

UTM Capital Projects & Space Allocation Committee Terms of Reference

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

Capital Projects including renovations valued at \$100,000 and up to \$10 million (level one capital projects, per the Capital Planning & Capital Projects Policy), and all other applications that fall under the responsibility of the Mississauga Capital Projects and Space Allocation Executive Committee approval may be given, following review, by a committee with a membership composed per the following:

Membership: UTM Capital Projects & Space Allocation Executive Committee (MCaPS Exec)

The MCaPS Exec is responsible for the consideration and approval of all level one capital project and renovation proposals, as well as all campus space allocations ensuring design, construction, reorganization or change of use, of space is consistent with institutional strategy. Additionally, MCaPS Exec can recommend capital projects with values exceeding \$10M (level two and level three projects). All capital projects, renovation proposals and space allocations will be consistently ranked against the commitments of the UTM Strategic Framework.

At UTM, all space is allocated by the Office of the Vice-President and Principal and is considered a strategic campus resource.

Membership will include:

- Vice-President and Principal
- Director of Strategy, Office of the Vice-President & Principal
- Vice-Principal, Academic & Dean
- Vice-Principal, Research & Innovation
- Chief Administrative Officer (CAO) (Co-chair)
- Executive Director, Digital & Physical Infrastructure (Co-chair)

Areas of Responsibility

The objective of MCaPS Exec 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](#) guided by the Campus master Plan.

In service of this objective, MCaPS Exec reviews and approves all level one new construction and renovation proposals, and proposals for the use of space at UTM, change of use or occupancy or

programming of space (temporary or permanent), use of public vertical space including all 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 administrative 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 Exec Voting and Approval

- Voting will take place throughout the meeting as proposals are presented and discussed.
- Voting can take place if at least 3 of the voting members are present at the meeting.

MCaPS Exec review is not required in certain circumstances, including infrastructure and deferred maintenance projects, for cumulative TPC increases of <10% of the approved TPC, for pre-construction site assessment and investigation, or when moving from planning & design into construction on an approved project, within the funding envelope previously approved or recommended by the committee.

In the instances above, a letter from the CAO, ED Digital & Physical Infrastructure, or MCaPS chair is sufficient.

Membership: UTM Capital Projects & Space Allocation Advisory Committee

To ensure broad community input on space considerations at the campus, the MCaPS Advisory Committee will be struck, with representation from the matrix below. This group will work with Facilities Management and Planning, space working groups, subject-matter experts, and other stakeholders to review and discuss selected space requests, broader space strategies, and help to develop and improve space guidelines and processes for the campus.

Committee Membership Skills Matrix

Attribute, Expertise or Experience	Potential roles
MCaPS Exec and FMP/PDC Continuity	E.D. Digital & Physical Infrastructure Managing Director, Planning, Design & Construction E.D. Strategy

Office of the Vice-Principal & Dean	Vice Dean Faculty Assistant Dean
Teaching and Learning	Faculty member* Academic Chair Registrar Vice Dean Academic Programs
Research	Director, OVPRI Associate VP Research & Innovation Faculty member*
Student Experience	Student Affairs & Services
Financial/Capital planning	Director, Academic Finance Director, Administrative Finance
IT, Utilities, Infrastructure, Campus Safety	Director, I&ITS Director, Operations, Sustainability & Asset Management Director, Campus Safety
Ancillary Services, Retail	Executive Director, Hospitality & Ancillary Services
Equity, Diversity, Inclusion and Indigeneity	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.