



Space Planning and Management Committee: Terms of Reference	
Role	SPMC’s overall objective is to ensure the optimal space utilization at U of T Mississauga (UTM). To serve this objective, SPMC reviews and approves proposals for the use of space at UTM, including new construction, renovations, change of use or occupancy of space.
Space Planning and Management Committee: Membership and Voting	
Membership and Voting	<ul style="list-style-type: none"> • Chief Administrative Officer (CAO) (Chair) • Executive Director, Facilities Management and Planning (Vice-Chair) • Vice-Principal Academic & Dean (or designate) • Three academic representatives (appointed by the Dean) • Vice-Principal Research (or designate) • Dean of Student Affairs • Registrar and Director of Enrolment Management • Assistant Registrar, Campus Scheduling and Examinations (non-voting member) • Executive Director of Budget, Planning & Finance • Assistant Director, Administrative Units, Budget Planning & Finance (non-voting member) • Director of Information and Instructional Technology Services • Director Design and Construction, Facilities Management and Planning (NB: this role is presently vacant, TBD) • Assistant Director, Project Planning, Facilities Management and Planning (Executive Secretary, non-voting member) • Two student representatives: one graduate and one undergraduate (appointed by the chair of SPMC)
Membership Details	The three academic representatives will be appointed by the Dean for one year, with the possibility of future reappointments. Their focus and input shall not be the representation of their own department, division or building, but an impartial perspective of the academic community to ensure fairness and effectiveness in allocating funds and space at UTM.

	<p>The CAO, after in-depth consultation with the Dean of Student Services, will appoint two student representatives for a one year term, with the possibility of future reappointments.</p> <p>All other representatives are permanent members of the SPMC committee as each appointment links to their function within the U of T Mississauga administration.</p> <p>SPMC meetings will be held in closed session. Meetings are to be attended only the SPMC committee members and invited individuals. Either the Chair or Vice-Chair of the Committee must approve visiting members.</p>
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<p>Quorum and Voting Procedures</p>	<p>Voting will take place throughout the meeting as proposals are presented and discussed.</p> <p>Voting can take place if at least 8 of the 14 voting members are present at the meeting.</p> <p>Binding decisions can be reached after unrestricted discussion has taken place and 51% of the voting members have reached a consensus.</p> <p>The chair of SPMC can approve time-sensitive projects in between meetings. Urgent proposals requiring “immediate” consideration may either be approved by the SPMC chair in between meetings, or circulated to committee members via email for comments and approval.</p>
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<p>Space Planning and Management Committee: Scope and Responsibilities</p>	
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<p>Scope</p>	<p>SPMC does not disperse or allocate funds, nor does it identify funding sources for proposed projects. Funding sources are identified prior to the project’s presentation to SPMC.</p> <p>The SPMC committee will consider for approval the following types of projects:</p> <ul style="list-style-type: none"> • All projects with a Total Project Cost (TPC) that exceeds \$10,000 and which require UTM central funding (including furniture and equipment). • All projects with a TPC that exceeds \$50,000 regardless of funding sources. • All requests for space reallocation and requests for new space (interior or exterior).
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	<ul style="list-style-type: none"> • All proposals for temporary and permanent installation of banners, posters, bulletin boards and display cases in public areas (interior and exterior). • Proposals for all activities, temporary or permanent, that will affect the maintenance or operation of facilities at UTM. • All capital projects for ancillary units. • All capital projects for student services units and student organizations. • All projects that require borrowing or use government grants. <p>All projects which are required to meet legislative requirements (including changes in building codes, accessibility, and health & safety standards), and require UTM central funding will be formulated as SPMC projects and presented to the committee for information only.</p> <p>Projects involving facilities renewal, repairs or maintenance that do not require central funding do not have to be presented to SPMC, but have to be included in the annual summary report.</p> <p>Level 2 (\$5,000,000-\$20,000,000) and Level 3 (>\$20,000,000) capital projects fall within the University of Toronto Policy on Capital Planning & Capital Projects and do not require SPMC approval.</p>
Responsibilities	<p>The Committee’s responsibilities include the following:</p> <ul style="list-style-type: none"> • Approve SPMC projects under \$5,000,000. • Report once a year to UofT’s CaPS group for information. • Receive a summary report annually on projects involving facilities renewal, repairs or maintenance with total project costs above \$50,000. • Provide oversight to all unassigned spaces and ensure that temporary or permanent allocation is within UTM priorities and SPMC Terms of Reference. • Receive all space utilization studies prepared by the Facilities Management and Planning (FM&P) office and address recommendations. • Issue a formal letter for all approved proposals/projects. These are to be signed by either the Chair or Vice-Chair of the SPMC committee. <p>All projects approved by SPMC shall be implemented under the supervision of FM&P.</p>

	<p>All projects that affect infrastructure are to be carried out by FM&P.</p>
<p>Criteria for carrying out responsibilities</p>	<p>All requests will be assessed in accordance with: institutional space requirements as measured by COU standards; University of Toronto space standards; UTM space inventory; and in accordance with of the University's academic, teaching and research mission.</p> <p>To ensure consistency with official institutional and academic plans, the following hierarchy of criteria will be used to rank proposals and allocate space.</p> <p>Priority for new construction and renovation:</p> <ol style="list-style-type: none"> 1. Projects which enhance existing instructional and research programs. 2. Projects that improve the efficiency of existing administrative and student services. 3. Projects required to implement new and approved instructional and research programs. 4. Projects required to implement new and expanded administrative and student services. 5. Projects required to accommodate newly proposed instructional and research programs. <p>Criteria generally used for space allocation:</p> <ol style="list-style-type: none"> 1. Space requirements to meet changes in building codes, legislation or government policy (e.g., accessible washrooms, health and safety legislation). 2. Space requirements to meet needs generated by officially approved academic and institutional plans. 3. Space requirements to reduce current deficiencies; such requests may be ranked by SPMC according to institutional space requirements as measured by COU standards and the space inventory.
<p>Resources</p>	<p>The executive secretary shall prepare an SPMC request package for each submission. This work will include identification of possible solutions, and their resource and space implications. All work will be done in cooperation with the Office of the Dean, various SPMC members, and the impacted UTM community. Proposals are presented to the committee for voting after consultation has concluded and funding sources (if required) identified.</p> <p>The executive secretary shall ensure UTM's official space inventory is updated as changes occur.</p>

	SPMC will work with Grounds Monitoring support group in all matters relating to exterior space use.
Space Planning and Management Committee: Submission Requirements	
Deadlines for Submissions	<p>Proposals needing space and central funding will be submitted annually no later than January 15.</p> <p>Only unexpected and urgent (emergency) requests will be considered at other times past this deadline. Proposals and space requests received after this date will be reviewed in the following SPMC cycle.</p> <p>SPMC applications which do not require central funding and/or new space may be submitted at any time.</p>
Format of SPMC Proposal submission	<p>Each SPMC proposal must contain the following information:</p> <ul style="list-style-type: none"> • SPMC application • Department Name • Name and signature of the Chair/Director • Signature of the Dean/CAO/Principal • Contact Information (Individual name, email, phone number) • Funding source (if applicable) • Details of the request, including description, background information, possible solutions (text, graphics -min ½ page)

Space Planning and Management Committee: Submission Process Flow

Submission Source	<i>Action</i> →	Office of the Dean	SPMC Executive Secretary	Consultation with the Office of the Dean, CAO, SPMC Committee members to develop a solution	SPMC Committee	SPMC Chair
Academic Unit Chair/Director	Presents proposal →	Validates proposal →	Prepares SPMC package for presentation →		Reviews SPMC proposal at meeting. Approves/Disapproves →	Distributes signed letter

Note: Proposals related to research activities require the approval of the Vice-President, Research.

Submission Source	<i>Action</i> →	Office of the CAO	SPMC Executive Secretary	Consultation with the Office of the Dean, CAO, SPMC Committee members to develop a solution	SPMC Committee	SPMC Chair
Administrative Unit Director	Presents proposal →	Validates proposal →	Prepares SPMC package for presentation →		Reviews SPMC proposal at meeting. Approves/Disapproves →	Distributes signed letter
Submission Source	<i>Action</i> →	Office of the V-P, Principal	SPMC Executive Secretary		SPMC Committee	SPMC Chair
Office of the Registrar Head/ Chief Librarian	Presents proposal →	Validates proposal →	Prepares SPMC package for presentation →	Reviews SPMC proposal at meeting. Approves/Disapproves →	Distributes signed letter	

Submission Source	<i>Action</i> →	Dean of Student Services	SPMC Executive Secretary	Consultation with the Office of the Dean, CAO, SPMC Committee members to develop a solution	SPMC Committee	SPMC Chair
Student Services/ Student Organizations	Presents proposal →	Validates proposal →	Prepares SPMC package for presentation →		Reviews SPMC proposal at meeting. Approves/Disapproves →	Distributes signed letter

Date of last review	October 2020
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SPMC Project Schedule

Date	Action
October	Report by Facilities Management and Planning on projects completed in the previous SPMC cycle. Report on non-SPMC and infrastructure projects.
November	Announce the call for submission of anticipated space issues and renovations.
December	Deadline for submission of departmental space utilization charts.
January	Deadline for submission of space and renovation requests - Administrative
February - March	Deadline for submission of space and renovation requests - Academic
January - March	Space analysis and evaluation of space and renovation requests. Deadline for requests from Student Services.
April	Report by Ancillary Services, Facilities Management and Planning, Student Services and Student Organizations on projects over \$50,000.
May	Approval of high priority projects
June	Project Implementation
July	
August	
September	Review Terms of Reference and Committee Membership

Notes:

- The proposed schedule will be reviewed on an annual basis.
- Research proposals not requiring new space and not requiring UTM central funding will be reviewed throughout the year (they do not have to follow the SPMC cycle listed above).
- Special SPMC meetings can be called if urgent approval or decision by SPMC is required.