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## Overview

The Corporate Space Planning Operating Manual provides detail and clarification on the operation of the City's Corporate Space Planning processes. It is designed to manage the allocation and modification of space for civic staff to meet the functional program needs of City of Edmonton departments and support rapidly changing workplace environments, with a focus on financial sustainability and supporting climate resiliency.

The Corporate Space Planning Operating Manual provides detail and clarification on the operation of the City's [Corporate Space Planning Administrative Standard](#).

## Definitions

- General Purpose Office Workspace: Physical space which is used to conduct administrative and business functions of the Corporation.
- Special Purpose Workspace: Spaces that are used for computer rooms, libraries, training centres, laboratories, centralized records management, retail, storefront operations, warehousing and maintenance, and ancillary space, and are not defined as General Purpose Office Workspace.
- Allocation: Distribution of space to a civic department, branch, and/or section.
- Modification: Change to a current space, furniture, or allocation.
- Space Guidelines: Describe the maximum allowable sizes for workspaces in alignment with roles and usage.

## Governance, Roles and Responsibilities

- The Workspace Planning Team in the Infrastructure Planning and Design Branch within Infrastructure Services (IS) will oversee the allocation of City-owned or leased General-Purpose and Special-Purpose Workspaces.
- Infrastructure Planning and Design, Workspace Planning will develop and administer processes that facilitate space requests and space planning initiatives.
- Infrastructure Planning and Design, Workspace Planning will provide input to other business areas, as required, for leasing or acquiring space when necessary to accommodate civic requirements.
- City of Edmonton Business Areas (Departments, Branches, Sections, etc.) will identify space requirements and submit requests to Infrastructure Planning and Design for modifications or additions to existing space. This includes developing and maintaining staffing projections and updating functional program documents in collaboration with Workspace Planning to proactively update allocations as staffing levels fluctuate.

## Guiding Principles

- Stewardship: Ensuring responsible management of city assets and resources.
- Alignment with policy: Reflecting the City's strategic vision and supporting policies, directives and guidelines.
- Employee Centred: Creating employee workspaces that will be universal, functional, adaptable and efficient.
- Fair, open, transparent and consistent: The same processes and standards apply to all City departments.

## Allocation Process

- Space will be allocated to Branches in accordance with the Corporate Space Planning Administrative Standard.
- Branches will manage employee assignments within their allocated spaces in alignment with the Corporate Space Planning Administrative Standard.
- Requests for any changes to space allocations must be submitted and approved by the Infrastructure Planning and Design, Workspace Planning Team. The team will undertake a space planning process to determine allocation requirements and options for proceeding, ensuring the proper assessment of space needs within corporate guidelines.
- The Workspace Planning Team will update all changes to spatial floor plans and submit them to Facility Inventory Management (FIM), a unit within Real Estate and Land Development in Infrastructure Services, to ensure record-keeping remains current.

## Space Guidelines

City of Edmonton Corporate Space Guidelines are provided as maximum allowances based on roles, usage, and office requirements. These sizes are maximum allowances, not entitlements, and must be considered in light of the total project, functional needs, and space availability.

## General Purpose Office Workspaces:

- **Enclosed Workstations (Offices):**
  - Leadership workers can be assigned an enclosed office based on role and utilization.
  - Enclosed offices are limited to the City Manager, Deputy City Manager, Branch Managers, Directors, and Supervisors with 20+ direct reports.
  - Offices will be assigned for exclusive use in alignment with the hybrid work program.
- **Open Workstations:**
  - Designed for employees who are working primarily at their desks when in the office.
  - Workstations may vary in size and configuration up to a maximum of 4.6 m<sup>2</sup> (49 sq. ft.) depending on site conditions, user functional requirements, and space availability.
  - Workstations will be assigned for exclusive use in alignment with the hybrid work program.
- **Hotelling Spaces:**
  - Suited for employees whose role does not require an individual dedicated workstation in the office.
  - These employees generally only drop in for short amounts of time periodically to meet with colleagues and complete administrative tasks. The maximum area for hotelling stations (Pod, Sit-Stand, or Benching) is 3.3 m<sup>2</sup> (35 sq. ft.).

## Space Guideline Exception Process

Exceptions to the Corporate Space Guidelines are very limited and will only be considered based on medical accommodations, legislative, safety, and security requirements. The Exception Process is as follows:

### Step 1: Identify Exception

- The Business Area identifies a need to deviate from the space guidelines.
- The Business Area consults with Workspace Planning to confirm if an exception to the space guidelines is required.

### Step 2: Submit a Workspace Request Form

- The Business Area formalizes the request by submitting a Workspace Request Form via Remedy Digital Workplace, including the reason for the exception.
- The request form will be reviewed against the Corporate Space Planning Administrative Standard.
- An exception request will only be approved if it is for medical accommodation, legislated, or to address safety and security.
- If supported, a scope of work is developed and presented to the Business Area for approval.

### Step 3: Appealing the Exception Decision

- If an exception request is denied, the business area can appeal the decision. The Business Area Branch Manager must submit a briefing memo requesting reconsideration to the Branch Manager, Infrastructure Planning and Design.

## Workspace Modifications - Initiation Process

When physical changes to a workspace are required, they will align with the space guidelines and the following process.

- **Business Area Responsibility:** The Business Area is responsible for funding, which includes but may not be limited to: project management, design (architectural, mechanical, electrical and interior), construction or renovation, and furniture acquisition and moving.

## Design and Construction Process

Once the project scope is agreed upon, the project will begin and follow the established capital project governance structure, ensuring structured reviews and approvals at key project points.

- **Project Initiation:** Submit a Workspace Request to the Workspace Planning Team via Remedy Digital Workplace. Upon receipt, a Project Lead from the Workspace Planning Team will be assigned to work with the Business Area to determine the project scope.
- **Pre-Design Phase:** The Workspace Planning team prepares the initial project scope, budget, and schedules to be approved by the Business Area. Consultants are onboarded as required.
- **Design Phase:** Preliminary design and reviews for signage, security, technology, and special needs are conducted. The Business Area reviews and approves the design, updated budget, and schedule.
- **Construction Documents:** Preparation of working drawings and specifications occurs. Contracts for construction are awarded, alongside the monitoring and correction of construction deficiencies.

- **Post-Construction:** Warranty follow-up and ongoing maintenance are managed by Facility Maintenance Services or the Property Manager and Operations team in leased spaces. Space Administration and Post-Construction Evaluation are provided by Workspace Planning.

## Post-Construction Space Management

After construction, Property Management or other appointed parties will oversee:

- Coordination of office moves, packing, and setup.
- Ongoing building maintenance and custodial services.

## Documentation and Approvals

Each Branch's Strategic Coordinator and Workspace Planning Team must properly track and store all project documentation, approvals, and agreements for future reference. This formal process ensures workspace changes are handled efficiently and in accordance with corporate guidelines, functional needs, and future growth.