

Date: 14 July 2022

From: Joel Hefty, co-coordinator, Food Bank at St. John's
Sue Ward, co-coordinator, Food Bank at St. John's (FB)

To: Joan Huzar, People's Warden
Rector, wardens, parish council, and staff
Anglican Church of St. John the Divine, Victoria (SJD)

Copy to: Terry Needham, lower hall project manager
Graeme Brown, property committee
FB crew chiefs (Fran, Gerry, Jon, Arlene, Joel D, Marilyn, Judy)

Subject: Food Bank at St. John's relocation to enable work on lower hall

Last evening representatives from the FB and the parish met to discuss options for the subject relocation to clear the lower hall space for painting and flooring improvements. We found consensus on the following tasks and ideas, and we seek your support for the following recommendations. None of these will occur without your explicit agreement.

1. The FB will acquire some additional shelving for installation on the southeast side of the nave in the space between the children's area and the AV control equipment. (**Gerry**)
2. The FB will strive to use the available space once it is cleared of other material. It is possible that shelving may require more space than is presently available in the open area. (coordinator?) If that is the case, it may be necessary:
 - a. to move the AV equipment (perhaps closer to the chancel?) and/or
 - b. to move the children's area (perhaps to the opposite side of the nave)
3. Once shelving is in, deliveries of supplies will be to the nave on designated (see 7c) or specially arranged days and times. (**Jon, Graeme, Sue, Fran; SJD staff for any other time**)
4. At its early convenience, FB will communicate and confirm with SJD staff a time and organize a moving day or days to relocate most of its working supply of food and bulk items to the new space in the nave and/or the vestibules at Quadra Street entrances¹. The move will be for an indefinite period, likely up to six months. (initial volunteer poll to assist with moving, **Joel H**; additional labour with Anawim, **Graeme**)
5. Preparation and distribution crews will work at the back of the nave on most Monday, Tuesday, Wednesday, and Friday mornings. They may set-up tables stored in the bell tower vestibule and return them at the end of each shift. (**FB crew chiefs**)
6. FB crew chiefs will need key access to the nave and training on the lighting system. The key box may work well. Security concerns should be addressed before a move. (**SJD staff**)

¹ A clear-and-spacious path to the fire exits will be maintained at all times in the vestibules.

7. Additional coordination and planning will be needed regarding use of the nave. It would be prudent to define clear blocks of time and communication protocols. (**SJD staff, FB crew chiefs**)
 - a. The food bank is closed on statutory holidays and for one Friday and one Monday following assistance cheque distribution. (**Joel D** for schedule)
 - b. FB will require firm blocks of time 9am-12:30pm on Mo, Tu, We, Fr. (all, for planning)
 - c. Deliveries typically occur on Monday, Tuesday, Wednesday, or Friday mornings when the FB is open or preparing. Deliveries at any other time must be arranged through SJD staff.
 - d. Use of the nave during FB times will be possible, but silence will not be possible.
8. A “delivery zone” on Quadra Street for weekday mornings from the City of Victoria would be useful. (**SJD to request, FB can support** with justification documentation if needed)

FYI – FB operational notes (working draft based on conversations on July 13)

Refrigerator, upright freezer, and cooler will be moved to the storage room with the chest freezer in the lower hall. Most shelves will be moved to the nave. There will be some need for FB people to move up and down stairs. This includes stocking or accessing bread or protein supplies in cold or frozen storage.

Food bank processes will continue to look mostly the same to food bank guests:

- a. The queue and registration will remain on Mason Street.
- b. Fresh produce will be received and distributed beneath the awning on Mason. We hope to concentrate on same-day delivery of produce to improve quality and limit the fresh items being refrigerated.
- c. Bread, protein, and extra items will be distributed beneath the awning on Mason.
- d. Runners will bring made-to-order hamper lists to the nave via Quadra Street doors.
- e. Guests will receive orders via a door on Quadra Street.
- f. Guests will remain outside the building.
- g. This is a draft – a work in progress – and our crews are likely to refine and improve the process as we implement changes.