

## Finance + Audit Committee Report BH.04.OCT1023.R04

October 10, 2023

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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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The Agency continues to operate out of three distinct building sites as follows:

| Location  | Age                       | Status                                |
|---|---------------------------|---------------------------------------|
| Chancellors Way Office in Guelph<br>(corporate head office) | 9 years                   | Owned                                 |
| Orangeville Office  | 9 years                   | Owned                                 |
| Fergus Office   | Approximately 17<br>years | Leased from the<br>Wellington Terrace |

These sites have played a critical role in ensuring that WDGPH is delivering on program initiatives and commitments and responding to public health service demands.

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

## Key Points

- The Agency's buildings have played a critical role in Wellington-Dufferin-Guelph Public Health's (WDGPH) program operations.
- Preventative maintenance schedules continue to be adhered to.

- The process of returning meeting rooms and workspaces to their original pre-pandemic design and construction has been completed.
- The Agency has added a dental operatory and expanded reprocessing capacity with room upgrades in the Chancellors Way dental office facilities.
- Purchase and Installation completed 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.
- The adjustments and enhancements made to the HVAC and air filtration during the pandemic to increase air quality will continue.

## Public Health and/or Financial Implications

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### 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. There were still approximately 202 facility ticket requests completed over the course of the year.

In addition to the Facility and Safety Supervisor, two other Agency staff 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 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. 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.

| <b>Maintenance System</b>   | <b>Scheduling Requirement</b>                           |
|---|---|
| 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)  | 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  |

| Maintenance System  | Scheduling Requirement |
|---|------------------------|
| Boiler Inspection and Insurance Company of Canada – Inspections                                   | Annually               |
| Air Differential Testing (Guelph & Orangeville)   | Semi-annually          |
| Daily Life Safety Inspections for CW  | Daily                  |
| 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 are three significant facility projects that were completed in the past year.

- 1) The Agency added a dental operatory designed to provide the physical means to expand delivery of the Seniors Dental Program, which continues to be a priority for the province. In addition to the operatory, the Agency has also expanded its capacity for instrument reprocessing in both the clean and soiled utility rooms. Now completed, both owned buildings in Guelph and Orangeville are equipped with the means to support the Seniors Dental Program via fully functional clinic space.
  
- 2) Installation has been completed of 4 - 80amp EV charging stations with future-ready infrastructure that will accommodate expansion of up to 12 charging stations. The charging station brand supplies a fully equipped dashboard capable of delivering comprehensive financial reports and environmental impact assessments on usage. From July until present, the EV Chargers diverted 60Kg of GHG (Green House Gas Emissions). This is expected to only grow with new and continued use of the chargers.

- 3) A 32' x 23' cedar column pergola build was completed this summer over the exterior staff space at the Guelph office. The pergola features an all-natural look that ties in with the building's exterior design. The installation has enriched and increased the use of the space for breaks, lunches, meetings, and general social interaction.

## 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 has been used to support the Agency's mass vaccination efforts and clinical operations by serving as a storage location for supplies. However, in recent weeks steps are being taken to transition this space from storage to a second lease space option.

## 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.

| Building(s)          | Amount Owing           |
|----------------------|------------------------|
| Guelph & Orangeville | \$1,225,871            |
| 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.

The Agency's security provider is currently engaged in the process of increasing camera coverage at each of our offices. Increased coverage contributes to maintaining a safe working environment and helps to mitigate asset and property damages.

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

## Health & Safety

WDGPH continues to provide and update workstation accommodations where required. 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 intended to maintain healthy air quality in all offices. This includes:

- All HVAC air filtration (heat pumps, air handlers, rooftop units) continue to be configured to use MERV 13 filters.
- All filter changes occur quarterly.
- All Air Handlers and ERV's provide 100% fresh air.
- Touchless automated systems are being installed in all pocket doors in the dental/clinical areas of the Guelph and Orangeville offices to enhance infection control measures.

As part of its commitment to the wellbeing of all employees and visitors, WDG will continue to anticipate, respond to and deliver on all health and safety-related issues and requirements to ensure a safe workplace environment for all.

## Appendices

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N/A

## References

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

**Approved by:** David Kingma, MBA, MA, CHRE  
Director Administrative Services & CAO

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

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