

Minutes of Council Executive meeting Wednesday July 8, 2026

There were 4 members of Council Executive in attendance for this meeting on Zoom, 2 members absent. There was a quorum. Meeting began at 6:00 pm.

Chair	Daniella D'Andrea
Vice-Chair	Absent
Past Chair	Tory Walko
Secretary	Cecily Chiles
Treasurer	Absent
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. Replace Sanctuary window solar film
2. Revision to the Rental Policy

Motion to approve the agenda, Tory Walko seconded by Cecily Chiles. Carried.

Replace Sanctuary window solar film

John Cooke presented a proposal to replace the solar film on the south windows of the sanctuary.

Solar window film was installed on the interior surface of all 14 windows on the south side of the Sanctuary in ~2000 to reduce UV transmission, solar load and other benefits. The film has an expected usable life of 25-30 years. The film started to sheet off several years ago and is no longer providing the intended benefit. It is also rather unsightly.

The proposal is to remove the old film, clean the window and install new 3 mm film on the interior surface of all windows. The contractor will provide a lift to safely access the elevated areas. The film specifications are attached to the proposal. The new film will restore the window properties with benefits including:

- 99% UV light blocked, protection of the interior furnishings from UV.
- 82% Glare reduction, better video quality in the sanctuary.
- 78% of the solar energy rejected, reduced heat and AC load in the sanctuary in the summer.

The project will enhance the Sanctuary and the worship/choir experience. Therefore, we propose that funds for this project be provided from the Memorial Fund.

3 contractors were invited to quote on the work. Creative Window Films (London) is the recommended contractor. Cost includes film, labour and lift at \$5003 + tax

Motion: that Council Executive approve implementation of the Replace Sanctuary Solar Window Film project at a cost of \$5003 + tax. pending approval from Worship Committee that the project be funded from the Memorial Fund. Moved by Tory Walko, seconded by Cecily Chiles. – Carried.

Discussion: Should this project be approved before Worship's final approval of the funding from the Memorial funds? Worship will meet to consider funding the cost for replacement of the window film. The motion includes a provision that approval is conditional on approval from the Worship committee on funding from Memorial Fund.

Why is this being requested now, during the summer? Property has been working on this project for months. It has been difficult to find contractors willing to bid on the project with the appropriate scaffold or lift equipment. Property would like to be able to proceed with the project now that a contractor has been found who has the equipment to complete the work.

John Cooke will follow-up with Worship committee on funding.

In the past, some members of the congregation have talked about possibly using window coverings (e.g. drapery) on the south Sanctuary window, has there been any discussion about this idea? The only discussion that has been presented to Property is the repair or replacement of the solar film on the windows.

Revision to the Rental Policy Appendix 4.4

The Grace Rental Policy was approved earlier this year. Worship then raised some concerns related to the Worship approval process. John Cooke worked with Gord Walkling to resolve their concerns. The results are revisions to the Responsibilities section of Rental Policy and corresponding adjustments to the Rental Contract form and the Worship Approval form (see Appendix 4.4 attached with revisions highlighted). It is important to have the policy in place by September 1, for the new rental season.

I advised Kathy to operate to the new policy, assuming approval is basically a rubber-stamp.

Motion: that Council Executive approve the revised APPENDIX 4.4 RENTAL POLICY for implementation on September 1, 2026. Moved by Cecily Chiles, seconded by Tory Walko. – Carried.

Discussion: None

Next summer meeting of Council Executive

There was a meeting proposed for Wednesday August 12, 2026 however, Pat is unable away at a National Church event and is unable to attend the meeting. It was proposed that Council executive meet again on **Wednesday August 5, 2026 at 6:00 pm on Zoom**. Council executive members are asked to reserve this time slot in case there is important business to consider.

Meeting Closed at 6:30