UNIVERSITY OF TORONTO

OFFICE OF THE VICE-PROVOST, STUDENTS

Monday, February 13, 2012

Memorandum

To: Student Society Presidents

From: Jim Delaney,
Director, Office of Vice-Provost, Students

Subject: Student Society Fee Changes Beginning Fall 2012

If your organization is considering a fee increase (including any cost of living increases) beginning in the fall of 2012 you must notify the appropriate University office (see office listing below) of your plans in writing **no later than March 15, 2012** (even if you plan to hold a referendum and/or seek the necessary approvals at your board or council after this date).

The following information is designed to assist your planning and insuring appropriate information is provided to the University. The form should be completed and submitted by the appropriate signing officers of your organization. More information on the relevant policies and procedures regarding fee changes is detailed in the *Handbook for Student Societies* available at <http://studentlife.utoronto.ca/Programs/docs/Handbook-for-Student-Societies.htm>. All executive officers and financial officers of student societies are strongly advised to read the *Handbook for Student Societies*.

Subject to meeting all requirements of your constitution and/or by-laws, the basic process to establish a new fee or increase any fee (except cost of living increases where the society has previous referendum consent for annual increases upon board or council approval) is as follows:

1) Contact the appropriate University office:
    - For societies with multi-campus membership,
      contact the Office of the Vice-Provost, Students at 416-978-2083.
    - For societies which draw their membership from the St. George Campus only
      contact the St. George Office of Student Life at 416-946-7755.
    - For societies which draw their membership from UTSC only
      contact the UTSC Office of Student Life at 416-208-4796.
    - For societies which draw their membership from UTM only
      contact the UTM Office of Student Affairs and Services at 905-828-3872.
2) Consult with the appropriate office on the wording of your referendum question.
3) Approve a resolution at your council or board to hold a referendum.
4) Inform the appropriate office of your plans using the attached form (Remember to enclose all relevant meeting minutes and other documentation).

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Tel: +1 416 978-3870 • Fax +1 416 946-0678 • vp.students@utoronto.ca • www.viceprovoststudents.utoronto.ca

5) Hold your referendum.
6) Approve a resolution at your council or board to (a) ratify the results of the referendum and (b) request that the University approve the increase.
7) Report referendum results to the appropriate Office (Remember to provide minutes of meetings at which referendum results are ratified, records of complaints, and other supplementary materials).
8) Attend University Affairs Board (UAB) meeting at which fee approval is considered.

It is anticipated that the Student Society fees will be considered at the University Affairs Board of the Governing Council at the meeting scheduled for April 17, 2012. All documentation must be received by the appropriate office no later than **March 23, 2012**. (UAB Meeting and Agenda information is available at: <http://www.governingcouncil.utoronto.ca/bac/ua.htm>). In order to respond to University Affairs Board members' questions about your referendum process and its results, a senior representative of your society should be in attendance at the meeting when your fee change request is presented for consideration.

For your reference, a complete list of compulsory non-academic incidental fees (including designated portions of fees and special levies) collected on behalf of all student societies is available at <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=7457>.

Procedures for Fee Increases

As outlined in the *Handbook for Student Societies*, and pursuant to the *Policy for Compulsory Non-Academic Incidental Fees*, requests for increases to student society fees must be approved by the University Affairs Board of the Governing Council.

Section 2 of the *Policy* provides the following requirements:

> *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.*

In addition, Section 1(g) references requirements for third party organizations which receive a portion of a student society fee:

> *Where a portion of the student society fee is designated for another organization, the student society must obtain, by December 31st, from the organization that receives the designated portion of the fee, financial statements audited by a public accountant.*

Section 13 establishes the expectation that fees for third parties are normally included in the relevant student society fee.

The University's procedures for handling fee change requests (from the *Handbook for Student Societies*) also provide that requests for fee increases must be supplied with the following:

1) *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) *A copy of or specific reference to the section of the society's constitution and/or by-laws which relates to the mechanism for fee changes;*

    (b) *A copy of the relevant rules and procedures governing the process related to the mechanism for fee changes;*

    (c) *Minutes of the meeting at which the resolution to request the change was approved and minutes of any other relevant meetings (e.g., the minutes of the meeting at which ratification of referenda results occurred if this decision was independent of a formal resolution to request a fee increase); and*

    (d) *A formal declaration from an appropriate officer or representative of the society certifying that the organization has complied with the terms of its constitution and/or by-laws, and the rules and procedures relevant to the request.*

2) *Details of any referenda related to the subject which may have been held including:*

    (a) *The full text of referendum questions (and a copy of the paper ballot used when applicable);*

    (b) *The full results of the referenda (including the number of members voting in favour of the proposal, the number voting in opposition, and the number of spoiled ballots);*

    (c) *Copies of formal notices, newspaper advertisements, flyers, and other 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;*

    (d) *The decisions and rulings concerning any applicable complaints or concerns related to the referendum process.*

3) *The budget for the current year together with details of any subsequent amendments or deviations and an estimate of actual income and expenditures to date. An audited statement of accounts for the previous financial year showing sources of income and nature of expenditures may also be required.*

As is the case for all requests for student society fee increases, when the referendum results are ratified by the societies and the appropriate office receives the formal requests for increases to the respective fees, an assessment of the request is conducted. The assessment addresses fairness and democracy of the process, as well as compliance with all applicable rules, procedures and policies.

Special Levies

Student society fees may include levies for specific, limited projects, within the University including those for academic purposes. Such levies must:

a) be approved by whatever process is required by the student society's constitution for consideration of a fee increase, and by a referendum;

b) be in effect for a limited time period or include provision for periodic review;

c) be treated as part of the student society fee but be specifically listed on students' accounts; and

d) be paid by the Student Accounts office directly to the student society or to a restricted account for the purposes designated in writing by the student society. Such a designation must be approved by the council or board or directors of the society.

If applicable, please take special note of your organization's levies for specific time-limited projects which end or are due for an extension this year. The following organizations must take appropriate steps (normally referendum approval) in order to extend special levies beyond this year:

Engineering Society

Engineering Career Centre: You must have a new referendum if you wish to re-instate this fee.
Blue Sky Solar Car Team: $2.75 per session, referendum approval required for continuation
Concrete Canoe Team: $1.63 per session, referendum approval required for continuation

New College Student Council

Computing Facilities and Capital Fund: $10.00 per session ($5.00 part-time), referendum required for continuation

Scarborough Campus Students' Union

Refugee Student Program: $0.75 per session ($0.25 part-time); SCSU Board approval required for continuation

University College Literary & Athletics Society

Student Aid Fund: You must have a new referendum if you wish to re-instate this fee.

Referendum

Pursuant to University policy, a referendum is required for all new student society fees, new designated portions of fees (e.g. a special levy or a fee to fund a separate organization or function), and all increases which are not proposed pursuant to a previous referendum permitting your society to request cost of living adjustments (see below).

If you are planning to hold a referendum, you should consult with the appropriate office on the wording of your referendum question. Referendum questions which are unclear or which provide a vague result are subject to complaint and accordingly can make it difficult for your organization to seek the necessary approval by the University Affairs Board. In general, your question should take the following form:

Preamble:

The [insert name of society] is seeking consent from its members for an increase to the [insert name of society] fee. The proposed increase is $A per session.

[insert purpose of increase and/or special conditions, if applicable]

If the increase is approved, the total fee for the name of society would be $B per session and would be charged to all [insert full-time or part-time] [insert name of academic division] students beginning in the fall 2012 session.

Question:

Are you in favour of an increase in the [insert name of society] fee as described in the preamble?

☐ YES ☐ NO

"A" is the amount of the proposed increase (e.g., $1.00) per session; "B" is the total amount of the new fee per session. Sessions are the four-month periods designated as Fall, Winter, and Summer.

If part-time and full-time students pay (or will pay) different fees, be sure to also incorporate this into your question. For new student society fees or new designated portions of student society fees, your question should ask whether or not your members are in favour of the establishment of a new fee.

If your referendum is more complex, please contact the appropriate office as soon as possible.

Cost of Living Increases

If your society is entitled to seek annual cost of living increases in your fee or in portions of your fee, **these increases are not automatic**. Annual action by your society's board or council is required.

Those organizations which have previously received approval from members (by referendum) for an annual cost of living increase in the society's portion of the fee may request increases, upon approval by your board or council, of **up to 2.0%** (the Ontario December 2010 to December 2011 Consumer Price Index (CPI) calculated by Statistics Canada, source The Daily, Friday, January 20, 2012
< http://www.statcan.gc.ca/daily-quotidien/120120/t120120a2-eng.htm>).

The following organizations may seek cost of living increases as specified upon approval by the society's council or board:

PORTION	INCREASE ELIGIBLE FOR	2011-12 FEE	POSSIBLE 2012-13 FEE
Association of Part-time Undergraduate Students (APUS)			
CFS/CFS-O portion	Up to 2.0% (as per 2002 referendum)	$3.58	$3.65
Health plan portion	up to 10% (as per 1994 referendum)	$37.28 including PST and the admin fee	$40.75 including PST and the admin fee
Dental plan portion	up to 10% (as per 2005 referendum)	$31.11 including PST and the admin fee	$34.00 including PST and the admin fee
Dental Students' Society			
Society portion	Up to 2.0% (as per 1994 referendum)	$15.00	$15.30
Engineering Society			
Society portion	up to 2.0% (as per 1991 referendum)	$23.06 FT/ $21.68 PT	$23.52 FT/ $22.11 PT
Engineering Career Centre	Referendum required for reinstatement	$0.00	----
Blue Sky Solar Car Team	Referendum required for continuation	$2.75	----
Concrete Canoe Team	Referendum required for continuation	$1.63	----
Graduate Business Council			
Society portion	up to 2.0% (as per 2006 referendum)	$30.00 FT/ $15.00 PT ($20.00 Summer PT)	$30.60 FT/ $15.30 PT ($20.40 Summer PT)
Graduate Students Union			
Society portion	up to 2.0% (as per 1990 referendum)	$30.26 FT/ $15.13 PT	$30.87 FT/ $15.43 PT
CFS/CFS-O portion	up to 2.0% (as per 1998 referendum)	$7.48 FT/ $3.74 PT	$7.63 FT/ $3.81 PT
Health Plan portion	up to health industry index (as per 1999 referendum)	current amount, including PST and the admin fee, is $106.80	dependant on health industry index
Dental Plan portion	up to health industry index (as per 2006 referendum)	current amount, including PST and the admin fee, is $73.44	dependant on health industry index
Innis College Student Society			
Society portion	up to 2.0% (as per 2000 referendum)	$26.50	$27.03
Innis College Student Society (First Year Students)			
Society portion	up to 2.0% (as per 2000 referendum)	$26.50	$27.03
Orientation	up to 2.0% (as per 2011 referendum)	$50.00	$51.00

PORTION	INCREASE ELIGIBLE FOR	2011-12 FEE	POSSIBLE 2012-13 FEE
Erindale College Student Union (currently operating as U of T Mississauga Students' Union, UTMSU)			
Society portion	up to 2.0% (as per 2006 referendum)	$13.28	$13.55
Mississauga Transit UPass	up to 9.0% (different amount for summer compared to fall and winter) (as per 2010 referendum)	$65.75 ($86.50 Summer)	$71.67 ($94.29 Summer)
Academic societies portion	up to 2.0% (as per 2007 referendum)	$0.96	$0.98
Food Bank portion	up to 2.0% (as per 2009 referendum)	$0.53	$0.54
Student Refugee Program portion	up to 2.0% (as per 2009 referendum)	$1.04	$1.06
New College Student Council			
Computing Facilities and Capital Fund	Referendum required for continuation	$10.00 FT/ $5.00 PT	----
Nursing Undergraduate Society			
Society Portion	up to 2.0% (max of a $2.00 increase per session) (as per 2011 referendum)	$17.00	$17.34
Canadian Nursing Association	increasing to $5.00 per session full-time beginning fall 2012 (as per 2011 referendum)	$2.50 FT/$1.00 PT	$5.00 FT/$1.00 PT
Undergraduate Pharmaceutical Society			
Society portion	up to 2.0% (as per 1991 referendum)	$20.00	$20.40
Scarborough Campus Community Radio (CSCR)			
Society portion	up to 2.0% (as per 2007 referendum) (begin charging summer fee in 2012)	$4.85	$4.95
Scarborough Campus Students' Union			
Society portion	up to 2.0% (as per 2002 referendum)	$23.91 FT / $1.31 PT	$23.91 FT / $1.31 PT
Student Centre portion	up to 2.0% (as per 2001 referendum)	$35.64 FT / $10.68 PT	$35.64 FT / $10.68 PT
CFS/CFS-O portion	up to 2.0% (as per 2002 referendum)	$7.14	$7.28
Health Plan portion	up to 10%(as per 1998 referendum)	$47.11, including PST and the admin fee	$51.49, including PST and the admin fee
Dental Plan portion	up to 10%(as per 1998 referendum)	$55.76 including PST and the admin fee	$60.94 including PST and the admin fee
UTSC Sports & Recreation Complex	Up to 4% (as per 2010 referendum)	$41.60 FT/ $8.32 PT	$43.26 FT/ $8.49 PT
Refugee Student Program	Board approval required for continuation	$0.75 FT/ $0.25 PT	----

PORTION	INCREASE ELIGIBLE FOR	2011-12 FEE	POSSIBLE 2012-13 FEE
Students' Administrative Council (currently operating as the University of Toronto Students' Union, UTSU)			
Society portion	up to 2.0% (as per 1991 referendum)	$17.00	$17.34
Student Refugee Program	up to 2.0% (as per 2007 referendum)	$0.65	$0.66
CFS/CFS-O portion	up to 2.0% (as per 2002 referendum)	$7.14	$7.28
Student Commons Portion	up to 10% (as per 2007 referendum)	$6.15	$6.77
Health Plan portion	up to 10% (as per 1998 referendum)	$60.32, including PST and the admin fee	$65.93, including PST and the admin fee
Dental Plan portion	up to 10% (as per 1998 referendum)	$51.38, including PST and the admin fee	$56.16, including PST and the admin fee
University College Literary & Athletic Society			
Society portion	up to 2.0% (as per 2006 referendum)	$10.76 FT /$3.61 PT	$10.97 FT /$3.68 PT
Varsity Publications (The Varsity)			
Society portion	up to 2.0% (as per 2007 referendum)	$1.33	$1.36
89 Chestnut Residence Council			
Society portion	up to 2.0% (as per 2004 referendum)	$9.47	$9.66

Please remember to inform the appropriate office about your plans to request a cost of living increase no later than March 15, 2012. Your council or board may approve the request at a later date provided that the minutes of the applicable meeting(s) are received no later than April 1, 2012.

If you wish to have the option to seek cost of living increases in future years, you must ask your members (in a referendum) to approve this provision. Please seek advice from the appropriate office on the wording of such a question.

Fee Amounts

Please note that all fee amounts are approved and listed as sessional amounts. If your fee is $20.00 per fall/winter academic period, it is listed and described by the University (and charged on ROSI) as $10.00 per session. Therefore, all fee increase requests must reflect the sessional amounts, which will be charged to students.

If you have any questions about any of these issues or require assistance on any matter related to your society, please feel free to contact Shannon Howes at 416-978-2083, or via email at shannon.howes@utoronto.ca.

cc.

Nancy Allison	Audrey Cheung	David Newman	Bonnie Vincze
Liza Arnason	Emzhei Chen	Daniel Ottini	
Asim Ashraf	Catherine Drea	Mark Overton	
Mark Britt	Shannon Howes	Desmond Pouyat	

UNIVERSITY OF TORONTO

OFFICE OF THE VICE-PROVOST, STUDENTS

Fee Change Request Form

Please use this form for <u>any</u> request for a fee change. Use a separate form for **each change** requested.

FORM MUST BE SUBMITTED NO LATER THAN **MARCH 15, 2012**

PLEASE TYPE OR PRINT

Name of Society _____

Contact _____

Position _____

Phone ( ) _____ Fax ( ) _____

Email _____

Indicate the type of fee change requested

- ❑ Request for change in the society's portion of the fee (i.e., the "membership fee" portion of the society fee designated for general use by the society):
  - ❑ Cost of living increase (with support of a resolution of the council/board and a previous referendum supporting the principle of a cost of living increase).
  - ❑ Change supported by referendum.
- ❑ Request for change in a designated portion of the fee (e.g., newspaper, special project, health plan, another organization):
  Specify Portion: _____
  - ❑ Cost of living increase (with support of a resolution of the council/board and a previous referendum supporting the principle of a cost of living increase).
  - ❑ Change supported by referendum.
- ❑ Request for a new designated portion of the fee (e.g., newspaper, special project, health plan, another organization) with support of a referendum:
  Specify Purpose: _____
- ❑ New student society fee with support of a referendum. Note: Student Life Programs should review the constitution of a new student society prior to seeking approval of a fee by referendum.
- ❑ Other
  Please Specify: _____

Current Fee Level (per session): $ _____

Proposed Fee Level (per session): $ _____

Referendum / Approval Date: _____

Fee Begins in Which Session? _____

Referendum Results: In Support ☐ Opposed ☐ Spoiled Ballots ☐

If referendum results are not yet available, on which date will the results be submitted? _____

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The following documentation is required as part of the organization's request for a change in fee. Please indicate whether or not each item is attached to this request or when it will be submitted:

1) A copy of the referendum ballot (If applicable). Please note: All societies should consult the appropriate office about the wording of referenda questions before the questions are finalized.	❑ Attached	❑ Will be submitted on:_____
2) The minutes of all executive and council/board meetings at which decisions related to the fee change were made (including approval of referenda questions and ratification of referenda results).	❑ Attached	❑ Will be submitted on:_____
3) A copy of relevant portion(s) of the society's constitution and/or by-laws concerning fee changes and a copy of the referendum rules and procedures.	❑ Attached	❑ Will be submitted on:_____
4) Copies of publicity materials (e.g. posters, advertisements, newspaper articles, email notices, etc.) concerning the fee change.	❑ Attached	❑ Will be submitted on:_____
5) A detailed list of decisions and rulings arising from applicable complaints or concerns related to the referendum process (if applicable).	❑ Attached	❑ Will be submitted on:_____
6) The budget for the current year together with details of any subsequent amendments or deviations and an estimate of actual income and expenditures to date.[1]	❑ Attached	❑ Will be submitted on:_____
7) Other relevant documentation. Please specify: _____	❑ Attached	❑ Will be submitted on:_____

Authorization

On behalf of the society, we hereby request approval of the fee change described above and certify that the society has acted in an open and democratic fashion and in a manner consistent with its constitution and/or by-laws and other applicable rules and procedures.

Signature _____ Name _____ Date _____

Signature _____ Name _____ Date _____

Submit this form no later than March 15th for changes beginning with the subsequent fall/winter academic period (or by October 15th for changes beginning with the subsequent summer session) to the appropriate office below.

Student Societies with members from…

St. George Campus only: **Asim Ashraf**, Office of Student Life, 21 Sussex Ave., Rm. 520
Tel. 416-946-7786 Fax.416-946-7745 Email. campus.groups@utoronto.ca

U of T Mississauga only: **Nancy Allison**, Office of Student Affairs & Services, South Building, Rm. 3094G
Tel. 905-828-3872 Fax. 905-569-4652 Email. nancy.allison@utoronto.ca

U of T Scarborough only: **Emzhei Chen**, Office of Student Life, Student Centre, SL-157
Tel. 416-208-4796 Fax. 416-287-7672 Email. echen@utsc.utoronto.ca

More than one campus: (i.e., UTSU, APUS, GSU, The Varsity, CIUT) **Shannon Howes**, Office of the Vice-Provost, Students, Simcoe Hall, Room 221
Tel. 416-978-2083 Fax. 416-946-0678 Email. shannon.howes@utoronto.ca

[1] Not required for fees for special levies or cost of living allowances.