

# St. John's Space Committee

## Terms of Reference

### Purpose

The St. John's Space Committee is established under the St. John's campus' Vice-Presidents to deal with planning and operational issues concerning space management and space allocation, including resolution of competition for space, as part of its routine work. The Committee will discuss policy matters and major space management issues with the Unit Head as required.

### Definitions

St. John's: All space acquired and legally owned in metropolitan St. John's in the name of Memorial University, irrespective of how the space was obtained, excluding those spaces falling under the jurisdiction of the Department of Health and Community Services at the Health Sciences Centre and the Marine Institute.

Unit Head: A Dean, Director and other senior administrators at a comparable level or above, including the President, Vice-Presidents and Associate Vice-Presidents.

### Mandate and Responsibilities

The Committee has overall responsibility for reviewing all space proposals submitted to it and for deciding on an appropriate course of action. It also serves in an advisory capacity to the Vice-Presidents as it addresses the facilities and space implications of the strategic goals of the university.

Its mandate is:

- To apply the principles of space provision specified in the Space Policy and Procedures.
- To make decisions on routine space matters either referred to it for resolution or as part of a regular review of space usage. Routine space matters would include space requests related to operational or organizational changes, best utilization of space, and redundancy as well as smaller space issues and issues where funding is available or where the move of a partial unit is involved.
- To recommend to the Vice-Presidents any major allocation, reallocation, or leasing of space.
- To receive annually criterion-based indicators for the recording, measurement and allocation of space to achieve the objectives of efficiency, effectiveness and equity. This includes overseeing the maintenance of an accurate, up-to-date space and space use database.
- To undertake periodic reviews of existing allocations of space to meet the changing needs of the university and to ensure alignment with the strategic goals of the university.
- To propose, develop, review and endorse guidelines on space standards and the management of space as well as communicate such guidelines to the wider university community.
- To report to and advise the St. John's Campus Vice-Presidents on space matters.
- To advise Unit Heads, upon their request, regarding the reallocation of space within their units.
- To represent the needs of the entire St. John's campus, as per the guiding principle of the space policy, that university space is the property of the university as a whole.

It is guided by:

- Strategic Plan and associated strategic plans
- All applicable University policies including but not limited to: Space Policy, Space Leasing Policy, Establishment of University Institutes and Centres
- Memorial University Act
- Collective Agreements
- University Space Standards and Guidelines
- Campus Master Plan

- All legal requirements

#### Membership

- Associate Vice-President (Facilities) and Chair
- Manager, Space Planning, and Chair Pro Tempore (non-voting except when acting as chair)
- Director of Resource Allocation and Planning, Office of the Provost and Vice-President (Academic)
- University Registrar
- Director of Research Initiatives and Services, Vice-President (Research) Portfolio
- Director, Operations, Vice-President (Administration, Finance and Advancement)
- Three (3) Academic Administrators to represent academic perspectives.
  - Appointments are up to a three-year term, and consideration may be given to reappointment.
  - Appointments will be completed by the Provost in consultation with the Academic Leadership Council.

Other individuals may be invited by the Committee Chair to attend meetings in a non-voting capacity as necessary.

#### Operations

Written submissions about space and facility needs should be addressed to the Chair of the Committee. They will ensure consideration of the matter in a timely fashion. Correspondence will be acknowledged, but those making requests must understand that an early solution to issues and needs raised in a submission may not always be possible. A periodic review of unresolved requests for additional space will be maintained. All correspondence on substantive matters will be issued by the Office of the Chair.

*Meeting Frequency:* Meetings of the Committee will be convened monthly or as determined by the Chair.

*Quorum:* The quorum will be 50% + 1 and will be based on filled committee member positions only.

*Minutes:* Minutes will be recorded and distributed to members for review. The minutes will be approved at the next meeting.

The Committee will deal with matters within its Terms of Reference and concentrate on its roles in planning and policy, proposals submitted to it, and the development of methodologies and procedures for decision-making. When required, time-sensitive space requests can be discussed and voted on by the committee via special e-mail correspondence. To advance the committee's work, the committee may create sub-committees and working groups as required.

Maintenance of a regularly updated space inventory will be the responsibility of the Manager, Space Planning, per parameters agreed to by the Committee and the Procedure for Maintaining the Space Inventory.