

Space Management Committee (SMC)

Terms of Reference

Mandate

The Space Management Committee governs the allocation and management of all space at the University of Manitoba. SMC's primary role is to promote the efficient and equitable use of University of Manitoba space as defined in the Space Policy. SMC is responsible for approving new space **allocation** and change of room **use** (function) at the University of Manitoba, as the first step in the capital project process. The SMC also reviews and approves all Unit funded projects <\$1M to proceed to design and construction.

This procedure provides direction to achieve equitable space use and allocation through space planning, space management, and space optimization. SMC is intended to ensure a consistent and transparent process of evaluating space requests and making strategic decisions regarding space allocation and use under the Space Policy.

Duties

Space

- Reviews and approves any changes in Space Allocation and Space Use initiated by space requests submitted by University Units to the Campus Planning Office.
- Initiates, reviews and approves space requests to improve space utilization as per the University's strategic priorities, campus plan(s) and space program(s).
- Reviews alignment of Space Planning proposals with existing and future Academic programs to ensure Space Allocation and Space Use are consistent with University strategic priorities.
- Reviews policy, proposals and priorities for Allocation, Use, and management of Space owned or leased by the University of Manitoba.
- Reviews proposals, procedures and systems for maintaining space inventories.
- Collaborates and communicates with other University units to share information and resources to optimize the use of University space.

Projects

- Approves all Space Requests, as per the Space Management Procedures, for Minor (<\$1M) and Major (>\$1M) Capital Projects
- Approves Unit funded Minor (<\$1M) Capital Projects to proceed to design/construction
- Recommends Major (>\$1M) Capital Projects, and Projects requesting any central funding support to MCPC, for review and prioritization
- Receives monthly updates from AES on all capital construction projects (Faculty funded projects reviewed by Integrated Planning for coordination with SRP priorities)

Reporting

The SMC reports to the Provost and Vice-President (Academic) and the Vice-President (Administration).

Committee Composition

Appointed members as follows:

- Co-Chair, Vice-Provost (Teaching and Learning)
- Co-Chair, Associate Vice-President (Administration)
- Director, Campus Planning Office
- Director, Architectural and Engineering Services
- Director, Integrated Planning – to be determined

Resources (as required):

- Assistant Director, Architectural and Engineering Services
- Space Planners, Campus Planning Office
- Vice-President (Research and International) or designate
- Registrar
- Chief Information Officer

Decision Making

Decision making is based on consensus from both the Vice-Provost (Teaching and Learning) and the Associate Vice-President (Administration). When clarification is required to reach a decision or when a space request is denied, the applicant will be invited to present additional information to the Committee before the final decision is confirmed.

Meetings

The Committee will generally meet monthly, but may meet more or less frequently at the call of the Chairs. Meeting dates will be set at least two (2) weeks in advance.

The Campus Planning Office will prepare the meeting agenda, prepare and present space allocation proposals, record meeting summaries and send decision notifications to applicants, stakeholders and other University units as required. Architectural and Engineering Services will prepare and present Minor Capital Projects for SMC review/approval, Major Capital Projects for SMC review/recommendation and Capital Maintenance and Renewal Projects for information.

Appeals Process

Applicants who disagree with a decision of the Committee can request an appeal in writing. They will be invited to present additional information to the Committee, if they have not already done so. The Committee will forward the request for the appeal and their updated recommendation to the Provost and Vice President (Academic) and Vice President (Administration) for final decision.

Review

Terms of reference will be reviewed every five (5) years by the Provost and Vice-President (Academic) and the Vice-President (Administration).