



POLICY ON SPACE AS A UNIVERSITY RESOURCE

Effective: October 7, 2009

Purpose of Policy:

Space is a major University asset crucial to the delivery of University services and programs and must be allocated in a manner that best advances University priorities. Ultimate authority for the management and control of University Space rests with the Board of Governors. However, operational responsibility has been delegated to the Vice-President, Finance and Administration.

This policy is intended to set out the principles to be applied in the assignment of University-controlled space and facilities whether owned or used by the University.

Definition of Space:

For the purposes of this Policy, "Space" is defined as all buildings including permanent and temporary structures owned, used and/or controlled by the University. Space also includes the system infrastructure such as mechanical and electrical systems required for the functioning of a building for its intended purposes.

This Policy includes Space located at regional campuses and research stations. For clarity, this Policy does not include Space allocated to the University of Guelph-Humber or any properties under the purview of the Heritage Trust.

It is recognized that the allocation of space in the University Centre is governed by the University Centre Agreement and related Space decisions by the Board of Governors will be informed by the terms of this Agreement.

With regard to Space excluded from this Policy it is noted that, as the University's long-term plans evolve and matters come before the Board of Governors affecting future use of such excluded Space, the principles expressed in this Policy may serve as useful reference points for Board deliberation.

Principles:

- The University aims to ensure the best and most effective use of all its Space to support the delivery of its core teaching, learning, and research activities as well as all related support activities, including student services.

The overall interests of the University, and not any single group or individual within it, shall determine the best use of any of the University's Space. While the University may assign Space to a specific College, School, Department, Unit, or other entity, the duration and conditions of such assignment are subject to ongoing review and potential revision if it is determined that such a change will bring greater benefit to the University

- As a valuable and scarce asset and to avoid unnecessary duplication and costs, every practical effort will be taken to allow for shared-use and/or flexible design and utilization of Space. Options that allow for a co-operative approach to assignment of Space will be encouraged and given priority consideration.
- The University will develop operational policies and procedures that allow this Policy to be implemented effectively. This includes appropriate attention to long-term planning for Space development and utilization. This planning will be based on the University's Strategic Plan, Campus Master Plan and on priorities identified in the Integrated Plan.

Reporting:

The President will provide an annual status report to the Physical Resources and Property Committee on the operational policies and procedures guiding the management of University Space. The report will identify key developments over the year, emerging issues and key areas of related risks and opportunities being given attention by the University.