

*Policy Sponsor:*

Board of Governors

*Approval Date:*

Board: June 2

**CAPITAL PROJECTS GOVERNANCE  
POLICY**

**D. Policy**

1. All Capital Projects must be approved by the Board of Governors.
2. All Capital Projects must be developed and implemented in accordance with this Policy.
3. The Committee will report to the Board on the progress of Capital Projects.

**E. Administrative Structure**

1. Authority: This Policy falls under the authority of the Vice President Finance and Administration.
2. Reporting to the Board: Following each meeting of the Committee, the Chair of the Committee will deliver a report to the Board which will include:
  - a. A list of all Capital Projects on the Multi-Year Capital Plan;
  - b. A summary of progress with respect to each Capital Project on the Multi-Year Capital Plan.
  - c. A summary of any Capital Projects which are in Phase 1 of the procedures listed below.
  - d. Any Capital Projects which are in Phase 2 of the procedures listed below.

- ii. Refined reports on the issues set out in F.1.a will be prepared using broader client and internal technical staff input, and external consultants where deemed necessary.
- iii. If the Committee believes the project should advance to the Design Phase, it will provide such as ~~the~~

objectives of the Capital Project, the completion date and the final accounting of costs associated with the Capital Project.

2. **Change in Scope, Budget, Etc.** - If during any of the phases set out above there is a substantial change to the scope, budget or financial considerations of a Capital Project, the Committee shall, inform the Board of the change and request approval to proceed with the Capital Project, with any conditions the Board considers appropriate.
3. **Multi Year Capital Plan** – Management shall establish and maintain a Multi-Year Capital Plan. The Multi-Year Capital Plan shall identify and prioritize the expected Capital Projects based on Dalhousie’s strategic plans. It will also identify the preliminary project budget and timeline and preliminary funding plan for the Capital Project.
4. **Protocols** – The Committee may adopt any operational Protocols which it considers necessary for the implementation of this Policy and Procedures.