

EXCEPTIONS

Administrative Directive A1407B establishes the procedures for assessment and provision of the physical space required for general purpose office and special purpose accommodations for the City. The Provision outlines that all space changes undertaken in both owned or leased space is required to adhere to the 150 usable square feet per person density target.

Exceptions to the Corporate Space Guidelines shall be based on functional and program requirements of the user group and will act as a supplement to the Accommodation Request and Implementation Process. The Procedure notes that exceptions to the Corporate Space Guidelines is allowable upon approval by the City Manager. The Provision and exception process ensure that workplaces remain adaptable, equitable, flexible, cost effective and well designed, for both the current and future user. All exceptions are to adhere to these principles.

Supplement to the Accommodation Request and Implementation Process

Step 1: Consult with Civic Accommodation Planning (CAP) about your request. If more detailed information is required, CAP will recommend proceeding to Step 2.

Step 2: Submit an Accommodation Request Form (ARF) to CAP. An exception will occur under scenario A or B.

- A. The ARF is reviewed against Administrative Directive A1407B.
 - i. No support from CAP.
 - ii. An Exception Business Case must be submitted.
- B. ARF reviewed against A1407B. CAP supports the ARF. A scope of work and solution is developed. The proposed scope of work is presented to the client for approval.
 - i. No support from client.
 - ii. An Exception Business Case must be submitted.
- C. In either scenario, if the Business Case is approved, the *Accommodation Request and Implementation Process* will be followed.

Exception Process

- A. All exceptions require a Business Case be submitted to Civic Accommodation Planning, Sustainable Development.
- B. All exceptions will be tracked by Civic Accommodation Planning.
- C. The Exception Business Case requires the approval of the requesting Section's General Manager.
- D. If the Exception Business Case is denied, no additional requests can be submitted.
- E. If the request is due to a recent space change (move, reconfigure, etc.), a six month waiting period is required prior to an Exception Business Case being submitted.
- F. In addition to the Directive, the exception process will take into consideration previously submitted Exception Business Cases, Corporate Services' Information Technology's User Profile information, Sustainable Development's Alternate Work Strategies (AWS), and other applicable Administrative Directives.

Exception Business Case

OVERVIEW

This Business Case is to be filled out and submitted to the requesting Section's General Manager. This form is to be completed with any additional relevant information (i.e. Floor plan(s), Ergonomic Report(s), etc.) to support your request.

GENERAL INFORMATION

Location (Building/Floor, proposed or current):

Unit, Section & Branch supporting this request:

DETAILS

Provide a brief description of the current functional job duties that occur within the Section requesting the exception:

Provide a brief description of how the current (or proposed) space solution does not meet your Section's programming requirements: _____

Describe in detail how a change to the Provision of Office and Special Purpose Accommodation for Civic Staff (A1407B) will maintain a workplace that is adaptable, equitable, flexible, cost effective and well designed, for both the staff(s) requesting the exception and for the Section. *Discussion items may include: job function, enclosed office, confidential conversations from your peers, acoustical and/or visual privacy, concentrative focus, meeting space, etc.:*

APPROVALS

SIGNATURE OF Director:

Name: _____
Signature: _____
Date: _____

SIGNATURE OF Branch Manager:

Name: _____
Signature: _____
Date: _____

SIGNATURE OF General Manager:

Name: _____
Signature: _____
Date: _____