

**ST. OLAVE'S ANGLICAN CHURCH
MINUTES OF THE SPECIAL VESTRY MEETING
HELD SUNDAY, APRIL 21, 2024**

A Special Vestry Meeting was held on Sunday April 21, 2024, following the 10:30 a.m. service, for the purpose of seeking preliminary support for the proposed installation of an elevator on the east side of the church, south of the main Windermere doors.

The Rev'd Canon Robert Mitchell chaired the meeting. Judy Beal served as Vestry Clerk.

The meeting was called to order at 12:20 p.m. The meeting opened with prayer.

The Rector reviewed the Eligibility Requirements, Code of Conduct, and How to Participate in Meeting guidelines as printed in the agenda.

ACCESSIBILITY PRESENTATION BY HENRY JEENS

Purpose of meeting was reviewed.

Schedule and Diocesan Approval: Today, we are meeting to pass a Vestry resolution. Next, there will be a meeting with the Diocesan Risk and Governance Committee. The proposed elevator must be approved in principle before our Accessibility Committee can move forward. The steps that follow will include: detailed design, selection of contractor, fundraising, second Vestry resolution, final Diocesan approval, construction.

Cathy Hutcheon asked how long this process is likely to take. Henry Jeens responded that it is reasonable to expect that there will be two six-month phases. It was confirmed that there is no time-line enforced by Diocese.

Paul Scrivener asked how the design phase will be funded. Henry Jeens asked Paul to return to this question later in the meeting.

Lily Krowlak asked if it would be too soon to mention the proposed installation of the elevator at the Open House scheduled for Saturday April 27. The Rector responded that it is too soon because we need Diocesan approval before proceeding.

Henry Jeens displayed an aerial view of the proposed location of the elevator plus a blue print.

David Hutcheon asked where Wheeltrans will drop-off passengers. Is it the intention to create step-free access from Windermere and Ostend? The Rector responded that these are important details but they are for future consideration.

Based on the conceptual drawing of where the elevator would be constructed, Adrian Hetherington asked if there would be accessible washrooms. Henry Jeens responded that this would be for future consideration. Adrian Hetherington suggested that the foundation should be constructed to allow for future improvements. Henry Jeens responded that this will be considered through the design process.

We are required to present an initial budget as part of the Vestry motion. Steps have been taken to update the proposal. Based on this research, it is believed that the cost will be in the range of \$500,000 to \$700,000.

Susan Henry asked if this costing includes design and building. It does. Barry Graham asked if raising that much money is a reasonable expectation. Henry Jeens responded that the funding approach will include grants, donations, and capital funds. Far more information and details are required before grant approval. The Committee is not at the stage of assigning any proportions yet.

Next steps include discussion and vote on today's Vestry motion. If approved, supporting documents will be submitted to the Diocese. The Committee will then begin to develop design and costing to commence fundraising campaign with the Stewardship Committee and grant applications.

Returning to Paul Scrivener's question regarding funding for the design phase, the Corporation might choose to spend funds on professional design. This would not require special Vestry approval.

Mark Baker asked if the Diocese would be able to provide a list of recommended contractors. Henry Jeens responded that such a list is not available. It is up to our Committee to do that research. The decision will not be based purely on cost. The contractors must have relevant experience.

Barry Graham asked if consideration would be given to hiring an architect in order to obtain a satisfactory design. Henry Jeens responded that our project is too small for conventional procurement. However, some degree of architectural expertise would be beneficial. Barry Graham offered to provide names of two architects who have worked on churches known to him.

Lily Krowlak raised concern about the proposed location of the elevator preferring the north-west corner which is close to the parking lot, close to the electrical grid, and would not interfere with the historical importance of the building's appearance. Henry Jeens responded that thorough consideration was given to the proposed location of the elevator based on equity and accessibility. Professional opinions were sought. User experience was a very important part of the decision. It was noted that an external elevator would cost no more than an internal elevator.

David Hutcheon suggested that arriving at this point today was a triumph! The elevator will be an enhancement and the proposed location is not discriminatory.

Bette Birmingham noted that this proposal does not destroy the historical structure of the building because, unlike the previous proposal, it preserves the Chapel and other features of the church.

Adrian Hetherington pointed out some of the difficulties that would arise with the north-west location. The south-east location provides level floor accessibility.

The Rector commented that every possibility was exhausted. Janice Douglas mentioned that three architects who were consulted immediately identified the south-east wall as the preferred location.

David Hutcheon commented that we have an added option now that the stairlift has been repaired.

Henry Jeens was thanked for his vast array of experience and talents shared with the Committee. We are very grateful for everything that he has done.

MOTION

The following motion was printed in the agenda:

Whereas, the Corporation of St. Olave's Anglican Church has proposed the construction of an elevator within an addition on the east end of the existing church building; and,

Whereas, during the Vestry Meeting held on April 21, 2024 comprehensive documentation regarding the proposed project was duly presented and reviewed;

Now, therefore, it is moved by Janice Douglas and seconded by Sheila Tait, that St. Olave's Anglican Church:

- 1. Commits to initiating the elevator project as described herein;*
- 2. Allocates a budget not to exceed \$700,000;*
- 3. Will finance the project via a combination of fundraising, capital funds and grants.*
- 4. Undertakes to proceed with the project in accordance with the Anglican Diocese of Toronto's Canon 6 approval process for building or structural alterations; and,*
- 5. Ensures that the project execution will be subject to a competitive procurement process, aimed at securing the best value for money.*

Susan Henry wished to clarify that “best value for money” does not mean lowest price.

Adrian Hetherington wondered if equity should be mentioned. Henry Jeens responded that the wording of the motion was provided by the Diocese, and the Committee would be very hesitant to make any changes to the wording.

It should be understood that this does not commit us to the installation of an elevator. We can pull out of the project if necessary.

Paul Scrivener commented that he has been very glad to be a part of the Accessibility Committee. He expressed his intention to support the motion because it is the right thing to do. As a Greeter, he has observed parishioners struggle to climb the stairs. An elevator would also accommodate young families with strollers. He hopes everyone will be on-side.

David Hutcheon also expressed his support, saying that the Committee has chosen the right location. The installation of an elevator has been an ongoing discussion, for perhaps 30 years or more, to benefit both the handicapped and young families. He is grateful for the reassurance of the Committee's desire to get it right.

Sharm Powell expressed her support saying that, although she is not a member of the Accessibility Committee, as a Warden she often deals with the Community. The elevator will make the church accessible for youth and elderly.

Others indicated that they intended to support the motion for very similar reasons including: Susan Henry, Aden Shapland, Adrian Hetherington, William Cowling and Annis Tebbutt.

Annis Tebbutt noted that growth has been our central aim. There will be a greater possibility of achieving that goal if everyone can access the building.

William Cowling asked if the Committee is confident that the budget allocation of \$700,000 will be enough. Henry Jeens responded that the Diocese has indicated that there will be no problem if the cost changes before the project is complete.

MOTION: (As recorded on page A.3) A vote was taken, by show of hands. CARRIED.

A chorus of “Well done, Henry!” was expressed by all.

The meeting was adjourned at 1:10 p.m. with the Grace.

Minutes taken by Judy Beal

Please Note: These Minutes were reviewed by members of the Corporation.

Attendance below recorded from sign-in sheets dated 2024-04-21

IN ATTENDANCE:

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| Dale Allen | Barry Graham | Mary Rusbridge |
| Maria Baker | Susan Henry | Paul Scrivener |
| Mark Baker | Adrian Hetherington | Aden Shapland |
| Judy Beal | Catherine Hutcheon | Joan Shaw |
| Bette Birmingham | David Hutcheon | Judith Sher |
| Jane Boudebab | Henry Jeens | Agatha Sissons |
| Andrew Cooksey | Lily Krowlak | Leslie Stafford |
| William Cowling | Sally Lien | Sheila Tait |
| Craig Douglas | Anesu Machoko | Allan Taylor |
| Janice Douglas | Rev'd Canon Robert Mitchell | Annis Tebbutt |
| Carol Drummond | Marydean Morrison | Jeremy Tingle |
| Sandra Franke | Sharm Powell | Erlene Young |