Present: Councillor R. Powers, Chair  
Andrew Crawford, Citizen member  
Bill Armstrong, Chair of Family Council  
Lynda Secord, Administrator, Wentworth Lodge  
Gerry Boychuk, Finance  
Mary Gallagher, Co-ordinator

The Wentworth Lodge Heritage Trust Fund Sub-Committee presents Report 09-001 and respectfully recommends:

1. **Approval of Terms of Reference**
   
   That the revised Terms of Reference attached as Appendix “A” be approved.

2. **Status Update – Wentworth Lodge Trust Fund**
   
   That the current investment practice (monies will remain in savings account prime less 1.75) be maintained.

3. **Review of Spending Policy**
   
   That the Wentworth Lodge Heritage Trust Fund Committee review all requests for expenditures which may be funded from the Heritage Trust Fund by way of accumulated interest plus 5% of principle if required.

4. **Current Funding Requests**
   
   That the following expenditures attached in Appendix “B” in the amount of $73,800 be approved:

   - $35,000 for Rose Court and Oak Lane Furnishings, $2,300 for the lobby fish tank, $7,500 for 5 Montessori carts, $24,000 for towel/blanket warmers, $5,000 ongoing funding for Lodge pet expenses.
FOR THE INFORMATION OF COMMITTEE:

(a)  CALL TO ORDER

Councillor R. Powers called the meeting to order. Those present provided introductions.

Councillor Powers provided an overview of the role of the Committee.

(b)  DISCUSSION ITEMS

(i)  Status Update – Wentworth Lodge Trust Fund

Gerry Boychuk provided the following update:

The Wentworth Lodge Heritage monies were transferred and at this date is in the RBC bank earning a very low rate of interest. The amount when transferred was $452,358.11 and now stands at $522,848.51 as of March 2, 2009. There are costs with opening up an account with the custodian of at least $2,000.00 annually. The cash is earning at the rate of a 1 year cashable GIC at the moment. As far as investment policy the funds are a trust and open to pretty much any type of investment. However, the small size limits some possibilities and the cost of safe keeping is a significant hurdle. As well the fact that it is a trust prevents it from being co-mingled with other funds.

(ii)  Status of Previous Expenditures

Lynda Secord provided an overview of the previous expenditures
- 2 bulk air conditioners – in storage, if required
- Video projector
- CD Player
- VCR replaced with DVD Players
- Pet support – Critter Care

(iii)  Other Business:

Councillor Powers suggested, and it was agreed, that an information card which provides information to residents and their families about the Wentworth Lodge Heritage Trust Fund be developed and families encouraged to donate to the fund. This card will be made available as an insert in the Admission package as well as all information racks.

Next meeting: At the call of the chair
The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Councillor R. Powers
Chair

M. Gallagher,
Co-ordinator, Council/Committee of the Whole
MISSION

The Wentworth Lodge Heritage Trust Fund 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 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 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 Committee will be appointed by City Council. Membership includes, one elected member of Council, one appointee from the Seniors Advisory Committee, an appointee from the Residents and/or Family Council

Staff Resources:
Community Services
Corporate Services (Finance Division and City Clerk’s Division)
**Term of Office**

The members of the Wentworth Lodge Trust Fund 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 committee will meet at the call of the chair.
Appendix “B”
Wentworth Lodge Heritage Trust Fund Committee
April 20, 2009

Subject:
Funding Request: Furnishings, Rose Court and Oak Lane Resident Lounge and Common Areas

Description of the Issue:
The 52 bed wing, Rose Court and Oak Lane, was constructed and occupied in 1989. Each area has a resident lounge and an activity/recreation room and the Residents Library is located in Oak Lane. Prior to construction and during the redevelopment phases, these rooms at different times were used for a variety of purposes including office space, meeting rooms and swing space. They were not all available for resident use. Now that the redevelopment is completed, we would like to return these common areas to resident use and bring the furnishings and window coverings up to the standard now enjoyed by residents in the new part of the building. Both lounges and sitting areas at the corridor window alcoves require appropriate, comfortable furniture. The residents' library needs new shelving and furniture suitable for library functions. Window coverings to complement the new furnishings are also required. We are very concerned that our residents on Rose Court and Oak Lane do not feel that they are being treated inequitably and that they enjoy the same physical surroundings as residents in the new building. Wentworth Lodge Management Team has developed a list of suggested furnishings for review by the Trust Fund Committee.

Financial/Staffing/Other Implications (If Applicable):
During the twenty years since Rose Court and Oak Lane were completed, only routine maintenance has been carried out. In 2006 the life-safety systems (call-bell system and fire system) were updated in these areas in conjunction with the new construction. In recognition of the need to continue updating the physical building, City Council approved 2009 capital funds to replace the resident room doors and the p-traps in the resident bathrooms. A plan is in place for requesting capital funds over the next ten years for the replacement of flooring, baseboards, plumbing fixtures, roof and HVAC system. Wentworth Lodge operating funds are limited to routine maintenance and are not sufficient to allow for the purchase of furnishings. Costs are estimated since City Purchasing Policy will require a Request for Quotations or Tender to determine actual prices. Estimates are as follows:

Furniture: $17,300
Window coverings: $12,010
Total: $29,310 + taxes = $33,413

Affects Other Branches/Departments:
Yes X  No  ☐  If yes, which ones?

Purchasing Division
Wentworth Lodge Heritage Trust Fund Discussion Item

How Does this Initiative Meet our Department Mission, Vision & Values?
We are committed to our people, dedicated to building a strong and healthy community, passionate about making a difference and recognized for our excellence.

Wentworth Lodge seeks to maintain it’s excellent reputation for quality resident care in a comfortable attractive facility.

How Does this Initiative Advance our Corporate Strategic Plan?

| Focus area 5: Social Development: |
| Everyone has a home they can afford that is well maintained and safe. |

| Focus area 7: Healthy Community: |
| Plan and manage the built environment. |

Recommended Response/Action:

That the Wentworth Lodge Heritage Trust Fund Committee approve the expenditure of up to $35,000 for the purchase of furnishings and window coverings for Rose Court and Oak Lane common areas.

Submitted by:

Lynda Secord, Administrator, Wentworth Lodge