

TITLE: FACILITY PLANNING AND SPACE ALLOCATION

POLICY STATEMENT:

Facility planning at RDC supports RDC's educational mission and service mandate, and is consistent with the College Strategic Plan. Facility planning is centralized and coordinated through the Facilities Planning Advisory Committee which provides advice and recommendations to the Director of Campus Management. Decisions on space allocation are made by the Director of Campus Management.

PURPOSE:

The purpose of this policy is:

- to promote good stewardship of College facilities
- to identify the process for facility planning and space allocation
- to promote fair and consistent decisions for the allocation of College space

SCOPE:

This policy applies to all members of the College community and all College facilities.

PRINCIPLES:

1. College facilities exist for the primary use of RDC students, faculty, and staff for the purpose of educational instruction, student development and engagement, and administrative activities.
2. Facilities are planned and designed to meet the needs of learners first and foremost.
3. RDC space is planned to create positive learning and work environments that are well suited to our programs and services.
4. College facilities are developed and allocated effectively and efficiently. Facility development and allocation is consistent with RDC's mission, values, goals, and the RDC strategic plan.
5. Those members of the College Community that are affected are consulted prior to decision-making regarding allocation of space, major construction, renovation or maintenance of College facilities.
6. Facility planning embraces good environmental and sustainability practices in new and renovated facility developments and incorporates the most appropriate standards in achieving these practices, for example LEED, Green Globe etc.
7. Facilities are planned using the principles of universal design in order to provide barrier-free access to all facilities and services at RDC.
8. Facilities planning optimizes all space through effective and efficient scheduling of College Facilities.

DEFINITIONS:

College facility: Any College owned or leased physical structure or space that provides educational, work, or recreational space for students, faculty, staff, or the general public.

GUIDELINES:

1. Space is planned and allocated according to the following criteria:
 - Supports RDC vision, mission and ends
 - Provides quality indoor and outdoor environments that enhances teaching, learning and service spaces in support of learners
 - Integration with the RDC Campus Land Use Master Plan
 - Consistent with program and service planning
 - Maximizes efficient use of facilities
 - Flexible and adaptable, encourages smart growth and sustainability
 - Feasible – financially, architecturally and technically
 - Promotes positive relationships / partnerships with the external community
 - Responds to health and safety needs
 - Promotes effective internal and external connections (clustering, synergies, onestop shopping for staff and students)
 - Improves overall space utilization and space efficiency

2. The Director of Campus Management, is responsible for:
 - formulation of the Land Use Master Plan
 - planning for new facilities
 - planning for major and minor renovations
 - planning for deferred maintenance and long term facility renewal
 - allocation of space
 - monitoring and Maintaining a safe physical environment at the College
 - implementation of all land use, building, renovation, and maintenance projects
 - monitoring the condition of existing facilities to ensure a safe environment.
 - communicating the status of existing and new building and maintenance projects to the college community.
 - informing the Facilities Planning Advisory Committee on facility planning and space allocation.

3. Learning spaces at RDC are designed to support formal and informal learning and to encourage student interaction in learning communities. The Facilities Planning Advisory Committee in collaboration with The Centre for Teaching and Learning and Campus Management develops and maintains *Learning Space Planning and Utilization Guidelines* that are available on the College web site.

PROCEDURES:

1. Facilities planning is carried out on an ongoing basis by the Director of Campus Management.
2. The Facilities Planning Advisory Committee provides advice to the Director of Campus Management as outlined below.
3. The Director of Campus Management is responsible for carrying out risk assessments and compliance with legal requirements related to Facilities.
4. Plans for facilities are approved by the Director of Campus Management in alignment with College policies. When deemed appropriate, the Director of Campus Management consults with the RDC governance councils.

5. Facility allocation decisions are made by the Director of Campus Management upon recommendation of the Facilities Planning Advisory Committee.

Facilities Planning Advisory Committee

1. RDC maintains the Facilities Planning Advisory Committee with the following mandate. The Committee:
 - ensures facilities planning activities are aligned throughout the College in support of the College Strategic Plan
 - provides advice regarding planning related to College facilities including the Comprehensive Institutional Plan, the RDC Land Use Master Plan, Annual Operating and Financial plans, and facilities maintenance and building plans.
 - coordinates the equitable application of college policy regarding facility allocation and usage throughout the College
 - recommends changes to policy and regulations related to College facilities and space allocation
 - advises all facilities planning sub-committees and task groups
 - provides advice regarding the dissemination of information and gathering of input into facilities planning activities
 - acts as a forum for input and response regarding facilities planning
2. The Committee consists of the following membership:
 - Director of Campus Management (Chair or Delegate)
 - Manager, Centre for Teaching and Learning
 - Executive Director, Strategic Planning and Analysis
 - Registrar or Delegate
 - Academic Program Development Manager
 - Building Systems Coordinator
 - Manager, Health, Safety and Wellness
 - IT Services Delegate
 - Continuing Education Delegate
 - Student (1)
 - Faculty (3)
 - Academic Administration (3) [Recommended by Deans' Council]
 - Non-Academic Staff (2)
 - Additional members may be appointed as the Chair deems appropriate.
3. The Committee advises the Director of Campus Management and other groups or individuals in the College on matters pertaining to facility construction, maintenance, renovation and space allocation.
4. The Committee solicits requests from the College Community for space requirements that will support their delivery of service and the well-being of students and staff. The Committee considers these requests in formulating its recommendations for building new facilities, renovations, and space allocation.

5. The Committee recommends the processes and guidelines that are used by its subcommittees and throughout the College in allocating space.
6. The Committee submits an annual report to the Vice President, College Services and CFO and Service Council.

OFFICER RESPONSIBLE: VP College Services and CFO

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Director of Campus Management, Facilities Planning Advisory Committee, Deans' Council, Service Council

POLICY REVIEW DATE: July 2020

EFFECTIVE DATE: May 1, 2016

REVISION HISTORY: August 1, 2014
May 1, 2016

RELATED POLICIES:

- [Facility Booking and Rental Policy](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.