

**OLV Warden's
Insurance Renewal for 2023 Meeting
Nov 24, 2022
Held at the home of Susan Lemieux**

In attendance: Bill Cameron, Susan Lemieux, Theresa Ritchie, Gail Preston, Lyall Campbell

Absent: Father Murray, Bill Raby

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill	
2	Approval of Agenda: N/A	
3	Approval of Minutes: This meeting was scheduled to discuss the renewal of insurance for 2023. Therefore, the minutes of November 2, 2022 were not presented by Gail Preston for approval.	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: N/A</p> <p>2. Treasurer's Report: N/A</p>	
5	<p>Business Arising from Minutes.</p> <p>This is meeting was scheduled to primarily discuss the renewal of insurance policy for 2023.</p> <p>1. Renewal of Insurance for Our Lady of Victory Church Current provider is Ecclesiastical. The broker is Racine Chamberland.</p> <p>The last time that insurance questions were done was when Mike Legault did this in 2015 (changed from Assurance Inter-Mutuelle to Ecclesiastical). Bill mentioned that an Ecclesiastical inspector did the inspection of the property back in 2015.</p> <p>Bill provided us with documents from the broker that must be completed. #1 – Directors and officers insurance policy. Form #RA1061 (3 pages)</p> <p>Bill will prepare the list of Directors & Officers of the Fabrique of Our Lady of Victory.</p> <p>#2 – The “Renewal Application for place of Worship” Form RA1056 (2 pages)</p> <p>Lyall will assist Bill in filling out the information on these forms.</p> <ul style="list-style-type: none"> - We will need the building limits. - Square footage - Lyall looked at original plans for the original 1942 structure. The basement is 5512 sq ft. and the upper structure is the same for a total of 11,024 sq ft. - Also need to determine the open floor space, but not necessary. -Bill is recommending that Lyall contact Bill Raby. He may have the square footage from previous conversations he had with Fournier Insurance from November 2021. - Rectory square footage also to be determined – Lyall mentioned that there are no blueprints for rectory. But by doing some measuring he has estimated the rectory at around 1,500 sq ft. <p>There are no building plans for the upper structure, rectory, connector and sacristy or the conference room.</p>	

Bill mentioned that when we calculate our square footage we have to add in the rectory as it is attached by the connector and it is considered as one address.

Lyll mentioned that we have all the measurements. Ask insurance company what they need for the square footage of the buildings. Lyll will check with Bill Raby.

Gail mentioned that she has the dates of the shingling for north side (Sept. 2010), south side (Oct. 2006) and rectory (July 2007), but nothing for the sacristy roof. Susan could not remember when it was done. The sacristy roof could have been done in 1992 when all the roofs were done (north, south, sacristy).

Bill reviewed the insurance forms with the warden's
 Questions: regarding electrical, gas furnace 2015, we do not have any programs, we have 3rd party rentals, all our rentals have insurance.

Private rentals do not have insurance – they should have insurance. If someone falls and breaks their leg – they sue OLV. OLV would pay them and then sue them to get back the money (for renting the hall without liability insurance).

Clergy does not live at 490 Charles.

Congregation: 75

Average attendance: 40

The operating budget is available to attach to the form.

Building limit – 2.5 million

Contents: Building #1- should be church, connector and rectory

Bill received the financial information required from Nancy Lanthier.

Lyll will fill out the forms on-line and forward to Bill for review.

- The financial information and completed forms for the insurance company is due on Thursday, December 1, 2022

6 **New Business:**

2.Fire Inspection Plan

The Fire Inspection report was received on November 11/22. The report is from the Ville de Gatineau. This report is based on the inspection that was done by Marc-Andre Marchand for the church and rectory on July 28, 2022.

Lyll translated report from French to English.

There were 6 items that are indicated in the report. However, after the inspection took place on July 28/22, Lyll addressed 4 issues that had been identified. There are only two outstanding items that must be addressed. They are as follows:

Report item #5 – A pictogram (6x6 inch) to identify both the gas furnace and the electrical panel must be posted on the two doors leading to the entrance to the furnace room. Sample of pictogram for furnace and electrical panel is indicated in the report.

- We can do our own pictogram or we can try to find and buy a pre-made pictogram to post on the doors.

	<p>Report item #6 – The paneling in the stairways to hall and the paneling in the hall. The paneling has been identified as a possible issue for the 150 fire-spread rating (how quickly it would burn if there was a fire).</p> <p>Report indicates as follows (Lyll has translated from French to English):</p> <p>Interior finishing materials that are an integral part of the surface of a wall or ceiling of a place of public assembly must have a flame spread-rating of not more than 150. Note: paneling in the church hall and cloakroom.</p> <p>In order to have this verified, we must complete the form for the Regie de Batiments. This is a 4 page document.</p> <p>This form will go to the Regie de Batiment to request an inspector to come to Our Lady of Victory Church and inspect the paneling that we have in the hall and determine the fire spread rating.</p> <p>We will be requesting a 90 extension to comply with the issue regarding the paneling.</p> <p>Bill will see if Kevin Lawlis could assist him in completing the documents. If Kevin cannot complete then we will see if he can recommend someone else to assist us in the completing them.</p> <p>2. Thank you gift to Cheryl Cameron</p> <p>To show our appreciation to Cheryl for coming to our Sunday mass at 9:00 a.m. and leading our choir during Linda Raby's absence, we are proposing to give her a \$75 gift card from ESSO. Last year we did the same thing.</p> <p>All in agreement to purchase the \$75 gift card for Cheryl</p> <p>3. Father Murray – Christmas gift</p> <p>Bill is proposing to give Father Murray a cheque for \$200 in a Christmas card from the Our Lady of Victory Wardens. All in agreement to the Christmas gift of \$200 to Father Murray</p> <p>3.Poinsettias for decorating the Church for Christmas</p> <p>Bill mentioned that Nancy Lanthier will pick up 5 poinsettias at the Costco All in agreement and appreciate Nancy doing this for us.</p> <p>4.Snow Removal</p> <p>Bill gave an update on the snow removal. Pro4Saison will only come to clean snow if over 2 inches. This is in the contract. As for the walkways, whoever arrives first will grab a shovel and do the walkways.</p>	
7	Next Meeting: to be determined	
8	Adjournment: meeting adjourned by all in attendance.	