

Title: LKS/KRC Space Committee	
Category: Research	Type Of Procedure: Operational
Authorizing Title:	
Primary Document Author: Research Facilities	Effective Date:
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Committee Approved:	Associated Emergency Code: N/A
Reference: [Policy and Procedure Office Use Only]	

Purpose

Space is a limited corporate resource. The LKS/KRC Space Committee is responsible for ensuring effective and efficient decisions regarding research space allocation within the Li Ka Shing Knowledge Institute (LKS) and Keenan Research Centre (KRC). All decisions are to align with the Unity Health Toronto Space Allocation policy and the Research Space Use Guidelines.

Objectives

The Committee will:

1. Implement and operate a set of decision-making criteria with respect to:
 - a. Current space utilization
 - b. Requests for additional space
2. Develop strategies for the effective and efficient use of research space
3. Develop commercial strategies to maximize occupancy of underutilized space(s) to optimize the revenue productivity of assets
4. Review utilization of research space and make necessary adjustments
5. Review and adjudicate requests for additional space allocation/changes to space

Principles

The Committee will adhere to the following principles in decisions regarding research space:

1. Research Space is a Hospital Resource and does not belong to any particular program, person, group or service
2. Space allocation should always be within the context of the Research Space Use Guidelines and/or the Unity Health Toronto Space Allocation Policy
3. Research program functionality is a priority. Efforts will be made to allocate requested additional space near the requesting group's central area, but proximity nor any other desired attributes are not guaranteed

Procedure

Space Requests

1. Requests for space will be submitted to Research Facilities for review by the Research Facilities Project Manager and the Chief Operating Officer - Research, on an ad hoc basis
2. Options and/or recommendations are presented to the LKS/KRC Space Committee for a decision
3. If necessary, the Committee will consult with the Vice President, Research & Innovation for further review and approval

4. Significant decisions, approvals, adjustments, and plans involving research space will be reviewed by the Hospital's Space Oversight Committee

Space Utilization

1. Space audits will be conducted on a regular basis
2. Under-utilized spaces will be re-assigned to maximize efficiency and accommodate new needs

Membership

The Committee will comprise the following members:

- Chair: Chief Operating Officer, Research
- Members:
 - Executive Director, Keenan Research Centre
 - Executive Director, Li Ka Shing Knowledge Institute
 - Project Manager, Research Facilities

Additional members or consultants may be invited as needed to provide expertise or guidance on specific issues

Reporting

This Committee will maintain transparency and accountability by reporting decisions and recommendations at the committee to the Vice President, Research & Innovation. Significant decisions will be reviewed with the Unity Health Toronto Space Oversight Committee to ensure alignment with institutional priorities and policies.

Meeting Schedule

This Committee will meet quarterly to review ongoing matters. Additional meetings may be scheduled on an as-needed basis to address new space requests and/or urgent issues.

References

Unity Health Toronto Space Allocation Policy
Research Space Use Guidelines

Revision #	Effective Date(s)	Next Review	Author or Reviewer
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