

1. CALL TO ORDER

Call to Order – 1:02pm

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Space Oversight Committee Composition

VP Finance and Services (Chair).....	Abhishek Parmar
Ex-officio	Helen Sofia Pahou
FCATSU Councillor.....	
Philosophy Councillor (Vice-Chair).....	Ashely Flett
Councillor	VACANT
Student-at-Large	VACANT
Student-at-Large	VACANT

3.2 Society Staff

Facilities Manager.....	John Walsh
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3.3 Guests

SFSS Booking Coordinator.....	Shelley Durante
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4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

**4.1.1. MATTERS ARISING FROM THE MINUTES – Space Oversight Committee -
MOTION SPOC 2022-11-10:01**

Be it resolved to receive and file the following minutes:

- SPOC 2022-10-27

5. ADOPTION OF THE AGENDA

5.1 MOTION SPOC 2022-11-10:02

Abhishek/Ashley

Be it resolved to adopt the agenda as presented:

CARRIED AS AMENDED:

- Add 'In Camera' item:
 - Capital Project Update
- Amend 'New Business' motion SPOC 2022-11-10:03
- Add 'New Business' Item:
 - WUDU Station Feasibility Plan

6. NEW BUSINESS

6.1 SPACE OVERSIGHT COMMITTEE ANNUAL PLAN COLLABORATION – MOTION SPOC 2022-11-10:03

SUBMITTED BY: VP Finances and Services "Abhishek Parmar"

Abhishek/Ashley

Whereas the Space Oversight Committee (SPOC) annual plan should be a collaborative document;

Whereas SPOC came to a consensus on creating a working group for the purpose of creating an annual plan;

Be it resolve to form a working group for the purpose of creating a Space Oversight Committee Annual Plan;

Be it further resolved to appoint committee members Helen Sofia Pahou, Ashley Flett, and Abhishek Parmar to the Space Oversight Committee Annual Plan Working Group;

Be it further resolved that any relevant staff be involved with the working group.

CARRIED UNANIMOUSLY

- Abhishek, Ashley, Helen and were nominated

6.2 WUDU STATION SPACE FEASIBILITY STUDY – MOTION SPOC 2022-11-10:04

SUBMITTED BY: VP Finances and Services "Abhishek Parmar"

Helen/Abhishek

Whereas the prayer room serves as an important space for many SFSS members;

Whereas a WUDU station has been highly requested item by members who use the prayer room;

Be it resolved to approve up to \$5000 from the Build SFU Fund to conduct a feasibility study on retrofitting space in the SUB into a suitable space for WUDU.

CARRIED UNANIMOUSLY

- A few years ago this space was requested by students, however, it was not feasible at time to complete. Instead, a prayer space was created for the students.
- While the Facilities Manager has identified a space to support a WUDU station, further steps are required to make the space functional and up-to standard; this is the purpose of the feasibility plan.
- The feasibility plan will include seeking a designer to provide a design for the space as well as a general contractor and permits; this is where the fees from the Build SFU Fund will be allocated.
- A proposal will be created, utilizing the design, general contractor estimates and building permits, to approach council to approve and move forward with the building plans.

7. DISCUSSION ITEMS

7.1 SPOC TOR Review

SUBMITTED BY: VP Finances and Services “Abhishek Parmar”

ATTACHMENT: SPOC tor.pdf

- The SPOC tor document was discussed among the committee:
 - The ‘Composition’ section was amended to include the following changes:
 - The role of a Chairperson can be occupied by any Councillor Member, including an Executive Member. This was changed from the role being previously occupied solely by an Executive Member.
 - Two more Councillor Members were added to the committee composition, thereby increasing the Councillor count to a total of five Councillor Members
 - ‘Building Manager’ was changed to ‘Facilities Manager’ as no one occupies the role of ‘Building Manager’.
 - The committee could not come to agreement on whether the committee composition should have a dedicate position for any Executive Member or for only the VP Internal. Concerns were raised regarding the number of Executive members on the committee, the size of the committee as well as allowing flexibility within the Executive Member position on the committee. Additionally, the VP Internal was previously a part of the committee but left to fulfill other commitments. Reasonings in support of having the VP

Internal on the committee, include their involvement with sponsorships and contracts that occur with the occupied spaces of the Student Union Building. It was determined that further discussion is needed; this discussion will continue at the next SPOC committee meeting.

- Discussion occurred regarding the addition of two Student-at-Large Members; however, no changes were made to Student-at-Large committee composition.

- The 'Sub-Committee' section was amended to include the following changes:
 - While Sub-committee (a) and (b) have not been previously active, it was determine that Sub-committee (b) can be utilized as a communication channel for issues relates to tenants.
 - It was determine that Sub-committee (a) is not needed and therefore, was removed.

- Discussion occurred on whether the TOR document itself should be included in 'Relevant Policies' section. However, it was determine that the document should not be included, as the section is dedicated to resources external to the TOR document.

8. IN-CAMERA

8.1 MOTION SPOC 2022-11-10:05

Ashley/

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED UNANIMOUSLY

- Order Fulfilment
- Capital Project Update

9. EX-CAMERA

9.1 MOTION SPOC 2022-11-10:06

Abhishek/Helen

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

10. ATTACHMENTS

10.1 SPOC tor.pdf

11. ADJOURNMENT

11.1 MOTION SPOC 2022-11-10:07

Helen/Abhishek

Be it resolved to adjourn the meeting at 2:03pm

CARRIED UNANIMOUSLY



SO-18: SPACE OVERSIGHT COMMITTEE

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: OVERSIGHT COMMITTEE ON SOCIETY SPACES</i>		
<i>POLICY REFERENCE NUMBER: SO-18</i>		
Adopted: August 25, 2021 Next Scheduled Revision: April 2022 Previous Revisions: 2021-08-04		
Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 7

Preamble

18.1 One of the SFSS’s purposes as listed in the constitution is “to acquire or hold any lands, buildings, facilities or other assets for the use or benefit of the Society or the undergraduate students of Simon Fraser University”. The acquiring, holding, and maintaining of space requires planning, action, and oversight.

18.2 This committee is tasked with overseeing the acquisition, holding, and maintaining of space. This includes reviewing maintenance plans, overseeing renovations and small space improvements, as well as researching space expansion opportunities and campaigns.

Purpose

18.3 The purpose of the committee is to oversee SFSS space. This involves

- (a)Overseeing renovations, maintenance, and small improvement projects
- (b)Researching future space opportunities
- (c)Developing space campaigns
- (d) Oversee the health and use of the Space Expansion Fund and relevant line items of the Build SFU Fund

18.4 SUB = Student Union Building

18.5 Space = a physical location that is owned and/or controlled by a company, person, or group

18.6 Subtenant = an organization that leases space controlled by the SFSS

Composition

1. [Ex-Officio] President
2. [Chairperson] Executive Officer
3. VP Finance and Services
4. 3 Councillor Members
5. 0-2 Student-at-Large Members
6. [Non-Voting] Building Manager
7. [Non-Voting] Building Coordinators
8. [Non-Voting] Admin Assistant
9. [Non-voting] Other staff as requested by the Executive from time to time
- 10.

Quorum

18.7 Quorum is a simple majority of seated voting members

Terms of Reference

18.8 Oversee the planning, strategy, and implementation of space expansion in the SFSS

18.9 Oversee Council-approved improvement and/or maintenance projects in SFSS space

Constrains

18.10 The committee can approve renovation, small improvement, and maintenance projects under \$10,000, all else must be approved by Council

18.11 A committee annual plan must be developed and approved by the committee and Council

18.12 Semesterly reports must be submitted to Council with progress and updates on the annual plan

18.13 Space expansion campaigns must be proposed to and approved by Council

Sub-Committees

18.14 The Space Oversight Committee has two dedicated joint-subcommittees

- (a) Building Committee - Joint SFSS-SFU, tasked with discussing issues with the SUB, process, and the SFU-SFSS SUB Lease with SFU
- (b) Subtenant Committee - Joint SFSS-Subtenants, tasked with semesterly discussions with subtenants about issues related to space, process, and their leases

Governance

18.15 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

18.16 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.

18.17 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

- (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision making process.
- (b) Finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

Relevant Policies

18.18 The members of the committee should be familiar with the following:

- (c) SFSS Council Policies
- (d) SFSS Property Management Policies,
- (e) Accessibility Policy.
- (f) SFSS Finance Policies,

Relevant Documents

18.19 The members of this committee should be familiar with the following:

- (a) SFSS Annual Budget
- (b) Audited Financial Statements