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**ANNUAL GENERAL MEETING**

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**Decisions**

**2020-10-16-17\_124 MOTION** (T. Demirdjian-Petro/L. Gardiner) that the enabling motions as circulated be adopted. **Carried**

**2020-10-16-17\_125 MOTION** (T. Demirdjian-Petro/L. Gardiner) that members of the Tech Team serve as Scrutineers: Karen McLean, David Patterson, and Gary McKay. **Carried**

**2020-10-16-17\_126 MOTION** (T. Demirdjian-Petro/L. Gardiner) that the parliamentarians for this meeting be: Don Stiles, Grant Dillenbeck and Kimberly Heath. **Carried**

**2020-10-16-17\_127 MOTION** (T. Demirdjian-Petro/L. Gardiner) that the agenda as circulated be adopted. **Carried**

**2020-10-16-17\_128 MOTION** (T. Demirdjian-Petro/L. Gardiner) that the minutes of the Eastern Ontario Outaouais Regional Council General Meeting of February 22<sup>nd</sup> 2020 be accepted as circulated. **Carried** (*see appendix A*)

**2020-10-16-17\_129 MOTION** (R. Lambie/T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council in favor of Remit 1 – Amendment to the Basis of Union's Article 10.0 on Ministry Personnel. **Carried** (*see appendix B*)

**2020-10-16-17\_130 MOTION** (K. McLean/G. McKay) that the Eastern Ontario Outaouais Regional Council General receive the Annual General Meeting Report Book (October 16, 2020) as circulated. **Carried** (*see appendix C*)

**2020-10-16-17\_131 MOTION** (T. Demirdjian-Petro/D. Stiles) that the Eastern Ontario Outaouais Regional Council provisionally adopt the Terms of Reference of the Scrivens/Baillie Leadership Team as written in the Governance Handbook, with the understanding that the completed Terms of Reference will be presented at the next general meeting. **Carried** (*see appendix D*)

**2020-10-16-17\_132 MOTION** (R. Hollingsworth /W. Harris) that the Eastern Ontario Outaouais Regional Council postpone the discussion and decision of the motion “that the Eastern Ontario Outaouais Regional Council adopt the License to Administer the Sacraments Policy as circulated” to next full meeting. **Carried** (*see appendix E*)

**2020-10-16-17\_133 MOTION** (S. Hutton/K. McLean) that the Eastern Ontario Outaouais Regional Council General receive the Nominations List as circulated. **Carried**

**Nominations**

(*As of October 13<sup>th</sup> 2020*)

**EOORC Executive**

(1 year) Past-President – Bronwen Harman (L) (1.5 years)

(1 year) President – Takouhi Demirdjian-Petro (OM) (1.5 years) – *Also Presiding Officer Manual Section C.2.12b*

(1 year) President-Elect – as of October 2020 – *Vacant until May 2021*

(1 year) Indigenous Community – Rev. Teresa Burnett-Cole (1 year)

(3 years) 9 other members at large – Jim Allen (L) (May 2022), Linda Stronski (L) (May 2022), John Noordhof (OM) (May 2022), Cathy Ryan (L) (May 2022), Carolyn Ruda (L) (May 2022), Ryan Kim (OM) (May 2022), Lynne Gardiner (OM) (May 2023) 2 positions vacant – to keep balance; looking for 2 Ordered.

Full member: Rosemary Lambie (Regional Executive Minister)

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

### **Leadership Teams**

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

### **2020-10-16-17\_134 MOTION (Sue Smarkala/Dianne Cardin)**

WHEREAS the Ottawa Presbytery raised \$123,000 for Multifaith Housing Initiative's previous build of The Haven in Barrhaven;

WHEREAS the Eastern Ontario Outaouais Region Council approved regional fundraising for Multifaith Housing Initiative's new build: Veterans' House (VH) at the EOORC meeting in February 2020;

BE IT APPROVED that the Eastern Ontario Outaouais Regional Council set the goal for Veterans' House fundraising at \$150,000, with the intention to achieve this goal by June 30, 2021. All Veterans Housing Eastern Ontario Outaouais Regional Council donations since February 2020 will be included in this total. Carried

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**2020-10-16-17\_135 MOTION** (B. Cornelius/R. Lambie) that the Eastern Ontario Outaouais Regional Council approve the 2019 Financial Statements. **Carried** (*see appendix A, p. 70 ff.*)

**2020-10-16-17\_136 MOTION** (B. Cornelius/R. Lambie) that the Eastern Ontario Outaouais Regional Council Executive appoint an Internal Independent Review Committee to review and produce the 2020 Financial Statements. **Carried** (*see appendix A, p. 70 ff.*)

**2020-10-16-17\_137 MOTION** (B. Cornelius/R. Lambie) that the proposed 2021 budget for Eastern Ontario Outaouais Regional Council be adopted, acknowledging that adjustments will be made to the transfer amounts based on the value of the Investment Funds as of December 31, 2020. **Carried** (*see appendix A, p. 70 ff.*)

**2020-10-16-17\_138 MOTION** (T. Demirdjian-Petro/K. McLean) that following the rise of the General Meeting of the Eastern Ontario Outaouais Regional Council, all powers of the Regional Council be granted to the Executive until the next General Meeting. **Carried**

**2020-10-16-17\_139 MOTION** (T. Demirdjian-Petro/K. McLean) that the meeting be adjourned after the closing worship, and that the President declares this general meeting of the Eastern Ontario Outaouais Regional Council duly concluded. **Carried**

### **Appendices:**

Appendix A	General Meeting minutes of February 22 <sup>nd</sup> 2020
Appendix B	Amendment to the Basis of Union's Article 10.0 on Ministry Personnel
Appendix C	Annual General Meeting Report Book (October 16, 2020)
Appendix D	Scrivens/Baillie Leadership Team
Appendix E	License to Administer the Sacraments Policy

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***Appendix A***

**General Meeting Minutes of February 22<sup>nd</sup> 2020**

\*Available on Regional Council website

***Appendix B***

**Remit 1 – Amendment to the Basis of Union’s Article 10.0 on Ministry Personnel**

**Background:**

The 43<sup>rd</sup> General Council 2019:

- (i) approved a change to Article 10.0 of the Basis of Union to be inclusive of persons of all gender identities; and
- (ii) authorized this Category 1 Remit to Regional Councils to test the will of the church with respect to this change.

**The Question:**

Does the Regional Council agree that:

- (a) the Order of Ministry be open to persons of all gender identities; and
- (b) the Basis of Union be amended to reflect this change as follows:

10.0 The Order of Ministry shall be open to persons of all gender identities.

***Appendix C***

**Annual General Meeting Report Book (October 16, 2020)**

\*Available on Regional Council website

***Appendix D***

**Scrivens/Baillie Leadership Team**

Leadership Team: Scrivens/Baillie Leadership Team	Date Approved:
	Review date:
Responsibilities: To administer the James Elwood Baillie Helping Others Fund	

**Preamble**

The Montreal and Ottawa Conference of The United Church of Canada received a bequest from the estate of James Elwood Baillie in May of 2009. In accordance with the terms of the bequest, the Montreal and Ottawa Conference establishes the “James Elwood Baillie Helping Others Fund” (here after called The Baillie Fund) with the terms as described below, and in defining these terms understands that it has honoured both the spirit and the direction outlined within the bequest.

**Purpose of The Baillie Fund**

The purpose of The Baillie Fund is to help those between the ages of 13 - 35 who participate in the life of the United Church of Canada and live in the Ontario bounds of the Ottawa Presbytery by being:

- **a benevolent fund** to provide assistance to the named demographic.
- **a grant fund for learning experiences** for the named demographic for experiences that equip participation in the church and community, including camping programs.
- **A program fund** to assist the Ottawa Presbytery of The United Church of Canada by providing programming for the named demographic by supporting projects, programs, and staff that would address the needs of vulnerable-at risk-youth as well as nurturing the spirituality and faith of the named demographic.

**Appointment of Directors for The Baillie Fund**

- Montreal and Ottawa Conference appoint as directors.
- a) the Trustees of “The W.H. Bill Scrivens Memorial Fund for Youth Ministry” (here after called “The Scrivens Fund”). In naming these Trustees as Directors, there is an expressed goal that the Baillie Fund and the Scrivens Fund work as one unit to support the ministry of Youth and Young Adults in the Ottawa Presbytery.
- b) Through its nominations process, the Montreal & Ottawa Conference name two directors.
- c) Through its nominations process, the Ottawa Presbytery name one director, preferably an individual within the named demographic who is actively engaged in Youth and Young Adult Ministry of Ottawa Presbytery.
- The Directors shall elect a chair from among its numbers
- The Directors shall designate signing officers as and if required

**Accountability of Directors**

- The Directors of The Baillie Fund shall be accountable to the Montreal and Ottawa Conference and shall report in written form annually to the Conference, including a full financial report which follows the fiscal year of January 1st to December 31st.
- Montreal and Ottawa Conference shall from time to time review the terms of the Baillie Fund and the responsibilities of the Directors and bring recommendations to the Conference regarding revisions.
- The Directors are mandated to hold, at least once every two years, a gathering with Ottawa Presbytery (inviting other interested “stakeholders”) to discuss the priority areas of ministry to the named demographic that The Baillie Fund exists to support and serve.

**Investment of The Baillie Fund**

- The Fund is an asset of the Montreal and Ottawa Conference
- The Directors of The Baillie Fund are given authority to make determinations regarding the investment of the funds.

**Distribution of the Baillie Fund**

- The Directors of The Baillie Fund are given authority to make determinations regarding distribution of the available funds.

- Investment income and the capital are both available for distribution. However, the normal practice of the Directors would be to establish an annual budget from income earned and growth realized through investments with an intention of maintaining the initial capital for the long-term benefit of the named demographic.
- Capital may be expended for exceptional projects or as loans at the decision of the Directors. In no instance shall the Baillie Fund be expended below \$250,000.
- Any unexpended investment income or growth in any given year shall be added to the capital.

#### **Process for the Distribution of The Baillie Fund**

- The Directors shall be responsible to clearly delineate and communicate the processes for accessing the Baillie Fund within the following parameters:
  - a) Since the terms of the bequest regarding benevolent help specifically prohibit the establishment of an application process by those receiving funds (those aged 13-35 who are in need of assistance), the process of distribution must follow a process where the Directors receive recommendation for funding from congregations, ministry personnel, outreach ministries or presbytery committees on behalf of individuals.
  - b) Since the terms of the bequest also allow for grants as well as programming applications to the Baillie Fund, an application process would be developed and available from the Chair of the Directors identical to the application process utilized by the Scrivens Fund.
  - c) One time loans or grants for projects would be considered on a proposal basis.
- Distribution of grants will occur through the accounting system of the Montreal & Ottawa Conference upon motion of the Directors and subsequent transfer of monies from investments.

#### **Allocation of The Baillie Fund**

- The intent would be for The Baillie Fund to work in cooperation with The Scrivens Fund so that there is the maximum stewardship of both funds to benefit the named demographic of the Baillie Fund as well as the purposes of The Scrivens Fund.
- Subject to the annual confirmation of the Directors the normal allocation of the annual budget established by the Directors would be:
  - a) 20 % be allocated for benevolence
  - b) 40 % be allocated for grants for learning experiences
  - c) 40 % be allocated for program

#### **\*\*\*please read the appended notation\*\*\***

*Appended Notation: (Please note that the numbers utilized below are projections based on an assumption of a 5% return on investments and an assumption that the remaining amount to be received in the bequest is \$250,000. These assumptions, while entirely reasonable, would still need to be realized)*

*Currently, the normal allocation of the annual budget for The Scriven Fund is*

- a) *Two thirds to support Youth and Young Adult Ministry Position of the Ottawa Presbytery.*
  - a) *b) One third is available for program and individual grants.*
  - b) *Through working cooperatively with the Baillie Fund, the trustees of the Scrivens Fund would adjust the normal allocation of their annual budget to the following:*
    - a. *80% to support the Youth and Young Adult Ministry Position of the Ottawa Presbytery*
    - b. *10% be allocated for grants to individuals for learning*
    - c. *10% be allocated for programs*
  - c) *Since the capital of the two funds is similar (around \$500,000 each), an expectation for a normal budget could be \$50,000 (\$25,000 from Scrivens and \$25,000 from Baillie) with a distribution as follows:*
    - a. *50% support to the Youth and Young Adult Ministry Positions (\$25,000 with (\$20,000 from Scrivens and \$5,000 from Baillie which is half of the program fund allocation*
    - b. *25% for grants to individuals (\$12,500 with \$2,500 from Scrivens and \$10,000 from Baillie)*
    - c. *15% for programming support (\$7,500 with \$2,500 from Scrivens and \$5,000 from Baillie which is half of the program fund allocation)*
  - d) *10% for benevolence (\$5,000 with \$0 from Scrivens and \$5,000 from Baillie)*

**Appendix E****Policy Regarding licences to administer the Sacraments**

POLICY NAME: Policy regarding Licences to Administer the Sacraments	Date Approved: June 11 2020
	Review date:
Purpose: The purpose of this policy is to clarify expectations regarding licences to administer the Sacraments. <b>The Manual I.2.4.</b>	

**Preamble**

This document outlines the Eastern Ontario Outaouais Regional Council's policy regarding licences to administer the Sacraments.

**Policy****1. General Policy**

The regional council may grant a licence to administer the sacraments to

- a) a designated lay minister, candidate supply, diaconal supply, ordained supply, or retired diaconal minister;
- b) lay people who were serving as a designated lay minister at the time of their retirement and who had been recognized by the regional council as a designated lay minister; and
- c) members of communities of faith without a called or appointed member of the order of ministry or designated lay minister. A member holding a licence to administer the sacraments is called a "sacraments elder." There are policies for the qualifications, assessment, and education of lay people to be sacraments elders

**2. Diaconal Ministers**

The regional council must grant a diaconal minister a licence to administer the sacraments when the diaconal minister is serving in a call or appointment, or are employed in another ministry position. The licence will be for the duration of the call, appointment, or other ministry position.

**3. Process**

The regional council is responsible for making a decision on whether to grant a person a licence under section I.2.4.1 above. The community of faith may initiate the process by making a request to the regional council that a licence be granted. In the case of a candidate supply, a letter from the training institution/professor/instructor/mentor noting the completion of a course of study on the sacraments is required and a full year of experience with the requesting community of faith.

**4. Terms of Licence**

- a) A designated lay minister who has been recognized by the regional council may administer the sacraments within the bounds of the regional council where they are a member for the duration of the appointment.
- b) A candidate, once having fulfilled the academic and year-of-experience requirements, or a diaconal supply who has been appointed to a community of faith may administer the sacraments in that community of faith for the duration of the appointment.
- c) A member who was serving as a designated lay minister at the time of their retirement, and who had been recognized by the regional council as a designated lay minister may administer the sacraments within the bounds of the regional council who is granting the licence. They must act in co-operation with the governing body of the community of faith where they are administering the sacraments.
- d) A sacraments elder may administer the sacraments in their community of faith for a 12-month term that may be renewed. The licence automatically ends if a member of the order of ministry or designated lay

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minister is called or appointed to the community of faith.

The requirements to name and licence a lay person as a sacraments elder can be found in the Sacraments Elder Handbook: [https://www.united-church.ca/sites/default/files/handbook\\_sacraments-elders.pdf](https://www.united-church.ca/sites/default/files/handbook_sacraments-elders.pdf)

The Regional Council:

1. Recognizes that the office of Sacraments Elder was intended for exceptional circumstances. The absence of a settled, called or appointed minister on a community of faith does not, in itself, trigger the licensing of a Sacraments Elder.
2. The Pastoral Relations Commission confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place. The Regional Council Executive may not concur with the recommendations.
3. The Sacraments Elders Workbook will be the principal guide for instruction on the administration of the sacraments. The Pastoral Relations Minister shall be responsible to provide the training. The training is approximately 16 to 20 hours, timing to be divided between two to four modules with sufficient time between them for reflection.
4. The Pastoral Relations Commission will recommend appointing an ongoing mentor, potentially the pastoral charge supervisor.
5. Upon completion of this process, the Pastoral Relations Commission will bring a motion to the Regional Council Executive for action.