



## City of Hamilton

# WENTWORTH LODGE HERITAGE TRUST FUND COMMITTEE

**Meeting #:** 18-002  
**Date:** September 12, 2018  
**Time:** 10:00 a.m.  
**Location:** Wentworth Lodge  
41 South Street West, Dundas

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

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	<b>Pages</b>
<b>1. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
<b>2. DECLARATIONS OF INTEREST</b>	
<b>3. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
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<b>4. DELEGATION REQUESTS</b>	
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<b>6. PUBLIC HEARINGS / DELEGATIONS</b>	
<b>7. STAFF PRESENTATIONS</b>	
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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 18-001**

**2:00 p.m.**

**Wednesday, March 7, 2018**

**Wentworth Lodge**

**41 South Street West, Dundas**

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**Present:** Councillor A. VanderBeek (Chair)  
Bill Saltarelli, Wentworth Lodge Family Council Representative  
Russ Powers, Dundas Senior Citizens' Club Representative

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**THE FOLLOWING ITEMS WERE REFERRED TO THE HEALTHY & SAFE  
COMMUNITIES COMMITTEE FOR CONSIDERATION:**

- 1. Wentworth Lodge Heritage Trust Fund – Donations and Fundraising  
(HSC18008) (Ward 13) (Item 8.1)**

**(Powers/Saltarelli)**

That Report HSC18008 respecting Wentworth Lodge Heritage Trust Fund –  
Donations and Fundraising, be received.

**CARRIED**

- 2. Wentworth Lodge Heritage Trust Fund – Courtyard Update (HSC18009)  
(Ward 13) (Item 8.2)**

**(Saltarelli/Powers)**

That Report HSC18009 respecting Wentworth Lodge Heritage Trust Fund –  
Courtyard Update, be received.

**CARRIED**

**3. Wentworth Lodge Heritage Trust Fund – Financial Status 2017 (HSC18010)  
(Ward 13) (Item 8.3)****(Saltarelli/Powers)**

That Report HSC18010 respecting Wentworth Lodge Heritage Trust Fund – Financial Status 2017, be received.

**CARRIED****4. New Resident Member (Added Item 11.1)****(Powers/Saltarelli)**

That the Wentworth Lodge Heritage Trust Fund Sub-Committee's Terms of Reference be amended to add an Alternate Resident Member.

**CARRIED****FOR INFORMATION:****(a) CHANGES TO THE AGENDA (Item 1)**

There were no changes to the agenda.

**(Saltarelli/Powers)**

That the agenda for the March 7, 2018 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 14, 2017 (Item 3.1)****(Saltarelli/Powers)**

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

**CARRIED**

**(d) DISCUSSION ITEMS (Item 8)**

**(i) Wentworth Lodge Heritage Trust Fund – Financial Status 2017  
(HSC18010) (Ward 13) (Item 8.3)**

The Committee Clerk was directed to make the “Wentworth Lodge Heritage Trust Fund – Financial Status” a standing item on the Committee’s agendas.

For further disposition of this matter, refer to Item 3.

**(e) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

**(i) New Resident Member (Added Item 11.1)**

Russ Powers recommended that the Committee’s Terms of Reference be amended to add an Alternate Resident Member.

For further disposition of this matter, refer to Item 4.

**(f) ADJOURNMENT (Item 7)**

**(Saltarelli/Powers)**

That, there being no further business, the Wentworth Lodge Heritage Trust Fund Sub-Committee be adjourned at 2:30 p.m.

**CARRIED**

Respectfully submitted,

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

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
<b>COMMITTEE DATE:</b>	September 12, 2018
<b>SUBJECT/REPORT NO:</b>	Wentworth Lodge Heritage Trust Fund – Donations and Fundraising (HSC18008(a)) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Karen Allcroft (905) 546-2424 Ext. 1900
<b>SUBMITTED BY:</b>	Holly Odoardi Senior Administrator, Lodges Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

## 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 was recently updated and now provides enhanced opportunities for the Lodge to fundraise. The previous donation card was primarily geared toward donations in memory of deceased residents. The new donation card instead includes an option to donate to the Lodge “In Honour” of current or former residents of Wentworth Lodge. The Lodge now displays the cards in a more prominent location and have also added the cards to the Palliative Care Carts. These carts are provided at end of life in the room of the resident and offer refreshments for families, information about palliative care and now our donation card to provide Wentworth Lodge as a charitable organization for memorial donations. To date, the Lodge has received \$1,240 through our enhanced donation cards.

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**SUBJECT: Wentworth Lodge Heritage Trust Fund – Donations and Fundraising  
(HSC18008(a)) (Ward 13) - Page 2 of 3**

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A number of Lodge team members have consulted with other Long Term Care Homes to explore additional fundraising activities that have proven to be well received by residents, families, staff and volunteers. All Homes contacted were agreeable that maximizing fundraising revenues can provide important financial support to the Home with the goal of enhancing resident quality of life.

The Homes that were contacted shared a variety of fundraising ideas that ranged from simple activities such as book sales and bazaars to more involved approaches including a Donation Wall, or large events such as a golf tournament. The obvious trend in discussion with other Homes is the move towards fundraising via a robust Home website. Many have elected to set up a donation tab on their website wherein they outline how to donate and to specify items on a donation wish list, not unlike a bridal registry. Homes with the most profitable donation strategies have a designated staff lead focused solely on fundraising and/or a registered Foundation that takes responsibility for generating fundraising revenue.

The legalities of fundraising on site (e.g. Nevada Ticket sales in the Tuck Shop) 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. The Lodge placed an advertisement in the Hamilton Spectator in the late spring of 2018 looking for volunteers to develop and lead a Wentworth Lodge Volunteer Association; we received no response to the advertisement. Staff have reached out to some current volunteers and family members to discuss the opportunity, however to date we have been unable to secure a commitment.

#### Next Steps

Lodge leaders will continue to solicit ideas that could enhance our fundraising opportunities from other Homes, Resident Council, Family Council, staff and volunteers. A meeting with our Lodge Leadership in August of 2018 has been set to review the findings of our consultations.

With the near completion of our Courtyard Project we have started to explore the option to incorporate Pathway Markers or Honour Stones with plaques as a fundraising approach. This has proven successful at the Bob Kemp Hospice and we see this as a good fit with the Courtyard Project which has been generously supported through the Heritage Trust Fund.

We intend to consult with Information Technology Web Services and Digital Communications Division at the City of Hamilton to understand the potential to enhance the information about our Home on the City's website. It is hoped that some functionality exists to further enhance the Wentworth Lodge page in order to use the website as a fundraising tool.

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**SUBJECT: Wentworth Lodge Heritage Trust Fund – Donations and Fundraising  
(HSC18008(a)) (Ward 13) - Page 3 of 3**

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**Appendices and Schedules Attached**

None

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# INFORMATION REPORT

<b>TO:</b>	Wentworth Lodge Heritage Trust Fund Sub-Committee
<b>COMMITTEE DATE:</b>	September 12, 2018
<b>SUBJECT/REPORT NO:</b>	Wentworth Lodge Heritage Trust Fund – Courtyard Update (HSC18009(a)) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Karen Allcroft (905) 546-2424 Ext. 1900
<b>SUBMITTED BY:</b>	Holly Odoardi Senior Administrator, Lodges Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

## Council Direction:

Not applicable

## Information:

In 2012, the Heritage Trust Fund Sub-Committee approved funding (\$100,000) to construct a Gazebo in the Wentworth Lodge Courtyard and it 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) due to Emerald Ash Borer disease. This generated discussions from staff, as well as the Resident and Family Councils about replacing the trees in the context of other possible enhancements that could increase our utilization of the Courtyard for recreational programming and special events.

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

The Wentworth Lodge team proceeded with this project with discussions for increased lighting, shade trees, sidewalk repair, landscaping, pergola and a new fountain to name a few items.

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

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The original plan included the planting of young trees with four inch callipers but this approach was seen as inadequate as the trees would not provide optimal shade within the Courtyard. With the support of the Ward 13 Councillor, mature trees were incorporated into the plan on September 27, 2017.

Due to the changes to the project, the contract was revised through Procurement, with the project beginning in the Spring of 2018.

**Update**

The construction of the Wentworth Lodge Courtyard is now well underway and the official opening celebration has been planned. To date the project has seen the planting of four majestic Autumn Blaze Maples which provide beautiful shade within the Courtyard and the expectation for vibrant red foliage annually in the Fall. Concrete has now been installed surrounding the gazebo and concrete foundations are in place for the fountain and the trellis to be erected shortly. An irrigation system is complete and electrical supports are in place throughout the Courtyard to maximize its functionality for residents and families. Retaining walls are currently being installed as per the design specifications and these walls will also provide additional seating in the Courtyard. The Zen Garden is taking shape with the arrival of river rock and the installation of our Butterfly Garden is imminent. Project timeframes continue to be met and we eagerly anticipate the opening celebration of the Courtyard on September 26, 2018.

**Appendices and Schedules Attached**

None

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# INFORMATION REPORT

<b>TO:</b>	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
<b>COMMITTEE DATE:</b>	September 12, 2018
<b>SUBJECT/REPORT NO:</b>	Wentworth Lodge Heritage Trust Fund - Financial Status 2018 (HSC18010(a)) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Karen Allcroft (905) 546-2424 Ext. 1900
<b>SUBMITTED BY:</b>	Holly Odoardi Senior Administrator, Lodges Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

## 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 July 31, 2018 are \$278,820 as outlined in Appendix A to Report HSC18010(a). The two GIC's that were not renewed from September 2016 have a combined market value of \$110,011 which is paying 1.35% interest. The combined liquid cash is \$110,011 which can be

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**SUBJECT: Wentworth Lodge Heritage Trust Fund - Financial Status 2018  
(HSC18010(a)) (Ward 13) - Page 2 of 2**

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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%.

In addition to the GIC's, there is \$92,097 in the Heritage Trust Operating Account. The available funds that are not committed to GIC's in the Heritage Trust accounts are the \$92,097 in the operating account in addition to the \$110,011 GIC liquid cash for a total of \$202,108. The total Heritage Trust Funds are \$370,917.

**Appendices and Schedules Attached**

Appendix A to Report HSC18010(a): 2011 to 2018 Wentworth Lodge Heritage Account Activity

## 2011, 12, 13, 14, 15, 16 17, 18 Wentworth Lodge Heritage Account Activity

Appendix A to Report HSC18010(a)  
Page 1 of 1

SUMMARY	
<b>2011 OPENING BALANCE</b>	<b>466,916.95</b>
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
<b>2011 ENDING BALANCE</b>	<b>446,206.56</b>

as of Dec 31, 2011

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

as of Dec 31, 2012

2013 ACTIVITY SUMMARY	
<b>2013 OPENING BALANCE</b>	<b>437,318.22</b>
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
<b>2013 ENDING BALANCE</b>	<b>174,709.96</b>

as of Dec 31, 2013

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

as of Dec 31, 2014

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

as of Dec 31, 2015

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

as of Dec 31, 2016

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

as of Dec 31, 2017

2018 ACTIVITY SUMMARY	
<b>2018 OPENING BALANCE</b>	<b>91,328.46</b>
2017 Interest Earned	769.51
2017 Construction	-
<b>2018 ENDING BALANCE</b>	<b>92,097.97</b>

as of July 31, 2018

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
<b>ENDING BALANCE</b>	<b>-5,637.62</b>

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
2018 PAID INTEREST	704.53
2018 ACCRUED INTEREST	2596.84
<b>ENDING BALANCE</b>	<b>278,820.01</b>

HERITAGE INVESTMENT BALANCE	278,820.01
HERITAGE BANK BALANCE	92,097.97
<b>TOTAL HERITAGE BALANCE 12/31/16</b>	<b>370,917.98</b>