

EGLINTON ST GEORGE'S UNITED CHURCH
MINUTES OF GOVERNING COUNCIL (by Zoom)

Sep 21, 2021

Present: Christine Lawson, Rev. Dr. Paul Hutchison, Rev. Sarah Chapman, Caren Cate, Charlie Roden, Donna MacCandlish, Doug McWhirter, Gord Thompson, Hugh Desbrisay, Heather Parker, John Blevins, Marion Axmith, Peter Wilkins, Susan Moore, Maggie Wilkinson, Jennifer Thompson, Alan Hutton, Marilyn Piotrowski.

Regrets: Kathleen Hull.

Donna opened the meeting with prayer.

Priorities

Dewi Sant Proposal (Susan, Jennifer, Paul, Peter)

Susan and Jennifer presented the Dewi Sant Amalgamation Proposal distributed prior to the meeting with two supporting “Better Together” documents. Response was favourable and Peter presented the following motion:

We move that:

The Governing Council of ESG United church receive “The Dewi Sant Proposal” to be presented to the Dewi Sant Transition team, and are supportive of an amalgamation with Dewi Sant Welsh United Church for the following reasons:

- we have shared values and a mutual intention to provide radical hospitality/extravagant welcome
- we have a shared commitment to outreach and pastoral care
- it will reinvigorate the Welsh ethnic Ministry in Toronto and beyond
- it will fuel growth in ministry in North Toronto.

Seconded by Gord Thompson, CARRIED.

Financial Report 2021-22 (Gord, Charlie)

The auditors have completed their report, Finance Committee have reviewed and approved it. Charlie reviewed it with Council members and Gord moved that:

- Council approves the Draft Financial Statements as presented

Seconded by Caren Cate, CARRIED.

Congratulations to Charlie and Irena Denissova and appreciation for their outstanding work on this.

Gord reviewed the 2021-2022 budget figures and proposed the motion that:

Council accepts the recommendation from the Finance Committee to recommend to the Congregation the budget for YE June 30, 2022 as presented having an operating deficit, after transfers from funds, of (\$30,424).

Seconded by Charlie Roden, CARRIED.

Meeting with Neighbourhood Church (Maggie)

We were approached by a church in our neighbourhood that is experiencing issues such as an aging congregation coupled with building concerns. Maggie, Susan, Jennifer and Paul met with their team, and they toured our building. They are exploring their options with several congregations and are at an early stage in the process.

Lift Update (Doug)

Work on the lift to the basement is nearing completion and remaining issues will be resolved soon. Doug showed some photos of the current state. Many thanks to Doug for his efforts to complete this welcome addition.

Family Ministry Proposal (Caren)

Caren presented a proposal for upgrades to the existing Nursery and Sunday School room to replace storage lost when Children's Ministry was moved out of the second-floor space and to enhance the family experience in the existing space. Caren moved that

Motion:

I move that the Property Committee be authorized to engage Mercon Construction Inc. to construct and install cupboards, counters and associated electrical services in the Children's Ministry room and entry to the Nursery room.

The total cost not to exceed \$12,840.00 plus HST for a total of \$14,509.20.

Seconded by Heather Parker, CARRIED on the understanding that these would be funded from the Property Reserve.

Family Ministry will purchase Library shelves for the Children's Library not to exceed \$1,200.00 with funds provided through the Property Committee. Thanks to Property and John for this offer to fund the shelves using savings from other project.

Covid Response Team Building Access Policy (Heather, Maggie)

The Covid Protocols have been updated to correspond with direction from Toronto Public Health under Ontario's Roadmap to Reopen, Step 3. Doors will remain closed with attendance monitored and controlled through the church office.

Business Items

Minutes of Jun 21st meeting:

Moved by Marilyn Piotrowski and seconded by Paul that the minutes of Jun 21st, 2021 meeting be accepted as written. CARRIED

Finance Update – (Gord)

See above Financial Report.

Paul & Sarah's Update – (Paul, Sarah)

Sarah –

Seven weeks of Food Ministry sermons on the subject of food, food justice ending with a panel discussion at the end of October. Third Cultural Kitchen will be held on Sept 22nd. The Flourish community is growing, the five summer staff worked out very well. Children and Youth have been meeting outside. Plans in place for the Blessing of the Pets service and for Orange Shirt Day.

Paul –

Emphasis has been on getting live church happening again; glad to be back in front of a congregation again. The coverage plan for Shawn is in place and working well.

M & P (Heather)

Heather received a communication from Regional Council regarding the National Day of Truth and Reconciliation on September 30th. It is a federal holiday but not a statutory holiday in Ontario. M&P advised Council that they are not comfortable with a blanket designated day off. However if staff choose to use that day as it is intended, learning activities and/ or personal reflection, they should advise their M&P rep. This applies to four permanent full-time staff.

Members of the Governing Council agreed with this approach.

Property – (John)

Work on pathway will be postponed until Spring.

Some serious issues have been raised by insurance underwriters; The ceiling slab in the coal storage room needs repair or replacement (Estimate \$45,000 +). He is formulating a response to the underwriters. Top priority is to put together a group in October to investigate further. This may fit the criteria for emergency funding from South-East Presbytery.

Closing prayer - Paul

Chair – Maggie Wilkinson

Secretary – Marilyn Piotrowski

Children and Youth Ministry Sept

We are asking for funding for upgrades to the Nursery Room and Sunday School Room. Also new Library shelves.

We lost most of our storage when we moved from upstairs.

We have worked closely with Doug McWhirter and John Blevins over the summer.

Sunday School Room

We have asked for built in cupboards and counter for storage and a mobile shelving unit with doors we can move when we need more space. (All lockable).

Nursery Room

We have asked for a 6 foot high three sided alcove in front of the Nursery.

In this alcove we requested lockable upper and lower cupboards with a counter. These would be used for storage and the counter could be used for parents or Lita to change babies etc.

We also thought this small area could be used for meet and greet and Nursing mothers.

We would like to have some sort of communication system between the three rooms. Also we would like to purchase buzzers for Lita, Kate and parents. They are similar to the buzzers that restaurants give you when your table is available.

We feel we can contact parents and volunteers easier and faster without interrupting service.

Youth Room

We are not asking for funding of the Youth room at this time. It continues to be a high priority to us and we would like to move forward ASAP.

The Property committee has an estimate of the cost.

The Youth room would be where the MAD office was and be

extended across the small cloak room and join the new Nursery wall with a window that looks into the alcove for more transparency.

Our objective is to have all the Children and Youth rooms together. We feel if a family has multiple children in different programs they can access them easily. Also there is a better chance of families meeting each other and building new relationships.

Since we have moved from the space on the second floor we have not had a designated area where we are all together. We feel this unity is important if we want to have a thriving Children's and Youth Ministry. Parents are more apt to have their Children and Youth participate when they see a permanent space.

Access to the gym is important. The Youth and Sunday School children both utilize it. If we need extra help it is easy to communicate with the other programs.

At our meeting the Property Committee can elaborate. This is an overview of the renovation.

Caren Cate
CMWG

Outreach Committee Report: September 21, 2021

Peace with Justice

Peace with Justice continues monthly meetings on zoom to discuss concerns regarding human rights, peace and justice. This group also arranges Amnesty International letter writing at ESG.

Good Food Box Program

In July, we gave out 20 boxes of produce and in August, 19 boxes were delivered to those in need. Anyone interested in purchasing a Good Food Box or donating a box to our outreach participants, please contact Heather Parker.

DISMAS

We continue to support 2 Dismas members with food boxes on a monthly basis. Dismas continues to meet regularly on Zoom.



Little Free Pantry (LFP)

The Little Free Pantry marked its first anniversary on September 10th. Over the Summer, ESG custodians stocked the Pantry three days a week and the “Bag Ladies” from the ESG Last Minutes stocked it the other four days. The Pantry provides a community solution to an immediate and local need for food or a need to give. A food drive for the Pantry will be held in October.

Fruit for Na-Me-Res Shelter

Over the Summer, a local volunteer assisted Donna Lang by taking fruit donated by a local Grocer to the Na-Me-Res Shelter for indigenous men, on a weekly basis.

NT Cluster Work – Welcome Baskets Project

The Cluster has taken on a project to supply 15-20 Welcome Baskets per month to Streets to Homes, an organization run by the city to help people transitioning from shelters and encampments to permanent housing. ESG has agreed to deliver ten Welcome Baskets in October.

In August, \$350 was sent to support “Backpacks for Kids in Thorncliffe Park.

MEA

9/15/21

Property Report September 21, 2021

Audio/Video / IT task group

- * The AV system has been fine tuned by the supplier/installer Aligned Vision and we, ESG continue to refine the system integration to resolve some glitches.
- * Each major property asset at ESG has been inventoried, catalogued and responsibility assigned for its maintenance and any reconfiguration requirements.
- * Added an access point to network to improve Wi-Fi pickup in chancel and transepts and mapped all network access points.
- * Reviewed Wi-Fi needs; developed plan for Wi-Fi improvements
- * Prepared & revised flow diagrams depicting all technology infrastructure interfaces
- * Consulted other churches on their use of Live streaming and infrastructure and what they charge for live streaming events such as weddings to assist the Administrator in setting an ESG charge out rate
- * Implemented requested changes to our live streaming system
- * Preparing system description documents outlining features and operations
- * Establishing a Technology Infrastructure change control procedure
- * Establishing a Property data base
- * Reviewing operator training program

Building Automation System

- * Control of the exterior lighting on the stained glass windows is to be incorporated in the BAS.
- * Investigated using the BAS to control access to the church via the Lytton grade level entry. In parallel Stanley Security provided a quote (\$9,500) to install a swipe card access control system on that door **plus** an annual service fee of ≈\$ 2,000.

Lift to gym

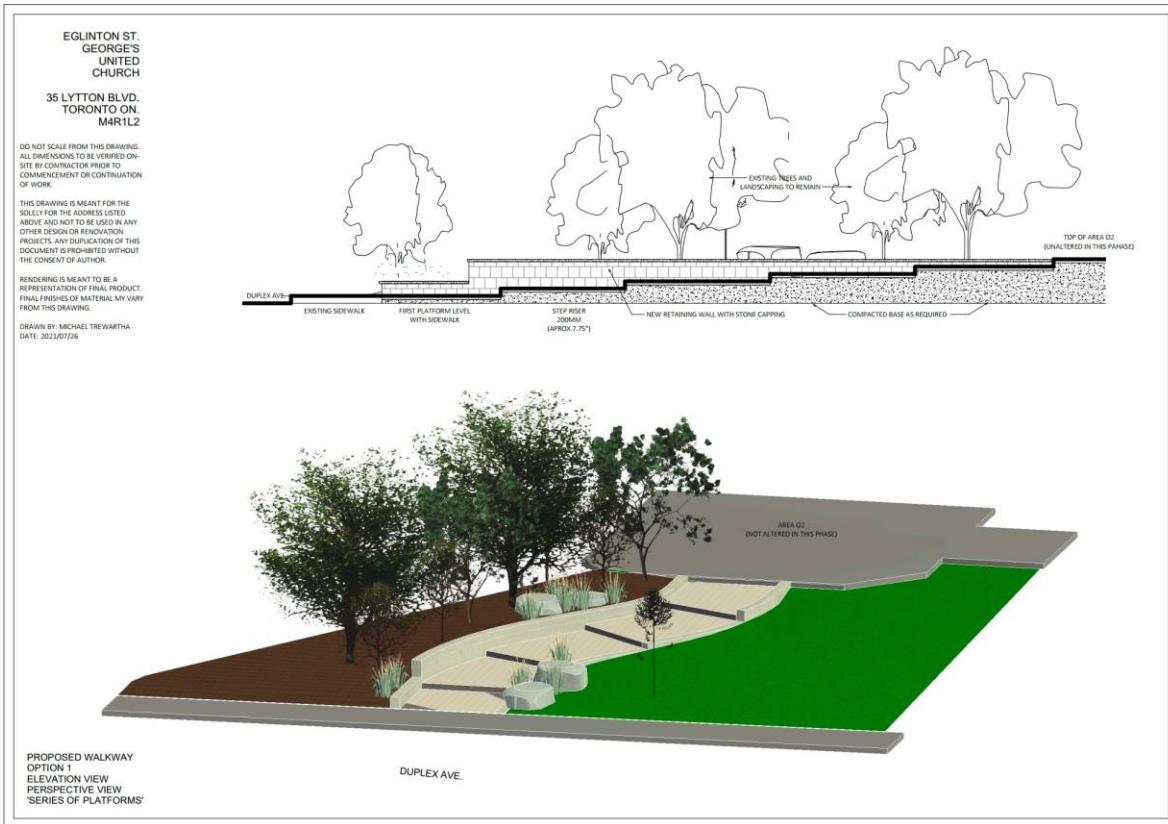
- * The Lift installation is essentially complete and awaits inspection and licensing by the Technical Standards & Safety Association (TSSA). Report to be given to Council by D. McWhirter.

Family Ministry projects

- * Consulted on storage requirements for cabinets and counter tops and provided 2 quotes for cabinetry and counter tops.
- * Obtained a quote to refurbish the former coat room into a Youth Ministry room

Replace the pathway from the courtyard to Duplex Ave.

- * Reviewed and approved the design proposal for new pathway to Duplex Ave. The contractor that was engaged to do the work has withdrawn, in part due to the death of a key team member and a resulting scheduling backlog.
- * Other contractors with space in their fall schedules have been approached to submit quotes and we expect to hear soon from them.



- * There was a separation of some of the pavers in the new driveway that have been repaired under warranty.
- * Repaired the door opener /intercom pedestal,

Replace lighting with LEDs

- * Work complete. The remaining discarded lights in the family nursery room have been consolidated in the gym kitchen and will be removed in the next couple of weeks.
- * Submitted the last of the IESO information requests in mid August and hopeful the rebate will be issued soon.

Insurance Underwriters Risk Assessment report

- * Received a report outlining 11 items requiring attention. Four on the fire protection systems; two on the storage room ceiling slab; two housekeeping; two maintenance and one electrical. ESG is formulating responses to the Underwriter. The expensive item will be resolution of the issues pertaining to the storage room ceiling slab.

Snow blower/plow sale

Placed the snow blower on a consignment sale last April with original vendor. Having done some minor repairs they expect to list it this week for ≈ \$16K. ESG will receive whatever it sells for, less the cost of repairs and the \$200 cartage fee to haul it to their lot in Gormley.

Dewi-Sant support

- * Consulted on parking concerns expressed by Dewi-Sant and advised on the location and display of Dewi-Sant artifacts at ESG.

Craighurst repairs

- * Electrical, porch and screening repairs were made over the summer.

Vandalism issues

- * Dealing with damage resulting from acts of vandalism to the mail box and Lytton door operator pedestal. The mail slot is now located in the Duplex Ave., door. The pedestal has been repaired and attached to the base but some more work is needed to better secure it.
- * Dealt with damage cause by family of invading raccoons in the north and south studios, mostly clean up but some ceiling tiles were destroyed where they gained entry into the basement of the west wing.

Protocol for staff, congregational members and contractors entering the Eglinton St. George's Building

Effective September 2021

The ESG COVID Response Team is guided by direction for places of worship and employers from Toronto Public Health (TPH) under Ontario's Roadmap to Reopen, Step 3.

To help prevent the spread of COVID-19, it is important to keep following public health measures.

SUMMARY

As much as possible:

- eliminate or limit the number of in-person interactions by:
 - working from home
 - meeting virtually
- take steps to reduce the risk associated with any necessary interactions by:
 - wearing masks
 - keeping physical distance
 - limiting time spent in poorly-ventilated spaces or avoiding them if you can
 - follow hand washing protocols

In addition, all users of space within the building must comply with the following protocols:

Occupancy Limit A mandated occupancy limit for the church building and various spaces within the church has been established to ensure physical distancing of 6 feet/2 metres is maintained between persons. Occupancy limits will be posted on the door of each room and communicated to each group in advance of their booking.

Physical Distancing All persons must maintain at least 6 feet/2 meters of distance at all times from others who are not in their household.

Building Access Entry to the church will be monitored to ensure compliance with occupancy limits, and to facilitate physical distancing and the creation of contact lists. Staff and members/volunteers wishing to access the church building for meetings/ events, or to work, should send an email request to Jennifer Torrens. This email should include the start and end time of the meeting/ event and the number of people who will be attending. A Custodian will be at the door to let the leader of your group in to the church a few minutes before your meeting starts. Leaders of each group will be responsible to let the members of their group in, to ensure they have signed the contact tracing list, followed handwashing protocols and that they wear a mask at all times.

Staff who have their own offices are not required to preschedule the time they will be working in their offices. They must continue to sign in each day.

Those who work in the shared office are to let Jennifer know the date and time that they will be working in that office to avoid an overlap.

If any staff member is meeting with anyone else in the building, this should be recorded on SKEDDA by advising Jennifer of the date, time and number of people attending the meeting. All those entering the building must sign in.

Masks Masks must be worn at all times while within the church in accordance with City of Toronto By-Law 541-2020. The person designated as the leader of a particular group/ committee is responsible for ensuring members of their group comply with the mask by-law, that is, wear masks at all times unless working alone. Bylaw # 541-2020 states that the exemption for 'working alone' is as follows: employees and agents of the person responsible for the establishment within an area designated for them and not for public access, or within or behind a physical barrier. For ESG this means that masks must be worn at all times when inside the building except for those working in their own office with the door closed.

It is expected that all staff will self-monitor to ensure that they are following the protocols, as are those who they are meeting with in the church, eg. Pastoral care visits.

For ESG groups/ meetings, there will be a Lead ESG volunteer. For example, someone on the Property Committee will take a lead role on individual meetings / projects/ repairs taking place in the church. **That Lead volunteer will be responsible to ensure that everyone in the building working on the project is following the protocols.** Similarly, when there is work required in the building regarding Finances, a Financial Lead will be identified to ensure protocols are being followed.

The COVID Response Team has determined that up to 80 people will be permitted into the church for worship services, funerals and weddings. The onsite worship team will be responsible to ensure protocols are followed before, during and after worship services. The ESG Funeral Coordinator and the ESG Wedding Coordinator will be responsible to work with the family / families to ensure that there is a list of the people who will be in attendance, and that someone will be responsible for checking in those who enter the building. The ESG Coordinators will monitor that all protocols are being followed.

Maggie Wilkinson and Heather Parker
On behalf of the COVID Response Team

“Better Together” Information Sessions

We hosted information sessions to engage congregation members in our evolving merger discussions with Dewi Sant both to inform and solicit feedback – one by way of a virtual town hall with congregation members registering in advance, the other by way of a virtual session with Shawn and the choir. Prior to each session we forwarded an information sheet (attached for reference) as a pre-read. We then covered that information at the outset of each session and welcomed questions, comments and suggestions (PDF of our power point also attached for reference). Both sessions yielded robust discussion with lots of questions and, overall, what we perceived to be a positive take on this potential union. Across the two sessions we benefitted from engaging 45 folks from among our ESG family.

ESG COVID 19 Survey

We recently distributed a survey to gauge information and perspectives which will be helpful as we plan for return to ‘in person’ services. Among themes explored:

- Their personal status vis-à-vis vaccinations / perceived health risks
- Readiness to return to “in-person” services
- Perspectives regarding desired precautions
- Perspectives regarding vaccine requirements
- Readiness / perspectives regarding non-worship activities (e.g., coffee hour, small group meetings, etc.)
- Assessment of the virtual worship experience

We were delighted to hear from over 100 respondents and will be sharing highlights of what we learned in the weeks ahead. The information gathered will be particularly useful as we think through our protocols and processes going forward.