



TO: University Affairs Board

SPONSOR: Jill Matus, Vice-Provost, Students

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DATE: September 22, 2010 for September 28, 2010

AGENDA ITEM: 7

**ITEM IDENTIFICATION:**

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

**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 the Vice-Provost, Students). Pursuant to the *Policy*, requests for increases to fees must be supported by due constitutional and fair processes within student societies.

Requests for increases are brought forward to the Board by the administration on the assurances of the student societies that due constitutional procedures have been followed.

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 a specific 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 request on behalf of student societies brought forward this year.

**HIGHLIGHTS:**

The following student society has requested changes to fees charged on their behalf by the University:

**Scarborough Campus Students' Union (SCSU) – see page 3**

Additional information is provided on the referenced pages in the attached memorandum from Jim Delaney, Director, Office of the Vice-Provost, Students.

The request has been reviewed by the Office of the Vice-Provost, Students in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and is found to be in compliance. Therefore, the request is recommended for approval.

**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:

It is recommended that, on the condition that at its meeting scheduled for September 24, 2010 the Scarborough Campus Students' Union (SCSU) Board of Directors approves a resolution to request an increase to the Accident and Prescription Drug Insurance Plan portion of the fee, the University Affairs Board approve the following:

THAT, beginning in the Winter 2011 session the Accident and Prescription Drug Insurance Plan portion of the SCSU fee be increased by \$3.08 per session for all full-time University of Toronto Scarborough (UTSC) undergraduate students. If approved, the total SCSU fee will be \$210.09 per session, charged to all full-time undergraduate UTSC students.



## MEMORANDUM

To: **Members of the University Affairs Board**

From: Jim Delaney

Date: September 22, 2010

Subject: **Student Society Proposals for Fee Increases**

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A request from the Scarborough Campus Students' Union (SCSU) for the fee change listed below has been received by the Office of the Vice-Provost, Students. The application has been reviewed in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees*, is found to be in compliance with these requirements, and is 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 seek advice from 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, the Office 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.

The Scarborough Campus Students' Union (SCSU) may request increases in the designated portions of their fees for health and dental plans at a rate established by approval of a previous referendum.

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.

Normally, student society fee increases are considered in the fall for summer session implementation or in the spring for fall session implementation. However, since the University of Toronto Scarborough operates on a trimester academic schedule, it is possible to consider requests for incidental fee increases beginning the winter session.

## **Scarborough Campus Students' Union (SCSU)**

### **Background**

In the spring of 2010, SCSU requested a decrease in the portion of the SCSU fee designated for an Accident and Prescription Drug Insurance Plan. The University Affairs Board approved this decrease. Subsequently, it became apparent that an increase is required. SCSU is now requesting an increase of \$3.08 (including administrative fees and sales tax) to the Accident and Prescription Drug Insurance Plan portion of the fee, which returns the fee to the same level as the 2009-10 fall/winter academic period.

Pursuant to approval by previous referenda, requests for increases of less than or equal to 10% are permitted in the Accident and Prescription Drug Plan portion of the fee upon approval of a resolution by the Board of SCSU.

### **Requests**

- 1) A \$3.08 increase to the Accident and Prescription Drug Insurance Plan portion of the fee.

At its meeting scheduled for September 24, 2010, the SCSU Board of Directors will consider a resolution requesting an increase to the Accident and Prescription Drug Insurance Plan portion of the fee.

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

### **Recommendation**

It is recommended that, on the condition that at its meeting scheduled for September 24, 2010 the Scarborough Campus Students' Union (SCSU) Board of Directors approves a resolution to request an increase to the Accident and Prescription Drug Insurance Plan portion of the fee, the University Affairs Board approve the following:

THAT, beginning in the Winter 2011 session the Accident and Prescription Drug Insurance Plan portion of the SCSU fee be increased by \$3.08 per session for all full-time University of Toronto Scarborough (UTSC) undergraduate students. If approved, the total SCSU fee will be \$210.09 per session, charged to all full-time undergraduate UTSC students.