

**MINUTES OF THE 2022 VESTRY MEETING
HELD IN PERSON
SUNDAY, FEBRUARY 26, 2023**

The Vestry Meeting was preceded by a service of Morning Prayer and a light lunch prepared by Craig and Janice Douglas.

OPENING

The Rev'd Robert Mitchell called the Vestry Meeting to order at 12:10 p.m.

Rev'd Mitchell opened the meeting with prayers for the parish, also remembering those who had been Baptized, Married, and Confirmed at St. Olave's, and those who had passed away in 2022.

Copies of the Code of Conduct and Meeting Guidelines were distributed and reviewed.

ORDER OF BUSINESS (A.1)

Agenda was included in the printed copies of the Annual Vestry Report.

**APPROVAL OF MINUTES OF VESTRY MEETING
HELD SUNDAY, FEBRUARY 27, 2022 (B.1 – B.6)**

MOTION: It was moved by David Hutcheon and seconded by Dale Allen that minutes of the 2021 Vestry meeting held on February 27, 2022, be adopted as written. **CARRIED.**

BUSINESS ARISING

There was no business arising.

THE COLLEGE OF BISHOPS PASTORAL LETTER TO VESTRIES (C.1 – C.2)

The Rector explained the new Diocesan structure, also noted in his Rector's report.

Question: David Hutcheon asked why all these changes were considered necessary. The Rector responded that it was "right sizing". We do not need five Bishops. Also, the appointment of Archdeacons will reduce the amount of administrative work done by the Bishops, freeing them up to focus their energies on other responsibilities. It is a process that will unfold over the next few years.

RECTOR'S REPORT (D.1 – D.4)

On-line services were a wonderful blessing during the pandemic but we hope to restore the in-person attendance over time to pre-pandemic numbers. Livestreaming will continue and, as one example, proved to be very beneficial on Ash Wednesday when many could not attend in person due to the winter storm.

Following the resignation of Dr. Hanné Becker, we were pleased to welcome Jeremy Tingle as Interim Director of Music. With only three weeks' notice, he provided music for the Service of Lessons and Carols as well as the Christmas services. Jeremy Tingle was previously organist at St. Andrew's United.

The Diocesan map on page D.3 shows the structure of the Archdeaconries. Our area is small geographically but quite large based on population and the number of parishes. It was suggested that we might never see our Archdeacon, the Venerable Cheryl Palmer, because she has her own parish and only 10 hours/week is allotted for the work as Archdeacon.

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Jeremy Tingle asked why there were some overlaps and some gaps in the map. The Rector responded that he had attempted to map the parishes but there were some inconsistencies. Some areas were not included in parish boundaries, perhaps due to historical changes.

The Rector enjoyed working on his book “These Our Prayers” and expressed his thanks to Janice Douglas (editor), Sandra Franke (artwork), and Patrick McCormick (layout) for their assistance.

The Rector wished to thank the staff for their hard work and dedication. He also wished to thank the volunteers – in particular, he wished to thank the Wardens and Treasurer who do a lot of work with the best intentions for the parish.

CHURCHWARDENS’ REPORT (E.1 – E.5)

Janice Douglas echoed the Rector’s sentiments, saying that the Church Wardens do have the best of intentions. The work is rewarding. It is one way to serve while each of them are also involved in other committees and/or areas of responsibility. The Rector’s leadership is a big reason for their success.

The Wardens were pleased to welcome Siobhan Carmichael as Junior Church Coordinator.

It is a blessing to have talented leads in the choir.

Financially, it was a good year. The Treasurer’s report will follow but a summary was included in the Wardens’ report on page E.2.

Thanks to Property Chairperson, Sheila the Great ODT, who is ever present and an inspiration to all.

Thanks to Martha Drake for her work with the Stewardship Committee. The results of their major window fund-raising project will follow in the property report.

The Wardens are grateful to Rev’d Rob and Caroline for helping to maintain the Rectory by responding quickly to emergencies.

The tenants and rentals are a huge part of the fabric of St. Olave’s. We were pleased to establish a new partnership with the Parkdale Golden Age Foundation in 2022 and, by extension, respond to the Swansea Mews crisis by providing meals for evicted residents.

We continue to receive rental enquiries. Choir lead Alexander Cappellazzo has held well-attended concerts.

The Mission Action Plan (MAP) project was well received. The work, going forward, will respond to identified needs in the community.

Communications – It is interesting to see the top viewed videos throughout the year. There were over 24,000 views in 2022.

Stewardship – Thanks to Martha Drake for her work as Chair of the committee, particularly undertaking the windows fund-raising campaign (as noted above). The stewardship messages have had a positive outcome and have raised a lot of funds. We also wish to thank Martha for the donation of chairs, for nothing more than the cost of delivery, saving the church in the range of \$1,200 to \$1,300!

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Doug Hewitt asked why rentals would be turned down. Janice Douglas responded that it might be based on availability, timing, or inappropriate use of our building, and in some cases our fee is out of their budget. Allan Taylor responded that there are times when allowing use of the building is considered charitable outreach in support of the community. Janice Douglas added that there is a flexible fee schedule.

The Rector once again thanked the Wardens for their hard work and dedication.

TREASURER'S REPORT (F.1 – F.8)

Annis Tebbutt reviewed the narrative report printed on pages F.1 and F.2 of her report. The net income for the year was \$49!

(F.3) Operating givings were well above projections and made a significant difference. Of particular note were parking fees, as tenants returned to work, and the film shoot. Jubilee allowances and grants also helped the bottom line. The total operating income was 114% of budget.

(F.4 – F.5) Operating expenses line up closely with budgeted amounts. Church property gas heating was higher due to greater usage of the building and price increase. An Ontario government grant was received to fund the security upgrade. A new contract for snow removal was signed in 2022.

Susan Henry asked how many quotes are required for major projects. In compliance with Diocesan rules, three quotes are obtained. It was noted that three quotes were received prior to the start of the window project but we will be using the same company going forward as more windows are replaced.

David Hutcheon wished to congratulate the Wardens and Treasurer for meeting the budget.

(F.6) The Quarterly Undesignated Givings charts were reviewed.

(F.7) The non-operating revenue included funding for larger projects, mission funds (Second Century, PWRDF, Romania) and specifically donated funds.

(F.8) This is the Consolidated Trust Fund statement, issued by the Diocese, reporting on the funds held in trust for the Rectory.

AUDITED FINANCIAL STATEMENTS

The audited financial statements were prepared by Walsh and Company. An audit is necessary to satisfy Canon law when the church has over \$200,000 annual income. The statements are prepared based on our records including statements and minutes.

The Anglican Church Women originally had a separate account. The discrepancy in figures was noted.

Janice Douglas noted that in the reconciliation, some figures are not included because it is not “new money”. For example: the \$31,000 from the capital fund; and the interest income from the Consolidated Trust Fund.

MOTION: It was moved by David Hutcheon and seconded by Marydean Morrison, that the Treasurer's 2022 Financial Statements and the 2022 Audited Financial Statements be approved. **CARRIED.**

MOTION: It was moved by Susan Henry, and seconded by David Hutcheon, that Walsh & Company Chartered Professional Accountants of Toronto be appointed auditor for the 2023 fiscal year.

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Annis Tebbutt wished to thank the Rector and Wardens, as well as Judy Beal, for their assistance with audit preparation.

We were pleased to welcome Sharm Powell to the meeting through on-line connection.

PRESENTATION AND APPROVAL OF 2023 BUDGET (G.1 – G.6)

The budgeting process was reviewed. The proposed increase of 5% over 2022 actual is a modest target, based on current financial climate. The chart printed on page G.1 was reviewed.

It was noted that we are becoming less dependent on the Capital Fund. We have stopped automatically withdrawing investment interest. Instead, the interest is reinvested, and there are budgeted withdrawals.

In response to a question from Leslie Stafford, it was noted that we did not know in advance how many windows would be sponsored when we withdrew funds from the Capital Investment Fund. The excess funds, will be used for capital in 2023 and are not included in the operating budget.

It is very important to remember the impact of COVID. We spent less when the church was not opened; and we benefitted from the grants and Jubilees received. 2019 was the last “normal” year.

Budget highlights were listed on page G.3. Pages G.4 to G.6 were not reviewed.

Jeremy Tingle asked about Occasional Musicians. It was explained that this category includes supply organists, trumpeters, etc.

MOTION: It was moved by Dale Allen, and seconded by Paul Scrivener, that the Churchwardens’ 2023 Budget be adopted. **CARRIED.**

The Rector wished to express appreciation to the Wardens, acknowledging the amount of work involved in preparing the budget.

CAPITAL INVESTMENT FUND COMMITTEE REPORT (H.1 – H.2)

Annis Tebbutt commented on fund fluctuations as evidenced by the graph printed on page H.1. This was primarily because of the market experience that ended low in December. By the end of January 2023, it was showing recovery.

The Committee has decided to keep the basic structure of the fund intact. Pimco funds are held to be readily available for draw-down. This is consistent with advice received from the fund manager.

Annis Tebbutt wished to thank the committee members who bring a wealth of experience and knowledge to the meetings.

Sharm Powell noted that in 2021 adjustments, cash was put into Pimco in anticipation of church needs over a two-year period. The larger portion is to be invested in longer term instruments to protect our interest. An equally important change was to look at what we were invested in. They might not have been the right instruments, thereby increasing our risk factor. Sharm Powell was thanked for her input.

MOTION: It was moved by Paul Scrivener, and seconded by David Hutcheon, that the Capital Investment Fund Committee report for 2022 be approved. **CARRIED.**

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ENVELOPE SECRETARY'S REPORT (I.1 – I.3)

As a project manager, Doug Hewitt stated that he is always looking at risk and trends.

Tithe.ly has been very successful but the risk is losing touch with contributors with online giving because of the ease of giving.

Another concern is the risk perspective with three donations accounting for 36% of givings (see page I.1). High dependency on a few people results in high risk.

Doug Hewitt commented that the budget for 2023 is a reasonable perspective.

The Rector wished to thank Doug Hewitt. His analysis is greatly appreciated.

MOTION: It was moved by Martha Drake, and seconded by Janice Douglas, that the Envelope Secretary's report for 2022 be approved.

ELECTIONS AND APPOINTMENTS (J.1 – J.3)

APPOINTMENT OF RECTOR'S WARDEN AND DEPUTY RECTOR'S WARDEN

The Rector appointed Janice Douglas as Rector's Warden and Allan Taylor as Deputy Rector's Warden.

ELECTION OF PEOPLE'S WARDEN AND DEPUTY PEOPLE'S WARDEN

Sharm Powell was nominated to serve as People's Warden. Carol Ambler was nominated to serve as Deputy People's Warden.

There were no further nominations. Sharm Powell and Carol Ambler were elected by acclamation.

ELECTION OR APPOINTMENT OF OTHER OFFICERS AND COMMITTEE CHAIRS

Names of those to be elected or appointed were listed on pages J.1 – J.3.

The following appointments were added to the list:

Envelope Secretary – Doug Hewitt

Building and Maintenance Committee Co-Chair – Allan Taylor (only Henry Jeens was listed)

Second Lay Member of Synod or Alternate Lay Member of Synod – Cathy Hutcheon

Alternate Lay Member of Synod if needed – Carol Ambler

In light of Jim Shapland's wish to retire from the position, a new Hospitality Committee Chairperson is to be appointed.

MOTION: It was moved by Dale Allen, seconded by Susan Henry, that nominations be closed.
CARRIED.

All those listed as nominees in the vestry booklet are acclaimed.

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Authorization of Signing Officers

MOTION: It was moved by Susan Henry, and seconded by Jon Ingall, that Janice Douglas, Sharm Powell, Allan Taylor, Carol Ambler, and Annis Tebbutt be authorized to be signing officers for the term beginning today and ending at the next Annual Vestry meeting in 2024. **CARRIED.**

ACCESSIBILITY PRESENTATION

On behalf of Corporation, Henry Jeens presented an accessibility proposal that will meet our current and future needs. There is a general understanding that all buildings will need to be accessible. The Accessibility committee's work was reviewed and what they have learned was shared. The various locations were reviewed and the option that scored best based on evaluation and criteria was identified as the chapel and lower level bathroom. Booklets summarizing the presentation were made available for those in attendance.

In the first stage of the project, an elevator would be installed to the east of the south-west stairwell, opening in the Chapel area on the upper level and the bathroom in the lower level. The Chapel would be converted into a welcoming entry space. The Baptistry would be reconfigured to include a chapel. On the lower level, one washroom would be lost and the wall of the kitchen would be moved a foot to the east to accommodate the elevator.

David Hutcheon commended the committee for their exceptional work but suggested that the proposed option was not the best option. He preferred to leave the Chapel area as is.

Jeremy Tingle asked about the cost estimate comparison and the degree of hidden costs. Henry Jeens responded that an addition, requiring an excavation, would be considerably more expensive than an elevator within the existing footprint of the building.

Doug Hewitt spoke about business interruptions (revenue) and wondered if that had been considered in the criteria. Henry Jeens responded that the length of the construction time had not yet been fully evaluated.

Doug Hewitt also commented that the installation of an elevator provides an opportunity for redesign and reimagining: What is the future of the church? Is capital investment merited? Henry Jeens responded that accessibility evolved into a wider view, informed through the Missions Action Plan (MAP) and tenant input.

It was also asked if the current stairlift could be repaired or replaced. Henry Jeens responded that it is not an easy fix due to fire codes. Also, it does not meet the range of accessibility needs.

Sandra Franke, an architect and member of the original Accessibility Viability Committee, spoke in support of the Chapel option. As a regular attender of services in the Chapel she agreed that it is a beautiful space, which would make it an ideal welcome area. Its proximity to the parking lot entrance, which is well used, also means that people with mobility issues would come into the building with other people.

The question of funding was raised by Leslie Stafford. Henry Jeens responded that a range of options would be considered, including a mixture of a donor campaign, grants, the Capital Investment Fund and the Consolidated Trust Fund.

Cathy Hutcheon asked whether some areas of the church are more sacrosanct than others. She noted that the Chapel is used for prayer. Should it be considered of equal value to the kitchen and washrooms, or more important?

The Rector commented that it was never intended that a vote would be held at today's meeting. Another meeting will be held for future discussion and, when the time is right, a Special Vestry meeting will be scheduled for parish approval of the proposal that will be presented to the Diocese. This proposal should be given both thought and prayer. He was certain that if the Chapel option was selected, that the area would still be a beautiful and welcoming space.

In conclusion, Henry Jeens wanted everyone to know that their feedback had been heard and that there would be more opportunities to discuss the proposal. Please reach out by phone or e-mail if there are any further questions.

SOCIAL JUSTICE VESTRY MOTION 2023: It's time to raise the rates! (X.1)

This Diocesan motion was included in the Vestry report for our perusal. There was no debate or vote.

PRESENTING OF REPORTS OF ALL PAROCHIAL ORGANIZATIONS (K.1 – W.1)

- Altar Guild
- Anglican Church Women
- Arts Guild
- Hospitality Committee
- Interim Director of Music
- Junior Church
- Property Management
- Religious Education and Related Events
- Romania Mission Fund
- Second Century Mission Fund
- Stewardship
- Synod
- Youth and Young Adults Group

There was an opportunity to speak to each report and ask questions as they were presented.

Hospitality (N)

David Hutcheon recommended that Jim Shapland, whose report announced his retirement as Chair of this committee, should be thanked publicly for his amazing work as Chair.

Building and Maintenance (no written report)

David Hutcheon also wanted to thank Henry Jeens for his presentation. The Committee is undertaking a very difficult task.

MOTION: It was moved by David Hutcheon, and seconded by Susan Henry, that all of the committee reports for 2022 be approved. **CARRIED.**

OTHER BUSINESS

Leslie Stafford recommended that consideration be given to investing in a new dishwasher as part of the plan to redesign the kitchen. She will send knowledge of options to Henry Jeens. Martha Drake will also provide information based on a recent school installation. It was noted that an industrial-style dishwasher is important because it washes dishes quickly and at very high temperature.

MOTION FOR ADJOURNMENT

MOTION: It was moved by the Rector, seconded by Janice Douglas, that the meeting be adjourned.

THE GRACE

The meeting adjourned at 3:10 p.m.

Minutes taken by Judy Beal

Please Note:

These Minutes were reviewed and edited by members of the Corporation.

Attendance below recorded from sign-in sheets dated 2023-02-26

IN ATTENDANCE

Dale Allen
Carol Ambler
Caroline Audet
Judy Beal
Bette Birmingham
William Cowling
Conrad Doerksen
Craig Douglas
Janice Douglas
Martha Drake
Annabelle Edge
Sandra Franke
Susan Henry

Douglas Hewitt
Eric Hewitt
Catherine Hutcheon
David Hutcheon
Jon Ingall
Henry Jeens
Lily Krowlak
Rev'd Dr. Jim Leatch
Cynthia Markham
Maggie Meredith (Brown)
Rev'd Robert Mitchell
Marydean Morrison
Nadia Nikolov

Sharm Powell (by phone)
Paul Scrivener
Aden Shapland
Judy Sher
Agatha Sissons
Leslie Stafford
Sheila Tait
Allan Taylor
Annis Tebbutt
Jeremy Tingle
Bill Wilson
Erlene Young