



File #: BIR-26-017, **Version:** 1

TAMRMS#: B05

BUDGET INFORMATION REQUEST (BIR) - Space Planning & Security Business Case

Requested by: Councillor Hughes

Date of Request: November 12, 2025

Date Response Due: November 18, 2025

Confidential: No

QUESTION

Regarding the business case, Space Planning and Security, please provide more details regarding how the \$200,000 is expected to be spent. Is it for security changes, or for additional space and how much is expected to each area.

RESPONSE

The Space Planning and Security business case includes an annual request for \$200,000 beginning in 2026. This business case seeks to establish an operating fund for annual space and security investments to meet current and future needs.

In 2026, \$100,000 will be allocated to completing a space planning study for the City of St. Albert. This will include the engagement of a consultant to create the multi-year space plan through:

- data collection,
- development of employee growth and spacing needs scenarios,
- optimization and standardization of workspaces, and,
- recommendations for the City to meet future spacing needs.

The study will also be utilized by the City to assist in evaluation of future facility construction or leasing decisions and optimization of where staff should be located.

The remaining \$100,000 of the budget in 2026 will be used to implement a Corporate Security Program to ensure consistent planning, monitoring, and oversight beginning with the highest priority security improvements. If an urgent space redesign or move is identified by Executive Leadership this fund would exist to implement changes in 2026.

In 2027 and onwards, this consolidated budget will provide for planned investments in both space design, construction and moves to accommodate future growth of employees as well as security improvements to keep both our employees and assets secure.

If this motion is not approved, no funding will be available for Space Planning or Security enhancements.

Report Date: November 17, 2025
Author(s): Tim Saunders
Department: Public Operations
Department Director: Tim Saunders
Managing Director: Dinu Alex
Chief Administrative Officer: William Fletcher