



Strategic Space Committee: Terms of Reference

CONTEXT, PURPOSE AND MANDATE

UBC Space is designated as either Academic Space or Administrative Space and must only be allocated, used, or renovated, or have its use changed in accordance with the Procedures associated with Policy UP13.

Through policy UP13 the Board of Governors has delegated its authority to manage, administer, and control space at UBC Okanagan to the Provost and Vice-President, Academic (for allocation of Academic Space) and the Associate Vice-President Finance and Operations (for allocation of Administrative Space). The Provost and AVPFO discharge these responsibilities via their involvement with the Okanagan Strategic Space Committee (SSC).

The UBC Okanagan Strategic Space Committee (SSC) advises and makes decisions for Space related issues and allocations for all of the campus sites and locations including internal and outdoor spaces. Through this delegated authority, the SSC is responsible for developing a long-term and strategic approach to campus space needs. The Provost and AVPFO may consult the DVC on significant decisions as necessary.

The committee:

- Develops guiding principals for allocating space within academic and administrative units.
- Evaluates and makes recommendations on allocation of existing or new campus space to accommodate academic and administrative initiatives for students, faculty and staff.
- Evaluates off-campus leasing requests and opportunities.
- Evaluates and makes recommendations on change of use for space within faculty or administrative envelopes.
- Establish subcommittees and working groups as required to advise on specific space issues.

- Evaluate recommendations from subcommittees and, when appropriate, recommend initiatives for budget approval.

MEETINGS

The committee will meet monthly, with additional meetings and communications, as needed. Quorum consists of a simple majority of members (i.e., 50% plus one person).

COMMITTEE MEMBERSHIP

1. Provost and Vice-President, Academic (Co-Chair)
2. Vice-Principal, Research and Innovation (Co-Chair)
3. Associate Vice-President, Finance and Operations
4. Associate Vice-President, Students
5. Dean/Director, UBCO Faculty/School*
6. Dean/Director, UBCO Faculty/School*
7. Dean/Director, UBCO Faculty/School*

*Appointed on a rotating 3-year term

Staff Support (non-voting)

1. Director, Infrastructure Development
2. Administrative Support Specialist, Infrastructure Development
3. Associate Director, Facilities Planning

TERMS OF REFERENCE REVIEW

Terms of Reference and Committee membership will be reviewed every two years as the development of the framework progresses and the Committee changes to adapt to the new needs of the university.

VERSION HISTORY

- Approved by Strategic Space Committee on October 31, 2024