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Foodservice Advisory Committee

October 6, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Corrin Bolton, CUPE 3205; Michelle Waterworth, ’76 Sips Café; Holly Naraine, TCSA; Andrew Harris, Housing; Shelley Strain, Sustainability Office; Emma Kaszacki, TGSA; Lori Johnston, Conferences, Hospitality Services, Starbucks, Ceilie; Aimee Blyth, Seasoned Spoon; Phuong Nguyen, TDSA

1. Terms of Reference
   1. Review and edits – confirmed
   2. Role of the Committee and Participants
2. Role of Sub-Committees
   1. Membership – we need to get additional members on all of the working groups.
   2. Meetings – meting this year will move to all virtual
3. Review of Meeting Notes of July 28
   1. No items were followed up on
4. Sub-committee reports
5. Operations and Marketing
   1. See Meeting Notes of October 4
      1. Proposed hours for Thanksgiving and Reading Week
6. Sustainability and Fair Trade
   1. See meeting notes of October 4
      1. One dollar coffee – 18% usage. The test will be how high this number remains in the coming weeks.
      2. Eco-trays – 16% usage. Exploring ways to improve participation, but it may take a long time to achieve our previous level of utilization.
      3. Campus sustainability tour Oct 12,
      4. The plan is to replace the plastic single use bowls at Revolution Noodle with a reusable bowl, as soon as we can get them in. When a reusable option is available, there will be a charge for the take out option.
      5. Can we get usable glasses for the pop machines? All of the pop machines were removed during COVID, except Otonabee. Will look at reinstalling those machines.
7. Budget
   1. See meeting notes of October 4
      1. Very worried about inflation and a dining plan fee increase that could be 105 or even more
      2. Is it possible that the SkipTheDishes program is driving up costs for students? That program uses Trent Cash only and does not directly impact students’ dining plans.
8. Catering
   1. No report
9. Additional Working Group Reports
   1. Dining room redevelopment group
      1. The first set of new chairs for LEC are scheduled to arrive next week with additional chairs coming every week over the following month.
10. General Discussion and Q & A
    1. The Ceilie and Starbucks are seeing significant sales increases year over year. Is this the norm across campus? We think so. The population of campus has increased, there are more people taking in person classes, and there is a considerable amount of carry forward monies. From the sales increase you have to discount the price increase to understand the effective sales increase.
    2. Is it possible that the sales increase, from retail customers who are spending some of the carry forward from prior years are contributing to the low usage of eco-trays? Good point. Those are the students who have no experience with eco-trays as they were not in use over the past two years.
    3. What is the increase in head count year over year? We learn that number on November 1.
11. Next meeting – Nov 3 and Dec 1, 9:00 virtual only

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**Trent Food Services Advisory Committee**

**Terms of Reference – October 6, 2022**

***Membership:***

Executive Director, Food, Conferences and Campus Payment Services (Chair)

TCSA designate

TGSA designate

TDSA designate

TUFA designate

Student Representative from each College Cabinet (5 total)

Student Representative from Durham GTA College Residence Council

Student Representative from Trent International

Trent Market Garden

Trent Vegetable Garden

Trent International Staff member

First People House of Learning

Sustainability Committee representative

Trent Director of Housing or Designate

Trent Director of Conference Services

Chartwells General Manager

Chartwells CUPE staff member

Ceilie Pub Manager

Seasoned Spoon Manager

“76 Sips Café Manager

The Trend Manager

Starbucks Manager

***Meetings:***

Monthly during the fall and winter semesters, summer as required. Meetings are open to the entire community. Minutes will be posted online.

***Mandate:***

* To provide feedback and recommendations regarding the Trent food services operations
* To identify specific food needs of individuals and the community, and to ensure they are being met
* To review financial, sustainability, wellness, education and community outreach key performance indicators
* To review dining plan structures and cost for the following year
* To determine short-term and long-term food service goals and advise on planning and future directions
* To communicate with the broader Trent community about food services issues and operations
* To identify partnerships and initiatives to educate and support the Trent and Kawartha region communities, including educating students about food issues
* To assist all campus foodservice providers in developing a top-tier food service operation that is a national model for quality and sustainability

***Decision Making***

The committee is advisory in nature and will normally make decisions on a consensus basis. Typically, the only item that will be voted on will be the approval of the annual budget for Trent University Food Services and the related fees for Dining Plans for the following year. Only the representative from the TCSA and residents from each of the College Cabinets will participate in this vote.

***Sub Committees***

Sub committees and working groups, both regular and ad hoc may be established to address specific matters, for example:

* Operations and Marketing
* Sustainability and Fair Trade
* Budget
* Catering

***Role of Sub Committees***

Operations and Marketing

The role of this sub-committee is to identify the operational elements of the foodservice program that can be changed or corrected in very short time frames to create an immediate impact for customers, with a specific focus on residents. For example, the committee may recommend improvements to signage as an immediate item. The renovation of a foodservice facility would not be considered by this sub-committee

Sustainability and Fair Trade

The role of this group is to plan and execute small and targeted activities, in the two week to one month time frame, that create immediate changes in sustainable behavior, with a goal of establishing longer term habits in on-campus consumers.

Budget

The committee will advise the Executive Director, Food, Conferences and Campus Payment Services in the development of the annual operating budget for the University department. This budget is limited to Trent Foodservice and does not consider the budget of Chartwells or other on-campus foodservice providers. The group will make a recommendation to the Food Services Advisory Committee regarding the budget for Trent University Foodservice for the next fiscal year (May – April). The recommendation to FSAC, is approved, is forwarded to CASSC and then the Board of Governors for final approval.

Catering

The Catering Working Group is a subcommittee of the Food Services Advisory Committee that meets to discuss items that are unique to the users of catering services.

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**FOOD SERVICES ADVISORY COMMITTEE**

**MEETING SCHEDULE**

**FALL 2022**

**Operations and Marketing Working Group**

9:00 – 10:30, October 4, November 1, and November 29

**Sustainability and Fair Trade Working Group**

10:30 – 12:00, October 4, November 1, and November 29

**Budget Working Group**

1:30 – 3:00, October 4, November 1, and November 29

**Food Services Advisory Committee**

9:00 – 10:30, October 6, November 3, and December 1

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Trent University Foodservices

Food Services Advisory Committee

Operations and Marketing Working Group

October 4, 2022

Meeting Notes

Attendance: Mark Murdoch, Food Services; Corrin Bolton, CUPE 3205; Kassandra Glasbergen, Ceilie; Aimee Blyth, Seasoned Spoon; Emma Kaszacki, TGSA; Michelle Fitzpatrick, Michelle Waterworth, “76 Sips Café.

1. Role of the committee

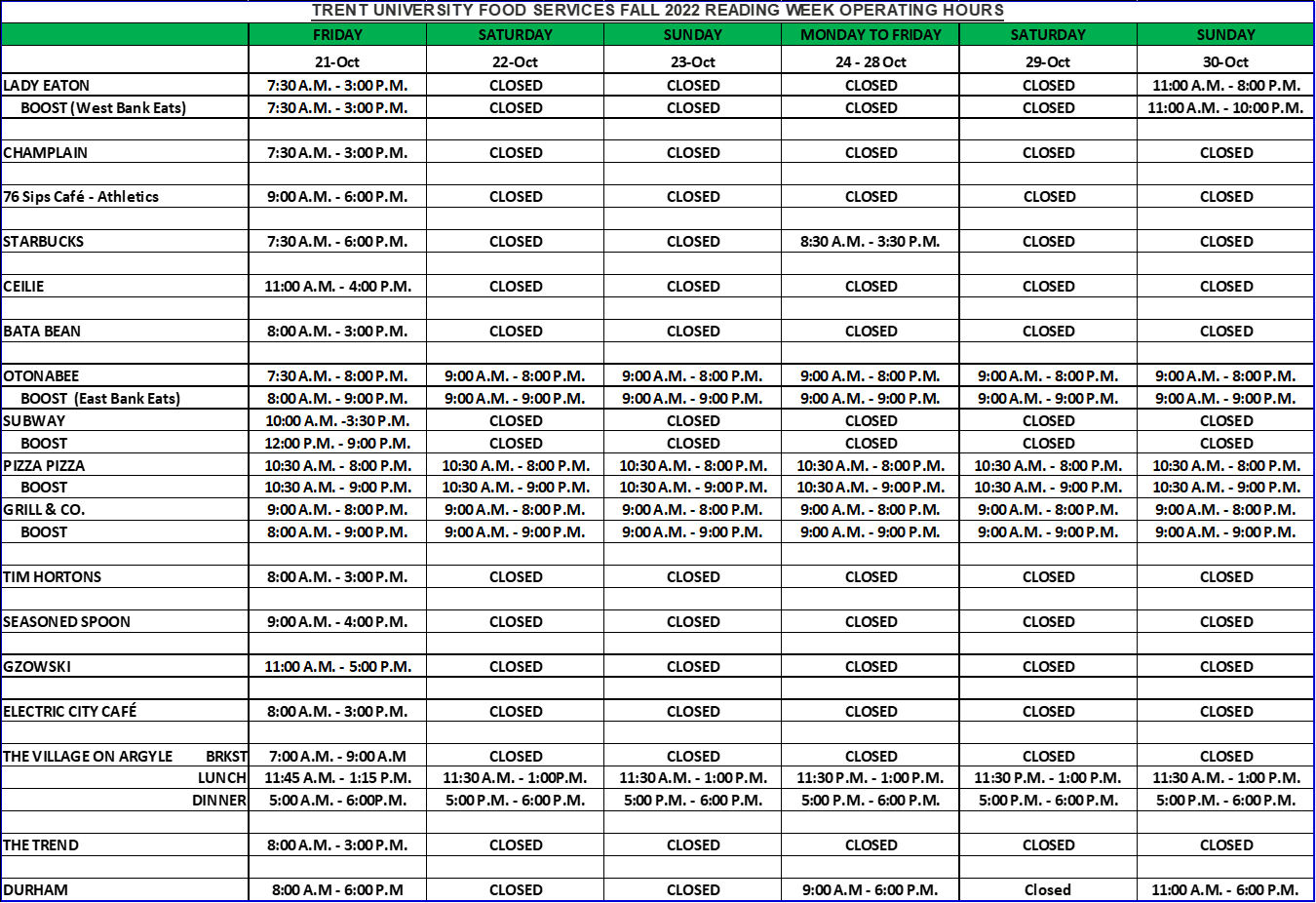
Operations and Marketing

The role of this sub-committee is to identify the operational elements of the foodservice program that can be changed or corrected in very short time frames to create an immediate impact for customers, with a specific focus on residents. For example, the committee may recommend improvements to signage as an immediate item. The renovation of a foodservice facility would not be considered by this sub-committee.

1. Review meeting notes from FSAC July 28
   1. No items were reviewed.
2. Harvest Lunch, October 6, Great Hall, pay what you can, supported by campus Food Service partners. Proceeds to the TCSA Grocery Assistance Program.
3. ‘76 Sips update
   1. Operations are going well. They are continuing to tweak the menu and offerings to meet customer demand.
4. The Trend update
   1. The Trend is being managed by Chef Christopher Ennew and a couple part-time staff. The facility is small and has a modest offering but is being well responded to by customers, primarily residents
5. Bata Bean update
   1. Bata Bean is operating and is offering White Buffalo Coffee, Canada’s only indigenous owned and smudge certified coffee.
6. BOOST update
   1. Boost is operational at Starbucks and on the East Bank. Staffing issues are delaying the opening of Boost on the West Bank.
7. Supporting residents in isolation
   1. With new isolation rules and a shorter isolation period the effort to support students in isolation has been reduced to near zero. Hooray. To-date we have had about 100 students enter isolation, with four currently in isolation today.
8. Thanksgiving operating hours – see attached hours
9. Reading week operating hours – see attached hours
10. Food Services RFP process and timeline
    1. Develop RFP to hire consultant, fall 2023.
    2. Engage consultant Mat 2023
    3. Begin consultation and dialogue summer and fall of 2023
    4. Issue RFP late fall 2023
    5. Select new vendor January/February 2024
    6. New contract begins late April 2024
11. Other business
    1. How are changes made to the operations in the middle of the agreement with Chartwells
       1. Each year we meet with Chartwells to discuss what needs to be changed and implement those options that fit within our abilities and timeframe. Over the past eight years we have diverged from the original requirements of the last RFP and that is why we need to reset expectations.
    2. Few healthy options, especially nights and weekends
       1. A hot meal option will be added to Otonabee nights and weekends.
    3. Hot meals at OC
       1. See above
    4. Dining plan rates
       1. Trent has the lowest cost dining plan in Canada
       2. Trent attempts to set our retail prices at or below the mid-point of all schools that report prices in an annual survey
       3. We attempt to keep healthier options, like milk, cheaper than pop
    5. Would students entertain paying more for dining plans to provide more options
       1. That is the purpose of the Budget Working Group. For example in prior years they were offered the opportunity to open an additional unit on weeks for a cost of about $100 per resident. They voted to keep the cost low and not add this service. We will look at this option again this year.
    6. Thanksgiving dinner today at LEC and GC, starting at 4:30
    7. Connection with food event this week proceeds to TCSA Grocery Assistance Program
12. Next meeting November 1 and 29, 9:00 – 10:30 location TBD

Trent Food Services Thanksgiving 2022 Operating Schedule





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Foodservice Advisory Committee

Sustainability and Fair Trade Working Group

Tuesday October 4, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Jessica Brooks, Chartwells; Shelley Strain, Jillian Fitzgerald, Sustainability Office; Aimee Blyth, Seasoned Spoon; Noah Edwards, LEC; Dr. Durrand, TUFA; Viviana Pinheiro, TDSA.

1. Role of the working group

The role of this group is to plan and execute small and targeted activities, in the two week to one month time frame, that create immediate changes in sustainable behavior, with a goal of establishing longer term habits in on campus consumers.

1. Review of FSAC Meeting Notes of July 28, 2022
   1. No items of follow up
2. Current commitment:
3. Review of prior Strategies and Initiatives
   1. This document will be updated to reflect current strategies and initiatives
4. The University remains committed to restoring all of our previous sustainability initiatives and to working on each program to elevate the related KPI
5. Participation in eco-tray program
   1. From the start of the term until October 3; China 64%, Eco-tray 16%, single use 20%
   2. The numbers look a little disappointing but do require some further examination.
      1. No second or third year students understand the eco-tray program as it was not available for the prior two year. It may take an entire year to return to pre-pandemic levels.
      2. The number captures very low participation in the first week of the term. A look at just the last seven days was hoped to be more promising, but sadly the numbers actually got worse. China 63%, Eco-tray 14% and single use, 23%.
      3. The rates do not capture total transactions, including those where no disposables are available; The Trend, The Seasoned Spoon, The Village on Argyle and Trent Durham GTA. We will try to capture that number for the next meeting
6. Participation in the $1 coffee refill program
   1. About 18% participation in this program. Use of travel mugs in the coming weeks will tell us if this program really worked to build habit.
   2. For comparative purposes, over the same time period, Tim Hortons had travel mug use at about 1%.
7. Renewal of Fair Trade certification
   1. This was a minor/annual renewal
8. Renewal of Gzowski Green Restaurant 3-star certification
9. Renewal of Lady Eaton Green Restaurant 3-star certification
10. Begin certification process for the Durham GTA campus, this will take until spring of 2023 to complete
11. General discussion and Q and A
    1. There will be a sustainability tour for the campus food service locations on October 12. Details provided below.
    2. The Sustainability Offices has additional (paid) resources to assist with initiatives this year.
    3. The new fry boats at Grill & Co are not compostable.
12. Next meetings– November 1 and 29, 2022, 10:30 – 12:00 location TBD

**DRAFT – this is just a framework that I am working on. It is being shown at this time only to highlight the structure and thought process.**

**Needs an update to current practices**

**Food Service Sustainability Initiatives**

Trent University Food Services strives to be a Canadian leader in sustainable practices within its food service program, employing numerous strategies and programs to meet the needs of the campus community.

**Strategy – Reduce Use of Disposables**

**Sustainable Dining Options**

Trent Food Services offers a wide-range of sustainable dining options for meals on campus. Guests can choose to dine on a reusable Ecotray, reuseable dishes. China mugs and reusable cutlery is also offered in dining halls and kiosk locations on campus.

**Compostable Straws**

Compostable straws are available only upon request within the dining halls on campus. Help reduce waste by only asking a cashier for a straw if it’s truly necessary. Every straw is used once but here for centuries.

**Single-Use Cutlery**

Although Trent Food Services strives to have our guests use reusable cutlery at every meal, we do have single-use birch cutlery available when necessary. This cutlery is 100% natural birch wood, compostable & bio-degradable, making it a more sustainable option.

**Ecotrays & Single-Use Containers**

Trent Food Services has run a very successful reusable Ecotray container program since 2015. The green Ecotrays are made from 50% recycled plastic, microwave-durable and have 3 compartments for ease of use, allowing guests to take their meals to-go without having to use a single-use disposable clamshell or boat container. Guests ask for their meals to be served in an Ecotray, pay a one-time fee of $7 and when they return their unwashed Ecotray to a cashier (we wash it for you!), they receive an exchange card to continue using the program. Complementing the Ecotray program, a $1 surcharge on single-use takeout containers was implemented in January 2016 by the student-led Sustainability & Fairtrade Working Group on campus.

**Instant Savings with a Travel Mug**

Receive instant savings (and help the planet) by using a reusable travel mug for your Electric City coffee or Numi tea in the four dining halls, Bata Bean, Bata Boom, DNA Café or Electric City Café. You’ll be charged the equivalent of a small coffee or tea- only $1.90!

**Electric City Coffee Club**

The Electric City Coffee Club is a reusable mug exchange program much like the Ecotray system. Guests pay an initial $5 fee for a larger 16 oz green mug and in return, receive a discount on their Electric City coffee, or Numi tea; paying only $1.90 for a refill. When guests return the mug to a dining hall, they receive a light blue exchange card in order to continue using the coffee club program.

**Dish Tracking**

Trent Food Services is fortunate enough to be able to track how guests take their served meals out of the dining halls (China dishes, reusable Ecotrays, single-use clamshells/boats, reusable travel mugs, China mugs or paper cups). This information allows us to see our year-over-year progress of sustainable dining and helps determine what key areas to focus our efforts on.

**Green Mug & Green Plates Rentals**

The Green Mug & Green Plates rental programs allow registered student groups to rent hot beverage mugs, or complete sets of sustainable dishes for their food-related events. Groups can rent up to 120 mugs, or up to 144 complete Green Plates settings (each set contains 24 knives, forks, spoons, side plates, dinner plates, bowls and cold beverage glasses). A cart is include with each tote for ease of transportation. Groups must complete the rental process with the TCSA at least one week prior to their event and dishes must be picked up and returned to Lady Eaton dining hall within 24 hours of the event. There is no rental charge for approved student groups on campus, but there are replacement fees for missing dishes.

**Red Bin Program**

In order to encourage more sustainable dining practices, Trent Food Services has a number of red bus bins located throughout the common areas in all residence buildings. Students can leave their China dishes and reusable cutlery in the bins and Food Services picks them up for washing.

**Bata Bean, Bata Boom Sustainability Initiative**

In an effort to continue reducing our environmental impact, Trent Food Services has eliminated the use of disposable paper cups at the new Bata Library café, Bata Bean, Bata Boom. Bring your own reusable mug, or purchase one on-site and receive your Electric City coffee or Numi tea for only $1.90!

**Strategy – Reduce Use of Utilities**

**Green Restaurant Certification**

The Green Restaurant Association (GRA) is a national non-profit organization that assists restaurants in reducing their impact on the environment. In order to meet the GRA certification standards, restaurants must earn GreenPoints in the following categories: energy, water, waste, disposables, chemical & pollution reduction, sustainable food and sustainable building materials. Trent Food Services is pleased to operate two dining halls that meet the GRA standards; Lady Eaton being Level 1 Green certified since February 2019 (and working towards a Level 3 certification) and Gzowski first becoming Level 1 certified in October 2018 and moving to Level 3 certified as of April 2019.

**Energy Star Appliances**

All new appliances installed on all campuses will be Energy Star rated to reduce demand for natural gas or electricity.

**Water Reduction**

Water reduction strategies are considered during all renovations or repairs.

**Strategy – Reduce Waste**

**Bottled Water Free Campus**

Trent University implemented their bottled water free policy in September 2011 in order to reduce the environmental and social harm that comes from commercial bottled water. Trent Food Services abides by this policy, only selling excluded water products: vitamin-enriched, flavoured and sparkling water.

**Composting**

All food service locations on the Symons campus participate in the campus wide composting program.

**Recycling**

All food service locations at all campuses participate in the local recycling program.

**Waste-sorting & Diversion Stations**

Trent Food Services works diligently in front-of-the-house and back-of-the-house operations to properly sort and divert foodservices-related items. Clear waste bins are used in the kitchen to ensure only specific items make it into the streams. Ex. Compostable food scraps in one bin, recyclable containers in another bin in order to ensure we do not contaminate the streams.

**Cooking Oil Collection**

Used cooking oil from the dining halls is collected by Sanimax and transformed into a vital ingredient in lubricants and animal feed, which is then sold in the marketplace. Reduce, reuse, recycle.

**Strategy – Local and Fair Trade Purchasing**

**Fairtrade Campus**

Trent University has been a F air Trade campus since 2014; supporting better prices, decent working conditions and fair terms for farmers and workers of the Global South. All coffee sold on campus, excluding Tim Hortons and Starbucks is Fair Trade Certified.

**Electric City Coffee**

Available in the four dining halls, Bata Bean, Bata Boom, DNA Café and Electric City Café, “Electric City Artisan Coffee is Fair Trade organic coffee roasted exclusively for Trent University in small batches [in Baden, Ontario]. [Baden Coffee prides themselves] on being a Canadian owned, family run business. Since [Baden’s] inception in 1997, [the] goal at Baden Coffee has been to serve you, our customer, the highest quality coffee the world has to offer. In doing so, [Baden has] adopted a responsible global mentality that allows [them] to source coffees that are not only sustainable, but have a positive impact on the communities that produce them. [Baden hopes] you enjoy these coffees as much as [they] enjoy bringing them from the farm to your cup.”

**Local Purchasing**

There is a concerted effort to drive local procurement at all food service operations. All fluid milk on campus is from Kawartha Dairy. Much of the bread and bunds used by Chartwells is sourced locally. Chartwells uses several local farmers for produce and has recently added locally sourced fresh beef burgers to three campus locations. The Seasoned Spoon is an excellent demonstration of the commitment to local procurement, growing much of its food on campus. The Ceilie has several local supply arrangements.

**Trent Vegetable Growers and Trent Market Garden**

**Strategy – Social Justice**

**WE Meal Donations**

Compass Group Canada (Chartwells parent company) is in year 2 of 3 of an exclusive partnership with WE. The WE organization is an international charity and educational partner that operates on 5 pillars; education, water, health, food and opportunity. They make doing good, doable. Compass Group Canada has been given a village in Kenya to support. For every order of chicken fingers purchased at Champlain, Lady Eaton and Otonabee, and every pasta dish ordered from Gzowski, a meal is donated to combat food insecurity in children in Kenya. Between September 2018 and August 2019, the Trent campus donated 44,682 meals to children in need. (Trent University was the leading higher-ed school within Canada for donated meals – Great job, Trent!) So far this year Trent has donated 9,812 meals. Visit WE.org for more information on this great organization.

**Emergency Food Fund**

Each year students leave Trent University with balances in their dining plans that are non-refundable. Students are giving the option of having their remaining non-refundable balance gifted to the Emergency Food Fund. The fund operates in parallel with other food security programs on campus (TCSA Grocery Assistance, Financial Aid) and is designed as a short-term measure to support students while they access longer term solutions.

**Trent Sustainable Food Tour Proposal**

**Name of Event:** Trent Sustainable Food Tour

**Date:** October 12, 2022

**Time:** Approximately 2:00pm - 4:00pm

**Location:** Athletic Centre, 76 Sips, The Seasoned Spoon, Bata Bean, Rooftop Gardens, Gzwoski Green Cafeteria, Trent Gardens, and Trent Aviary.

**Hosting Organization:** Trent Sustainability

Purpose of Event

* The goal of this tour is to promote and educate students on sustainable food initiatives on campus.
* Provide sustainable food vendors at Trent a chance to talk about their role on campus and show students where they can support green vendors at Trent.
* Benefits students by educating them about sustainable food initiatives on campus and becoming involved at Trent by volunteering with the Sustainability Department.

Budget

* No funds are required for the vendors.

List/Order of Activities

* Meet at AC at 2:00 pm
* 76 Sips
* Bata Bean
* Root Cellar in Champlain
* The Seasoned Spoon
* Rooftop Gardens
* Gzowski Green Restaurant
* Trent Gardens
* Trent Apiary
* End tour at Trent Apiary approximately 3:40 pm

Estimated Times for Tour Destinations

* Start tour at AC: 2:00 pm
* Introduction/tour overview: 2:00 - 2:10 pm
* Visit 76 Sips: 2:10-2:20 pm
* Visit Bata Bean: 2:25-2:35pm
* Visit The Seasoned Spoon: 2:40-2:45 pm
* Visit Root Cellar: 2:45- 2:55 pm
* Visit Rooftop Gardens: 3:00 - 3:15 pm
* Visit Gzowski Green Restaurant: 3:20 pm- 3:30 pm
* Visit Trent Gardens: 3:40 - 3:50 pm
* Visit Trent Apiary: 3:50 – 4:00 pm
* Concluding statements: very brief and possibly in transit from gardens to apiary
* Offer to walk students back to AC: 4:00

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Foodservice Advisory Committee

Budget Working Group

October 4, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services;

1. Roll of this working group:

The working group will advise the Executive Director, Food, Conferences and Campus Payment Services, in the development of the annual operating budget for the University department. This budget is limited to Trent Foodservice and does not consider the budget of Chartwells or other on-campus foodservice providers. The group will make a recommendation to the Food Services Advisory Committee regarding the budget for Trent University Foodservice for the next fiscal year (May – April). The recommendation to FSAC, is approved, is forwarded to CASSC and then the Board of Governors for final approval.

1. Budget drivers:
   1. Escalating food cost – estimated at greater than 10%
   2. Wage costs
   3. Projects
   4. Current and potentially on-going operating losses
   5. Additional days for O-week
   6. Preliminary 2023-2024 Budget
   7. New budget schedule
   8. Priorities
   9. Discuss Dining Plan rates for 2023 - 2024
2. Other business
3. General Discussion and Q & A
4. Next meetings – November 1 and 29, 1:30 location TBD
5. The key messages related to the development of the Trent University Foodservices Budget:
   1. Trent Foodservices is a not for profit ancillary operation of the University. Over time, the department should “breakeven” once it has covered the costs of all operations, overhead and an appropriately level of accrual for future investments or projects.
   2. We attempt to keep retail prices at or below the national average, based on an annual survey conducted by the Canadian College and University Food Service Association.
   3. Trent students greatly value the ability to “carry forward” any unused dining plan balances at the end of the year.
   4. Student value the tax exempt status of the dining plans.
   5. The design of dining plans should be simple and easy to understand.
   6. A comparison of several dining plans at Canadian schools has been provided below.
   7. Additional operating hours costs residents. For example, adding Gzowski on weekends would cost each resident about $100.
6. Major budget drivers in future years
   1. Capital replacement. Within the budget we need to begin to set aside capital reserves for known future projects. For example, the redevelopment of Tim Hortons in 2024 will cost about $400,000. We had been setting aside funds each year, but these reserves were wiped out by operating losses during COVID.
   2. Dining hall refurbishment. There is a plan underway to refurbish the dining halls, Gzowski (2018), LEC (2019) with the final step to install the near chairs in a couple of weeks, and Champlain (delayed until 2023 due to COVID). Foodservices is looking to other campus partners to support these projects, which are likely to cost about $750,000 over five years, of which $50,000 per year ($250,000 over fie years) would be funded by Food Services.
   3. Inflation. Last year we had a fee increase of 3% to 4.3%, below the then current CPI closer to 5%. Inflation continues to trend at a 40 year high (7.7% in May). We need to cover the gap from last year, build in an increase sufficient enough for the current rate, and keep an eye on the longer term trend.
   4. US dollar. Most food commodities are traded in US dollars. If the Canadian dollar weakens the effective cost of food increases, compounding any inflationary affect. Chinese trade talks will further cloud this issue and exacerbate this problem.
7. Current Dining Plan Models:

a. Basic plans:

|  |  |  |
| --- | --- | --- |
| Plan | Traditional | Suite |
| Cost | $4,850 | $3,000 |
| Overhead | $   710 | $   400 |
| O-Week Meals | $   200 | $   200 |
| Value | $3,940 | $2,400 |

1. Special Plans:

|  |  |  |
| --- | --- | --- |
| Plan: | Traill | Otonabee Annex |
| Cost | $4,700 | $4,850 |
| Overhead | $   630 | $ 710 |
| O-Week Meals | $   195 | $ 200 |
| Value (see above) | $3,940 | $3,940 |
| 3- Meals per week |  | $1,260 |
| Trent Cash | $1,000 |  |
| Declining Balance | $2,940 | $2,680 |

1. Tax Exemption. To be tax exempt a Dining Plan must meet a number of criteria established by the Canadian Revenue Agency. One of these requires that the plan provides for meals over the duration of the plan (30 weeks for two semesters) and a minimum of 10 meals per week at the “average” cost of a meal on campus.

For Trent the math is; 30 weeks X 10 meals X $7.98 = $2,394.

Given inflationary pressures the average cost of a meal will need to increase next year, likely close to $10, moving the suite style declining balance plan value to about $3,000.

1. In support of improved governance, the University is accelerating the budget cycle by about one month. This will provide for a greater opportunity to explore impacts to the University Operating Budget. Sadly, it means we also need to work quicker on getting a new budget and related dining plan rates in place for the next fiscal year.
2. As it is likely move in will continue to be completed over two days in Peterborough and on Sunday in Durham (one day earlier) it is proposed to ad an additional day of “free” meals to O-week. This year, in Peterborough the “free” meals ran out on Tuesday, one day before classes started. This would increase the Food Services overhead amount, but offset an increase in the declining balance value as residents would not need to purchase meals on that day. Keep (close to) cost neutral.

6.

Sample of Canadian Dining Plan Rates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Mand. MP 21/22** | **Forecasted** | **# on Plan** | **# of MP** |
| Carleton | $5,485 | 4.5% | 3,200 | 3 |
| Laurier | $5,721 | 4% | 1,650 | 3 |
| McMaster | $4,875 | 6.8% | 4,300 | 4 |
| Ryerson | $4,384 | 4.5% | 1,100 | 3 |
| Trent | $3,000 | 4.3% | 2,000 | 2 |
| University of Guelph | $4,380 | 4.8% | 4,900 | 5 |
| U of Toronto Miss. | $4,125 | 3% | 1,500 | 8 |
| U of Toronto St. George | $5,665 | 3% | 3,100 | 4 |
| U of Waterloo | $5,200 | 6% | 2,869 | 6 |
| U of Western | $6,150 | 3% | 5,400 | 1 |
| U of Windsor | $5,100 | 5% | 700 | 4 |

\*Discreet dining plan rates are not available for all Canadian schools as

many schools include the cost of the dining plan within a total cost for

room and board.

Preliminary Unadjusted Budget Food Services 2023-2024







Dining Plan Components

The total Dining Plan Fee is made up of two components, the overhead and the declining balance portion.

1. Current 2022-2023 Overhead for a Traditional Dining Plan:



The overhead fee that was collected ($910) fell short of actual costs at a net negative impact of about $100k.

1. The O-week charges have several components:



1. We have a lot of work to do on the costs included in the Overhead fee (where will utilities land for example) and on the declining balance value, given inflation.