



College Committee Terms of Reference

Revised:
Last Revision/Review:
Approved: March 2, 2017
Executive Responsibility Academic & Learner Services

COMMITTEE TITLE: Fee Protocol

A. Background and Definitions

The Minister's Binding Policy Directive on Tuition and Ancillary Fees, issued under the OCAAT Act, stipulates that certain compulsory ancillary fees that are increased or new fees added only through implementation of a protocol that has been agreed to by the college administration and student government representatives and approved by the board of governors;

The Student Administrative Council of Niagara College and Niagara College have had a protocol agreement since 1998 with respect to the approval of increases to the Compulsory Ancillary Fees (formerly Compulsory Non-Tuition-Related Incidental Fees).

B. Purpose

The Fee Protocol Committee is in place to provide to the Board of Governors their recommendation for the Compulsory Ancillary Fees to take effect in September of the upcoming academic year. Through their deliberations they receive and review submissions for changes to existing fees and the creation of new fees

C. Statements

1. Duties and Responsibilities

- a) The annual deliberations of the Fee Protocol Committee will deal with proposed new fees and increases to existing "Compulsory Ancillary Fees" as outlined in the Ministry's Operating Procedures on Tuition and Ancillary Fees Reporting.
- b) Review all "Compulsory Ancillary Fees" every five years
- c) Begin discussions about the compulsory fees in time to meet Ministry tuition guidelines and Cot-3(ot-3(og)10(i)l)-2(i)-2(n.a Tw T2opc)4(eva-2(ne)4((pu-r)-e)-6(ce)4((p



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The Executive Director, Student Administrative Council, serves as ~~acting~~ resource to SAC and the committee.

3. Appointment and Vacancies The terms of office are for a one year period appointments occur May 1st of each year, and replacement of members to fill vacant positions are the responsibility of the Student Administrative Council for the three student positions, and the College Registrar (Chair) for the college administrative position.
4. Quorum: 50% +1
5. Meeting Procedures
 - a) Decisions of the Committee will be accepted based on a 70% majority vote
 - b) Preparations of reports/materials Proposed increases to compulsory ancillary fees and new compulsory ancillary fees will include the following process:
 - i. Written proposal
 - ii. Fee Protocol Committee review
 - iii. Consultation with constituent groups
 - iv. Recommendation to support or deny fee by the Fee Protocol Committee
 - v. Feedback and final