



## Report to County Council

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**From:** Councillor Dominique Giguère, Chair of the Terrace Lodge Redevelopment Fundraising Committee

**Date:** March 11, 2025

**Subject:** Terrace Lodge Redevelopment Fundraising Committee Final Report and Change to Terms of Reference

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### Recommendation(s):

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THAT the report titled “Terrace Lodge Redevelopment Fundraising Committee Final Report and Change to Terms of Reference” from the Chair of the Terrace Lodge Redevelopment Fundraising Committee dated March 11, 2025, be received and filed; and

THAT Elgin County Council approve the recommended changes to the Terrace Lodge Redevelopment Fundraising Committee Terms of Reference as contained in Appendix ‘A’; and

THAT updated Terms of Reference be included in the Committee By-Law.

### Introduction:

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Over the past five years, the Terrace Lodge Redevelopment Fundraising Committee has worked tirelessly to raise the funds required to provide ‘the comforts of home’ to the residents of Terrace Lodge. Through generous donations of residents, businesses, and community groups, the Committee has recently reached its fundraising goal. This report includes a Final Report of the Committee’s activities for Council’s consideration and requests a change to the Committee’s Terms of Reference as it enters into a new phase.

## **Background and Discussion:**

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The Terrace Lodge Redevelopment Fundraising Campaign was launched on December 1, 2020, after nearly a year of meticulous campaign planning and development. The goal of the campaign was to raise funds to purchase 'the comforts of home' for residents in the newly redeveloped Terrace Lodge Long-Term Care Home. These items were ones that were not included in the redevelopment but contribute to creating a welcoming and home-like environment for everyone who lives at and visits Terrace Lodge. These items included, among other things, comfortable furnishings for common areas, specialized technologies and recreational equipment, and beautifully landscaped outdoor spaces.

A dedicated Committee of volunteers worked to bring to life a number of diverse fundraising initiatives over the course of the campaign, including an online catalogue, print campaigns, and several fundraising events. After five years of hard work, and exceptional generosity from the Elgin County community, the Committee has raised \$492,682.

A Final Report has been developed which includes a summary of the Committee's activities over the past five years including an overview of fundraising strategies, campaign financials, a list of items fully funded by the campaign, and recognition of Committee Members. This Final Report is attached as Appendix 'A'.

## **Change to Terms of Reference**

The Committee is recommending that County Council approve updated Terms of Reference (Appendix 'B') that change the Committee's mandate from fundraising to governance and oversight.

With the redevelopment approaching completion, the Committee met in December 2024 to approve a new mandate going forward. There is now a need for County staff to purchase items using the funds raised by the campaign. The County has an established procurement process and purchasing department that can ensure proper use of funds; however, the Committee can still play an important oversight and governance role. In particular, the Committee can take on the responsibility to provide staff with guiding principles for decision-making, and for reviewing staff decisions particularly in relation to the use of donation funds in ways that differ from the original catalogue.

Catalogue items were earmarked by staff based on different priority levels and costs were estimated in 2019/2020. Now, nearly five years later, needs have evolved, and prices have changed. Some donations were designated to specific items by donors; however, the majority of donations were unallocated. In some cases, as a result of price increases, there will need to be a reallocation of donation funds. Donors were provided with a disclaimer that indicated that the County reserved the right to re-orient donation amounts to priority items and according to the budget. Donors were motivated by their desire to provide the best possible amenities for residents of Terrace Lodge and their donations were based on trust, and confidence in the campaign purpose and intent. Nevertheless, it is critical that the Committee approve a formalized process for the reallocation of donations going forward.

Under this structure the Committee would meet twice a year to receive reports from staff regarding the progress of purchasing items and provide guidance regarding the reassignment of donations. If no updates are available, the Committee will not be required to meet, conversely if an item comes up that requires immediate attention, a special meeting can be called by the Chair. Under this above role the Committee would provide guidance related to changes in item, amount, and/or recognition that are required for donations of \$5,000 and above. Donors would also need to be contacted in this situation.

It is the intention that the Committee will be disbanded when the current term of Council ends (December 2026), or when all funds have been spent, which ever occurs first.

**Financial Implications:**

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None.

**Alignment with Strategic Priorities:**

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Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need.  <input type="checkbox"/> Exploring different ways of addressing community need.  <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.  <input type="checkbox"/> Fostering a healthy environment.  <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.  <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

**Local Municipal Partner Impact:**

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None.

**Communication Requirements:**

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None.

**Conclusion:**

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The Terrace Lodge Redevelopment Fundraising Campaign has reached its fundraising goal and is recommending that County Council approve updated Terms of Reference that change the Committee's mandate from fundraising to governance and oversight.

All of which is Respectfully Submitted

Dominique Giguère  
Chair, Terrace Lodge Redevelopment Fundraising Campaign