

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: OFFICE SPACE ALLOCATION DIRECTIVE

EFFECTIVE: May 5, 2010 (AMENDED July 4, 2012)

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**1 SCOPE**

**1.1 Authority**

This Directive was reviewed and approved by Management Board as a Management Board Directive on May 5, 2010 by M.B.M. #10-13-03, revised on July 4, 2012 by M.B.M. #12-14-07 and can be revised only with the approval of Management Board.

**1.2 Application**

This Directive applies to all departments (i.e. Community Services, Economic Development, Education, Executive Council Office, Energy, Mines and Resources, Environment, Finance, Health and Social Services, Highways and Public Works, Justice, Public Service Commission, Tourism and Culture, Yukon Housing Corporation, Yukon Liquor Corporation, Yukon Workers Compensation Health and Safety Board, Women's Directorate) and includes the Directorate of French Language Services, and their space, whether leased or owned, but does not apply to:

- 1.2.1 Crown corporations not included above, and boards and agencies of the government.
- 1.2.2 non-government organizations, including non-government organizations that are funded in whole or in part by the government.
- 1.2.3 purpose-built government space, including schools, hospitals, jails, and other similar purpose-built space related to specific program needs, such as youth group homes, elder care facilities, etc.
- 1.2.4 the courts and their attendant facilities.

### 1.3 Purpose and Principles

The purpose of this Directive is to establish the responsibilities of Management Board, the Department of Highways and Public Works, and other departments with respect to the provision and allocation of space for government, including ongoing capital planning and improvements.

## 2 DEFINITIONS

In this Directive, the following definitions apply:

- (a) "annual office space plan" means the plan described in subsection 4.1.10 of this Directive.
- (b) "Committee" means the Deputy Ministers' Space Committee established by this Directive.
- (c) "functional component" means those positions which perform specific functions based on divisions of responsibility and where no element of the component can be relocated and still maintain its function.
- (d) "functional program" means a detailed listing of positions and space needs, including special purpose space, such as file storage and meeting rooms required to support the program and departmental operations.
- (e) "Master Space Strategy" includes this Directive, Directive 2.17 (Project Planning and Implementation Directive), and the operational *Space Standards and Allocation Guidelines*, which together constitute the strategy.
- (f) "Minister" means the member of the Executive Council responsible for Highways and Public Works.

## 3 ROLES AND RESPONSIBILITIES

### 3.1 MANAGEMENT BOARD

#### Responsibilities

- 3.1.1 The Deputy Ministers' Space Committee shall report annually to Management Board on the implementation of this Directive. The report will be prepared by the Department of Highways and Public Works and will be reviewed and approved by the Committee and by the Minister of Highways and Public Works

prior to being forwarded to Management Board for information. The report shall include non-compliance by any department to adhere to the requirements of this Directive.

- 3.1.2 In addition, information on leasing arrangements consistent with the requirements of section 14 of Directive 2.17 will also be provided by the Department of Highways and Public Works and submitted to Management Board for information on an annual basis.
- 3.1.3 An annual office space plan will be prepared by the Department of Highways and Public Works, reviewed by the Committee, and referred to Management Board with the Committee's recommendation for final approval. Timing will be linked to the annual capital budget cycle.
- 3.1.4 Approval of the annual office space plan by Management Board will determine the schedule of accommodation needs to be included in budget requests for the new fiscal year.
- 3.1.5 Approval of the annual office space plan does not constitute approval of any funding. Funding requirements will be subject to the usual Management Board process, and will require Management Board approval.

## **3.2 DEPUTY MINISTERS' SPACE COMMITTEE**

### **Membership**

- 3.2.1 There shall be a Deputy Ministers' Space Committee ("Committee") comprised of the Deputy Heads of all departments and agencies named in section 1.2 of this Directive.
- 3.2.2 Delegates may not participate in Committee meetings except for those who are officially acting, with full signing authority, in the role of Deputy Head for their department or agency.

## **4 HIGHWAYS AND PUBLIC WORKS**

### **4.1 Responsibilities**

The Department of Highways and Public Works is responsible for:

- 4.1.1 developing and maintaining a facilities inventory system that identifies all space used by each work unit or functional

- component in each department, as required to support the determination of space allocations and ongoing capital planning.
- 4.1.2 determining the space allocations of each work unit or functional component in all departments based on the methodology described in this Directive and associated operational procedures, which are entitled *Space Standards and Allocation Guidelines*.
  - 4.1.3 ensuring that best efforts are made to provide each work unit or functional component with accommodation that corresponds to determined allocations as well as developing annual office space plans that identify priorities for development based on the criteria outlined in the *Space Standards and Allocation Guidelines*, as well as projects that are initiated by departments.
  - 4.1.4 assessing the costs (both capital and operational) associated with the implementation of the annual office space plan and department initiated requests.
  - 4.1.5 providing advice to the departments on matters of accommodation and furniture.
  - 4.1.6 recommending annual office space plans and department initiated requests to the Deputy Ministers' Space Committee.
  - 4.1.7 implementing accommodation plans and department initiated requests in a systematic and efficient manner within approved budget allocations and subject to the usual Management Board process.
  - 4.1.8 coordinating the provision of infrastructure (utilities and information and communications technologies) and furnishing as required and meeting the needs of departments in the context of this Directive.
  - 4.1.9 planning and implementing individual initiatives associated with the approved annual office space plans in accordance with General Administration Manual Directive 2.17 (Project Planning and Implementation).
  - 4.1.10 ensuring that the annual office space plan recommended to the Deputy Ministers' Space Committee considers the needs of all departments and includes:

- (a) renovations, moves, changes in leases and/or new construction planned for the upcoming fiscal year.
  - (b) the estimated cost of each capital initiative.
  - (c) projections of space needs and accommodation planning for the four successive years (establishing a 5-year rolling accommodation plan).
- 4.1.11 submitting annual office space plans and other reports to Management Board in concert with the annual capital budget cycle, following the usual Management Board processes.

## 5. DEPARTMENTS

### 5.1 Responsibilities

Departments are responsible for:

- 5.1.1 identifying current and future staffing in FTEs for the 5-year planning horizon and providing this information annually to the Department of Highways and Public Works, as described in Appendix A – Annual Office Space Planning Cycle.
- 5.1.2 initiating project requests in accordance with the procedures outlined in *Space Standards and Allocation Guidelines* and the General Administration Manual Policy 2.17, by completing and submitting a Client Space Request Form for space acquisition or reduction, for space needs assessments or studies, and for modifications to occupied space in the form found in the *Space Standards and Allocation Guidelines*.
- 5.1.3 covering the costs associated with any new or additional leased spaces acquired during any given fiscal year. A transfer of funds to Highways and Public Works for the additional lease costs is made through the budget cycle prior to the beginning of the next fiscal year.
- 5.1.4 covering the costs of any tenant improvements required to leased space that are not the responsibility of the landlord, or of the Department of Highways and Public Works for government owned space.
- 5.1.5 having their Minister approve and endorse the annual office space plan.

- 5.1.6 covering the costs associated with any capital initiative in excess of the approved capital budget.
- 5.1.7 participating in the development and approval of the functional program as part of a capital initiative to update changing space needs.
- 5.1.8 identifying a single departmental representative as the point of contact between the department and Property Management Division staff in Highways and Public Works.
- 5.1.9 identifying the requirements for and purchasing furnishings and equipment in accordance with section 7.3 – Furniture, Fittings and Equipment of this Directive.

Departments may appeal a decision made by the Department of Highways and Public Works to the Deputy Ministers' Space Committee.

## **6 DELEGATION**

The Minister of Highways and Public Works may delegate the authority conferred on the Minister in this Directive to the Deputy Minister of Highways and Public Works.

## **7 PROCEDURE FOR SPACE ALLOCATIONS TO DEPARTMENTS**

### **7.1 Deputy Ministers' Space Committee Meetings**

- 7.1.1 The Deputy Minister of the Department of Highways and Public Works will be the permanent chairperson of the Committee.
- 7.1.2 A quorum of the Committee shall consist of not less than seven members or their official delegates (as described in subsection 3.2.2).
- 7.1.3 The ADM of Property Management Division in the Department of Highways and Public Works and a Corporate Health and Safety employee in the Public Service Commission shall each be an advisor to the Committee and shall attend or be represented at every meeting of the Committee.
- 7.1.4 The Deputy Secretary to Management Board in the Department of Finance shall also be an advisor to the Committee.

- 7.1.5 Subject to this Directive, the Committee shall determine its own procedures.
- 7.1.6 The Committee chairperson shall determine the frequency and format of meetings required for the Committee to fulfill its mandate.

### **Mandate of the Deputy Ministers' Space Committee**

#### **7.2 Space Allocation**

- 7.2.1 Property Management Division in the Department of Highways and Public Works shall identify and recommend to the Committee the overall space allocations of all departments of the government based on a consistent approach and using a standardized methodology as described in the *Space Standards and Allocation Guidelines*.
- 7.2.2 The Committee has the mandate to prioritize capital projects (renovation, lease or new construction) based on departmental priorities identified per section 5 of this Directive, and make recommendations to the Minister accordingly.
- 7.2.3 The Committee has the mandate to review periodic changes to the *Space Standards and Allocation Guidelines* as recommended by Property Management Division of the Department of Highways and Public Works. The Committee shall recommend to the Minister of Highways and Public Works the approval or rejection of the proposed changes.
- 7.2.4. No department shall arrange for the lease of office accommodation, contract for any studies respecting accommodation requirements, or proceed with space modifications without the approval of the Minister of Highways and Public Works as outlined in this Directive.
- 7.2.5 The Committee's approval of changes to standards and guidelines does not indicate approval for any funding.

#### **7.3 Furniture, Fittings and Equipment**

- 7.3.1 One purpose of the Committee is to ensure that furniture, fittings and equipment are provided to all departments on a basis consistent with the objectives of the government and

with departmental program needs, and which create a working environment that is conducive to the promotion of employee health and safety and the maximization of employee effectiveness and efficiency.

7.3.2 In addition, the Committee is to ensure that the provision of goods and/or services is in conformity with the requirements of this Directive.

7.3.3 The acquisition of office furniture, fittings and equipment is the responsibility of the department concerned, in consultation with the Department of Highways and Public Works. Office space allocations, in keeping with the *Space Allocation Standards and Guidelines*, will be based on modular furniture design with specific layouts and configurations to fit within each office/workstation type.

#### **7.4 Other Responsibilities of the Committee**

As per the timelines set out in Appendix A, the Committee is responsible for:

7.4.1 reviewing the annual office space plan prepared by the Department of Highways and Public Works (and subsequent amendments or updates that may be made in future years) and recommending to the Minister the approval or rejection of the plan, based on:

- government priorities, and
- availability of funding.

Once the plan is approved by the Minister, it is then recommended to Management Board for approval.

7.4.2 hearing appeals of department requests for space allocation that have been rejected by the Department of Highways and Public Works in developing the annual office space plan.

#### **7.5 Departmental requests regarding office space**

7.5.1 Every department shall submit its request(s) for space acquisition or reduction, for space needs assessments or studies, for modifications to occupied space and for requisite furniture in the format outlined in this Directive and the *Space Standards and Allocation Guidelines* as part of the annual space planning exercise.



- 7.5.2 Property Management Division shall review every request in accordance with this Directive and the *Space Standards and Allocation Guidelines*, and shall recommend approval or rejection to the Deputy Ministers' Space Committee based on:
- (a) whether the request meets the standards and guidelines.
  - (b) whether funding is available in the department's budget to cover the proposed request.
  - (c) whether suitable accommodation is available, with relative information on possible options and costs.
- 7.5.3 Property Management Division shall recommend to the Committee the initiation of appropriate studies with respect to the efficient provision and/or utilization of existing office accommodations or future requirements.
- 7.5.4 Every department shall submit its request(s) for additional space for full time equivalent (FTE) staff to Property Management Division, which shall review every request in accordance with this Directive and shall make recommendations to the Deputy Ministers' Space Committee respecting the adequacy of existing space to accommodate the additional staff or the requirement for additional space and its provision.
- 7.5.5 Every department shall submit its request(s) for extraordinary office accommodation (outside of the annual office space plan) with respect to full-time equivalents (FTEs) which are supplementary to its staff establishment, i.e. students (seasonal and those on practicum), consultants, casuals, etc., to Property Management Division, which shall review every request, taking into consideration the department's existing space utilization in accordance with this Directive and shall make recommendations to the Committee respecting the provision of additional space.

## **8 MULTI-YEAR SPACE PLANNING**

- 8.1 Each department shall prepare annual accommodation needs information based on FTE, functional component, and special purpose space requirements as described in the *Space Standards and Allocation Guidelines*, and submit it to Property Management

Division. This information shall be approved by the Minister responsible for the department.

- 8.2 On the basis of the departmental accommodation needs, Property Management Division will develop an annual plan for office space moves for the entire government which will outline:
- (a) office space moves planned for the fiscal year.
  - (b) the estimated cost of each move.
  - (c) how the moves fit into the overall space requirements of the government.
  - (d) the priority of each space requirement/move vis-à-vis identified government priorities.
- 8.3 The *Financial Administration Act*, Contract Regulations, applicable Management Board directives, General Administration Manual policies and directives, and the appropriate policies and procedures of the Department of Highways and Public Works will apply to contracts arising from the execution of approved projects.