

**OLV Warden's Meeting  
January 18, 2023 in Church Hall  
10:30 am**

**In attendance:** Bill Cameron, Father Murray, Susan Lemieux, Nancy Lanthier, Gail Preston, Lyall Campbell

**Absent:** Theresa Ritchie, Bill Raby

Item	Description	Action by
<b>1</b>	<b>Opening Prayer:</b> opening prayer led by Father Murray	
<b>2</b>	<b>Approval of Agenda:</b> Agenda approved by Susan and Lyall – additional items added	
<b>3</b>	<b>Approval of Minutes:</b> Minutes for November 2, 2022, November 24, 2022 and December 16, 2022 as presented by Gail are approved by Susan and seconded by Lyall	
<b>4</b>	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b></p> <p>Bill provided Gail with an overview document to read to all those in attendance. This document pertains to the details of the Archbishop's visit on January 28<sup>th</sup> with the OLV wardens and the OLV Inter-Parish planning committee members. As well as, on January 29<sup>th</sup> the Archbishop will be presiding at the 9:00 a.m. mass celebration.</p> <p>The Archbishop has been provided with a snapshot of parish life as well as an overview of the administrative health of the parish. These documents can be available to parishioners upon request. Parishioners who have issues of concern that they would like addressed with the Archbishop can submit their questions to the parish secretary prior to January 28th.</p> <p>This document will be put in the weekly bulletin to advise the parishioners of the Archbishop's visit.</p> <p><b>2. Treasurer's Report:</b></p> <p>Nancy Lanthier provided the Financial status for the period ending December 31/22. The report is still not final as there is interest income and revenue from masses to be added to the report.</p> <p>Nancy reviewed the financial report with those in attendance. We are currently in a deficit position of \$3,716 for period ending Dec 31/22.</p> <p>Financial Report approved by Father Murray and seconded Susan.</p>	
<b>5</b>	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Planning for Archbishop's visit – January 28<sup>th</sup> and 29<sup>th</sup> @11:00 Church Hall</b></p> <p>The meeting with the OLV Wardens and OLV Inter-Parish Planning Committee will be held on Saturday, January 28<sup>th</sup> at 11:00 a.m. in the church hall.</p> <p>Bill would like everyone to take a look at the documents (Snapshot of Parish and Health Check – Church and Rectory). Bill would like the warden's to provide their comments before the end of day (Jan 18/23).</p> <p>Bill will then forward these documents to the Diocese – to the attention of the Archbishop.</p>	

	<p>We should look at planning a cold lunch. As the Archbishop has an allergy to gluten we will look at gluten free food. Nancy Lanthier can make some gluten free cookies.</p> <p>Susan has suggested a charcuterie board with cold meat and cheese.</p> <p>We could have coffee, gluten free cookies and other lunch items.</p> <p>Bill will draft an agenda and forward to the wardens for review. (challenges we have at this time, financial situation and an overview of the Inter-Parish planning committee)</p> <p>We will set up the hall for those that will be attending the meeting. Set up for 9 people</p> <p><b>Sunday Mass – January 29<sup>th</sup> at 9:00 a.m.</b> After mass on Sunday, there will be a short amount of time for the Archbishop to greet parishioners. He will have to leave to be at St. Al's for 11:00 a.m. mass.</p> <p><b>2. Insurance Update</b></p> <p>For now we have a 6 month contract with Ecclesiastical (January 1/23 to June 30/23). The broker is Racine Chamberland.</p> <p>We will look at setting up the next contract for a year - July 1/23 to June 30/24</p> <p>Bill will ask Bill Raby to look at file this when he returns.</p>	
6	<p><b>New Business:</b></p> <p><b>1. Asbestos information</b></p> <p>The document that Susan received from the Diocese for the ECOPLUS/SOS Demolition work indicates the date of the inspection and what had to be done in the areas that were deemed necessary at the time of the inspection. The document includes pictures of the furnace room heating pipes, the kitchen heating pipes and other various photos within the church and rectory. The asbestos report was done by ECOPLUS for the Church and Rectory. There was no asbestos was found in the rectory.</p> <p>The furnace room required work. The wrapping on heating pipes had to be removed and was redone with new insulation and a vinyl tube cover was installed over the insulation. The kitchen heating pipes were also re-done with the same process. This work was done in April 2016 by SOS Demolition. SOS demolition was paid – May 10/16 - \$6,269.42.</p> <p>The report also mentions where asbestos is not found – it should be verified every two years. As we were not provided a copy of this inspection report, we were not aware of the two year requirement.</p> <p>It was noted in this report that if any work was to be done where old materials would be impacted; we would have to look into how to proceed with the work requirements.</p> <p>Lyll translated the ECOPLUS document into English using the DEEPLE translator. Lyll gave Father Murray the French copy for his review.</p>	

The Health check report that is being prepared for the Church will indicate the removal of the asbestos by SOS Demolition. The Health Check document is from the Diocese and has been completed for the church and the rectory in preparation for the Bishop's visit on January 28<sup>th</sup>.

Lyll followed up with Kevin Lawless of Prosecure on Jan 16/22 to obtain the asbestos report for work done in early April 2021. At that time, Prosecure was called to fix the damage caused by the water leak from the upstairs bathroom in the rectory. The areas to be fixed for the water damage were the ceiling and wall area above the doorway to Just Equipping and a small area of ceiling in the Just Equipping office area. Prior to starting this job, Prosecure requested an asbestos test for the gypsum and plaster. Prosecure contacted ECOPLUS and they contacted PARACEL Laboratories Ltd. to run the test on the samples. The Certificate of Analysis report of April 14, 2021, which Prosecure received from PARACEL Laboratories Ltd., stated that based the two samples taken: ASBESTOS DETECTED - NO. Prosecure then continued to fix the damage caused by the water leak (area above doorway to Just Equipping and a small area of ceiling in the Just Equipping office area). The report from PARACEL Laboratories was sent to ECOPLUS.

## **2. Pictogram – follow-up Ville de Gatineau fire inspection report Nov 10/22**

Lyll picked up the pictograms for the doors leading to the 'electrical room' from Riobec Securite Inc, 540 Boul Saint Joseph in Gatineau (Hull sector). One of the pictograms will indicate the symbol for an electrical room and high voltage.

He has also ordered the signs for the gas furnace in the 'furnace room' (**Salle de Fournaise**).

## **3. Status Regie de Batiment – Request to inspect paneling in the hall and the bottom of the stairs**

Bill mentioned that no information has been received from the Regie de Batiment regarding the inspection for the paneling in the hall and the paneling at the bottom of the stairs. This inspection is to determine the fire spread rating of the paneling (Ville de Gatineau Fire Inspection report dated Nov. 10/22).

## **4. Warden Mandate**

Susan Lemieux's warden mandate ended at the end of December 31/22. She has graciously accepted another 3 year mandate – term ending December 2025. We all thanked Susan for accepting another term.

## **5. New Laptop – Parish Office**

Bill proposed that we should look at getting another computer for the office. We will try to modernize our equipment for the office as the current computer is slow and completing/updating documents and other administrative tasks can be difficult.

Lyll will check with Linda and Monique to see what they would prefer for the office.

**7** **Next Meeting:** February 15, 2023 @10:30 – parish hall

**8** **Adjournment:** meeting adjourned by Father Murray and seconded Susan Lemieux