

**Finance + Audit Committee Report BH.04.NOV0321.R11**  
**November 3, 2021**

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**Report to:** Finance + Audit Committee, Board of Health  
**Prepared by:** David Kingma, Director Administrative Services/CAO  
**Reviewed by:** David Kingma, Director Administrative Services/CAO  
**Approved by:** Dr. Nicola Mercer, Medical Officer of Health & CEO  
**Subject**           **Facilities Update**

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## Recommendations

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

## Key Points

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- The Agency's buildings have played a critical role in support of the pandemic response.
- Despite COVID-19, maintenance schedules have been adhered to without interruption.
- The Agency's Building Technician serves as a key member on the IMS Command Table.
- Currently only one project is underway for the Seniors Dental Program.
- Health & Safety measures remain in place at all locations.

## Background

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Despite the pandemic response effort that has consumed Wellington-Dufferin-Guelph Public Health (WDGPH) for the past 18 months, the Agency continues to operate in three distinct building sites as follows:

- Chancellors Way Office in Guelph (corporate head office)
  - o Age: 7 years
  - o Status: Owned

- Orangeville Office
  - o Age: 7 years
  - o Status: Owned
- Fergus Office
  - o Age: approx. 15 years
  - o Status: Leased from the Wellington Terrace

These sites have played a critical role in ensuring that WDGPH is able to effectively respond to the public health service demands that have been placed upon the organization during the pandemic – particularly with regards to vaccination clinics, case management, the mobilization of call centres and other key operational service areas.

What follows is a brief update of the key activities, projects and other considerations pertaining to the Agency's facility management efforts.

## **FACILITIES STAFF & MAINTENANCE**

The Agency currently employs one full-time Building Maintenance Technician to oversee all aspects of the Agency's facility maintenance efforts and project plans at all three sites. A support ticket system provides employees with a means of reporting building issues and submitting requests to the Building Maintenance Technician who then responds on a priority basis. Approx. 200 facility requests were received over the course of the year which is lower than in previous years due to the hybrid remote work model the Agency has employed over the course of the pandemic.

In addition to the Building Maintenance Technician, two other Agency staff have also been trained on primary building maintenance responsibilities including contract management. Ensuring adequate cross-training provides the Agency with additional coverage when needed and avoids any risks that could be associated with person-specific knowledge concentration.

A key function of the Building Maintenance Technician role is to ensure that maintenance schedules are adhered to. This is a critical component of WDGPH's facility care efforts and has continued without interruption during the pandemic. To date, all required inspections have been completed and there are no outstanding facility issues or deficiencies to report at this time.

The table below outlines a list of the key systems requiring regular maintenance and the scheduling requirements that accompany them.

<i>Maintenance System</i>	<i>Scheduling Requirement</i>
Cooling Tower Service, Maintenance, Cleaning and Inspections	April, June, August, October
Electric heaters (Guelph & Orangeville) cleaned & tested	November, annually
ERV Filter changes (Guelph)	Quarterly
Heat Pump Testing, Maintenance and Filter Changes (Guelph)	Semi-annually
Exhaust fan maintenance (Guelph, Orangeville)	Quarterly
Boiler Maintenance (Guelph)	Semi-annually
Lubricate Door hardware (Guelph, Fergus, 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
Water Treatment and Analysis for closed loop water/glycol for heating and cooling systems and cooling tower	Weekly
Building (non-life safety) Inspections	Daily and Weekly
Multiple Backflow preventer tests and inspections (Guelph & Orangeville)	Annually

Boiler Inspection and Insurance Company of Canada – Inspections	Annually
Air Differential Testing (Guelph & Orangeville)	Semi-annually
Life Safety Inspections for (Guelph & 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 & Orangeville)	Monthly

In addition to the regular building maintenance role, the Building Technician was assigned the role of Safety Officer on the IMS Command Table, while the Agency has been in the current emergency management mode. As a key member of the Command Table, the Building Technician is responsible to support all facility requirements that are needed to support the pandemic response, while ensuring that these changes are implemented in a safe manner that is consistent with health and safety guidelines. These efforts have materialized in several ways, most notably in the planning, implementation, and demobilization of mass and mobile vaccination clinics.

**FACILITY PROJECTS**

There is only one significant facility project currently underway designed to provide the Agency with the physical means to deliver the Seniors Dental Program that continues to be a priority for the province. The project was delayed in 2020 due to COVID-19 but has been re-ignited and is nearing completion. Once finished, both owned buildings in Guelph and Orangeville will be equipped with the means to support this new Seniors Dental Program via fully functional clinic space.

The work at the Guelph office includes:

- the conversion of Service Room in 160 Chancellors Way into an additional Vaccine room to accommodate vaccine storage expansion due to COVID19
- the conversion of existing consultation space on the first floor - into a dental operatory
- the conversion of existing soiled and clean utility rooms on the first floor - into a centralized sterilization facility to accommodate all instrument sterilization requirements for the entire program

The work at the Orangeville office includes:

- the conversion of two rooms - into an operatory and a hygiene room
- laminating walls to accommodate lead lining which will then permit x-ray operations

## **RENTAL SPACE**

Following the completion of the third-floor renovations at the Orangeville office in 2019, a lease agreement was secured for 2111 sq. ft. with a local tenant. The lease agreement was enacted on September 1, 2019 and is set for three years. The agreement provides the Agency with approx. \$38,000 per year in rental revenue.

The remaining space of the third floor (approx. 2793 sq. ft.) is currently available for rent. WDGPH has recently been approached by a couple of local parties expressing potential interest however the pandemic appears to have paused interest in the interim. As a result, this space has been used to support the Agency’s mass vaccination efforts by serving as a temporary storage location for clinical supplies.

## **FINANCIAL SNAPSHOT**

The table below outlines the outstanding loan amount owed to the Municipalities of Guelph, Dufferin, and Wellington for the two owned buildings, as well as the monthly lease payment amount due to the Wellington Terrace for the leased space used as the Fergus office.

<i>Building(s)</i>	<i>Amount Owing</i>

Guelph & Orangeville	\$ 3,618,585 left on loan to 3 Municipalities
Fergus	\$ 15,571 monthly lease

**ENERGY AND SECURITY**

The Agency closely monitors the energy usage and associated costs at its two owned buildings in Guelph and Orangeville. An automated system which controls all lighting and heating / cooling operations has been installed and allows Staff to regulate utility use as efficiently as possible.

In February 2020 the Agency extended the agreement with its security provider for an additional year. The negotiation process that preceded the extension resulted in enhanced coverage that includes the installation of new / additional security cameras in the Agency’s vaccine rooms, and reception areas at all three sites.

**HEALTH & SAFETY**

WDGPH has implemented social distancing, masking, and occupancy guidelines in all three of its office locations. These safety measures include:

- all HVAC air filtration (heat pumps, air handlers, rooftop units) have been upgraded to MERV 13 filters.
- all Air Handlers and ERV’s have been adjusted to provide 100% fresh air
- adjusting employee workstations to ensure that a minimum of 2 metres always separates Staff.
- occupancy signs have been posted in every room and office outlining the maximum number of people permitted in each space
- floor stickers have been installed throughout the buildings to ensure that employees maintain 2 metres of distance from one another while walking
- sanitizing stations have been installed all internal and external entrances and exits on each floor
- contracted cleaners wipe down and disinfect all surfaces throughout the buildings once daily, in addition to the nighttime cleaning services that occur
- removing fans from offices

Once the Agency initiates a more fulsome, normalized re-deployment of its employees back to the offices, it will be necessary to align with provincial reopening changes, local epidemiology and IPAC measures to ensure a safe workspace as part of its commitment to the health and safety of all employees and visitors.

## **Public Health and/or Financial Implications**

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N/A

## **References**

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N/A