

**St. George's Anglican Church**  
**Parish Council Minutes: Wed. May 28, 2025 (10am)**

**Chair:** Christine Conkin

**Prayers:** David Stuart

**Minutes:** Amanda Unrau

**Attendees:** Martha Stein Marriott, Judy Trueman, The Rev. Don Walls, Lawrence Saracuse, David Stuart, Marilyn Pattison, Steve Koning, Rosamund Soares, John Oldale, Joy Warkentin, The Rev. Christine Conkin, Gary Fisher (guest), Sheila Hofmeyr (late 10:49am)

**Regrets:** Leslie Glazier

**Meeting called to Order:** 10:02am

**Gospel-based discipleship: Acts 1:7-11 (story of Jesus' Ascension)**

- We keep the gospel at the center to guide and inspire our work

**Approval of Minutes:** March 25th, 2025 meeting (no amendments)

**MOTION:** To approve minutes from March 25th, 2025 meeting.

**Moved:** John Oldale;

**Seconded:** Steve Koning;

**Carried.**

**ACA Lease Renewal: (Christine) see attached summary of rentals**

- Not 100% settled but we are close.
- ACA has delayed giving firm response - lots of transition, their financial situation is more difficult than we knew. Founder Sandra resigned in January, new board, governance changes. We reduced our ask considerably, their rebuttal asked for quite a lot from us and for a lot less money. Their enrollment is reduced by over 50%, K-9 (instead of K-12). They do not have the capacity to handle the whole building and all the current renters.
- We offered 1 year extension of current lease as it stands (we maintain responsibility for the whole building) without rental increase. Give them a year to stabilize.
- Still to discuss, future cost sharing of some improvements.
- ACA is shutting down their second campus on Arbutus road by end of June 2025. Anticipating 30 students for next school year (about 40% of what it was this year)
- Any risk to us extending the current lease by one year? No.
- Any response about their arrears from summer the last 2 years? Initially they said they will look into it, no cheque yet, but we are on top of it.
- No questions about the rental excel – badminton if they carry on it's between \$800-1100 a month income. (They seem to be interested in continuing.)
- Will ACA ask for money back for the cost share if they don't fulfil lease? Probably not.
- Ideally the electrical done before school starts, CAN be done during school though.
- ACA requested a few building improvements – refinish the gym floor (likely put on hold), and electrical panel update (copier and coffee can't run at the same time), better heater for the lower hall, fans, new lighting, and heater on stage with fans to blow it down keep gym warm. ACA has quote to cost-share \$14,000 for electrical, not floors (we have not seen the details and have asked for them).
- The 7K (half the suggested 14K) would come from our capital fund and we have that in there currently.
- 30K in the building fund now. (Gary to be requesting 9K for foundation repairs in next agenda item)

**MOTION: That we allot up to \$10,000 for capital improvement for the hall building on a cost-sharing basis with ACA.**

**Moved: Lawrence Saracuse;**

**Seconded: John Oldale;**

**Carried.**

**Motion re: policy re: 60/40 capital / operating split for rental income?**

- We have done this at the end of the year the last few years, the surplus of the operating budget.
- Do we want to commit to putting this money aside in the year, rather than wait to see if there is a surplus? How much are we willing to put into capital improvements?
- 60/40 might be a bit high based on how the surplus/deficit is at the end of the year (Lawrence)
- Last year about 60K in rental income – last year we put 15K into capital account. (18K year prior, about 40% of rental income)
- Not a permanent decision, we can move the money around as we see fit
- David indicates potential further rental opportunities with CBRA (we are the only real large venue nearby)

**MOTION: That we put 40% of rental income into capital fund quarterly, as received.**

**Moved: David Stuart;**

**Seconded: Steve Koning;**

**Carried.**

**Draft maintenance plan (Gary): see attached brief**

**-includes research about keys / keyless entry**

- 9K foundation repairs suggested on the brief
- Stucco down significantly in price (no need to take all off, just a repair)
- Foundation repair up in cost because, if approved, will need to dig up memorial walkway and replace in same way, because to seal the cracks, we need to seal the outside
- Assessment for windows, quote is as good as it gets, 46-47K and will look similar to what we have
- Asking for approval, can approve certain parts only
- Foundation is quite important – time frame now to Oct when dry, and door is top two.
- Rear door, ability to close door to prevent piano degradation, Michael Marriot made report on keyless entry, cost more, and addresses addition aspect – initial problem, leaving door open makes temp changes and degrade the piano, especially in winter. Change the door to 1700 can keep unlocked with panic bar inside (and help with the heating bill)
- Keyless also addresses the security issue of always being open, more expensive
- Total 15K ask, not immediately repair
- Next year change – 5 to 6 year olds and also teens maybe make sense to have more bathrooms (question about if they still use our washrooms)
- Fob versus code for the door (fob are expensive) going with a code people will inevitably share (can change them but then need to tell everyone)
- Security issue – as far as we know there have not been any issues (once long ago with Sage, but it was someone who had a key)
- Keyless or straightforward replace door? Motion was keyless, up to 6K.
- Don – if all door changed to keyless, will we have a buzzer if the doors are locked? Should we have a doorbell? Office can either let ppl in or buzz them in?

**MOTION: That we approve the requested 9K from the capital fund and up to 6K from the R&M fund for the work proposed by Gary in the attached report.**

**Moved: Marilyn Pattison;**

**Seconded: Don Walls;**

**Carried.**

## **Medium to Long-term thinking re: facilities... possible ways forward from here: renewed narthex kitchen? explore options for divesting of hall building? Other things? Status quo?**

- Kitchen access if ACA takes over whole building – should we improve the narthex kitchen? Try to lean into more research around options.
- Suggestions:
  - A few people to look into what it would cost to improve narthex kitchen to make it proper kitchen
  - What would hall be worth if we divested in it?
- Sheila – for Sunday tea and such narthex is fine. But for the meals we use the hall for keeping meals warm or roasting – we use Signi’s kitchen a lot (which ideally we should not). The narthex kitchen does not wash dishes up to food safe standards, nor is the cleaning of it. We are at capacity right now for dinners, going back and forth from hall to here. Long term perspective, if we don’t have that building at all then what do we do?
- Marilyn – issue financially supporting changes in this kitchen until we resolve the issue of the commercial kitchen we have invested in...the real challenge is to resolve what we do with the hall before we invest in this kitchen. Not make sense to invest in this kitchen when we have the hall industrial kitchen that we don’t use a lot.
- Sheila – prior discussion RE: expanding to have more storage, using the back room more efficiently, perhaps getting an oven and more dishes. (There is a lot of stuff in the back room, prayer shawls and VCC.) John – prior we had more stuff in the lower hall (asking ACA to move their items), perhaps we can go back to having bigger gatherings where the kitchen is rather than bringing food from hall to church, perhaps a quote to see what can be done with kitchen and storage to use the space better.
- Christine – good to think about, if that building doesn’t exist anymore, how do our events look? Good to get info to know what our options are.
- Gary – it might make sense to address questions, options for divesting the hall, regardless of ACA or who we rent to...some of operating funds come from rental in that building. Depreciation report suggested \$1 million to keep building in useable state...if we don’t invest, we then lose that building, rental income, and kitchen. BIGGEST thing to push is that, if the roof starts to leak, need to quickly decide to patch, replace, or demolish. NOW is the time to get more information, to make choices before the choices are made for us by circumstance...If we do have to get rid of that building, we still have kitchen issues and storage issues...we need this information to make decisions with whole picture in mind.
- Marilyn – suggests creating standing committee/working group to determine the future of that hall in relationship to St G; to have someone on committee from the community (maybe from CBRA) to research what the options even are. (PC will make decisions much later down the way)
- Recommendation to form a small committee to research the above.
- Mention of deconsecration on June 7 St Dunstan, would be good for some of us to go.

## **Financial report: (Lawrence) see attachments**

- Nothing to discuss

## **MOTION: To approve financial statements as presented.**

**Moved:** Lawrence Saracuse;      **Seconded:** Marilyn Pattison;      **Carried.**

## **Re-visit meeting time. Move away from “4th” week?**

- Perhaps move to 3<sup>rd</sup> Wednesday? That’s Holden. Perhaps 1<sup>st</sup> Wednesday. Steve would prefer later in day but can make it work. (After August meeting)

## **Next meetings:**

4th Wednesday’s, 10am - August 27

## **MOTION: To adjourn the meeting**

**Moved: Judy Trueman; Carried.**

**Adjourn:** 11:29am

*Glory to God, whose power working in us can do infinitely more than we can ask or imagine.  
Glory to God, from generation to generation in the church, and in Christ Jesus, forever and ever.  
Amen.*

## **ATTACHMENTS:**

### **ACA Lease Renewal – Summary of Rentals:**

[250528.Ex1\\_RentalReportSummaryCOPYforParishCouncil](#)

### **Draft Maintenance Plan:**

[250528.Rpt\\_PCMaintenanceBriefUpdated](#)

### **Financial Report:**

[250528.Rpt\\_FinancialReport](#)

### **St. George Budget vs Actuals & Balance Sheet:**

[250528.Rpt\\_Budget vs Actuals as of Apr 30, 2025 - St George](#)

### **St. George Balance Sheet:**

[250528.Rpt\\_Balance Sheet as of Apr 30, 2025 - St George](#)