

**Summary of Council Minutes**  
**Sylvan United Church**  
**February 9, 2026**

**Opening & Administration**

- Meeting opened by chair with prayer by Rev. Susanna Bates.
- Agenda and January minutes approved.
- Attendance recorded; one regret.

**Business Arising**

- Driveway improvement grants: Sylvan is not eligible for Faithful Footprints due to income level.
- Rev. Keith Simmonds suggested exploring New Horizons for Seniors grants.
- A council member suggested re-mortgaging the property as a funding option.

**Minister's Report**

- Lent plans:
  - Ash Wednesday service Feb 18 at 12:30 pm.
  - Lent theme: Tell Me Something Good, including children's bulletins.
  - Four-week Lent group planned for March.
- Photo directory: Hopes to gather volunteers to assemble a simple directory to strengthen community connections.
- Weekly work pattern:
  - Working Tue/Wed/Thu (5–6 hrs), Sat/Sun (3–4 hrs).
  - Not available Mondays or Fridays.
  - Will communicate schedule clearly to congregation.
- Meetings: Plans to meet with all groups/committees to understand the ministry landscape.

**Office Administrator's Report**

- Camp Pringle requested a copy or digital version of the Pilgrimage painting.
- Fire Safety Plan:
  - Mill Bay Fire Department satisfied with updates.
  - New signage to be posted; Velcro mounting planned.
  - Awaiting request for photos for their report.
- Facilities & Safety:
  - All-gender bathroom sign delivered; installation pending.
  - New AED paddles installed and tested; next replacement due 2031.
  - Old paddle expired and needs replacing.
- Annual Report:

- Submissions received from Hospitality, Outreach, and Finance.
- Administrator drafted a Minister summary thanking 2025 worship leaders.
- Additional photos requested.
- Clarification needed on whether last year's report was submitted to PMRC; Kelly will submit if not done.
- UCC reporting: Clerical component must be submitted via Church Hub.

## **Finance**

- January 2025 financial report presented.
- Council approved the report.

## **Team Reports**

### Property & Environment

- Electrical work ongoing; road sign lighting completed.
- Fire safety work completed; final check pending.
- Moss removal delayed due to rain.
- Major furnace concerns:
  - Gas fireplace has a leak; unit turned off.
  - Two sanctuary furnaces (21 years old) showing wear; one at risk of failure.
  - Heat pump not recommended due to sanctuary height and efficiency issues.
- Replacement options:
  - One-stage furnace: ~\$15,000, limited warranty.
  - Two-stage furnace: ~\$20,000, 10-year parts & labour warranty.
  - P&E recommends two-stage furnaces, replaced together.
  - Funding options: church loan, savings, congregational appeal.
- Recycling reminder: food containers must be rinsed; signage to be posted.

### Hospitality

- Volunteers handled coffee, greeting, flowers, scripture reading.
- Representatives attended a Celebration of Life.
- Shrove Tuesday pancake supper Feb 17 at 5 pm; organized cooking; administrator to announce in Life & Work.

### Outreach

- Chair has resigned; exploring co-chair model.
- Salvation Army thank-you letter to appear in Celebrating-A-Round.
- Coldest Night of the Year: 8 walkers, \$1,495 raised so far; leading locally.

- Pop Bottle Fund distributed \$400 to three organizations.
- Food for Thought film & potluck April 12 featuring Tea Creek.
- \$25 donation to BC Climate Emergency Campaign.
- Discussion on whether outreach includes attracting newcomers.

### Worship

- Lent and Holy Week planning underway.
- Green banner to replace purple at appropriate time.
- Artwork discussions ongoing.
- Pulpit supply being arranged for May/June.
- Welcoming Banner nearly complete.

### M&P

- Met with the minister to confirm work pattern and communication plan.
- Annual review with administrator scheduled.
- Will meet with other team members in early spring.

### Trustees

- Investigating whether the Legacy Fund can support furnace replacement.

### Pastoral Care

- Updates shared on congregational members' health and circumstances.

### Women Together

- Upcoming meeting on Thomas Merton.

### New Business

- Annual Congregational Meeting: March 29 (Palm Sunday). Birdsong Nature School to be invited.
- Council meeting schedule change: Now the second Thursday of each month (Sept–June).

### **Closing**

- Meeting adjourned by motion.
- Closing prayer.
  - Next meeting: March 12, 2026 at 7 pm in the Fireside Room.