

**MINUTES OF 2023 ANNUAL VESTRY MEETING
OF THE PARISH OF CENTRAL SAANICH
HELD AT ST. MARY ON SUNDAY, FEBRUARY 25, 2024**

The 2023 Annual Vestry Meeting was called to order by the Ven. Dr. Lon Towstego, Chair, at 12:00 p.m. We resumed our gathering by singing *Lift High the Cross*. The chair reminded people to sign the attendance list. Ian Stuart ensured that attendees had the materials they needed.

Lon Towstego opened with a prayer and the Land Acknowledgement.

Leslie Pedlow accepted the appointment as Recording Secretary.

Lon spoke about procedural matters. For those wishing to ask a question, please come to the microphone. Questions should be addressed to the Chair and not across the room. Lon hoped that the business could be concluded within an hour to an hour and a half as he had to conduct a service at Legion Manor.

Lon prayed for those who have died: Renee Adair, Suzie Wells Beresford, Joyce Butler, Berniece Delbrouck, Donald Farmer, George Mackie, Jean Matcham, Matthew Muzyka, Olga McColl, Danielle Poulson, Judy Rowell, Wesley Schroepfer, Ken Sexton, Margaret Sherwood, Hilda Shilliday, Nicholas Towstego, Sarah (Sally) Wait, and any others on our hearts.

Attendance – 47 including the Chair.

APPROVAL OF AGENDA: David Cooper asked if a status report on the review of the governance issue could be added. Lon agreed to add it to the agenda under New Business. The agenda was adopted as amended.

MINUTES:

Moved by Gay Miller, **seconded** by David Scarth, that the Minutes of the February 26, 2023, Annual Vestry Meeting be adopted as circulated. **Carried.**

APPOINTMENTS:

The appointments for 2024 are as follows:

Rector's Wardens – Ian Stuart & Lynda Clifford

Envelope Secretaries – Judi Clark for St. Mary & Lynda Clifford for St. Stephen

Financial Reviewers - Karen McColm for St. Mary, Don Wilson for St. Stephen

Parish Treasurer – Remains vacant. The Executive Archdeacon has approved that the Wardens may act as Treasurer in the interim. Ken Pedlow has been acting in that stead. The Wardens do have the ultimate responsibility for financial issues in the Parish.

THE NOMINATING COMMITTEE REPORT:

The Nominating Committee was comprised of Deb Butler, Lynda Clifford, Ken Pedlow and Ian Stuart.

Lon reiterated that the Leadership Team meets on the third Tuesday of each month.

The Parish is entitled to two representatives for the 2024 Synod to be held in November so each church will have one delegate.

Synod Reps:

Karen McColm (St. M), Don Wilson (St. S)

Ken Pedlow agreed to serve as the Alternate Synod Delegate. Although Alternate Synod Delegates do not have to sit on Council, it has been a pattern for the Parish to select Alternates from those already on Council.

The following names were put forward on behalf of the Nominating Committee and the Chair asked for further nominations from the floor for each position. There being none, the people below were acclaimed.

People's Warden – Ken Pedlow
Member-at-large – Judi Clark
Member-at-large – Lynn Fallon

People's Warden – Robert (Bob) Buchanan
Member-at-large – Terry Hartley
Member-at-large – Sandra Scarth
Member-at-large – Gary Moss

Youth Representative - Jacob Shoesmith

The installation of officers will take place at the 9:00a.m and 11:15a.m. Services on March 3rd.

There was a suggestion from the floor that a request for nominations or volunteers be advertised well in advance of the Annual meeting. The suggestion will be taken under advisement for 2025.

RECEPTION OF NON-FINANCIAL REPORTS:

Moved by John Beresford, **seconded** by Ian Stuart, that all of the non-financial Reports be received as circulated. There were no questions submitted or asked and the motion **Carried**.

Moved by Ken Pedlow, **seconded** by Ian Stuart, that St. Mary's use the list below (as presented in the Annual Report) as the 2024 Monthly Outreach Designations. **Carried**.

OUTREACH: ST. MARY'S:

January	Rector's Discretionary Fund	July	General Outreach
February	Threshold Housing	August	Anglican Appeal
March	General Outreach	September	Saanich Peninsula Hospital & Healthcare Foundation - Chaplaincy
April	Primates World Relief and Development Fund	October	Rector's Discretionary Fund
May	Saanich Peninsula Lions Food Bank	November	South Island Centre for Counselling and Training
June	ORCCA Dental Clinic	December	General Outreach

OUTREACH: ST. STEPHEN'S:

Moved by Lynda Clifford, **seconded** by Deb Butler, that St. Stephen use the list below as the 2024 Monthly Outreach Designations. **Carried**.

January	Saanich Peninsula Lions Food Bank	July	Rector's Discretionary Fund
February	Saanich Peninsula Hospital & Healthcare Foundation - Chaplaincy	August	Victoria Humane Society
March	Rector's Discretionary Fund	September	Primates World Relief and Development Fund
April	General Outreach	October	Grief & Loss Lunch Program
May	South Island Centre for Counselling and Training	November	Christmas Hampers
June	Anglican Appeal	December	General Outreach

FINANCIAL REPORTS:

St. Stephen Cemetery Report:

Ian Stuart drew attention to the Summary in the Annual Report outlining the 2023 Financials and the 2024 Budget. The expenditures were down from budget as some 2023 projects needed to be deferred to 2024. Ian thanked Lon Towstego and Howard Kolson for their diligent work.

It was **moved** by Ian Stuart, **seconded** by David Scarth that the Summary and 2024 Budget of St. Stephen Cemetery be adopted. **Carried**

Report of the Cemetery Custodian:

Howard (Howie) Kolson reiterated the information as outlined in his written report. The Cemetery fence was painted by Envision. Tree work will be done by the end of February at a cost of \$1,785. There are plots that will need refurbishment. The Cemetery Board hopes to undertake the repair of three sites in 2024. In looking ahead, the fencing will need to be replaced in the next two or three years as the posts are starting to decay. Howie thanked Tracy and Gary Stubbs for plot preparation and other duties, Angela Dyck for her work on keeping the Database updated and Adam Hill Yard Care for doing tremendous work, especially in the spring and fall.

Lon thanked the Cemetery Board for their good work. Brett thanked the Board on behalf of the family of one of his acquaintances for the Board's kindness in ensuring that the deceased was laid to rest with dignity.

The Financial Statements for the legal entity Parish of Central Saanich. Ken explained that this bank account serves as a flow through account for cheques or electronic deposits that are made payable to the legal entity. Karen McColm undertook the review of this set of books as well.

It was **moved** by Ken Pedlow, **seconded** by Ian Stuart, that the 2023 Financial Statements of the Parish of Central Saanich be adopted. There were no questions submitted or asked. The motion **Carried**.

St. Mary 2023 Financial Statements:

Ken Pedlow presented the statements with a brief recap noting that income exceeded budget due to generous giving, successful fundraisers and facilities use. Expenses were under budget. The savings realized related to not having a permanent musician and some general maintenance projects that had to be deferred to 2024.

Moved by Ken Pedlow, **seconded** by David Cooper, that St. Mary 2023 Financial Statements be adopted as presented in the Annual Report. **Carried**.

St. Mary 2024 Budget:

Ken Pedlow presented the draft 2024 dual Budget for St. Mary and explained the reason for showing one budget with a deficit (Budget 1) and another with the amount of the deficit shown as income achieved for Deficit Elimination (Budget 2). There was some discussion about the dual format and the question was asked which budget would be presented for approval.

It was **Moved** by David Cooper, **seconded** by Sandra Scarth that St. Mary 2024 Budget 1 showing a projected deficit of \$16,625 be adopted as circulated. **Carried**.

St. Stephen Financial Statements:

Lynda Clifford presented the 2023 Financial Statements and had no further comments to add.

It was **moved** by Greg Robinson and **seconded** by Maria King, that the 2023 Financial Statements of St. Stephen be adopted as presented. **Carried**

St. Stephen 2024 Budget:

Lynda Clifford commented that St. Stephen has cancelled the garbage/recycling service for a saving of approximately \$1,000 per year. Please watch for training opportunities on how to deal with waste. Lynda commented that there is a projected deficit of \$26,672. Although there is \$25,000+ in the Contingency Reserve Fund, if the Fund gets depleted, then it will not be available for future needs.

As per the discussion about the formatting of St. Mary's budget, it was **moved** by Don Wilson **seconded** by Bob Buchanan, that the 2024 Budget 1 for St. Stephen be adopted as circulated. **Carried**.

Before moving to Other Business, Lon expressed thanks to Deb Butler and David Cooper for their service as Deb steps down as Warden and David retires from Council. He also expressed his thanks, on behalf of the Parish, to Leslie Pedlow for her work and Ian presented her with a floral tribute for which she expressed her gratitude.

OTHER BUSINESS

- a) **Governance Review:** Lon addressed David Cooper's earlier question. For those who are newer, Lon explained that about fourteen years ago upon creation of the Parish of Central Saanich, a model was developed for how the Parish would operate. Lon advised that since that time, the Diocese and Canons have given more autonomy to parishes to pursue how they move forward. A number of advancements have happened organically such as the sharing of many expenses, amalgamation of the offices at one location and with one staff member; Wardens sharing their experience and tasks. The one outstanding duplication is the photocopier at St. Stephen. The lease is set to expire mid-year and will not be renewed. There would have been a penalty cost to buy out the lease early. There were no other questions or comments.
- b) **Memorial Plaque per page 19 of the Report:** David Scarth raised the topic of a memorial plaque in the Cemetery acknowledging the black pioneers. Lon advised David, that as written by Lynda Clifford in the Annual Report, she and Lon, representing the Cemetery Board, will meet with descendants to determine a way forward with this matter.
- c) **Installation of Officers:** The Installation of officers will take place at the 9:00 a.m and 11:15 a.m. Services on March 3rd. Those who are unable to attend will be installed at the next available opportunity.

Announcements – A reminder that we are looking for readers for the Good Friday walk.

Adjournment: Ken Pedlow moved to adjourn at 1:06 p.m.

Greg Robinson thanked Lon for his care, compassion and leadership of our Parish and those in attendance responded with a round of applause.

At Lon's request, our Deacon, the Rev. Gil Shoesmith closed the meeting in prayer.

The Ven. Dr. Lon Towstego, Chair