

**PARISH COUNCIL**  
**Meeting of**  
**Tuesday, February 10, 2026**  
**by Zoom**

**In attendance:** Reverend Mary-Cate Garden, Joseph Amuah, Gillian Martin, John Hancock, Carolyn Findlay, Georgia Roberts, Joan Grayer, Mike Duval, Mayowa Ojo, Janis Perkin, Michael Perkin, Joy Bowerman, Cynthia Greer  
Regrets: Sophia Chiboka, Gillian Morris

**1. Opening the Meeting**

a) The meeting was called to order at 7:08 pm by Joseph Amuah

b) Reverend Mary-Cate offered a prayer

c) Approval of the Agenda

Approval of the Agenda was moved by Mike Duval and seconded by John Hancock. *CARRIED*

**2. Approval of the Minutes from the meeting of January 13 2026**

Amendment to minutes:

In #2 title, change the date from November 11 to December 16.

As amended, moved by Janis Perkin and seconded by Mike Duval. *CARRIED*.

**3. Business arising from previous meeting(s)**

Police Records check:

People who know that their most recent PRC was more than 3 years ago can inform Rev Mary-Cate or Joy. Mary-Cate will be speaking to Les Cundell. Her plan is to do a batch submission of the names of all people who need PRC's.

**4. Regular Reports**

**a) Rector's Report**

Rev Mary Cate spoke about the following items:

- The last month has been busy both for our parish and for the Diocese.
- Several parishioners have had surgery recently or are sick, including some parish council members.
- We have already had 2 great weeks marking Black History Month. Mary-Cate extended thanks to the committee that has been working so hard.
- For the Ash Wednesday pancake supper there are still spaces available to contribute items or to volunteer to work. Coffee Company and Conversation attendees will be invited to attend the supper. There will be 2 church services on Ash Wednesday – one in the morning and the other after the Pancake Supper.

- For Lent there will be a Soup and Study programme on Wednesday evenings from February 25 to March 18, with the location alternating between St Mark's and Julian of Norwich
- Much work is being done on our property.
- The election of our new bishop is coming up soon. Mary-Cate encouraged people to watch the livestreams of the town hall meetings, or attend one or more in person.
- We have had Financial Advisory Committee and Stewardship Committee meetings. Mary-Cate extended thanks to the members for giving their time and talent.

When Rev. Mary-Cate finished her report, Cynthia thanked her for providing information about what is going on in the Diocese.

## **b) Wardens' Report(s)**

### *Black History Month*

Black History Month kicked off with an excellent start on February 2 with a very engaging presentation by Sophia Chiboka. On February 8, Rawlson King, Councillor - Ward 13 Rideau-Rockcliffe, was our guest speaker. We had a great feast of finger foods (Puff Puff, Johny Cake, Chapati, Mandazi, etc) and drinks (Sobolo/Sorrel), and a Show and Tell of some great African and Caribbean mementoes, including clothing, masks, mats, and drums (Djembe, Gongong, etc.).

Thank you to all the volunteers who have been helping with setup, tear down and participating in the show and tell.

We are looking forward to our Guest Speaker Yolande Parsons on February 15.

Our Guest Speaker for February 22 has not responded to numerous emails and so we are likely to have Rev Mary-Cate Garden do a wrap up on that day..

### *Financial Advisory Committee*

The Financial Advisory Committee met on Saturday January 31 to discuss the Budget further. There was a proposal to make some changes to the budget as follows:

- Increase the cleaning fee to \$16000 from \$15200
- Set aside \$10000 for planned repairs to the roof which has been leaking this Winter. The funds required will be offset from reserves.

The total deficit is now approximately \$17000.

The Stewardship Committee is planning a year-long campaign starting later this year to raise funds to support the budget.

FAC also discussed the need for a Visioning Day or a Retreat that will include Parish Council and Corporation. It will be a time to think about our Parish and where we want to see ourselves in, for example, 5 years, 10 years and 20 years. Topics could include, revisiting our Mission and exploring how we see ourselves living out that mission in the future.

## **c) Property & Maintenance Report**

### **Heating & Mechanical Systems**

The heating control valve serving the main hall has been replaced; however, heating has not yet been fully restored. A faulty isolation valve located in the mechanical room is restricting adequate

water flow, preventing proper circulation to the hall. Further assessment and corrective work are required to resolve this issue and restore reliable heating operation.

### **Painting & General Maintenance**

Painting of the link area is scheduled to continue on February 28, as part of the ongoing effort to improve and maintain interior finishes.

### **Life Safety & Fire Protection**

- An expired smoke detector was replaced in the basement area in front of the furnace room.
- Carbon monoxide (CO) detectors have been installed in the mechanical rooms
- Several fire and emergency items remain outstanding and require attention, specifically:
  - Emergency lighting that is currently not operational in the link. Failed last monthly inspection.
  - A fire extinguisher in the kitchen that requires servicing.
- The contents of the on-site first aid kit were reviewed and found to be aged and in need of replacement. In addition, the naloxone kit on site is approaching its expiry date and will need to be replaced to ensure continued readiness.

### **HVAC Preventative Maintenance – Service Contract Review**

Quotes were received for a seasonal HVAC maintenance contract (two visits per season) from multiple providers:

- Modern Niagara / Baxtech Mechanical / Carmichael Mechanical: approximately \$2,000–\$2,500 per season
- P&P HVAC / Airzone HVAC: approximately \$1,200 per season
- Advanced HVAC: \$972 per season

While our current provider, Francis, remains the lowest-cost option overall, there have been ongoing service and performance issues.

### **Recommendation**

Given the recurring concerns with the current provider, it is recommended that the parish proceed with replacing them and select a new HVAC service contractor that offers improved reliability and service quality, even at a moderately higher cost, to reduce risk and ensure proper preventative maintenance of critical building systems.

Mike Duval  
Deputy Warden

**It was moved by Gillian Martin and seconded by Michael Perkin that we authorize Mike Duval, Deputy Warden, on behalf of St. Mark the Evangelist Anglican Church, to enter into contract with Advanced HVAC to provide seasonal maintenance of the Church’s heating systems (two visits per season; rate of \$972 per season). CARRIED**

Mike also mentioned that he will look into the problem with the oven in one of the kitchen stoves.

John Hancock reported the following property work that he has carried out over the past month:

- 2 spotlights have been replaced in the church
- John is working with Buchannon Lighting to come up with better lighting options
- John has put the backs on two of the chairs in Bishop Reed Hall

- There are several chairs that John has identified as needing to be welded.

#### **d) Treasurer's Report**

Please find attached both the balance sheet for 2025 and the budget for 2026, as well as the balance sheet to the end of January and the financial statement for the end of January.

The budget is similar to the budget sent out at the January meeting of parish council. It is a deficit budget with a deficit of ~\$16,500.

This is not an ideal situation and certainly not sustainable in the long term. However, for 2026, the deficit can be covered by the accumulated funds. The biggest addition to the budget has been a \$10,000 expenditure for special projects. We know that we will have to get the office roof where it is leaking fixed and it will cost more than our budget for operating supplies. This expense will be offset by income from our Capital Projects Reserve account. This shows up in the budget at the end of the income section labelled "Income from Reserves"

The reports for January are very short as they often are at this time of year. Unusually, our collections income exceeded our budgeted amount. This should not engender great excitement and cause people to advocate for a higher collections income in the budget. We have several people who know that January can be a very lean month and donate their collections income for the year in January to help the cash flow situation. While it would be thrilling, I do not anticipate February's income to be greater than budgeted. There are no unusual expenditures in January.

Joy

**It was moved by Mike Duval and seconded by Janis Perkin that the budget distributed by Joy at this meeting be presented at Vestry. CARRIED**

#### **e) Membership Report**

*Cynthia made a verbal report at the meeting since her carpal tunnel condition had prevented her from sending a written report. The written report below was submitted a few days after the meeting.*

Both Sunday services are very stable as regards numbers, and most people worship every week.

The finger food lunch was excellent, so I'm hoping for a repeat of that on the 22<sup>nd</sup>. Since it is Black History Month, the food was provided mainly by our African and Caribbean parishioners. What I noticed this year in particular, was that these 2 groups threw themselves whole-heartedly into the preparation and serving of the food. To me, it is a clear sign that they are full members of

the parish. While theologically it is baptism, in fact setting up tables and working in the kitchen and so on are very clear signs that we are all one in the work for the Lord, and that our new African members are comfortable, and happy to be together with us. It also helps that there are some very cute little ones and helpful polite older ones. Thank you for the lunch, and for becoming part of the whole. We're glad you have joined us, and I feel that you are.

Cynthia

#### **f) Choir Report**

*Cynthia made a verbal report at the meeting since her carpal tunnel condition had prevented her from sending a written report. The written report below was submitted a few days after the meeting.*

All is going well. There will be a sung Ash Wednesday service at 7p.m. on the 18th of February. The hymns etc. will reflect that it is Lent from then on.

Cynthia

#### **g) Stewardship**

In response to suggestions from the Financial Advisory Committee (FAC) we will be increasing Stewardship visibility throughout the year. One of the bulletin boards in the link will be dedicated to stewardship messaging beginning with publication of this year's stewardship reflections and it is also where this year's Lent Madness poster will be displayed. In addition as agreed at the FAC meeting the stewardship team will be meeting in advance of the annual Vestry to map out a pledge campaign to address the proposed deficit. We will be looking at the best way forward in implementing the campaign including communication strategies, pledge cards and parish wide mail outs...

Next week will be the start of Lent Madness which will be published on the St. Mark's Facebook page and a link to the site will be published in this week's e-newsletter. In addition this year 40 Acts of Stewardship will be highlighted. For those who are not familiar with 40 Acts it is a Lenten practice originating in the UK, every day there will be a new challenge. From writing a note of encouragement to someone, to buying a gift for a friend. We are encouraged to "Give it a Go" and see if it doesn't grow your heart in generosity towards your neighbour. This also will be posted on our Facebook page and links to the site in the e-newsletter. Just a reminder the pancake supper next week is just one of St. Mark's acts of living generously.

Michael Perkin for Stewardship Team.

#### **h) Outreach Report**

I made 4 trips to Debra Dynes. Donations were down compared to the generous amounts over Christmas or even to other months.

A clear bin for the donations has not yet been bought. I will keep trying.

Bill Woodley greatly appreciated our huge donation of stamps in January.

Joan Grayer

After the meeting, Joan reported that Joy delivered the milk bags and pop can tabs that we collect.

## **5. New Business**

- On the day of Vestry (March 8) there will be just one service - at 9:30. There will be an augmented coffee time, with sandwiches and other finger food provided by parish council members. Janis will coordinate.
- In a discussion about Lenten Outreach, two charities were proposed for presenting at Vestry: (i) the Arthur Turner Training School and (ii) Centre 440, which is a new ministry being launched in Hawkesbury by Holy Trinity Anglican Church to serve hot healthy lunches each Saturday. Rev Mary-Cate will check that both are registered charities.

## **6. Parish Council Highlights for Newsletter:**

- Black History Month, with thank you's
- Property summary
- Lenten Outreach
- Lenten Soup and Study
- Links to various Lenten programs

## **7. Next Meeting**

The next meeting will be Tuesday March 10, 2026 at 7 pm.

## **8. Adjournment/Grace**

Joy moved to adjourn the meeting.

*Carried.*

The meeting adjourned at 8:23 pm with the saying of the Grace.

Respectfully submitted by Georgia Roberts

**St Mark's Church**  
**Balance Sheet**  
 As of 28 February 2026

	28 Feb 26
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
TD BANK	46,355.19
<b>Total Chequing/Savings</b>	46,355.19
<b>Other Current Assets</b>	
Dollar for Dollar	2,875.50
HST Receivable	211.18
PST Receivable	490.14
<b>Total Other Current Assets</b>	3,576.82
<b>Total Current Assets</b>	49,932.01
<b>Other Assets</b>	
<b>Investments</b>	
Gladys O'Ray CTF 2654	28,396.24
Judy Corbishley CTF	9,544.54
Rectory Trust CTF 4053	488,249.33
<b>Total Investments</b>	526,190.11
<b>Total Other Assets</b>	526,190.11
<b>TOTAL ASSETS</b>	<b>576,122.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>RESERVE ACCOUNT</b>	
Seniors Outreach	245.00
Funeral Receptions	1,098.68
Capital Projects	13,670.01
Choir Fund	2,505.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	6,558.47
Ministry	7,212.15
Pastoral Care Support Fund	875.00
Rector's Discretionary	191.46
Sunday School	467.17
Tree Care	643.28
<b>Total RESERVE ACCOUNT</b>	39,120.77
<b>Total Other Current Liabilities</b>	39,120.77
<b>Total Current Liabilities</b>	39,120.77
<b>Long Term Liabilities</b>	
Gladys O'Ray Bequest	28,396.24
Judy Corbishley Bequest	9,544.54
Rectory Trust	488,249.33
<b>Total Long Term Liabilities</b>	526,190.11
<b>Total Liabilities</b>	565,310.88
<b>Equity</b>	
Retained Earnings	18,583.88
Net Income	-7,772.64
<b>Total Equity</b>	10,811.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>576,122.12</b>

**St Mark's Church**  
**YTD Budget Comparison**  
 January through February 2026

	Jan - Feb 26	Budget	\$ Over Budget
<b>Income</b>			
<b>GENERAL</b>			
<b>Collections</b>			
Identifiable Offering	22,513.00	23,224.62	-711.62
Open	169.00	150.00	19.00
Special Collection	250.00	25.00	225.00
<b>Total Collections</b>	22,932.00	23,399.62	-467.62
<b>Gain from Assets</b>			
Investment Income	763.60	700.00	63.60
Solar Income	292.65	600.00	-307.35
User fees	5,171.00	3,000.00	2,171.00
<b>Total Gain from Assets</b>	6,227.25	4,300.00	1,927.25
<b>Organizations</b>			
AA	350.00	225.00	125.00
Bazaar	556.00	350.00	206.00
We Kicked the Habit	300.00	300.00	0.00
<b>Total Organizations</b>	1,206.00	875.00	331.00
<b>Total GENERAL</b>	30,365.25	28,574.62	1,790.63
<b>DIRECTED</b>			
Black History Month	230.00		
Flowers	15.00		
Forward Day by Day	25.25		
Alongside Hope	670.00		
<b>Total DIRECTED</b>	940.25		
<b>Total Income</b>	31,305.50	28,574.62	2,730.88
<b>Gross Profit</b>	31,305.50	28,574.62	2,730.88
<b>Expense</b>			
<b>SALARIES</b>			
Staff	21,930.34	21,930.34	0.00
<b>Total SALARIES</b>	21,930.34	21,930.34	0.00
<b>WORSHIP</b>			
Music	100.50	300.00	-199.50
Service & Altar Supplies	0.00	100.00	-100.00
<b>Total WORSHIP</b>	100.50	400.00	-299.50
<b>PROPORTIONAL PARISH SHARE</b>	4,421.34	4,421.34	0.00
<b>OUTREACH</b>			
Alongside Hope	670.00		
<b>Total OUTREACH</b>	670.00		
<b>PROGRAMS</b>			
Pancake Supper	57.80		
Black History Month	505.46	500.00	5.46
<b>Total PROGRAMS</b>	563.26	500.00	63.26

**St Mark's Church**  
**YTD Budget Comparison**  
 January through February 2026

	Jan - Feb 26	Budget	\$ Over Budget
<b>CHURCH</b>			
Cleaning Service	2,408.77	2,666.66	-257.89
Electricity	1,246.20	1,000.00	246.20
Heating	1,380.75	2,200.00	-819.25
Operating Supplies	857.22	200.00	657.22
Repair & Upgrade	1,619.81	800.00	819.81
Snow Removal	1,340.22	1,400.00	-59.78
Telephone & Internet	253.66	178.00	75.66
Water	524.64	500.00	24.64
<b>Total CHURCH</b>	9,631.27	8,944.66	686.61
<b>FINANCE</b>			
Bank Charges	67.15	83.34	-16.19
Insurance	1,677.33	1,677.34	-0.01
<b>Total FINANCE</b>	1,744.48	1,760.68	-16.20
<b>MISCELLANEOUS</b>			
Forward Day by Day	22.95		
Photocopier	-6.00	300.00	-306.00
Postage	0.00	200.00	-200.00
Rector's Hospitality	0.00	100.00	-100.00
Wardens' Hospitality	0.00	100.00	-100.00
<b>Total MISCELLANEOUS</b>	16.95	700.00	-683.05
<b>Total Expense</b>	39,078.14	38,657.02	421.12
<b>Net Income</b>	<b>-7,772.64</b>	<b>-10,082.40</b>	<b>2,309.76</b>