

Standard

Corporate Space Planning



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| Program Impacted | Project and Asset Management <i>The City of Edmonton's projects are well-managed, and assets are maintained for accountable service delivery.</i> |
| Approved By | City Manager |
| Date of Approval | April 16, 2026 |
| Approval History | n/a |
| Next Scheduled Review | April 16, 2029 |

Statement

The City of Edmonton is committed to providing all employees with safe, inclusive, and efficient work environments and to meeting the operational and program needs of City departments. This standard establishes transparent practices for assessing, allocating, and managing City-owned and leased office space and special purpose space.

Guiding Principles

- Work spaces are allocated after assessment and following approved criteria and guidance.
- The following types of workspaces are allocated by position and use and are subject to maximum allowances:
 - **Office:** One designated enclosed office may be allocated to leadership personnel based on their role requirements and workspace utilization.
 - **Open Workstation:** Designed for employees whose primary responsibilities necessitate a dedicated workstation while working on-site.
 - **Hotel Space:** Intended for employees whose roles do not require a permanent workstation, providing flexible workspace solutions as needed.

Accountability

- Requests for a change to space allocations must be submitted to the Workspace Planning team, Infrastructure Planning and Design Branch, to review and determine allocation requirements based on corporate requirements and processes. Options will be provided for discussion and a final choice will be approved.

Exceptions

- Exceptions are limited but may be approved based on medical accommodations and assessed functional needs.