

**AGENDA**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**Relocation Advisory Committee**

Thursday October 17, 2019, 6:00 p.m.  
399 Ridout Street North, London, Ontario  
Side Entrance, (recessed door)  
MLHU Boardroom

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES - June 26, 2019**

**4. NEW BUSINESS**

- 4.1 Relocation Project Plan Update (Report No. 007-19RAC)
- 4.2 Relocation Move Plan (Report No. 008-19RAC)
- 4.3 Audio Visual Tender (Report No. 009-19RAC)

**5. OTHER BUSINESS**

Next meeting - TBD

**6. CONFIDENTIAL**

The Relocation Advisory Committee will move in-camera to approve confidential minutes from its June 26, 2019 meeting, and to consider matters regarding a trade secret or financial information, supplied in confidence to the local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons or organization, and a trade secret or financial information that belongs to the municipality or local board and has monetary value.

**7. ADJOURNMENT**



**PUBLIC MINUTES  
RELOCATION ADVISORY COMMITTEE**  
Middlesex-London Board of Health  
Wednesday June 26, 2019 5:00 p.m.  
MLHU Boardroom  
399 Ridout Street North  
Middlesex County Building

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**Committee Members Present:** **Mr. Ian Peer (Chair)**  
Mr. John Brennan  
Ms. Trish Fulton  
Mr. Matt Reid  
Mr. Michael Clarke

**Media:** Mr. Dan Brown, *London Free Press*

**Others Present:** Dr. Christopher Mackie, Secretary-Treasurer  
Ms. Elizabeth Milne, Executive Assistant to the Board of Health and Communication Coordinator (Recorder)  
Ms. Laura Di Cesare, Director, Healthy Organization  
Mr. Joe Belancic, Manager, Procurement and Operations  
Ms. Kendra Ramer, Manager, Strategic Projects  
Mr. Brian Glasspoole, Manager, Finance  
Mr. Endri Poletti, Architect  
Mr. Tom Bes, Project Manager, BES Construction Consulting

At 5:00 p.m., Chair Peer called the meeting to order.

**DISCLOSURE OF CONFLICT OF INTEREST**

Chair Peer inquired if there were any disclosures of conflicts of interest to be declared. None were declared.

**APPROVAL OF AGENDA**

It was moved by Mr. Clarke, seconded by Mr. Brennan, *that the AGENDA for the June 26, 2019 Relocation Advisory Committee meeting be approved as amended.*

Carried

**APPROVAL OF MINUTES**

It was moved by Ms. Fulton, seconded by Mr. Brennan, *that the MINUTES of the February 5, 2019 Relocation Advisory Committee meeting be approved.*

Carried

**NEW BUSINESS**

**Floor Plans and Project Plan Update (Report No. 003-19RAC)**

Dr. Mackie introduced the team leading this report.

Ms. Ramer discussed the project schedule, included as Appendix B, and walked the Committee through the project schedule timeline.

Discussion ensued on the following items:

- The timeline, and whether seven months will be too short given the amount of work the space requires.
- If there is any room built into the schedule for possible build delays.
- If there are any risks in the supply chain that could delay the build schedule.

- The updated floor plans and the changes to the clinic flow, specifically the areas where equipment is processed and cleaned.

It was moved by Mr. Reid, seconded by Mr. Clarke, *that the Relocation Advisory Committee receive Report No. 003-19RAC re: "Floor Plans and Project Plan Update" for information.*

Carried

## **OTHER BUSINESS**

The next meeting of the Relocation Advisory Committee will be called when required.

## **CONFIDENTIAL**

At 5:08 p.m., it was moved by Mr. Clarke, seconded by Mr. Brennan, *that the Relocation Advisory Committee move in camera to consider matters regarding a trade secret or financial information, supplied in confidence to the local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons or organization, and a trade secret or financial information that belongs to the municipality or local board and has monetary value.*

Carried

Mr. Flaherty and Mr. Brown left the meeting at 5:09 p.m.

At 5:48 p.m., it was moved by Mr. Reid, seconded by Mr. Brennan, *that the Relocation Advisory Committee return to public session.*

At 5:48 p.m., the Committee returned to public session.

Discussion ensued on whether the Health Unit might need more space in the new location considering the pending public health restructuring. Staff advised that there is flexibility in the layout of the space to build out more space as needed.

## **ADJOURNMENT**

At 5:50 p.m., it was moved by Mr. Reid, seconded by Mr. Brennan, *that the meeting be adjourned.*

Carried

At 5:50 p.m., Chair Peer *adjourned the meeting.*

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**IAN PEER**  
Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer



TO: Chair and Members of the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 October 17

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## RELOCATION PROJECT PLAN UPDATE

*It is recommended that the Relocation Advisory Committee recommends the Board of Health receive Report No. 007-19RAC, re: “Relocation Project Plan” for information.*

### Key Points

- Construction at Citi Plaza commenced over the summer.
- The Interior Fit-Up schedule is included as [Appendix A](#) and indicates that the overall project is on time.
- Completion of the second floor is targeted for December 23, 2019, followed by the first floor on March 14, 2020, aligning with the relocation move plan that has been developed for the Health Unit.

### Background

The Board of Health approved michael + clark Construction as the general contractors to complete the interior fit-up of Citi Plaza. A kickoff meeting was held on July 8, 2019 to discuss the development of the construction schedule which would identify key target dates for completion. Construction commenced over the summer, and was estimated to last 162 days.

### Interior Fit-Up Schedule

The Interior Fit-Up schedule is identified in [Appendix A](#). The timeline is split into three (3) phases of construction: Level 2, Level 1 and the Basement. Completing the work in phases was required to expedite the project schedule and allow for a phased-in move to align with the lease termination dates at 201 Queens Avenue and 50 King Street. The overall project schedule is on time with no significant delays that have been identified. Completion of the second floor is targeted for December 23, 2019 with the installation of furniture over a period of five (5) days commencing on December 18, 2019. The first floor is on track to be completed on March 14, 2020 with the move of the clinic furniture commencing on March 9, 2020 which will also be completed in five (5) days. The Health Unit is targeted to occupy all office space by February 28, 2020 and clinic space by March 13, 2020.

### Next Steps

The Relocation Advisory Committee will continue to receive updates on the interior fit-up and will be notified should there be any significant changes or delays to the schedule provided.

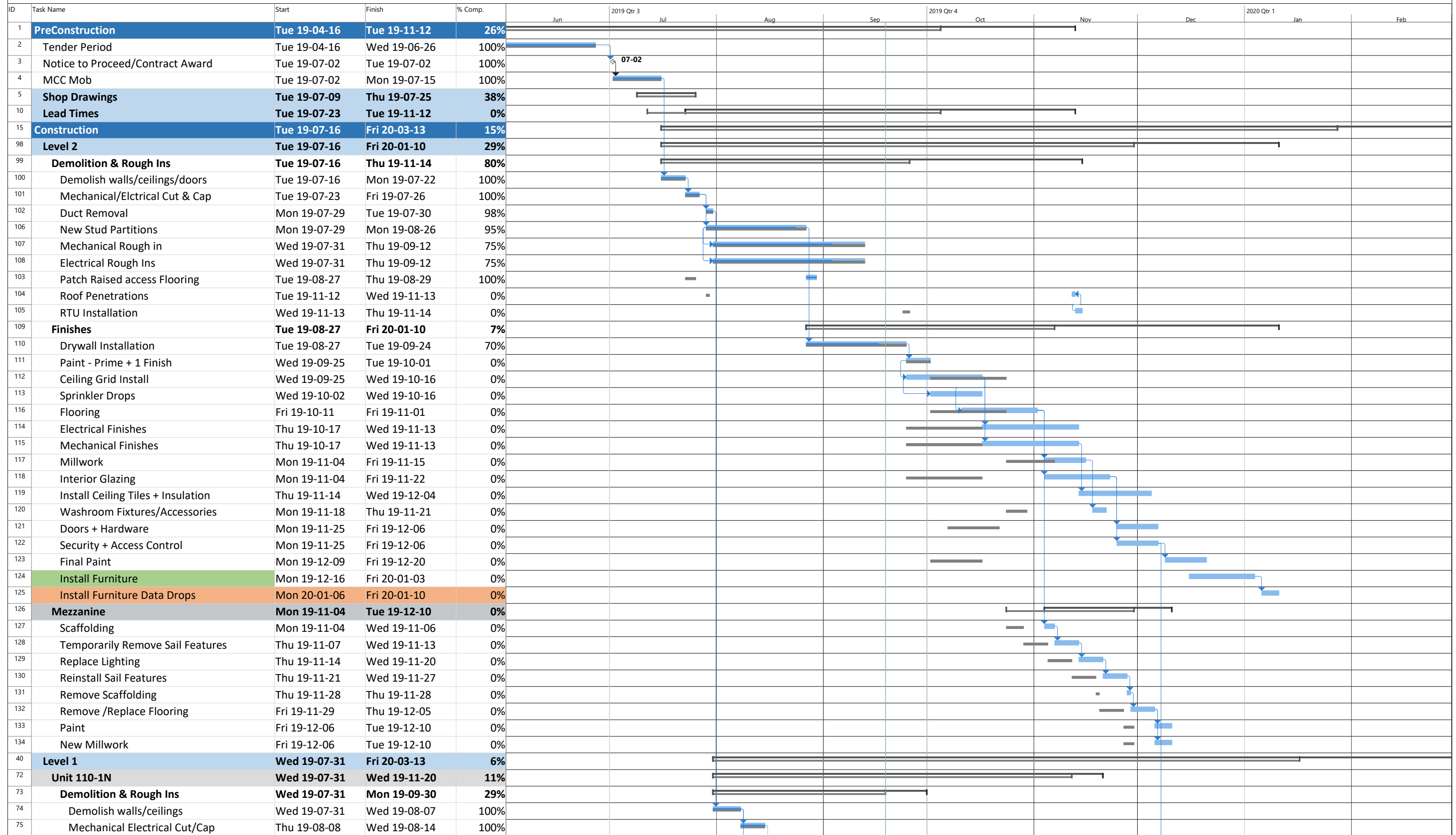
This report was prepared by the Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

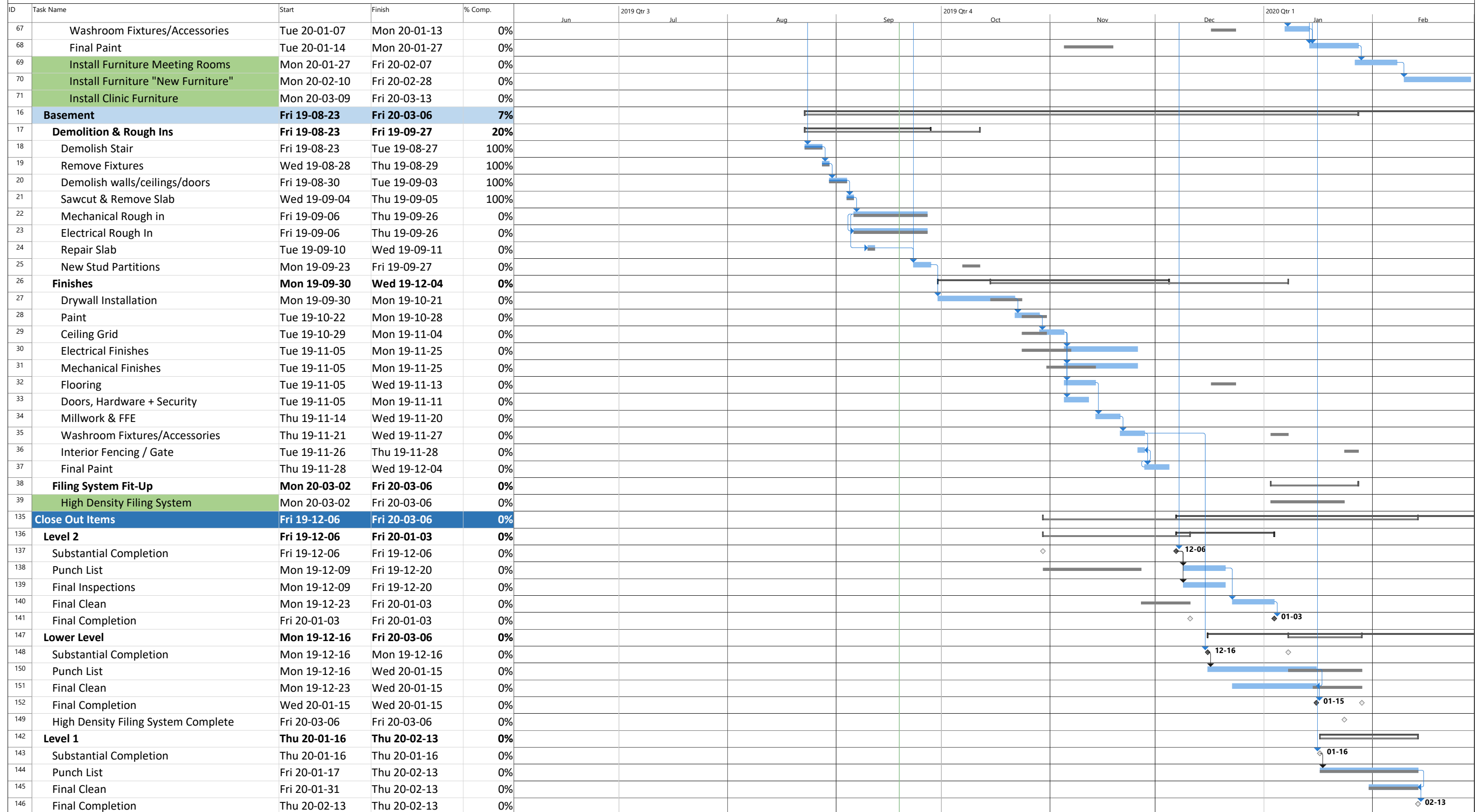
Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health / CEO



**MLHU - Interior Fit Up (Suite 110)**  
**Project No - 1715-T1**  
**2019.09.03**



ID	Task Name	Start	Finish	% Comp.	Jun	2019 Qtr 3	Jul	Aug	Sep	2019 Qtr 4	Oct	Nov	Dec	2020 Qtr 1	Jan	Feb
76	Hoarding to exterior Wall'	Thu 19-08-08	Thu 19-08-08	100%												
77	Electrical/Mechanical Flr Penetrations	Fri 19-08-30	Thu 19-09-05	100%												
78	Screed Floor	Mon 19-09-09	Thu 19-09-19	0%												
79	New Stud Partitions	Thu 19-09-12	Fri 19-09-20	0%												
80	Electrical Rough In	Tue 19-09-17	Mon 19-09-30	0%												
81	Mechanical Rough in	Tue 19-09-17	Mon 19-09-30	0%												
82	<b>Finishes</b>	<b>Mon 19-09-23</b>	<b>Wed 19-11-20</b>	<b>0%</b>												
83	Drywall Installation	Mon 19-09-23	Fri 19-10-11	0%												
84	Install Moveable Wall Steel Support	Wed 19-10-09	Thu 19-10-17	0%												
85	Paint - Prime + 1 Finish	Tue 19-10-15	Thu 19-10-17	0%												
86	Install Ceiling Grid	Thu 19-10-17	Fri 19-10-25	0%												
87	Sprinkler Drops	Mon 19-10-21	Fri 19-10-25	0%												
88	Electrical Finishes	Mon 19-10-28	Fri 19-11-01	0%												
89	Mechanical Finishes	Mon 19-10-28	Fri 19-11-01	0%												
90	Flooring	Mon 19-10-28	Fri 19-11-01	0%												
91	Interior Glazing	Mon 19-11-04	Wed 19-11-06	0%												
92	Movable/Folding Wall Partitions	Mon 19-11-04	Wed 19-11-06	0%												
93	Millwork	Mon 19-11-04	Fri 19-11-08	0%												
94	Doors, Hardware + Security	Thu 19-11-07	Wed 19-11-13	0%												
95	Ceiling Tile + Inuslation	Thu 19-11-07	Wed 19-11-20	0%												
96	Washroom Fixtures/Accessories	Mon 19-11-11	Tue 19-11-12	0%												
97	Final Paint	Wed 19-11-13	Tue 19-11-19	0%												
41	<b>Unit 110-1S</b>	<b>Thu 19-08-15</b>	<b>Fri 20-03-13</b>	<b>4%</b>												
42	<b>Demolition &amp; Rough Ins</b>	<b>Thu 19-08-15</b>	<b>Fri 19-09-27</b>	<b>13%</b>												
43	Demolish walls/ceiling	Thu 19-08-15	Mon 19-08-19	100%												
44	Mechanical/Electrical Cut & Cap	Tue 19-08-20	Thu 19-08-22	100%												
45	Hoarding to exterior wall	Tue 19-08-20	Tue 19-08-20	100%												
46	Structural Steel	Fri 19-08-23	Thu 19-08-29	25%												
47	Shoring	Fri 19-08-23	Mon 19-08-26	50%												
48	Electrical/Mechanical Flr Penetrations	Mon 19-08-26	Tue 19-09-03	0%												
51	Screed Floor	Thu 19-08-29	Thu 19-09-19	0%												
52	New Stud Partitions	Tue 19-09-03	Fri 19-09-20	0%												
53	Electrical Rough IN	Mon 19-09-09	Fri 19-09-20	0%												
54	Mechanical Rough IN	Mon 19-09-09	Fri 19-09-20	0%												
49	Infill openings in floor slab	Fri 19-09-20	Mon 19-09-23	0%												
50	Remove Shoring	Fri 19-09-27	Fri 19-09-27	0%												
55	<b>Finishes</b>	<b>Wed 19-09-18</b>	<b>Fri 20-03-13</b>	<b>0%</b>												
56	Drywall Installation	Wed 19-09-18	Tue 19-10-08	0%												
57	Paint - Prime + 1 Finish	Wed 19-10-09	Wed 19-10-16	0%												
58	Ceiling Grid	Thu 19-10-17	Wed 19-11-06	0%												
60	Electrical Finishes	Thu 19-10-24	Wed 19-11-20	0%												
61	Mechanical finishes	Thu 19-10-24	Wed 19-11-20	0%												
59	Sprinkler Drops	Thu 19-10-31	Wed 19-11-06	0%												
62	Flooring	Thu 19-11-07	Wed 19-12-04	0%												
63	Ceiling Tile	Thu 19-11-21	Wed 19-12-04	0%												
64	Interior Glazing	Thu 19-12-05	Wed 19-12-11	0%												
65	Millwork & FFE	Thu 19-12-05	Mon 20-01-06	0%												
66	Doors, Hardware + Security	Thu 19-12-12	Mon 20-01-13	0%												





TO: Chair and Members of the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 October 17

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## RELOCATION MOVE PLAN

*It is recommended that the Relocation Advisory Committee recommends the Board of Health receive Report No. 008-19RAC, re: “Relocation Move Plan” for information.*

### Key Points

- In order to maintain continuity, the move schedule will need take place in three (3) phases.
- The move schedule ([Appendix A](#)) indicates the first phase will commence on December 9, 2019, with staff beginning to pack in preparation for moving in to the second floor of Citi Plaza during the holiday closure period.
- The clinical spaces will be the last to move into Citi Plaza during the week of March 9, 2020 with the expectation that the new location will be open to the public on March 16, 2020.

### Background

The interior fit-up schedule provided by michael + clark Construction supports a project schedule designed to allow for a phased move into Citi Plaza. Construction on the second floor of Citi Plaza will be completed first, followed by completion of the first floor. The phased-in move is based on the need to vacate 201 Queens Avenue by February 28, 2020 and 50 King Street by March 31, 2020 per the lease notification requirements

### Move Schedule

During the summer months, the project team attended management meetings to determine opportunities or constraints that required consideration related to the move plan. The information combined with recommendations provided by the Health Unit’s furniture consultant was used to create the move schedule. The schedule outlined in [Appendix A](#) has been validated by staff and management and has been divided into the following phases:

#### **Phase 1**

During the week of December 9, 2019, moving bins will be provided to staff to begin packing. The teams at 201 Queens Avenue will move into the second floor of Citi Plaza during the holiday closure period (December 27<sup>th</sup> & 28<sup>th</sup>). The Quit Clinic will be relocated to 50 King Street where it will run until the remaining clinics move in during Phase 3. The third floor at 50 King Street will be moving the week of January 2, 2020. If the offices have not yet been completed there will be swing space available at Citi Plaza. Swing space will be available to accommodate staff with offices located on the first floor of Citi Plaza that will not be ready for move in until Phase 2.



**Phase 2**

During the week of January 6, 2020, moving bins will be delivered to the staff on the second floor of 50 King Street to begin packing. Most of these teams will reside on the second floor of Citi Plaza except for the Oral Health team that will move out of 50 King Street at the end of February when construction of the first floor of Citi Plaza is completed. The lower level of 50 King Street will be packed during the month of January and moved during the week of January 29, 2020, with the exception of the high-density filing system. The high-density filing system will be moved during the first week of March to align with completion of the Citi Plaza lower level.

**Phase 3**

The first floor at 50 King Street that comprises most of the clinics will be the last to move. Staff will receive the moving bins the week of February 10, 2020, to begin the move of office spaces at the end of February. The clinics will move the week of March 9, 2020 to allow for time to tear down remaining furniture. Once the clinics have moved to Citi Plaza they will be fully operational. Citi Plaza is targeted to be open to the public as of March 16, 2020, with a Grand Opening scheduled for April 1, 2020.

**Other Considerations**

Parking during the move will remain status quo until the end of March 2020. Staff will be required to park and walk from their current parking locations or can opt to pay for public parking at Citi Plaza until the new space is fully occupied by the Health Unit.

Meeting rooms will be decommissioned and opened as furniture is moved from one building to the other. This may cause some inconvenience in the short term for staff to find a meeting room in a location where most of their attendees are located. Alternative meeting locations will need to be considered during the move transition period.

All interactions with the clients or the public will need to occur at 50 King Street until the move is completed. The lease becomes effective once the new location is open to the public.

**Next Steps**

In the coming weeks the Procurement and Operations team will be working to secure a moving company will the ability to meet the target dates as outlined in the move schedule.

This report was prepared by the Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health / CEO

# Move Plan

SIMPLE GANTT CHART by Vertex42.com  
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

Middlesex-London Health Unit  
 Joe Belancic

Project Start:

Display Week:

					Nov 25, 2019							Dec 2, 2019							Dec 9, 2019							Dec 16, 2019							Dec 23, 2019							Dec 30, 2019							Jan 6, 2020							Jan 13, 2020						
					25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
TASK	ASSIGNED TO	PROGRESS	START	END																																																								
<b>Move Preparation</b>																																																												
Inventory Resources		10%	7/18/19	9/3/19																																																								
Purge Excess Materials and Supplies		30%	7/18/19	12/9/19																																																								
Summarize Inventory		0%	9/3/19	9/5/19																																																								
Prepare Tender		0%	9/5/19	9/15/19																																																								
Issue Tender		0%	9/15/19	10/15/19																																																								
Award Tender		0%	9/4/19	10/24/19																																																								
<b>50 King 3rd Floor</b>																																																												
Moving Bins Delivered		0%	12/9/19	12/24/19																																																								
IT, EP, SP, PRG Dismantle, Move and Reassemble at Citi Plaza		0%	1/2/20	1/4/20																																																								
Finance (ABW Quiet Space - 201) and Operations Dismantle M		0%	1/6/20	1/7/20																																																								
HR and Library (ABW Quiet Space - 50 King) Dismantle Move a		0%	1/8/20	1/9/20																																																								
OMOH, PPE, COMs, HO Director Dismantle Move and Reassem		0%	1/10/20	1/12/20																																																								
Offices Setup at Citi Plaza		0%	1/13/20	1/13/20																																																								
Tear down/clear out remaining furniture		0%	1/20/20	3/20/20																																																								

Display Week:

Nov 25, 2019							Dec 2, 2019							Dec 9, 2019							Dec 16, 2019							Dec 23, 2019							Dec 30, 2019							Jan 6, 2020							Jan 13, 2020													
25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

TASK	ASSIGNED TO	PROGRESS	START	END
<b>50 King 2nd Floor</b>				
Moving Bins Delivered			1/4/20	1/11/20
Offices, resources and moved to 2nd Floor Citi Plaza			1/13/20	1/17/20
ABW Furniture to move into storage for 1st Floor and <b>Library</b>			1/13/20	1/17/20
Tear down/clear out remaining furniture			1/20/20	3/20/20
Oral Health Dismantle and Reassembly			2/19/20	2/29/20
<b>50 King 1st Floor</b>				
Moving Bins Delivered			2/10/20	2/18/20
1st Floor Workstations Installed			2/10/20	2/18/20
Offices, non-clinical resources are moved to 1st Floor Citi Plaza			2/19/20	2/29/20
All clinics to move to Citi Plaza			3/9/20	3/13/20
Tear down/clear out remaining furniture			3/16/20	3/20/20
<b>50 King Basement</b>				
Pack Basement Resources and Furniture for Citi Plaza			1/27/20	1/28/20
Move and Install Citi Plaza Basement Resources and Furniture			1/29/20	2/7/20
Install Citi Plaza 1st Floor Meeting Room Furniture			1/27/20	2/7/20
High Density File Move/Install			3/2/20	3/6/20
Tear down/clear out remaining furniture			3/7/20	3/20/20