

**Eastern Ontario Outaouais Regional Council**  
**Meeting of the Executive**  
**Thursday, September 19<sup>th</sup> 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. Teresa Burnett-Cole	Member
Rev. John Noordhof	Member
Linda Suddaby	Member
Jim Allen	Member
Rev. Mary Royal	Member
Cathy Ryan	Member
Rev. Stephane Vermette	Member
Rev. Brian Cornelius	Corresponding Member -Treasurer
Rev. Elaine Beattie	Member
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults
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. Takouhi Demirdjian-Petro	President-Elect
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister
Linda Stronski	Member
Jodi Fisher	Member

**Acknowledgment of the Territory** – Teresa Burnett-Cole

**Opening Devotions** – Stéphane Vermette

**Circle Time of Sharing**

**Minutes of June 27<sup>th</sup> 2019**

**2019-09-19\_149 MOTION** (T. Burnett-Cole/J. Allen) to accept Minutes of June 27, 2019. **Carried**

**Minutes of Sub-Executive on August 12, 2019:**

**2019-09-19\_150 MOTION:** (L. Suddaby/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive receives for information the decision of the sub-executive:

MOTION ( D.Stiles/ T. Demirdjian-Petro) that the sub-Executive of the Eastern Ontario Outaouais Regional Council Executive supports the request of Mackay United Church, Ottawa to spend up to \$75,000 to address an emergency repair to fix a section of the Bell Tower that the engineering company Cooke and Associates has identified as a Life and Safety issue.

**Carried**

**Agenda**

**2019-09-19\_151 MOTION** (J. Allen/S. Vermette) that the agenda be accepted. **Carried**

**Nominations:** (moved to beginning as an exception)

**2019-09-19\_152 MOTION** (E. Beattie/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive approves the nomination of Rev. John Noordhof to the Executive of the Regional Council, term to be determined. **Carried**

**2019-09-19\_153 MOTION** (T. Burnett-Cole/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive approves the nomination of Rev. Cindy Casey to the Finance Committee. **Carried**

**Communications:** moved up to 3. to accommodate staff time

**Finance** Order of Day 1:00 pm

**Correspondence:**

- a) June 26, 2019 Marianna Harris re funding for UNJPPI Gatherings (*for action- Finance*)
- b) July 31, 2019 Bev Oag, Program Coordinator, Duty of Care and Incorporated Ministries, General Council re Ownership of Grinley Hill Cemetery (*for information*)
- c) August 6, 2019 Rev. John Noordhof, St. Lawrence Pastoral Charge re Ownership of Grinley Hill Cemetery (*for information*)
- d) August 7, 2019 Jodi Hoar, MacKay United Church re financial support (*action taken by sub-executive on August 12, 2019*)
- e) August 8, 2019 Rev. Phyllis Dietrich, The Genesis Cooperative Community re sale of Riceville United Church (*for information*)
- f) August 21, 2019 John G Smith, treasurer, Haley United Church, Admaston Pastoral Charge re approval for a national Church Modernization grant of \$3167.59 for a project costing \$6335.18 - divided \$2509.96 for painting the church tin roof and \$3825.22 for repairs to the parking lot, including a drainage system (*for action- 3 c*)
- g) September 4, 2019 Rev. Steve Clifton, Rideau Park United Church re inquiry about becoming an Affirming Regional Council (*refer to Nominations to create a team*)
- h) September 9, 2019 MacKay United Church re death of Rev Dr Joseph Burke, Minister at MacKay United Church in Ottawa from 1985-2001. (*for information*)
- i) September 17, 2019 Joan Gibson, KAIROS re 10<sup>th</sup> annual Covenant Chain Link and request for financial support of \$1500 - \$2000 (*for action – Finance*)
- j) September 17, 2019 Roebuck United Church re request to sell the property (*for action – 3d*)

**Business**

## 1. Governance

### a) Sub-Executive:

**2019-09-19\_154 MOTION** (L. Suddaby/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive approves the amended sub-Executive (from 2019-03-26\_50 MOTION) that should the need arise for an urgent decision between meetings, the President, past-President and President-elect be empowered to act as a sub-Executive along with the Executive Minister to address the situation. **Carried**

### b) Policy regarding Decision-making by email (see appendix A)

**2019-09-19\_155 MOTION** (T. Burnett-Cole/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive approves the Policy regarding decision-making by email. **Carried**

### c) Governance Document updated for Regional Council meeting

## 2. Nominations

## 3. Communications

**2019-09-19\_156 MOTION** (D. Stiles/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive agree to engage Andy Hamilton to continue with logo-design in consultation with Communication Leadership Team. If Andy does not wish to continue with the logo design, the Eastern Ontario Outaouais Regional Council Executive agree to hire a professional graphic designer to create a logo for the Regional Council. **Carried**

## 4. Supporting Communities of Faith:

### a) Vision and Transformation Leadership Team (see appendix B)

**2019-09-19\_157 MOTION** (T. Burnett-Cole/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive approves the terms of reference for the Vision and Transformation Leadership Team and the application process for funding from the Mission and Strategy Fund. **Carried**

### b) Bethany United Church, Ottawa (see appendix C)

**2019-09-19\_158 MOTION** (E. Beattie/J. Nordhoof) that the Eastern Ontario Outaouais Regional Council Executive approves that plan for the disposition of funds from the sale of Bethany United Church. **Carried**

### c) Haley United Church, Admaston Pastoral Charge

**2019-09-19\_159 MOTION** (L. Suddaby/S. Vermette) that the Eastern Ontario Outaouais Regional Council Executive approves the request of Haley United Church, Admaston Pastoral Charge for a national Church Modernization grant of \$3167.59 for a project costing \$6335.18 - divided \$2509.96 for painting the church tin roof and \$3825.22 for repairs to the parking lot, including a drainage system. **Carried**

### d) Roebuck United Church (see appendix D)

**2019-09-19\_160 MOTION** (J. Allen/L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive approves the sale of the Roebuck United Church, 7025 County Road 18, Roebuck fronting on the East side of County Road 18, in the Municipality of Augusta and having a frontage of 120.1 ft more or less by a depth of 120 more or less and legally described as PT LT 5 CON 6 AUGUSTA as in AG9325; AUGUSTA; to Andrew J. Foster for \$75,000.00

The Eastern Ontario Outaouais Regional Council Executive grants approval that the Trustees invest the proceeds, net of the selling costs and the 10% to be remitted to the United Church of Canada for the on-going support of Indigenous Ministry in secure investments. The income generated by Investments to be used for operations of the community of faith. The principal may be used only on the approval of the Executive of the Eastern Ontario Outaouais Regional Council of The United Church of Canada". **Carried**

#### 5. **Mission through Finance:** Order of the Day 1PM

a) Financial Report (see appendix E)

**2019-09-19\_161 MOTION** (D. Stiles/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receives the financial report. **Carried**

b) Travel Policy

**2019-09-19\_162 MOTION** (S. Vermette/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive approves the revised Travel Policy, 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 participant travelling in the same vehicle to the Regional Council function. **Carried**

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

c) Covenant of The Social Justice Network of Ontario Regional Councils of The United Church of Canada (see appendix F )

**2019-09-19\_163 MOTION** (T. Burnett-Cole/L. Suddaby) That the Eastern Ontario Outaouais Regional Council Executive support the covenant with Social Justice Network of Ontario Regions (SJNIOR) and request that nominations search for a representative. **Carried**

d) **2019-09-19\_164 MOTION** (C. Ryan/S. Vermette) That the Eastern Ontario Outaouais Regional Council Executive supports the request for funding for UNJPPI Gatherings, held within the regional Council geographical area, in the amount of \$1500. **Carried**

e) **2019-09-19\_165 MOTION** (J. Allen/D. Stiles) That the Eastern Ontario Outaouais Regional Council Executive supports the request for funding for KAIROS re 10<sup>th</sup> annual Covenant Chain Link and request for financial support of \$1500. **Carried**

Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith
---

#### 5. **Report of the Pastoral Relations Minister** (see appendix G)

**6. Pastoral Relations** (see appendix H)

**2019-09-19\_166 MOTION** (E. Beattie/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meetings of June 27, 2019 and September 11, 2019. **Carried**

**7. Licenced Lay Worship Leaders:**

a) **2019-09-19\_167 MOTION** (C. Ryan/J. Nordhoof) that the Eastern Ontario Outaouais Regional Council Executive approves that Paul Whiteley and David Henderson be recognized as LLWLs within EOORC. **Carried**

b) MOTION (/) that the Eastern Ontario Outaouais Regional Council Executive approves that the process to licence/relicense will be yearly on July 1<sup>st</sup>, and that all material related to licencing and relicensing be received by the LLWL Team by the preceding January 31<sup>st</sup>. This requires a revision to the current policy as approved in the LLWL Policy handbook.

**2019-09-19\_168 MOTION** (S. Vermette/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive postpone the above motion until the next gathering of the executive (pending clarification from Pastoral Relations Minister). **Carried**

c) **2019-09-19\_169 MOTION** (D. Stiles/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive approves that a temporary exemption (until July 1<sup>st</sup> 2020) be given to the Golden Lake Pastoral Charge and Neil Lloyd regarding the maximum number of times that a single LLWL may preach there. **Carried**

d) **2019-09-19\_170 MOTION** (J. Nordhoof/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive transfers \$3431, that was carried over from the Ottawa Presbytery LLWL fund, to the Eastern Ontario Outaouais Regional Council fund, with the understanding that LLWL educations gathering will be funded through the ongoing budget. **Carried**

Supporting and nurturing Right Relations, Social and Ecological Justice
---

Supporting people in all seasons of life
--

Supporting and Building Communications
--

**7. Communications:** (moved to 3)

**8. Nominations:** (moved to beginning)

**9. Regional Council Meeting-**

Fall gathering – October 5, 2019 in Prescott – *draft agenda has been circulated* (see appendix I)

Eastern Ontario Outaouais Regional Council, Task Group Report, Feedback from Policy Table Group Discussions (see appendix J)

Winter gathering – in person on February 22<sup>nd</sup> 2020

Spring gathering – Friday May 1 and Saturday May 2, 2020

**New Business:**

**Hospital Chaplaincy Ministry, Eastern Ontario Outaouais Regional Council, Terms of Reference** (see appendix K)

**Opening worship for next meeting:** J. Allen

**Motion to adjourn:** (E. Beattie)

**Closing Prayer:**

**Next meeting date:** Thursday, October 17, 2019 ZOOM

Thursday, November 21, 2019

\*\*\* 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

Executive 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

Bronwen Harman,  
President

Rev. Rosemary Lambie,  
Executive Minister

**Appendices**

Appendix A	Policy regarding Decision-making by email	Pages 166-170
Appendix B	Vision and Transformation Leadership Team	Pages 171-177
Appendix C	Plan for the disposition of funds from the sale of Bethany United Church	Pages 166-170
Appendix D	Roebuck United Church, Certificate of Trustees Asking Consent of a Regional Council	Pages 166-170
Appendix E	Financial Report	Pages 166-170
Appendix F	Covenant of The Social Justice Network of Ontario Regional Councils of The United Church of Canada	Pages 166-170
Appendix G	Report of the Pastoral Relations Minister	Pages 184-198
Appendix H	Minutes and recommendations of the Pastoral Relations Commission from meetings of June 27, 2019 and September 11, 2019	Pages 184-198
Appendix I	Draft agenda, Fall gathering, October 5, 2019 in Prescott, ON	Pages 184-198
Appendix J	Eastern Ontario Outaouais Regional Council, Task Group Report, Feedback from Policy Table Group Discussions	Pages 184-198
Appendix K	Hospital Chaplaincy Ministry, Eastern Ontario Outaouais Regional Council, Terms of Reference	Pages 184-198

## Appendix A

**Eastern Ontario Outaouais Regional Council**  
**Policy regarding Decision-making by E-mail**

POLICY NAME: Regional Council Policy regarding Decision-making by E-mail	Date Approved: September 19, 2019
	Review date:
Purpose: This policy outlines the parameters for making decisions using email. <i>The Manual 2019 - Appendix 3.4.2</i>	

**Preamble**

This document outlines the Eastern Ontario Outaouais Regional Council's Policy regarding Decision-making by E-mail and best practices regarding requests for urgent decisions between meetings of the Regional Council Executive.

UCC Manual 2019 Appendix 3.4.2 Decisions by E-mail (extracts pertaining to the R. Council)

*At the discretion of the chair, decisions may be made between meetings by e-mail voting in circumstances the chair considers to be exceptional. E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality. At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it.*

*The email must contain a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated. The e-mail must be circulated to all members of the voting body, with all members' e-mail addresses visible. Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail, ensuring their vote is visible to all members. Members must vote in the affirmative or negative without any conditions. A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws. Members may vote before the deadline, and may change their votes up until that time. If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.*

*Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail. The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.*

**Email Voting Policy**

The Policy of Eastern Ontario Outaouais Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.

## Appendix B

### **EOORC Vision and Transformation Leadership Team**

#### **Fund Name: Mission and Strategy Fund**

#### **Mandate of the Leadership Team:**

To administer applications to the Mission and Strategy Fund; and provide education and support to Communities of Faith on Vision and Transformation initiatives.

#### **Mandate of the Fund:**

To support Communities of Faith seeking to engage in new mission/ministry projects to enhance their presence in the community. Applications are open to a variety of demographic and program areas to facilitate creativity in the local Community of Faith.

To support Communities of Faith as they discern their future.

### **EOORC Vision and Transformation Fund Guidelines**

Guidelines for applications from those within the Eastern Ontario Outaouais Region

Deadline: **March 31<sup>st</sup> and October 31<sup>st</sup>**.

We would welcome applications for innovative ideas that Communities of Faith would like to try and applications for visioning the future.

Tell us about why you believe your idea will result in a new spiritual life within your community of faith. Please tell us what you hope to accomplish, who are the people you hope to serve, what it is that you are asking from us, and how do you hope this will deepen spirituality and engage discipleship in your community of faith?

You may wish to apply for funds to support a process of visioning the future of your Community of Faith. Initially we would grant funding within a range of \$500 to \$5000.00

All proposals should be clearly documented in writing and submitted to the Vision and Transformation Leadership Team via the EOORC Executive. All proposals will be expected to have an evaluation process within them, and a commitment to share their learnings with the greater church.

We will also welcome applications for clearly defined new and innovative ministry plans.

#### **New applications should include:**

1. The name and contact information of the primary applicant, as well as an alternative should the primary contact be unavailable;
2. A brief description of the Community of Faith.
3. A statement of project goals and objectives. If relevant, please briefly identify short, medium and long-term goals;
4. An outline identifying the community need and provide any relevant letters of support;
5. The amount requested and duration of financial support (single or multiple years).
6. A budget supporting the requested amount; and name other funding sources if applicable;
7. A description of the evaluation process;

8. A brief description outlining the ability of the Community of Faith to initiate and implement the project and any previous programs that have been implemented if applicable.

**Continuing Applications should include:**

1. The name and contact information of the primary applicant, as well as an alternative should the primary contact be unavailable;
2. A description of how the project goals and objectives are being met;
3. An evaluation of the project's success to date and any adjustments that have been required;
4. A description of any new funding sources;
5. Budget
6. Other pertinent information that you would like to share with the committee.

Please note:

1. Applications may only be accepted from a recognized United Church of Canada Community of Faith within the EOORC region.
2. Applications should not exceed two pages. Supporting documentation, including the budget, are in addition to the two-page application.
3. Ensure any helpful supporting documentation and letters of support are contained in the one package or electronic file being sent for consideration.
4. Applications sent by email should be in a pdf format only.
5. Please mark all applications, whether by email or regular mail, as confidential.
6. Applications by email should be sent to: \_\_\_\_\_;  
and applications sent by regular mail should be sent to:  
\_\_\_\_\_
7. If you have any questions regarding the EOORC Vision and Transformation Fund or the application process, please contact \_\_\_\_\_ at \_\_\_\_\_.

## **Procedure for Application:**

### **Grants Issued**

Grants will be disbursed semi-annually. Deadlines for applications are March 31<sup>st</sup> and October 31<sup>st</sup> at 11:59 pm. All initiatives will be subject to review prior to disbursement of funds. This may, from time to time, involve an onsite visit.

### **Duration of Grants:**

The grants will be available up to a maximum of 3 years, however that can be extended should the applicants be able to demonstrate that they are working with other groups and thus are not totally dependent on the EOORC Mission and Strategy Fund. This will be determined on a case-by-case basis.

### **Reviewing of Applications:**

The process for the evaluation of grant applications is based on the completeness of the application and that it is:

1. Consistent with the mandate of the fund
2. Focussed on the project
3. Clear and concise;
4. Demonstrates that a need exists and is relevant to the Community of Faith;
5. Able to provide details on how the Community of Faith expects to accomplish their goal (i.e. the feasibility of the project);
6. Realistic and demonstrates the ability for success;
7. Innovative;
8. Well-developed and well-focused.

#### **In the Case of a Visioning Applications**

Community of Faith must demonstrate a willingness to consider a change in congregational direction.

Applicants may resubmit the following cycle.

## Appendix C

**Proposal for Closing 2019**  
**Bethany United Church**

The following document has been prepared in accordance with the guidelines set out by the United Church of Canada and our Closing Group.

This proposal has 5 main articles which are:

1. Deconsecration and congregational meeting.
2. Disposal of property at 3150 Ramsayville Road.
3. Dispersal of funds held by Bethany.
4. Final statements to CRA (Form T3010) and final statistics submitted to United Church of Canada.
5. Disposal of 4% related to operating costs.

**Article 1** - At the Annual Congregational Meeting on March 3, 2019 a proposed date for the deconsecration service was set for June 2, 2019, or a time close to that, upon approval.

Final approved date set for June 23, 2019 at 7 p.m.

**Article 2** - Disposal of property. This consists of Land of  $\frac{3}{4}$  of an acre at 3150 Ramsayville Road. A church building, approx. 30' by 80' (2500 sq.ft.). Land deeded in 1868.

If needed, the church will use a real estate agent, selected by our group, as a third party to oversee the transaction relating to sale. We have retained the services of Tricia Schouten, lawyer [tricia@schoutenlaw.com] for our use.

Trustees to be given final instructions from congregation at a meeting.

**Page 2**

**Article 3 a.** - without knowing the exact amount of funds from the future sale at this time, and due to the fact that the Eastern Ontario Outaouais Regional Council (E.O.O.R.C.) will be receiving **30%**, [10% going to the Mission Strategy Fund of the Region, 10% to M & S Fund Canada, and 10% to Aboriginal Ministries] of the net proceeds of the sale of property, we have used percentages as a guide.

**Article 3 b.** - the following charities have been selected as recipients of funds remaining in our account after all disbursements (i.e. amount to the E.O.O.R. Council, real estate agent, lawyer, etc.):

	<u>Charitable #</u>	<u>% to Receive</u>
1. Ramsayville Protestant Cemetery	79006 9678 RR0001	30%
2. South Gloucester United Church	11915 7675 RR0001	15%
3. United Church of Canada Foundation	86310 9021 RR0001	10%
4. Emmanuel United Church	11889 9368 RR0001	5%
5. Rideau Hill Camp	12364 5509 RR0001	5%
6. Golden Lake United Church Camp	86007 1232 RR0001	5%
7. Russell United Church	10800 5810 RR0001	5%
8. Metcalfe United Church	11903 9196 RR0001	5%

80%

Charities Bethany has supported over the years: [**\*see footnotes pg. 3**]

9. Harvest House Ministries of Ottawa	13251 7269 RR0001	2%
10. HelpAge Canada	11895 5921 RR0001	2%
11. Operation Come Home	89024 5186 RR0001	2%
12. Ottawa Innerscity Ministries	14088 8736 RR0001	2%
13. Lifecenter Food Bank	88206 6509 RR0001	2%
14. Harmony House	88642 0199 RR0001	2%
15. Canadian Bible Society	11882 9647 RR0001	2%
16. Circle Square Ranch	10751 3160 RR0001	2%
		<u>16 %</u>
	TOTAL	96% The balance of <u>4</u>
% is to be held in our account to maintain our presence and to cover operating costs	+ <u>4%</u>	100%

**Page 4**

**Article 4** - Bethany will have to maintain a financial presence until such time that;-

All aspects of the sale and disposal of funds have been completed.

A final statistics report has been sent to the United Church of

Canada. And, the final approval received from the United Church of Canada.

A final Form T3010 has been filed with Canada Revenue Agency relinquishing our charity status and approval.

All remaining funds have been disposed of.

**Article 5** - Any remaining balance from the 4% of the funds left in the operating account, after all transactions are completed, will be divided equally between Knox Edwards United Church, Charitable #85350 7374 RR0001 & Navan-Vars United Church, Charitable #13268 8888 RR0001.

- Apply to the E.O.O.R. Council to disband Bethany United Church Pastoral Charge, as all requirements for closing have been met.

**\* Foot Notes:****Page 3**

	<u>Charitable #</u>	<u>% to Receive</u>
1. Ramsayville Protestant Cemetery	79006 9678 RR0001	30%
2. South Gloucester United Church	11915 7675 RR0001	15%
3. United Church of Canada Foundation	86310 9021 RR0001	10%
4. Emmanuel United Church	11889 9368 RR0001	5%
5. Rideau Hill Camp	12364 5509 RR0001	5%
6. Golden Lake U.C. Camp	86007 1232 RR0001	5%
7. Russell United Church	10800 5810 RR0001	5%
8. Metcalfe United Church	11903 9196 RR0001	5%

**Charities Bethany has supported over the years:**

The United Church of Canada  
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council  
Meeting of the Executive

September 19, 2019  
Almonte United Church

9. Harvest House Ministries of Ottawa Supported since 2000	13251 7269 RR0001	2%
10. HelpAge Canada Supported since 2011	11895 5921 RR0001	2%
11. Operation Come Home Supported since 1991 & prior	89024 5186 RR0001	2%
12. Ottawa Inncity Ministries Supported since 1996	14088 8736 RR0001	2%
13. Lifecenter Food Bank Supported since 2011 and Joseph's Food Bank prior	88206 6509 RR0001	2%
14. Harmony House Supported since 2011	88642 0199 RR0001	2%
15. Canadian Bible Society Supported since 1950	11882 9647 RR0001	2%
16. Circle Square Ranch Supported since 1983	10751 3160 RR0001	2%

Appendix D

**Certificate of Trustees Asking Consent of a Regional Council**

IN THE MATTER OF 7025 County Road 18, Roebuck fronting on the East side of County Road 18, in the Municipality of Augusta and having a frontage of 120.1 ft more or less by a depth of 120 more or less and legally described as PT LT 5 CON 6 AUGUSTA as in AG9325; AUGUSTA;

AND IN THE MATTER OF the Agreement of Purchase and Sale from Roebuck United Church to Andrew J. Foster,

We, the undersigned do, hereby certify that the following is a just and true copy of the resolution duly passed by the Trustees of Roebuck United Church, a congregation of The United Church of Canada and part of the Roebuck Pastoral Charge, at a meeting of the Board of Trustees duly held for that purpose at Roebuck United Church on the fourteenth day of September, 2019.

Moved by Leanne Brooks, seconded by Barb Geggie, that the Trustees of Roebuck United Church, a congregation of The United Church of Canada and part of the Roebuck Pastoral Charge, having received the direction of the congregation (and Church Board) of the said pastoral charge to do so, request the consent of the Eastern Ontario Outaouais Regional Council:

To the sale of certain Real Property, the legal description of which is PT LT 5 CON 6 AUGUSTA AS IN AG9325; AUGUSTA, and the municipal address of 7025 County Road 18, Augusta, pursuant to an agreement between the Board of Trustees of Roebuck United Church, a congregation of The United Church of Canada, as seller, and Andrew J. Foster, as buyer, dated the seventh day of September, 2019, amended the thirteenth day of September, 2019, subject to Regional Council approval, the terms of which are as follows:

For a sale, the terms of which are attached (purchaser – Andrew J. Foster; sale price - \$75,000.00 ; the deposit - \$1,000.00; balance due - \$74,000.00 ; no mortgage back; conditions, warranties (see Schedule A); the scheduled closing date – January 15, 2020)

And in pursuance of the said resolution, we hereby apply to the Eastern Ontario Outaouais Regional Council for its consent to the sale.

Dated this fourteenth day of September, 2019.

\_\_\_\_\_  
Presiding Trustee

\_\_\_\_\_  
Secretary

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Statement of Financial Position  
As of December 31, 2019

## Appendix E

	2019	2018	Change
<b>Assets - Current</b>			
Cash (Toronto Dominion Bank Account)	135,622	241,520	(105,898)
Cash (Visa Security - Toronto Dominion)	5,000	0	5,000
GIC - Campbell's Bay	70,326	0	70,326 Note 5 and Note 10
GIC - Thurso	200,986	0	200,986 Note 5 and Note 10
Accounts Receivable	180,000		
Accounts Receivable (HST/QST)	4,124	0	4,124
	596,058	241,520	354,538
<b>Assets - Investments</b>			
Fiera Capital Balanced Fund	0	885,961	(885,961)
Fiera Capital Fixed Income Fund	0	1,402,154	(1,402,154)
Fiera Capital Investment Fund	3,434,573	0	3,434,573 Note 4 and Note 9
	3,434,573	2,288,116	1,146,457
<b>Assets - Long-Term Investments</b>			
Loan to Orleans United Church	100,000	100,000	0 Note 4 and Note 8
	100,000	100,000	0
<b>Total Assets</b>	<b>4,130,631</b>	<b>2,529,635</b>	<b>1,500,995</b>
<b>Liabilities</b>			
Accounts Payable	0	0	0
<b>Total Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Equity</b>			
<b>Investment Funds</b>			
Eastern Ontario Outaouais Regional Council Fund	852,292	417,717	434,575 Note 4, Note 9, and Schedule 10
James Elwood Baillie Helping Youth Fund	573,186	432,353	140,834 Note 4, Note 9, and Schedule 10
McKendry Capital Fund	100,000	100,000	0 Note 4, Note 8, and Schedule 10
Mission Strategy Fund	1,692,626	1,384,690	307,936 Note 4, Note 9, and Schedule 10
W.H. (Bill) Scrivens Memorial Fund for Youth	395,937	0	395,937 Note 4, Note 9, and Schedule 10
	3,614,042	2,334,760	1,279,282

See accompanying notes to Financial Statements  
Page 1  
Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Statement of Financial Position  
As of December 31, 2019

Continued...

<b>Held In Trust Accounts</b>			
Campbell's Bay	70,906	70,580	326 Note 5 and Note 10
St. Marc's	16,500	0	16,500 Note 5 and Note 10
Thurso	201,204	91,355	109,849 Note 5 and Note 10
	<b>288,610</b>	<b>161,935</b>	<b>126,675</b>
<b>Restricted Ministry Accounts</b>			
Camp Awesome	(13,168)	20,143	(33,311) Note 6
Camp Bitobi	66,000	66,000	0 Note 6
Faith and Arts Ottawa	28,764	28,764	0 Note 6
Kingston Resource Centre	13,788	0	13,788 Note 6
Licensed Lay Worship Leaders	3,341	3,341	0 Note 6
Project Footprint	4,202	4,202	0 Note 6
United Mining for Justice	12,633	0	12,633 Note 6
Youth Ministry - Program	2,387	2,387	0 Note 6
Youth Ministry - Trip Exposure	4,214	4,214	0 Note 6
Youth Ministry - Zambia	3,890	3,890	0 Note 6
	<b>126,050</b>	<b>132,940</b>	<b>(6,890)</b>
Governance Fund (Unrestricted)	64,315	0	64,315 Note 3
Mission & Ministry Fund (Unrestricted)	37,613	0	37,613 Note 3
<b>Total Unrestricted Surplus (Deficit)</b>	<b>101,928</b>	<b>0</b>	<b>101,928</b>
<b>Total Liabilities and Equity</b>	<b>4,130,631</b>	<b>2,629,635</b>	<b>1,500,995</b>

See accompanying notes to Financial Statements

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Statement of Operation and Change in net assets for Governance Fund, Mission & Ministry Fund**  
**Investment Funds, Held-in Trust Accounts and Restricted Ministry Accounts**  
**For the year ending December 31, 2019**

	Actual 2019			Budget 2019		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
<b>Income</b>						
Grant - Assessments	255,405	0	255,405	325,000	0	325,000
Grant - Assessment (Executive Minister/Assistant	29,405	0	29,405	33,500	0	33,500
Grant - Mission & Service Fund	0	203,578	203,578	0	289,000	289,000
Mission & Service Fund Donations	0	1,302	1,302	0	0	0
Student Fund - Donation	20	0	20	0	0	0
Transfer Baillee/Scrivens Youth Salary/Program	0	19,177	19,177	0	20,000	20,000
Transfer Baillee/Scrivens Granting	0	9,900	9,900	0	20,000	20,000
Transfer EOORC Fund	6,720	10,080	16,800	8,000	12,000	20,000
Transfer Mission Strategy Grants	0	0	0	0	55,000	55,000
Youth Programming Revenue	0	1,705	1,705	0	0	0
<b>Total Income</b>	<b>291,551</b>	<b>245,742</b>	<b>537,293</b>	<b>366,500</b>	<b>396,000</b>	<b>762,500</b>
<b>Expenses (net of Recoveries)</b>						
Clusters, Committees, Networks (Schedule 1)	156	1,006	1,162	6,000	6,000	12,000
Candidate and RCCO Grants	0	0	0	2,700	0	2,700
Congregational Reviews & Support	0	0	0	10,000	0	10,000
Finance and Archives (Schedule 2)	14,567	0	14,567	29,600	0	29,600
Mission & Service Fund Donations	0	1,302	1,302	0	0	0
Mission Strategy Grants	0	0	0	0	55,000	55,000
Mission Support Grants (Schedule 3)	0	98,471	98,471	0	145,000	145,000
Office Costs (Schedule 4)	9,906	366	10,272	16,175	1,000	17,175
Partnership Ministries (Schedule 5)	0	350	350	0	5,000	5,000
Personnel (Schedule 6)	162,608	95,582	258,191	218,000	132,850	350,850
Regional Meetings (Schedule 7)	34,435	0	34,435	63,500	0	63,500
Technology and Communications (Schedule 8)	5,604	0	5,604	8,500	0	8,500
Youth Grants	0	9,900	9,900	0	20,000	20,000
Youth Programming (Schedule 9)	0	1,151	1,151	0	5,000	5,000
<b>Total Expenses</b>	<b>227,276</b>	<b>208,129</b>	<b>435,405</b>	<b>354,475</b>	<b>369,850</b>	<b>724,325</b>
<b>Net income (deficit) from general operations</b>	<b>64,275</b>	<b>37,613</b>	<b>101,888</b>	<b>12,025</b>	<b>26,150</b>	<b>38,175</b>

See accompanying notes to Financial Statements

...continued

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Statement of Operation and Change in net assets for Governance Fund, Mission & Ministry Fund  
Investment Funds Held-in Trust Accounts and Restricted Ministry Accounts  
For the year ending December 31, 2019

	2019	2018	Change
<b>Governance Fund</b>			
Opening Equity	0	0	0
Income (including transfers)	291,551	0	0
Expenses (including grants)	(227,276)	0	0
Closing Equity	<b>64,275</b>	<b>0</b>	<b>0</b>
<b>Mission &amp; Ministry Fund</b>			
Opening Equity	0	0	0
Income (including transfers)	245,742	0	0
Expenses (including grants)	(208,129)	0	0
Closing Equity	<b>37,613</b>	<b>0</b>	<b>0</b>
<b>Investments Funds (Schedule 10 and Notes 2, 4, and 5)</b>			
Opening Equity	2,334,760	0	0
Deposits	928,701	0	0
Accounts Receivable	250,000	0	0
Transfer for Grants	(9,900)	0	0
Transfer to Governance/Mission&Ministry	(35,977)	0	0
Unrealized Gains/Losses	216,457	0	0
Closing Equity	<b>3,684,042</b>	<b>0</b>	<b>0</b>
<b>Held-in-Trust Accounts (notes 2 and 6)</b>			
Opening Equity	161,935	0	0
Income	127,368	0	0
Expenses	(693)	0	0
Closing Equity	<b>288,610</b>	<b>0</b>	<b>0</b>
<b>Restricted Ministry Accounts (note 2)</b>			
Opening Equity	132,940	0	0
Income	67,985	0	0
Expense	(74,875)	0	0
Closing Equity	<b>126,050</b>	<b>0</b>	<b>0</b>

*See accompanying notes to Financial Statements*

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the Year Ending December 31, 2019

**1. Purpose**

The Eastern Ontario Outaouais Regional Council of the United Church of Canada is a regional organization furthering the religious beliefs and work of the United Church of Canada by carrying out the responsibilities and duties of a Regional Council. The Regional Council is a registered charitable organization under the Income Tax Act and is exempt from income taxes

The Eastern Ontario Outaouais Regional Council came into being on January 1st 2019 and is the successor organization of Four Rivers Presbytery from Bay of Quinte Conference, Ottawa Presbytery from Montreal & Ottawa Conference, Seaway Valley Presbytery from Montreal & Ottawa Conference, and Upper Valley Presbytery from Bay of Quinte Conference.

**2. Summary of Significant Accounting Policies**

These financial statements have been prepared in accordance with Canadian accounting standards for non-for-profit organizations, except that all capital asset purchases are expensed in the year of the acquisition. Canadian accounting standards for not-for-profit organizations requires entities to select policies appropriate for their circumstance from policies provided within these standards. The significant accounting policies selected by Eastern Ontario Outaouais Regional Council and applied in these financial statements are summarized below.

**Fund Accounting:**

Resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose as determined by the membership of the Regional Council. For financial statement purposes, these funds are grouped into Operating Funds (note 3), Investment funds (note 4), Held-in-Trust Accounts (note 5) and Restricted Ministry Accounts (note 6)

**Revenue Recognition:** Eastern Ontario Outaouais Regional Council follows the deferral method of accounting.

**Interfund Transfers:** Transfers between funds are required when resources of one fund have been authorized to finance activities and acquisitions of another fund.

**Contributed Service:** Eastern Ontario Outaouais Regional Council receives donations in the form of services from volunteers. The fair value of these services cannot be reasonably estimated and is not recorded in these financial statements.

**Investments:** Investments are recorded at fair market value which is determined by reference to quarterly statements received. Fluctuations in the difference between the cost of investments and the fair value are recognized in the statement of changes in fund balances as unrealized gain or losses on investments. Investments are held through Fiera Capital Funds.

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the Year Ending December 31, 2019

**Financial Instruments:** Eastern Ontario Outaouais Regional Council considers any contract creating a financial asset, liability, or equity instruments as a financial instrument. Eastern Ontario Outaouais's financial instruments are comprised of cash, accounts receivable, GICs, Capital Fiera investments, and accounts payable. Financial assets or liabilities are initially measured at their fair value and subsequently measured at amortized cost, except for investments which are measured at market value.

**3. Operating Funds of Eastern Ontario Outaouais Regional Council.**

**Governance Fund:** The Governance Fund is used for the day to day operations of the Regional Council in order to provide support services. Revenue is secured from a portion of assessments from Communities of faith collected by the General Council and transferred to the Regional Council in accordance with a formula adopted by the Executive of the General Council. The Regional Council transfers monies from the Investment Funds of Eastern Ontario Outaouais Regional Council as additional revenue to the Fund.

**Mission & Ministry Fund :** The Mission & Ministry Fund is used for mission and ministry activities of the Regional Council. Revenue is secured from a portion of Mission & Service Fund donations collected by the General Council and in accordance with a formula adopted by the Executive of the General Council. The Regional Council transfers monies from the Investment Funds of Eastern Ontario Outaouais Regional Council as additional revenue to the Fund.

**4. Investments Funds of Eastern Ontario Outaouais Regional Council.**

The Eastern Ontario Outaouais Regional Council has five investment Funds. Investment income is recorded when earned. The value of the investments are recorded at market value.

**Eastern Ontario Outaouais Regional Council Fund:** This fund is for the purpose of supplementing the revenue of both the Governance Fund and the Mission & Ministry Fund in amounts that are determined through an approved budget. There is the expectation that the original capital of the fund will be protected from expenditure. The original capital amount of the fund were deposited in 2019 by the following means

Bay of Quinte Conference	130,000
Montreal & Ottawa Conference	142,270
Upper Valley Presbytery	23,198
Seaway Valley Presbytery	44,815
Four Rivers Presbytery	65,822
Ottawa Presbytery	417,717
Total	823,821

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the Year Ending December 31, 2019**

It is noted that the Ottawa Presbytery monies was originally established with a capital amount \$400,000 and had some restrictions.

Sparling Bequest	230,188.89
Interim Ministry	45,028.93
Student Fund	43,115.48
Resource Centre	45,344.94
Hearings Reserve	7,424.76
Pastoral Emergency Reserve	8,022.47
Stewart House	12,408.67
Reallocation of Equity	8,465.86

This consolidation of funds includes a commitment to ensure budget support for Students of at least \$1,700 annually as well as a minimum of \$9,200 annually for supported outreach ministries in keeping with the stipulation of the Sparling Bequest, received in 2012, which was designated for the "outreach ministries of Ottawa Presbytery" or its successor.

*The James Elwood Baillie Helping Youth Ministry Fund* : The Montreal & Ottawa Conference received a bequest from the estate of James Elwood Baillie of \$518,051.72 to help support ministry to youth within the city of Ottawa. The principle of the Estate is to be protected and the proceeds from investment transferred to the Ottawa Presbytery or its successor in order to support youth programming, grants, and financial assistance.

*McKendry Capital Fund*: The Ottawa Presbytery received a bequest of \$92,699.77 from the Estate of Iva E. McKendry with no stipulations. The Ottawa Presbytery subsequently designated this amount as the McKendry Capital fund and added \$7,301.23 to make the value of the fund. \$100,000. The total amount of the fund was loaned to Orleans United Church by motion in April of 1988.

*The Mission Strategy Fund*: At a meeting held on May 13th 2014, by motion of the Ottawa Presbytery the Mission Strategy Fund was established with the purpose of providing financial support to mission initiative under the guidance of the Mission Strategy Committee and with the approval of the Ottawa Presbytery Executive. Deposits from the sale of church and manse properties have been designated to this Fund. By motion of the Ottawa Presbytery, this fund was transferred to the Eastern Ontario Outaouais Regional Council with the same terms. Additional initial equity was provided from the 4RP Development Fund of Four Rivers Presbytery.

Four Rivers Presbytery	178,378
Ottawa Presbytery	<u>1,384,690</u>
Total	1,563,069

*The W.H. (Bill) Scrivens Memorial Fund for Youth Ministry*: The Ottawa Presbytery provided oversight to the W.H. (Bill) Scrivens Memorial Fund for Youth Ministry of the Ottawa Presbytery. Until 2019, this committee is a registered charitable organization under the Income Tax Act. During 2019, the Committee transferred all assets to the Eastern Ontario Outaouais Regional Council in order to continue the mandate to provide financial assistance and support to youth ministry in the successor organization of the Ottawa Presbytery.

Page 7  
Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the Year Ending December 31, 2019

**5. Held-in-Trust Accounts of Eastern Ontario Outaouais Regional Council.**

Beginning in 2017, the Ottawa Presbytery assumed financial management for some Pastoral Charges. This is now the work of the Eastern Ontario Outaouais Regional Council who provides oversight to Communities of Faith. These monies are tracked as separate accounts until the management ceases. While it is not guaranteed, it is anticipated that deficits will be recovered and surpluses returned to the Community of Faith or designated to another purpose should the Community of Faith disband.

	01-Jan	Income	Expenses	31-Dec
Campbell's Bay	70,580	326	0	70,906
St. Marc	0	16,500	0	16,500
Thurso	91,355	110,542	(693)	201,204
	161,935	127,368	(693)	288,610

**6. Restricted Ministry Accounts of Eastern Ontario Outaouais Regional Council.**

Eastern Ontario Outaouais Regional Council receives donations and hosts fundraising events for designated programs where income and expenses occur over multiple years. These donations and raised funds must be used for the designated purposes and are recorded separately. Restricted donations and fundraising are recognized as revenue in the fiscal year received. Unexpended contributions are transferred to restricted ministry accounts to be expensed in future years

*Camp Awesome:* This ministry provides summer day camps for churches in the Eastern Ontario Outaouais Region. Fees for participants are charged in order to cover costs and this is a self-sustaining program. Payroll, with government deductions, are submitted to Revenue Canada

*Camp Bitobi:* This account was established in 2015 with the proceeds from the sale of Camp Bitobi. This account gives grants for children's ministries until such time as the account is fully expended..

*Faith and Arts Ottawa:* This ministry is nurturing a community of faith through the arts.

*Kingston Resource Centre:* This account was established in ....for the purposes of.

*Licensed Lay Worship Leaders:* The Eastern Ontario Outaouais Regional Council provides training for Licensed Lay Worship Leaders. Registration fees are charged.

*Project Footprint:* This is an initiative of Eastern Ontario Outaouais Regional Council to provide data to help Communities of Faith reduce their carbon footprint. Grants were received to facilitate this ongoing work.

*United Mining for Justice:* This is an initiative of Eastern Ontario Outaouais Regional Council to support Canadian and international efforts

to support just mining practices. Grants were received to facilitate this ongoing work.

Page 8

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the Year Ending December 31, 2019**

*Youth - YAYA Program:* The YAYA (Youth and Young Adults) Committee oversees programming for youth and young adults. There is an annual budget allotted as well as revenues from programming. An annual year end transfer is made to ensure that all funding designated for youth and young adults is utilized for this ministry.

*Youth Trips:* The fund consists of surpluses accumulated from trips and is available to cover costs if future trips lose money. to cover costs if an exposure trip loses money

*Youth - Zambia:* This is a young adult exposure to Zambia and will recur periodically.

	01-Jan	Income	Expenses	Internal Transfer	To (from) Equity	31-Dec
Camp Awesome	20,143	40,315	(73,626)	0	(33,311) -	13,168
Camp Bitobi	66,000	0	0	0	0	66,000
Faith and Arts Ottawa	28,764	0	0	0	0	28,764
Kingston Resource Centre	0	13,788	0	0	13,788	13,788
Licensed Lay Worship Leaders	3,341	0	0	0	0	3,341
Project Footprint	4,202	0	0	0	0	4,202
United Mining for Justice	0	13,882	(1,249)	0	12,633	12,633
Youth Ministry - Program	2,387	0	0	0	0	2,387
Youth Ministry - Trip Exposure	4,214	0	0	0	0	4,214
Youth Ministry - Zambia	3,890	0	0	0	0	3,890
	<b>132,940</b>	<b>67,985</b>	<b>(74,875)</b>	<b>0</b>	<b>(6,890)</b>	<b>126,050</b>

## 7. Risks

**Financial Instruments:** Eastern Ontario Outaouais Regional Council is exposed to various risks through its financial instruments. Eastern Ontario Outaouais Regional Council's main financial instrument risk exposure is detailed as follows.

**Liquidity Risk:** Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities Eastern Ontario Outaouais Regional Council is exposed to liquidity risk with respect to its accounts payable. Eastern Ontario Outaouais Regional Council reduces its exposure to liquidity risk related to accounts payable by ensuring that it documents when authorized payments are due and maintaining adequate cash reserves to meet obligations

**Market Risk:** Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the

market place. Market risk comprises three type of risk: currency rate risk, interest rate risk, and other price risk. Eastern Ontario Outaouais Regional Council is exposed to interest rate risk.

Page 9

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the Year Ending December 31, 2019**

**Interest Rate Risk:** Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Eastern Ontario Outaouais Regional Council is exposed to interest rate risk on its fixed and floating interest rate financial instrument. Fixed rate instruments subject Eastern Ontario Outaouais Regional Council to a fair value risk while the floating rate instruments subject Eastern Ontario Outaouais Regional Council to a cash flow risk.

**8. Loan to Orleans United Church**

In 1988, Ottawa Presbytery agreed to loan the entirety of its Mckendry Capital Fund to Orleans United Church. No principal payments are required on this loan until all other debtors have been repaid. An annual interest payment is required and the interest rate is revised annually on July 1 based on the Royal Trust Treasury Bill. It is expected that principal repayments will not be forthcoming for some years

**9. Capital Fiera Investments**

The Finance Committee of the Presbytery oversees the investments of the Eastern Ontario Outaouais Regional Council. The investments are invested in a pooled Fiera Capital Investment account and the value of the Fund is tracked separately.

	EOORC Fund	Baillie Fund	Scrivens Fund	Miss. Strat.	Total
Opening Balance (Jan 1)	486,138	431,478	0	1,370,500	2,288,116
Purchases	235,000	126,500	355,000	213,500	930,000
Redemptions	0	0	0	0	0
Unrealized Gains (losses)	45,271	41,629	0	129,557	216,457
Closing Balance	766,409	599,607	355,000	1,713,557	3,434,573

**10. GIC Toronto Dominions Investments**

The General Fund maintains a GIC investments for short term investments and when holding fund in-trust for a Community of Faith.

Held-in-Trust GIC's	Campbell Bay	Thurso
Opening Balance	0	0
Purchase of GIC	70,000	200,000
GIC Interest Earned	326	986
Redemption of a GIC	0	0

Closing Balance 70,326 200,986

Page 10

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the Year Ending December 31, 2019**

**11. Related Entities**

**Church Extension:** The Eastern Ontario Outaouais Regional Council of The United Church of Canada provides oversight to the Extension Committee of the Eastern Ontario Outaouais Regional Council. The Extension Committee administers a fund to provide land for new churches and assist in the funding of new ministries. The Committee is considered a non profit organization and is therefore exempt from income taxes. The Extension Committee is incorporated separately from The United Church of Canada and produces its own financial statements which are approved annually. Their fiscal year ends June 30th.

	<u>2018 Actual</u>	<u>2017 Actual</u>
Opening Balance	4,144,753	3,970,829
Revenue	132,868	141,434
Realized gain (loss)	5,714	(12,559)
Unrealized gain (loss)	17,923	146,958
Total Revenue	156,505	275,833
Grants & Donations	(10,050)	(74,250)
Expenses	(26,767)	(18,371)
Total Expense	(36,817)	(92,621)
Adjustment to Equity	0	(9,288)
Excess of Revenue over Expense	119,688	183,212
Closing Balance/Assets	4,264,441	4,144,753

Page 11

The Eastern Ontario Regional Council of The United Church of Canada  
Schedules for Financial Statements  
For the Year Ending December 31, 2019

Schedule 1 - Cluster, Committee, Network Expenses

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Camping Committee	0	89	0	0
Finance Committee	156	0	156	0
Justice, Global, and Ecumenical Relations	0	917	0	0
Pastoral Relations	0	0	0	0
<b>Total</b>	<b>156</b>	<b>1,006</b>	<b>1,073</b>	<b>6,000</b>
				<b>6,000</b>
				<b>12,000</b>

Schedule 2 - Finance & Archives

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Archives Honourarium	1,380	0	1,380	0
Archives Office and Travel Expenses	187	0	187	600
Archives Ontario Archives	5,752	0	5,752	11,000
Bank and Review Costs	504	0	504	1,500
Incorporated Ministries	375	0	375	0
Insurance	0	0	0	50
Treasurer Honourarium	6,000	0	6,000	6,000
Treasurer Office Expense	369	0	369	450
<b>Total</b>	<b>14,567</b>	<b>0</b>	<b>14,567</b>	<b>29,600</b>
				<b>29,600</b>

Schedule 3 - Mission Support Grants

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Algonquin Chaplaincy	0	4,163	0	5,550
Alwyn Community of Faith	0	4,275	0	5,700
Camp Lau-ren	0	15,920	0	15,920
Carlington Chaplaincy	0	4,770	0	6,360
Centre 507	0	20,906	0	27,875
Contingency	0	0	0	26,345
Golden Lake Camp	0	15,000	0	15,000
House of Lazarus	0	24,750	0	33,000
Ottawa West End Chaplaincy	0	1,688	0	2,250
Rideau Hill Camp	0	7,000	0	7,000
<b>Total</b>	<b>0</b>	<b>98,471</b>	<b>0</b>	<b>145,000</b>
				<b>145,000</b>

Page 12  
The Eastern Ontario Regional Council of The United Church of Canada  
Schedules for Financial Statements  
For the Year Ending December 31, 2019

Schedule 4 - Office Expenses

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Carleton Place				
Photocopier	0	0	1,500	0
Postage	35	0	500	0
Rent	4,800	0	4,800	0
Supplies	350	0	1,500	0
Home Offices	66	366	0	1,000
Sundry (Transitional Costs)	356	0	500	0
Summerlea (16.6% of costs)				
Elevator	60	0	175	0
Hydro	144	0	425	0
Internet	32	0	0	0
Photocopier	0	0	350	0
Postage	0	0	500	0
Rent	3,978	0	4,000	0
Supplies	86	0	1,500	0
Telephone	0	0	425	0
<b>Total</b>	<b>9,906</b>	<b>366</b>	<b>16,175</b>	<b>1,000</b>
				<b>17,175</b>

Schedule 5 - Partnerships

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Affirm United	0	0	0	0
Christian Council of Capital Region	0	250	0	0
Multi Faith Housing Initiative	0	100	0	0
Pastoral Care in Secondary Schools	0	0	0	0
Social Justice Network in Ontario	0	0	0	0
<b>Total</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>5,000</b>
				<b>5,000</b>

**The Eastern Ontario Regional Council of The United Church of Canada**  
**Schedules for Financial Statements**  
**For the Year Ending December 31, 2019**

**Schedule 6 - Staff Expenses**

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Benefits (United Church & Government)	22,326	15,529	37,855	28,000
Continuing Education	133	90	223	4,000
Executive Minister/Assistant (16.6%)	29,405	0	29,405	33,500
Meetings/Hospitality	2,287	349	2,637	5,000
Salaries	102,976	76,282	179,258	137,500
Telephones	878	1,000	1,878	2,000
Travel	4,602	2,332	6,935	8,000
<b>Total</b>	<b>162,608</b>	<b>95,582</b>	<b>258,191</b>	<b>218,000</b>
			<b>132,850</b>	<b>350,850</b>

**Schedule 7 - Regional Meetings**

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Adhoc Regional Gatherings	270	0	270	15,000
Annual General Meeting	32,131	0	32,131	45,000
Executive Meetings	1,388	0	1,388	2,500
Staff Retreat	646	0	646	1,000
<b>Total</b>	<b>34,435</b>	<b>0</b>	<b>34,435</b>	<b>63,500</b>

**Schedule 8 - Technology and Communications**

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
Expenses - Communications Assistant	0	0	0	1,000
IT Support GCO	3,031	0	3,031	4,500
Website	2,573	0	2,573	3,000
<b>Total</b>	<b>5,604</b>	<b>0</b>	<b>5,604</b>	<b>8,500</b>

The Eastern Ontario Regional Council of The United Church of Canada  
Schedules for Financial Statements  
For the Year Ending December 31, 2019

Schedule 9 - Youth Programming

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Four Rivers Youth Event	0	25	25	0	0	0
Supplies	0	129	129	0	0	0
Winterlude	0	996	996	0	0	0
<b>Total</b>	<b>0</b>	<b>1,151</b>	<b>1,151</b>	<b>0</b>	<b>5,000</b>	<b>0</b>

Schedule 10 - Statement of Operations and Change in Assets for Eastern Ontario Outaouais Regional Council Fund

	EOORC	James Bailie	McKendry	Miss. Strat.	W (Bill) Scrivens	Total
<b>Opening Equity (market Value)</b>	<b>417,717</b>	<b>432,353</b>	<b>100,000</b>	<b>1,384,690</b>	<b>0</b>	<b>2,334,760</b>
Deposits (Transfers from Conference/Presbytery)	276,104	119,219	0	178,378	355,000	928,701
Accounts Receivable	130,000	0	0	0	50,000	180,000
Transfer to Governance	(6,720)	0	0	0	0	(6,720)
Transfer for Grants	0	(8,700)	0	0	(1,200)	(9,900)
Transfer to Mission and Ministry	(10,080)	(11,314)	0	0	(7,863)	(29,257)
Unrealized Gains/Losses	45,271	41,629	0	129,557	0	216,457
<b>Closing Equity (market value)</b>	<b>852,292</b>	<b>573,186</b>	<b>100,000</b>	<b>1,692,626</b>	<b>395,937</b>	<b>3,614,042</b>

In 2019, Mission Strategy received the following income from property sales: None to date

In 2019, the Mission Strategy granted the following grants: None to date

In 2019, the following grants were given from youth funds: 2,700 for Regional youth trip to San Salvador,

Appendix F

**COVENANT**  
**of the**  
**SOCIAL JUSTICE NETWORK of ONTARIO REGIONAL COUNCILS**  
**of The United Church of Canada**

(formerly the Coordinating Committee of Ontario Conferences – CCOC  
& the Social Justice Network of Ontario Conferences - SJNOC)

**I. COVENANT MEMBERS**

Those represented within the Covenant:

- Regional Councils of The United Church of Canada located within Ontario

Corresponding members:

- staff from the Church in Mission Unit of the General Council Office

**II. PURPOSE**

Regional Councils of The United Church of Canada, whose boundaries lie within the Province of Ontario, hereby covenant together to form the Social Justice Network of Ontario Regions (SJNOR):

- to collaborate and provide a collective presence of The United Church of Canada concerning socio-economic issues and concerns which impact Ontarians.

**III. MUTUAL ACCOUNTABILITY**

Member courts will fulfill this covenant by:

- Appointing 2 representatives and 1 regional staff person
- Making a financial contribution based upon an annual assessment

**APPENDIX A**

**SOCIAL JUSTICE NETWORK OF ONTARIO REGIONS NETWORK OPERATIONS**

**A. THE SJNOR WILL:**

Examine the social justice issues that exist in the Province of Ontario with reference to their implications for the United Church of Canada, its people and the wider community;

Prayerfully discern what actions to take towards deeper understanding, redress of injustices and just alternatives;

Seek to work with government or non-governmental organizations to develop action plans and make recommendations for just, healthy, environmentally nurturing solutions..

## B. OPERATING PROCEDURES

Convenorship for the SJNOR will be vested in co-chairs who will serve two-year terms. Co-chairs should have their respective terms staggered to ensure continuity. Any co-chair can serve for a maximum of two consecutive terms.

The SJNOR will meet a minimum of twice yearly. Meetings may be conducted by means of video conference.

Agendas will usually include time for sharing of member court social justice activity and reports from coalitions and task group representatives related to the SJNOR.

Policy decisions rest within the member courts of the church. Representatives to the SJNOR will be communication links with those courts.

Strategizing and decision-making within the SJNOR

(i.e. formulation and implementation of church policies and SJNOR's actions) will be by consensus with an understanding that consensus will not necessarily mean complete agreement but insufficient disagreement to block the decision.

Tasks (such as recording, duplication, distribution, agenda preparation, meeting arrangements, research, analyses, resource development and collection, supervision support) will be undertaken by SJNOR members on a shared basis.

Decision-making between meetings will be undertaken by consulting all member courts' representatives for feedback. Any action will take into account this consultation.

Any member court is free to act unilaterally but should take into account the potential effects upon other member courts. Unilateral action will not imply action on behalf of others.

An orientation to the SJNOR's history, covenant, operating procedures and current activities will be provided for new representatives.

Collection, disbursement, recording and reporting services for operating funds will be provided by the General Council's Mission Through Finance Unit.

## C. COLLECTIVE ACTION

The SJNOR will take joint social justice action: This could be accomplished in any of the following ways:

- a) the member courts may endorse and support one regional council in taking a particular initiative;
- b) the member courts may agree on more than one regional council on a joint study or action of vital interest; or
- c) the members may agree to work and speak together, through the SJNOR.

The SJNOR may consider the initiative of one member court but decide not to endorse or support the effort leaving that member court free to take its own action.

The SJNOR will provide leadership representatives on behalf of The United Church of Canada in Ontario for occasions related to SJNOR's social justice agenda.

The SJNOR will designate representation to ecumenical social justice coalitions and task groups functioning within the province of Ontario, such as the Inter-Faith Social Assistance Reform Coalition (ISARC) or KAIROS. Arrangements for support such as orientation, expenses, supervision, accountability and communication mechanisms with the SJNOR, etc. will be undertaken.

#### D. COMMUNICATION

The SJNOR will facilitate the sharing of The United Church of Canada's social justice policy.

The SJNOR will provide an annual report to each member court. These reports are to contain actions taken, future agenda items and financial operations.

#### E. MEMBER COURT CONTRIBUTIONS

Each member court will appoint two representatives to the SJNOR. Each member court will clarify the terms of that appointment. In addition, it is hoped that there would be a staff person from the member court.

Each member court will make an annual financial contribution to the SJNOC.

Through their representative(s), member courts will share information, analyses and strategies related to their social justice issues, concerns and activities.

Member courts will assume primary responsibility for SJNOR tasks within their resource capacity on a rotating basis.

### **APPENDIX B**

#### THE SOCIAL JUSTICE NETWORK OF ONTARIO REGIONAL COUNCILS

#### DUTIES AND RESPONSIBILITIES OF MEMBER COURT REPRESENTATIVES

Representatives will contribute their unique gifts to the work of the SJNOR as a proactive participant.

Representatives will act as an essential communication link between their member court and the other member courts by means of:

- a) attendance at SJNOR meetings
- b) regular reports at SJNOR meetings
- c) reports to the SJNOR between meetings of relevant concerns and actions
- d) regular SJNOR reports to their member court including an SJNOR annual report.

Representatives will relay their member court's social justice concerns to the SJNOR's agenda.

Outgoing representatives will brief their successors of the SJNOR's covenant, communication needs with the member court, and the member court's responsibilities.

## Appendix G

**Report of the Pastoral Minister**  
**to the EOORC Executive**  
**September 19, 2019**

I regret that I am not able to be with you at today's meeting. Here is my report for the Exec which includes two things that can be added to today's agenda where appropriate.

My activities in July, August and September:

- Managed emerging pastoral relations (call and appointment) issues. The minutes/actions of the PR Commission's Sept 10<sup>th</sup> meeting will be forwarded to the Exec by Karen McLean.
- Met with various M&P Committees regarding emerging issues
- Met with several CoF Councils regarding their future (closure, cooperatives, sharing a minister, amalgamations, etc.)
- Met with several Ministry Personnel to hear their concerns
- Worked with the LLWL Ctte to get them up and running (LLWL educational event is planned for Nov 16 in Smiths Falls))
- Planned and scheduled gatherings across EOORC for Ministry Personnel (active and retired) with the purpose of recreating the social connections that Presbytery meetings once provided, and as a way of seeking their input as to how EOORC can offer tangible support to them (Oct 2 Renfrew; Oct 9 Ottawa; Oct 16 Cardinal; Nov 6 Rideau Ferry) – there has been a good RSVP response.
- Scheduled M&P Committee workshops (Oct 19 Chesterville; Nov 9 Renfrew; Nov 16 Smiths Falls; Nov 23 Ottawa). These have been advertised in the Newsletter and on the website, but very little response so far.
- Met with Bethany United Church (Ottawa) regarding disbursement of funds coming from their closure and sale of church.
- Covered the East Central Ontario and Nakonha:ka Regional Councils during July while their PR Ministers were on holiday. I had a several interactions within each of these regions.
- Currently covering Nakonha:ka Regional Council while Sabrina Di Stefano is on RCP. I am currently working with a Montreal congregation regarding a conflict within their congregation.
- 

Requests from the EOORC LLWL Committee:

- Having completed the requires course of study, the LLWL Ctte asks that Paul Whiteley and David Henderson be recognized as LLWLs within EOORC.
- That the be licenced/relicenced yearly on July 1<sup>st</sup> , and that all material related to licencing and relicencing be received by the LLWL Ctte by the preceeding January 31<sup>st</sup>. This would be a change in our previous policy as stated in the LLWL Policy handbook. The LLWL Ctte felt that this was more managable that licencing every 2 years. Detains of when, how and where this recognition would take place is still to be decided.
- That a temporary exemption be given to the Golden Lake Pastoral Charge regarding the maximum number of times that a single LLWL may preach there. For a number of years, they have had Neil Lloyd preaching at GLPC approximately 33 times a year. The issue of how pastoral charges that are unable to attract or afford called/appointed ministry personnel needs to be a wider discussion within the Executive at a later date. A future agenda item?

- 
- That the LLWL Committee be given an annual budget of up to \$3000 in order to offer two educational LLWL gatherings each year. This amount was based on the amount that the Ottawa Presbytery had budgeted for their LLWL Ctte. This is likely on the higher side of what is actually needed. This amount would be reviewed each year at budget time. There is currently a November 2019 event planned with the expectation that it might cost in the neighbourhood of \$500 for food and guest speaker expenses, and the LLWL Ctte hopes that these expenses will be covered by EOORC.

Disbursement of Bethany United Church funds:

Rev. Ed Gratton and I met with the Council of Bethany UC on Sept 10<sup>th</sup> to discuss their proposal for disbursement of funds related to their closure and the upcoming sale of their church building. After considerable discussion those present with us, the original proposal was amended to reflect the document that has been forwarded to Rev. Lambie for circulation to the EOORC Exec, discussion and hopeful approval at this Exec meeting.

I would like to comment on two aspects of their current proposal...

1. They are proposing that 30% of the funds be disbursed to the Ramsayville Protestant Cemetery, which has been connected to the congregation for over 150 years and has always been central to the life of the congregation. The Cemetery is not on strong financial ground and, as it is still an actively used site, this money would secure it financially for many years to come.

2. The numerous charities that are listed as each receiving a small percentage of the funds are all charities that have historically been part of the outreach mission of the congregation.

Rev. Gratton and I both feel that this proposal that this is a well thought out proposal and would have 80% or so of the funds going to wider United Church ministry and presence in the community.

Respectfully submitted,

Rev. Whitman Strong  
Minister for Pastoral Relations  
Eastern Ontario Outaouais Regional Council

## Appendix H

**EOORC Pastoral Relations Commission****Minutes of June 28, 2019**

**Present:** Wayne Harris, Linda Suddaby, Janet Nield, Charlotte Hoy, Ina Bromley, Ed Gratton, Sharon MacDonald, Whit Strong

**Regrets:** Erin McIntyre

Called to Order at: 1:00 pm

Opening Prayer (Whit)

Quick Check-In

## MOTIONS

1. (L. Suddaby/I. Bromley) That, at the request of all parties involved, the Rev. Janet Evans' current appointment to the Lakeshore Pastoral Charge (July 1, 2019 – June 30, 2020) be extended to June 30, 2021. CARRIED
2. (W. Harris/S. MacDonald) That we receive the notice from Ed Turner (DLM) of the Central Lanark Pastoral Charge of an end to the pastoral relationship effective June 30, 2019 with no renewal. CARRIED (I. Bromley abstaining)
3. (W. Harris/C. Hoy) That we receive the request from the Athens Pastoral Charge and Rev. David Steele that the requirement for 90 days notice for a change in pastoral relations be waived. CARRIED
4. (I. Bromley/L. Suddaby) That we receive the request of the Rev. David Steele of the Athens Pastoral Charge for a change in pastoral relations effective August 31, 2019. CARRIED
5. (C. Hoy/S. MacDonald) that we receive the request from the Rev. Lynne Gardiner of the Delta-Toledo Pastoral Charge for a change in pastoral relations effective September 30, 2019. CARRIED
6. (W. Harris/L.Suddaby) That the Rev. Lynne Gardiner be called 40 hours/week to the Rideau Ferry: Bethel Pastoral Charge effective October 1, 2019. CARRIED
7. (E. Gratton/I. Bromley) That the Rev. Sam Wigston be reappointed as Retired Supply at 26.8 hours/week to the Hawthorne Pastoral Charge from July 1, 2019 – June 30, 2020. CARRIED
8. (I. Bromley/L. Suddaby) That William (Bill) Checkley be reappointed as Candidate Supply at 30 hours/week to the Pakenham Pastoral Charge from July 1, 2019 – June 30, 2020. CARRIED

- 
9. (S. MacDonald/E. Gratton) That Janet Nield DM be appointed as Pastoral Charge Supervisor to the Trinity-St. Andrew's Pastoral Charge (Renfrew). CARRIED
  10. (L. Suddaby/W. Harris) That Janet Nield DM be appointed as Pastoral Charge Supervisor to the Southminster Pastoral Charge. CARRIED
  11. (E. Gratton/S. MacDonald) That Jim Allen be appointed as Pastoral Charge Supervisor to the Aylmer-Eardley Pastoral Charge. CARRIED
  12. (I. Bromley/W. Harris) That Jim Allen be appointed as Pastoral Charge Supervisor to the Ashton-Munster Pastoral Charge. CARRIED
  13. (S. MacDonald/L. Suddaby) That Ina Bromley be appointed as Pastoral Charge Supervisor to the Mt. Zion Pastoral Charge. CARRIED (I. Bromley abstaining)
  14. (W. Harris/C. Hoy) That Ina Bromley be appointed as Pastoral Charge Supervisor of the Cobden-Queen's Line Pastoral Charge. CARRIED (I. Bromley abstaining)
  15. (W. Harris/C. Hoy) That Ina Bromley be appointed as the Pastoral Charge Supervisor of the Greenwood pastoral Charge. CARRIED (I. Bromley abstaining)
  16. (E. Gratton/S. MacDonald) That Jim Allen be appointed as Pastoral Relations Liaison to the Aylmer Eardley Pastoral Charge. CARRIED
  17. (E. Gratton/I. Bromley) That Jim Allen be appointed as Pastoral Relations Liaison to the Ashton-Munster Pastoral Charge. CARRIED
  18. (I. Bromley/S. MacDonald) That Wayne Harris be appointed as Pastoral Relations Liaison to the Central Lanark Pastoral Charge. CARRIED
  19. (I. Bromley/W. Harris) That the call to the Rev. Peter Dahlin to the Metcalfe Pastoral Charge (20 hours/week) be approved effective September 1, 2019. CARRIED
  20. (E. Gratton/C. Hoy) That the call to the Rev. Peter Dahlin to the Russell Pastoral Charge (20 hours/week) be approved effective September 1, 2019. CARRIED
  21. (E. Gratton/I. Bromley) That the Rev. Steve Moore be reappointed as Ordained Supply to the Emmanuel Pastoral Charge (40 hours/week) effective July 1, 2019 to December 31, 2020. CARRIED
  22. (I. Bromley/W. Harris) That the Rev. James Young-Key Min be reappointed (14 hours/week) to the St. Andrew's Westmeath Pastoral Charge effective July 1, 2019 to June 20, 2020. CARRIED
  23. (S. MacDonald/C. Hoy) That the Rev. Arlyce Schiebout be reappointed as Retired Supply (20 hours/week) to the St. Paul's Pastoral Charge (Perth) effective July 1, 2019 to October 31, 2019. CARRIED (W. Harris abstaining)

24. (S. MacDonald/I. Bromley) That the Rev. Arlyce Schiebout be reappointed as Retired Supply (40 hours/week) to the St. Paul's Pastoral Charge (Perth) effective November 1, 2019 to June 30, 2020. CARRIED (W. Harris abstaining)
25. (I. Bromley/S. MacDonald) That the Navan-Vars Profile be approved for posting on ChurchHub. CARRIED (J. Nield abstaining)
26. (S. MacDonald/C. Hoy) That Rev. Cindy Casey be named as Pastoral Charge Supervisor for the Navan-Vars Pastoral Charge beginning October 1, 2019. CARRIED (J. Nield abstaining)
27. (I. Bromley/L. Suddaby) That Wayne Harris be named as Pastoral Charge Supervisor for the Central Lanark Pastoral Charge effective immediately. CARRIED

Updates: Knox-Edwards: Ed Gratton will contact the pastoral charge for an update on their status

Kenmore: Church building is listed for sale

Locksley: Whit Strong will reply to their email asking about getting a "student minister". He will also speak to the Council about their future.

Liaisons required for the following Pastoral Charges:

- Quyon
- Bristol
- Athens – Linda Suddaby will take this on starting in August
- Delta-Toledo – Charlotte Hoy will work with DTPC
- Grace (Gananoque) – Wayne Harris will work with Grace
- 

Supervisors required for the following Pastoral Charges:

- Bristol
- Mallorytown – Charlotte
- Manotick
- Namur
- Poltimore
- Quyon
- Shanly-Pittston – Paul Vavasour?
- Shawville
- Templeton
- Central Lanark – Wayne Harris
- 

Other Business: none

Meeting was adjourned at 2:28pm.

Future Meetings: 4th Tuesday of each month

Next Meeting: September 24, 2019 (1:00-2:30pm)

**A meeting of the Pastoral Relations Committee  
was held via Zoom Conference call  
on Tuesday, September 11, 2019 at 1:00 p.m.**

**PRESENT:**

Ina Bromley, Ed Gratton, Wayne Harris, Erin McIntyre, Karen McLean, Janet Nield, Whit Strong, Linda Suddaby, Beth Sweetnam (8)

**REGRETS:**

Charlotte Hoy, Sharon MacDonald

**CALL TO ORDER, OPENING PRAYER:**

Whit called the meeting to order at 1:01 p.m. He thanked everyone for calling in and extended a welcome to Karen McLean who has agreed to be the Secretary for the committee.

Whit opened the meeting with prayer and hopes members will volunteer to take turns doing this in the future.

**QUICK CHECK-IN:**

Commiserations – to Linda Suddaby who is enduring the agonies of root canal.

Congratulations – to Whit and Christine (Gross) Strong on the engagement of daughter Hanna. Whit is just home for a few days before leaving again to get Hannah settled in England!

**CORRESPONDENCE:**

Whit noted only one item from the Rev. Steve Moore regarding ending his appointment at Emmanuel U.C. (Ottawa).

**RESTORATIVE CARE PLAN:**

**For Information**

William (Bill) Checkley, Pakenham Pastoral Charge, is on restorative care effective August 8, 2019.

**PASTORAL CARE SUPERVISORS REQUIRED:**

- Manotick

**Motion 19/20-1** (W. Harris/E. McIntyre) “that Ed Gratton be appointed as Pastoral Charge Supervisor for Manotick Pastoral Charge effective immediately.”

**CARRIED**

[Abstaining: Ed Gratton]

Several names were suggested for the following Pastoral Charges – Whit will contact them as soon as possible.

- Pakenham
- Quyon
- Athens

- Manotick
- Delta-Toledo PC (needed for September 30, 2019)

**APPROVAL OF PROFILES:**

- City View PC (Nepean)

This profile was approved by the congregation. David Stafford and Beth Sweetnam reviewed the profile and requested a few changes which have been made.

**Motion 19/20-2** (B. Sweetnam/I. Bromley) “that the Cityview Profile be approved for

posting on ChurchHub.”

**CARRIED**

- Kenmore PC

**Motion 19/20-3** (B. Sweetnam/L. Suddaby) “that the Kenmore Profile be approved for posting on ChurchHub.”

**CARRIED****DECLARATION OF VACANCIES:**

- Athens PC

**Motion 19/20-4** (W. Harris/L. Suddaby) “that we approve the request of Athens PC to declare a vacancy for 80% time, effective immediately.”

**CARRIED**

- City View PC (Nepean)

**Motion 19/20-5** (E. McIntyre/B. Sweetnam) “that we approve the request of City View PC to declare a full-time vacancy, effective immediately.”

**CARRIED**

- Kenmore PC

**Motion 19/20-6** (I. Bromley/E. McIntyre) “that we approve the request of Kenmore PC to declare a vacancy for 25% time, effective immediately.”

**CARRIED**

- Knox-Edwards PC

**Motion 19/20-7** (W. Harris/L. Suddaby) “that we approve the request of Athens PC to declare a vacancy for 25% time, effective immediately.”

**CARRIED**

[Note: Kenmore and Knox-Edwards are proposing they share a minister for a total of half time. The positions will be advertised to make this clear to applicants.]

**LIAISONS NEEDED:**

- Ottawa Chinese
- Emmanuel
- Quyon

**CALLS/APPOINTMENTS:**

- Bells Corners (Nepean)

**Motion 19/20-8** (E. Gratton/B. Sweetnam) “that the terms of appointment for Lorrie Lowes be changed to reflect a return to 75% time as per her previous appointments at Bells Corners PC, effective September 1, 2019.”

**CARRIED**

- Bathurst PC

**Motion 19/20-9** (L. Suddaby/W. Harris) “that we approve the change in terms of the appointment for Micheline Montreuil from “with manse” to “no manse”.”

**CARRIED**

---

**OTHER BUSINESS:**

- Vacancy at Parkdale PC (Ottawa)  
This is a vacancy for a third minister – for Youth and Young Adults (YAYA). Several suggestions were proposed. Whit will follow up.
- Whit reported call/appointment forms will be moving to a completely on-line process. He is not sure of a start date but we need to be aware this is coming.
- Whit has been asked about another meeting for liaisons to ensure everyone is up-to-date. He is unsure if this will be just for our region or if it will include all three regions. Information as soon as it is available.

**COVENANTING SERVICES:** Congregations will plan the services. Whit will attempt to attend as many as possible. Liaisons will participate in the services as well.

- Sept. 15 at 7:00 p.m.– John Noordhof/St. Lawrence PC at Salem U.C., Summerstown
- Sept. 29 at 10:30 a.m. – David Sherwin/Zion-Memorial U.C., Carleton Place (Liaison: Sandra Walker)
- Oct. 27 at 2:30 p.m. – Elaine Beattie/Glen Cairn U.C., Ottawa (Liaison: Dianne Cardin)
- Nov. 3 at 2:00 p.m. – Lynne Gardiner/Rideau Ferry: Bethel U.C. (Liaison: Karen McLean)
- TBA – Peter Bartlett/Perth Road U.C., Perth Road Village (Liaison: Heather McLurg-Murphy)  
[Not arriving until Oct. 1]
- TBA – Terrie Chedore/Kanata (Liaison: ?) [sometime after Thanksgiving]
- TBA – Peter Dahlin/Metcalf & Russell (Liaison: Ed Gratton)
- For Information – Jim Kenny/Deep River Community Church

**NEXT MEETING:** We will attempt to continue to meet on the second Tuesday of the month. Next meeting Oct. 8, 1:00 – 2:30 p.m. via Zoom.

**CLOSING:** The business of the meeting being completed, Whit declared the meeting closed at 2:24 p.m.

Appendix I

**Draft Agenda EOORC Meeting October 5<sup>th</sup> Prescott**

9-9:30 Coffee, tea and Registration

9.30- welcome, acknowledgement of the land

-acceptance of the agenda

9.35-12.00 Changing Church with Jane Dawson, Dana Doucette and Youth – join the youth of our region as they share their ideas about the future of our church and region through worship, presentation and discussion group time.

Worship

Presentation

10.45 -11.00 Coffee Break

Discussion and Feedback

12.00 Grace and Lunch

1.00 Minutes from the Inaugural Meeting

1.10 Budget -Brian Cornelius

1.30 Governance Handbook updates - Mandate of the Vision and Transformation Leadership Team, Nominations Update

2.30 Other Business

Social Justice Network of Eastern Ontario, Bilingual Camp Awesome, “ Becoming Affirming”

3.15 Worship/Prayer Shawls- Mary Smiley and Don Styles

3.45 Closing Remarks- Bronwen Harman and Benediction- Rosemary Lambie

## Appendix J

**Eastern Ontario Outaouais Regional Council**  
**Task Group Report**  
**Feedback from Policy Table Group Discussions**  
**At EOORC AGM, June 2019**

Rev. Don Stiles, Bronwen Harmon, Rev. Kim Heath and JoAnne Fletcher met on July 4, 2019 to review all feedback from all table groups regarding policy discussions. The following are our observations and recommendations to the executive:

**LIVING MISSION STATEMENT:** Allow the regional council to live into its mission and have a vigorous review of the mission statement at the 2020 AGM. There was a clear desire for more inclusive/explicit aboriginal language to be included in the statement.

**Action:** Executive and planning group need to ensure that this a significant part of the 2020 AGM with ample time for discussion.

**By Whom:** Executive, 2020 AGM planning committee, members of EOORC

**EXECUTIVE:** Much of the discussion was in regards to La Table and UCW, both issues being resolved later in the meeting. Other issues were minor. Some felt that the executive could be bigger. It was noted that a formal process for nominating/choosing new members of the executive needs to be put in place.

**Action:** Nominations needs to ensure that the executive is diverse and inclusive. A process for encouraging, nominating and selecting new members of the executive needs to be decided

**By Whom:** Nominations, Executive

**LEADERSHIP TEAMS:** All comments regarding leadership teams will be forwarded to the appropriate staff person/leadership chair.

**Comments of Note:**

- **All Leadership Teams need to have Terms of Reference and Mandates for the October, 2019 Regional Meeting.**
- **Pastoral Relations:**
  - who will deal with retired ministers and pensioners
  - Needs to be a commission if it isn't already
  - Responsibilities and training of various roles need to be clarified to communities of faith
  - Should have geographic representation in all roles if possible
- **LLWL:**
  - Can approval date be staggered to January 2020
  - Chair of team should be elected by the team
  - LLWL's should get pay and mileage equal to supply ministers
- **Nominations:**

- Make applications to serve simpler
- Understand the process is evolving
- Committee itself should reflect diversity in order to encourage/seek out diversity on the executive and leadership teams
- Need to ensure geographic representation without the use of the term: four founding presbyteries
- **Property:**
  - Needs to work hand in hand with church extension and Edge
  - There was a comment about renters vs renting, but was not clear as to its intent
  - Need to provide some guidelines for churches to have on hand when starting to make decisions
- **Scrivens-Baillie:**
  - People would like more information on this and how to access funds
- **Vision and Transformation:**
  - Check out what is happening in the old Toronto Conference re: visioning
  - Who is accessing these funds and who is approving them?
  - How do people apply for these funds
- **Youth and Young Adults (YAYA):**
  - Need more information on this, understand it is evolving
- **(Hospital) Chaplaincy Ministry:**
  - Needs to be fleshed out
  - Get best practices from the four presbyteries
- **Communications:**
  - Need to ensure people know how to get involved in regional ministries/teams

## POLICIES:

- **Travel:**
  - This policy requires further discussion at the executive and council level
    - Some felt all should get 100% of km, and no lower limit should be set
    - Each day of a multi-day conference should be paid if people commute
    - Who qualifies as the second person?
    - 75% penalizes rural communities of faith as carpooling may be impractical
    - Under 50 km not being paid penalizes urban/local communities of faith, if enforced then every first 50 km should not be paid
  - Action:** requires further deliberation at executive and regional council
- **Pastoral Relations Travel Policy:**
  - Will travel be paid for people to attend covenanting services?
  - Is it fair for communities of faith to have to pay for mileage for a supervisor that they do not have a say in choosing: i.e. one from a great distance away
  - Churches may call fewer meetings
  - Will be hard on small, rural communities of faith

**Action:**

- requires further deliberation at executive and regional council levels
- communities of faith may need education on alternative ways that liaisons may be in virtual attendance at some meetings

- **Marriage Practice and Voluntary Associate Minister Policy:**

- Many commented that renewal date needs to be added
- Several would like a 3-year approval cycle
- Need a broader VAM policy

**Action:** Pastoral Relations to follow up

- **Communities of Faith Supervisors:**

- This needs more discussion at the executive and council levels
- There were many requests for clarity of supervisors vs quorum-makers, etc.
- Why is this compensated while other roles are not
- May be hard to implement
- Where was the \$30 decided
- Km should be at 'General Council Rate'
- If supervisor is a minister should compensation go to minister or their community of faith? (this was a very controversial issue at General Council)
- It is really necessary to have a supervisor if there is a minister in place (assume this refers to students, etc.)

**Action:** Requires some discussion among Executive and Pastoral Relations, may need to be opened up for discussion at the October meeting.

- **Policy Regarding Financial Appeals at Annual (General) Meetings:**

- Seen as a very good policy
- Clarify that this applies to items that would change the regional budget, may need a separate policy re: financial appeals not linked to the budget
- Clarify that any appeals must go to executive first so that they can be discussed at the appropriate levels prior to the budget and/or meeting agenda being set
- Clarify that 'pass the bucket' appeals are ok
- Clarify that this applies to all meetings, not just AGM

**Action:** Executive needs to review and provide some clarity

- **Ministry Personnel Involvement in Former Communities of Faith**

- This was a highly controversial policy that generated a lot of passionate discussion on both sides
- It will be difficult for any given policy to address the concerns of ministers who wish to worship in a former charge and those who see this as problematic, including the incumbent ministers
- Preventive education and tools for dealing with concerns will be as important as any policies that are in place

**Action:**

- Don Stiles is working on some possible rewording of this policy
- More discussion is needed at the levels of Pastoral Relations, Executive and Regional Council

- **LLWL:**
  - Pay increase will have an impact on small communities of faith
  - When does this policy come into effect?
  - LLWL's need major oversight. Need to ensure the LLWL's do not interfere with community of faith, need to ensure continuing ed, need to oversee hours worked, etc.  
**Action:** LLWL leadership team, with Whit, can take these comments under advisement
  
- **Proceeds from the Sale of Property:**
  - Some disagreement with the directiveness of how the proceeds must be spent
  - Most agree with indigenous portion and some feel it should be higher  
**Action:**  
Executive can take these comments under advisement, council will want this policy reviewed and possibly revised, with council input
  
- **Property Transactions:**
  - No significant comments on this
  
- **Major Renovations:**
  - Not a lot of issue with this one
  - Some feel number is too high, some too low
  - May need to clarify a renovation vs an emergency repair
  - Can a multi-year project be divided up to avoid need for approvals  
**Action:**  
Executive can take these comments under advisement

## Appendix K

**Hospital Chaplaincy Ministry**  
**Eastern Ontario Outaouais Regional Council****Terms of Reference****Accountability**

The Hospital Chaplaincy Ministry (HCM) is a standing committee of the Eastern Ontario Outaouais Regional Council (EOORC) of the United Church of Canada.

The Ministry will be responsible and accountable to the EOORC, and will submit an annual report to them.

**Membership**

There shall be at least four members, including at least one Order of Ministry and one lay member.

United Church Spiritual Care Hospital Team Coordinators and United Church Spiritual Care Hospital Advisory Board representatives shall automatically be members.

One member should be a Pastoral Care visitor from a Community of Faith.

The Chair of the committee shall be elected by the members of the Hospital Chaplaincy Ministry.

Present Committee members are:

Sandra Copeland (HCM Chair, Coordinator of the Queensway Carleton Hospital United Church Team, and Spiritual Care Advisory Board Representative to the Queensway Carleton Hospital)

Rev. Brian Copeland (Coordinator of the Ottawa Hospital United Church Team)

Adele MacLeod (Spiritual Care Advisory Board Representative to the Ottawa Hospitals)

Jane Burgess, Nancy Hazen, Margaret Joyce and Doug Robinson.

**Resources**

The Hospital Chaplaincy Ministry shall maintain a current contact list of United Church Chaplains, Hospital Spiritual Care Teams, Institutional On-Call Clergy, Congregational Pastoral Care Teams and United Church representatives on Chaplaincy, Pastoral Care Committees and organizations.

**Responsibilities**

The primary duty of the Hospital Chaplaincy Ministry is to ensure that spiritual care is provided to United Church patients in our hospitals, and that the faith perspective of the United Church is well represented on hospital spiritual care advisory boards.

The Hospital Chaplaincy Ministry is the first level of contact to the EOORC on hospital ministry and institutional spiritual/pastoral care issues. It is a forum to communicate and discuss relevant chaplaincy and spiritual/pastoral care issues and ideas, and to share success stories and best practices.

The Hospital Chaplaincy Ministry shall serve to facilitate communications between hospitals and institutions and communities of faith, regarding privileges and requirements for Order of Ministry and Pastoral Care Teams when doing spiritual care visiting.

The Hospital Chaplaincy Ministry will provide hospitals with current contact lists as requested for all United Church Communities of Faith in their area, as provided by the EOORC.

The Hospital Chaplaincy Ministry shall train all new United Church Spiritual Care Coordinators in the hospitals, and ensure that they in turn do the on-site United Church training of all new volunteer visitors on their teams. This training shall compliment and not compete with the Ottawa Pastoral Care Training Program or hospital volunteer resources training.

---

The Hospital Chaplaincy Ministry shall communicate any other relevant training needs and educational topics to the Ottawa Pastoral Care Training Program; and will ensure that all United Church Spiritual Care hospital visitors and Community of Faith Pastoral Care team visitors in our area have taken the basic training course offered by them.

The Hospital Chaplaincy Ministry has budgetary and oversight responsibilities for United Church hospital Spiritual Care Coordinators and United Church representatives to hospital Spiritual Care Advisory Boards, and shall require an annual report from them.

The Chaplaincy Ministry shall provide resources as needed to hospital visiting teams, such as identity badges, visiting cards and patient spiritual resource pamphlets.

#### Recruiting Responsibilities

The Hospital Chaplaincy Ministry shall ensure that there is a United Church Spiritual Care Team Coordinator for each major hospital in the EOORC, and will recruit them with the help of the EOORC.

They HCM shall support them in the hospital application process, and shall make available the current hospital requirements for new volunteer applicants.

The HCM shall ensure that a United Church representative is available to sit on hospital Spiritual Care Advisory Boards, and shall recruit them with the help of the EOORC.

The HCM shall ensure that On-Call Order of Ministry personnel are available to the hospitals, and shall recruit them with the help of the EOORC.

Coordinators of United Church hospital visiting teams, United Church representatives to hospital Spiritual Care Advisory Boards and all United Church volunteer hospital visitors shall be confirmed by appointment letter from the EOORC to the hospital Spiritual Care departments.

#### Meeting Procedures

The Chaplaincy Ministry shall meet monthly on line, and at least once annually in person.

Any three members shall constitute a quorum for the business of the meeting.

Date revised and approved by the Hospital Chaplaincy Ministry: Sept, 2019