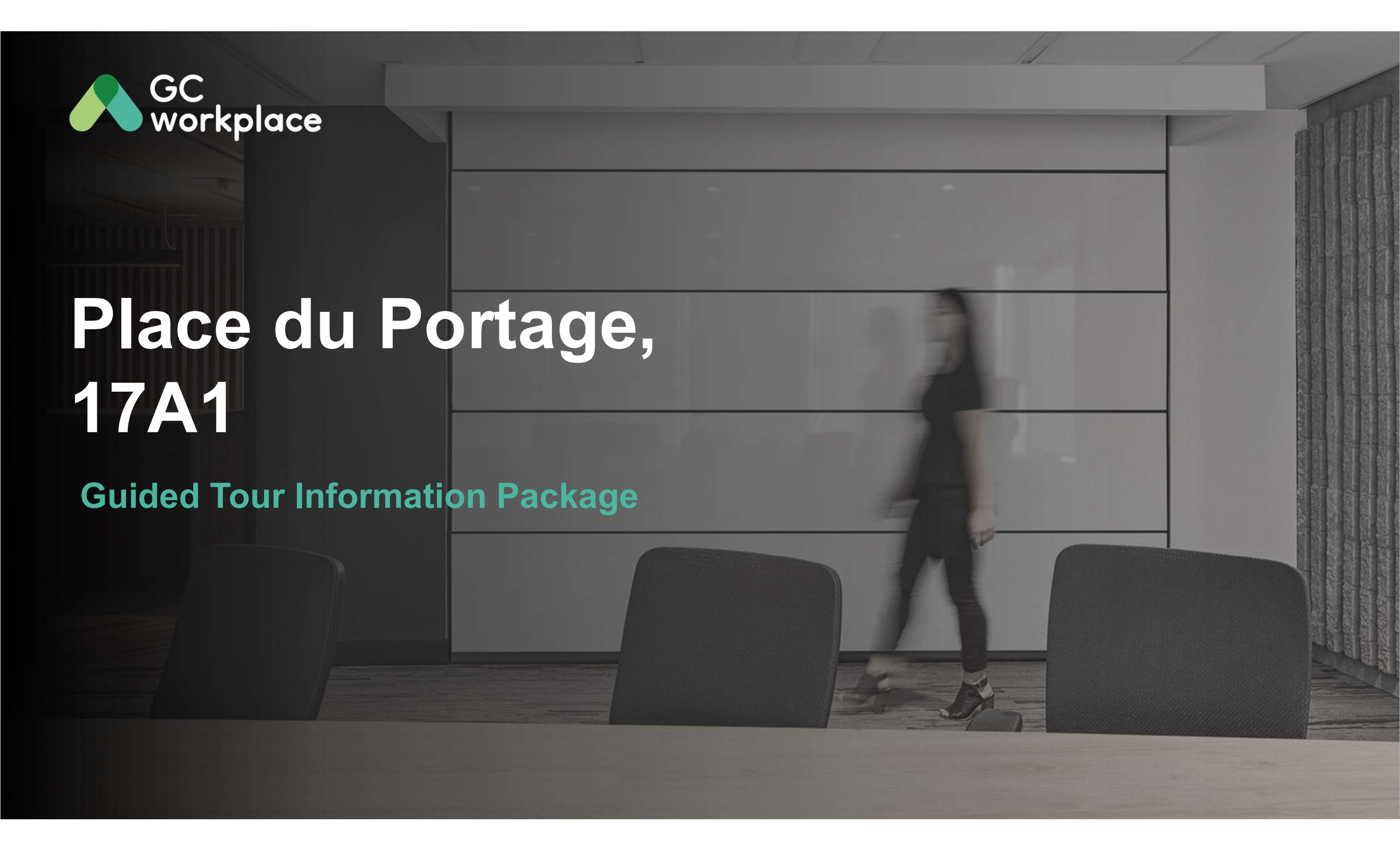


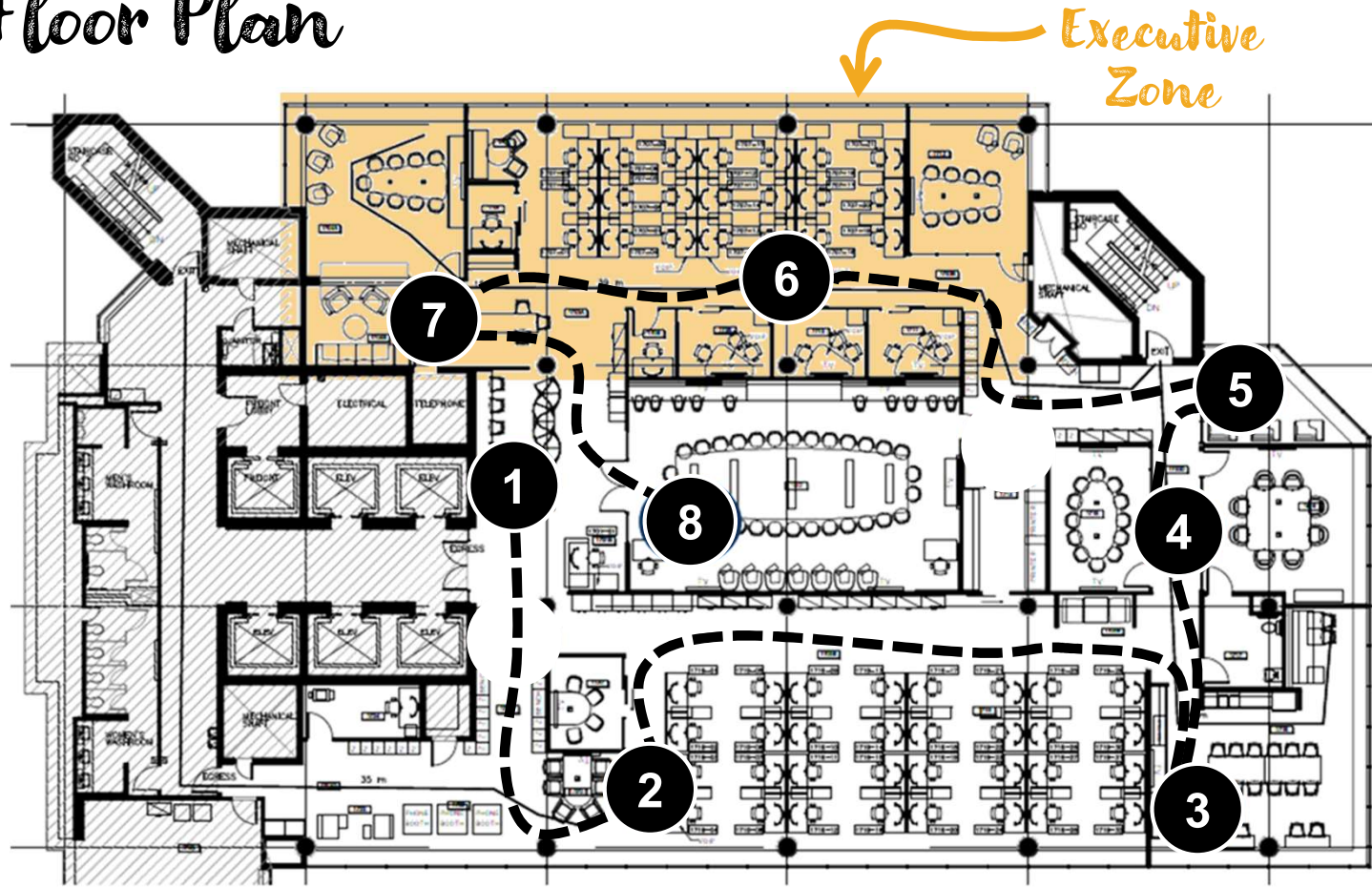


Place du Portage, 17A1

Guided Tour Information Package



Floor Plan



This floor is home to a DM office and showcases how a GCworkplace design can support its specific functions and activities. All workpoints are shared which contributes to a more efficient use of space. In this case, the client chose to make an **executive zone** instead of a typical interactive zone, to better support the specific functions of the DM office. There is an ecosystem inside the executive zone, and includes collaborative and individual work points.

The rest of the space offers a quiet and interactive zone for other user groups to use.

Project Delivery Facts:

May 2021
Occupant move in

PSPC DM Office &
part of Policy, Planning and
Communication Branch

Workplace Size
935.5 m²u

54 Target onsite
occupancy

Stop 1 – Reception & Waiting Area



The space was designed to be bright, welcoming, and functional. The receptionist is ideally located to help control visitors. The waiting area has an accessible counter with chairs and a sofa that people can use as touchdown space to work while waiting for their meetings with DMO.

Optimal Use of that Space

- Used by executives and guests coming for a meeting but could be used by employees to hold informal conversations away from work areas.
- Includes tools to support short term activities like checking emails or networking with colleagues.
- A medium level of noise is to be expected in this area, but sounds are mitigated with the installation of felt application on the ceiling.



Because there are two groups on this floor, two locker areas were provided. Boot storage, accessible and full height coat storage, and individual lockers are present in the renewed space. These areas are located away from quiet areas.



IT/AV Features:

- Dual monitors and a port replicator provide a quick way to connect a laptop
- USB connections are available to allow users to charge devices (cell phones, etc.)
- Wi-Fi is available everywhere in the space.

Stop 2 - PPCB Work Area



This is the main work area for the PPCB group. It's comprised of workstations, filing cabinets and collaborative workpoints. Nearby, there are three small phonebooths that are available to both groups - ideal for quick phone calls that require privacy.

Optimal use of that Space

- Employees can choose their preferred work station, based on their personal preferences (natural light, privacy) since all stations are equipped with the same tools (sit-stand desk, ergonomic chair, double monitor, charging station on the desk, reading lamp, etc.).
- While a minimum level of noise is to be expected, team gatherings, formal or informal meetings are to be held in the appropriate zones or meeting rooms, not at the workstations.
- The sound masking (round black felt) will contribute to acoustic privacy in the work area.

IT / AV Features



- Workstations have dual monitors and a port replicator to provides a quick way to connect a laptop
- Teaming Area and Work Room have large displays and a Barco Clickshare unit to wirelessly present content from a laptop by using the Clickshare dongle
- Phone Booths do not have IT/AV equipment.

Stop 3 - Kitchenette



The large shared kitchenette offers some of the best views on the floor, individual and group seating, different seating heights and ample counter space. The large display and natural light also make it ideal for social interactions and even casual, unscheduled meetings.

Optimal Use of that Space

- > While the kitchen area will mainly be used to store/prepare food and for eating lunch, it can be used for informal meetings using the various seating area, or for short term tasks for people who like working in a coffee-shop environment.
- > The area could also serve for informal team events or celebrations.
- > The kitchenette is the central point for waste management and replaces individual waste receptacles everywhere on the floor, which could create unpleasant odors.



An accessible sink access with knee clearance, and a preparation space is included. Also, an all-access washroom is located beside the kitchenette.



IT / AV Features

The kitchen has a large display and a Barco Clickshare unit to wirelessly present content from a laptop to the display using the Clickshare dongle.

Stop 4 - Meeting Rooms



This floor has many meeting rooms that offer different room configurations/layouts, capacities and seated postures. Those are shared resources; hence it is important to cancel reservations that are no longer required in a timely manner to optimize use of the space.

Optimal Use of that Space

- Meeting rooms are optimally used when the number of participants matches as closely the capacity of the room.
- The floor is equipped with small formal and informal spaces, enclosed or open, to hold 2 to 3 persons meetings.
- Less formal meetings can be held in collaborative spaces rather than unnecessarily occupying enclosed meeting rooms.



A variety of accessible door hardware types are provided throughout the office that are operable with a closed fist, without tight grasping, pinching, or twisting of the wrist.

IT / AV Features



Two of the Meeting Rooms have large displays and a Barco Clickshare unit to present content from a laptop using the Clickshare dongle, or one can also use the Liberty Rings located in the table's cable cubbies. They include a Cisco videoconferencing unit that facilitates meetings between multiple parties, and a Polycom is located on the table if participants need to call-in or out.

Step 5- Study



This study provides an access to nature, and offers a quiet environment; given the nature of the work carried out by tenants of this floor, this space may be a welcome and unique silent oasis that provides employees with opportunities for contemplation and/or reflection. This workpoint is ideal for the mental health of its occupants, who are subject to sensory overload.

Optimal Use of that Space

- It is small but proportionate to the percentage of true quiet work performed by the team.
- This space is expected to remain extremely quiet and in support of individual work or reflection. The door of this area should remain closed at all times, given the fact that another locker area is situated close by.



IT / AV Features

- USB connections are available to allow users to charge devices (cell phones, etc.)
- Wi-Fi is available everywhere in the space.

Stop 6 - Executive Area



The Executive area is DMO's main work space. Its main workpoints are three enclosed offices, phonebooths / focus rooms for all, workstations, a huddle, and various meetings spaces / collaborative workpoints.

Optimal Use of that Space

- Enclosed offices will allow the DM and DMA to have privacy to conduct formal and focused work, and private conversations.
- Their support teams can choose their preferred unassigned workstation, based on their personal preferences, since all stations are equipped with the same tools (sit-stand desk, ergonomic chair, double monitor, charging station, etc.).
- A minimum level of noise is to be expected. Sound masking elements were installed from the ceiling to mitigate noises.
- Two focus rooms are available to hold small formal or informal meetings, have private conversations or take a phone call. These focus rooms can be reserved for longer periods of time.

IT / AV Features



- Executive rooms have dual monitors and a port replicator to connect a laptop with a single USB connection.
- A Meeting Room has a large display and a Barco Clickshare unit to present content from a laptop using the Clickshare dongle, or one can use the Liberty Rings located in the table's cable cubbies.

Stop 7 - DMO Lounge & Coffee Station



This lounge was designed to be used as a gathering space. It has two main components: the formal meeting space and the lounge. Thanks to a ceiling mounted retractable room divider, both spaces can be used separately or as one large gathering space.

The coffee counter is located by the DMO gathering space, making it practical for catering or preparing beverages for important meetings, or for a quick drink on the go. The surface by the coffee stations is also perfect for filing, document review and informal chats with colleagues.

Optimal Use of that Space

- In addition to using the formal meeting space area as intended, the lounge area can also serve as an informal discussion point, depending on the sensitivity of the conversations.
- The high table by the coffee station can be used for formal or informal meetings in the same manner.



IT / AV Features

- USB connections are available to allow users to charge devices (cell phones, etc.)
- Wi-Fi is available everywhere in the space.

Stop 8 - Michael G. Nurse Boardroom



The color palette for the MGN boardroom is dark and was chosen to make the space feel anchored, sophisticated and solid. The River's history of logging and navigation are brought front and center by the wood accents and the raft-shaped table.

Optimal Use of that Space

- This room was designed for large meetings at the executive level.
- It can be leveraged for larger meetings by the teams occupying the space.
- Around 30 people can sit around the table and an additional 10-20 people could comfortably sit around the perimeter of the room. In addition, two stations were planned for a minute taker and an IT support technician.



The equipment room is shared and is large enough for multiple printers and stationery. It also provides space for employees to carry out document assembly work.

IT / AV Features



- Features five (5) large displays and a Barco Clickshare unit to wirelessly present content from a laptop using the Clickshare dongle. One may also present content using one of three (3) Liberty Rings.
- It has a Cisco videoconferencing unit that facilitates meetings between multiple parties. Wireless encrypted technology table-top microphones are available for use. The touch panels (one table-mounted and one wireless) both allow the participants to control the room functionalities according to the meeting needs.
- Cable television is also available in order to view the latest news and events.



Thank you!

For questions or comments,
please write to:

[Accommodation Management and Workplace Solutions](#)