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an embassy of canada.

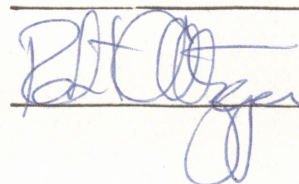
an embassy of canada.

by
James D. Zimmer.

a professional paper submitted in partial fulfillment
of the requirements for the degree
of
bachelor of architecture.

advisor.

thesis coordinator.

_____
director, school of architecture.

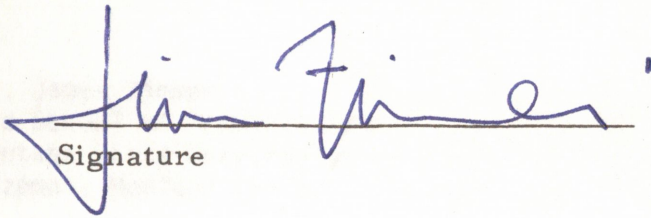
montana state university.
bozeman, montana.
march 21, 1986.

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Signature

19 March 1986
Date

Please use discretion in copying program information, since it is largely extracted from the New Canadian Chancery Brief and is not intended for general distribution.

Yours sincerely,



K.B. Smith
Project Manager

Department of External Affairs



Ministère des Affaires extérieures

Canada

MRPC-4802

OTTAWA, Ontario
K1A 0G2

October 1, 1985

Mr. James Zimmer
c/o School of Architecture
Montana State University
Bozeman, Montana 59717

Dear Mr. Zimmer:

In response to your letter of September 25, 1985, I am pleased to enclose some design criteria for the new Canadian Embassy soon to be built in Washington on Pennsylvania Avenue.

To-date our consulting architects Arthur Erickson of Toronto and Vancouver have not completed their Construction Documents but our plans are to call tenders this November and start construction in January/February next year. The material I am sending to you is not restricted but it is not for general distribution.

Should you require further information please contact me at the above address or call area code 613-995-7184.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'H.G. Cole'.

H.G. Cole
Project Manager

Encl.

Table of Contents

Course

Table of Contents

Acknowledgments

Introduction

The Value

Overall Program Synthesis

Principles and Pedagogy

1. "A certain dimension of reality is shaped in memory for memory makes it possible to dwell in time. And sometimes we have the occasion to return to a place still vivid in our recollections where we find ourselves confronting a situation both strange and familiar." (Bruce Webb)

Selected Bibliography

TABLE OF CONTENTS

Quote	i
Table of Contents	ii
Acknowledgements	iii
Introduction	1
The Place	2
Overall Program Synopsis	10
Precedent and Typology	16
Design Considerations	21
Image	22
Detailed Program Data	24
Select Bibliography	152

ACKNOWLEDGEMENTS

This thesis comes as a tribute to my faith and family, with special thanks to my mother and the soul of my father.

I am also grateful to Herb Cole of External Affairs Canada for providing me with the New Canadian Chancery Building Brief and site photos.

INTRODUCTION

In 1981 a competition was to be held for the New Canadian Chancery [Embassy] in Washington, D.C. A short list of ten Canadian architectural firms was compiled. In spite of their failure to place at the top of that short list, Arthur Erickson Architects gained the job as a political plum.

Thus presume this thesis to be a late entry for the Canadian Embassy "competition" in Washington, D.C. (This pointed sarcasm of architectural competitions is intended.)

On a more serious note this project seeks to explore architecture as semiotic; that is, what does one country say to another? Because of the sensitive nature of foreign relations, it becomes important to present an image which will not be interpreted as hostile to the host country.

As a real project on a real site, this problem presents given conditions -- however welcome or unwelcome -- of building program as well as site. Thus it is above all else a work of architecture as opposed to a work of sculpture or total fantasy on an imaginary site.

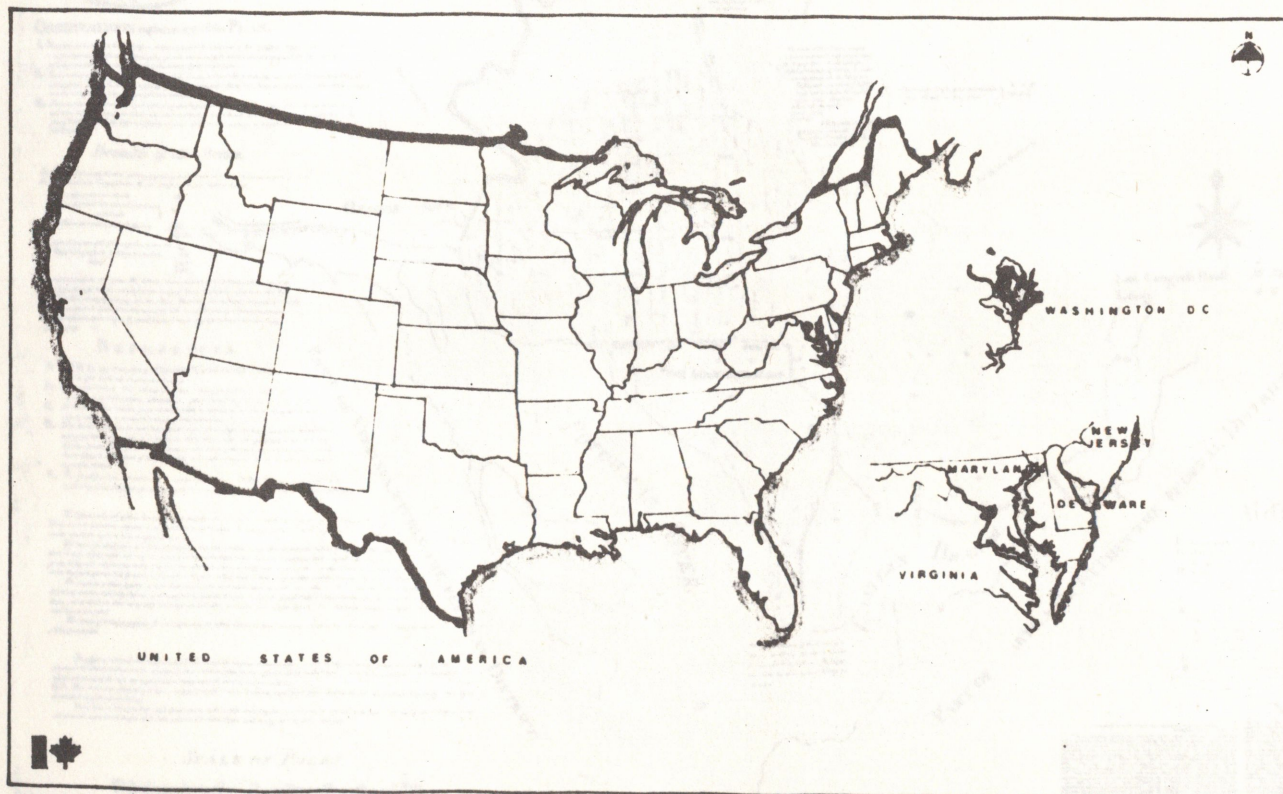
THE PLACE

WASHINGTON, D.C.

Named after George Washington and Christopher Columbus, Washington, District of Columbia, was established in 1800 as the seat of government and national capitol of the United States. Located on the Potomac River between Maryland and Virginia, the site was selected by President Washington in 1791. Major Pierre Charles L'Enfant was given the job of planning the new city.

The Capitol Building dominates the Washington skyline through its building massing, its location and its elevation on top of Capitol Hill. West from the Capitol along the Mall is the Washington Monument (the obelisk), with termination at the Lincoln Memorial. The White House is on a northwest diagonal from the Capitol. This diagonal forms Pennsylvania Avenue, along which the inaugural parade is held for the new President every fourth year.

South of the White House is the Washington Monument and the Jefferson Memorial.





CONTEXT AND SITE

At the pivotal intersection of Pennsylvania and Constitution Avenues, the site location is critical. It forms the first block along the processional route from the Capitol to the White House on Pennsylvania Avenue. Thus, maintaining the continuity of Pennsylvania Avenue as edge becomes important. Scale should be comparable to adjacent buildings on both Constitution and Pennsylvania Avenues, with consideration to the architectural character of the Federal Trade Commission Building and the East Wing of the National Gallery of Art. The site is visually prominent because of the void created immediately to the east of it by John Marshall Park. Inversely, the southeasterly portion of the site provides a view corridor to the U.S. Capitol Building.

Along the north-south axis of John Marshall Park is a major vista in the original L'Enfant Plan of Washington. This site forms one quadrant of a group of buildings -- the U.S. District Courthouse, the D.C. Superior Courthouse, the D.C. Municipal Office Building -- focusing on the Old City Hall with the Pension Building rising behind it. Development should reinforce this axis by using massing guidelines from the U.S. District Courthouse. Thus, maximum height should correspond to its upper cornice line at 88 feet, while minimum height should correspond to its lower cornice line at 65 feet.

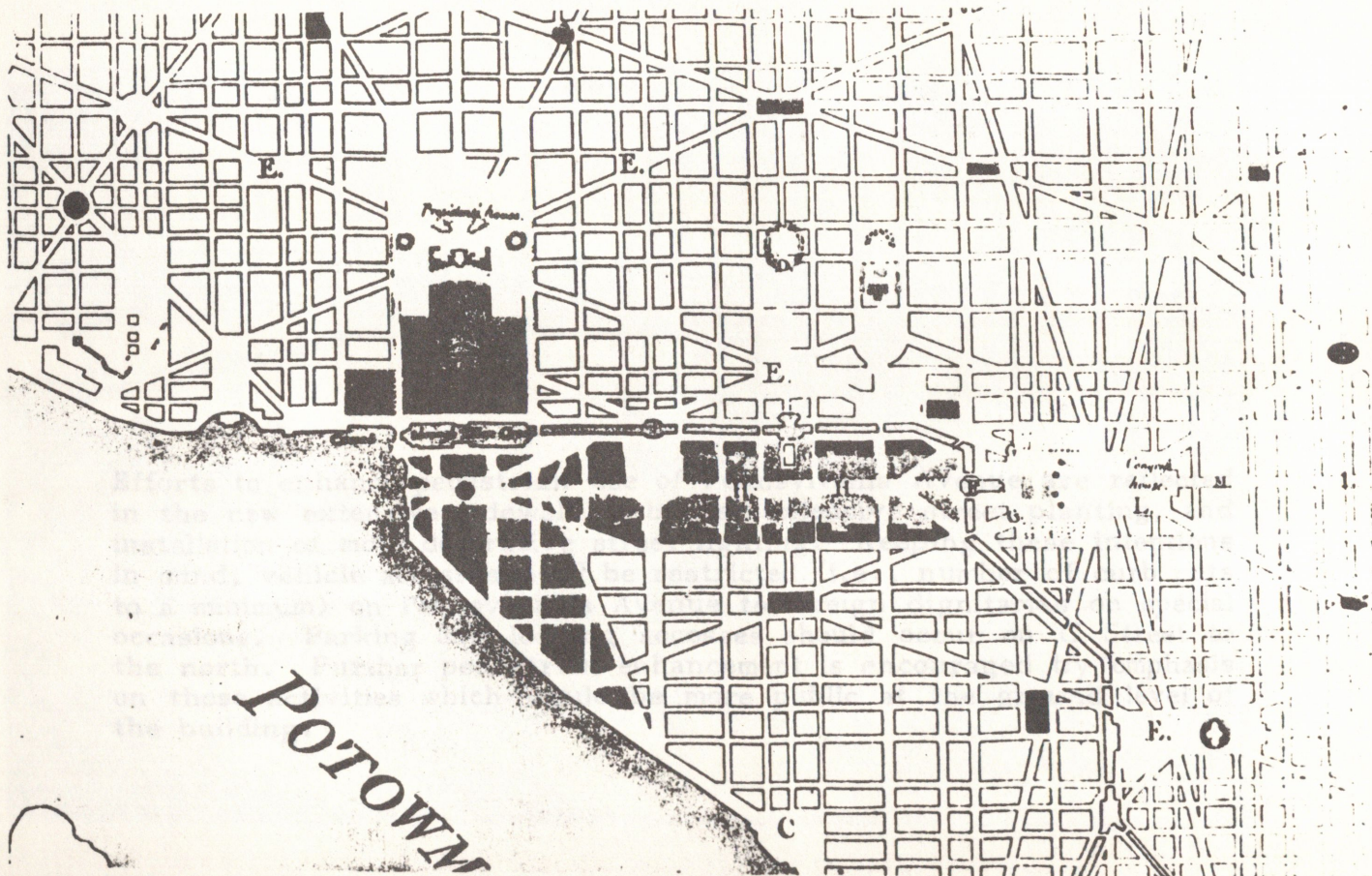
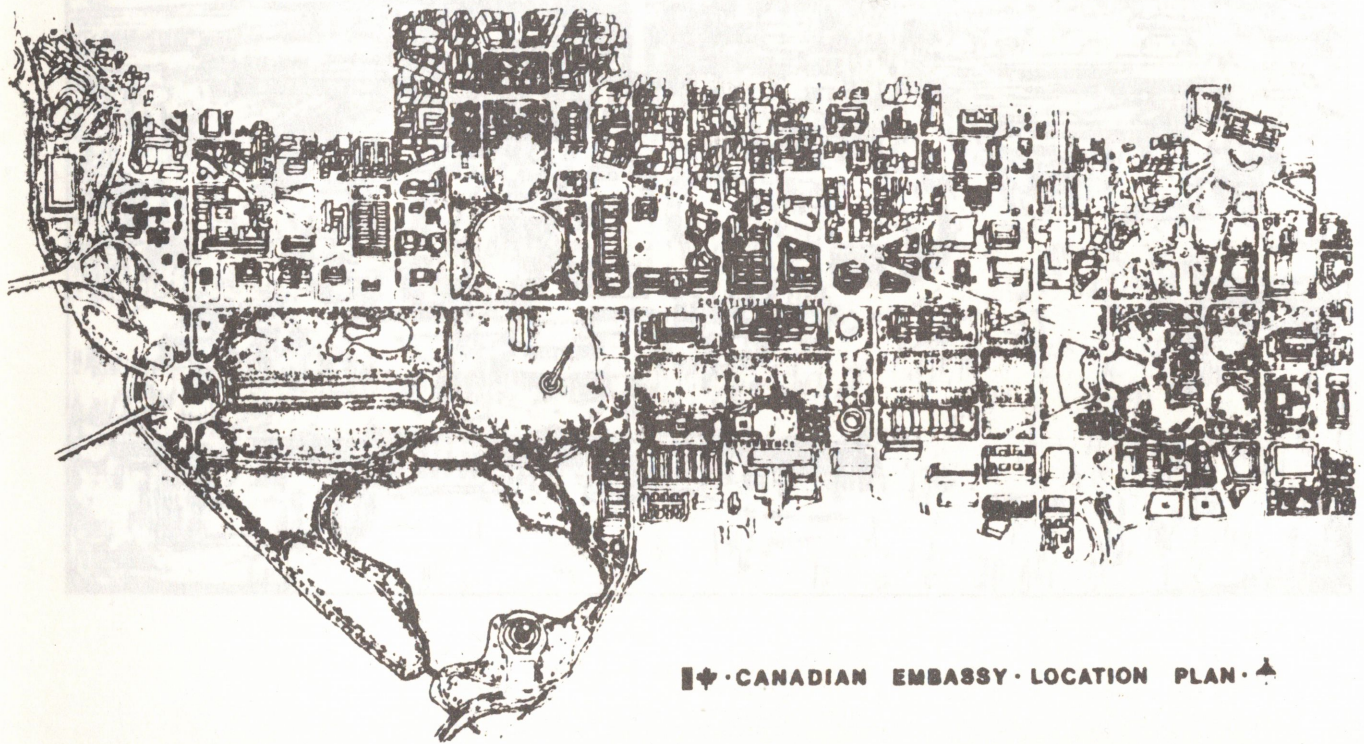
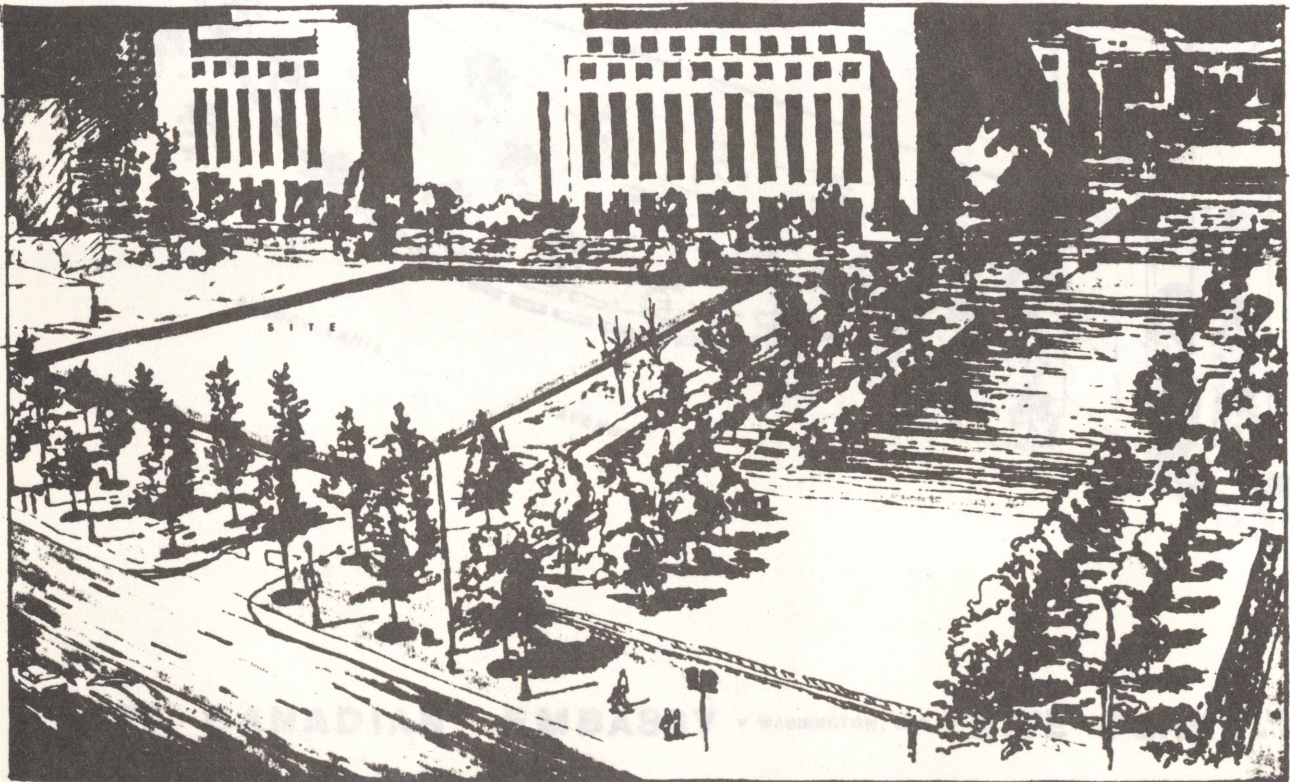
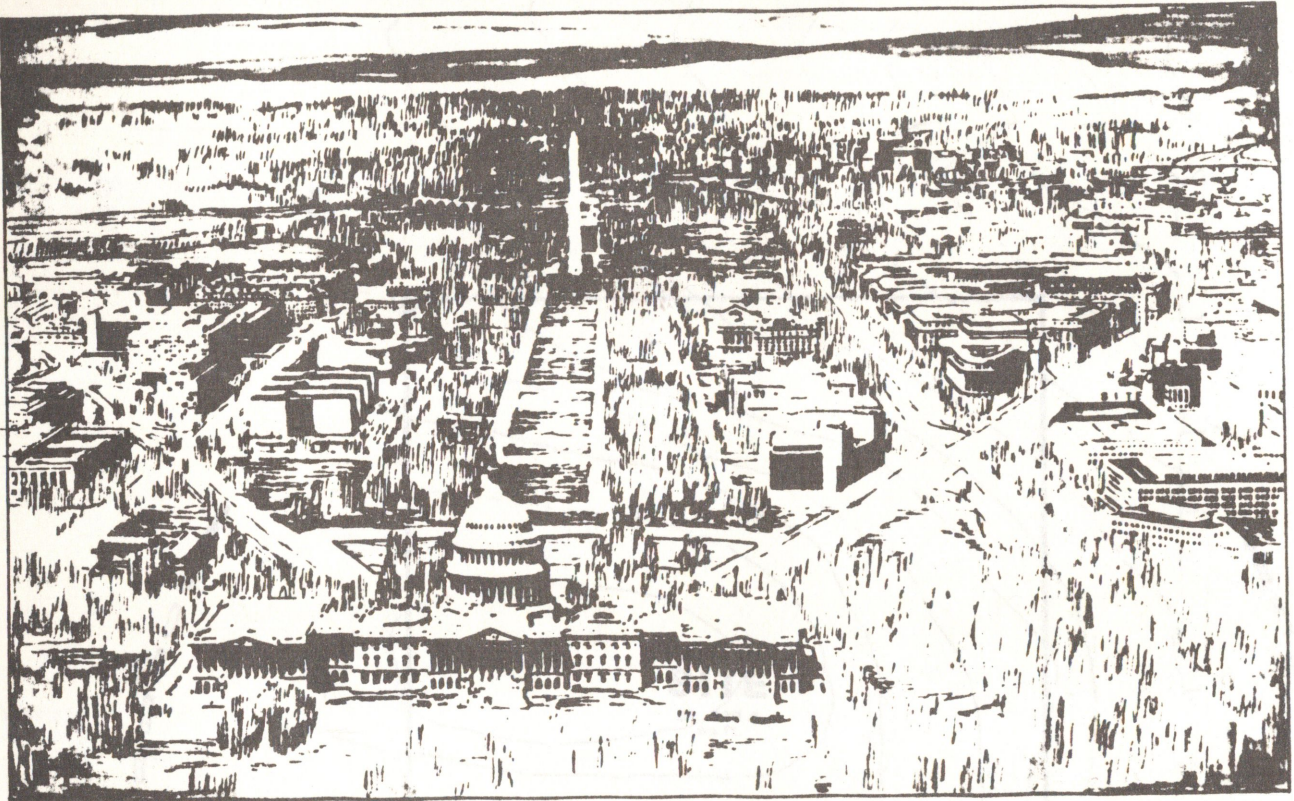


FIGURE 7. Detail, L'Enfant's map of the Federal City, 1791.

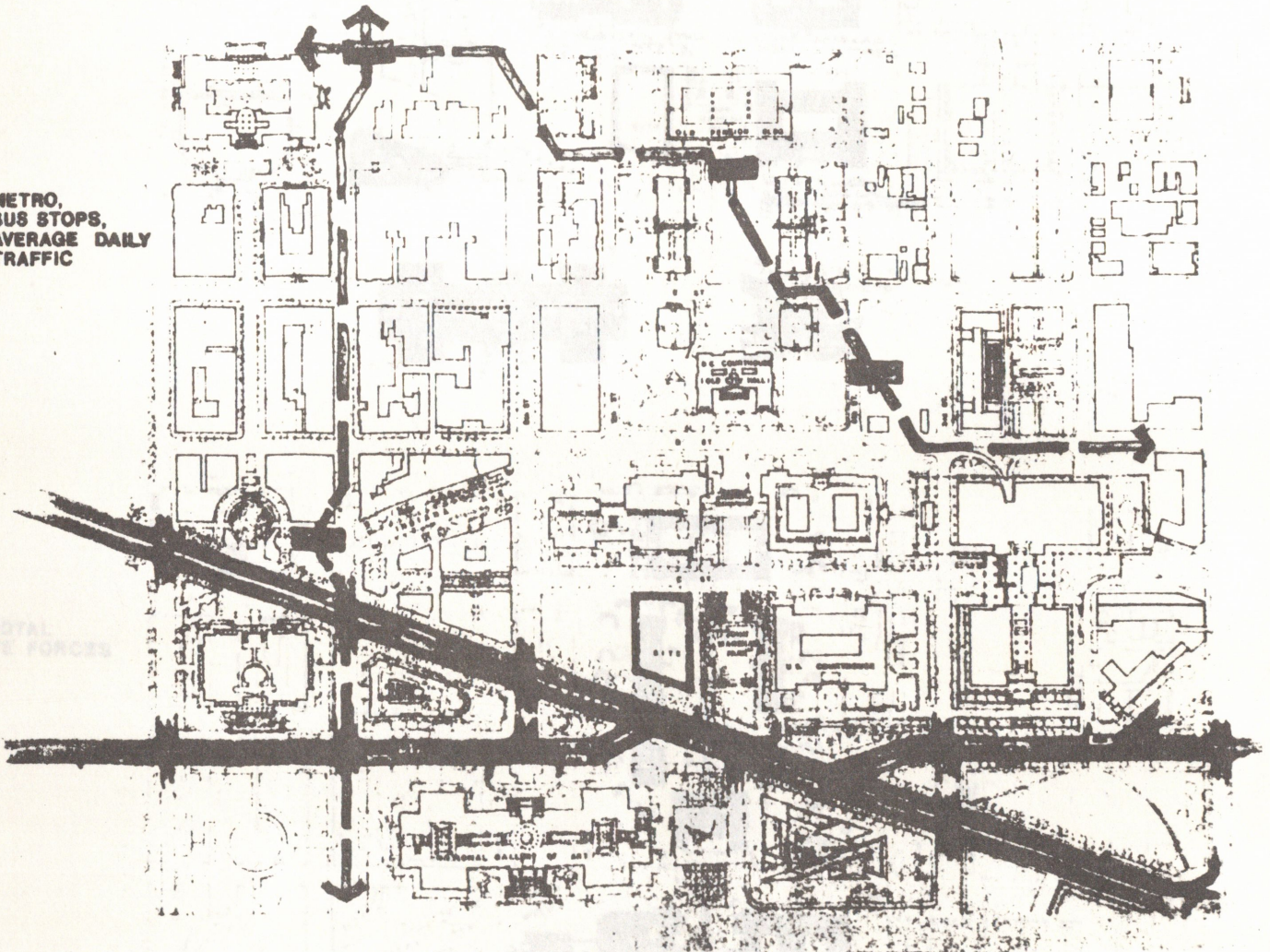


■ ♦ CANADIAN EMBASSY LOCATION PLAN ♦ ▲

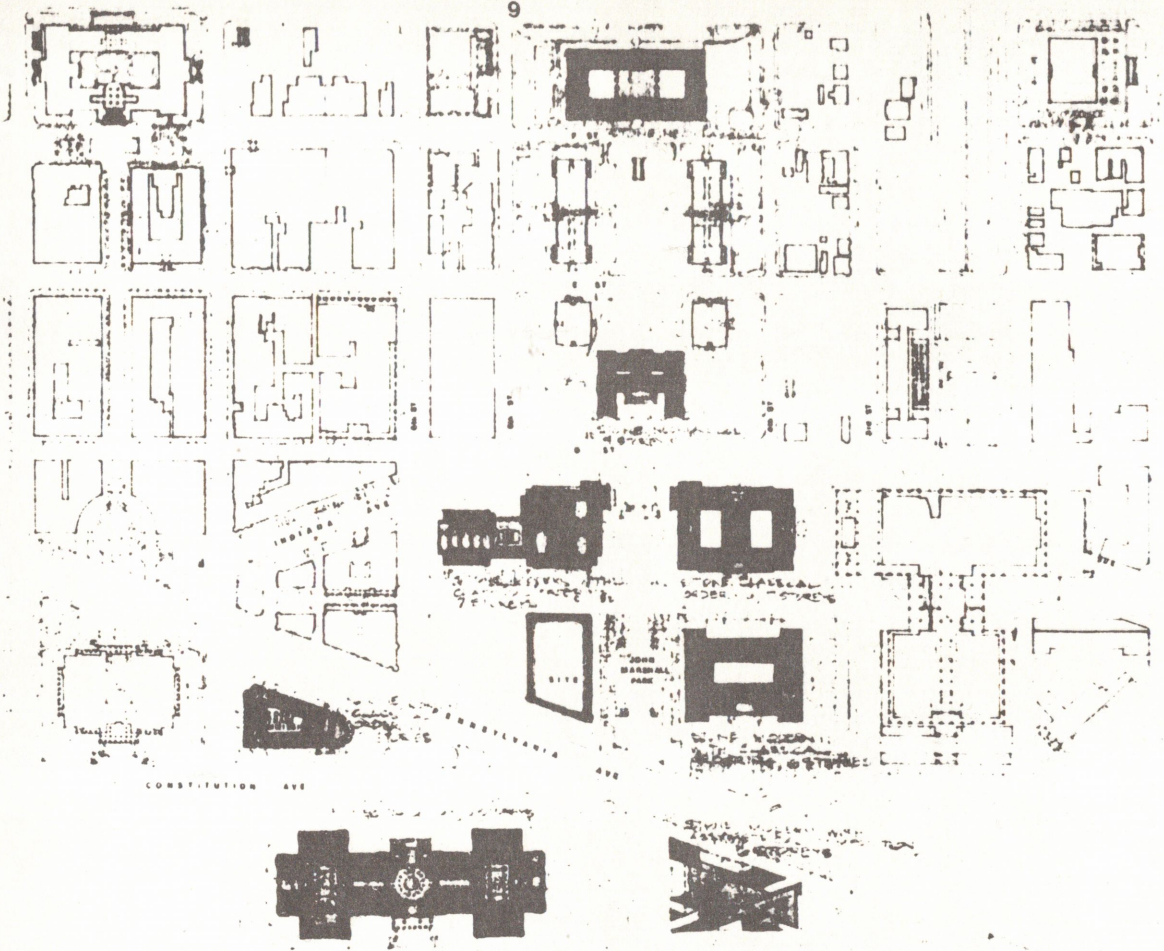
Efforts to enhance pedestrian use of Pennsylvania Avenue are reflected in the new extensive sidewalk setbacks, extensive street planting, and installation of more decorative street lighting. Keeping these intentions in mind, vehicle access should be restricted (i.e., number of curb cuts to a minimum) on Pennsylvania Avenue to foreign dignitaries on special occasions. Parking and loading accesses should occur on C Street to the north. Further pedestrian enhancement is encouraged by emphasis on those activities which would be more public at the ground level of the building.



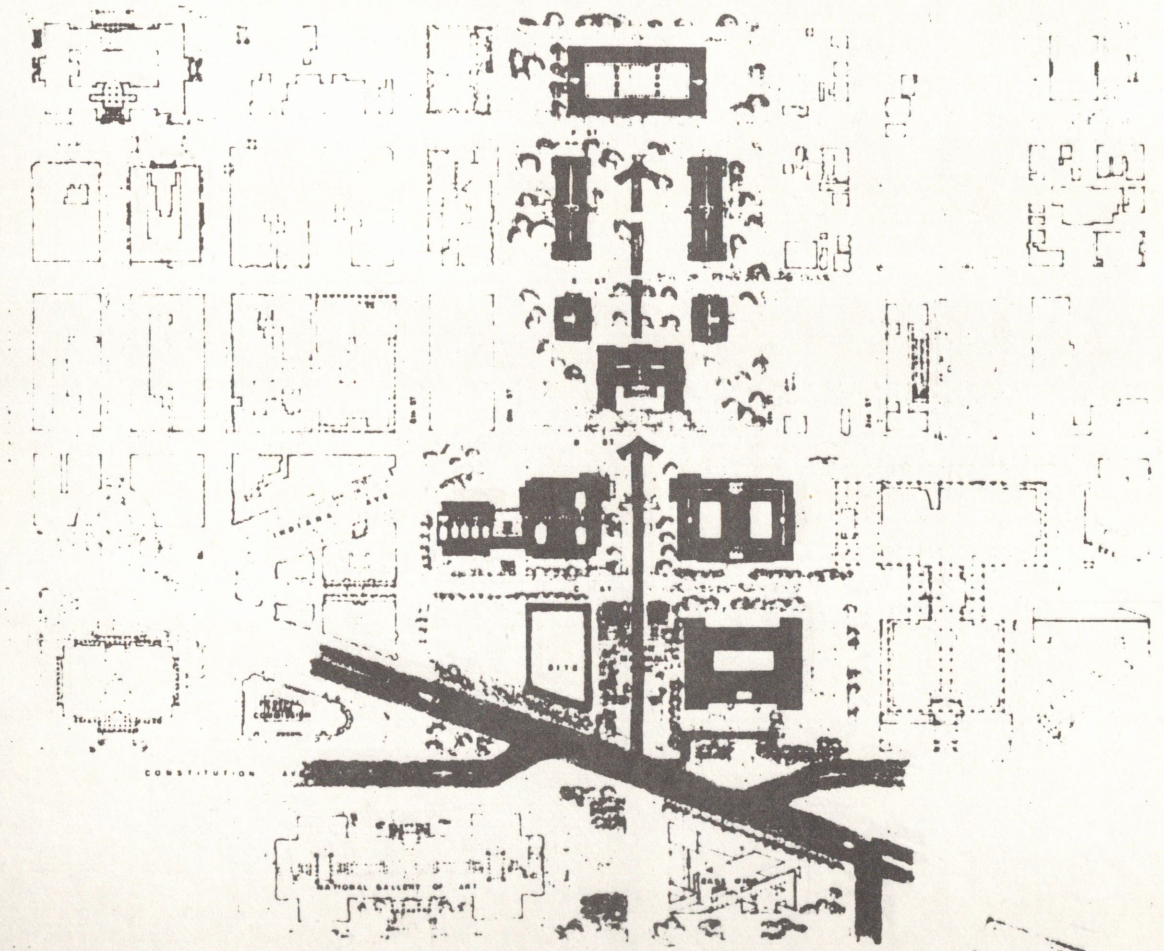
**METRO,
BUS STOPS,
AVERAGE DAILY
TRAFFIC**



MATERIALS,
TYPOLOGY,
BUILDING
HEIGHT



PIVOTAL
SITE FORCES



OVERALL PROGRAM SYNOPSIS

Office of the Commander

1020 sq ft

1020 sq ft

PO public relations

po

4030 sq ft

public relations section

1367 sq ft

5367 sq ft

EC economic

economic section (office)

497 sq ft

general economic section

1234 sq ft

communications & public relations

4530 sq ft

public relations

2004 sq ft

public relations section

720 sq ft

communications section

1201 sq ft

public

1122 sq ft

1374 sq ft

DL defense research & development (Washington)

Office of the Commander

1383 sq ft

communications & electronics

770 sq ft

C.F. - air attack

1608 sq ft

C.F. - air defense attack

1708 sq ft

C.F. - air defense attack

2808 sq ft

defense research & development

4020 sq ft

C.D. & S. (administration)

812 sq ft

C.D. & S. (administration) - personnel

240 sq ft

C.D. & S. (administration) - comptroller

1220 sq ft

C.D. & S. (administration) - logistics

184 sq ft

12093 sq ft

PU public affairs divisions

Minister's council (public affairs)

764 sq ft

public relations

516 sq ft

cultural affairs

1060 sq ft

press section

958 sq ft

library

5373 sq ft

congressional relations

706 sq ft

publications section

650 sq ft

10197 sq ft

Synopsis

AM office of the ambassador

office of the ambassador

2026 sq. ft.

2026 sq. ft.

PO political division

political section

police liaison (R.C.M.P.)

4035 sq. ft.

1867 sq. ft.

5902 sq. ft.

EC economic division

economic division (minister's office)

699 sq. ft.

general economic section

1434 sq. ft.

commercial policy & trade relations

4093 sq. ft.

supply program

2004 sq. ft.

science and technology section

766 sq. ft.

tourism (visits to Canada)

1281 sq. ft.

energy section

1122 sq. ft.

11399 sq. ft.

DL defense liaison division (Washington)

office of the commander

1383 sq. ft.

communications & electronics

770 sq. ft.

C.F. — air attaché

1608 sq. ft.

C.F. — military attaché

1708 sq. ft.

C.F. — naval attaché

2008 sq. ft.

defence — research & development

2020 sq. ft.

C.D.L.S. (w.) administration

812 sq. ft.

C.D.L.S. (w.) administration — personnel

1240 sq. ft.

C.D.L.S. (w.) administration — comptroller

1220 sq. ft.

C.D.L.S. (w.) administration — logistics

124 sq. ft.

12893 sq. ft.

PU public affairs division

minister-counsellor (public affairs)

764 sq. ft.

academic relations

618 sq. ft.

cultural affairs

1068 sq. ft.

press section

958 sq. ft.

library

5373 sq. ft.

congressional relations

706 sq. ft.

publications section

650 sq. ft.

10137 sq. ft.

AD post administration division

minister - counsellor (administration)	1206 sq ft.
general administration (consular)	1860 sq ft.
property & material	426 sq ft.
personnel	1186 sq ft.
finance	1996 sq ft.
transportation	865 sq ft.
telephone and reception	670 sq ft.
security	590 sq ft.
registry	3085 sq ft.
telecommunications (external affairs)	3840 sq ft.
telecommunications (department of nat'l defence)	2180 sq ft.
properties maintenance	1295 sq ft.
material and supply	348 sq ft.
purchasing	358 sq ft.
	<u>19905 sq ft.</u>

OA ambassador to O.A.S. (Organization of American States)

permanent mission of Canada to OAS.	1525 sq ft.
	<u>1525 sq ft.</u>

PA public areas

public areas. (lobby & foyer, theatre, etc.)	6800 sq ft.
	<u>6800 sq ft.</u>

SP special purpose areas

conference facilities	1700 sq ft.
reproduction facilities	1950 sq ft.
recreation facilities	1330 sq ft.
staff lounge	1000 sq ft.
general purpose room	3850 sq ft.
visitors' offices	1080 sq ft.
	<u>10910 sq ft.</u>

FS food services

food services	4880 sq ft.
	<u>4880 sq ft.</u>

GS general services - material handling

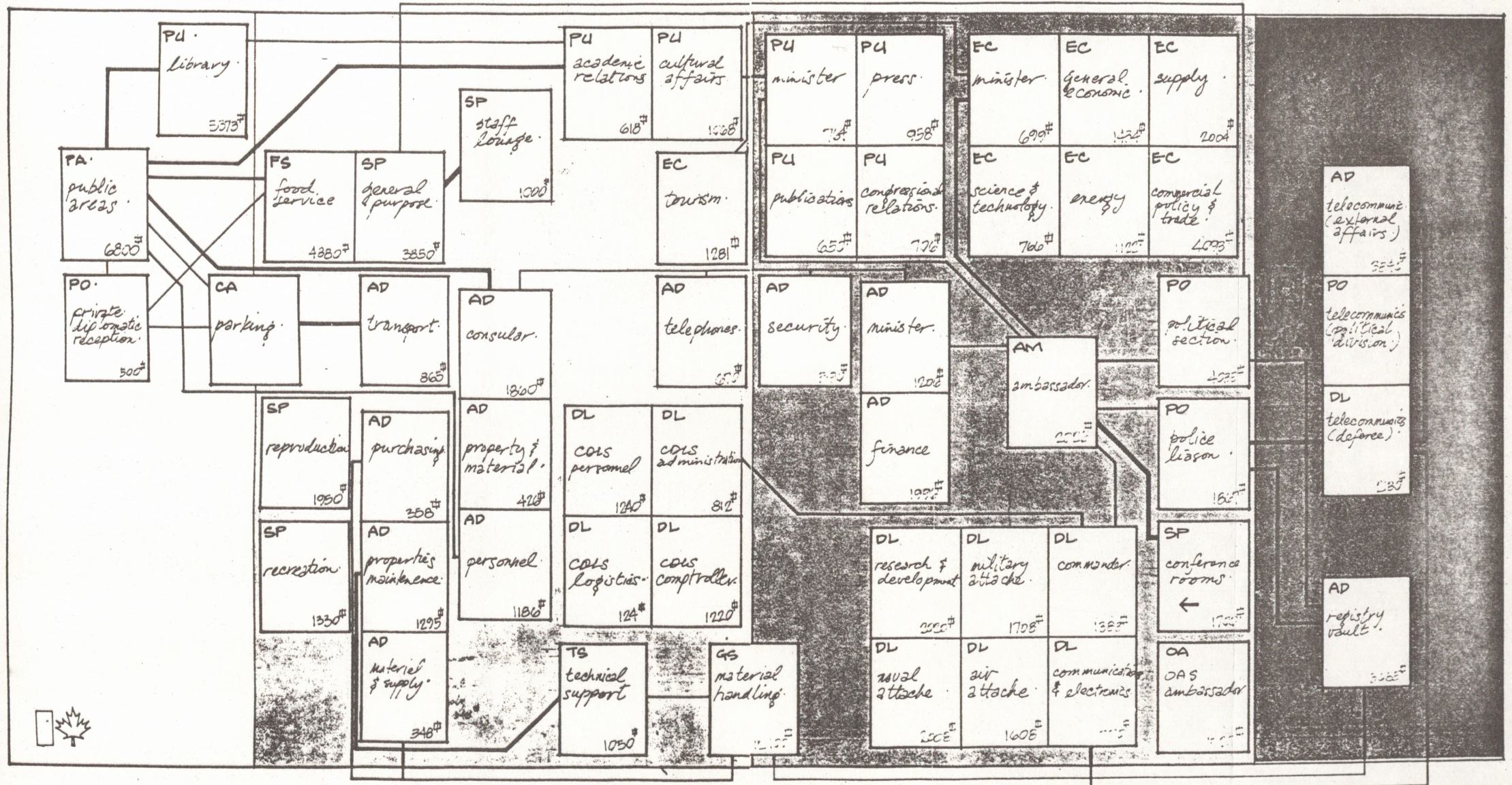
general service - material handling	12100 sq ft.
	<u>12100 sq ft.</u>

TS technical support -

technical support

	1050 sq ft.
	<u>1050 sq ft.</u>

functional relationship diagram



all parking underground.

proposed zoning by floor.

fifth floor:

AD	registry	2085#
AD	telecomm. (ext. affairs)	3840#
DL	telecomm.	2180#
PO	telecomm.	
		<u>9105#</u>

fourth floor:

AM	ambassador	2026#
SP	conference facilities	1700#
PO	political section	4035#
PO	police liaison	1865#
		<u>9628#</u>

third floor:

OA	ambassador to O.A.S.	1525#
		<u>1525#</u>

third floor:

EC	econ. minister	699#
EC	gen'l econ. sect.	1734#
EC	comm. poly & trade	4093#
EC	supply prog.	2004#
EC	science & tech.	766#
EC	energy sect.	1122#
PU	minister	764#
PU	academic relat.	618#
PU	cult. affairs	1068#
PU	press sect.	958#
PU	com. relat.	706#
AD	telephones	670#
AD	security	590#
		<u>15792#</u>

AD	minister	1206#
AD	finance	1996#
DL	comptroller	1383#
DL	milit. attache	1708#
DL	naval attache	2008#
DL	air attache	1608#
DL	comm. & electron.	770#
DL	Research & devel.	2020#
DL	CDLS personal	1240#
DL	CDLS admin.	812#
DL	CDLS logistics	124#
DL	CDLS comptroller	1220#
		<u>16095#</u>

main floor:

AD	property & mat'l	426#
AD	propert. maint.	1295#
AD	transportation	869#
GS	general service	12100#
TS	technical support	1050#
		<u>15730#</u>

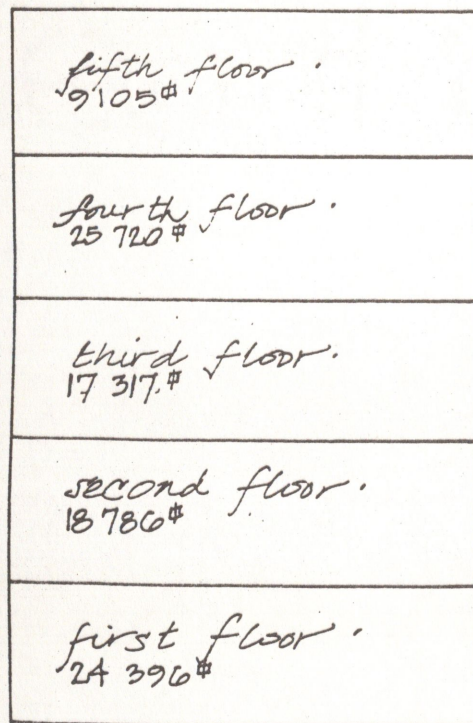
AD	mat'l & supply	348#
AD	purchasing	358#
SP	reproduction	1950#
SP	general purpose	2850#
SP	recreation	1330#
SP	staff lounge	1000#
SP	visitors offic.	1080#
FS	food services	4880#
		<u>10946#</u>

all floors to have a janitorial closet.

main floor:

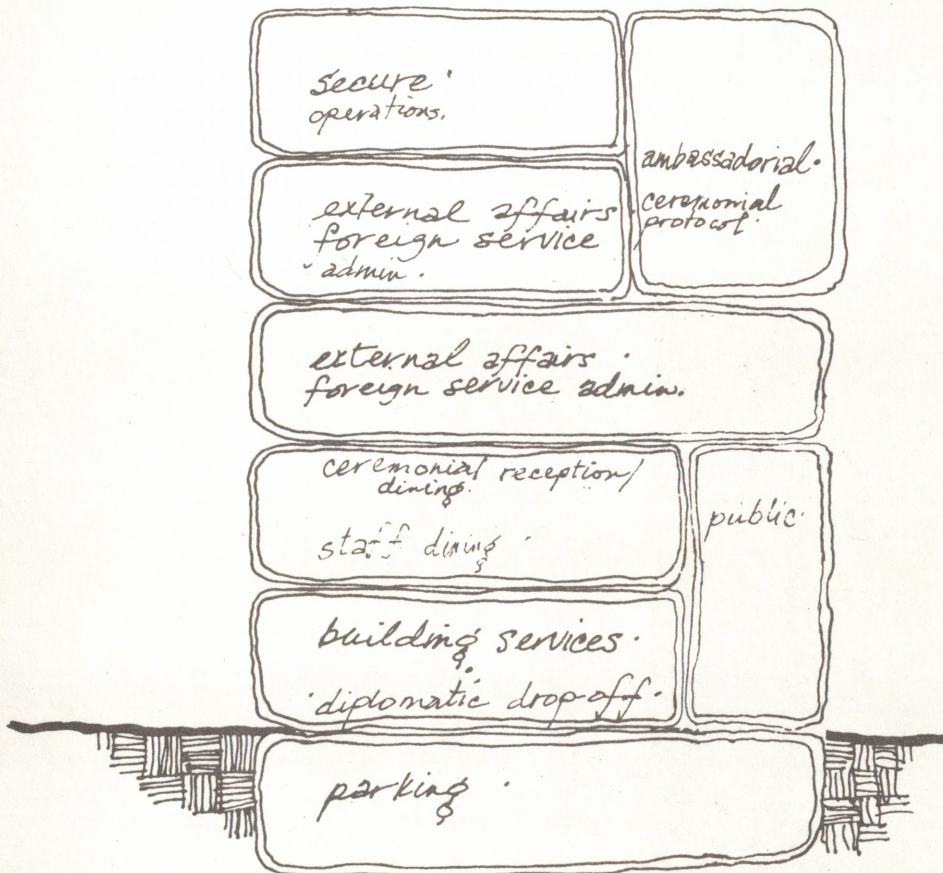
PA	public areas (art gallery, theatre, cloakrooms, lobby)	1800#
AD	consular	1860#
PO	diplomatic recept.	1000#
		<u>8660#</u>

PU	library	5373#
EC	tourism	1281#
AD	personnel	1186#
		<u>7840#</u>



buildable site area:
53,230#

proposed building hierarchy.



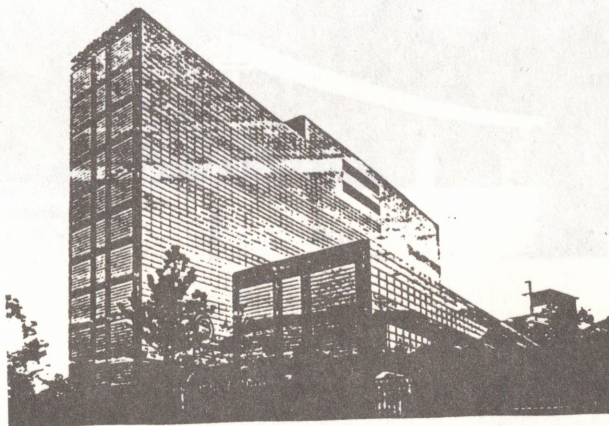
PRECEDENT AND TYPOLOGY

BUILDING AT HEROIC SCALE

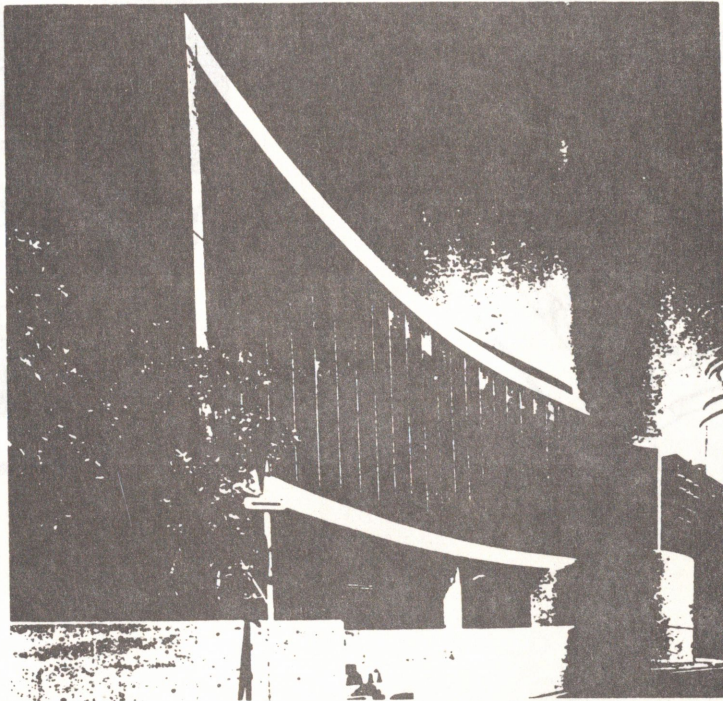
The first approach to embassy image is to carry a building metaphor to a level which Robert Venturi would characterize as a "duck." Although this level of scale coincides with typically vast program requirements, such symbolism can aid the host country's resentment if relations between the two countries go sour.

EXAMPLES:

Study the U.S. Embassy Office Building in Tokyo [Cesar Pelli of Gruen Associates; A.I.A.J., July 1984] where fenestration is used to inscribe Old Glory onto the building wall.

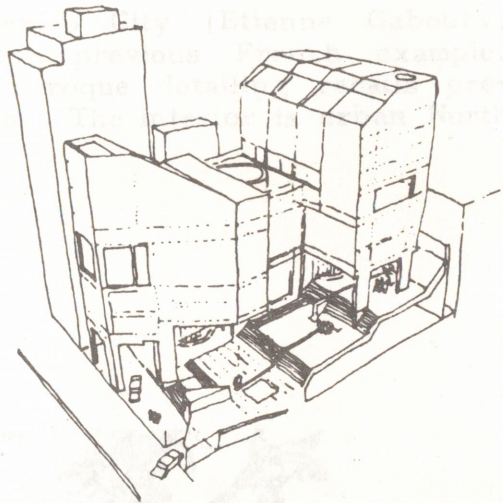
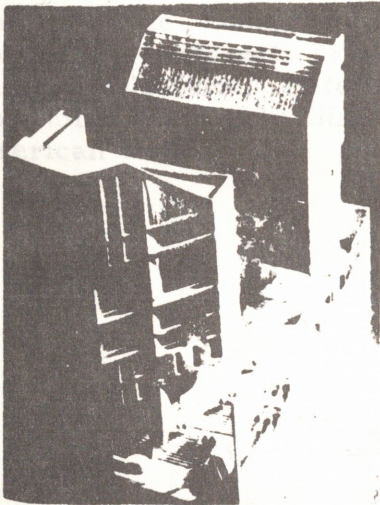


The references may be derived from national architectural distinctions as in the Brazilian Embassy in Tokyo [Takenaka Komuten Co. and Ruy Ohtake; Japan Architect, Jan. 1984], capturing the unique spirit of Brazilian tropical architecture.



Such national image may be subdued to reaffirm the embassy's setting, be it urban, suburban or rural. Thus, the French Embassy in Mexico City [Bernard Kohn; *Architecture d'Aujourd'hui*, Oct. 1984] is an urban-scaled Modern building above all else.

EXAMPLES

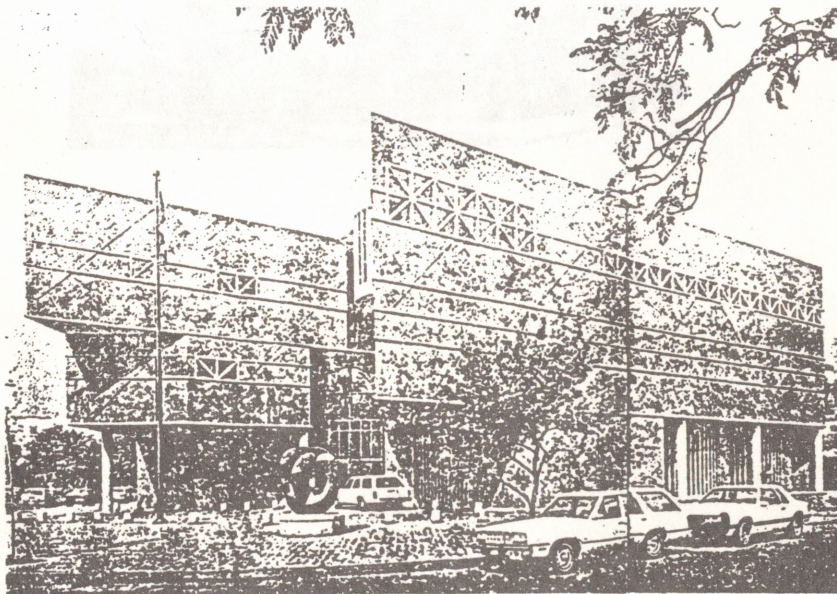


BUILDING AS DIPLOMATIC GESTURE

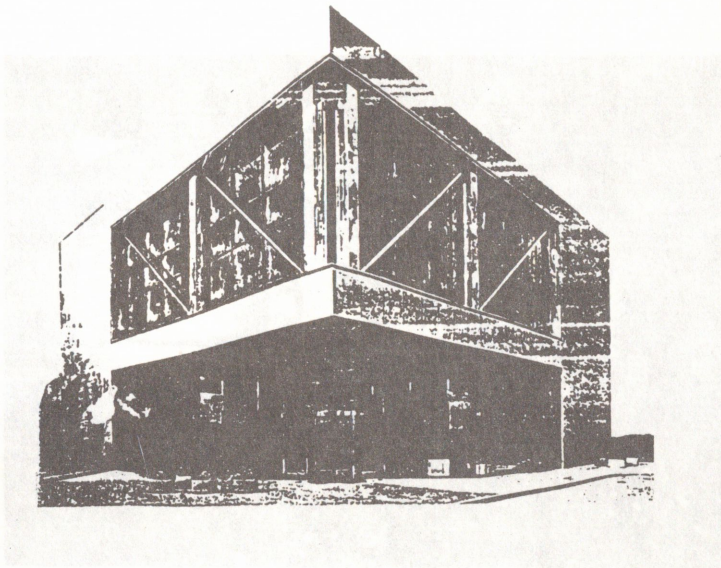
The counter approach to embassy image is to reaffirm, at least in exterior, the culture of the host country. This would be more characterized by the "decorated shed" of Robert Venturi. Although these well-meaning intentions are clearly understood, the common use of cultural artifact as literal image gets translated out of all proportion due to the scale of the typically vast program, pointing to pastiche.

EXAMPLES:

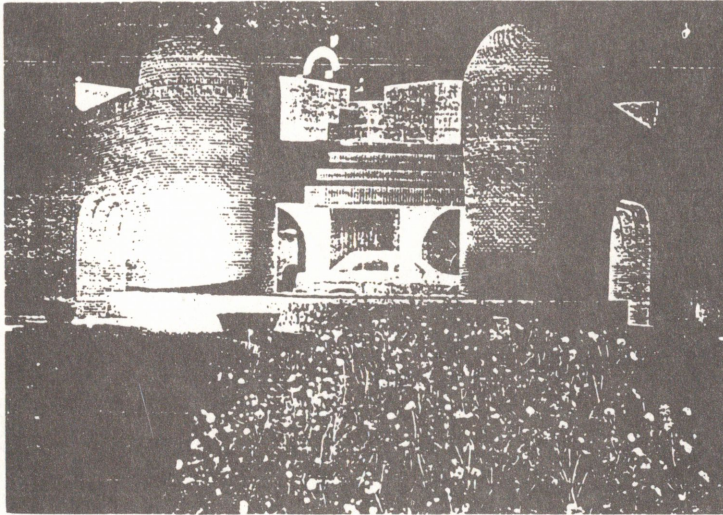
Compare the Canadian Embassy in Mexico City [Etienne Gaboury; Canadian Architect, Feb. 1982] to the previous French example. Faceted planform, material, color and baroque detailing recalls pre-Colombian and early Hispanic Mesoamerica. The interior is urban North American Modern.



It is significant to understand the image of the country which the embassy is to be placed in. Thus the Kuwait Chancery in New York [Donald Canty of S.O.M.; A.I.A.J., July 1983], in a rather unlikely alliance, uses a "Modern" building envelope as the exterior "decoration." The interior uses traditional Islamic patterns. The building is in a newly-subdivided area for embassies.



Refer to the Belgian Embassy of India [Satish Gujral; A + U, May 1985] to see a bridge between literal artifact and modern abstraction. Massing, form, material and color are used to stimulate a romantic association to minarets, domes and so on.



DESIGN CONSIDERATIONS

The vast program of the Canadian Embassy in Washington points to a building of heroic scale. Such scale fits well with its key site location.

In my view, the preferred strategy for image is to use the building as a diplomatic gesture of Canada to the United States. Within that, the building should feel comfortable on this sensitive site without being considered "pastiche" on the one hand and "over-bearing" on the other. "Pastiche" is to be avoided by using subliminal abstraction of Canadian image. "Over-bearing" character is to be avoided by careful site and contextual response.

The trapezoidal site and its pivotal nature has an implicit form suggestion. Massing and building height are to be generated from the existing monumental context.

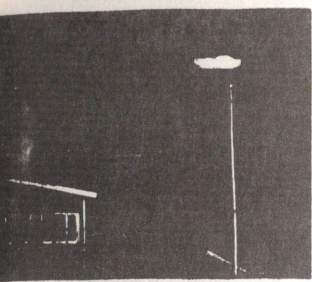
Recall Bruce Webb's quote at the beginning of this thesis. The intention is to select an image vivid in the Canadian subconscious, inviting recollection of something both strange and familiar. Timelessness in imagery becomes tantamount.

IMAGE

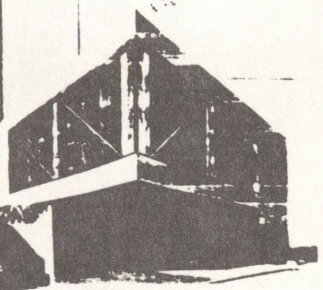
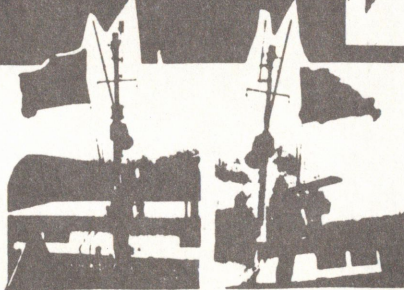
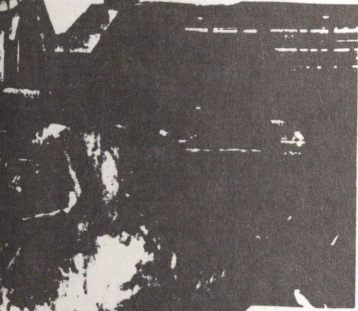
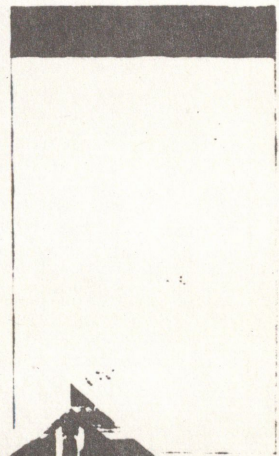
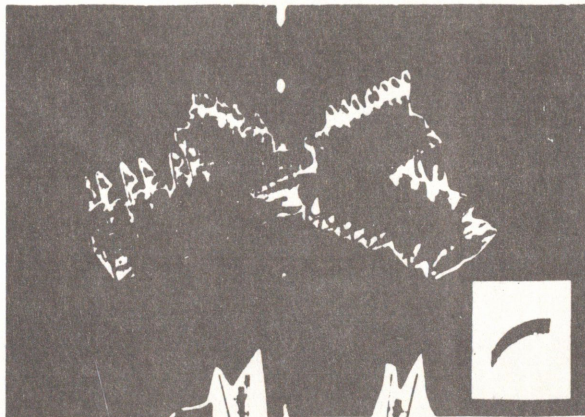
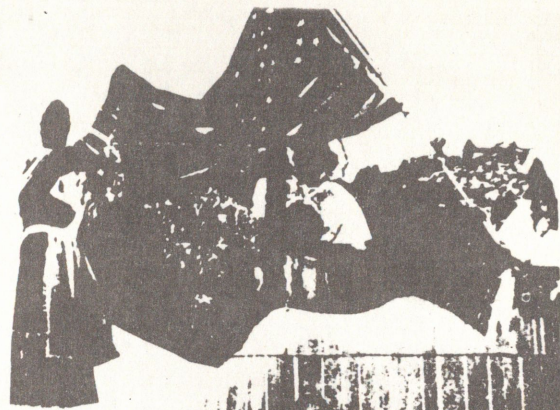
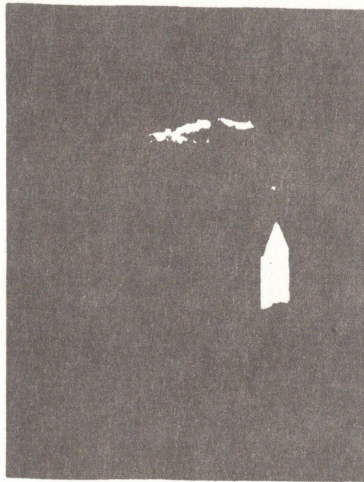


"Mountain Landscape" by Lawren Harris.

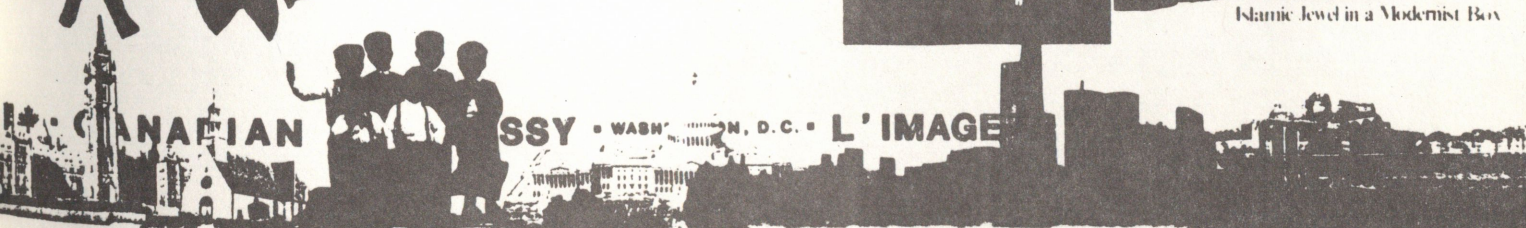
Lawren Harris was one of the Group of Seven Canadian painters. The painting is in the Saskatoon Gallery and Conservatory Collection.



Four and twenty Yankos, looking very dry.
What across the border to get a drink of eye.
What the eye was opened, the Yankos began to sing.
"God bless America, but God save the King!"



Islamic Jewel in a Modernist Box



CANADIAN SYSSY • WASHN • N, D.C. • L'IMAGE

DETAILED PROGRAM DATA

Office

To support the program, the office should have "closed" sections and the Chairman's office.

II

Work on the program should be done at other times with no other work.

Part of the

Audio-visual equipment should be used in all sections.
All sections should have a "closed" section.
Other sections should have a "closed" section.

Part of the

Visual equipment should be used in all sections. First identify the equipment and then the equipment. The equipment should be controlled by a locked doorway.

Avoid situations that can cause physical harm or trauma to unsuspecting people visiting the program, such as through unnoticed grade changes, etc.

Provide facilities for the display of films, audio/visual cassettes, playing or recording, computer, etc., and other equipment.

Provide facilities for the display of films, audio/visual cassettes, playing or recording, computer, etc., and other equipment.

Provide facilities for the display of films, audio/visual cassettes, playing or recording, computer, etc., and other equipment.

Guard room and reception room to be separate but with a connecting door.

Guard room should have at least 2 guards at one time.

Provide facilities for the display of films, audio/visual cassettes, playing or recording, computer, etc., and other equipment.

PA PUBLIC AREAS

OBJECTIVE

To support the goals of the Public Affairs and Cultural sections and the Chancery as a whole.

TIME FRAME

Normal daytime work week, but facilities in use at other times with necessary staffing as required.

PARTICIPANTS

Audio/visual technician

All sections of the Public Affairs and Cultural sections

Other sections of the Chancery

DESIGN CONSIDERATIONS

Visitors proceeding to the interior of the building must first identify themselves to the receptionist and pass through a controlled locked doorway.

Avoid situations that can cause physical harm or trauma to unsuspecting people visiting the premises, i.e., through unnoticed grade changes, etc.

Provide facilities for gallery/display areas of Canadian exhibits.

Provide facilities for showing of films, audio/visual cassettes, playing of records, concerts, lectures, press conferences.

Provide facilities for public reception such as informal entertaining and also for display purposes and overflow exhibition space.

Guard room and receptionist room to be separate but with a connecting door.

Guard room should accommodate 2 guards at one time.

Provision must be made for a door directly from the guard room to the lobby and also a second means of safe escape into interior of building for the receptionist and guard.

Provide an area for security screening service and ease of access to public areas with coat rack and telephones.

ENTRANCE LOBBY AND FOYER

OBJECTIVES

The Main Entrance Lobby should provide an area for security checking (details as required) and circulation of the Chancery staff (320 people) and for the visiting public. Visitors or tourist groups may arrive by bus or car during any time of the day. During the evening up to 400 persons may attend official or other functions.

The Main Foyer located adjacent to the Entrance Lobby should provide an area for the receptionist and guard where visitors are retained while credentials are checked. A common wall should be provided with a security enclosure, having a talk-through capability.

TIME FRAME

During normal working hours 5 days/week.

In the afternoons or evenings for official diplomatic functions, receptions, cocktail parties, etc.

At all times other than normal working hours the entrance doors are secured and controlled access given only to those authorized. Outside doors are usually unlocked, in both directions, during normal working hours. Inside doors are locked at all times and released remotely by receptionist and/or guard with an over-ride control by security guard.

PARTICIPANTS

Chancery staff/official guests/visitors/tourists.

Directory/enquiry personnel/coat check service staff/security personnel.

DESIGN CONSIDERATIONS

Provide easy and direct pedestrian circulation access to and egress from the Chancery, the parking areas, Pennsylvania Avenue and internally.

The reception/enquiry area should be placed so as to command a clear view of those entering and be easily accessible to visitors/guests, etc.

Direct controlled access should be provided to the Representational Areas.

The Theatre and Art Gallery require controlled access for visitors and guests directly from the main entrance lobby.

Provide an area for security control screening service and ease of access to public washrooms, coat check and telephones.

Access and provision for the physically handicapped is to be provided. A wall-mounted recessed drinking fountain for wheelchair visitors is required.

The main entrance doors should accept efficient security alarm systems, and have durable construction from a breakage/vandalism standpoint.

A non-slip floor surface should be provided capable of withstanding wear without marring or tracking.

Direct intercom plus other emergency security signalling link to security and post administration with telephone intercom to all divisions and sections is to be provided.

Provide an airy, bright, high-ceilinged and spacious entrance suitable for possibly a prominently located Canadian work of art.

All partitions between vestibule and interior of building (including doors and glazing) are to be bullet-proof.

PARTICULARS

Projectionist

Attendees (or to be determined)

Speakers

DESIGN CONCEPTS

The seating should be arranged to have unobstructed view of the screen from all seating positions and at a level of comfort to ensure an enjoyable viewing.

The acoustical design should provide true audio reproduction from the installed equipment and for clear sound including speech and music rather than for entertainment purposes.

Provide variable lighting, sound level controls, safety signals, and simultaneous sound and light control requirements.

Adequate ventilation, air conditioning, ventilation, illumination controls are to be provided for the entire facility.

Sloping of floor should be provided for viewing.

THEATRE

OBJECTIVES

A theatre to provide film screening and live performances to groups of up to 350 people with the capability of either rear screen or forward projection of either 16mm, 8mm film with sound track, and 35mm slides or forward projection using 35mm film.

To be as fully adaptable as possible in layout, seating, acoustics and lighting for use, in addition to film screenings, for press conferences, briefings, lectures, music recitals, large seminars, conferences and staff meetings with sound amplification, translation booths, projection booth and a stage or podium.

To provide complete audio/visual capabilities.

TIME FRAME

Normally $\frac{1}{2}$ to 2 hour/presentation on an intermittent or scheduled basis, 7 days/week with longer presentations requiring short intermissions for the attendees.

PARTICIPANTS

Projectionist
Attendees (up to 350 viewers)
Speakers

DESIGN CONSIDERATIONS

The seating quality should enable attendees to have unobstructed view of the screen image from any seating position and at a level of comfort to ensure undivided attention.

The acoustical design should provide true audio reproduction from the installed equipment and for live sound including speech and music rather than for cinematic presentations.

Provide variable lighting, electrical controls, safety signals, and simultaneous translation facilities to meet requirements.

Adequate attention to fire protection, ventilation, illumination controls are to be provided for this specialized activity.

Sloping or tiered floor to provide proper viewing.

COAT ROOM

OBJECTIVES

A coat check is to be provided for the staff and visitors (up to 400) entering the Chancery main entrance lobby to check their coats, footwear, umbrellas, parcels, bags, etc.

The location and arrangement of the check room should serve the daily needs of the Chancery staff as well as the needs during special occasions.

This service should be placed adjacent to the direct line of traffic but in a side room to prevent congestion.

TIME FRAME

Self-locking devices any time.

Attendant service during official functions morning/afternoons/evenings.

PARTICIPANTS

Chancery staff

Visitors/guests

Coat check service staff

DESIGN CONSIDERATIONS

Shelving should be provided for storing packages and bags along with an adjacent umbrella stand.

The counter should be low and covered with a durable surface.

It should be possible to lock the counter opening when not in use or during the temporary absence of the attendant.

Public washrooms, telephones, drinking fountain should be located near the check room.

ART GALLERY

OBJECTIVE

This area will accommodate cultural displays which will be on view for varying periods of time.

Cultural displays will consist of oil paintings, tapestries, sculptures, or ceramics through the use of controlled lighting and display devices, e.g., wall hangings, ceiling suspended display devices, free standing displays, etc.

TIME FRAME

Normal business hours, 5 days/week.

PARTICIPANTS

Artists, painters, sculptors
Chancery staff
General public (tourists, etc.)

DESIGN CONSIDERATIONS

Special considerations must be given to ease of handling, receiving, transporting, setting up, dismantling, crating and shipping of display material of medium weight (up to 1000 lbs.) and bulk (up to 400 cu. ft.).

Adequate storage space to be provided for art work, stands, pedestals, and special power/light fixtures.

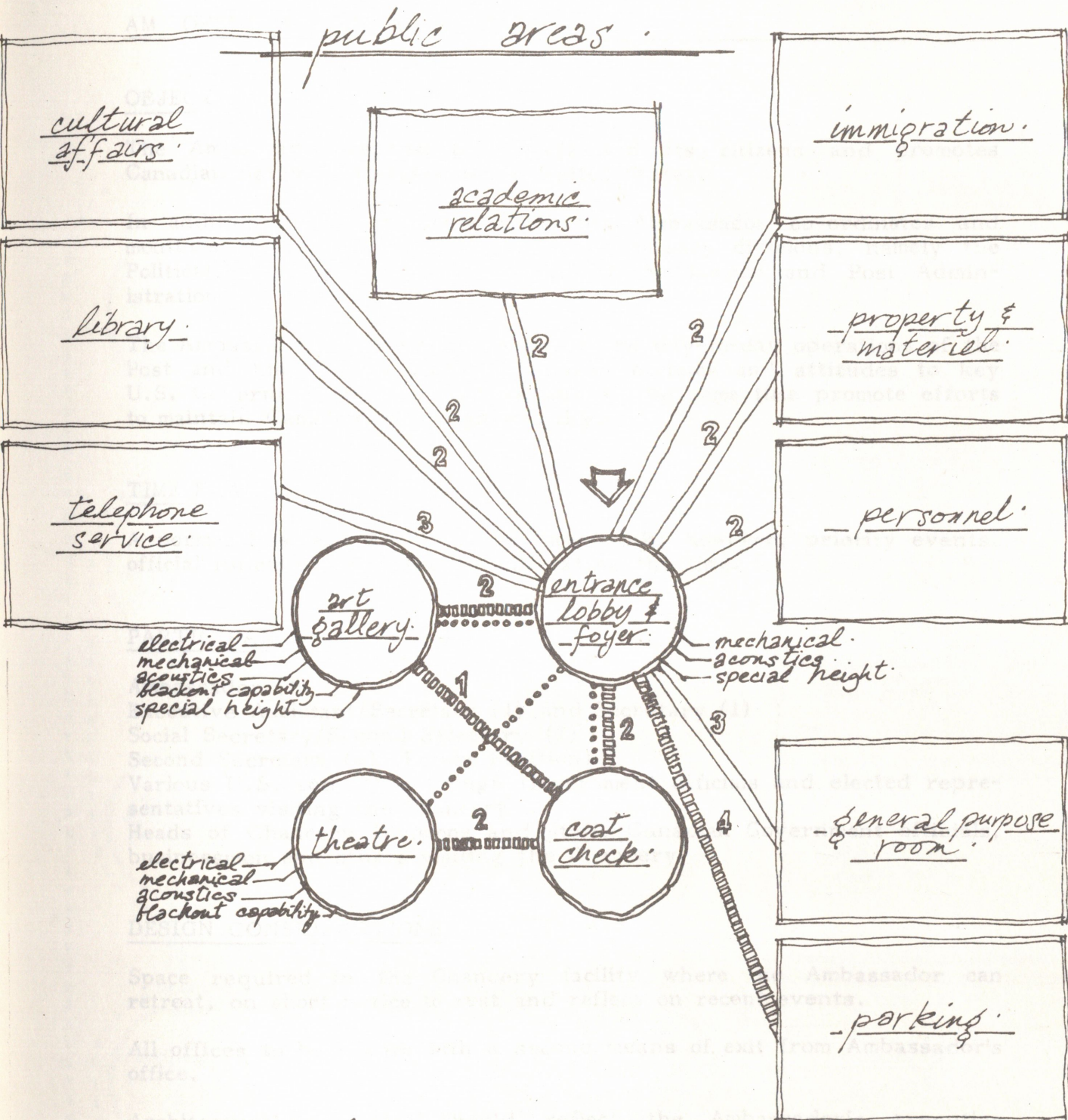
Appropriate environmental controls, i.e., humidity and temperature.

Provision for the exhibition of a full range of Canadian art, including sculpture.

Space should be subdividable with sliding walls.

Blackout facilities should be provided to subdue natural light in the area.

Provision for a CCTV receiver hook-up for special internal broadcasts.



AM OFFICE OF THE AMBASSADOR

OBJECTIVE

The Ambassador represents Canada and its citizens and promotes Canadian national interests in the United States.

In addition to his personal staff the Ambassador co-ordinates and monitors the programs of the various Embassy divisions, namely the Political, Economic, Public Affairs, Defence Liaison and Post Administration.

The Ambassador is directly involved in the day-to-day operations of the Post and his officers convey Canadian policies and attitudes to key U.S. Government decision makers and at the same time promote efforts to maintain Canadian sovereign identity.

TIME FRAME

A normal business day basis, 5 days/week; however, priority events, official functions/emergencies, will extend the time.

PARTICIPANTS

Ambassador (1)

Executive Assistant/Secretary (1) and Secretary (1)

Social Secretary/Second Secretary (1)

Second Secretary (1) (Future Position)

Various U.S. and other foreign Government officials and elected representatives visiting the Chancery

Heads of Chancery Divisions and staff, Canadian Government officials, businessmen and others visiting the Chancery

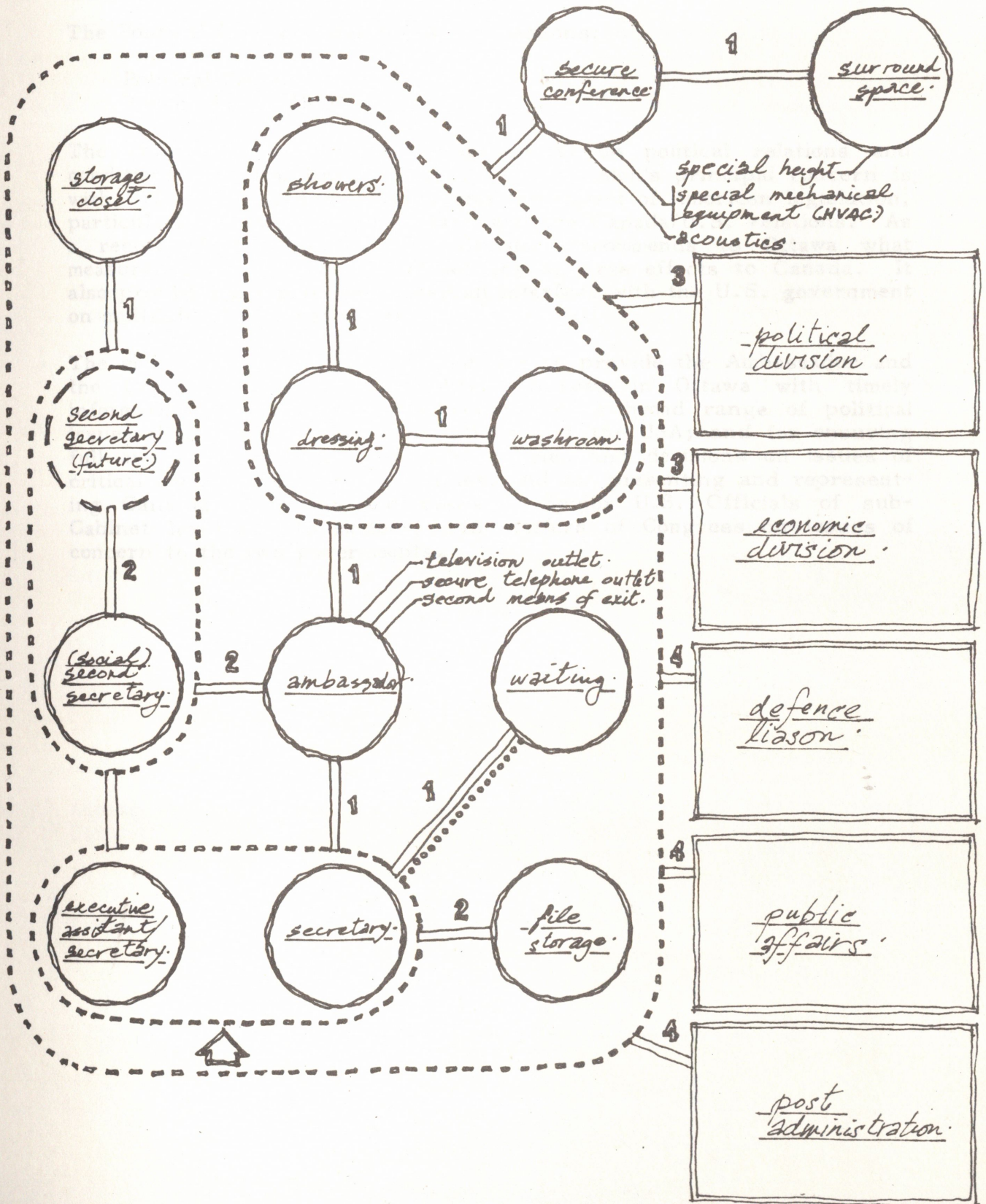
DESIGN CONSIDERATIONS

Space required in the Chancery facility where the Ambassador can retreat, on short notice to rest and reflect on recent events.

All offices to be secure with a second means of exit from Ambassador's office.

Architectural character should reflect the Ambassador's executive status, especially to visiting Canadian and foreign dignitaries. This should be done through use of form (i.e., ceiling height), color and materials, natural and artificial lighting, materials, etc.

office of the ambassador.



PO POLITICAL DIVISION

INTRODUCTION/OVERVIEW

The Political Division consists of two sections:

Political Section

Police Liaison (R.C.M.P.)

The Political Division's main emphasis is on political relations and conditions with the United States. The Division's principal concern is with U.S. political developments and the impact of American legislation, particularly as it relates to Canada and the Canada/U.S. relations. As a result of its findings, the Division recommends to Ottawa what measures could be taken to offset any adverse effects to Canada. It also provides the principal Canadian interface with the U.S. government on multilateral political issues.

The main objectives of the division are to provide the Ambassador and the Deputy Heads of the Political Bureau in Ottawa with timely information and advice on the conduct of a broad range of political issues that arise in Canada's relations with the USA; and for ensuring full awareness in Ottawa of U.S. policies and decisions on issues of critical importance to both countries; and for presenting and representing Canadian positions and views to Senior U.S. Officials of sub-Cabinet level and to members and staffers of Congress on issues of concern to the two governments.

DEBON DON

Access to the Division

Access to the Registry, Departmental Centre, Special Registry and Central Library.

PO POLITICAL SECTION

OBJECTIVE

The Political Division is responsible for General Relations and the overview of foreign and domestic policies of the USA and their impact on Canadian interests and Canada-USA relations. These general issues cover particular responsibilities for the environmental and legal aspects of the bilateral relationship. The main objective is to analyze and report on the issues through the Ambassador to the Department of External Affairs, Ottawa.

TIME FRAME

A normal business day, 5 days/week; however, priority events, emergencies or official functions will extend the time.

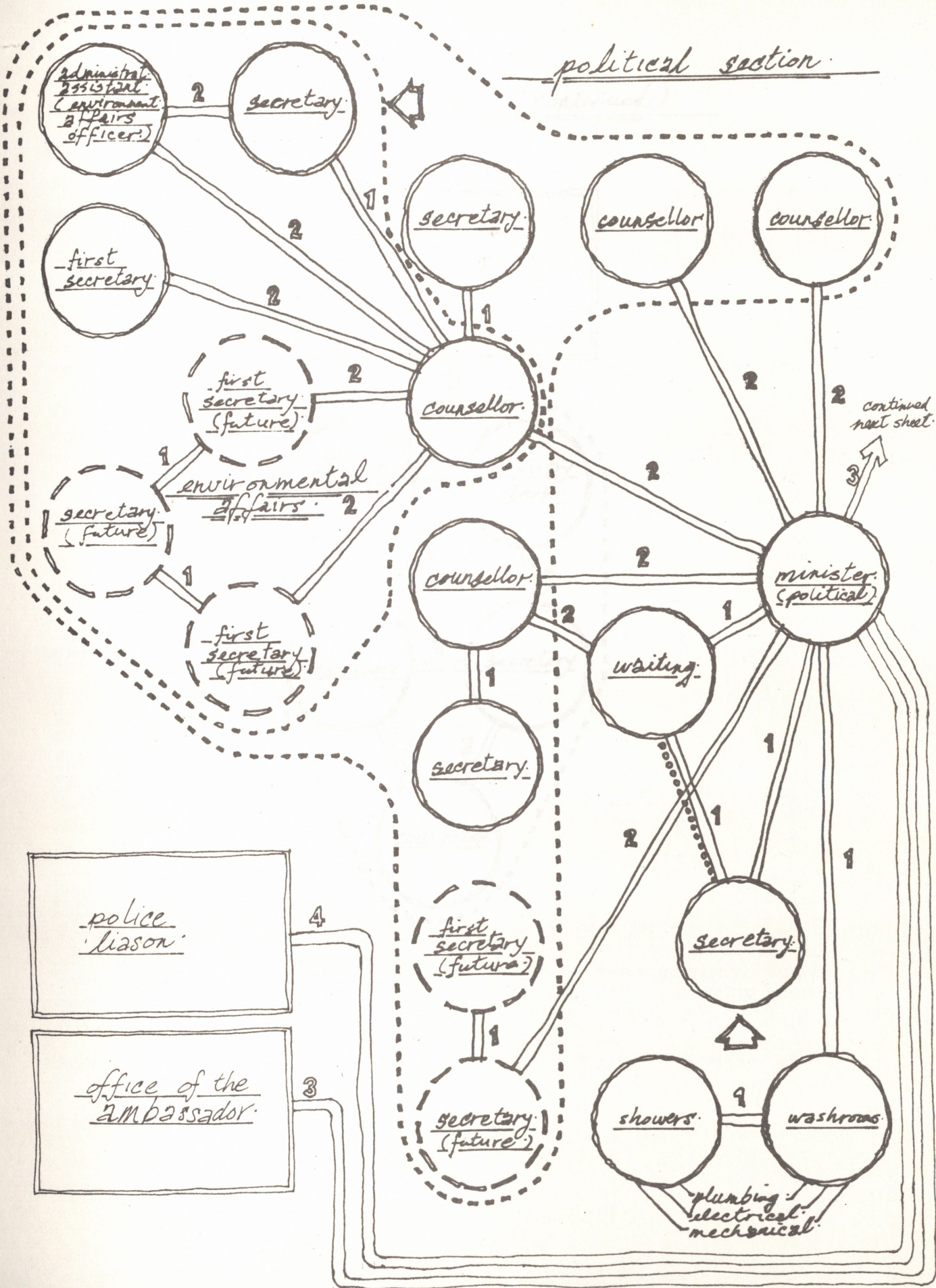
PARTICIPANTS

Minister (Political) (1)
 Political Counsellors (5)
 First Secretaries (2) and (3) (Future Position)
 Administrative Clerk (1)
 Secretary to the Minister (1) and to other Division officers (4) and (2) (Future Positions)
 Environment Affairs Officer (1)
 Other division heads, members of their staffs, the Canadian Forces attaches and members of their staffs.
 U.S. or other foreign Government representatives.

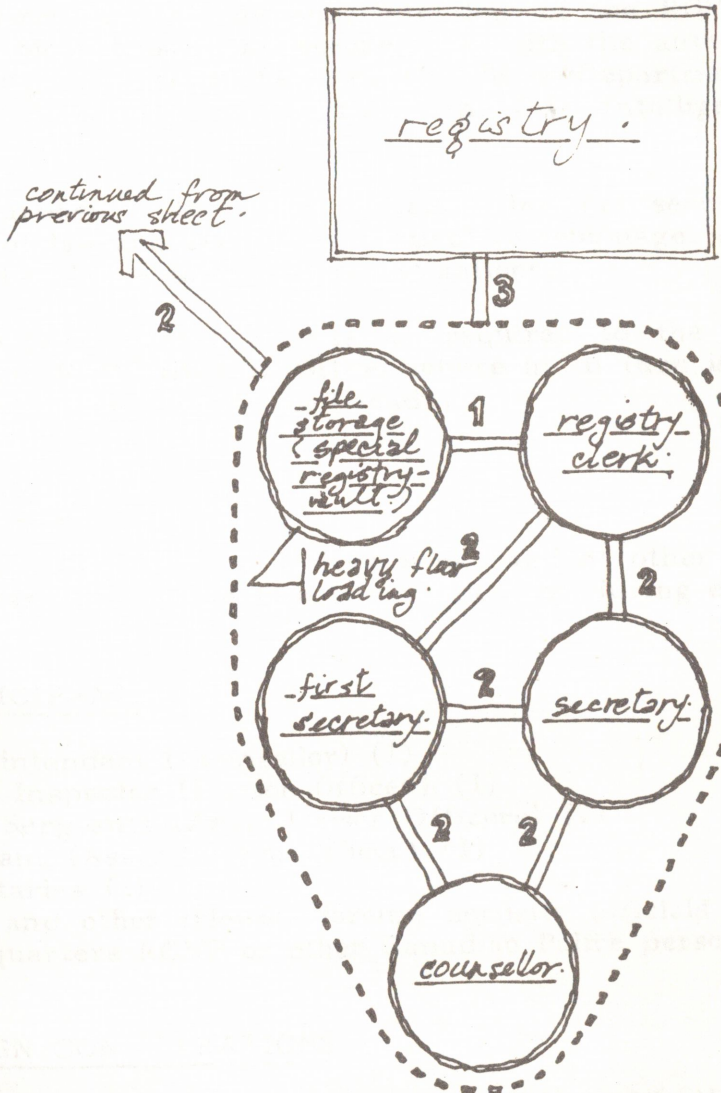
DESIGN CONSIDERATIONS

Access to board room close to the Division.

Access to the Registry, Communications Centre, Special Registry and Central Library.



political section. (continued.)



Provision of steel vault doors with combination lock.

Telecommunications system, security considerations, typical layout, access, etc. to be determined at a later date.

Special ventilation system required for Registry Vault.

PO POLICE LIAISON (Royal Canadian Mounted Police)

OBJECTIVE

The prime duty of the Superintendent of the RCMP Liaison staff is to ensure close liaison and co-operation with the authorized U.S. agencies including the Secret Service, the State Department, Immigration, the Federal Bureau of Investigation, the Civil Intelligence Agency and the Department of Defence.

The purpose is to ensure Canada's internal security and the maintenance of law and order with respect to espionage, subversion, terrorism and other law enforcement investigations.

The Superintendent reports as required to the Commissioner of the RCMP at RCMP HQ's in Ottawa where he in turn is under the direction of the Solicitor General of Canada.

TIME FRAME

Normal business day, 7 days/week, and at other time on an unscheduled basis where the time is extended, or during emergencies.

PARTICIPANTS

Superintendent (Counsellor) (1)
RCMP Inspector (Liaison Officer) (1)
Staff Sergeants (Asst. Liaison Officers) (2)
Sergeant (Asst. Liaison Officer) (1)
Secretaries (2)
U.S. and other friendly foreign security officials visiting the Chancery Headquarters RCMP or other Canadian Police personnel visitors

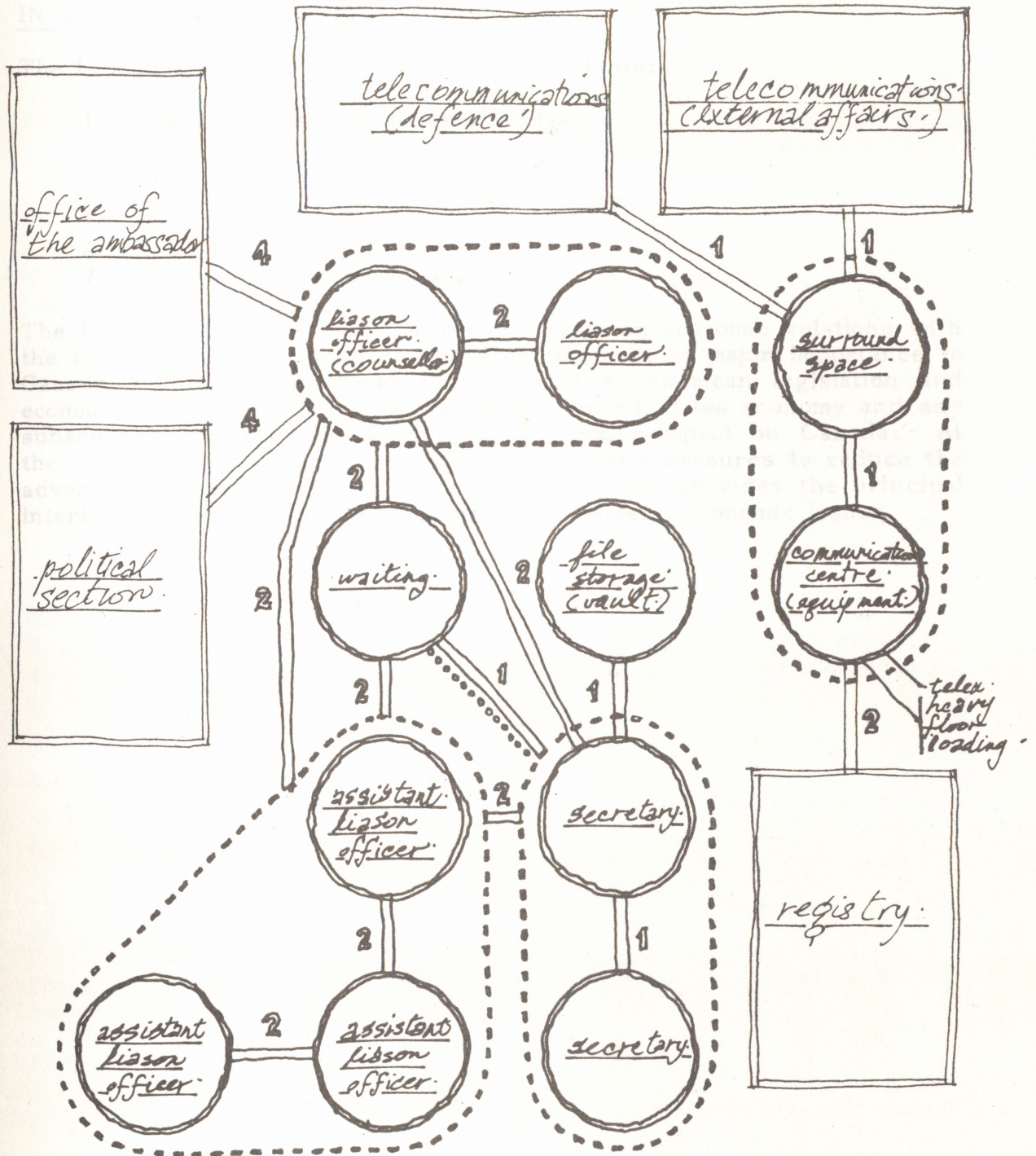
DESIGN CONSIDERATIONS

Provision of steel vault access door with combination lock.

Telecommunication information such as security considerations, typical layout, accessibility, power distribution, special air-conditioning vents, telephone ducting, etc. will be provided at a later date.

Special wall construction and floor loading required for Registry Vault.

econom



EC ECONOMIC DIVISION

INTRODUCTION/OVERVIEW

The Economic Division consists of seven sections:

- 1 Head of Division/Ministerial Office
- 2 General Economic
- 3 Energy
- 4 Commercial Policy and Trade Relations
- 5 Supply Program
- 6 Science and Technology
- 7 Tourism (Visits to Canada)

The Economic Division places heavy emphasis on economic relations with the U.S. and developments in the U.S. economy of major importance to Canada. The division discerns the impact of American legislation and economic or political developments on the United States economy and any subsequent spin-off effects that in turn could impact on Canada. At the same time the Division recommends to Ottawa measures to reduce the adverse effect on the Canadian economy. It also provides the principal interface with the U.S. Government on multilateral economic issues.

PERSONNEL

Economic Division personnel include the Secretary, Deputy Secretary, Ministers' Counselors, Second, Third Secretaries, other Foreign Service Officers, and other staff officers. Canadian and U.S. Government officials and officials from Ottawa and provincial governments are also involved.

DESIGN CONSIDERATIONS

There should be a large facility for the Foreign Service Officers.

Space for an auditorium or a board room with area for a meeting of 8-10 people.

Access to a large library (Library).

Requires a large office space for an economic research assistant.

The program should have a large space for a document registry.

All offices to be secure.

EC MINISTERIAL OFFICE

OBJECTIVE

The objectives of the Minister are to provide to the Ambassador and to the Deputy Heads of Economic Divisions in Ottawa and the provinces timely information and advice on the conduct of the broad range of economic, financial, trade, energy and investment issues which arise in Canada's relations with the USA; and for ensuring full awareness in Ottawa of U.S. policies and decisions on issues of critical importance to both countries before multilateral fora (such as the IMF); and for presenting and representing Canadian positions and views to senior U.S. officials at sub-Cabinet level, and to members and staffers of Congress on issues of concern to the two governments.

TIME FRAME

Normal business hours, 5 days/week; however, priority events, emergencies or official functions, including being "on call" often, will extend the time.

PARTICIPANTS

Economic Minister (Head of Division)
 Secretary to Minister
 Minister-Counsellor, Counsellors, First, Second, Third Secretaries, other Foreign Service and Chancery staff officers
 Canadian/American businessmen (bankers)/journalists
 U.S. Government officials, visiting Ministers and officials from Ottawa and provinces

DESIGN CONSIDERATIONS

There should be a clothing change facility for the Foreign Service Officers.

Space for and access to a board room with area for a meeting of 8-10 people.

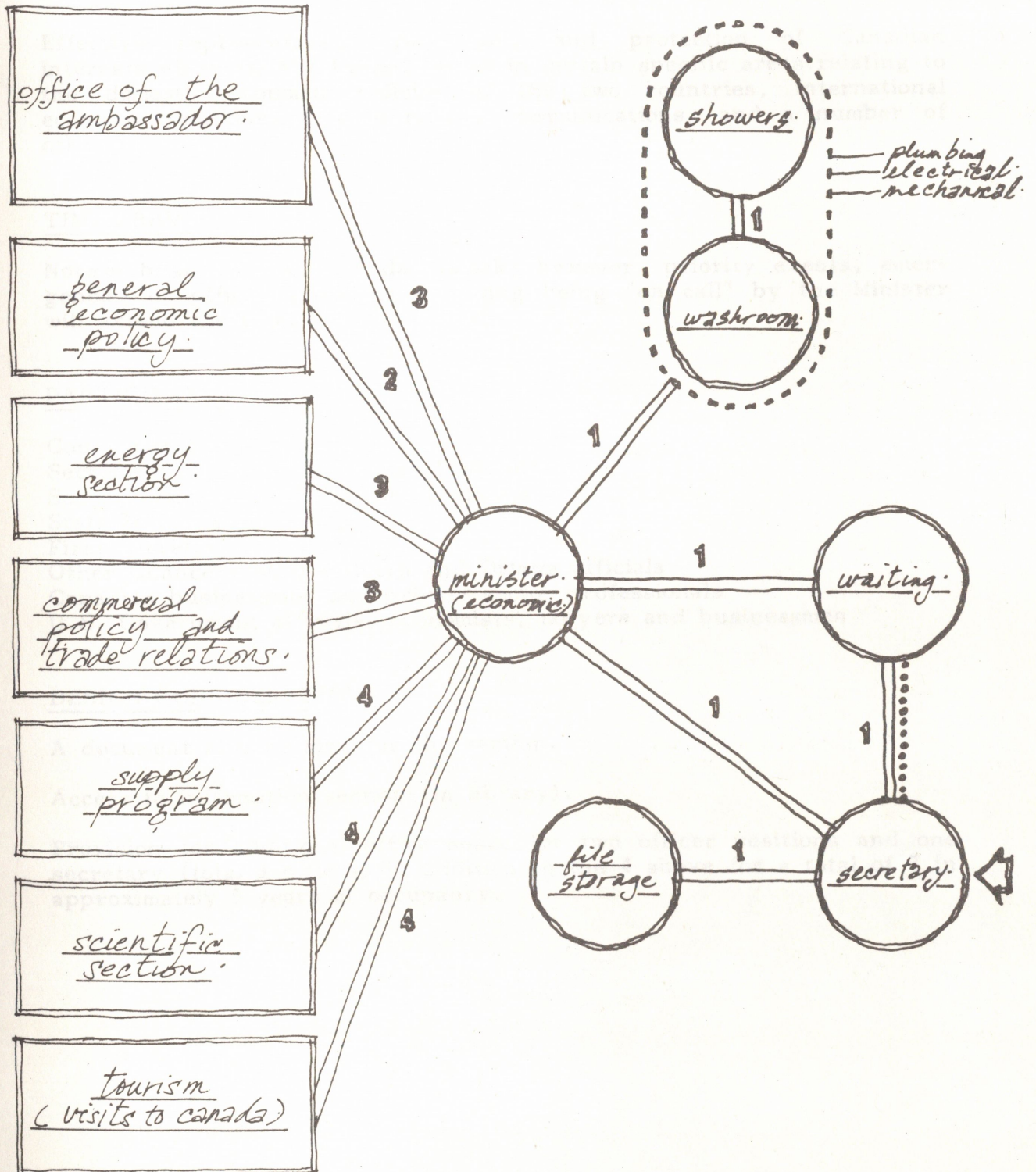
Access to an Information Service Centre (Library).

Required work station/office space for an economic research assistant.

The reference research service to have space for a document registry/filing records centre.

All offices to be secure.

economic division (minister's office)



EC GENERAL ECONOMIC SECTION

OBJECTIVE

Effective representation, promotion, and protection of Canadian interests vis-a-vis the United States in certain specific areas relating to the domestic economic policies of the two countries, international economic relations, transportation, communications, and a number of other sectors.

TIME FRAME

Normal business hours, 5 days/week; however, priority events, emergencies or official functions including being "on call" by the Minister will extend the time.

PARTICIPANTS

Counsellor (1)
Secretary (1) and (1) (Future Position)
Second Secretary (2) (Future Positions)
Staff Economist (1)
First Secretary (1)
Other Chancery staff officers and Ottawa officials
Canadian businessmen and private sector professionals
U.S. Government officials, economists, lawyers and businessmen

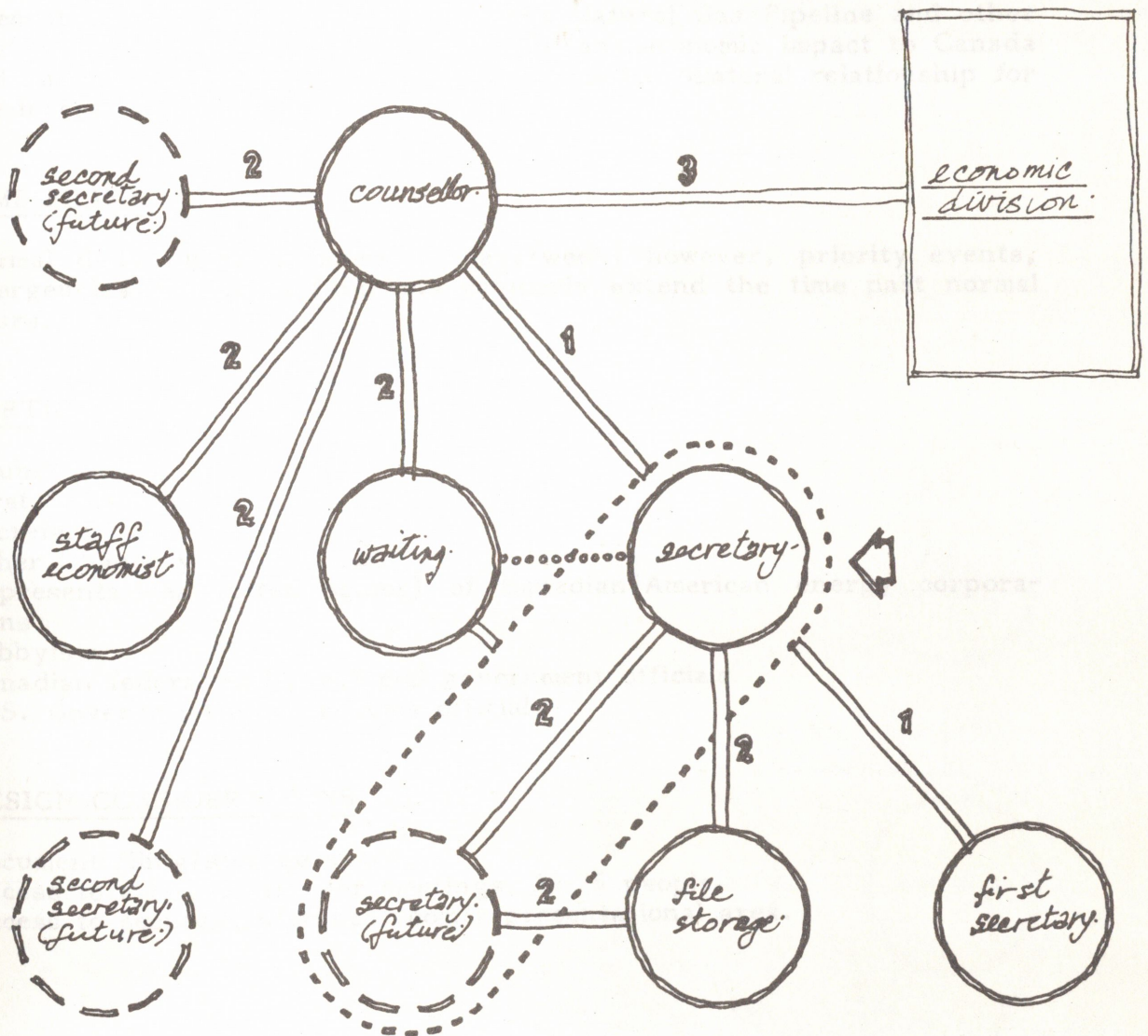
DESIGN CONSIDERATIONS

A document storage area for the section.

Access to information section (in library).

Provision for additional office space for two officer positions and one secretary (total 3 offices) in addition to the 4 above for a total of 7 in approximately 5 years of occupancy.

general economic section



EC ENERGY SECTION

OBJECTIVE

The Energy Section is responsible for the management of bilateral energy co-operation, with particular attention paid to Canadian sales of natural gas, transport of energy commodities including oil and gas, sales of oil and electricity. The Alaska Natural Gas Pipeline and other bilateral energy endeavors are of significant economic impact to Canada and have important implications for the broader bilateral relationship for the foreseeable future.

TIME FRAME

Normal daily business hours, 5 days/week; however, priority events, emergencies or official functions regularly extend the time past normal hours.

PARTICIPANTS

Counsellor (1)

First Secretary (2)

Secretary (2)

Other Chancery staff officers

Representatives (often senior) of Canadian/American energy corporations

Lobbyists

Canadian federal and provincial government officials

U.S. Government and Agencies officials

DESIGN CONSIDERATIONS

Document filing/storage space.

Access to a board room for meetings, 10-15 people.

Access to secure conference room/representational area.

EC COMMERCIAL POLICY AND TRADE RELATIONS SECTION

OBJECTIVE

Commercial Policy and Trade Relations Section

The objectives of the Section are to provide the Ambassador (through the Minister (Economic) and Ottawa economic departments) with timely reporting and analyses on the broad range of trade, industrial, and investment policy issues influencing and emanating from the economic interventions between Canada and the U.S., which represents by far Canada's largest and most complex bilateral relationship.

TIME FRAME

Normal daily business hours, 5 days/week; however, priority issues, emergencies or official functions including being "on call" by the Counsellor or the Ambassador will extend the time.

PARTICIPANTS

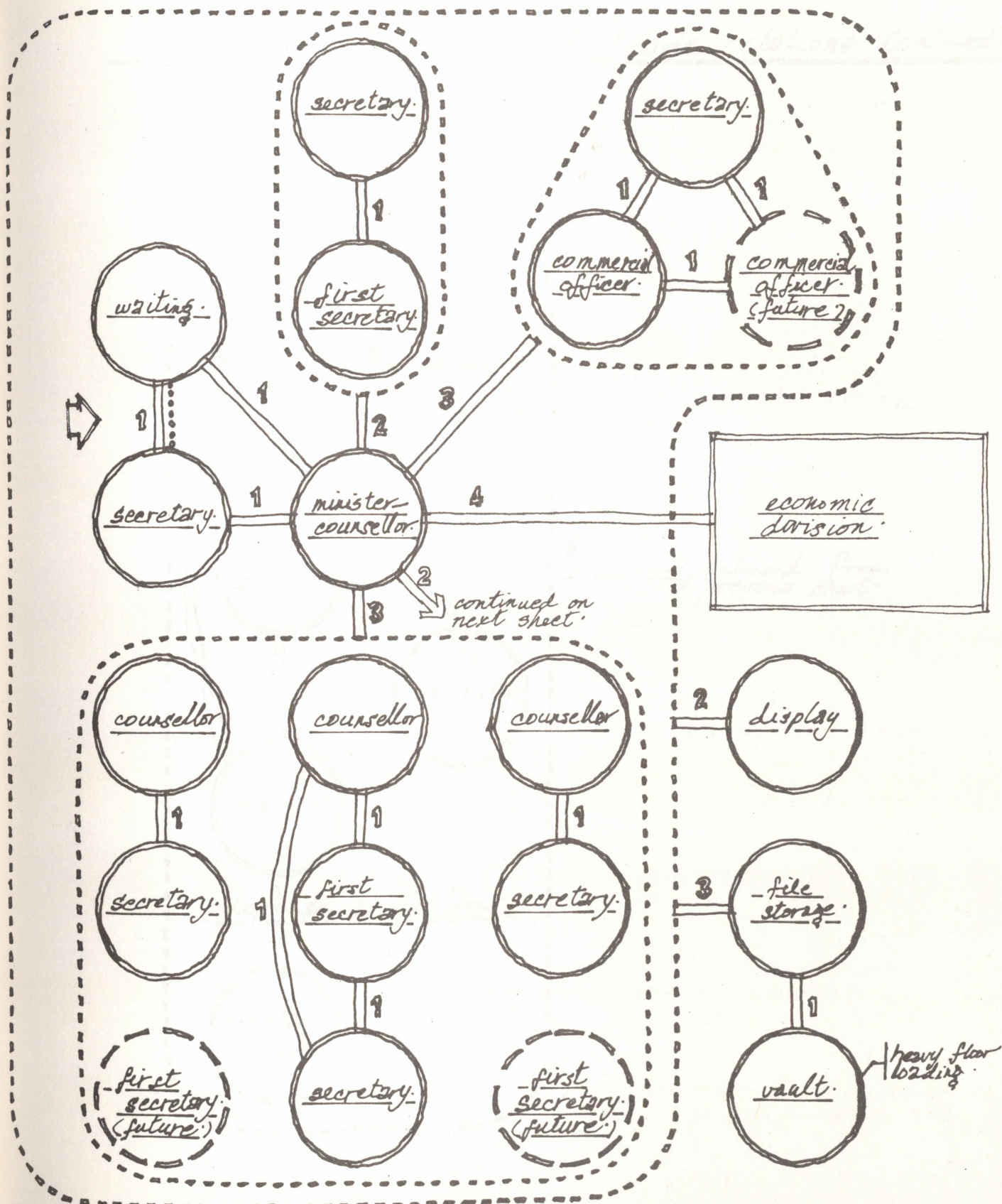
Minister Counsellor (1)
Counsellors (4)
First Secretary (4) plus (2) future positions
Commercial Officers (1) plus (1) future position
Secretaries (8) plus (1) future position
Other Chancery staff officers and Canadian Government officials
Canadian/American trade/commercial/financial representatives/lobbyists
Officials of U.S. Government and Agencies

DESIGN CONSIDERATIONS

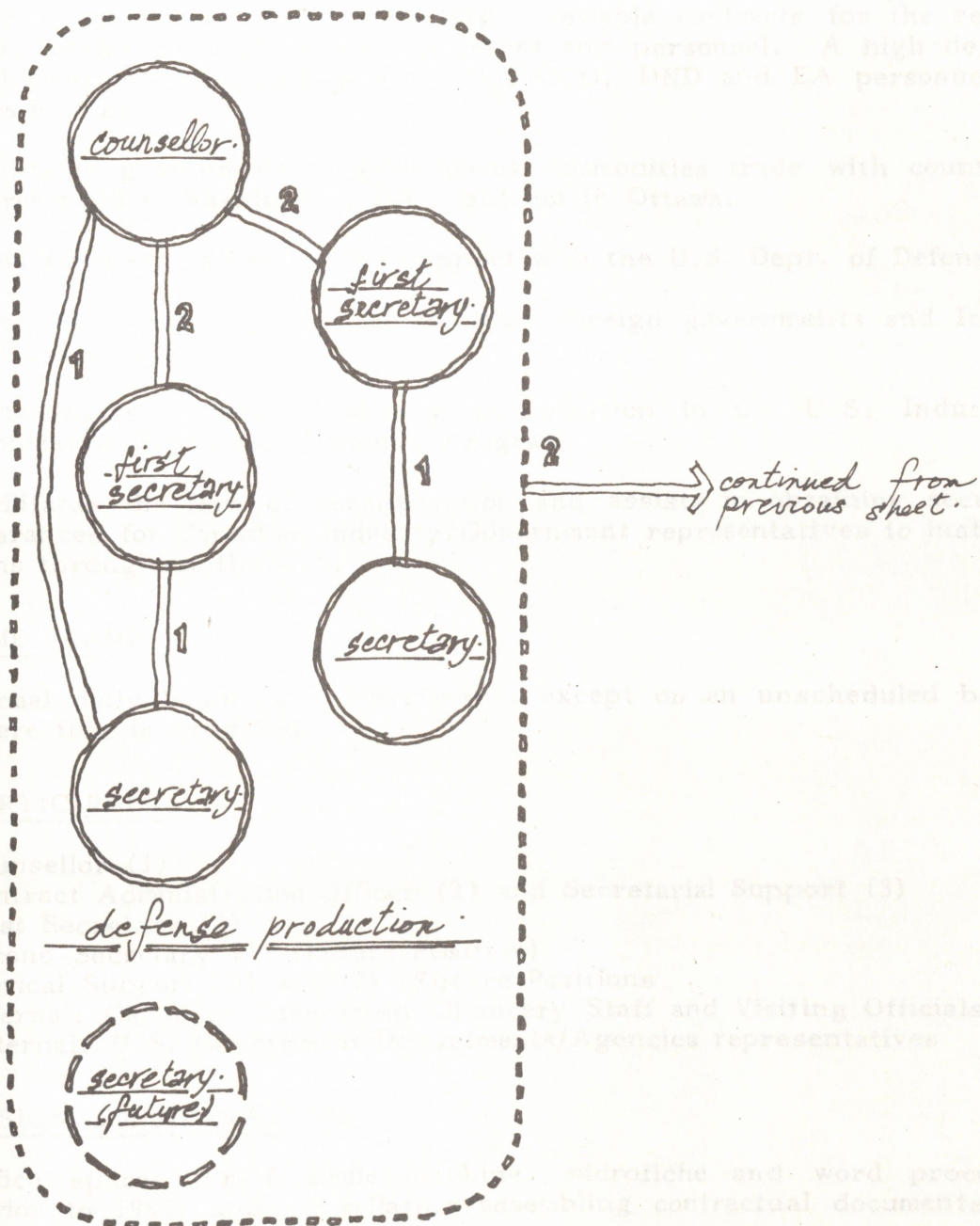
Space for document filing/storage, promotional literature and display material storage.

Access to a board room for meetings, 10-15 people, and to secure Conference Room/Representational Area.

commercial policy & trade relations



commercial policy & trade relations' (continued)



EC SUPPLY PROGRAM

OBJECTIVE

The Supply and Services (DSS) and the Canadian Commercial Corporation (CCC) provide a contractual interface between U.S. and Canadian Government departments. This contracting activity is primarily in support of Canadian Defence/U.S. Defense requirements, but is also concerned with the requirements of Federal Departments and Agencies. Bilateral North American Continental Defence and follow-up defence sharing agreements require ongoing renewable contracts for the reciprocal traffic in supplies and equipment and personnel. A high degree of liaison is maintained between DSS/CCC, DND and EA personnel in logistics, etc.

Facilitates government to government commodities trade with countries represented in Washington, D.C. but not in Ottawa.

Provides co-operative logistic support with the U.S. Dept. of Defense.

Promotes contracting services to other foreign governments and International agencies.

Co-ordinates Canadian Industry participation in the U.S. Industrial Mobilization Production Planning Program.

Facilitates the flow of documentation and assists in obtaining security clearances for Canadian industry/Government representatives to installations throughout the U.S.

TIME FRAME

Normal daily business, 5 days/week, except on an unscheduled basis, where time is extended.

PARTICIPANTS

Counsellor (1)

Contract Administration Officer (1) and Secretarial Support (3)

First Secretary (2)

Second Secretary (1) (Future Position)

Clerical Support (5) and (2) (Future Positions)

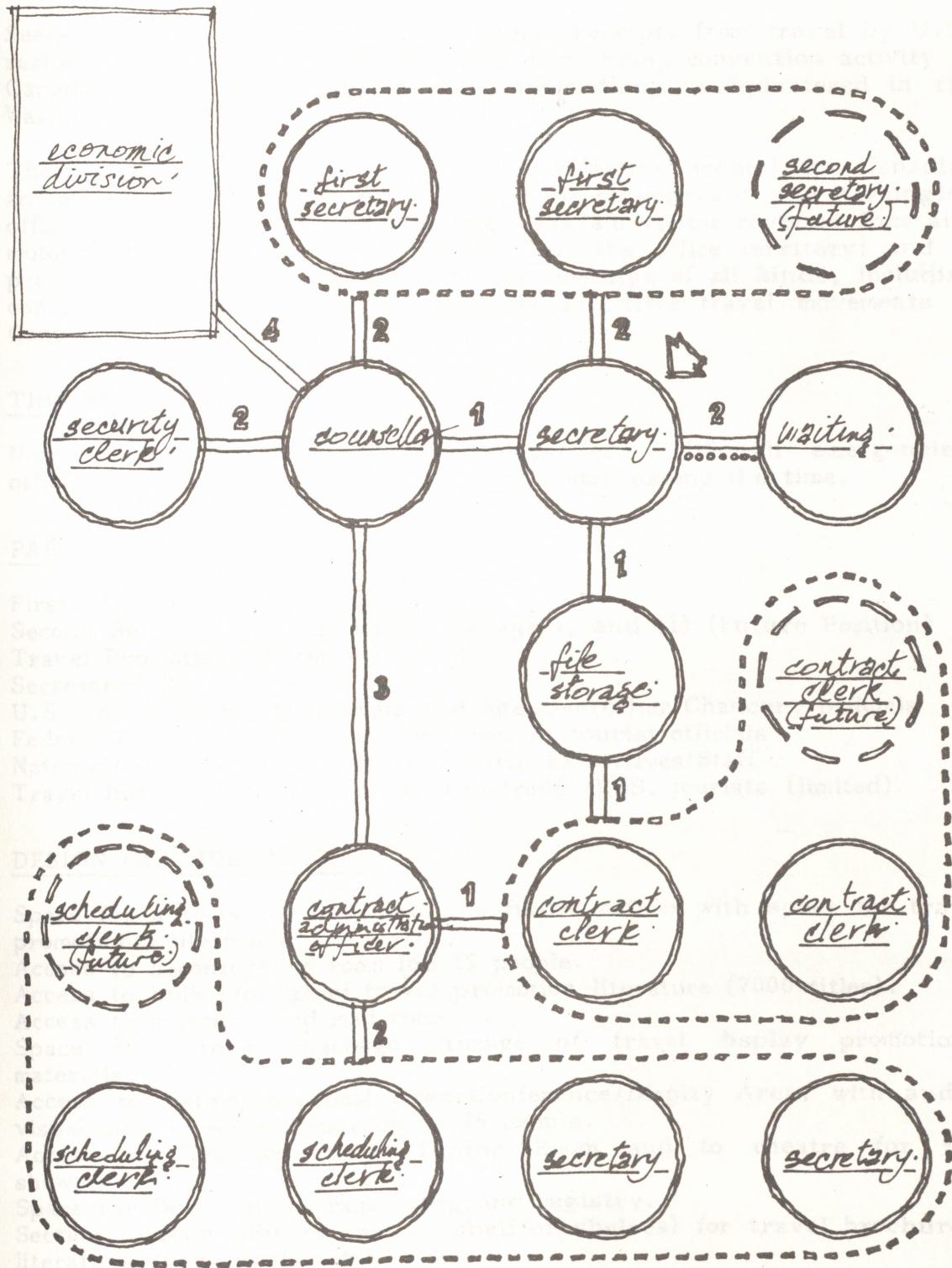
Internal: Canadian Government Chancery Staff and Visiting Officials

External: U.S. Government Departments/Agencies representatives

DESIGN CONSIDERATIONS

Office spaces for facsimile machine, microfiche and word processor (prior to 1985) and for collating/assembling contractual documents will be required.

supply program



EC TOURISM (VISITS TO CANADA)

OBJECTIVE

Seeks to maximize and optimize Canadian receipts from travel by U.S. residents. This involves an emphasis of securing convention activity in Canada by the many national U.S. associations headquartered in the Washington area.

The objective is to increase the total effective demand for Canadian travel facilities and services. The specific objectives of the Washington office are to contribute to increasing Canada's visitor revenue from air, motorcoach and automobile travellers from the office territory; and to promote Canada as a desirable site for meetings of all kinds, including conventions, and develop and increase incentive travel movements to Canada.

TIME FRAME

Normal daily business hours, 5 days/week, although emergencies, official functions or promotional activities may extend the time.

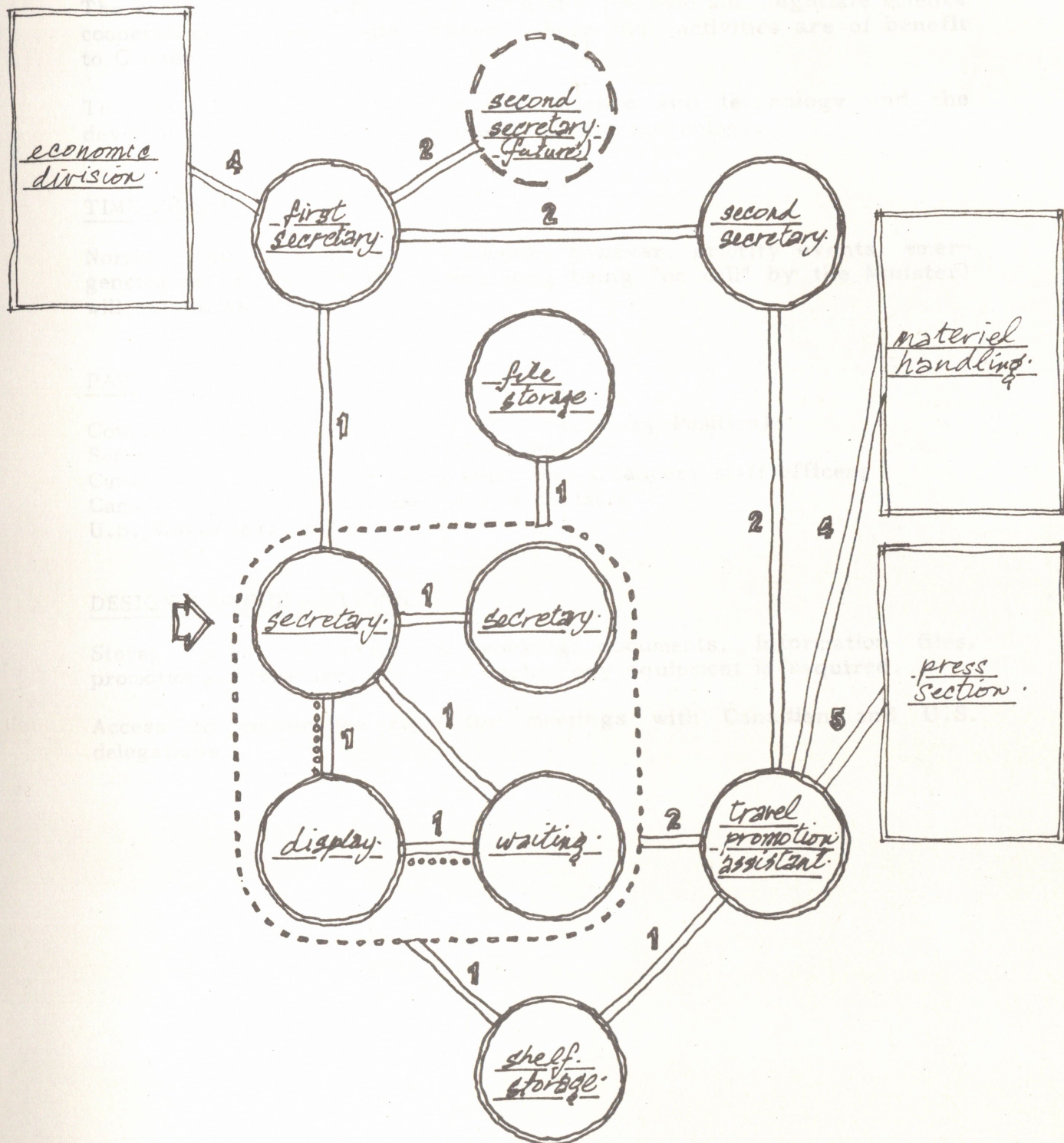
PARTICIPANTS

First Secretary (1) (Manager)
 Second Secretary (1) (Assistant Manager), and (1) (Future Position)
 Travel Promotion Officer (1)
 Secretary (2)
 U.S. and State Govt. officials and agencies/other Chancery officials
 Federal/Provincial/Territorial Government tourist officials
 National/State/Local Tourist Association Executives/Staff
 Travel industry officials (media and trade)/U.S. tourists (limited)

DESIGN CONSIDERATIONS

Space for a reception area and one future officer with space for travel promotional literature.
 Access to a conference room for 15 people.
 Access to bulk storage of travel promotion literature (7000 titles).
 Access to a centralized mail room.
 Space for broken package storage of travel display promotional materials.
 Access to Representational Area/Conference/Display Area, with audio-visual aids to accommodate up to 75 people.
 Access to Representational Dining Room and to theatre for film showings.
 Space for Document Storage/filing and registry.
 Section in Main Library (use of shelf or shelves) for travel brochures, literature, periodicals, etc.
 Access to loading dock for travel publications deliveries.

tourism (visits to canada.)



EC SCIENCE AND TECHNOLOGY SECTION

OBJECTIVE

The section will identify, report, initiate, promote and negotiate science cooperation with the United States, where such activities are of benefit to Canada.

This section will promote Canadian science and technology and the developers, producers and suppliers of that technology.

TIME FRAME

Normal business hours, 5 days/week; however, priority events, emergencies or official functions (including being "on call" by the Minister) will extend the time.

PARTICIPANTS

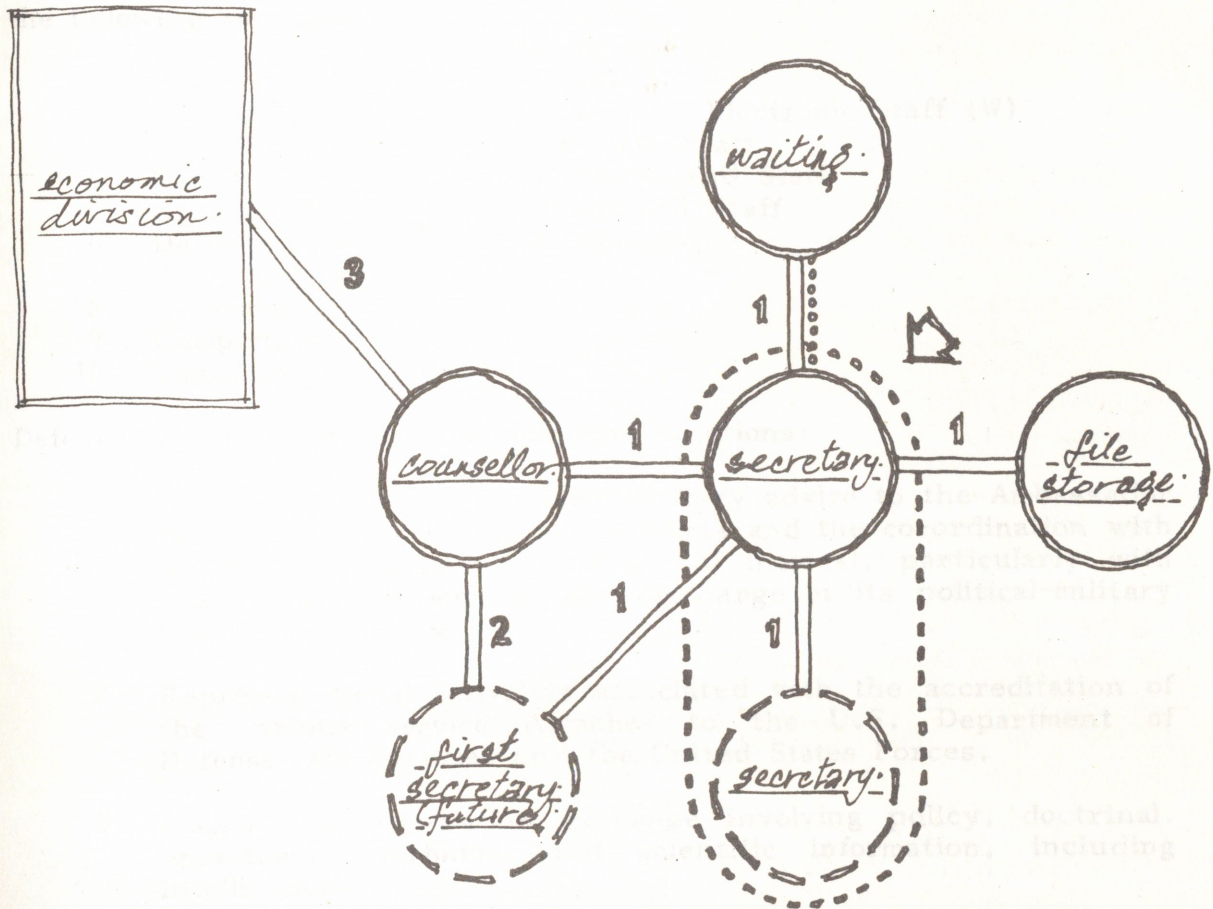
Counsellor (1) and (1) (Future First Secretary Position)
Secretary (1) and (1) (Future Position)
Canadian officials, delegations and other Chancery staff officers
Canadian/American businessmen and contacts
U.S. Government officials

DESIGN CONSIDERATIONS

Storage area for extensive working documents, information files, promotional literature, and high technology equipment is required.

Access to conference room for meetings with Canadian and U.S. delegations.

science & technology section



DL DEFENCE LIAISON DIVISION

INTRODUCTION/OVERVIEW

The Canadian Defence Liaison Staff (CDLS) (Washington) is composed of the following sections:

- 1 Defence Attache (Commander)
- 2 Canadian Forces Communications - Electronic Staff (W)
- 3 Canadian forces Air Attache and Staff
- 4 Canadian Forces Military Attache and Staff
- 5 Canadian Force Naval Attache and Staff
- 6 Defence Research and DEvelopment
- 7 Administration
- 8 Personnel
- 9 Comptroller
- 10 Logistics

Defence Liaison embraces four principal functions:

- 1 The provision of professional military advice to the Ambassador and the various Chancery Divisions and the co-ordination with these Divisions in areas of mutual interest, particularly with the Political Division in the discharge of its political-military responsibilities.
- 2 Representational activities associated with the accreditation of the various service Attaches to the U.S. Department of Defense, its Agencies and the United States Forces.
- 3 Liaison and information exchange involving policy, doctrinal, operational, technical and scientific information, including intelligence.
- 4 The Administration and the discipline of Canadian Forces personnel located in the United States and the exercising of the power and the authority vested in the Commander, Canadian Defence Liaison Staff.

DESIGN

DL DEFENCE ATTACHE AND COMMANDER

OBJECTIVE

The Commander acts as the Defence Policy Advisor to the Ambassador. This covers a range of Canadian matters including assistance to the Ambassador in U.S. Government activities, plans and policies.

The Commander represents the Chief of the Defence Staff and Canadian National Defence interest, and advises on military developments together with liaison/co-operation with the U.S. Department of Defence (DOD), its branches of services, i.e. the Army, Navy, and Air Force (active and reserve) and major civilian contractors for military hardware.

The main liaison thrust is on the exchange of operational and technical developments taking place in the U.S. Armed Forces (USAF).

The Medical Liaison Officer is the representative of the Surgeon General of the Canadian Forces and is accredited to the Office of the Surgeon General of the U.S. Navy, Army, Air Force and their related agencies.

TIME FRAME

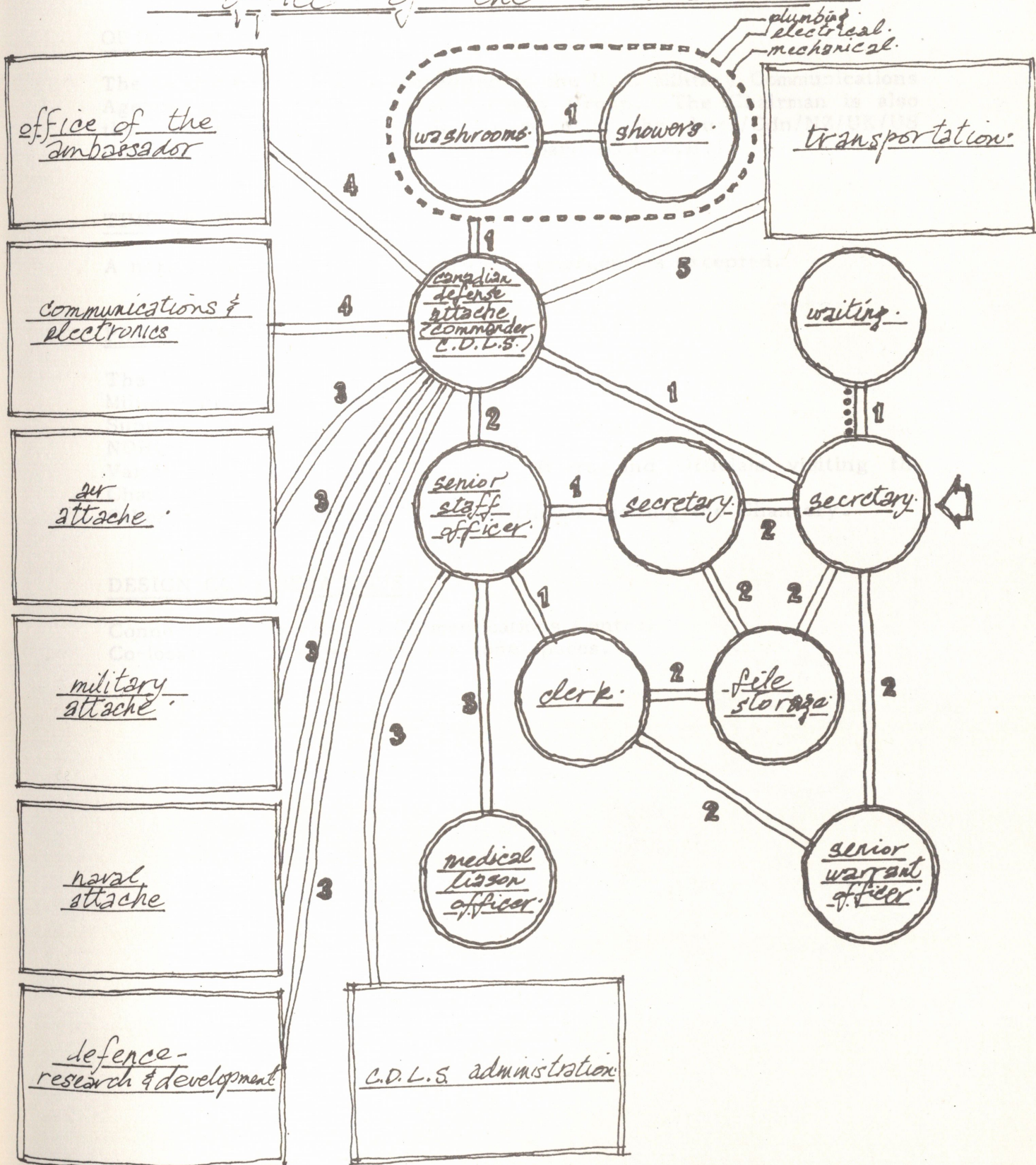
Normal business working day basis, 5 days/week. Official functions, emergencies or being "on call" by the Ambassador will extend the time.

PARTICIPANTS

Canadian Forces Attache (Commander) (1)
Canadian Forces Naval, Military and Air Attaches (3)
Counsellor Research and Development (1)
Senior Staff Officer, Staff Officers (20) and other Chancery Officers
C.F. Medical Liaison Officer (1)
Chairman C.F.C.E.S. (W)
Pentagon or other Government Officials visiting the Chancery including the personnel of the office of the U.S. Surgeon General.
N.D.H.Q. or other C.F. visitors, NASA Officials and other foreign, friendly defence officials or officers.

DESIGN CONSIDERATIONS

Office of the commander.



DL THE CHAIRMAN, CANADIAN FORCES COMMUNICATIONS
- ELECTRONICS STAFF (C/CFCES)

OBJECTIVE

The Chairman, CFCES is accredited to the U.S. Military Communications Agency (DCA) and the Naval Security Group. The Chairman is also the Washington based Canadian member of the Aus./Cdn/NZ/UK/US Combined Communications Electronics board (C.C.E.B.).

TIME FRAME

A normal business day, 5 days/week, emergencies excepted.

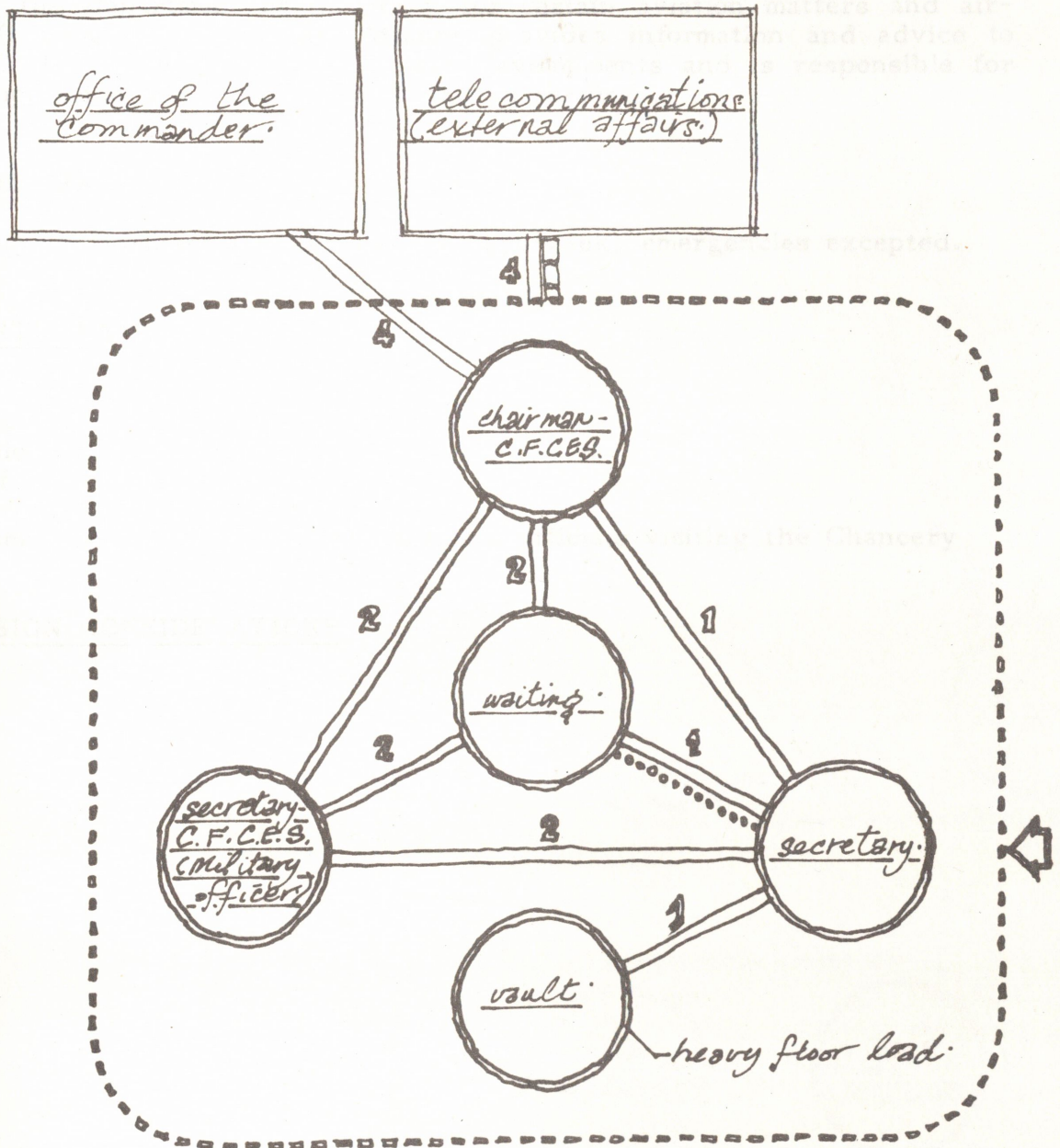
PARTICIPANTS

The Chairman (1)
Military Program Officer (1)
Support Staff (1)
NDHQ or other CF personnel visitors
Various Pentagon and C.C.E.B. Officers and Officials visiting the Chancery.
Other Foreign Defence Officers or Officials visiting the Chancery.

DESIGN CONSIDERATIONS

Connection from vault to Communications Centre.
Co-location with other sensitive zone spaces.

communications & electronics.



DL CF AIR ATTACHE AND STAFFOBJECTIVE

The Air Attache is accredited to the Department of the Air Force/USAF and the Department of the Navy for certain aviation matters and aircraft programs. The Air Attache provides information and advice to DND HQ on aeronautical/aerospace developments and is responsible for co-operation and liaison with the above services.

TIME FRAME

A normal business working day, 5 days/week, emergencies excepted.

PARTICIPANTS

Air Attache (1)
Assistant Air Attache (1)
Senior Staff Officer (1)
Staff Officers (3)
Secretarial Support Staff (3)
Other various Pentagon/USAF officers/officials visiting the Chancery

DESIGN CONSIDERATIONS

DL CF MILITARY ATTACHEOBJECTIVE

The Military (Army) Attache is accredited to the U.S. Army and the U.S. Marine Corps. He provides advice and information to DND HQ on Military (Army) developments and is responsible for cooperation and liaison with the above services.

TIME FRAME

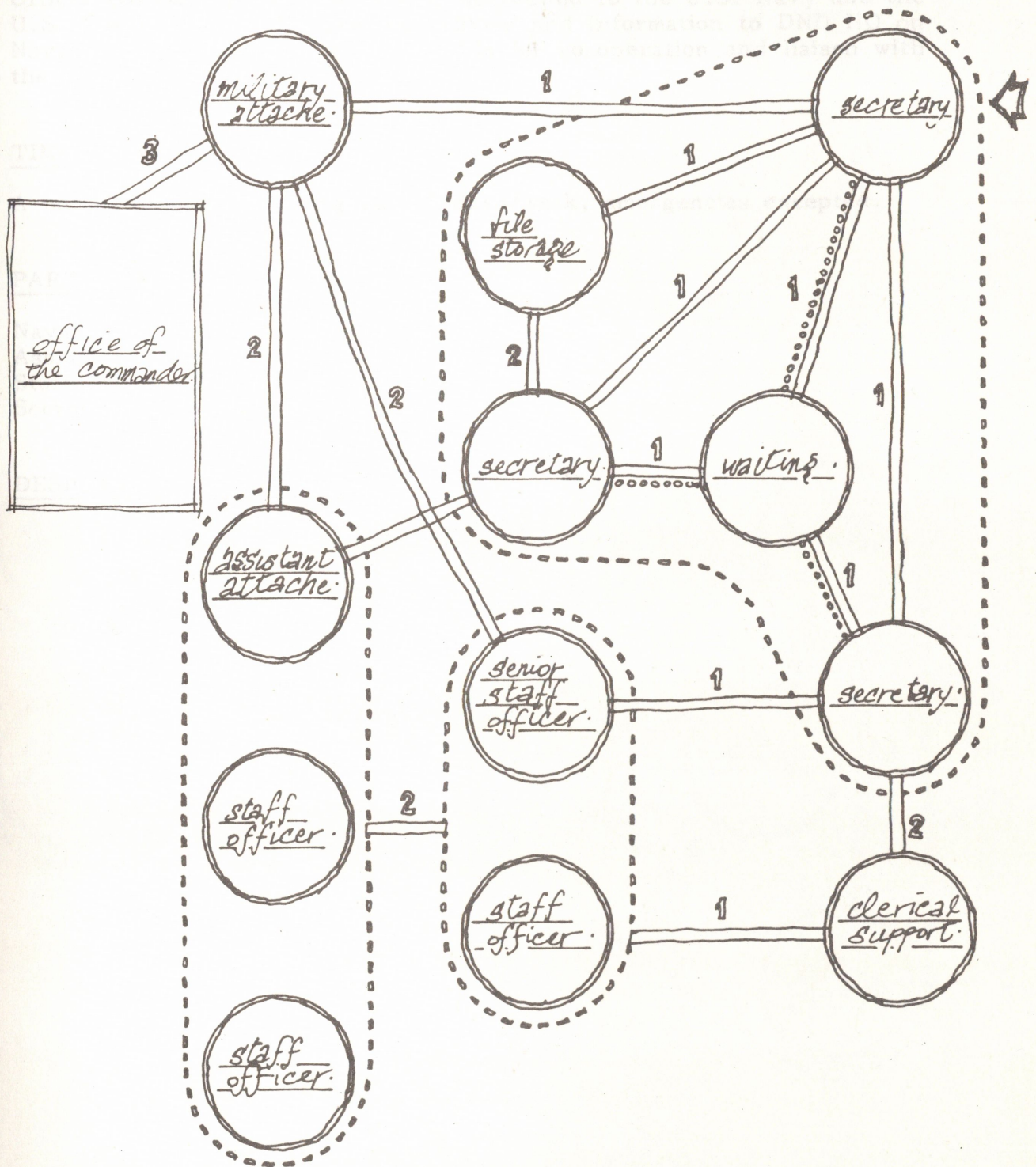
A normal business working day, 5 days/week, emergencies excepted.

PARTICIPANTS

Military Attache (1)
Assistant Military Attache (1)
Staff Officers (4)
Non-integrated support NCO (Chief Clerk) (1)
Secretarial Support Staff (3)
Various Pentagon Army officials visiting the Chancery
Other foreign friendly Defense Officers/Officials visiting the Chancery
NDHQ Land or other CF Personnel visitors

DESIGN CONSIDERATIONS

canadian forces - military attache.



DL CF NAVAL ATTACHEOBJECTIVE

The CF Naval Attache is the Senior Canadian Armed Forces Liaison Officer (Naval) in the U.S. and is accredited to the U.S. Navy and the U.S. Coast Guard. He provides advice and information to DND HQ on Naval developments and is responsible for co-operation and liaison with the above services.

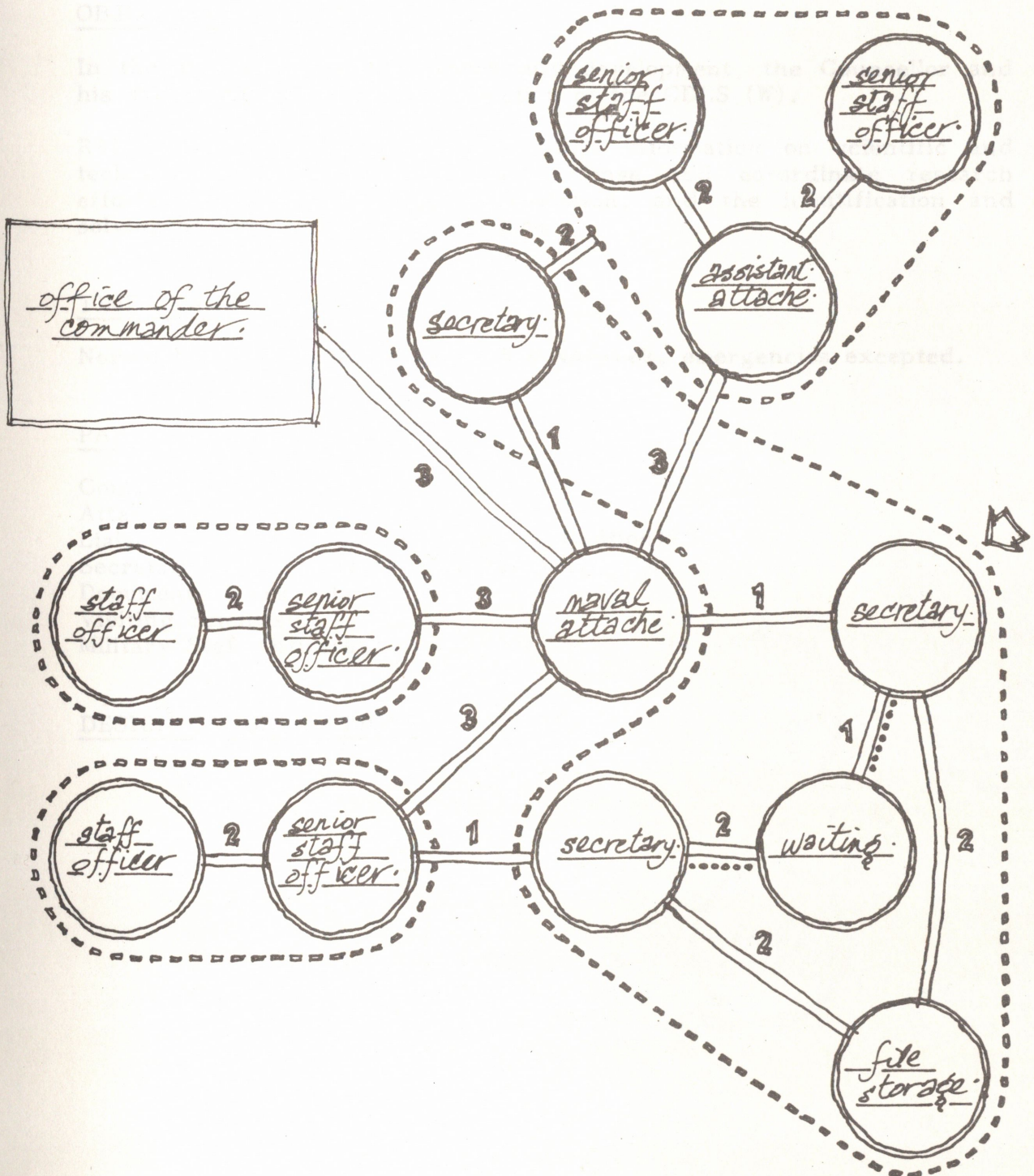
TIME FRAME

A normal business working day, 5 days/week, emergencies excepted.

PARTICIPANTS

Naval Attache (1)
Assistant Naval Attache (1)
Staff Officers (6)
Secretarial Support Staff (3)

DESIGN CONSIDERATIONS



DL DEFENCE RESEARCH AND DEVELOPMENT (R&D)
Counsellor

OBJECTIVE

In the area of Defence research and development, the Counsellor and his staff support the Liaison Function of the CDLS (W).

R&D staff obtain hard data and other information on scientific and technological matters relating to defense and co-ordinate research efforts which may lead to collaboration, and the identification and solving of common scientific problems.

TIME FRAME

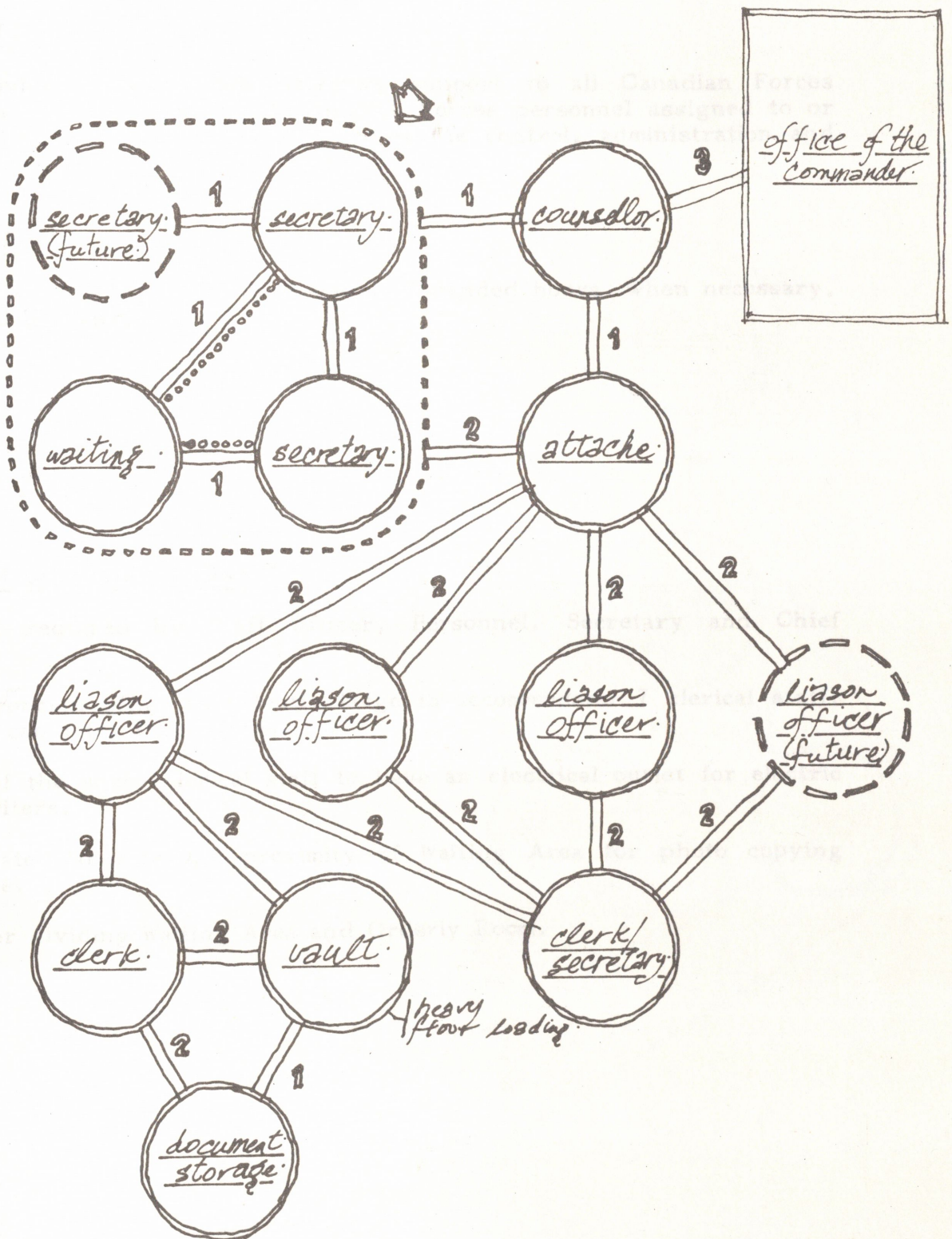
Normal business working hours, 5 days/week, emergencies excepted.

PARTICIPANTS

Counsellor, Defence R&D (1)
 Attache Defence R&D (1)
 Liaison Officers (3) and (1) (Future Position)
 Secretary (3) and (1) (Future Position)
 Documents Clerk (1)
 Visiting Scientists
 Military Staff Officers

DESIGN CONSIDERATIONS

Defence - research & development.



DL CDLS (W) ADMINISTRATION
Personnel

OBJECTIVE

To provide personnel administrative support to all Canadian Forces personnel and dependents of Canadian Forces personnel assigned to or located in the U.S.A., which includes the control, administration and movement of furniture and effects.

TIME FRAME

Normal working hours, 5 days/week. Extended hours, when necessary, dictated by emergency.

PARTICIPANTS

Staff Officer, Personnel (1)
Military Staff (7)
Secretary (1)

DESIGN CONSIDERATIONS

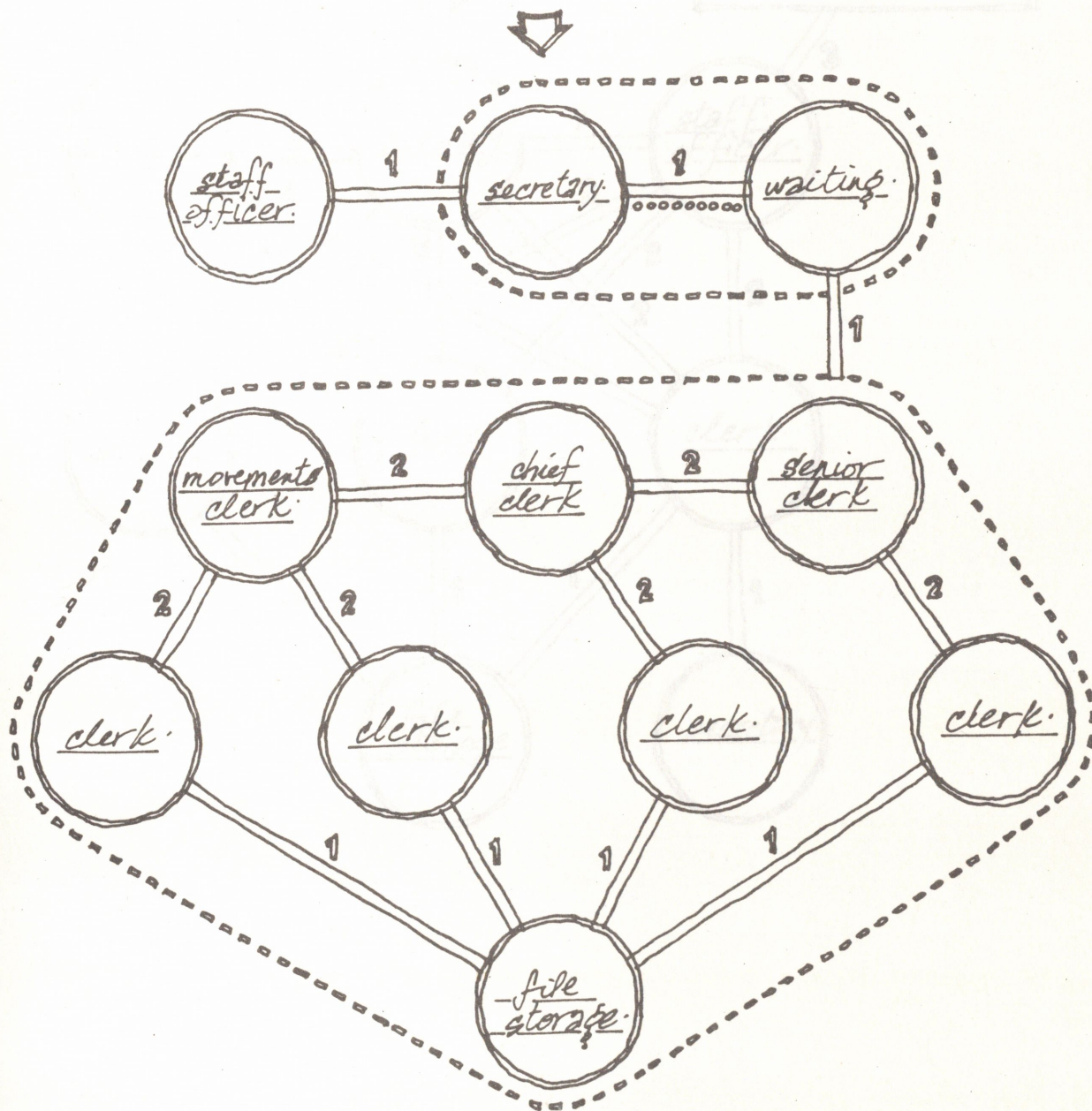
Offices required by Staff Officer, Personnel, Secretary and Chief Clerk.

Open concept office sufficiently large to accommodate: 7 clerical staff, 13 file cabinets, 2 bookcases.

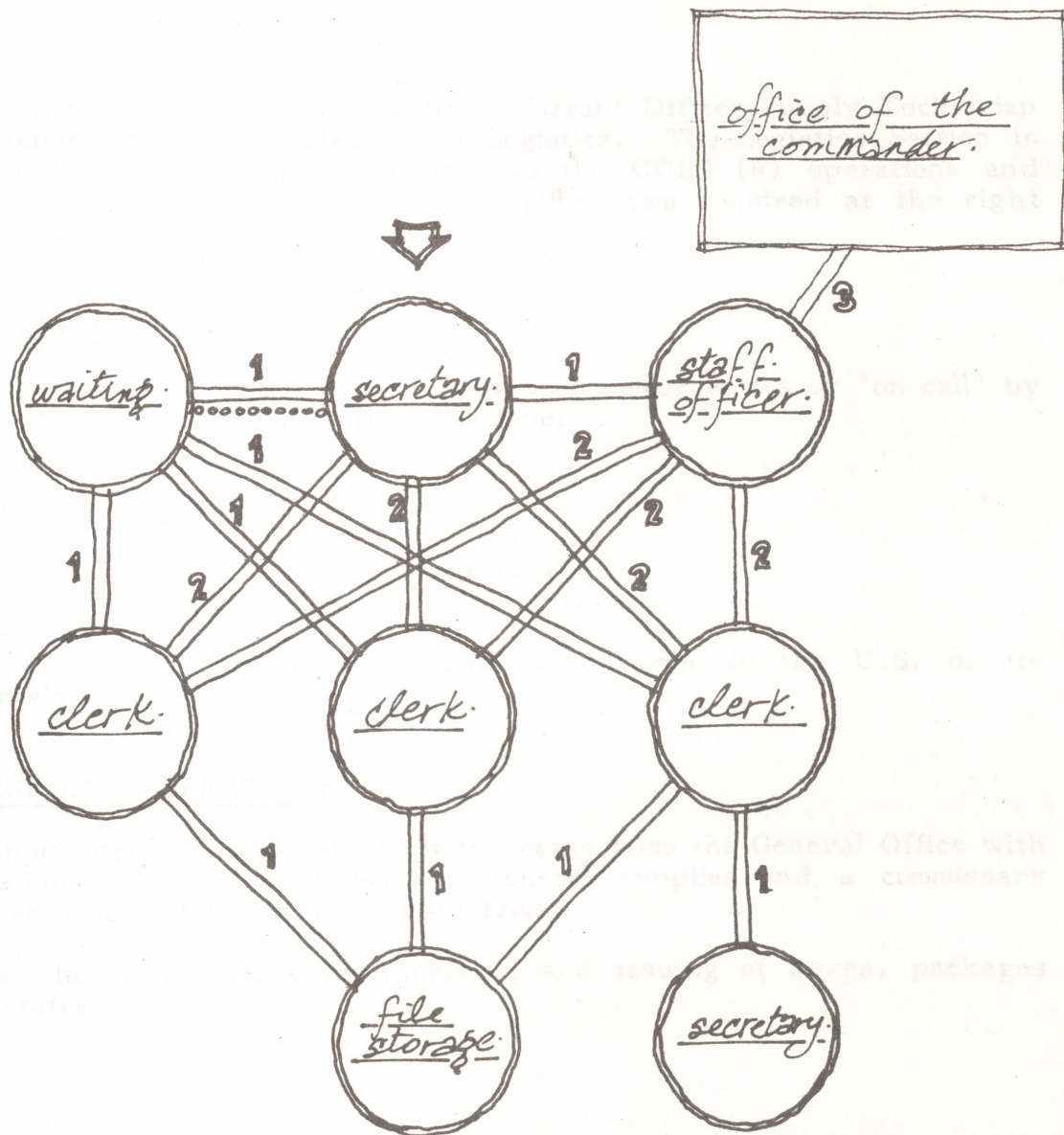
Each of the seven clerical staff to have an electrical outlet for electric typewriters.

Designated area in the proximity of Waiting Area for photo copying machine.

Counter dividing Waiting Area and Orderly Room.

C. D. L. S. administration ~ personnel.

C. D. L. S. administration.



DL CDLS (W) ADMINISTRATION LOGISTICSOBJECTIVE

The Logistics Section is headed by a Warrant Officer Supply Technician who reports to the Comptroller/SO Logistics. The Logistics Section is responsible for the supply support to the CDLS (W) operations and staff. The objective is to have the right item required at the right time and in the right place.

TIME FRAME

Normal business working day, 5 days/week; emergencies or "on call" by Senior Staff Officers will extend the time.

PARTICIPANTS

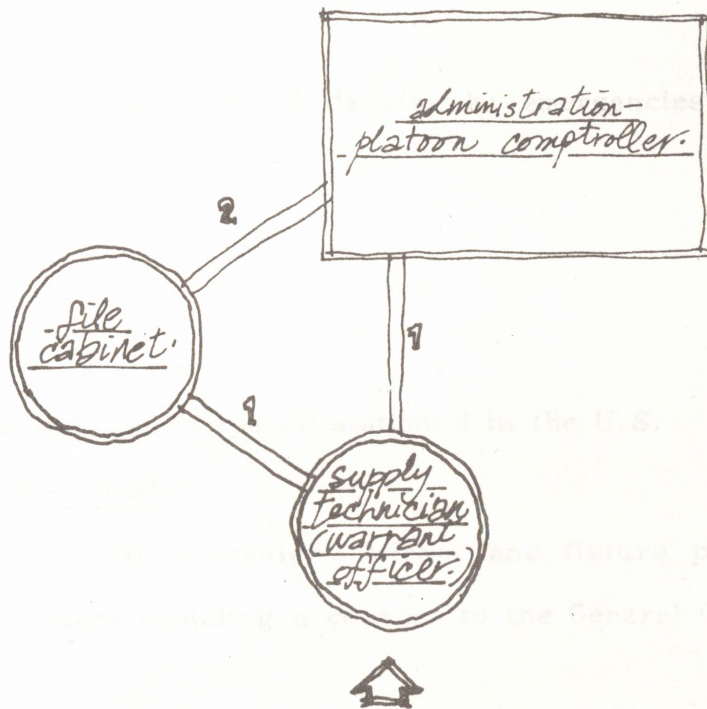
Head of Logistics (WO Supply Technician) (1)
NCO of stores (Sgt. Supply Technician) (1)
Other CDLS (W) Staff
CAD Personnel visiting, on course or stationed in the U.S. or its possessions

DESIGN CONSIDERATIONS

A supply stock room/warehouse with access from the General Office with sufficient storage for stationery, general supplies and a commissary with environmental and security controls.

Access to loading dock for receiving and issuing of boxes, packages and crates.

C.D.L.S. administration — platoon logistics.



DL CDLS (W) ADMINISTRATION
Comptroller

OBJECTIVE

Under the Staff Office Administration the Comptroller is responsible for the Service Financial support to the Military Staff of CDLS (W) and all other Canadian forces personnel stationed on course or temporary duty throughout the United States. The main objective is to keep all financial and pay documentation and necessary liaison accurately recorded to effect a smooth handling of all financial matters.

TIME FRAME

Normal business working hours, 5 days/week; emergencies will extend the time.

PARTICIPANTS

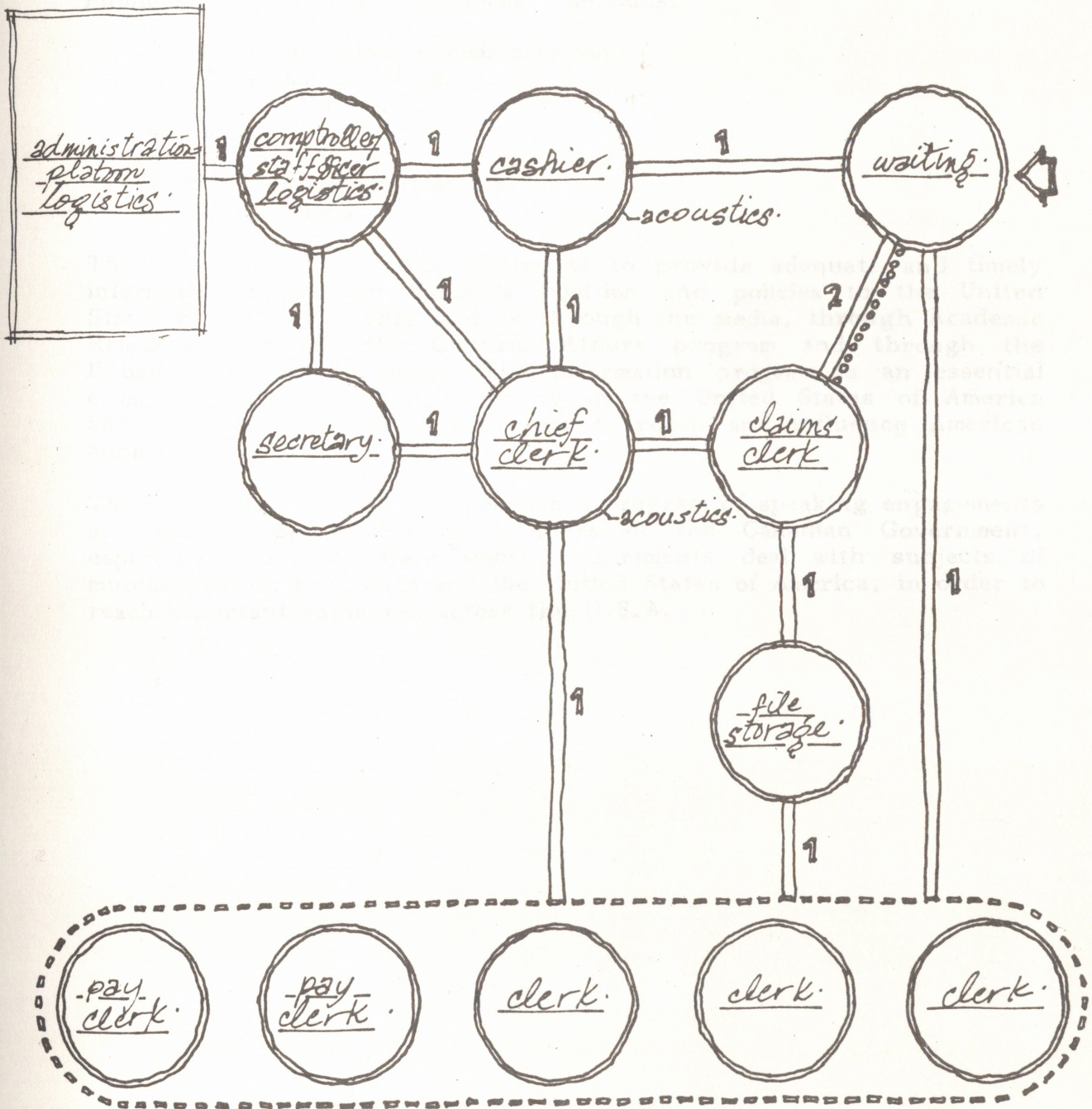
Comptroller (1)
Non-integrated finance NCO's (8)
Secretarial Support (1)
Other CDLS (W) Staff
CF Personnel visiting, on course or stationed in the U.S.

DESIGN CONSIDERATIONS

Private office space with a cashier's wicket and fixture plus security safe for cashier.

Reception/waiting space including a counter to the General Office area.

C. D. L. S. administration — platoon controller.



PU PUBLIC AFFAIRS DIVISION

INTRODUCTION/OVERVIEW

Public Affairs Division consists of 7 Sections:

- 1 Head of Division/Administration
- 2 Academic Relations
- 3 Cultural Affairs
- 4 Press
- 5 Library
- 6 Congressional Relations
- 7 Publications

The main object of Public Affairs is to provide adequate and timely information to explain Canada's position and policies to the United States of America. This is done through the media, through Academic Relations, through the Cultural Affairs program and through the Embassy Library Services. The information program is an essential element in Canada's foreign policy in the United States of America and is Canada's major foreign tool to reach and influence American audiences.

The Public Affairs Division sponsors a program of speaking engagements and public appearances by members of the Canadian Government, especially those Ministers whose departments deal with subjects of mutual interest to Canada and the United States of America, in order to reach important audiences across the U.S.A.

PU PUBLIC AFFAIRS(Head of Division) Minister/Counsellor/AdministrationOBJECTIVE

To effectively manage the Public Affairs Division to ensure that all sections of the Division achieve their respective objectives.

To provide to the Ambassador adequate and timely information on all facets of the Division's operations.

To supervise all aspects of the Embassy's Public Affairs program.

TIME FRAME

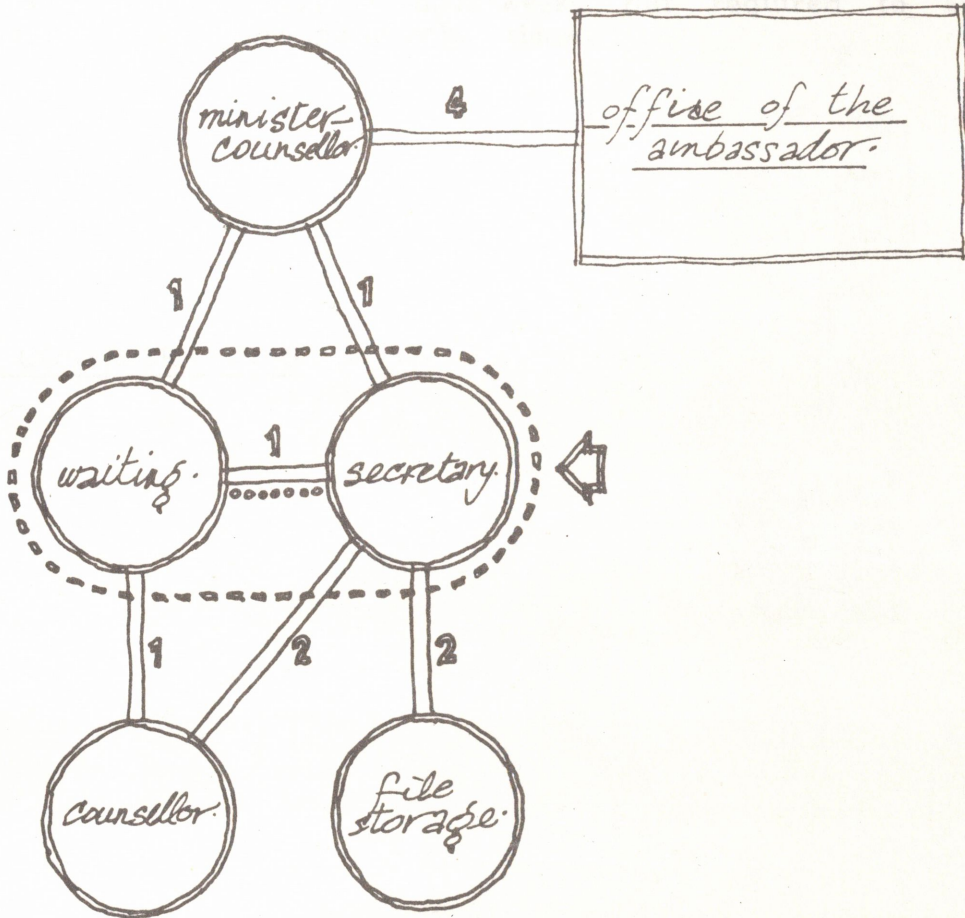
Normal business workday, 5 days/week, but required to attend functions at other times, and "on call" by the Ambassador at any time.

PARTICIPANTS

Minister/Counsellor (1)
Secretarial Support (1)
Counsellor (1)

DESIGN CONSIDERATIONS

minister - counsellor (public affairs).



PU PUBLIC AFFAIRS
Academic Relations

OBJECTIVE

To promote and support Canadian studies in American universities, colleges and grade schools.

To aid general and congressional relations with the United States of America.

TIME FRAME

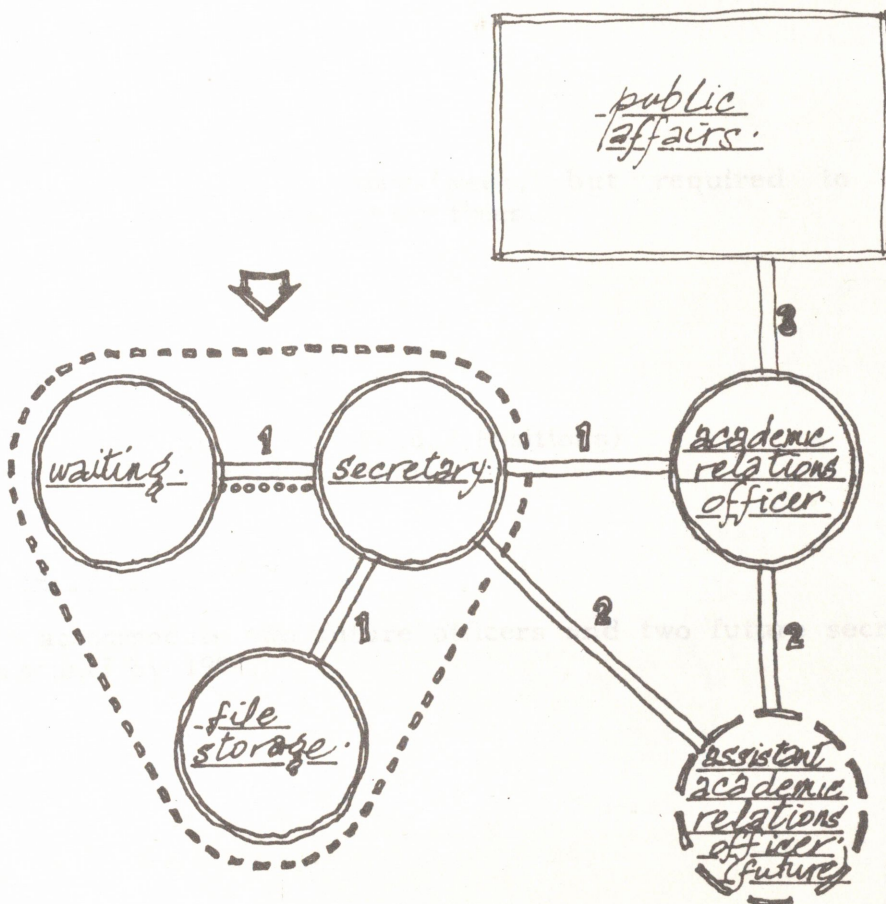
Normal business workday, 5 days/week, but required to attend functions and address groups at other times.

PARTICIPANTS

Academic Relations Officer (1)
 Assistant (1) (Future Position)
 Secretarial Support Staff (1)

DESIGN CONSIDERATIONS

academic relations section.



PU PUBLIC AFFAIRS
Cultural Affairs Section

OBJECTIVE

To promote and stimulate an awareness in the United States of America of Canadian culture.

TIME FRAME

Normal business workday, 5 days/week, but required to attend functions and address groups at other times.

PARTICIPANTS

Cultural Affairs Counsellor (1)
Secretarial Support (1)
Secretarial/Clerical Support (2) (Future Positions)
First Secretaries (2) (Future Positions)

DESIGN CONSIDERATIONS

Provision to accommodate two future officers and two future secretarial support personnel by 1994.

PU PUBLIC AFFAIRS
Press

OBJECTIVE

To disseminate information on Canada and Canada/USA relations to as wide an American audience as possible.

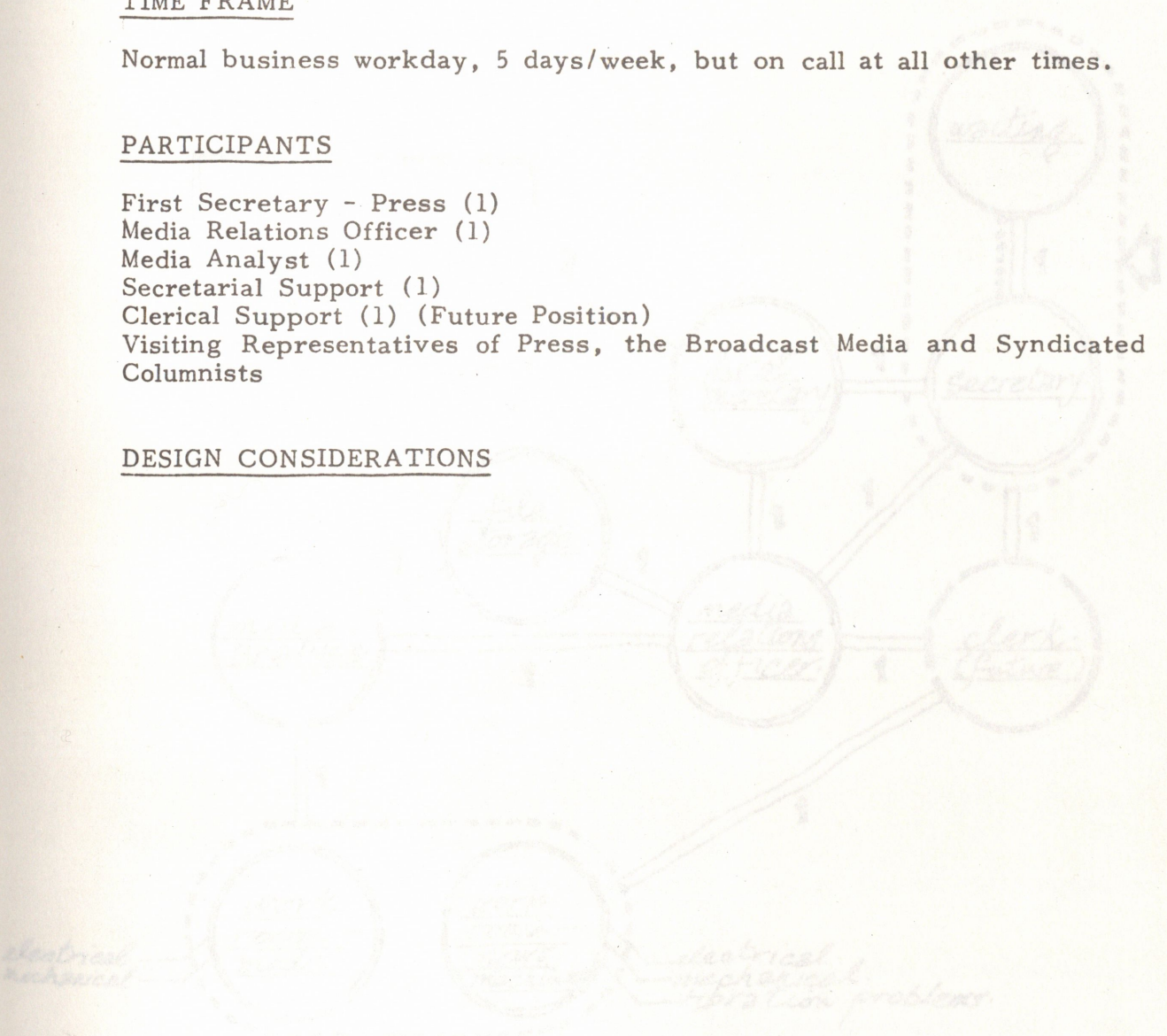
TIME FRAME

Normal business workday, 5 days/week, but on call at all other times.

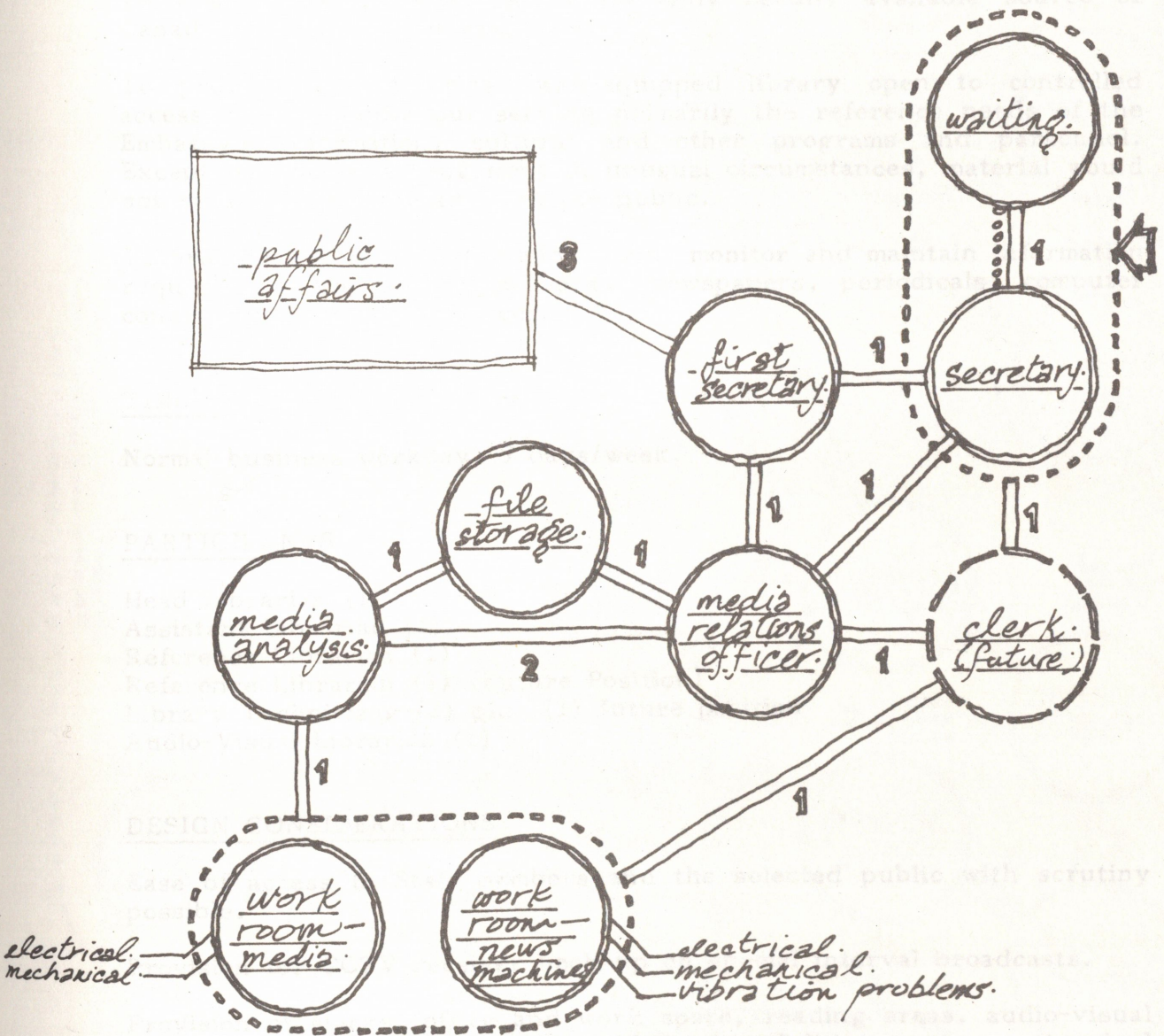
PARTICIPANTS

First Secretary - Press (1)
 Media Relations Officer (1)
 Media Analyst (1)
 Secretarial Support (1)
 Clerical Support (1) (Future Position)
 Visiting Representatives of Press, the Broadcast Media and Syndicated Columnists

DESIGN CONSIDERATIONS



press section.



PU PUBLIC AFFAIRSLibrary (Information Service Centre)OBJECTIVE

To support the objectives and goals of the Public Affairs Division and the Embassy as a whole by ensuring that information requirements are fulfilled.

To meet its responsibilities as the only readily available source of Canadian information in Washington.

To provide an attractive, well-equipped library open to controlled access by the public but serving primarily the reference needs of the Embassy's information, cultural and other programs and personnel. Except by special arrangement in unusual circumstances, material would not be available for lending to the public.

To provide a library that would obtain, monitor and maintain information required by the staff from books, newspapers, periodicals, computer connections and other sources.

TIME FRAME

Normal business workday, 5 days/week.

PARTICIPANTS

Head Librarian (1)
 Assistant Librarian (1)
 Reference Librarian (1)
 Reference Librarian (1) (Future Position)
 Library Technicians (2) plus (1) future position
 Audio-Visual Librarian (1)

DESIGN CONSIDERATIONS

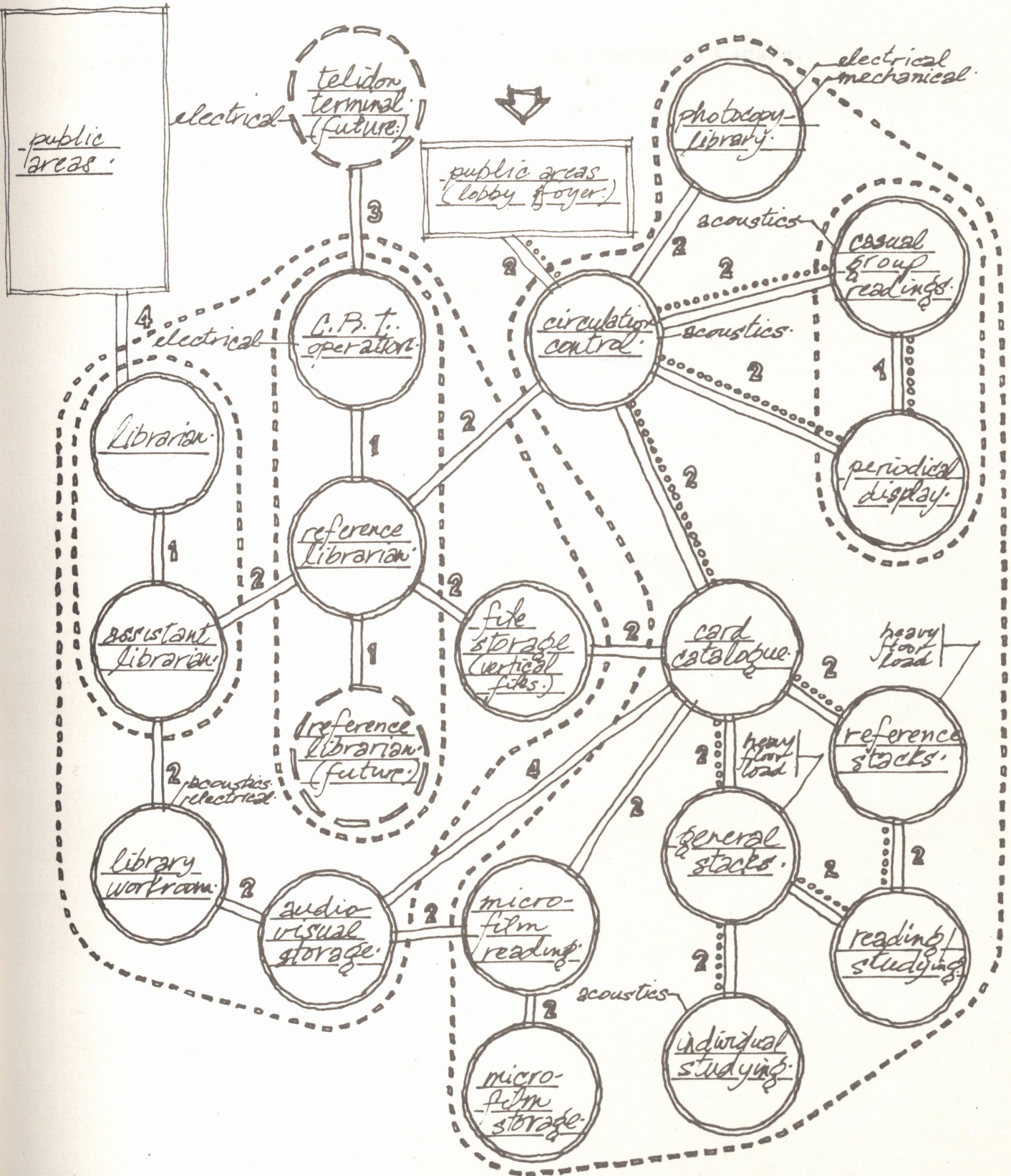
Ease of access to Staff members and the selected public with scrutiny possible.

Provision for CCTV receiver hook-up on special interval broadcasts.

Provision of stacks, office and work space, reading areas, audio-visual storage, CRT operations and cabling for Telidon computer terminal facilities.

Provision of space of some 5,500 square feet to accommodate over 20,000 volumes.

library : information service centre



PU CONGRESSIONAL RELATIONS*relations*OBJECTIVE

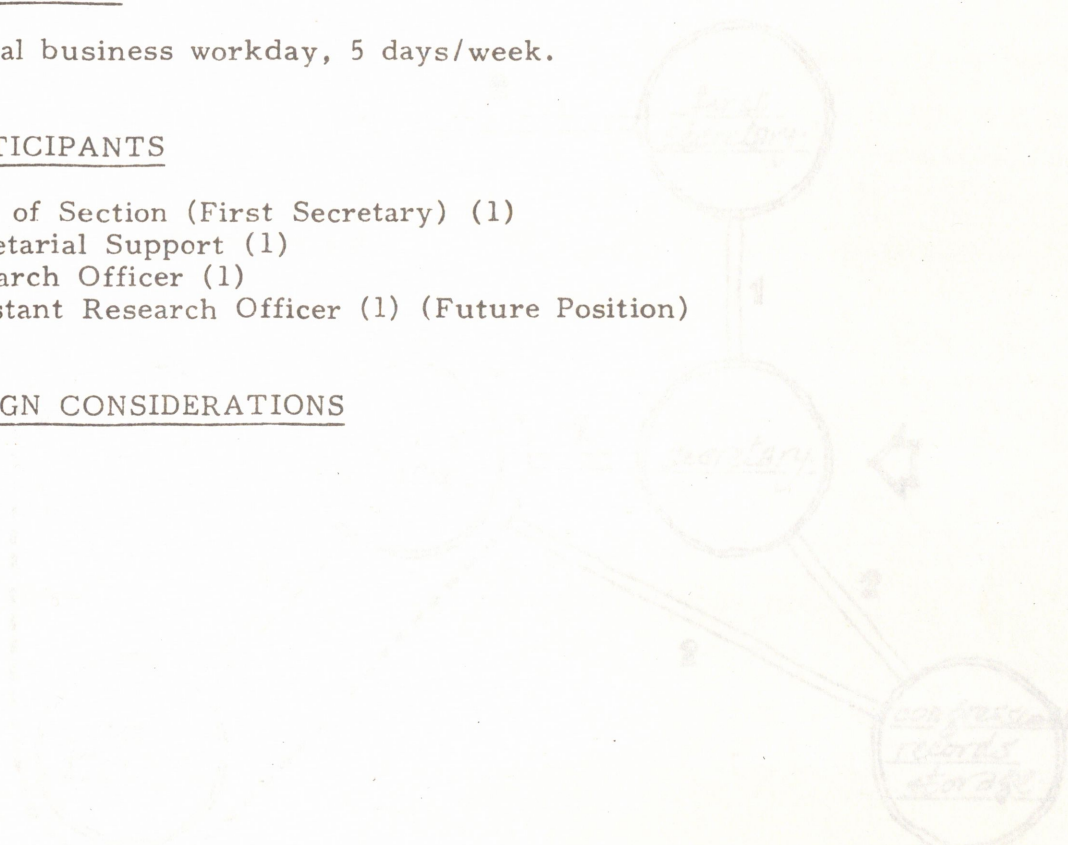
Liaison with U.S. Congress on matters of interest to Canada.

TIME FRAME

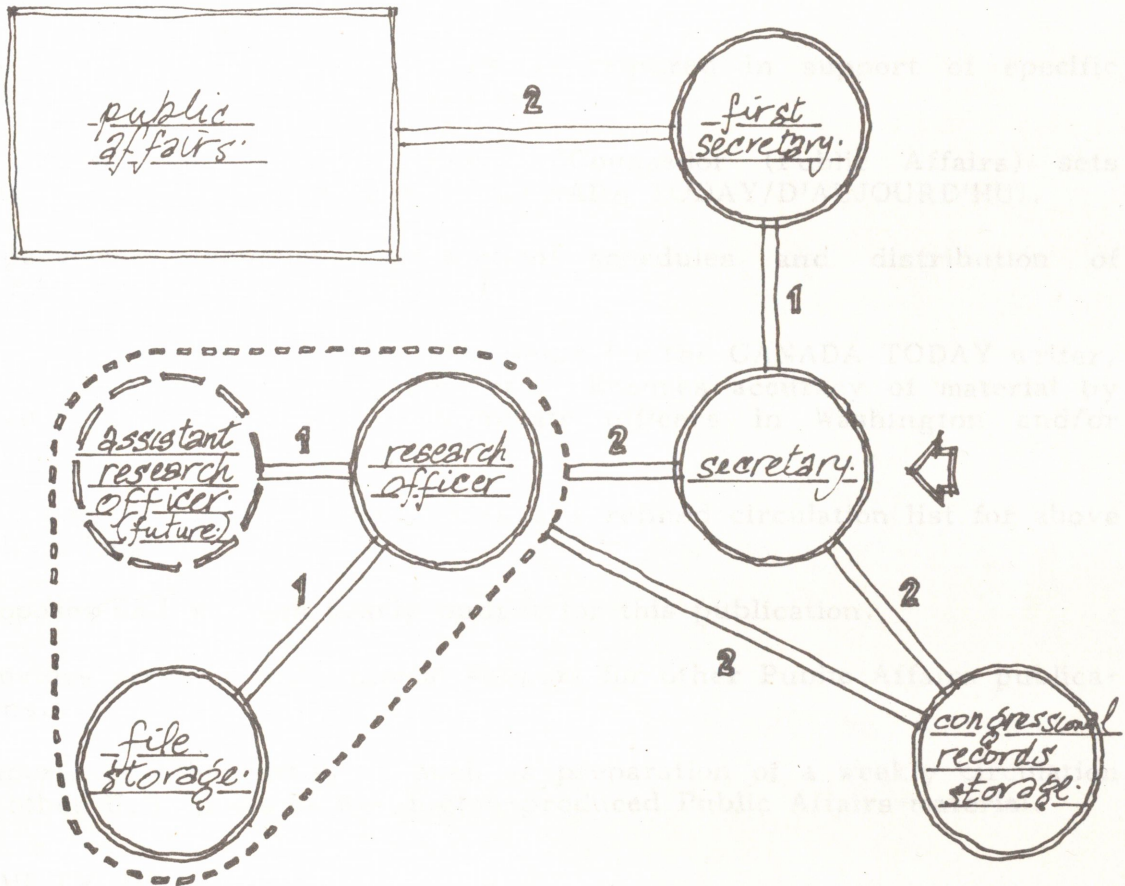
Normal business workday, 5 days/week.

PARTICIPANTS

Head of Section (First Secretary) (1)
 Secretarial Support (1)
 Research Officer (1)
 Assistant Research Officer (1) (Future Position)

DESIGN CONSIDERATIONS

congressional relations.



PU PUBLIC AFFAIRS
Publications

OBJECTIVE

Supports objectives and goals of the Public Affairs Division and the Embassy by initiating, editing and supervising the production of CANADA TODAY/D'AUJOURD'HUI.

Produces other printed materials as required in support of specific Public Affairs and Embassy programs.

In consultation with the Minister Counsellor (Public Affairs) sets long-term topics for treatment in CANADA TODAY/D'AUJOURD'HUI.

Supervises production, production schedules and distribution of CANADA TODAY/D'AUJOURD'HUI.

Provides research and editorial support for the CANADA TODAY writer, including photographs, charts, etc. Ensures accuracy of material by having it checked with appropriate officers in Washington and/or Ottawa.

Maintains an up-to-date and continually refined circulation list for above publications.

Proposes and manages yearly budget for this publication.

Provides creative and editorial support for other Public Affairs publications.

Undertakes other activities such as preparation of a weekly circulation to other U.S. posts of Washington-produced Public Affairs material.

TIME FRAME

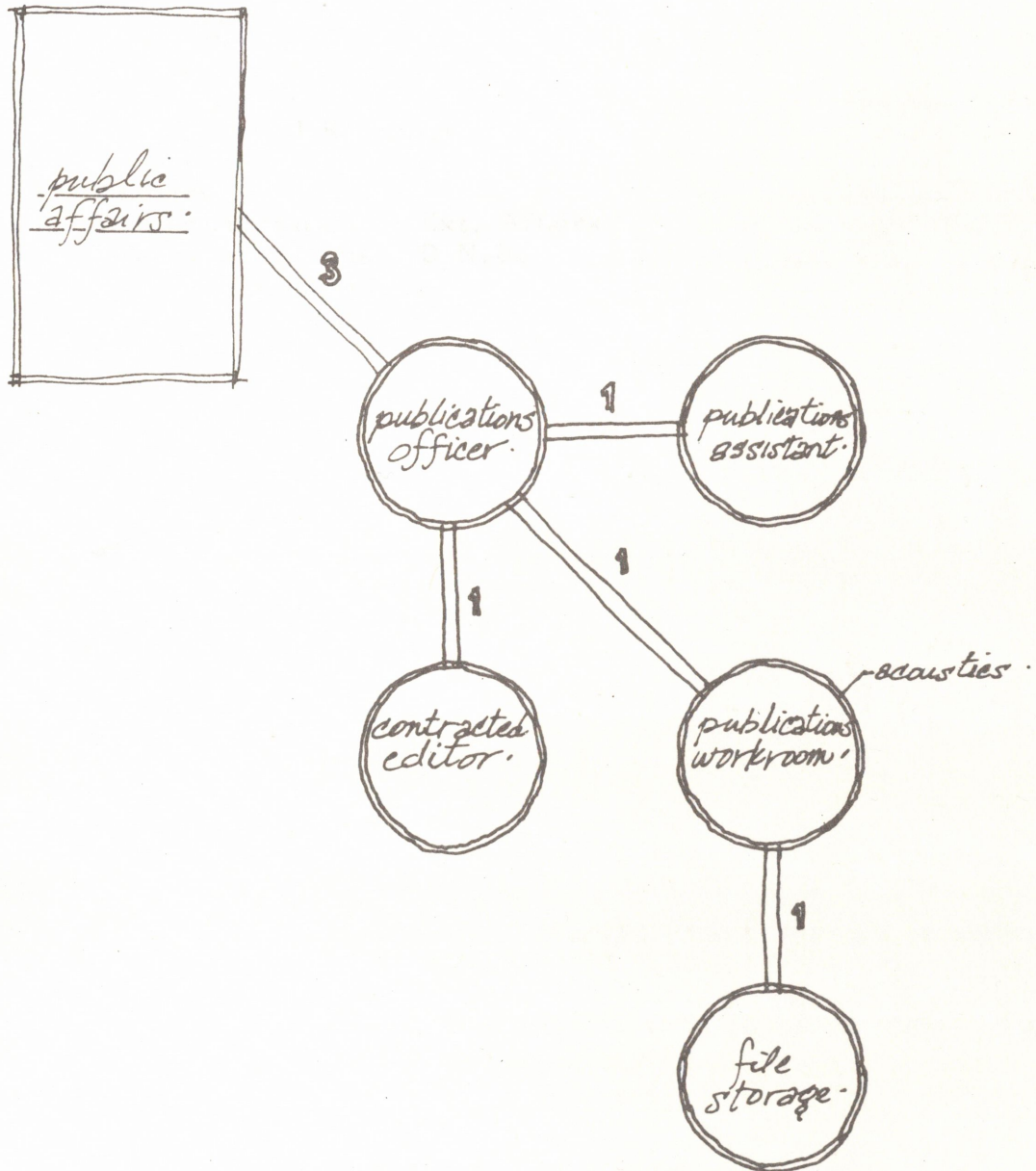
Normal business workday, 5 days/week.

PARTICIPANTS

Publications Officer (1)
 Publications Assistant - Circulation Manager (1)
 CANADA TODAY/D'AUJOURD'HUI contract writer (1)
 Contributors, contractors and vendors

DESIGN CONSIDERATIONS

Adjacent to library reference staff and public area.

publications section.

AD POST ADMINISTRATION DIVISION

INTRODUCTION/OVERVIEW

Post Administration Division consists of 14 sections:

- 1 Head of Division - Minister/Counsellor
- 2 General Administration
- 3 Property and Materiel
- 4 Personnel
- 5 Finance
- 6 Transportation
- 7 Telephone and Reception
- 8 Security
- 9 Registry
- 10 Telecommunications - Ext. Affairs
- 11 Telecommunications - D.N.D.
- 12 Properties Maintenance
- 13 Materiel and Supply
- 14 Purchasing

PART 1

As a result of the...
 Section...
 Additional...
 Work...
 Language...

DESIGN CONSIDERATIONS

Language Lab... separate storage space for AV equipment,
 tapes, films, and other material.

The... instructor's desk to be equipped with a
 chalkboard...

AD HEAD OF DIVISION
Minister/Counsellor

OBJECTIVE

To provide support for all government agencies located in Washington in terms of personnel, maintenance of buildings and works, supplies and equipment, automotive, communications and financial operations, liaison with U.S. Government agencies and with all Canadian posts in the U.S.A. in administrative and consular matters.

The administrative section, Head of Division is responsible for the Language Lab facilities.

The Language Lab provide space for up to six students to receive instruction, to listen to recordings in another language, make their own recordings, practice speaking other languages in private and carry out drill exercises.

TIME FRAME

Normal business workday, 5 days/week.

Language Lab, 1-3 hours on a scheduled basis during normal working hours.

PARTICIPANTS

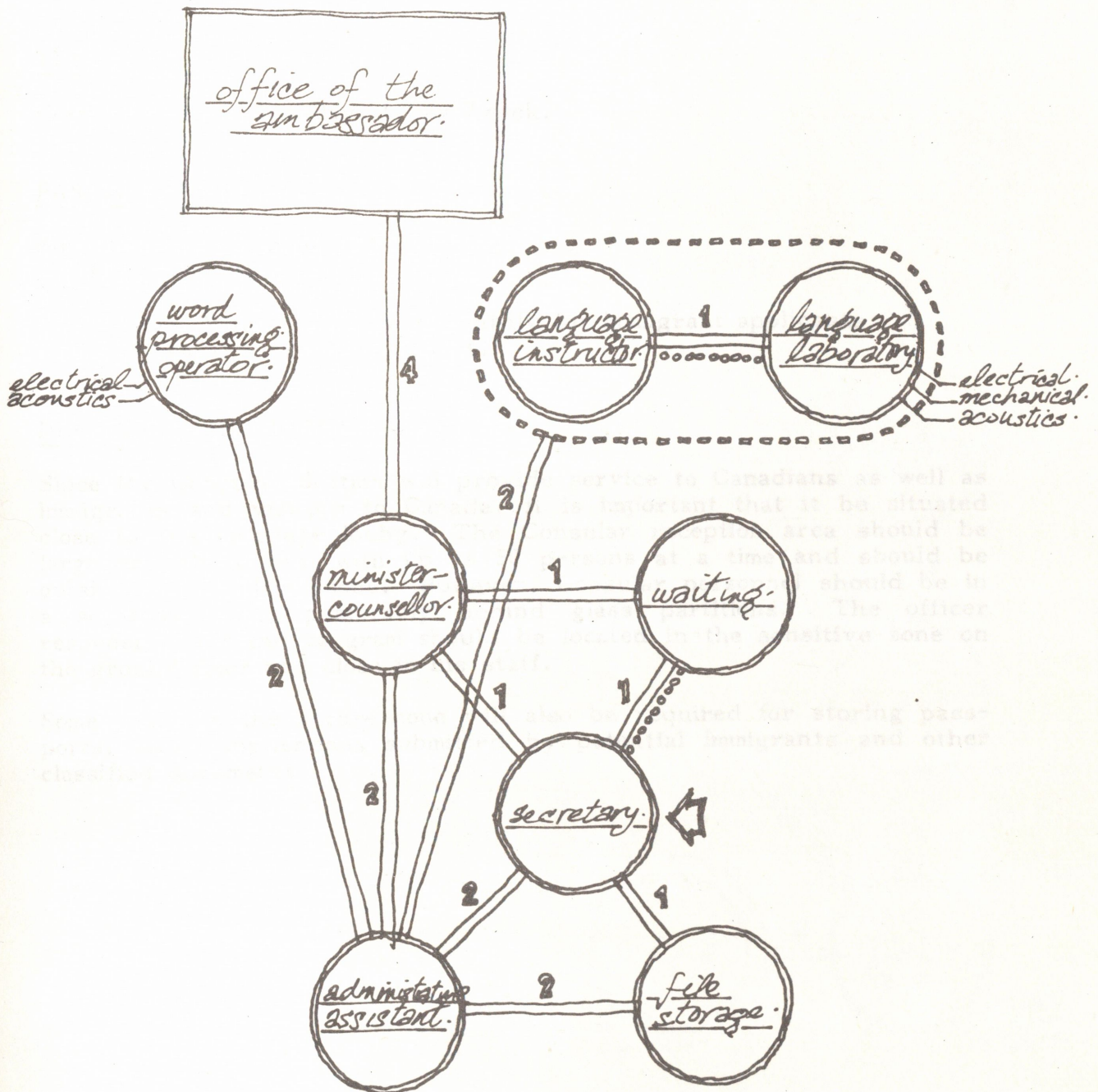
Minister-Counsellor (1)
Secretarial Support (1)
Administrative Assistant (1)
Word Processor Operator (1)
Language Instruction (1)

DESIGN CONSIDERATIONS

Language Lab to contain separate storage space for AV equipment, tapes/film rolls, instructional material.

The wall behind the language instructor's desk to be equipped with a chalkboard/projection screen.

minister/counsellor (administration.)



AD GENERAL ADMINISTRATION (IMMIGRATION)

OBJECTIVE

Provide assistance to Canadians.

Issue visas to immigrants and non-immigrants.

TIME FRAME

Normal business workday, 5 days/week.

PARTICIPANTS

First Secretary/Consul (1)

Secretarial Support (1)

Clerks (3)

Immigration Officer - 2-3 days monthly for immigrant applicants

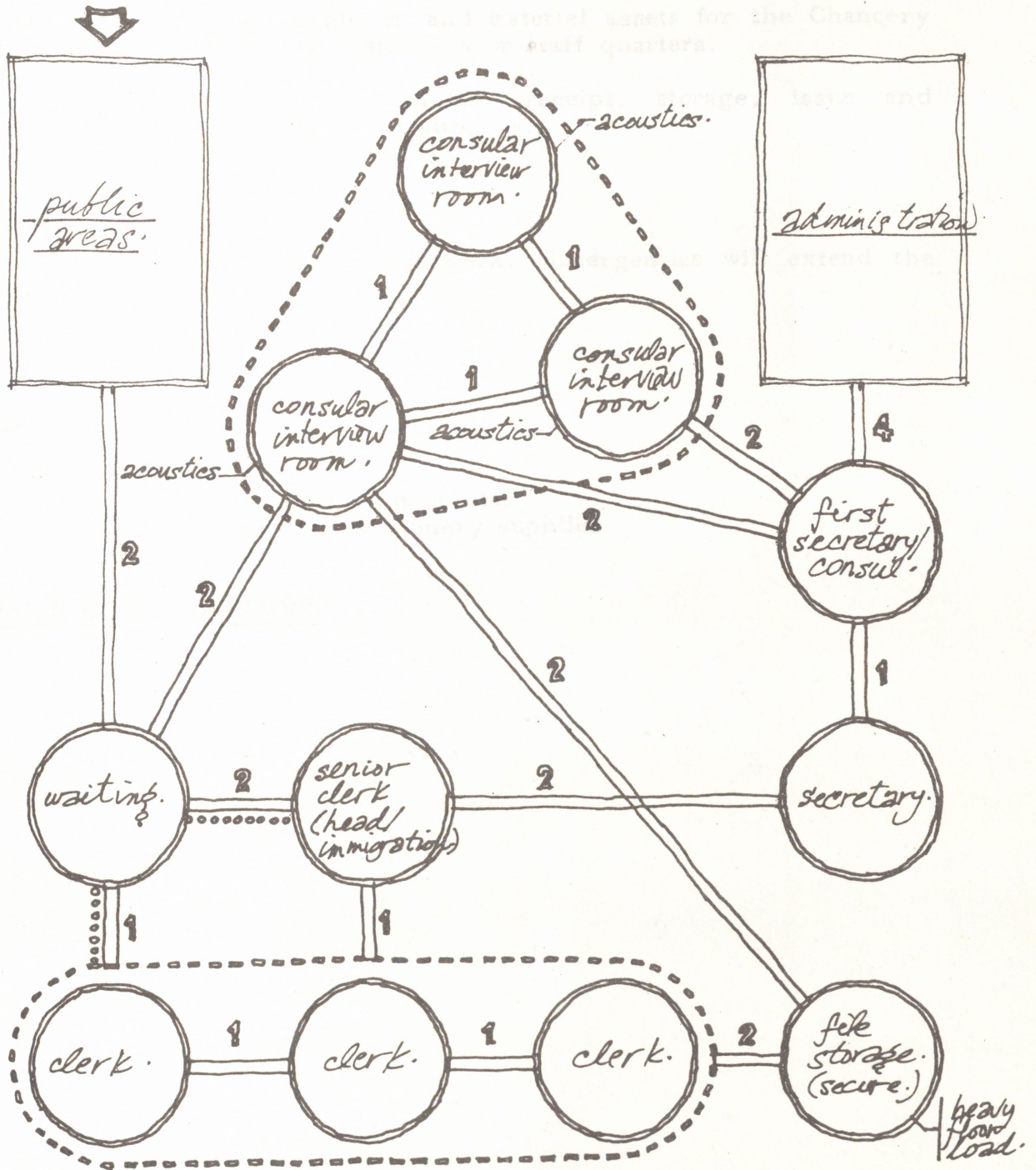
Senior Clerk (Head/Immigration) (1)

DESIGN CONSIDERATIONS

Since the Consular Section will provide service to Canadians as well as immigrants and visitors to Canada, it is important that it be situated close to the entrance lobby. The Consular reception area should be large enough to deal with up to 50 persons at a time and should be outside the sensitive zone. However, Consular personnel should be in a sensitive area, preferably behind glass partitions. The officer responsible for the program should be located in the sensitive zone on the ground floor and close to his staff.

Some space in the secure zone will also be required for storing passports, fees, applications submitted by potential immigrants and other classified documents.

general administration (immigration)



AD PROPERTY AND MATERIEL

OBJECTIVE

To provide control of inventories and materiel assets for the Chancery and Crown-leased or owned residences or staff quarters.

Materiel and supply support include receipt, storage, issue and distribution of materiel and office supplies.

TIME FRAME

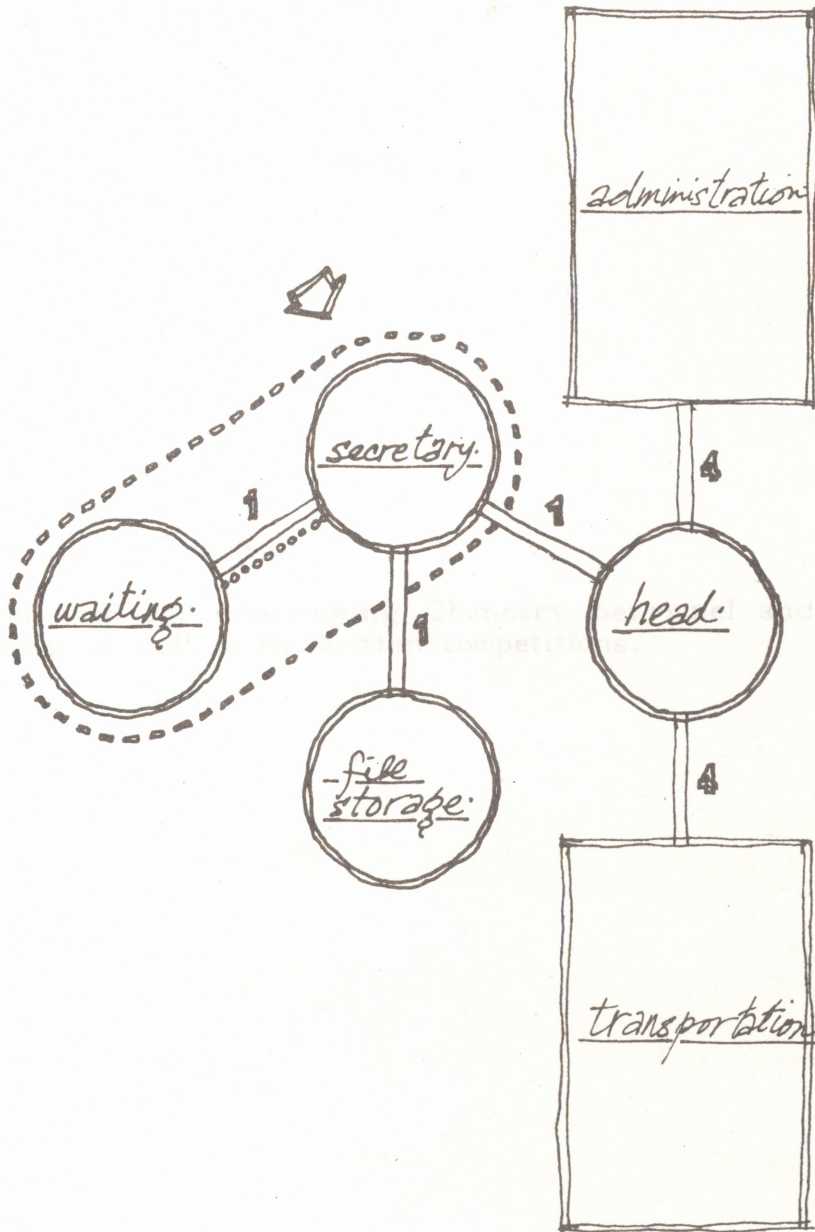
Normal business workday, 5 days/week. Emergencies will extend the time.

PARTICIPANTS

Head (1)
Secretary (1)
Materiel and Supply Clerk
Suppliers and vendors from public sector
Chancery personnel drawing stationery supplies

DESIGN CONSIDERATIONS

property & material.



AD PERSONNELOBJECTIVE

To provide personnel support for Chancery operations including liaison with headquarters for the replacement of rotational personnel and the employment of locally-engaged staff.

TIME FRAME

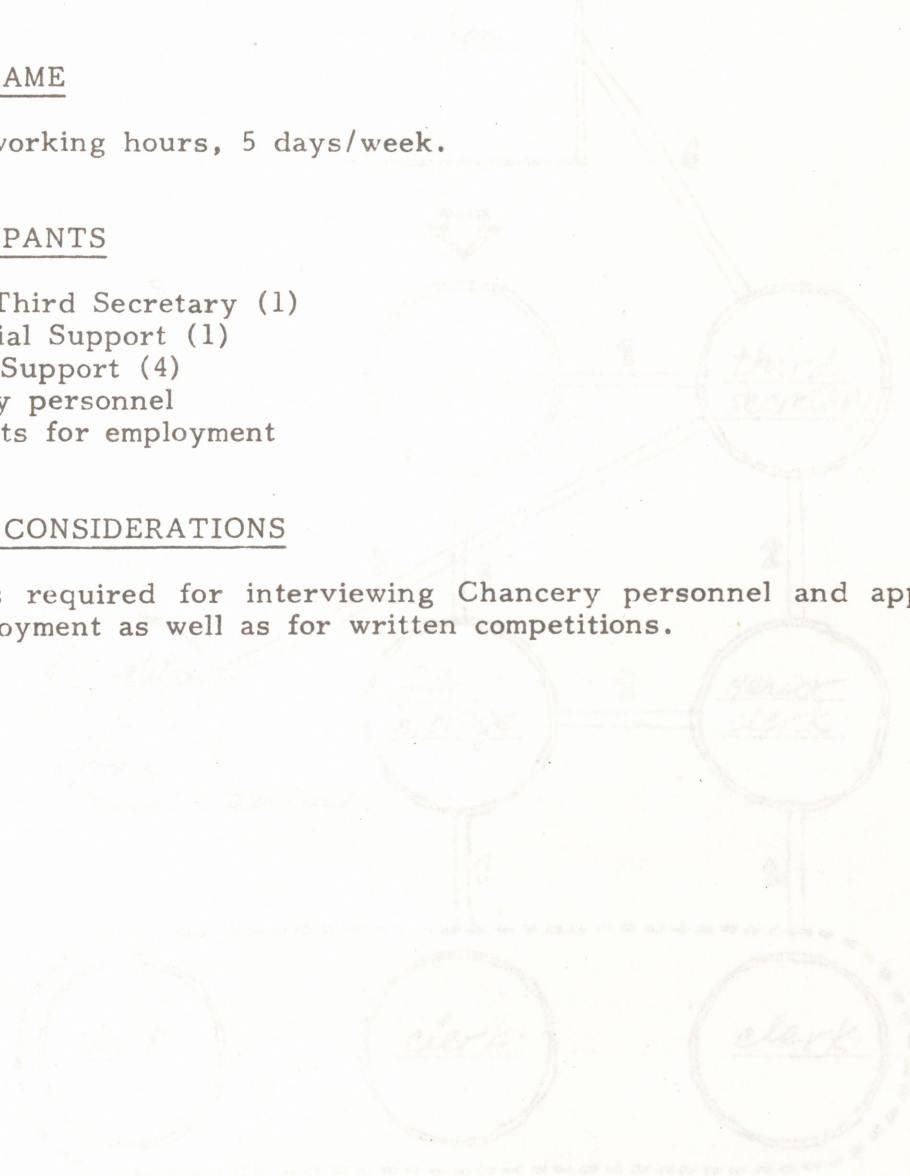
Normal working hours, 5 days/week.

PARTICIPANTS

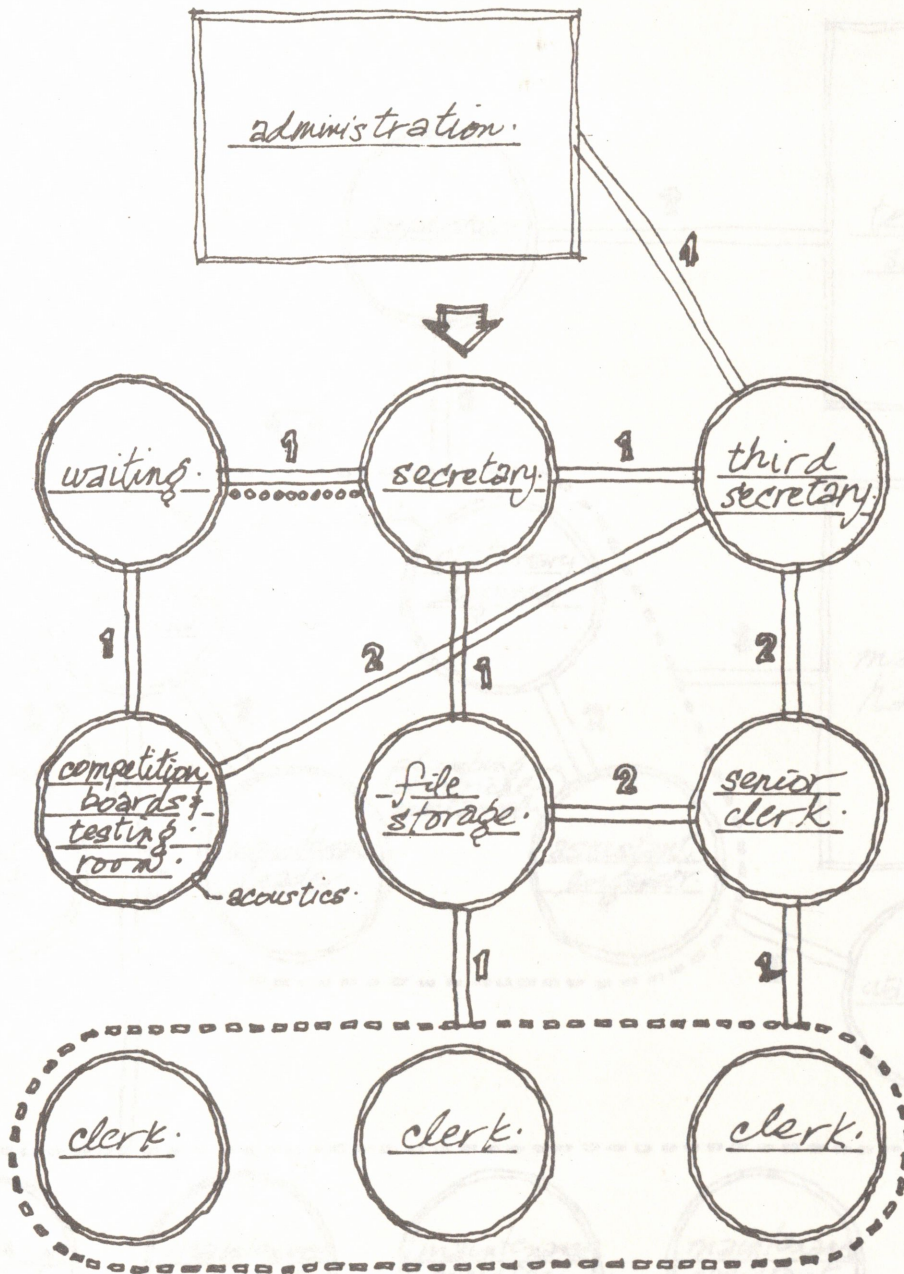
Head - Third Secretary (1)
 Secretarial Support (1)
 Clerical Support (4)
 Chancery personnel
 Applicants for employment

DESIGN CONSIDERATIONS

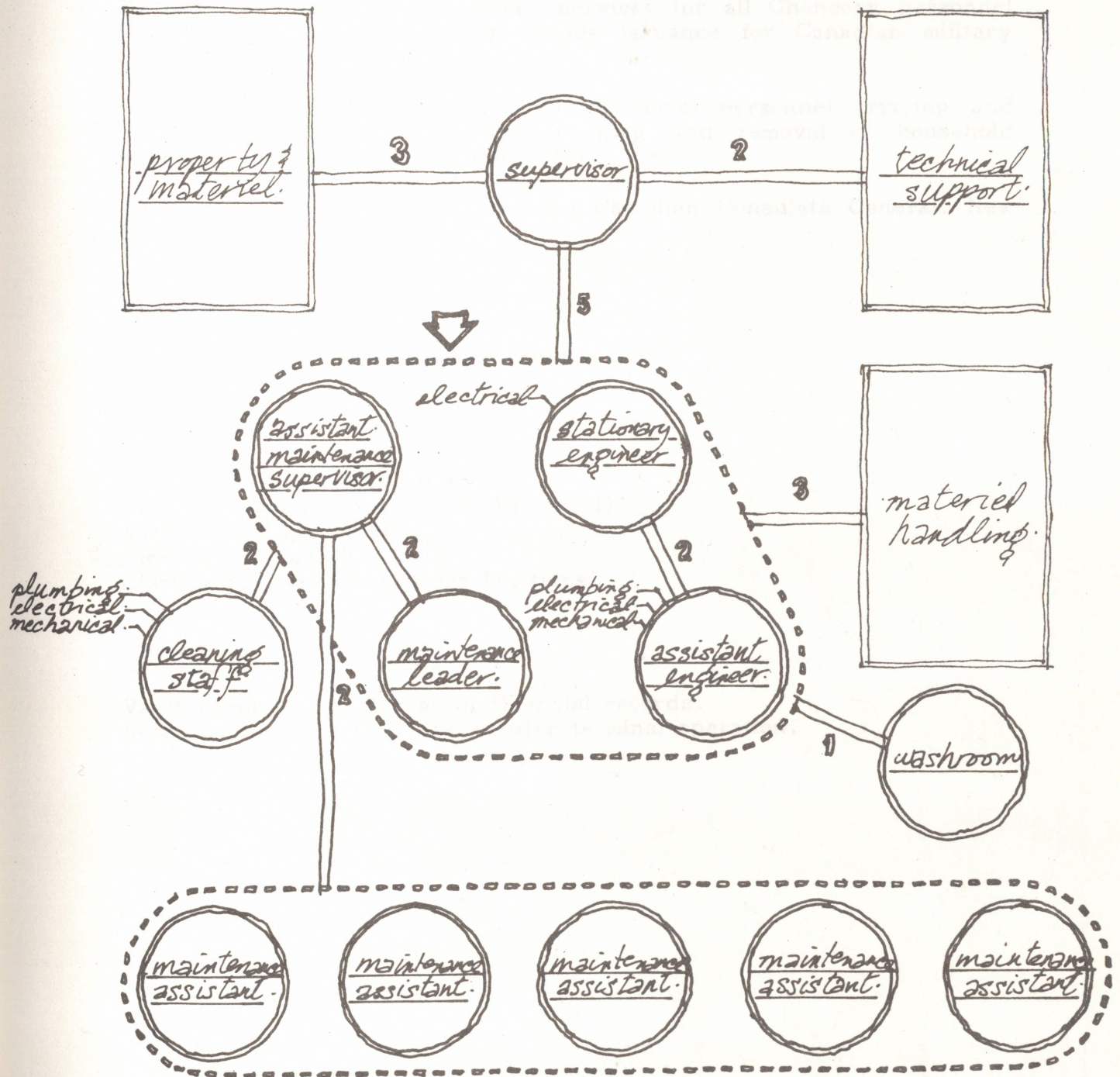
Space is required for interviewing Chancery personnel and applicants for employment as well as for written competitions.



personnel



properties maintenance



AD FINANCE MANAGEMENT

OBJECTIVE

To provide auditing and payment services for all Chancery personnel financial operations, including cheque issuance for Canadian military personnel throughout the U.S.A.

To make removal arrangements for rotational personnel arriving and departing Washington, including packing and removal of household effects, hotel and transportation reservations.

To provide financial services to the Canadian Consulate General, New Orleans.

TIME FRAME

Normal working hours, 5 days/week.

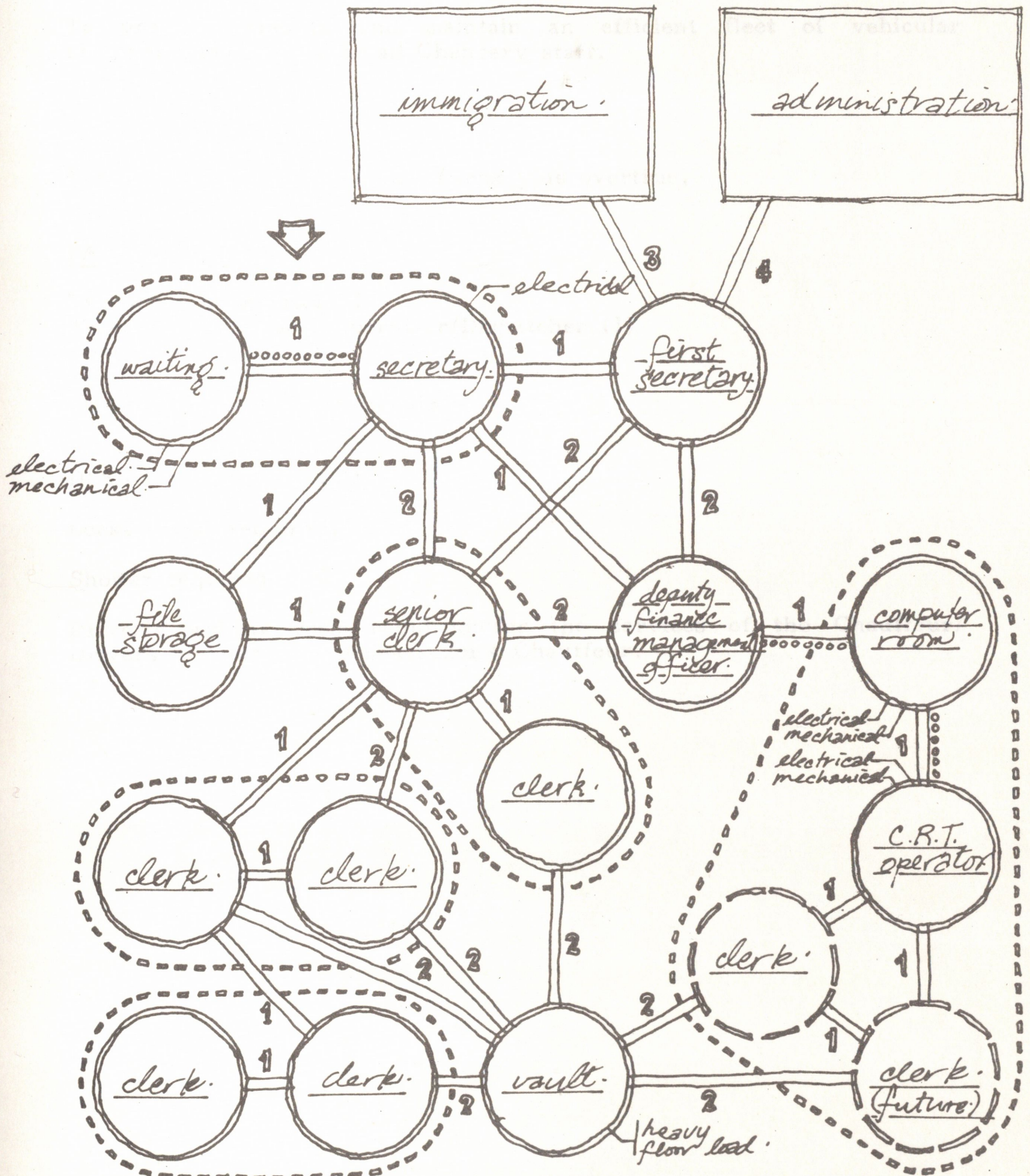
PARTICIPANTS

Financial Management Officer (1)
Deputy Financial Management Officer (1)
Secretarial Support (1)
Clerical Support (5)
Clerical Support (2) (Future Positions)

DESIGN CONSIDERATIONS

Vault required for storage of financial records.
Room required for CRT and printer terminal operation.

finance management.



AD TRANSPORTATION

OBJECTIVE

To provide, operate and maintain an efficient fleet of vehicular transportation service to all Chancery staff.

TIME FRAME

Normal working hours, 5 days/week plus overtime.

PARTICIPANTS

Transport Supervisor (1)
Assistant Transport Supervisor/Dispatcher (1)
Chauffeurs/Drivers (1)
Vehicle passengers
Package dispatchers/recipients

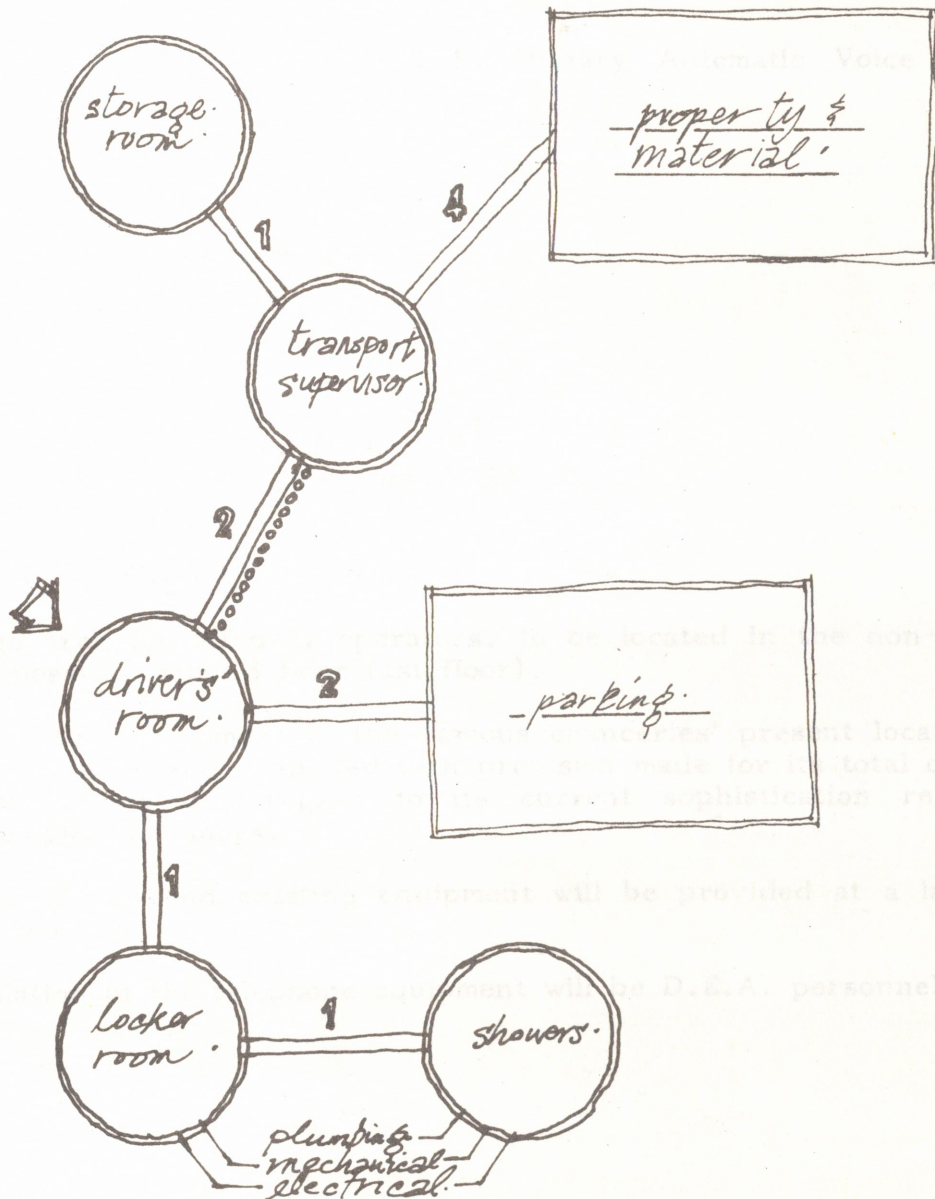
DESIGN CONSIDERATIONS

Locker room required.

Shower required.

Driver's waiting room required for the services of the Chauffeur/
Drivers including the Ambassador's Chauffeur.

transportation



AD TELEPHONE AND RECEPTION

OBJECTIVE

To provide an efficient Telephone Service to all Chancery functional groups.

To provide a link with the U.S. Military Automatic Voice Network (AUTOVON).

TIME FRAME

10 hours/day, 5 days/week.

PARTICIPANTS

Manager - Telephone Supervisor (1)
Assistant Telephone Supervisor (2)
Switchboard operators/receptionist (7)

DESIGN CONSIDERATIONS

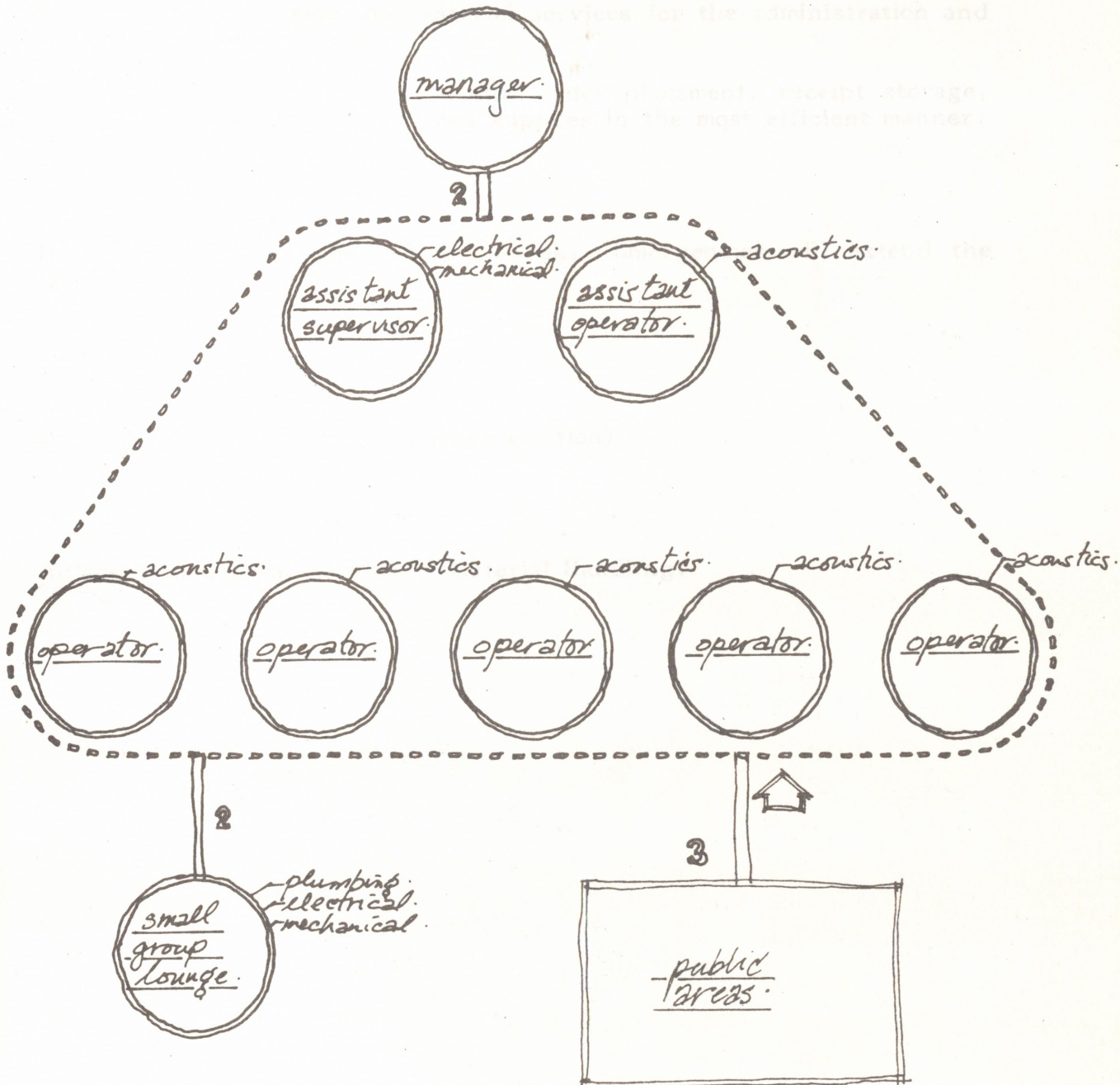
Lounge area for off-duty operators, to be located in the non-sensitive area, possibly ground floor (1st floor).

The existing equipment in the various chanceries' present locations are to be reviewed and evaluated with provision made for its total or partial re-use, giving due regard to its current sophistication relative to technological advances.

Details of new and existing equipment will be provided at a later date when required.

Installation of the telephone equipment will be D.E.A. personnel.

telephone service.



AD MATERIEL AND SUPPLY

OBJECTIVE

To provide procurement and materiel services for the administration and operation of the Chancery.

Material and supply support include order placement, receipt storage, issue and distribution of required supplies in the most efficient manner.

TIME FRAME

Normal business workday, 5 days/week. Emergencies will extend the time.

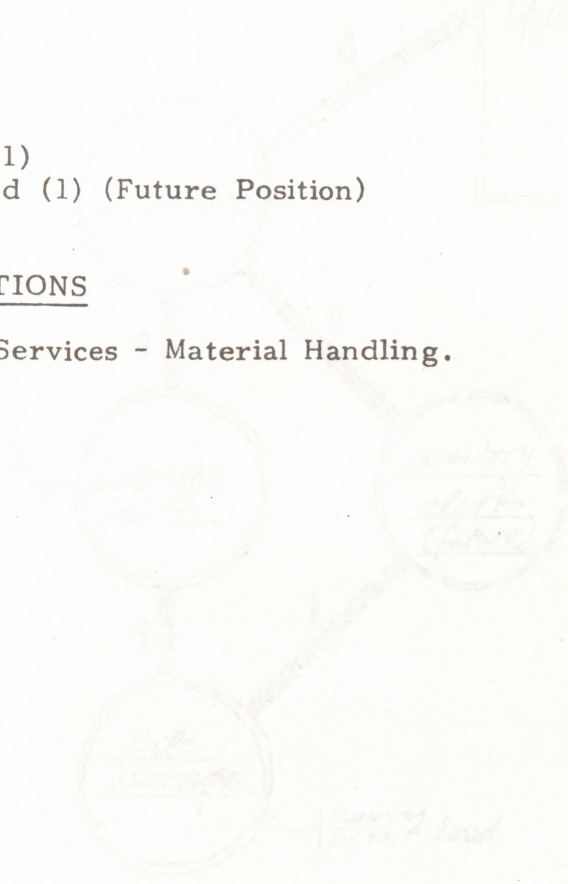
PARTICIPANTS

Materiel Supervisor (1)

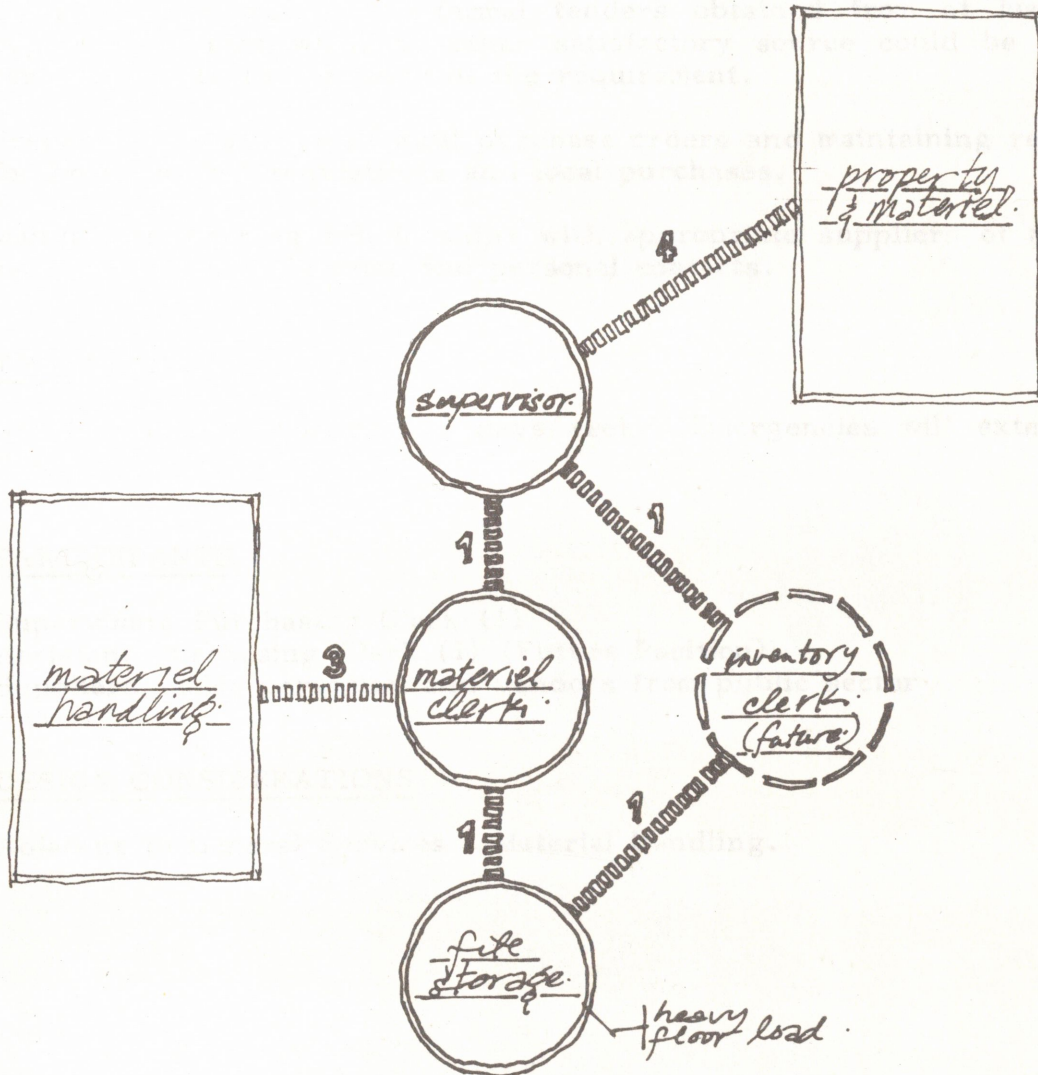
Material Clerk (1) and (1) (Future Position)

DESIGN CONSIDERATIONS

Adjacent to General Services - Material Handling.



materiel and supply .



AD PURCHASING

OBJECTIVE

Receiving requests for materiel authorized for purchase in support of Chancery operations including office supplies and machinery, furniture and furnishing, uniforms and clothing.

Issuing of requests for informal tenders obtained from at least two suppliers, except when no other satisfactory source could be located compatible with the urgency of the requirement.

Preparation and issue of local purchase orders and maintaining registers for both materiel requisitions and local purchases.

Maintaining working relationships with appropriate suppliers of materiel requirements by telephone and personal contacts.

TIME FRAME

Normal business workday, 5 days/week. Emergencies will extend the time.

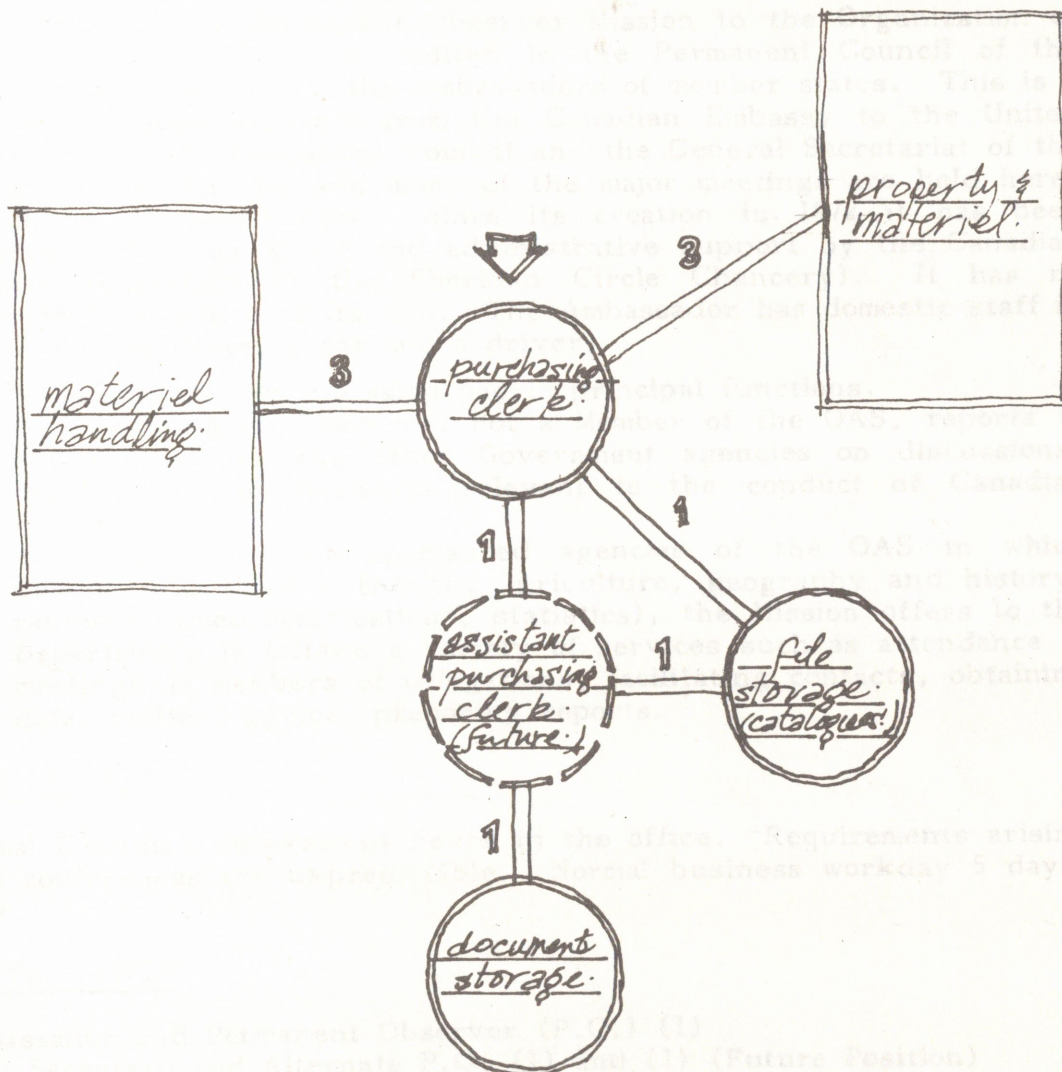
PARTICIPANTS

Supervising Purchasing Clerk (1)
Assistant Purchasing Clerk (1) (Future Position)
Suppliers, sales personnel and vendors from public sector

DESIGN CONSIDERATIONS

Adjacent to General Services - Material Handling.

purchasing



Ambassador and Permanent Observer (P.O.) (1)
 First Secretary and Alternate P.O. (1) (Future Position)
 Secretary (1) (Future Position) (1) and (1) (Future Position)
 Counsellor (1) (Future Position)

Members: Member OAS missions, General Secretariat, Canadian
 Chancery, Ottawa officials, non-governmental representatives
 with OAS missions

FUNCTIONS

The office requires the same security protection as the Chancery.
 The office must have its own small reference and documents library.
 The office would make occasional use of the Chancery's representation
 and public affairs facilities, upon prior consultation with the Chancery.

OA PERMANENT OBSERVER MISSION OF CANADA TO ORGANIZATION
OF AMERICAN STATES
Ambassador (O.A.S.)

OBJECTIVE

Canada maintains a Permanent Observer Mission to the Organization of American States. It is accredited to the Permanent Council of the Organization consisting of the Ambassadors of member states. This is a diplomatic mission separate from the Canadian Embassy to the United States. Since the Permanent Council and the General Secretariat of the OAS are in Washington and many of the major meetings are held here, the Mission is based here. Since its creation in 1972 it has been provided with office space and administrative support by the Canadian Embassy (currently in the Sheridan Circle Chancery). It has no administrative section of its own. The Ambassador has domestic staff in an Official Residence, a car and a driver.

The Permanent Observer Mission has to principal functions.

- (1) Canada being an Observer, not a Member of the OAS, reports to External Affairs and other Government agencies on discussions, developments or decisions relevant to the conduct of Canadian foreign policy.
- (2) With regard to the specialized agencies of the OAS in which Canada is a Member (health, agriculture, geography and history, railways, telecommunications, statistics), the Mission offers to the Departments in Ottawa a variety of services such as attendance at meetings as members of delegations, facilitating contacts, obtaining data, political advice, preparing reports.

TIME FRAME

Normal Canadian Government hours in the office. Requirements arising from conferences are unpredictable. Normal business workday 5 days/week.

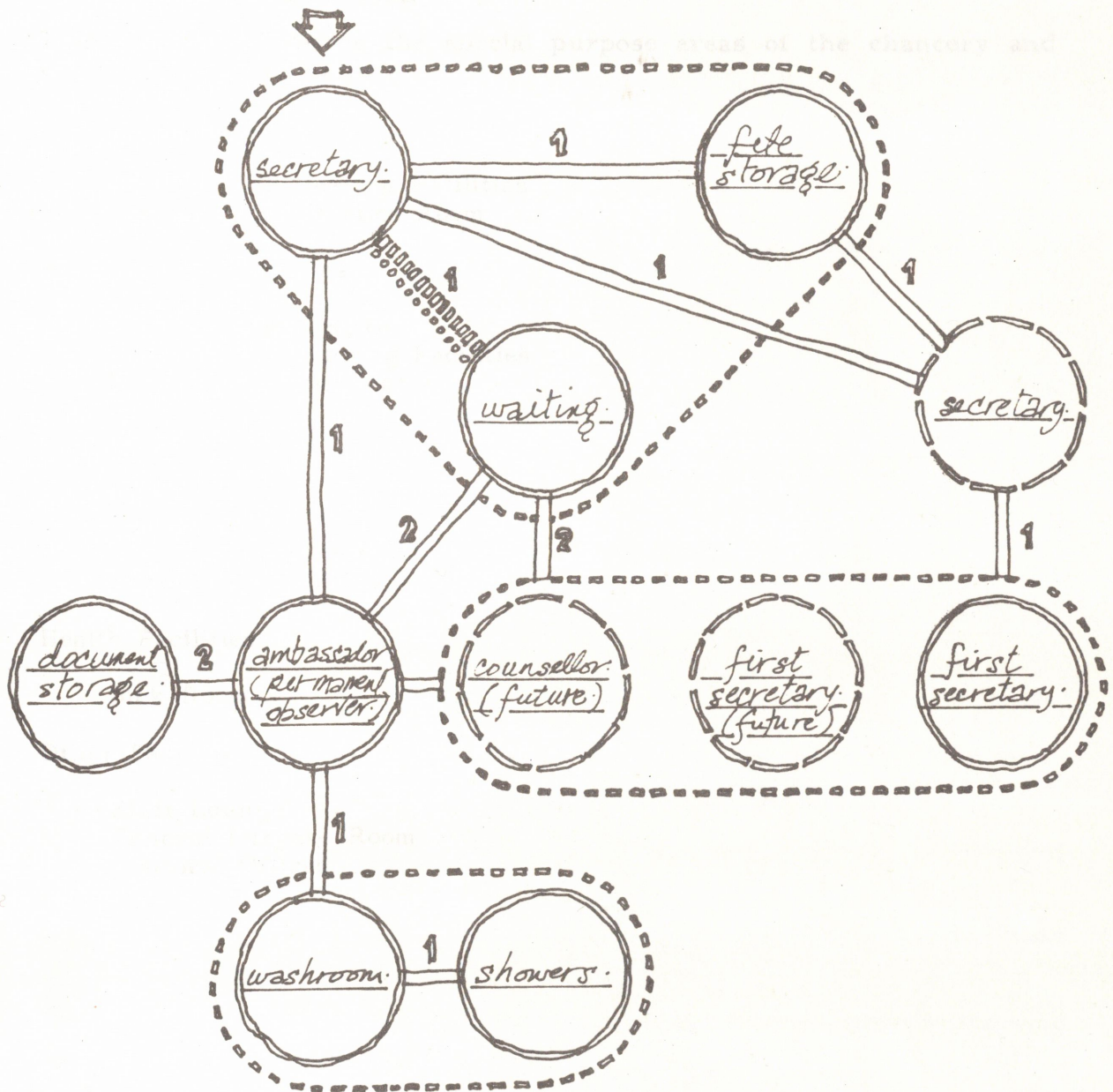
PARTICIPANTS

Ambassador and Permanent Observer (P.O.) (1)
 First Secretary and Alternate P.O. (1) and (1) (Future Position)
 Secretary (Ottawa based) (1) and (1) (Future Position)
 Counsellor (1) (Future Position)
 Members of other OAS missions, General Secretariat, Canadian Chancery, agencies, Ottawa officials, non-governmental representatives with OAS interests

DESIGN CONSIDERATIONS

The Mission requires the same security protection as the Chancery. The Mission must have its own small reference and documents library. The Mission would make occasional use of the Chancery's representation and public affairs facilities, upon prior consultation with the Chancery.

permanent mission of canada to the O.A.S.



SPECIAL PURPOSE AREAS

INTRODUCTION/OVERVIEW

This section will define the special purpose areas of the chancery and will include the following:

Conference Facilities

- Briefing and Meeting Facilities
- Executive Conference Room

Reproduction Facilities

- Reproduction Centre
- Convenience Copying Facilities
- Word Processing Centre

Recreation Facilities

- Mini-Gym
- Locker Rooms
- Washroom Facilities
- Showering Facilities

Health Facilities

- Sick Room

Other Facilities

- Staff Lounge
- General Purpose Room
- Visitors' Offices

CONFERENCE FACILITIES

BRIEFING AND MEETING FACILITIES

OBJECTIVES

Briefing/meeting areas are required with seating space for up to 15 people close to the staff of each of the various divisions to hold internal meetings.

To hold briefings for U.S. Government official visitors.

To hold meetings/briefings with visiting Canadian Government both federal and provincial delegations.

Staff meetings.

TIME FRAME

1 or 2 hours on a need basis during normal working hours, 5 days/week.

PARTICIPANTS

Division heads

Division staff

Secretary

Audio-visual personnel

Visitors

DESIGN CONSIDERATIONS

There is a requirement for a briefing lectern, map stand, chalkboard and film screen for front projection.

The briefing rooms should have near access to the offices of the Head of the various divisions.

The briefing rooms should have suitable lighting/air-conditioning acoustical control and sound proofing.

The briefing rooms should have suitable storage for all equipment when not in use.

The rooms should accommodate a large conference table with individual chairs, chalk and corkboards.

The briefing room located closest to the Information and Cultural Relations Division should be equipped for audio-visual screenings.

CONFERENCE FACILITIES

EXECUTIVE CONFERENCE ROOM

OBJECTIVES

An Executive Conference Room (450 sq. ft.) is required to hold assemblies of people for conferences, seminars, presentations and meetings.

A requirement exists for a suitable audio amplifier/microphone system for audience participation and subsequent response for the chairman/speaker.

The configuration may be loose style seating for the audience and a raised podium/lectern with seating for the speaker and assistants.

Some conferences or meetings may require working tables and seating to be grouped in a number of configurations.

TIME FRAME

1-2 hours on a scheduled or pre-arranged basis during normal working hours, 5 days/week.

PARTICIPANTS

The Ambassador and Chancery staff
Diplomatic or Government Trade missions
The Washington Press Corps/lecturers and invited guests or attendees
Language translators/projectionist or other A-V personnel

DESIGN CONSIDERATIONS

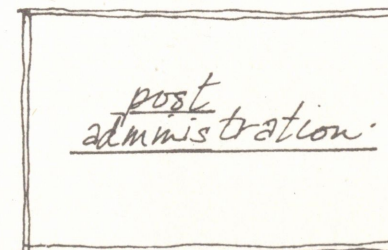
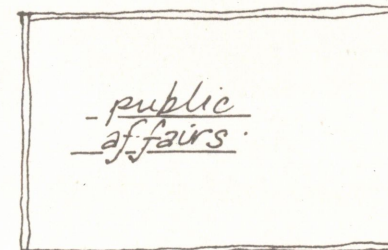
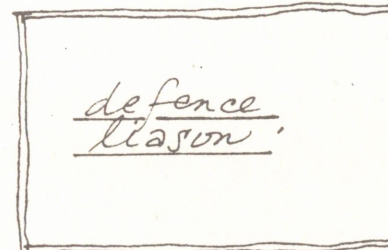
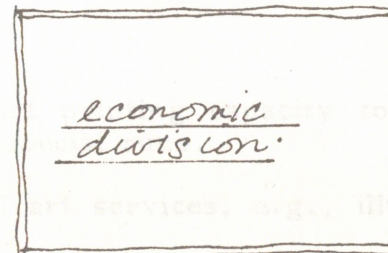
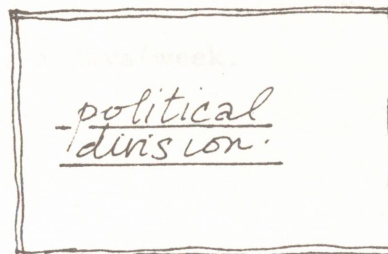
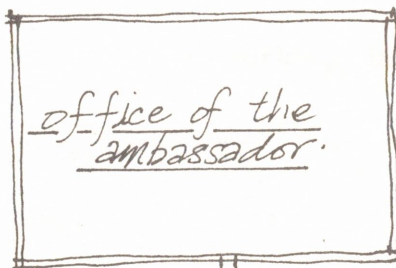
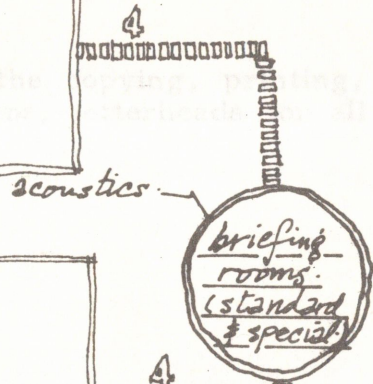
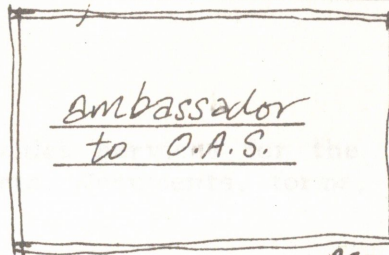
There is a requirement for a glassed off area for on-demand, simultaneous translation facilities with audio input to the main conference amplifier/microphone system.

There is a requirement for 35mm slide projection, a projection screen with motorized controls and nearby room lighting controls (variable lighting).

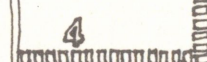
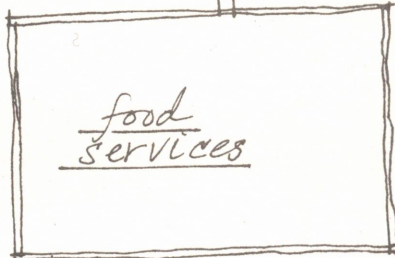
The Executive Conference Room should have suitable air-conditioning, acoustical control and sound proofing, storage for all equipment and chairs when not in use, and close and direct access to the Ambassador's suite and the Political Division.

The room should accommodate a large conference table with individual chairs, chalk and corkboards.

conference facilities



electrical
mechanical
acoustics



REPRODUCTION CENTRE

REPRODUCTION FACILITIES

OBJECTIVES

The reproduction centre provides services for the copying, printing, collating and binding of reports, documents, forms, letterheads for all sections of the Chancery.

TIME FRAME

On a normal working day basis, 5 days/week.

PARTICIPANTS

Reproduction staff

DESIGN CONSIDERATIONS

This service should have offset printing capacity to supply in-house requirements for long runs or special runs.

Limited graphic and commercial art services, e.g., illustrations, layout and design should be provided.

REPRODUCTION CENTRE

CONVENIENCE COPYING FACILITIES

OBJECTIVES

Facilities for the convenience copying of documents will be provided as a service to floor occupants at the ratio of two (2) per floor to enable any hard copy, e.g., letters and reports, to be copied on an as and when required basis. Maximum estimated requirement is for 16 copying areas.

TIME FRAME

Up to 15 minutes per occasion on an as required daily basis, 5 days/week.

PARTICIPANTS

Secretarial staff
Other staff

DESIGN CONSIDERATIONS

To be located centrally within each area to be served.

To be incorporated with a convenient clerical/file work area.

Ease of access by Chancery staff.

Large volume copying.

REPRODUCTION CENTRE

WORD PROCESSING CENTRE

OBJECTIVE

To provide a central text editing facility for use by all departments within the Chancery.

TIME FRAME

Standard work day.

PARTICIPANTS

Word processor machine operators.

DESIGN CONSIDERATIONS

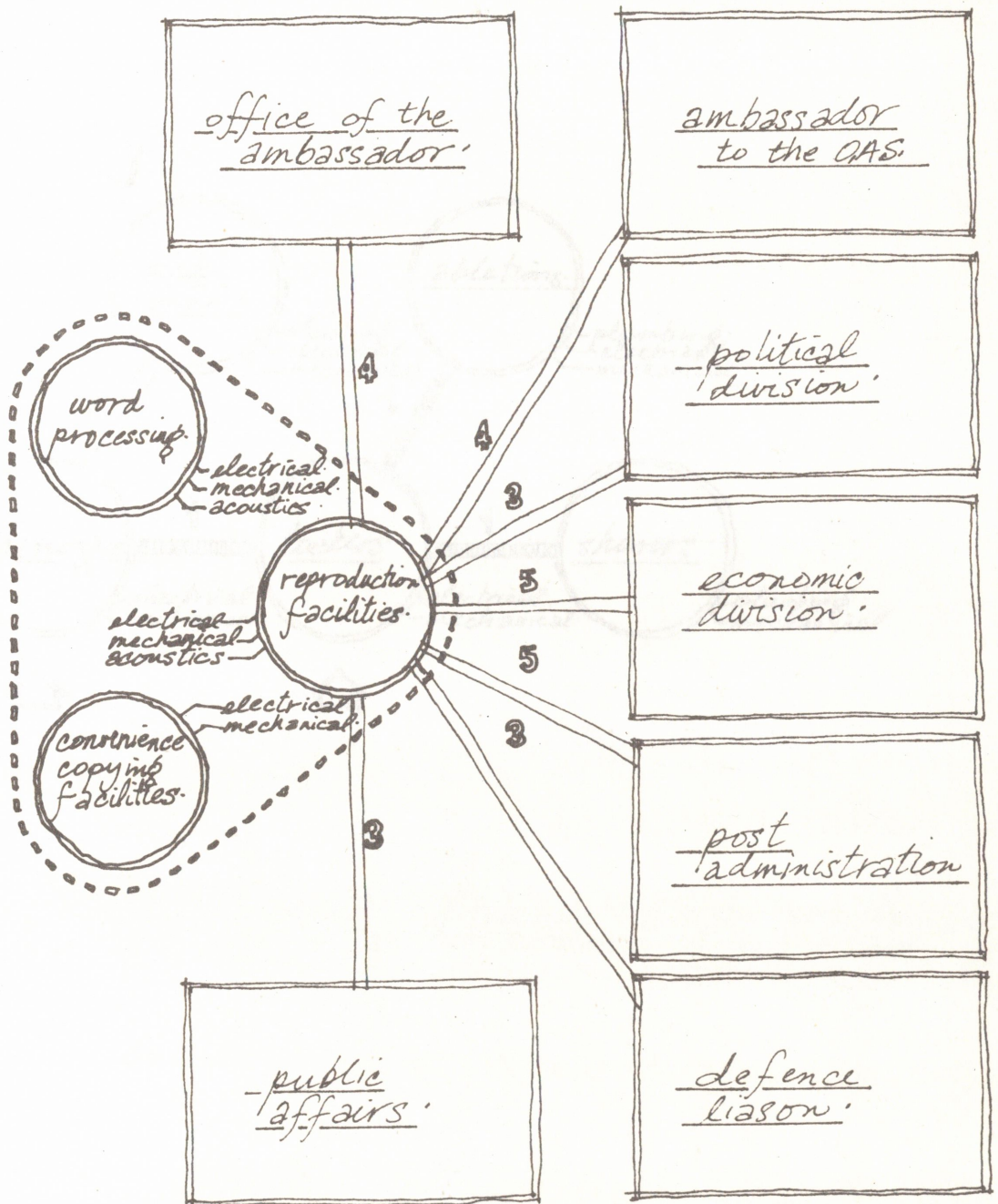
Equipment requires individual dedicated, grounded electrical circuits.

Provision is to be made throughout the building for ultimately installing decentralized word processors in each division of the Chancery.

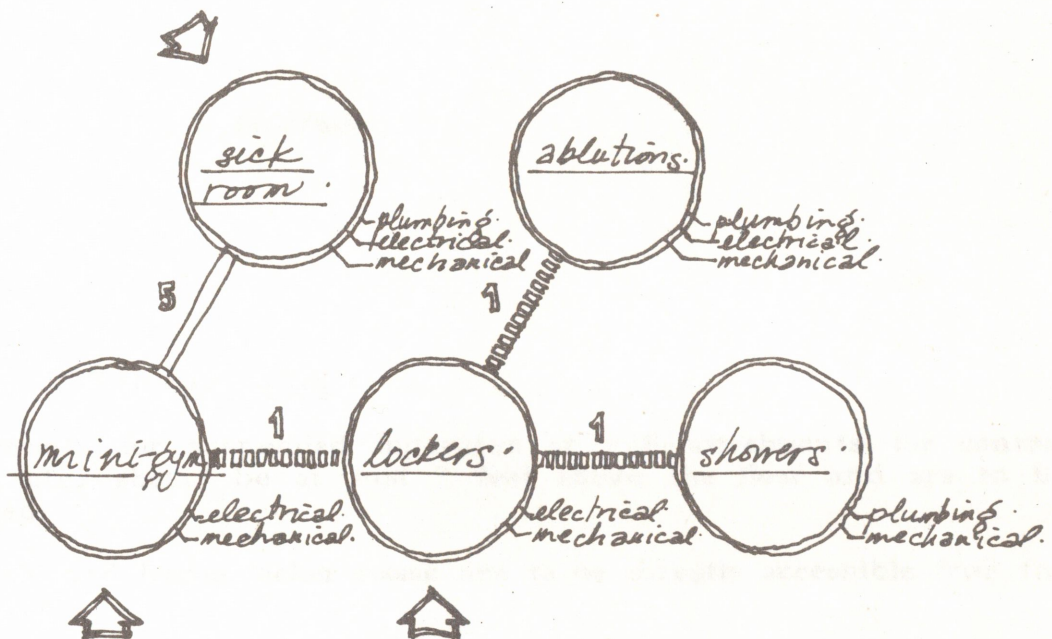
Wiring for decentralization information storage retrieval and dissemination (including cable TV).

Special security requirements for physical and electrical protection will be provided as required.

reproduction centre



recreation facilities



RECREATION FACILITIES

MINI-GYM

OBJECTIVE

To provide a physical fitness facility for staff to enable them to meet physical fitness standards. Activities include gymnastics, weight exercises and other exercises to improve breathing and aid in body building and muscle toning.

TIME FRAME

Usual hours/day, 5 days/week.

PARTICIPANTS

Chancery staff

DESIGN CONSIDERATIONS

Attachments for suspended apparatus or wall attachments for control ropes, etc. should be at least 7 feet above the floor and are to be recessed.

The male and female locker rooms are to be directly accessible from the gym floor.

Storage room should be provided for carts/dollies for moving and storing equipment to enable maximum clear space utilization.

Storing of large items on the floor, e.g., multi-position physical fitness machine, tread-mill, exercise bicycle, weights.

Gym equipment presently located in the Sheridan Circle Chancery will be transferred and installed in the New Chancery. Details of this equipment will be provided when required.

RECREATION FACILITIES

LOCKER ROOMS

OBJECTIVE

Provision of facilities for:

Changing from street clothes into gym clothes, and vice versa.

Storing of garments when not in use.

TIME FRAME

$\frac{1}{4}$ to $\frac{1}{2}$ hour use on an intermittent basis during the day, and evening,
5 days/week.

PARTICIPANTS

Chancery staff

DESIGN CONSIDERATIONS

Separate facilities for male and female users.
Individual lockers required.

RECREATION FACILITIES

WASHROOM FACILITIES

OBJECTIVES

The provision of facilities for washing and drying of hands, face, etc.

Elimination of body wastes.

TIME FRAME

5-10 minutes/use as required, 5 days/week

PARTICIPANTS

Chancery staff

DESIGN CONSIDERATIONS

Separate facilities for male and female users.

RECREATION FACILITIES

SHOWERS

OBJECTIVE

Male and female personal bathing before and after exercising work-out.

TIME FRAME

5-10 minutes use as required, 5 days/week

PARTICIPANTS

Chancery staff

DESIGN CONSIDERATIONS

To accommodate up to 4 males and 4 females in separate facilities.

RECREATION FACILITIES

SICK ROOM

OBJECTIVE

Quiet resting by ill or indisposed male or female persons.

Examination and treatment of physical illness (emergency).

TIME FRAME

$\frac{1}{2}$ to 1 hours use as required, 5 days/week.

PARTICIPANTS

Staff members

DESIGN CONSIDERATIONS

To accommodate 1 male and 1 female person.

STAFF LOUNGE

OBJECTIVES

The objective is to provide space of 1000 sq. ft. near the staff cafeteria for the Chancery staff to meet and socialize.

To provide space for reading/relaxing, playing cards or chess, holding a small meeting or a small party.

To provide a space for occasional official use as a polling station.

Space should be arranged or dividable into individual areas for small groups.

TIME FRAME

During lunch break, evening hours and on weekends, 5 days/week. Special occasions/functions will extend the time.

PARTICIPANTS

Embassy staff
Invited guests

DESIGN CONSIDERATIONS

Direct access to kitchen servery facilities.

Liquor lock-up and bar facilities.

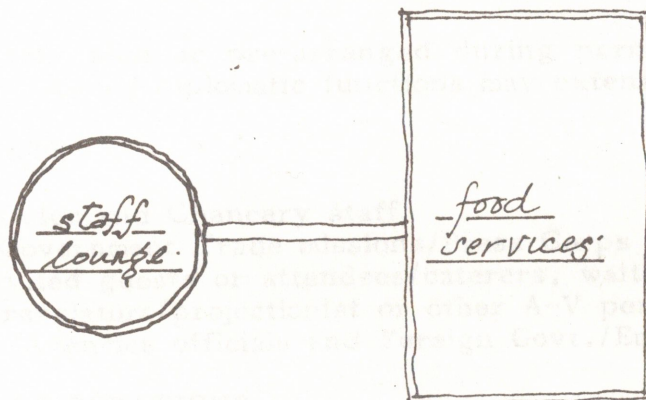
Chair and table storage.

staff lounge

The General Purpose Room is required to hold assemblies of various sizes, conferences, seminars, presentations, meetings and trade displays and other demonstrations, in groups of 100 to 200 persons and up to 300 at conferences.

The room may be large theatre style seating by the audience and a small section with seating for the speaker and assistants. Potential for working tables and seating to be grouped in various configurations.

The room should have a warm and inviting atmosphere to be used as an entertainment area. Direct, controlled access from the entrance lobby, with a floor area of 350 sq. ft.



DESIGN REQUIREMENTS

Provision for a glazed off area for on-demand, simultaneous translation with audio input to the main conference amplifier/microphone system.

Provision for a requirement for 35mm slide projection, a projection screen with motorized controls and nearby room lighting controls.

Provision for suitable air-conditioning, acoustical control and sound proofing.

The room should have suitable storage for all equipment, extra chairs and tables when not in use.

The installation of one or more movable folding partitions to allow for smaller conferences to be held simultaneously.

Provision for immediate access to public washrooms/telephones, coat room, etc. and temporary trade and other displays.

Consideration should be given to varying ceiling heights (12' to 20').

Provision for transmitting internal broadcasts via CCTV to the Library, Art Gallery, Lobby and the Executive Conference Room.

GENERAL PURPOSE ROOM

OBJECTIVES

A Chancery General Purpose Room is required to hold assemblies of people for press conferences, seminars, presentations, meetings and social functions, trade displays and other demonstrations, in groups of up to 400 people at receptions and up to 100 at conferences.

The configuration may be loose theatre style seating for the audience and a raised podium/lectern with seating for the speaker and assistants, with the potential for working tables and seating to be grouped in a number of configurations.

To provide a warm and inviting atmosphere to be used as an entertainment space with direct, controlled access from the entrance lobby, with access to an adjacent servery of 350 sq. ft.

TIME FRAME

1-2 hours scheduled or pre-arranged during normal working hours, 5 days/week. Special diplomatic functions may extend the time.

PARTICIPANTS

The Ambassador and Chancery staff
Diplomatic Government Trade missions/Press Corps
Lecturer/invited guests or attendees/caterers, waiters, etc.
Language translators/projectionist or other A-V personnel
U.S. Govt./Agencies officials and Foreign Govt./Embassy officials

DESIGN CONSIDERATIONS

Provision for a glassed off area for on-demand, simultaneous translation facilities with audio input to the main conference amplifier/microphone system.

Provision for a requirement for 35mm slide projection, a projection screen with motorized controls and nearby room lighting controls.

Provision for suitable air-conditioning, acoustical control and sound proofing.

The room should have suitable storage for all equipment, extra chairs and tables when not in use.

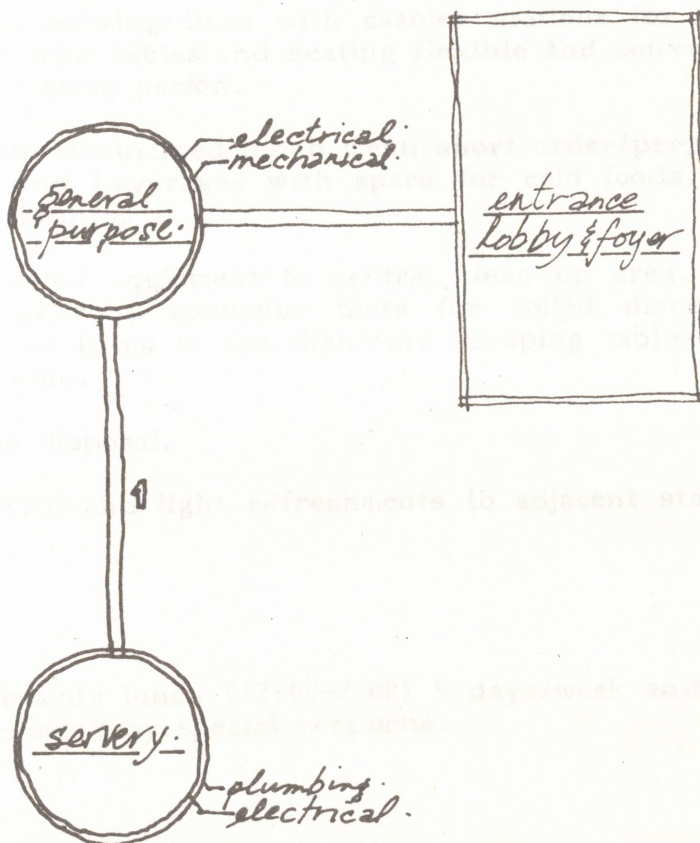
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Provision for immediate access to public washrooms/telephones, coat room, etc. and temporary trade and other displays.

Consideration should be given to varying ceiling heights (12' to 20').

Provision for transmitting internal broadcasts via CCTV to the Library, Art Gallery, Lobby and the Executive Conference Room.

General purpose room



FS FOOD SERVICES

STAFF CAFETERIA

OBJECTIVE

The objective is to provide a cafeteria/lunch room space located centrally, preferably in an open area adjacent to the public area with direct access to kitchen service facilities.

To provide sufficient serving lines with cashier stations for fast food pick up and payment with tables and seating flexible and convenient for peak load lunchtime seating period.

To provide: a la carte menu/fixed lunch menu/short order/prepared and pre-packaged foods and beverages with space for cold foods, hot and cold beverages, condiments.

Diners will return soiled equipment to central clean up area, operated by concessionaire, whereby conveyor belts for soiled dishes/cutlery trays will return these items to the dish/tray scraping tables and into the dishwashing machine.

To provide for waste disposal.

To provide bar service and light refreshments to adjacent staff lounge on occasional basis.

TIME FRAME

Meal time basis, primarily lunch (12:00-2:00) 5 days/week and evenings and weekends as required by special occasions.

PARTICIPANTS

Concession Supervisor
Food Assemblers/Servers
General Workers
Staff/Visitors/Guests

DESIGN CONSIDERATIONS

The cafeteria should be located close to the core of the building with good access to the Chancery office areas and located conveniently to staff traffic with good corridor/elevator access.

Facilities and eating area should be provided to accommodate up to 100 persons at one time.

Immediate access to the staff lounge is required with a preferred location in non-sensitive area.

Withdrawing of prepared food and beverage items from frozen or chilled storage in accordance with requirements at the service units.

Chilled items will be transported to the service units and frozen items may be defrosted in preparation for service and then transported to the service units.

All equipment, furniture, china, glass and cutlery and kitchen equipment and utensils will be provided by the Department.

Disposable items such as paper plates, cups, plastic cutlery, etc. will be provided by the concessionaire.

Main dishes and soups, etc. will be transported hot from the kitchen servery in bulk and kept at serving temperature on the serving line.

Food will include hamburgers, hot dogs, soups, salads and hot and cold sandwiches, desserts and beverages.

Beverage service will include beer, wine and alcoholic beverages.

REPRESENTATIONAL DINING ROOM

OBJECTIVE

A private dining room will be provided to accommodate up to 24 people at a sitting in groups of four or at a single table. The objective is to provide a range of dining services such as buffet, partial or full waitress with French service and wine steward service to staff and visitors on an ongoing basis, and to Official Chancery functions of a Diplomatic nature. Food and beverages will be provided by private caterers on an advance registration occasion by occasion basis.

TIME FRAME

Noon and evening meal hours, 5 days/week. Service for pre-arranged Diplomatic or other scheduled dinners will extend the time.

PARTICIPANTS

Dinner parties for large groups: VIP/Cabinet Ministers and Senior Officers from Ottawa
 Visiting groups of Businessmen, Professionals, Artists/Musicians
 Visiting Provincial Teams, e.g. the Premier of a Province and his officials, Deputy Minister Teams, DND teams
 Senior Chancery staff and guests
 Ambassador's and Chancery staff working luncheons and dinners

DESIGN CONSIDERATIONS

Small servery area is to be provided and equipped for service and storage of dishes, supplies, etc. and for some on-premises food preparation.

Dining and Catering Service function to be contracted out.

Preferred location near top of building within at least one floor of Ambassador's office, adjacent to Representation Reception Area.

Majority of food preparation will be done by caterer off-premises.

All Chancery equipment (china, etc.) will be removed by concessionaire, cleaned off-premise and restored to Chancery storage facilities.

Full bar service to include beer, wine and alcoholic beverages.

FOOD AND BEVERAGE SERVICE

Food Preparation and Serving (Kitchen/Servery Facilities)

OBJECTIVES

The preparation and/or serving of food and beverages to the Staff Cafeteria, Representational Dining Room and entertainment areas in the public spaces of the Chancery.

To provide a complete range of support facilities to the total Chancery food and beverage service.

These operations would be contracted out under the responsibility of a hired Catering Service and/or concessionaire.

Support facilities shall include

- (a) washroom and locker room facilities for food services personnel
- (b) cafeteria manager's office
- (c) janitorial closet
- (d) utensil wash-up and storage facilities
- (e) refrigerated garbage storage
- (f) full bar facilities for public areas, staff cafeteria and Representational Dining Room/Representational Area
- (g) refrigeration facilities
- (h) food storage

TIME FRAME

On a normal business day basis, primarily lunch hour (12:00-2:00) 5 days/week with evenings and weekend work on an as required basis.

PARTICIPANTS

Caterers and staff
 Concessionaires and staff
 Janitorial staff
 Embassy support staff
 Suppliers and associated private entrepreneurs

DESIGN CONSIDERATIONS

Washroom and locker room facilities required for all food services Personnel. Staff are required to wash hands prior to handling food (separate facilities are required for male and female staff).

Office space required for concessionaire manager of staff cafeteria facilities to perform typical office functions related to the management of the food facility.

Storing of equipment required to maintain the foods services facilities in a clean and sanitary manner.

Washing up of utensils and equipment used for staff cafeteria.

Storing of clean cutlery, dishes, utensils, etc. for use in staff cafeteria.

Sanitary storing and disposing of perishable waste generated as a result of food preparation and post-meal clean-up for all food service facilities.

Bar facilities to serve and prepare beer, wine and mixed alcoholic beverages. Wine, beer and ale to have proper facilities to maintain proper temperature control. Service to the public areas, staff lounge and representational dining room and reception area.

Refrigeration is required for perishable foods.

Cold storage and beverage storage will be easily accessible from the shipping/receiving area.

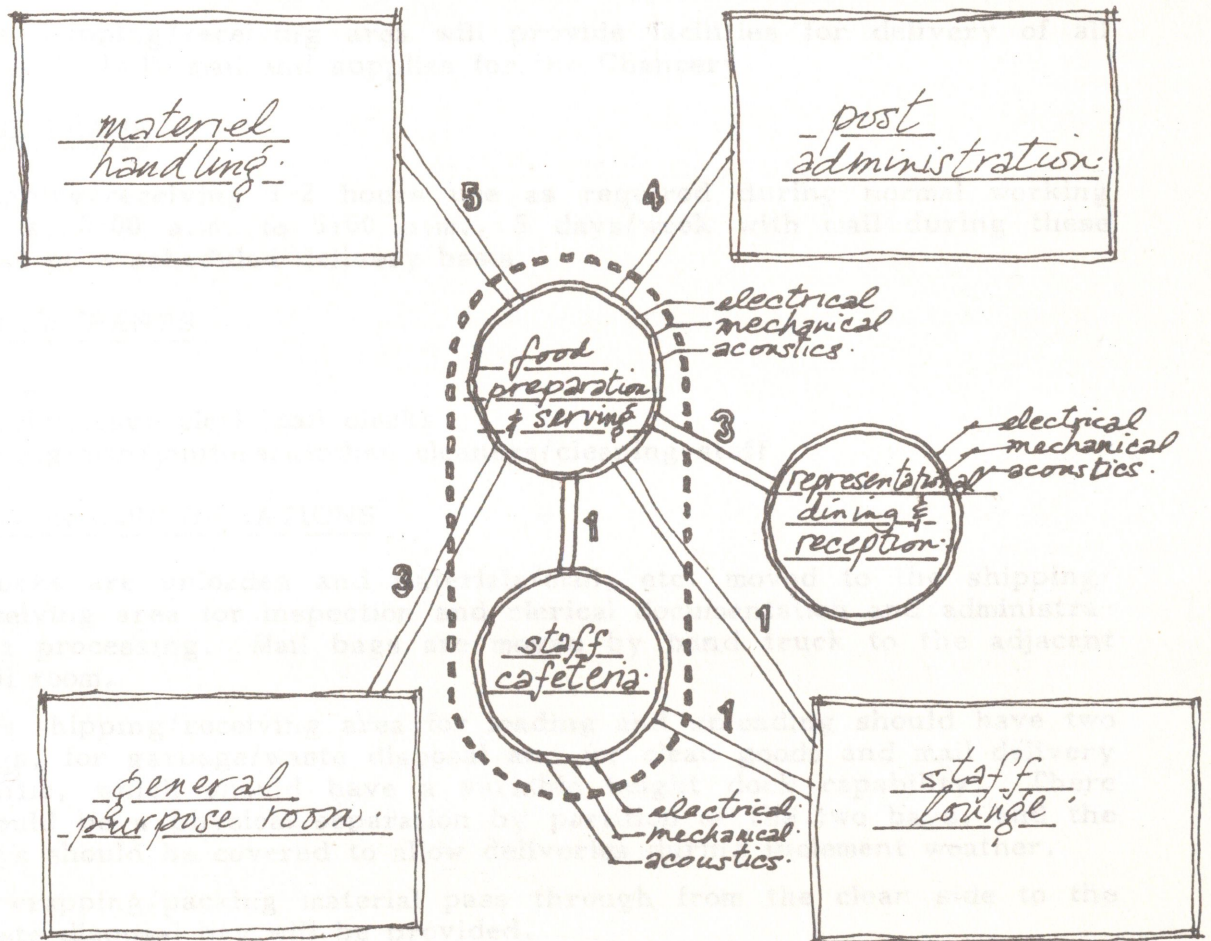
Provide large 3 compartment sinks for hand washing of pots and large serving pans.

The holding room for all garbage, wet and dry, is to be held at a suitable low temperature to prevent or contain fermentation, putrefication or mal-odours.

Facilities should provide for the cleaning and washing to garbage containers.

One food preparation area should serve both the staff cafeteria and the representational dining room.

food services.



GS GENERAL SERVICES - MATERIEL HANDLING

SHIPPING/RECEIVING

OBJECTIVES

The shipping/receiving area will provide facilities for delivery of all material, bulk mail and supplies for the Chancery.

TIME FRAME

Shipping/receiving 1-2 hours use as required during normal working hours, 8:00 a.m. to 5:00 p.m., 5 days/week with mail during these times on a scheduled delivery basis.

PARTICIPANTS

Drivers

Receipt/issue clerk/mail clerks

Garbageman/janitors/kitchen cleaners/cleaning staff

DESIGN CONSIDERATIONS

Trucks are unloaded and materials/mail, etc. moved to the shipping/receiving area for inspection and clerical documentation and administrative processing. Mail bags are moved by hand truck to the adjacent mail room.

The shipping/receiving area for loading and unloading should have two bays, for garbage/waste disposal and for clean goods and mail delivery traffic, which should have a variable height dock capability. There should be a physical separation by partition of the two bays, and the bays should be covered to allow deliveries during inclement weather.

A wrapping/packing material pass through from the clean side to the waste disposal bay will be provided.

The clean dock area should have the physical capability of accommodating a tractor trailer or machinery float.

Easy access from the exterior street system for delivery and pickup of shipments.

Pickup of waste material for disposal preferably from containers designed for mechanical handling and loading of transporting vehicles.

Majority of shipments are made via standard sized delivery vans, with occasional large shipments made by semi-trailers.

Distributing goods to the appropriate Chancery departments by hand/mechanical horizontal or vertical systems.

Automatic alarm system for announcing vehicle arrival at the receiving/shipping dock.

DIPLOMATIC MAIL

OBJECTIVE

To provide a secure area with direct access from the shipping/receiving area and close proximity to the Registry where the Diplomatic mail bags of registered/first class mail are received, checked and temporarily stored.

Receipt of mail in-bound from the mail van to the shipping/receiving area will probably be on a scheduled basis.

Delivery of shipments of Diplomatic mail will be made to the Central Registry Mail Room on a scheduled basis.

Dispatch of shipments of Diplomatic mail received from Central Registry Mail Room on a scheduled basis.

TIME FRAME

8:00 a.m. to 5:00 p.m., 5 days/week on a scheduled delivery basis.

PARTICIPANTS

Mail clerks
Messengers

DESIGN CONSIDERATIONS

IN-TRANSIT STORAGE

OBJECTIVE

To provide space for storing and retrieving personal effects which are to be forwarded to another destination in a short period of time (In-Transit).

The objective is to store the effects in a space which is readily accessible, securable and adjacent to the shipping/receiving area.

TIME FRAME

24 hours/day, 7 days/week (continuous with intermittent access)

PARTICIPANTS

Storemen/clerk
Chancery staff

DESIGN CONSIDERATIONS

Items will range from hand baggage, containers of books and documents to crated furniture.

SPECIAL STORES (COMMISSARY)

OBJECTIVE

The Commissary provides shelf displays of special stores for the Chancery staff and Military personnel. These special stores are procured and retailed to eligible, authorized staff on a signature controlled monthly quota system.

Displays would include:

- tobacco products - cigarettes/cigars
- beers
- wines
- liqueurs
- spirits

TIME FRAME

1-2 hours as required, 5 days/week

PARTICIPANTS

Storemen/clerk
Staff patrons

DESIGN CONSIDERATIONS

SPECIAL STORES (STORAGE)

OBJECTIVE

The objective is to provide secure storage for Chancery special stores including bulk shipments of cigarettes and pipe tobaccos and shipping cases of beers/wines/liqueurs and spirits stored in cartons in stacks and rows.

TIME FRAME

1-2 hours as required, 5 days/week.

PARTICIPANTS

Storemen /clerk
Clerk

DESIGN CONSIDERATIONS

STATIONERY STORAGE

OBJECTIVE

To provide storage and retrieving facilities for various paper and office supplies required by the secretarial/word processing staff in addition to other office staff.

TIME FRAME

Normal workday, 5 days/week.

PARTICIPANTS

Storemen/clerk
Secretaries
Messengers

DESIGN CONSIDERATIONS

Metal storage shelving with various width dividers to accommodate forms, letterhead, bond duplicating and photocopy paper, envelopes and other report binding items, labels, letraset, drafting paper, etc.

Bulk stock in containers on pallets.

FURNITURE STORAGE

OBJECTIVE

To provide storage and retrieving facilities for desks, table/chairs and other pieces of office furniture on shelves or on the floor using appropriate binning, racking of metal shelving. To provide the facilities for casing, wrapping and crating of stored furniture.

TIME FRAME

Normal business workday, 5 days/week.

PARTICIPANTS

Storemen/clerk

DESIGN CONSIDERATIONS

JANITORIAL EQUIPMENT STORAGE/SUPERVISOR'S RECORDS

OBJECTIVES

To provide storage and retrieving facilities for various machines/tools/chemicals to enable the housekeeping staff to clean and sanitize the Chancery.

The provision of suitable metal racking, binning, shelving to store stock of cleaning chemicals, mop heads, brushes, gloves, cloths, hand soap, paper towels, toilet tissue, sanitary napkins, floor stripping solvents, polishes, etc.

TIME FRAME

24 hours/day, 7 day/week (continuous with intermittent access).

PARTICIPANTS

Storemen/clerk
Housekeeping/cleaning staff
Staff Supervisor

DESIGN CONSIDERATIONS

GENERAL STORAGE

OBJECTIVES

To provide storage and retrieving facilities for books, brochures, pamphlets and published documents on cultural, travel promotions, environmental, agricultural and resource sector promotion.

TIME FRAME

Normal business workday, 5 days/week. (with intermittent access).

PARTICIPANTS

Storemen/clerk (staff)

DESIGN CONSIDERATIONS

The provision of suitable metal racking, binning, shelving, and pallet storage to enable the staff to store items as detailed:

- oil paintings
- prints
- ceramics
- sculptures
- travel maps/brochures/posters
- display devices/cases
- automated audio-visual slide projector
- models
- resource sector/agricultural pamphlets/booklets/posters

Direct access to Shipping and Receiving Room.

JANITOR'S CLOSETS/STORAGE

OBJECTIVES

To provide a space for storage of cleaning trolleys/carts/pails/mops/wringers/garbage bags, brushes/vacuum cleaners, and stocks of: hand soap, paper towels, sanitary napkins, cleaners and polishes.

TIME FRAME

24 hours/day, 7 days/week (continuous with intermittent access).

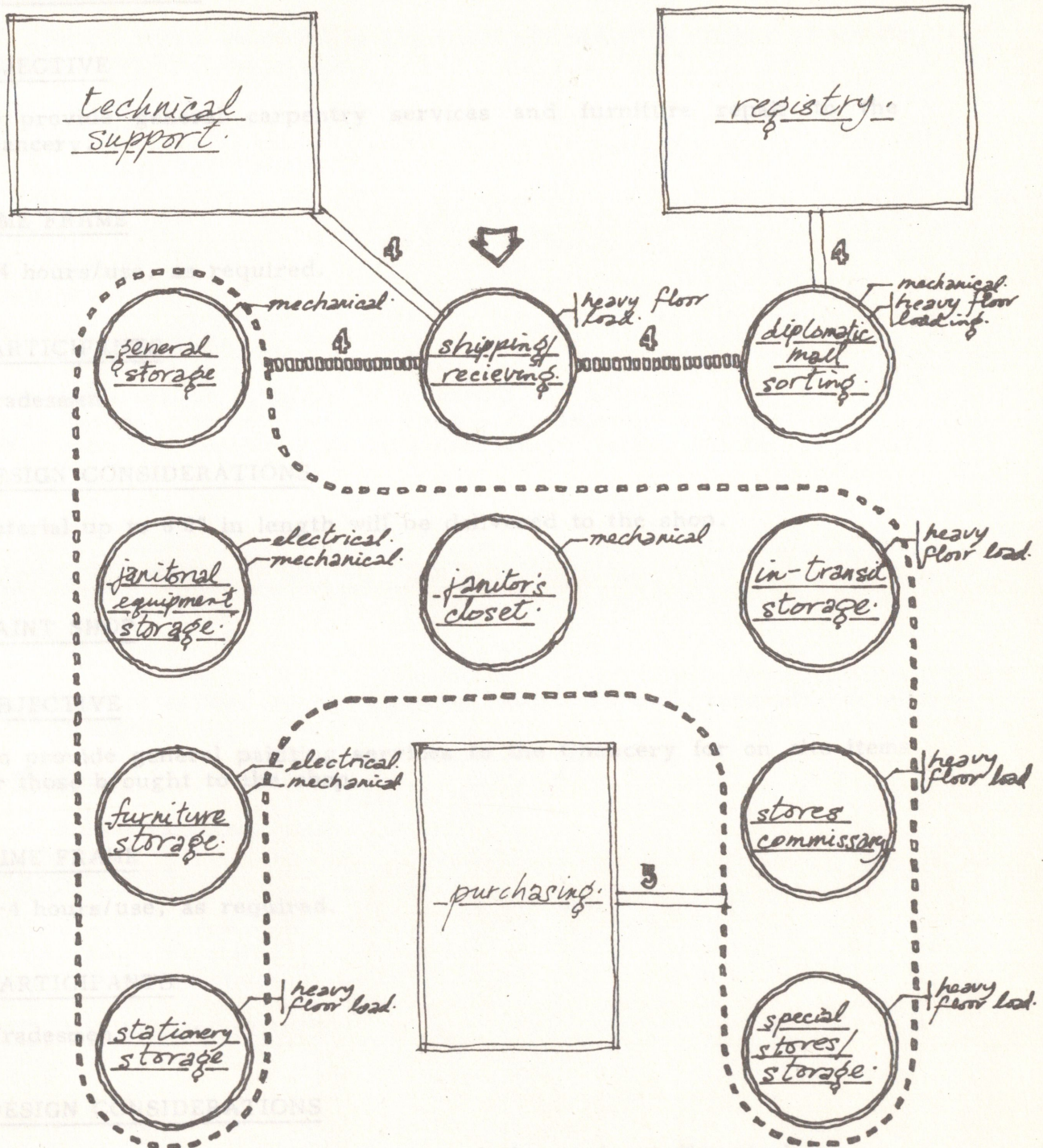
PARTICIPANTS

Housekeeping staff

DESIGN CONSIDERATIONS

One closet per floor - maximum eight.

material handling.



TS TECHNICAL SUPPORT

CARPENTRY SHOP

To provide repair services to the Chancery using a variety of metals working techniques.

OBJECTIVE

To provide general carpentry services and furniture repair to the Chancery.

TIME FRAME

2-4 hours/use, as required.

PARTICIPANTS

Tradesmen

DESIGN CONSIDERATIONS

Material up to 8'0" in length will be delivered to the shop.

PAINT SHOP

OBJECTIVE

To provide general painting services to the Chancery for on site items or those brought to the shop.

TIME FRAME

2-4 hours/use, as required.

PARTICIPANTS

Tradesmen

DESIGN CONSIDERATIONS

Ventilated areas required for spray painting and supplies storing.

METAL SHOP EQUIPMENTOBJECTIVE

To provide repair services to the Chancery using a variety of metals and metal working techniques.

TIME FRAME

2-3 hours/use, as required.

PARTICIPANTS

Tradesmen

Engineers

DESIGN CONSIDERATIONS

Exhaust ventilation required for soldering and brazing.

Sheet material (4' x 8') and bar stock (12') delivered by hand cart.

Minor electrical repairs (soldering connections, etc.) will be performed as well.

CLASSIFIED WASTE DISPOSAL (CENTRALIZED)OBJECTIVE

To provide a secure area of classified waste disposal, accessible to all Departments.

TIME FRAME

1-2 hours/day, 5 days/week

PARTICIPANTS

Communications Operators

Central Registry staff

Other designated staff

DESIGN CONSIDERATIONS

MECHANICAL EQUIPMENT

OBJECTIVE

To provide space for physical plant system including:

- boilers, heat plant, air-conditioning/circulation plant
- lines of high/low pressure system, water hot/cold, waste disposal

Modular automated system to enable monitoring and control of the physical plant and service systems as follows:

- duty cycle control
- start/stop time and enthalpy optimization
- chilled water reset/high temperature hot water reset/hot water supply temperature reset/supply air reset
- boiler and chiller profile log
- fire system control/monitoring
- standby power

TIME FRAME

24 hours/day, 7 days/week

PARTICIPANTS

Chief Engineer/Engineers

Secretarial support

Tradesmen/contracted out specialized tradesmen for repair/maintenance

DESIGN CONSIDERATIONS

Areas for the foregoing included in net/gross ratio.

Design guidelines will be provided for:

- Modular concept in mechanical systems design
- Stand-by power generator
- All valves, fire dampers, etc. must be readily accessible
- Temperature standards to provide for 21°C to 26°C
- Mechanical controls, fire system, and monitoring system to be centralized at principal security control post
- Fire system and evacuation system to be monitored by security staff and to provide for automatic shut down of ventilation system, and automatic closing of fire door

ELECTRICAL/TELEPHONE EQUIPMENT

OBJECTIVES

To provide an area for electrical panels/controls/conduits/lines from transformer source, internal electrical power distribution system and controls, lighting, emergency standby power plant of system/controls. Fire/security electrical systems/PA systems.

To provide an area for telephone conduits/lines from external conduits to a central control panel with switching system and internal telephone lines to switchboard and various divisions and sections of the Chancery.

TIME FRAME

24 hours/day, 7 days/week

PARTICIPANTS

Chief Engineer and Engineers
Electricians
Telephone installers/repairmen/linemen
Contracted out specialized tradesmen

DESIGN CONSIDERATIONS

Space for operators and switchboard provided previously.

PARKING

OFFICIAL

technical support

OBJECTIVE

The provision of parking and garaging of 15 official cars and vans of the passenger and light van category.

Official vehicles garaged after normal working hours.

TIME

34 hours a day, 7 days a week with in

PARTICIPANTS

Drivers

Chauffeur staff

DESIGN CONSIDERATIONS

Vehicle parking including bus and passenger vehicles is to be provided.

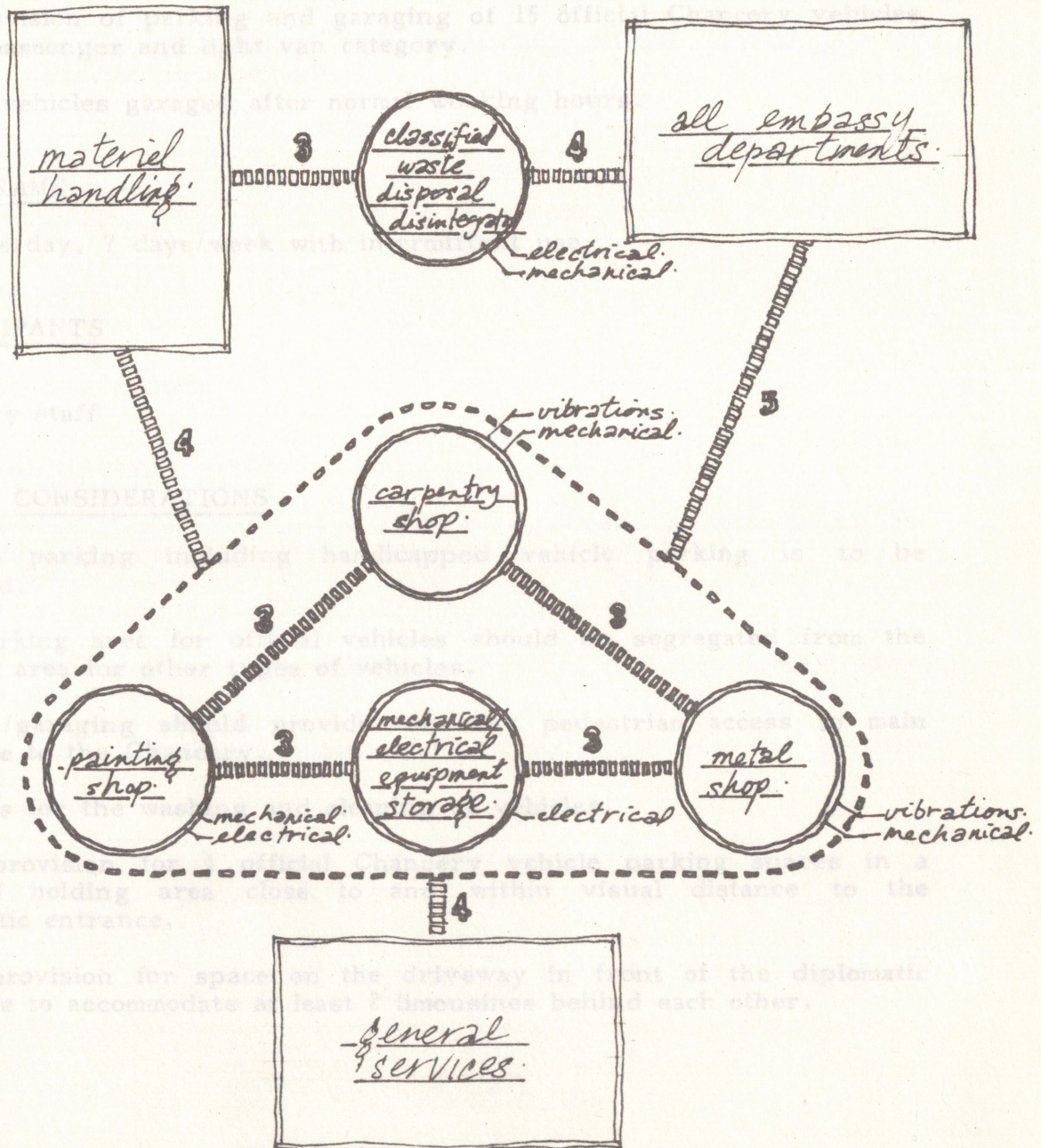
The parking area for official vehicles should be segregated from the parking area for other types of vehicles.

Parking for official vehicles should be provided near the main entrance.

Provides the necessary security and access to the main entrance.

Allow provision for space on the driveway in front of the diplomatic entrance to accommodate at least 2 limousines behind each other.

Allow provision for space on the driveway in front of the diplomatic entrance to accommodate at least 2 limousines behind each other.



PARKING VEHICLES

OFFICIAL VEHICLES

OBJECTIVE

The provision of parking and garaging of 15 official Chancery vehicles of the passenger and light van category.

Official vehicles garaged after normal working hours.

TIME FRAME

24 hours/day, 7 days/week with intermittent use.

PARTICIPANTS

Drivers
Chancery staff

DESIGN CONSIDERATIONS

Visitors parking including handicapped vehicle parking is to be provided.

The parking area for official vehicles should be segregated from the parking area for other types of vehicles.

Parking/garaging should provide for easy pedestrian access to main entrance to the Chancery.

Provides for the washing and cleaning of vehicles.

Allow provision for 4 official Chancery vehicle parking spaces in a secured holding area close to and within visual distance to the diplomatic entrance.

Allow provision for space on the driveway in front of the diplomatic entrance to accommodate at least 2 limousines behind each other.

VISITORS VEHICLES

OBJECTIVES

To provide indoor parking (garaging) for 20 visitors' vehicles during working hours when attending meetings or briefings.

To provide visitor parking while attending official functions after business hours or on weekends.

TIME FRAME

Intermittent use up to 3 hours/day, 7 days/week.

PARTICIPANTS

Drivers

Official guests/visitors

DESIGN CONSIDERATIONS

The parking facility should permit easy pedestrian access to the diplomatic entrance lobby of the Chancery.

The taxi drop-off point to be at the diplomatic entrance.

Visitors parking access should preferably not be visible from Pennsylvania Avenue.

Visitors access to indoor parking should be monitorable for security reasons.

TIME FRAME

STAFF (BUSINESS)OBJECTIVE

The provision of indoor parking (garaging) for 15 privately owned vehicles used for official business purposes during normal business hours.

TIME FRAME

Intermittent use during normal working hours, 5 days/week.
Occasional use after hours or on weekends.

Used for official visitors parking during non-business hours, 5 days/week or on weekends.

PARTICIPANTS

Senior Embassy Officials

DESIGN CONSIDERATIONS

The parking facilities should provide easy pedestrian access to the diplomatic entrance lobby to the Chancery.

STAFF (GENERAL)/SERVICE ACCESSOBJECTIVES

The provision of parking for 185 privately owned cars used by staff members (general) for transportation to and from work during the normal working day.

The provision of parking for 185 vehicles of invited guests during non-business hours, particularly those attending receptions and other diplomatic functions.

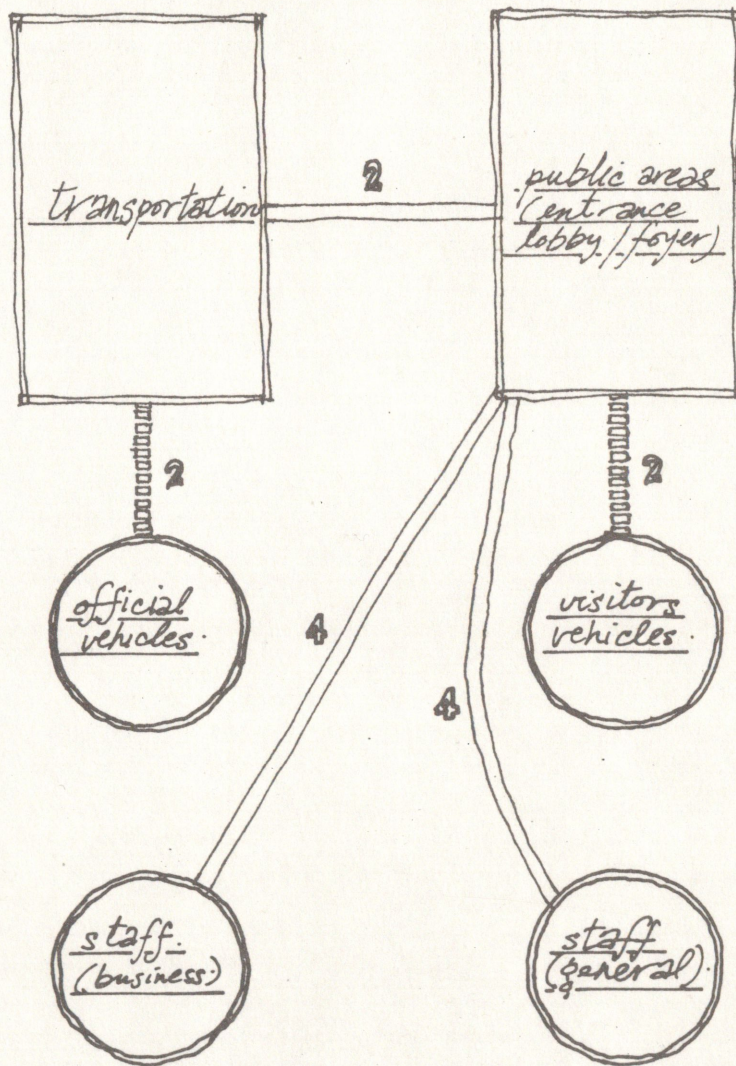
Provide the possibility of one control point for both parking and service access.

Service access for 1-60 foot truck loading bay and one waste disposal bay.

TIME FRAME

General staff parking during normal business hours, 5 days/week.
Official visitors parking during non-business hours, 7 days/week.

parking.



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