

Facilities Update

To: Chair and Members of the Board of Health

Meeting Date: Monday October 03, 2022

Report No. **BH.04.OCT0322.R11** Pages: 8

Prepared By: Rob Richardson
Supervisor, Facilities and Safety

Approved By: David Kingma, MBA, MA, CHRE
Director, Administrative Services & Chief Administrative Officer

Submitted By & Signature: *Original signed document on file.*

Dr. Nicola J. Mercer, MD, MBA, MPH, FRCPC
Medical Officer of Health & CEO

Recommendations

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

Key Points

- The Agency's buildings have played a critical role in Wellington-Dufferin-Guelph Public Health's (WDGPH) pandemic response and program operations.
- Despite COVID-19, preventative maintenance schedules have been adhered to without interruption.
- The Agency's Facilities and Safety Supervisor has and continues to serve as a key member on the IMS Command Table.
- A process of returning meeting rooms and workspaces to original pre-pandemic design and construction has been initiated.

- The Agency is adding a dental operatory and expanding reprocessing capacity with room upgrades in the Chancellors Way dental office facilities.
- Chancellors Way office parking lot scheduled for preventative maintenance and repair.
- Purchase and Installation underway for 2 dual port 80amp EV Chargers, and future proofing infrastructure that will accommodate expansion for up to 6 more dual point EV chargers in the future.
- Health & Safety measures have been adjusted to reflect the provincial guidelines.
- Vacated underutilized Mel Lloyd Centre office located in Shelburne

Background

Despite the pandemic response effort that has consumed WDGPH for the past 30 months, the Agency continues to operate out of three distinct building sites as follows:

- Chancellors Way Office in Guelph (corporate head office)
 - Age: 8 years
 - Status: Owned
- Orangeville Office
 - Age: 8 years
 - Status: Owned
- Fergus Office
 - Age: approx. 16 years
 - 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 throughout the pandemic – particularly with regards to vaccination clinics, case management, the mobilization of call centres and other key operational service areas while integrating non COVID related public health programs.

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

Discussion

Facilities Staff & Maintenance

The Agency currently employs one full-time Facilities and Safety Supervisor 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 Facilities and Safety Supervisor who then responds on a priority basis. Approx. 225 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 Facility and Safety Supervisor, 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 Facility and Safety Supervisor 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

Maintenance System	Scheduling Requirement
Heat Pump Testing, Maintenance and Filter Changes (Guelph)	Increased frequency to Quarterly due to filter upgrades
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
Daily Life Safety Inspections for CW	Daily

Maintenance System	Scheduling Requirement
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 Facilities and Safety Supervisor is assigned the role of Safety Officer on the IMS Command Table, when required. As a key member of the Command Table, the Facilities and Safety Supervisor is responsible to support all facility requirements needed to facilitate the pandemic response, while ensuring changes were implemented in a safe manner 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 are three significant facility projects currently underway.

- 1) The Agency is adding a dental operatory designed to provide the physical means to further expand on delivery of the Seniors Dental Program that continues to be a priority for the province. In addition to the operatory, the Agency is also expanding its capacity for instrument reprocessing in both the clean and soiled utility rooms. Once finished, both owned buildings in Guelph and Orangeville will be equipped with the means to support the Seniors Dental Program via fully functional clinic space.
- 2) There will be preventative maintenance measures on the Chancellors Way parking lot to preserve and extend its life cycle by filling and repairing cracks, sealing the asphalt, and painting new lines, painting accessibility parking identifiers as well as EV charger identifiers for the 4 new EV charging station spaces.

- 3) Installation of 4 - 80amp EV charging stations while future proofing the infrastructure installation to accommodate expansion potential to a total of 12 charging stations. The charging station brand supplies a fully equipped dashboard capable of delivering both comprehensive financial reports and environmental impact assessments on usage.

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 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 approx. \$38,000 per year in rental revenue.

The remaining space of the third floor is used to support the Agency’s mass vaccination efforts and clinical operations by serving as a 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	\$2,441,879
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 March 2022 an RFP process was engaged to support and secure delivery of a comprehensive security package for all three offices. A new security provider was contracted through this process and successfully delivers on the Agency's needs. Additions to the scope of work added via the RFP process includes preventative maintenance measures such as regular camera system checks, automated licensing

Health & Safety

WDGPH is updating workstation accommodations for some staff integrating into the office environment. This includes setting up sit/stand stations, under mount keyboard trays, monitor arms and providing ergonomic assessments.

WDGPH has eased mandatory social distancing, masking, and occupancy guidelines in all three of its office locations. Masking is still required in clinical and dental settings.

The Agency has also undertaken the following:

- All HVAC air filtration (heat pumps, air handlers, rooftop units) have been configured to use MERV 13 filters.
- Increased all filter changes from bi-annually to quarterly.
- All Air Handlers and ERV's are adjusted to provide 100% fresh air.
- Touchless bottle fillers have been installed in the Chancellors Way and Orangeville offices in place of hand operated bottle fillers to reduce high touch contact.

The Agency will continue to deliver on Health and Safety requirements and measures to ensure a safe workspace as part of its commitment to the health and safety of all employees and visitors.

Ontario Public Health Standards

Foundational Standards

- Population Health Assessment
- Health Equity
- Effective Public Health Practice
- Emergency Management

Program Standards

- Chronic Disease Prevention and Well-Being
- Food Safety
- Healthy Environments
- Healthy Growth and Development
- Immunization
- Infectious and Communicable Diseases Prevention and Control
- Safe Water
- School Health
- Substance Use and Injury Prevention

2022 WDGPH Strategic Directions

Service Delivery: We will provide our programs and services in a flexible, modern and accessible manner, and will ensure they reflect the immediate needs of our Clients and our role in the broader sector.

System Transformation: We will equip the Agency for change in all aspects of our work so that we are ready for transformational system change when the time comes.

Knowledge Transfer: We will ensure that our decision-making and policy development efforts are informed by meaningful health data at all times.