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**File #:** PM-26-021, **Version:** 1

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**TAMRMS#:** B05

**6.12**

## **Space Planning and Security**

Notice given by: Councillor Biermanski

### **BUDGET POSTPONED MOTION:**

That operating business case Space Planning and Security for \$200,000 is unfunded.

### **Administration's Understanding of the Intent of the Motion:**

Administration understands that the intent of this motion is that the Corporate Space Planning and Security Initiative for \$200,000 requested to be funded from assessment growth would not be approved and the funds transferred to the Growth Stabilization Reserve.

### **SUMMARY**

With reference to Business Case and BIR-26-017, this request creates a budget that will fund corporate space planning and security initiatives, areas that currently do not have an annual allocation. The primary funding requested in 2026 will fund the execution of a Corporate Security Program to ensure consistent planning, monitoring and implementation of high priority security improvements. Without the requested funding, all corporate security initiatives will remain unfunded and will not proceed.

The 2026 funding request will also seek to perform a space planning analysis, consider City growth impacts on employee workspaces, and development recommendations including the optimization and standardization of City workspaces.

### **ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION**

Municipal Government Act RSA 2000

Part 1 Section 3

The purposes of a municipality are

b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or apart of the municipality

City Council Policy C-IS-05 - Facility Safety and Security

City Council Policy C-P&E-12 - Sustainable Building

**BACKGROUND AND DISCUSSION**

The Space Planning and Security Business Case has been developed to provide annual funding dedicated to corporate security and space planning improvements in City facilities. The City does not currently have a comprehensive assessment of security risks and space needs, nor the ongoing funding to implement improvements over time. This business case aims to bridge these gaps.

In the area of security and in alignment with the Corporate Security Review, funding is required to implement security improvements and standardization across all City workplaces in efforts to support the well-being of residents, visitors and City employees. Measures implemented will be prioritized to reduce risk of security-related incidents such as violence, vandalism, theft and property damage.

With respect to space planning, based on current work arrangements (i.e., in-person, hybrid, and remote), the City is at risk of running out of working space within the next four to five years. Some work areas have already exceeded capacity for their respective groups. As the City grows there will be a commensurate need for additional City workspace. This will require space redesigns and employee moves to ensure effective and safe accommodation for our workers.

The Space Planning and Security Business Case will enable a new approach to internal service delivery by:

- Supporting the implementation of a Corporate Security Program which will allow for consistent security planning, monitoring, and implementation. A structured and planned approach reduces gaps and inefficiencies, strengthens risk management, and enables proactive measures to protect people, assets, and operations.
- Supporting departments with reliable access to workspaces as our organization grows is essential for maintaining operational efficiency and service continuity
- Integrating space and security planning to standardize processes and enhance corporate safety. A unified approach ensures that workspace design and security measures complement each other, reducing vulnerabilities and preventing gaps that could lead to incidents such as unauthorized access, theft, or property damage. Standardization also improves consistency across all facilities, supports compliance, and strengthens the organization’s ability to protect people, assets, and services.

**STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

N/A

**IMPACTS OF RECOMMENDATION(S)**

Financial:

If the motion passes, \$200,000 in unused assessment growth will be transferred to the Growth Stabilization Reserve in accordance with section ii. of Council Policy C-FS-05 Budget and Taxation Guiding Principles 14(b):

- ii. Any portion of the 55 percent of growth revenue not applied to business cases or capital charters during the budget process shall be transferred to the Growth Stabilization Reserve.

Compliance & Legal:

N/A

Program or Service:

If the motion passes, City service/program growth or expansion may be limited due to lack of space for accommodating the required employees or resources required to perform the service. Some programs, services or offerings that have been identified as requiring improved security needs would experience delay in implementing the improvements. Security related incidents can contribute to reduced efficiency in the delivery of services by the City.

The absence of organizational space plan inhibits efficiency and standardization of workspaces meeting the functional needs of City employees and services now and into the future. Indirectly, if this motion passes it would result in the possible need for staff most capable of remote work to work remotely full-time from home or remote offices.

**Risks**

**Culture**

Improvements in security and employee workspace demonstrate a commitment to the well-being and safety of employees. If the motion passes, the City will not have a dedicated funding source to adapt to evolving security risks and increased facility usage.

The space planning project will include a demands analysis working towards functional optimization of workspaces and preparing for additional growth over time. The results will inform decisions that will support corporate vision, mission and values in the areas of workspace and security.

**Operational**

Improvements to workplaces including enhanced security measures that improve employee and patron safety, supports staff well-being and job satisfaction and can reduce workplace incidents that can directly lead to non-productive time.

The creation of an organizational space plan and eventual implementation of the recommendations will be driven by the desired outcome of efficient and effective business areas.

**Financial**

Any space modifications or security improvements that require implementation will not have funding available to complete.

The City may risk damaging our reputation as a great place to work if the organization cannot offer adequate and consistent working space and appropriate security to current and future employees and civic assets.

**ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN**

Initiative aligned with Strategic Plan:  
Not Applicable

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