



TO: University Affairs Board

SPONSOR: David Farrar, Vice-Provost, Students  
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DATE: January 9, 2006 for January 17, 2006

AGENDA ITEM: 3(b)

## ITEM IDENTIFICATION:

**Compulsory Non-Academic Incidental Fees: Individual Requests from Student Societies for Increases Beginning Summer, 2006**

## JURISDICTIONAL INFORMATION:

The terms of reference of the University Affairs Board provide that the Board approves the establishment of and changes to compulsory non-academic incidental fees including those collected on behalf of student societies.

The administrative procedures are outlined in the *Policy on Compulsory Non-Academic Incidental Fees* and the *Handbook for Student Societies* (published by the Office of Student Affairs). Pursuant to the *Policy*, requests for increases to fees must be supported by due constitutional and fair processes within student societies.

Increases which are greater than the cost of living must be supported by a positive result in a recent referendum. Requests for increases which are less than or equal to the cost of living must be supported by a previous referendum approving annual increases by an established 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 an inflation factor approved by referendum), may be requested upon approval of the board or council of the organization.

## PREVIOUS ACTION TAKEN:

Requests for changes to existing fees and/or the establishment of new fees are brought forward to the Board on one or more occasions each year. This is the first set of requests on behalf of student societies brought forward this year.

The requests have been reviewed by the Office of Student Affairs and are recommended for approval.

## **HIGHLIGHTS:**

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

**Arts & Science Student Union (ASSU):** an increase in the society's portion of the fee supported by a positive result in a referendum.

**Association of Part-time Undergraduate Students (APUS):** an increase in the society's portion of the fee supported by a positive result in a referendum.

**Students' Administrative Council (SAC):** an increase in the society's portion of the fee supported by a positive result in a referendum.

Additional information is provided in the attached memorandum from Jim Delaney, Assistant Director, Student Affairs.

## **FINANCIAL AND/OR PLANNING IMPLICATIONS:**

There are no significant implications for the University's operating budget.

## **RECOMMENDATION:**

It is recommended that the University Affairs Board approve the following:

THAT beginning in the summer 2006 session, the society portion of the Arts & Science Student Union fee be increased by \$2.00 per session, from \$5.50 to \$7.50, charged to all full-time Faculty of Arts & Science students.

THAT beginning in the summer 2006 session, the society portion of the Association of Part-time Undergraduate Students fee be increased by \$3.65 per session, from \$10.00 to \$13.65, charged to all part-time undergraduate students (Note: the total APUS fee charged, including portions designated for specific purposes, will increase from \$67.33 to \$70.98).

THAT beginning in the summer 2006 session, the society portion of the Students' Administrative Council (St. George Campus) fee be increased by \$3.82 per session, from \$11.46 to \$15.28, charged to all full-time undergraduate students on the St. George Campus (Note: the total SAC-St. George fee charged, including portions designated for specific purposes, will increase from \$129.09 to \$130.91).

THAT beginning in the summer 2006 session, the society portion of the Students' Administrative Council (U of T at Mississauga) fee be increased by \$3.82 per session, from \$11.46 to \$15.28, charged to all full-time undergraduate University of Toronto at Mississauga students (Note: the total SAC-UTM fee charged, including portions designated for specific purposes, will increase from \$124.84 to \$128.66).

Please Note: While SAC is authorized by the University Affairs Board to charge \$59.28 per session (including the administration fee and PST) for the portion of the SAC fee designated for the Dental Plan, SAC has elected to charge only \$38.13 (including the administration fee and PST) per session in fall/winter 2005-06. SAC has also elected not to charge the portions designated for the Health Plan and Dental Plan in the summer session. If the fee increase is approved the actual amounts that will be charged in summer 2006 will be \$109.76 for St. George Campus students and \$107.51 for UTM students.



# University of Toronto

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January 9, 2006

## MEMORANDUM

**TO: MEMBERS OF THE UNIVERSITY AFFAIRS BOARD**

**FROM: JIM DELANEY**

**SUBJECT: COMPULSORY NON-ACADEMIC INCIDENTAL FEES:  
INDIVIDUAL REQUESTS FROM STUDENT SOCIETIES FOR INCREASES BEGINNING  
SUMMER, 2006**

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Requests from a number of student societies for the fee changes listed below have been received by the Office of Student Affairs. The applications have been reviewed and are recommended for approval.

Requests for fee increases from student societies must meet a number of requirements. Section 2 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.*

*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. 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 this office) 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 relates 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, we ask student societies to consult with this office on the wording of 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 the relevant procedures.

Occasionally, we are 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) 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 must 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.

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.

## Arts & Science Student Union (ASSU)

### Background

The ASSU fee has been \$5.50 per session for full-time Faculty of Arts & Science students on the St. George Campus since the fall 1997 session. The entire fee is designated for use by the society.

### Requests

- 1) An increase of \$2.00 per session in the society portion of the fee supported by a positive result in a recent referendum.

A referendum was held on October 18 and 19, 2005, in which Faculty of Arts and Science students were asked to support the increase. The wording of the question is as follows:

*The Arts and Science Students' Union (ASSU) is the largest academic student union in Canada. ASSU currently has the lowest student government levy at U of T. ASSU produces the ASSU ANTI-CALENDAR which provides student opinions on over 1,700 courses in the Faculty and is free for all students. ASSU also funds Student Course Unions in departments and programs and the new free ASSU SUMMER ANTI-CALENDAR.*

*ASSU also handles all academic concerns in our Faculty, both broad based (ASSU successfully achieved 24-hour study space in Robarts, extension of the refund schedule, reduction in outstanding interest on tuition and eliminating and reducing Faculty fees, etc.) and individually (advising on personal academic problems, fighting for you rights, etc.).*

*Your academic Student Union is requesting a \$2.00 increase per session to the ASSU fee so that we can continue our existing projects, including the ASSU ANTI-CALENDAR, and supporting more Course Unions and their work. Unlike many student societies ASSU does not collect an annual cost of living increase.*

*Do you approve of a \$2.00 increase, from \$5.50 to \$7.50 per session, in the ASSU direct levy on full-time Arts and Science undergraduate students on the St. George campus commencing in May, 2006.*

The results of the referendum are as follows:

<b>YES</b>	<b>608</b>	74.6%	Number of Eligible Voters	22,929
<b>NO</b>	<b>170</b>	20.9%	<b>Voter Turnout</b>	<b>815 / 3.6%</b>
<b>Abstain</b>	<b>37</b>	4.5%	Difference Between YES and NO	438 / 1.9%
<b>TOTAL</b>	<b>815</b>			

The society has submitted the required documentation and two officers of the society have signed a declaration certifying that the society has acted in an open and democratic fashion and in a manner consistent with its constitution and/or by-laws. No complaints were received by this office concerning the referendum or the request for an increase.

*Recommendation:*

THAT beginning in the summer 2006 session, the society portion of the Arts & Science Student Union fee be increased by \$2.00 per session, from \$5.50 to \$7.50, charged to all full-time Faculty of Arts & Science students.

**Association of Part-time Undergraduate Students (APUS)**

*Background*

The APUS fee has been \$67.33 per session for part-time undergraduate students since the fall 2005 session. The fee includes \$10.00 per session designated for the society.

*Requests*

- 1) An increase of \$3.65 per session to the society portion of the fee supported by a positive result in a recent referendum.

A referendum was held by mail-in ballot beginning in November 2005, in which part-time undergraduate students were asked to support the increase. All ballots were required to be post-marked no later than December 9, 2005, in order to be counted. The wording of the question is as follows:

***Preamble:***

*The Association of Part-time Undergraduate Students (APUS) is seeking member consent for a small cost of living increase in the APUS Society fee. The proposed fee amount is \$3.65 per session.*

*Complete details of APUS programs and services are available on the APUS website: [www.apus.utoronto.ca](http://www.apus.utoronto.ca).*

*If approved, the APUS Society fee would be \$13.65 per session and would be charged to all part-time undergraduate students as part of the APUS fee beginning in the summer 2006 session.*

***Question:***

*Are you in favor of an increase to the Association of Part-time Undergraduate Students fee as described in the Preamble?*

The results of the referendum are as follows:

<b>YES</b>	<b>296</b>	71.7%	Number of Eligible Voters	6,242
<b>NO</b>	<b>115</b>	27.8%	<b>Voter Turnout</b>	<b>413 / 6.6%</b>
<b>Spoiled/Blank</b>	<b>2</b>	0.5%	Difference Between YES and NO	181 / 2.9%
<b>TOTAL</b>	<b>413</b>			

The society has submitted the required documentation and two officers of the society have signed a declaration certifying that the society has acted in an open and democratic fashion and in a manner consistent with its constitution and/or by-laws. No complaints were received by this office concerning the referendum or the request for an increase.

*Recommendation:*

THAT beginning in the summer 2006 session, the society portion of the Association of Part-time Undergraduate Students fee be increased by \$3.65 per session, from \$10.00 to \$13.65, charged to all part-time undergraduate students (Note: the total APUS fee charged, including portions designated for specific purposes, will increase from \$67.33 to \$70.98).

**Students' Administrative Council (SAC)**

*Background*

Since the fall 2005 session, the SAC fee has been \$127.09 per session for full-time undergraduate students on the St. George Campus and \$124.84 per session for full-time undergraduate students on the U of T at Mississauga (UTM) campus. The fee on both campuses includes \$11.46 per session designated for the society.

*Requests*

- 1) An increase of \$3.82 to the society portion of the fee supported by a positive result in a recent referendum.

A referendum was held on October 12 to 14, 2005, in which full-time undergraduate students on the St. George and UTM campuses were asked to support the increase. The wording of the referendum question is as follows:

***Preamble:***

*The Students' Administrative Council (SAC), your students' union, is responsible for providing an array of services and programs to its members. This is achieved with one of the lowest central students' union membership fees in Canada at only \$11.46 per session, not including refundable fees and levies.*

*Over the past number of years, there has been a surge in student participation in SAC’s campus clubs, on both the UTM and St. George campuses. In order to meet the increased needs of our approximately 382 campus clubs, SAC has continuously worked to increase its clubs budget and to provide resources to improve campus life. However, because of budget constraints and limited financial resources, SAC cannot subsidize our campus clubs to the same extent in the long-term.*

*SAC, your students’ union, is seeking consent from its members to raise the SAC Society Fee by \$3.82 per session, indexed to the cost of inflation, for the purposes of increasing clubs funding and resources, and offsetting administrative costs related to SAC’s campus life initiatives.*

*If approved, the \$3.82 per session fee increase would be charged to all full-time undergraduate students at the St. George and UTM campuses as part of the students’ union fee beginning in the summer 2006 session. This fee increase amounts to approximately one penny, per club, per session.*

**Question:**

*Are you in favour of a \$3.82 per session increase to the SAC society fee to help fund our campus clubs as described in the preamble, above?*

The results of the referendum are as follows:

<b>YES</b>	<b>1,414</b>	<b>63.7%</b>	Number of Eligible Voters	41,442
<b>NO</b>	<b>752</b>	<b>33.9%</b>	<b>Voter Turnout</b>	<b>2,219 / 5.4%</b>
<b>Abstention</b>	<b>53</b>	<b>2.4%</b>	Difference Between YES and NO	662 / 1.6%
<b>TOTAL</b>	<b>2,219</b>			

The society has submitted the required documentation and two officers of the society have signed a declaration certifying that the society has acted in an open and democratic fashion and in a manner consistent with its constitution and/or by-laws. No complaints were received by this office concerning the referendum or the request for an increase.

**Recommendations:**

THAT beginning in the summer 2006 session, the society portion of the Students’ Administrative Council (St. George Campus) fee be increased by \$3.82 per session, from \$11.46 to \$15.28, charged to all full-time undergraduate students on the St. George Campus (Note: the total SAC-St. George fee charged, including portions designated for specific purposes, will increase from \$129.09 to \$130.91).

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JD/