

**FOR INFORMATION****PUBLIC****OPEN SESSION**

**TO:** University Affairs Board

**SPONSOR:** Professor Sandy Welsh, Vice-Provost, Students  
**CONTACT INFO:** Phone (416) 978-3870/E-mail vp.students@utoronto.ca

**PRESENTER:** See Sponsor  
**CONTACT INFO:**

**DATE:** April 21, 2016 for April 28, 2016

**AGENDA ITEM:** 4(a)

**ITEM IDENTIFICATION:**

Student Societies: Requests for Fee Increases – University of Toronto Mississauga

**JURISDICTIONAL INFORMATION:**

The Terms of Reference for the University Affairs Board provide that the Board is responsible for compulsory non-academic incidental fees for the University and for the St. George Campus.

Section 5.1 of the UTM Campus Affairs Committee Terms of Reference lists student societies and compulsory non-academic incidental fees among the Committee'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."

Following approval by the UTM Campus Council, student society fee increases are brought forward to the University Affairs Board for information.

Student society fees are subject to the terms and conditions of the *Policy on Ancillary Fees* (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* 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 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 that 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, an annual increase – 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 on 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.

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 Office of the Vice-Provost, Students makes inquiries about the issue and, if necessary, investigates the matter further as part of the assessment of the request.

#### **GOVERNANCE PATH:**

1. UTM Campus Affairs Committee [For Recommendation] (February 11, 2016)
2. UTM Campus Council [For Approval] (March 3, 2016)
3. Executive Committee [For Confirmation] (March 29, 2016)

#### **4. University Affairs Board [For Information] (April 28, 2016)**

##### **PREVIOUS ACTION TAKEN:**

Requests for changes to existing student society fees and/or the establishment of new fees may be brought forward to the Committee on one or more occasions each year.

##### **HIGHLIGHTS:**

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

**Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union).**

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

The requests were reviewed by the Office of the Vice-Provost, Students in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and are found to be in compliance.

##### **FINANCIAL IMPLICATIONS:**

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

##### **RECOMMENDATION:**

The documentation is presented for information.

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##### **DOCUMENTATION PROVIDED:**

Memo to UTM Campus Affairs Committee:  
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: March 3, 2016**

**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 (OVPS), which manages the University-wide administrative processes 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 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 2015 consumer price index for Ontario was 1.7%.

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 University of Toronto Mississauga Students' Union may request increases in the Mississauga Transit UPass portion of their 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.

### ***University of Toronto Mississauga Students' Union (legally, the Erindale College Student Union)***

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#### **Background:**

In fall/winter 2015-16, the total UTMSU fee was \$127.15 per session for full-time University of Toronto Mississauga (UTM) students (\$105.33 part-time). The fee includes \$14.11 per session for the society's portion of the fee (\$1.04 part-time), \$0.53 per session for the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) fee (\$0.53 part-time), \$1.02 per session for Academic Societies fee (\$1.02 part-time), \$0.56 per session for the Food Bank fee (\$0.56 part-time), \$1.10 per session for the Student Refugee Program (WUSC) (\$1.10 part-time), and \$92.82 per session for the Mississauga Transit UPass fee (\$92.82 part-time).

#### **Requests:**

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

At its meeting on Monday November 30, 2015, the UTM 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 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 on Monday November 30, 2015, the UTM 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 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 on Monday November 30, 2015, the UTM 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 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 on Monday November 30, 2015, the UTM 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 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 on Monday November 30, 2015, the UTM board approved a resolution to request a cost of living increase to the Student Refugee Program (WUSC) portion of the fee.

In the 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.

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

In accordance with the original referendum question, UTMSU may request increases to the Mississauga Transit U-Pass portion of the fee of up to 9% upon approval of a resolution by the UTMSU Board of Directors.

At its meeting on Monday November 30, 2015, the UTM board approved a resolution to request an inflationary increase to the Mississauga Transit U-Pass portion of the fee.

In the 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.

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

At its meeting on Monday November 30, 2015, the UTMSU board approved a resolution to request an inflationary increase to the Summer 2016 Mississauga Transit U-Pass portion of the fee.

In the 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.

## Summary of Changes

Student Societies	Summer 2016		Fall 2016		Winter 2017		Summer 2015		Fall 2015		Winter 2016	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
<b>U of T Mississauga Students' Union</b> (Erindale College Student Union)												
Society (cost of living increases permitted without referendum - approved spring 2006)	13.85	1.02	14.35	1.06	14.35	1.06	13.65	1.02	14.11	1.04	14.11	1.04
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	0.54	0.54	0.54	0.54	0.52	0.52	0.53	0.53	0.53	0.53
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)	133.09	133.09	101.17	101.17	101.17	101.17	122.10	122.10	92.82	92.82	92.81	92.81
Academic Societies (cost of living increases permitted without referendum - approved spring 2007)	1.00	1.00	1.04	1.04	1.04	1.04	1.00	1.00	1.02	1.02	1.02	1.02
Food Bank (cost of living increases permitted without referendum - approved spring 2009)			0.57	0.57	0.57	0.57			0.56	0.56	0.56	0.56
Student Refugee Program (cost of living increases permitted without referendum - approved spring 2009)			1.12	1.12	1.12	1.12			1.10	1.10	1.10	1.10
<b>TOTAL</b>	<b>\$165.47</b>	<b>\$143.89</b>	<b>\$135.80</b>	<b>\$113.76</b>	<b>\$135.80</b>	<b>\$113.76</b>	<b>\$154.28</b>	<b>\$132.90</b>	<b>\$127.15</b>	<b>\$105.33</b>	<b>\$127.14</b>	<b>\$105.32</b>
Change From Previous Year	+14.8%	+17.2%	+14.0%	+16.6%	+14.0%	+16.6%	+14.4%	(new)	+13.6%	+16.4%	+13.6%	+16.4%
	\$ 21.30	\$ 21.12	\$ 16.64	\$ 16.18	\$ 16.64	\$ 16.18	\$ 19.47		\$ 15.26	\$ 14.84	\$ 15.25	\$ 14.83

Note: Mississauga Academy of Medicine Students also pay \$62.84 in each of the Fall and Winter sessions for summer UPass.

## Recommendations

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

THAT beginning in the Summer 2016 session, the University of Toronto Mississauga Student Union (legally, the Erindale College Student Union) fee be increased as follows: (a) an increase of \$10.99 per session (\$10.99 part-time) (Summer session only) in the Mississauga Transit U-Pass portion of the fee;

THAT beginning in the Fall 2016 session, the UTMSU fee be increased as follows: (a) an increase of \$0.24 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; (f) an increase of \$8.35 per session (\$8.35 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2016 session, the UTMSU fee charged to Mississauga Academic of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (s) an increase of \$5.20 per session in the Mississauga Transit Summer U-Pass portion of the fee.

If approved, the total Fall/Winter UTMSU fee will be \$135.80 per session (\$113.76 part-time), charged to all UTM undergraduate students. The total Fall/Winter UTMSU fee for Mississauga Academic of Medicine students will be \$198.64 per session.