



## **Use of Space and Space Planning**

POLICY CATEGORY: COLLEGE ADMINISTRATIVE

POLICY NUMBER: CA-S01

POLICY OWNER: Executive Director, Facilities & Sustainability

POLICY APPROVER: CMC

APPROVAL DATE: 3/31/2025

EFFECTIVE DATE: 3/31/2025

REVIEW PERIOD: Every 5 Years (or as needed)

REVIEWED: N/A Click or tap to enter a date.

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# 1. Purpose

George Brown Polytechnic (hereafter referred to as “GBP” or the “Polytechnic”) recognizes the need for its community to use space in support of its operations and to deliver effective teaching and learning outcomes. The Use of Space and Space Planning Policy serves as the overarching framework for all Polytechnic space-related matters and establishes the principles for managing, utilizing and requesting space.

This policy outlines the following:

- Privileges and obligations associated with the use space.
- Authorities for long-term planning for the use and growth of GBP space.
- Approvals for both the use of, and temporary use of GBP space.

# 2. Scope

The policy applies to all GBP spaces, including all buildings, interior and outdoor spaces owned by GBP, and any space under a lease, partnership, or operating agreement between GBP and another party (internal or external).

This Policy Applies to all internal members of GBP and any external community members who are requesting use of GBP space.

# 3. Definition of Terms

**Academic** means an activity related to Polytechnic teaching, learning, or research that is outside of Academic Scheduling.

**Academic Scheduling** means the use of space for formalized activities related to the ongoing delivery of Polytechnic programs and curricula, including classes, laboratories, shops, tutorials, etc.

**External Compliance** means the compliance with municipal, provincial, and federal regulations that govern the use of space.

**External User** means an individual external to the Polytechnic who has submitted a request and received permission to use space on a temporary basis.

**Furniture, Fixtures, and Equipment (FF&E)** means movable items or fixtures required for the functionality of a space, including desks, chairs, audiovisual equipment, and other non-permanent

**Internal Compliance** means the adherence to George Brown Polytechnic policies, standards, and guidelines governing the use of space.

**Internal User** means an individual internal to the Polytechnic who has submitted a request and received permission to use space on a temporary basis.

**Space Allocation** means the process of assigning specific spaces for use by departments, programs, or activities based on Polytechnic priorities and resource availability.

**Temporary Use of Space** means the short-term allocation of Polytechnic space to support events or initiatives that are less than five days and not reoccurring.

**Use of Space Authority** refers to the ED Facilities and Sustainability, responsible for the strategic allocation, management, and development of all Polytechnic spaces, ensuring they align with institutional goals and stakeholder needs.

**User** means an individual or organization, internal or external to the Polytechnic, granted permission to use Polytechnic space for a defined purpose.

## 4. Policy

### 4.1. General

- 4.1.1. All space is Polytechnic space. Departments, divisions, programs, or individuals do not have ownership.
- 4.1.2. The Polytechnic will make space available for use in accordance with this policy and related policies.
- 4.1.3. All Requestors and Users are expected to act in compliance with this Policy and related Policy instruments.

### 4.2. Space Planning

- 4.2.1. Planning is integral for the effective use of space. Planning consists of assessing current and future space needs, identifying space priorities, and developing long-term space plans.
- 4.2.2. The Use of Space Authority is responsible for final decisions on space planning matters, unless approval is required from the GBP Board of Governors.
- 4.2.3. The Use of Space Authority will ensure collaboration with internal members of GBP and any external community members, through an engagement process, to inform the space planning analysis process to determine appropriate use.

### 4.3. Use of Space

4.3.1. Use of Space requests must be made in advance to the Use of Space Authority. The Use of Space Authority will have the sole authority to allocate the use of space and is responsible for:

- i. Management and approval of all space requests,
- ii. Procurement and management of goods and services impacting the use of space,
- iii. Space planning and development, Capital project administration, including renovations, changes to infrastructure, and design,
- iv. Maintenance and operations.,
- v. Sustainable performance.

4.3.2. The Use of Space Authority has the right to review and approve initiatives impacting the use of space, including changes to:

- i. The Polytechnic's institutional operations and the advancement of its strategic goals,
- ii. Development of academic offerings, in which there is a need for the use of space,
- iii. Agreements, contracts, partnerships, and donations that result in the impact to space.

### 4.4. Temporary Use of Space

4.4.1. Although this policy oversees the longer-term allocation of space, the Polytechnic has established policies to support the temporary use of its space:

- i. Temporary Use of Space Allocated for Academic Scheduling Policy (governing the use of academic spaces),
- ii. Use of Space for Temporary Purposes Policy (addressing temporary, non-academic space requests).

4.4.2. These supplementary policies provide specific directives for their respective areas and should be read in conjunction with the Use of Space and Space Planning Policy whenever space requests are made.

4.4.3. In cases of conflict between policies, the Use of Space Authority will have final approval over all GBP "use of space" policies.

### 4.5. Conflict Resolution

4.5.1. Facilities and Sustainability, in consultation with the Office of the Registrar, Polytechnic Business Services will oversee the space allocation process. In cases of competing demands:

- i. Campus Planning and Development will provide its recommendation to resolve a competing demand based on the various policies within the Space Planning Policy, strategic plan inputs (e.g. the Campus Master Plan, other institutional plans, etc.), and good campus planning practices,
- ii. Integrity of academic programming and scheduling will take precedence, followed by student-oriented activities, followed by administrative uses, followed by use of space by stakeholders external to the Polytechnic.
- iii. Multi-use spaces will be prioritized to accommodate the greatest number of users and activities.
- iv. Decisions will be guided by consultation with affected parties, balancing operational needs and institutional goals, if required.
- v. Decisions through the conflict resolution process will be levied by the Use of Space Authority and are final.

#### 4.6. Oversight and Authorities

4.6.1. At the direction of the Use of Space Authority, Facilities and Sustainability, in its entirety, is responsible for leading and managing all work that impacts GBP facilities infrastructure, including:

- i. Campus Planning and Development: Space Planning
- ii. Design and Construction: Capital Projects
- iii. Facilities Services: Maintenance and Operations
- iv. Sustainability: Sustainability Plan and adherence to GBP's sustainability goals

4.6.2. Secondary authority will be granted to parties whose oversight is impacted by the use of space, including:

- i. Office of the Registrar: scheduling and strategic enrolment.
- ii. Business Services: non-academic temporary use of space management.
- iii. Public Safety and Emergency Management: safety protocols and emergency management.
- iv. ITS: technology infrastructure and standards.

#### 4.7. Compliance and Standards

4.7.1. Compliance with Internal and External Standards, Policies, and Requirements for the safe, secure, and inclusive use of space, which is aligned with internal standards and policies, and external legislative requirements and authorities having jurisdiction. The Use of Space

Authority will have the sole authority to enforce compliance and is responsible for:

- i. Internal Compliance: Facility Accessibility Design Standards (FADS), Furniture, Fixtures, and Equipment (FF&E) Standards, Campus Master Plan, Capital Plan, Sustainability Plan, Hybrid Workplace Strategy (Nature of Work), Multi-Year Accessibility Plan
- ii. External Compliance: Municipal by-laws, Ontario Building Code (OBC), Accessibility for Ontarians with Disabilities Act (AODA), Ontario Human Rides Code (OHRC), Integrated Accessibility Standards and Regulation (IASR), Occupational Health and Safety Act (OHSA)

## **Related Policy Instruments**

[Temporary Use of Space Allocated for Academic Scheduling Policy](#)

Temporary Use of Space Allocated for Academic Scheduling Procedures

[Use of Space for Temporary Purposes Policy](#)

[NoW \(Nature of Work\); Hybrid Workplace Strategy](#)

FADS (Facility Accessibility Design Standards)

[Campus Master Plan Report](#)

[GBP AODA Accessibility Policy](#)

[Workplace Accommodation Policy](#)

[Accessible Learning Services Policy](#)

[Use of College Facilities for Advocacy Purposes](#)