



To: St. George and Multi-Campus Student Society Presidents

From: Melinda Scott
Director, Office of Vice-Provost, Students and Student Policy Advisor

Subject: Student Society Fee Changes Beginning Fall 2022 –
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.

To adhere to the University's processes and approval timelines regarding student society fee changes, **your society must notify the University of its intent to establish or change any fees that would take effect in Fall 2022 no later than March 4, 2022** (including any cost-of-living increases). This notice is required even if your society plans to hold a referendum and/or seek the necessary approvals from its board or council after this date.

Instructions regarding the process of requesting a fee change follow in this memo.

Should your society hold a successful referendum, a senior representative of your society should plan to attend the University Affairs Board (UAB) meeting on April 20, 2022 in order to respond to questions from UAB members about your society's referendum process and results.

Important Dates & Deadlines

Date	Task
ASAP	Notify University staff of your society's intention to establish or change any fee and create your profile on the fee change request website (https://vpstudents.utoronto.ca/student-fees)
March 4	Submit preliminary information (Step 1) for each fee change on the fee change request website (including cost-of-living increases)
March 25	Submit final documentation (Steps 2 & 3) for each fee on the fee change request website (including referendum results)
April 20, 4:30 p.m. EST	Attend the University Affairs Board meeting if a referendum was held (meeting details will be provided to you)

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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 change an existing fee (except cost-of-living increases where the student society has the consent of a previous referendum for annual increases upon board or council approval) is as follows:

Getting Prepared

1. Before March 4, 2022, notify Josh Hass (josh.hass@utoronto.ca) in the Office of the Vice-Provost, Students of your society's intent to hold a referendum. He will advise you on how to proceed and provide you with your society's account information for the [fee change request website](#).
2. Activate your society's account and create your profile.

Administering Your Referendum

3. If your society would like the Office of the Vice-Provost, Students to review the referendum question and provide advice on its clarity and compliance with University policy, contact Josh Hass (josh.hass@utoronto.ca). This step is not required but is strongly recommended.
4. Approve a resolution at your society's board or council to hold a referendum.
5. Submit preliminary information (Step 1) on the [fee change request website](#).
6. If your society would like to administer the referendum using the U-elect online voting tool, visit uoft.me/uelectservice for more information.
7. Promote and hold the referendum.

Seeking Approval of the University Affairs Board

8. Should the referendum be successful, approve a resolution at your society's board or council meeting to:
 - a. ratify the results of the referendum; and
 - b. request that the University approve the fee change.
9. Before March 25, 2022, submit final documentation (Steps 2 & 3) on the [fee change request website](#) (including minutes of the meeting at which referendum results were ratified, records of complaints, and other supplementary materials).
10. Attend the University Affairs Board meeting at which your society's fee change will be considered on April 20, 2022, at 4:30 p.m. EST.

You can find a complete list of compulsory non-academic incidental fees (including designated portions of fees and special levies) in this report:

<https://www.viceprovoststudents.utoronto.ca/wp-content/uploads/CNAIF-Report-2021-22.pdf>

An inventory of student society fees is found in Schedule 1 of the report.

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 society's constitution and/or by-laws 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 society's fee, but be specifically listed on students' accounts; and
- d) be paid by the Student Accounts Office directly to the society or to a restricted account for the purposes designated in writing by the society. Such a designation must be approved by the society's board or council.

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](#).

Referenda: Requirements & 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 the society to request cost-of-living adjustments (see below).

If your society is planning to hold a referendum, the Office of the Vice-Provost, Students is available to provide advice on the clarity of the wording of the referendum question, and its compliance with relevant University policies. Referendum questions that are unclear or provide a vague result are subject to complaint and can make it difficult for your society to seek the necessary approval by the University Affairs Board. In general, your society's referendum 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 (full-time) (\$**D** part-time) and would be charged to all *[insert full-time and/or part-time]* *[insert name of academic division]* students beginning in the Fall 2021 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 full-time and part-time students will pay different fees, be sure to also incorporate this into your question. For new society fees or new designated portions of society fees, your society's referendum question should ask whether your members are in favour of the establishment of a new fee and list the session(s) (i.e., Fall, Winter, Summer) in which of the fee will be charged.

If your society's referendum question is expected to be complex, please contact Josh Hass (josh.hass@utoronto.ca) in the Office of the Vice-Provost, Students as soon as possible.

Cost-of-Living Increases

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

Student societies that have previously received approval from their members (by referendum) for an annual cost-of-living increase to one or more of the society's portions of the fee may request increases, upon approval by its board or council. Most student societies will be eligible to seek a **cost-of-living increase of 5.2%**, which is the [December 2020 over December 2021 Consumer Price Index \(CPI\) for Ontario](#), as calculated by Statistics Canada.

The following St. George and multi-campus student societies **may** seek cost-of-living increases, as specified, **upon approval by the society's board or council**:

PORTION	ELIGIBLE INCREASE	CURRENT 2021-22 FEE (PER SESSION)	MAXIMUM 2022-23 FEE* (PER SESSION)
Arts & Science Student Union			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2019 referendum)	\$11.08 (FT)	\$11.08 + 5.2% = \$11.66 (FT)
Association of Part-time Undergraduate Students			
Health Plan	Up to 10% (as per 1994 referendum)	\$75.80 including sales tax (PT)	\$75.80 + 10% = \$83.38 (PT)
Dental Plan	Up to 10% (as per 2005 referendum)	\$60.24 including sales tax (PT)	\$60.24 + 10% = \$66.26 (PT)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 2002 referendum)	\$4.22 (PT)	\$4.22 + <u>4.8%</u> = \$4.42 (PT)
Chestnut Residence Council			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2004 referendum)	\$9.61 (FT/PT)	\$9.61 + 5.2% = \$10.11 (FT/PT)
Dental Students' Society			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1994 referendum)	\$15.00 (FT)	\$15.00 + 5.2% = \$15.78 (FT)
Engineering Society			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$26.90 (FT) \$25.29 (PT)	\$26.90 + 5.2% = \$28.30 (FT) \$25.29 + 5.2% = \$26.61 (PT)
Faculty of Music Undergraduate Association			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$50.00 (FT)	\$50.00 + 5.2% = \$52.60 (FT)
Graduate Business Council			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2006 referendum)	\$47.50 (FT) \$15.00 (PT) \$20.00 (Summer PT)	\$47.50 + 5.2% = \$49.97 (FT) \$15.00 + 5.2% = \$15.78 (PT) \$20.00 + 5.2% = \$21.04 (Summer PT)
Innis College Student Society			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2000 referendum)	\$27.03 (FT/PT)	\$27.03 + 5.2% = \$28.44 (FT/PT)
Orientation (first-year students only)	In accordance with Ontario Dec-over-Dec CPI (as per 2011 referendum)	\$51.00 (FT/PT)	\$51.00 + 5.2% = \$53.65 (FT/PT)
Nursing Undergraduate Society			
Society	In accordance with Ontario Dec-over-Dec CPI (no single increase exceeding \$2.00, as per 2015 referendum)	\$17.67 (FT)	\$17.67 + 5.2% = \$18.59 (FT)
Undergraduate Pharmacy Society			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$18.00 (FT)	\$18.00 + 5.2% = \$18.94 (FT)
University College Literary & Athletic Society			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2006 referendum)	\$11.47 (FT) \$3.85 (PT)	\$11.47 + 5.2% = \$12.07 (FT) \$3.85 + 5.2% = \$4.05 (PT)
*Maximum fee amounts have been provided for reference only. It is incumbent on your student society to ensure fee increases are accurate. These increases are not automatic. Annual action by your society's board or council is required.			

PORTION	ELIGIBLE INCREASE	CURRENT 2021-22 FEE (PER SESSION)	MAXIMUM 2022-23 FEE* (PER SESSION)
University of Toronto Graduate Students' Union			
Society	In accordance with Ontario Dec-over-Dec CPI to a maximum of 5% (as per 1988 referendum)	\$32.33 (FT Fall) \$32.32 (FT Winter) \$16.17 (PT Fall) \$16.16 (PT Winter)	$[(\$32.33 + \$32.32) + 5.2\%] / 2 = \$34.01$ (FT Fall/Winter) $[(\$16.17 + \$16.16) + 5.2\%] / 2 = \$17.01$ (PT Fall/Winter)
Health Plan	Up to health industry index (as per 1999 referendum)	\$190.87 (FT/PT)	Dependent on health industry index
Dental Plan	Up to health industry index (as per 2006 referendum)	\$127.55 (FT/PT)	Dependent on health industry index
Bikechain	In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)	\$0.57 (FT Fall) \$0.56 (FT Winter) \$0.29 (PT Fall) \$0.28 (PT Winter)	$[(\$0.57 + \$0.56) + 5.2\%] / 2 = \$0.59$ (FT Fall/Winter) $[(\$0.29 + \$0.28) + 5.2\%] / 2 = \$0.29$ (PT Fall/Winter)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 1998 referendum)	\$8.79 (FT) \$4.40 (PT Fall) \$4.39 (PT Winter)	$\$8.79 + 4.8\% = \9.21 (FT) $[(\$4.40 + \$4.39) + 4.8\%] / 2 = \$4.61$ (PT Fall/Winter)
Centre for Social Justice - OPIRG	In accordance with Ontario Dec-over-Dec CPI (as per 1982 referendum)	\$2.83 (FT) \$1.42 (PT Fall) \$1.41 (PT Winter)	$\$2.83 + 5.2\% = \2.98 (FT) $[(\$1.42 + \$1.41) + 5.2\%] / 2 = \$1.49$ (PT Fall/Winter)
Sexual Education Centre	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$0.56 (FT Fall) \$0.55 (FT Winter) \$0.28 (PT)	$[(\$0.56 + \$0.55) + 5.2\%] / 2 = \$0.58$ (FT Fall/Winter) $\$0.28 + 5.2\% = \0.29 (PT)
University of Toronto Students' Union			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$20.03 (FT)	$\$20.03 + 5.2\% = \21.07 (FT)
Health Plan	Up to 10% (as per 1998 referendum)	\$115.67 (FT)	$\$115.67 + 10\% = \127.24 (FT)
Dental Plan	Up to 10% (as per 1998 referendum)	\$96.69 (FT)	$\$96.69 + 10\% = \106.36 (FT)
Student Commons Capital Levy	Up to 10% (as per 2007 referendum)	\$15.68 (FT; as of Winter 2022)	$\$15.68 + 10\% = \17.25 (FT; as of Winter 2023)
Student Commons Operating Levy	Up to 10% (as per 2007 referendum)	\$7.15 (FT; as of Winter 2022)	$\$7.15 + 10\% = \7.87 (FT; as of Winter 2023)
Bikechain	In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)	\$0.56 (FT)	$\$0.56 + 5.2\% = \0.59 (FT)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 2002 referendum)	\$8.45 (FT)	$\$8.45 + 4.8\% = \8.86 (FT)
Downtown Legal Services	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$3.38 (FT)	$\$3.38 + 5.2\% = \3.56 (FT)
Student Refugee Program	In accordance with Ontario Dec-over-Dec CPI (as per 2007 referendum)	\$0.76 (FT)	$\$0.76 + 5.2\% = \0.80 (FT)
The Varsity			
Society (graduate)	In accordance with Ontario Dec-over-Dec CPI (as per 2018 referendum)	\$0.85 (FT)	$\$0.85 + 5.2\% = \0.89 (FT)
Society (undergraduate)	In accordance with Ontario Dec-over-Dec CPI (as per 2007, 2018 referenda)	\$2.95 (FT)	$\$2.95 + 0.7\% = \3.10 (FT)
*Maximum fee amounts have been provided for reference only. It is incumbent on your society to ensure fee increases are accurate. These increases are not automatic. Annual action by your society's board or council is required.			

All maximum fee amounts listed on the previous pages have been provided for reference only. It is incumbent on your society to ensure fee increases are accurate and reflect the appropriate inflation index or predetermined inflation factor.

Please remember to notify Josh Hass (josh.hass@utoronto.ca) in the Office of the Vice-Provost, Students **no later than March 4, 2022** if your society intends to request a cost-of-living

increase. Your society's board or council may approve the request at a later date, provided that the minutes of the applicable meeting(s) are submitted on the [fee change request website](#) **no later than March 25, 2022**.

If your society wishes to have the option to seek cost-of-living increases in future years, it must ask its members (via a referendum) to approve this provision. Please seek advice from the Office of the Vice-Provost, Students on the wording of such a question.

Sessional Fee Amounts

Please note that all student society fee amounts are approved and listed as sessional amounts. For example, if your society's fee is \$20.00 per academic year and charges that fee to students over the fall and winter sessions, it is listed and described by the University, and charged on ACORN, as \$10.00 per session in each of the fall and winter sessions. For this reason, **all fee increase requests must reflect the sessional amounts** that will be charged to students.

If you have any questions or require assistance on any matter related to your society, please contact Josh Hass, Coordinator, Student Policy Initiatives, in the Office of the Vice-Provost, Students, by email at josh.hass@utoronto.ca.

cc: Audrey Cheung, Manager, Student Receivables & Accounting
Cheryl Gibbs, Manager, Student Policy Initiatives
Josh Hass, Coordinator, Student Policy Initiatives
Bonnie Vincze, Coordinator, Student Fees
Kristen Wallace, Student Life Coordinator, Campus Clubs & Organizations

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:

<https://governingcouncil.utoronto.ca/secretariat/policies/fees-compulsory-non-academic-incidental-fees-policy-september-23-2003>

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.