

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, June 27th 2019 - 9:30 a.m.

Living Mission Statement for the Regional Council

- *Supporting and enhancing the ministry of Communities of Faith*
- *Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith*
 - *Supporting and nurturing Right Relations, Social and Ecological Justice*
 - *Supporting people in all seasons of life*
 - *Supporting and building Communications*

IN ATTENDANCE

| | |
|-------------------------------|--|
| Bronwen Harman | President |
| Rev. Don Stiles | Past-President |
| Rev. Takouhi Demirdjian-Petro | President-Elect |
| Rev. Teresa Burnett-Cole | Member |
| Linda Suddaby | Member |
| Jim Allen | Member |
| Jodi Fisher | Member |
| Rev. Mary Royal | Member |
| Cathy Ryan | Member |
| Linda Stronski | Member |
| Rev. Stephane Vermette | Member |
| Rev. Whit Strong | Corresponding Member, Pastoral Relations Minister |
| Jane Dawson | Corresponding Member - Minister supporting Communities of Faith, Clusters and Networks (on zoom) |
| Anita Jansman | Corresponding Member - Communications and Administration Assistant (on zoom) |
| Rev. Rosemary Lambie | Executive Minister |
| Joel Miller | Program Assistant to Executive Minister, Recording Secretary |

REGRETS/ABSENT

| | |
|----------------------|--|
| Rev. Brian Cornelius | Corresponding Member -Treasurer |
| Rev. Elaine Beattie | Member |
| Dana Ducette | Corresponding Member - Minister for Youth and Young Adults |

Opening Devotions – Linda Suddaby

Circle Time of Sharing

Minutes of May 28, 2019

2019-06-27_135 MOTION (T. Burnett-Cole/L. Suddaby) to accept Minutes of May 28, 2019. **Carried**

Agenda

2019-06-27_136 MOTION (L. Stronski/T. Demirdjian-Petro) that the agenda be accepted as amended. **Carried**

Addition: item k), correspondence, Winchester

Correspondence:

- a) June 4, 2019 loan application for bridge funding for St John's United Church(*for action – 1b*)

- b) June 10, 2019 Rev. Brian Cornelius, treasurer copied on response to Rev. Christopher Ryan re funding various projects at Trinity United, Smiths Falls (*for information*)
- c) June 14, 2019 Janet Carkner, House of Lazarus re financial statements required for Mission Support grants (*for information*)
- d) June 20, 2019 Rev. David Sherwin, Zion Memorial, Carleton Place re intentions to continue leasing the office space (*for action 1c*)
- e) June 20, 2019 Rev. Grant Dillenbeck, Stittsville United Church re funding grant of \$8000 for on-going project (*refer to Vision and Transformation*)
- f) June 21, 2019 Ruth Sword, Coordinating Committee of SCSS from the United Church re continued funding for the program Spiritual Care in Secondary Schools (within the Ottawa-Carleton District School Board) (*refer to Vision and Transformation*)
- g) June 22, 2019 Rev. Ed Gratton, support for a request from St Paul's United Kenmore to seek permission to receive proposals for the selling of their church building. (*for action*)
- h) June 24, 2019 Archbishop Irénée, Archbishop of Ottawa & Canada and Archdiocese of Canada (Orthodox Church in America) re assistance for a small group of parishioners in Ottawa. (*for action*) – suggested to place in weekly communication
- i) June 25, 2019 Rev. Brian Cornelius, Treasurer, copy on response to Marianna Harris re money (\$1500) to support the Ottawa UNJPPI gathering (no application attached). (*refer to?*)
- j) June 25, 2019 Pat Markovitch, St. John's United Church, Brockville, re support for an application to the national for bridge funding (*as (a) for action*)
- k) June 20 2019, Bruce Calhoun, Chair of Trustees, Winchester United Church, re phase 3 of repairs to building. (*for action*)

Business

Supporting and enhancing the ministry of Communities of Faith

1. Supporting Communities of Faith:

- a) Governance document – Feedback from RC meeting response sheets (see appendix A)

2019-06-27_137 MOTION (T. Burnett-Cole/ L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive will uphold the General Council rate to pay License Lay Worship Leaders, effective January 1, 2020. **Carried**

Communicate this asap (get to Anita)

2019-06-27_138 MOTION (S. Vermette/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive ask the Finance committee to revisit the Travel Policy and consider that all travel be paid at a 100% of the General Council rate, and that 2 cents per km be paid in addition for each additional passenger. **Carried**

2019-06-27_139 MOTION (S. Vermette/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive create a task group to amend policies within the Governance Handbook, based on the feedback that was received at the Inaugural meeting, and to bring back recommendations to the Executive, and then to the next General Meeting of the Regional Council. **Carried**

2019-06-27_140 MOTION (L. Suddaby/T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council Executive name Don Stiles, Bronwen Harman, Rosemary Lambie, to the task group, with the power to add and consult. **Carried**

b) St. John's Brockville: support for application

2019-06-27_141 MOTION (C. Ryan/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive supports the application of St. John's United Church, Brockville, for bridge financing of a loan totalling \$ 100,000 for a term of 2 years of from the UCC Capital Assistance Program. **Carried**

Lunch – Supporting Prayer Shawls, Jane will be contacting Mary Smiley to grow this ministry.

c) Zion Memorial, Carleton Place

2019-06-27_142 MOTION (L. Suddaby/L Stronski) that the Eastern Ontario Outaouais Regional Council Executive offer to continue the current lease at Zion Memorial Carleton Place, for another two years. **Carried**

d) Manotick

2019-06-27_143 MOTION (J. Fisher/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive agrees with the Vision Transformation leadership team recommendation that the Manotick Pastoral Charge be granted \$2,500 from the Mission Strategy fund to assist them with the Edge Consultant Fees. **Carried**

e) St. Paul's United Church, Kenmore

2019-06-27_144 MOTION (J. Fisher/M. Royal-Duczek) that the Eastern Ontario Outaouais Regional Council Executive supports the request from St. Paul's United Church, Kenmore to seek permission to list the property of their church building, with the understanding that permission for sale is conditional upon an acceptable plan for the net assets. **Carried**

f) Winchester United Church

2019-06-27_145 MOTION (T. Burnett-Cole/T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council Executive approve phase three of project repairing Winchester United Church. **Carried**

2. Mission through Finance (see appendix B)

2019-06-27_146 MOTION (D. Stiles/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive approves the financial report. **Carried**

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| Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith |
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3. Pastoral Relations – no report

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| Supporting and Building Communications |
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4. Nominations Committee (see Nominations List attached hereto as appendix C)

2019-06-27_147 MOTION (S. Vermette/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive add Jessica Hetherington to the Finance Leadership Team. **Carried**

2019-06-27_148 MOTION (S. Vermette/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive add Allan Lockwood to the Property Leadership Team. **Carried**

5. Inaugural Meeting- evaluation

Fall gathering – when (October 5th) Where (TBD – question to go out in newsletter)? Who is planning (budget, governance handbook, visioning (Jane Dawson) – Planning Team: Chair, Takouhi Demirdjian-Petro, Bronwen Harman, Jane Dawson, Anita Jansman, Rosemary Lambie,

Winter gathering – using technology... date?
Spring gathering

6. Communications

- 7. Clusters and Networks** (see appendix **D**) – it was proposed that the Eastern Ontario Outaouais Regional Council hold a `Visioning Day` (proposed agenda attached hereto as appendix **E**), and it was decided that instead of holding a separate day for this, that the content of the agenda could be included during the general meeting in the fall.

- 8. Vision and Transformation** (see May 30 2019 minutes attached hereto as appendix **F**)

New Business

Opening worship for next meeting Stephane Vermette

Closing Prayer Rosemary Lambie

Next meeting date Thursday, September 19, 2019 (Almonte United Church) 9:30 – 2:30
 Thursday, October 24, 2019 ZOOM
 Thursday, November 21, 2019 (Almonte United Church) 9:30 – 2:30

*** Just a reminder of what has been decided***

2019-03-26_46 MOTION (L. Suddaby/K. Heath) That Eastern Ontario Outaouais Regional Council meets three times a year; a one-day meeting in the fall and winter and a two/three day meeting in the spring. Carried

2019-03-26_47 MOTION (L. Suddaby /C. Grant) That Eastern Ontario Outaouais Regional Council Executive would normally meet six times a year, normally not when there is a Regional Council meeting (three months of the year) and not in July, August, and December; meetings can be called at the discretion of the Chair. Carried

Motion to adjourn

The meeting was declared adjourned at 2:42 p.m.

Bronwen Harman,
President

Rev. Rosemary Lambie,
Executive Minister

Appendices

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| Appendix A | Feedback from RC meeting response sheets | Pages 166-170 |
| Appendix B | 2019 Balance Sheet, 2019 Profit and Loss Collapsed, 2019 Profit and Loss with Budget | Pages 171-177 |
| Appendix C | Nominations List | Page 178 |
| Appendix D | Ministry Supporting Communities of Faith, Clusters and Networks Report on meetings at Church House in Toronto, June 18-21, 2019 | Page 179 |
| Appendix E | Visioning Day proposed agenda | Page 181 |
| Appendix F | Vision and Transformation Leadership Team Report Meeting May 30 2019 Minutes | Page 182 |
| Appendix G | Constitution of Wesley United Church (Pembroke) | Pages 184-198 |

Appendix A

| TITLE GOVERNANCE STRUCTURE | YES | NO | Un-marked | COMMENTS |
|----------------------------|-----|----|-----------|---|
| Living Mission Statement | 29 | 3 | 1 | <p>General Comment: Make manual references easier to identify as such, make it clearer what is regional and what is manual.</p> <p>This is a living document and people want to have thoughtful and meaningful input as we evolve together. It was recognized that this is a <u>living</u> document.</p> <p>Suggestions: More explicit aboriginal language is needed. Include wording that we are working to build and strengthen our ministry in French in our Region. Some other wordsmithing and general comments/suggestions</p> <p>Strong support for this</p> |
| Executive | 20 | 11 | 3 | <p>The size of the executive was questioned, could it/should it be expanded</p> <p>All documents are living and subject to change</p> <p>National Indigenous Council should be included</p> <p>Differences of opinion and voices need to be heard</p> <p>Need to revisit the composition next year (and every year)</p> <p>The general sense was that it would be better not to have special interests specifically named on the executive, except for the space for the indigenous representative. The open spaces should be reflective of diversity and geographical representation, we should not be 'legislating divisions'.</p> <p>A couple of people prefer the term chair to president, which was chosen as it is a bilingual term.</p> <p>It was suggested that we take out specific definitions of diversity as it will undoubtedly lead to some feeling excluded when they do not see themselves named.</p> <p>A mechanism for leadership teams to provide regular reports to the executive needs to be considered and put in place, as does the mechanism for electing future members of the executive.</p> <p>The issue that seemed the most pressing was whether special interests should be named specifically to the executive vs having open positions. Open positions seemed to be favoured.</p> |

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|------------------------------|----|---|---|--|--|
| LEADERSHIP TEAMS | | | | | <p>General comments:</p> <ul style="list-style-type: none"> • Why do the membership numbers of leadership teams need to be defined, can they evolve more organically to have as few or as many members as is best for them. • Mandates need to be written and relate to terms of references (many agree) • People want to vote on the finalized versions <p>Archives needs a leadership team What is there for retired ministers and pensioners</p> |
| Finance | 30 | | 5 | | <p>There were some minor suggestions for the team to consider Strong support for this</p> |
| Licensed Lay Worship Leaders | 27 | 1 | 6 | | <p>Can we stagger date to January 2020 LLWL should get mileage and equal pay to supply ministers Good progress x2 Chair of the LLWL team should be elected by the team Strong support for this</p> |
| Nominations | 27 | 2 | 5 | | <p>Applications to serve should be simpler process There was a strong desire to leave behind the old presbytery boundary considerations as we all seem ready to move forward, so we should consider geographic diversity rather than Founding Presbyteries, which we had assumed would happen naturally anyway. Nominations committee itself should reflect diversity to ensure diverse groups get reached in the most effective way, as we may need to go and seek them out. Strong support for this</p> |
| Pastoral Relations | 26 | 2 | 6 | | <p>Strong support that this be named as a commission and that it be able to conduct its work in a timely manner. Roles and responsibilities, training, etc of PR and team need to be clarified to Communities of Faith and terms of reference need to be defined and articulated. Representation on this team should be geographically inclusive Strong support for this</p> |
| Property | 25 | 4 | 5 | | <p>Need clarification about how the property committee relates to church extension and works with Edge and other funders. Some minor suggestions for the committee Strong support for this</p> |
| Scrivens-Baillie | 28 | | 6 | | <p>General feeling of a need for more background about what this is about and how to access the funds. Positive feeling that this is available to the whole region Strong support for this</p> |

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| Vision and Transformation | 24 | 4 | 6 | Need to know more about it, develop and share terms of reference Let people know how to apply for funds and how the approval process works Could help to develop webinars and other ways to share visions and ideas Strong support for this |
| Youth and Young Adults | 24 | 1 | 9 | Needs more development Committee needs mandate and terms of reference YAYA – spell it out Strong support for this, a feeling that more info will be helpful as they evolve |
| (Hospital) Chaplaincy Ministry | 23 | 2 | 9 | Identify best practices from the presbyteries Need more info Needs to be fleshed out Needs terms of reference (several of these) Strong support but a feeling that more information will be helpful |
| Communications | 24 | 2 | 9 | Terms of reference needed Strong support with understanding that it is evolving |
| POLICIES | YES | NO | Un- marked | COMMENTS |
| Travel Policy | 23 | 8 | 2 | The no's were pretty clear in what they didn't like: It was felt the 75% was unfair to rural reps who may not have someone to carpool with to a meeting or event. Longer-commute folks also felt it was unfair that short-term commuters got no compensation. Support with a number of solid no's |
| Pastoral Relations Liaisons Travel Policy | 23 | 4 | 3 | Question of who pays for covenanting service travel expense. In general, small, rural communities of faith may end up with excessive costs so they may call fewer meetings Support for this with concern as noted |
| Marriage Practice and Voluntary | 22 | 5 | 4 | Add renewal date x4 Explore 3 year approval cycle Not evident in the comments why the no's were objecting Support for this with concerns not clearly defined |
| Associate Minister Policy | | | | |
| Communities of Faith supervisors | 21 | 4 | 5 | Clarify motion to include liaisons and those asked to attend for quorum x2 Should the pastoral charge who has a pc supervisor who is paid ministry at another pastoral charge pay the pastoral charge the expense for the minister's time rather than the minister x2 Why is this role compensated and not other roles that people fulfil on behalf of the region, ie. |

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| | | | | Ministry and mission. Congregations need to be educated about this policy. Support for this with clarification needed and questions raised. |
| Policy Regarding Financial Appeals at Annual (General) Meetings | 22 | 2 | 4 | Are 'pass the bucket' appeals still ok? Take out 'Annual' and make it 'Meetings of Regional Council' De-link financial appeals from changes to the regional budget, have two distinct policies Does this need to happen ahead of the meeting? If the appeal is a ministry plan then going to executive first is onerous and should be able to discuss on the floor. Need a structure as to what a 'good' appeal is. Name needs to include 'non-budgeted financial decisions', not just appeals Strong support for this |
| Ministry Personnel Involvement in a Former Community of Faith Policy | 15 | 9 | 6 | This issue had the most clearly defined two sides. Some thought it was great, others thought it was not. There were good comments on both sides of this discussion. It is evident that Pastoral Relations, Office of Vocations and the national church will need to be involved in further study and action on this issue. There was support for this, but a significant number were against or undecided |
| Licensed Lay Worship Leader | 18 | 6 | 6 | Pay impacted, big change for small charges to adjust to LLWL needs oversight, more direction on continuing ed Premature, could have waited for more input General support for this with some suggestions/questions |
| Proceeds from the Sale of Property | 18 | 6 | 6 | Interesting variety of comments from 'more money should go to national' to 'more money should stay in the region' to 'more money should stay with the community of faith and let them decide what to do with it'. How to fund archives (<i>it is now in the Regional budget</i>) General support for this with some conflicting ideas/suggestions |
| Property Transactions Policy | 22 | 4 | 4 | Strong support for this with minor comments |
| Major Renovations | 24 | 1 | 5 | \$50,000 is too low / \$50,000 is too high Difference between emergencies and renovations Communities of faith should do what they want with money they have to do repairs and renovations / the region needs to know what's going on with the properties |

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| <div>Need quick turnaround on approvals</div> <div>Strong support for this</div> |

Appendix B

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15/06/19
Accrual BasisEastern Ontario Outaouais Regional Council
Balance Sheet
As of June 30 2019

| | 31 Dec 19 | 31 Dec 18 | \$ Change |
|----------------------------------|---------------------|---------------------|---------------------|
| ASSETS | | | |
| Current Assets | | | |
| Chequing/Savings | | | |
| GIC - Campbell's Bay | 70,000.00 | 0.00 | 70,000.00 |
| GIC - Thurso | 200,000.00 | 0.00 | 200,000.00 |
| TD Bank Account | 92,652.76 | 241,519.80 | -148,867.04 |
| Total Chequing/Savings | 362,652.76 | 241,519.80 | 121,132.96 |
| Accounts Receivable | | | |
| Accounts Receivable | 100,000.00 | 0.00 | 100,000.00 |
| GST Quebec | 38.54 | 0.00 | 38.54 |
| HST - Federal | 1,026.53 | 0.00 | 1,026.53 |
| HST - Provincial | 2,447.17 | 0.00 | 2,447.17 |
| QST Quebec | 89.39 | 0.00 | 89.39 |
| Total Accounts Receivable | 103,601.63 | 0.00 | 103,601.63 |
| Other Current Assets | | | |
| Fiera Capital Balanced Fund | 0.00 | 885,961.36 | -885,961.36 |
| Fiera Capital Cash Fund | 0.00 | 1,402,154.33 | -1,402,154.33 |
| Fiera Capital Investment Account | 3,389,941.46 | 0.00 | 3,389,941.46 |
| McKendry Fund - Loan to Orleans | 100,000.00 | 100,000.00 | 0.00 |
| Total Other Current Assets | 3,489,941.46 | 2,388,115.69 | 1,101,825.77 |
| Total Current Assets | 3,956,195.85 | 2,629,635.49 | 1,326,560.36 |
| TOTAL ASSETS | 3,956,195.85 | 2,629,635.49 | 1,326,560.36 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Other Current Liabilities | | | |
| Mission & Ministry Fund | 32,017.14 | 0.00 | 32,017.14 |
| Total Other Current Liabilities | 32,017.14 | 0.00 | 32,017.14 |
| Total Current Liabilities | 32,017.14 | 0.00 | 32,017.14 |
| Total Liabilities | 32,017.14 | 0.00 | 32,017.14 |
| Equity | | | |
| Held In Trust - COF's | | | |
| Campbell Bay's | 70,580.03 | 70,580.03 | 0.00 |
| Thurso | 200,217.71 | 91,355.11 | 108,862.60 |
| Total Held In Trust - COF's | 270,797.74 | 161,935.14 | 108,862.60 |
| Investment Funds | | | |
| EOORC Fund | 718,137.71 | 417,716.94 | 300,420.77 |
| James Elwood Baillie Youth Fund | 589,562.44 | 432,352.54 | 157,209.90 |
| McKendry Fund | 100,000.00 | 100,000.00 | 0.00 |
| Mission Strategy Fund | 1,689,855.69 | 1,384,690.43 | 305,165.26 |
| W.H. "Bill" Scrivens Fund | 395,937.45 | 0.00 | 395,937.45 |
| Total Investment Funds | 3,493,493.29 | 2,334,759.91 | 1,158,733.38 |
| Restricted Ministry Funds | | | |
| Camp Awesone | -4,636.83 | 20,142.52 | -24,779.35 |
| Camp Bitobi | 66,000.00 | 66,000.00 | 0.00 |
| Faith and Arts Ottawa | 28,763.86 | 28,763.86 | 0.00 |
| Kingston Resource Centre | 13,787.60 | 0.00 | 13,787.60 |
| Licensed Lay Worship Leaders | 3,341.39 | 3,341.39 | 0.00 |
| Project Footprint | 4,202.10 | 4,202.10 | 0.00 |
| United Mining for Justice | 12,633.27 | 0.00 | 12,633.27 |
| Youth Ministry - Program | 2,386.88 | 2,386.88 | 0.00 |
| Youth Ministry - Trips | 4,213.54 | 4,213.54 | 0.00 |
| Youth Ministry - Zambia | 3,890.15 | 3,890.15 | 0.00 |
| Total Restricted Ministry Funds | 134,581.96 | 132,940.44 | 1,641.52 |
| Net Income | 25,305.72 | 0.00 | 25,305.72 |

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15/06/19
Accrual Basis

Eastern Ontario Outaouais Regional Council
Balance Sheet
As of June 30 2019

| | 31 Dec 19 | 31 Dec 18 | \$ Change |
|----------------------------|--------------|--------------|--------------|
| Total Equity | 3,924,178.71 | 2,629,635.49 | 1,294,543.22 |
| TOTAL LIABILITIES & EQUITY | 3,956,195.85 | 2,629,635.49 | 1,326,560.36 |

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15/06/19
Cash BasisEastern Ontario Outaouais Regional Council
Profit & Loss Budget vs. Actual
January through June 2019

| | Jan - Dec 19 | Budget | % of Budget |
|---------------------------------|--------------|------------|-------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Governance/Operations/Sup.Serv. | 185,932.68 | 365,220.00 | 50.9% |
| Mission & Ministry | 186,664.64 | 392,433.90 | 47.6% |
| Total Income | 372,597.32 | 757,653.90 | 49.2% |
| Expense | | | |
| Governance/Op./Sup.Serv.Expense | 160,626.96 | 347,975.00 | 46.2% |
| Mission and Ministry Expenses | 154,647.50 | 368,350.00 | 42.0% |
| Mission and Ministry Restricted | 32,017.14 | 27,650.00 | 115.8% |
| Recovery | 0.00 | | |
| Total Expense | 347,291.60 | 743,975.00 | 46.7% |
| Net Ordinary Income | 25,305.72 | 13,678.90 | 185.0% |
| Other Income/Expense | | | |
| Other Income | | | |
| Communities of Faith | 109,555.93 | | |
| Investment Funds Income | 1,104,610.33 | | |
| Restricted Ministries | 37,969.52 | | |
| Total Other Income | 1,252,135.78 | | |
| Other Expense | | | |
| Communities of Faith Ex. | 109,555.93 | | |
| Investment Funds Expenses | 1,104,610.33 | | |
| Restricted Ministries Expenses | 36,328.00 | | |
| Restricted Ministry to Equity | 1,641.52 | | |
| Total Other Expense | 1,252,135.78 | | |
| Net Other Income | 0.00 | | |
| Net Income | 25,305.72 | 13,678.90 | 185.0% |

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15/06/19
Cash BasisEastern Ontario Outaouais Regional Council
Profit & Loss Budget vs. Actual
January through June 2019

| | Jan - Dec 19 | Budget | % of Budget |
|--|-------------------|-------------------|---------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Governance/Operations/Sup.Serv. | | | |
| Assessments | | | |
| Executive Minister/Assistant | 18,015.36 | 33,500.00 | 53.8% |
| Regional Council Operations | 161,197.32 | 325,000.00 | 49.6% |
| Total Assessments | 179,212.68 | 358,500.00 | 50.0% |
| Transfer | | | |
| EOORC Fund | 6,720.00 | 6,720.00 | 100.0% |
| Total Transfer | 6,720.00 | 6,720.00 | 100.0% |
| Total Governance/Operations/Sup.Serv. | 185,932.68 | 365,220.00 | 50.9% |
| Mission & Ministry | | | |
| Mission & Service Offerings | 1,302.25 | | |
| Mission & Service Regional Grant | 144,499.98 | 289,000.00 | 50.0% |
| Transfers | | | |
| Baillie/Scrivens Salary/Program | 19,176.95 | 19,176.95 | 100.0% |
| Baillie/Scrivens Youth Grants | 9,900.00 | 19,176.95 | 51.6% |
| EOORC Fund | 10,080.00 | 10,080.00 | 100.0% |
| Mission Strategy Grants | 0.00 | 55,000.00 | 0.0% |
| Total Transfers | 39,156.95 | 103,433.90 | 37.9% |
| Youth Ministry | | | |
| Worship/Plude | 1,705.46 | | |
| Total Youth Ministry | 1,705.46 | | |
| Total Mission & Ministry | 186,664.64 | 392,433.90 | 47.6% |
| Total Income | 372,597.32 | 757,653.90 | 49.2% |
| Expense | | | |
| Governance/Op./Sup.Serv.Expense | | | |
| Clusters, Committees, Networks | | | |
| Finance Committee | 156.00 | 6,000.00 | 0.0% |
| Clusters, Committees, Networks - Other | 0.00 | | |
| Total Clusters, Committees, Networks | 156.00 | 6,000.00 | 2.6% |
| Congregational Reviews | 0.00 | 10,000.00 | 0.0% |
| Education and Student Grants | 0.00 | 2,700.00 | 0.0% |
| Finance and Archives | | | |
| Archives Honourarium | 1,380.00 | 17,000.00 | 8.1% |
| Archives Office Expenses | 75.63 | | |
| Archives Travel | 111.60 | | |
| Bank & Review Costs | 502.91 | 600.00 | 83.8% |
| Incorporated Ministries | 250.02 | 1,500.00 | 16.7% |
| Insurance | 0.00 | 50.00 | 0.0% |
| Treasurer Honourarium | 4,500.00 | 6,000.00 | 75.0% |
| Treasurer Office Expenses | 323.64 | 450.00 | 71.9% |
| Total Finance and Archives | 7,143.80 | 25,600.00 | 27.9% |
| Office Costs | | | |
| Carleton Place Office | | | |
| Photocopier | 0.00 | 1,500.00 | 0.0% |
| Postage | 14.21 | 500.00 | 2.8% |
| Rent | 3,600.00 | 4,800.00 | 75.0% |
| Supplies | 267.88 | 1,500.00 | 19.2% |
| Total Carleton Place Office | 3,902.09 | 8,300.00 | 47.0% |
| Dawson Home Office | 4.66 | | |
| Jansman Home Office | 51.79 | | |
| Summerlea Office | | | |
| Elevator | 28.82 | 175.00 | 16.5% |
| Hydro | 101.31 | 425.00 | 23.8% |
| Photocopier | 0.00 | 350.00 | 0.0% |
| Postage | 0.00 | 500.00 | 0.0% |
| Rent | 2,956.61 | 4,000.00 | 73.9% |
| Supplies | 86.22 | 1,500.00 | 5.7% |
| Telephone | 0.00 | 425.00 | 0.0% |
| Total Summerlea Office | 3,172.96 | 7,375.00 | 43.0% |
| Sundry | 175.59 | 500.00 | 35.1% |
| Total Office Costs | 7,307.09 | 16,175.00 | 45.2% |
| Personnel | | | |
| Benefits | | | |
| Benefits - Other | 14,888.28 | 28,000.00 | 53.2% |
| Total Benefits | 14,888.28 | 28,000.00 | 53.2% |
| Continuing Education | | | |
| Dawson | 38.30 | | |
| Strong | 94.91 | | |
| Continuing Education - Other | 0.00 | 4,000.00 | 0.0% |
| Total Continuing Education | 133.21 | 4,000.00 | 3.3% |

12:33 PM
15/06/19
Cash BasisEastern Ontario Outaouais Regional Council
Profit & Loss Budget vs. Actual
January through June 2019

| | Jan - Dec 19 | Budget | % of Budget |
|---|-------------------|-------------------|--------------|
| Executive Minister/Assistant | | | |
| Executive Minister/Assistant - Other | 18,015.36 | 33,500.00 | 53.8% |
| Total Executive Minister/Assistant | 18,015.36 | 33,500.00 | 53.8% |
| Meeting Expenses | | | |
| Dawson | 40.00 | 500.00 | 8.0% |
| Jansman | 210.00 | | |
| Lambie | 1,412.04 | 1,500.00 | 94.1% |
| Strong | 64.31 | 500.00 | 12.9% |
| Total Meeting Expenses | 1,726.35 | 2,500.00 | 69.1% |
| Salaries | | | |
| Salaries - Other | 68,650.74 | 137,500.00 | 49.9% |
| Total Salaries | 68,650.74 | 137,500.00 | 49.9% |
| Telephones | | | |
| Dawson | 146.44 | 500.00 | 29.3% |
| Lambie | 221.33 | 500.00 | 44.3% |
| Strong | 285.74 | 1,000.00 | 28.6% |
| Total Telephones | 653.51 | 2,000.00 | 32.7% |
| Travel | | | |
| Dawson | 508.50 | | |
| Jansman | 212.00 | | |
| Lambie | 862.96 | | |
| Strong | 1,721.20 | | |
| Travel - Other | 38.63 | 7,000.00 | 0.6% |
| Total Travel | 3,343.29 | 7,000.00 | 47.8% |
| Total Personnel | 107,410.74 | 214,500.00 | 50.1% |
| Regional Meetings | | | |
| Adhoc Meetings | 270.00 | 10,000.00 | 2.7% |
| Annual Meeting | | | |
| Celebration of Ministry | 819.29 | | |
| Honourarium | 1,020.31 | | |
| Licences | 350.00 | | |
| Local Arrangements Committee | 691.51 | | |
| Meals | | | |
| Registration | -16,018.20 | | |
| Meals - Other | 15,570.12 | | |
| Total Meals | -448.08 | | |
| Music | 1,771.14 | | |
| Planning Committee | 327.62 | | |
| Site Expenses | 23,168.83 | | |
| Travel | 3,257.82 | | |
| Youth | 934.98 | | |
| Annual Meeting - Other | 0.00 | 50,000.00 | 0.0% |
| Total Annual Meeting | 31,893.42 | 50,000.00 | 63.8% |
| Executive Meetings | 1,243.30 | 5,000.00 | 24.9% |
| Staff Retreat | 640.22 | | |
| Total Regional Meetings | 34,052.94 | 65,000.00 | 52.4% |
| Technology and Communications | | | |
| Expenses - Communications Assist | 0.00 | 1,000.00 | 0.0% |
| IT Support (GCO) | 1,983.66 | 4,000.00 | 49.6% |
| Website | 2,572.73 | 3,000.00 | 85.8% |
| Total Technology and Communications | 4,556.39 | 8,000.00 | 57.0% |
| Total Governance/Op./Sup.Serv.Expense | 160,626.96 | 347,975.00 | 46.2% |
| Mission and Ministry Expenses | | | |
| Clusters, Committees, Networks | | | |
| Camping Committee | 88.80 | | |
| Justice | | | |
| Live Justice Event | 74.48 | | |
| Total Justice | 74.48 | | |
| Clusters, Committees, Networks - Other | 0.00 | 6,000.00 | 0.0% |
| Total Clusters, Committees, Networks | 163.28 | 6,000.00 | 2.7% |
| Mission Strategy Grants | 0.00 | 55,000.00 | 0.0% |
| Mission Support | | | |
| Algonquin Chaplaincy | 2,775.00 | 5,550.00 | 50.0% |
| Alwyn Community of Faith | 2,850.00 | 5,700.00 | 50.0% |
| Camp Lau-ren | 15,920.00 | 15,920.00 | 100.0% |
| Carlington Chaplaincy | 3,180.00 | 6,360.00 | 50.0% |
| Centre 507 | 13,937.50 | 27,875.00 | 50.0% |
| Contingency | 0.00 | 26,345.00 | 0.0% |
| Golden Lake Camp | 15,000.00 | 15,000.00 | 100.0% |
| House of Lazarus | 16,500.00 | 33,000.00 | 50.0% |
| Ottawa West End Chaplaincy | 1,125.00 | 2,250.00 | 50.0% |
| Rideau Hill Camp | 7,000.00 | 7,000.00 | 100.0% |

12:33 PM
15/06/19
Cash BasisEastern Ontario Outaouais Regional Council
Profit & Loss Budget vs. Actual
January through June 2019

| | Jan - Dec 19 | Budget | % of Budget |
|---|--------------|------------|-------------|
| Total Mission Support | 78,287.50 | 145,000.00 | 54.0% |
| Mission & Service Fund Offerings | 1,302.25 | | |
| Office Costs | | | |
| Dawson Home Office | 60.61 | | |
| Dawson Supplies | 31.17 | | |
| Postage | 84.70 | | |
| Office Costs - Other | 0.00 | 1,000.00 | 0.0% |
| Total Office Costs | 176.48 | 1,000.00 | 17.6% |
| Partnership Ministries | | | |
| Multi Faith Housing | 100.00 | | |
| Partnership Ministries - Other | 0.00 | 5,000.00 | 0.0% |
| Total Partnership Ministries | 100.00 | 5,000.00 | 2.0% |
| Personnel | | | |
| Benefits | | | |
| Benefits - Other | 10,353.00 | 20,750.00 | 49.9% |
| Total Benefits | 10,353.00 | 20,750.00 | 49.9% |
| Continuing Education | | | |
| Dawson | 64.35 | | |
| Ducette | 25.65 | | |
| Continuing Education - Other | 0.00 | 2,100.00 | 0.0% |
| Total Continuing Education | 90.00 | 2,100.00 | 4.3% |
| Meetings | 40.00 | 1,000.00 | 4.0% |
| Salaries | | | |
| Salaries - Other | 50,854.38 | 102,000.00 | 49.9% |
| Total Salaries | 50,854.38 | 102,000.00 | 49.9% |
| Telephone | | | |
| Dawson | 146.40 | 500.00 | 29.3% |
| Ducette | 580.64 | 1,000.00 | 58.1% |
| Total Telephone | 727.04 | 1,500.00 | 48.5% |
| Travel | | | |
| Dawson | 734.09 | | |
| Ducette | 898.00 | | |
| Travel - Other | 0.00 | 4,000.00 | 0.0% |
| Total Travel | 1,632.09 | 4,000.00 | 40.8% |
| Total Personnel | 63,696.51 | 131,350.00 | 48.5% |
| Youth Grants | 9,900.00 | 20,000.00 | 49.5% |
| Youth Programming | | | |
| Four Rivers Event | 25.00 | | |
| Worshipplade | 996.48 | | |
| Youth Programming - Other | 0.00 | 5,000.00 | 0.0% |
| Total Youth Programming | 1,021.48 | 5,000.00 | 20.4% |
| Total Mission and Ministry Expenses | 154,647.50 | 368,350.00 | 42.0% |
| Mission and Ministry Restricted | 32,017.14 | 27,650.00 | 115.8% |
| Recovery | | | |
| GST Quebec | 0.00 | | |
| HST - Federal | 0.00 | | |
| Hst - Provincial | 0.00 | | |
| QST Quebec | 0.00 | | |
| Total Recovery | 0.00 | | |
| Total Expense | 347,291.60 | 743,975.00 | 46.7% |
| Net Ordinary Income | 25,305.72 | 13,678.90 | 185.0% |
| Other Income/Expense | | | |
| Other Income | | | |
| Communities of Faith | | | |
| Thurso | 109,555.93 | | |
| Total Communities of Faith | 109,555.93 | | |
| Investment Funds Income | | | |
| EOORC Fund | | | |
| Capital Gain/Loss | 44,314.47 | | |
| Pres/Conference | 272,906.30 | | |
| Total EOORC Fund | 317,220.77 | | |
| James Baillie Fund | | | |
| Capital Gain/Loss | 40,724.30 | | |
| Transfer from Pres. Conf. | 86,500.00 | | |
| Total James Baillie Fund | 127,224.30 | | |
| Mission Strategy Fund | | | |
| Capital Gain/Loss | 126,787.00 | | |
| Transfer from Pres. Conf. | 178,378.26 | | |

12:33 PM
15/06/19
Cash BasisEastern Ontario Outaouais Regional Council
Profit & Loss Budget vs. Actual
January through June 2019

| | Jan - Dec 19 | Budget | % of Budget |
|--------------------------------------|--------------|-----------|-------------|
| Total Mission Strategy Fund | 305,165.26 | | |
| W. Bill Scrivens Fund | 355,000.00 | | |
| Total Investment Funds Income | 1,104,610.33 | | |
| Restricted Ministries | | | |
| Camp Awesome | | | |
| Baillie Scrivens Grant | 6,000.00 | | |
| Church Camps | | | |
| Barthaven | 250.00 | | |
| Bell's Corners | 250.00 | | |
| Cityview | 250.00 | | |
| Emmanuel | 250.00 | | |
| Glencairn | 250.00 | | |
| Grace Eglise United | 250.00 | | |
| Manotick | 250.00 | | |
| Navan Vars | 250.00 | | |
| Rideau Park | 500.00 | | |
| St. Paul's Richmond | 250.00 | | |
| Stittsville | 250.00 | | |
| Total Church Camps | 3,000.00 | | |
| Donations | 200.00 | | |
| LIT Registration | 1,100.00 | | |
| Total Camp Awesome | 10,300.00 | | |
| Kingston Resource Centre | 13,787.60 | | |
| United Mining for Justice | 13,881.92 | | |
| Total Restricted Ministries | 37,969.52 | | |
| Total Other Income | 1,252,135.78 | | |
| Other Expense | | | |
| Communities of Faith Ex. | | | |
| Thurso | | | |
| Transfer | 108,862.60 | | |
| Thurso - Other | 693.33 | | |
| Total Thurso | 109,555.93 | | |
| Total Communities of Faith Ex. | 109,555.93 | | |
| Investment Funds Expenses | | | |
| EOORC Fund | | | |
| Transfer to Equity | 317,220.77 | | |
| Total EOORC Fund | 317,220.77 | | |
| James Baillie | | | |
| Transfer to Equity | 127,224.30 | | |
| Total James Baillie | 127,224.30 | | |
| Mission Strategy Fund | | | |
| Transfer to Equity | 305,165.26 | | |
| Total Mission Strategy Fund | 305,165.26 | | |
| W Bill Scrivens Fund | | | |
| Transfer to Equity | 355,000.00 | | |
| Total W Bill Scrivens Fund | 355,000.00 | | |
| Total Investment Funds Expenses | 1,104,610.33 | | |
| Restricted Ministries Expenses | | | |
| Camp Awesome | | | |
| Advertising | 227.62 | | |
| Salaries | 33,703.98 | | |
| Supplies | 914.89 | | |
| Telephone | 75.00 | | |
| Training | 155.46 | | |
| Travel | 2.40 | | |
| Total Camp Awesome | 35,079.35 | | |
| United Mining for Justice. | 1,248.65 | | |
| Total Restricted Ministries Expenses | 36,328.00 | | |
| Restricted Ministry to Equity | 1,641.52 | | |
| Total Other Expense | 1,252,135.78 | | |
| Net Other Income | 0.00 | | |
| Net Income | 25,305.72 | 13,678.90 | 185.0% |

Appendix C

Nominations ListEOORC Executive

Past President – Don Stiles (OM) (1year)

President – Bronwen Harman (L) (2years)

President-Elect – Takouhi Demirdjian-Petro (OM) (3 years)

Indigenous Community – Teresa Burnett-Cole (OM) (1 year)

9 other members at large – Jim Allen (L) (3years), Elaine Beattie (OM) (1 year), Jodi Fisher (L) (3years, Linda Suddaby (L) (1year), Mary Royal (OM) (3years), Cathy Ryan (L) (3 years, Linda Stronski (L) (3years), Stephane Vermette (OM) (3 years)

Corresponding Members: Rosemary Lambie (Regional Executive Minister), Joel Miller (Assistant to REM and Secretary of Region), Anita Jansman (Communications and Administrative Assistant), Dana Ducette (Youth), Jane Dawson (Clusters and Networks), Whit Strong (Pastoral Relations), Karen Valley (Office of Vocation), Brian Cornelius (Treasurer)

Leadership Teams

1. Church Extension: Directors: Bert Cosman, Graham Campbell, David Debenham, Alan Gale, Daniel King, Charles Knight, Mike Nyenhuis, Don Reynolds; Members: Catherine Grant, Judy Harms-Potter, Linda Suddaby, Ted Brett; EOORC Appointments: Brian Cornelius, Carla Van Delen
2. Communications: JoAnne Fletcher, Gary McKay, David Patterson (Resource: Anita Jansman)
3. Finance: Brian Cornelius (Treasurer), Bruce Jackson, Margaret Scott, Joe Smarkala, Evered Zytveld, Jessica Hetherington (Resource: Rosemary Lambie)
4. Licensed Lay worship Leaders (LLWL): Georgina Fitzgerald, Eric Lukacs, Sharon MacDonald, Margaret Martin, Cathy Ryan, Norma Wrightly, Terrie Chedore (DM) (Resource: Whit Strong)
5. Nominations: Sue Hutton (Chair) Kimberly Heath, Susan DeHaan, Carla Van Delan (Resource: Rosemary Lambie, Joel Miller)
6. Pastoral Relations: Ina Bromley, Ed Gratton, Wayne Harris, Charlotte Hoy, Sharon MacDonald, Erin McIntyre, Janet Nield, Linda Suddaby, Karen McLean (recording secretary) (Resource: Whit Strong)
7. Property: Ted Brett, Judy Harms-Potter, Allan Lockwood (Resource: Rosemary Lambie)
8. Scrivens-Baillie: Michael Harris (Chair) Ryan Babcock, Ken Browness, Malcolm Colliins, Brian Cornelius, James Murray, Larry Richardson, Ev Zytveld
9. Vision & Transformation: Elaine Beattie (Chair), Jim Allen, Charles Barrett, Lynn Boothroyd, Cindy Cassey, JoAnne Fletcher, Bronwen Harman, Phyllis MacRae, Janice Peron, Deb Poirier, Eleanor Smith, Bob Williams
10. YAYA: David Sherwin (Chair), Bill Checkley, Steve Clifton, Heather McLurg-Murphy, Kevin Moratz, Cathy Ryan, Hazel Ward-Moreau, Margaret Eddy, Tiina Cote (Resource: Dana Ducette)
11. Social Justice Network of Ontario Regional Councils: Charles Barrett (Chair)

Appendix D

Ministry Supporting Communities of Faith, Clusters and Networks
Report on meetings at Church House in Toronto, June 18-21, 2019

The primary purpose of this trip was to attend the annual meeting of the Social Justice Network of Ontario Regions (SJNOR) which is an adaptation of the previous Social Justice Network of Ontario Conferences (SJNOC).

SJNOR

The aim of this network is to bring together representatives from all seven of the Ontario Regional Councils (Canadian Shield, Eastern Ontario Outaouais, East Central Ontario, Shining Waters, Antler River Watershed, Western Ontario Waterways, and Horseshoe Falls) to collaborate and provide a collective presence of the United Church of Canada concerning socio-economic issues and concerns which impact Ontarians. The other attendee from EOORC was Charles Barrett, current chair of the network (attendees from other regional councils: Will Kunder, Susan Eagle, Ernie Epp, Carey Wagner, Ren Ito, Christina Peradela, Sharon Hull).

From this meeting it was clear that regional councils across Ontario are taking somewhat different approaches to how they organize social justice ministries. There was a great deal of interest in learning what others are doing, and I expect this focus on sharing information will continue in future meetings. As a step towards formalizing SJNOR's relationship with the Regional Councils a draft covenant has been developed that outlines how the network will operate. The plan is to finalize the Covenant and then to write to the Executive Minister and President of each Regional Council to seek the concurrence of the Executive Committee.

Another item discussed during the meeting was ISARC's (the Interfaith Social Assistance Reform Coalition) *Voices from the Margins* project, the objective of which is to document stories of people living in poverty as a basis for advocacy at Queen's Park. The uptake so far within Shining Waters has been encouraging, but ISARC would welcome participation from other communities across the province. Charles Barrett plans to follow up with the idea of bringing together a working group within EOORC to develop this initiative further.

Other Meetings

During my time at Church House I was also able to meet with a number of General Council Staff members in various areas of interest related to clusters and networks.

EDGE

- Alexandra Belaskie, Program Assistant – discussion of the Networks and Clusters Strategy database currently in development
- Sharon Buttrey, Online Communications and Demographics Analyst – exploration of available metrics for developing a profile of anticipated congregational and societal trends within the region
- Carla Leon, New Initiatives Manager – discussion of EDGE's Pathway to Change framework, and Community Round Table visioning activities

Church in Mission

Alydia Smith, Program Coordinator, Worship, Music and Spirituality – exploring resources and strategies for the development of a Song of Faith Working Network as a strategy for using congregational song as a basis for combining community building, the spirituality of song, and theological reflection on the United Church of Canada's statements of faith.

Communications

Susan Jackson, Information and Statistics Coordinator – discussion of information available in the Year Book and Directory for developing a congregational profile of the region.

Submitted by: Jane Dawson, Minister Supporting Communities of Faith, Clusters and Networks, June 25, 2019

Appendix E

Eastern Ontario Outaouais Regional Council

Proposed Visioning Day



Location: TBD

Time: 9:30 am to 4:00 pm OR ...?

Invitees (31):

Executive: (Bronwen Harman, Teresa Burnett-Cole, Jim Allen, Elaine Beattie, Jodi Fisher, Linda Suddaby, Mary Royal-Duczek, Cathy Ryan, Linda Stronski, Stephane Vermette, Treasurer/Corresponding, Brian Cornelius, Don Stiles, Takouhi Demirdjian-Petro) (13)

Staff (Jane Dawson, Whit Strong, Dana Ducette, Karen Valley, Larry Richardson, Anita Jansman, Trish Elliot, Rosemary Lambie, Joel Miller) (9)

Chairs of all Leadership Teams: (Finance, LLWL, Nominations, Pastoral Relations, Property, Scrivens-Baillie, Vision and Transformation, YAYA, SNJOR, Chaplaincy, Communications) (11)

Agenda

9:00 – 9:30: Arrival and refreshments

9:30 – 10:00: Opening reflection and introductions

10:00-11:00: Profile of the changing church – congregational/community trends

11:00-11:30: Why are we here?

11:30-12:00: Naming the real (vision/reality)

12:00 – 1:00: Contemplative Lunch (listening and reflection)

1:00 – 1:30: Money matters (Funds/Properties)

1:30 – 2:30: What is our Vision for the Region for the next 10-20-30 years?

2:30-3:30: Envisioning priorities for programs, processes, experimentation

3:30-4:00: Holding the tensions – closing reflection

Appendix F

Vision and Transformation Leadership Team Report Meeting May 30 2019 Minutes

The meeting began with a round table introduction and passionate conversation about transformation and how we as leadership team can support and encourage congregations in our region, there is an interest in being more than a team that gives congregations grants.

Rev Elaine Beattie was elected as Chair and Jim Allen as recording secretary

The team discussed various topics:

Discussion around the documents provided from the old committee under what was the Ottawa Presbytery.

Discussion around the funds that the committee has available. Currently there is 1.6 million in the fund, the previous committee upon consultation with the Finance committee of the Ottawa Presbytery decided that they would utilize 4% of the interests earned to financially support initiatives, this would allow an amount of \$65,000 per year.

There was discussion around what type of initiatives to support the difference between rural urban and suburban needs.

There was general agreement that we want to be more than simply a team who offers grants for new ministry initiatives. We also want to find ways to help congregations decide if its time to be moving into palliative care, and way that we could support these conversations.

We discussed meetings and that we would prefer to advertise that funding applications would be received twice yearly, therefore the committee would discuss these application on a twice yearly basis allowing time for "other" types of interaction and support for communities of faith.

It was discussed that we already have one application "waiting" for a response and which communities of faith we expect applications from. We are aware that at the moment the majority will come for what was Ottawa presbytery and until we have decided upon our criteria for funding projects, those who have already receive funding will be examined under the "old" criteria.

We discussed advertising on the Regions web page and decided that until the new terms of reference and criteria are in place we will not add to the web page. We expect to have that prepared by the fall. Each member is asked to read the documents they have received from the previous committee and come to the next meeting prepared to adjust expand or accept some or all of the existing criteria.

We feel it is important to begin to generate a list of alternative and additional means of funding available to communities of faith. The list being generated is at the bottom of this document. We would need to become familiar with each funding group so that we could advise communities of faith which fund would best suit their needs.

There was discussion around an email received from Tine Cote, Calvin United Pembroke, since we are unsure of the needs of this community of faith and invitation will be extended to Tina to attend our next meeting

Discussion around application for funding received from the Manotick Community of Faith in January 2019. This application is for an amount of between \$3-5000 to assist them to pay for the services of and EDGE consultant that they have been contracted with to lead them in a process of renewing their ministry. Background information was offered by Rev Elaine who is the current incumbent of the pastoral charge She then recused herself from the meeting.

Moved Rev Cindy Casey Seconded Eleanor Smith that the Vision Transformation leadership team recommend to the Executive of EOORC, the Manotick Community of faith receive \$2,500 from the Mission Strategy fund to assist them with the Edge Consultant Fees. Carried

Rev Elaine was invited back into the meeting.

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

June 27, 2019
Almonte United Church

Resources for Alternative Funding List

<https://www.thebtscenter.org/bravechange/>

Respectfully Submitted

Rev Elaine Beattie Vision Transformation Leadership Team Chair



Wesley United Church

Constitution

As approved February 17, 2019

275 Pembroke Street East
Pembroke, ON
K8A 3J9

Phone: (613) 735-6132

Fax: (613) 735-9376

Web: www.wesleyunitedchurch.ca

Office e-mail: wesleyuc.office@gmail.com

Minister's e-mail: llindafuller@gmail.com

Minister: Linda Fuller DLMR

CHURCH CONSTITUTION & TERMS OF REFERENCE

Preamble:

Wesley's ministry is summarized in its mission statement, which brings together its core values, basic beliefs and motivating vision. The Church Council is the court that has the general responsibility for the care and oversight of the spiritual life and temporal affairs of Wesley United Church, and for manifesting the vision and mission of the church. The church constitution and terms of reference is the document that determines the duties and responsibilities of the Church Council and its committees.

However, if there is a conflict between our constitution and the most current United Church Manual, the Manual will supersede it.

1. Membership on Church Council

All members of the Church Council shall be members of the United Church of Canada and recognized as elders, as defined in sections B.72 (page 62) of the United Church manual (2016).

- a) The Minister(s) of the Community of Faith
- b) The Treasurer(s)
- c) Persons elected annually by the Congregation to serve as Executive Officers:
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Lay representative(s) to Regional Council
- d) Other Executive Officers may be from the following:
 - President or representative of United Church Women's organization(s)
 - Chairperson, or representative, of the Board of Trustees
 - Two (2) youth representatives selected by the Youth of the Congregation (Ages 13 - 25) and must be confirmed and members of Wesley United Church
- e) Chairpersons or representatives of the following standing committees
 - Christian Education, Mission and Outreach Committee
 - Committee of Stewards
 - Ministry and Personnel Committee
 - Membership and Nominating Committee
 - Pastoral Care and Fellowship Committee
 - Worship Committee
 - Member(s) at large
- f) Representatives of any Ad Hoc Committees determined by the Church Council to be required for the effective and fruitful life and work of the Congregation.

2. Selection and Tenure of Church Council

Members of the Church Council, other than the Minister(s) and the bookkeeper(s) [Paid Staff], shall be elected at the Annual Meeting of the Congregation and shall serve a term of two years, except the representatives of the United Church Women, the Board of Trustees and the Youth who shall be appointed by their respective organizations, councils or committees and confirmed as members at the Annual Meeting. Normally, members shall have the option of a second two-year term, after which they must step down for a period of at least one year. The Church Council may fill any vacancy in the Council subject to confirmation at the next Congregational Meeting.

3. Church Council Meetings

- a) The Church Council shall meet at least quarterly each year. Special meetings of the Council may be called by the Chairperson or by an incumbent Minister or upon the written request of at least five (5) members of the Church Council or by the Regional Council in accordance with section B7.7.2c.ii of the Manual(2016).
- b) A quorum shall require the attendance of one-third of the members of the Church Council, the Minister/Community of Faith Supervisor/Regional Appointee (Manual B7.7.4.biv 2016) and shall include at least two (2) of the following Executive Officers: the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

4. Duties of Church Council

It shall be the duty of the Church Council:

- a) to manage the general operation of Wesley United Church in all spiritual, temporal, and financial matters; as specified in the current Manual of the United Church of Canada.
- b) to appoint and determine terms of and membership for commissions, standing committees, ad hoc committees and organizations, as required;
- c) to receive reports and approve or amend all actions of the Executive Coordinating Committee;

5. Executive Coordinating Committee

- a) Members of the Executive Coordinating Committee of the Church are:

All Executive Officers and

- Two (2) additional members of the Church Council elected at the Annual Meeting of the congregation
- Member(s) of the Ministry of the Community of Faith
- b) Duties: The Executive Coordinating Committee of Council meets as required between meetings of the Church. Council to receive and act on matters referred to it and to act as a clearing house for ideas and concerns to be addressed by appropriate committees for recommendation back to the Church Council.
- c) A quorum shall consist of one-half of the members of the Executive Coordinating Committee of Council and must include the Chairperson or the Vice-Chairperson of the Church Council and the minister(s) of the Community of Faith.
- d) Minutes of all meetings of the Executive Coordinating Committee of Council shall be distributed to all members of the Church Council.

6. Duties of Executive Officers

Chairperson

- Preside at all meetings of the Congregation, the Church Council and the Executive Coordinating Committee of Council
- Vote only in the event of a tie
- Call meetings of the Church Council and the Executive Coordinating Committee of Council
- Be a member ex-officio of all committees, except the Nominating and Membership Committee
- Perform such other duties as the Church Council may direct.

Vice-Chairperson

- the Vice-Chair is the chair-elect and becomes the Chair at the end of his/her two year term takes the place of the Chairperson and perform her/his duties in the absence of the Chairperson
- Perform such other duties as the Church Council may direct

Secretary

- keep a record of proceedings and preserve all documents
- Receive and respond to correspondence on behalf of the Church Council and report actions to the Church Council at the next meeting
- Transmit records annually to the Regional Council for review (Manual Section B7.6.2 b.(iv) 2016)
- Ensure that all members of the Church Council receive proper notice of meetings and a copy of the minutes of each meeting
- Perform such other duties as the Church Council may direct

Treasurer

- Manage revenue and expense accounts of the Church General Operating Account
- Performs bank account reconciliation of the General Operating Account
- Manage Accounts Payable and Payroll
- Manage Accounts Receivable
- Manage year-end receipt of church givings
- Provide monthly financial reports to the Committee of Stewards
- Provide regular financial reports to Church Council
- Work with the Committee of Stewards to develop the annual budget
- Submit required financial documentation to Revenue Canada and the United Church of Canada
- Provide a year-end Financial Statement to the Annual Meeting of the Congregation
- Is the PAR contact for UCC
- UC Observer contact
- ADP contact – the treasurer provides payroll input of salary, hours worked, allowance accounts, stat pay etc to ADP. ADP process payroll, remittances, T4's etc
- Treasurer is a member of the congregation.

6. Duties of Executive Officers**Chairperson**

- Preside at all meetings of the Congregation, the Church Council and the Executive Coordinating Committee of Council
- Vote only in the event of a tie
- Call meetings of the Church Council and the Executive Coordinating Committee of Council
- Be a member ex-officio of all committees, except the Nominating and Membership Committee
- Perform such other duties as the Church Council may direct.

Vice-Chairperson

- the Vice-Chair is the chair-elect and becomes the Chair at the end of his/her two year term takes the place of the Chairperson and perform her/his duties in the absence of the Chairperson
- Perform such other duties as the Church Council may direct

Secretary

- keep a record of proceedings and preserve all documents
- Receive and respond to correspondence on behalf of the Church Council and report actions to the Church Council at the next meeting
- Transmit records annually to the Regional Council for review (Manual Section B7.6.2 b.(iv) 2016)
- Ensure that all members of the Church Council receive proper notice of meetings and a copy of the minutes of each meeting
- Perform such other duties as the Church Council may direct

Treasurer

- Manage revenue and expense accounts of the Church General Operating Account
- Performs bank account reconciliation of the General Operating Account
- Manage Accounts Payable and Payroll
- Manage Accounts Receivable
- Manage year-end receipt of church givings
- Provide monthly financial reports to the Committee of Stewards
- Provide regular financial reports to Church Council
- Work with the Committee of Stewards to develop the annual budget
- Submit required financial documentation to Revenue Canada and the United Church of Canada
- Provide a year-end Financial Statement to the Annual Meeting of the Congregation
- Is the PAR contact for UCC
- UC Observer contact
- ADP contact – the treasurer provides payroll input of salary, hours worked, allowance accounts, stat pay etc to ADP. ADP process payroll, remittances, T4's etc
- Treasurer is a member of the congregation.

It should be noted that the treasurer merely manages revenue and expense accounts, and he /she is not solely responsible for counting and deposits, which are counted by an Offering Committee Team. Note also that the position of Treasurer is normally a paid staff position at Wesley United Church.

Lay Representative(s) to Regional Council

- Attend and represent the Wesley United Church congregation at all Regional Council meetings
- Act as liaison between Regional Council and the Wesley United Church congregation through the Church Council
- Report on meetings of Regional Council to the Church Council
- Perform such other duties as the Church Council may direct

7. Duties of Standing Committees

Christian Education, Mission and Outreach Committee

- Organize the Church School and nursery including recruitment and training of teaching staff
- Maintain membership rolls and attendance at Sunday School and report changes and updates regularly
- Organize youth activities and Vacation Bible School when and where appropriate
- Encourage adult fellowship and Bible Study
- Maintain and make available library resources for all ages to the congregation and the community
- Determine the Christian education needs of the congregation
- Provide for the distribution of publications of a Christian Education nature to the congregation
- Promote congregational support of home and world missions
- Educate and inform the congregation of special needs for local and world relief and mission development
- Recommend to the Church Council the disbursement of any funds designated for congregational outreach programs
- Develop plans for specific outreach programs in the local community and encourage and facilitate the congregation to participate in such activities
- Recommend to the Church Council, on an annual basis, a budgeted amount for Christian Education, Mission, and Outreach

Committee of Stewards

Note: The position of Treasurer at Wesley United Church is normally a paid staff position, in the future if the Council decides to revert to a volunteer Treasurer, then the Treasurer will be elected annually from among the members of the Committee of Stewards. (Manual B 7.6.3)

- Authorize the Treasurer to pay all expenditures within the budget after approval by the appropriate committee chair or authorized person
- Direct the Treasurer to notify any committee whose expenditures are nearing the budgeted annual limit

- Prepare a balanced annual budget for presentation to the Church Council prior to the annual meeting
- Prepare monthly financial statements for the Executive Coordinating Committee of Council and Church Council
- On the direction of the Church Council, inform the congregation of the financial status of the church

Committee of Stewards (continued)

- Recommend the borrowing of funds, if necessary, to carry on the operation of the church
- Arrange for counting and banking of money offerings
- Oversee the maintenance of records of contributions, and through the treasurer, issue receipts for tax purposes
- Authorize the Treasurer to sign receipts for tax purposes
- Ensure the ongoing maintenance of church properties
- Prepare and submit to Church Council a schedule for long-term maintenance and repairs for all properties
- Ensure the maintenance of all musical instruments in the church
- Carry out emergency repairs
- Receive regular reports from the custodian with respect to the church buildings and grounds
- Provide necessary supplies and equipment
- Review the user policies and fees schedules for approval of the Church Council
- Authorize, in appropriate circumstances, the use of church property by groups outside the congregation
- Recommend to the Church Council methods to increase revenues and reduce any deficit
- Review and understand the stewardship needs of the congregation so that its full stewardship potential may be realized. The Committee shall review annually the annual financial objective of the congregation.
- To keep in perspective and under review the proportion of resources used locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund; [Manual B7.8.5 (a)]
- Communicate to the congregation why the funds are needed and how they will be expended
- Make available to the congregation the material issued through the Department of Stewardship Services
- Encourage commitment to and participation in the mission of the church by all members of the congregation. To this end, the committee shall organize periodic visitations for stewardship purposes, normally annually.

Ministry and Personnel Committee

- Provide a consultative and supportive agency for the staff of the Community of Faith and for members and adherents of the congregation [Manual B7.8.5(a)]
- Review working conditions and remuneration for the staff of the Community of Faith and make appropriate recommendations to the Church Council [Manual B7.8.5(c)]
- Oversee the relationship of the staff of the Community of Faith to members of the congregation and others [Manual B7.8.5(b)]

- Oversee the relationship between and among different members of the staff of the Community of Faith with respect to their responsibilities and authority [Manual B7.8.5(b)]
- Consult with all members of the staff of the Community of Faith about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available [Manual B7.8.5(g)]
- Review and evaluate annually the effectiveness of the staff of the Community of Faith as those persons and positions relate to the mission of the Community of Faith as defined by the Church Council [Manual B7.8.5(e)]
- Maintain close liaison with the Regional Council Pastoral Relations Committee and where necessary, request the assistance of the Regional Council Pastoral Relations and Oversight Committee in situations where there is a potential for conflict [Manual B7.8.5(h)];
- Review regularly the responsibilities of all staff of the Community of Faith and when required or requested make recommendations to the Council with respect to revision of position descriptions [Manual B7.8.5(e)]
- receive from each Ministry Personnel called or appointed to the Community of Faith, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six(6)-year period of the pastoral relationship (Manual J2);
- Interview for all church staff positions, as required, other than the Minister
- Recommend the selection of church staff to the Church Council
- Recommend the selection of a new Music Director and/or Assistant Music Director as required
- In the case of illness, or emergency absence, Ministry and Personnel shall arrange pulpit supply
- Be accessible to members of the congregation who may have a concern with regard to staff performance

Membership – consists of two persons, one elected at the AGM and the office administrator

- Be responsible for maintaining an up-to-date record of all members, adherents, and children on a database that is administered by the church office, and submit a printed list at year end to council
- Supply year end information as to membership to the Annual Meeting
- Provide data for the United Church Statistical Report annually
- Maintain a historical roll of all active and inactive **members** of Wesley United Church to be revised annually at year end
- Ensure that the updating of records of baptism, marriages, and funerals (records to be kept in church office).
- Recommend the process for updating the membership roll as needed for approval by Church Council
- Changes in the status of membership must be approved by Council before recorded

Nominating Committee:

- Shall consist of representatives of each Committee that reports to Council, and is chaired by a member chosen by the committee

- Shall prepare a slate of nominations for vacancies on the Church Council for the annual Congregational Meeting
- Shall assist chairpersons in finding members for their committees.
- Names may be added at the AGM
- Election of the committee slate of officers is voted into office at the AGM
- Trustees must be voted on each year
- Auditors for the next year are to be nominated annually

Pastoral Care and Fellowship Committee

- Arrange lay visitation by organizing a group of pastoral visitors, provide training and support for the visitors as required - Visitors will visit or call regularly, and will discuss:
 - a) whether communion or a visit from the minister is requested, and
 - b) permission is given to add their name to a prayer list.

Confidentiality is the rule.

- Maintain a list of shut-ins and members who need visits or phone calls including those who are ill or recently bereaved
- Arrange transportation to services for church members as necessary
- Arrange for coffee hour after Sunday worship
- Arrange for distribution of newsletters and other pastoral information as required
- Conduct one or two meetings per year

Worship Committee

- Arrange the order of worship, celebration, and music in consultation with the incumbent minister(s) and music director(s)
- Schedule the Sacraments of Communion and Baptism
- Arrange for welcoming and ushering
- Prepare for Communion
- Arrange for any special services
- Arrange all matters having to do with the time, place, and conduct of corporate worship and information to the congregation thereof
- Arrange for pulpit supply as required during minister's study breaks *(In the case of illness, or emergency absence, it is the responsibility of Ministry and Personnel.)*
- In cooperation with the music director of Wesley United Church be responsible for the music program of the church
- Arrange for the services of a supply organist as required
- Present names for baptism, membership and confirmation to the Church Council
- Be responsible for:
 - a) ensuring that the appropriate altar cloths and antependia are in place, according to the liturgical season
 - b) organizing the decoration of the chancel and/or sanctuary as required for special seasons
 - c) ensuring that memorial flowers are acknowledged
 - d) arranging for the care and maintenance of altar cloths, banners, communion cloths,
 - e)
 - f) candelabra and similar items of sanctuary decoration as required

8. Board of Trustees

The duties and responsibilities of the Board of Trustees of Wesley United Church are:

- to hold in trust the real estate and personal property, including the cemetery, to use the Church property for the purposes directed by the congregation for the maintenance of public worship
- to maintain in good repair the church buildings
- to obey the lawful orders and direction of the Church Council and of Regional Council
- to permit the use of the trust property for Sunday School purposes
- to lease all personal and real property as may be required
- to sell, mortgage, exchange or lease the Trust property under direction of Church Council at Wesley United Church and with the consent of Regional Council; and
- to keep proper books of account as to receipts and disbursements and book or books of resolutions passed and proceedings taken from time to time.
- to maintain an inventory of all church property
- to perform other duties as required by the Manual of the United Church of Canada, Section G 3.4.

The Board of Trustees of Wesley United Church, Pembroke, shall hold the Endowment and Memorial Funds, and invest such gifts to provide the best returns subject to the needs of the Congregation. The active direction of the Endowment Fund shall be under an Executive Committee of the Board of Trustees consisting of the Chairman, Secretary, Treasurer and one elected Trustee; any three (3) of whom shall constitute proper signing offices for the Endowment Fund. A quorum of three shall be necessary to transact any business of the Executive Committee.

The Board of Trustees may appoint an agent to handle part or all of the Endowment Funds of Wesley United Church and to keep the Executive Committee of the Board of Trustees advised as to maturing funds and trust funds already invested.

The Executive Committee of the Board of Trustees shall have power to invest and reinvest Endowment Funds subject to resolution of the Board of Trustees as to length of term and type of Trustee investment.

Gifts payable to the Board of Trustees or to the Endowment Trust of Wesley United Church shall be turned over to the Board of Trustees and shall be subject to any directions or restrictions accompanying the gift. Gifts made "In Memoriam" to Wesley United Church shall pass to the Board of Trustees.

Election of Trustees

The Board of Trustees of Wesley United Church shall be elected at the annual meeting of the Congregation and may be no less than three (3) and no more than fifteen (15). Any vacancies on the Board to reach its maximum number of Trustees may be filled by the Church Council by election at its regular meeting to hold office until the next annual meeting of the Congregation. The majority of the Trustees must be members of The United Church. The Board of Trustees shall hold at least one meeting a year.

Term of Office

The term of office shall be 3 years and a person may serve for a second term. After two consecutive terms a one year break is required. Members shall be elected on a 3 year cycle

(depending on the term) so that not all members finish at the same time. Please note the Term of Office does not apply to the designated Minister.

Quorum

Minimum Number of Trustees Present: A meeting of the trustees may take place only if a minimum number of trustees is present, as follows:

- For boards of trustees with 10 or more members, at least five members must be present.
- For boards of trustees with nine or fewer members, a majority of the trustees must be present. (Manual G3.6.4)

Reports

The Trustees shall report to the Congregation at least annually at the regular annual meeting of the Congregation and to any special meeting if requested by the Church Council.

Meetings

All meetings of the trustees must be called by one of the following:

- a member of the order of ministry settled in or appointed to the Community of Faith;
- a designated lay minister recognized by the appropriate court and appointed to the Community of Faith;
- the Community of Faith supervisor; or
- two or more of the trustees.

The person calling the meeting is responsible for giving advance notice of the meeting.

For regular trustee meetings, notice may be given by announcement at a public worship service.

For special trustee meetings, the notice must

- be in writing;
- specify the date, time, place, and purpose of the meeting; and
- be mailed or delivered to each trustee at their home or work address.

If a trustee does not receive notice of the meeting because the person calling the meeting did not know the trustee's current home or work address, any decisions made at the meeting will still be valid.

The advance notice for meetings must be at least

- one day before the meeting for regular trustee meetings; and
- seven days before the meeting if the meeting's purpose is to consider a sale, mortgage, building alterations, or other congregational property transaction or any legal action involving the trustees. (Manual G 3.6.)

Voting

The trustees make all decisions by the majority vote of the trustees present at a meeting. The chair votes only if there is a tie in the voting. (Manual G 3.6.)

The Executive Committee of the Board of Trustees shall meet at the call of the Chairman within three (3) clear days between the call and the date of meeting unless all members of the Committee sign a waiver as to a shorter notice.

A Minister of Wesley United Church or the Minister designated by Church Council of Wesley United Church if served by more than one Minister shall be a member of the Board of Trustees. (Manual G 3.3.3)

Approved at the Annual Congregational meeting of Wesley United Church, February 17, 2019.

Amendment approved by Church Council on January 17, 2019.

Approved by motion of Eastern Ontario Outaouais Region:

Chair of Region _____

Secretary of Region _____

Date _____

Appendix B

Rosemarie Lambie

It was good to talk to you today and I learned something about EOORC's new organizational structure.... so thank-you for that.

As I explained to you (and fortunately you seem to have some knowledge of Aylmer United and its property), the church may have an opportunity to sell about 25% of its land to the Aylmer Arms over the next 12 months. The Aylmer Arms is a sizable 7 story building attached to the back of the church. It is important to note that Aylmer Arms Inc. does not own the land the apartment building sits on as this belongs to the church. The church sits on a busy downtown street corner and has a sizable rectangular piece of land stretching along Rue Principale about one hectare in size on which the church, the manse (rented until 2024) a small tenant parking area for manse tenants and their customers, the Aylmer Arms building and some Aylmer Arms tenant parking occupy. There is also some unoccupied significant green space to the west of the manse.

As an aside, you might have heard about this property issue through our minister except that since September 2018 we have not had one which is why I contacted you about this.

Since the Aylmer Arms is attached to the church and the church has owned the land the Aylmer Arms sits on since it was built in the 1970s, the Aylmer Arms has paid a modest wall joining fee to the church which increases every year according to what Statistics Canada says is the inflation rate. As a result the Wall Joining fee has been going up about 2% a year and now stands at about \$2,200. In December 2017 the church council feeling acutely short of money sent a delegation to an Aylmer Arms board meeting and asked the Board to voluntarily substantially increase the wall joining fee or consider buying the land from the church the Aylmer Arms sits on. At the time the Aylmer Arms indicated they could not afford to pay an increase in the wall joining fee or buy the land since as a non profit corporation it had just borrowed money to replace the two elevators and all the windows and doors in their 45 year old building.

The Aylmer Arms Board seems to have changed their minds over the past year, as the Board chair got in touch with the chair of the church council in late March 2019 and indicated they might be interested in purchasing the land after all. No price or how much land was mentioned and Aylmer Arms cautioned that they still had limited funds. The board seems to see this land purchase as a long range project once their elevator, door and window project is done this fall.

The Church Council was briefed at its April meeting that Aylmer Arms may now be disposed to buying the land if a price could eventually be agreed upon. Church Council, which now had several new members and a new chair, grappled with this offer.... did they really want to sell a piece of land or not. No price or how much land to offer them was discussed at his meeting. The question of the church taking back a mortgage was raised if Aylmer Arms had limited funds. No decision was reached but there was agreement it would be discussed again at Council's May meeting and that ECOORC should be advised of the situation.

What colours Church Council thinking on this is that the City of Gatineau is growing very rapidly and much of this urban growth is centred on Aylmer where the church is. The Aylmer sector of the City of Gatineau has more than doubled in size in the last several years. The area has been experiencing growth in new condos, apartment buildings, and every form of high density housing imaginable in every direction. The church's busy street corner at Wilfred Lavigne and Rue Principale has not missed out in this development. A developer has just finished two very large apartment buildings opposite the corner where the church sits and beside the church a sizable apartment/condo complex has been announced and this project is before City planning officials. The fact that Aylmer United Church sits on a strategic piece of land in down town Aylmer and owns about a hectare of land at the corner of Rue Principale and Wilfred Lavigne Boulevard at a major downtown intersection is not lost on

church council. Much of the debate at the April meeting was should the church sell land piece meal, or wait and let the property grow in value and then sell the whole parcel and build a new church else where with the proceeds or sell off all the parts except where the church sits and use the money to fix up the existing church.

What the church needs to do with respect to this offer from the Aylmer Arms is weigh its its short term budget needs against a potential sale of the whole parcel of land which may be 3 to 5 years away.

The Trustees understand they would need EOORC approval for what ever is decided but the church trustees will not formally come to EOORC without Church Council and Aylmer United congregational support. In the circumstances, knowing (the name, email address and phone no) who at EOORC would be responsible for property issues of this nature would be helpful.

Earl New
Church Trustee
tel 819-684-3571
email: newe@videotron.ca