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**COLLEGE COMMITTEES**

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**TERMS OF REFERENCE**

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*ToRID & Cte Name:* **TOR20: FOOD SERVICES COMMITTEE**

*Issued by:* Senior Manager, Retail Services

*Effective:* 2015-07-15

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**1. PURPOSE**

The Food Service Committee is a standing subcommittee of the Student Experience Committee. The purpose of the Committee is to advise and make recommendations to the College on matters pertaining to the provision of food services at the London Campus.

**2. DEFINITIONS**

None.

**3. MEMBERSHIP AND TERM OF OFFICE**

The membership of the Committee is representative of the major users and providers of food service facilities as follows. Unless otherwise noted, all members are voting members.

- Senior Manager, Retail Services, who is ex-officio Chair of the Committee
- Chair, School of Tourism and Hospitality or designate (non-voting)
- General Manager, Residence or designate
- Student representative from the Residence
- Director of Food Services from London contract food service provider (non-voting)
- Fanshawe Student Union President or designate
- Fanshawe Student Union Business Manager (non-voting)
- Dean, Faculty of Regional and Continuing Education or designate
- Executive Director, Human Resources or designate

**4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The committee meets as required at the call of the Chair, but not less than two times per year.
- 4.2. The quorum for holding a meeting and for transacting business is one-half of the voting membership of the committee, excluding the Chair.
- 4.3. Recommendations of the Committee are normally reached by consensus. When necessary, motions (except to amend the Terms of Reference) are carried by a simple majority of the votes cast, including the Chair who may exercise a deliberative vote. A motion is lost in the event of a tie.

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- 4.4. Persons other than members of the Committee may be invited by the Chair to attend meetings in a resource capacity but shall not have a vote.
- 4.5. Minutes of the Committee are distributed to members and to the Student Experience Committee and otherwise in accordance with current procedures for the distribution of minutes.
- 4.6. Resolutions on matters before the Committee may take the form of either a recommendation to the Vice President, Student Services or as a direction from the Committee as a whole to its members to take some action. Any matter before the Committee may be referred for detailed study.
- 4.7. Responsibilities  
The committee has the following specific responsibilities:
- 4.7.1. To annually review London Campus food service plans.
- 4.7.2. Review issues associated with meal card plans and associated marketing efforts of meal plans.
- 4.7.3. In principle, only matters that require broad discussion should be brought to the Committee. The Committee will not normally consider routine matters capable of resolution through the administration of normal day-to-day operating practices. Committee recommendations that may affect the operation of the food services contract are subject to review by the Vice President, Student Services.
- 4.7.4. This Committee will act in an advisory capacity to the College for the setting of standards with which the food service providers will comply as a requirement of their contractual obligations with the College. The College retains the right to set these standards.
- 4.8. Amendment  
These terms of reference may be amended by the Student Experience Committee on the recommendation of the Chair.

## 5. REFERENCES

### Terms of Reference:

TOR04: Student Experience Committee

TOR19: College Residence Committee

### Other:

Revenue Canada taxation regulations with respect to student meal plans

## 6. ADDENDA

None.

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