



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Space Planning</b>
<b>Effective Date:</b>	January 5, 1971
<b>Revised Date:</b>	
<b>Review Date:</b>	June 15, 2015
<b>Approving Body:</b>	Vice-President (Administration)
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Vice-President (Administration)
<b>Application:</b>	All Staff

### Requests for Space

A request for space originates, usually, in two ways

1. from the Dean of a Faculty or the Director of a School.

The request from a faculty or school is directed to the Vice-President (Administration), and a copy of the request is sent to the Chair, Senate Planning and Priorities Committee. The Vice-President (Administration) channels the request to the Planning Office for analysis of the space problem.

2. from shortages that become apparent through the studies undertaken by the office of the Vice-President (Administration).

The Vice-President (Administration) is responsible for a continuing study of space needs, and usually plans on a five year projection of these needs. The Planning Office undertakes this analysis.

### Analysis of Space Requirement by the Office of the Vice-President (Administration)

The types of analyses that will be carried out will include, among others:

1. a survey of the present allocation of space,
2. a study of enrolment projections and the associated academic space needs,
3. a study of research space needs.

Use is also made of studies of the present utilization of space on the campus, of space standards for the various academic space needs, and of the physical development of the campus. Additional information was provided by the questionnaires distributed to Deans and Directors, which provides the latter the opportunity to express their views on enrolment growth, staffing policy, space use, etc.

The studies undertaken by the Office of the Vice-President (Administration) are described briefly at the end of this policy.

### **Policy of S.P.P.C.**

The application of the aforementioned analyses and studies requires that the S.P.P.C. formulates policy on those elements that generate the need for space. In this process, Deans and Directors are consulted. These policies have either been recommended or are to be recommended. The endorsement of policies by the Senate is finally required.

### **Building Programs**

With this background of study on existing space, space utilization, space standards and enrolment projections, and with policies formulated by S.P.P.C., the Office of the Vice-President (Administration) projects the academic space requirements over a period of years. The recommendations of the Vice-President (Administration) are forwarded to the S.P.P.C. These are examined by the S.P.P.C. and the priorities in the capital program are named. The Committee approves the amount of space to be allocated to each user of a building. The naming of priorities, and the allocation of space, could be preceded by further consultation with the faculties involved.

The recommendations of the S.P.P.C. are forwarded to the Senate Executive, and the President of the University is advised simultaneously. The President has the opportunity to advise those involved of the decisions, and if objections are raised, the President will refer them to the Senate Executive. The Senate Executive may then decide to refer the decisions back to the S.P.P.C., or forward them to Senate. The recommendations are finally forwarded to Senate, and, if approved, the Senate recommends the decisions to the Board of Governors.

The Vice-President (Administration) prepares the submission to the Board of Governors and the document that is forwarded to the Universities Grants Commission.

### **Siting**

After a building is given approval in principle by the Universities Grants Commission, the Office of the Vice-President (Administration) submits a recommendation for the siting of

the building. The Planning Office consults the users of the buildings, weighs the alternatives for siting, if any, and submits its report to the S.P.P.C. The recommendation of the S.P.P.C. goes forward to the Senate Executive, and the President is advised simultaneously. The Vice-President (Administration), acting for the President, consults units of the University likely to be affected in order to determine if there are dissenting views to be put forward. If objections are raised, the President will refer them to the Senate Executive. The Senate Executive may decide to refer the recommendation back to the S.P.P.C.

If, in the opinion of the Senate Executive, policy issues are not raised, the Executive Committee directs the recommendation to the President, and the matter becomes an Administrative responsibility. A report of the final decision is made to the Senate for information. The report to the Senate would afford all of those with objections the opportunity to make representation to the President. The President undertakes to ensure that dissenting views are made known to the Board of Governors before final approval is given.

The Vice-President (Administration) prepares the submission to the Board of Governors.

### **Programming of the Building**

A Users Committee is appointed, which will include academic staff, the Director of Physical Plant, or designate, a representative of the S.P.P.C., the Programming Architect of the Office of the Vice-President (Administration), and the Planning Office. A Dean or Director usually acts as chair of the Committee, and the Programming Architect acts as its executive secretary. The S.P.P.C. representative, who is named by the chair of the Space Subcommittee of S.P.P.C., provides information to the Users Committee on the intentions of the S.P.P.C. for the project.

The Users Committee sends forward to the Vice-President (Administration) the required information to process the project through the Universities Grants Commission at the various stages of approval laid down by the Universities Grants Commission.

### **Monitoring of Progress**

The Office of the Vice-President (Administration) monitors the progress of the project during the construction phases and keeps the Users Committee informed.

### **Studies Undertaken by the Office of the Vice-President (Administration)**

#### **A. Inventory of Space**

An inventory of existing space, and the maintaining of it as additional space develops, are the responsibilities of the Planning Office. Its first effort led to the publication of its Report No. 2, "A Methodology for Establishing a Space Inventory of the Fort Garry Campus". The space inventory of the entire University has been completed during the summer of 1970, and there remains some minor updating to be done. The inventory data has had application in the study of future space needs,

i.e. the capital planning of the University. The data has also been useful in solving the immediate problems of space needs.

## **B. Utilization of Space**

The Office of the Vice-President (Administration) has started to examine the use of space. Studies such as the Secretariat Report No. 3, "An Analysis of Space Utilization for Schedule Instruction on the Fort Garry Campus", will continue to be updated annually. In addition, the S.P.P.C. assigned a subcommittee to visit faculties and schools and, through visual examination and discussion with staff, gathered information on, and impressions of, space utilization.

## **C. Space Standards**

The Office of the Vice-President (Administration) in consultation with the S.P.P.C. Subcommittee on Space, undertakes to study space standards, i.e. the amount of space allocated to each kind of academic function. It examines the space standards and methods of space planning at other institutions and, in consultation with Deans and Directors, modifies these to suit the local situation. These standards, after approval by the S.P.P.C., are used in the calculation of the space requirements of the various faculties.

## **D. Enrolment Projections**

The Office of the Vice-President (Administration), in consultation with the S.P.P.C., undertakes to study the enrolment projections over five year periods. This is managed partly through the use of the questionnaire and by interviews with Deans and Directors. These methods produce information on undergraduate intake policy, trends in enrolment growth, new undergraduate programs, etc. The assessment of growth is further aided by the analysis attempted by the Dominion Bureau of Statistics. All of the above sources contribute to the selection of enrolment growth figures for each faculty and school.

## **E. Physical Development**

The Planning Office is continuously engaged in study of the physical development of the Fort Garry Campus, as it relates to building coverage of the campus, the roadway system, parking, pedestrian circulation, utilities, etc. Its proposals for the development of the campus over a number of years are described in its report, "An Outline of the Physical Planning Proposals for the Growth of the Fort Garry Campus". These proposals have been developed largely as a result of meetings with the S.P.P.C., of discussion with members of the University community and of the on-going studies within the Planning Office.