To: Student Society Presidents
From: Meredith Strong,
      Director, Office of Vice-Provost, Students and Student Policy Advisor
Subject: Student Society Fee Changes Beginning Fall 2019
St. George and Multi-Campus Student Societies

This memo provides St. George and Multi-Campus Student Society leaders with instructions on how to establish or change a student society fee for the coming year.

Because of the University processes and approval timelines involved in student society fee changes, you must notify the appropriate University office of your plans in writing no later than March 15, 2019 if your student society is considering a fee increase (including any cost of living increases) beginning in the fall of 2019. This notice is required even if you plan to hold a referendum and/or seek the necessary approvals at your board or council after March 15, 2019.

Student Societies at UTM and UTSC must provide notification earlier in light of the Campus Council structure. For more information about those timelines, please consult your campus groups officer.

Instructions on the process to request a fee increase follow in this memo.

In order to respond to questions from University Affairs Board members about your referendum process and its results, a senior representative of your society should be in attendance at the April 30, 2018 meeting when your fee change request is presented for consideration.

Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Create/Update Your Profile on the Fee Change Website: <a href="https://vpstudents.utoronto.ca/student-fees/">https://vpstudents.utoronto.ca/student-fees/</a></td>
</tr>
<tr>
<td>March 16</td>
<td>Submit information for your specific fees on the fee change website, including a cost-of-living increase</td>
</tr>
<tr>
<td>April 9</td>
<td>Final deadline for submission of remaining fee change materials (including referendum results)</td>
</tr>
<tr>
<td>April 29</td>
<td>University Affairs Board meeting: April 30, 2018; 4:30pm</td>
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Process Summary

In addition to any requirements in your society’s constitution and/or by-laws, the University’s basic process to establish a new fee or increase an existing fee (except cost-of-living increases where the society has the consent of a previous referendum for annual increases upon board or council approval) is as follows:

Setting up
1. Notify the appropriate University staff person of your intent to hold a referendum, so they can advise on how to proceed:
   a. For societies with multi-campus membership, contact the Office of the Vice-Provost, Students at (416) 978-3870.
   b. For societies that draw their membership from the University of Toronto St. George (UTSG) only, contact the St. George Office of Student Life at (416) 946-7786.
2. Request a login for the fee change website (https://vpstudents.utoronto.ca/student-fees/) from the Coordinator, Student Policy Initiatives.
3. Activate your login and create a contact profile.

Administering your referendum
4. If you would like the Office of the Vice-Provost, Students to review your referendum question for advice on its clarity and compliance with University Policy, contact Meredith Strong at meredith.strong@utoronto.ca.
5. Approve a resolution at your council or board to hold a referendum.
6. Initiate your fee change request on the website noted above.
7. Hold your referendum.
Seeking Approval of the University Affairs Board

8. 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.

9. Complete your fee change request online (including minutes of meetings at which referendum results are ratified, records of complaints, and other supplementary materials).

10. Attend the University Affairs Board (UAB) meeting at which your fee approval is considered (April 29, 2019).

You can find a complete list of compulsory non-academic incidental fees (including designated portions of fees and special levies) by navigating to the following sites:

1. select the University Affairs Board Meeting Agenda and Report page;
2. then select this academic year,
3. then select the link to the January 28 meeting,
4. then select the hyperlink beside “Annual Report: Compulsory Non-Academic Incidental Fees.”

An inventory of student society fees is found in Schedule 1 of this document.

Special Levies

Student society fees may include levies for specific and limited projects within the University. 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.

Policies for Fee Increases

More information on the relevant policies and procedures regarding fee changes is detailed in both the Handbook for Student Societies and the Policy for Compulsory Non-Academic Incidental Fees, with relevant portions also included in this memo as an appendix. All executive officers and financial officers of student societies are strongly advised to read the Handbook for Student Societies.
Referenda: requirements and examples

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, the Office of the Vice-Provost, Students is available to provide advice on the clarity of the wording of your referendum question, and its compliance with relevant University policies. Referendum questions that are unclear or 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 $A per session (full-time), ($B part-time).

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

If the increase is approved, the total fee for the [insert name of society] would be $C per session ($D part-time) and would be charged to all [insert full-time or part-time] [insert name of academic division] students beginning in the fall 2019 session.

**Question:**

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

☐ Yes    ☐ No    ☐ Abstain

“A” is the amount of the proposed increase (e.g., $1.00) per session for full-time students; “B” is the increase for part-time students; “C” is the total amount of the new fee per session for full-time students; and “D” is the total amount of the new fee for part-time students. 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 your members are in favour of the establishment of a new fee.

If your referendum is 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. Most student societies will be eligible to seek a cost of living increase at the Ontario December 2018 to December 2019 Consumer Price Index [CPI] Rate, as calculated by Statistics Canada and scheduled for release on January 18, 2019.
The following St. George/Multi-Campus organizations may seek cost of living increases as specified upon approval by the society's council or board:

<table>
<thead>
<tr>
<th>PORTION</th>
<th>ELIGIBLE INCREASE</th>
<th>2018-19 FEE</th>
<th>MAXIMUM 2019-20 FEE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Part-time Undergraduate Students (APUS)</td>
<td>In accordance with Canada Dec-over-Dec CPI (as per 2002 referendum)</td>
<td>$4.02</td>
<td>$4.02 x Canada Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Health plan portion</td>
<td>Up to 10% (as per 1994 referendum)</td>
<td>$65.63 incl. PST and admin fee</td>
<td>$72.19</td>
</tr>
<tr>
<td>Dental plan portion</td>
<td>Up to 10% (as per 2005 referendum)</td>
<td>$54.76 incl. PST and admin fee</td>
<td>$60.24</td>
</tr>
<tr>
<td>Dental Students’ Society</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 1994 referendum)</td>
<td>$15.00</td>
<td>$15.00 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Engineering Society</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 1994 referendum)</td>
<td>$25.60 FT/$24.06 PT</td>
<td>$25.60 FT/$24.06 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Faculty of Music Undergraduate Association</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2006 referendum)</td>
<td>$47.50 FT/$15.00 PT ($20.00 Summer PT)</td>
<td>$47.50 FT/$15.00 PT ($20.00 Summer PT) x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Graduate Business Council</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 1990 referendum)</td>
<td>$31.44 FT/$15.72 PT</td>
<td>$31.91 FT/$15.96 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Bikechain</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)</td>
<td>$0.54 FT/$0.28 PT</td>
<td>$0.54 FT/$0.28 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>CFS/CFS-O portion</td>
<td>In accordance with Canada Dec-over-Dec CPI (as per 1998 referendum)</td>
<td>$8.37 FT/$4.19 PT</td>
<td>$8.37 FT/$4.19 PT x Canada Dec-over-Dec CPI</td>
</tr>
<tr>
<td>OPIRG</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 1982 referendum)</td>
<td>$2.69 FT/$1.34 PT</td>
<td>$2.69 FT/$1.34 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Sexual Education Centre</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)</td>
<td>$0.53 FT/$0.26 PT</td>
<td>$0.53 FT/$0.26 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Health Plan portion</td>
<td>up to health industry index (as per 1999 referendum)</td>
<td>$169.58 incl. PST and admin fee</td>
<td>dependant on health industry index</td>
</tr>
<tr>
<td>Dental Plan portion</td>
<td>up to health industry index (as per 2006 referendum)</td>
<td>$113.44 incl. PST and admin fee</td>
<td>dependant on health industry index</td>
</tr>
</tbody>
</table>

* Fee increases listed above have been provided for reference only. It is incumbent on the student society to ensure fee increase portions are accurate.
<table>
<thead>
<tr>
<th>PORTION</th>
<th>ELIGIBLE INCREASE</th>
<th>2018-19 FEE</th>
<th>MAXIMUM 2019-20 FEE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Innis College Student Society</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2000 referendum)</td>
<td>$27.03</td>
<td>$27.03 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Orientation (first-year students only)</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2011 referendum)</td>
<td>$51.00</td>
<td>$51.00 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td><strong>Nursing Undergraduate Society</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society Portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (but no single increase exceeding $2.00 as per 2015 referendum)</td>
<td>$17.67</td>
<td>$17.67 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td><strong>Undergraduate Pharmaceutical Society</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)</td>
<td>$20.00</td>
<td>$20.00 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Bikechain</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)</td>
<td>$0.53</td>
<td>$0.53 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>CFS/CFS-O portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2002 referendum)</td>
<td>$8.05</td>
<td>$8.05 x Canada Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Downtown Legal Services</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)</td>
<td>$3.22</td>
<td>$3.22 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Student Commons Capital Levy</td>
<td>up to 10% (as per 2007 referendum), increasing to $14.25 upon occupancy</td>
<td>$14.25</td>
<td></td>
</tr>
<tr>
<td>Student Commons Operating Levy</td>
<td>up to 10% (as per 2007 referendum), increasing to $6.50 upon occupancy</td>
<td>$6.50</td>
<td>$7.15</td>
</tr>
<tr>
<td>Student Refugee Program</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2007 referendum)</td>
<td>$0.72</td>
<td>$0.72 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Health Plan portion</td>
<td>up to 10% (as per 1998 referendum)</td>
<td>$97.23</td>
<td></td>
</tr>
<tr>
<td>Dental Plan portion</td>
<td>up to 10% (as per 1998 referendum)</td>
<td>$81.28</td>
<td></td>
</tr>
<tr>
<td><strong>University College Literary &amp; Athletic Society</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2006 referendum)</td>
<td>$11.01 FT /$3.69 PT</td>
<td>$11.01 FT /$3.69 PT x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td><strong>Varsity Publications (The Varsity)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society portion (undergrad)</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2007, 2018 referenda)</td>
<td>$2.81 (FT only)</td>
<td>$2.81 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td>Society portion (graduate)</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2018 referendum)</td>
<td>$0.80 (FT only)</td>
<td>$0.80 x Ontario Dec-over-Dec CPI</td>
</tr>
<tr>
<td><strong>Chestnut Residence Council</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society portion</td>
<td>In accordance with Ontario Dec-over-Dec CPI (as per 2004 referendum)</td>
<td>$9.61</td>
<td>$9.61 x Ontario Dec-over-Dec CPI</td>
</tr>
</tbody>
</table>
All previously-listed fees have been provided for reference only. It is incumbent on the student society to ensure fee increase portions are accurate.

Please remember to inform the appropriate office about your plans to request a cost of living increase no later than March 15, 2019. 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, 2019.

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.

**Sessional Fee Amounts**

Please note that all fee amounts are approved and listed as sessional amounts. For example, if your fee is $20.00 per fall/winter academic period, it is listed and described by the University (and charged on ACORN) 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 the Coordinator, Student Policy Initiatives at 416-946-4066, or via email at vp.students@utoronto.ca.

cc: Audrey Cheung
    Kristen Wallace
    Adam Kuhn
    Jennifer McLean
    David Newman
    Bonnie Vincze
Appendix: Policy for Compulsory Non-Academic Incidental Fees

This section outlines sections of the Policy for Compulsory Non-Academic Incidental Fees that are relevant to fee increase requests, and is provided for reference only. Please refer to the Policy in its entirety here: http://uoft.me/CNAIF

As outlined in the Handbook for Student Societies and pursuant to the Policy for Compulsory Non-Academic Incidental Fees (the Policy), 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 that 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; and**

4) **An audited statement of accounts for the previous financial year showing sources of income and nature of expenditures may also be required.**

As part of the fee increase request process, an assessment of the procedures used to seek approval of the fee increase is undertaken. This assessment addresses fairness and democracy of the process, as well as compliance with all applicable rules, procedures and policies.