



TO: Business Board

SPONSOR: Professor Scott Mabury, Vice-President, University Operations

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DATE: February 25 for meeting on March 4, 2013

AGENDA ITEM: 3 (b.)

ITEM IDENTIFICATION:

Category 5, Cost Recovery Ancillary Fees, 2013-2014 (Items for Information)

Category 6, Administrative User Fees and Fines, 2013-2014 (Items for Information)

ACTION

For information

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision for a Category 5: University Schedule of Cost Recovery Fees and a Category 6: University Schedule of User Fees and Fines. A copy of the policy is attached (Attachment A).

Under the policy for Category 5, cost recovery fees shown on the schedule may be adjusted annually by administrative authority of the Vice President, University Operation, provided that the adjustments relate to changes in the cost of the materials or services provided. These changes are to be reported annually to the Business Board for information.

Under the policy for Category 6, administrative user fees and fines shown on the schedule may be adjusted annually by administrative authority of the Vice President, University Operation, provided that the adjustments relate to changes in the cost of the materials or services provided. These changes are to be reported annually to the Business Board for information.

PREVIOUS ACTION TAKEN:

The Administrative Review of Category 5 and 6 Ancillary Fees Report was presented to Business Board for information on January 28, 2013. It is attached here as an appendix.

The schedules come forward annually.

HIGHLIGHTS:

Category 5 Cost recovery Fees and Category 6 Administrative User fees and Fines have been reviewed in the context of MTCU Guidelines, University Policy and the Administrative Review of Ancillary Fees conducted over the past year. The fees are deemed to be in compliance. Recommendations resulting from the review process have been implemented; these include primarily “clean-up” issues such as proper categorization of fees, improved descriptions, and the addition of a new column indicating if a fee is for an optional or compulsory service, activity or material. Fees for building and room access have been converted to a refundable deposit fee, effective January 2012. The administration will continue to work with divisions over the coming year to improve departmental website communication on ancillary fees and to develop a “best-practices” tool.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The fees are set at a level to cover the cost of the service.