

# Government of Newfoundland and Labrador

## Office Space Accommodations Policy

### Purpose:

The provision of office space for government departments, along with a number of other public bodies, is the responsibility of the Department of Transportation and Infrastructure (TI). TI executes this responsibility through its Office Accommodations Program (OAP), delivered by the department's Planning, Accommodations and Realty Services Division (PARD).

In delivering the OAP, TI aims to maximize the utility and cost-effectiveness of office space across its portfolio. With hundreds of office locations across the province housing thousands of employees, this can only be achieved by working in close partnership with client departments and entities. This Policy has been developed to help guide these joint working relationships.

### Authority:

Section 4 of the **Department of Transportation and Infrastructure Notice, 2025** under the **Executive Council Act** assigns responsibility to TI for the acquisition and management of all property that belongs to and/or is occupied by the Crown, including leased property. As such, TI is responsible for all buildings and other spaces owned or leased by government. One of the department's duties in this regard is the provision of office accommodations for government employees and programs.

### Scope:

This policy applies to:

- Core departments within the Government of Newfoundland and Labrador (GNL), as well as a number of agencies, boards and commissions (who will collectively be referred to as "entities"), as listed in Annex A; and,
- All office space occupied by these departments and entities, whether government-owned or leased.

## Office Accommodations Program Overview

PARD manages office space requirements through the delivery of several primary services including:

- Identification/acquisition of office space, in either government-owned or leased accommodations, to meet program requirements of client departments;
- Procurement of leased office space and the subsequent negotiation, management and payment of lease agreements;
- Ongoing management of leased office space through direct interaction with landlords;
- Space planning and design, based in part on GNL's Office Space Allocation Standards;
- Provision of standard office furnishings, often referred to as office "fit-up";
- Coordination of office renovation projects;
- Coordination of office moves;
- Monitoring/evaluation of office space; and,
- Maintenance of the Office Space Accommodations Policy and associated standards, guidelines and tools.

In general, office space and cubicle furnishings will be provided to client departments at no cost, up to a specified standard as outlined in the Government of Newfoundland and Labrador Space Allocation Standards in Annex B. When relocating to a new/different office site, client departments will be responsible for the associated moving costs, as well as incidental costs such as moving phone lines.

As noted above, the OAP requires input and cooperation from all client departments/entities to function effectively. In each of the services identified above, there is an integral role to be played by clients, including:

- Accurate and timely identification of new/changing office space needs;
- Liaising with the PARD on any issues with regard to leased office space - PARD will manage all issues with landlords;
- Participation in the office space design process, as led by TI;
- Adherence to space allocation plans and standards;
- Participate in the planning and execution of office moves and provide funding for moving expenses; and,
- Timely provision of information, reporting and/or other input to assist TI in monitoring space utilization.

Underlying all services and responsibilities should be commitments by both TI and client departments/entities to maximize the effectiveness of office space as well as value for money.

## **Policy Statements:**

The following statements define the overarching parameters within which the OAP will be administered.

1. The primary objective of the OAP will be to provide quality client service to departments and entities in the course of program delivery while maximizing the value and utility of government office space.
2. Responsibility for planning, acquiring, and allocating office space rests with TI, with input from client departments/entities. Overall, GNL office space will be managed to ensure departments/entities can deliver programs and services in an adequate and appropriate manner while minimizing total square footage and cost to government. Whenever possible, office accommodations decisions will be reached based on TI-client consensus.
3. Space allocation decisions will be made in accordance with individual department/entity program needs, as well as the GNL's Space Allocation Standards, as noted in Annex B.
4. Office space is not allocated permanently. Any owned or leased office space can and shall be re-allocated to accommodate the overall office space needs of government. For example, it may be necessary for a department/entity to relocate from an existing space and/or adopt a floor plan with a greater degree of densification to make space available for another entity. TI will provide entities with as much notice as possible when it has been determined that a change in location or floorplan will be required.
5. Responsibility for the ongoing, efficient use of assigned office space rests with client departments/entities, with monitoring and oversight by TI. Office space assignments will be reviewed periodically to identify upcoming needs for new/alternate space (e.g., lease expiries), changing uses and/or occupation rates, and opportunities for improved utilization and/or cost savings.
6. Where possible, a request for new space by a client will be fulfilled within government-owned buildings. If this is not possible, existing lease arrangements will be assessed for available capacity. If no suitable space can be found using these two options, TI may pursue a new lease arrangement. In all scenarios, co-location of two or more departments/entities in a single space may be considered to maximize space utilization and accommodations spending.
7. Where office space design is consistent with the GNL's Space Allocation Standards, both office space and cubicle workstations (e.g., work surfaces, "wall" panels, etc.) will be provided to client departments and entities without cost. This applies when: preparing a new space for initial occupancy by a department; preparing an existing space for re-use by another department; and, applying substantial renovations to an existing space to meet program requirements (e.g., addition of a new service).

All standard open plan cubicle workstations will be the property of TI, including in some lease arrangements where specified in the lease agreement. Costs associated with the application

of other types of furniture, such as standalone desks, tables, chairs etc. will be the responsibility of client departments/entities.

### **Policy Requirements:**

1. The Deputy Minister of TI is ultimately accountable for the effective delivery of the TI Office Accommodations Program.

The Deputy Minister of TI shall:

- 1.1. Delegate authority to a member of TI's executive team to oversee the Office Accommodations Program (currently the Assistant Deputy Minister (ADM) of Building Operations), who will advise the Deputy Minister on all matters and issues related to office space.
  - 1.2. Ensure that this person and other departmental staff, as required, are familiar with this policy and related procedures.
  - 1.3. Have final decision-making authority if/when an OAP recommendation or decision is disputed by a client department/entity.
  - 1.4. Approve and sign lease agreements on behalf of TI.
2. The ADM of Building Operations in TI is responsible for providing direction and oversight for the Office Accommodations Program and ensuring resources are in place for effective program delivery.

The ADM of TI shall:

- 2.1. Provide direction to the PARD.
- 2.2. Ensure the PARD has the staffing and budgetary resources required to carry out its functions.
- 2.3. Ensure mechanisms are in place to monitor and manage expenditures related to office accommodations, including expenditures related to all GNL office space leases.
- 2.4. Provide information to the Deputy Minister on any request made by client departments and entities.
- 2.5. Ensure any renovations are budgeted and included in work plans for the PARD.
- 2.6. When seeking new leased office space arrangements, approve Public Tenders/ Requests for Proposals (RFPs) prior to release.

2.7. Request LGIC approval for precommitment of funds for multi-year lease agreements.

3. TI's PARD is responsible for the delivery of the TI Office Accommodation Program.

The Division shall:

3.1. Maintain up to date listings of all government-owned and leased accommodations complete with the following for each, at a minimum:

- City/town
- Street address/location
- Identification of the departments/entities occupying the space
- Amount of space occupied by each department/agency
- Annual rental costs (actual if leased; estimate based on market rates if owned)
- Annual rental costs for each department/agency based on the amount of space they occupy
- Term of lease, where applicable

3.2. Prepare annual reports on space usage based on various parameters (e.g., by department/entity, by city/town, for government-owned vs. leased, etc.).

3.3. Perform periodic audits of government-owned and leased office space to assess space utilization.

3.4. Monitor all lease arrangements for upcoming expiry dates and secure renewals or alternate accommodations, as appropriate.

3.5. In accordance with the *Public Procurement Act*, prepare and issue Public Tenders or Requests for Proposals for new leased accommodations and/or office furnishings for new accommodations (leased or owned).

3.6. Maintain and administer this policy and associated standards, procedures, etc.

3.7. Perform budget planning and monitoring for the Office Accommodations Program.

4. Deputy Ministers/equivalents of client departments/agencies are responsible for ensuring office space is requested and used in accordance with this policy and related procedures.

Deputy Ministers/equivalents of client departments/entities shall:

4.1. Designate a person to lead and coordinate office accommodations matters in the department/entity, including assigning the responsibility for advising the Deputy Minister/equivalent on all requests, activities and issues related to office space.

- 4.2. Ensure that the designated person and other departmental staff, as appropriate, are familiar with this policy and related procedures.
  - 4.3. Ensure that potential office space implications are considered when planning new programs/services, changes to existing program/services, special initiatives (e.g., task forces, inquiries, projects, etc.) and/or any undertaking that may require office space. Deputy Ministers/equivalents shall ensure that such considerations are reflected in related submissions to Cabinet, Treasury Board or other approving authority.
  - 4.4. Approve requests to TI for new office accommodations and/or substantial renovations to existing accommodations.
  - 4.5. At the department level, monitoring the annual space utilization reports to ensure measures are in place such that the following circumstances are reported to PARD, with the goal of maximizing overall GNL space utilization and cost-effectiveness:
    - Office space vacancies (current and projected); and,
    - Needs for additional and/or different office space.
  - 4.6. Ensure changing office space needs are reported to PARD in a timely manner.
5. Department/entity leads are responsible for ensuring this policy is adhered to in their respective departments and for coordinating relevant office accommodations matters.

The Department/entity lead shall:

- 5.1. Submit all requests for new/altered space to TI via [Accommodations@gov.nl.ca](mailto:Accommodations@gov.nl.ca) and ensure all requests are in accordance with this policy as well as associated standards.
  - a) To request new/alternate space, client departments must complete the Space Requirements Form for Accommodations (Refer to Annex C) and submit, with Deputy Minister approval.
  - b) To request a substantial renovation to an existing space, client departments must first contact PARD via the above noted email address. A PARD staff member will then work with the department to provide advice/guidance regarding the request and/or the renovation process. Once requirements have been clearly defined, renovation requests must be approved by the Deputy Minister of the client department.
  - c) A request for minor adjustment(s) in an existing space (e.g., reconfiguration of a single cubicle) should be submitted, with ADM approval. Staff within PARD will assess and, if appropriate, route the request to TI building managers or landlords, depending on whether office space is owned or leased.

- 5.2. Ensure his/her Deputy Minister has provided approval on requests for new office accommodations and/or substantial renovations to existing accommodations and is informed of activities and issues related to office space, as appropriate.
- 5.3. Liaise with and assist TI on office space related matters such as space planning (e.g., new office space), monitoring/managing office space utilization, etc.

## **Space Allocation**

When preparing a new or substantially renovated office space for a department/client, TI will follow the Office Space Allocation Standards (Annex B) when allocating space for employee work areas, meeting rooms and other shared spaces. For space allocation plans that take place under other circumstances (e.g., following a minor renovation) the standards will be followed to the greatest degree possible and/or practical. TI will consider exceptions to implementation of the Office Space Allocation Standards where practicality and cost savings can be achieved.

For example, if enclosed offices already exist but the Standards prescribe cubicles, TI may retain the offices if they suit functional needs, thereby offering savings in cost, resources, and time.

## Annex A

### Included Departments/Entities

#### Core Government Departments

Education and Early Childhood Development  
Energy and Mines  
Environment, Conservation and Climate Change  
Executive Council  
    Access to Information and Protection of Privacy Office  
    Cabinet Secretariat  
    Communications Branch  
    Intergovernmental Affairs Secretariat  
    Office of Indigenous Relations and Reconciliation  
    Office of the Chief Information Officer  
        Cyber Security Office  
    Office of Women and Gender Equality  
    Treasury Board Secretariat  
Finance  
Fisheries and Aquaculture  
Forestry, Agriculture and Lands  
Government Services  
Health and Community Services  
Jobs, Growth and Rural Development  
Justice and Public Safety  
Labrador Affairs  
Municipal and Community Affairs  
Seniors  
Social Supports and Well-Being  
Tourism, Culture, Arts and Recreation  
Transportation and Infrastructure

#### Agencies, Boards and Commissions (Entities)<sup>1</sup>

Human Rights Commission  
Independent Appointments Commission

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<sup>1</sup> TI is not responsible for paying lease costs for all entities listed but provides all other office accommodations services.

Labour Relations Board  
Multi-Materials Stewardship Board  
Newfoundland and Labrador Medical Care Plan-MCP  
Office of the Auditor General  
Office of the Chief Electoral Officer  
Office of the Child and Youth Advocate  
Office of the Citizen's Representative  
Office of the Information and Privacy Commissioner  
Office of the Seniors' Advocate  
Provincial Advisory Council on the Status of Women Newfoundland and Labrador  
Provincial Information and Library Resources Board  
Public Procurement Agency  
Public Service Commission  
Workers' Compensation Independent Review Board  
WorkplaceNL

## **Annex B**

### **Government of Newfoundland and Labrador Office Space Allocation Standards**

# Government of Newfoundland and Labrador

## Office Space Allocation Standards

### Principles

Key principles TI draws on to optimize space and resources whenever GNL provides office accommodation to its workgroups and staff are as follows:

- **Functionality** – meeting the needs of the employee and the program by providing suitable workstations and shared support facilities.
- **Cost Effectiveness** – maintaining consistency in design of office spaces by using equal office elements, thereby ensuring that TI can develop reliable and reasonable budgets for new and renovated fit-up work.
- **Flexibility** – when developing the workplace, choosing components that are easily adapted to meet changes to programs and staff levels.
- **Sustainability** – adopting universal office and workstation footprints comprised of standardized and reusable components.
- **Consistency** – basing office components (workstations and support-function areas) on one standard and applying that standard to the design of all GNL office installations.
- **Equitability** – providing every employee and TI workgroup throughout the organization with an equal level of workspace and support-function areas.
- **Safety** – mitigating high-risk interactions for clients and staff by implementing physical barriers, safe and unobstructed travel routes, secure public-facing entrances and dedicated secure meeting areas that meet fire and life safety codes.

Guidelines for implementation of the key principles for space planning:

1. An open space office concept will be applied to Government of Newfoundland and Labrador (GNL) office accommodations. Particular focus will be applied to:
  - Fit-up of new office space for initial GNL occupancy by (e.g., a new leased space);
  - Fit-up of existing office space for re-use by another GNL occupant; and,
  - Substantial renovation of existing space for continued use by a GNL occupant or to enable the co-location of two or more GNL occupants.
2. Enclosed offices will be provided for designated positions as outlined in Table A. In general, enclosed offices will be provided to: directors; members of a department/entity's executive team; cabinet ministers; ministers' executive assistants; and, constituency assistants. All other employees will be provided with open concept cubicle workstations.
3. Sufficient group spaces will be provided to enable employees to hold confidential discussions, as well as to meet and collaborate on common tasks/initiatives.

4. Under a limited set of circumstances, consideration may be given to the provision of enclosed offices for positions/functions not identified in Table A. Requirements for confidentiality will be addressed, primarily, through mechanisms other than enclosed office space (e.g., availability of interview/meeting rooms).
5. Open office landscape design using cubicle workstations, such as work surfaces, panels, etc., will be used to maximize the penetration of natural light into the overall workspace. Enclosed offices, meeting rooms and other spaces with high partitions or floor to ceiling walls will, wherever possible, be centrally situated within floorplans with open cubicle workstations arranged along exterior walls.
6. Cubicle workstations will be constructed to maximize efficient use of space and materials. Where possible, consideration will be given to individual needs as supported by ergonomic or medical documentation and as approved by the ADM of the client department and approved by TI.
7. Office space allocations will be determined based on existing staffing levels. No allowance will be made for projected growth unless approved by the deputy ministers of both TI and the client department.
8. Office accommodations will be laid out with consideration of security as relates to public access. The PARD will work to ensure secure design is incorporated to protect staff and the public. Where there is an expectation that the public will enter an office, the floorplan will be divided according to the following classifications:
  - Public: clients and members of the public are free to enter during operational hours (ex. vestibule, waiting room, public washroom);
  - Restricted: clients and members of the public may be granted limited access for the purpose of meeting with staff (ex. interview room, family observation room). Such rooms will include two doors: 1. staff access/exiting to Secure space and 2. public access/exit to Public Space;
  - Secure: clients and members of the public may not enter (ex. enclosed offices, cubicles, registry, data closet).

Members of the public shall not be permitted to enter staff office areas, where secure reception and meeting spaces have been requested and/or implemented.

9. Ensuring life safety in office design requires compliance with applicable Canadian codes and standards, including the National Building Code of Canada and relevant provincial regulations. The PARD will work with building managers and owners to ensure life safety considerations are integrated throughout the design to support safe occupancy, effective fire protection, and

efficient emergency response. This includes clearly defined and unobstructed means of egress, compliant travel distances, fire alarm and suppression systems, emergency lighting, and signage.

10. While parking facilities are generally available at government's major buildings on a first come, first served basis, government is not always responsible for providing or paying for parking facilities for government employees at any location, with the exception of judges in the downtown St. John's area. This does not include: a) provision of barrier free parking which will be applied pursuant to the accessibility code and/or as deemed necessary; b) spaces required to accommodate government-owned vehicles; c) spaces for staff for whom a vehicle is a condition of employment; or, d) parking for the public at service locations.

The minimum number of parking spaces at office/public buildings in the province is set by parking regulations at the municipal level. In planning for new space arrangements, TI will work with client departments/ entities to determine the best approach to parking, taking into account property availability and specific municipal regulations.

11. Only active paper/physical records (i.e., records which are used at least once per month, on average) will be considered when planning and designing office space accommodations. Client departments/entities will be responsible for storing any other records off-site, converting records to electronic storage, or disposing of them in accordance with the **Management of Information Act (MIA)**. The Office of the Chief Information Officer administers the **MIA** and provides guidance on physical records management and disposal.
12. These standards do not apply to non-office facilities such as warehouses and other special-use spaces (e.g., garages) or institutional properties.
13. Inclusive Washroom Facilities. An inclusive washroom, also referred to as a universal, unisex, gender neutral or all-gender washroom, is a washroom that people of any gender or gender identity are permitted to use. These facilities commonly consist of a single occupancy washroom with special signage to indicate it is gender neutral. Inclusive washrooms are implemented to address gender concerns in the standard washroom setup used in modern buildings.

**Table A**

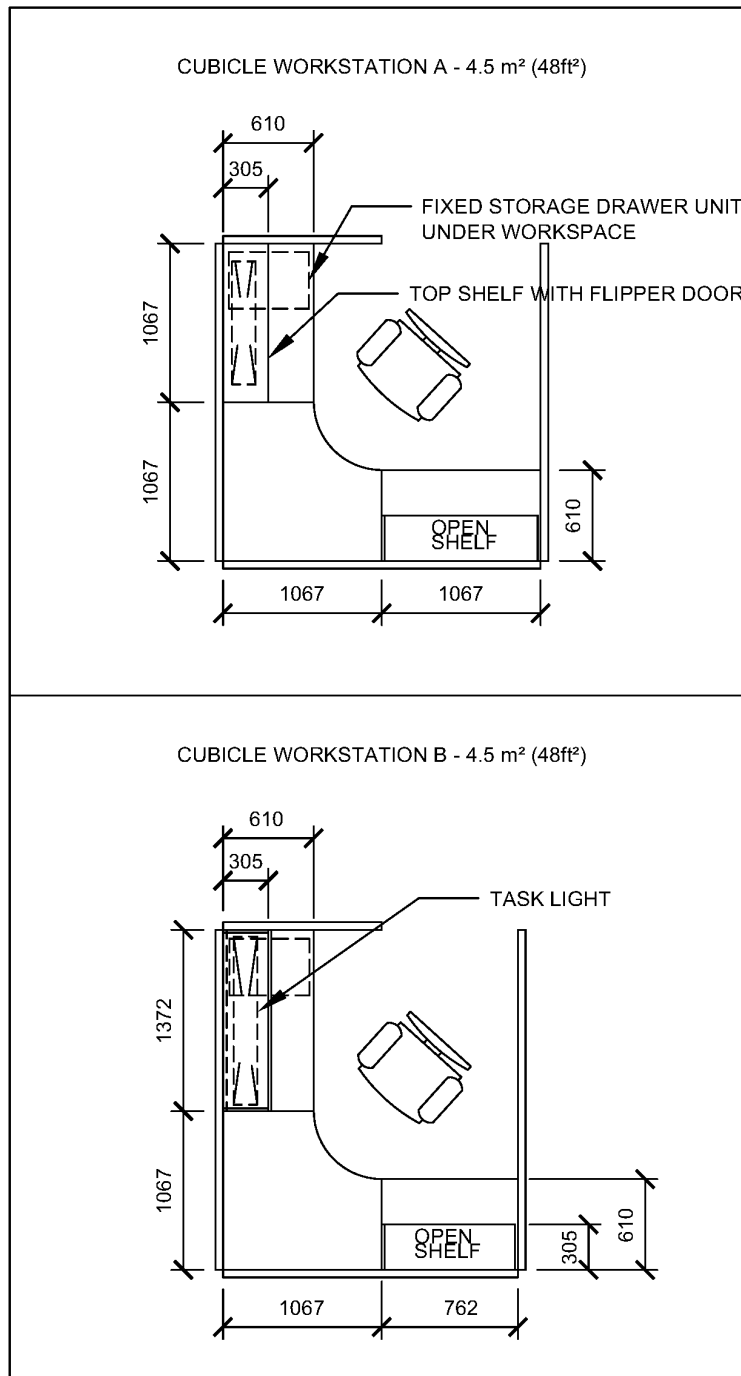
<b>Personnel Space Standards</b>			
<b>Category</b>	<b>Executive/Management/Staff</b>	<b>Space Type</b>	<b>Space Standard (maximum)</b>
1	Cabinet Minister	Office	31.5 m <sup>2</sup> / 340 ft <sup>2</sup>
2	Deputy Minister Leader of the Opposition	Office	26 m <sup>2</sup> / 280 ft <sup>2</sup>
3	Assistant Deputy Minister Executive Director Leader of the 3 <sup>rd</sup> Party	Office	17 m <sup>2</sup> / 180 ft <sup>2</sup>
4	Director Parliamentary Secretary	Office	11.15 m <sup>2</sup> / 120 ft <sup>2</sup>
5	MHAs Executive Assistants Constituency Assistants	Office	9.3 m <sup>2</sup> / 100 ft <sup>2</sup>
6	Managers/Supervisors	Cubicle	4.5 m <sup>2</sup> / 48 ft <sup>2</sup>
7	Employees/Staff - Fixed	Cubicle	4.5 m <sup>2</sup> / 48 ft <sup>2</sup>
8	Employees/Staff – Free Address (no assigned location)	Touch Down	1.5 m <sup>2</sup> / 16 ft <sup>2</sup>
9	Call Centre Agent	Cubicle	4.5 m <sup>2</sup> / 48 ft <sup>2</sup>
10	Call Centre Other (e.g., Supervisor, Quality Control)	Cubicle	4.5 m <sup>2</sup> / 48 ft <sup>2</sup>

Shared Space Standards	
Space	Space Standard (maximum)
Reception Area	1 m <sup>2</sup> / 10 ft <sup>2</sup> per person
Waiting Area	1 m <sup>2</sup> / 10 ft <sup>2</sup> per person
Meeting Rooms	2 m <sup>2</sup> / 20 ft <sup>2</sup> per person
Interview Room / Phone Booth	9.3 m <sup>2</sup> /100 ft <sup>2</sup>
Printing Alcove	3.3 m <sup>2</sup> / 35 ft <sup>2</sup>
File Registry	0.4 m <sup>2</sup> / 4.3 ft <sup>2</sup> per person
Storage Room	0.25 m <sup>2</sup> / 2.6 ft <sup>2</sup> per person
Kitchenette	4.2 m <sup>2</sup> / 45 ft <sup>2</sup>
Lunch Room	0.4 m <sup>2</sup> / 4.3 ft <sup>2</sup> per person
Coat Room/Lockers	0.16 m <sup>2</sup> / 1.7 ft <sup>2</sup> per person

## Notes

- MHAs will be provided with enclosed office space within the Confederation Complex. Office space may be provided for constituency assistants (CAs) if it is deemed that they must be located in a government-owned or leased space. In general, office space for MHA district purposes, including space for CAs, will be arranged by the House of Assembly.
- Depending on the size and number of employees, as well as the location, the need for both a Kitchenette and Lunch Room will be determined during the review of Space Requirements.
- 4.5 m<sup>2</sup> cubicle workstations will be provided in L-shaped configurations and will include undercounter drawers, shelving (one lockable and one open), and a task light. Worksurfaces will be made up of 610 mm or 762 mm deep horizontal components. Generally, this will include a 1067 mm curved corner surface and two returns with a typical total width of 762 mm to 1372 mm. Workstations will include vertical partition panels on a minimum of two sides and a maximum of three sides plus a return on the open side. Panel widths are determined in the

same manner as worksurfaces. Panel height will be a minimum of 1100 mm and a maximum of 1830 mm. Minimum opening width for access is 762 mm. Configurations may vary according to on-site conditions. See below for typical cubicle workstation layouts.



## **Annex C**

### **Space Requirements Form for Accommodations**

## SPACE REQUIREMENTS FORM FOR ACCOMMODATIONS

Department:			
Division:			
Contact Name:		Phone Number:	

PA#:

CM#:

### **1. Employee Information**

Fulltime Employee Information:

Employee Name	Position Title & Classification Level	PCN Number

Temporary Employee Information:

Employee Name	Position Title & Classification Level	PCN Number	Projected Term of Employment

Funded Unfilled Positions, Approved by Deputy Minister:

Employee Name	Position Title & Classification Level	PCN Number	Projected Term of Employment


Specialized Spatial Requirements for Employees. Attach Approval by Integrated Disability Management:

Employee Name	Position Title & Classification Level	PCN Number	Projected Term of Employment

**2. Accommodations Requirements**

Written description of geographical boundaries within which the accommodations must be located based on operational requirements. Include rationale for the request:

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Map Provided Y  N

Support Areas:

Area	Required	Additional Information
Reception Area	Y <input type="checkbox"/> N <input type="checkbox"/>	If yes: Number of reception staff
Waiting Area	Y <input type="checkbox"/> N <input type="checkbox"/>	If yes: Number of visitors
Meeting/Boardroom	Y <input type="checkbox"/> N <input type="checkbox"/>	If yes: Number of people
Storage Area	Y <input type="checkbox"/> N <input type="checkbox"/>	Description of items to be stored:

File Cabinets/Storage Cabinets:

Description	Size	Number	Placement

Specialized Equipment:

Description	Size	Number	Placement
Automated External Defibrillator	N/A		To be provided by your Department
Sharps Container	N/A		Standard in Staff Washrooms. Will these be required in Public Washrooms? Y <input type="checkbox"/> N <input type="checkbox"/>

List other specialized building electrical and/or mechanical systems requirements:

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List specialized security requirements:

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Additional Information:

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Server/Network Applications Required: (i.e. AMANADA, CAPS, GIS, TRIM, etc.)

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(Note: Contact ServiceDesk if you require help to determine if applicable)

Number of parking spaces required for Government vehicles	
Number of parking spaces required for public	

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email completed form to Planning and Accommodations Division [accommodations@gov.nl.ca](mailto:accommodations@gov.nl.ca)