

**APRIL 10, 2025**

**MVL COMMITTEE OF MANAGEMENT**

**REPORT NO. MVL-014-2025**

**MAPLE VIEW LANDINGS ADMINISTRATOR'S  
REPORT AND REDEVELOPMENT UPDATE**

**LINDA FISHER  
INTERIM ADMINISTRATOR**

**MARIO GARCIA  
MAPLE VIEW LANDINGS PROJECT  
ADMINISTRATOR**

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## **RECOMMENDATIONS**

For information purposes.

## **FINANCIAL IMPLICATIONS**

No financial impacts are anticipated based on this report.

## **CLIMATE CHANGE IMPLICATIONS**

Where possible, reports are provided in a digital format to reduce the Counties' carbon footprint.

## **ACCESSIBILITY CONSIDERATIONS**

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

## **COMMUNICATIONS CONSIDERATIONS**

Any decisions regarding this report will require internal communications as well as communication with key project leads and stakeholders.

## **BACKGROUND**

This report provides updates on Maple View Lodge operations, as well as the key aspects of Maple View Landings Redevelopment Project.

## **DISCUSSION/ALTERNATIVES**

### **Administrator's Report**

**RNAO BPSO Designation** - Maple View Lodge received confirmation on March 28 that its RNAO BPSO Designation (Registered Nurses Association Organization Best Practice Spotlight Organization) has been renewed for 2024-2027. Staff have been advised that there have been some changes to the BPSO agreement, in particular, the percentage of champions, NQuIRE and dissemination requirements. In addition, both mandatory Best Practice Guidelines, Transitions in Care and Services, second edition (2023) and Person- and Family-Centred Care (2015 – next edition will be published in 2025), must be implemented by March 2027. The criteria changes will be reviewed post move to the new building.

The Best Practice Spotlight Organization designation is a longstanding knowledge translation strategy that helps optimize health outcomes at the individual, organizational and health systems. The program's approach has been proven to trigger evidence-based cultures, improve patient experience and health outcomes, lower cost of care by preventing complications and enrich staff satisfaction.

**Outbreak** – There was a suspect outbreak from February 15-20 involving two residents on Meadowview; a full outbreak was not declared by Public Health. In March, the home entered into an enteric outbreak on March 10, affecting 15 residents. Public Health declared the outbreak over on March 25.

The home entered into a new enteric outbreak on March 29 with three residents being affected on Meadowview. Masking is required in the home as a precautionary measure.

**General staff meetings** will recommence on April 4 and will be scheduled monthly. The need for more frequent meetings will be assessed as planning moves closer to the move date.

**Pre-occupancy Plan** - Ministry of Long-Term Care (MLTC) feedback on the draft Pre-Occupancy Plan is under review. The deadline for submission of final Occupancy Plan is April 15.

**GTFH Planning Meetings** – The Administrator and G. Tackaberry and Family Home (GTFH) Project Manager are scheduled to meet with the MLTC Project Manager - Project Management Unit, Capital Program Management Branch on April 1 to discuss timelines and progress to date.

**Auxiliary Support** - Work is underway to solicit Auxiliary interest in supporting the GTFH Café and recruit new volunteers.

**Model of Care** - A draft Model of Care presentation has been developed for staff general orientation and is under review by leadership.

**Temporary Computer Classroom** - Planning is actively underway in concert with Human Resources and IT to establish a temporary computer classroom at MVL to ensure current and new recruits have ready access to online mandatory education.

All staff have been advised to complete the current mandatory education requirements by June 1 as attention will then need to be on training required for GTFH work flow processes.

**Move Project Team** - A move project team will commence meeting bi-weekly in April to plan for MVL residents' relocation. Colliers will provide assistance.

**Orientation Programs** - All departments are nearing completion of their draft orientation programs for the new home, with the target date of March 31.

**Equipment** - Discussions are underway between IT and the GTFH Project Administrator to confirm the number of public and in-house phones and computers required for the new building.

**Procurement** - Finance and Procurement provided an informative education session on purchasing processes to MVL leadership on March 26. This education was very helpful and timely.

**Building Maintenance – MVL** – The sprinkler system dry pipe replacements were completed, unfortunately one week later, a part failed (suspected manufacturing issue) causing a flood in the second-floor centre core. The archive room and first-floor nurse's station, mail room and environmental services manager's office were affected. The quick actions of all departmental team members controlled the amount of damage and affected areas. Maintenance has restored all areas to previous status, including flooring, ceilings and light fixtures.

The contractor worked with staff and will be covering all cost incurred to restore the situation. They have performed another test on the system to ensure there are no other possible failed components.

The replacement of three humidifiers in the home's resident home areas has been completed. This job has been an outstanding, delayed project for past year and will provide much needed air quality for the residents.

**Maple View Landings - GTFH and MVL** – Staff are working on a tender for lawncare for both properties.

Requests for proposals are being finalized for maintenance contracts for the service of equipment, working closely with th GTFH Project Administrator for priorities to aid in the construction phases.

Staff are finalizing staffing schedules for the GTFH housekeeping, laundry and maintenance/stores departments.

**Waitlist** - As of March 31, 2025, there were 243 people on the wait list:

	<b>March 2025</b>	<b>Basic</b>	<b>Semi-Private</b>	<b>Private</b>
Male	<b>96</b>	44	29	49
Female	<b>147</b>	83	38	71
<b>Total</b>	<b>243</b>			

**Note:** Individuals may apply for more than one bed type, therefore, some numbers may reflect multiple bed choices.

**Occupancy – As of March 31, 2025, occupancy is at 98.3%**

	Since March 1, 2025	Year to Date
Admissions	5	8
Discharges	3	8

**Recruitment** - Maple View Landings (MVL) continues its recruitment strategy for the staffing of the G. Tackaberry and Family Home (GTFH).

The statistics as of March 17, 2025, are reflective of actual active employees, they do not reflect accepted offers/hired that have not started as yet. Since the March 17, 2025, the Counties has made offers to 25 full-time PSWs who were secured through the Drake agreement. These employees will onboard from early April through June 2025, and MVL leaders participated in job fairs for St. Lawrence College in March, with additional participation upcoming in a health sector job fair in Toronto occurring in April.

Internal/external HR efforts have yielded 5 PWSs, 2 RNs, 1 RPN, and 1 Dietary Aide. These new hires will appear in the reporting as they come onboard with the Counties. Hiring of full-time positions is presently on target, with the exception of the RPN role. RPN is proving challenging to fill by both Drake and the Counties. To mitigate this challenge, Drake has initiated an overseas hiring process, and HR staff have expanded their external job board reach and is also liaising directly with the RPN Association and Program Coordinators for Colleges that offer the program.

Monthly Reporting on GTFH Recruitment:

Position	Approved GTFH Complement		Current Complement as at Mar-17-25			Remaining to Hire	
	FT	PT	FT	PT	Casual	FT	PT
Personal Support Worker	86	44	37	21	6	49	23
Registered Nurse	8	5	7	3	2	1	2
Registered Practical Nurse	16	11	8	2	3	8	9
Recreation Aide	6	2	2	2	1	4	0
Restorative Care Aide	2	1	0	1	0	2	0

Position	Approved GTFH Complement		Current Complement as at Mar-17-25			Remaining to Hire	
	FT	PT	FT	PT	Casual	FT	PT
Dietary Aide	10	8	5	9	0	5	0
Housekeeping Aide	11	7	5	9	0	6	0
Maintenance Technician/ Storekeeper	4	1	3	0	2	1	1
Cook	3	3	0	0	0	3	3
<b>Totals</b>	<b>146</b>	<b>82</b>	<b>67</b>	<b>47</b>	<b>14</b>	<b>79</b>	<b>38</b>

Monthly Staffing Changes – Maple View Lodge:

Category	Year End Total 2024	As at March 17, 2025	Year to Date 2025
New hires	44	5	10
Resignations	3	0	4
Retirements	2	0	0
Terminations	25	0	7
Termination/probation	3	0	3

## **G. Tackaberry and Family Home Development Update - Key Pillar Updates**

### Key Pillar Updates

Capital Project – G. Tackaberry and Family Home: (Leads: Turner and Townsend; M. Garcia)  
Please see Attachment A - Monthly report from Turner and Townsend.

Turner and Townsend confirmed that the overall construction progress is nearly 94% and is aligned with progress plan. Risk is controlled and a mitigation plan is in place. Project quality is controlled and is being inspected and tested regularly, meeting the project requirements. The project is on budget.

According to the official documented meeting minutes from MBC, they reported the following:

### Site Activities

<b>Boarding/Paint</b>	
Core	Shaft walls completed – ground floor garbage/linen chute rooms
NW third-floor suites	Final coat of paint underway
SW	Ground floor common rooms ready for prime
<b>Electrical</b>	
Lighting and device installations continue following room/corridor finishes	
<b>Mechanical</b>	
Core + common areas	Radiant panels progressing.
<b>SW</b>	
Fixture installations continue	
<b>NW</b>	
HVAC units commissioning completed by Engineered Air	
<b>Flooring</b>	
Core – ground floor	Tile flooring work continues
NW + SW Common areas	Flooring underway.
<b>Millwork</b>	
Spa	Millwork installations underway
Home kitchen	Cabinet kick plate installations complete
<b>Door/Door Hardware</b>	
SW	Suite door/door hardware installations continue
<b>Room Finishings</b>	
SW	Grab bar installation continues
NW third and second floor moving to SW third floor	Ceiling tiles complete

### Upcoming activities

- Fireplace stone works
- Installation of home/shared kitchen millwork and equipment/laundry equipment.
- Elevator testing
- Balcony railing

- Completion of civil works
- Retaining wall sills
- Stainless steel equipment delivery for laundry rooms

#### CCOs out for Costing

CCO-107	Vestibule A and third-level stair handrails
CCO-071 – S.I. No. 105	Bike shelter concrete pad - under revision

#### Change Orders Issued

MVL CO. No. 098	Gathering room 2057 and chapel 2057A camera feeds
MVL CO. No. 101	Fibre optic cabling to communication tower – cancelled
MVL CO. No. 099	Gathering 2057 stained glass frames

#### Furniture, Fixtures and Equipment

Exterior furniture	RFQ was awarded to Stevans Sales and Marketing Inc. in the amount of \$43,839.69.
Operational readiness kitchen equipment transition	Under negotiation
Wayfinding signage	RFQ published on March 7, closing on April 1
Donor recognition signage	RFQ published on March 27, closing on April 22

The following RFTs (Request for Tender) are being prepared for publishing:

- Carts
- Shelving
- Washroom accessories

Operational Readiness – G. Tackaberry and Family Home: (Leads L. Hunter; Colliers)

See Attachment B – Project Status Report, Colliers – March 27, 2025

Communications: (leads: Colliers; A. Tutak; L. Hunter)

An update on the project was provided to MVL residents, family and staff via the monthly newsletter.



## **Re-Use of Existing Maple View Lodge**

### Canada Mortgage and Housing Corporation

**Seed funding** - An application for the Seed funding was submitted to the Canada Mortgage and Housing Corporation (CMHC) on March 27, 2025.

As described in the last report, this fund offers financial assistance to help community housing providers with the costs of early-development activities related to the pre-development costs of building a new affordable housing project or renovating an existing affordable housing project.

CMHC's Seed Funding program provides financial support for individuals or organizations involved in the initial phases of creating an affordable housing project for up to \$350,000.00 in interest-free loans and a maximum of \$150,000.00 of non-repayable contributions to assist with early development expenses. These expenses can include things like the formulation of a business plan, creation of preliminary design concepts and conducting environmental site assessments.

**Interest-free loans** - The interest-free loan offers up to \$350,000.00 with a three-year term to complete and submit a payment request, allowing for security provision where required. The loan can be combined with non-repayable contributions.

**Non-repayable contributions** – May apply for up to a maximum of \$150,000.00.

This submittal will be the first step of the process, to proceed with the required studies needed for the adaptive re-use and renovation of Maple View Lodge.

## **ATTACHMENTS**

Attachment A – Project Manager's Monthly Report, Turner and Townsend, March 26, 2025

Attachment B – Project Status Report, Colliers, March 27, 2025

The report set out above has been reviewed and the information verified by the individuals listed below.

**MARIO GARCIA**  
**MAPLE VIEW LANDINGS**  
**CONSTRUCTION PROJECT ADMINISTRATOR**

**MARCH 31, 2025**  
**DATE**

**LINDA HUNTER**  
**DIRECTOR/ADMINISTRATOR (Interim)**  
**MAPLE VIEW LANDINGS**

**APRIL 1, 2025**  
**DATE**

**PAT HUFFMAN**  
**TREASURER**

**APRIL 1, 2025**  
**DATE**

**ALISON TUTAK**  
**INTERIM CHIEF ADMINISTRATIVE OFFICER**

**APRIL 1, 2025**  
**DATE**