

**PARISH COUNCIL MEETING – VIA VIDEO CONFERENCE
MINUTES – JANUARY 28, 2021 (4:30PM)**

Attendance: Rev Alastair Hunting, Nancy Booth, Denise Ropp, Timothy Ray, Marcia Haley, Doug Shantz, Peggy Tribe, Chris Widner, Barb Neid (Treasurer)

Secretary: Kathy Coulthart-Dewey

Guests: Lynn Gray, Bev Worbets

Regrets: Rev Michael Booth

1. Welcome Scripture Reading, Reflection and Prayer:

Rev Alastair Hunting opened the meeting at 4:30pm acknowledging Bell Canada's Mental Health Day. The opening prayer reminded those present of a God who has faithfully cared for us despite transgression or circumstance; this being the same God to whom we can turn in moments of weakness and doubt.

2. Adoption of Full Agenda (att# 1):

Discussion was held on how outstanding issues are to be addressed, for example livestreaming. Rev Hunting will prepare an update for next meeting. The list of outstanding issues will be added to the Executive's agenda.

Moved by: D Ropp Sec'd by: A Hunting

That the Agenda, as amended by adding Rector's Report as 3b and Miscellaneous Issues as 5c, be adopted.

Carried (2021-01-001)

3. Consent Agenda Items (att# 2-11):

Moved by: D Ropp Sec'd by: A Hunting

That the Consent Agenda Items be received and that the recommended motions contained therein be approved.

Carried (2021-01-002)

4. Business Arising out of Minutes

a. 2020 Year-End Financial Reports (att# 12-13): B Neid

The year ended with a \$17,000 loss which can be covered from a \$17,000 from the Willet Estate fund to achieve a balanced budget. The draw from the Willet Estate fund had been contemplated at the time of budget approval.

Moved by: T Ray Sec'd by: N Booth

That the 2020 Year-End Financial Report be recommended to Vestry for approval.

Carried (2021-01-003)

b. Appointment of Examiner: B Neid

Marion Edmonston has been approached, given her knowledge and background in the church's activities/finances, and is willing to undertake examination of the records in preparation for the Vestry meeting.

Moved by: B Neid Sec'd by: M Haley

That Marion Edmondston be appointed as Reviewer of the 2020 Financial Records.

Carried (2021-01-004)

c. 2021 Draft Budget (att# 14-15): B Neid

B Neid noted an error in the document circulated; namely omission of \$3,100 in the Rector's remuneration for vacation pay and the balancing draw of an additional \$3,100 from the Willet Estate funds. As thus amended, the proposed 2021 Budget shows small changes from the previous year and draws \$22,000 from reserves to remain balanced. The cost of the renovations will come from the remainder of the Willet Estate funds, the Capital Building fund and the Glebe Fund.

Moved by: B Neid Sec'd by: D Shantz

That the 2021 Draft Budget be accepted as amended for presentation at Vestry.

Carried (2021-01-005)

d. Return of Renters: N Booth

The church's COVID Protocols, which provide specific detail and expectations for users of our facilities, have been updated to accommodate the Public Health Order exemptions for in-person individual prayer and meeting of support groups. The Protocols are operational documents, at the discretion of the Rector, subject to compliance with the Public Health Orders and Diocesan Directives. Months ago, concerns raised about risk and exposure associated with external paying renters lead Parish Council to pass a motion to defer that specific issue until January 2021, thus the reason for its inclusion on the Agenda today.

Moved by: N Booth Sec'd by: T Ray

That discussion on the Return of Renters be deferred until such time as the Public Health Orders and Diocesan Directives permit such use.

Carried (2021-01-006)

e. Renovation Project (att# 16): K Coulthart-Dewey

The Architect and Engineering are working on detailed drawings, including resolution of a Building Code violation which will require an additional exit door. The hazardous materials survey is scheduled for next week. The drawings and survey are required as part of the building permit application. The peer reviewer has completed an independent estimate, reference checks and contract review offering positive feedback on AFC Construction's proposal as well as valuable advice regarding contingency and a maximum upset limit. In addition, the referees suggested by AFC were all very pleased with their work. Discussion was had on the merits of proceeding with both Phase I and II, particularly if there is potential for the required exit door being accommodated in the Narthex. The estimate for Phase I only is \$110,000 and for Phase I and II together the

estimate is \$175,000 both of which contemplate the extra cost of the new exit door being covered within a 25% contingency. Completing Phase I and II together may offer some cost savings in professional work and scheduling efficiencies for the contractor.

Moved by: T Ray Sec'd by: D Shantz

That, subject to the Executive's approval of the final document, the Diocese be asked to execute a construction management agreement with AFC Construction for completion of Phase I and Phase II of the Renovation Project, including a contingency and upset limit of \$175,000 + tax.

Carried (2021-01-007)

5. New Business

a. Vestry Meeting: K Coulthart-Dewey

The meeting is scheduled for Sunday January 28, 2021 at 11:30am and will be hosted via Zoom teleconference. It is recommended the Agenda be kept simple and efforts are being made to allow participation by computer, phone and proxy. The position of People's Warden and the Member At-Large position held by the Treasurer are open for election. Discussion was held on the role and expectations of the Nominating Committee, as created a couple of years ago. Discussions with a few possible candidates is ongoing. A Nominating Committee meeting was proposed for February 10.

b. Governance Structure: Rev A Hunting (att# 17)

Rev Hunting suggested a re-organizing of current ministries under six broad areas of interest in an effort to tap into available expertise and to empower the church toward its vision. The suggested areas include: Building/Properties, Outreach, Parish Care, Finance, Worship and Communications. The proposed structure might spread the workload and give focus and responsibility to Members between meetings. It was clarified that cemetery trustees operate independently of Parish Council under separate legislation but appointing a person from the Building/Properties portfolio as an additional trustee might support focus on that facility as well.

Moved by: A Hunting Sec'd by: D Shantz

That agreement in principle be given to the proposed areas of interest as a guideline for developing Parish Council.

Carried (2021-01-008)

c. Miscellaneous Issues

In response to M Haley's question, C Widner confirmed the 2021 draft budget contains limited funds to cover lawncare costs, with volunteer and paid work to be arranged by him. He also agreed to look at the banging door.

Bishop Elect Anna Greenwood Lee will be installed on January 30 with the ceremony being available online. A meeting of general synod has been scheduled for May 29.

Rev Hunting was asked to consider offering the church service via Zoom.

6. Closing Prayer and The Grace: Rev Alastair Hunting

Rev Hunting spoke of abandonment to God; the notion that we accept whatever He has planned for us and surrender to His wisdom. All then joined in the fellowship prayer.

7. Adjournment:

On mutual consent the meeting adjourned at 6:05 pm.

NEXT MEETING (VESTRY) SCHEDULED FOR SUNDAY FEBRUARY 28, 2021 AT 11:30AM

Attachments (#17)

Recommended Motion for March 2021 meeting of Parish Council:

That the minutes of the January 28, 2021 meeting of Parish Council be approved as circulated.

Approved by Consent: MARCH 18, 2021

Alastair +
Rector