

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

PROVISION OF OFFICE AND SPECIAL PURPOSE ACCOMMODATION FOR CIVIC STAFF

NUMBER

A1407B

DELEGATED AUTHORITY

BYLAW 12005, CITY ADMINISTRATION BYLAW

DEPARTMENT

SUSTAINABLE DEVELOPMENT

STATEMENT

The City of Edmonton (“the City”) recognizes the need to establish space standards and guidelines for City owned general offices, leased general offices, and special purpose accommodations and to provide a safe and suitable work environment consistent with departmental programs in an economic manner.

PURPOSE

The purpose of this directive is to establish procedures for assessment and provision of the physical space required for general purpose office accommodations and special purpose accommodations for the City.

APPLICATION

This directive applies to any individual employed by the City of Edmonton that reports to the City Manager or City Auditor along with those individuals employed/contracted by the City on a personal services agreement.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Employee Code of Conduct A1100
Maintenance of City-Owned Facilities A1403
Project Manager for Construction Projects A1406
Alberta Human Rights and Citizenship and Multiculturalism act, R.S.A. 2000 c. H-14

APPROVED: SIMON FARBROTHER

DATE: FEBRUARY 27, 2014

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Handwritten signature of Simon Farbrother.