



## Space Request Evaluation Committee

### Terms of Reference

#### PURPOSE

Brock University's Space Request Evaluation Committee ("SREC" or "the Committee") serves in an advisory capacity, regarding space, to the President/Vice-Presidents (PVP). The Committee has overall responsibility for monitoring, reviewing, assessing, and reporting on: space inventory, space requests, the allocation of space (owned and/or leased by the University) space utilization and space planning associated with capital projects. As necessary, the Committee will make recommendations, regarding the aforementioned, to PVP. The Committee's efforts are intended to provide a continuous reinforcement and commitment to Brock University's seven core Values.

#### MANDATE

The mandate of the SREC is:

- To apply the principles and provisions pertaining to the administration of space, in accordance to the University's strategic priorities and as contained in University policies, guidelines, standards, and procedures, in making recommendations on new space requirements and on the allocation, re-allocation, or disposal of existing space.
- To advise on the priorities of space needs related to major space planning and allocation initiatives (e.g. new buildings, major renovations, etc.,) that can be affordably satisfied, and ensure that they are aligned with the Campus Master Plan and Facility Needs & Priorities Study.
- To advise on aspects of space allocation and utilization decisions, including amicable resolution of competition for space.
- To ensure that the process for decision-making and recommendations is transparent and inclusive.
- To support periodic reviews of existing allocations of space to meet the changing needs of the University and to ensure alignment with the University's strategic and operational plans.
- To ensure that alternatives to accommodation/space needs, where possible, have been considered and that those needs and their utilization can be validated if necessary.
- The Committee evaluates Major Space Requests according to the process and criteria for the evaluation of space requests outlined in the Space Request Procedures document.

#### STRUCTURE AND GOVERNANCE

The Committee is an administrative advisory group reporting to the President/Vice-Presidents (PVP). Facilities Management will administer and prepare draft reports on the activities of the SREC to SAC, to the Board of Trustees (through the Capital Infrastructure Committee), and to Senate (through the Senate Information Technology and Infrastructure Committee). Ad-hoc sub-committees or Task Forces may be formed as required.



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### MEMBERSHIP AND TERM OF OFFICE

The membership of the SREC shall consist of the following representatives:

#### Chair:

- Academic Faculty Representative appointed from within the Committee.

#### Members:

- 6 x Academic Faculty Representatives, including the Committee Chair
- 1 x Teaching, Learning and Student Success Representative
- 1 x Facilities Management Representative
- 1 x Registrar's Office Representative
- 1 x Finance Representative
- 1 x Ancillary Services Representative
- 1 x Graduate Students' Association (GSA) Representative
- 1 x Brock University Students' Union (BUSU) Representative

#### Resources: Facilities Management

- Associate Director, Space Management and Planning

Members of the Space Request Evaluation Committee represent a cross-section of the University academic and administrative units and should be the Space Coordinators as defined in the Space Management Policy.

The Associate Director, Space Management and Planning supports the work of the Committee and coordinates its technical support.

### MEETINGS AND CONDUCT OF BUSINESS

Meetings will be held monthly. The Committee also will meet twice a year to coincide with the development of the Long-Term Capital Plan (LTCP) and Budget review. Space requests that have scored high shall be evaluated within the LTCP Prioritization process used in the development of the LTCP, and as a result may or may not be funded through the LTCP.

In the event that a monthly meeting is considered not to be required, after a call for any items of New Business and consideration of on-going matters, the Associate Director, Space Management and Planning will advise and consult with the Chair and inform Committee participants if a meeting will or will not be held. The meetings will have Agendas, Minutes, and other meeting support resources that may be necessary, provided for by Facilities Management.



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#### AMENDMENT OF TERMS OF REFERENCE

The President/Vice-Presidents (PVP) may amend these terms of reference on the recommendation and advice of the SREC Chair and Facilities Management, with any such recommendation and advice having included for consultation with Committee members.

#### REVIEW PROCESS

The Terms of Reference should be reviewed every two (2) years.

#### REFERENCES

Brock University, Campus Master Plan 2016  
Brock University, Facility Needs & Priorities Study 2017  
Brock University, Space Management Policy  
Brock University, Space Request Procedures  
Brock University, Space Management Framework Document