



*University of Alberta Students' Union*

## **FINANCE COMMITTEE**

**Wednesday, January 23, 2019**

**4:00 PM**

**SUB 6-06**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### **AGENDA (FC 2018-11)**

**2018-11/1     INTRODUCTION**

**2018-11/1a    Call to Order**

**2018-11/1b    Approval of Agenda**

**2018-11/1c    Approval of Minutes**

**2018-11/1d    Chair's Business**

**2018-11/2     QUESTION/DISCUSSION PERIOD**

**2018-11/2a    Budget principles - comments or suggestions?**

See FC-2018-11.02.

**2018-11/2b    DFU Bylaw amendments - we will be reviewing the DFU related Bylaws and making recommendations for amendments to Bylaw committee to strengthen the process for future years.**

See FC-2018-11.03.

**2018-11/3     COMMITTEE BUSINESS**

**2018-11/3a    RIPKA moves to approve the 2019-20 budget principles.**

FC-2018-11.02.

**2018-11/4     INFORMATION ITEMS**

**2018-11/4a    FC-2018-10, December 5, 2018 - Minutes**

See FC-2018-11.01.

**2018-11/4b** Budget Principles

See FC-2018-11.02. .

**2018-11/4c** DFU - Bylaw Edit(s)

See FC-2018-11.03.

**2018-11/5** **ADJOURNMENT**

**2018-11/5a** **Next Meeting:** Wednesday, February 6, 2019 @ 4:00PM in SUB 6-06.



University of Alberta Students' Union

## FINANCE COMMITTEE

Wednesday, December 5, 2018

5:00 PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Emma Ripka (Chair)		Y	
Lane Anderson		Y	
Amlan Bose		Y	
Steven Lin		Y	
Nathan Sunday		Y	
Robert Bilak		Y	
John Hussein		Y	

### MINUTES (FC 2018-10)

2018-10/1 INTRODUCTION

2018-10/1a **Call to Order**

**CALLED TO ORDER AT 5:05PM.**

2018-10/1b **Approval of Agenda**

**BOSE/LIN MOVE TO** approve the agenda.

**7/0/0. CARRIED.**

**2018-10/1c Approval of Minutes**

**BILAK/BOSE MOVE TO** approve the minutes, *FC-2018-09*.  
5/0/1. CARRIED.

**2018-10/1d Chair's Business**

RIPKA: In the process of follow-up with certain DFU's who have not submit the necessary documents, to receive funding. Prepare for budget consideration(s) in January, 2019.

SUNDAY: Contact Bylaw Committee to discuss changing rules about contact-initiation, pertaining to DFU's. RIPKA concurred, and indicated that "DFU Bylaw Review" could be included in the next meeting.

**2018-10/2 QUESTION/DISCUSSION PERIOD**

**2018-10/3 COMMITTEE BUSINESS**

**2018-10/3a RIPKA/SUNDAY MOVE** to approve the Campus Food Bank DFU reporting.

*Link has been provided to the Finance Committee members, to access relevant documentation for review.*

RIPKA: Commented that [The Campus Foodbank's] DFU is a comprehensive report, and could be used as a guide to specify what should be included. For example: The report includes "Usage Statistics", which is useful information.

7/0/0. CARRIED.

**2018-10/4 INFORMATION ITEMS**

**2018-10/5 ADJOURNMENT**

**ADJOURNED AT 5:16PM.**

**2018-10/5a Next Meeting: TBD.**

Date: Day Month Year  
To: Students' Union Council  
Re: VPOF 2018/19 Report

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### Budget Principles 2019-20

This is intended to serve as an outline of the fiscal priorities of the University of Alberta Students' Union for the fiscal year beginning May 1, 2019 and ending April 30, 2020. This document is legislated under Students' Council Standing Orders, and is mandated as a responsibility of the Vice-President (Operations and Finance) under Bylaw 1100.

### Preamble

The Students' Union is guided by our Strategic Plan. Our mission is to serve, represent, and engage students. The four pillars that support our mission are:

- Services and businesses
- Events and programs
- Building space
- Advocacy

Our guiding values are:

- Do what's right, not what's easy
- Inspire change for the world
- Act with unbridled compassion
- Always keep moving
- Plan for tomorrow

Our critical success factors and goals are:

- Supporting students
  - o Student opportunities
  - o Governance support
  - o Inclusivity
  - o Mental health
  - o Social needs
  - o Just treatment
  
- Increase our relevance to, and connection with, our members
  - o Focus on social media
  - o Mobile-friendly communication

- Alumni connection
  
- Collaboration
  - Credibility and stability
  - Unique systems and expertise
  - Active collaboration
  - Research leadership
  
- Build organizational capacity
  - Non-student revenue
  - Business improvements
  - Capital asset maintenance
  - Staff restructure
  - Advocacy resources
  - Human capital
  - Sustainability

The Students' Union consists of the following departments and units:

- Students' Council
  - Speaker of Students' Council, Council Administration Committee
- Executive Committee
  - VP Academic, VP External, VP Operations and Finance, VP Student Life, President
- Discover Governance
- Elections Office
- Research and Political Affairs
  - Council of Alberta University Students, Canadian Alliance of Student Associations
- Services: Operations
  - InfoLink, Student Group Services, Jobkin, Renting Spaces, InfoLink registries
- Services: Leadership and Recognition
  - SU Awards, Alberta Student Leadership Summit (in conjunction with the University of Alberta), Student Group Granting, Co-Curricular Record, Emerging Leaders Program
- Services: Involvement
  - Safewalk, Sustain SU, Peer Support Centre, Orientation
- Businesses

- SUBmart and SUBtitles, SUBprint, Canada Post Outlet, Room at the Top, Dewey's, L'Express Catering, The Daily Grind (**Edited**)
- Entertainment: Programming
  - Week of Welcome, Antifreeze, Campus Cup, other programming as needed
- Entertainment: Venues
  - Myer Horowitz Theatre, Dinwoodie Lounge, SUBstage
- Marketing and Communications
  - Student Handbook, Design Studio, Sponsorship, SUTV
- Facilities and Operations
  - Facilities and Maintenance, Room Rentals, SUB Tenant Leasing
- Administration
  - Administrative Support, Accounting, Human Resources

### Fiscal Considerations

Budget principles shall outline the basic direction for the creation of the budget. The following adjustments lie outside of budget principles and, while they should be considered in the submission, are at the sole discretion of Students' Council and/or any other legislative body outlined in Bylaw:

- Alberta Consumer Price Index (ACPI) calculations for 2018-19
- Total membership revenue based on enrolment estimates from the Office of the Registrar
- Changes to the Post-Secondary Learning Act by the Government of Alberta
- Students' Union Membership Fee increases (beyond inflation) and decreases
- Students' Union Dedicated Fee increases (beyond inflation), decreases, creation, and/or elimination

### Principles

1. In the event that a section of this document conflicts with any other section, the Finance Committee shall identify such a conflict and propose any necessary changes in the presentation of the final budget.
2. Total operating and capital expenditures will not exceed the amount of total operating and fee revenues. The only exception to this would be council approval on a budget that includes multi-year projections to resolve any deficits. (**Edited**)
3. Capital budgeting shall be apportioned at the discretion of the Financial Controller and Vice President (Operations and Finance) after the operating budget has been created. Using the set amount of capital funds allocated, decisions for use of capital funds shall be made by the Core Manager responsible for each unit.

4. Growth in a department shall be offset by a variety of strengthened revenue streams in that department, where possible. (Edited)
5. All departments must work within the mandate of the Students' Union; activities or operations deemed to be beyond its scope shall be eliminated. The 2015-2018 Strategic Plan shall be used as a guide to assess relevance and value prior to such decisions.
6. External entities such as dedicated fee units and operating grants shall be managed as per existing Students' Union Bylaws and applicable contracts.
7. Unless otherwise noted, operating and fixed costs increase at a rate relative to the previous fiscal year no higher than inflation for the province of Alberta; the activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.
8. The Students' Union shall implement all necessary financial restraints and audits as required by the Post Secondary Learning Act and its own Bylaws and Standing Orders.
9. Unionized staff costs shall change as specified in the CUPE (Canadian Union of Public Employees) collective agreement. Managerial and other union-exempt staff who are not term staff are entitled to a merit increase in accordance with their respective employment agreements, appraisal outcomes and cost of living adjustments (based on ACPI).
10. Operating and dedicated fees shall increase in accordance with the Students' Union Bylaw 3000, as set out in the 1992 referendum approving increases based on the Alberta Consumer Price Index. Based on estimates, ACPI for 2017-18 will be approximately 1.55%. (Edited)
11. In addition to ACPI increases, the Students' Union's Membership Fee shall increase by no more than an additional 10%, as approved by Students' Council, in direct response to the Alberta government's long-term plan to increase minimum wage.
12. Resources shall be made available for recurring projects of the Executive Committee, provided they can show the need for such resources and consistency of such projects.
13. Resources will be made available for the Executive Committee to build positive relationships with important stakeholders. Examples include Faculty Associations,



Residence Associations and members of the University of Alberta Board of Governors.

14. Resources shall be made available to promote and enhance visibility and constituency engagement for members of Students' Council.
15. Recurring, annual expenses of Students' Council shall be budgeted for outside of resources made available to promote and enhance visibility and constituency engagement for members of Students' Council.
16. The Students' Union shall allocate resources to provide sufficient support to support student governance objectives.
17. The Students' Union shall allocate resources toward professional advice and services as they relate to advocacy.
18. Resources shall be made available for increased administration of student groups, should the Students' Union need to increase capacity in Student Group Services.
19. The Students' Union business units shall strive to avoid budget deficits prior to cost apportionment allocations. All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made. (Edited)
20. The Students' Union shall allocate resources toward customer experience & retention improvements in its licenced establishments.
21. The Students' Union shall allocate additional resources and staff towards the promotion of its business units.
22. The Students' Union shall allocate additional resources toward front-facing visual and operational improvements for its businesses and venues.
23. Where possible, all entertainment units shall plan to recover all costs. Admission sales, sponsorship, and donations are acceptable sources of revenue.
24. The Students' Union shall make resources available towards a renovation to the Myer Horowitz Theatre and its corresponding capital fundraising campaign.
25. Costs associated with Marketing and Communications, Facilities and Operations, and Administration shall be apportioned to all departments of the Students' Union based on usage.

26. Resources shall be made available for the creation and expansion of the Students' Union's Conferencing and Events department. (New)
27. Resources shall be made available for the construction of a commercial kitchen and a new meeting room in the lower level of the Students' Union Building. (New)
28. Steps shall be taken towards the creation of a client services program for the purpose of creating efficiency and value for the booking of conferences and other multi-step events in the Students' Union Building.
29. Resources shall be allocated towards improving the audio and visual components of the Students' Union's venues.
30. Resources shall be made available for the sponsorship of events related to Students' Union activities that do not have a pre-existing Students' Union funding source. (New)
31. The Students' Union shall include a multi-year budget projection with its annual budget proposal. (New)
32. The Students' Union shall cease operations at L'Express and Undergrind. The spaces will be made available for lease to respondents to the 2018 Students' Union Building Request for Proposals. (New)

Removed - 2018/19

1. Resources will be made available for the translation of all Students' Union bylaws and policies into French. (Funds no longer needed)

2. The Students' Union shall allocate resources to increase the salary of Executive elected positions to bring the remuneration in line with the provincial average. **(Complete)**
3. Resources will be made available to provide honorariums for Elders to attend relevant meetings and events of the Students' Union. **(Incorporated into budget)**
4. Resources will be made available for piano and microwave repairs that fall under Students' Union responsibility. **(Complete)**

## Bylaw 6000 - DFU Schedule

<https://www.su.ualberta.ca/media/uploads/108/Bylaw6000Schedule2017.pdf>

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# Bylaw 6100

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## 1 Amendments

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1. Any amendments to this Bylaw must be reported to each Dedicated Fee Unit.

## 2 Definitions

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1. "Dedicated Fee Unit" shall refer to any entity that collects fees from students through the Students' Union for the purposes of covering operating costs or providing grants under this bylaw.
2. "Registered Student Group" shall refer to a student group at the University of Alberta that has successfully registered with Student Group Services.
3. "Finance Committee" shall refer to the University of Alberta Students' Union Finance Committee.
4. "Bylaw Committee" shall refer to the University of Alberta Students' Union Bylaw Committee.
5. "Referendum" shall refer to the definition in Bylaw 2200
6. "CPI" shall refer to the Consumer Price Index for the Province of Alberta

## 3 Creation

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1. Dedicated Fee Units shall only be created after a successful Referendum.
2. Entities that wish to establish a Dedicated Fee Unit shall submit a proposal to the main office of the Students' Union by November 15th, of the year before the fee is to be implemented.
3. The proposal must outline at minimum:
  - a. The purpose of the fee;
  - b. The amount, per student, per term, of the fee;
  - c. Whether students are able to opt out of the fee;
  - d. How the fee is administered to part time students, Augustana and off-campus students;
  - e. Whether or not the fee applies to the Spring and Summer terms;
  - f. Any other requirements specific to the type of fee being proposed.
4. Upon receipt, the proposal shall be immediately forwarded to the Bylaw Committee.
5. The Bylaw Committee shall approve within thirty (30) days from receiving the proposal, a petition question that reflects the original intent of the proposal and outlines the following:
  - a. The purpose of the fee;
  - b. The amount, per student, per term, of the fee;
  - c. The composition of the committee or board overseeing administration of the fee;
  - d. A provision for the appointment of minimum one Students' Council member by Students' Council to the board or committee overseeing administration of the fee, as a voting member;
  - e. How the fee is administered to part time, Augustana, and off campus students;
  - f. Whether or not the fee applies to the Spring and Summer terms;
  - g. If any portion of the fee is for a University facility or service, a provision to guarantee access by any Students' Union member to that facility or service; and
  - h. If students may opt out of paying the fee, a provision for them to do so online, provided by the Students' Union
6. If the Bylaw Committee is perceived to have failed in this matter, the issue may be brought to the Disciplinary Interpretation and Enforcement (D.I.E.) Board of the University of Alberta Students' Union by the entity proposing the question.
7. Students' Council will not allow for the implementation of a Dedicated Fee Unit that:

- a. would cause the Students' Council to breach its fiduciary responsibility to the Students' Union; or
  - b. supports activities that are beyond the scope and mandate of the Students' Union as outlined in the Post Secondary Learning Act.
8. For the purposes of determining the scope and mandate of the Students' Union, Students' Council will consider whether the activities that are in questions would
  - a. provide services that directly benefit the University of Alberta campus community, including students in their pursuit of a post secondary education; or
  - b. eliminate obstacles for students in their pursuit of a post secondary education at the University of Alberta.
9. The entity wishing to establish a fee must return a signed, valid petition to the Chief Returning Officer of the Students' Union as per Bylaw 2200 in order to initiate a Referendum.
10. Students' Union services or operations may request that Council consider their proposed question for a Referendum on a Dedicated Fee Unit without conducting the petition subject to the following conditions:
  - a. the question has been drafted by Bylaw Committee;
  - b. the question satisfies all conditions outlined under section 3.5 of this bylaw; and
  - c. if the referendum is successful, the service or operation ceases to be provided by the Students' Union
11. Except as otherwise stipulated in this bylaw, any Referendum shall be conducted in accordance with Bylaw 2200.

## 4 Review

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1. Dedicated Fee Units shall be re-evaluated by plebiscite at least every five (5) years.
2. The plebiscite question shall be drafted in the same manner as the original petition question, as outlined in Section 3.5 of this bylaw
3. If a Dedicated Fee Unit fails to submit the proposed question by November 15, Bylaw committee will assume responsibility for drafting the plebiscite question.
4. Bylaw Committee shall submit an approved plebiscite question to Students' Council for ratification by December 1.
5. Upon ratification by Students' Council, the chair of Bylaw Committee shall notify the Chief Returning Officer of the approved plebiscite question.

- a. A representative from the board of the Dedicated Fee Unit, or designate, as outlined in the Bylaw 6000 Schedule shall be required to fulfill the role of side manager for the yes side of the plebiscite.
  - b. The Chief Returning Officer shall put out a call for the side manager of the no side of the plebiscite in accordance with Bylaw 2200.
6. Dedicated Fee Units may be amended or abolished only by:
  - a. a joint resolution of Students' Council and one other body, specified in the schedule; or
  - b. Referendum.
7. Dedicated Fee Units that wish to raise their fee beyond CPI must first hold a Referendum as per Section 3 of this bylaw.

## 5 Oversight

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1. Finance Committee shall be responsible for the oversight of all Dedicated Fee Units.
2. Finance Committee may make requests for financial documentation from Dedicated Fee Units as deemed necessary.
3. A Schedule detailing the following information for each Dedicated Fee Unit shall be maintained by the Vice-President Operations and Finance:
  - a. a description of the fee;
  - b. the amount of the fee;
  - c. whether the fee increases and by how much;
  - d. whether the fee is opt out;
  - e. the next scheduled plebiscite date; and
  - f. whether part time, off campus, and Augustana students are required to pay the fee
4. Unless otherwise specified in the appropriate Schedule, all fees in the Schedules increase annually at a rate equal to CPI.
5. For all fees with an opt-out mechanism, the Students' Union shall exclusively provide for online opt-outs.

## 6 Conditions of Receipt

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1. In order for a Dedicated Fee Unit to receive funds from the Students' Union, it must:
  - a. fulfill all reporting requirements; and
  - b. be fulfilling all relevant mandates, bylaws, and standing orders.

2. No funds shall be disbursed to a Dedicated Fee Unit until such time as the Finance Committee has approved this disbursal.
3. Where a Dedicated Fee Unit is in compliance with the conditions set out in 6.1, the Finance Committee shall approve the disbursal of funds by August 31 of that fiscal year or within four weeks, whichever is later.
4. Finance Committee may postpone its disbursement decision if:
  - a. there are any new inconsistencies or breaches from past years with the documents required during the relevant time period; and
  - b. those new inconsistencies or breaches have not been rectified.

## Bylaw 6200

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### 1 Amendments

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1. Any amendments to this Bylaw must be reported to each Operational Dedicated Fee Unit.

### 2 Definitions

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1. All definitions in Section 2 of the Bylaw Respecting Dedicated Fee Units shall read into Section 2 of this bylaw.
2. "Operational Dedicated Fee Unit" shall refer to a Dedicated Fee Unit that does not use one hundred percent of its monies for granting purposes.
3. "Society" shall refer to a registered society under the Alberta Societies Act.

### 3 Eligibility

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1. The following entities are eligible to initiate a referendum as per Bylaw 6100 to become an Operational Dedicated Fee Unit:
  - a. Registered student groups;
  - b. Students' Union services and operations; and
  - c. Registered Societies.
2. After becoming an Operational Dedicated Fee Unit, the group is required to transition to a Society within a year of the successful referendum in order to receive its funds.
3. Groups will receive their funding their first year regardless of their status as a Society.
4. An organization may only receive one Dedicated Fee Unit under this bylaw.

## 4 Reporting

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1. All Operational Dedicated Fee Units shall provide an annual report of their finances to the Finance Committee within six months of the end of their fiscal year.
2. This report shall include:
  - a. A budget illustrating how funds received from the Students' Union reserve will be spent during the coming year;
  - b. Its audited financial statements from the previous fiscal year;
  - c. Evidence of compliance with all contracts with the Students' Union;
  - d. Evidence that they are fulfilling their mandate as described under this bylaw; and
  - e. Such other information as may be required by the Finance Committee to determine whether it is fulfilling its mandate under this bylaw.
3. Budgeted Fee Unit funds not spent in their entirety shall remain available in future year(s) for related purchases as originally deemed.
4. Reserve funds carried over shall be accurately and openly presented on the audited financial statements.
5. Operational Dedicated Fee Units must have their yearly audited financial statements, and board meeting minutes posted publicly online

## 5 Mandates

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1. The mandate of an Operational Dedicated Fee Unit will contain at minimum:
  - a. The name of the society as registered under the Alberta Societies Act;
  - b. A description of the primary operations and aims of the group;
  - c. The purposes and/or projects that the money will fund; and

- d. Any restrictions or rules that apply to the use of that funding.
2. Operational Dedicated Fee Unit mandates shall be reviewed by the Students' Union Vice-President Operations and Finance, or the Finance Committee as needed.
3. Mandates may only be amended by:
  - a. a joint resolution of Students' Council and one other body, specified in the schedule; or
  - b. Referendum.
4. Mandates shall be included in the Schedule for Dedicated Fee Units.

## Bylaw 6300

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### 1 Amendments

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1. Any amendments to this Bylaw must be reported to each Granting Dedicated Fee Unit.

### 2 Definitions

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1. All definitions in Section 2 of the Bylaw Respecting Dedicated Fee Units shall read into Section 2 of this bylaw.
2. "Granting Dedicated Fee Unit" shall refer to a Dedicated Fee Unit that uses one hundred percent of its Dedicated Fee Unit monies for granting.

### 3 Eligibility

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1. The following entities are eligible to initiate a referendum as per Bylaw 6100 to become a Granting Dedicated Fee Unit:
  - a. University of Alberta Undergraduate Students.

## 4 Reporting

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1. All Granting Dedicated Fee Units shall upon request by the Finance Committee provide a report of their finances that includes:
  - a. Proof of expenditures from the previous year's grants, as requested;
  - b. Evidence of compliance with all contracts with the Students' Union; and
  - c. Such other information as may be required by the Finance Committee.
2. Granting Dedicated Fee Units must submit a list of successful applicants and how funds will be allocated amongst them to the Finance Committee for approval before funds may be disbursed to those applicants.
3. Finance Committee shall approve or deny this list of successful grant applicants in its entirety, and may not target specific applicants for approval or denial.
4. Finance Committee may only deny this list of applicants and withhold the Fee Unit's funds if:
  - a. Approving this list would result in a breach of the fiduciary responsibility of the Students' Union;
  - b. The list contradicts any restrictions or rules for use of the Granting Dedicated Fee Unit's funds that exist in its Standing Orders, in the Finance Committee Standing Orders, or in this bylaw's schedule; or
  - c. There are significant concerns over misuse or unfair allocation of granting funds.