

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday September 15th, 2020 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey welcomed everyone to our <i>Zoom</i> meeting. Tracy Davis opened the meeting with a blessing.
Attendance	Stuart Bailey, John Balfe, Elizabeth Brownlee, Tracy Davis (DLM), Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Treanor Greer-Delarosbel, Peter Haddow, Pat Kirton-Bailey (Chair), Kimberly Robinson, Derek Stott, Gail Thomsen, Beth Ward (Vice Chair) (14)
Regrets	Joyce Boston, Cathy Coleman
Agenda	Motion 113/20 Marg Fleming/ John Balfe moved that the agenda be accepted as circulated. Carried
Minutes of Previous Meeting	Motion 114/20 Stuart Bailey/ John Balfe moved that the minutes from the August 14 th , 2020 Council meeting be accepted with the addition of Rod Desjardin to the guest list. Carried Karen Gooch read the in camera minutes from August 14 th , 2020 out loud. Motion 115/20 Elizabeth Brownlee/ Peter Haddow moved that the in camera minutes from the August 14 th , 2020 Council meeting be accepted as presented. Carried
Correspondence	Appendix 1 <ul style="list-style-type: none"> • Karen Gooch read an email dated September 11th, 2020 from Olive Cote offering her resignation as Property Committee Chair due to health concerns. Motion 116/20 Gail Thomsen/ Kim Delarosbel moved that St. Andrew's Council accept the resignation of Olive Cote with regret and thanks for her years of service. Carried Elizabeth Brownlee will send Olive a thank you note. • Pat Kirton-Bailey read a letter from consultant Joe Ramsey. Earlier this year we had discussed working with him. He will be working in Sudbury in the near future and was inquiring if we would be interested in having him come to North Bay at the same time. Since our circumstances in the areas of staffing and finances have changed it seems as if now would not be the time. We may have further discussions about this at the upcoming Council retreat. • A letter dated August 26th, 2020 was received from Gordon Roberts, CSRC Property Resource Team (PRT) and Rob Smith, Minister Support to Communities of Faith informing St. Andrew's that the PRT recommended the Support to Communities of Faith Commission approve our proposal to hire Priestly Demolitions Inc. to complete phase one of the project to renovate the belfry. The PRT also recommended that the Support to Communities of Faith Commission approve our request to access our Manse Fund to cover some of the costs of this project. (Appendix 1)
Business Arising	

Motion 102/20 After a discussion about our custodial requirements it was decided that we cannot afford to hire a company for deep cleaning and that we can keep things clean with some extra volunteer help. The following updated motion was passed to reflect this and to correct the number of hours per week for the custodian position:

Motion 102/20 (August 14th, 2020)

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

Loan Applications Kim Delarosbel has researched the \$40,000 federal pandemic loan (CEBA) and the deadline for application is October 31st, 2020. We will need information from the Treasurer/ Bookkeeper to complete the supplication through the bank. Karen Gooch will speak with Samantha Gravel about this.
Kim has almost completed the work needed for the UCC bridge loan application.

Roof Repair Golden Retriever Roofing will begin work as approved at the August 14th Council meeting around October 1st, 2020.

New Business

Belfry **Appendix II**

A discussion was held about the belfry project :

- A Letter of Intent has been to Priestly Demolition accepting their quote of \$259,990. (Appendix II) Our Trustee Garth Goodhew is prepared to sign the contract with Priestly when it is made available.
- Stuart Bailey read a letter from Jean Jamieson offering to get a second quote from a local company for the work on the belfry. A discussion was held about whether we should stick with the quote we have already voted on. Some recall that we had difficulty in the past finding a local company to provide a cost estimate. So do we second guess ourselves now?
- We have found ourselves caught in several long running conflicts that have led to some confusion – architects vs. engineers and local vs out-of-town contractors. This is compounded by the fact that we have very little experience among Council members dealing with the tendering process.
- We have also not always followed proper process through all of this and it is possible we may now be paying a price for that. Where will we end up if we reverse course now? Will there be consequences if we put off signing the contract as we agreed. Perhaps we need to be better at inviting people in to help and at encouraging open communication before work is done.
- Some felt that hindsight is not helpful and that we should stick with the decision we made with the best with information we had at the time and that it is time to move forward.
- All of this has been much more difficult because of the pandemic which had affected everything from our moral to out finances.
- Do we need to talk to the CSRC since they have approved our plans? We agreed to put off signing the contract as we explore our options with CSRC and try to gather more pricing information. Jean Jamieson and Gail Thomsen will take this on and it was agreed we would wait until Monday September 21st for more information.

Motion 117/20

Stuart Bailey/ Marg Fleming moved that St. Andrew's Council empower Gail Thomsen and Jean Jamieson to have a discussion with Rob Smith from Canadian Shield Regional Council (CSRC) about what our options are regarding the demolition of the steeple and determine if it is possible to find another quote. They will have until Monday September 21st to bring any new information to Council. **Carried**

Minister's Report

After welcoming Kimberly Robinson and Gail Thomsen as our newest members, Tracy Davis reported on the following:

- Retreat – Tracy is planning for the retreat on Sunday September 20th. It will include some team building exercises and we will spend time looking at money strategies and staffing models.
- Worship – Two successful worship services were held last weekend. The Reopening Committee did a good job making things run smoothly. Due to the attendance numbers and the amount of work our volunteers put in, it was decided that we will only hold one service on Sunday morning going forward. People will still be required to preregister and the service will be recorded and posted on *YouTube* late Sunday afternoon.
- Overtime – Tracy stated that she has worked 300 hours of overtime which including working through much of August. She will try and be more intentional about her personnel time and plans on taking Fridays and Mondays off. The Council needs to consider how to help Tracy make the best use of her working hours.
- Outside Groups – The N/A group will be back in the building in 2 weeks. There will likely be opportunities to welcome movie companies. These groups will be informed of cleaning protocols however it is felt that we should be responsible for sanitizing high touch areas to ensure that things are done properly. Tracy offered thanks to Star McGregor who has helped ensure groups can come back safely.
- Bay Today – *Bay Today* ran a profile of Tracy that has generated some interest in the church from the North Bay community and led to some new connections. Several people asked if they could make a donation by e-transfer. Karen Gooch will discuss this with Samantha Gravel when she takes over the treasurer position. <http://www.baytoday.ca/rooted/investing-in-the-community-a-lifelong-goal-for-tracy-davis-2694322>
- Go Fund Me – Kathie Davis has been investigating what needs to be done to set up a Go Fund Me page for St. Andrew's. She has offered to follow through with this.

Motion 118/20

Stuart Bailey/ Peter Haddow moved that St. Andrew's Council empower Kathie Davis to set up a *Go Fund Me* page on our behalf. **Carried**

- Property Committee – It is important that we have a functioning Property Committee with a designated person to turn to deal with problems and call professionals if needed. This past weekend, a plumbing leak was discovered and staff had to deal with setting things up with a plumber.
- Mediation Report – Rick Thorne's final mediation report was circulated by email for Council members to review. Karen Gooch and Tracy Davis will write a letter to thank Rick for his work on our behalf.

Motion 119/20

Karen Gooch/ John Balfe moved that St. Andrew's Council accept the final

mediation report from Rick Thorne with thanks.

Carried

- Congregational Meeting Agenda – The main purpose of the September 22nd congregational meeting is to inform people about the status of the belfry project. We will also bring the recommendation from the Search Committee that the hiring of a second staff person should be out on hold until we are better able to access our financial situation. We also need to bring the need for another Trustee forward. Tracy will provide worship for the meeting.

Custodian John Balfe reported that the M&P Committee interviewed 2 candidates for the custodian position and is recommending that we hire Sebastian Gabela.

Motion 120/20

John Balfe/ Peter Haddow moved that the St. Andrew's Church hire Sebastian Gabela as our custodian under the terms of Motion 102/20.

Carried

Treasurer After discussions with Samantha Gravel, she has agreed to take on the role of treasurer in addition to her bookkeeping duties. She has accepted an offer to do so for \$100.00 per month (in addition to the \$250.00 we are paying her for bookkeeping duties).

Motion 121/20

John Balfe/ Peter Haddow moved that the St. Andrew's Church hire Samantha Gravel as our treasurer. She will be paid \$350.00 per month for treasurer and bookkeeping duties.

Carried

Committee Reports The following committees reported on their recent activity:

- M&P- John Balfe reported that the M&P Committee did meet over the summer and finalized the hiring of Peter Haddow as Coordinator of *Loaves & Fishes*. There were 3 applications for the custodian position and 2 people were interviewed and Sebastian Gabela was recommended (Motion 120/20 above).
- Search – Treanor Greer-Delarosbel reported that the Search Committee has suspended the search for a Designated Congregational Minister (CDM) due to the financial uncertainties we are facing. This will be brought to the congregation for further consideration of the decision made at the AGM.
- Inclusivity – Treanor Greer-Delarosbel will plan a meeting in the near future of the Inclusivity Committee. They have spent time this summer working on the *Inclusivity Garden*. Although there has not been direct involvement with the North Bay Virtual Pride event, there has been ongoing information sharing with *North Bay Pride*.
- Christian Development – Kim Delarosbel said the CD Committee has been putting together individual 'quiet bags' for use during services.
- Pastoral Care – New Chair Gail Thomsen has had some discussions with members of the Pastoral Care Committee and hopes to set up a meeting soon.

Other Business

Loaves & Fishes Peter Haddow informed to Council the *Loaves & Fishes* now has a *facebook* page <https://www.facebook.com/StAndrewsChurchFoodBank> and its own email address loavesandfishes@standrews-northby.ca. There have been a number of new volunteers and there have been donations of dog food and warm socks coming in.

Zoom Meetings There has been some discussion about returning to in-person Council meetings. This may be further explored at the retreat.

Adjournment Following a prayer by Tracy Davis, the meeting adjourned at 8:50 p.m.

Congregational Meeting	Tuesday September 22 nd , 2020 at 6:30 p.m.	<i>Zoom</i>
Next Executive Meeting	Tuesday October 13 th , 2020	TBA
Next Council Meeting	Tuesday October 20 th , 2020 at 6:30 p.m.	TBA

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I



Main Office: 319 McKenzie Avenue, North Bay, ON P1B 7E3
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August 26, 2020

Patricia Kirton-Bailey
Governing Board Chairperson
St. Andrew's United Church
399 Cassells St.
North Bay, ON P1B 3Z4

Dear Patricia and the Governing Board of St. Andrew's United Church:

The Property Resource Team (PRT) of the Canadian Shield Regional Council met on Friday, August 21, 2020. The PRT recommended that the Support to Communities of Faith Commission approve your proposal to hire Priestly Demolitions Inc. to complete phase one of the project to renovate the belfry. The PRT also recommended that the Support to Communities of Faith Commission approve your decision to access your manse funds to cover some of the costs of this project. You have been approved to access all of the monies (\$126,909) in that fund with the understanding that you will endeavour to pay the monies back over time.

We know that this was a difficult decision for you to make as a community of faith. We also acknowledge that this is only phase one of a three-phase project. As the Property Resource Team of the Canadian Shield Regional Council we are committed to supporting your community of faith as best we can.

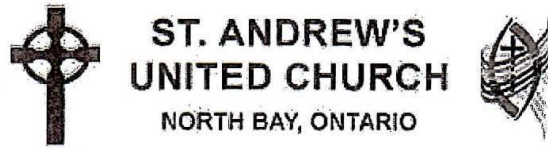
If you have any questions, please feel free to contact Gord Roberts at grnb014@gmail.com or Rob Smith at rsmith@united-church.ca

Sincerely,

Gordon Roberts
CSRC Property Resource Team

Rob Smith
Minister, Support to Communities of Faith

Appendix II



September 3, 2020

Mr. Cameron Steven
Senior Estimator
Priestly Demolition Inc.
3200 Lloydtown-Aurora Rd,
King ON L7B 0G3

**RE: Tower Renovation
St Andrew's United Church, North Bay, ON**

Dear Cameron,

On behalf of St Andrew's United Church please accept this letter as a conditional letter of intent to proceed with the above project for demolition of the top portion of the bell tower, steeple and construction of new roof. The church board will sign and forward your construction contract at its next meeting.

Your lump sum fee of \$259,990.00 includes all work as outlined in the quotation documents as acknowledged by your quotation reference number P20-07-34.

The church board looks forward to working together. We will be in contact shortly to exchange information and commencement of work,

Yours truly



Karen Gooch
Secretary St Andrew's Council