



**AGREEMENT**  
**Between**  
**THE STUDENT ADMINISTRATIVE COUNCIL**  
**And**  
**THE FROST STUDENT ASSOCIATION**  
**And**  
**SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

Regarding the Levying of an Athletics & Recreation Fee (Referred to as the Athletics Fee)

**Background**

The intent of this protocol agreement is to define the process of determination, collection and use of the Athletics Fee for Sir Sandford Fleming College of Applied Arts and Technology for full-time students at the Frost and Sutherland campuses.

The Athletics fee is a compulsory fee; however as it is collected by the student associations it is not covered by the MCU, Ministers Binding Policy Directive, Tuition and Ancillary Fees Revised April 2022 and is therefore exempt from the Compulsory Ancillary Fee Protocol Agreement. This protocol agreement will be used to facilitate relatively predictable and/or stable resources and service levels over the five (5) year duration of the agreement.

The organizations party to this agreement include the Student Administrative Council (referred to as SAC), the Frost Student Association (referred to as the FSA) and Sir Sandford Fleming College of Applied Arts and Technology (referred to as the College). The FSA and SAC shall be collectively referred to as the Student Association(s).

It is the desire of all parties to maintain a harmonious and positive working relationship and to achieve consensus on the Athletics fees to be charged to students.

**Description of the Fee**

The Athletics fee is levied by the Student Associations to all full-time students at Fleming College and is used to provide drop-in, recreational, intramural, extramural and varsity programming. For Sutherland and Frost Campuses, this fee is collected, and managed by the College on behalf of the Student Associations.

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**flemingcollege.ca**

Funds collected through the Athletics fee will provide for the following:

- Varsity extramural and intramural programs, recreational, drop-in, and special event programming such as varsity operations
- Purchase and maintenance of Athletics and Recreation equipment and operating supplies
- Transportation expenses in support of Athletic and Recreational programming
- Fixed staffing and/or non-salary costs associated with the operation of the Athletics and Recreation departments

### **Determination of Annual Fees (Increases or Decreases)**

On an annual basis in the fall semester, representatives from the College, the SAC and the FSA, will meet to discuss any planned fee increases/decreases for the coming academic year. Increases/decreases, expansions, reductions and/or the introduction of new fees related to Athletics and Recreation programming will adhere to this Protocol Agreement. Any changes will be agreed upon and signed off by the Student Associations no later than **no later than November 1<sup>st</sup>** each year.

### **Fee and Service Level Increases**

Any increase or expansion in the rate of institutional compulsory ancillary fees which would increase total institutional compulsory ancillary fees by more than 20% in one academic year must be approved through a student referendum.

The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students are to have the opportunity to vote for/against individual fee increases.

All compulsory ancillary fees, with the exception of program compulsory ancillary fees (i.e. supply fees and camp fees) are included in the annual calculation of total fee increases (i.e. **College and Student Association levied fees**). Program compulsory fees are not to be included in a referendum on ancillary fee increases.

### **Referendum Committee**

A joint referendum committee consisting of up to four (4) members of the College and up to two (2) members of each of the FSA and SAC will be established as required to organize

details, should it be necessary to hold a student referendum for approval of fees. See **Appendix I** for Referendum Guidelines SAC & FSA.

## **Responsibilities**

### **Fleming College**

- The College will seek approval of the fees by the Fleming College Board of Governors.
- On behalf of the parties, the College will prepare and/or revise fee protocol agreements.
- Ancillary fee education upon request

### **SAC and FSA**

- Upon receipt of the proposed fees from the College, the FSA and SAC will discuss the fees at a regularly scheduled board meeting and consult with students about the proposed fees.
- The FSA and SAC have final approval of all compulsory ancillary fees, as specified in the Minister's Binding Policy Directive on Tuition and Ancillary Fees. Approved changes to the College's compulsory ancillary fees will be indicated by the SAC and FSA Board of Directors through a Board motion.

**All approved changes to the College's compulsory ancillary fees shall be presented to the College Board of Governors for approval.**

### **Review of Protocol Agreement**

A review of all fees shall take place by the parties to the Agreement at regular five (5) year intervals to ensure the reason for introducing a given fee remains current. Based on the review, advice will be provided to the Board of Governors by the College and the Students on the structure of fees. Any fee identified as supporting a service no longer deemed necessary or desirable shall be discontinued with the written approval of all parties to the Agreement.

### **Communication to Students**

As required by MCU, information will be provided to students about the ancillary fees

outlined above and will be announced through the College's calendar, and/or documented on the College website before the deadline for accepting offers of admission. The fee documents will provide a breakdown of all compulsory ancillary fees and explain their purposes in such a way that students clearly understand what materials, services, and/or facilities are being made available through the payment of the fees.

This Protocol Agreement is to be in effect for the academic years 2023-2028.

The parties have negotiated in good faith the terms of this protocol agreement. This Agreement shall remain in effect for a five (5) year period, or until such time as a new Protocol Agreement is negotiated by the parties to this agreement.

#### **APPENDIX I - Referendum Guidelines FSA & SAC**

Referendum guidelines will follow the current SAC and FSA Constitutions and By-laws. Details about current guidelines can be found on the respective student association web sites below:

<https://www.flemingsac.ca/>

<https://www.frostsac.ca/>

#### **APPENDIX II - Fee Rates**

All Fee Rates will be posted to the Fleming College [Office of the Registrar website](#) annually upon Board of Governors approval.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

James Shalun \_\_\_\_\_ March 7, 2023  
SAC President Date  
[Signature] \_\_\_\_\_  
March 10, 2023

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FSA-President Date



March 10, 2023

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Executive VP Academic & Student Experience

Date

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Fleming College President

Date