





PROJECT LOCATION : Library Square, 300 Georgia Street West, Vancouver, BC  
 DEPARTMENT : Employment and Social Development Canada (ESDC)  
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## PROJECT SCOPE

 Number of employees impacted  
Approximately 85 employees

 Cost of project  
\$650,000



Project Start Date

Novembre 2019



Project completion date

November 2020

## 3 MAJOR TURNING POINTS OF THE PROJECT

1

### ESDC Co-Champions

As one of the first ESDC Workplace projects in the Western region, the Library Square Project spearheaded naming Co-Champions for the entire region. The Champions are visible leaders who support and lead the ESDC Workplace initiative.

2

### Employee contribution

Employees chose biophilic wall murals for the space (located on the 12th floor).

3

### Employee initiative

Employees were given the opportunity to provide input and agree upon the etiquette protocols and guidelines established for working in the new ESDC Workplace.

## A UNIQUE ASPECT ABOUT THE PROJECT



Library Square became part of the Green Initiative

As part of the Greening Initiative at ESDC, which aims to minimize the environmental impact of these projects, the Library Square project re-purposed existing furniture to other ESDC refit projects and selected suppliers with established sustainability commitments.

Also, the Chief Financial Officer Branch, the branch responsible for the ESDC Workplace initiative, proudly committed to planting 5000 trees in an effort to offset some associated greenhouse gas emissions generated from this ESDC Workplace Project and to reforest a First Nation Reserve in the Fraser Valley, BC.

## PEOPLE SIDE OF CHANGE



### Change management support and activities

A change management committee, comprised of members from each impacted branch, was created with support from Innovation, Information and Technology Branch Change Management Team. The committee developed activities at key moments in this project to prepare employees for the changes being made to their workplace. Cubicle BINGO! was one example of an engagement activity, which allowed employees to contribute and be active participants in the project.



### Information sessions and regular communication

The change management committee was responsible for creating communications, and representatives from each branch cascaded the information to their employees on a regular basis. Meetings with managers and Q&A sessions were held with the impacted employees and within the Library Square project team to help build an understanding of how they could enable employee participation at all levels.



### Information Management Digitization

One of the 7 dimensions of an Activity-Based Workplace (ABW) is a workplace that is environmentally conscience by using sustainable furniture and by reducing the amount of waste produced overall. Procedures to digitize information management were implemented.

## LESSONS LEARNED

### LESSON 1

#### Encourage participation

Create a sense of ownership by ensuring that there are opportunities for employees to participate in the project.

### LESSON 2

#### Engage employees and people leaders

Create a robust and positive communication strategy of ESDC Workplace that outlines what's in it for employees and managers at all levels

### LESSON 3

#### Plan ahead

Early planning of communication and engagement activities is essential prior to project implementation.

### LESSON 4

#### Define roles and responsibilities

Outline roles & responsibilities of all stakeholders to allow for easier integration and collaboration throughout the project

## PHOTOS OF THE LIBRARY SQUARE ESDC WORKPLACE

