



**To:** St. George & University-Wide Student Society Leaders  
**From:** Office of the Vice-Provost, Students  
**Subject:** St. George & University-Wide Student Society Fee Changes Beginning Fall 2024  
**Date:** January 22, 2024

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This memo provides St. George and University-wide student society leaders with instructions on how to establish or change a student society fee for the coming academic 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 2024 no later than February 27, 2024** (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 for requesting a fee change follow in this memo.

Should your society approve the establishment of or change the any fees, a senior representative of your society should plan to attend the University Affairs Board (UAB) meeting on April 11, 2024, to respond to questions that UAB members may have as they consider final approval.

## Important Dates & Deadlines

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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 ( <a href="https://vpstudents.utoronto.ca/student-fees">https://vpstudents.utoronto.ca/student-fees</a> ).
February 27	Submit preliminary information (Step 1) for each fee change on the fee change request website (including cost-of-living increases).
March 19	Submit final documentation (Steps 2 & 3) for each fee on the fee change request website (including referendum results).
April 11, 4:30 p.m.	Attend the University Affairs Board meeting (especially important if a referendum was held; meeting details will be provided to you).

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## Process Summary

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In addition to any requirements in your society’s constitution, by-laws, and/or policies, 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 February 27, 2024, notify Josh Hass ([josh.hass@utoronto.ca](mailto: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](mailto: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 Simply Voting online platform, visit [uoft.me/simplyvoting](https://uoft.me/simplyvoting) 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 19, 2024, 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 11, 2024, at 4:30 p.m.

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/sites/409/2024/01/CNAIF-Report-2023-24.pdf>

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

## Special Levies

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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, by-laws, and/or policies 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 University Registrar's 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

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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

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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, referendum questions take the following form:

### Preamble

[*Insert name of society*] is seeking consent from its members to increase the [*insert name of fee*]. The proposed increase is \$**A** per session for full-time student members and \$**B** per session for part-time student members.

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

If the increase is approved, the new [*insert name of fee*] would be \$**C** per session for full-time students and \$**D** per session for part-time students and would be charged to all [*insert name of academic division/program*] students beginning in the Fall 2024 session.

### Question

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

**Yes**    **No**    **Abstain**

“**A**” is the amount of the proposed increase per session for full-time students; “**B**” is the proposed increase per session for part-time students (if applicable); “**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 (if applicable). “Sessions” refer to the University’s three academic sessions: 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](mailto:josh.hass@utoronto.ca)) in the Office of the Vice-Provost, Students as soon as possible.

## Cost-of-Living Increases

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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. This year, most student societies will be eligible to seek a **cost-of-living increase of 3.4%**, which is the [December 2022 over December 2023 Consumer Price Index \(CPI\) for Ontario](#), as calculated by Statistics Canada.

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

PORTION	ELIGIBLE INCREASE	CURRENT 2023-24 FEE (PER SESSION)	MAXIMUM 2024-25 FEE* (PER SESSION)
<b>Arts &amp; Science Student Union</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2019 referendum)	\$11.41 (FT)	\$11.41 + 3.4% = \$11.80 (FT)
<b>Association of Part-time Undergraduate Students</b>			
Health Plan	Up to 10% (as per 1994 referendum)	\$85.88 including sales tax (PT)	\$85.88 + 10% = \$94.47 (PT)
Dental Plan	Up to 10% (as per 2005 referendum)	\$66.26 including sales tax (PT)	\$66.26 + 10% = \$72.89 (PT)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 2002 referendum)	\$4.70 (PT)	\$4.70 + <u>3.4%</u> = \$4.86 (PT)
<b>Chestnut Residence Council</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2004 referendum)	\$9.61 (FT/PT)	\$9.61 + 3.4% = \$9.94 (FT/PT)
<b>Dental Students' Society</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1994 referendum)	\$25.00 (FT)	\$25.00 + 3.4% = \$25.85 (FT)
<b>Engineering Society</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$30.00 (FT) \$28.21 (PT)	\$30.00 + 3.4% = \$31.02 (FT) \$28.21 + 3.4% = \$29.17 (PT)
<b>Faculty of Music Undergraduate Association</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$50.00 (FT)	\$50.00 + 3.4% = \$51.70 (FT)
<b>Graduate Business Council</b>			
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 + 3.4% = \$49.12 (FT) \$15.00 + 3.4% = \$15.51 (PT) \$20.00 + 3.4% = \$20.68 (Summer PT)
<b>Innis College Student Society</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2000 referendum)	\$28.65 (FT/PT)	\$28.65 + 3.4% = \$29.62 (FT/PT)
Orientation (first-year students only)	In accordance with Ontario Dec-over-Dec CPI (as per 2011 referendum)	\$54.06 (FT/PT)	\$54.06 + 3.4% = \$55.90 (FT/PT)
<b>Innis Residence Council</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2023 referendum)	\$30.57 (FT/PT)	\$30.57 + 3.4% = \$31.61 (FT/PT)
<b>Undergraduate Pharmacy Society</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$18.00 (FT)	\$18.00 + 3.4% = \$18.61 (FT)
<b>University College Literary &amp; Athletic Society</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 2006 referendum)	\$11.47 (FT) \$3.85 (PT)	\$11.47 + 3.4% = \$11.86 (FT) \$3.85 + 3.4% = \$3.98 (PT)
<b>*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.</b>			

PORTION	ELIGIBLE INCREASE	CURRENT 2023-24 FEE (PER SESSION)	MAXIMUM 2024-25 FEE* (PER SESSION)
<b>University of Toronto Graduate Students' Union</b>			
Society	In accordance with Ontario Dec-over-Dec CPI to a maximum of 5% (as per 1988 referendum)	\$35.71 (FT Fall) \$35.70 (FT Winter) \$17.86 (PT Fall) \$17.85 (PT Winter)	$[(\$35.71 + \$35.70) + 3.4\%] / 2 = \$36.92$ (FT Fall/Winter) $[(\$17.86 + \$17.85) + 3.4\%] / 2 = \$18.46$ (PT Fall/Winter)
Health Plan	Up to supplemental health insurance industry index [as per 1999 (FT) & 2017 (PT) referenda]	\$255.62 (FT/PT)	Dependent on supplemental health insurance industry index
Dental Plan	Up to dental insurance industry index (as per 2006 referendum)	\$129.68 (FT/PT)	Dependent on dental insurance industry index
Bikechain	In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)	\$1.50 (FT) \$0.75 (PT)	$\$1.50 + 3.4\% = \$1.55$ (FT) $\$0.75 + 3.4\% = \$0.78$ (PT)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 1998 referendum)	\$9.67 (FT Fall) \$9.66 (FT Winter) \$4.84 (PT Fall) \$4.83 (PT Winter)	$[(\$9.67 + \$9.66) + 3.4\%] / 2 = \$9.99$ (FT Fall/Winter) $[(\$4.84 + \$4.83) + 3.4\%] / 2 = \$5.00$ (PT Fall/Winter)
Centre for Social Justice - OPIRG	In accordance with Ontario Dec-over-Dec CPI (as per 1982 referendum)	\$3.16 (FT Fall) \$3.15 (FT Winter) \$1.58 (PT)	$[(\$3.16 + \$3.15) + 3.4\%] / 2 = \$3.26$ (FT Fall/Winter) $\$1.58 + 3.4\% = \$1.63$ (PT)
Sexual Education Centre	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$0.62 (FT) \$0.31 (PT)	$\$0.62 + 3.4\% = \$0.64$ (FT) $\$0.31 + 3.4\% = \$0.32$ (PT)
<b>University of Toronto Students' Union</b>			
Society	In accordance with Ontario Dec-over-Dec CPI (as per 1991 referendum)	\$22.33 (FT)	$\$22.33 + 3.4\% = \$23.09$ (FT)
Health Plan	Up to 10% (as per 1998 referendum)	\$122.71 (FT)	$\$122.71 + 10\% = \$134.98$ (FT)
Dental Plan	Up to 10% (as per 1998 referendum)	\$102.58 (FT)	$\$102.58 + 10\% = \$112.84$ (FT)
Student Commons Capital Levy	Up to 10% (as per 2007 referendum)	\$16.63 (FT; as of Winter 2024)	$\$16.63 + 10\% = \$18.29$ (FT; as of Winter 2025)
Student Commons Operating Levy	Up to 10% (as per 2007 referendum)	\$8.66 (FT; as of Winter 2024)	$\$8.66 + 10\% = \$9.53$ (FT; as of Winter 2025)
Bikechain	In accordance with Ontario Dec-over-Dec CPI (as per 2013 referendum)	\$0.61 (FT)	$\$0.61 + 3.4\% = \$0.63$ (FT)
Canadian Federation of Students (CFS)	In accordance with <u>Canada</u> Dec-over-Dec CPI (as per 2002 referendum)	\$9.42 (FT)	$\$9.42 + 3.4\% = \$9.74$ (FT)
Community Housing & Employment Support Service	In accordance with Ontario Dec-over-Dec CPI (as per 2023 referendum)	\$2.00 (FT)	$\$2.00 + 3.4\% = \$2.07$ (FT)
Downtown Legal Services	In accordance with Ontario Dec-over-Dec CPI (as per 2015 referendum)	\$3.77 (FT)	$\$3.77 + 3.4\% = \$3.90$ (FT)
Student Refugee Program	In accordance with Ontario Dec-over-Dec CPI (as per 2007 referendum)	\$2.07 (FT)	$\$2.07 + 3.4\% = \$2.14$ (FT)
<b>The Varsity</b>			
Society (graduate)	In accordance with Ontario Dec-over-Dec CPI (as per 2018 referendum)	\$0.93 (FT)	$\$0.93 + 3.4\% = \$0.96$ (FT)
Society (undergraduate)	In accordance with Ontario Dec-over-Dec CPI (as per 2007, 2018 referenda)	\$3.23 (FT)	$\$3.23 + 3.4\% = \$3.34$ (FT)
<b>*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.</b>			

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](mailto:josh.hass@utoronto.ca)) in the Office of the Vice-Provost, Students **no later than February 27, 2024**, 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 19, 2024**.

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

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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 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 change 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](mailto:josh.hass@utoronto.ca).

## Appendix: Policy for Compulsory Non-Academic Incidental Fees

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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 B, 4 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. 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.*

*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 B, 2, g of the Policy 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.*

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 fee) has been authorized by due constitutional process of the student society. This evidence should include:*
  - (a) *a copy of or specific reference to the section of the society's constitution and/or by-laws and/or policies 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 fee change was approved and minutes of any other relevant meetings (e.g., the minutes of the*



*meetings at which referendum questions were approved and ratification of referenda results occurred, if these decisions were independent of a formal resolution to request a fee change); and*

*(d) a formal declaration from an appropriate officer or representative of the society certifying that the society has complied with the terms of its constitution and/or by-laws and/or policies 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 the referendum question (and a copy of the paper ballot, if applicable);*

*(b) the full results of the referendum (including the number of members voting in favour of the proposal, the number voting in opposition, the number of spoiled and/or abstaining ballots, and the total number of eligible voters);*

*(c) copies of formal notices, listserv emails, social media posts, newspaper advertisements, flyers, posters, and other publicity given the matter to ensure that those who may be affected by the change are aware of the proposal, including the size and purpose of the increase, and have had the opportunity to make their views known; and*

*(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.*

*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.