



**ELLWOOD HOUSE**  
**THE**  
**EARLY YEARS**  
**BY**  
**LT. COL. R. VICTOR INMAN C.D.**

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Publication of this book has been authorized by the Board of Directors of Ellwood House. The proceeds from its sale will be used firstly to defray the cost of publication and secondly to augment the donation fund of the Corporation.

## ACKNOWLEDGEMENTS

His wide circle of friends was shocked and saddened to learn that Vic Inman, the author of this history, had passed away on August 10, 1993, in Prince Edward Island, while on holiday with his wife, Irene.

In the months prior to his death Vic and I had several meetings regarding this history and, in fact, only a few items were required to complete the finished document. The question then arose as to how we were going to produce a first edition, the length of the run, the price and so on. In this regard I would like to acknowledge the advice and assistance of Keith Preston and Neil Campbell, the current President and Corporate Secretary, respectively, of Ellwood House, who also edited and proof-read the transcript. Initially, Vic requested Bev Welsh to type the first draft and when she was offered a token payment, she declined, saying, "Let this be my contribution. I haven't done much for the church lately". Vic thanked Bev profusely and I would like to add my own appreciation of Bev's contribution in time, effort and her willingness to assist in completing this booklet. I would also like to thank Darell Small for creating the etching of Ellwood House that appears on the cover.

In addition to Keith, Neil, Bev and Darell, several friends of Ellwood House have contributed their advice and assistance in helping to produce this document. Their time and efforts are gratefully acknowledged.

Ottawa  
September, 1993

John Webster

## **'REVIVE YOUR WORK IN THE MIDST OF THE YEARS'**

It is with a sense of thanksgiving that I write this preface for the booklet which gives a short history of the planning and building of Ellwood House (Ottawa) Inc. We are indeed grateful to Lt. Col. Victor Inman for recalling the many steps that were necessary before this Seniors' Residence could be erected. To him, to John Webster, the first President of the Board of Directors, and to the officers and founding board members, whose names appear in this history, we owe a great debt of gratitude. Many, many hours of planning, travel and meetings were spent by the founding board members.

As a tribute to their commitment there now stands a seniors' residence for which we can all be thankful. To Mrs. Jean Lupton, the founding manager, we express appreciation for the many extra hours she has given to help launch Ellwood House.

Only with the commitment of the St. Thomas parish family and the diocesan family could Ellwood House have been built. A church which lives unto itself will surely die - but a church which gives will grow and flourish. A faith that lives is one radiant with good works as St. James reminds us in his epistle. It is a special joy to witness our church property being used in such a beneficial way twenty-four hours a day every day of the year by persons of all faiths.

In the years to come, may Ellwood House continue to be a visible reminder that God is ever faithful and that He can bring about transformation in many ways. Indeed, we continue to pray like the prophet Habakkuk: "O Lord, revive your work in the midst of the years".

Canon J. Allan D. Meakin  
Rector  
May, 1993

## FOREWORD

Initially the Senior Citizens' Residence proposed by parishioners of St. Thomas the Apostle was loosely referred to as the Braeside Project. Several names were proposed, until Mrs. Lillian Stinson, a director on the Board, suggested the name of Ellwood House. This was unanimously accepted by the Board of the Residence, since the name had not only historical significance to the parish but also combined the names of two families, Ellis and Wood, that owned lands in the vicinity of the church.

Originally three churches made up the Parish of St. Thomas, Ellwood: Trinity Church in Ottawa South along with St. James', Leitrim and St. George's, Hawthorne, both of which were located outside Ottawa. St. Thomas, Ellwood, was built in 1876 and was the original Trinity Church in Ottawa South.<sup>1</sup> In 1927 it was moved to Ellwood, a district south of the Rideau River, in an area that would now be embraced by Alta Vista. The congregation held its first annual meeting in the local Public School in 1926. The sod was turned for the church a year later on a lot donated by parishioners of Trinity Church, Ottawa. When it became a self-supporting parish under its first rector, William Wright, the name changed to St. Thomas the Apostle.

With the completion of the Braeside project and the adoption of the name "Ellwood House", the two names of the church have been brought together again.

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<sup>1</sup> Jefferson, R. and Johnson, L.L.; *The Faith of Our Fathers*; The Anglican Book Society of Ottawa, 1950; 230 pp.

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## Chapter 1

### BACKGROUND

Lest the uninitiated should think that most or many of the good things in church affairs just happen by a spontaneous action of some well-motivated people, a careful study of the actions surrounding each endeavour will reveal a long and difficult road, filled with disappointments, frustrations and barriers, and with few rest stops. It is only through tenacity and dedication that a few people with vision and faith can, and do, take an idea and see it through to completion. The story of Ellwood House is a case in point.

The idea of residences for the elderly in the "Anglican" tradition likely originated with the "Alms Houses" in England, which in early times were a parish "enterprise". Since the nineteenth century, however, they have mostly been administered by "County Councils" or equivalent bodies. These homes should not be mistaken for the "old people's houses" or "old folk's homes" which were usually found in abandoned hospital buildings or converted accommodation of some sort in most cities and towns in Canada. Such places usually looked after the poor, the abandoned and those with no family to provide for them. The alms houses were an early form of a social "safety net" that provided suites for a small rent and a garden plot for each unit.

Until the years following World War II, family homes in Canada were larger than at present, and as often as not housed three generations. Certainly this was so in rural Canada. Most of today's seniors will recall grandparents living with some family member, if not in their own home. Today the homes are smaller, or are apartments designed for singles, couples or a two-generation family. Many seniors now have the wherewithal to afford some sort of housing, if available.

Canada's "social legislation" can in part trace its origin to the "Mother's Allowance" which originated in the early 1920's. Today a senior Canadian citizen without private means or a so-called company pension can receive upwards of \$1,000 per month from various government components of the "Social Net". Housing for this level of income has never been sufficient however, and the demand is increasing.

The Church has always been aware of this need and in its wisdom always required rectories to be more than adequate for families. Building lots for new churches were required to be sufficiently large for expansion and for parking or other needs. In an earlier century when "crown" land was opened for development, the church received one-seventh and later one-tenth of the land shares.

Coming now to the decade of the 1970's, two committees of the Diocese of Ottawa, the Parish Alignment Committee and the Long Range Planning Committee, were set up to examine the possibilities of future expansion of seniors' residences. The Diocese of Ontario had one at Elgin, Ontario, while the Diocese of Toronto was exploring several locations. In Ottawa, the Committees agreed that St. Thomas the Apostle, Alta Vista, and St. Stephen's in Ottawa West had adequate space for such expansion. Christ Church, Bells Corners, also owned property that could be used if it were not for a small creek running through it.

At that time the idea of incorporating church housing for retired clergy was under consideration. However, the Task Force on Clergy Personnel and Emoluments 1971-1973, in studying the previous quarter century of clergy activity, needs and desires, was surprised to learn that the vast majority of the one hundred and twenty or so clergy on the diocesan list did not wish to retire to a "clergy community". Rather, they wished to retire to a "mixed community" where they had spent their working lives serving the church and its people. At this particular time, most of the churches built during the postwar years and early 1960's still had funded debt, and none were in a position to face such undertakings. One exception was St. George's on Metcalfe Street which was anxious to develop a high-rise condominium with a penthouse church on the top story, utilizing the total church property. The Executive Committee of the Diocese would not approve the concept.

Property, space and the financing of such residences by a church were the principal obstacles to such developments. However, if the problem was financial, support programmes were available through federal and provincial governments and the Church.

For some time the federal and provincial governments have had policies to assist seniors in staying in their own houses as long as possible (i.e., as long as they can care for their property); thereafter, a Seniors' Residence may be the choice. It is in the government's interest to subsidize the rents and operation of seniors'



residences, particularly as they do not have to build, finance or administer the projects. In the case of Ellwood House, the Church of St. Thomas the Apostle donated the land on which it was built. The shareholders are members of the congregation of the Church, and the directors are drawn from the congregation. The planning and erection of Ellwood House took four years from May, 1985 to the official opening in July, 1989.

## **Chapter II**

### **EARLY PLANNING OF ELLWOOD HOUSE**

The study papers and reports for the early planning stages were voluminous and eventually had to be sorted and organized by Capt. Darell L. Small, who served from the early days as the custodian and later as the officially appointed corporation archivist. He committed these papers to the Diocesan Archives in 1990 and 1991. From this source the following brief account has been prepared to give an idea of the development.

The Diocesan By-Laws and Regulations set out in detail the various actions and approvals required to use or develop church properties. In addition, City Hall loomed large in each and every stage, as well as the Provincial Ministry of Housing (MOH). MOH provided loan guarantees and subsidies for start-up costs and ongoing operational subsidies when the building was occupied.

Over the years there had been discussions regarding the use of the property surrounding the Church. At a chance meeting in the spring of 1985, Mr. John Webster (later to become the first President of Ellwood House) and Lt. Col. Victor Inman (later to become the first Vice-President) discussed the possibility of erecting a four-unit apartment building for retired clergy. It was agreed that Lt. Col. Inman would unofficially explore the idea with the Bishop and that Mr. Webster, a member of Parish Council, would report on their conversation to the May meeting of the Council. Subsequently, the Rector reported that the Bishop was supportive, and in October the church wardens formally requested Mr. Webster to form a Working Committee to pursue the project.

Initial investigation to erect a four-apartment building for retired clergy on the vacant north part of the church property proved that a small structure was not economically viable. Next, an eight-unit building was considered, and two well-known professional builders and architects Messrs. Garth Aselford and John Martin were consulted. These gentlemen worked for no fee and were invaluable in starting the Working Committee on the right path, in pointing out the routes to follow, and the pitfalls to avoid.

The next stage indicated that an 18-unit building on the parking lot would be the smallest that could be developed economically. It was designated for seniors use, as studies indicated that this group was the fastest growing and most in need in this part of Ottawa. Furthermore the city itself had the fastest growing seniors' population per capita in Ontario.

The search for justification of the project led to six different departments and organizations. The necessary statistics and figures finally came from "City Living", the public housing arm of the City of Ottawa. An interesting side light to this search revealed that the original data source was in fact MOH. Their figures were those used in the submission to the same Ministry for the justification of the proposed seniors' residence.

Several changes in the plans and the size of the residence necessitated additional research. The Working Committee of the Braeside Project increased its complement and sought vestry approval. It was forthcoming in May, 1986. The Working Committee of the Braeside Project was organized along the lines of a Board of Directors. It piloted the development at various levels of approval: the Parish Vestry, the Diocesan Executive Committee and various MOH committees; the most difficult of all, however, was the Planning Committee of the City of Ottawa. The Committee was also responsible for the selection of management consultants, architects and contractors. The membership of this group is set out in Appendix I.

Many months were lost during this period due to objections from certain parishioners and local residents who believed their property values would decline. Studies indicated that the opposite would be the case. In trying to satisfy the objections, one year was lost in obtaining funding approval from MOH. When approval was finally granted, a management consultant was appointed but later had to be replaced. An architect was selected from an original list of six architectural firms invited to tender on the project. Additional professional advice was sought for this selection process. The names of the firms selected and other people involved in the project are set out in Appendix II.

Mr. John Webster, a retired senior officer with the Canadian Imperial Bank of Commerce, prepared periodic financial projections as each stage of the planning progressed. He negotiated a line of credit from CIBC pending grants and advances

from MOH. In addition he finalized the mortgage arrangements. Tenders were called for the mortgage as well as for the construction.

Approval of the project and procurement of the start-up funding from MOH proved to be the most difficult of all the hurdles to negotiate. Prior to this, each major step required Parish Council and/or Vestry approval as well as that of the Diocesan Committees. The Braeside Project Working Committee met almost weekly during this period until replaced by a Board of Directors in December, 1987.

To be economically viable and meet the specifications and regulations of the Ministry of Housing, a three storey building of 28 or more units would have to be built on the property available. In the end, a 30-unit building was negotiated through MOH with the help of the management consultant and architect. After a further delay over site location, it was placed on Braeside Avenue. By the summer of 1987 the project had to be incorporated, and the necessary paper work was prepared accordingly.

The selection of a suitable name entailed some discussion in the Braeside Committee. Mrs. Lillian Stinson finally came up with the name "Ellwood" from the early association of the parish with that name. It was perfect.

## Chapter III

### SOME OF THE STUMBLING BLOCKS

A history of this project would not be complete without alluding to some of the difficulties encountered by the "Braeside Group".

#### The "Not In My Back Yard" Syndrome

While the Parish and Diocese had given a clear mandate to proceed with the project, some individual parishioners and neighbours went to great lengths to stall the progress or stop the project altogether. In fairness to these people, some were concerned that the church would be burdened with a substantial debt and/or a money-losing enterprise. Others argued that the building would lower property values, cause unwanted traffic and generally disrupt the neighbourhood. Indeed some expressed the view that "things should be left as they are". Many of these people were not against Christian endeavour or providing aid and assistance to the less fortunate, but "Not In My Back Yard".

In our case, the few parishioners who objected were joined by a number of non-parishioners living in the area who signed a petition to stop the project. All of these people were written to or contacted in person by some member of the Committee. In addition, tribute must be paid to Mr. Darrel Kent who was the City Council member for this district. He held no less than three meetings in the local areas where members of the Braeside Group were present to answer questions. Mr. Kent was openly supportive.

A special mention also must be made of the forbearance of the Rector, The Rev. J.A.D. Meakin, who as a member of the Working Committee and faithful in his attendance at all meetings, also had to deal in a pastoral relationship with the concerned parishioners.

As a footnote to the above, several of those who objected to the project were later applicants for units in the residence.

## Ministry of Housing

The Braeside Committee dealt in all with some six different sections or departments of the Ottawa Office of MOH and once with the Ministry in Toronto. With the help of the architect and consultant, the endless number of provincial specifications and standards were finally met, not however, without further justifications, amendments and negotiations.

Before MOH would approve the Braeside Project it was necessary to establish not only the need, but also to show that we had more than enough applicants to fill the thirty proposed units. This requirement forced the Planning Committee to advertise and solicit applicants for the units in a building that would not be available for about two years. The question of what one would do if the project was not approved and all the applicants appeared at the door was never answered.

Contact was made with the eleven churches of various denominations in the Ottawa southeast area and advertisements were placed in the local district papers, the church paper and the Ottawa Citizen. In due course, 157 applications were received from seniors. These then had to be screened according to MOH guidelines based on need, health, and financial status - all of which had to fit into four categories of rent laid down by the Ministry. A certain number of applications could be accepted at market rents, but the remainder had to fit into three different levels of subsidized rent governed by the level of the applicant's income. As this information was considered confidential, it could not be made part of the official minutes of the Board or discussed openly in meetings. Mrs. Audrey Darling was appointed to receive these applications, interview the people when necessary, and start the confidential screening process. It was very time consuming. Mrs. Jean Lupton, a member of the Committee, assisted Mrs. Darling. Later, as the first manager, she assumed full responsibility for the ongoing screening.

Approvals for the budget and financing from MOH proved to be the most difficult and time-consuming exercise of all. When eventually settled, however, the advances and cash requirements were forthcoming promptly and without difficulty. The annual operating budgets, on the other hand, were a different matter and not finally resolved until the residence was in its second year of operation.

The Ministry questioned the budget using cost comparisons from other housing residences where size and number of units provided economic benefits. In the case of Ellwood House, for only thirty units and a high-tax area, the budget appeared to be inflated and, as a consequence, it was the subject of close scrutiny. The Board of Directors went out of its way in its researches to convince itself and MOH that the budget was, in fact, appropriate.

The Ministry was even more difficult in dealing with personnel matters. In the simplest of terms the arguments were based on a linear model, that if a person could manage a project of ninety units, then obviously only one third of the time of a person would be required to manage a residence of 30 units. The position taken by the Board was that i) a daily presence is required - at least four days of the seven, ii) the same quantity and number of forms, returns and financial transactions are required as for a building with more units - the difference being the financial sums involved, and iii) the same amount of correspondence is required. In fact, the only saving of time lies in the number of tenants' cheques to be deposited, the number of tenants to be interviewed annually regarding financial status, and the physical inspection of a building of 30 units rather than 100 units.

In the end, after much study, anguish, consultation, and changes of staff at the Ministry, the project was approved and the ongoing budgets were passed. Unfortunately, a somewhat reduced work week for the manager had to be accepted. This was the Board's only disappointment. The ongoing officers, Dr. Keith Flegg as Vice-President, President and Past President of the Corporation, assisted by Dr. Neil Campbell as Corporate Secretary and latterly Mr. Harry Woods as Treasurer, deserve special mention for successfully justifying the budget.

In all fairness to the Ministry, it was helpful and co-operative and provided a professional staff member to assist the manager and Board with the initial takeover of the building and the final one-year's inspection of the construction on April 9, 1989.

It is worth noting that of the 157 original applications about 50 were eligible under the MOH regulations. On this basis MOH agreed to accept the number as adequate. Later in April and May of 1989, when the tenants moved into the thirty units, there was still a growing waiting list.

For posterity, when the Residence opened in June, 1989, there were 30 apartments, 12 allotted to deep-core (low income tenants) 6 allotted to shallow (medium income) and 12 allotted to market rate. Deep-core and shallow category tenants pay a percentage of their income, and the balance is paid by the Federal/Provincial Governments. The market rate is derived from a survey of the rent of similar accommodation in the area and is subject to MOH approval.

### City Hall

Initial contact with City Hall was made in 1986 by Messrs. Webster and Inman with a call on Mr. Darrel Kent, the Alderman of Alta Vista Ward. He was not available, but his assistant supplied some information. Later, Mr. Kent became a staunch supporter and was very much in evidence at the official opening.

The main difficulties at City Hall occurred with the Planning Committee which was painfully slow in acting upon the plans. There were many meetings with that committee, the architect and the consultant before the architectural and building plans were finally approved. For a while in 1988 the Board was worried that it might lose yet another year in meeting MOH financial commitments.

The Board became quite frustrated in dealing with the separate entities at City Hall. The lack of any coordinating body meant that the responsibility of taking the project through the various departments ended up with board members. On one occasion, Messrs. Small and Inman were told to meet with the Fire Department on a matter that seemed at variance with a matter already approved by the Planning Department. It was finally resolved. The time spent on such sessions and waiting for approval delayed progress further.

### Incorporation

Incorporation in the Province of Ontario of a "not for profit" operation is not normally a difficult undertaking, but when the chosen name "Ellwood" was found on more than one provincial list it became a time-consuming exercise. The Province is responsible for ensuring that no two companies or corporations have identical names. Sometimes recourse is made to so-called numbered companies. Some of these, perhaps many, have reasons for anonymity. In our case, it was the wish to have the name "Ellwood" enshrined in the title rather than settling for a number. In



the end, incorporation was approved in 1987 by simply inserting (Ottawa) in the title of the incorporation papers. Mr. John Lupton, who became the first Corporate Secretary, and Mr. Alan Winship, the corporation's solicitor, deserve particular mention for their efforts in achieving the final incorporation.

### A Court Case Challenge

One of the twelve contracting firms that bid on the construction of Ellwood House believed that it had submitted the lowest bid. When its bid was not accepted, it mounted a lawsuit to prevent construction and to settle for its alleged loss of profits. The facts are that it was not the lowest tender, nor was the Board bound by such if it had been the lowest. Fortunately, the construction of the building was not delayed by the suit, but the Board had to spend many hours and engage a solicitor to deal with the case, thereby incurring considerable expense. Finally, the firm, which had lost a prior suit in a court case of a similar nature, withdrew its case against Ellwood House. The MOH decided to pay the legal costs rather than incur further expense to recover costs from the offending firm in a court of law.

## **Chapter IV**

### **FINAL APPROVAL AND CONSTRUCTION**

In April, 1988 the Council of the City of Ottawa approved the construction of Ellwood House, a 30-unit seniors' residence. The architect applied for a building permit on May 10, 1988 and it was approved on August 19, 1988. The parcel of land comprised approximately 3 acres on the southeast corner of the property of the Church of St. Thomas the Apostle at 2345 Alta Vista Drive. The land was severed by a lease to the Corporation of Ellwood House (Ottawa) Inc. at no cost for a period of thirty-five years. After this period the building and all its furnishings and equipment devolve to the Parish of the Church of St. Thomas the Apostle (in year 2024). Thereafter, the Ministry of Housing of the Province of Ontario will no longer have responsibility for its management or funding. The revised audited statement of final capital costs dated 15 March, 1990, pursuant to the Project Operating Agreement with MOH dated November 21, 1988, came to \$1,961,000.

Construction actually started in August, 1988. Custody and responsibility for the building were assumed by the Board on April 24, 1989. Prior to and during the construction period the full Board met as required. The Chairman, or his representative, and Capt. Darell Small who was the officially designated representative of the owner and who had access to the construction site, met every two weeks to review the progress in construction and to authorize and arrange for progress payments to the contractor, as required. Deficiencies were also noted at these "site meetings". The meetings were also attended by the contractor, the MOH project supervisor and the consultant. Proceedings of these meetings were kept with the board records.

Test borings had been previously made, and the contractor was ready to start on the footings as soon as authorization was received. Before long the floor slab for the ground floor of the whole building was poured. After the concrete was sufficiently cured, the steel skeleton was erected. A building for seniors of more than two storeys must be of "hard" construction, that is, steel-reinforced concrete with metal wall studs, non-combustible insulation and plaster board (gyproc) for walls. The exterior walls must be finished with proper vapour barrier liners, brick veneer or metal panelling. Some decorative wood trim is allowed and window

frames may be made of wood.

By mid-fall the second and third floor concrete castings had been poured and sufficiently cured to permit the wall studs to be put up and the plumbing and wiring to be installed on the two lower floors. The third level was still open. At this stage, with the roof on, the first "open house" guided tour was arranged for the parishioners of St. Thomas the Apostle.

The construction proceeded apace on the inside from the ground floor up. The outside brickwork and metal panelling were done in vertical panels from ground to eaves. As winter set in, the building, by now enclosed, was heated with space heaters to permit the work to continue. Outside, as the scaffolding was raised for the brickwork, it was enclosed with heavy polyethylene sheeting and space-heated to permit bricklaying with special mortar produced for this purpose during the cold winter months.

As a result of all this, the structure was substantially completed by February - March, 1989. Only the painting, rug-laying, and other finishing remained. By April, 1989, the building was ready to be taken over by the Board. Some deficiencies that would not delay the takeover were noted and looked after, except the furnishing and equipping of the manager's office, lounge and common areas. In this connection, Mrs. Lillian Stinson, with the help of other board members, had been busy selecting furniture, decorations and equipment, all of which were later acquired through donations or gifts by individuals or organizations listed in Appendix II. A grand piano was donated by a private individual. Mrs. Stinson and her husband purchased the material and made the drapes which they personally installed in the lounge.

Furnishings, drapes and miscellaneous items were also installed in the laundry room, the ladies' work room, and the men's hobby room. In the latter case, a complete Shopsmith of an early vintage was donated by a parishioner, Mr. Kenneth Dye, on his departure for the West Coast. The workbench and other equipment were purchased and installed by two board members.

A further open house inspection for parishioners was arranged, and the tenants started to move in. By the end of May, 1989, all units were occupied.

A custodian by the name of Donald Cotter had been selected. He worked

with the Manager for about six weeks when a medical condition caused him to resign. Mr. D. Michel, an employee of the Perley Hospital, was subsequently engaged to work part-time with Ellwood House. He is the present custodian.

## ***Bishop dedicates Ellwood House***



*Cutting the ribbon for Ellwood House, left to right: Ald. Jacquelin Holzman, Rector Alan Meakin, Bishop Lackey, John Webster, Mrs. V. Partridge, John Manley, M.P., Ald. Darrel Kent*

## Chapter V

### THE OFFICIAL OPENING 1989

The official opening was arranged for July 9th at noon, following the morning service in the church. It included a dedication of the Seniors' Residence and an address by the Bishop, the Rt. Rev. Edwin K. Lackey, who later offered a prayer of dedication.

It was a beautiful sunny warm day. Chairs were set out on the pavement in front of the building and around the fountain for the elderly and the tenants. A podium was set up on the raised patio in front of the units on the west wing.

The chairman, Mr. John Webster, acted as master of ceremonies and outlined the history of the project in his address. He thanked all who had given assistance in bringing a dream to fruition and especially mentioned the contribution of the Ontario Ministry of Housing, the architect, the contractor and the consultants. In attendance were official guests, board members and their families, tenants, members of the congregation and the public - about 250 in all.

#### City of Ottawa

represented by

Alderman Darrel Kent  
Alta Vista Ward

Alderman Jacquelin Holzman  
Richmond Ward

#### Parliament of Canada

represented by

John Manley, M.P.  
Ottawa South

#### Province of Ontario

represented by

Dalton McGuinty, M.P.P.  
representing the Ministry of Housing

Canada Mortgage and Housing Corporation

represented by

W.M. (Bill) Markey  
Manager, Ottawa Office

Residents of Ellwood House

represented by

Mrs. Violet Partridge

Most of these guests were invited to address the assembled gathering. Prominent among the seated residents were The Rev. Canon James W.R. Meakin and Mrs. Meakin, the parents of The Rev. J. Allan D. Meakin, Rector of the Parish of St. Thomas the Apostle.

The dedication ceremony began with a solo sung by Mrs. Jo Tyson followed by the prayer of dedication from the Bishop. The ribbon-cutting party included the Bishop, the chairman, official guests, the architect, the contractor and Mrs. Violet Partridge, representing the residents. A conducted tour of the building followed and several of the residents graciously opened their units to the visitors. After the tour light refreshments were served in the church basement, the lounge and outside.

Everyone remarked on the beauty of the building and how it blended into and enhanced the neighbourhood. Later it was learned that Mr. James Colizza, the architect of Ellwood House, had won the 1989 Award for Seniors' Apartments given by the Ottawa-Carleton Home Builders Association.

## Chapter VI

### ONGOING OPERATIONS

As the residents settled in, a few problems came to light. The side entrance on the west of the building had a nasty drip from the roof. A portico was arranged for and installed. One unit on each of the second and third floors had sealed windows with additional wire-mesh panes on inside metal frames. In summer, the heat from the afternoon sun made those places very uncomfortable to say the least. On some days the heat was almost unbearable. These windows had been one of the hold-ups and contentious points from the beginning. The City Planning Department with the agreement of MOH insisted that the building plans be changed to conform with a specification that windows in such locations should be fitted with these additional safety measures. No other reason was given and no amount of effort by the architect or the consultant would change the minds of the approving authorities, so the offending windows were installed.

The problem was pursued by board members in 1990, with window manufacturers and by insurance agents, brokers and representatives of underwriters. All of these people were familiar with the problem, and after examining our building could not understand why these particular window panes were required. The Chairman, assisted by the Manager, personally removed the offending wire-mesh window panes with the blessing of the insurer and others.

The roof over the front entrance patio developed leaks and drips on the access walk due to the build-up of ice dams in the spring thaw. The lower part of the building was in the shadow of the church in the late afternoon, while the sun was still causing the snow and ice to melt on the roof. New eavestroughs, plus new flashing and caulking helped a bit. Finally, electric heating cables were installed and the problem was solved.

A minor flutter occurred when, not long after the opening, the VCR was stolen from the lounge. The police were notified but nothing came of it. The insurance covered a replacement unit. The residents were disturbed for a while until they were reassured that the new lock provided adequate security.



Many new items were added to the common areas as time went on, such as bookcases in the library which had been stocked with donated books. The funds for these improvements came from donations from various organizations and individuals associated with the project.

At the outset, the question arose as to whether the washers and dryers provided for the tenants should be coin-operated or free. Experience in the matter was sought from other seniors' residences as well as occupant-owned condominiums. There was no consensus that indicated either course was a "must be". Several homes started with "free" access and later converted to "coin" access as power and water consumption escalated. The Board of Directors decided to start with the "free" route and monitor the situation. As expected, water and power consumption kept rising steadily. The problem, exacerbated by increases in hydro rates, finally forced the Board to switch to coin-operation. Water and power consumption dropped dramatically, back almost to the level of consumption in the first months of occupancy.

The tenants were advised early on that a start-up grant was available from MOH when they decided to form a Tenants Association. They were also entitled to a New Horizons Grant for worthwhile projects. An association was formed and Mrs. Dorothy Rayburn was the first person to occupy the chair. The group meets regularly for social gatherings and other concerns of the tenants, making good use of the well-equipped kitchen adjoining the lounge. An attractive patio was built under a tree just northwest of the building with a grant from "New Horizons".

One of the little annoyances that marred an otherwise almost perfect setting was the fountain. It seemed plagued from the beginning with mechanical defects. As it turned out, it could only be run at a low level as even a slight breeze would blow the water on nearby cars or pedestrians. However, when working the fountain is a joy to behold, especially with a summer sun playing on it. It is to be hoped that recent repairs to the pump unit will keep it running.

The Board of Directors has been an active body from the very beginning. The original slate of officers is listed in Appendix III and subsequent members in Appendix IV, including the recently elected Board at the April 29, 1993 Annual General Meeting.

No attempt will be made to cover the activities and accomplishments of each individual, but this brief history would not be complete without singling out those who so willingly committed their time and talents to the project. The invaluable contributions of those board members who are not mentioned specifically are fully recognized and much appreciated.

Mr. John Webster must be given credit for his personal initiative in starting the project and in the selection of willing workers to become involved with the early planning and development. He was tireless in his pursuit of the ultimate goal, and in so doing became the founding president, the first past president, and chairman of the nominating committee. He saw the project through from beginning to end and organized and orchestrated the official opening ceremonies.

Lt. Col. R. Victor Inman was Mr. Webster's Vice-Chairman from the beginning and succeeded him at the 1990 Annual General Meeting. He too was involved at every stage of the planning and development. His wide knowledge of the clergy, Canon Law, and the affairs of the Diocese of Ottawa in particular, were invaluable. Both Lt. Col. Inman and Mr. Webster were awarded commemorative medals at the one hundred and twenty fifth Anniversary of Confederation, mainly in recognition of their community service efforts at "Ellwood House".

The Rev. Canon J.A.D. Meakin, Rector of the Parish of St. Thomas the Apostle, was Honorary Vice-Chairman of the Board of Directors and, prior to that, a working member of the Braeside Group. He had the very difficult and onerous task of encouraging the Committee and Board to continue with their authorized task. At the same time, he had to give pastoral care to the dissenters and objectors in the parish who, as individual members of the congregation, had the same rights as those who approved the majority decision to go ahead with the project. Canon Meakin was also a tower of strength and support in responding to questions from all sources, in particular from churches in the community, the Bishop and staff at the Synod Office.

Miss Jean Thompson faithfully attended and recorded the minutes and proceedings of the early planners' meetings and later the Braeside Group. The meetings were long and talkative even with a short agenda. In recognition of her dedication she was given an honorarium which she promptly and kindly gave to the donation fund of Ellwood House.

Mrs. Audrey Darling was one of the founders and worked on many things. Her most difficult task was receiving and evaluating the tenant applications and setting up the original working list. She was later assisted by Mrs. Jean Lupton. Mrs. Lupton joined the Braeside Group as a member and was later appointed as the first Property Manager of Ellwood House, at which point she took over full control of the applications. Mrs. Lupton brought a great deal of managerial and secretarial experience and skills to the job and like others put in long hours. She was allowed to be paid full time for the months immediately preceding and following the formal takeover of the building. She still puts in many hours of overtime despite the fact MOH will not authorize financial recompense. She continues as a part-time employee.

Mr. John Lupton, Director of Administration of the Perley Hospital and of his former place of employment in Trenton, brought a great deal of expertise to the Braeside Group Committee. He assumed the role of Secretary and was a participating member of the Group. He influenced the architectural design in several areas, for instance the lighting for the halls and common areas, the provision of the library and the men's hobby rooms. He was very helpful to the solicitor in preparing the application for incorporation and agreed to serve as the first Corporate Secretary. Mr. Lupton also was experienced in dealing with contractors and arranging for ongoing services. Though hard pressed for time, he agreed to stay on as Corporate Secretary until after the Official Opening on July 9, 1989, although his formal resignation was effective June 30, 1989.

No suitable secretary from the congregation of St. Thomas volunteered immediately, so Lt. Col. Inman, the Vice-Chairman, assumed the duties by authority of the Board in the interim. Later Mr. Reg. Walton agreed to serve and was appointed Secretary. However, he could not fulfil a full term due to family matters that took him away from Ottawa. Mrs. Lillian Stinson assumed the duties of Secretary until Dr. Neil Campbell was appointed. In 1991 he was nominated and elected to the office of Corporate Secretary. He still serves very cheerfully and competently. Dr. Campbell gave valuable assistance in researching a number of regional housing budgets for Ellwood House.

The position of Treasurer in the early planning days was covered by Mr. Gerry Dooley. He stayed on through the incorporation and the preparation of the start-up budget. Due to office pressures he resigned and was replaced by

Mr. Graham Richardson in the summer of 1990. Unfortunately, he was only able to stay on to see the initial budget approved. However, by the time he left, the second budget was prepared and the third started. He worked diligently with the other officers on the executive, but could not remain to see the final approved budget.

With the assistance of Mr. John Webster, Chairman of the Nominating Committee, who still took an interest in all activities, Mr. Leonard Wragg, a retired chartered accountant from the federal Public Service, offered his services. In addition to budget problems, he started to investigate the tax assessment by the City of Ottawa. Sadly, by the following January his co-workers were in attendance at his funeral service. A wider net was cast for someone retired and in good health with accounting and budgeting experience. The services of Mr. Harry Wood, who lived nearby, were obtained. Mr. Wood was eminently qualified and had computer experience. By this time the corporate accounts were kept on computer using software purchased and owned by the Board. Working with other members of the Executive, he soon had all the accounts up to date. Mr. Wood, some thirty years earlier, when still in practice as a chartered accountant, was parish treasurer and later its auditor. His lineage goes back to the Wood family whose name was linked with that of the Ellis family in creating the district name of Ellwood.

The position of Chairman following the original two was filled by Dr. Keith Flegg, a past warden of the Parish of St. Thomas the Apostle. When in office as a church warden, Dr. Flegg always took a keen interest in the financial management of the parish. He too is knowledgeable in computer applications and provided invaluable assistance in resolving some of the accounting and software deficiencies. It was during his tenure as Chairman that the ongoing budgets were approved. Some changes in the staff of the MOH Ottawa office led finally to the necessary approvals from the Ministry. Dr. Flegg agreed to serve as President for one year only. He was succeeded by Mrs. Heather Wharton, who was followed by Dr. Keith Preston. Both of these former church wardens had served in the early planning stages with the Braeside Project and were familiar with the Residence and its operation.

The turnovers from one president to another have been smooth. Mrs. Wharton oversaw the installation of a handrail on the walkway to the main entrance. As president she experienced the difficulties and frustrations of budgeting and was instrumental in equipping the office with a computer. Dr. Keith Preston,

serving as the Vice-Chairman took on the computer project and obtained MOH approval. Subsequently, as president, he configured the system to the requirements of MOH and to the workload of Mrs. Lupton, the Manager of Ellwood House.

Of the directors who did not hold office as members of the Executive, several merit special mention for the long and faithful service given by them.

Capt. Darell L. Small, a long time parishioner, had military service in the Royal Canadian Engineers before, during and after World War II. He had, in his years before retirement, served eighteen years with the City of Ottawa and gained his expertise in engineering, construction, and architecture. Capt. Small joined the early planning group, who by this time were in need of some engineering advice at the early planning stages. His knowledge of the underlying bed-rock structure and the location of sanitary and storm sewers in and around the church property were critical factors in choosing the actual site of the building. Later, he served as the Board's official representative in dealing with the contractor and made weekly inspections of the site and building from August, 1988 until April, 1989. Sometimes he was at the site more frequently. In this way he kept the Board fully apprised of progress or problems. He also attended the bi-weekly "site meetings" during this period.

When the question of a sign on Braeside Ave. came up in a board meeting, Capt. Small generously agreed to undertake the construction and mounting of the sign. It is a work of art stemming from a calligrapher and wood carver of some note. On the blank rear side he carefully carved a scene depicting an inn in a mountain pass in Scotland. Over this he carved "Rest and be Thankful". It was noticed sometime later that the sign had been defaced with opaque sticky tape. After a second occurrence, notices were placed in the church and in Ellwood House, advising that any further defacement would result in a police investigation and possible prosecution. Capt. Small prepared a description of the scene, its location and the reason for its use. It was posted in the church and in Ellwood House. No further incidents of vandalism occurred thereafter. Capt Small remains as the archivist of the Board and a consultant for the physical plant.

Each person on the Braeside Project Committee and the Board of Directors was asked to handle various tasks. Mrs. Stinson was assisted by her husband Milton and several others. She arranged for or was involved in the selection of paint

colours for the units and the common areas. She oversaw the selection of furniture and equipment and guided an *ad hoc* Committee in the final decisions on the finishing and equipping of the kitchens. She stayed on as a member of the Board of Directors to see the task finished.

Mr. James Carlson had the sometimes difficult and delicate task of Public Relations Officer. Like others, he too had to resign due to other commitments. He later assisted the Treasurer in the selection and procurement of computer programs for the accounting and budget operations.

Mrs. Lorraine Balderson was elected to the Board in December 1989 to fill a vacancy until the 1991 Annual General Meeting. Dr. Keith Besley was elected at the Annual General Meeting of June 10, 1990 to serve until the Annual General Meeting of 1992. They were required to attend and contribute to the business of the meetings although there were no new studies. Dr. Besley took an interest in the Men's Hobby Room and, with Capt. Small and Lt. Col. Inman, was involved in installing and outfitting the hobby shop with a workbench, power tools and other equipment. He agreed to stay on as an assistant for the hobby shop until it was fully taken over by the residents.

Messrs. Frank Wray and Brooke Cornwall were initial members of the Working Committee, but owing to other pressing duties and commitments they were obliged to retire in the early stages. Nevertheless, they were both supportive and provided valuable advice during construction. Mr. Wray has been involved with the church property for several years and, prior to retirement, was active in the building and contracting business.

An interesting summary of activities has been taken from the Secretary's report to the 1989 Annual General Meeting: that for the year 1988, the Board held 13 meetings and dealt with 137 items, and that the Executive Committee held 9 meetings and dealt with 19 items. In 1989, the year of opening, the Board held 10 meetings and dealt with 127 items. The Executive held 7 meetings and dealt with 18 items. In subsequent years there was no need for this frequency of meetings. The By-laws call for a minimum of four meetings of the Board of Directors, with at least one Executive meeting between the Board meetings. Other meetings can be held as required.

## Chapter VII

### A SUMMARY

The following leaflet was written by Mrs. Heather Wharton, President of Ellwood House, in early 1993.

#### ABOUT YOUR ELLWOOD HOUSE

Ellwood House is a non-profit Senior Citizens' Residence which emerged from a proposal to build a small retirement complex for the clergy on church land. The parish contributed the land on a long-term lease, and financing was provided by the Province of Ontario and the Canada Mortgage and Housing Corporation. The house is a three-storey structure with 30 apartment units, two of which are designed to serve the physically challenged. Construction commenced in the late summer of 1988 and was completed in the spring of 1989. In April of that year the first residents moved in. The House is administered under a Ministry of Housing Programme and offers apartments at market and subsidized rents.

The building itself is finished in brick, aluminum siding, and asphalt shingles. Non-combustible construction materials have been used, such as reinforced concrete slab flooring, steel-stud walls and partitions, and fire-retardant roof trusses. All requirements for fire separations, sprinklers, alarms, detectors, emergency lighting, exits and other code requirements have been fitted into the building. Ellwood House was a design-winning award for the architect.

The residence is duly incorporated with the full name of Ellwood House (Ottawa) Inc. It is non-denominational but managed by a Board of Directors, nominated and elected from the vestry of St. Thomas the Apostle Church. The Executive Committee is composed of four officers chosen from the Board. The Board prepares an annual report and an audited statement for review and comment at an open meeting of parishioners who are also invited to elect nominees for the Board. The Corporation employs a part-time manager and a building custodian.

As a secure home for its residents Ellwood House offers 22 one bedroom and 8 two bedroom units, all of which are self-contained. It offers a beautifully

appointed lounge, library, craft room, hobby shop and laundry facilities to its residents. The three floors of the building are serviced by an elevator. Parking spaces and outdoor plug outlets are available for the residents. The grounds and driveway are attractively landscaped with lawn, interlocking block walkways, flowers and a fountain. With a grant from New Horizons, the residents recently added a summer patio which adds to the ambience of the building and grounds. Being one of the smallest of such residences in Ontario, the house is viewed as a home.

Interest in Ellwood House as a residence continues to be very high; in fact, there is a waiting list for occupancy. For the residents it is ideally situated, beside the church and close to shopping centres, services and other facilities in the area.



## **APPENDIX I**

### **Initial Planning Committee**

#### **Members of the Braeside Project Group (or Committee)**

<u>Position</u>	<u>Name</u>	<u>Responsible for</u>
Chairman	Mr. John Webster	Overall co-ordination and financial projections
Vice Chairman	Lt. Col. R.V. Inman	Assistant to Chairman; liaison with Diocese and project work
Secretary	Miss Jean Thompson	Recording and typing of minutes and proceedings of all meetings
Members	Mrs. Audrey Darling Mrs. Jean Lupton Mrs. Lillian Stinson Mr. James Carlson Capt. Darell Small	
Treasurer	Mr. Gerry Dooley	
Secretary	Mr. John Lupton	
Church Wardens	Mrs. Heather Wharton Mr. Michael Burnett Dr. Keith Preston	

## **APPENDIX II**

### **Firms, Organizations and People Involved in the Project**

<b>Architects</b>	James Colizza Ron MacKay
<b>Contractors</b>	Tristan Construction Louis Triemstra, Bill Pieteron Tony Quigley, and Andrew Triemstra
<b>Consultants</b>	Debbie Edwards Lecompte Engineering Gilbert Cote, Michael Garneau, Ralph Millar
<b>Solicitor</b>	Alan Winship
<b>Financial</b>	Metropolitan Life M. Lecuyer Canadian Imperial Bank of Commerce Roger Greenlees
<b>Surveyor</b>	E.F. Lyn Cole
<b>Foundations</b>	Harry P. Ward Foundation Ottawa Charitable Foundation
<b>Service Clubs</b>	Kiwanis (Ottawa Centre & South Branches) Rotary Club (Ottawa Centre & South Branches) Royal Canadian Legion
<b>Perley Hospital</b>	John Lupton, Sharon Connolly, Andy Graham, Kerry Kelly, Richard Waddell

**Churches**

Rideau Park United  
Vacation Bible School

**Ontario Ministry  
of Housing**

Brian Sutherland, Lynn Carson,  
Malcolm MacDonald, Glen Taber  
Mike Komendat, John Sequin

**Insurance**

Bradley Insurance  
(Stittsville) Ltd.  
J. Sid Bradley

### APPENDIX III

#### **The First Board of Directors (Slate of Officers Applying for Incorporation)**

##### Ex officio Members

Hon. Chairman	The Rt. Rev. E.K. Lackey (Bishop of Ottawa)
Hon. Vice-Chairman	The Rev. J.A.D. Meakin (Rector of St. Thomas Parish)
People's Warden	Mr. Michael Burnett Mrs. Heather Wharton <sup>2</sup>
Rector's Warden	Dr. Keith Preston
Past Chairman	Mr. James Carlson, <i>pro tem.</i>

##### The Executive Committee

Chairman/President	Mr. John Webster
Vice-Chairman/Vice-President	Lt. Col. R.V. Inman
Secretary	Mr. John Lupton
Treasurer	Mr. Gerry Dooley

##### Members

Mrs. Audrey Darling  
Mr. Darell Small  
Mrs. Lillian Stinson

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<sup>2</sup> Mrs. Wharton was replaced by Mr. Michael Burnett at the 1988 Vestry.

The above slate of officers and directors (excluding the Bishop) were the members of the Working Committee of the Braeside Project (Appendix I). The Committee was dissolved on the incorporation of Ellwood House (Ottawa) Inc. on December 11, 1987. Each member of the Committee had a designated area of responsibility and/or activity during the 1986-87 years of intensive planning and development.

The By-laws provided for a staggered tenure of office from the outset, so that ongoing appointments of directors would occur over a two year period.

## APPENDIX IV

### Subsequent Officers and Directors

Appendices I and II list the Original Committee and the first Board of Directors and Officers of the Corporation.

2nd Hon. Chairman	The Rt. Rev. John Arthur Baycroft Installed as the 7th Bishop of Ottawa (April 25th, 1993)
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2nd Hon. Vice-Chairman	Archdeacon James F. Stevenson Rector of St. Thomas the Apostle (October 1, 1993)
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Note: The churchwardens are elected or appointed at each annual Vestry for a period of two years. The People's Warden of one year is by custom appointed the Rector's Warden the following year. The wardens that have served or are serving on the Board are: Frank Allevato, Chuck Powell, Sandra Wright, Roslyn Emberley, and Derwyn Sangster.

Second Chairman/President	Lt. Col. R. Vic Inman, C.D.
Third	"
Fourth	"
Fifth	"

Second Vice/President	Dr. Keith Flegg
Third	"
Fourth	"
Fifth	"

Second Corporate Secretary	Lt. Col. R. Vic Inman
Third	"
Fourth	"
Fifth	"

Second Treasurer

Mr. Graham Richardson

Third "

Mr. Leonard Wragg

Fourth "

Mr. Harry Wood

Directors

Mrs. Lorraine Balderson Dr. Keith Besley

Mrs. Lillian Stinson Mr. Hal Tilley

Mr. Elwyn Hopkin Mr. Bert Hanmer

Ms. Emmy Verdun Mr. Lloyd Askwith

## **APPENDIX V**

### **Summary of Pertinent Details of the Building**

Ellwood House is situated on a parcel of land comprising 141,448 square feet, or 13,140.5 square metres, and occupies the southeast corner of the church property. It was separated from the lot of land owned by the Church of St. Thomas the Apostle and by a deed of lease of 35 years that expires in the year 2024. In that year the building and property revert to the Parish. The Ellwood parcel fronts on Braeside Ave. with a civic street address of 2270 Braeside Ave. The building proper is 8,100 square feet (752.5 square metres) and has three storeys with a floor area of 25,960 square feet (2411.7 square metres). It has 14 outside parking spaces all equipped with electric outlet plugs for block heaters.



## **APPENDIX VI**

### **The Description of the Ellwood House Sign**

**by**

**Darell L. Small**

"While touring Scotland with my wife, Fern, in 1971 and between Dumbarton and Inveraray, we traversed a mountain crest between Loch Long and Loch Fyne on a winding single-lane road. Near the summit we stopped at Rest-and-be-Thankful, an inn at a spring where horses and older autos could water and cool off. This raised the memory of a similar place in the Canadian Rockies while touring with my parents in the early 20's by Model-T Ford.

The scene on the Ellwood sign depicts the fishing village of Arrochar at the end of Loch Long, and the winding road to the summit. The single building near the top is the Inn at Rest-and-be-Thankful which is the place name shown on the map. It is such an odd phrase to be used as a place name, don't you think? However, I found later that it is well known to Scots, in particular my boss at the time, Charlie Simm, Commissioner of Works at City Hall. The implication of a place to rest after an arduous journey, seemed appropriate for a retirement home such as Ellwood House."

## **APPENDIX VII**

### **A Guide to the Study, Planning and Construction of Ellwood House (Ottawa) Inc.**

Letter prepared by Mr. John Webster, dated December 1, 1989

"In response to several enquiries from other parishes we attach an historical record of the major steps taken in the study, planning and construction of Ellwood House. This is a 30 unit Senior Citizens' Residence (22-one bedroom and 8-two bedroom, two of which are designed for the disabled) constructed on land leased from St. Thomas the Apostle Church on Alta Vista Drive. The estimated Capital Cost was \$2,107,000 and was completed for \$1,961,000, ie., \$146,000 under budget.

The first step for any organization considering a non-profit seniors' residence or similar project, which is subsidized by the Province of Ontario and Canada Mortgage & Housing Corporation, would be to contact the local Regional Office of the Ministry of Housing and obtain a copy of the Non-Profit Housing Program. Following which preliminary discussions with an architect, a firm of management consultants and a lawyer would be advisable."

The following summary of events was attached to the letter:

May, 1985

Initial proposal submitted to Parish Council to build a 4, 6, or 8 unit retirement complex for the clergy on church land.

September, 1985

Rector reported Bishop is supportive of proposal. Details also discussed at Deanery meeting.

October, 1985

The Wardens appointed a Chairman of the Working Committee to study the retirement home proposal and to report to 1986 Vestry on the feasibility of the project.

December, 1985

Tentative enquiries made at Synod Office to ascertain need by clergy or widows of clergy for a retirement home.

Appointment made with a friendly (no fee) architect who examined preliminary site plans. He was much in favour of obtaining CMHC funding. Took site plan away to have new one prepared and report back on how many units could be built on site. Subsequently recommended 18 units and reported that no rezoning required, if built on church land.

Preliminary (no fee) discussions held with a management consultant, and with a solicitor (who is also the Diocesan Solicitor)

A copy of the "Non-Profit Housing Program, 1988 Application Package for Private non-Profit Corporations" was obtained from Ministry of Housing, Eastern Regional Office.

January, 1986

At Annual Vestry Meeting, proposal to compile an application to erect an 18 unit Senior Citizens' Home on Braeside Ave., and recommendations to use Anglicans In Mission (AIM) funds as a loan to new Corporation, resulted in lively discussion. Motion passed to defer a decision on these recommendations for three months to allow further study.

April, 1986

Information meeting with former wardens. Later, held an open forum in the church both to outline proposed plans and answer questions.

May, 1986

Two motions were passed at Vestry:

- a) Church agrees in principle to continue studies on proposal to construct seniors' residence and
- b) Church requests Executive Committee of Diocese to approve in principle continuation of studies.

This action was subsequently reported to the diocese under Regulation 5.01 and was approved in principle by both Administrative and Finance (A&F) and Executive Committees.

June, 1986

At the request of a member of the congregation the Working Committee agreed to examine alternative sites for Residence.

This request was a stall to slow or stop the project and was made in face of professional advice that the site proposed was the only one feasible. This unfortunate setback resulted in a year's delay in government funding approval.

January, 1987

Wardens approved site proposed by Working Committee, ie., at the rear of Christian Education Wing, facing Braeside Ave. Front door and courtyard to face the church.

April, 1987

Advertisements were placed in local media advising of construction of proposed residence and inviting applicants from interested prospective tenants. Director, Tenant Selection Committee, numbers applications, classifies deep core, soft core and market categories.

Application for a Province of Ontario Development Assistance for Social Housing (DASH) grant of \$1,000 to cover the costs of incorporation was filed.

May, 1987

Name of Corporation chosen "Ellwood House Inc." [subsequently amended by Province of Ontario to "Ellwood House (Ottawa) Inc."]. Preliminary Board of Directors approved by Parish Council consisting of members of Working Committee plus the Bishop, the Rector and two church wardens all ex-officio.

Applications for funding Form 560 filed with Ministry of Housing by May 15, 1987, covering a 28 unit building and supported by over 100 written applications from would-be tenants. (Note: The application for funding covered in detail the need for the project in the area, cost effectiveness, and management capability.)

Letter sent to Director of Administration, Diocese of Ottawa, outlining events to date and enclosing copies of the application for DASH grant and Ontario Housing Form 560, also the steps to be taken when DASH grant is approved.

June, 1987

DASH grant received. Solicitor commenced application for incorporation.

August, 1987

Ministry of Housing advises proposal has been selected for preliminary consideration under 1988 non-profit housing programs allocation.

After eliminating some firms, three architects were invited to appear before a selection committee. The firm of James Colizza Associates was chosen.

October, 1987

Application for Development Loan Funding approved. Funds to be used for preparation of feasibility studies, site and land surveys, soil/water tests, architects/engineers fees, preliminary administration expenses. The loan is to be repaid from the first mortgage draw.

Informational meeting held in church to apprise parishioners, neighbours and proposed tenants of the plans.

November, 1987

Special Parish Vestry Meeting held to obtain approval of several decisions taken during the long period of study and planning. Motion presented covered the following: formal approval of project, the company's name, the Board of Directors, confirmation that the building conformed to City of Ottawa building code, limit on cost, approval of site, elevation and floor plans, and severance of land; it also sought approval of Diocesan A&F Committee, of lease of identified property in accordance with Canons, By-laws and Regulations of the Diocese, and of Synod as a party of the mortgage deed.

A&F Committee of Diocese of Ottawa gave final approval to plans.

December, 1987

Letters patent received and Company formally incorporated as Ellwood House (Ottawa) Inc.

Site and building plans were completed and submitted to the City Planner, City of Ottawa, the Ministry of Housing and Ontario Housing Corporation.

January, 1988

Minister of Housing, Province of Ontario, advised 28 units (subsequently increased to 30) had been allocated to Ellwood House under the Non-Profit Housing Programme.

Several meetings held to study and compile a Management and Organizational Manual.

March, 1988

Submission of Form 1414 which included the names of directors, architect, consultant and solicitor, also copies of the By-laws and the Management and Organizational Plans (these had been compiled at lengthy meetings with the guidance of the consultant in the previous months).

Description and number of units and maximum unit price, and details of total Capital Cost also provided.

April, 1988

Planning Committee at City Hall approved plans.

The land on which Ellwood House to be constructed is to be severed and to be owned by St. Thomas' Church. Ellwood House is a wholly owned subsidiary of St. Thomas. Title will satisfy mortgage lender.

May, 1988

Special Parish Council meeting approved final plans and costs to satisfy the requirements of Church Regulations 5.01 (2) for final approval by the Synod Committees.

The firm of Tristan Construction Inc. was chosen by tender to build the residence.

Architect applied to City of Ottawa for a building permit on May 10.

An application was submitted for a charitable registration number for income tax purposes.

July, 1988

Competitive mortgage rates were received from three firms. The firm offering the lowest mortgage rate and interim construction rate was chosen.

August, 1988

On August 19 (13 weeks after submission) the building permit was approved. Construction commenced on August 22. A Sod-Turning Ceremony was held on August 28.

A part-time Manager was appointed to commence work on February 1, 1989.

December, 1988

A part-time custodian was appointed and taken on pay-roll, April 1, 1989.

During this month and subsequent months conducted tours of the building arranged for prospective tenants, parishioners and neighbours.

January, 1989

Mrs. Darling (Director) and Mrs. Lupton (Manager) commenced interviewing prospective tenants, and set up a moving-in programme.

April, 1989

Building handed over to owners on April 24 and first tenants moved in April 26.

July, 1989

Official Opening Ceremony held on July 9. Bishop Lackey offered prayer of dedication. Distinguished guests and 250 parishioners, tenants, professions, trades and neighbours attended.

December, 1989

First Annual General Meeting held December 10, 1989.

(N.B. The Corporation Act of Ontario requires the first Annual General Meeting of a Corporation to be held within 18 months of incorporation. Accordingly, an application was made to Queen's Park in July for a postponement with the understanding that a General Meeting would be held by December 31, at latest.)



## POSTSCRIPT

Item 10.1 from the Minutes of the Annual General Meeting of Ellwood House held in St. Thomas the Apostle at 7:00 p.m. on May 7, 1992 reads:

"10.1 It was suggested that it would be appropriate to prepare an account on Ellwood House as a leaflet insert in the church bulletin. It was further suggested by the Rector that Vic Inman in collaboration with others write a history of Ellwood House."

The contents of the leaflet appears as the "Summary", Chapter VII in this history. It was issued at all three services at St. Thomas the Apostle on April 25, 1993. As regards collaboration with others, Vic Inman produced the first draft of this history and John Webster in his convalescence following hip surgery edited the whole effort.