



**FOR CONFIRMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Executive Committee

**SPONSOR:** Deep Saini, Vice-President & Principal

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**PRESENTER:**

**CONTACT INFO:**

**DATE:** May 2, 2016 for May 9, 2016

**AGENDA ITEM:** 6 (b.)

**ITEM IDENTIFICATION:**

University of Toronto Mississauga Summer Shuttle Service fee for UTM-Affiliated Graduate Students and UTM-Affiliated Undergraduate Students with Non-UTM home Faculty/Division.

**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. UTM Campus Affairs Committee [For Recommendation] (March 21, 2016)
2. UTM Campus Council [For Approval] (April 20, 2016)
3. University Affairs Board [For Information] (May 25, 2016)
4. **Executive Committee [For Confirmation] (May 9, 2016)**

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

University of Toronto Mississauga Summer Shuttle Service fee for UTM-affiliated graduate students and UTM-affiliated undergraduate students with non-UTM home faculty/division for the current fiscal year were approved at the Campus Affairs Committee meeting held on February 12, 2015, and UTM Campus Council on March 4, 2015.

#### **HIGHLIGHTS:**

*UTM's Quality Service to Students Committee (QSS) exists, in part, to provide advice to governance on the operating plans and budgets of services under the Protocol (described in the Jurisdictional Information above). QSS has not met its quorum requirement for 2015-16 meetings as a result of a refusal by UTMSU to participate.*

*Quorum at QSS requires 'eleven members present, of whom at least six shall be students, who represent at least two of the students councils... one of which must be UTMSU'. UTMSU, through its president, reported that its executives would not participate in QSS until a set of concerns were resolved to UTMSU's satisfaction. Among the concerns expressed in meetings with the Acting Principal and Dean of Student Affairs was UTMSU's call for a change in QSS's role, from providing advice to governance on fees under the Protocol to instead requiring QSS's approval of fee increases before being sought through governance. As explained, this would contradict the terms of the Protocol, although procedural advice was offered on how changes to the Protocol could be explored. The refusal of UTMSU to discharge its responsibilities under the Protocol does not prevent fee increase requests from moving forward in accordance with the Policy. Therefore, the refusal has been interpreted as a de facto recommendation against any of the increases sought, resulting in the application of the limitations set out in section E.3 of the Protocol.*

The proposed fee increases were previously withdrawn for consideration from the item: *Operating Plans and Fees: UTM Student Services*, as the UTI and CPI calculations were not reflected accurately; the current item has been updated to reflect this change. The increase is for UTM-affiliated graduate students and a UTM-affiliated undergraduate students with non-UTM home faculty/division only. Related changes to the Shuttle Bus fee for all other UTM registered students were included in the Student Services fee in the previous governance cycle.

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 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 increased to \$4.60, which represents a year-over-year increase of \$0.19 or 4.22% (resulting from the elimination of a 2013-14 three-year temporary increase, a permanent increase of 2.00%, and a three-year temporary increase of 4.17%).

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**DOCUMENTATION PROVIDED:**

Summary & Highlights and Financial Report related to the 2017 Summer Shuttle Service

Fee schedule for Shuttle: Fiscal year 2016-17

# Summary & Highlights: Summer Shuttle Service

2016-17

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

Description	Applies to:	2016 Fee		2017 Fee		Changes from Previous Year		
		\$ Full-time	\$ Part-time	\$ Full-time	\$ Part-time	%	\$ Full-time	\$ Part-time
Summer Shuttle Service Fee (assessed Fall and Winter Sessions only)	Graduate & MAM	4.41	n/a	4.60	n/a	4.22%	0.19	n/a

## Highlights

University of Toronto Mississauga Summer Shuttle Service for UTM-affiliated graduate students and UTM-affiliated undergraduate students with non-UTM home faculty/division is funded by the Student Services Fee, which include the following service improvements:

### UTM/St. George Service

- The implementation of a standardized scheduling system which consists of a “regular service” and “reduced service” plan; as follows:
  - Regular Service - September - April (regular academic year);
    - i. 45 weekday trips, 7 Saturday and 4 Sunday trips
  - Reduced Service - Orientation, reading week(s), study/exam periods & Summer Session;
    - i. 24 weekday trips
    - ii. Varying weekend service as determined
- The addition of two Sunday trips to the Summer Session schedule; beginning May 2016
  - Depart UTM: 9:00 am / Depart St. George: 10:15 am &
  - Depart UTM: 5:15 pm / Depart St. George: 6:30 pm
- The expansion of Sunday service during the Regular schedule; beginning January 2016
  - Effective January 2016; Addition of two (2) trips to current Sunday service; an increase to six (6) departure times from current four (4)
  - Effective September 2016; Revise Sunday times to align with Saturday service and provide a total of five (5) departure times ongoing
- The addition of Sunday service during Fall/Winter Exam Sessions; beginning April 2016
  - Addition of two (2) trips to current service during December and April Exams

