



FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO: Executive Committee

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DATE: March 16, 2015 for March 24, 2015

AGENDA ITEM: 5(c.)

ITEM IDENTIFICATION:

Operating Plans and Fees: UTM Student Services

JURISDICTIONAL INFORMATION:

Under the Terms of Reference for the University of Toronto Mississauga Campus Affairs Committee, (CAC) Section 4, the Committee is concerned with matters that directly concern the quality of student and campus life. Campus and student services, co-curricular programs, services and facilities, and compulsory non-academic incidental fees are among the areas within the responsibility of the CAC (Section 5.1). Section 5.3.2 (a) of the Campus Affairs Committee's Terms of Reference provides that "...policy matters concerning the Campus's co-curricular programs, services and facilities" are the Committee's responsibility. Section 5.3.2 (b) states that "...annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee." Similarly, section 5.3.3 provides that "The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval." The Operating Plans for campus and student services, as well as co-curricular programs, services and facilities, are recommended to the UTM Campus Council for approval. Section 5.4.1 of the Committee's Terms of Reference require that compulsory non-academic incidental fees for student services "are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee."

Pursuant to the terms of the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (the *Protocol*), approved by Governing Council on October 24, 1996, the UTM Quality to Service Committee (QSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the Committee on these plans.

According to the terms of the *Protocol*, in the absence of approval by QSS (or by referendum among the relevant students), the Governing Council may approve:

- (a) permanent increases in existing fees by a percentage less than or equal to the lesser of the Consumer Price Index (CPI) increase or the University of Toronto Index (UTI) increase; and
- (b) temporary three-year increases in existing fees by a percentage less than or equal to the greater of the CPI increase or the UTI increase.

CPI is drawn from the University's long-range budget guidelines, and UTI is an indexation, as defined by the *Protocol*, of a fee.

GOVERNANCE PATH:

1. Campus Affairs Committee [For Recommendation] (February 12, 2015)
2. UTM Campus Council [For Approval] (March 5, 2015)
3. University Affairs Board [For Information] (March 17, 2015)
4. **Executive Committee [For Confirmation] (March 24, 2015)**

PREVIOUS ACTION TAKEN:

The Operating Plans for UTM Student Services for the current fiscal year were approved by the UTM Campus Council on March 5, 2014.

HIGHLIGHTS:

See the documentation under item 5(a) on this agenda concerning consideration of the administration's proposed plans by the UTM Quality Service to Students Committee (QSS).

The current (2014-15) fees for the UTM Student Services are as follows:

- Health & Wellness Fee: \$33.67 per session (\$6.73 for part-time students)
- Physical Education & Athletics Fee: \$168.39 per session (\$33.68 for part-time students)
- Student Services Fee: \$142.51 per session (\$28.50 for part-time students)

The experiences of Student Services and related programs this past year and operating plans for 2015-16 are summarized in the documentation provided to the Committee by Mark Overton, Dean of Student Affairs, UTM.

The Health & Counselling Centre proposes an increase to the sessional fee for a full-time student to \$36.23 (\$7.25 for a part-time student);

The Department of Physical Education, Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$171.76 (\$34.35 for a part-time student);

The Dean of Student Affairs proposes an increase to the Student Services sessional fee for a full-time student to \$151.08 (\$30.22 for a part-time student).

Several increases are also proposed to the U-Pass and Summer Shuttle Service Fees.

The proposed fee increases are within the limits provided by the Protocol for consideration by the UTM Campus Council and its Standing Committees.

FINANCIAL IMPLICATIONS:

The UTM Student Services operate without drawing substantially on the University's operating income.

RECOMMENDATION:

Be it Confirmed

THAT the 2015-16 operating plans and budgets for the UTM Student Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), recommended by Dean of Student Affairs, Mr. Mark Overton, and described in the proposals dated February 26, 2015, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$171.76 (\$34.35 for a part-time student), which represents a year-over-year increase of \$3.37 (\$0.67 for a part-time student) or 2.00% (resulting from a three-year temporary increase of 2.0%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$36.23 (\$7.25 for a part-time student), which represents a year-over-year increase of \$2.56 (\$0.52 for a part-time student) or 7.6% (resulting from a permanent increase of 7.6%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$151.08 (\$30.22 for a part-time student), which represents a year-over-year increase of \$8.57 (\$1.72 for a part-time student) or 6.01% (resulting from a permanent increase of 2% and a three-year temporary increase of 4.01% on the eligible portion); and

THAT the sessional (Fall and Winter sessions only) Mississauga Transit Fall-Winter U-Pass Fee be increased to \$92.81 and the Summer U-Pass fee be increased to \$57.65 for a UTM-affiliated graduate student, which represent year-over-year increases of \$7.66 or 9% (resulting from a permanent increase of 9%) and \$4.76 or 9% (resulting from a permanent increase of 9%) respectively; and

THAT the sessional (Fall and Winter sessions only) Summer Shuttle Service fee for a UTM-affiliated graduate student and a UTM-affiliated undergraduate student with non-UTM home faculty/division be decreased to \$4.41, which represents a year-over-year decrease of \$0.27 or 5.77% (resulting from a permanent decrease of 5.77%).

DOCUMENTATION PROVIDED:

Operating Plan and Fees Schedule

Proposed to UTM Campus Council

2015-16

	Gross Direct Expenditure	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Total Income	Net Expenditure	Non-Student Use	Attribution To/(From) UTM	Net Cost For Fee Purposes
Health Services Fee								
Health Services	1,438,908	56,301	1,495,209	375,000	1,120,209	(1,489)	-	1,118,720
Total Health Services Fee								1,118,720
						Health Services Fee per session:	(Full-Time)	\$36.23
							(Part-Time)	\$7.25

Phys Ed & Athletics Fee								
Athletics and Recreation	5,201,979	1,961,263	7,163,242	1,829,748	5,333,494	(29,545)	-	5,303,949
Total Phys Ed & Athletics Fee								5,303,949
						Phys Ed & Athletics Fee per session:	(Full-Time)	\$171.76
							(Part-Time)	\$34.35

Student Services Fee								
Student Services	4,538,612	884,616	5,423,228	979,882	4,443,346	-	222,560	4,665,906
Total Student Services Fee								4,665,906
						Student Services Fee per session:	(Full-Time)	\$151.08
							(Part-Time)	\$30.22

Estimated Enrollment

Fall/Winter:	Full-Time	12,562			Total Revenue			4,665,398
	Part-Time	961			Revenue Variance - Surplus/(Shortfall)			(508)
Summer:	Full-Time	3,378						
	Part-Time	3,491						

Note (1) Add'l Fees for UTM-Affiliated Graduate Students:

- UTM Summer 2016 Shuttle Service Fee (assessed F&W 2015-16 sessions only):	\$4.41
- Mississauga Transit Summer 2016 UPass Fee (assessed F&W 2015-16 sessions only):	\$57.65
- Mississauga Transit Fall & Winter 2015-16 UPass Fee:	\$92.81

Note (2) Add'l Fees for UTM-Affiliated Undergraduate Students with Non-UTM Home Faculties/Divisions:

- MAM: UTM Summer 2016 Shuttle Service Fee (assessed F&W 2015-16 sessions only):	\$4.41
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Note (3) Student Services Fee has been adjusted

Operating Plan: UTM Student Affairs and Services

2015-16

Summary of Year-Over-Year Fee Changes Proposed to Governance

Description	Applies to:	2014-15 Fee		2015-16 Fee		Changes from Previous Year		
		Full-time	Part-time	Full-time	Part-time	%	\$ Full-time	\$ Part-time
Athletics & Recreation Fee	All	168.39	33.68	171.76	34.35	2.00%	3.37	0.67
Health Services Fee	All	33.67	6.73	36.23	7.25	7.60%	2.56	0.52
Student Service Fee	All	142.51	28.50	151.08	30.22	6.01%	8.57	1.72
Mississauga Transit Fall-Winter U-Pass Fee	Graduate	85.15	n/a	92.81	n/a	9.00%	7.66	n/a
Mississauga Transit Summer U-Pass Fee (assessed Fall and Winter Sessions only)	Graduate	52.89	n/a	57.65	n/a	9.00%	4.76	n/a
Summer Shuttle Service Fee (assessed Fall and Winter Sessions only)	Graduate & MAM	4.68	n/a	4.41	n/a	-5.77%	(0.27)	n/a

Highlights

UTM's Health & Counselling Centre, with the endorsement of a fee increase from the Quality Service to Students Committee (QSS), will pursue the addition of a Mental Health Nurse (1.0 FTE) to increase mental health support and efficiencies in the intake, assessment and referral process to address the increasing number of students seeking care.

UTM's Department of Physical Education, Athletics & Recreation will pursue the addition human resources and financial support to fulfill commitments related to the campus' recent membership in the Ontario College Athletics Association and/or alter the balance of student and community use to generate additional sources of revenue, while adjusting other priorities in light of the temporary indexed fee increase available.

UTM's Student Services funded by the Student Services Fee will pursue the adjustment of priorities to meet their obligations, sustain service levels where practical, and provide enhancements within the temporary and permanent fee increase components available. This may include a reduction in services to student society space, changes to the student handbook, reconsideration of staffing support for UTM's participation in the co-curricular record and services for students seeking international experiences.

The University of Toronto Mississauga
Department of Physical Education, Athletics & Recreation
2015-16 Budget
Phys Ed & Athletics Fee Calculation

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,494,886	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,554,681	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		1,939,465
Casual/PT Salary Expenditure Base (previous year budget)	888,345	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	912,775	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		1,004,052
Indexed Salary and Benefits Expenditure Costs		2,943,517
Subtract the amount of Net Revenue from other sources (previous year)		1,803,232
Add the Non-Salary Expenditure Base (previous year)		2,100,851
Add Occupancy Costs (current year)		1,961,264
Reduce the amount by the proportion of non-student use		29,545
Add the amount attributed from St. George (current year)		-
Cost for UTI purposes		5,172,855
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 167.51
\$ Amount of UTI based Increase (over adjusted fee)		\$ (0.88)
% Amount of UTI based Increase (over adjusted fee)		-0.52%
Consumer Price Index		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of Old Temporary Fee (2012-13)	-	\$ -
Adjusted fee for CPI		\$ 168.39
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 171.76
\$ Amount of CPI based Increase		\$ 3.37
Combined Fee Increase		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 3.37
UTI Based Fee Increase	+	\$ -
Indexed Full Time Fee		\$ 171.76

**The University of Toronto Mississauga
Health and Counselling Centre
2015-16 Budget
Health Service Fee Calculation**

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	719,503	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	748,283	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		933,483
Casual/PT Salary Expenditure Base (previous year budget)	287,484	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	295,389	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		324,928
Indexed Salary and Benefits Expenditure Costs		1,258,412
Subtract the amount of Net Revenue from other sources (previous year)		327,432
Add the Non-Salary Expenditure Base (previous year)		82,500
Add Occupancy Costs (current year)		56,301
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		
Cost for UTI purposes		1,069,781
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 34.64
\$ Amount of UTI based Increase (over adjusted fee)		\$ 0.97
% Amount of UTI based Increase (over adjusted fee)		2.88%
Consumer Price Index		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of Old Temporary Fee (2012-13)		\$ -
Adjusted fee for CPI		\$ 33.67
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 34.34
\$ Amount of CPI based Increase		\$ 0.67
Combined Fee Increase		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 0.67
UTI Based Fee Increase	+	\$ 0.97
Indexed Full Time Fee		\$ 35.31

The University of Toronto Mississauga
Student Services
2015-16 Budget
Student Services Fee Calculation

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,753,993	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,824,152	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		2,275,630
Casual/PT Salary Expenditure Base (previous year budget)	181,130	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	186,111	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		204,722
Indexed Salary and Benefits Expenditure Costs		2,480,352
Subtract the amount of Net Revenue from other sources (previous year)		850,093
Add the Non-Salary Expenditure Base (previous year)		1,954,821
Add Occupancy Costs (current year)		883,296
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		222,560
Cost for UTI purposes		4,690,936
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 151.91
\$ Amount of UTI based Increase (over adjusted fee)		\$ 10.08
% Amount of UTI based Increase (over adjusted fee)		7.11%
Consumer Price Index		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of Old Temporary Fee (2012-13)	-	\$ 0.68
Adjusted fee for CPI		\$ 141.83
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 144.67
\$ Amount of CPI based Increase		\$ 2.84
Combined Fee Increase		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of old temporary fee (2012-13)	-	\$ 0.68
CPI Based Fee Increase	+	\$ 2.84
UTI Based Fee Increase	+	\$ 10.08
Indexed Full Time Fee		\$ 154.75

Frequently Asked Questions Concerning Compulsory Fees Charged for University Operated Services

At this meeting, the administration will present the proposed operating plans and fees associated with a number of University operated student for the upcoming fiscal year. The following frequently asked questions and answers are presented for the information of members.

What policies govern fees charged for University operated student services?

Three U of T policies govern these fees: the *Policy on Ancillary Fees*; the *Policy for Compulsory Non-Academic Incidental Fees*; and the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees*.¹ The *Memorandum* is commonly referred to as the *Protocol on Non-Tuition Fees* or simply the *Protocol*. The *Protocol* is considered to be both an agreement between the University and the student organizations as required by Ministry of Training, Colleges & Universities guidelines, and a policy of the University approved by the Governing Council. The policies are available on the Governing Council web site and are described on the page attached to this document.

What is the Protocol?

The *Protocol* is the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees*. The *Protocol* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services. Such a protocol is required pursuant to a guideline of the Ministry of Training, Colleges & Universities.

What is UTI?

UTI is the University of Toronto Index. Generally speaking, UTI is an indexation of a service's fee which takes into account changes in salary and benefit costs, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result of the calculation is an indexed

¹ Pursuant to a condition of the approval by the Governing Council in 2004 of the Scarborough Campus Students' Union (SCSU) as a 'representative student committee' of the University, the Students' Administrative Council (operating as the University of Toronto Students' Union, UTSU) continues to represent full-time undergraduate UTSC students for the purposes of the *Protocol* as an agreement. Full-time undergraduate students on the UTM campus continue to be members of UTSU and are represented by UTSU for the purposes of the *Protocol* as an agreement. Part-time undergraduate students on all three campuses are members of the Association of Part-time Undergraduate Students (APUS) and continue to be represented by this organization in respect of the *Protocol* as an agreement.

fee. For comparison purposes, it is sometimes described as a percentage increase from the previous year. Appendix C of the *Protocol* describes the method for calculating UTI. Appendix E illustrates examples of the calculations.

What is CPI?

CPI is the inflation factor equal to the Consumer Price Index as described in the University of Toronto's *Long-range Budget Projection Assumptions and Strategies* (or its equivalent).

What are COSS, QSS and CSS?

COSS is the Council on Student Services, QSS is the UTM Quality Services to Students group, and CSS is the UTSC Council on Student Services. Collectively, these are referred to as the "Protocol Bodies." Pursuant to the *Protocol*, the main duty of the Protocol Bodies is to provide advice to the Governing Council in respect of the services' operating plans, budgets and changes in fees governed by the *Protocol*. Pursuant to the *University of Toronto Act, 1971*, the Governing has delegated authority to approve compulsory non-academic incidental fees to the University Affairs Board and to the UTM and UTSC Campus Councils (both of which receive recommendations from the respective Campus Affairs Committees). The decisions of COSS, QSS and CSS (i.e., approval or failure to approve) related to operating plans and fees of student services are conveyed to the appropriate bodies of the Governing Council when the services' plans are under consideration.

Are there limitations with respect to increases to fees charged for University operated services?

Prior to the approval by the appropriate bodies of the Governing Council, permanent increases to fees which are larger than the lesser of CPI or UTI require the approval of either: (a) approval of the relevant Protocol Body including a majority of the student members present at the meeting at which the fee proposal is considered;² or (b) the majority of the relevant students voting in a referendum.

² Some refer to this as a "double majority" (i.e., among those present and voting at a duly constituted meeting of the Protocol Body, approval of the majority of the voting members, and approval of the majority of the student voting members.).

If COSS, QSS, or CSS decline to recommend approval of operating plans and fees, what options are available to the administration?

If the relevant Protocol Body does not approve a proposed fee increase, the administration is entitled to seek approval by the Governing Council of:

- (a) a permanent fee increase of the lesser of CPI or UTI;
and
- (b) a temporary (three year) increase of the greater of CPI or UTI.

What rules govern referenda concerning increases to student services fees?

Appendix D of the *Protocol* describes the procedures for referenda for increases in compulsory non-academic incidental fees covered by the *Protocol*. It provides that referenda must be conducted by mailing ballots (i.e., via Canada Post) to applicable students. The *Protocol* does not permit referenda to be conducted electronically via the Internet.

Are student societies required to comply with the *Protocol* in respect of their own fees?

No. However, student societies are required to meet the requirements articulated in the *Policy for Compulsory Non-Academic Incidental Fees*.

Why is there more than one fee?

Some fees for some specific services have existed for many years, in some cases decades. “Student Services” fees were introduced in 1993. The Student Services fees on each campus fund a range of programs and units. The *Protocol* specifically identifies a number of fees as following under its provisions, including the respective Student Services, Health Services, and Athletics and Recreation fees for each campus.³ The Hart House fee is also explicitly identified. In practice, the University treats all fees described by Category 1 of the *Policy on Ancillary Fees* as subject to the terms of the *Protocol*. With respect to the operations funded by each fee, the *Protocol* allows for the reallocation of resources in response to changing service demands. However, the reallocation may not, without appropriate approval, result in the creation of a new service or the discontinuation of an existing service.

Why aren’t the fees indexed automatically?

The *Protocol* does not provide this as an option.

³ In 2002, the University Affairs Board approved the separation of the St. George Campus Student Services fee into two fees, the Student Affairs fee and the Student Services fee (both of which funded a range of programs and services). In 2008, the University Affairs Board approved a proposal to combine the St. George Campus Student Services, Student Affairs, and Student Affairs fees into a single fee named the Student Life Programs and Services fee.

What's the difference between compulsory non-academic incidental fees and other ancillary fees?

“Compulsory non-academic incidental fees” include those charged for student services provided by the University, student societies, and special projects. Fees charged for University operated services fall under Category 1 of the *Policy on Ancillary Fees*, are subject to the provisions of the *Policy for Compulsory Non-Academic Incidental Fees*, and fall under the jurisdiction of the *Protocol*. Other ancillary fees are charged for a variety of items and services (e.g., library fines, and cost recovery fees for equipment that becomes the property of a student). The UTM and UTSC Campus Affairs Committees and Campus Councils, and the University Affairs Board, are responsible for matters concerning compulsory non-academic incidental fees. The Business Board is responsible for matters related to other ancillary fees.

Are incidental fee increases automatically covered by OSAP and UTAPS?

Both OSAP and UTAPS consider compulsory non-academic incidental fees to be part of the amount included in the assessment.

Are incidental fees for student services refundable?

No. The University charges the applicable compulsory non-academic incidental fees to all students, with very few exceptions. There are, however, some portions of student society fees for which students may receive a refund upon request directly from the student society.⁴

How do students become aware of the services and organizations to which they pay fees?

The individual fees charged are listed in the student account information available through the web service of ROSI. Students become aware of the services and organizations through a variety of means including University print publications, the University's websites, student society handbooks, and various orientation programs including those offered by the various services.

Who can I contact in the administration for more information about compulsory non-academic incidental fees and the University's practices concerning these matters?

The Office of the Vice-Provost, Students and First-Entry Divisions can answer questions concerning these matters.

⁴ Some conditions may apply.

Brief Summary of Relevant Policies and Regulations Which Govern Compulsory Non-Academic Incidental Fees at the University of Toronto

There are three University of Toronto policies which govern compulsory non-academic incidental fees and charges of these fees to students:

Policy on Ancillary Fees: The *Policy* describes categories of permitted ancillary fees including fees for services provided by the University (Category 1), fees for student organizations (Category 2), fees for special projects, including capital projects funded by a student levy through a student society (Category 3), cost recovery fees (e.g., equipment), user fees and fines (e.g., library fines), and system wide fees (e.g., University Health Insurance Plan).

Policy for Compulsory Non-Academic Incidental Fees: The *Policy* provides the requirements and conditions associated with compulsory charges Categories 1, 2 and 3, outlined in the *Policy on Ancillary Fees* (i.e., student services fees, student society fees, and special projects fees). The manner in which these fees are charged is also described. Specific requirements applicable to student societies are included in the *Policy*.

Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees: The "*Protocol on Non-Tuition Fees*" or simply the *Protocol* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services (i.e., Category 1 of the *Policy on Ancillary Fees*). The terms of reference and rules of procedure for the Council on Student Services (COSS) is also provided. COSS has an advisory role to the University Affairs Board on the approval of St. George Campus and University-wide student services fees. Pursuant to the *Protocol*, the former faculty councils of UTM and UTSC established the UTM Quality Service to Students Committee (QSS) and the UTSC Council on Student Services (CSS) respectively. QSS and CSS provide advice to the UTM and UTSC Campus Affairs Committees and Campus Councils in relation to the consideration of student services fees charged only to students on those campuses.⁵

There is one key government guidelines on issues related to compulsory ancillary fees:

Section 5.2 of the *Ontario Operating Funds Distribution Manual* (Ministry of Training, Colleges and Universities) outlines conditions on charging non-tuition-related compulsory ancillary fees. In particular, the Ministry's guidelines require universities to establish protocols with student governments (defined as the minimum number of student organizations which have elected leadership and which when viewed in combination,

⁵Innis College has established a Student Services Committee, which provides advice to the Innis College Council, and in turn, to the University Affairs Board.

represent all students charged compulsory fees) which set out the “means by which students will be involved in decisions to increase existing compulsory non-tuition-related ancillary fees or introduce new ones.” The University’s *Protocol* described above is mandated by this Ministry guideline. The guidelines became effective for the 1994-95 year and have not been reviewed or revised since.