

PROPERTY MANAGEMENT REPORT

Our appreciation and thanks are extended to Sexton Dave Webb for his continued efforts in preventive maintenance, working in conjunction with the Wardens and the Property Management Committee in the oversight of the general maintenance of the church properties.

The past year's activities included:

Fire Alarm Inspection: Exclusive Alarms conducted the annual mandatory inspection of the Fire Alarm System on Friday, January 6, 2023. The 2024 inspection is scheduled for Wednesday, January 3.

Fire extinguishers: Replacements of expired extinguishers continue to be done on a regular basis and all new and expiry dates are noted in the log kept by the Sexton.

Maintenance Schedules: Schedules were in place for routine maintenance of the furnace by Ferguson and the chemicals by Brea Water Technologies.

Heating System: The clanging noise which was mainly confined to the radiator in the Narthex, and which was silenced for a short time, was rampant and random in all the radiators and pipes throughout the building. Ferguson addressed the problem during their intensive and extensive annual start up service call on November 30. Repairs were done and the noise has now been muted for the most part.

Parking Lot: The parking lines and markers of the Disabled Parking areas were refreshed by Emma's Painting Co. on November 3rd.

Lawn Sprinkler: Installation of an automated irrigation system has been completed and tested by Thunder Irrigation and will be fully operational in the spring.

Stair lift: A company, Precision Elevators Ltd, will endeavor to reactivate the stair lift and hopefully thus provide improved accessibility until such time that an elevator is installed as is being planned by the Accessibility Committee. The ACW will help fund the reactivation of the stair lift.

Electronic LED Digital display Sign Board: Greentak Signs has been contracted to convert the existing outdoor signboard to accommodate a LED digitized display for efficiency and convenience of use.

Notice of Application & Notice for Posting – Folder # 23-193600 was completed and Approval for the sign was given by the City with November 16 as the final and binding date. Greentak proceeded with the formal submission for the sign permit to the Sign Department Building Plans Examiner of the Toronto Building Division. As soon as the permit is issued Greentak will start the work for the installation.

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A meeting was being arranged with Eric Wong to visit Greentak to view and discuss what the sign will look like.

Plumbing & Washrooms: Quotes have been received for work on the Washroom near the kitchen to rectify the continuous flushing problem, the evidence of shifting of the floor and possible misalignment of underlying pipes. Two quotes have been received to date and 1 other is being sought in compliance with the rules of the Diocese. Repairs will start as soon as possible and will last a week.

The recommended important practice of flushing the drain continues to be done on a regular basis. Plumbing and drainage remain a top maintenance priority.

Alarm Monitoring System: There have been ongoing communication problems with the Monitoring Company SMC (formerly Counterforce) and the St. Olave's because of a dropped line. In order to rectify the problem, Exclusive Alarms has recommended installation of a GSM cellular communicator, The onetime cost would be \$675+HST with an increase of the monthly fire alarm monitoring from \$65 to \$75 and the security system from \$22 to \$37

Defibrillator: The installation of a defibrillator in the church in partnership with the Scouts and ADDUS is currently being revisited. Preliminary discussions were held and a proposal made to do training sessions as part of an in-person CPR sessions conducted by St. John's Ambulance. The St. John session was previously a 2-day format but is now a combination of online followed by a 1 day in person session. All tenants would be eligible to participate and plans would be for a Saturday practical session in the church hall with the cooperation of the Ethiopian Congregation, However, such a session is not essential for use of the defibrillator for which the ADDUS staff is currently trained

Kitchen: Full use was made of the kitchen. Coffee hours resumed. The PGAF Meals for Seniors are prepared Wednesdays on a biweekly schedule. In keeping with our community outreach, PGAF has prepared meals at St. Olave's when another church kitchen was unavailable during a renovation. Hunger Patrol resumed the Saturday soup program in January and ADDUS phased in its food preparation. A new replacement refrigerator was purchased and installed. All other appliances were serviced.

Roof: Leaks appeared particularly on the south east corner of the church during the copious showers in May. Flashing and downspouts were adjusted and cleaned and the roof found to be in good condition.

Windows: Plans for Phase 3 of the window replacements of the east and south facing windows is under consideration. Fourteen windows

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LANDSCAPING: Beaver Landscaping & Gardening Company was responsible for mowing of lawn, maintenance and manicuring of beds, pruning and planting of the six urns at the entrances.

SNOW CLEARANCE: Monster Snow Removal has been contracted to clear the snow in the parking lot.

Cleaning: Cleaner Guida da Costa continued the bi-monthly or as requested cleaning of the church, kitchen, washrooms, EBR and offices of the Rector and the organist. Appreciation is due to the ACW who continued to share the cost in 2023.

Room 1: Hunger Patrol and ACW room was refurbished. Plastering and painting were done and new shelving installed on the east wall. Contents will be sorted and shelved to accommodate Hunger Patrol, ACW and some Power4Teens equipment

ADDUS: In person attendance of the program resumed with full participation. Addus did some planting of the garden beds with the intention of doing more extensive gardening this coming summer.

Maintenance Issues & Future Projects: Below is the list of projects submitted to the Wardens for continued budget and feasibility consideration, to be evaluated as required throughout the year.

Drainage issues possible replacement of drainage pipes under the Church Hall floor
Inspection of the outer church wall and arranging any needed masonry repair.
Review of formerly proposed beam smoke detector system in Nave.

Painting: The walls and ceiling of church hall

Generator: Consideration to purchase for use in cases of emergency outages & creation of a community cooling/warming centre.

Stained glass windows: Repairs & modifications in Rector's office, balcony and some in the nave.

Chairs in the EBR need to be refurbished.

Air conditioning of sanctuary and nave.

Respectfully submitted,

Sheila Tait, Property Chair