



TO: Chair and Members of the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

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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