

**Wesley United Church**  
 Council Meeting in person at Wesley United Church  
 January 11, 2023  
 Minutes

*Wesley United Church, located on Treaty 4 land, is an Affirming Ministry of Jesus Christ, nurturing spiritual exploration and growth. We advocate for justice and social action. We love and care for ourselves and our neighbours throughout the world.*

Present:

	Name	Position on Council
X	Wayne Clarke	President
X	Stephanie Dove	Past President
X	Lenore Bewcyk	Vice-President
X	Al Goudie	Secretary
X	Jim Chernick	Treasurer
R	June Blau	Admin & Finance Division Coordinator
X	Frances Goudie	Christian Education Division Coordinator
X	Carolyn McBean	Pastoral Care Division Coordinator
X	Tessa Whyte	Ministry & Personnel Division Coordinator
R	Sheila Roske	Worship Division Coordinator
X	Carolyn Woodall	Intentional Interim Minister
X	Kent Stewart	Transition Team Representative
R	Linda Gunningham	Regional Council Representative
R	June Blau	Regional Council Representative
R	Dave Towers	Sunset United Church Representative

R = Regrets    P = Partial

1. Call to order – President Wayne called the meeting to order at 6:08 pm.
2. Opening prayer – Rev. Carolyn
3. Approval of agenda

**Motion 2023-01: That the agenda be approved as amended. M/S Al Goudie/Kent Stewart – carried.**

4. Approval of minutes from the Council meeting of December 21, 2022.

**Motion 2023-02: That the minutes of the meeting of December 21, 2022 be adopted. M/S Al Goudie/Stephanie Dove – carried.**

5. Reports

5.1. Minister. No report.

5.2. President. No report.

5.3. Vice President. Report attached.

5.4. Treasurer.

**Motion 2023-03: That the interim financial statements for the year ended December 31, 2022 be accepted. M/S Jim Chernick/Lenore Bewcyk – carried.**

5.5. Administration and Finance. No report.

5.6. Christian Education. Frances reported that Messy Church will be January 27. Posters have gone to Westminster and Sunset.

5.7. Ministry and Personnel. No report.

5.8. Pastoral Care. No report.

5.9. Worship. No report.

5.10. WUC/UCAS Liaison Committee. No report.

5.11. Transition Team. No report.

5.12. Sunset United Representative. Report attached.

**Motion 2023-04: That the reports be received.** M/S Lenore Bewcyk/Carolyn McBean – carried.

6 Business Arising

6.1 UCAS Renovations. Reports attached. Deferred to the 7:00 meeting.

7. New Business none

8. Correspondence

8.1 Clare Parker Homes Inc. report attached. Carolyn McBean will contact Clare Parker Homes Inc. about continued representation on the board.

9. Volunteer for reflection for February meeting – Carolyn Woodall

10. Next meetings:

Budget meeting January 14, 2023 at 9:00 am in the kitchen lounge

Council meetings February 22 and March 22, 2023 at 7:00 pm in the kitchen lounge

Annual Fiscal Meeting March 26, 2023 following worship

Frances: Christian Education Committee talked about an evening on February 24 as a fundraiser for the Ukrainian community. Council is agreed.

Lenore: Friday January 13<sup>th</sup> is games night at Wesley with Sunset.

Carolyn Woodall: Friday January 20<sup>th</sup> Cluster meeting and workshop at Wesley. The General Secretary Michael Blair will be attending by Zoom.

11. Adjournment of regular Council meeting at 6:43 pm.

12. Call to order special meeting with Council, Transition Team, Trustees and Admin & Finance to discuss the UCAS renovations and KindredWorks.

In attendance: Council as above plus Glenn Schmuland, Linda Gunningham, Catherine Maloney, Darwin Roske, Bryan Tudor, Jim Gunningham, Kiera Eastley, Gordon Beck

13. Opening reflection – Carolyn McBean

14. UCAS Renovations

There was support for approving the renovations conditionally with the caveat that the suggestions made by Darwin are addressed.

**Motion 2023-05: That the Council and Trustees provide approval in principle to proceed with the renovations proposed by UCAS provided that amended specifications are supplied in accordance with the concerns and changes noted in Darwin Roske's email of January 8, 2023 and that a city building permit has been issued if required. M/S Kent Stewart/Jim Chernick. Council: 9-0; Trustees: 3-1 – carried.**

15. A roundtable discussion of the proposal by KindredWorks was led by Rev. Carolyn. Notes were taken by Lenore Bewcyk. There was general agreement that the status quo is not sustainable and change in the near term will occur. Whether that change includes a redevelopment of the property by KindredWorks or a sale of the property is a decision of the congregation and the congregation should be engaged and informed.

16. Next steps

Rev. Carolyn will speak to Miriam at KindredWorks about some of our concerns with their proposal.

**Motion 2023-06: That the Wesley congregation participate in a Table Worship on January 29, 2023, where the information from KindredWorks may be presented to the congregation. The alternative of a sale of the property be presented as well.**

**Motion 2023-07: That a Congregational Meeting be called for February 12, 2023, with the question be put to the meeting, being:**

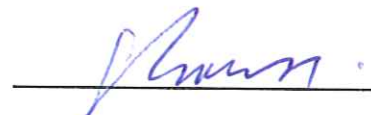
**Moved that Wesley United Church enter into an agreement with KindredWorks.ca for the redevelopment of the Wesley United Church property at 3913 Hillsdale Street. M/S Al Goudie/Catherine Maloney – carried.**

17. Benediction – Rev. Carolyn

18. Adjournment at 9:55 pm.



Wayne Clarke, President



Al Goudie, Secretary

## REPORTS

### 5.3 Vice President's Report

#### **Vice President's Report for January 11, 2023**

1. Promoted and attended Sunset Christmas Party December 21/22.
2. Planned and promoted Sunset Wesley Games Night for Friday, January 13/23.

Lenore Bewcyk  
January 1, 2023

### 5.12 Sunset United Representative

At this point, I plan on being in Mexico in mid January so will miss the next Wesley and Sunset Council meetings.

I have nothing more to report than what has already been reported. Next update will be after the congregational meeting Jan 22/23.

I would, however, like to thank the Wesley folks for adjusting their December Council meeting to accommodate the Sunset Christmas Party in December. Very thoughtful.

Wishing all a Happy and Healthy 2023  
Dave Towers

### 6.1 UCAS Renovations

Hi Kent,

Further to the letter referred to in the subject heading, and following up to discussions with UCAS Board during November and December 2022, please accept this e-mail as UCAS's formal request for WUC's Council and Trustee Boards' review and approval of UCAS's Retrofit project and tentative work-plan with the proposed start date of January 16, 2023 and anticipated completion date of February 17, 2023.

This request is based on the understanding that: a) WUC is still undergoing the process of considering various transition options; b) the spirit and intent of WUC and UCAS

Partnership agreement established in shared humanity and community development is still alive and viable; c) the proposed retrofit walls and fixtures are movable (agile) - supporting easy removal if needed and that, d) UCAS received approval from the project funding agency (Federal Government Ministry of Social and Economic Development) to extend the completion of the project to March 31, 2023.

The instructions in the referred letter specify the need to provide the documents related to the proposed retrofit work plus costs. There are three key project work components and quotations (see attached) as follows:

- a. The removal of the wall and flooring in the executive office space and the adjust shared office space (former library), plus re-flooring and re-painting – see quote for **\$13,427.67** (including GST/PST);
- b. The replacement of the wall with a movable glass wall and sliding doors quoted at \$10,203.14 plus GST/PST at 11% = **\$11,325.50; and**
- c. Movable storage to be installed in Room 105 – quoted for solid material (not glass) at \$ 12,088.81 plus GST/PST at 11% = **13,418.60.**

The total project cost is estimated at \$ **38,171.80 to about \$40,000**. Please note that the credentials and commercial liability insurance certificated if the respective constructors were provided as part of the earlier communications about this project.

With sincere appreciation of your time and effort- in facilitating the related processes.

All the best,

*Christine*

From: Darwin & Sheila Roske

> Date: January 8, 2023 at 16:06:33 CST

> To: June Blau

> Subject: UCAS Office Retrofit Project

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> Hi June:

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> As per our discussion from January 7, I have put together some comments and background information (on behalf of Admin & Finance) regarding the latest project status and specifications provided by UCAS (as per the attachments above and Christine's email below). For simplicity, the whole project can be broken down into two separate ones (1: room 105 storage area and 2: the wall construction in the library-UCAS office). Hopefully, the additional background information pertaining to the two projects will be useful to Council members, Trustee members and others that are not familiar with the construction work that

is proposed and the various impacts on the rooms involved. My comments and background information are based on The UCAS - WUC Partnership Agreement, ongoing knowledge of the projects, the content of the attachments, notes from my meeting with Christine on November 24, 2022 (& prior ones) and a visit to the church on January 7, 2023 to have a look at the latest project plans as they relate to the actual physical space.

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> At the meeting of November 24/22, there were a number of changes recommended by myself and Christine to the project plans provided to date by Hands On Construction. Christine was going to consult with Hands On Construction to get a revised quotation incorporating the requested changes. Upon review of the project plan documents above it appears that some changes were made and some not. However, both of the projects were signed off on December 2, 2022 by UCAS and we (Wesley) did not see the final documents for review until January 5/23.

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> 1. Room 105 Storage Area (see second attachment above)

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> Ø Although not specifically itemized in the Partnership Agreement between UCAS and Wesley United Church (WUC), there was always an understanding/agreement between the two parties that a new storage unit would be constructed in that room. One of the primary reasons was to provide permanent locked storage for UCAS's drums and to store other items for UCAS as well as Wesley itself (and perhaps also property for other user groups using this room). As per the current situation, after the construction, room 105 will be a space available to all user groups under established booking policies.

> Ø The planned storage unit will be located on the South wall of the room; flush with the East wall and extending 18' across. A section of the south wall will be left open to store tables, chairs, etc. in the corner and allow light to come through the corner window on the west wall.

> Ø As there is currently a number of items stored against the south and west walls (YOGA shelf unit, TOPS cabinet, tables, chairs, drums, four red dividers, one long rolling divider), once the new storage unit is built it is questionable whether the overall storage capacity will be more or less. It is entirely possible that the usable space available for renters and other users in that room may be reduced as we have the recurring problem of limited room to put stuff in other areas of the church.

> Ø The diagram and text in the above second attachment has the storage unit to be 7' 9" high, including the doors. This is the vertical distance from the floor to the ceiling. That will not work for the door height as the doors will hit the light fixtures when opened. The doors will need to be about 7' 4 1/2 " to clear the lights when opened. This was specifically brought up as an issue by me at our November 24 meeting.

> Ø Because the shelving unit will be for multiple UCAS & Wesley uses (and with varying heights for items to be stored), it was recommended that some or all of the shelves be adjustable and/or removable. I do not see any of this in the specs.

This was also discussed on November 24.

> Ø It is not particularly clear as to what the distance is from the back of the storage unit to the front (unless it is 3' 11/16" as on page 9?). If that is the depth it is likely butting up too close to the side of the light fixture cover and not allowing enough finger/hand space to easily remove and replace the cover (when necessary). The depth should be about 3' 10 1/2" to allow ample room for fixture cover removal.

> Ø There is no mention about the depth of the shelves or the material they are going to be made from.

> Ø On the top of page 3 in the document, the linear feet of the DIRT wall is indicated as 21'. The outside measurements in the diagram on page 4 show 18'. I do believe that the 18' is the correct number?

> Ø The design now calls for 4 doors instead of two that was in an earlier version of the plan. That was the recommended change and that is good.

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> 2. Library-UCAS Office Wall Construction (see first attachment above)

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> Ø As specified in the Partnership Agreement between UCAS and WUC, UCAS has exclusive use of the office area directly east of the main office area and west of the Library.

> Ø As specified in the Agreement UCAS has permanent shared use (with WUC) of the space East of their office, commonly known as the "Library".

> Ø Although not specifically itemized in the Partnership Agreement between UCAS and Wesley United Church (WUC), there was always an understanding/agreement between the two parties that direct access to UCAS's office (from the Library area) would be accommodated by opening up the wall between the library and the UCAS office and building in a door to allow access both ways.

> Ø After completion of the construction the library space will continue to be shared space between UCAS and WUC. This means that, for both parties, there must be accommodations for work areas, furniture, storage, shelving, etc.

> Ø Once the construction is finished, the entire shelving, cupboard and closet space on the west wall of the Library is slated to be gone. There was some discussion as to whether part (or half) of the existing closet and cupboard area closest to the door should remain, however that is not in the current plan. The entire shelving unit on the east wall is to be gone and partially replaced with cabinet shelving. The majority of the existing filing cabinets belonging to WUC and UCAS will hopefully fit on the east wall as well. It is fairly certain that the overall storage area will be reduced in that room. There may be a church storage issue as Wesley is not blessed with surplus storage space.

> Ø On the diagram on page 6 of the first attachment, there is a vertical length of 3' 8 13/16" shown for Elevation A & B. What does that mean?

> Ø Electrical Work: There is still no allowance for (or mention of) electrical work in the quotation or in the specifications. This was brought up by me at the November 24/22 meeting. There will definitely be electrical work required here as



there is wiring and plugins on the inside of the office wall. Furthermore, will there be a need for additional plug in outlets in the office once the new wall is put in. Or will UCAS or Wesley want some in the library on the new west wall (if feasible).

> Ø There is no itemized work for other changes or renovations to the office itself once the new wall is in place. Is this coming after or is everything staying the same (other than repainting). One of the things that is currently missing is the work required to permanently or semi-permanently make the necessary changes to the door located on the West wall of the UCAS office to NOT allow access from the UCAS office to the main WUC office area (and vice versa). It would be my suggestion that the door not be removed permanently and replaced with a solid wall just in case traffic between the two office areas would be required in the future through a door located where it is now.

> Ø If you look at the diagram on page 5 and the linear feet distance of the DIRT wall (13' on page 3), there is an end wall on the northwest side of the library. Thirteen feet is the distance from the edge of the south wall to about a third of the way into the first door of the existing closet. Is this just a standard picture or is there going to be closet space preserved at that end?

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> Other General Comments/Recommendations

> Ø This is a very aggressive schedule. Based on my experience with projects, I would be somewhat dubious as to whether it can be accomplished in the estimated timeframe. I notice that the DIRT estimate for their product (walls) arrival is within 4 weeks after placing the order and the order should not be placed until final approval is given for the right dimensions (re: the room 105 project). I would suspect that the changes identified above for room 105 would affect the specs for that wall?

> Ø Is the plan to start with the library-office project first or both at the same time? I think the preference would be the library-office project first?

> Ø The contingency buffer for the project is not substantial for cost overruns, unexpected issues, etc., but I guess that is something between UCAS and Hands On Construction to worry about.

> Ø The room 105 project will directly impact other existing users of that space on a temporary basis (Preschool, TOPS, Yoga, Singing Grannies). As a conscientious and considerate landlord we (Wesley) need to provide prompt notification to them and provide alternate arrangements if we can.

> Ø Once the go ahead is given, the library and room 105 will need cleaning out and re-arranging. The library will be the big job. As floor space is very limited at the church for big items, there will be clutter in the hallways and several of the rooms. A second "purge" of reading materials, files and documents should happen with the stuff now located on the shelves in the library.

> Ø Provided that the key changes itemized above are accommodated for by UCAS and Hands On Construction it would seem reasonable that the projects should go ahead.

> Ø However, it would be prudent for Wesley to request that some of the key changes are reflected in revised project specifications and that Wesley have an

opportunity to review and approve them. The key ones that come to mind are the height of the doors in room 105, the depth of the storage unit in room 105, adjustable shelving in room 105, door covering in the UCAS office, allowance for electrical work in library-UCAS office (this later one could be an added on cost by the contractor as per the Terms & Conditions). It is always best to have things in writing to avoid misunderstanding.

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> Darwin

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## 8. Correspondence

### 8.1 Clare Parker Homes Inc. Annual Report to Congregations

Clare Parker Homes' mission is to provide high quality housing and support services for people experiencing disability. We facilitate interdependent community living in a respectful and caring environment. Our vision is that People experiencing disability realize their full potential and dreams as vibrant members of their community.

Throughout 2022, the agency saw continued and consistent growth. Clare Parker Homes now operates 13 homes, supports 4 Fee For Service programs and maintains a strong Community Inclusion Program. Along with Community Living Service Delivery (CLSD), we also provide service through the Child & Family Programs branch of the Ministry of Social Services, where we provide support to individuals who are aging-out of earlier family care support systems.

This year we were able to offer on-going support to 5 of our community members. CPH expanded our home support services to include 2 new houses in 2022. In May of 2022, Clare Parker Homes moved our Main Office to 301 Park St. to accommodate a rapidly growing Management Team, and to promote accessibility to our space as our previous office location was no longer accessible. With our new space, we are now able to offer in house training, host University Practicum Students, provide inclusive spaces and plenty of on-site parking.

Alongside our new Office, we were able to acquire the adjacent space at 309 Park St. which now hosts our Community Inclusion (CI) Drop In Space. This location has opened many more doors for CPH to provide support, and we have been told that we are the "Gold Standard" for what a Community Inclusion Program should look like from CLSD. We are now able to offer Daytime Inclusion activities to all the people we support, as well as individuals within the community. The CI team is constantly on the move with daily activities, outings, and events, which has assisted in developing more connections in the community. One of the notable projects to come out of the CI team this year was having prepared 500 Ukrainian flag ribbons that have been distributed and become part of a Ukrainian fund-raising project that spread across the province and on to Australia.

This program has been a dream of many throughout the years and it has finally come to fruition, and we could not be more grateful.

CPH continues to promote a culture of Gentleness, and we are a certified Gentle Teaching Agency, with 1 of our Leadership members receiving her Gentle Teaching Certification, as well as a dedicated full time Culture & Support Mentor. We also remain focused on providing person-centered care in an environment that promotes choice and supported decision making.

Within the agency we now have 2 facilitators of Person-Centered Approaches, as well as one certified Person-Centered Thinking Facilitator. Throughout the agency we now have 25 certified facilitators in various trainings such as MANDT, ASIST, PART & TLR, just to name a few. With our new training space, we are able to successfully ensure that all supports receive comprehensive training and education so that they can continue to provide quality support.

With the continued growth that CPH has seen in 2022, we now employ 160 employees. Our management team now consists of our Executive Director, Associate Director, Accounts Manager, Human Resource Coordinator, 4 Home Support Coordinators, Office Support and our Culture & Support Mentor.

As we continue into the new year, we are grateful for the dedication and commitment that is given by all who support our agency and our mission, vision and principles. We value the diversity and inclusiveness in our teams, management, and our Board of Directors. We will continue to provide dignified, respectful, and person-centered support to everyone we serve, to ensure that they will continue to live their best lives.

Respectfully submitted,

Jennie Birns,  
Associate Director  
[www.clareparkerhomes.org](http://www.clareparkerhomes.org)