

**Church of St. Bartholomew
Special Vestry**

**Sunday, May 16
11:00 a.m. to 1:00 p.m.**

This special online Vestry will take place via Zoom

There are three parts to this document:

1. Description and purpose of the meeting.
2. Registration for the meeting (if you have not already registered via Eventbrite) and Zoom invitation.
3. Agenda and proposed motion.

1. Introductory Remarks at Special Vestry – May 16, 2021

The purpose of the meeting is to consider recommendations from the Building Advisory Committee for capital projects and to approve a capital campaign to raise funds, which will be carried out by the Stewardship Committee.

For many years we have been concerned that the East Memorial Window, which was installed over a 100 years ago, may require restoration work. In 2017, an assessment of the window was completed. The purpose of the assessment was to document the existing condition of the window and associated elements to provide recommendations for its conservation. In the same year, the Building Advisory Committee prepared a 10 year capital plan. The Committee has now made its recommendations to Corporation for the restoration of the window, along with other capital projects in the church and the hall.

In considering how to finance these projects, Corporation has asked the Stewardship Committee to develop a capital campaign plan to raise funds.

ST. BARTHOLOMEW'S PROPOSED CAPITAL CAMPAIGN, 2021-2024

1.0 INTRODUCTION

Corporation is proposing a Capital Campaign to raise funds for specific capital projects to restore, renovate and upgrade the basic fabric of the physical assets of the Parish.

The following projects and associated budgets have been identified as having the highest priority for the use and enjoyment of parishioners as well as for rental opportunities.

The goal for the Capital Campaign is \$750,000 which includes a contingency allowance. The amount of \$100,000 would come from Capital Trust Funds as seed money, the remaining \$650,000 to be raised through the capital campaign.

Ultimately, the success of the Capital Campaign and the received tenders for construction will determine which projects can be undertaken.

2.0 PROJECTS AND BUDGETS

- (a) East Window and other stained glass windows - \$250,000

A thorough assessment by EGD Glass in 2017 documented the existing condition of the memorial East Window, designed by Wilhelmina Geddes and installed in 1919. Recommendations were provided for conservation of the window, including upgrading of its protective covering. Projected work to include the replacement of the external covering of all stained glass windows, where necessary. Robertson Martin Architects were retained to assist with the preparation of a tender document and to oversee the tendering process. Following a two-stage tendering process, and the short-listing of four qualified firms, the Building Advisory Committee has identified a firm to do the restoration and Corporation recommends it be contracted.

- (b) Church washrooms, coat room and office -- \$116,000

The reconstruction of the facilities at the southern entrance to the church. To include a universal accessible washroom, two additional washrooms (all gender neutral), a small office, and a retrofitting of the coat room and entrance area to the Church from the Link.

- (c) Hall: HVAC and new ceiling -- \$180,000

Installation of a new, rooftop-mounted HVAC system and ducting at ceiling level, would greatly reduce or eliminate noise from the furnace. This, together with a mechanical bulkhead and upgraded ceiling and lights, would greatly enhance the hall for both parishioners and renters of the space.

- (d) Link upgrades -- \$37,000

Upgrades to include a new ceiling to enclose cables and appendages, and new lighting. A purpose-built coat room to replace the existing coat racks.

- (e) Hall: new flooring -- \$31,000

Replacement and upgrading of the flooring.

- (f) Professional architectural and engineering services -- \$57,000

An allowance for professional services should be included in the overall budget. To date, Robertson Martin Architects has produced As Found or Existing Conditions and Design Development drawings and is to produce detailed plans for the proposed reconstruction of the washrooms, office and coat room at the entrance to the church from the Link.

3.0 PROPOSED BUDGET -- \$750,000

The estimates outlined above suggest a budget of approximately \$670,000. We have a firm tendered price for the restoration of the memorial East Window as long as a contract is awarded before 7 July. Other estimates could be impacted by external factors, in particular the current volatility in construction costs. The final cost of the proposed work will only be known once Detail designs have been completed and tenders have been received. For this reason, a contingency allowance should be included, resulting in a proposed budget of \$750,000.

Respectfully submitted by Corporation - May 2021

Rev. Canon David Clunie, Rector

Jane Billings, Rector's Warden

Gaye Moffett, Deputy Warden

Judy Wiesinger, People's Warden

David Esdaile, Deputy Warden

2. REGISTRATION FOR VESTRY

At this time you can take part in our Vestry by clicking on the Zoom link below.

PLEASE NOTE: By registering to attend the St. Bartholomew's Special Vestry you will be signifying fully your acceptance of the terms stated below. "I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I am a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; and I am a supporter of this congregation by regular contributions to its maintenance."

Here is the Zoom link for the Special Vestry:

Topic: St Bartholomew Special Vestry

Time: May 16, 2021 11:00 AM America/Toronto

Join Zoom Meeting

<https://us02web.zoom.us/j/82911524477?pwd=SERPUWRGYngxQ2ZqeGpwZUdqTXVhUT09>

Meeting ID: 829 1152 4477

Passcode: 473327

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Your email was provided from the Parish List or by request

Our mailing address is:
Church of St. Bartholomew
125 MacKay Street Ottawa ON K1M 2B4

3. Agenda and proposed motion

Church of St. Bartholomew

Special Vestry

May 16, 2021

AGENDA

1. Opening Prayer & Introduction by the Rector
2. Report from Building Advisory Committee
3. Report from Stewardship Committee
4. Recommendation from Corporation
5. Resolution
6. Motion on Resolution*
7. Closing Prayer

***Proposed MOTION**

Resolution of Special Vestry to approve important works in the parish and to approve a SPECIAL CAPITAL FUND RAISING CAMPAIGN

Whereas the purpose of this Special Vestry is described above

And Whereas Corporation has accepted and endorsed the Projects and Budgets and Fund Raising Campaign described in above

Therefore this Special Vestry APPROVES the immediate launch of a SPECIAL FUND RAISING CAMPAIGN to raise funds for the PROJECTS AND BUDGETS DESCRIBED ABOVE

Further this Special Vestry expressly authorizes Corporation or its designated Committees Building Advisory and Stewardship, to carry out the said Capital Campaign and projects and budgets described ABOVE

Further this special Vestry grants Corporation sole and exclusive authority to carry out the above Campaign and Projects as Corporation sees fit and expressly states that Corporation may approve the final composition and priority of the Projects and Budgets