



<b>SUBJECT:</b>  Capital Planning - Major Projects	<b>CATEGORY:</b>  Governance – High Risk Decisions	<b>NO.</b>  G-4.12
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**PREAMBLE**

Each year SIAS identifies major capital projects (greater than \$500,000) that will aid in fulfilling its mandate and that will meet its programming needs. Specific major capital projects are identified through internal planning processes and are approved in accordance with the SIAS Management Authorities Grid policy #G-3.1.

**POLICY**

Proposed major capital projects will be identified through the SIAS planning and budgeting cycle. Identified capital initiatives must further one or more of SIAS’s strategic themes, goals and objectives.

Unplanned or unbudgeted major capital projects identified in any fiscal year must be endorsed by SIAS senior management council and approved in accordance with the authorities set out in SIAS Management Authorities Grid policy #G-3.1. SIAS senior management council will determine the appropriate sources of funding which may include, but are not limited to, the current year’s annual capital or operating budgets, mid-year government funding, capital donations and/or other sources of financing, as required.

**PROCEDURES**

- 1.1 All facility projects (including projects less than \$500,000) must be managed in accordance with the SIAS Facility Project Management Guide and Procedures, located on mySIAS.
- 1.2 New or amended previously-approved major capital projects are identified through the operating and capital major changes decision-making process.

Approved by:  Board of Directors /  President & CEO	Prepared by:  Financial Services	Date Issued:  Policy - March 26, 2010  Procedures – Dec 7, 2010	Supersedes/New  Policy – New  Procedures – Supersedes	Page  1 of 2 #G-4.12
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- 1.3 A list of major capital projects that support the strategic themes or goals of SIAST is compiled by the executive director of facility management and projects in January of each year and submitted to the facility steering committee for review and finalization.
- 1.4 At the recommendation of the facility steering committee, senior management council will approve the final list of proposed major capital projects and allocate available funds through the operating and capital planning process.
- 1.5 Where funds are not available in the next fiscal year, approved proposed projects will be included in the SIAST operations forecast for the subsequent fiscal year.
- 1.6 The draft SIAST operations forecast will be submitted to the SIAST board of directors for approval and transmission to the Minister responsible for SIAST.
- 1.7 Major capital projects approved for implementation will be included in the SIAST operating and capital plan.

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