7
Performing Arts Diploma Program	
Performing Arts Certificate Program	
Applied Performing Arts Diploma Program	
Departments	7
Acting	
Dance	
Music	
Courses	9
Governance and Regulatory Body	10
Regulatory Body	
Program Advisory Committee	
Equity, Diversity, Inclusion, & Accessibility	11

About the College

The Canadian College of Performing Arts is built on education, artistic excellence and community. Our three unique conservatory style post-secondary training programs offer emerging artists intensified skill-based alternatives to academically oriented university programs. Classes are rigorous and offered to the highest professional standards by elite faculty and guest artists, to produce well-rounded performing artists of exceptional calibre with a strong work ethic and business acumen.

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.

Mission Statement

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.

Our Values

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

In particular, to continue to offer unique training programs in Canada where students can develop their performance and career management skills under the close supervision and guidance of highly qualified professional teachers, mentors and theatre artists.

Strategic Plan

From time to time the College will update its two-to-three year strategic plan, which will inform the direction and activities of the administrative team. The current strategic plan can be downloaded from our website.

The College is a designated Private Training Institution and a colleague of the Professional Association of Canadian Theatres.

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.

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 CCPA 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 CCPA with a passion and comprehensive knowledge of the world of dance, and ability to apply their dance skills to their artistic practice.

Music

CCPA'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.

Courses

Performing Arts Diploma Year One		
Acting	Dance	Music
<ul style="list-style-type: none"> Acting & Text 101-104 Voice and Speech 1 Movement for Actors Stage Combat 1 Acting for the Camera 1 Theatre History Career Management 1 	<ul style="list-style-type: none"> Ballet Jazz Contemporary Tap Musical Theatre Styles Hip Hop 	<ul style="list-style-type: none"> 1:1 Private Singing Fundamental Techniques for Singers Connections 1 Vocal Ensemble 1 Music Theory 1 Musical Theatre History
<ul style="list-style-type: none"> Wellbeing and Personal Professional Development 1 <ul style="list-style-type: none"> Performance 1 		
Performing Arts Diploma and Certificate Year Two		
Acting	Dance	Music
<ul style="list-style-type: none"> Acting & Text 201-204 Voice and Speech 2 Physical Theatre Territories Creative Development – ARC Stage Combat 2 Acting for the Camera 2 Audition Preparation Career Management 2 Working Monologues 	<ul style="list-style-type: none"> Ballet Jazz Contemporary Tap Musical Theatre Styles Hip Hop 	<ul style="list-style-type: none"> 1:1 Private Singing Connections 2 Vocal Ensemble 2 Music Theory 2
<ul style="list-style-type: none"> Wellbeing and Personal Professional Development 2 <ul style="list-style-type: none"> Performance 2 		

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 Branch 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.

Equity, Diversity, Inclusion & Accessibility Statement

The College is committed to upholding the values of equity, diversity, inclusion, and accessibility (EDIA) in our living, learning, and work environments. Consistent with those values, the College is committed to establishing an inclusive, equitable, and accessible environment for all. We know that we all share responsibility for creating an equitable, diverse, and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences, and across levels of power.

If a member of the community finds any of our policies or practices to be contradictory to this EDIA statement, they are encouraged to bring any thoughts or concerns forward to the Managing Artistic Director in person or anonymously.

Cultural Safety

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.

Commitment to Cultural Safety

All members of the community will strive to demonstrate and facilitate cultural safety in their professional encounters through:

- Confronting discrimination within the institution and individually
- Examining and reflecting on one's own culture and its potential impact on others
- Developing and displaying sensitivity to historical influences on the health and well-being of others
- Acknowledging power relationships and dominance that are a result of cultural privilege, and acting to ensure equitable and respectful engagement
- Ensuring respectful dialogue and avoiding use of language that may be colonising or 'othering' in nature (the tendency to view 'others' as exotic and one's own cultural group as the 'norm')
- Accepting others' right to hold differing world and other views

Commitment to Equity & Emerging Practice

CCPA's commitment to community and equitable environments promotes cultural leadership and develops thoughtful, creative artists who will be advocates for themselves and for the equity-deserving in our society. This is achieved by aligning the training with the shifting priorities of the performing arts industry and recent social justice movements, and by engaging in current dialogues that are challenging established western practices. CCPA empowers students' creative agency and links artistic practice to their activism through an open exploration of systemic issues. We encourage proactively engaging in dialogues where questions can arise for which we do not yet have answers. We acknowledge the need to address them by:

- Ensuring we represent the breadth and diversity of Canadian artistic practice, so all students see themselves reflected
- Making more space for representation of Indigenous people and People of Colour
- Engaging the entire community in cultural safety & arts equity dialogues
- Ensuring cultural authenticity by requiring authentic voices of power
- Considering the shifting lines defining cultural appropriation vs. representation
- Establishing gender equity among faculty and guest artists, to:
 - ensure the voices of a large female population are being served and heard
 - consider how a traditionally binary art form can embrace non-binary casting
- Providing faculty and students with intimacy training, and offering the tools & language to safely approach vulnerable work
- Addressing the power imbalance that can exist in theatre schools and the industry at large with stringent policies and clear boundaries requiring consent for physical contact
- Embracing the essential need for both safe & brave spaces
- Disregarding the industry's historic notion of a preferred look or body type to create an environment free of body-shaming
- Supporting mental health & work-life balance in an industry that has traditionally not afforded space or priority to these issues
- Providing an equitable study environment where neurodiverse learners are offered support within the means of the institution.
- Committing to keep the art accessible for audiences through Relaxed Performances, and exploring implementing all accommodations possible for students and artists

- Increasing the emphasis on environmentally sustainable theatre practices

There is more work to be done, but we are committed to implementing these practices and preparing students to be highly skilled performers and cultural leaders. This leadership is cultivated by access to mentors and guest artists with shared lived experience, and a commitment to giving to community and fostering new creation. Continually examining where traditional artistic discipline intersects with emerging practices helps to equip students to navigate and shape the artistic landscape with the knowledge that talent, passion, and ambition will only prevail if matched by dedicated work ethic, private practice, and the utmost professionalism. We witness success when we see our graduates as motivated self-employed businesspeople and highly skilled artists serving and illuminating the human condition.

What to do in the Case of Arising Cultural Safety Concerns

The College strives to create an environment where all students feel safe bringing any and all concerns forward to College staff, who will strive to address these concerns with action or additional supports. In the first instance, please raise any general concerns to the Managing Director, and for specific educational concerns to the Director of Education. 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.

The following are examples of issues a student may wish to address with the Directors if experienced:

- A member of the College community is making derogatory slurs, and no one knows how to address this with them
- I have been asked to engage in culturally insensitive material in my class and do not know how to broach this
- Content is being explored without an authentic voice of power in the room from that lived experience
- I am not being given the chance to explore material that reflects my identity
- I am being treated differently for no other reason than that I am from a minority group
- I have no mentor with lived experience that I can connect with who understands what I am going through

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

Table of Contents

Facilities.....	13
Administrative Working Hours and Building Hours	
Amenities	
Floor Plans	
Building Security	
Library	
Change Rooms and Showers	
Kitchen Space and Lounges	
General Information.....	19
Parking and Transportation	
Internet	
Guests and Visitors to the College	
Lost and Found	
Scent and Allergy Considerations	
Equipment	
Studio Bookings	
After Hours and Student Rentals	
Posters, Signs, Banners, and Notices	
Good Neighbour Policy	
Quiet Garden Space	

Facility

General College Contact:

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

Administrative Working Hours

Monday - Friday 9:00am - 4:00pm

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

Building Open for Students & Faculty

- Monday to Friday during class hours
- Saturdays and Sundays as rehearsals are scheduled

Amenities

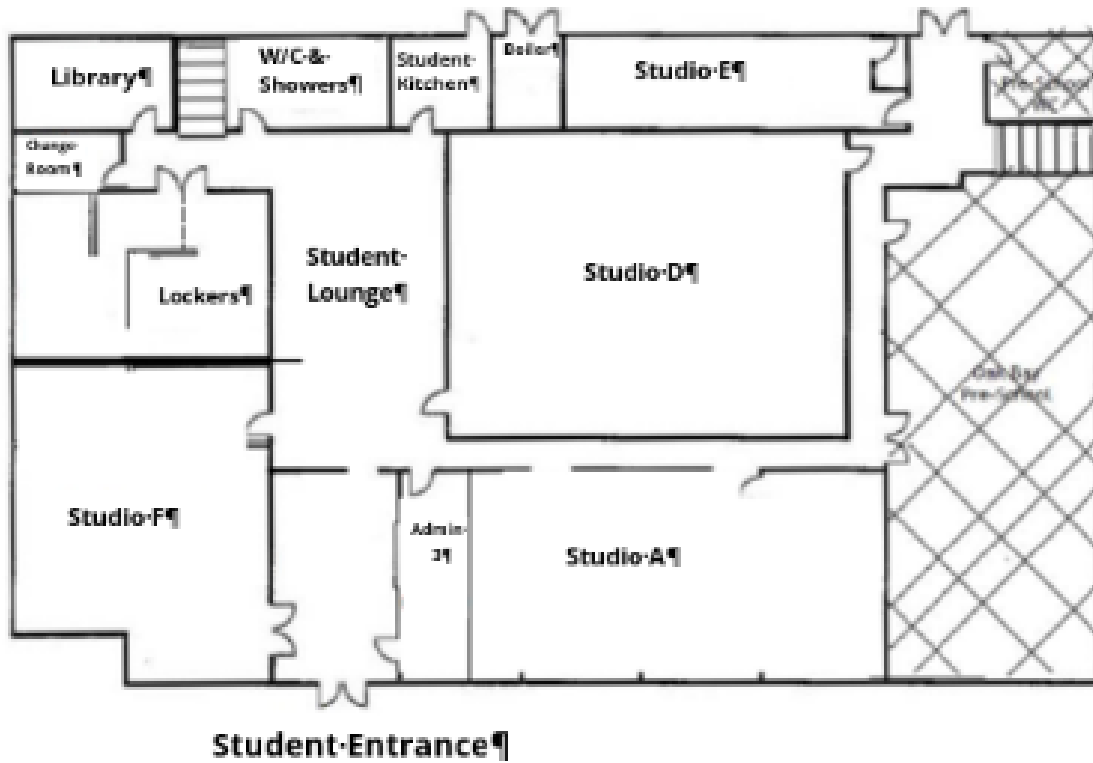
Located in a quiet area of Victoria, a 5 minute walk to Oak Bay Village, the College occupies a 2-storey building (20,000 square feet) owned by St. Mary's Anglican Church. There are 7 acting, voice, or dance studios. Large studios have sprung floors, ballet bars, and mirrors. All studios are equipped 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 107-fixed-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.

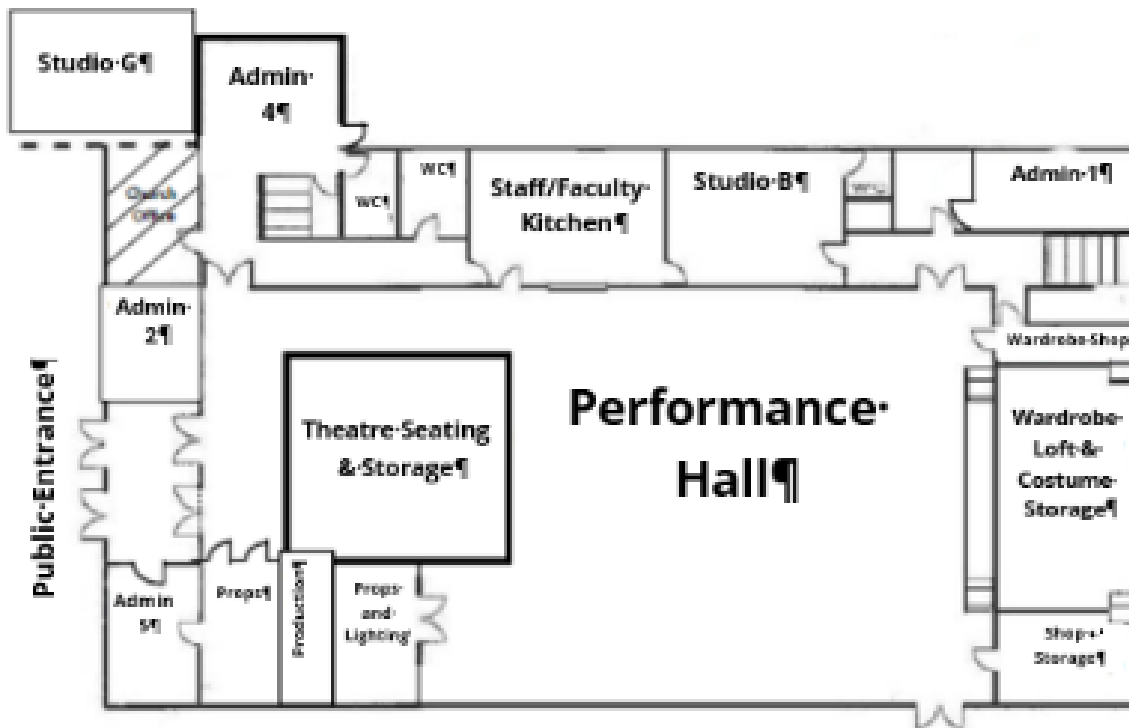
Studios should be left clean and in "neutral" set up at the end of each class, as posted, ready for the next class. **Users are not allowed to bring food or beverages other than water into any studio.** Noise levels must be respected for neighbours and other classes.

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 the Administrative Manager or the Production and Design Manager.

Floor Plans



Student Entrance



Public Entrance

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 mandatory. 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.

Library

The College Library is a space for students to access resources, and do quiet study or quiet reading. There are two desktop computers for research access to the Library Catalogue, internet, and viewing DVD's. A listening station is also available to access library CD's and tapes. Please be mindful this is a quiet space for focused work. **No food or drink are allowed**

Students, faculty, and guest artists are encouraged to use the library resources. Students are encouraged to request new plays, music, etc.

Everyone must sign out materials through the library system. Please do not remove any vocal selections 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.

The University of Victoria has an excellent and extensive library relevant to our students' needs, and fees for College students are very reasonable.

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

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

Change Rooms and Showers

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.

Kitchen Space

The downstairs kitchen is for student use. **It must be kept clean at all times or access may be revoked.** The upstairs kitchen is for faculty, staff, & guest use, and for special events. The College shares it with the Church.

All dishes are to be washed and put away immediately and the fridge cleaned out every Friday in both kitchens.

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. Students are not permitted to sleep in the lounge. Any items left in the lounge will be placed in the Lost & Found. Please re-set the lounge if you move the furniture.

Staff & Faculty Lounge

Staff, faculty, and guests may access the Admin 4 or 5 office, when not otherwise in use, as a quiet work space to use in preparation for classes or meetings. Faculty mailboxes and a faculty desk are located in Admin 4.

General Information

Parking

Parking permits for the main parking lot adjacent to St. Mary's Church are **limited to 10 paid spots**. Parking spots can be rented for a fee through the Registrar's office if available. This is a residential area and everyone must park so as not to block driveways and must obey all street signs.

Bicycles

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

Public Transportation

Bus numbers 2, 3, 5, 7, 11, and 8 travel near the College. BC Transit monthly bus passes are available at various locations, including the Oak Bay Pharmasave. For details, 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**.

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.

Any unannounced visitor who has been identified as "un-welcome" due to previous interactions or unacceptable behaviour will be asked to leave the premises immediately and refusal to do so will result in a call to Oak Bay Police.

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. After appropriate notice, unclaimed items will be periodically donated to an outside agency.

Scent and Allergy Considerations

The College is a scent and odour-free environment.

Notify the admin staff of any allergies you have, 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.

Equipment

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

CCPA provides sound systems and pianos in all studios. Equipment requirements and repair queries should be directed to the Production and 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 and Design Manager or Administrative Manager.

Studio Bookings

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.

Anyone may use a vacant studio where the person booked did not show up within 5 minutes of their scheduled reservation.

Faculty and guest artists have priority for studio use. Student practice bookings may have to be revised if curricular needs arise.

All studios must be returned to "neutral" at the end of each session (please refer to the guide posted on each studio wall).

Persons abusing the scheduling system and/or not showing general courtesy will not be allowed to book studios in the future.

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, 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.

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, in particular during evenings and weekends, and avoid interaction with preschool children.

The neighbouring houses are accustomed to quiet and orderly conduct, and therefore no loud music, loud car motors or other noisy distractions are permitted on Elgin Road. Thank you.

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.



Safety & Emergency Protocols

Table of Contents

Emergency First Aid.....	23
Suspicious Behaviour.....	23
Emergency Exits.....	23
Fire Safety.....	24
Earthquake Safety.....	25
Evacuation During a Performance.....	25
Workplace Safety.....	26
General Safety Rules	
Roles and Responsibilities	
Student Health and Injury	
Injuries Affecting Class Participation	

Safety and Emergency Protocols

The safety of all members of, and visitors to, the College community 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 Senior Management, the Production and Design Manager, or the Administrative Manager immediately.

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

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

Emergency 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 staff so they can assist emergency services.

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 and Design Manager is the registered First Aider on staff. If he is unavailable, the Registrar, Administrative Manager, College Directors, or any staff or faculty should be notified immediately and will assist with any emergency.

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.

The College's administration maintains a list of any "persons of concern" who have been identified by anyone as a threat or concern to their personal safety. If any persons of concern are seen on or near the college property, immediately notify the individual affected and a staff member, one of the College Directors, or a student monitor.

Emergency Exits

Studio B, Studio E, and Admin 1 will exit on the ground floor, through the back door near Studio E and the preschool.

Studio A, Studio D, Studio F, Admin 3, and all other basement areas will exit through the student entrance.

Studio C will exit through the Church main entrance or hallway entrance into the courtyard.

Studio G and Admin 4 will exit out the back of the building into the playground area, and, after evacuation, walk around the south side of the building to Elgin Rd. and then carry on to the muster point.

PH, Admin 2, and Admin 5 should exit through the garden doors, winding stairs, or double doors to the back alley.

Fire Safety

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 College muster point is the parking lot beside St. Mary's Church*

Emergency Coordinator

The coordinator will be a staff member during the day. If it is after hours, the student monitor responsible for lock-up will act as coordinator.

Once the alarm has sounded and 911 has been called, the coordinator will pick up the attendance records and guest sign-in from Admin 3 and proceed directly to the muster point to supervise students.

The coordinator will take a roll call of all the student body, followed by a determination that all staff, faculty, or guests in the building are accounted for.

Faculty

Faculty will be informed of emergency exits corresponding to the classroom in which they are teaching.

In the event of an emergency, the teacher will direct the students to the exit.

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).

The coordinator will take a roll call of all the student body, followed by a determination that all staff, faculty, or guests in the building are accounted for.

Faculty and Instructors

Observe or direct the students to take an additional 60 seconds to ensure that there are no hazards. Have the students count this down. The faculty member will then direct the students to the muster point.

Evacuation During a Performance

In the event of an alarm during a public performance, the Front of House Supervisor and Stage Manager are responsible, with the help of ushers, to assist in the safe and orderly exit of the performance company and audience.

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

Remember:

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

Procedure

1. The Front of House Supervisor turns on work lights, goes on-stage, stops the performance and announces to the actors and audience that it is necessary to evacuate the building. **“Due to reasons beyond our control, it is necessary to vacate the building. Please use the garden doors to exit the building and make your way to the Church parking lot. Ushers are on hand to help you. Thank you.”**
2. If possible, the FOH Supervisor telephones 911 and reports the alarm.
3. Actors and crew evacuate the building via the stage door to the marshalling area, the Church parking lot (north side of building).
4. Stage Management checks that everyone from the company is at the marshalling area, reports back to the FOH supervisor that the company is out, and then returns to the marshalling area.
5. The two in-house ushers direct audience out into the lobby. The FOH supervisor then directs audience out through the garden doors to the marshalling area.
6. When the audience have evacuated the building and the FOH supervisor is confident the building is empty, FOH reports to the marshalling area.
7. Upon arrival of the Fire Department, the FOH supervisor shall notify the Fire Chief whether or not everyone has evacuated the building and is accounted for.
8. When permission has been given to re- enter the building, it is up to the Stage Manager to determine from what point the performance should continue.
9. It is the FOH Supervisor’s responsibility to re-seat audience and to make any necessary announcements. The Stage Manager and FOH will determine the best way to re-start the performance.

Workplace 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 Registrar, Production and 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.

General Safety Rules

- Report to the College well rested and physically fit to be able to give full attention to your work.
- Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
- No person shall be permitted to remain on the premises while their ability to work is affected by alcohol, drugs (prescription or non-prescription), or other substance, so as to endanger their health or safety or that of any other person.
- Any unsafe conditions which are encountered shall be corrected or reported immediately.
- Unsafe acts shall be reported to administration immediately.
- Employees, contractors, students, and visitors must inform the Registrar or other

staff liaison when they have significant allergies which might be encountered while at work (i.e. bee stings). The person with the severe allergy should carry an Epi-pen™ and be familiar with how to use it.

- Avoid manual lifting of materials, articles, or objects which are too heavy.
- When lifting, have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted and slowly straighten your legs. If you must turn with a load, turn your feet and whole body. Do not twist yourself. Avoid reaching while lifting or putting the object down. If the object is too heavy for you, get assistance.
- Employees, contractors, students, and visitors are responsible for reporting to administrative staff whenever they become sick or injured at the facility. All injuries, no matter how minor, must be reported immediately.
- Always keep your work area clean and orderly. Do not leave materials in aisles, walkways, stairways, roads or other points of egress.
- Firefighting equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the BC Fire Code.
- Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to the administrative office. Electrical equipment can only be repaired or serviced by a qualified electrician.
- Follow all Safe Work Procedures and Processes and report any deficiencies to a member of staff immediately.

Roles and Responsibilities

Health & safety is the responsibility of every member of the College community.

The faculty and staff shall:

- Comply with the College's health and safety policy and the Workers' Compensation Act and Regulations
- Seek guidance from their immediate supervisor concerning health & safety-related knowledge and skills required to ensure safe performance on the job
- Attend training related to physical & psychological health and safety programs and meetings as assigned
- Immediately report to their supervisor any work-related accident, injury, or near accident

- Immediately report to their supervisor any hazardous work practice or work condition, including issues of bullying and harassment
- Comply with the health and safety policies and procedures of other institutions when off campus on college related business
- Arrange for the instruction and supervision of students in the safety aspects of classes for which the faculty or staff member has responsibility

The students shall:

- Comply with the College's health & safety policies and procedures, and departmental regulations associated with all of their College related activities
- Seek guidance from their instructors or supervisors concerning health & safety-related knowledge and skills required to ensure safe performance in their College related activities
- Attend health & safety training programs and meetings, and sessions related to psychological and physical health education as instructed
- Immediately report to their instructor or the administration any accident, near accident, hazardous practice or condition with respect to their College-related activities
- Comply with the health and safety policies and procedures of other institutions when they are engaged in College activities at those institutions
- Conduct all activities in a safe manner and follow directions from faculty or staff regarding safety
- Report any unsafe conditions to the administration

College administration is responsible for:

- Ensuring the provision of safe working conditions and practices for all at the College and other locations where work and study is undertaken
- Complying with the College's health, safety, & wellbeing policies and procedures
- Orienting employees to the safety and first aid requirements and resources related to the job and work site
- Immediately reporting any work- related accident or injury to emergency assistance agencies (such as fire, police, or ambulance) if appropriate

- Conducting regular inspections of the facility to ensure the existence of safe working conditions, methods, practices, procedures, equipment, and tools for all work performed by the College
- Assessing the health & safety and wellbeing performance of employees as a part of their regular performance appraisal process
- Consulting with employees to assess the safety-related knowledge and skills required to ensure safe performance of the employee on the job, arranging training as appropriate, and taking necessary corrective action

Student Health and Injury

If a student is injured:

- Isolate the student in a safe environment and send for the CCPA First Aid attendant, posted on the bulletin board.
- Where there is no first aid attendant, the faculty or student responsible for the class or session will make best assessment possible and attend to the injury.
- Where the injury is significant (student cannot move on their own) assist them to the hospital, or call 911.
- If a student is injured during the school year, they must discuss the injury with all instructors whose classes it may affect.
- If a student is injured during a class or on school premises, the student or the faculty member responsible for the session must complete an injury report and submit it to the Office of the Registrar.
- If a student is injured while performing duties for which they are employed by the college, then forms required by the Workers Compensation Board must be completed within 24 hours of the incident.

Students will conduct all activities in a safe manner and follow directions from faculty or staff regarding safety for themselves or others. All students are required to fill in an injury and illness history form and submit it to the Registrar. This information will be for the confidential use of staff and faculty in accordance with the Privacy Policy.

Students are expected to take care of their physical well-being, and to always do personal vocal and physical warm ups. Students are expected to get professional advice regarding injuries and to learn and adhere to proper conduct for healing.

Every student will need to use their voice extensively every day. Therefore diligent vocal care and rest must be practiced at all times. It is a student's responsibility to be wise, safe, take proper care, and heed instruction when it comes to vocal health.



Summary of Key Policies

Table of Contents

Respectful & Fair Treatment Policies.....	33
Staff & Faculty Interactions with Students.....	33
Student Interactions with Students.....	34
Dispute Resolution Policy.....	34
Summary of Making and Resolving a Complaint	
Student/Staff/Faculty Liaison Committee.....	34
Digital Communications Etiquette.....	35
Sexual Misconduct Policy.....	35
Intoxicants and Substances.....	36
Social Media and Content Capture.....	37

Summary of Key Policies, Statements, and Procedures

The College is committed to a safe working and learning environment which is free of all forms of discrimination, bullying, and harassment. These policies, related to how members of the CCPA community work, relate, and engage with each other, apply to the staff, faculty, guest artists, volunteers, and students at the College.

The policies serve to define behaviours which constitute discrimination, bullying, and harassment, establish a procedure for dealing with complaints, and provide for mechanisms to investigate and resolve complaints either by informal or formal means. Our objective is to ensure that all members of the CCPA community are treated with respect and dignity.

We expect every member of the CCPA community to ensure that their behaviour is consistent with these objectives.

Respectful & Fair Treatment 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.

Staff & Faculty Interactions 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.
- 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.

Student Interactions with Students

Students are expected to clearly identify and maintain boundaries with other students before they escalate or lead to misunderstandings. 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 Resolution – summary of procedure (see Policy for full details)

Summary of Making and Resolving a Complaint

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 CCPA 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.
3. If a satisfactory solution cannot be achieved, the dispute will be referred to the Vice-Chair of the Board and Chair of the Student/Faculty/Staff Liaison Committee) within three (3) working days.

Student/Staff/Faculty Liaison 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 manner that resembles the professional industry.

For the safety and privacy of all, staff and faculty members must establish strong professional boundaries with students and ensure all communications and interactions remain entirely professional. As such, all faculty and staff will use their CCPA email for student communications.

Sexual Misconduct Policy

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.

For more details, and for procedure in the event of a breach of this policy, refer to the policy handbook.

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 on the premises only 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.

Social Media and Content Capture

The College encourages our community to use social media to promote and celebrate the work we create together. This policy is intended to outline expectations for use of social media while engaged at CCPA. This includes (but is not limited to) the use of the College's official channels as well as outlets outside the College.

- When communicating via social media, treat the company, the work, and your colleagues with the same respect as you do in the physical space.
- You should refrain from posting items that could reflect negatively on the College, the company, your colleagues, or the production.
- Show proper respect for people's privacy. Check with your colleague before posting their image or referencing them. If they ask you not to post something, respect it.
- Other than official archival recordings, no nude or semi-nude recordings of anyone may be made. No nude or semi-nude recordings, including official archival videos, may be shared.
- Material should not be posted that reveals elements of the production, including but not limited to: set, costume, and key story elements. In the lead up to public presentation the College's official social media accounts will frequently post approved "teasers" or "sneak peeks" and you are encouraged to share this material. If you have any questions as to whether something should or should not be posted, it is advisable to check with the Communications Department or Managing Director.
- Media coverage can be shared through social media, however, in the case of reviews or critiques, you must check with the Communications Department before posting out of respect for your fellow artists. Positive reviews can adversely affect a performance as much as negative ones.
- If anyone strongly disagrees with comments made by the media, they are to communicate with the Communications Department, and allow them to speak on behalf of the College.
- Overly critical commentary of outside artistic productions should be reserved for closed groups.
- Anyone maintaining a personal blog of their experiences at the College is encouraged to provide the URL to the Communications Department.
- The College maintains an official online presence, including social media pages, and welcomes everyone to contribute content on their experiences through the Communications Officer.

- Use of the College's logo or official graphics/artwork on personal social media is prohibited without express written permission from the Managing Director. If granted, use must adhere to approved branding guidelines and visual standards.
- While the College Registrar may opt to answer simple questions via social media, email is the preferred and only official channel of written communication. Any detailed or prolonged dialogue must employ email. Urgent communications from the Registrar will be sent via email and posted to the annual Facebook group.
- Staff and faculty may not engage in social media, texting, or other contact with students other than reasonably necessary for study or other College business. Faculty & staff will maintain a supportive and nurturing, yet professional relationship with all students, and, as such, students are asked to refrain from making social media friend requests of staff or faculty.
- Classes are recorded and held by the College for 30 days to ensure viewing access by students who were required to be absent. These classes are collaborative and may explore personal or intimate work. Students may view but not share, distribute, or store virtual class content. Video access is granted by making a request to the Registrar.

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