

(MCAPS) Terms of Reference (REVISED November 2022, to be revised annually)

Membership: UTM Capital Projects and Space Allocation Committee (MCAPS)

As designated by the VP OREP (Operations & Real Estate Partnerships):

Projects that fall under \$10m, and all other applications that fall under the responsibility of the Mississauga Capital Projects and Space Allocation Committee approval may be given, following review, by a committee with a membership composed to meet the following attributes. 10 to 15 members will be appointed for staggered two-year terms.

Committee Membership Skills Matrix

Attribute, Expertise or Experience	Potential roles
MCAPS Exec Continuity	ED Digital & Physical Infrastructure** Director Construction & PMO** Assistant Director Planning & Design** ED Strategy
Office of the Dean representation	Vice Dean Faculty Vice Dean Operations
Teaching and Learning representation	Teaching stream faculty member* Academic Chair Registrar
Research representation	Director, OVPR Associate VP Research Research stream faculty member*
Student Experience representation	Student Affairs & Services
Financial/Capital planning	Director, Academic Finance Director, Administrative Finance
IT, Utilities, Infrastructure	Director, I&ITS Director, Operations, Sustainability & Asset Management
Ancillary Services, Retail	Director, Hospitality & Ancillary Services
Equity, Diversity, Inclusion representation	Director, EDI Director, Indigenous Initiatives

*The academic representatives meeting the above requirements will be appointed by the Dean for two years, with the possibility of one reappointment. 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.

**Non-voting members.

Membership: Executive Committee of the UTM Capital Projects and Space Allocation Committee (MCaPS Exec)

The MCaPS Exec is responsible for the rating, review, and recommendation of all capital proposals, to ensure the projects are consistent with institutional strategy, and to authorize them to proceed to MCaPS for discussion. The MCaPS Exec identifies and confirms funding sources for all requests and recommends which projects should be funded by the central renovations budget.

Ranking: All capital project, and renovation proposals will be ranked using a consistent scorecard.

Membership will include:

- Vice-President and Principal
- Director of Strategy, Office of the Vice-President & Principal
- Vice-Principal, Academic & Dean
- Vice-Principal, Research
- Dean of Student Affairs and Assistant Principal, Student Services
- Chief Administrative Officer (CAO)
- Executive Director, Budget Planning & Finance
- Associate Director, Planning & Design (non-voting member)
- Director, Construction & PMO (non-voting member)
- Executive Director, Digital & Physical Infrastructure (non-voting member)

Approval and Quorum (MCaPS)

MCaPS Voting

- Voting will take place throughout the meeting as proposals are presented and discussed.
- Voting can take place if at least 6 of the voting members are present at the meeting.

In-between Meeting Approval

- In-between meeting project approval is reserved for exceptional and urgent projects or circumstances, which will be given consideration through an accelerated process of MCaPS Exec review, and discussion by MCaPS asynchronously, or by emergency meeting as availability dictates.

Areas of Responsibility

The objective of MCaPS is to ensure:

- Optimal utilization and performance of our campus spaces, and sustainable, transparent stewardship of this scarce strategic resource
- Proposed changes to and use of campus facilities are aligned with the UTM strategic framework, and promote equitable access for our community.
- Decisions about the use of space are informed by data, and guided by best practices in physical planning, design and construction.
- All capital projects at UTM are managed consistent with the [University of Toronto Policy on Capital Planning and Capital Projects](#).

In service of this objective, MCaPS reviews and approves all proposals for the use of space at UTM, including renovations, change of use or occupancy of space (temporary or permanent), new construction (level 1 capital projects), infrastructure projects, art installations, signage, installation of posters, banners (interior and exterior), all projects that require borrowing* or use government grants, and all activities that will affect the maintenance or operation of facilities at UTM. The Committee reports to the Principal of the University of Toronto Mississauga and Vice-President University of Toronto.

**borrowing requires Business Board approval.*

All requests will be assessed in accordance with institutional space requirements as measured by COU standards, University of Toronto space standards, the UTM Campus Master Plan, UTM space inventory, feasibility, and site conditions, and in accordance with the campus Strategic Framework:

- Centre Truth, Openness, & Reciprocity
- Foster Student Success
- Empower Research Discovery and Impact
- Embrace Our Place
- Build Efficient and Sustainable Operations
- Encourage Collaboration and Belonging'

MCaPS and subcommittees may also be tasked with advising and consulting on level 2 and 3 capital projects throughout their lifecycle.

Review: Proposals and Integration of Existing Processes

Proposal from the following “generating vectors” will be assembled into design briefs and overall space proposals, to be reviewed quarterly by MCaPS:

- Stakeholder submissions will be accepted year-round via the UTM Service Portal and FMP web site, UTM FMP will develop project charters, design briefs, and overall package for MCaPS review.
- UTM FMP will integrate with the Office of the Vice Principal & Dean for multi-year complement planning and space and renovation implications. A space impact assessment will be created for any complement proposal, prior to approval

- UTM FMP will integrate with the Office of the Vice Principal Research on major grant cycles, for all space and renovation implications. A space impact assessment will be created for any grant application proposal, prior to submission, and will be included in the package submitted to MCaPS
- Space changes necessitated by displacement and secondary effects of capital projects, and proposals generated by UTM FMP as part of the UTM Master Plan, or space plans
- Infrastructure, Sustainability, Art and maintenance projects with public space implications.

5. MCaPS Sub-Committees

MCaPS considers the reports and recommendations of sub-committees comprised of stakeholders, interested parties, and subject matter experts from faculty, staff, and the broader UTM community. These sub-committees will meet quarterly to discuss tactical and strategic matters relating to their area of focus, and channel their subject matter expertise in support of the campus mission.

5.1 Campus Grounds & Land Stewardship

The subcommittee on Campus Grounds & Land Stewardship will discuss and make recommendations relating to the use of campus grounds, planting, maintenance, and management. The committee will consider environmental assessments and reports on species at risk, as well as proposed uses of public realms in support of the campus mission. The committee will recommend projects and initiatives to MCaPS that support biodiversity, sustainability, enhancements to the beauty of our campus, and our connections to the land and its history.

The committee will include grounds personnel, faculty and staff with related specialization and interest in biodiversity, sustainability, public realms, along with student and Indigenous community representation.

5.2 Campus Art Subcommittee

The Campus Art Subcommittee will discuss and make recommendations relating to artistic endeavours and installations on campus. The committee will consider the role of art as part of the fabric of campus life, and as part of the campus mission in promoting truth, community, connection, and resilience. The committee will make recommendations for specific proposals, as well as broad themes and standards that surface the importance of art in our space strategy.

The committee will include Facilities Management & Planning personnel, faculty and staff with related specialization and interest in the arts, along with student and Indigenous representation.

5.3 Accessibility, Signage & Wayfinding Subcommittee *(Folded into Art & Signage Subcommittee for pilot)*

The Campus Accessibility, Signage & Wayfinding Subcommittee will discuss and make recommendations relating to standards, strategy, and tactics to create accessible environments, campus signage and wayfinding. The committee will consider signage proposals and projects, revisions to campus signage and accessibility standards, branding considerations, and mapping and wayfinding initiatives, ensuring healthy and inclusive facilities for all, and a consistent experience traversing and navigating the campus.

The committee will include Facilities Management & Planning, Communications, Equity, Diversity and Inclusion, Student Services and Accessibility personnel, faculty and staff with related specialization and interest, and student representation.

5.4 Digital Spaces Subcommittee *(Not included in Pilot)*

The Digital Spaces Subcommittee will discuss and make recommendations relating to Internet of Things (IoT), industrial controls, smart devices, building automation, and digital spaces. The committee will consider digital space initiatives and make strategic and tactical recommendations for infrastructure enhancements in support of the campus mission.

- The committee will include Information & Instructional Technology Services, Information Security, Utilities, Hospitality & Ancillary Services, and Research personnel, faculty and staff with related specialization and interest, and student representation.

5.5 Student Advisory Subcommittee (to be struck in pilot Cycle 2)

The Student Advisory Subcommittee will discuss and make recommendations on space allocations from a student perspective. The committee will ensure graduate, undergraduate, and student and student affairs voices are heard, and advise on a range of space proposals and topics.

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