Terrace Lodge Redevelopment Fundraising Committee
June 25, 2020

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Terrace Lodge Redevelopment Fundraising Committee

AGENDA

Date: Thursday, June 25, 2020
Time: 3:00 p.m.
Location: Port Bruce Pavilion

1. Call to Order

2. Review of Agenda

3. Adoption of Minutes: March 11, 2020 Meeting

4. Terrace Lodge Redevelopment Update for Terrace Lodge Fundraising Committee

5. Correspondence

6. Member Recruitment - Applications

7. Update on Online Catalogue Platform Design and Provider

8. Updated Timelines – Kick Off

9. Impacts (Positive and Negative) of Pandemic on Our Campaign

10. Future Meetings: best time / location / health and safety considerations

11. Other Business

12. Next Meeting

13. Adjournment
MINUTES

1. Call to Order

The Terrace Lodge Redevelopment Fundraising Committee met this 11th day of March, 2020 at Terrace Lodge Long Term Care Home. The meeting was called to order at 8:00 a.m.

2. Review of Agenda

Resolved that the agenda be approved as presented.

3. Adoption of Minutes – February 12, 2020

Moved by: Ruth Anne Perrin
Seconded by: Kay Haines

Resolved that the minutes from the meeting held on February 12, 2020 be approved.

- Motion Carried.

4. Prospective Donors

The Chair deferred this item to a future meeting.
5. Member Recruitment Update

County Warden sent letters to Town of Aylmer, Township of Malahide, Municipality of Bayham, and Municipality of Central Elgin requesting their assistance identifying individuals to apply to serve on the Fundraising Committee.

An advertisement for vacant positions on the Terrace Lodge Redevelopment Fundraising Committee were posted on the County’s website, through various social media platforms and paid advertisements were featured in local newspapers.

County Chief Administrative Officer will request that the Warden send additional letters to all of Elgin County’s partner municipalities.

6. Items List & Cost Update – Fundraising Spreadsheet

The Chair deferred this item to a future meeting. The members of the committee reviewed the list and provided clarification to new members. Some items needed some explanation and rationale in order to be fully supported and justified as part of the campaign. It was agreed that in the catalogue, each item would include a brief description, the purpose of the item, and a brief explanation of the benefits associated with the item. Staff will work on developing these descriptive paragraphs and include them in the spreadsheet in preparation for the catalogue.

7. Budget & Project Plan Update

Committee Chair presented the campaign framework and proposed fund development budget over three (3) years. This presentation was shared with the Terrace Lodge Redevelopment Committee on March 10, 2020. (attached)

Items on the fundraising list were discussed. The Terrace Lodge Pool is not available to the public and is not something that is used frequently by residents. The Fundraising Committee is not able to support the pool/change rooms component of the project as part of their campaign.

Moved by: Ruth Anne Perrin
Seconded by: Muriel Carrel

Resolved that the report from Committee Chair Giguère entitled “Fundraising Update and Proposal” dated March 10, 2020, be received; and that the preliminary budget, including an upper limit cost ratio of 4% be approved as presented.

- Motion Carried.

8. Correspondence:

None.
9. Other Business

None.

10. Next Meeting Date

April 20, 2020 at 8:00 a.m. at the Terrace Lodge Chapel. Calendar invitations will be sent.

11. Adjournment

Moved by: Kay Haines
Seconded by: Ruth Anne Perrin

Resolved that the meeting adjourn at 9:10 a.m. to meet again on April 20, 2020 at 8:00 a.m.

- Motion Carried.

__________________________  __________________________
Julie Gonyou, Dominique Giguère,
Chief Administrative Officer. Chair.

__________________________
__________________________
Julie Gonyou, Dominique Giguère,
Chief Administrative Officer. Chair.
Fundraising Update & Proposal
March 10, 2020

Dominique Giguère,
Committee Chair
Overview & Fundraising Target

In support of $30M Terrace Lodge re-development project, the community intends to initiate a fundraising campaign to raise $750k over 3 years.

This additional funding will allow the lodge to provide innovative, person-centered approaches to care, making the lodge feel like home.
“The greatness of a community is most accurately measured by the compassionate actions of its members”

- Coretta Scott King
Campaign Approach: Something for Everyone

- Aligned with best practices and public expectations for charity fundraising: professional
- Accessible, flexible
- Fun and engaging
- Cost efficient
- Accountable, transparent

Inclusive
Trustworthy
Tangible
From Avon to Amazon: everyone loves shopping!

- Catalogue-driven
- Print or Online
- Familiar and concrete
- Single to group donations
- Recognition, gift giving

Online and printed catalogue example
Proposed Budget

- 3-year plan
- Professional services will be needed
- In-kind donations of goods and services will be sought through partnerships
- It takes money to make money….
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<thead>
<tr>
<th>Budget</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<td>Online platform</td>
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<td>$500.00</td>
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<td>Fundraising advice, graphic design, website, media assets</td>
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<td>$3,000.00</td>
<td>$11,250.00</td>
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<td>3.30%</td>
<td>3.05%</td>
<td>3.67%</td>
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Action Items

- Finalize budget and plan
- Contract / partner for professional services
- Select and develop online platform
- Recruit, complete committee
- Design, print all materials
- Organize kick off event
THANK YOU for YOUR SUPPORT
REPORT TO TERRACE LODGE FUNDRAISING COMMITTEE

FROM: Julie Gonyou, Chief Administrative Officer

DATE: June 17, 2020

SUBJECT: Terrace Lodge Redevelopment Update for Terrace Lodge Fundraising Committee

RECOMMENDATION:

THAT the report titled “Terrace Lodge Redevelopment Update for Terrace Lodge Fundraising Committee” from Elgin County’s Chief Administrative Officer dated June 17, 2020 be received and filed.

PURPOSE:

Elgin County Council has prioritized fiscal responsibility and prudent infrastructure investment/project oversight in their planning for the Terrace Lodge Redevelopment project. On behalf of the Terrace Lodge Redevelopment Steering Committee, I am pleased to share the following steps that the Steering Committee has taken in their careful planning for the success of the redevelopment of Terrace Lodge.

BACKGROUND:

Although the plan called for beginning of construction to commence by mid-July 2020, the Committee has experienced some delays as a result of the COVID-19 pandemic. As a result of Ministry directives that prohibited visitors from entering the Home, the Committee was unable to conduct site tours required as a part of the Request for Tenders process to solicit sub-contractors to complete the work. Staff and MMMC are now faced with a delayed commencement date for construction and suspect that the project will be delayed by 3-4 months.

Site Plan approval was obtained on January 20, 2020. The Building Permit was submitted to Malahide on February 10 and the Working Drawings were submitted to the Ministry on February 11. The County received the signed Development Agreement back from the Ministry, together with Preliminary Plan approval on February 13, 2020. On February 14 the Operational Plan was submitted to the Ministry. Staff and MMMC continue to stay in close contact with the Ministry throughout the course of the project.

A draft Class B budget was received from D. Grant, the Construction Manager, on January 27. The Class B costs totals $27,719,983, excluding Separate Price Allowances but including a 4% Construction Contingency Allowance and a 7.5% Escalation Allowance. In addition to the Class B costs, the County will also incur ancillary costs for fees, furniture and equipment and HST that will bring total costs to just within the approved Redevelopment budget of $32,580,650.

Separate pricing will be requested through the RFTs for Chapel ceiling and lighting, Gift Shop millwork, Staff Change Room & Shower renovations, Pool Change Room
renovations and existing roof repair/replacement. The need for roof repair/replacement will be determined by a study currently underway, but it is anticipated the cost would not exceed $300,000. If required, the funds for this would be a pull ahead from the budgeted Post-Completion Capital Reserve of $5,519,000. It has been suggested by the Redevelopment Committee that, depending on the priorities of the Terrace Lodge Fundraising Committee, the outstanding costs of some of the additional capital items listed above could potentially be covered by money raised through the Fundraising Committee.

Councillor Giguère, Chair of the Fundraising Committee, provided a presentation to the Terrace Lodge Redevelopment Committee on March 10, 2020.

CONCLUSION:

The Steering Committee continues to drive the project forward. Although the Ministry response has been slower than anticipated, the Committee is committed to meeting the revised timelines within the project and will proceed with issuing RFT in the coming weeks in order to achieve a construction kick-off of Fall (Sept/Oct) 2020 (this is subject to additional delays).

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer
March 20, 2020

Julie Gonyou, CAO|Clerk
450 Sunset Drive
St. Thomas, ON
N5R 5V1

RE: TERRACE LODGE REDEVELOPMENT FUNDRAISING COMMITTEE

Please be advised on March 19, 2020 the Council of the Corporation of the Municipality of Bayham passed the following resolution:

THAT correspondence from Elgin County re Recruitment of Members for the Terrace Lodge Redevelopment Fundraising Committee be received for information.

Councillor Chilcott has indicated due to work commitments she is unable to continue on the committee. Further, at this time no member of Council is able to sit on the committee.

Council has directed the notice and application be posted on the website in hopes of obtaining a member of the public to sit on the committee to represent Bayham.

Please let staff know if you require any additional information.

Regards,

Paul Shipway
CAO|Clerk
pshipway@bayham.on.ca

cc Council of the Corporation of the Municipality of Bayham
June 4, 2020

Dear Municipal Partners,

**Subject: Recruitment of Members for the Terrace Lodge Redevelopment Fundraising Committee**

I am pleased to share the exciting news that after a short delay, Elgin County will restart work on the Terrace Lodge Long-Term Care Home Redevelopment Project. The highly anticipated $30M redevelopment project, funded by the County and the Province of Ontario, will involve extensive renovations to the existing 100-resident spaces. The project will include an addition and will be completed over three (3) phases of construction activity. As each phase of construction is completed, residents will benefit from a refreshed setting that meets current design standards including enhanced accessibility, private bathrooms, additional lounges and dining areas. The anticipated completion date for this project is November 2023.

The funding committed to this project covers the costs associated with base construction, equipment and furnishings. It does not include any "value added" components. Funds raised through the community will be used for project and service enhancements that will directly support quality of life improvements for all residents and will help make Terrace Lodge feel like “home” for our residents and their families.

The Fundraising Committee, which is Chaired by County Councillor Dominique Giguère (Deputy Mayor, Township of Malahide), is actively seeking additional committee members. On behalf of the Terrace Lodge Fundraising Committee, I am writing to request your help to identify community members who might be interested in serving as a member of the Terrace Lodge Fundraising Committee. The Committee has eight (8) vacancies with spots available for representatives from local service groups, local businesses and local citizens.

I have every confidence that this dedicated committee will engage the community in the redevelopment of Terrace Lodge. If you know of someone who is interested in being involved in this very exciting and worthwhile project, I encourage you to share the attached advertisement and application form. This is a great opportunity to make a difference in the lives of our seniors’ community.

If you have any questions, please do not hesitate to contact me.

Yours truly,

[Signature]

Warden Mennill

cc: Terrace Lodge Redevelopment Fundraising Committee
Terrace Lodge Redevelopment Steering Committee
**COMMITTEE & POSITION**

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jim Jenkins</th>
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<tr>
<td>Address:</td>
<td>46850 Wilson Line Belmont N0L 1B0</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>519 644 1445</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jjenkins@execulink.com">jjenkins@execulink.com</a></td>
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Are you a resident or business owner in Elgin County?

- [x] Yes
- [ ] No

Are you 18 years of age or older?

- [x] Yes
- [ ] No

**QUESTIONNAIRE**

Why are you interested in becoming a member of Terrace Lodge Redevelopment Fundraising Committee?

I wish to encourage community support in the redevelopment of Terrace Lodge.

Briefly describe your current and past community or volunteer involvement.

Currently I volunteer weekly at the St Thomas Elgin General Hospital.
In the past I have been involved in local and provincial agricultural organizations.
My wife Jeanette and I are actively involved at Belmont United Church.

Briefly describe skills or experience relevant to Terrace Lodge Redevelopment Fundraising Committee.

In 2017 and 2018 I was the Malahide Council representative on the Terrace Lodge Fundraising Committee.
What strengths will you bring to the Terrace Lodge Redevelopment Fundraising Committee?

Past Malahide Deputy Mayor

During my past involvement on the committee we toured other senior's homes to view examples of community groups, families and individuals funded enhancements.

Additional Information
Please attach any additional information/comments to the application form.

I hereby consent to the release of my address and telephone number(s).

☐ Yes
☐ No

I hereby understand that information on this form and any supplementary information provided as part of this application is collected under the authority of the Municipal Act and is used to evaluate the qualifications of Citizen Appointees to Elgin County Committees or Boards and will become part of the public record. Direct inquiries to the CAO/Clerk at the address noted below. By submitting this form, applicants consent to discussion of their personal information at open meetings of Council.

Applicant's signature: Jim Lenkiss
Date: March 20, 2020

Please return this application form to the attention of:

Corporation of the County of Elgin
c/o County CAO/Clerk
450 Sunset Drive, St. Thomas ON N5R 5V1
Phone: 519-631-1460 Fax: 519-633-7661
e-mail: cao@elgin.ca

Personal information on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to evaluate the qualifications for citizen appointees to the County of Elgin Boards and Committees.
APPLICATION INFORMATION

Name: Richard Kiswolce
Address: 5156 Carleton Line, Aylmer, ON, N5H 2R4
Home Phone: 519 639 3767
Email Address: rkiswolce@yaloo.ca
Are you a resident or business owner in Elgin County?
☐ Yes
☐ No
Are you 18 years of age or older?
☐ Yes
☐ No

QUESTIONNAIRE

Why are you interested in becoming a member of Terrace Lodge Redevelopment Fundraising Committee?
I want to give back to my community and TLDFC would be a good place to do this.

Briefly describe your current and past community or volunteer involvement.

I am currently a board member of St. Salem Christian School.
I have volunteered at St. Thomas Hospital.
I have participated in the CERA Volunteer Income Tax Preparation Program.

Briefly describe skills or experience relevant to Terrace Lodge Redevelopment Fundraising Committee.

I am a people person.
I have to work with numbers and accounting.
What strengths will you bring to the Terrace Lodge Redevelopment Fundraising Committee?

Accounting and financial skills. But most importantly, the encouragement to trust in God in all projects.

Additional Information

Please attach any additional information/comments to the application form.

As a recent immigrant to Canada 28 years ago, now my appreciation to my new country's home is to be an asset.

I hereby consent to the release of my address and telephone number(s).

☐ Yes
☐ No

I hereby understand that information on this form and any supplementary information provided as part of this application is collected under the authority of the Municipal Act and is used to evaluate the qualifications of Citizen Appointees to Elgin County Committees or Boards and will become part of the public record. Direct inquiries to the CAO/Clerk at the address noted below. By submitting this form, applicants consent to discussion of their personal information at open meetings of Council.

Applicant's signature: [Signature]

Date: March 31, 2020

Please return this application form to the attention of:

Corporation of the County of Elgin
c/o County CAO/Clerk
450 Sunset Drive, St. Thomas ON N5R 5V1
Phone: 519-631-1460 Fax: 519-633-7661
e-mail: cao@elgin.ca

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