



City of Hamilton

WENTWORTH LODGE HERITAGE TRUST FUND COMMITTEE REVISED

Meeting #: 19-001
Date: November 12, 2019
Time: 9:30 a.m.
Location: Wentworth Lodge
41 South Street West, Dundas

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

	Pages
1. CEREMONIAL ACTIVITIES	
*1.1 Appointment of Chair	
2. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
3. DECLARATIONS OF INTEREST	
4. APPROVAL OF MINUTES OF PREVIOUS MEETING	
4.1 September 13, 2018	3
5. COMMUNICATIONS	
6. DELEGATION REQUESTS	
7. CONSENT ITEMS	
8. PUBLIC HEARINGS / DELEGATIONS	
9. STAFF PRESENTATIONS	
10. DISCUSSION ITEMS	
10.1 Wentworth Lodge Heritage Trust Fund - Donations and Fundraising Update - 2019 (HSC19059) (Ward 13)	6

10.2 Wentworth Lodge Heritage Trust Fund - Financial Status - 2019 8
(HSC19058) (Ward 13)

*10.3 Review of Terms of Reference, Wentworth Lodge Heritage Trust Fund 11
Sub-Committee

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

**WENTWORTH LODGE
HERITAGE TRUST FUND SUB-COMMITTEE
MINUTES 18-002**

10:00 a.m.

Wednesday, September 12, 2018

Wentworth Lodge

41 South Street West, Dundas

Present: Councillor A. VanderBeek (Chair)
Mary Welsh, Wentworth Lodge Family Council Representative
Barbara Sargeant, Resident Member

**Absent with
Regrets:** Russ Powers, Dundas Seniors' Club Member
Dutch Kelly, Alternate Resident member

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

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

(Welsh/Sargeant)

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

CARRIED

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

(Sargeant/Welsh)

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

CARRIED

**3. Wentworth Lodge Heritage Trust Fund – Financial Status 2018 (HSC18010(a))
(Ward 13) (Item 8.3)****(Sargeant/Welsh)**

That Report HSC18010(a) respecting Wentworth Lodge Heritage Trust Fund – Financial Status 2018, be received.

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

There were no changes to the agenda.

(Welsh/Sargeant)

That the agenda for the September 12, 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) March 7, 2018 (Item 3.1)****(Sargeant/Welsh)**

That the Minutes of the March 7, 2018 meeting of the Wentworth Lodge Heritage Trust Fund Sub-Committee be approved, as presented.

CARRIED**(d) ADJOURNMENT (Item 13)****(Welsh/Sargeant)**

That, there being no further business, the Wentworth Lodge Heritage Trust Fund Sub-Committee be adjourned at 10:09 a.m.

CARRIED

Respectfully submitted,

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

Lisa Chamberlain
Legislative Coordinator
Office of the City Clerk



Hamilton

INFORMATION REPORT

TO:	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
COMMITTEE DATE:	November 12, 2019
SUBJECT/REPORT NO:	Wentworth Lodge Heritage Trust Fund - Donations and Fundraising Update - 2019 (HSC19059) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Karen Allcroft (905) 546-2424 Ext. 1900
SUBMITTED BY:	Holly Odoardi Senior Administrator, Lodges Healthy and Safe Communities Department
SIGNATURE:	<i>Holly Odoardi</i>

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 updated in 2018 to encourage donations to support services at Wentworth Lodge. This card is always available at Reception and additionally provided on care carts used in the rooms of residents who are at end of life. Use of these cards has been steady and staff remain respectful in their efforts to highlight donation opportunities without appearing insensitive.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Wentworth Lodge Heritage Trust Fund - Donations and Fundraising Update - 2019 (HSC19059) (Ward 13) - Page 2 of 2

A number of Lodge team members have continued to consult with other Long Term Care Homes to explore new or innovative fundraising activities. 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.

Efforts have been made in the last 18 months to develop and design a Volunteer Association but there has been insufficient interest garnered for membership and this avenue will be abandoned at this time.

Staff explored the potential to incorporate Pathway Markers or Honour Stones with plaques as a fundraising approach. To date there has been no response to this option.

A memorial bench has been provided in the Courtyard in response to a specific donation from a bereaved family who elected to have the donation streamed to the Resident Program account. Bereaved families appear to appreciate the opportunity to support tangible programs or equipment.

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 and will be exploring the creation of a Gift Registry to help solicit and direct monetary donations.

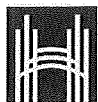
APPENDICES AND SCHEDULES ATTACHED

None

OUR Vision: To be the best place to raise a child and age successfully.

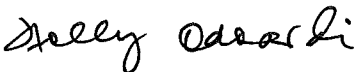
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INFORMATION REPORT

TO:	Chair and Members Wentworth Lodge Heritage Trust Fund Sub-Committee
COMMITTEE DATE:	November 12, 2019
SUBJECT/REPORT NO:	Wentworth Lodge Heritage Trust Fund - Financial Status - 2019 (HSC19058) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Karen Allcroft (905) 546-2424 Ext. 1900
SUBMITTED BY:	Holly Odoardi 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 funds in the GIC account of cash and cash equivalents as of September 30, 2019 is \$227,499 as outlined in Appendix "A" to Report

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**SUBJECT: Wentworth Lodge Heritage Trust Fund - Financial Status - 2019
(HSC19058) (Ward 13) - Page 2 of 2**

HSC19058. The one GIC that was not renewed from September 2016 has a market value of \$56,889 which is paying 2.20% interest. This one remaining Fixed Income GIC has end of term date of 2020, and the average interest is 2.20%. The total funds in the Wentworth Lodge GIC portfolio is \$284,388.

As approved in 2018, capital payments for the Atrium Courtyard project totalled \$89,766 which was used from the available liquid cash from the Heritage Trust Operating Account.

In addition to the GIC's, there is \$3,875 in the Heritage Trust Operating Account. The available funds that are not committed to GIC's in the Heritage Trust accounts are the \$3,875 in the operating account in addition to the \$227,499 GIC liquid cash for a total of \$231,374. The total Heritage Trust Funds are \$288,263.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HSC19058: 2011 to 2019 Wentworth Lodge Heritage Account Activity

Wentworth Lodge Heritage Account Activity
(2011, 12, 13, 14, 15, 16 17, 18, 19)

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

2018 ACTIVITY SUMMARY	
2018 OPENING BALANCE	91,328.46
2018 Interest Earned	1,694.23
2018 Atrium Courtyard/ Construction	- 89,766.02
2018 ENDING BALANCE	3,256.67

2019 ACTIVITY SUMMARY	
2018 OPENING BALANCE	3,256.67
2019 Interest Earned	618.59
2019 Construction	-
2019 ENDING BALANCE	3,875.26

as of Oct 9, 2019

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	- 1,740.10
2014 Construction	- 3,147.65
ENDING BALANCE	- 5,637.62

HERITAGE INVESTMENT	
2013 INVESTMENT	250,000.00
2013 ACCRUED INTEREST	1,938.10
2014 PAID INTEREST	900.00
2014 ACCRUED INTEREST	4,934.02
2015 PAID INTEREST	1,072.24
2015 ACCRUED INTEREST	5,107.70
2016 PAID INTEREST	1,250.71
2016 ACCRUED INTEREST	4,862.66
2017 PAID INTEREST	1,880.92
2017 ACCRUED INTEREST	3,572.29
2018 PAID INTEREST	1,694.23
2018 ACCRUED INTEREST	3,298.48
2019 PAID INTEREST	626
2019 ACCRUED INTEREST	3,251.09
ENDING BALANCE	284,388.44

as of Sept 30, 2019

as of Sept 30, 2019

HERITAGE INVESTMENT BALANCE	284,388.44
HERITAGE BANK BALANCE	3,875.26
TOTAL HERITAGE BALANCE	288,263.70

10.3**WENTWORTH LODGE HERITAGE TRUST FUND SUB-COMMITTEE****TERMS OF REFERENCE****Mission**

The Wentworth Lodge Heritage Trust Fund Sub-committee is a decision-making body responsible for the Wentworth Lodge Heritage Trust Fund. This includes investments and expenditures.

Philosophy

The Wentworth Lodge Heritage Trust Fund Sub-committee believes that the Residents of Wentworth Lodge should derive maximum benefit from the monies donated to the Lodge.

Mandate

The Wentworth Lodge Heritage Trust Fund Sub-committee is empowered by City Council and is responsible to City Council for its activities. It reports to the Emergency and Community Services Committee of the City of Hamilton.

Goals

1. To manage the investment of the fund to ensure maximum returns
2. Where fiscally possible, to respond to needs at Wentworth Lodge, that cannot be met through the normal operating and capital budgets.
3. To evaluate and make decisions concerning fund raising opportunities if they are presented.

Membership

The Wentworth Lodge Heritage Trust Fund Sub-committee will be appointed by City Council and consist of:

- Ward 13 Councillor
- One Resident member
- One Alternate Resident member
- One appointee from the Family Council
- One appointee from the Dundas Senior Citizens' Club

Staff Resources:

Community Services

Corporate Services (Finance Division and City Clerk's Division)

Term of Office

The members of the Wentworth Lodge Heritage Trust Fund Sub-committee will be appointed by City Council with each new term of Council and will expire with the term of Council.

Meeting Times

Contingent on available funds, the Sub-committee will meet at least twice a year, in Spring and Fall, with additional meetings at the call of the Chair.