

TITLE: APPORTIONMENT OF THE UNIVERSITY'S AVAILABLE SPACE

EFFECTIVE DATE: February 1, 2005

AUTHORITY: Vice-President (Finance and Administration)

Purpose

The purposes of this policy are to describe the basic principles by which the University will apportion the available space so that the disparate needs of the members of the University community can be met, and to describe the role of the Space Advisory Committee.

Scope

This policy refers to the utilization by members of the University community of physical space that is either owned or leased by the University.

Responsibility

The Vice-President (Finance and Administration) is responsible for the maintenance of this policy. The Space Advisory Committee is responsible for updating the procedures attached to this policy.

Definitions

- Space: For the purpose of this policy this refers to any portion of the University's buildings, rooms and grounds that may have a specific and discretionary use.

Related Policies

Capital Construction and Renovations Projects

POLICY

Basic Principles

- The University of Winnipeg is committed to ensuring that the members of the University community have access to safe, comfortable and useful space in which to teach, learn, study and work.
- Space is a highly valued and limited campus resource. As a result the University of Winnipeg recognizes an obligation to ensure that the physical facilities and space at the University of Winnipeg are apportioned and used in the most effective manner.
- The most effective use of space can be achieved through co-operative and shared approaches.
- Decisions on the acquisition, modification or specialized usage of space will be made within a long-term context that is consistent with the Strategic and Academic Plan.

Responsibility of the Space Advisory Committee

- The Senior Executive will appoint a committee to advise them on all issues related to the utilization of space.
- The Committee will ensure that the process for decision-making is transparent and inclusive, and that recommendations are informed, reflective and consistent with the general principles in this policy.
- Towards those ends the Committee will be expected to:
 - Understand the issues related to the current space and facilities including current and potential uses.
 - Have a systematic, clear and accountable process for handling requests that involve changes to the use of space.
 - Participate in short and long term planning of space and facilities to accommodate the future plans of the University of Winnipeg consistent with the Strategic and Academic Plans.
 - Ensure that University space is being used effectively.

Responsibility of the University's Employees and Other Occupants

- All occupants of space owned or leased by the University have a responsibility to ensure that the space they inhabit is being used effectively.
- Where space may be used more effectively, they are expected to inform the Space Advisory Committee.
- Where space may have multiple uses, they are expected to actively help in the development of creative solutions that are consistent with the principles in this policy.

Allocation of Space

- Space will be planned and allocated in a manner that best meets the core mission of the University and within the constraints of the University's financial plans.
- The health and safety of the members of the University community will be the most important consideration in planning and allocating space.

- The reallocation or modification of existing space must be based on an understanding of the relationship between the cost, the current usage, the benefits from the proposed usage and the long-term plans of the University.
- Prioritization, where there are competing interests in the allocation of space, will be based on the best combination of factors including University priority, cost, available alternatives, and benefits. The recommendation will not be made until all those interested have had a full opportunity to present their view.
- Core priorities for the University, in general, include:
 - classrooms and laboratories;
 - offices and other workspaces (including meeting rooms, infrastructure and technology);
 - research space;
 - space required to support the academic function (Library, Bookstore, etc.);
 - space required to serve our students (Students Association space, Food Services, etc.);
 - affiliated academic and non-academic institutions; and
 - space required to support Administrative Support Services (Registration, Physical Plant, etc.).

Review

This policy will be reviewed at least once every five years.

PROCEDURES

Space Advisory Committee Membership

- Committee members will be appointed by the Provost.
- Members will be comprised of both people who represent users and those who are directly involved in the allocation of space.
- The members of the Committee will include: One of the Vice-Presidents, a representative from the Deans' Office, a representative from the UWSA, a representative from Student Services, and representatives from four support areas (Property Planning and Development, Institutional Analysis, Physical Plant and the Technology Solutions Centre).
- The Chair of the Committee will be the Property Planning and Development Officer (PP&D).
- Members' appointments are for three-year terms and may be extended at the discretion of the Provost.

Ensuring a “systematic, clear and accountable process”

- The Committee will inform the University community of their rights and obligations under this policy.
- There will be regular meetings that are advertised well in advance.
- To the extent possible, requests for review will be provided to the Committee at least five days prior to the next Committee meeting.
- The Committee will provide a template for those with space requests to use when developing their requests.
- Members of the Committee will be available to assist in the development of the requests.
- The recommendations of the Committee will be based on the most complete information available.

Ensuring Transparency

- Minutes of the meeting will be available.
- The minutes will include the reasons supporting the recommendations.
- The reasons will be consistent with the policy.

Role of the Chair

- The Chair will not have a vote.
- The Chair will run the meetings.
- All requests will come to the Chair (PP&D) using the standard template. The Chair will ensure that all information from the requesting party is included in the presentations.
- The Chair will distribute requests to the other Committee members.

Approved – Vice-Presidents – February 4, 2005

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