


<b>Project Administration Procedure</b>		
<b>Parent Policy:</b>	Quality Money Committee Terms of Reference	
<b>Related Documents:</b>	N/A	
<b>Approval Authority:</b>	Quality Money Committee	
<b>Passed:</b>	February 26, 2014	
<b>Amended:</b>	November 21, 2024	

## 1 Definitions

- (1) In this procedure:
- (a) **“Quality Money”** means a partnership between the Students’ Union (SU) and the University Board of Governors that began in 2003 that allocates funding for projects that enhance the student experience and/or improve the quality of education.
  - (b) **“Project Holder”** means the individual, department, or unit responsible for the administration of a particular Quality Money project.

## 2 Authority and Mandate

- (1) The Quality Money Committee is established as a standing sub-committee of the Students’ Legislative Council per Union Bylaw section 21(1)(c)(i) and is delegated the authority to oversee the compliance of the conditional funding terms of approved Quality Money projects.

## 3 Surplus Funds

- (1) If upon completing a project, the Project Holder has unspent Quality Money funds, the project holder may either:
- (a) Apply for an extension or change of scope to allocate the surplus funds; or
  - (b) Return the funds to the Students’ Union.
- (2) To return surplus funds, the Project Holder shall issue a cheque to the Students’ Union to be deposited in the main Quality Money account.
- (a) A project shall be declared closed upon receipt of its surplus funds by the Students’ Union.
- (3) Unspent funds shall be reallocated by the Quality Money Committee to new projects in the next subsequent funding cycle.

## 4 Applications for Extensions and Changes in Scope to Approved Projects

- (1) Project Holders may apply for extensions or changes to the scope of previously approved projects.

- (2) An extension may include:
  - (a) An extension to a project's deadline for completion; or
  - (b) An extension to a project's commencement date.
- (3) A change to the scope of an approved project may include:
  - (a) A re-allocation of surplus funds;
  - (b) Changes to the project budget; or
  - (c) Changes to the objectives, deliverables, or outcomes of a project.
- (4) Applications for an extension or change in scope must include:
  - (a) A revised project budget and actuals to date, if applicable;
  - (b) A statement of remaining funds;
  - (c) A detailed plan for project completion including a revised deadline, if applicable; and
  - (d) A justification of why an extension or change in scope is required.
- (5) Project Holders must have fulfilled all reporting requirements to date to be considered for a project extension or change in scope.

## **5 Approval Authority for Applications for Extensions**

- (1) The General Manager or designate, in consultation with the Quality Money Committee Chair, may approve extensions of six months or less.
- (2) Extensions greater than six months shall require Quality Money Committee approval.
- (3) Projects may be granted a maximum of two extensions. If a project is not completed by the end of a second extension, the project shall be declared closed and unspent funds shall be returned to the Students' Union as per section 3 (2) and (3).

## **6 Approval Authority for Applications for Changes in Scope to Approved Projects**

- (1) The General Manager or designate, in consultation with the Quality Money Committee Chair, may approve a change in scope of \$5,000 or less in relation to:
  - (a) A single budget item; or
  - (b) A reallocation of surplus funds.
- (2) Quality Money Committee approval shall be required for changes in scope involving:
  - (a) Multiple budget items;
  - (b) Amounts greater than \$5,000; or

(c) Changes to the objectives, deliverables, or outcomes of a project.

## **7 Projects Never Commenced**

- (1) As outlined in the Quality Money Project Assessment Procedure and the Campus Improvement Fund Assessment Criteria, the impact of a project shall be seen or felt within less than one year; therefore, projects must be commenced within one year of approval unless granted an extension as detailed in sections 4 and 5.
- (2) If a project is not commenced as per section 6(1), funds shall be returned to the Students' Union as per section 3(2) and (3).

## **8 Review**

- (1) The Quality Money Committee is responsible for reviewing this procedure at least once every three years.

### **History:**

- February 26, 2014 (SLC): Approved and enacted.
- November 21, 2024 (GOC): Non-substantively amended.