

Administrative Space Plan

Timelines

#	Task	Timeline	Responsibility
What does modernized administrative space look like? Development of Principles and Standards for Modernized Workspace			
1	Summarize past reports on administrative space – what came out of the past reviews?	June 2021	Planning
2	Summarize how funding for administrative sites works <ul style="list-style-type: none"> • Administration grant • Operating funds – are we operating within budget? • Capital funds – what do we have in our capital reserve? • Permitted uses of administration capital and proceeds of disposition – get support from Ministry to use for buying furniture and equipment 	June 2021	Finance and Facilities
3	Complete a scan of other organizations' policies, procedures and protocols for remote working – Policy staff did a scan of other organizations as part of the development of the Remote Working Procedure	June 2021	Policy
4	Complete a literature review to learn about what other organizations are doing with their administrative/office space portfolios – what are experts recommending?	June 2021	Research
5	Complete a literature review of other organizations' space standards	June 2021	Facilities
6	Develop a protocol for sharing workspace and staggering access to workspace – how one manages	June 2021	Policy

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	the sharing of workspace and scheduling of in-person meetings		
7	Develop guidelines for space (sq ft per workstation, number of staff members per workstation, number of enclosed offices per unit or staff members, number of meeting rooms per unit/staff members, type of workstations)	June 2021	Facilities
8	Develop guidelines for locations (geographic distribution, access to mass public transit, access to highways)	June 2021	Planning
9	Present a report to Board on the principles and standards	June 2021	Steering Committee
How much administrative space does the TDSB need? Quantification of the Required Workspace Based on the Standards			
10	Identify space needs for teams and staff members based on their specific functions: <ul style="list-style-type: none"> Identify staff that need to work in an admin centre all the time, staff that can work from home all the time, and staff that can work in a hybrid model (some of the time at home and some of the time in an administrative centre) Identify needs for storage, archives and file space 	December 2021	Managers
11	Complete a real estate analysis of each site (e.g. appraisals, redevelopment potential)	December 2021	TLC
12	Present an update to Board	December 2021	Steering Committee
What are the possibilities for providing the required administrative space? Development and Evaluation of Options based on the Principles			
13	Analyze existing administrative buildings: <ul style="list-style-type: none"> Apply location guidelines to existing inventory and identify preferred locations 	June 2022	Facilities

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	<ul style="list-style-type: none"> • Apply space guidelines to administrative centres to identify capacities • Allocate space to staff based on their defined space needs • Identify where surplus space exists and where additional space is required 		
14	Analyse new opportunities: <ul style="list-style-type: none"> • Build new or renovate an existing TDSB site (administrative site or school site) • Lease space in a commercial building 	June 2022	TLC
15	Create options – could involve existing buildings, new opportunities or a combination of the two – include financial analysis: <ul style="list-style-type: none"> • Capital costs to implement • Revenue generated • Ongoing operating costs and efficiencies • Reductions to renewal backlog 	June 2022	Steering Committee
16	Present an update to Board	June 2022	Steering Committee
What option do we go with? Decision-making and Implementation			
17	Recommend an option to Board – get decision on an option	January 2023	Steering Committee
18	Create an implementation plan	Spring 2023	TBD