



FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO: Executive Committee

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PRESENTER: Joseph Leydon, Chair, Campus Affairs Committee

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DATE: March 16, 2015 for March 24, 2015

AGENDA ITEM: 5(b.)

ITEM IDENTIFICATION:

Compulsory Non-Academic Incidental Fees – Student Society Fees: UTM Student Society Proposals for Fee Increases.

JURISDICTIONAL INFORMATION:

Section 5 of the Campus Council Terms of Reference lists student societies and compulsory non-academic incidental fees among the body’s areas of responsibility.

Sections 5.4.1 and 5.4.2 provide that compulsory non-academic incidental fees for representative student committees and divisional student societies “are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.”

Student society fees are subject to the terms and conditions of the *Policy on Ancillary Fees*¹ (Category 2.0, “Student organizations and services provided by such organizations,” and Category 3.0, “Student levies for specific, limited projects”), and the *Policy for Compulsory Non-Academic Incidental Fees* (Preamble, Section A., and in particular, Section B.).

Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees*² outlines the general expectations with respect to increases of student society fees:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized

¹ For more information on the *Policy on Ancillary Fees* please refer to the website:
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppapr171995.pdf>

² For more information on the *Policy for Compulsory Non-Academic Incidental Fees* please refer to the website:
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppsep232003.pdf>

by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*

Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

In summary, increases which are greater than the cost of living must be supported by referendum. Other increases must be supported by a previous referendum approving the concept of annual increases by the cost of living or an explicit inflation factor. When such a provision is approved by referendum, annual increases, no greater than the Ontario Consumer Price Index of the previous December, or no greater than a specific inflation factor approved by referendum, may be requested upon approval of the board or council of the organization.

The administrative procedures are outlined in the Handbook for Student Societies, which is published by the Office of the Vice-Provost, Students and First-Entry Divisions (OVPS).

Requests for increases are brought forward to the Committee by the administration on the assurances of the student societies that due constitutional and fair procedures have been followed within the societies concerned. If a complaint is received about the process related to a fee request from a student society, the OVPS makes inquiries about the issue and, if necessary investigates the matter further as part of the assessment of the request.

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:

Requests for changes to existing student society fees and/or the establishment of new fees were approved by Council on March 5, 2014.

HIGHLIGHTS:

The following student societies have requested changes to fees charged on their behalf by the University:

Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU)

Additional information is provided in the attached memorandum from Mark Overton, Dean of Student Affairs.

The requests have been reviewed by the Office of the Vice-Provost, Students and First-Entry Divisions in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and are found to be in compliance. Therefore, the requests are recommended for approval.

FINANCIAL IMPLICATIONS:

There are no net implications for the campus' operating budget.

RECOMMENDATION:

Be it Confirmed

THAT beginning in the Summer 2015 session, the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU) fee be increased as follows: (a) an increase of \$10.08 per session (\$10.08 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee be increased as follows: (a) an increase of \$0.26 per session (\$0.02 part-time) in the society portion of the fee; (b) an increase of \$0.01 per session (\$0.01 part-time) in the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee; (c) an increase of \$0.02 per session (\$0.02 part-time) in the Academic Societies portion of the fee; (d) an increase of \$0.01 per session (\$0.01 part-time) in the Food Bank portion of the fee; (e) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee; (e) an increase of \$7.67 per session (\$7.67 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee charged to Mississauga Academic of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$4.76 per session in the Mississauga Transit Summer U-Pass portion of the fee.

If approved, the total Fall/Winter UTMSU fee will be \$127.15 per session (\$105.33 part-time), charged to all UTM undergraduate students. The total Fall/Winter UTMSU fee for Mississauga Academy of Medicine students will be \$184.80 per session.

DOCUMENTATION PROVIDED:

Compulsory Non-Academic Incidental Fees – UTM Student Society Proposals for Fee Increases



TO: Members of the UTM Campus Council

FROM: Mark Overton, Dean of Student Affairs

DATE: February 26, 2015

SUBJECT: Compulsory Non-Academic Incidental Fees – UTM Student Society Proposals for Fee Increases

Requests from one UTM student society for the fee changes listed below have been received by the Office of the Vice-Provost, Students & First-Entry Divisions (OVPS), which manages the administrative processes University-wide related to student society fee requests. OVPS works with my office as necessary and keeps me informed with respect to the fee requests received from UTM student societies.

The applications have been reviewed in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees*. The requests below are found to be in compliance with these requirements and are recommended for approval.

Requests for fee increases from student societies must meet a number of requirements. Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the University's general expectations:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*



Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

The procedures for handling fee change requests (from the *Handbook for Student Societies* published by the OVPS) also provide that requests for a fee increase must be supplied with the following:

Evidence that the request to change the existing fee (or to institute a new charge) has been authorized by due constitutional process of the organization. This evidence should include a copy of or specific reference to the section of the society's constitution which related to the mechanism for fee changes, minutes of the meeting at which the resolution to request the change was passed, details and results of any referenda related to the subject which may have been held within the division, and publicity given the matter to ensure that those who may be affected by the change are aware of the proposal, including size and purpose of the increase, and have had the opportunity to make their views known.

Normally, the administration intersects with these processes at two points. Initially, student societies are asked to seek advice from the OVPS on the wording of the referendum questions (with respect to clarity and technical language). The second point occurs after the referendum when the student society makes the formal request for a fee increase. The recommendation for approval is derived from the assessment of whether or not the society has met the requirements established in the *Policy* and relevant procedures.

Occasionally, the OVPS is asked to look into complaints about referendum procedures and compliance with relevant portions of the society's constitution and/or by-laws. The results of these investigations play a significant role in the assessment of the request and the recommendation for approval.

The assessment of requests for fee increases is normally based upon the following expectations:

1. The student society must make the request in a manner consistent with the *Policy for Compulsory Non-Academic Incidental Fees* and the University's procedures for increases to student society fees;
2. When required, there must be a positive result in a referendum for a fee increase (special conditions established by the society, such as quorum, must also be met);
3. The referendum question itself should be clear and provide enough information to students in order to gain a full understanding of the implications of the question and proposed fee for them;



4. The referendum must be held in a fair manner, advertised and promoted in a reasonable manner, and the members of each organization should be given a reasonable opportunity to vote; and
5. Each organization must comply with the provisions of its own by-laws, rules of procedure, and specific policies and procedures approved by the society's board or council.

Societies which have previously received approval (by referendum) from their members for an annual cost of living increase in the society's portion of the fee may request increases, upon approval by the society's board or council, of up to the previous Ontario December-over-December cost of living increase (consumer price index) calculated by Statistics Canada. The December 2014 consumer price index for Ontario was 1.9%.

As outlined in the excerpt from the *Policy* above, where members of a society have given consent (through a previous referendum) to the concept of inflationary increases according to a specific inflation factor or measure, this inflation factor may be used. For example, the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU) may request increases in the Mississauga Transit U-Pass portion of the UTSMU fee of up to 9%. It is important to note that when dealing with a student society request for a fee change, it is the society's own constitution, by-laws, or established policies that set the standards for acceptable results in referenda. In some cases, society constitutions establish a minimum voter turnout in order to consider a referendum result to be valid. The University has not established additional criteria with respect to valid referendum voter turnout.

In addition, with respect to both requests for increases based upon the results of a referendum, and increases which require only the approval of the society's board or council, the administration relies on the assurances of student societies that due constitutional processes and fair procedures have been followed.

Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU)

Background:

In fall/winter 2014-15, the total UTMSU fee is \$119.17 per session for full-time University of Toronto Mississauga (UTM) students (\$97.58 part-time). The fee includes \$0.52 per session for the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) fee, \$1.00 per session for Academic Societies fee, \$0.55 per session for the Food Bank fee, \$1.08 per session for the Student Refugee Program (WUSC), and \$85.15 per session for the Mississauga Transit UPass fee.

Requests:

- i. *A cost of living increase in the Society portion of the fee.*



At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the society portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

ii. *A cost of living increase to the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the ECSPERT portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

iii. *A cost of living increase to the Academic Society portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Academic Society portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

iv. *A cost of living increase to the Food Bank portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Food Bank portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

v. *A cost of living increase to the Student Refugee Program (WUSC) portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Student Refugee Program portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.



vi. *An inflationary increase in the Mississauga Transit U-Pass portion of the fee.*

In accordance with the original referendum questions, UTMSU may request increases to the Mississauga Transit U-Pass portion of the fee of up to 9.0% upon approval of a resolution by the UTMSU Board of Directors.

At its meeting held on November 24, 2014, the UTMSU Board the UTMSU Board approved a resolution to request an inflationary increase to the U-Pass portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

vii. *An inflationary increase in the designated portion of the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students for a Mississauga Transit Summer U-Pass to be charged in the Fall and Winter sessions.*

At its meeting held on November 24, 2014, the UTMSU Board the UTMSU Board approved a resolution to increase the Summer 2016 U-Pass portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.



Summary of Changes

Student Societies	Summer 2015		Fall 2015		Winter 2016		Summer 2014		Fall 2014		Winter 2015	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
U of T Mississauga Students' Union (Erindale College Student Union)												
Society (cost of living increases permitted without referendum - approved spring 2006)	13.85	1.00	14.11	1.04	14.11	1.04	13.65	1.00	13.85	1.02	13.85	1.02
Student Centre Levy	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75
On Campus First Aid Emergency Response (cost of living increases permitted without referendum - approved spring 2011)	0.52	0.52	0.53	0.53	0.53	0.53	0.51	0.51	0.52	0.52	0.52	0.52
Blind Duck Pub (refundable)	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Club Funding and Resources	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26
Mississauga Transit Upass (different amount for summer compared to fall and winter; increases up to 9% permitted without referendum - current provisions approved fall of 2010)	122.10	122.10	92.82	92.82	92.81	92.81	112.02	112.02	85.15	85.15	85.15	85.15
Academic Societies (cost of living increases permitted without referendum - approved spring 2007)	1.00	1.00	1.02	1.02	1.02	1.02	0.98	0.98	1.00	1.00	1.00	1.00
Food Bank (cost of living increases permitted without referendum - approved spring 2009)			0.56	0.56	0.56	0.56			0.55	0.55	0.55	0.55
Student Refugee Program (cost of living increases permitted without referendum - approved spring 2009)			1.10	1.10	1.10	1.10			1.08	1.08	1.08	1.08
TOTAL	\$154.48	\$132.88	\$127.15	\$105.33	\$127.14	\$105.32	\$144.17	\$122.77	\$119.16	\$97.58	\$119.16	\$97.58
Change From Previous Year	+7.2%	+8.2%	+6.7%	+7.9%	+6.7%	+7.9%	+6.9%	(new)	+6.5%	+7.8%	+6.5%	+7.8%
	\$ 10.31	\$ 10.11	\$ 7.99	\$ 7.75	\$ 7.98	\$ 7.74	\$ 9.36		\$ 7.27	\$ 7.09	\$ 7.27	\$ 7.09

Note: Mississauga Academy of Medicine Students also pay a fee in the Fall and Winter terms for a summer UPass. The sessional fees as of Fall 2015 are \$57.64 (Fall) and \$57.65 (Winter).

Recommendation

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

THAT beginning in the Summer 2015 session, the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU) fee be increased as follows: (a) an increase of \$10.08 per session (\$10.08 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee be increased as follows: (a) an increase of \$0.26 per session (\$0.02 part-time) in the society portion of the fee; (b) an increase of \$0.01 per session (\$0.01 part-time) in the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee; (c) an increase of \$0.02 per session (\$0.02 part-time) in the Academic Societies portion of the fee; (d) an increase of \$0.01 per session (\$0.01 part-time) in the Food Bank portion of the fee; (e) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee; (e) an increase of \$7.67 per session (\$7.67 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee charged to Mississauga Academic of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$4.76 per session in the Mississauga Transit Summer U-Pass portion of the fee.

If approved, the total Fall/Winter UTMSU fee will be \$127.15 per session (\$105.33 part-time), charged to all UTM undergraduate students. The total Fall/Winter UTMSU fee for Mississauga Academy of Medicine students will be \$184.80 per session.

Compulsory Non-Academic Incidental Fees - Student Society Fees Item 4

Mark Overton, Dean of Student Affairs

March 5, 2015



UNIVERSITY OF
TORONTO
MISSISSAUGA

UTM Student Societies

Membership in student societies is automatic and based on registration

- UTM Students Union
 - UTM undergraduate full-time and part-time students
 - UTM-affiliated undergraduates in non-UTM faculties/divisions
- Residence Council
- UTM Athletics Council
- The Medium
- CFRE (Campus Radio)
- MMPA Student Society

*Note that UTMAGS is not a distinct student society, but instead operates under the UofT wide Graduate Student Union

UTM Student Societies

Student society fee increases are based on

- a referendum or
- a cost of living increase or escalation factor approved by a previous referendum

Student society proposals for consideration

- UTMSU funds a range of programs & services, including Union, Food Bank, ECSpeRT first aid emergency response, Academic Societies, WUSC Student Refugee Program, Undergrad. Mississauga Transit U-Pass

Summary of Society Fees for Approval

	Existing Fee	Proposed to CC
UTMSU	\$119.16	\$127.14 (+\$7.98)

Operating Plans and Fees: UTM Student Services Item 5

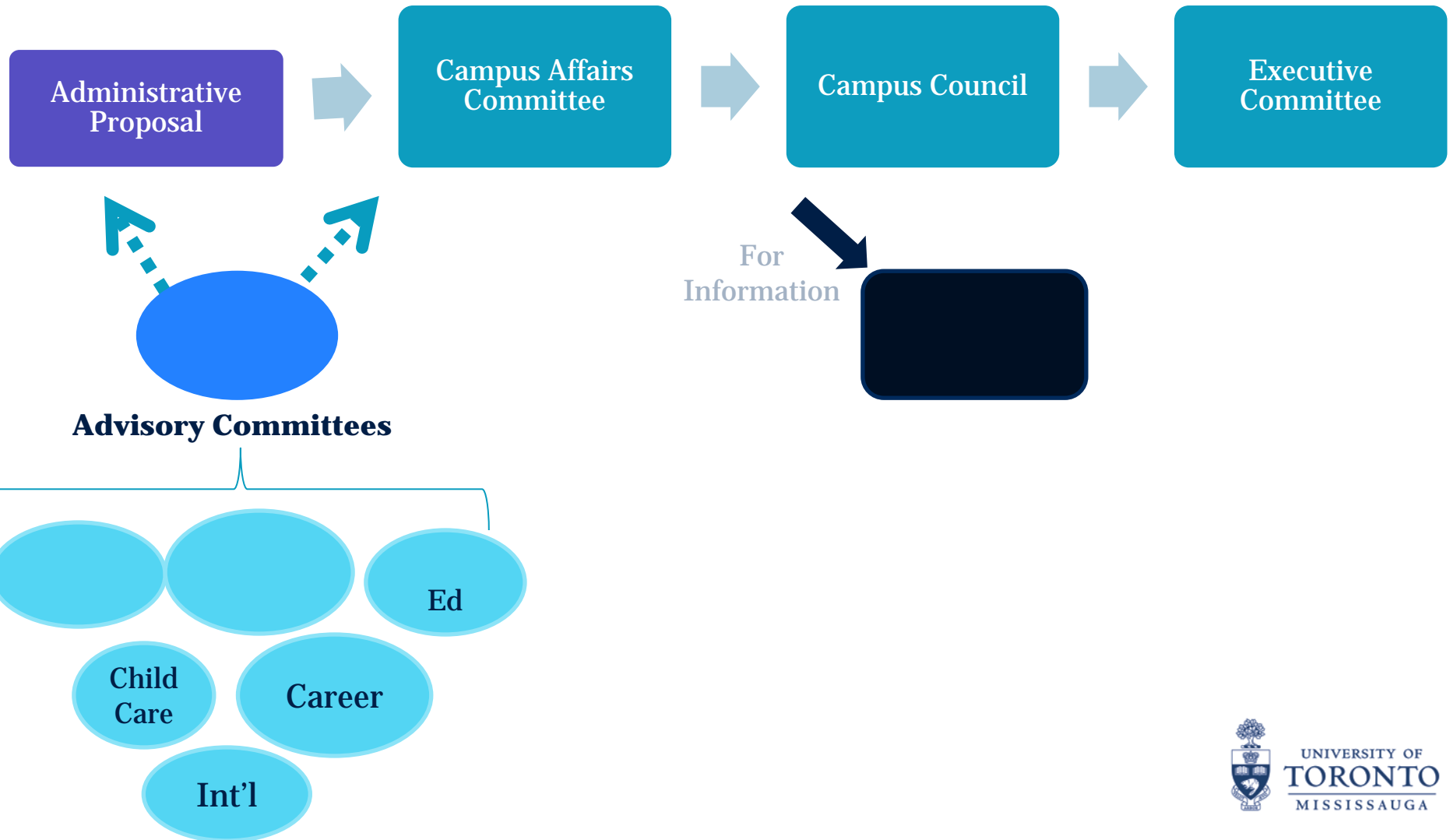
Mark Overton, Dean of Student Affairs

March 5, 2015

Campus services proposals for consideration

- UTM Health Services Fee
- UTM Athletics and Recreation Fee
- UTM Student Services Fee (funds a range of programs & services)
- Summer campus services for enrolled students not assessed fees in the summer (establishes summer service access for research-stream graduate students, some professional masters graduate students, and MAM)

Overview of Process



QSS process

- Quality Service to Students Committee (QSS)
 - 17 voting members (11 student voters; 6 voters from administration) plus many non-voting student and administrative participants)
- Not a part of governance; governed by policy and protocol on non-tuition fees
- Protocol assigns to QSS the responsibility to advise on proposals related to 3 specific fees, which are conveyed to governance and summarized under agenda Item 6a

QSS process

Consultation process

- Advisory groups met on operations (Nov. & Dec.)
- Budget/Fee proposals discussed with QSS by UTM services' directors/managers (Dec. & Jan.)

Voting

- Endorsement required both a majority of voters and a majority of student voters present (a 'double-majority')
- Conducted Jan. 16 and 23, 2015

Summary of Campus Fees for Approval

	Existing Fee (2014-15)	Proposed to QSS	Maximum Fee allowed through Indexes in Protocol	Proposed to CC
Phys Ed & Athletics Fee	\$ 168.39	\$ 174.28	\$ 171.76	\$ 171.76 (+\$3.37)
Health Services Fee	\$33.67	\$ 36.23	\$ 35.31	\$ 36.23 (+\$2.56)
Student Services Fee	\$142.51	\$ 149.08	\$ 154.75	\$ 151.08 (+\$8.57)

Thank you

Questions?

UT's Policy on Financial Support

...because that [OSAP] provides a consistent and verifiable method. For a student who qualifies for the maximum OSAP assistance, and who has further assessed need not covered by OSAP, the university will provide the additional assistance in the form of a non-repayable grant (UTAPS) for undergraduate students.