
Related University Policies: [MAPP 2.8 Procurement of Materials & Services](#)

[Terms of Reference of P&F](#)

Effective Date: November 24, 2016

Supersedes: September 27, 2016; June 29, 2004; April 23, 2002; September 28, 2000; November 27, 1997; May 24, 1995; June 27, 1991; January 27, 1991

I. PURPOSE & SCOPE

This policy and its accompanying procedures describe the processes by which all capital projects at the university are approved and carried out. It provides the approval authorities for all construction and maintenance projects based on the dollar cost of those projects and sets out principles for the issuing of tenders, the appointment of architects and consultants and the award of construction contracts.

II. POLICY

1.0 The Capital Plan, approved by the Board of Governors as part of the annual operating and

POLICY 2.15 – Approval of Capital Projects

- 3.0 Any change of land use, including the siting of new buildings, requires approval by the Property & Finance Committee and the Board of Governors.
- 4.0 The Division of Facilities Management has sole responsibility for the development and implementation of approved construction and maintenance projects.
 - 4.1 Individual Departments/Units may not approve or undertake construction and maintenance projects without the approval of the authorities noted in this policy and its accompanying procedures.
 - 4.2 All requests for proposal for architectural or engineering or other design consultants must be initiated through the Division of Facilities Management and contracts with such consultants shall be administered and controlled by that division.
- 5.0 Except as may be authorized in specific instances by the Board of Governors, or by the Property & Finance Committee of the Board for projects within its authority for approval, contracts or agreements to which the University is a party, which involve construction projects (new buildings, additions, major alterations and renovations) and are expected to exceed \$100,000, shall be awarded on the basis of sealed tenders received from contractors in accordance with the Procedures for the Calling of Tenders for Construction and Maintenance Projects.
 - 5.1 The design and budget of a project must be approved by the appropriate authority in 6.0 below before tenders may be called by the Associate Vice-President (Finance

e y ec

POLICY 2.15 – Approval of Capital Projects

6.0 Specific approval authorities

| Type of Approval | Cost | Approval Authority |
|------------------------------------|-----------------|---------------------------|
| <i>Individual Project Approval</i> | Up to \$500,000 | |

POLICY 2.15 – Approval of Capital Projects

7.0 Reporting

The following regular reports related to capital projects and the capital plan shall be submitted:

| Report | Timing | Receiving Body |
|--|------------------|--|
| Capital expenditures over \$2.5 million (completed projects) | Annual | Property & Finance Committee Board of Governors |
| Update on capital projects | Each P&F meeting | Property & Finance Committee |
| Award of contracts over \$100,000 issued through MAPP 2.15 | Each P&F meeting | Property & Finance Committee |
| Report on Capital Debt | Quarterly | Property & Finance Committee Board of Governors |