

**OLV Warden's Meeting**  
**May 18, 2023**  
**7:00 p.m. Church Hall**

**In attendance:** Bill Cameron, Susan Lemieux, Bill Raby, Nancy Lanthier, Gail Preston, Theresa Ritchie, Mervin Butler, Linda Cameron and Lyall Campbell

**Absent:** Father Murray

Item	Description	Action by
1	<b>Opening Prayer:</b> opening prayer led by Bill Cameron	
2	<b>Approval of Agenda:</b> Agenda approved by Bill Raby and seconded by Theresa Ritchie.	
3	<b>Approval of Minutes:</b> Minutes of the meeting of April 26, 2023 as presented by Gail are approved by Theresa and seconded by Susan.	
4	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b></p> <p>Gail Preston has nothing to report for this meeting</p> <p><b>2. Treasurer's Report:</b></p> <p>Bill Cameron presented to Nancy Lanthier a cheque for \$500.00 from the FADOQ who held their concert at the church last week.</p> <p>Nancy Lanthier provided the financial statement for the period ending April 30, 2023. The financial statement was reviewed by all those in attendance. We are currently in a deficit position of \$4,706. Cash in bank in \$39,400. The financial statement is approved by Lyall and seconded by Susan.</p> <p>Nancy mentioned that there are some investments that came due in May (\$26,000 &amp; \$19,000). We are not sure how to invest as we have upcoming bills.</p> <p>When Nancy was at Scotia Bank she was told that no one has signing authority for investments for Our Lady of Victory. Scotia Bank told Nancy was told that we were lost when they were putting their paper records into digital records. The Scotia Bank Manager is now reviewing all signing authorities. There are specific forms that must be signed. The first form that must be signed is the Scotia Bank <b>CERTIFICATE FOR OFFICERS, DIRECTORS &amp; SIGNING AUTHORITIES</b>. The second form to be signed is the <b>BANKING RESOLUTION</b>. Nancy mentioned that we can have up to three people sign. But we definitely have to designate a second person. Bill would like to nominate Susan to be the second person. Susan has accepted to be added to the signing authority.</p> <p>Bill Cameron as President of the Fabrique will prepare a letter to Scotia Bank on Our Lady of Victory letterhead. Nancy provided Bill with the business card as to who the letter has to go to at Scotia Bank. This letter will provide the authorization for Susan McNamara Lemieux and Nancy Lanthier to reinvest or have any amounts sent to Our Lady of Victory Church. Nancy completed the two forms for Susan and herself. Nancy provided Gail with the two forms that are to be used for the signing authority. For future purposes, a sample of the two forms and blank forms may be kept on file in binder for the Our Lady of Victory minutes.</p>	

	<p>As far as the investments are concerned we would not have to cash anything out at this time. Nancy said that the rates are quite good – 4.5% – 13 months or 4.6% - 2 years. Bill is recommending reinvesting the amounts. We can still cash in the investments if required, but we will lose the interest on the investments. We would only cash in if we have any unforeseen costs. Lyall mentioned that we still have \$39,000 in bank which can cover some of the expenditures. An upcoming major cost would be insurance which would come out of the cash.</p>	
5	<p><b>Business Arising from Minutes</b></p> <p><b>1. Code of Conduct and Ethics</b></p> <p>Linda Cameron is in attendance and has finalized all the documents and will be turning over the file/binder to the Wardens.</p> <p>Linda mentioned that one of the documents indicates the description of the roles and responsibilities, the following is indicated on the back page:</p> <p>“The Pastor maintains primary responsibility for everything that concerns the parish, whether it involves paid employees or volunteers. He thereby insures a healthy climate when it comes to the work that each person does.”</p> <p>Linda Cameron mentioned that Father Murray should be aware of this information as he is responsible.</p> <p>Linda Cameron went through the list of the various forms that apply to OLV (paid staff &amp; volunteers). The information on the forms is in the binder.</p> <p>Linda Cameron took on this role for the wardens. Moving forward, Julie McCann will be the main coordinator for the four parishes for Father Murray. Any changes in the future will go to Julie McCann. Any complaints in the future will go to Julie. There will be no criminal record check as it is the same people that have been doing it for many years. However, if you have new wardens that you do not know, then the existing wardens could get a criminal record check for the new warden.</p> <p>Linda is recommending that the binder remain in the secretary’s office. Whenever there is someone new or something new that is going to be done, then you will have to update the binder.</p> <p>The only outstanding item is the training session for Warden’s which is required for Bill Raby, Theresa, and Mervin. The last training session was held at the Diocese in February 2023. It is all about the Fabrique law. Susan put a copy in the office of what was in the training session February 2023.</p> <p>All Wardens thanked Linda for coordinating and preparing all the documents that were required for Our Lady of Victory Church for the Code of Conduct and Ethics.</p>	

## 2. Fire Inspection Plan (Options)

Bill provided all those in attendance with a document from Kevin Lawlis at PROSECURE. This document outlines two options regarding the paneling in the church basement which do not meet the fire code rating. It is as follows:

**First Option:** Paint paneling with required fire retardant paint. Although still waiting for a confirmation to go to the Regie du Batiment. The estimate to paint existing paneling in the church hall would be \$12,000.

NOTE: The conference room paneling was NOT mentioned in the conversation with ProSecure and was NOT part of the estimate.

### **Second Option:**

Remove existing paneling and replace with drywall would be \$36,000

Note: Placing drywall over the existing paneling is not recommended.

### **Comments regarding the options:**

Bill mentioned that we will look at Option 1 – the cost is \$12,000 paint paneling with fire-retardant paint.

Bill gave Kevin the estimates of the floor size. This was the measurement that Lyall had provided to Bill Cameron when measuring had been done for the insurance policy.

Kevin has a contact person who is an expert and he would be doing the painting.

### **Items to follow-up:**

- We have to go back to the Regie de Batiment. Kevin will help us as we have to check with the Regie de Batiment to approve the painting option.

When we do the form for the Regie, Kevin's contact person for the painting will assist with the forms and indicate which paint we will be using. The Regie will provide approval for the retardant paint.

-The paneling and the wainscoting will be done.

- When we paint the hall, we should determine if there are the health restrictions for our weekly rentals. The painter will know this information and they could determine if we have to cancel any meetings. The painter will try to do when the hall is vacant.

- We have to determine how long we have to close down the hall for painting the hall for the NA, AA and Daycare.

- Kevin's contact person - it is a special company that will do the painting of the paneling and wainscoting in the hall. They will be responsibility for this project. Bill indicated to Kevin that the hall measurements are approximately 1,853 (104x53). This may change when the painter verifies the work to be done the hall. The conference room is not included in the quote.

- We will ask fire inspector for another extension of 90 days.

Summary:

- All agreed that we will paint the paneling with the fire retardant paint.
- Bill Cameron will request Kevin to assist him in filling out the form for the Regie du Batiment – The form will indicate that we will be painting the paneling and will also indicate the proposed type of paint to be used. Then we will wait for their approval on our request.

### 3. Insurance Policy Renewal

Gail Preston provided Bill Raby and Bill Cameron an e-mail document that was prepared by Mike Legault on December 15, 2015. This e-mail indicates the square footage of the church and buildings as 8,316 sq ft. As well as the information that he prepared regarding co-insurance.

Bill Raby contacted Guilbeault Real Estate company. They recommended another contact person as they do not do churches. Bill will try to reach out to get information.

Bill Raby got an e-mail from Ecclesiastical Insurance regarding the insurance renewal for July 1/23 to 2024. As per Bill 96 all policy documentation will be issued in French. They attached a policy holder notice which summarizes the changes to the policy wordings; a French version will be included. Documents can be requested in English, following a process of a signed declaration by the Fabrique.

They indicated that the current quote is \$10,000.

Based on risk control these building should be insured from \$4,230,000.00 to \$4,500,000.00. They are strongly encouraging to increase the building limit.

They have ordered an inspection in the next couple of months.

The risk is in a 100 year flood zone. We are in Gatineau. We have to negotiate this at the time of renewal. Deductible for flood \$50,000.00

We have to get the documents for any changes we wish to make.

The quote that we have been given is based on \$2,500,000.00 evaluation.

#### **Other:**

Bill Raby will contact Assurance Mutuelle (Diocese Insurance) to get an estimate. There are other churches in the area that have Mutuelle.

We are currently insured at \$2,500,000.00 for rectory and church.

We have two policies (cost for church and cost for directors).

	<p>The current 6 month policy is up June 30/23.</p> <p>Bill Raby will try to get another quote. He will also try to call Josiane at Racine Chamberland regarding our policy with Ecclesiastical Insurance.</p> <p>4. Action to address the Water leakage</p> <p>Mervin and Lyall installed a plastic sheet (15x15) in the corner and taped to the wall. All water coming off the roof will run past the rectory and then we will wait to see if there is water in the basement after a heavy rain.</p> <p>If there is no water in the basement, the next step will be is to remove the ground under the plastic sheet, put down a membrane or plastic sheet, and then reinstall the ground. (Possibly install sod or just reseed with grass seed). The top of the white pipe was cut off to disable any water from entering the pipe. We could then see what the next step would be.</p>	
6	<p><b>New Business:</b></p> <p>1. Items of concern – 6 items of work to be done at the church</p> <p>#1 - Caulking around church – various windows need to be caulked</p> <p>#2 - Water in corner – still a work in progress</p> <p>#3 - Side step at kitchen door/garage – rotting boards. Needs to be replaced.</p> <p>#4- Back wall (east side) - cement board - some of the wooden pieces covering the seams are missing. - may be causing water to leak into kitchen and furnace room - Lyall has caulked along the metal flashing too see if that will slow down any water that may seep into the church.</p> <p>#5 – Fence on Joseph St. side is falling over. This is due to the snow being pushed against it and the trees branches that are pushing on the fence. Lyall is thinking that he and Mervin could fix it.</p> <p>#6 – Tree from OLV yard that is leaning on white vinyl fence (property on Pine St.). - should be cut so it does not damage the vinyl fence if another wind storm occurs.</p> <p><b>Main priorities:</b></p> <p>- water coming in at the corner at conference room - caulking at back wall (east side)</p> <p>Lyall was suggesting that if we have a couple of minutes after the meeting - we can take a look at the back wall.</p>	
7	<p><b>Next Meeting:</b> Wednesday, June 14<sup>th</sup> at 7:00 p.m.</p>	
8	<p><b>Adjournment:</b> meeting adjourned by Bill Raby and seconded by Theresa Ritchie</p>	