

AGREEMENT BETWEEN

Mohawk Students' Association (MSA)

AND

Mohawk College of Applied Arts and Technology (College)

REGARDING THE LEVYING OF A STUDENT**SUSTAINABILITY INITIATIVES FEE**

Whereas the MSA and the College wish to enter into an Agreement to provide all students of the College with knowledge and skills focused on the advancement of sustainability initiatives; and,

Whereas the MSA and the College agree that, sustainability is closely related to the quality of life for all students, staff and members of the surrounding community, focused on the economic, social and environmental systems that make up that community; and,

Whereas the MSA and the College agree that the adoption of sustainable initiatives, principles and practices into the Colleges daily operations will continue to enable the College the ability to provide a positive educational and working environment for all students and staff, while remaining as a leader in sustainability amongst other post-secondary institutions; and,

Whereas a sustainable initiative is defined as a special project, research opportunity, service trial or infrastructure upgrade which will enhance the sustainability of the MSA and the College as defined above and in the approved Mohawk College Environmental Management Plan; and,

Whereas the MSA and the College wish to provide opportunities including funding where necessary for students and the College to implement sustainability initiatives; and,

Whereas the MSA and the College believe that all students recognize the importance of an opportunity to support sustainability initiatives on campus.

NOW

Therefore by resolution the parties agree that:

1. A Sustainability Initiatives Fee Committee, (hereinafter called the "SIF Committee") will be established.
2. Commencing September 2014, student registrants will pay a fee per semester SUSTAINABILITY INITIATIVES FEE (hereinafter called "SIF"). This fee will be designated as a compulsory ancillary fee and not combined with other fees. The SIF Agreement may be reviewed from time to time, and the SIF Fee may be recommended to be increased or decreased from time to time at the discretion of the SIF Committee, subject to approval by the Parties.
3. Funds collected through the SIF Fee will provide only for the support of, or purchase of sustainable products or to fund projects that are deemed to advance sustainability at the College as determined by the committee and aligned with the aforementioned definition of sustainability at the College.

The College commits to continue to fund and support a Sustainability Department throughout the duration of this agreement and to contribute a minimum of 10% of College funds to any College initiated request submitted by the Sustainability Department for an initiative to be funded through the SIF.

The SIF Committee will review annually all submitted proposals from students and staff of the College and will provide input and recommendations to the College with respect to the SIF fee. Funds from the disposal of assets purchased by the fee will be credited to the SIF Fund.

This Fee, or future fee increase, is supported by the MSA and College insofar as it is understood from the College that it will be used for non-tuition-related expenses; that is, to support initiatives not already fully funded by tuition fees, the General Purpose Operating Grant or Capital grants. Furthermore, it will always reflect the Ancillary Fee Protocol as outlined by the Ministry of Training, Colleges and Universities.

4. The SIF Committee will be made up of the following six (6) voting members and two (2) ex-officio members:
 - Three (3) Members of Mohawk Students' Association appointed by the Mohawk Students' Association Board of Directors.
 - The College will have 3 votes consisting of 3 members of the Colleges Senior Management Team as appointed by the Mohawk Executive Group.
 - Mohawk College Manager of Sustainability and MSA Executive Director, or other delegates to serve as ex-officio members.

The committee members will elect a chair from the committee membership on an annual basis.

Non-voting members may be added as information and subject resources at the discretion of the committee, but should include one senior representative from the Facilities Management Department.

Quorum consists of a simple majority which would include two (2) representatives from each constituency group.

Decisions by the committee shall be taken by a simple majority of the voting members.

Regular meetings shall be scheduled quarterly and recorded by the SIF Committee. Special meetings may be called by the Chair by advising members in writing and supplying them with an agenda at least seven (7) business days in advance of the proposed special meeting date.

5. The SIF Fee will be charged by the College on behalf of the SIF Committee and the College will provide reports on student fee revenue and expenditures of the SIF, signed by the senior Financial Officer of the College by October 31st of each year. All expenditures will be published annually and reviewed by the SIF Committee and The Parties, along with any supporting documentation. Mohawk College's Purchasing Policy must be followed for all purchases made from the funds.
6. Any unspent balance remaining at the end of a fiscal year will be carried forward for use in subsequent years. It is the intention of the SIF Committee to budget for a 10% minimum carry over yearly to deal with unforeseen expenses, however the committee has the authority to overspend only if approved. In the event of a significant balance of uncommitted funds, the Parties will conduct a review of the SIF Fee.
7. This agreement may be terminated by either one of the Parties by giving 30 days written notice to the other parties. Termination will be effective at the start of the next academic year. In the event of termination the SIF Fee will continue to be collected until any outstanding balances are eliminated. However, no further expenditures will be made or financing agreed to, under the SIF Agreement. In the event of the termination of this agreement any unencumbered balance in the SIF Fund will be subject to disbursement as recommended by the SIF Committee and approved by the boards of the MSA.
8. At no time shall the SIF Committee be responsible for any funds committed or expended in excess of the amount that would be collected by the SIF Fee over a four-year period, unless otherwise approved by the SIF Committee.
9. The SIF Committee will minimally meet 4 times a year to remain updated on budget and to keep current on sustainability initiatives and advancements in general. It is the responsibility of the committee through these budget updates to ensure that budgets are on target.
10. The College will report to the SIF Committee by October 31st of each year, its sustainability spending.
11. The SIF Committee will record and make available all related documentation, minutes or funding requests for information purposes.
12. Installation and maintenance of equipment may be supported by the SIF committee, but the Committee is specifically prohibited from subsidizing the costs of full time salaried employees of the college. The SIF Fee may, upon prior approval of the SIF Committee, subsidize the costs of student employees of the college, employed on contract or as part-time staff to meet the goals of the SIF Agreement.
13. The MSA is required to take all information and motions back to their particular board of directors. This process will enhance the integrity of the committee and ensure that all stakeholders are aware of expenditures. (See Appendix for clarification.) Implementation of, or changes to, this agreement must be approved by the MSA and Mohawk College.

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, President, Mohawk Students' Association

Date

, Mohawk College Vice President

Date

Witness

Date

Witness

Date

Appendix A

MSA ANCILLARY FEE PROTOCOL

The MSA has a process in place for approving the SIF fee.

Steps:

1. The College Ancillary Fee Committee meets to bring recommendations to the MSA for approval. Currently these numbers are presented by December 15th of each year.
2. The SIF committee meets (November) at the call of the chair to consider budget for the upcoming year and recommends a proposed amount.
3. The MSA takes it to their budget committee in January of each year and brings forward a recommendation to the board.
4. The Board of Directors for the MSA meets at the end of January to approve or decline the proposed increase.
5. The college is advised of the vote immediately and proceeds with its budget process.

Appendix B

COLLEGE VOTING MEMBERS

Mohawk College is provided with 3 votes as per this agreement.

The college may choose who to allocate the votes to.