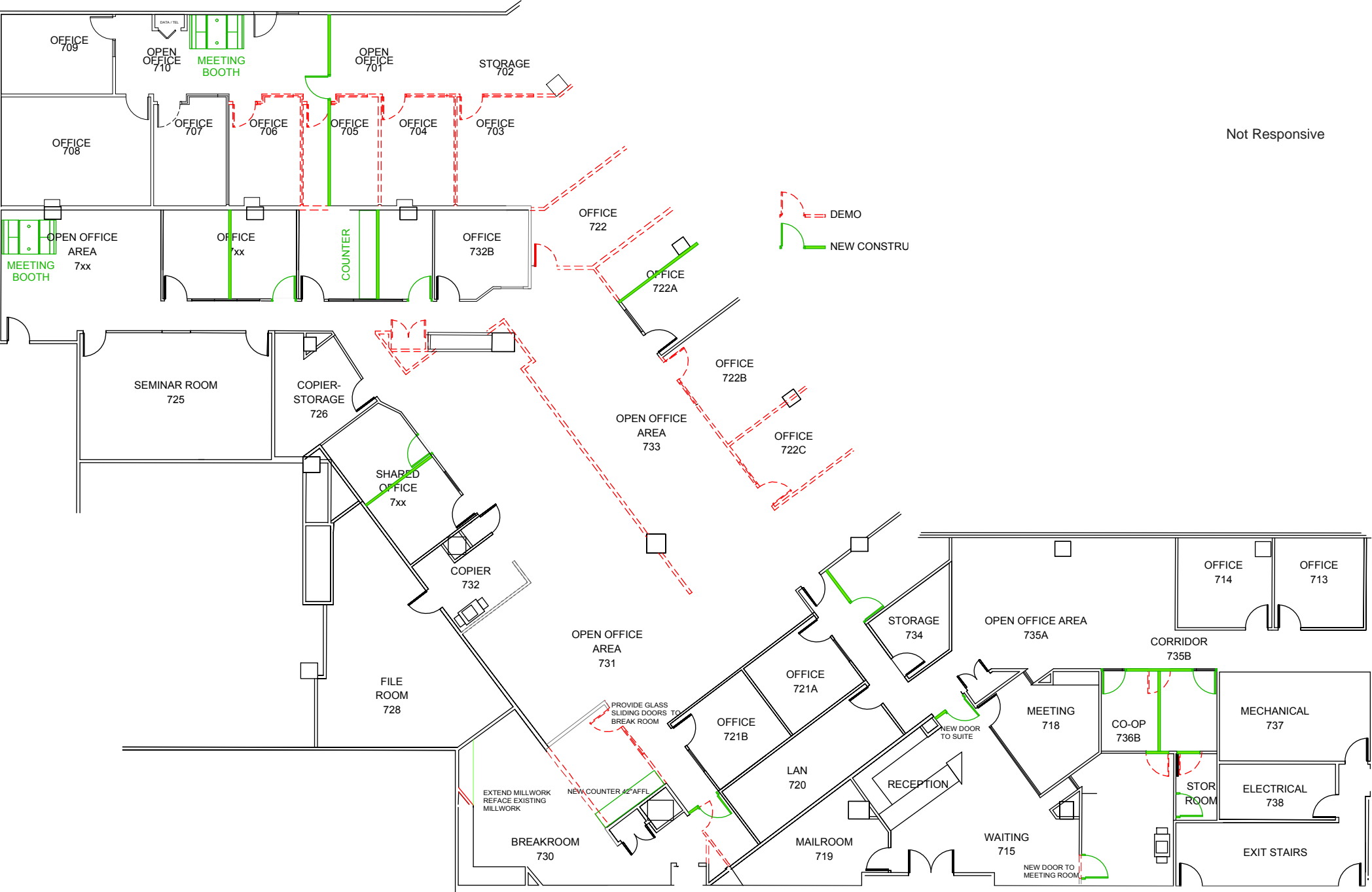


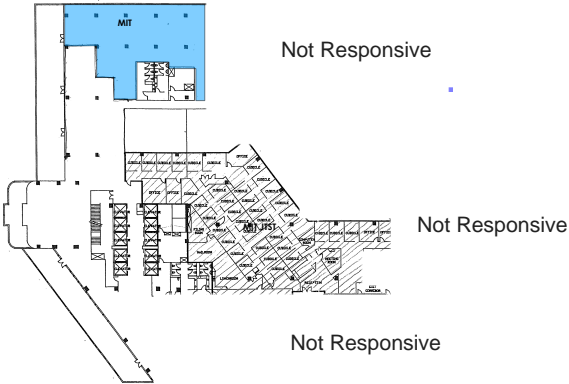
999 Canada Place DEMO PLAN

PREPARED BY WORKPLACE STRATEGIES + PLANNING

SUITE 730



JULY 7th 2014 REVISED



KEY PLAN

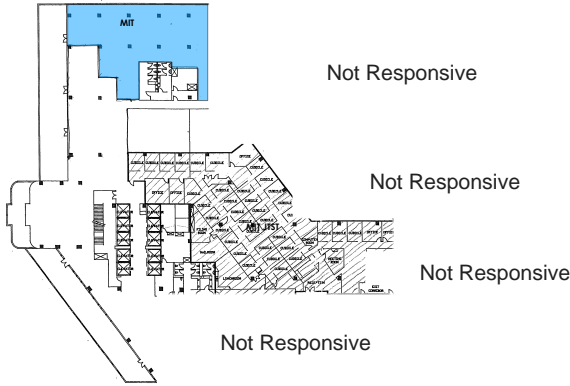
Not Responsive

Not Responsive

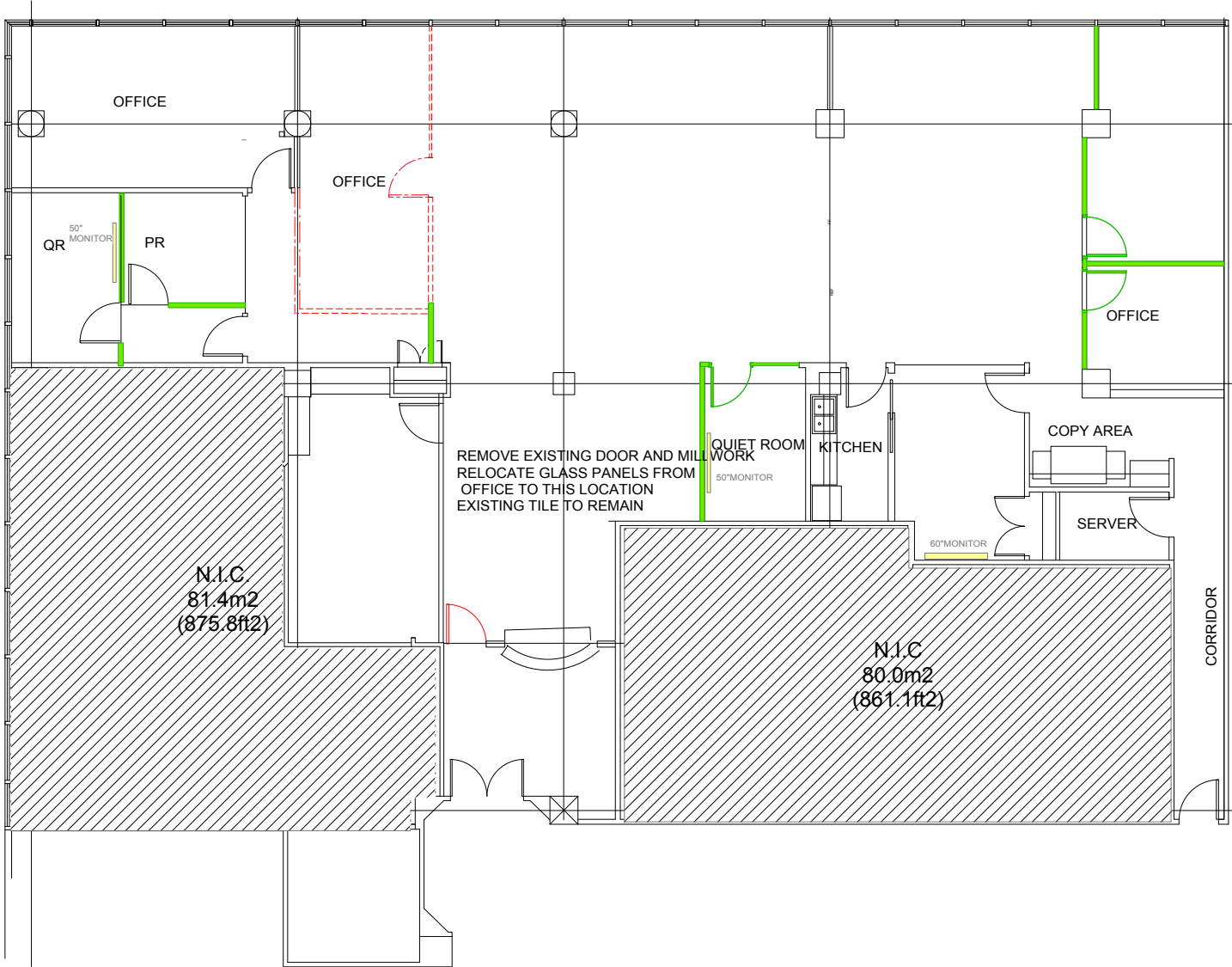
Not Responsive

999 Canada Place DEMO PLAN

PREPARED BY WORKPLACE STRATEGIES + PLANNING



KEY PLAN



MEMORANDUM OF UNDERSTANDING (MOU)

Date: July 7, 2014

Agreement between

Ministry of International Trade (MIT)

And

Ministry of Technology, Innovation and Citizens' Services (MTICS)

Project/Location: Suites 770 and 730/765, 999 Canada Place, Vancouver, BC (Premises)

1.0 BACKGROUND

In Vancouver, MIT is to consolidate ~7 FTEs from 605 Robson Street (leased) and ~15 FTEs from 800 Robson Street (owned) into their existing Premises at 999 Canada Place by implementing Leading Workplace Strategies (LWS). Completion date is scheduled for January 31, 2015.

2.0 PURPOSE

MTICS has approved the allocation of capital funding for this project and MIT has agreed to fund the associated Operating Costs and Amortization Costs.

The purpose of this MOU is to outline the agreement between the MTICS and MIT on the general terms of this commitment.

3.0 TERMS OF MUTUAL UNDERSTANDING

- MTICS will provide to MIT LWS designed office space at MIT's Premises. The workplace will be designed to support effective program delivery to the citizens of British Columbia.
- Approximately 2,839 m² (30,559 ft²) of office space will be designed to accommodate an estimated 92 FTE's.
- MIT will inform MTICS Workplace Strategies + Planning, by July 25, 2014 (commencement of detailed planning), of any increase or decrease in the number of FTE's forecasted out to January 31, 2015 as well as any current or anticipated program specific space required not typical to office planning as soon as they are identified by MIT. Organizational changes that significantly affect FTE numbers may impact MTICS'

ability to fully complete the Premises upon completion and therefore may impact the decision as to who will occupy the completed space.

- The space will be designed to meet the Government of BC's Leading Workplace Criteria to support the coordinated corporate approach to promote mobile and flexible work styles by integrating technology, culture, and space.
- Space allocation and workplace design will be based on an analysis of functional needs with the principle of promoting improved workflow and space efficiency by co-locating branches, divisions and/or ministries and the sharing of collaborative and corporate spaces based on the Leading Workplace model.
- In order to meet the agreed timelines between MITCS and MIT, timely provision of information and decision making will be required at the direction of MTICS Workplace Strategies + Planning (WS+P) and Workplace Development Services (WDS). MIT information that could impact to the scope, schedule, or budget of this office relocation will be shared with MTICS once it is known.
- Change management in support of the relocation and the adoption of Leading Workplace Strategies will be shared between MTICS and MIT with the understanding that the overall responsibility for the change management program lies with MIT.
- Maximizing value for money through triple bottom line analysis and lifecycle costing will be incorporated into workplace planning decisions.
- Workplace planning and design will utilize the BC Building Code, BC Fire Code, Worksafe BC regulations and local building bylaws to ensure workplace safety for all employees and visitors.
- MTICS is committed to reduce both capital and operating costs for facilities. Cost-containment strategies, such as increased space utilization, facility and equipment sharing will be reviewed in all workplace planning activities.
- This MOU is valid until January 31, 2015 and can be renewed if agreed by both parties.

4.0 LWS SPACE ALLOCATIONS

The Conceptual Planning for the project is based on the following LWS space allocations:

- Suite 730/765 >> estimated utilization ratio of 14.2 um²/WP¹
 - Mobility uptake of 40% of staff
- Suite 700 >> estimated utilization ratio of 12.4 um²/WP
 - Mobility uptake of 25% of staff

MIT acknowledges that achieving these targets is critical to maintaining the scope, schedule, and budget of the project.

¹ um²/WP = usable metres squared per workpoint (mobile + resident)

5.0 FUNDING

MTICS will provide the necessary capital funding required to complete the project (estimated at \$ 13, s 17 for tenant improvements and furniture.

MIT will be responsible for the one-time and amortization costs summaries on Appendix 1 attached.

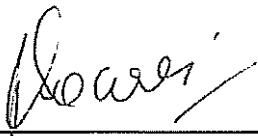
6.0 COMMUNICATIONS

MTICS and MIT will work together to produce and implement a comprehensive communications strategy, project, and move plan.

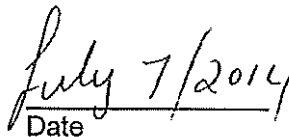
Regular, consistent communications from MTICS and MIT Executive out to MIT staff will include:

- LWS information and education sessions
- Planning progress updates
- Building development details as they become known and
- Project milestones


7.0 APPROVALS



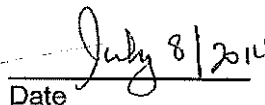
Ramona Soares
Assistant Deputy Minister
International Business Development
Ministry of International Trade



Date



Michael Blaschuk
Assistant Deputy Minister
Real Property Division, Shared Services BC
Ministry of Technology, Innovation and Citizens' Services



Date

APPENDIX 1 – ESTIMATED COSTS

FY2014/15 Capital - based on Project Completion January 31, 2015				
	RPD Capital 2014/15	Amort Period	Annual Amortizations (MIT cost) commencing February 1, 2014	2014/15 One-time expenses (MIT cost)
Suite 730/765 TI Project		5		
Suite 730/765 Furniture		5		
Suite 770 TI Project	s 13, s 17	2	s 13, s 17	s 13, s 17
Suite 770 Furniture		5		
TOTALS:				