

Minutes of Council Executive meeting Wednesday September 9, 2026

There were 6 members of Council Executive in attendance for this meeting by email. There was a quorum.

Chair	Daniella D'Andrea
Vice-Chair	Joe Chan
Past Chair	Tory Walko
Secretary	Cecily Chiles
Treasurer	Paul Cooper
Ministry	Pat Morrison
Property Committee Rep.	John Cooke

There were 2 items on the agenda, both presented by John Cooke on behalf of Property Committee.

1. Cathcart Canopy Roof Repair
2. Sanctuary Soffit Repairs 2026

Property Report

The Sanctuary solar window film project is delayed due lift issues. Expect this will be resolved in September.

The automatic opener on the Narthex N outside door failed like the inside door failure in March. We plan to proceed to replace the unit at likely cost of \$3k.

We plan to professionally steam clean some upholstered furniture. The scope includes 2 sofas and 4 wing chairs in the FR Rm and 2 wing chairs in the Narthex. The cost is \$800 + tax.

Raccoon issues continue. We found JSG Animal Trapping who are very skilled at removing the animals and identifying/mitigating entry points. The initial work will cost a minimum of \$1100 + tax. They also propose installing covers on roof vents at a cost of \$1700.

Property Committee requested Council Executive approval to proceed with the 2 projects shown in the attachments.

Namely:

- Cathcart Canopy Roof Repair
- Sanctuary Soffit Repairs 2026

The committee is seeking approval now to ensure these projects can be scheduled by the contractor this fall.

Deferring approval until the Oct 7 Council meeting may jeopardize the schedule.

We assume the cost will be borne by the Capital Replacement Fund and/or the Reserve Fund.

Given the number of issues we are dealing with at this time, we don't have capacity to organize special fund-raising activities.

At a Zoom meeting on Wednesday Sept. 9, John Cooke gave a summary of the proposal documents that were circulated prior to the meeting. Quorum was not achieved at this meeting and there was a discussion about whether to re-schedule a live meeting or to conduct the meeting by email. It was agreed to proceed by email. An email was sent to members of Council Executive on Friday September 11.

MOTION: That Council Executive approve implementation of the Sanctuary Soffit Repairs 2026 at a cost of \$6,256 + tax, funding to be provided from the Capital Replacement Fund and, if needed, the Reserve Fund. Moved by Cecily Chiles. Seconded by Tory Walko.

MOTION: That Council Executive approve implementation of the Cathcart Canopy Roof Repair at a cost of \$10,719 + tax, funding to be provided from the Capital Replacement Fund and, if needed, the Reserve Fund. Moved by Cecily Chiles. Seconded by Tory Walko.

Discussion:

1. Should we add preapproval to replace the decking on Cathcart canopy quote? This will need to be done if it comes up.
Property answer: We don't know if decking repairs will be needed. The contractor will be asked to advise us if repairs are needed once the old roof is removed. I included a \$3000 contingency in the estimate in case deck repairs are required.
2. Is there a reason Gallaway didn't quote on the soffit job? I'm just wondering if there is a difference with one company have the tools to do it all together vice two separate trips with the lift (possibly incurring additional lift fees).
Property answer: I didn't ask Gallaway to quote on the soffit job assuming they are mostly a flat roof company. The lift, tools and labour required for the 2 jobs are entirely different so I don't believe there is much value in focusing on 1 contractor for both jobs.

Discussion closed Monday September 14. The chair called a vote by email Monday September 14.

Both motions carried, 4 votes in favour, none opposed, 1 abstention.