

St. Mary's Operation Committee Minutes– Nov. 6/15

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Everyone	Review individual areas Budget Preparations, including potential increases for all contracts.	3	Oct. 30	
Everyone	Recommendations to Derek re use of Wine Fest proceeds	4	Nov. 20	
Len	Obtain spare parts for window closers	2		
Len	Ask Blaine for quote on stripping floors	2	Dec. 11	
From Previous Meetings				
Len	Estimate for Carpeting for Capital Budgeting		Dec. 11	
Leslie	Get estimate on bicycle rack		Jan. 6/16	
Derek	Women's Washroom – minor upgrades to be completed in the cooler weather			
Irene	develop a cost estimate and recommendations to remove and dispose of the concrete bumpers, remove the reinforcing bar stabilizers, and repair the asphalt parking lot. Email to Committee members when ready.			
Derek	Watch for small oil heater to come on sale and purchase			
Leslie	Implement Copier Cost Allocations		Dec. 15	

MINUTES

Attendees: John Beresford; David Cooper (Treasurer); Len Fallan; Irene Feir; Derek Osman (Chair), Terry Parent; Leslie Pedlow; Rev. Rob Szo

Regrets: Sue Smith

Opening: The meeting was called to order at 1:05 p.m. Rob opened with a prayer. He also explained that demands on his time means that he is unable to attend all of the Operations Committee meetings. He asked that he be excused part way through the meeting to attend to pastoral concerns. He expressed his confidence in the work of the Operations Committee and assured the Committee that he did read the materials with interest.

Adoption of Agenda: Derek asked that we add the front signage to the agenda under new business.

Moved by Derek, **Seconded** by David that the agenda be accepted as amended.

Minutes: Derek asked if there were any errors or omission from the Minutes of September 4, 2015 meeting. There were some duplicate Action Items noted.

Moved by Terry., **Seconded** by John B. that the Minutes be adopted as amended. **Carried.**

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Vote of Thanks: Derek thanked **Ken Pedlow** for assisting Derek by taking the first shift of Halloween Security at the Church. He also thanked **Irene Feir** for thinking of St. Mary's when she heard that there might be free speakers available. Unfortunately the speakers were disposed of before they could be saved. He asked everyone to keep their ears open for any other speakers that might be suitable for installation in the Hall.

Derek also thanked everyone for the magnificent display of team work for the Rusty Brown funeral and reception. He especially thanked Rob for his graciousness in balancing all of the clergy in the Sanctuary. Rob and Derek both thanked Leslie for her administration and organization, bringing all of the team together. Derek also noted how often he sees people from the Committee and others, working outside of the church to keep up appearances.

Len took a moment to thank Derek for taking on many tasks over and above his Warden's duties and for his prompt responses to jobs that need doing.

Review of Action Items: The items from the last Minutes were reviewed and revised or discussed under different areas of the Agenda.

- Bicycle Racks – under Business Arising – Leslie
- Window Closures – Tightened, one replaced. Now no spare parts.
- Budget – under Business Arising and Reports
- Hallway painting – in progress. More ceiling paint needed.
- Kitchen fan repair completed
- Comfort Ministry Job description completed. Leader and Team need to be put into place.
- Replace Carpeting – Len to prepare Capital budget recommendation
- Women's Washroom – Derek will undertake when time allows
- Parish Events – under Business Arising and Reports – Wardens and Leslie
- Acquire small oil heater – Derek is watching for sales
- Implement copier cost allocations – Leslie – to be in place before beginning of new year.
- Parking lot concrete bumpers. Irene presented an estimate of \$600.00 by Daryl Michell to remove the bumpers that we no longer require and either 1) dispose of them or 1a) deliver them to St. Stephen's (copy attached to Minutes with Irene's correspondence). Daryl determined that if the rebar were cut at ground level there would be no repairs needed to the pavement. Daryl was unable to determine what we referred to as the sink hole and a cost or referral to another company was not forthcoming. With an awareness that we were once again changing the parameters, Irene was asked to get more information about shorter bumpers that would protect the Handicap parking that is facing the Hall and also include repainting the lines and handicap logos in the parking lot.

Business Arising/Discussion:

1. **Contract Renewals Pending:** David will need projections for all contracts and maintenance for 2016. Derek asked Len to get costs for stripping the floors as it will be two years in the summer of 2016 since they were done.
2. **Budget 2016 Preparation:** recommendations for capital (parking lot, carpeting, shed roof (received), operating costs and revenues to David with a copy to Derek by December 11th
3. **Parish Calendar:** The dates for worship services have been set. A list of Social, concert and fund raising events has been proposed and are attached as a report. The Parish

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Events Planning Committee met. Their recommendations were discussed by the All Wardens meeting today and will be forwarded to Parish Council at the Council meeting on Nov. 17, and asking for their approval to proceed as recommended. The Parish Calendar will then be updated to reflect the dates of these events.

4. **AED Training:** Derek asked about training for rental groups. Tai Chi have had one person view the DVD. Weight Watchers did not respond to the invitation to attend. We can invite them to attend one of the February, 2016 courses if there is significant space available.
5. **Green Altar Hangings:** Terry apologized for not submitted a report due to a computer crash. She will submit a written report that will be attached to the minutes. Terry reported that she met with Pat Sparks to discuss replacing all of the green Altar hangings and matching paraphernalia. Pat has been to Vancouver to purchase the fabric and hopes to have the hangings ready before Christmas. Terry commented that she was delighted to find that the lectern had beautiful carving and was wanting to have a short frontal. Rob indicated that a frontal was not needed on the lectern and that long book marks would suffice. David inquired if we needed a set of stoles for the church. Rob indicated that he was satisfied with using his own set.
6. **Bike Racks** – Leslie indicated that she would have a recommendation and estimate for the next meeting. Derek indicated that St. Stephen's might be interested. Len submitted the name of Island Metal Craft and suggested that the racks should be surface mount.
7. **Deficit Elimination letter:** has been prepared and is ready for pick up this Sunday. It was agreed that letters that were not picked up on Sunday would be mailed on Monday. Derek thanked **John Smith** for drafting the letter and for delivering the message on Sunday.

Reports: *All reports are filed with the original Minutes.*

Discussion of the Financial statements to October 31, 2015 and the 2016 straw (Preliminary) budget was moved forward so that Rob could participate prior to leaving the meeting. David felt confident that a projected increase in Regular Offering and Deficit Elimination donations could be achieved. David indicated that he prepared the salary figures based on cost of living of 1.5%. He projected the Youth Worker salary to May 31 [should be budgeted for full year - Derek]. Rob indicated that Kate would finish on April 30th upon graduation from University. Terry asked why the Organist salary was over budget. It was explained that it was back pay owing from previous years. Derek was asked to confirm the cost for maintenance of the website by ChurchOS.

David indicated that the straw budget figure for the Organist and Youth Worker could be reduced. It will also be necessary to increase the Maintenance-Cleaning as the increase for 2015 was only for the partial year. Derek asked the Committee members to send their feedback or comments to David as soon as possible, including the floor stripping estimate from Len. Derek will ensure that David has received Rob's 2016 Budget requirements. David indicated that he is still awaiting some guidelines from John Smith for the Ron Smith Legacy.

It was **Moved** by David, **Seconded** by Terry that the Financial Statements to October 31, 2015, and the straw budget for 2016 be received. **Carried.**

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Len indicated that he would continue to liaise with Steve Whittman regarding the letter referenced by Tempo Trend regarding the Rogers organ and maintenance alerts. Len will report back on his discussions with Steve about whether recent maintenance covered the concerns as outlined in the letter. Len is trying to obtain a copy of the letter.

Len also indicated that the fan in the choir loft needed new blades. It was felt that the cost of a new fan would be equal to replacing five blades on the damaged fan.

John's report was presented as written. Derek asked when the new roof would be installed and John indicated it would be in the Spring.

Leslie's report was presented as written. She was pleased to report that the Finisher/Stapler attachment for our printer has arrived at Unity. It is undergoing maintenance and will be installed upon Leslie's return from vacation on November 17th. Leslie and Derek indicated that the Hall rental may be at saturation and an increase may not be feasible without an increase to existing contracts. Irene was concerned that an increase to existing renters so soon after the last increase could result in contracts not being renewed.

Derek indicated that the Parish Calendar would be revised and updated following the November Council meeting.

Derek asked if there were any questions or comments regarding the reports as circulated.

It was **Moved** by John, **Seconded** by Len, that the reports be received as submitted. **Carried.**

New Business:

1. **Wine Fest Proceeds:** Derek was pleased to report that \$3,419 had been realized for each church. The proceeds are to be used for "Youth in the Community". At the Bishop's request, \$200 from each Parish should be forthcoming for a Youth Addiction workshop at the Tsartlip Band in North Saanich and that will be taken from the Wine Fest proceeds. David queried if the band had a charitable registration number. Derek indicated that the Operation Committee members are invited to make suggestions via Derek for Outreach that meet the criteria. St. Mary's Outreach Committee will then review the recommendations. The Outreach Committee will also make recommendations to the use of the General Outreach Funds received from the monthly envelope program. Derek indicated that due to a surplus of funds received for the 2015 Summer Camp due to carry over of 2014 funds, St. Mary's will have \$650 rebated, pending Council Approval at the November 17th Council meeting.
2. **Holly Fair:** Derek asked Terry how things were going. She was pleased that there have been lots of volunteers. She indicated that we could use more Mystery Bottles and Set Up and Clean Up Crews. Len was disappointed that there have been business that have not donated. He was discouraged from continuing to follow up with those places where there has not been a positive response.
3. **Mechanical Room Door:** Len indicated that the door was not closing properly and he and Derek would remove it and shave it down as necessary.
4. **Reminder of Snow Clearing/Ice Salting Procedures:** Len will confirm with the Bagshaw's if they will continue to be the local area alert people. If Ted is not available, Len will discuss the situation with Pat Duke who lives immediately across the street.

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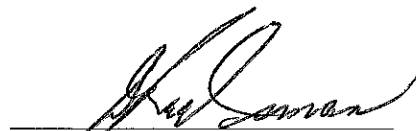
5. **Front Sign:** Derek has been asked if it was possible to move the sign based on the fact that the trees have now grown to the point that the sign is not as visible. He has checked with the District Engineering Department. It is possible, with the submission of a drawing of where it would be moved to, a picture of the sign, and for a permit fee of \$80. There is still much investigation to do whether or not a move of the sign is feasible and worth the cost. Our property line is about 7 meters from the roadway, and we should be able to relocate the sign anywhere on our property / given approval of Central Saanich.
6. **Altar Representaton:** Terry will be away the first week of December and from December 27th to Mach 30th. Shirley Schwazer will attend the January and March Operations Committee meetings on behalf of Terry.
7. **Christmas services and programs:** David asked for information relating to the programs and services. He thought that Rob would be away for a period of time as of December 27. Should we get signs made up by Peter Simpson? We should have a poster up at the Spaghetti Dinner.
8. We need to leave the kitchen door open on December 7 for the Tai Chi Pot Luck Dinner.

Next Meeting: David felt that a budgeting meeting in December was unnecessary. Therefore, the next meeting will be January 8th, 2016 at 1:00 p.m.

Derek suggested that there be a “meeting” at the Osman’s. The preferred date seemed to be Friday, December 4th. Details will follow.

Adjournment of the Meeting was moved at 3:20 p.m

The meeting was closed with the Grace.


Derek Osman, Chair

St. Mary's Operation Committee Agenda – Nov. 6, 2015

- I. Open meeting with Prayer (Derek)**
- II. Adoption of Agenda (Derek)**
- III. Regrets:**
- IV. Minutes of the September 4, 2015 Meeting (Derek)**
 - 1. Errors or omissions?
 - 2. Motion to receive Minutes as circulated/amended
- V. Thanks ? (Derek)**
- VI. Review Action Items – status, date adjustment, explanations? (Derek)**
- VII. Business Arising/Discussion *(not covered in reports or Review of Action Items)***
 - 1. Contract renewals pending – projections needed for budgeting
 - 2. Budget 2016 preparation – timing, recommendations for capital (parking lot, carpeting, shed roof), operating costs and revenues. To David, with copy to Derek.
 - 3. Parish Calendar Updates for Events
 - 4. AED training for Renting organizations
 - 5. Green Altar Hangings – cost, ETA
 - 6. Bicycle Racks
 - 7. Deficit Elimination Letter
- VIII. Reports**
 - 1. Discussion & Motion to receive non-financial reports (Derek)
 - ✓ Motion to receive Non-Financial Report
 - 2. Financial Statement to October 31, 2015 (David)
 - ✓ Motion to receive Financial Report (David)
- IX. New Business**
 - 1. Wine Fest Proceeds for Outreach – Youth in the Community
 - 2. Holly Fair – Community Outreach & Financial Success! Volunteers?
 - 3. Mechanical Room Door
 - 4. Reminder of Snow Clearing and Salting of Ice procedures - confirm
- X. Next Meeting**

December meeting: for budgeting??? (David)
January 8th, 2016 at 1:00 p.m.
- XI. Closing with Prayer and Grace**

BUDGET REVIEW - 31 OCTOBER 2015

ITEM	2015 BUDGET	TO 31 Oct 15	%AGE 83.30%	PROJECTION 31-Dec-15	STRAW 2016 BUDGET
INCOME					
REGULAR OFFERINGS	80,000	68,304.60	85.38	82,000.00	
OPEN OFFERING	3,000	1,801.30	60.04	2,000.00	
FESTIVAL	3,750	2,172.00	57.92	3,000.00	
HALL/PARKING RENT	14,500	13,055.00	90.03	16,000.00	
INTEREST	10	7.61	76.10	10.00	
SPECIFIC DONATIONS	500	251.22	50.24	250.00	
ENVELOPES	200	197.00	98.50	200.00	
H/M/D	1,000	850.00	85.00	1,050.00	
GST REBATE	1,500	1,487.74	99.18	1,488.00	
MISCELLANEOUS	50	317.79	635.58	320.00	
TX FROM HOLLY FAIR	8,000		0.00	8,000.00	
PARISH THRIFT SALES	4,000		0.00	4,000.00	
DEFICIT REDUCTION APPEAL - 2015				4,000.00	
TX FROM MEMORIAL				10,000.00	
BANK BALANCE 1 Jan 2015	37				
TOTAL REVENUE	116,547	88,444.26	75.89	132,318.00	
DISBURSEMENTS					
STIPEND/BENEFITS	47,050	39,409.48	83.76	47,050.00	
YOUTH WORKER	11,730	9,267.28	79.00	11,000.00	
RELIEF CLERGY	1,000	450.00	45.00	575.00	
ORGANIST	10,920	11,156.55	102.17	13,500.00	
RELIEF ORGANIST	600	600.00	100.00	600.00	
SECRETARY	12,550	10,448.71	83.26	12,600.00	
DIOCESAN ASSESSMENT	19,068	16,000.00	83.91	19,068.00	
CHRISTIAN EDUCATION	1,500	948.32	63.22	950.00	
CLERGY CONFERENCES	200	309.63	154.82	310.00	
MUSIC	500	372.00	74.40	400.00	
SANCTUARY SUPPLIES	600	120.77	20.13	250.00	
ADVERTISING	500	188.15	37.63	290.00	
INSURANCE	3,000	3,188.00	106.27	3,188.00	
NEWSLETTER	250	208.00	83.20	250.00	
OFFERING ENVELOPES	300	-	0.00	240.00	
PHOTOCOPY	2,000	1,637.94	81.90	2,100.00	
POSTAGE	300	339.63	113.21	450.00	
STATIONARY	600	639.55	106.59	750.00	
MAINTAINANCE - GENERAL	3,000	1,193.36	39.78	2,000.00	
MAINTENANCE - CLEANING CONTRAC	4,400	3,255.00	73.98	4,400.00	
MAINTENANCE - CLEANING SUPPLIES	650	237.00	36.46	300.00	
MAINTENANCE - GARDENING	500	394.12	78.82	400.00	
GARBAGE	500	459.20	91.84	460.00	
HYDRO	7,000	4,640.36	66.29	5,680.00	
INTERNET	1,025	551.92	53.85	1,025.00	
TELEPHONE	1,950	1,402.23	71.91	1,680.00	
WATER/SEWER	650	634.34	97.59	635.00	
MISCELLANEOUS	500	635.97	127.19	650.00	
BANK CHARGES & RECONCILIATIONS	25	-	0.00		
TOTAL EXPENDITURES	#####	108,687.51	81.80	130,801.00	
OPERATING SURPLUS/DEFICIT	- 16,321	- 20,243.25	124.03	1,517.00	

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From Len Fallan:

1. I will be contacting Steve Whittman about the organ in the coming weeks to discuss the letter received from Rogers Organs.
2. We need to replace the fan blades on the fan in the choir loft.
Estimated at about \$15.00 each.

From John Beresford:

1. Attached is an estimate for the replacement of the mower shed roof.
(\$532)

The prices are from BC Roofmart on Keating X Rd, who can supply the materials pre-cut to length. This will save some labour as well as ensuring the cut edges are painted. Delivery of the materials is within one week of ordering. We feel the metal roofing can be attached to the existing strapping once the cedar shingles are removed.

At the present time the existing roof is not leaking (amazingly enough). Should it deteriorate, Carl and I feel we can temporarily repair it as required until it is replaced.

Respectfully submitted,

From Leslie Pedlow:

1. Funerals Facts:
2013 – 2 2014 – 0 2015 – 6 to date.
2. Bike Racks:
Research undertaken. **Copy attached.** Recommendation is to go with the “U” or Staple Rack or the Ring & Post Style. I spent considerable time contacting several of the suggested suppliers for prices and availability through their websites. These sites are obviously not as well managed as ours since I have had NO responses. Therefore, I need to contact them again but have not had

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time to duplicate my inquiries (which, of course, are not saved anywhere when you submit them in the manner I pursued). My apologies for not getting this done prior to sending out the reports. If anything is forthcoming I will bring it to the meeting.

3. The church piano was tuned October 7th. Invoice paid from "Music Ministry" fund in Parish Events with permission of the Pedlows.
4. I continue to field inquiries about use of our hall. However, it is often already in use. I even turned down a request from the Bishop!
5. Printer Finisher/Stapler: Unity Business have located a used finisher/stapler attachment for our office printer/copier. The cost new would be \$2,700+. Price negotiated is \$750 and they have indicated that it will fall under our current maintenance agreement with no increase in monthly cost. Unity and I are anxiously awaiting the release of the equipment by the leasing company so that it may be inspected, updated as necessary and installed at St. Mary's. This equipment will bring us in line with St. Stephen's. The bulletin for Rusty's funeral was printed at St. Stephen's.
6. Scheduled Events:
 - a) Negotiated with Jim Townley of the Saanichton Village Association (SVA) regarding holding a Community Spaghetti Dinner at St. Mary's Hall. In lieu of "rental charge" St. Mary's will be the co-presenter and the proceeds from the dinner will come to St. Mary's. The SVA have received a grant for community strengthening. This is an event where the SVA and others will be doing the work! Tickets are \$10 and are available at Fresh Cup or SeaFirst Insurance.
 - b) Saanichton Community Christmas (Pancake Breakfast with Santa at St. Mary's) December 5th. (Photos lined up? Need to have posters for upcoming Events available)
 - c) Combined service of Lessons and Carols on December 20 at 10:00am
 - d) Christmas in Wales, December 23.

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- e) Dates for two CPR courses have been set for February 6th (registration full?) and 20th.
- f) Pancake Supper (Shrove Tuesday) February 9th
- g) The AGM is scheduled for February 21st. A joint service, pot luck lunch (or finger food?), followed by the meeting. Reports will due the second week of January!!!
- h) Two outside concerts have been booked for February 27 (Vox Humana) and May 29 (Soundings)

I intend to be on holidays starting today and will be back in the office on November 17th. God willing!!

From Derek:

- I. The new metal spacers for the windows in the church have been caulked, and this item is closed.
- II. The painting in the hallway has begun. Most of the ceiling has been done, and the trim around the doors has begun. Most of the paint was purchased early so as to qualify for a \$10 rebate per gallon.
- III. The locking closures for the windows in the Hall have been tightened. One closure had to be replaced (last one from "inventory").
- IV. The replacement fan blade for the fan in the kitchen was ordered and installed. (\$22)
- V. Derek, Sue and Leslie met to discuss the proposed Events (social, concerts, and fund-raising) for 2016 (**see attached schedule of Events**). Their work was reviewed with the Wardens. It will be finalized when the Event Planning Committee meets to develop a recommendation for the Wardens, and then to Council to approve.
- VI. The surplus for the Wine Fest Event has been determined, and it will be shared equally between St. Stephen's and St. Mary's (being a parish event). The amount to be dispersed by each church as Outreach for youth in the community is \$3,419. Input from the Operations Committee for suggestions as to how we can most

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effectively allocate the \$3,419 is encouraged. The Bishop has asked, through Rob, that we help support an initiative during National Addictions Week, Nov 15-21. Here's part of what the Bishop sent: "The Tsartlip Band in North Saanich have a special program planned and have asked if the Diocese can financially support them in the sum of \$2,000.00". That amounts to \$200 per parish, and the wardens have agreed to this request; the amount to be taken from the Wine Fest surplus.

- VII. A letter is being prepared for this year's Deficit Reduction Appeal (**see attached draft**). It will be distributed at this Sunday's service, and presented during the announcements. The wardens asked John Smith to draft the letter, and to speak to it on Sunday, with full support from the wardens and treasurer. This year's deficit is an improvement from recent years, and is about \$14,000.
- VIII. At a recent regional meeting of wardens, a presentation was made by Stephen Martin, an executive of the Diocese. The presentation articulated the approach of the Diocese to conduct the feasibility study for how the funds will be secured to pay for the implementation of the Diocese' Vision. A copy of the presentation is available for those who would like to review it.
- IX. Following is a summary of Website Activity (September 8, 2015 to October 8). There were 681 sessions, initiated by 312 users.
- Of the 312 users, 67% of them were returning visitors, and therefore there were 33% (or 103) new visitors to our website.
 - From the 681 sessions, there were 4,379 pages viewed, with the average time spent viewing a page being 1 minute and 19 seconds. The number of times that someone viewed on page and then left was 39%. The average duration of a session was over 7 minutes, while viewing over 6 pages.
 - When people entered the website, most of them (15%) did so from the Home page. Thereafter there were a number of pages around the 4% frequency to the following pages: Events, Member's Area, Login, About, 12-month plan to support our strategies for growth, and the Syrian refugee crisis public info meeting. Then in about the 2% frequency were the Church Communities, Weekly

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Bulletins, and Sermons. While there were 105 people who accessed the Syrian Refugee Crisis page, over 76% left after reviewing that page!

There is a lot more detail that is available, like more males visit the site than females. Of the 681 sessions, 38% used Chrome, followed by Safari (at 26%) and Internet Explorer (at 23%). About 72% accessed the website from a desktop computer, then with a tablet (17%), and then mobile devices (11%). The mobile devices were mostly (64%) Apple devices (the iPad or iPhone). Over 67% used Shaw communications, followed by Telus at 21%. As you can see, there is lots of trivia that is being tracked. If you are interested in a little more data in a specific area, it can probably be determined!

- X. The Home page of the website has been updated to emphasize the 3 Identities of the parish. Also, we have mocked up a photo gallery of pictures taken at Events and other special occasions. Finally, we are looking at the viability of providing for donations to be made via the website.

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Attachments:

I. Quote for roof for shed

Part	Quantity	Price/ linear foot	Total
Roof panels, 90 linear feet, 3 feet coverage	90	4.50	405.00
Ridge cap, 15 linear feet	15	3.00	45.00
Screws	As required		25.00
Total			475.00
Tax			57.00
Total			532.00

Irene Feir

From: "Michell Excavating" <michell@shaw.ca>
Date: November 5, 2015 11:31 AM
To: "Irene Feir" <kifeir@shaw.ca>
Subject: pricing request

Irene,

Daryl had a look at the job and the letter.

Item 1 or 1a -- Price would be the same either way we did this one

Item 2 -- We would cut off the metal

Item 3- If we did it this way in Item 2, then no holes to be repaired.

Item 4 -- Daryl went and looked but couldn't actually find the sink hole, this one is probably a paving issue but need a picture or find out exactly where it is.

Price to do Item 1 to 3 would be \$600.00 plus gst, more info required for a price on item 4.

Hope this helps for your meeting.

Regards,

Karen Wiggins
Michell Excavating Ltd.,
7473 East Saanich Rd.,
Saanichton, BC
V8M 1W2

1997 Blackthorn Drive,
Saanichton, BC
V8M 1L8

Michell Excavating Ltd.
7473 East Saanich Road,
Saanichton, BC
V8M 1W2

Dear Daryl,

Last Spring you looked at the parking lot of St. Mary's Church and gave us an estimate for removing the centre bumpers. The Committee is now agreed that this should be done (next year, probably) and would like to re-define the work needed and get a complete estimate.

1. Remove centre bumpers (not those around the perimeter of the lot) and dispose of them.

1a There has been some indication that St. Stephen's Church (at the bottom of Mt. Newton Crossroad) might want the bumpers. What would be the charge to remove them from our lot and take them down there instead of taking them to a disposal place?

2. Remove the metal bars holding the bumpers down.

3. Repair the holes from the metal bars - if this is something that you do. If not can you recommend a company that would do this type of job?

4. There is a sunken area just off the bottom of the drive where you enter the lot. Is this something you can repair? Or can you recommend someone who can (perhaps the same someone who will repair the holes from the metal bars?)

If possible, the Committee would like this estimate by the end of \October, so we can include it in next year's Budget.

I would be happy to meet you at the Church to answer any questions you may have.

Thank you,

Yours truly,

Irene Feir
250-652-5773
kifeir@shaw.ca

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II. Bicycle Rack Research:

INTRODUCTION

Bicycling for transportation is already popular in many communities. Networks of on-road bike lanes and off-road trails, and an interest in personal fitness, health, and environmental issues are expanding participation. Supporting bike trips with bike racks and other facilities is key to sustaining the activity.

Every bicycle trip has a home base and a destination. A key service for those who already ride and for many more would like to choose cycling, is access to convenient, appealing and secure bicycle parking. Bicycles can be expensive and are often vulnerable. Inferior racks or poor site planning can expose bikes to theft, vandalism or damage and discourage cycling.

Like drivers, cyclists want parking that is convenient and accessible to their destination and is mindful of their personal security. They need racks whose purpose is clear, and that ensure bikes remain upright. For some destinations, they will also look for weather protection and long-term security. In many jurisdictions, local by-laws also prescribe bike parking and other facilities such as change-rooms and showers.

Providing bicycle parking is also good business. Destinations that provide better facilities have an advantage in today's commercial real estate market. Residential developments that pay attention to these details have features they can sell. More people are more often choosing cycling for shopping and personal business and looking for places to park.

Bicycle parking is typically provided at two levels. **Class I** (long-term) facilities provide restricted access and weather protection for parked bicycles and is used for workplaces, residential developments and other destinations where long-term storage is required. **Class II** (short-term) is the provision of freestanding bicycle racks in public spaces intended for short-term parking.

Choosing the right hardware and developing efficient site plans are important to the delivery of cost effect and appealing bicycle parking. The Capital Bike and Walk best practices guide features recommendations on bike rack choices and site planning as well as for the provision of weather protection, high security options and end of trip facilities for cyclists at typical locations where bike parking is needed.

THEORY AND PRINCIPLES

Principles of good rack design

- Simple design and obvious function
- Two points of contact for stability
- Compatible with standard locking devices
- Located for easy access
- Secured with tamper proof bolts
- Compact and attractive

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Basic requirements for good racks include:

- Simple and obvious in function—no moving parts*
- Design should provide stability—two points of contact with the frame in a horizontal plane to prevent the bike from falling
- Rack allowing frame and wheels to be locked using either standard type of locking device (U-lock or cable lock)
- Easy access—bikes roll in without tangling with street furniture, other bikes and without lifting over rack elements
- Low or modest cost to manufacture and install
- Suitable for the site and able to meet demand—well-designed racks will allow for a maximum number of bikes to be stored in a small area
- Racks permanently anchored with tamper-proof bolts
- Racks should be compact and attractive as street furniture and coated to minimize damage

Don't choose a rack that:

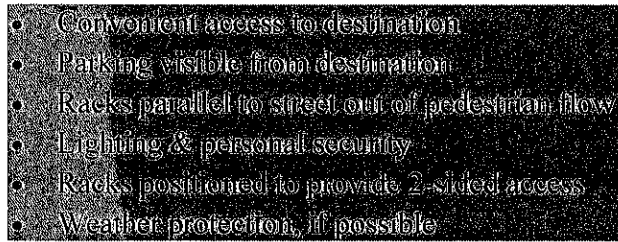
- Cannot ensure security of the bicycle
- Assumes a specific locking device to be effective
- May damage bike components or tangles bikes at capacity
- Supports the bike by the wheels rather than the frame
- Balances the bike frame on a single upright
- Is too big or too small for the location or expected demand
- Uses more space than needed for a given number of bikes

Short-term parking

Class II / Class B

Priorities:

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- 
- Convenient access to destination
 - Parking visible from destination
 - Racks parallel to street out of pedestrian flow
 - Lighting & personal security
 - Racks positioned to provide 2-sided access
 - Weather protection, if possible

Clustered racks near building entrances provide ease of access and security through visibility.

Short-term facilities are needed in shopping areas or where cyclists will expect parking accessible to and/or visible from their immediate destination. Retail stores, a medical clinic, a library or a restaurant are good examples of destinations where short-term bicycle parking facilities can be expected to serve cyclists from a few minutes to an hour or more.

Rack should be no more than 15m/50ft from the entrance of destinations. Steady flows of pedestrians or a spot visible through store windows may be relied upon to minimize opportunities for theft or tampering beyond the security provided by a lock. **Racks located further away will often be ignored** in favour of nearby fixed objects. Bikes can damage trees and using other street furniture may create hazards for pedestrians, particularly those with sight impairments or mobility challenges.

Weather protection is an appealing amenity that adds value and will increase usage. Building overhangs or other features can provide weather protection. Free-standing or purpose-built shelters are available and will add appeal to any facility, but is secondary to the need for accessibility and security.

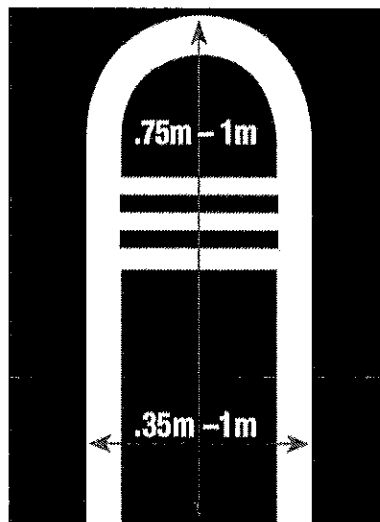
Visible bicycle parking also promotes cycling. The proliferation of attractive, convenient and effective bicycle parking invites cyclists to destinations. Signage will also be helpful in directing cyclists to racks or other facilities.

Racks should be oriented to maximize their efficiency. Single racks, like the inverted 'U' favoured in this manual, should be installed parallel to the street and with sufficient clearance from curb edges and building walls to allow bicycles to be parked on either side of the rack. Space is also needed for people exiting vehicles where on-street parking is allowed. Locations that require cyclists to carry bikes over stairs should be avoided.

Rack Designs

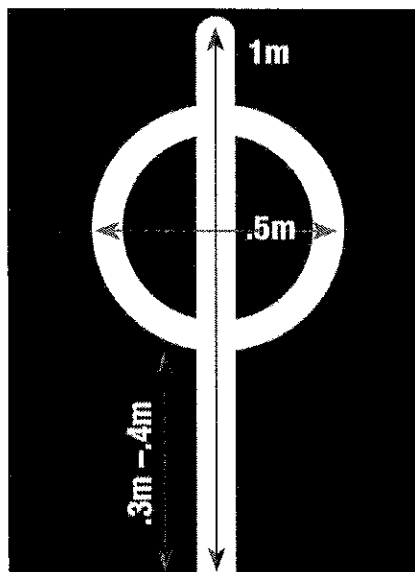
"U" or Staple Rack

The most effective and aesthetic design is the "U" rack. Design to hold two bikes, it occupies little space and can be adapted to almost any available surface area. Where multiple spaces are required, the rack can be clustered to increase capacity. The inverted "U" ensures bikes remain upright and the simple design can be adapted to include aesthetic elements to emphasize its purpose.



Ring and Post

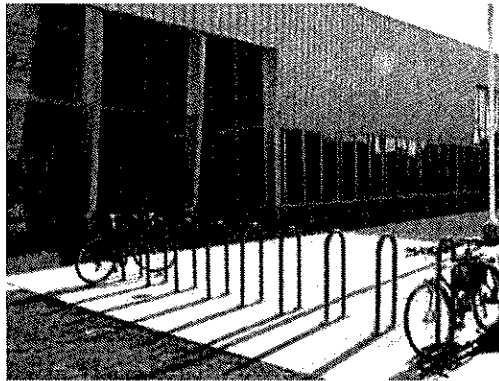
Similar to the inverted "U" for efficiency and flexibility, the ring and post is popular in many jurisdictions. The "Toronto" design accommodates text and has a stable flat surface. Designed to hold two bikes, it occupies little space and needs very little surface area. Where multiple spaces are required, the rack can be clustered to increase capacity



Rack Clusters – example below

The "U" rack and the "Ring and Post" rack have the added benefit of providing flexible, clustered arrangements of racks that are adaptable to different locations. Single unit racks can be installed in creative footprint designs that can improve the aesthetics of a streetscape or manufactured in clusters to create inexpensive designs to take advantage of available space.

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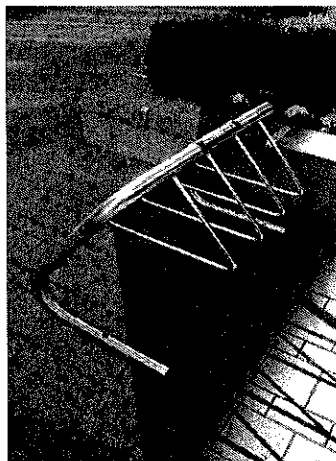


Cluster Racks

Where space is available and demand requires, multiple bicycle parking spaces, cluster racks can be inexpensive and effective. A common design is the "coat hanger" rack that suspends a series of triangles from a continuous pipe anchored to the parking surface. Some cluster racks may, however, crowd bikes equipped with panniers.



The Coat Hanger Cluster (below) is not highly recommended.



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Bike Rack Suppliers

Canada

- Advantage Bike Racks and Bike Lockers, Vancouver, British Columbia (www.advantagebikeracks.com):
 - Several good rack designs
 - Inexpensive cage style lockers
 -
- Dobra Design, Vancouver, British Columbia (www.dobradesign.com):
 - Several good rack designs as well as other street furniture products.
- CORA Bike Racks, Vancouver, BC (www.corabikerackcanada.com):
 - Popular "coat hanger" style cluster rack manufacturer
- Urban Bicycle Parking Systems, Vancouver, BC (www.urbanracks.com):
 - Canadian supplier of ad racks and some interesting new storage and weather protection systems
- Pedal Pod(<http://www.pedalpod.com/>):
 - Vancouver area company (Delta, BC) that produces a wedge shaped locker that provides space efficient, secure parking lockers that ramp the bike up in the locker.
- Reliance Foundry Co.(<http://www.reliance-foundry.com/bike-storage/>):
 - Vancouver area (Surrey) company with product line of racks and attractive metal lockers.
- C-Media Outdoor.Com(<http://www.cmediaoutdoor.com/>):
 - Vancouver area company provides advertising supported racks and panels for locker systems.

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III. Events Calendar:



Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

a) Social Events:

Date	Event	Location	Comments
October 24 th	Farewell Pot Luck for Jo Walker	St. Stephen's	
November 18 th	Spaghetti Dinner	St. Mary's	Sponsored by St. Mary's & SVA (Saanichton Village Association)
December 5 th	Saanichton Community Christmas	St. Mary's	Ensure Kate is committed to be in attendance.
February 9 th	Shrove Tuesday Pancake Supper	St. Mary's	Sidney's Lions Club
February 13 th	Valentine's Day Dance	St. Stephen's	OK with Band?
March ??	Travelogue	St. Mary's	Location(s) to be highlighted not yet determined.
December 3 rd or 10 th	Saanichton Community Christmas	St. Mary's	Date not finalized yet.

b) Concert Events:

Date	Event	Location	Comments
October 25 th	Sunday Serenade	St. Mary's	Naden Band Group
December 6 th	Soundings Concert	St. Mary's	
December 13 th	Sunday Serenade	St. Mary's	Cookeilidh & Irish dancers
December 23 rd	Vox Humana Concert	St. Mary's	A Child's Christmas in Wales
February 7 th	Sunday Serenade	St. Mary's	Brad Prevedoros & his trio
February 27 th	Vox Humana Concert	St. Mary's	
April 3 rd	Sunday Serenade	St. Mary's	Greater Victoria police chorus
May 29 th	Soundings Concert	St. Mary's	

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c) Fundraiser Events:

Date	Event	Location	Comments
November 21	Holly Fair	St. Mary's	Need to prune Holly from St. Stephen's
January 30 th	Thrift Sale	St. Mary's	
April 30 th	Spring Fling	St. Mary's	
May 28 th	Car Boot Sale	St. Stephen's	Need to confirm
June 18 th	Walk for Refugees (formerly Walk for Mothers)	Parish	Need to confirm
June ?	Summer Camp	St. Stephen's	Need to confirm
July 16 th	Peninsula Wine Fest	St. Stephen's	Need to confirm
August 14 th	Blessing of the Animals	St. Stephen's	Need to confirm
??	Hymn Sing	St. Stephen's	Need to confirm
September 24 th or October 1	Thrift Sale	St. Mary's	Need to confirm date
October 8 th ??	Garlic Gala	St. Stephen's	Need to confirm date
November 19 th	Holly Fair	St. Mary's	

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IV. Draft Deficit Elimination Letter to Parishioners:



Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-4311
stmarys.saanichton@shaw.ca

November 8, 2015

Dear Friends in Christ:

As many of you know, this is the time of year when we work out what our church's financial position will be at year end, and when we ask you for your help to eliminate the projected deficit.

We are delighted to tell you that, as last year, we have good news. The spiritual reawakening we are experiencing as a parish continues to be reflected in better financial health, a growth in parishioner numbers and the development of a vibrant Christian ministry in our community. Our congregation this year has grown by seven, and this, together with the response to our appeal for an increase in individual giving will improve regular weekly and monthly donations for the year by about \$10,000.

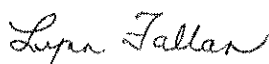
A comparison with the last two years illustrates the improvement. Two years ago our deficit at this time was estimated to be \$28,500. Last year it was \$19,000, and this year it is projected to be \$14,000, which is less than half of the projected deficit in 2013! Your regular weekly and monthly offerings together with increased revenues from our special events are winning the annual deficit challenge, while at the same time establishing a more loving and sharing parish family in our community.

If, in the next eight weeks, we can raise \$14,000 through our 2015 Deficit Elimination Campaign, we won't need to take funds from our capital or other accounts to balance the books at year end.

So this letter is a request to each one of you to review your financial support of your church and determine whether you can help to eliminate this year's projected deficit of \$14,000. You will recall that last year we had a "Tenth Team" program asking you to consider increasing your annual contribution by ten percent, and many of you responded. You might wish to consider applying that principle to this special appeal. We assure you that no contribution is too small.

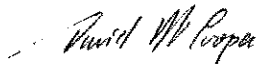
You can use your regular offering envelopes to contribute to this campaign or you may use one of the special envelopes available in the Narthex. We will give you regular updates as to how we are doing.

Yours in Christ,



Derek Osman
People's Warden

Lynn Fallan
Rector's Warden



David Cooper
Treasurer