



# THE UNIVERSITY OF WINNIPEG

**POLICY TITLE:** Capital Projects and Renovations Policy

**EFFECTIVE DATE:** March 20, 2017

**APPROVAL BODY:** Board of Regents

## **POLICY PURPOSE**

The purpose of this Policy is to establish clear principles and guidelines pertaining to the commitment and expenditure of University of Winnipeg resources (financial and other) to new capital construction and/or reconstruction projects.

## **LEGAL AUTHORITY**

Not Applicable

## **APPLICABILITY**

This Policy applies to the University and any Affiliated and Associated Entities, or agents acting on their behalf in activities of this kind, and pertains to all facilities owned either wholly or partly, or leased, by the University or its affiliates.

## **RESPONSIBILITY**

The Vice-President, Finance and Administration, on behalf of The Board of Regents of the University, is responsible for the development, administration and review of this Policy. The Vice-President, Finance and Administration, may approve Procedures to implement this Policy.

## **KEY DEFINITIONS**

The following definitions apply to terms as they are used in this Policy:

- **the University** – refers to the University as well as the Affiliated and Associated Entities included in its financial statements.

## **POLICY ELEMENTS**

The University of Winnipeg will only undertake capital construction/reconstruction projects which further the mission of the University.

Any capital construction/reconstruction projects will comply with relevant University policies. Before any capital/reconstruction project over \$250,000 is undertaken, a formal business and a social and environmental sustainability impact report will be developed as outlined:

- 1) a formal business case; including a credible projection of capital costs and funding as well as on-going operating revenues and expenses, and disclosure of planning assumptions.



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- 2) a social and environmental sustainability impact report; considering the University's Sustainability Policy including:
  - (i) a projection of the project's impact on the university's energy use profile and greenhouse gas emission profile;
  - (ii) the identification of any potential opportunities for leveraging the project to achieve sustainability improvements in adjacent buildings or grounds; and
  - (iii) the identification of key social sustainability impacts of the project.

All assumptions made in producing this report will be disclosed. Internal stakeholders (users and maintainers) will be appropriately consulted throughout the project (including the design and construction phases). The design and construction of any project shall ensure that the project meets user needs and balances up-front capital costs with ongoing maintenance costs and environmental impacts.

Capital construction and/or reconstruction projects will be managed so as to ensure they are delivered on time, within budget, and to agreed upon specifications.

## **Procedures**

### **Limitations and Reporting**

The University will seek approval of the Board for capital projects exceeding the value of \$250,000.

The University will seek approval from the Board for significant changes to a project, or deviation from an approved budget in any amount greater than the lesser of \$100,000 or 2% of the project budget.

The Board of Regents will be provided regular progress reports on significant projects, including financial and physical developments. At a minimum the Board shall receive semi-annual financial updates on all Capital Projects over \$250,000.

## **ASSOCIATED PROCEDURES**

- Not Applicable

## **RELATED POLICIES**

- Purchasing Policy & Procedures
- Sustainability Policy

## **RELEVANT DATES**

**Effective:** March 20, 2017

**Scheduled Review:** March 20, 2022