



## MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 004-18RAC

TO: Chair and Members for the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 December 12

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### DESIGN CONSULTATION SUMMARY

#### **Recommendation**

*It is recommended that the Relocation Advisory Committee receive Report No. 004-18RAC re: “Design Consultation Summary” for information.*

#### **Key Points**

- The Design Consultation Schedule was prepared by the Health Unit in collaboration with Endri Polletti Architect (EPA) Inc.
- A Needs Assessment Questionnaire (see [Appendix A](#)) was distributed to teams for completion in advance of consultation meetings.
- Design consultations occurred between October 29 and November 20, 2018. A summary of the findings is included in [Appendix B](#).
- Twenty-six consultations were completed, and more than fifty-five percent of employees participated in the meetings with EPA.
- These consultations updated the Space Needs Assessment completed in 2015.

#### **Background**

At its September 18, 2018 meeting, the Relocation Advisory Committee approved the Project Schedule submitted by Endri Polletti Architect (EPA) Inc. Consultations will occur in two phases to allow for minimal disruption to the project schedule over the December holiday season.

#### **Design Consultations**

The architectural team proposed an aggressive consultation schedule in order to have a finalized design for the first floor created by end of year. A needs assessment questionnaire (see [Appendix A](#)) was distributed to teams, and staff were asked to collate responses in advance to maximize the efficiency and effectiveness of the consultation meetings. The questionnaire also created an opportunity for staff unable to attend consultation meetings to provide input and feedback on the process.

All consultation meetings were facilitated by the Architectural Team, with assistance from BES Consulting Services. Members of the Organizational Structure and Location (OSL) 2.0 Committee were invited to attend the team consultation meetings to gather information required to be brought forward to the OSL committee for consultation.

Twenty-six consultations were completed between October 29 and November 20, 2018, and more than fifty-five percent of staff participated in the meetings with EPA. During the consultations, information was gathered on the role of the teams, required adjacencies, storage needs, and other considerations. A summary of common themes emerging from the design consultations can be found in [Appendix B](#). The consultations were also an opportunity for the project team to update the Space Needs Assessments that were completed in 2015.

### **Next Steps**

With the first round of consultations completed, creation of the block plans is underway. Block plans are outlines of the spaces that provide broad, general features of the space. These plans will be broken down further via detailed design development in order to subdivide the spaces into smaller segments. As part of the next stage in the design development process, representatives from various teams will be called upon to complete a secondary review of the plans. At this stage, change management and clinical process improvement consultants will be brought in to provide expertise that will help in finalizing the designs.

Health Unit staff will provide regular updates to the Board of Health, including on key decisions stemming from the consultation meetings, which will be required for finalization of the design plans.

This report was prepared by the Healthy Organization Division.



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