

Name of the Policy

1. This policy shall be referred to as the "Finance, Planning and Sustainability Committee".

Composition and Duties

2. The Finance, Planning and Sustainability Committee shall be composed of the following *voting* members:
 - a) The Vice President, Finance and Administration;
 - b) Four (4) BUSAC Councillors, as approved by BUSAC;
 - c) Two (2) Student-at-Large representatives, appointed by BUSAC;
3. The Finance, Planning and Sustainability Committee shall be composed of the following permanent *ex-officio, non-voting* members:
 - a) The General Manager;
 - b) The Chair of the Board or their designate;
4. The Finance, Planning and Sustainability Committee shall be composed of the following as needed *ex-officio, non-voting* members:
 - a) BUSU Vice President, External Affairs
 - b) BUSU Research Coordinator,
 - c) BUSU Advocacy Coordinator;
5. At the first meeting of the Finance, Planning and Sustainability Committee the committee will elect a Chair and Vice-Chair who shall:
 - a) Call and chair all meetings of the committee;
 - b) Report to BUSAC on the actions of the committee;
 - c) Prepare an end-of-year report to BUSAC;
 - d) Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner;
 - e) Ensure the committee meets its responsibilities as outlined in this policy.
 - f) Be responsible for maintaining a record of the time spent by committee members on committee business for the purpose of tracking volunteer hours.

Financial and Budgetary Responsibilities:

4. The Finance, Planning and Sustainability Committee shall be responsible for the initial review and recommendation on the proposed Division 1 Operating Budget and will provide first approval of the draft budget prior to being sent to the Board of Directors.
5. The Finance, Planning and Sustainability Committee will review quarterly financial reports including a running total of capital expenditures prepared by the General Manager and the Vice President, Finance and Administration (the first quarter report within three (3) weeks of the end of the first quarter, and the second quarter report within three (3) weeks of the end of the second quarter).
6. The Finance, Planning and Sustainability Committee will take part in quarterly updates and provide oversight for the Food Voucher Program, the Affinity Program, and the Emergency Student Loan Program. The Finance, Planning and Sustainability Committee will research financial matters as requested by the Vice President, Finance and Administration, Board of Directors, or BUSAC.

Health and Dental Plan Responsibilities:

7. The Finance, Planning and Sustainability Committee shall be responsible for making detailed recommendations to the Board of Directors through the Vice President, Finance and Administration after consulting with the Health and Dental Plan Administrator pertaining to the regulation, coverage, and implementation of the Health and Dental Plan fees.
8. The Finance, Planning and Sustainability Committee shall Report to BUSAC each academic term on non-confidential matters such as, but not limited to, statistics, financials and recommended action regarding the Health and Dental Plan, and make recommendations to the Board of Directors in January each year about changes to the fee.
9. The Vice President, Finance and Administration and the Health and Dental Plan Administrator shall ensure that all members of the Committee are given a formal education on all matters necessary to conduct their duties prior to the opt out date.
10. If a student has a grievance regarding coverage and/or quality of the service they have received, they may submit a complaint to the Finance, Planning and Sustainability Committee. All discussions that may reveal anything regarding the health or identity of an individual in any way shall be held *in camera* and it shall be the responsibility of the Health and Dental Plan Administrator and Vice President, Finance and Administration to conceal from the Committee any personal information not necessary for the carrying out of mandated business.

Universal Bus Pass Advisory Responsibilities:

11. The Finance, Planning and Sustainability Committee shall ensure that the functionality, accessibility, and service provided to students through the U-Pass are meeting the needs of Brock students. The Finance, Planning and Sustainability Committee will also collect information and feedback regarding coverage and quality of service.
12. No undergraduate student who meets the requirements to be charged the Universal Bus Pass fee (minimum of one-and-one-half (1.5) credits for the Fall/Winter semesters) shall be allowed to appeal or opt-out of the fee.

Academic and Internal Responsibilities

13. The Finance, Planning and Sustainability Committee shall:
 - a) Research and investigate all matters pertaining to undergraduate academic policy or any issue on campus otherwise deemed Internal Affairs;
 - b) Provide input and feedback to the Vice President, Finance and Administration on academic issues at Brock University.

External Responsibilities:

14. The Finance, Planning and Sustainability Committee shall act as an advisory body to BUSU's representatives on matters pertaining to external policy and strategy in conjunction with BUSU's provincial and federal lobby groups
15. The Finance, Planning and Sustainability shall develop a sound political policy and a lobbying strategy for national, provincial, regional, and municipal levels of government.

Information & Data Collection Responsibilities:

16. Finance, Planning and Sustainability Committee shall be responsible for collecting data to support and inform decision making within the Brock University Student's Union. This includes, but is not limited to, the following:
 - a. Reviewing existing data collection policies and practices, and identify processes that could be supported by data.
 - b. Develop the distribution of surveys surrounding student opinion and student engagement in BUSU.
 - c. Submit the following reports to the Governance Committee each year, with approval of appropriate parties:
 - i. Clubs funding report
 - ii. Student opinion report
 - iii. BUSU activities report
17. Develop and share a set of templates for data collection with relevant parties.
18. Review existing data collection policies and practises and identify issues that require more information to solve.
19. Collate data and provide accessible information to BUSAC, BUSU's Board of Directors and the general members of the undergraduate student population regarding the process and ongoing development of BUSU.

Sustainability Responsibilities

20. Review the policies, procedures, and activities of BUSU and all of its subsidiaries and associated businesses, and make recommendations on how to improve their impact on the physical environment. Work to make recommendations on how BUSU can reduce any negative impact it has on the physical environment.
21. Annually review the BUSU Sustainability Policy.
22. Efficiently and effectively use the "Green Levy" for environmentally friendly initiatives for BUSU, as per the memorandum of understanding. The Committee will:
 - A) Be responsible for approving or rejecting "Green Levy" funding requests of up to \$1500 as per the BUSU Sustainability Policy;
 - B) Vet any applications for funding from the "Green Levy" greater than \$1500 and make an appropriate recommendation to the Board of Directors for approval or denial of the application. Report all approved or denied requests for "Green Levy" funds up to \$1500 to the Board of Directors at the very least, on a monthly basis.

Annual Report

23. The Finance, Planning and Sustainability Committee will be responsible for compiling, in a final report presented to BUSAC, all activities that were undertaken throughout the year by the Committee. Furthermore, the said report will make recommendations on how the Committee could better fulfill its mandate in the future.