Fee Governance Review Ad Hoc Committee

Terms of Reference

1. Mandate

1. A committee known as the Fee Governance Review Committee shall exist in order to review and make recommendations to Students' Council regarding policies and bylaws regarding the creation, review, amendment, management, and elimination of fees levied by the Students' Union. This review shall include:
   a. Determining the types and categories of fees;
   b. Criteria and methods for the creation of fees;
   c. Processes and timelines for the disbursing of fees;
   d. Processes for managing fees in extraordinary circumstances;
   e. Determining appropriate periodic review processes for fees;
   f. Processes governing changes to or elimination of fees;
   g. Recommending appropriate oversight for delegated fees, including appropriate financial controls and ensuring compliance with referendum and/or plebiscite commitments;
   h. Processes and expectations for relationships between the Students' Council and delegated fee organisations;
   i. Overall fee levels and targets;
   j. Recommending appropriate bylaw and policy changes to fee management; and,
   k. Any other matters relevant to fee governance identified by the Committee.

2. Standing Orders

1. The Standing Orders of the Fee Governance Review Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Fee Governance Review Committee do not expire, but shall be reintroduced at the Committee's first meeting.

3. Membership

1. Membership of the Fee Governance Review Committee shall be composed of:
   a. The Vice-President (Operations and Finance), as Chair;
   b. One to two members of Finance Committee, as selected by Finance Committee;
   c. One to two members of Audit Committee, as selected by Audit Committee;
   d. One to two members of Bylaw Committee, as selected by Bylaw Committee;
   e. One member of Students' Council, as selected by Students' Council; and,
   f. The General Manager of the Students' Union (non-voting).
2. The Committee may call upon staff support from the Director of Finance and the Manager of Administrative Services, as required.
3. The Fee Governance Review Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent without appointing a proxy for three consecutive meetings.
4. The Fee Governance Review Committee may also recommend a member be dismissed from the committee if a voting member is failing to perform their duties as stipulated in these Standing Orders.

4. Chair

1. In the event that the Chair is absent at a meeting of the Fee Governance Review Committee, the Chair shall appoint at their discretion another member of the committee to serve as interim Chair for the duration of the meeting.
2. The Chair's responsibilities shall include, but are not limited to:
   a. Facilitating each meeting according to the approved agenda;

b. Moderating debate and conversation at each meeting of the Fee Governance Review Committee;
c. Responding to questions from members of the Fee Governance Review Committee in a timely fashion and providing the appropriate information;
d. Assigning duties to members of the Fee Governance Review Committee in order for the committee to fulfill its mandate; and
e. In conjunction with the Speaker and Council Administrative Assistant:
f. Providing a location for each meeting;

g. Preparing and distributing agenda packages at least one day prior to the meeting; and

h. Ensuring other logistical needs of the Fee Governance Review Committee are met.
i. The Chair of the Fee Governance Review Committee shall use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the committee.

5. Meetings

1. Quorum for a meeting of the Fee Governance Review Committee shall be five voting members.
2. All meetings of the Fee Governance Review Committee shall be coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice of a meeting.
3. Five voting members of the Fee Governance Review Committee may call a meeting, provided that members are given at least 72 hours' notice.
4. The Fee Governance Review Committee may call a meeting without notice, provided that there is unanimous consent from all voting members of the Fee Governance Review Committee.

6. Member Responsibilities

1. Members should make all efforts to attend meetings of the Fee Governance Review Committee.
2. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Fee Governance Review Committee.

7. Proxies

1. Proxies are not permitted except by permission of the Chair and, when allowed, must be a member of Students' Council.
2. Voting members of the Fee Governance Review Committee cannot proxy for other members.
3. All members of Students' Council that are not members of Fee Governance Review Committee are permitted to attend Fee Governance Review Committee meetings as non-voting members, and shall be granted all speaking turns a member of the Fee Governance Review Committee would have. These members are permitted to be present for in-camera sessions.

8. Guests

1. From time to time, the Committee or representatives of the Committee may meet groups with a vested interest in the work of the Committee.
2. Members of the Students' Union are permitted to attend the Fee Governance Review Committee meetings as non-voting members, and shall be granted speaking turns at the discretion of the Fee Governance Review Committee Chair.
3. Guests are not permitted to be present for in-camera sessions, unless allowed by a two thirds majority vote of the Fee Governance Review Committee.

9. Committee Administration & Record

1. The Council Administrative Assistant shall:
   a. Book meeting rooms for each meeting of the Fee Governance Review Committee;
   b. Schedule Minute Takers for each meeting of the Fee Governance Review Committee;

c. Create agendas for each meeting of the Fee Governance Review Committee;
d. Any member of the Fee Governance Review Committee may send items for the agenda to the Council Administrative Assistant.
e. Notify the committee of each meeting through a schedule sent out each term;
f. Distribute the agenda and minutes to members of Fee Governance Review Committee; and
g. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting, if the committee requests paper copies.

2. Fee Governance Review Committee shall have a written record of its votes and proceedings from each meeting available publicly.
3. All motions must be made ex-camera.
4. Members of the committee may amend their comments in the minutes when the minutes are being approved by the committee.
5. If a Minute Taker is not present at a meeting of the Fee Governance Review Committee, the Chair shall assign the task of recording minutes to a member of the committee.
6. The Chair shall periodically report to Students' Council on the following:
   a. Attendance of members and guests;
   b. Any decisions made by Fee Governance Review Committee;
   c. Any recommendations made by Fee Governance Review Committee to Students' Council; and
   d. Any changes to Standing Orders adopted by the Fee Governance Review Committee.

10.Orders of the Day

1. Order of Agenda Business
   a. Introduction
   b. Call to Order
   c. Approval of Agenda
   d. Approval of Minutes
   e. Chair's Business
   f. Question & Discussion Period
   g. Committee Business
   h. Information Items
   i. Adjournment
2. Order of Orders of the Day
   a. Orders of the Day shall appear on the agenda in the order submitted or as otherwise designated by the Chair of Fee Governance Review Committee.
   b. Addition or removal of items on or from the agenda can only be done with the consent of the majority of the Fee Governance Review Committee.
   c. The Chair reserves the option to reorder items on the agenda without approval from the committee.
3. Submission of Items
   a. Members shall send items for each agenda to the Council Administrative Assistant by 8am the business day preceding the meeting.
   b. Late additions to the agenda may be added to the agenda at the discretion of the Fee Governance Review Committee during Approval of Agenda on the Orders of the Day.
4. Deadline for Publishing
   a. The agenda package shall be published in the following manner:
      i. Paper copies shall be created upon the request of Fee Governance Review Committee and made available in a location accessible to the Chair;
      ii. An electronic version shall be placed on the Students' Union website; and
      iii. The agenda package shall be published no later than 4:30pm the business day preceding the meeting.
      iv. If necessary, the Chair and/or Council Administrative Assistant will create two versions of the agenda, one for public distribution and one with confidential information only for members of the Fee Governance Review Committee.

11. Consultation and Timeline

1. Consultation will occur throughout the process but primarily at two distinct times as indicated below:

Internal issues identification	Summer 2021
Meeting with groups and initial consultation	August/September
Draft proposal and recommendations	Ongoing
Meeting with groups for review and consultation on draft	October/November
Final recommendations to Council	January 2022

2. The Fee Governance Review Committee will identify fee collecting groups to consult with and create a more refined work plan and timeline

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