



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 April 7

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## MIDDLESEX-LONDON HEALTH UNIT RELOCATION

### **Recommendation**

*It is recommended that the Finance & Facilities Committee:*

- a) Receive Report No. 010-16FFC Re: Middlesex-London Health Unit Relocation for information*
- b) Receive Appendix B re: one-time funding requests submitted to the Ministry of Health and Long-Term Care*
- c) Approve proposed Middlesex-London Health Unit Relocation Project Plan (Appendix A)*

### **Key Points**

- The proposed Middlesex-London Health Unit Relocation Project Plan provides a step-by-step guide to manage the complexities associated with relocation of Middlesex-London Health Unit services.
- Supplemental funding has been sought for additional consulting services related to the relocation.
- Site selection criteria, informed by local data and strategic directions can be used as a site evaluation tool to assist with decision making.

### **Background**

The Finance & Facilities Committee was provided with an update regarding our current lease arrangements at 50 King Street and 201 Queens Avenue at the March 3, 2016 meeting. The purpose of this report is provide an update in regards to the proposed Middlesex-London Health Unit (MLHU) Relocation Project Plan, the Space Needs Assessment Functional Program, Ministry of Health and Long Term Care 2016 One-time Funding Request for location analysis and a sample site selection criteria.

### **Relocation Project Plan**

The proposed Relocation Project Plan ([Appendix A](#)) provides a step-by-step guide for managing the complexities associated with relocation. Five distinct phases define this project and include:

1. **Plan & Identify** – In this phase, the project governance and appropriate steps are determined that will guide the duration of this project. Task leads, time estimates and completion dates for key deliverables are identified to provide clear project direction and accountabilities.
2. **Assess & Define** – In this phase, data is gathered to assess current and future space needs of the Middlesex-London Health Unit and our clients, and to define the goals and objectives that a future location must meet.
3. **Select Site** – In this phase, options available to the Middlesex-London Health Unit are identified and assessed based on the previously assessed needs, goals and objectives for our future location.
4. **Develop Site** – In this phase, the selected site is developed to meet the space needs, goals and objectives for our future location.
5. **Move** – In this phase, the new location is ready for occupancy for the Middlesex-London Health Unit and steps will be taken to minimize service disruption and potential challenges.

The proposed Relocation Project Plan is a working document that is intended to be adaptive to the changing demands throughout the project.

### **Ministry of Health and Long Term Care 2016 One-Time Funding Request: Location Analysis**

The Ministry of Health and Long Term Care allowed the Middlesex-London Health Unit to submit one-time funding requests until March 1, 2016. Components included in the funding request are essential components of location analysis that are also set forth in the Community Health Capital Program. The funding requests included:

1. **Space Needs Assessment**
2. **Cost Benefit Analysis – Lease vs. Buy vs. Build**
3. **Public Consultation**

Details of the requests can be found in [Appendix B](#). If funding is not obtained through the one-time grant process, the Middlesex-London Health Unit may request the use of reserve funds to meet these obligations.

### **Sample Site Selection Criteria**

Site selection criteria are a tool that is used as an evaluation framework when considering potential sites for the future location. The site selection criteria for the future Middlesex-London Health Unit location will be developed to align with the long-term strategic directors of the organization and informed findings from the Organizational Structure and Location Committee data collection and analysis process. Example criteria for other health units and health care facilities have been identified and used to develop a Sample Site Selection Criteria ([Appendix C](#)).

These criteria will be subject to further analysis and are not proposed here for approval. As outlined in the proposed Project Plan, site selection criteria appropriate for the Middlesex-London Health Unit will be developed to be approved by the Finance & Facilities Committee in September.

### **Next Steps**

The Projects Leads and Organizational Structure and Location Committee will continue working according to the Project Plan to prepare reports and analysis for the Finance & Facilities Committee to consider.

This report was prepared by John Millson, Associate Director, Finance, Jordan Banninga, Manager, Strategic Projects and Melody Couvillon, Manager, Procurement & Operations.



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