



## HOUSING ADVISORY COMMITTEE

### **Housing Advisory Committee Meeting Session 4 - Tuesday, February 11, 2025**

**3:00 p.m. – 4:00 p.m.**

**Location: Teams**

### **MEETING MINUTES**

- I. **Land Acknowledgement, Keeley Moloney.**
- II. **Approval of session three minutes from January 27<sup>th</sup>, 2025, Julia Bedding:**
  - a. The minutes were reviewed and approved.
  - b. Julia will post the approved minutes to the HAC website.
- III. **Residence Standards Consultation, Keeley Moloney & Melanie Howard (slides attached):**
  - a. The purpose is to encourage residents to live productively and peacefully in an environment that is responsible, respectful, inclusive and supportive.
  - b. Changes made during this 2024-25 year:
    - Clearly defining the staff roles within Student Housing.
    - Clearer alignment overall with Trent University policies.
    - Updated our Service Animal Policy language to align with the new Service Animals on Campus Policy.
  - c. Proposed changes for the 2025-26 year:
    - Reviewing the appeal process and clear communication.
    - Alignment with Trent University Charter of Student Rights and Responsibilities.
    - Reviewing and updating policies within the Residence Community Standards to best support our residence communities. A change we expect to implement here is to clearly outline the 'support person' piece for students that are moving through the investigations process.
    - We are working with a policy writer over the summer to assist us with our annual policy review. We will take feedback from students and staff members into account during this process.
  - d. Three specific policies with a lack of clarity:
    1. Guest Policy:

- We are looking to better define who a residence guest is, and how we can better clarify this for students.
  - Suggestion to use the fire code allowance.
  - Suggestion to look at other institutions.
2. Cannabis Policy:
- We have some inconsistent instructions with our cannabis storage information. We are looking particularly at the impacts of smell based on how cannabis and cannabis paraphernalia is stored.
  - Suggestion to better define cannabis to include gummies, oils, etc., and keep 'paraphernalia' out of it when making revisions.
3. Fire Safety Policy:
- Currently, our policy states that kettles, toasters, toaster ovens, coffeemakers, and crockpots are not allowed in residence bedrooms. This list is quite broad, and seems to be missing popular items, such as air fryers. We are looking for feedback on whether we should add or remove any of the items on this list during the policy review process.
  - Suggestion to remove coffee makers and plug in kettles.
  - Suggestion to add hot plates, and other appliances with open elements to the list.
  - Clarify whether students are allowed to bring in microwaves.
- e. Next steps include gathering feedback, reviewing feedback and updating the document, and then finalizing the document in May.

**IV. Residence Agreement/Contract Consultation, Robyn Gundy (slides attached):**

- a. We are looking to provide the Committee with an overview of our residence contract and some updates to the appeals process.
  - b. The application fee for each of our applications is now \$75.00.
  - c. A disclaimer has been added for inclement weather. We are adding language that explains that students impacted by weather will not have to leave until they have finished their exams.
  - d. Term extension: Our winter terms end around April 23-25 depending on the academic calendar. Next year, we are going to extend it to May 1<sup>st</sup> to assist students with the transition period between leases. This will help avoid a gap in housing at the end of the month.
  - e. Appeal process updates: We are looking to move the appeal process from myTrent into the housing portal. We hope this will help students better understand the process.
- Keeley: Given that folks sometimes submit the appeal before they check out or return their keys, is it possible to add a line that better defines the expectations of the process within the portal?

- Robyn: Yes, and the portal can also be designed using coding to hide the option for folks that are still in-room status.

**V. Government Requirements, Jen Coulter (slides attached):**

- a. The federal government and the province have introduced some new mandates for Student Housing as they look to tackle the housing crisis. We anticipate more changes coming into effect post-election.
- b. In Ontario, Bill 185 came into effect last year as part of the government's commitment to speed up processes surrounding the creation of housing. Last week, the board of governors looked at designs for the new College, new residence and the new Otonabee College residence replacement. Around 900 additional beds will be added to the province's total when it opens in 2028.
- c. There were 3 key areas highlighted by the ministry for Student Housing to follow:
  1. Student Housing Policy Requirements: We are required to post our policies on our website. We were also required to create an overarching student policy that explains the commitments Trent is making with respect to student housing.
  2. Annual Reporting Requirement: This means we must now share occupancy information with the ministry each November. This also includes renovation planning, and any build planning that would result in the creation of new beds. This has been formalized into a mandate.
  3. International Student Guarantee: This came into effect in September.
- d. Policy Requirements include:
  - Principles and commitments: We have to offer housing that is inclusive of our population.
  - Appropriate institutional infrastructure: We need to have a housing office that provides information, resources, and guidance to our students.
  - Off-campus housing resources: We are required to offer off-campus housing resources, including financial support. We were already in a good position compared to some other institutions as we do have defined resources available on our website, and we employ two professional staff members in this area that provide one on one student support. Nicole discussed our off-campus related programs in further detail during the last meeting. We are required now to add some options for short-term housing, so that is something we are working towards now.
  - Guarantees and other supports: We are required to identify the guarantees we offer with respect to housing. We have had a first-year guarantee for residence in place for many years. Now we are required to offer guarantees to our international students. The university offer letter that international students receive from Trent will explain our guaranteed housing offer, provide links to information on our

website, and will explain that there is a team that will help students find appropriate housing. At this moment, it has been easier for us to meet this guarantee because international student numbers across the province now have more regulation than they have in the past.

- e. So far, we are on track to be able to open more beds for upper year students, graduates and families while maintaining our international student and first year guarantees. We will continue to monitor this and adjust as we need to.

# Residence Community Standards

Housing Advisory Committee Meeting, February 11<sup>th</sup>, 2025



# What is the RCS?

- 1) The purpose of the Residence Community Standards is to permit and encourage residents to live productively and peacefully in an environment that is responsible, respectful, inclusive and supportive.

## Changes made this 24-25 year

- 1) Clearly defined the staff roles within Student Housing
- 2) Clearer alignment overall with Trent University policies
  - a) I.e. EHRO, SVRP
- 3) Updated Service Animal Policy language to align with the new Service Animals on Campus Policy

# Key Proposed changes for 25-26

- 1) Reviewing Appeal Process and clear communication
- 2) Alignment with Trent University Charter of Student Rights and Responsibilities
- 3) Review and updating Policies within the RCS to best support our Residence communities



# Feedback Requested

## 1) Guest Policy

The Guest Policy is in place to ensure the safety of residents and their guests while in our residence community. Residents have the privileges to have guest visit their residence space and the responsibility to ensure that you have the permission of your roommate(s) to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Standards, University policies, and the law.

- Guests must always be accompanied by the resident host.
- The maximum number of **non-resident guests allowed** is one per room occupant.
- Guests must be aware of, and comply with, the Residence Agreement and Residence Standards. Each resident host assumes complete responsibility for policy violations and/or unacceptable behaviour by any of their guests.

# Feedback Requested

## 2) Cannabis Policy

The Cannabis Policy is in place to ensure the safety of residents and their guests, to minimize community concerns associated with cannabis consumption, and to promote positive behaviours associated with cannabis use. It is the right of each resident to manage their own health and well-being, and it is your responsibility as a resident to manage your consumption by practicing the Canadian Lower Risk Cannabis Use

Guidelines.

- It is illegal to be in possession of more than 30 grams of cannabis. Residents who are of age may possess up to 30 grams of cannabis in residence. Cannabis must be stored in a sealed container.
- Use of cannabis-related paraphernalia, including but not limited to vaporizers, hookahs, and pipes are prohibited in residence. Residents may store cannabis related paraphernalia in their residence room.
- Cannabis shall not be consumed in a public area. Residents wishing to transport cannabis or cannabis-related paraphernalia must do so in a concealed container.

# Feedback Requested

## 3) Fire Safety Policy

The Fire Safety Policy is in place to ensure residents exercise the utmost care related to fire safety while living in residence. Any negligent or intentional fires started by any person(s) may result in residence and university sanctions and possible criminal charges.

- All electrical appliances must be CSA approved.
- Any appliances such as kettles, toasters, coffeemakers, crockpots and toaster ovens are only permitted in designated kitchen spaces and **are not permitted in residence rooms.**

# Implementation Plan & Next steps

- 1) Ongoing during February: Retrieve feedback
- 2) March-April: Review feedback & update document
- 3) May: Finalize document

**CHALLENGE THE WAY YOU THINK**

# Housing Advisory Committee – Residence Contract

Tuesday February 11, 2025



# Residence Contract Updates

## 2024-2025

### FEES

- An application fee of **\$50** that is non-refundable and re-payable each time a student submits an application to apply to any Residence term.

## 2025-2026

### FEES

- An application fee of **\$75** that is non-refundable and re-payable each time a student submits an application to apply to any Residence term.

# Residence Contract Updates

## 2024-2025

- Please note in the Fall Semester (December 2024), no student may stay in residence past 11:00 a.m. (EST) on December 19, 2024.

## 2025-2026

- Please note in the Fall Semester (December 2025), no student may stay in residence past 11:00 a.m. (EST) on December 19, 2025. **If the exam timetable is extended due to inclement weather, the move-out date and time will be adjusted appropriately for students impacted up until Tuesday, December 23, at 11:00 a.m. (EST).**



# Residence Contract Updates

## 2024-2025

- Winter Term: January 4, 2025 – April 23, 2025

## 2025-2026

- Winter Term: January 5, 2026 – **May 1, 2026**

## 2024-2025 – Appeals

31. A Resident who is unable to continue living in residence due to serious medical reasons that were not previously existing at the time of application to residence, emergencies, and/or extenuating personal circumstances beyond their control, may submit an appeal. The request must be submitted within three (3) months of the Resident's recorded departure. Appeals that are granted may receive a pro-rated refund of their residence Room fees and/or a refund of their remaining dining plan balance, less a 15% admin fee and less their dining plan overhead fee. Residents must have completed the cancellation process on the Student Housing Portal and have followed proper move-out procedures prior to an appeal being submitted. Appeals can be submitted by completing the Housing and Food Services Fee Appeal Request Form found on the myTrent portal by navigating to the Service Tab, then to the Housing heading. Appeals will be forwarded to the team in Student Housing who will grant the appeal based on the documentation provided, or who will forward it to the joint Housing and Food Services appeals committee for deliberation.
- The Housing and Food Services Fee Appeals committee meets monthly except for August and September. Appeals must be submitted and completed no later than the 1<sup>st</sup> of the month in order to be reviewed by the committee. Decision letters from the appeal committee will be sent to before the last day of the month.

**CHALLENGE THE WAY YOU THINK**



# New Government Mandates

University Student Housing

# Context

- *Cutting Red Tape to Build More Homes Act (Bill 185)*
- Announcement included:
  - Publicly-assisted PSE institutions will be required to publish student housing policies, and,
  - Student Housing is to be counted toward the province's Building Faster Fund housing targets.

# Three Key Areas



STUDENT HOUSING  
POLICY REQUIREMENTS



MCU STUDENT  
HOUSING SURVEY



INTERNATIONAL  
STUDENT GUARANTEE

# Policy Requirements

To be implemented by January 1, 2025



## Principles and commitments

Support, resources, services  
Inclusive of population



## Appropriate institutional infrastructure

Website information, resources, contacts  
Staff members to provide support, information, and guidance



## Off-campus housing resources

Search, leasing, legal support, education, safety information  
Short-term housing  
Financing opportunities and assistance



## Guarantees and other supports

First year guarantees  
International student guarantees

# MCU Survey

To be implemented by November 4, 2024

Actual new student housing

Planned new student housing

Student housing characteristics

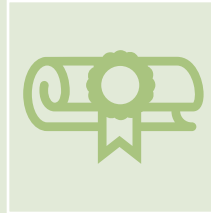
Institutional challenges and opportunities

Policy reporting requirements



# International Student Guarantee

To be implemented by September 30, 2024



## Incoming international students

First years at the undergraduate level, with priority given to full-time students undertaking their first credential.



## University offer letter

A guaranteed spot, on or off campus, run or privately run housing contracted by the institution.

Team who can provide assistance in finding suitable housing