

## Finance + Audit Committee Report BH.04.OCT0224.R10

October 2, 2024

---

**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 distinct building sites as follows:

Location	Age	Status
Guelph Office – Chancellors Way (corporate head office)	10 years	Owned
Orangeville Office	10 years	Owned
Fergus Office	18 years (approximately)	Leased from the Wellington Terrace

These sites have been essential in enabling WDGPH to deliver quality public health program services to the surrounding communities, to fulfill the Province’s public health standards, and to effectively respond 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 schedules remain in place, with daily, weekly, and monthly inspections conducted to ensure the effective and sustainable operation of each facility.
- The Orangeville office received upgrades to its compressor and suction units, improving service delivery for the dental program.
- The Guelph office now features a new sterilizer tower and sterilizers, expanding its reprocessing capabilities.
- Infection control measures for reprocessing have been strengthened in the Guelph office, including:
  - A pass-through window between the clean and soiled utility rooms.
  - Automated sliding doors at the entrances of these utility rooms for increased efficiency and safety.
- A new leased build-out has been completed on the third floor of the Orangeville office with new tenancy effective September 1, 2024.
- The third floor of the Orangeville office has been expanded, with a new build-out and storage space created between Suites A and B.

## Public Health and/or Financial Implications

---

### Facilities Staff and Maintenance

The Agency currently employs a full-time Supervisor of Facilities and Safety, responsible for overseeing all aspects of facility maintenance and project planning across all three sites. A support ticket system allows employees to report building issues or submit requests, which the Supervisor addresses on a priority basis. Over the past year, 226 facility ticket requests were successfully completed.

In addition to the Supervisor, two other staff members have 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 responsibility of the Supervisor of Facilities and Safety is ensuring that maintenance schedules are strictly followed. This is a critical to the Agency's facility management efforts. To date, all required inspections have been completed, and there are 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)	Increased frequency to Quarterly due to filter upgrades
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

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

Two significant facility projects were completed in the past year.

- **Project 1:** The Agency built and finished a new 1,667 square-foot leasable office space on the third floor of the Orangeville building that will bring additional revenue to the Agency beginning in 2027. The new rental space features:
  - 3 enclosed offices
  - 1 open area office
  - front foyer and reception area
  - large meeting room
  - kitchenette/lunchroom
  - storage area
  
- **Project 2:** Increased infection control measures were implemented in the Guelph office, including:
  - Installation of new pass-through window between soiled and clean utility rooms.
    - Increases efficiency in reprocessing dental instruments.
    - Decreases risk of contamination of processed instruments.
  - Pocket door automation for all four doors in the clean and soiled utility rooms.
    - Supports infection control guidelines.

## 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 agreement was enacted on September 1, 2019, and set for three years. The agreement has been renewed and extended for another 3 years. The agreement provides the Agency with approximately \$38,000 per year in rental revenue.

An additional office rental space was built out and completed in August this past year. A lease agreement was secured for 1,667 square feet with a local tenant. The lease was enacted for August 29, 2024, and set for three years. The agreement will provide the Agency with approximately \$30,606 per year in rental revenue effective 2027.

## Financial Snapshot

Outstanding loan amounts and monthly facility rent has been reported to the board annually. As of July 2024, the facility loan owed to the Municipalities of Guelph, Dufferin, and Wellington for the two owned buildings has been fully repaid. The monthly lease payment due to the Wellington Terrace for the leased space used as the Fergus office is noted below.

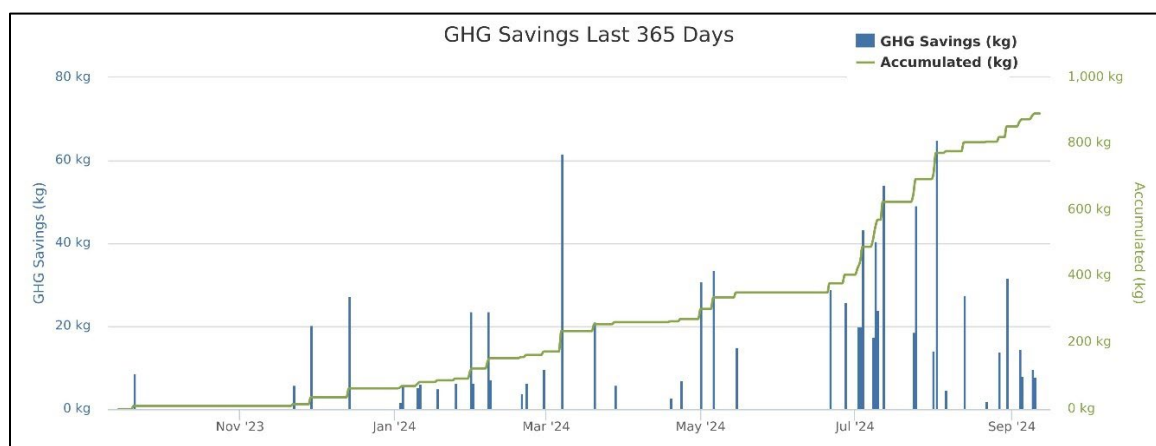
Building(s)	Amount Owing
Guelph & Orangeville	\$0
Fergus	\$15,571 monthly lease

## Energy, Environment, and Security

The Agency closely monitors energy usage and associated costs at its two owned buildings in Guelph and Orangeville. An automated system that manages all lighting and heating/cooling operations plays a crucial role in tracking energy consumption and maintaining energy efficiency.

There are increased efforts to reduce the Agency's carbon footprint and environmental impact. Greater emphasis has been placed on diverting recycling and organic composting from regular garbage. This successful diversion has led to a reduction in garbage pickups, decreasing from weekly to bi-weekly in both the Guelph and Orangeville offices.

The addition of electric vehicle chargers at the Guelph office has significantly contributed to reducing greenhouse gas emissions. Over the past year, nearly 900 kilograms of greenhouse gases have been avoided, which is equivalent to the environmental benefit of planting 22 trees and allowing them to grow for 10 years.



The Agency's security provider continues to increase camera coverage at each of the Agency's offices. The enhanced coverage contributes to maintaining a safe working environment and helps mitigate asset and property damage.

The Agency has also continued the use of parking gates at the Guelph office location. These gates have been automated on a timer to open and close at specific times during the week and to remain closed on weekends.

## 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 providing ergonomic assessments.

The Agency also continues to take several steps to maintain healthy air quality in all offices. These measures include:

- Maintaining all HVAC air filtration systems through preventative maintenance (heat pumps, air handlers, rooftop units), with filter changes occurring quarterly.
- Ensuring that all Air Handlers and Energy Recovery Ventilators (ERVs) provide 100% fresh air.

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

## Appendices

---

N/A

## References

---

N/A

---

**Prepared by:** Rob Richardson  
Supervisor, Facilities and Safety

**Approved by:** David Kingma, MBA, MA, CHRE  
Vice President, Human Resources and Corporate Services & CAO

**Submitted by:** Dr. Nicola Mercer, MD, MBA, MPH, FRCPC, C. Dir.  
Medical Officer of Health & CEO

---