

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Friday August 14th, 2020 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey welcomed everyone to our <i>Zoom</i> meeting. She then opened the meeting with a prayer. Tracy offered a brief worship.
Attendance	Stuart Bailey, John Balfe, Joyce Boston, Elizabeth Brownlee, Olive Cote, Tracy Davis (DLM), Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Treanor Greer-Delarosbel, Peter Haddow, Pat Kirton-Bailey (Chair), Derek Stott, Beth Ward (Vice Chair) (14)
Guests	Rod Desjardins, Bruce Downey, Garth Goodhew (Trustee), Doug McCausland, Rev. Rob Smith
Agenda	Motion 100/20 Olive Cote/ Kim Delarosbel moved that the agenda be accepted as circulated. Carried
Minutes of Previous Meeting	Motion 101/20 Peter Haddow/ John Balfe moved that the minutes from the June 16 th , 2020 Council meeting be accepted as circulated. Carried
Correspondence	None
Business Arising	None
New Business	
Janitorial Contract	<p>M&P Chair John Balfe asked for clarification regarding the hiring of someone to perform janitorial duties at the church:</p> <ul style="list-style-type: none"> • The option of hiring a company was discussed and it appears that many companies are not interested because it is a relatively small contract. Pat Kirton-Bailey is still waiting to hear from a couple of companies who may be interested. • Hiring an individual will likely mean paying an hourly rate rather than hiring someone on contract since cost of insurance is a barrier for many individuals. • We agreed that we will try and hire an individual for 10-13 hours per week paying \$14.50 per hour. At the same time we will continue to look at the possibility of hiring a company to do a deep cleaning once a week, especially during the initial reopening stage. We will absolutely need to clean on Saturday nights between the two services. • We may have to rely on volunteers to fill in any gaps, especially if we begin to let outside groups use the building. All of this needs to be in place before the scheduled September 12th reopening to ensure people using the building will be safe. <p>Motion 102/20 John Balfe/ Kim Delarosbel moved that St. Andrew's hire a custodian for \$14.50 per hour for 14 hours a week and a cleaning company to do a deep cleaning of the church once a week for at least one month following the reopening. Carried</p> <p>Note: After further discussion of this matter at the September 15th, 2020 meeting it</p>

was decided not to proceed with hiring a cleaning company and that the maximum number of hours should be 13 not 14. Hence Motion 102/20 was reconsidered and replaced with the following:

Kim Delarosbel/ Beth Ward moved that Motion 102/20 be as follows: that St. Andrew's hire a custodian for \$14.50 per hour for a maximum of 13 hours a week.

Carried

Roof Repairs A discussion was held about the quote for \$2,075.28 from *Design Roofing* to repair several current roof leaks:

- There are several leaks, including in Tray Davis' office and at the top of the front stairs. The company that originally did the work has is no longer in existence since the owner retired.
- Reid Milne had someone look at the problem but it has yet to be resolved. Perhaps we need some clarification from Reid.

Motion 103/20

Olive Cote/ Beth Ward moved that the St. Andrew's Council accept the quote for \$2,075.28 from *Design Roofing* for leak repair and that there be a request for a written guarantee of the work.

Carried

Treasurer Update There is someone who has expressed interest in taking the Treasurer position but there is still some uncertainty about whether she will take on the job. We are currently trying to set up a meeting with Margaret Reid to provide some training.

Reopening Appendix I

The Reopening Committee has been meeting and presented a document (Appendix I) which outlines the measures that are in place for the resumption of in-person worship on beginning September 12th, 2020:

- There will be two services – Saturday September 12th at 4:00 p.m. which will be recorded and made available on our *YouTube* channel and Sunday September 13th at 10:30 a.m. People will need to preregister with the office and volunteers will be on hand to direct people when they arrive and ensure they are aware of the protocols as outlined in Appendix I.
- We will reevaluate the need for two services after one month. It is important to be together but we need to do it in an intentional and safe manner.

Motion 104/20

Derek Stott/ Elizabeth Brownlee moved that services (Saturday Afternoon and Sunday morning) and that the first service take place on Saturday, September 12, 2020, provided that that these worship services follow a proper COVID-19 safety protocol that has been submitted and approved by the Canadian Shield Regional Council.

Carried

Motion 105/20

Derek Stott/ Elizabeth Brownlee moved that
WHEREAS the levels of the novel coronavirus COVID-19 cases are currently fluctuating in the community and in the province, and
WHEREAS the number of cases may rise to a higher and more concerning level in the weeks to come, and

WHEREAS to conduct in-person worship services would then be an unsafe practice, should the Re-Opening Committee, having taken under advisement the directives of the Regional Council, the Government of the Province of Ontario, and the Nipissing-Parry Sound District Health Unit, deem that in-person worship is no longer safe, that the Committee be given the authority to suspend all worship activity at St. Andrew's United Church until such time as the committee, again under the guidance of the aforementioned agencies, deems the threat of COVID-19 infection to be low enough to resume in-person services. **Carried**

Belfry Bruce Downey had to leave the meeting, but before he did he spoke briefly about his feelings of how St. Andrew's is personally important to him and how we should seriously consider the offer before us to repair the belfry project. He thinks that many in the congregation don't yet have a full understanding of the issues we are facing. He also believes that as North Bay's only Affirming congregation we have a very important role to play in the community. He volunteered to take an active role in setting up a capital fundraising campaign.

Motion 106/20

Kim Delarosbel/ Elizabeth Brownlee moved that discussion about the two quotes we received for the repair of the belfry be held in camera. **Carried**

After the discussion, the Council passed two motions. The first to accept a quote for the demolition of the steeple, the details of which will remain confidential for the time being at the request of the demolition company and the second seeking approval from the CSRC to proceed with the demolition. We will be responsible to hire a roofer and a mason to complete the project.

Motions were also passed to seek approval from CSRC to access the money in the Manse Fund and to gain approval from CSRC to apply for the \$40,000 loan that is part of the federal government COVID-19 relief program (CEBA) and emergency funding from the United Church of Canada.

Other Business

Signing Authority The following motion was passed to approve new signing officers any investment funds that we hold with *Assante Wealth Management*:

Motion 112/20

John Balfe/ Joyce Boston moved that signing authority for St. Andrew's United Church's *Assante Wealth Management* Investments be given to the following people: the Council Chair, the Council Vice-Chair, the Church Treasurer, the Council Secretary, the Finance Committee Chair and Trustee Garth Goodhew. Garth Goodhew (or another appointed Trustee) and any one of the others will be required to sign. **Carried**

Adjournment

Kim Delarosbel offered a thank you on behalf of the Council to Doug McCausland for the work he did obtaining an alternate quote for the belfry repair.
Tracy Davis offered a brief closing worship. The meeting adjourned at 9:03 p.m.

Congregational Meeting	Tuesday September 22 nd , 2020 at 6:30 p.m.	<i>Zoom</i>
Next Executive Meeting	Sunday September 13 th , 2020 at 12:00 p.m.	St. Andrew's
Next Council Meeting	Tuesday September 15 th , 2020 at 6:30 p.m.	TBA

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I

ST. ANDREW'S UNITED CHURCH
RE-OPENING DATE: Saturday, September 12, 2020

WEEKLY SERVICES OFFERED
(Maximum 35 people total per service)

- **Saturday at 4:00 pm** (doors open at 3:30 pm)
- **Sunday 10:30 am** (doors open at 10: 00 am)
- RSVP for a seat single/couple/family – to church office by noon on Friday

PRIOR TO THE FIRST SERVICE (Sept. 12th)

- Hymn books & envelopes removed – pews to be cleaned before this date
- Produce a video to show what the process would be like
- Signage in place (door signs – reminders re masks etc.)
- Motion at Council to acknowledge the date for reopening the church as well as a motion to allow the reopening committee to approve a shut down if cases in North Bay rise.
- Appoint a videographer who will film the Saturday
- Arrange for a projectionist to handle any Powerpoint /video presentations
- Publish opening information, protocol, video link and other information on website and via newsletter (by Friday August 28th)
- Purchase necessary PPE supplies
- Mark off 2-metre lines to space those waiting in a queue
- Church COVID Protocol outline sent to *Canadian Shield Council* for approval
- Set up hand-sanitising stations

UPON ENTERING THE CHURCH ON DAY OF SERVICE
(Algonquin Entrance only will be used)

- All people must wear masks (their own – or supplied by St. Andrew's)
- Maximum 35 people per service
- Appropriate social distancing (2m)
- No hand shaking, hugs or close contact
- No use of coat hangers. Portable coat hangers to be removed
- Tracy will be outside welcoming folks and reminding of social distancing.
- Two teams of people: Each team has a greeter/attendance taker and two ushers who will show people to designated seating as well as disinfect railings as needed
 - Team 1:* Mrs. Brownlee, Peter Haddow and Rod Desjardins
 - Team 2:* Kim Delarosbel, Bethany Brownlee and one other
- Elevator: Treanor to do the elevator and one other person. The elevator will be called from one floor to another. –
- A binder will be kept in the main office with attendance sheets from each service

DURING THE SERVICE (short duration – approx. 30 minutes)

- Family or same household or same social bubble may sit together
- Separate households must respect 2-meter physical distancing
- Ushers to regulate seating
- No food or beverages
- Only one speaker at a time at the microphone
- Soloists only (safely distanced) – no group vocal or wind instruments
- Hearing assists may be used but need to be sanitized before and after use
- ORDERS OF SERVICE. If they were placed at the designated spot and then the person took it with them and placed it and their mask in a garbage can outside the front doors it will be touched minimally. This would be much less work as we would not need all the info put into a powerpoint program
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OFFERING

- The offering will be brought forward as part of worship and then locked by Tracy.
- Liz Brownlee and Joan Wurster will count and do paper work every second Wednesday and Star will deposit.
- Those handling the offering will wear the appropriate PPE (ie gloves etc.)

AFTER EACH SERVICE IS FINISHED

- Audience to exit sanctuary immediately following service – ushers to control
- Deposit order-of-service and mask in garbage (or take it with them)
- No post-service gathering
- Post-service cleaning – pews door knobs etc. The M&P Committee is looking into hiring a cleaning company to clean and sanitize between worship services.

MEETINGS OF OPENING COMMITTEE

- **Thursday, August 20th** at 6 pm we will be removing hymn books from the sanctuary as well as envelopes. We will ask Lucy to clean the pews before this date
- **Thursday, Sept 10th** at 6pm for a final meeting to be sure we have everything in place that we need
- **Tuesday Sept 29** at 6pm to review how things have gone and where we are heading.

MOTIONS FROM RE-OPENING COMMITTEE – August 14, 2020

MOTION 1: (being a motion to restart in-person worship services):

THAT: The resumption of in-person weekly worship at St. Andrew's take the form of two services (Saturday Afternoon and Sunday morning) and that the first service take place on Saturday, September 12, 2020, provided that that these worship services follow a proper COVID-19 safety protocol that has been submitted and approved by the Canadian Shield Regional Council.

MOTION 2: (being a motion to give authority to suspend worship services):

WHEREAS the levels of the novel coronavirus COVID-19 cases are currently fluctuating in the community and in the province, and

WHEREAS the number of cases may rise to a higher and more concerning level in the weeks to come, and

WHEREAS to conduct in-person worship services would then be an unsafe practice,

THAT: Should the Re-Opening Committee, having taken under advisement the directives of the Regional Council, the Government of the Province of Ontario, and the Nipissing-Parry Sound District Health Unit, deem that in-person worship is no longer safe, that the Committee be given the authority to suspend all worship activity at St. Andrew's United Church until such time as the Committee, again under the guidance of the aforementioned agencies, deems the threat of COVID-19 infection to be low enough to resume in-person services.