

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Relocation Advisory Committee

50 King Street, London
Middlesex-London Health Unit – Room 3A
Thursday December 5, 2019 9:15 a.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES – October 17, 2019

4. OTHER BUSINESS

4.1 The next RAC meeting will be held in 2020

5. CONFIDENTIAL

The Relocation Advisory Committee will move in-camera to consider matters regarding a proposed or pending acquisition or disposition of land by the local board; a trade secret or scientific, technical, commercial, financial or labour relations 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 the contractual or other negotiations of a person, group of persons, or organization; a trade secret or scientific, technical, commercial or financial information that belongs to the local board and has monetary value or potential monetary value and approve confidential minutes from its October 17, 2019 meeting.

6. ADJOURNMENT



**PUBLIC MINUTES
RELOCATION ADVISORY COMMITTEE**
Middlesex-London Board of Health
Thursday, October 17, 2019 6:00 p.m.
MLHU Boardroom
399 Ridout Street North
Middlesex County Building

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

Regrets: Mr. Michael Clarke

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. Jeff Cameron, Manager, IT

At 6:00 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. Reid, seconded by Mr. Brennan, *that the **AGENDA** for the October 17, 2019 Relocation Advisory Committee meeting be approved, with the added walk-on report item no. 4.3.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Reid, seconded by Ms. Fulton, *that the **MINUTES** of the June 26, 2019 Relocation Advisory Committee meeting be approved.*

Carried

NEW BUSINESS

Relocation Project Plan Update (Report No. 007-19RAC**)**

Ms. Ramer introduced the report and advised that the move-in plan is currently on schedule. She also reviewed the timeline for the move-in plan into 2020.

Discussion ensued on the relocation plan, which is currently on budget and proceeding according to targets.

It was moved by Mr. Reid, seconded by Mr. Brennan, *that the Relocation Advisory Committee receive Report No. 007-19RAC re: "Relocation Project Plan" for information.*

Carried

Relocation Move Plan (Report No. 008-19RAC)

Ms. Ramer introduced the report, outlining the move's various phases, when each specific program area is scheduled to move to the new location, and when those service areas will be open to the public. Ms. Ramer noted that all interactions with the public will continue to take place at 50 King Street until April 1, 2020, when Citi Plaza opens to the public.

Discussion ensued on the following items:

- That HST rebates would be backdated to apply to the full period of the project budget and that prices outlined in the reports are currently all pre-HST-rebated prices
- Contingency plans in case of a delay in the move schedule that in turn causes a delay in service to the public
- An update regarding ongoing negotiations with Citi Plaza about parking for MLHU staff, and that staff will continue to park in their current spots until April 1, 2020

It was moved by Ms. Fulton, seconded by Mr. Brennan, *that the Relocation Advisory Committee receive Report No. 008-19RAC re: "Relocation Move Plan" for information.*

Carried

Audio-Visual Tender (Walk-On Report No. 009-19RAC)

Mr. Belancic introduced the report and provided context. He outlined certain updates that will be made to the boardroom in the new Citi Plaza location.

Discussion ensued on the following items:

- What the additional cost-savings could be used for, given that the audio-visual quote came in 30% lower than what was budgeted for
- Whether the boardroom in the new location will be used for other purposes than monthly Board meetings
- The updated technologies that will be available in meeting spaces at the new location

It was moved by Mr. Reid, seconded by Mr. Brennan, *that the Relocation Advisory Committee:*

- 1) *Receive Report No. 009-19RAC re: "Location Project – Audio-Visual Contractor Selection and Contract Award" for information; and*
- 2) *Recommend that the Board of Health award Best Buy for Business the audio-visual contract at Citi Plaza.*

Carried

OTHER BUSINESS

Chair Peer advised that the next meeting of the Relocation Advisory Committee will be called when required.

CONFIDENTIAL

At 6:21 p.m., it was moved by Ms. Fulton, seconded by Mr. Reid, *that the Relocation Advisory Committee 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.*

Carried

At 6:45 p.m., it was moved by Mr. Brennan, seconded by Mr. Reid, *that the Relocation Advisory Committee return to public session.*

At 6:45 p.m., the Board of Health returned to public session.

The Committee viewed a video of the Citi Plaza floor plan and the recent October 4 tour.

ADJOURNMENT

At 6:50 p.m., it was moved by Ms. Fulton, seconded by Mr. Brennan, *that the meeting be adjourned.*

Carried

At 6:50 p.m., Chair Peer *adjourned the meeting.*

IAN PEER
Committee Chair

CHRISTOPHER MACKIE
Secretary-Treasurer

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