Finance + Audit Committee Report BH.04.OCT1426.R10

October 14, 2026

Report to:	Finance + Audit Committee, Board of Health
Subject	**Annual Facilities Update**

Recommendations

That the Finance + Audit Committee makes recommendation to the Board of Health to receive this report, as presented, for information.

Background

Wellington-Dufferin-Guelph (WDG) Public Health continues to operate out of the three different building sites as follows:

Location	Age	Status
Guelph Office (corporate head office)	12 years	Owned
Orangeville Office	12 years	Owned
Fergus Office	20 years (approximately)	Leased from the Wellington Terrace

These sites have been essential in enabling WDG Public Health to deliver quality public health program services to the communities it serves, fulfilling the province's public health standards, and effectively responding to unique public health and community needs that arise.

This report provides a brief update on the key activities, projects, and considerations related to the Agency's facility management efforts.

Key Points

- WDG Public Health's facilities continue to play a critical role in supporting the delivery of Agency programs and services.
- Preventative Maintenance (PM) – PM schedules remain in place, with daily, weekly, and monthly inspections supporting the effective, safe, and sustainable operation of Agency facilities.
- Flood Restoration and Recovery – A significant flood at the Guelph office in December 2025 damaged portions of three floors. All repairs are complete, and normal operations have fully resumed.
- Fergus Office Workspace Redesign – The Fergus office redesign, expected to be complete by the end of October 2026, will create a more open, collaborative workplace. It places manager offices within staff areas and adds sit/stand workstations, meeting and collaboration spaces, privacy booths, and AODA-compliant washrooms.

Public Health and/or Financial Implications

Facilities Staff and Maintenance

The Agency employs a full-time Supervisor of Facilities and Safety who oversees facility maintenance and project planning across its three sites. This role is supported by two casual staff members, shared with Clinical Services, who assist with day-to-day operational facility needs. A centralized ticketing system allows staff to report facility concerns and/or request services, ensuring that issues get tracked and resolved efficiently. Over the past year, 311 facility requests were submitted and successfully addressed.

In addition to the Supervisor of Facilities and Safety, additional permanent staff are cross trained in core building maintenance responsibilities. This ensures continuity of operations and provides additional coverage when needed.

A key responsibility of the Supervisor of Facilities and Safety is to ensure that all maintenance schedules are consistently followed. This work is central to the Agency’s facility management program. All required inspections have been completed to date, and there are currently no outstanding facility issues or deficiencies to report.

The table below outlines the key systems requiring regular maintenance along with their corresponding scheduling requirements.

Maintenance System	Scheduling Requirement
Cooling Tower Service, Maintenance, Cleaning and Inspections	April, June, August, October
Electric heaters (Guelph and Orangeville) cleaned and tested	November, Annually
ERV Filter changes (Guelph)	Quarterly
Heat Pump Testing, Maintenance and Filter Changes (Guelph)	Semi-annually
Exhaust fan maintenance (Guelph and Orangeville)	Quarterly
Boiler Maintenance (Guelph)	Semi-annually
Lubricate Door hardware (Guelph, Fergus, and Orangeville)	Semi-annually
Plate Heat Exchanger Inspection and Maintenance (Guelph)	Semi-annually
Pump Inspection and Service – 4 Pumps for Heating and Cooling System, 2 Boiler pumps	Ongoing
Building (non-life safety) Inspections	Daily and Weekly
Water Treatment and Analysis for closed loop water/glycol for heating and cooling systems and cooling tower	Weekly
Multiple Backflow preventer tests and inspections (Guelph and Orangeville)	Annually
Boiler Inspection and Insurance Company of Canada – Inspections	Annually

Maintenance System	Scheduling Requirement
Air Differential Testing (Guelph & Orangeville)	Semi-annually
Daily Life Safety Inspections for Guelph	Daily
Life Safety Inspections for (Guelph and Orangeville) – includes Fire Rated Door Closure Inspections	Weekly
Fire Alarm System and Sprinkler System testing (Guelph)	Monthly
Fire Alarm System testing (Orangeville)	Monthly
Generator and ATS switchover testing (Guelph and Orangeville)	Monthly

Facility Projects

Three significant facility projects were completed over the past year, and a fourth is nearing completion:

1. **160 Chancellors Way (Guelph) – Flood Restoration and Recovery**

   In late December 2025, the Guelph office experienced a significant flood that resulted in an insurance claim. Water damage affected three floors. On the third floor (west side), millwork, cabinetry, workstations, walls and flooring were damaged. On the second floor (west side), damage included workstations, walls and flooring. On the ground floor, architectural ceilings, interview rooms, walls and flooring were affected.

   The response prioritized preventing further damage, maintaining building operations and returning affected areas to service. Staff adapted well to temporary workspace disruptions throughout the restoration. All repairs and replacements have been completed to a high standard, and the affected areas have returned to normal operations.

2. Fergus Office Workspace Redesign

The Fergus office redesign is underway and is expected to be complete by the end of October 2026. The project will open up former back-office areas and integrate them with the main workspace. The result will be a more connected and efficient layout that improves visibility and collaboration. The redesign will also place manager offices within staff work areas, improving access to leadership and supervision and strengthening workplace safety.

Planned upgrades include:

- new flooring
- ergonomic sit/stand workstations and office desks throughout
- a dedicated collaboration space
- a small meeting room
- two privacy booths for focused work and confidential conversations

Public washrooms will be upgraded to meet current Accessibility for Ontarians with Disabilities Act (AODA) standards, and staff washrooms will be refreshed with updated fixtures and finishes. Once complete, the office will be a brighter, more modern and more accessible workplace that supports collaboration, employee well-being and operational effectiveness.

3. Flood Detection and Water Loss Prevention System

To strengthen facility protection and risk management, flood detection sensors have been installed throughout the Guelph and Orangeville offices. The sensors continuously monitor key areas so that leaks can be identified and addressed early.

The sensors are connected to an intelligent water-management system that learns each facility's normal water consumption. When the system detects unusual use or a potential leak, it can automatically close the main supply shut-off valves. This stops the building's incoming water, which greatly reduces damage from a burst pipe, a leaking appliance or a failed fixture. Designated staff can also operate the valves remotely by computer or mobile app. This allows a rapid response to alerts during evenings, weekends, holidays and other times when the buildings are unoccupied.

Together, these measures give the organization a proactive approach to water-loss prevention, protecting buildings, equipment and continuity of operations.

4. **Air Curtains and Energy Efficiency Improvements**

   Air curtains have been installed at exterior entrances to the ground floor and basement of 160 Chancellors Way. The units create an air barrier that limits cold air coming in during winter and warm, humid air during summer.

   The installations are expected to:

   - keep indoor temperatures more consistent
   - reduce drafts near high-traffic entrances
   - improve comfort for staff and visitors

   By reducing the loss of heated and cooled air through doorways, the air curtains should also lower demand on heating and cooling equipment and reduce energy consumption. This supports the organization's broader sustainability and asset-management objectives.

Rental Space

Following the completion of third-floor renovations at the Orangeville office in 2019, the Agency secured a lease agreement for 2,111 square feet of office space with a local tenant. The original lease commenced on September 1, 2019, for a three-year term and has subsequently been renewed for an additional four years. The agreement generates approximately $38,000 in annual rental revenue.

In August 2024, an additional 1,667 square feet of office space was constructed and leased to a local tenant. The lease commenced on August 29, 2024, for a three-year term and is expected to generate approximately $30,606 in annual rental revenue by 2027.

Collectively, these lease arrangements maximize the use of available space within the Orangeville office while generating ongoing revenue that helps offset facility operating costs.

Financial Considerations

The University of Guelph invoices the Agency annually for Common Area Maintenance (CAM) charges, which cover shared infrastructure, utility services, and road and sidewalk maintenance. In 2025, the Agency paid approximately $12,109 and anticipates similar costs in 2026.

The Town of Orangeville invoices the Agency separately for shared winter maintenance services. Costs for the 2025/2026 winter season totaled $10,088.

The Agency's monthly lease payment to Wellington Terrace for the Fergus office is $15,571.

Energy, Environment, and Security

The Agency remains committed to environmental stewardship and continues to prioritize energy efficiency, sustainability, and security across its facilities and operations.

Energy Efficiency Improvements

- Installation and ongoing use of LED lighting throughout offices, hallways, and exterior spaces.
- Use of occupancy sensors, daylight harvesting technology, and smart controls to reduce unnecessary energy consumption.
- Ongoing monitoring and maintenance of HVAC systems to support energy efficiency and indoor air quality.
- Regular preventative maintenance programs to ensure building systems and equipment operate efficiently.
- Replacement of fluorescent lighting with integrated LED fixtures throughout the Fergus office, reducing energy consumption, maintenance requirements, and environmental waste.

Waste Reduction and Recycling

- Recycling programs for paper, cardboard, plastics, electronic waste, and organics composting.
- Partnerships with vendors to support the responsible disposal of hazardous materials, including fluorescent lamps and batteries.
- Continued efforts to reduce reliance on single-use items in staff and client areas.

Electric Vehicle (EV) Chargers

- EV charging stations at the Guelph office continue to support the Agency's environmental objectives and contribute to reduced greenhouse gas (GHG) emissions.
- Since installation in 2023, approximately 6,914 kilograms of GHG emissions have been avoided, equivalent to the environmental benefit of planting 177 trees and allowing them to grow for 10 years.
- Over the past year, charger utilization has contributed to the avoidance of approximately 2,500 kilograms of GHG emissions, as illustrated in the accompanying graph.



Security and Access Management

- Continued expansion of camera coverage across Agency facilities to enhance safety, protect organizational assets, and reduce the risk of property damage.
- Automated parking gates at the Guelph office continue to provide controlled access, operating on a weekday schedule and remaining secured during weekends.

Health and Safety

WDG Public Health continues to prioritize the health, safety, and well-being of employees and visitors through ergonomic accommodations, proactive facility maintenance, and measures that support healthy and comfortable work environments across all Agency locations.

- Workstation accommodations and ergonomic equipment are provided and adjusted as needed, including sit/stand workstations, under-mount keyboard trays, monitor arms, and ergonomic assessments.
- Preventative maintenance programs support healthy indoor air quality across all Agency facilities.
- HVAC air filtration systems, including heat pumps, air handlers, and rooftop units, are maintained through scheduled preventative maintenance, with filter replacements completed semi-annually.
- Air Handlers and Energy Recovery Ventilators (ERVs) provide fresh air exchange throughout Agency facilities, supporting indoor air quality and occupant comfort.
- The redesign of the Fergus office included ergonomic sit/stand workstations for all workstations and office desks, supporting employee comfort and healthy working postures.
- The installation of air curtains at the Guelph office supports more consistent indoor temperatures, reduces drafts, and enhances occupant comfort in high-traffic entrance areas.

As part of the Agency's commitment to employee and visitor well-being, WDG Public Health will continue to identify, assess, and address health and safety needs, ensuring a safe, healthy, and supportive workplace environment across all Agency locations.

Appendices

N/A

References

N/A

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