



City of Hamilton

WENTWORTH LODGE HERITAGE TRUST FUND COMMITTEE

Meeting #: 18-001
Date: March 7, 2018
Time: 2:00 p.m.
Location: Wentworth Lodge
41 South Street West, Dundas

Lisa Chamberlain, Legislative Coordinator (905) 546-2424 ext. 2729

	Pages
1. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
2. DECLARATIONS OF INTEREST	
3. APPROVAL OF MINUTES OF PREVIOUS MEETING	
3.1 February 14, 2017	3
4. DELEGATION REQUESTS	
5. CONSENT ITEMS	
6. PUBLIC HEARINGS / DELEGATIONS	
7. STAFF PRESENTATIONS	
8. DISCUSSION ITEMS	
8.1 Wentworth Lodge Heritage Trust Fund - Donations and Fundraising (HSC18008) (Ward 13)	6
8.2 Wentworth Lodge Heritage Trust Fund - Courtyard Update (HSC18009) (Ward 13)	8
8.3 Wentworth Lodge Heritage Trust Fund - Financial Status 2017 (HSC18010) (Ward 13)	11

9. MOTIONS
10. NOTICES OF MOTION
11. GENERAL INFORMATION / OTHER BUSINESS
12. PRIVATE AND CONFIDENTIAL
13. ADJOURNMENT



Hamilton

**WENTWORTH LODGE
HERITAGE TRUST FUND SUB-COMMITTEE
MINUTES 17-001**

2:30 p.m.

Tuesday, February 14, 2017

Board Room, 1st Floor

Wentworth Lodge, 41 South Street West, Dundas

Present: Councillor A. VanderBeek (Chair), Jack Turvey (Resident Member)
Bill Saltarelli (Family Member)

Also Present: Russ Powers, Former City Councillor/Committee Member

THE FOLLOWING ITEMS WERE REPORTED TO THE EMERGENCY & COMMUNITY SERVICES COMMITTEE FOR CONSIDERATION:

A. Appointment of the Chair

(Saltarelli/Turvey)

That Councillor VanderBeek be appointed as the Chair of the Wentworth Lodge Heritage Trust Fund Sub-committee.

CARRIED

1. Wentworth Lodge Heritage Trust Fund – Financial Status (CES17007) (Ward 13) (Item 4.1)

(Saltarelli/Turvey)

That Report CES17007 respecting Wentworth Lodge Heritage Trust Fund - Financial Status, be received.

CARRIED

2. Wentworth Lodge Courtyard Renovations (CES17008) (Ward 13) (Item 5.1)

(Turvey/Saltarelli)

That costs for the Wentworth Lodge Courtyard Renovations in the amount of up to \$100,000 be funded from the Wentworth Lodge Heritage Trust Fund.

CARRIED

3. Wentworth Lodge Heart and Home Pet Program (CES17009) (Ward 13) (Item 5.2)

(Turvey/Saltarelli)

That the Wentworth Lodge Heart and Home Pet Program annual costs be increased by up to \$1,000 for a maximum of \$7,000 yearly, be approved and funded from the Heritage Trust Fund.

CARRIED

4. Terms of Reference (Item 6.1)

(Saltarelli/Turvey)

That the Wentworth Lodge Heritage Trust Fund Sub-committee's Terms of References be amended as follows:

- (a) Committee Membership to consist of:
- The Ward 13 Councillor
 - One Resident Member
 - One appointee from the Family Council
 - One appointee from the Dundas Senior Citizens' Club
- (b) The Seniors Advisory Committee member appointee is removed from the Committee Membership; and,
- (c) Meeting Times: Contingent on available funds, the Committee will meet at least twice a year, in Spring and Fall, with additional meetings at the call of the Chair.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Saltarelli/Turvey)

That the agenda for the February 14, 2017 meeting of the Wentworth Lodge Heritage Trust Fund Sub-Committee be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

(i) February 13, 2013 (Item 3.1)

(Turvey/Saltarelli)

That the Minutes of the February 13, 2013 meeting of the Wentworth Lodge Heritage Trust Fund Sub-Committee be approved, as presented.

CARRIED

(d) GENERAL INFORMATION/OTHER BUSINESS (Item 6)

(i) Fundraising Opportunities (Added Item 6.2)

The Committee discussed how they have only been managing the existing funds in the Trust Fund, and should look at more opportunities to fundraise, in order to replenish the Trust Fund.

(e) ADJOURNMENT (Item 7)

(Turvey/Saltarelli)

That, there being no further business, the Wentworth Lodge Heritage Trust Fund Sub-Committee be adjourned at 3:22 p.m.

CARRIED

Respectfully submitted,

Councillor A. VanderBeek
Chair, Wentworth Lodge Heritage Trust Fund
Sub-committee

Lisa Chamberlain
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

TO:	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
COMMITTEE DATE:	March 7, 2018
SUBJECT/REPORT NO:	Wentworth Lodge Heritage Trust Fund – Donations and Fundraising (HSC18008) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Holly Odoardi (905) 546-2424 Ext. 1906
SUBMITTED BY:	Shawn Gadsby Acting Senior Administrator, Lodges Healthy and Safe Communities Department
SIGNATURE:	

Council Direction:

At the February 14, 2017 meeting of the Wentworth Lodge Heritage Trust Fund Sub-Committee, staff was directed to look at more opportunities to fundraise, in order to replenish the Trust Fund.

Information:

The Wentworth Lodge Heritage Trust Fund Sub-Committee discussed the possibility of activities to generate income to replenish the trust account. There were different ideas that were brought forward such as promoting and updating the donation card; creating a Donation Wall; and fundraising activities.

Progress

The Wentworth Lodge donation card has recently been updated. The previous donation card included the line “In Memory Of” where the donor wrote the name of the deceased resident. This has been changed to “In Honour Of” so that donations to our Home can be made at any time and not only after a resident’s passing. The cards are now displayed in a more prominent location, as well as being highlighted in our monthly newsletter and on our Palliative Care Carts.

Three team members are connecting with other Long Term Care Homes to inquire about fundraising activities that have been well received by residents, families, staff and volunteers. The team members are also inquiring with these other Homes if they have a Donation Wall and if so, gathering data about the process, barriers and lessons learned. The legalities of fundraising on site e.g. Nevada Ticket sales in the Tuck Shop

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**SUBJECT: Wentworth Lodge Heritage Trust Fund - Financial Status 2017
(HSC18008) (Ward 13) - Page 2 of 2**

has been researched with the results indicating a separate Charitable Association must be created to pursue this avenue. Exploration into setting up the Charitable Association has begun.

Next Steps

The team leaders will prepare a synopsis of data gathered from other Long Term Care Homes. This report will be shared with the Wentworth Lodge Management Team. The Team will discuss the findings as well as the roll out of a fundraising plan with a target of Spring of 2018 for the first phase of an initial fundraising campaign.

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INFORMATION REPORT

TO:	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
COMMITTEE DATE:	March 7, 2018
SUBJECT/REPORT NO:	Wentworth Lodge Heritage Trust Fund – Courtyard Update (HSC18009) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Holly Odoardi 905-546-2424 ext. 1906
SUBMITTED BY:	Shawn Gadsby Acting Senior Administrator, Lodges Healthy and Safe Communities Department
SIGNATURE:	

Council Direction:

Not applicable.

Information:

In 2012, the Heritage Trust Fund Sub-Committee approved funding in the amount of \$100,000 to construct a Gazebo in the Wentworth Lodge Courtyard. The Gazebo was completed in 2013. This resulted in more residents and families utilizing the Courtyard on a daily basis.

In March 2016, there were 16 ash trees that were removed from the Wentworth Lodge property (nine of which were located in the Courtyard) since they were infected with Emerald Ash Borer disease. This generated discussions from staff, as well as the Resident and Family Councils about not only the replacement of the trees in the Courtyard, but also other opportunities to more fully use the Courtyard for recreational programming and special events.

A workgroup comprised of representatives from Resident and Family Councils as well as staff met and discussed options to improve the Courtyard. This was reviewed with a Landscape Architect, who produced several options. A final proposed design was approved through the Heritage Trust Fund Sub-Committee in February 2017 with an estimated cost of up to \$100,000.

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**SUBJECT: Wentworth Lodge Heritage Trust Fund – Courtyard Project Update
(HSC18009) (Ward 13) - Page 2 of 2**

As the Wentworth Lodge team proceeded with this project, further discussions ensued which included requests for increased lighting, shade trees, sidewalk repair, landscaping, pergola and a new fountain to name a few items.

The original plan included small trees with 4 inch callipers. The Family Council members were not in agreement with this size due to lack of immediate adequate shading for the residents. This change created some delays and eventually it was determined that trees with 8 inch calliper would be pertinent for the residents. The Ward 13 Councillor advised that the added costs for the trees would be covered through the Ward 13 area rating funds so they were then incorporated into the plan on September 27, 2017.

In light of issues and changes to the project, the contract was revised through Procurement, Financial Services Division and Legal Services Division, with the project beginning in Spring 2018.

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report HSC18009: Wentworth Lodge Heritage Trust Fund – Courtyard Update

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WENTWORTH LODGE
COURTYARD REDEVELOPMENT



INFORMATION REPORT

TO:	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
COMMITTEE DATE:	March 7, 2018
SUBJECT/REPORT NO:	Wentworth Lodge Heritage Trust Fund - Financial Status 2017 (HSC18010) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Holly Odoardi (905) 546-2424 Ext. 1906
SUBMITTED BY:	Shawn Gadsby Acting Senior Administrator, Lodges Healthy and Safe Communities Department
SIGNATURE:	

Council Direction:

Not applicable.

Information:

The Wentworth Lodge Heritage Trust Fund was established to respond to resident needs at Wentworth Lodge that cannot be met through the normal operating and capital budgets. The purpose of this report is to inform committee members of the status of the Wentworth Lodge Heritage Trust Fund.

On February 13, 2013, an investment strategy for the Heritage Trust Fund was approved whereby \$250,000 of the \$436,000 (without interest) was placed in Guaranteed Investment Certificates (GIC's) that was consistent with the, "Statement of Investment Policy for the Heritage Trust Investment Fund for Wentworth Lodge". At that time, committee members had also committed \$106,000 towards projects (Wentworth Lodge Courtyard Gazebo and Heart and Home Pet Program), which resulted in \$80,000 remaining in the Trust Fund in addition to the GIC's.

The \$250,000 was invested in GIC's in the amounts of \$50,000 over terms of one, two, three, four and five years. The total funds now in the GIC accounts as of December 31, 2017 are \$275,518.64 as outlined in Appendix A to Report HSC18010. The 2 GIC's that were not renewed from September 2016 have a combined market value of \$109,307 which is paying 1.10% interest. The combined liquid cash is \$109,307 which can be accessed at any time. The three remaining Fixed Income GIC's have end of term dates from 2018 to 2020, and the average interest is 2.48%.

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**SUBJECT: Wentworth Lodge Heritage Trust Fund - Financial Status 2017
(HSC18010) (Ward 13) Page 2 of 2**

In addition to the GIC's, there is \$91,328 in the Heritage Trust Operating Account. The available funds that are not committed to GIC's in the Heritage Trust accounts are the \$91,328 in the operating account in addition to the \$109,307 GIC liquid cash for a total of \$200,635. The total Heritage Trust Funds are \$366,847.10.

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report HSC18010: 2011 to 2017 Wentworth Lodge Heritage Account Activity.

2011, 12, 13, 14, 15, 16 & 17 Wentworth Lodge Heritage Account Activity

Appendix A to Report HSC18010

Page 1 of 1

SUMMARY	
2011 OPENING BALANCE	466,916.95
2011 Interest Earned	5,830.21
2011 Pet Expense	- 5,000.00
2011 Medical Mart Purchase	- 19,525.75
2011 Consulting Fees	- 2,014.85
2011 ENDING BALANCE	446,206.56

as of Dec 31, 2011

2012 ACTIVITY SUMMARY	
2012 OPENING BALANCE	446,206.56
2012 Interest Earned	5,781.64
2012 Pet Expense	- 6,000.00
2012 Consulting Fees	- 8,669.98
2012 ENDING BALANCE	437,318.22

as of Dec 31, 2012

2013 ACTIVITY SUMMARY	
2013 OPENING BALANCE	437,318.22
2013 Interest Earned	4,762.30
2013 Pet Expense	- 6,000.00
2013 Consulting Fees	- 10,108.00
2013 Architectural Fees	- 610.56
2013 Building Permit	- 652.00
2013 Investment Purchase	- 250,000.00
2013 ENDING BALANCE	174,709.96

as of Dec 31, 2013

2014 ACTIVITY SUMMARY	
2014 OPENING BALANCE	174,709.96
2014 Interest Earned	2,143.31
2014 Pet Expense	- 5,000.00
2014 Building Permit	- 427.00
2014 Gazebo	- 78,267.48
2014 ENDING BALANCE	93,158.79

as of Dec 31, 2014

2015 ACTIVITY SUMMARY	
2015 OPENING BALANCE	93,158.79
2015 Interest Earned	1,094.67
2015 Pet Expense	-
2015 Construction	- 1,740.10
2015 ENDING BALANCE	92,513.36

as of Dec 31, 2015

2016 ACTIVITY SUMMARY	
2016 OPENING BALANCE	92,513.36
2016 Interest Earned	914.71
2016 Construction	- 3,147.65
2016 ENDING BALANCE	90,280.42

as of Dec 31, 2016

2017 ACTIVITY SUMMARY	
2017 OPENING BALANCE	90,280.42
2017 Interest Earned	1,048.04
2017 Construction	-
2017 ENDING BALANCE	91,328.46

as of Dec 31, 2017

Gazebo Project	
Opening Balance	100,000.00
2011 Consulting Fees	- 2,014.85
2012 Consulting Fees	- 8,669.98
2013 Consulting Fees	- 10,108.00
2013 Architectural Fees	- 610.56
2013 Building Permit	- 652.00
2014 Architectural Fees	-3,150.96
2014 Construction	-75,543.52
2015 Architectural Fees	-1740.10
2014 Construction	-3147.65
ENDING BALANCE	-5,637.62

HERITAGE INVESTMENT	
2013 INVESTMENT	250,000.00
2013 ACCRUED INTEREST	1938.10
2014 PAID INTEREST	900.00
2014 ACCRUED INTEREST	4934.02
2015 PAID INTEREST	1072.24
2015 ACCRUED INTEREST	5107.70
2016 PAID INTEREST	1250.71
2016 ACCRUED INTEREST	4862.66
2017 PAID INTEREST	1880.92
2017 ACCRUED INTEREST	3572.29
ENDING BALANCE	275,518.64

HERITAGE INVESTMENT BALANCE	275,518.64
HERITAGE BANK BALANCE	91,328.46
TOTAL HERITAGE BALANCE 12/31/17	366,847.10