

Space Planning Committee Membership and Guidelines

The Provost and Vice-President, Academic or delegate shall be the Space Planning Committee Chair. The Office of Space Management, Facility Services, shall serve as Secretary to the Committee without vote.

Voting Members:	<p><i>Provost and Vice-President, Academic</i> Dr. Robert Aguirre (Chair)</p> <p><i>Vice President, Finance and Operations</i> Ms. Gillian Heisz</p> <p><i>Associate Vice-President Operations</i> Mr. Ryan Kenney</p> <p><i>Vice-President, Research and Innovation</i> Dr. Shanthi Johnson</p> <p><i>Associate Director, Capital Projects</i> Mr. Colin McLellan</p> <p><i>Interim Executive Director, IT Services</i> Mr. Marcin Pulcer</p> <p><i>Vice-President - Equity, Diversity and Inclusion</i> Dr. Clinton Beckford</p> <p><i>University Librarian</i> Dr. Selinda Berg</p> <p><i>University Registrar</i> Mr. Ray Darling</p> <p><i>Student Representation</i> One representative chosen by the UWSA, GSS, OPUS</p>
Ex Officio:	<p><i>University President and Vice-Chancellor</i> Dr. Robert Gordon</p>
Resource:	<p><i>Office of Space Planning and Management, Facility Services</i> Ms. Heather Cantin, Space Management Assistant</p> <p><i>Manager, Facility Planning, Renovations, and Construction</i> Mr. Dan Castellan</p>

Committee Guidelines

1. There will be regular meetings that are announced with five days' notice unless urgent circumstances exist.
2. Whenever possible, requests made to the Committee will be provided to the Committee at least five days prior to the scheduled Committee meeting.
3. Space requests shall follow the online template available on the Space Management website.
4. The recommendations of the Committee will be based on complete applications.
5. Minutes of the meeting will be kept. The Minutes shall include recommendations and the reasons supporting them. The reasons shall be consistent with the Space Planning Policy.
6. The Secretary will ensure that all information from the requesting party is included in the presentations to the Committee.