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# Space Planning Policy

The Space Planning Committee is responsible for revisions to this policy on a periodic basis, as outlined.

**Definitions**  
Space - Any portion of the University’s buildings, rooms and grounds that may have either a specific or discretionary use.

**Basic Principles**

1.   The University is committed to ensuring that the members and guests of the University community have access to safe, comfortable, and useful space conducive to its purpose in which to teach, learn, research, study, and work.

2.   Space is a limited campus resource.  The University is obliged to ensure that the physical facilities and space at the University are apportioned and used in the most efficient manner.

3.   Decisions on the acquisition, modification, or usage of space will be made wherever possible within a long-term context that is consistent with the Strategic Plan or Strategic Mandate Agreement, as applicable.

4.   Space-related decisions shall be made insofar as it is possible in concert with and in light of budget planning.

**Responsibilities of the Space Planning Committee**

1.   The Space Planning Committee advises Senior Management on all issues related to the major space planning and allocation, including the campus plan, new buildings, the major renovation of existing facilities, and any policy issues related to campus planning and space allocation.

2.   The Committee manages the allocation and utilization of established space.

3.   The Committee will ensure that the process for decision-making is transparent and inclusive, and that recommendations are informed and consistent with the principles in this policy.

4.   Towards those ends the Committee will be expected to:

* understand the issues related to the current space and facilities including current and potential uses
* implement a systematic, clear, and accountable process for handling requests that involve the establishment of new facilities and space, the initial allocation of space, and changes to the use of established space
* engage in short- and long-term planning of space and facilities to accommodate the future plans of the University consistent with the Strategic Plan or Strategic Mandate Agreement, as applicable
* ensure that University space is being used effectively and efficiently
* review space allocations when asked or when it considers it appropriate.

**Responsibilities of the University’s Employees and Other Occupants**

1.   All occupants of space owned or leased by the University have a responsibility to ensure that the space they inhabit is being used effectively and efficiently.

2.   Where space may be used more effectively and efficiently, occupants of space owned or leased by the University are expected to inform the Space Planning Committee.

3.   Where space may have multiple uses, occupants of space owned or leased by the University are expected proactively to support the development of creative solutions that are consistent with the principles in this policy.

**Allocation of Space**

1.   Space shall be planned and allocated in a manner that:

* best meets the core mission of the University
* best meets the Strategic Plan or Strategic Mandate Agreement, as applicable
* is within the constraints of the University’s financial plans.

2.   The health and safety of the members of the University community are the paramount considerations in planning, allocating, and managing space.

3.   The reallocation and modification of existing space must take account of the relative cost and benefit of the proposed use of space in the context of long-term plans of the University and consistent with the Strategic Plan or Strategic Mandate Agreement, as applicable.

4.   Where there are competing interests in the allocation of space, prioritization will be based on the best combination of factors, including University priorities, cost, available alternatives, and benefits.  The recommendation will not be made until all those interested have had a full opportunity to present their view.

5.   Core space use priorities for the University, in general, include:

* classrooms and other teaching and learning spaces, including laboratories and informal learning spaces
* research
* offices and other workspaces, including meeting rooms, facilities to house infrastructure and technology
* learning support, including library, student services offices, bookstore and similar space
* space required to serve student organizations
* food services
* academic and administrative support services
* student residences.

**Review**

This policy will be reviewed by the Space Planning Committee and approved by Senior Management at least once every five years.