

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

PROVISION OF OFFICE AND SPECIAL PURPOSE ACCOMMODATION FOR CIVIC STAFF

NUMBER

A1407B

DEPARTMENT

SUSTAINABLE DEVELOPMENT

DELEGATED AUTHORITY

GENERAL MANAGER – SUSTAINABLE DEVELOPMENT

CONTACT

**DIRECTOR CIVIC ACCOMMODATIONS
496-6758**

DEFINITIONS

DATE

FEBRUARY 27, 2014

General Purpose Office Accommodation – means physical space which is used to conduct administrative and business functions of the Corporation.

Special Purpose Accommodation – means space that is used for computer rooms, libraries, training centres, laboratories, centralized records management, retail, store front operations, warehousing and maintenance, and ancillary space and not defined as General Purpose Office Accommodation.

PROCEDURES AND GUIDELINES

The City Manager will approve space standards and use guidelines for City owned or leased general office and special purpose accommodation.

Any exceptions to approved standards must be reviewed and approved by the City Manager.

Sustainable Development Department (SDD) will review and evaluate all departmental requirements for City owned or leased general office or special purpose accommodation for adherence to the use guidelines.

The leasing of space and property management of City owned and leased General Purpose Office Accommodation and Special Purpose Accommodation for City employees, will be provided and administered by SDD.

General Managers are responsible for developing and maintaining three year manpower and staffing projections and submit to SDD by April 1st of the calendar year. The projection must identify the number

REVIEWED BY:

AS TO CONTENT:

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THE CITY OF
Edmonton

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and type of staff positions, planned or proposed accommodation changes and the reasons, the amount of ancillary or support space (increases or decreases) required and the related program objectives and activities.

General Managers must prepare all reports to City Manager requesting or recommending exceptions from approved Space Use Guidelines – Attachment I and route through the General Manager of SDD.

General Managers must appoint a Department Space Coordinator to represent the Department when making requests for new space or space changes and moves, to work with SSD staff.

General Manager, SDD will provide input, as required to City Manager for civic use space accommodation plans and leasing of space when necessary to accommodate civic requirements

General Manager, SDD will assume responsibility for the coordination and implementation of approved space accommodation plans, including moves, and renovations

General Manager, SDD will appoint a Department space planner to work with the Client Department space coordinator to determine space requirements and plan space changes, in accordance with Space Use Guidelines – Attachment I and follow the process as outlined in Accommodation Process – Attachment II

General Manager SDD will determine the responsibility for the implementation and absorption of costs for design, construction, moving expenses (including all special equipment), data and communications, outside of that provided by Corporate Services (IT), and furniture required.

General Manager SDD will administer Furniture Standards in accordance with Material Management purchase agreements.

General Manager SDD will administer Space Design and Construction Standards in co-operation with Community Services Department.

ATTACHMENTS

Attachment I – Space Use Guidelines
Attachment II – Accommodation Process
Attachment III - Exceptions