

**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** UTSC Campus Council

**SPONSOR:** Sue Graham-Nutter, Chair, UTSC Campus Affairs Committee  
**CONTACT INFO:** 416-208-5063, campuscouncil@utsc.utoronto.ca

**PRESENTER:** Jennifer Ankrett (Bramer), Director, Academic Advising and Career  
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**DATE:** Tuesday, March 1, 2016

**AGENDA ITEM:** 5

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**ITEM IDENTIFICATION:**

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

**JURISDICTIONAL INFORMATION:**

Section 5.1 of the 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 UTSC Council on the recommendation of the UTSC Campus Affairs Committee.”

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). More information on these sections is appended in the attached memo from Desmond Pouyat, Dean of Student Affairs.

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.

The administrative procedures are outlined in the *Handbook for Student Societies*, which is published by the Office of the Vice-Provost, Students (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 matter further as part of the assessment of the request.

#### **GOVERNANCE PATH:**

1. UTSC Campus Affairs Committee [For Recommendation] (February 8, 2016)
2. **UTSC Campus Council [For Approval] (March 1, 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. This is the first set of requests on behalf of student societies brought forward this year.

#### **HIGHLIGHTS:**

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

##### **Scarborough Campus Students' Union**

Additional information is provided in the attached memorandum from Desmond Pouyat, 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 financial implications to the campus' operating budget.

**RECOMMENDATION:**

Be It Resolved,

THAT, subject to confirmation by the Executive Committee;

THAT beginning in the Summer 2016 session, the SCSU fee be increased as follows: an increase of \$5.82 per session (\$1.16 part-time) in the UTSC Sports and Recreation Centre Levy portion of the fee; and

THAT beginning in the Fall 2016 session, the SCSU fee be increased as follows: (a) an increase of \$0.43 per session in the Society membership portion of the fee (\$0.03 part-time), (b) an increase of \$0.64 per session in the Student Centre portion of the fee (\$0.19 part-time), (c) an increase of \$0.13 per session (full-time only) in the CFS/CFS-O portion of the fee, (d) an increase of \$2.74 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, and (e) an increase of \$4.87 (full-time only) per session in the Dental Plan portion of the fee, and (f) continuation of the Student Refugee Program portion of the fee through the 2016-17 academic period.

If approved, the total Fall/Winter SCSU fee will be \$387.01 per session (\$43.78 part-time), charged to all UTSC undergraduate students.

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**DOCUMENTATION PROVIDED:**

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

**TO: Members of the Campus Council**

**FROM: Desmond Pouyat, Dean of Student Affairs**

**DATE: March 1, 2016**

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

Requests from one UTSC 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 UTSC 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 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 Scarborough Campus Students' Union may request increases in both the Dental and Accident & Prescription Drug Insurance Plan portions of their fee of up to 10%.

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.

### ***Scarborough Campus Students' Union***

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#### **Background:**

In fall/winter 2015-16, the total SCSU fee was \$372.38 per session for full-time University of Toronto Scarborough (UTSC) students (\$42.41 part-time). The fee includes \$25.43 per session for the society's portion of the fee (\$1.58 part-time), \$37.90 for the Student Centre portion of the fee (\$11.35 part-time), \$7.59 for the Canadian Federation of Students (CFS)/Canadian Federation of Students – Ontario (CFS-O) portion of the fee, \$68.53 per session for the Accident & Prescription Drug Insurance Plan portion of the fee, \$81.10 per session for the Dental Plan portion of the fee, and \$0.75 per session for the Student Refugee Program portion of the fee (\$0.25 part-time).

#### **Requests:**

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

At its meeting on February 22, 2016, the SCSU Board considered 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 Student Centre Capital levy portion of the fee.*

At its meeting on February 22, 2016, the SCSU Board considered a resolution to request a cost of living increase to the Student Centre Capital levy 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 CFS/CFS-O portion of the fee.*

At its meeting on February 22, 2016, the SCSU Board considered a resolution to request a cost of living increase to the CFS/CFS-O 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. *An increase in the Accident & Prescription Drug Insurance Plan portion of the fee.*

In accordance with the original referendum question, SCSU may request increases to the Accident & Prescription Drug Insurance Plan portion of the fee of up to 10% upon approval of a resolution by the SCSU Board.

At its meeting on February 22, 2016, the SCSU Board considered a resolution to request a 4% increase to the Accident & Prescription Drug Insurance Plan 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. *An increase in the Dental Plan portion of the fee.*

In accordance with the original referendum question, SCSU may request increases to the Dental Plan portion of the fee of up to 10% upon approval of a resolution by the SCSU Board.

At its meeting on February 22, 2016, the SCSU Board considered a resolution to request a 6% increase to the Dental Plan 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. *Continuation of the Refugee Student Program portion of the fee.*

At its meeting on February 22, 2016, the SCSU Board considered a resolution to continue the Refugee Student Program 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 increase in the UTSC Sports & Recreation Complex Levy.*

Pursuant to the provisions of the original referendum question, approved in the spring of 2010, annual increases to the Levy of 4% over a 25-year period following the implementation of the summer 2014 increase have been approved. The referendum question is considered an agreement among the students, SCSU, and the University, in respect of the Levy.

## Summary of Changes

Student Societies	Summer 2016		Fall 2017		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>Scarborough Campus Students' Union</b>												
Society (cost of living increases permitted without referendum - approved fall 2002)	25.43	1.58	25.86	1.61	25.86	1.61	24.96	1.55	25.43	1.58	25.43	1.58
Refugee Student Program (through 2014-15; SCSU Board approval of continuation)	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25
Student Centre (cost of living increases permitted without referendum - approved spring 2001)	37.90	11.35	38.54	11.54	38.54	11.54	37.19	11.14	37.90	11.35	37.90	11.35
Women's Centre (refundable)	1.50		1.50		1.50		1.50		1.50		1.50	
Downtown Legal Services (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Orientation (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Blue Sky Solar Car Team (refundable)	0.13		0.13		0.13		0.13		0.13		0.13	
Day Care Subsidy (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Wheelchair Accessibility Projects	1.00		1.00		1.00		1.00		1.00		1.00	
Refugee Student Fund	0.30		0.30		0.30		0.30		0.30		0.30	
Health Initiatives in Developing Countries (refundable)	0.25		0.25		0.25		0.25		0.25		0.25	
Foster Children Program	0.05		0.05		0.05		0.05		0.05		0.05	
U of T Environmental Resource Network (refundable)	0.25		0.25		0.25		0.25		0.25		0.25	
Canadian Federation of Students (CFS) & CFS-Ontario (cost of living increases permitted without referendum - approved fall 2002)	7.59		7.72		7.72		7.45		7.59		7.59	
Frontier College Students for Literacy - UTSC (refundable; fall and winter only)	0.00	0.00	0.50	0.10	0.50	0.10	0.00	0.00	0.50	0.10	0.50	0.10
UTSC Sports & Recreation Complex Levy (increases up to 4% permitted without referendum - approved spring of 2010; increased to \$140.00 full-time/\$28.00 part-time in summer 2014 through summer 2039)	145.60	29.12	151.42	30.28	151.42	30.28	145.60	29.12	145.60	29.12	145.60	29.12
Accident & Prescription Drug Insurance Plan (including administration fee and sales tax; refundable; increases up to 10% permitted without referendum - current provisions approved spring of 1998)			71.27		71.27				68.53		68.53	
Dental Plan (including administration fee and sales tax; refundable; increases up to 10% permitted without referendum - approved spring of 1998)			85.97		85.97				81.10		81.10	
<b>TOTAL</b>	<b>\$222.25</b>	<b>\$42.30</b>	<b>\$387.01</b>	<b>\$43.78</b>	<b>\$387.01</b>	<b>\$43.78</b>	<b>\$220.93</b>	<b>\$42.06</b>	<b>\$372.38</b>	<b>\$42.40</b>	<b>\$372.38</b>	<b>\$42.40</b>
Change From Previous Year	+0.6%	+0.6%	+3.9%	+3.3%	+3.9%	+3.3%	+3.1%	+3.6%	+5.8%	+3.3%	+5.8%	+3.3%
	\$ 1.32	\$ 0.24	\$ 14.63	\$ 1.38	\$ 14.63	\$ 1.38	\$ 6.63	\$ 1.48	\$ 20.52	\$ 1.36	\$ 20.52	\$ 1.36

## Recommendations

Be It Resolved,

THAT beginning in the Summer 2016 session, the SCSU fee be increased as follows: an increase of \$5.82 per session (\$1.16 part-time) in the UTSC Sports and Recreation Centre Levy portion of the fee; and

THAT beginning in the Fall 2016 session, the SCSU fee be increased as follows: (a) an increase of \$0.43 per session in the Society membership portion of the fee (\$0.03 part-time), (b) an increase of \$0.64 per session in the Student Centre portion of the fee (\$0.19 part-time), (c) an increase of \$0.13 per session (full-time only) in the CFS/CFS-O portion of the fee, (d) an increase of \$2.74 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, and (e) an increase of \$4.87 (full-time only) per session in the Dental Plan



portion of the fee, and (f) continuation of the Student Refugee Program portion of the fee through the 2016-17 academic period.

If approved, the total Fall/Winter SCSU fee will be \$387.01 per session (\$43.78 part-time), charged to all UTSC undergraduate students.