



HOUSING ADVISORY COMMITTEE

**Housing Advisory Committee Meeting
Session 3 – Thursday, February 5, 2026
3:00 p.m. – 4:00 p.m.
Location: Teams**

MEETING MINUTES

- I. **Welcome, Jaimie Dickson & Robert King:**
- II. **Land Acknowledgement, Melanie Howard.**
- III. **Review and approval of minutes from last session on January 15, 2025, Julia Bedding:**
 - a. The approved minutes have been posted to the website.
- IV. **Administrative Charges & Fees, Jaimie (slides attached):**
 - a. Jaimie presented an overview of the non-compulsory fees that will be in effect during the academic year:

Residence Withdrawal	\$300
Late Document	\$50
Fall Term Only	\$300
No Show	\$300
Misc Service Administrative	\$25
Residence Application	\$100
Room Transfer	\$137
Winter Break Stay	\$491
Lock Out	\$5
Late Lock Out Key Return	\$50
Early Arrival (Per Night)	\$100
Late Stay (Per Night)	\$100
Improper Check Out	\$136
Partial Residence Forfeiture	\$250

Residence Insurance	\$152
Key Replacement – Traditional Room	\$328
Key Replacement – Suite Style Room	\$491
Key Replacement – Mailbox	\$88
Key Replacement – Durham	\$88
Cleaning	Based on the extent of work required
Damage/Restitution	Based on actual costs plus \$15.00 or 15% admin fee (whichever is greater)
Hotel Cost Recovery	

- b. The fees are based on material costs, staff labour, and security and safety requirements. Student Housing conducts regular reviews of the fees to ensure they are reasonable, and comparable to what other institutions charge. The fee structure outlined supports a safe and well-managed residence operation and fosters shared responsibility and respect within our residence communities.
- c. To ensure transparency, these fees will be outlined in the residence agreements, and on our website in the supporting FAQ section. We will also include fee information in our pre-arrival communications to students, and they will be displayed on our housing portal.

V. Champlain College Revitalization Consultation, Jaimie (slides attached):

- a. The focus of the renovation will be to modernize the facilities, increase sustainability, improve accessibility and safety, enhance the student experience, and to extend the building’s lifecycle.
- b. Consultation discussion: Do students like having built-in furniture that maximizes the floorplan, or is the flexibility of moveable furniture preferable? Do students feel their rooms are equipped with enough power outlets?
 - i. Gathered feedback:
 - MacKenzie: Moveable furniture offers students the opportunity to create their own space and make them feel a little different.
 - Taylor: Too much open floor space sometimes can make a room feel cold and less cozy.
 - MacKenzie: Rooms do not have enough power outlets.

- Taylor: Sometimes the best furniture layouts cover the outlets. Outlets placed higher up on the wall, and outlets that include USB/C ports would be helpful.
 - c. Next steps in the renovation process include finalizing our list of priorities, consulting with the space and heritage committees, and engaging design consultants.
- VI. Student Conduct Processes, Melanie Howard & Robert King (slides attached):**
- a. Melanie provided the group with an overview of the purpose of the Residence Community Standards (RCS) and detailed some of the changes the residence life team has been working to implement over the last year:
 - i. Review of the conduct appeal process.
 - ii. Alignment with Trent's Charter of Student Rights and Responsibilities.
 - iii. Review and update language to best support residence communities.
 - b. Key proposed changes for the new 2026-27 academic year include:
 - i. Empowering residents to address their own issues and conflicts by providing them with the tools they need.
 - ii. Providing training specific to RSC updates for our student staff and professional staff members.
 - iii. Reviewing and updating Student Housing policies to align with RCS updates.
 - c. Consultation discussion: When staff enforce the RCS, what matters most to you about their approach? What is the best way for students to learn and remember the information contained in the RCS?
 - i. Gathered feedback:
 - Taylor: More education for Dons on how to communicate with people who may be dealing with mental health issues. It can be harder for those people to receive feedback or warnings. I can recall a friend avoiding their Don after being asked for a chat because they felt scared.
 - Uzma: Ensure staff are trained to consider cultural diversity when responding to student concerns in particular communities.
 - Maddie: From my experience as a Residence Life Don, students have responded better when we focus on the community impact aspect of the conduct issue, rather than when we just explain that they have broken a rule and now there is punishment. We could work more on that in future training.
 - Taylor: In an earlier meeting we talked about the potential of moving the RCS to an interactive website. A visual infographic would also be helpful. Navigating the current PDF document is difficult, and we wouldn't want to have to comb through a video file either. Navigating a simple web menu with drop down sections would be a good option.

- Uzma: A classroom discussion during orientation on house rules.
- d. Robert detailed the next steps in the RCS review process. This will include continued solicitation for feedback with campus partners during the month of February, reviewing and updating training and documentation in March and April, and finalizing the RCS over the summer.

Housing Advisory Committee Administrative Fees

Thursday, February 5, 2026



What do mean by non-compulsory fees?

- Students are not automatically charged these fees
- Fees only apply when a student chooses an optional service or when additional staff time/resources are required
 - Some opt-into and other are avoidable (e.g., late move-out)
- Charges help ensure costs are not passed on to all students

Pricing Principles

- Fees are based on:
 - Actual material costs
 - Staff labour and time
 - Security and safety requirements
- Fees are reviewed periodically to ensure they remain reasonable
- We do not include markup or profit
- Fees are compared to other institutions

Why these Fees Matter

- Supports safe, well-managed residence operations
- Protects base residence fees from increasing for all students
- Encourages shared responsibility within the residence community
- Supports smooth operations, including turnover for winter term new arrivals, summer residences, conferences and other uses of space

Fees

<u>Fee Type</u>	<u>Amount</u>
Residence Withdrawal Fee	\$300
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Fees

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Residence Forfeiture	\$500
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Key Replacement - Suite Style Room	\$491
Key Replacement - Mailbox Key	\$88
Key Replacement - Durham	\$88

Fees

Cleaning Charge

Based on the extend of the work required

Damage/Restitution

Based on Actual Costs + \$15.00 Admin Fee or 15% of Costs whichever is greater

Hotel Cost Recovery

Based on Actual Costs + \$15.00 Admin Fee or 15% of Costs whichever is greater

What Goes Into a Lock Change?

- Replacement lock core or cylinder
- Cutting multiple new keys (student, roommates, residence staff)
- Maintenance staff time to remove, install, and test the lock
- Administrative processing and coordination
- Security updates and key-control record changes
- Tools, systems, and operational overhead

What Goes Into a Room Transfer?

- Administrative processing and coordination of the transfer request
- Residence Life staff support
- Scheduling and communicating with affected students
- Inspecting and cleaning the room for the incoming student
- Updating housing records and systems
- Operational overhead (staff time, equipment, utilities, and support)
- Service Centre key swap and follow-up for key returns

Commitment to Transparency

- Fees are clearly outlined in:
 - Residence agreements
 - Website and FAQs – in progress by summer
 - Pre-arrival communications
 - Housing Portal (e.g., room transfers, winter break stay)
- Students are encouraged to ask questions

Questions?

Jaimie Dickson, Director, Facilities & Operations

CHALLENGE THE WAY YOU THINK

Champlain College Residence Renovation Consultation

February 5, 2026



Agenda

- Project Overview
- Current Residence Condition
- Renovation Goals
- Proposed Design & Upgrades
- Timeline & Budget
- Impact on Students
- Next Steps

Project Overview

- Purpose of the renovation project:
 - Modernize residence facilities
 - Improve accessibility and safety
 - Enhance student experience
 - Allow Champlain to compete with newer builds
 - Extend building lifecycle



Current Condition of Residence

- Summary of existing issues:
 - Aging infrastructure
 - Outdated mechanical and electrical systems
 - Limited accessibility
 - Wear in student rooms and common areas



CCW C21

Renovation Goals

- Improve safety & accessibility
- Enhance student experience
- Increase sustainability & energy efficiency through installation of new windows
- Remain fiscally responsible in a time by spending within means



Architectural Review Plan

Planned architectural activities:

- Establish a list of priorities for rooms (ie. Number of plugs, improved lighting, removal of outdated furniture, flooring)
- Review heritage considerations
- Engage in design consultant to develop concept, design, and planned phases.



Phasing Plan

- Planning & design
- Approvals & tendering
- Construction
- Phasing construction to meet our budget, and minimize closure of residence spaces during academic year.



Next Steps

- Finalize list of priorities for renovations.
- Consult with stakeholders, space committee and heritage committee
- Engage the services of an Architectural designer.



Questions?

CHALLENGE THE WAY YOU THINK

Residence Community Standards

Housing Advisory Committee Meeting, February 5th, 2026



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.
- 2) The Residence Community Standards describe the foundations of respectful behaviour for all residents and outline the steps to address the impact of harmful behaviours on oneself or on other residents in the community.

Key Recommended Changes for 25-26

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

Key proposed changes for 26-27

- 1) Resident - Help grow resident community capacities to address their own challenges or conflicts by offering guidance within the RCS and associated web content. Create content to be placed within the individual rooms, community boards, and social media campaigns to ensure consistent visibility.
- 2) Training- develop summer training for Prostaff and student staff which reflect the updates to the community standards
- 3) Policy Alignment- Review and update Policies within Student Housing that align with the RCS updates to best support our Residence communities

Feedback Requested

- 1) When staff enforce Community Standards, what matters most to you about how they approach it?
 - In what area/standard do you feel they need training in?

Feedback Requested

2) The RCS contains a lot of information. What's the best way to help you learn and remember it at the start of the year - in-person workshop, video walkthrough, visual infographic you can reference, written handbook, interactive online module, or something else?

Implementation Plan & Next steps

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

QUESTIONS?

CHALLENGE THE WAY YOU THINK