

Policy History
<b>Policy No.</b> Bp4
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President Finance and Administration
<b>Effective Date:</b> January 30, 2013

## Campus Planning Procedure

### DEFINITIONS

**Campus Planning:** Campus Planning, for the purposes of this policy, is an all-encompassing term that embraces the University’s Master Plan for the future development of each campus as well as a Multi-Year Capital Plan which identifies all major new construction, repair, renovation and adaptive reuse of campus buildings and grounds.

**Master Plan:** A Master Plan is a conceptual layout for a site; it looks at existing buildings, the next phase of growth, and long-range growth; it outlines a logical phased growth plan and indicates the maximum potential usage of a site.

**Multi-year Capital Plan:** A Multi-Year Capital Plan identifies priority major renovation and expansion projects for funding consideration including a preliminary cost estimate. The Multi-Year Capital Plan is provided to the Ministry of Advanced Education as requested.

**Units:** The term Unit is used within these Policy and related Procedures documents to describe any of the University’s Faculties, schools, divisions, departments and other operating entities with responsibility for organizing and managing some aspect of the University’s activities. Again, for the purpose of this Policy and Procedures, the dean, manager or supervisor of a unit will be referred to as its Head.

# PROCEDURES

## Preamble

Developing a Master Plan and Multi-Year Capital Plan for the University's campuses is a complex process that responds to a number of different factors and circumstances:

1. Academic requirements
2. Institutional growth
3. Optimal utilization of campus sites and buildings
4. Changes in the nature of the programming offered by the University and the impact on the types of spaces required to deliver the programming
5. Building obsolescence
6. Program, service and campus economies of scale

The Campus Planning process is governed by the principles articulated in the Policy document:

1. The campus planning process is driven primarily by the academic needs of the University.
2. The campus planning process is guided by a concern for the environment with the goal of minimizing the University's environmental footprint.
3. Issues involving concerns of a heritage nature are addressed by the University as part of its planning processes.
4. The University ensures that a master plan and a multi-year capital plan is prepared for each campus and updated as required according to the evolving needs of the University.
5. The master plan and multi-year capital plan, as they are prepared and undergo major modifications, are presented to Senate for review and comment (in relationship to academic plans and priorities) and then presented to the University Board for its review and approval.

The University maintains an on-line document outlining the steps involved in the planning of capital projects. This document is updated from time to time to reflect various changes including best practices:

[http://www.kwantlen.ca/\\_shared/assets/Facilities\\_Capital\\_Project\\_Development\\_Stages18032.pdf](http://www.kwantlen.ca/_shared/assets/Facilities_Capital_Project_Development_Stages18032.pdf)

The section that follows outlines the responsibilities of the key areas of the University involved in various phases of the Master Planning Processes.

## **Responsibilities of University Entities Involved in Master Planning Processes**

### **Heads of University Units**

Heads of University units are responsible for

1. The identification of short and long-term space requirements to support changes within their area of responsibility. This includes reductions in space requirements and any anticipated increases in requirements. Requirements are provided to the Director of University Space on a regular basis.

### **Vice President, Finance and Administration**

The Vice-President, Finance and Administration is responsible for:

1. Providing leadership and advice to the University's campus planning activities
2. Ensuring that master plans and multi-year capital plans are developed and updated as required
3. Engaging the knowledge and expertise of University staff with knowledge of the requirements of the University and its various units
4. Engaging, as required, external, professional expertise to assist in the development of master plans and multi-year capital plans
5. Providing advice and recommendations to senior administration, Senate and the Board regarding site and building planning issues

### **Senate**

The Senate is responsible for:

1. Providing advice on campus planning issues as it relates to academic plans and priorities
2. Reviewing and providing advice on master plans and multi-year capital plans

### **Board of Governors**

The Board of Governors is responsible for:

1. Reviewing and providing advice on master plans and multi-year capital plans
2. Approving master plans and multi-year capital plans

## **RELATED POLICY**

Refer to BP4 *Campus Planning Policy*