

## Finance + Audit Committee Report BH.04.OCT0125.R10

October 1, 2025

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**Report to:** Finance + Audit Committee, Board of Health

**Subject** Annual 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 this report, as presented, for information.

## Background

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

Location	Age	Status
Guelph Office – Chancellors Way (corporate head office)	11 years	Owned
Orangeville Office	11 years	Owned
Fergus Office	19 years (approximately)	Leased from the Wellington Terrace

These sites have been essential in: enabling WDGPH 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 buildings continue to play a critical role in supporting the Agency's program operations.
- Preventative Maintenance (PM) schedules remain in place, with daily, weekly, and monthly inspections carried out to support the effective and sustainable operation of each facility.
- The Agency has upgraded its computerized maintenance management system (CMMS) to an advanced program by Eptura called *Manager Plus*.
- Parking lot paving, sealing, and line painting have been completed at the Chancellors Way office.
- Grounds maintenance improvements have been made at the Chancellors Way office.
- Front entrance walkway improvements at the Chancellors Way office have enhanced accessibility by creating a pickup and drop-off location directly from the Chancellors Way roadway.

## Public Health and/or Financial Implications

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### 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 part-time 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, 279 facility requests were submitted and successfully addressed.

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

A key responsibility of the Supervisor 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.

<b>Maintenance System</b>	<b>Scheduling Requirement</b>
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
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

Maintenance System	Scheduling Requirement
Multiple Backflow preventer tests and inspections (Guelph and Orangeville)	Annually
Boiler Inspection and Insurance Company of Canada – Inspections	Annually
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

Four significant facility projects were completed in the past year:

### 1. Project 1: Parking Lot Paving, Crack Repairs, and Line Painting – Chancellors Way Office

Nearly 16,000 sq. ft. of the Chancellors Way office parking lot was repaved in September to address areas requiring repair, to extend its lifespan, and to reduce long-term maintenance costs. Addressing deterioration at a relatively early stage has ensured that more extensive and costly repairs will not be required in the immediate future.

The repaving also improved safety and accessibility by eliminating tripping hazards and uneven surfaces, while enhancing drainage to reduce risks for staff, clients, and visitors. Following the repaving, all parking lines, designated accessibility spaces, and electric vehicle (EV) charging spots were repainted to ensure clear markings, compliance with accessibility standards, and ease of use. These improvements have helped maintain a safe, accessible, and cost-effective parking area in support of the Agency's operations.

## **2. Project 2: Transition to a New Computerized Maintenance Management System (CMMS)**

Eptura *Manager Plus* (CMMS) is designed to support organizations in effectively managing building-related assets, maintenance activities, and compliance requirements. The system centralizes data and workflows, enabling the Facilities Supervisor to track, schedule, and document corrective and preventative maintenance across all building systems.

For building operations, the management of physical assets such as HVAC systems, boilers, cooling towers, pumps, electrical distribution equipment, and life-safety systems is critical. *Manager Plus* provides a structured repository where each asset is recorded with key details.

This asset-focused approach also strengthens organizational memory by ensuring knowledge is retained within the system rather than residing solely with individual employees. As staff attrition occurs, the Agency retains complete awareness of asset performance, history, and future needs. This reduces risk and maintains continuity while supporting informed decision-making for capital planning and lifecycle replacement.

The process to migrate to the new *Manager Plus system* began in March 2025 and the complete transition of all historical asset maintenance data is set for April 2026.

### **3. Project 3: Grounds Maintenance Improvements – Chancellors Way Office**

The Agency undertook improvements to the grounds at the Chancellors Way office, including removal of tall grasses in the flower beds, strategic tree planting, and the creation of low-maintenance landscaping. These upgrades were implemented to achieve the following:

- Ensure visibility within the parking lot and entrances
- Enhance the environment for staff and clients
- Support sustainable maintenance
- Provide environmental benefits
- Deliver long-term value

### **4. Project 4: Front Entrance Walkway and Accessibility Improvements – Chancellors Way Office**

This project is currently underway at the Chancellors Way office to improve accessibility and safety at the main entrance by creating a designated pick-up and drop-off area that meets the Accessibility for Ontarians with Disabilities Act (AODA) standards. The improvements will ensure compliance with accessibility requirements, enhance safety and convenience for building users, and reinforce the Agency's commitment to removing barriers to access.

## **Rental Space**

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

In August 2024, an additional office rental space was built out and completed. A lease agreement was secured for 1,667 square feet with a local tenant, commencing on August 29, 2024, for a three-year term. This agreement will provide the Agency with approximately \$30,606 per year in rental revenue effective 2027.

## Financial Perspective

The University of Guelph invoices the Agency annually for Common Area Charges (CAMs), which represent shared costs for local infrastructure, utility services, and road and sidewalk maintenance. In 2024, the Agency paid approximately \$12,000 and expects to pay a similar amount in 2025.

The Town of Orangeville invoices the Agency separately for shared winter maintenance costs, which totaled \$11,000 for the 2024/2025 winter season.

The monthly lease payment to Wellington Terrace for the leased space used as the Fergus office is \$15,571.

## Energy, Environment, and Security

The Agency is committed to environmental stewardship and continues to prioritize energy efficiency across its facilities and operations.

### Energy Efficiency Improvements

- Installation and continued use of LED lighting throughout offices, hallways, and exterior spaces.
- Use of occupancy sensors, daylight harvesting, and smart controls to reduce unnecessary energy use.
- Close monitoring of HVAC systems to improve efficiency and indoor air quality.
- Regular preventative maintenance schedules to ensure equipment operates at peak efficiency.

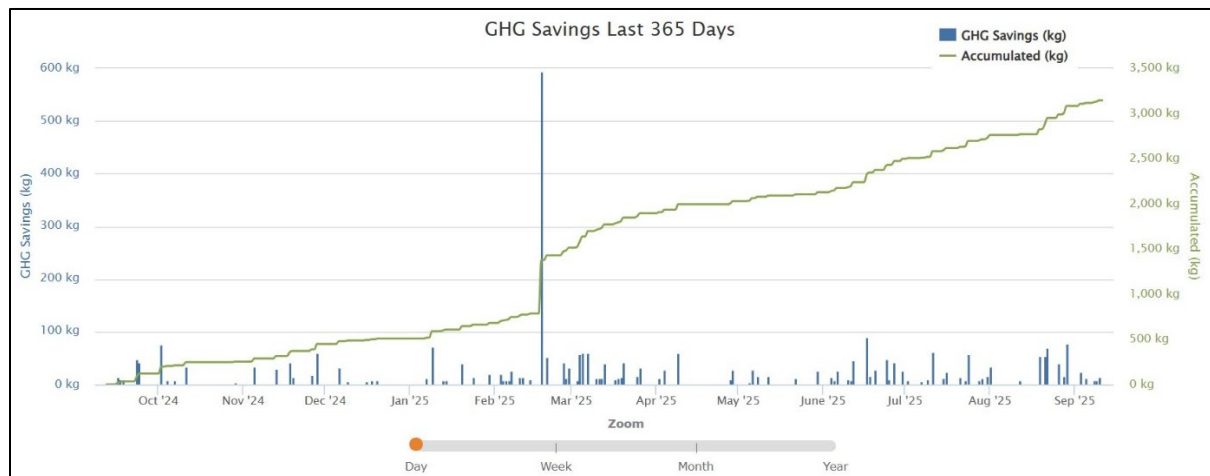
### Waste Reduction and Recycling

- Recycling programs for paper, cardboard, plastics, electronic waste, and organics composting.
- Partnerships with vendors for responsible disposal of hazardous materials (e.g., fluorescent lamps, batteries).
- Reduced reliance on single-use items in staff and client areas.

## Electric Vehicle (EV) Chargers

The addition of electric vehicle (EV) chargers at the Guelph office has contributed to reducing greenhouse gas (GHG) emissions. Since installation in 2023, nearly 4,536 kilograms of GHG have been avoided which is equivalent to the environmental benefit of planting 116 trees and allowing them to grow for 10 years.

The graph below illustrates GHG savings over the past year, which amounts to nearly 3,300 kilograms.



## Security and Access Management

The Agency's security provider continues to expand camera coverage at each office, enhancing safety and helping to mitigate asset and property damage.

Automated parking gates at the Guelph office remain in use, opening and closing on a timer during weekdays and remaining closed on weekends to support secure access and controlled entry.

## Health and Safety

WDG Public Health continues to provide and update workstation accommodations as needed. This includes setting up sit/stand stations, under-mount keyboard trays, monitor arms, and conducting ergonomic assessments.



The Agency also takes proactive steps to maintain healthy air quality in all offices. These measures include:

- Maintaining all HVAC air filtration systems, including heat pumps, air handlers, and rooftop units, through preventative maintenance, with filter changes occurring semi-annually.
- Ensuring that all Air Handlers and Energy Recovery Ventilators (ERVs) provide abundant fresh air while maintaining above-average air exchange.

As part of WDG Public Health’s commitment to the wellbeing of all employees and visitors, the Agency will continue to anticipate, respond to, and address health and safety-related issues and requirements, ensuring a safe workplace environment for everyone.

## Appendices

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N/A

## References

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N/A

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