

**Report To:** Finance + Audit Committee, Board of Health  
**Submitted by:** Dr. Nicola Mercer, Medical Officer of Health & CEO  
**Subject:** FACILITIES UPDATE

---

## **RECOMMENDATION(S):**

- (a) That the Finance + Audit Committee makes recommendation to the Board of Health to receive this report for information.

## **BACKGROUND:**

Wellington-Dufferin-Guelph Public Health (WDGPH) continues to operate in three (3) sites as listed below.

- Chancellors Way Office in Guelph (corporate head office)
  - Age: 6 years
  - Status: Owned
- Orangeville Office
  - Age: 6 years
  - Status: Owned
- Fergus Office
  - Age: 14 years (approx.)
  - Status: Leased from the Wellington Terrace

What follows is a brief update of the key activities, projects and other considerations pertaining to all three buildings.

## **FACILITIES STAFF & MAINTENANCE**

WDGPH currently employs one (1) full-time Building Maintenance Technician to oversee all aspects of the Agency's facility maintenance efforts and project plans at all three (3) 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. In 2019, approximately 250 facility requests were received and acted upon.

In addition to the Building Maintenance Technician, two (2) other Agency staff have also been trained on primary building maintenance responsibilities including contract management. Ensuring adequate cross-training provides WDGPH 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 is to ensure that maintenance schedules are adhered to. This is a critical component of WDGPH's facility care efforts. 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
Daily Life Safety Inspections for CW	
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

## **FACILITY PROJECTS**

There is only one (1) significant facility project currently underway. This project is designed to provide the Agency with the physical means to deliver the Seniors Dental Program that was recently announced by the Province. The project is nearing completion and, once complete, will result in both owned buildings in Guelph and Orangeville being equipped with the means to support this new program via fully functional clinic space.

The work at the Guelph office includes:

- the conversion of existing consultation space on the first floor into a dental operatory; and
- 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 (2) rooms into an operatory and a hygiene room; and
- 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, 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 approximately \$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. Exploratory conversations are underway.

## **FINANCIAL SNAPSHOT**

The table below outlines the outstanding loan amount owed to the Municipalities of Guelph, Dufferin and Wellington for the two (2) 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	\$ 5,036,130 left on loan to 3 Municipalities
Fergus	\$ 15,571 monthly lease

## **ENERGY AND SECURITY**

WDGPH closely monitors the energy usage and associated costs at its two (2) 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, WDGPH 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 (3) sites.

## **HEALTH & SAFETY**

WDGPH has implemented strict social distancing guidelines in all three (3) of its office locations. These safety measures include:

- adjusting employee work stations to ensure that a minimum of 2 metres separates Staff at all times;
- 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;

- designated Staff wipe down and disinfect all surfaces throughout the buildings, twice daily, in addition to the night time cleaning services that occur; and
- removal of personal desk fans from our offices.

Once WDGPH initiates redeployment following its pandemic response, it may be necessary to implement additional physical measures, such as installing glass partitions in some cubicle work stations. WDGPH will continue to consider these and all other options to ensure a safe work space as part of its commitment to the health and safety of all employees and visitors.

**REFERENCES:**

N/A.

**APPENDICES:**

N/A.

*Original Signed Document on File*

---

Prepared by:  
David Kingma  
Director, Administrative  
Services

---

Reviewed by:  
David Kingma  
Director, Administrative  
Services

---

Approved by:  
Dr. Nicola Mercer,  
Medical Officer of Health &  
CEO