



HOUSING ADVISORY COMMITTEE MEETING

Date: January 25, 2024

Time: 10:00-11:00am

Location: Teams

Attendees: Jen Coulter, Jillienne Simone-Burns, Daniel Brisebois, Julia Bedding, Robyn Gundy, Alex Roy, Rylee Neil, Amelia Graves, Melody Berhane, Rushk Choudry, Amelia Graves, Alexx Bodden, Sofia Gesualdo, Madison Michell, Tesfaya Kameka

MINUTES

- I. Land Acknowledgement, Daniel Brisebois:**
- II. Review of minutes from second session on November 30, 2023, Julia Bedding:**
 - a. Minutes were approved by the Committee and will be uploaded to the [website](#).
- III. Dan discussed the new EDIA Subcommittee:**
 - a. The first meeting for the subcommittee will be scheduled for February. This subcommittee will run from now into the summer and will continue to run into the next term. The largest focus will be on improving hiring practices and staff training while being as inclusive and as representative as possible.
 - b. We again would like to invite folks from this group to join this committee. Meetings will be one hour long and will be scheduled monthly. Please let Julia know if you are interested.
- IV. Jen shared a slideshow to present the 2024-25 budget and held a vote (slides attached to these minutes):**
 - a. Jen shared some background information about how the budget is created and allocated. There is a large focus on student feedback with respect to affordability, amenities, and programs available in residence.
 - i. We do not receive funding from the university, but we do provide funding to the university each year.
 - ii. Our financial officer also prepares a comparison of fees across other institutions when preparing the budget each year to help us evaluate on a larger scale.
 - b. Our reserve fund represents what is left of our revenue after our expenses. This is used to fund various upgrades and renovation projects. During COVID, we depleted our reserve as we had

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- more expenses than revenue. This meant we had to delay some of our planned projects. In the last few years, we have been focused on rebuilding our reserve.
- c. A good portion of our budget includes salary and benefits for approximately 150 employees.
 - d. Non-staff expenses might include training and programming, but mostly consist of fees paid for our leased properties.
 - e. Administrative overhead, sinking fund, student affairs, student wellness and human resources fees represent monies paid to the university. These are paid every year and cannot be changed or removed.
 - f. The goal is to ensure that we have enough funds in our reserve to pay for renovations and be prepared in the event of an emergency, such as a water tank failure.
 - g. Quick review of key 2024-25 renovation projects and costs that were presented to the group during our last session.
 - h. Fee increase: Based on our expenses, we need to keep up with the cost of living. We are proposing a 5% increase to fees but will have several economy offerings to help with this.
 - i. Durham fees and graduate fees are increasing more slowly, at a 3% rate as we continue to have vacancies in our Durham residences. There is also a higher price point with this location.
 - ii. Graduate students fees there are increasing as per RTA requirements.
 - i. The Ontario university rate comparison shows that the standard increase for this year is 5%.
 - j. A question was posed regarding the new college and how that fits into the budget piece. Jen shared that is an ongoing discussion within the university.
 - k. Jen facilitated a vote to approve the budget:
 - i. Alexx motioned for the approval,
 - ii. Sofia seconded the approval,
 - iii. Budget was approved unanimously.

V. Jill presented her item on off-campus housing consultation (reference page attached to these minutes):

- a. In June of last year, the following strategies were defined to increase support for off-campus and community housing:
 - i. Student support – the addition of a dedicated staff member on the Durham campus
 - ii. Emergency fund – provide a housing emergency fund for Durham students
 - iii. Demand study – confirm Peterborough upper year and Durham demand via student survey on unit types and price
 - iv. Leasing new beds – Add additional beds for off-campus/upper year students based on results of demand study
 - v. Transition Water Street – Add additional beds at TVOA for first year students with a goal of transitioning starting Fall 2025
- b. We have made progress on a number of these strategies:
 - i. Our Community Housing Associate started in December. He is working hard on building connections with the Durham community and has also made connections with Durham College and UOIT.
 - ii. Emergency funding has been awarded to students in need. Updates numbers are coming.
 - iii. The Demand Analysis has been conducted and we are now awaiting the report.
 - iv. We have been connected with the President from the Chambers of Commerce Council in Durham that can introduce us with developers for future opportunities.
 - v. We are working with partners at TVOA to add more beds.

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- c. Our Community Housing Coordinator is currently working on a Durham-specific guidebook in partnership with Durham College and UOIT. This resource already exists for Peterborough, but it is something that we plan to have updated in the future.
- d. We are also cultivating a partnership with the Durham Community Legal Council and are actively collaborating with Residence Life and Education in creating programs for residence students that will be moving off-campus.
- e. If the group has any ideas, needs, desires, or feedback about off-campus housing needs, please get in touch with Jill.

Next Meetings:

- *March 7, 2024 from 11:00am-12:00pm*
- *March 26, 2024 from 3:00-4:00pm*

2024/2025 Budget Presentation

Student Housing



2023/2024 In-Year Forecast

	2023-24 Budget	YTD Actual	2023-24 Forecast	Difference
Revenues	(17,791,256)	(17,796,765)	(17,982,422)	(191,166)
Expenses				
Salaries and Benefits	4,111,539	1,811,343	4,293,154	181,614
Non-staff Expenses	7,018,419	3,800,449	7,408,191	389,772
Administrative Overhead	1,176,299	588,150	1,190,323	14,024
Occupancy and Utilities	3,160,152	1,550,659	3,195,300	35,149
Other Transfers/Cont'ns	436,065	232,233	436,465	(1,600)
Total Expenses	15,902,474	7,982,834	16,521,433	618,959
Transfers to Reserve	1,888,782	-	1,460,989	(427,793)
Net Surplus (Deficit)	0	9,813,931	0	0

- Year-to-date performance and year-end forecast is a result of:
 - Salary increases, severance & retirement package (\$181K)
 - Off-campus and Durham demand analysis (\$40K)
 - Additional leased beds at TVOA (\$108K)
 - Painting (\$50K)

Proposed Budget

	2024-25
Revenues	(19,057,570)
Expenses	
Salaries and Benefits	4,659,684
Non-staff Expenses	7,252,959
Administrative Overhead	1,259,001
Occupancy and Utilities	3,618,642
Other Transfers/Contributions	446,560
Total Expenses	17,236,846
Transfers to Reserve	1,820,724
Net Surplus (Deficit)	0

Contribution to Operating

	2024-25
Administrative Overhead	1,259,001
Sinking Fund	364,465
Student Affairs	100,000
Student Wellness	85,000
Human Resources	15,000
Total	1,824,590

Proposed Reserve Balance

	2024-25
Expected Opening Balance of Reserve	2,834,582
Forecast Contribution to Reserve	1,820,724
Proposed Use of Reserve in Year	2,502,000
Expected Closing Balance of Reserve	2,153,306

Proposed Projects 2024-25

Location	Project	Budget
CCN	Curtain Walls & Windows	1,400,000
CCN	Domestic Water Storage Tanks	51,000
CCW	Domestic Water Storage Tanks	76,000
CCN	Mail room renovation	55,000
GCS	EIFS	104,000
GCS	Apartment Renovation	50,000
LEC Annex	Painting	35,000
LEC, CC, GCS Annexes	Window Washing	20,000
OC Annex	Electronic Keybox Installation	52,000
OC Annex	Parcel Locker Installation	75,000
LEC	Mail room renovation	75,000
LEC	Domestic Water Storage Tanks	230,000
LEC, CC, OC, GCS, TC	Res Net Upgrade	227,000
All	Consultation, design, architect fees for future projects	52,000
Total		2,502,000

Peterborough Proposed Fees

Proposed Fee	2023-24	2024-25	Percentage Increase	\$ increase per month
Premium Single	\$11,358	\$11,960	5%	\$75
Single	\$9,531	\$10,036	5%	\$63
Economy Single	-	\$9,531	-	-
Double	\$8,359	\$8,802	5%	\$55
Economy Double	-	\$8,359	-	-
Triple	\$5,568	\$5,863	5%	\$37
Quad	\$4,190	\$4,412	5%	\$28
Single in a Premium Suite	\$10,181	\$10,721	5%	\$67
Single in a Suite	\$9,962	\$10,490	5%	\$66
Economy Single in a Suite	-	\$9,962	-	-
Double in a Premium Suite	\$8,560	\$9,014	5%	\$57
Economy Double in a Suite	-	\$8,560	-	-

Durham & Graduate Proposed Fees

Proposed Fee	2023-24	2024-25	Percentage Increase	\$ increase per month
Durham				
Single	\$10,829	\$11,165	3%	\$42
Double	\$9,531	9,827	3%	\$37
Graduate				
12-month Single Suite	\$9,600	\$9,840	3%	\$20
12-month One Bedroom in 2 Bedroom Suite	\$7,200	\$7,380	2%	\$15
8-month Single Bedroom Suite	\$7,690	\$7,882	2%	\$24
8-month One Bedroom in 2 Bedroom Suite	\$5,767	\$5,912	2%	\$18
Houses				
12-month Single	-	\$10,800	-	-

Ontario University Rate Comparison

Traditional Single Rooms	Rank	2024-25	Percentage
Trent – Durham GTA Single	1	\$11,165	3%
Toronto Metropolitan	2	\$10,505	6%
York	3	\$10,095	25%
Trent – Peterborough Single	4	\$10,036	5%
Brock	5	\$9,837	6%
Guelph	6	\$9,655	5%
Trent – Economy Single	7	\$9,531	-
Ontario Tech	8	\$9,345	5%
Carleton	9	\$8,326	5%
Laurier	10	\$7,724	5%

Ontario University Rate Comparison

Traditional Double Rooms	Rank	2024-25	Percentage
Trent – Durham GTA Double	1	\$9,827	3%
York	2	\$9,615	25%
Brock	3	\$8,862	5%
Trent – Peterborough Double	4	\$8,802	5%
Toronto Metropolitan	5	\$8,679	6%
Trent – Peterborough Economy Double	6	\$8,359	-
Guelph	7	\$8,182	5%
Laurier	8	\$7,650	4%
Carleton	9	\$6,909	5%

Questions?

CHALLENGE THE WAY YOU THINK

Off-Campus Housing Consultation

In June 2023 multiple strategies to increase support for off-campus and community housing strategies. These strategies include:

Student Support	Add one OPSEU band 5 position dedicated to the Durham campus.
Emergency Fund	Provide a housing emergency fund for students at the Durham campus. Peterborough fund is already in place.
Demand Study	Confirm Peterborough upper year demand and Durham demand for all cohorts. This includes surveying students on unit types and analyzing price sensitivities.
Leasing New Beds	Based on the demand study findings, add beds to stock by leasing specifically for off-campus/upper-year students.
Transition Water Street	Add first-year beds at TVOA to enable us to begin the Water St transition as early as the fall of 2025.

We have made progress on most of these strategies so far this year and continue to dedicate time to these strategies to improve the off-campus/community housing supports.

- Our Community Housing Associate started working with at the end of November and works out of the Durham campus in the new ALC building.
- As of the end of November 2023, over \$3600 worth of emergency funding has been awarded to students who have applied for both the Peterborough and Durham campus.
 - o More money has been spent recently but we do not have official financial reports from December or January.
- The Demand Analysis was conducted in the Fall semester and we are still waiting for the consulting group to provide us with the final report.
- We have engaged with several developers and landlords about leasing opportunities in both Peterborough and Durham.
- A discussion has started with TVOA to add more beds for future years.

Community Housing & Off-Campus On-Going Supports

- Collaborating with Durham College and UOIT on a Durham Region (Oshawa) Off-Campus Housing Guide book.
- Program in partnership with the Durham Community Legal Council in March
- Emergency housing assistance for those in need.
- Collaborating with Residence Life & Education on information programs for residence students interested in moving off-campus for the next academic year.

Feedback?