

**Eastern Ontario Outaouais Regional Council**  
**Meeting of the Executive**  
**Thursday, April 28, 2022 – 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	Past-President
Susan (Sue) Hutton, DLM Candidate	President-Elect
Jim Allen	Member
Rev. Teresa Burnett-Cole	Member
Liz Church	Member
Rev. Ryan Kim	Member
Rev. John Noordhof	Member
Caroline Ruda	Member
Catherine Ryan	Member
Linda Stronski	Member (Departed at 11:45 AM)
Rev. Dr. Peter Bartlett	Corresponding Member - Minister Supporting Clusters & Networks
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults Faith, Clusters and Networks (Departed at 11 AM)
Anita Jansman	Corresponding Member - Communications and Administration Assistant
Rev. Rosemary Lambie	Executive Minister, Full Member
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister

**REGRETS/ABSENT**

Rev. Takouhi Demirdjian-Petro	President
Rev. Lynne Gardiner	Member
Rev. Cindy Casey	Member
Rev. Brian Cornelius	Corresponding Member – Treasurer for the Regional Council

**Opening Devotions and Land acknowledgement** – Carolyn Ruda led the Land Acknowledgement, acknowledging the stewardship of these lands, past and present, and gave thanks to First Nations Peoples for their care of this land throughout the centuries. Carolyn referred to the story in the Bible (John 21:1-17) when Jesus invites his disciples to have breakfast. This story reminds us that Jesus is always with us. Carolyn also referred to the foodbank in Cornwall, ON, and compared how this mission, like Jesus feeding his disciples, feeds God's children. It is similar with the student nutrition program operating throughout Ontario, which ensures that every child is fed with healthy breakfasts before they start their day of learning. In the Ukraine, there are groups feeding people displaced by the war. "Now come and have some breakfast!" – "God's table is loaded with good things... help yourself, all you can eat." All of us have the opportunity to share God's generous love with all those who need it. We are all invited to be nourished with the Gospel. Carolyn closed this time of devotion in prayer.

**Circle Time for Sharing** – All were invited to share.

**Appointment of an Equity Monitor for this Meeting**

**2022-04-28\_001 MOTION** (L. Church/C. Ryan) That the Eastern Ontario Outaouais Regional Council Executive appoints Rev. Teresa Burnett-Cole as Equity Monitor for this meeting. **CARRIED**

**MINUTES****a) March 10, 2022**

**2022-04-28\_002 MOTION** (J. Allen/L. Church) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of March 10, 2022 as distributed. **CARRIED**

**b) April 13, 2022**

**2022-04-28\_003 MOTION** (C. Ryan/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of email vote ending April 28, 2022 as distributed.

*2022-04-13\_001 MOTION: (C. Casey/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive approves the sale of certain Real Property, the legal description of which is BLK A PL 22029 LANARK S SOUTH ELMSELEY EXCEPT PT 1-3, 27R7350, TOWN OF SMITHS FALLS, COUNTY OF LANARK. (The "PT 1-3, 27R7350" refers to the three lots the Church previously sold. "BLK A PL 22029" refers to a Block of land on the Plan of Subdivision numbered 22029 being the parcel of land original received by the Church. The Province allows a description (the PIN description) that has reference plan exceptions (PT 1-3, 27R7350) to a prior larger parcel that was/is properly described (Block A Plan 22029). The municipal address of which is the corner of Bell Avenue and John Street, Smiths Falls, Ontario, pursuant to an agreement between the Board of Trustees of Trinity United Church Smith Falls, County of Lanark, a congregation of the Trinity Pastoral Charge of The United Church of Canada as seller, and Guy Saumure & Sons Construction Co (Smiths Falls) - In Trust" as buyer for \$1,050,000 dollars.*

*The irrevocability date is April 30, 2022 and the closing date is May 31, 2022. There are no realtor commissions associated with the offer and the buyer will also pay the HST if applicable.*

*The deposit is \$20,000 dollars and the balance due will be \$1,030,000 dollars. There are no condition or warranties associated with the offer.*

*A Ministry Plan outlining the disposition of the proceeds arising from the sale has been endorsed by the congregation at the Annual Congregational Meeting March 20, 2022. This includes 10 % to be remitted to The United Church of Canada for the ongoing support of Indigenous Ministries and 90% retained by the Community of Faith in support of the aspirations, vision, mission and ministries of the congregation.*

*CARRIED (L. Stronski abstains)*

**CARRIED****Agenda**

**2022-04-28\_004 MOTION** (S. Hutton/C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as amended: YAYA reporting will be moved up in the agenda. **CARRIED**

**Correspondence**

- a) March 16, 2022 Rev. Ed Gratton South Gloucester United Church re support for making church accessible (*for information – refer to Church Extension and Property Team*)
- b) March 21, 2022 Rev. Takouhi Demirdjian-Petro re support for a proposal to General Council 44 re recognition and education about the Armenian Genocide (*for information*)
- c) April 6, 2022 Linda Foy, Reviewer re draft J4 Report on Zion Evangelical United Church, Pembroke (*for action*)
- d) April 25, 2022 Nicole Treksler, legal counsel at GCO re Churches during Covid (*for information*)

- e) April 26, 2022 Rev. Lynda Harrison, St. John's United Church, Kemptville re structural issues with the building (*for information, refer to Property Team*)
- f) April 26, 27 and May 3, 9 Rev. Dan Hansen, 4 letters reacting to J4 Report (*for information*)

### Order of the Day: YAYA Reporting (see section 11)

### Business

#### Supporting and enhancing the ministry of Communities of Faith

#### 1. Governance

- See Policy on Compensation for Pulpit Supply during GC 44 as **Appendix A**
- See Policy on Pulpit Supply Compensation as **Appendix B**
  - a) **2022-04-28\_005 MOTION** (L. Church/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive concurs with the *Policy on Compensation for Pulpit Supply during GC 44*. **CARRIED**
  - b) **2022-04-28\_006 MOTION** (S. Hutton/C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive concurs with the *Policy on Pulpit Supply Compensation*. **CARRIED**

#### 2. Finance

- See Reviewed Financial Statements for 2021 as **Appendix C<sup>1</sup>**
- See 2022 Financial Report as **Appendix C<sup>2</sup>**
- See Finance Committee Annual Report in May 2022 as **Appendix C<sup>3</sup>**
  - a) **2022-04-28\_007 MOTION** (T. Burnett-Cole/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive receives the financial documents as circulated and recommends acceptance of the 2021 Financial Review to the Regional Council meeting in May. **CARRIED**

#### 3. Supporting Communities of Faith –

**A. Relationship Support** – Rosemary shared a PowerPoint, which explained what a *J4 Review* is (review of the congregation) – not of the Minister; which would be a J6).

- a) **Zion-Evangelical United Church, Pembroke**  
**2022-04-28\_008 MOTION** (T. Burnett-Cole/L. Church) that the Eastern Ontario Outaouais Regional Council Executive receives the J 4 Report and recommendations of the Reviewer Linda Foy for information and agrees to schedule a special meeting with representation of the community of faith, prior to decisions being made. **CARRIED**

Special Meeting: May 12<sup>th</sup> (on Zoom) 9 AM – Noon

- b) **Genesis Cooperative**  
**2022-04-28\_009 MOTION** (J. Allen/R. Kim) that the Eastern Ontario Outaouais Regional Council Executive receives this report entitled: *Pastoral Care Visit to Genesis Cooperative and Glengarry East Pastoral Charge*. **CARRIED**

Suggested to provide companionship as Vision Support – Rev. Peter Bartlett

- c) St. Paul's Richmond United Church: pending report of Commission
- d) Zion United Church, Apple Hill: disbanding date will be delayed

#### B. Property Support

- a) Roebuck: awaiting final disbursement of funds

- b) St. Andrew's, Bryson (Campbell's Bay Pastoral Charge): sale finalized, awaiting documents and payment
- c) St Paul's United Church (Kenmore): title search in process
- d) Thurso United Church: pending disbursement plan
- e) Iroquois United Church: pending (cemetery)
- f) South Gloucester United Church: support for making church accessible
- g) St. John's United Church, Kemptville: structural issues with the building

**C. Engaging with UPRC (United Property Resource Corporation)**

- a) St. Paul's United Church, Perth
- b) Queenwood United Church
- c) Hawthorne United Church
- d) St. Paul's–Eastern United Church
- e) Grace-St. Andrew's United Church, Arnprior
- f) Merrickville United Church: initial conversation

Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith
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**4. Pastoral Relations**

- See Pastoral Relations Commission minutes from meeting of March 8, 2022 (Approved) as **appendix E<sup>1</sup>**.
  - See Pastoral Relations Commissioner minutes from meeting of April 12, 2022 (Draft) as **Appendix E<sup>2</sup>**.
  - See Pastoral Relations Terms of Reference as **Appendix E<sup>3</sup>**
- a) **2022-04-28\_010 MOTION** (S. Hutton/L. Church) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meeting of March 8<sup>th</sup>, and April 12<sup>th</sup> 2022 for information. **CARRIED**

Discussion: It was highlighted that there are currently 29 vacancies for Ministry Personnel. Vacancies are due to calls being extended that are only a quarter-time. It is being suggested that congregations come together to consider full(er)-time ministry.

It was highlighted that some lay leadership training is underway to help members within congregations offset the delay in filling pulpits with Ministry Personnel.

It was suggested that workshops be offered to encourage congregations coming together in order to avoid quarter time positions – not amalgamating, but sharing a minister.

**Sacrament Elders:** There have been two requests made for training of Sacraments Elders.

- b) **2022-04-28\_011 MOTION** (S. Hutton/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receives the Pastoral Relations Terms of Reference and update the Governance Handbook.

**CARRIED**

**5. Licensed Lay Worship Leaders –**

**2022-04-28\_012 MOTION** (C. Ryan/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation that the following Licensed Lay Worship Leaders to be relicensed at the Regional Council meeting in May 2022.

Adamovits, Allison	Jacobs, Barbara	Page, Jeannie
Allen, Jim	Jinkinson, Deborah	Patterson, David
Anthony, Sheila	Johns, Barbara	Reichert, Martin
Burnett-Cole, Ruth	Kelso, Cathie	Robertson, Mackie
Blanchard, Lynda	Knoyle, Jessica	Ruda, Carolyn
Burbridge, Christine	Langill, Stephanie	Sabadash, Hilda
Clemis, David	LeGrow, Barbara	Sales, Alison
Davies, Harriette	LeGrow, John	Sanderson, Sharon
DeJeet, Barb	Lloyd, Neil	Smith, Sandra
Doyle, Luane	MacDonald, Sharon	Tanner, Joanne
Ducette, Dana	Marjerrison, Merle	Tuffin, Sally
Ferguson, Tammy	McCooeye, Gail	Warnock, Bonnie
Gardell, Dietlind	McGrath, Heather	Webb, Laura
Grant, James	McCaw, Lynn	Whiteley, Paul
Hoy, Charlotte	McNamee, Lillian	Workman, Carol
Huggett, Nancy	Miner, Carla	Wrightly, Norma
Hunt Stephens, Marni	Nicholls, Andrew	

**CARRIED** (C. Ruda, J. Allen abstains)

Supporting and nurturing Right Relations, Social and Ecological Justice
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**6. Social Justice and Networks –** Rev. Peter Bartlett highlighted items in his report.

- See EOORC Visioning Support for Communities of Faith, Clusters and Social Justice Networks, April 2022 Regional Update as **Appendix F**

Discussion: Suggested to add 'Visioning' heading in the agenda under section 'Supporting and enhancing the ministry of Communities of Faith', either as a sub-heading under 'Relationship Support' or as a stand-alone heading.

Peter mentioned that he is engaging with congregations already in terms of visioning.

It was noted that visioning could also include how 'education' is being extended to rural areas.

Supporting people in all seasons of life
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**7. Vision and Transformation –**

- a) **2022-04-28\_013 MOTION** (J. Allen/L. Church) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Vision and Transformation Team that the YAYA Team be granted \$3,000 to purchase musical instruments and other supplies for use in worship and other regional gatherings. **CARRIED**
- b) **2022-04-28\_014 MOTION** (J. Allen/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Vision and Transformation Team that the Elgin United Church be granted \$5,000 per year for two years to support youth ministry. Funding for the second year would be released upon a report of the activities of the first year. **CARRIED** (C. Ryan Abstains)
- c) **2022-04-28\_015 MOTION** (J. Allen/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Vision and Transformation Team that the Calvin and Wesley United Churches be granted \$1,550 to support a cosmic walk and a family engagement centre for hands on activities in awe of creation and the challenges that face us as the one earth community. **CARRIED**
- d) **2022-04-28\_016 MOTION** (J. Allen/C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Vision and Transformation Team that Knox United Church (Nepean, ON) be granted \$3,245 to erect a sign to explain the significance of the stone turtle that it has placed on its property as an enduring monument using the traditional story of Turtle Island as an educational starting point for its Right Relations program. **CARRIED**
- e) **2022-04-28\_017 MOTION** (R. Lambie/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive table the following motion until the next meeting (June 9<sup>th</sup> 2022). **CARRIED**

2022-04-28\_XYZ MOTION (/) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendations of the Vision and Transformation Team that Elgin United Church be granted \$5,000 per year for two years to provide pastoral care in the absence of a minister.

Peter Bartlett will follow up to get more information.

Discussion: It was noted that follow-up work may also need to be done with Christ United Church in regards to grant provided for Pastoral Care work (granted noted in Nov. 2021).

- f) **2022-04-28\_018 MOTION** (J. Allen/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendations of the Vision and Transformation Team that MacKay United Church be granted \$5,000 to recording studio support for its spiritually grounded and community inspired MacKay SoundWalk to foster thoughtful conversations around spirituality and the arts. **CARRIED**

## 8. Stewardship

- See Stewardship report and promotions materials as **Appendix G**

**2022-04-28\_019 MOTION** (C. Ruda/L. Church) that the Eastern Ontario Outaouais Regional Council Executive receives the Stewardship Report for information and that the contents be circulated and widely promoted. **CARRIED**

Note: Information will be widely circulated.

9. **Affirm** – Worship taking place on May 16<sup>th</sup> (evening). Details will be forwarded to Anita for circulation.

Supporting and Building Communications
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10. **Communications** – Anita Jansman shared her report, see attached as **Appendix H**. Anita highlighted that delegates are welcome to join the Spring General meeting in small clusters.

**11. YAYA – Dana highlighted items in her report.**

- See YAYA Report as **Appendix I<sup>1</sup>**.
- See Spiritual Care in Secondary Schools, Spiritual Care Coordinator Position as **Appendix I<sup>2</sup>**

Discussion: Dana invited invitations from congregations to the interns (pilgrims) to participate in projects that may be ongoing.

Spiritual Care in Secondary Schools, Spiritual Care Coordinator Position has become vacant. See application for job description. This is an ecumenical position, funded through the school board.

YAYA is looking to plan retreats for youth (three times a year, in person, maybe over a couple of days). Dana invited questions regarding planning.

**12. Nominations –**

**2022-04-28\_020 MOTION** (S. Hutton/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive concurs with recommendation of the Nominations Team that due to several resignations and to ensure sufficient representation, Liz Church be named as a new Commissioner for General Council 44. **CARRIED** (L. Church abstains)

Additional Information:

3 vacancies – Nominations

2 vacancies – Finance

1 vacancy – Vision & Transformation

Nominations is currently looking to fill one vacancy for GC 44 Commissioner (needs to be chosen by mid-June)

**13. Spring Regional Council General Meeting – Fri May 27, Sat May 28****New Business**

**Report from Equity Monitor** – Teresa provided some feedback, highlighted that more time could be had for response-time for motion.

**Opening worship for next meeting** – Rosemary Lambie (May 12<sup>th</sup>) / Cathy Ryan and Sue Hutton (June 9<sup>th</sup>)

**Motion to adjourn**

**2022-04-28\_021 MOTION** (S. Hutton/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive adjourn this meeting at 12:07 PM. **CARRIED**

**Closing Prayer** – Rev. Teresa Burnett Cole closed the meeting in prayer.

**Next meeting date**      Special meeting re Review, Thursday May 12<sup>th</sup> morning  
                                  Regional Council gathering – hold Fri May 27th and Sat 28th (ZOOM)  
                                  Thursday, June 9, 2022 9:00 – noon on zoom  
                                  Thursday, September 8, 2022 9:00 – noon on zoom  
                                  Thursday, October 13, 2022 9:00 – noon on zoom  
                                  Thursday, November 10, 2022 9:00 – noon on zoom

Bronwen Harman,  
Past -PresidentRev. Rosemary Lambie,  
Executive Minister**Appendices**

Appendix A	Policy on Compensation for Pulpit Supply during GC 44	Page 92
Appendix B	Policy on Pulpit Supply Compensation	Pages 93
Appendix C <sup>1</sup>	Reviewed Financial Statements for 2021	Pages 94-110
Appendix C <sup>2</sup>	Financial Report 2022	Pages 111-114
Appendix C <sup>3</sup>	Finance Committee Annual Report in May 2022	Pages 115-116
Appendix D <sup>1</sup>	(Approved) Pastoral Relations Commission minutes from meeting of March 8, 2022	Pages 117-120
Appendix D <sup>2</sup>	(Draft) Pastoral Relations Commission minutes from meeting of April 12, 2022	Pages 121-125
Appendix D <sup>3</sup>	Terms of Reference: Pastoral Relations Commission	Pages 126-127
Appendix E	EOORC Visioning Support for Communities of Faith, Clusters and Social Justice Networks, April 2022 Regional Update	Pages 128-130
Appendix F	Stewardship Report	Pages 131-132
Appendix G	Communications Report	Page 133
Appendix H <sup>1</sup>	YAYA	Pages 134-135
Appendix H <sup>2</sup>	Spiritual Care in Secondary Schools, Spiritual Care Coordinator Position	Pages 136-137



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Appendix A**Policy on Compensation for Pulpit Supply during General Council 44**

POLICY NAME: Policy on Compensation for Pulpit Supply during GC 44	Date: April 28, 2022
	Review date
Purpose: Remunerate pastoral charge for the cost of pulpit supply while their minister attends GC44	

**Background**

Historically, the General Council Office (GCO) has reimbursed pastoral charges for the cost of providing pulpit supply while their minister attends a meeting of the General Council. This is not being done for the virtual GC44. While the virtual GC44 does not require a minister who has been elected as a commissioner to travel, it does include four lengthy sessions on Sunday which either prevents the minister from delivering their Sunday worship services or places a significant burden on the minister to both deliver Sunday worship and fully participate in the GC44 sessions. When this happens, the pastoral charge may incur the cost of paying pulpit supply for up to four weeks beyond the norm. This is contrary to the previous spirit of the GCO recognizing the cost to a pastoral charge when its minister has been elected to serve the church as a General Council commissioner.

**Policy**

The Eastern Ontario Outaouais Regional Council (EOORC) adopts a policy of remunerating a pastoral charge for an amount up to \$250 per Sunday to cover the cost of providing pulpit supply for the four (4) Sundays when its minister is attending GC44.

A pastoral charge wishing to receive such compensation will submit an invoice to the Treasurer of the EOORC, who will have been provided with the names that may apply.

## Appendix B

**Eastern Ontario Outaouais Regional Council  
Policy on Pulpit Supply Compensation**

POLICY NAME: Regional Council Policy on Pulpit Supply Compensation	Date Approved: 2022
	Review date:
Purpose: This policy outlines the procedures for The <b>Manual 2022 I. 1.11.5</b>	

**Preamble**

This document outlines the Eastern Ontario Outaouais Regional Council's Policy on Compensation for Pulpit Supply within the Regional Council.

**Policy**

Individuals must receive fair compensation for services provided:

- a) The General Council sets the rate annually for pulpit supply for ministry personnel;
- b) The Regional Council has a *Licensed Lay Worship Leader Policy & Guidelines* May 2019 stating "The Community of Faith is expected to remunerate Licensed Lay Worship Leaders appropriately based upon the General Council rate for supply;
- c) Worship preparation takes considerable hours for both ordered and lay;
- d) On occasion, communities of faith cancel a service on very short notice, having previously committed someone to provide the Sunday worship service including but not limited to inclement weather, illness, catastrophe, pandemics;
- e) Remuneration is given to compensate for the worship preparation time at the rate of 2/3 the daily rate to the person (LLWL or Ordered) who prepared the service (no mileage of course).

**Process**

1. The Community of Faith:
  - a. Organizes for pulpit supply from either visiting ministry personnel or a trained and approved Licensed Lay Worship Leader;
  - b. The Community of Faith compensates the pulpit supply personnel at General Council rates: at 100% if the service is conducted, at 2/3 if the service is cancelled with less than a week's notice.

<https://united-church.ca/sites/default/files/2021-07/2022-salary-schedule-ministry-personnel.pdf>

Appendix C<sup>1</sup>



**CONSEIL RÉGIONAL  
DE L'OUTAOUAIS ET DE L'EST DE L'ONTARIO  
EASTERN ONTARIO OUTAOUAIS  
REGIONAL COUNCIL**

## Financial Statements

For the year ended December 31, 2021

**Eastern Ontario Outaouais Regional Council****Independent Internal Review of the 2021 Financial Statements**

Canada Revenue Agency requirements state that registered charities must provide financial statements as part of their filing requirements for the annual information return. If the registered charity has an annual income of over \$250,000, the Charities Directorate *recommends* that financial statements be audited.

Section 6.3 of the United Church of Canada Manual states that a "*church audit or independent review is an independent evaluation of the financial reports, records, and internal controls of the church by a qualified person or persons for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether the law, The Manual, and policies and procedures are being complied with.*"

The independent review includes all funds and bank accounts held by the Eastern Ontario Outaouais Regional Council. The independent reviewers do not handle any Regional Council funds and are at *arm's length* from the functions of the treasurer and bookkeeper.

The Executive of the Eastern Ontario Outaouais Regional Council appointed three persons from the Regional Council to be the Internal Independent Review Committee. All three reviewers either had an accounting background or were familiar with financial statements. This committee met to conduct an Internal Independent Review of the 2021 Financial Statements on **Tuesday, March 22, 2022**.

**The reviewers were:**

**Paul Dillman, Riverside United Church in Ottawa**

**Christine Kilburn, St. Paul's United in Perth**

**Joe Smarkala, Woodroffe United Church in Ottawa**

The Committee was provided the current and relevant financial documents see **Appendix A**.

The procedures completed by the Committee are listed in **Appendix B**.

The Committee had access to the Treasurer in order to ask questions and receive clarification.

The findings of the Internal Independent Review Committee of Financial Statements are found in **Appendix C**.

**Appendix A****Items made available to the Committee performing the Independent Internal Review of the 2021 Financial Statements**

- Complete set of draft financial statements for the year
- Access to the complete accounting records
- Printout of Income statement (both condensed and detailed) and Balance Sheet
- Bank reconciliations and bank statements for the entire year
- Cheque requisitions for the entire year
- GIC statements at yearend.
- Investment statements for Fiera Capital Wealth at yearend
- Correspondence regarding McKendry Fund
- Audited statements of Church Extension Fund
- List of accounts receivable, accounts payable, prepaid expenses, and prepaid revenue
- Records of shared expenses with East Central Ontario Regional Council and Nakonha'ka Regional Council.
- Correspondence and records for all Funds "held in Trust"
- An accounting of charitable receipts issued
- Confirmation that the T3010 has been filed with Canada Revenue Agency
- Records of T4's for Camp Awesome and Employer remittances
- Records of T4A's for paid honoraria
- Records for VISA payments
- Records for tracking General Council transfers for the following
  - Payroll for Governance and Mission & Ministry
  - Mission Support Grants
  - IT and Incorporated Ministry reviews

**Appendix B****Procedures Completed by the Internal Independent Review Committee of Financial Statements**

**Purpose:** To reassure the Regional Council and protect the treasurer by acting as an important "double check" on the records and ensure that all financial transactions have been properly recorded.

**Procedures:**

1. Obtain a bank reconciliation and bank statement at December 31, 2021 and ensure:
  - The bank balance on the reconciliation agrees to the bank statements
  - The reconciled balance agrees to the financial records
  - Any reconciling items appear plausible
2. Obtain a copy of GIC and Fiera investment statements for the year and ensure the following:
  - Balance at year end ties to the investment statements
  - Revenue recorded for year appears plausible when compared to the statements
  - Review value of investment funds and ensure plausible
3. Review Previous Year's T3010 Charity Return form with Canada Revenue Agency.
4. Review Church Extension Statements and McKendry Fund letters.

5. Review Payroll through General Council grants.
6. Review Payroll for Camp Awesome and Review issued T4's
7. Review Honouraria paid and issued T4A's
8. Obtain a listing of accounts receivable, accounts payable, and prepaid expenses at yearend and ensure the listing appears plausible.
9. Review listing of donations for the year and ensure that tax receipts have been issued properly.
10. Ensure all funds which need to be forwarded to other charitable organizations have been sent by year end, especially related to sale of Properties.
11. Review expenses for the year. Compare to prior year and to the budget, and enquire about any items that appear unusual. Spot check for sufficient record keeping to legitimize expenses.
12. Review Ministry Accounts and ensure plausible
13. Review income procedures and deposit book.
14. Review HST/GST/QST procedures.
15. Read all notes and schedules and question anything unusual.

#### Appendix C

##### Findings of the Independent Internal Review Committee

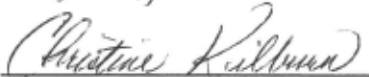
We have completed an independent review of the financial statements of Eastern Ontario Outaouais Regional Council for the year ended December 31, 2021. Nothing has come to our attention that causes us to believe that these financial statements are false or misleading.

Signed:

Paul Dillman



Christine Kilburn



Joe Smarkala



Dated: March 22, 2022

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Statement of Financial Position  
As of December 31, 2021

	2021	2020	Change
<b>Assets - Current</b>			
Cash (Toronto Dominion Bank Account)	61,899	339,437	(277,538)
Cash (Toronto Dominion Savings Account)	95,132	5,023	90,109
GIC - Campbell's Bay	71,357	71,200	157
GIC - Lower Litchfield Cemetery	5,388	5,380	8
GIC - Thurso	204,436	203,959	477
Lower Litchfield Cemetery	3,300	2,965	335
	441,512	627,965	(186,453)
<b>Accounts Receivable</b>			
Accounts Receivable	33,303	48,084	(14,781)
Accounts Receivable (HST/QST)	638	2,270	(1,632)
	33,941	50,355	(16,413)
<b>Assets - Investments</b>			
Fiera Capital Investment Account	5,087,773	4,185,550	902,223
Loan to Orleans United Church	100,000	100,000	0
	5,187,773	4,285,550	902,223
<b>Other Assets</b>			
Pre-paid accounts	0	0	0
	0	0	0
<b>Total Assets</b>	<b>5,663,226</b>	<b>4,963,869</b>	<b>699,358</b>
<b>Liabilities</b>			
Accounts Payable	23,225	103,210	(79,985)
<b>Total Liabilities</b>	<b>23,225</b>	<b>103,210</b>	<b>(79,985)</b>
<b>Held In Trust Accounts</b>			
Campbell's Bay	71,937	71,780	157
Lower Litchfield Cemetery	8,689	8,345	343
St. Marc's	0	16,500	(16,500)
Thurso	204,654	204,177	477
	285,280	300,802	(15,523)

See accompanying notes to Financial Statements

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Statement of Financial Position  
As of December 31, 2021

	2021	2020	Change	
<b>Equity</b>				
<b>Investment Funds</b>				
Eastern Ontario Outaouais Regional Council Fund	1,049,873	928,346	121,527	Note 4, Note 9, and Schedule 10
James Elwood Baillie Helping Youth Fund	719,744	632,436	87,309	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	2,351,768	2,005,982	345,786	Note 4, Note 9, and Schedule 10
W.H. (Bill) Scrivens Memorial Fund for Youth	530,802	460,606	70,196	Note 4, Note 9, and Schedule 10
	<b>4,752,188</b>	<b>4,127,369</b>	<b>624,818</b>	
<b>Ministry Accounts</b>				
Camp Awesome Project	111,000	0	111,000	Note 6
Camp Bitobi	66,000	66,000	0	Note 6
Ecological Grief into Growth	15,000	0	15,000	Note 6
Faith and Arts Ottawa	27,623	27,623	0	Note 6
Healing Pathway Regional	4,857	4,857	0	Note 6
Kingston Resource Centre	13,788	13,788	0	Note 6
Ministry Personnel Events	1,623	1,623	0	Note 6
Parish Collective	0	2,457	(2,457)	Note 6
Project Footprint	4,202	4,202	0	Note 6
Sisters Stream	25,000	25,000	0	Note 6
United Mining for Justice	33,208	33,808	(600)	Note 6
Youth Ministry - Trips	4,214	4,214	0	Note 6
Youth Ministry - Zambia	3,890	3,890	0	Note 6
	<b>310,404</b>	<b>187,461</b>	<b>122,943</b>	
Governance Fund (Unrestricted)	210,398	169,103	41,295	Note 3
Mission & Ministry Fund (Unrestricted)	81,733	75,924	5,809	Note 3
<b>Total Unrestricted Surplus (Deficit)</b>	<b>292,131</b>	<b>245,027</b>	<b>47,103</b>	
<b>Total Liabilities and Equity</b>	<b>5,663,226</b>	<b>4,963,869</b>	<b>699,357</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, 2021**

Income	Governance		Mission & Ministry		Total	
	2021 Actual	2020 Actual	2021 Budget	2020 Actual	2021 Budget	2020 Actual
Grant - Assessments	334,375	325,000	325,000	0	0	325,000
Grant - Assessment (Executive Minister/Assistant	33,500	33,500	33,500	0	0	33,500
Grant - Mission & Service Fund	0	0	0	289,000	240,000	289,000
Grant - Special Funding	0	0	0	0	0	0
Donations/Donated Expenses	0	0	0	2,000	0	0
Interest/McKendry Fund	271	1,697	1,000	0	0	0
Mission & Service Fund Donations	0	0	0	0	0	1,697
Transfer Baillie/Scrivens Youth Salary/Program	0	0	0	21,800	21,800	20,400
Transfer Baillie/Scrivens Grants	0	0	0	23,682	21,800	6,800
Transfer EOORC Fund	18,500	18,000	18,500	18,000	18,500	37,000
Transfer Mission Strategy Grants	0	0	0	81,595	82,000	24,000
Youth Programming Revenue	0	0	0	0	815	815
<b>Total Income</b>	<b>386,646</b>	<b>378,197</b>	<b>378,000</b>	<b>387,577</b>	<b>384,100</b>	<b>737,212</b>
				<b>359,015</b>		<b>763,600</b>

Expenses (net of Recoveries)	Governance		Mission & Ministry		Total	
	2021 Actual	2020 Actual	2021 Budget	2020 Actual	2021 Budget	2020 Actual
Clusters, Leadership Teams, Networks (Schedule 1)	951	546	8,000	4,477	10,000	5,428
Candidate for Ministry and RCOO Training Grants	2,700	2,700	2,700	0	0	2,700
Congregational Reviews & Support	934	12,483	10,000	0	0	12,483
Finance and Archives (Schedule 2)	22,987	21,920	27,900	0	0	21,920
Mission & Service Fund Donations	0	0	0	0	0	0
Mission Strategy Grants	0	0	0	81,595	82,000	24,000
Mission Support Grants (Schedule 3)	0	0	0	135,520	136,100	135,520
Office Costs (Schedule 4)	11,917	10,481	14,000	390	1,000	12,307
Partnership Ministries (Schedule 5)	2,500	2,500	2,500	6,350	6,350	8,850
Personnel (Schedule 6)	204,580	212,915	233,750	117,075	141,600	321,654
Regional Meetings (Schedule 7)	2,208	7,957	64,000	0	0	7,957
Technology and Communications (Schedule 8)	6,575	6,840	9,500	0	0	6,840
Youth Grants	0	0	0	23,682	21,800	23,682
Youth Programming (Schedule 9)	0	0	0	12,680	17,000	12,680
<b>Total Expenses</b>	<b>255,352</b>	<b>278,342</b>	<b>372,350</b>	<b>381,768</b>	<b>415,850</b>	<b>587,821</b>
<b>Net income (deficit) from general operations</b>	<b>131,294</b>	<b>99,855</b>	<b>5,650</b>	<b>5,809</b>	<b>(31,750)</b>	<b>149,391</b>
				<b>49,536</b>		<b>(24,600)</b>

...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, 2021

	2021	2020
<b>Governance Fund (Note 3)</b>		
Opening Equity	169,103	69,248
Income (including transfers)	386,646	378,197
Expenses (including grants)	(255,352)	(278,342)
Reallocation to Camp Awesome Project	(90,000)	0
Closing Equity	<b>210,398</b>	<b>169,103</b>
<b>Mission &amp; Ministry Fund (Note 3)</b>		
Opening Equity	75,924	26,388
Income (including transfers)	387,577	359,015
Expenses (including grants)	(381,768)	(309,479)
Closing Equity	<b>81,733</b>	<b>75,924</b>
<b>Investment Funds (Schedule 10 and Notes 4 and 9)</b>		
Opening Equity	4,127,369	3,687,969
Deposits	0	73,142
Accounts Receivable	0	0
Property Sales	86,672	115,595
Transfer to Governance	(18,500)	(18,000)
Transfer for Grants	(105,277)	(30,800)
Transfer to Mission & Ministry	(40,300)	(38,400)
Unrealized Gains/Losses	702,223	337,863
Closing Equity	<b>4,752,188</b>	<b>4,127,369</b>
<b>Held-in-Trust Accounts (note 5 and 10)</b>		
Opening Equity	300,802	298,060
Income	3,047	4,493
Expenses	(18,570)	(1,751)
Closing Equity	<b>285,280</b>	<b>300,802</b>
<b>Ministry Accounts (note 6)</b>		
Opening Equity	187,461	163,024
Income	110,424	65,057
Expense	(84,415)	(41,864)
Transfer	96,935	3,244
Closing Equity	<b>310,404</b>	<b>187,461</b>

See note 6, creation of Camp Awesome project

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, 2021**

**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 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 because of a restructuring of the United Church of Canada and is the successor organization of Four Rivers Presbytery and Upper Valley Presbytery from Bay of Quinte Conference, and Ottawa Presbytery and Seaway Valley Presbytery from Montreal & Ottawa Conference and Eglise St. Marc's in Ottawa of the Laurentien Presbytery

In 2019, the CRA charity registration number for Ottawa Presbytery underwent a name change and became the Eastern Ontario Outaouais Regional Council.

**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 require 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 to 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 Services:** 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.

**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 Regional Council'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.

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the year ending December 31, 2021**

**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 to the ministries in the Region. 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 were deposited in 2019/2020 by the following means:

Bay of Quinte Conference	73,421
Montreal & Ottawa Conference	142,270
Upper Valley Presbytery	23,198
Seaway Valley Presbytery	49,083
Four Rivers Presbytery	65,822
Lay Worship Leaders (Ottawa Pres.)	3,341
Ottawa Presbytery	417,717
<b>Total</b>	<b>774,852</b>

It is noted that the Ottawa Presbytery monies was originally established in May of 2014 with a capital amount \$400,000.

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 outreach ministries in keeping with the stipulation of the 2012 Sparling Bequest which was designated for the "outreach ministries of Ottawa Presbytery" or its successor.

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the year ending December 31, 2021

*The James Elwood Baillie Helping Others 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 investments transferred to the Ottawa Presbytery or its successor in order to support youth programming, grants to youth programs and trips, and financial assistance for youth in need.

*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 was loaned to Orleans United by motion in April of 1988 at an interest rate equal to a Canadian Treasury Bond.

*The Mission Strategy Fund*: At a meeting held in May 2014, the Ottawa Presbytery established the Mission Strategy Fund with the purpose of providing financial support to mission initiatives 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 Ottawa Presbytery, this fund was transferred to the Eastern Ontario Outaouais Regional Council with the same terms. Additional equity was provided from the 48p Development Fund of Four Rivers Presbytery. 4% of the market value as of December 31st determines the budget for grants in the following year.

Four Rivers Presbytery	178,378
Ottawa Presbytery	1,384,690
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 Fund was 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 to youth ministry in the successor organization of the Ottawa Presbytery. The W. H. (Bill) Scrivens Memorial Fund discontinues as a separate charitable organization in 2020.

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 be disbanded.

	1-Jan	Income	Expenses	31-Dec
Campbell's Bay	71,780	157	0	71,937
Lower Litchfield Cemetery	8,346	2,413	(2,070)	8,689
St. Marc	16,500	0	(16,500)	0
Thurso	204,177	477	0	204,654
	300,802	3,047	(18,570)	285,280

6. 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 Regional Council. Fees for participants are charged in order to cover costs. Payroll with government deductions, are submitted to Revenue Canada. Since this ministry is support through the budget of the Regional Council, surplus/deficit is transferred annually.

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Notes to Financial Statements**  
**For the year ending December 31, 2021**

**Camp Awesome Project:** The Regional Council approved a three-year contract to hire a Camp Awesome Director using funds reallocated unrestricted funds and 2021 youth grants

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

**Ecological Grief Seminars:** The project was funded by two Embracing the Spirit grants. One grant was used in 2020 and the second grant received in 2021 for 2022.

**Faith and Arts Ottawa:** This ministry is nurturing a community of faith and/or Regional programming through the arts. Grants were received to facilitate this ongoing work.

**Healing Pathway Regional:** This ministry funds the training and operations of the Eastern Ontario Outaouais Regional Healing Pathway ministry.

**Kingston Resource Centre:** This account was established to support networking and education. This amount is to be expended in full through grants.

**Ministry Personnel Events:** A grant was provided to fund events to gather Ministry Personnel for support of one another.

**Parish Collective:** This project was funded by Embracing the Spirit grant. The project began in 2020 and ended in 2021.

**Project Footprint:** This grant was received to provide data to help Communities of Faith reduce their carbon footprint.

**Sisters Stream:** This project is funded by Embracing the Spirit grant. Money was granted in 2020 but project will begin in 2022.

**United Mining for Justice:** This grant was received in 2019 to support Canadian and international efforts to support just mining practices.

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

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

	1-Jan	Income	Expenses	Transfers	31-Dec
Camp Awesome	0	74,424	(81,359)	6,935	0
Camp Awesome Project	0	21,000	0	90,000	111,000
Camp Bitobi	66,000	0	0	0	66,000
Ecological Grief Seminars	0	15,000	0	0	15,000
Faith and Arts Ottawa	27,623	0	0	0	27,623
Healing Pathway Ministry	4,857	0	0	0	4,857
Kingston Resource Centre	13,788	0	0	0	13,788
Ministry Personnel Events	1,623	0	0	0	1,623
Parish Collective	2,457	0	(2,457)	0	0
Project Footprint	4,202	0	0	0	4,202
Sisters Stream	25,000	0	0	0	25,000
United Mining for Justice	33,808	0	(600)	0	33,208
Youth Ministry - Trip Exposure	4,214	0	0	0	4,214
Youth Ministry - Zambia	3,890	0	0	0	3,890
	187,461	110,424	(84,415)	96,935	310,404

Note: By motion of the Regional Council, 90,000 was designated from unrestricted reserves to the Camp Awesome project.

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the year ending December 31, 2021

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 of three types of risk: currency rate risk, interest rate risk, and other price risk. Eastern Ontario Outaouais Regional Council is exposed to interest rate risk.

**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 Regional Council 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 four Funds are tracked separately.

	EOORC Fund	Baillie Fund	Scrivens Fund	Miss. Strat.	Total
Opening Balance (Jan 1)	979,712	684,261	512,259	2,009,318	4,185,550
Purchases	8,500	29,500	36,000	126,000	200,000
Redemptions	0	0	0	0	0
Unrealized Gains (losses)	158,527	114,791	88,196	340,709	702,223
Closing Balance	1,146,739	828,552	636,455	2,476,027	5,087,773

Note: Given that the Regional Council did not need to cash investments to meet cash flow needs, additional monies remain invested in each of the four funds.

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Notes to Financial Statements  
For the year ending December 31, 2021

**10. GIC Investments**

The Eastern Ontario Outaouais Regional Council purchases GIC investments for short term investments and when holding funds in trust.

**Held-in-Trust GICs**

	Campbell Bay	Lwr. Litchfield	Thurso
Opening Balance	71,200	5,380	203,959
Purchase of GIC	0	0	0
GIC Interest Earned	157	8	477
Redemption of a GIC	0	0	0
Closing Balance	71,357	5,388	204,436

**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, provide loans and grants for renovations of existing churches, and assists 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 and produces its own financial statements which are approved annually. Their fiscal year ends June 30th.

	2021 Actual	2020 Actual
Opening Balance	4,216,721	4,384,404
Revenue	3,681	136,514
Realized gain (loss)	221,106	(10,848)
Unrealized gain (loss)	349,841	(211,825)
Total Revenue	574,628	(86,159)
Grants & Donations Expenses	(31,924)	(55,000)
Total Expense	(28,637)	(26,524)
Excess of Revenue over Expense	(60,561)	(81,524)
Closing Balance/Assets	514,067	(167,683)
	4,730,788	4,216,721



Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Schedules to Financial Statements  
For the year ending December 31, 2021

**Schedule 1 - Clusters, Leadership Teams, Networks**

	Governance			Mission & Ministry			Total		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget
Camping Leadership Team	0	0	0	2,025	0	400	2,025	0	400
Chaplaincy Leadership Team	0	0	0	0	0	1,000	0	0	1,000
Contingency (allocations yet to be determined)	0	0	3,100	0	0	5,100	0	0	8,200
Finance Leadership Team	126	0	500	0	0	0	126	0	500
Justice, Global, and Ecumenical Relations	0	0	0	1,403	0	5,000	1,403	0	5,000
Lay Worship Leaders	0	0	3,000	0	0	0	0	0	3,000
Ministry Personnel Events	825	350	1,000	0	0	0	825	350	1,000
Pastoral Relations Leadership Team	0	196	400	0	0	0	0	196	400
Right Relations	0	0	0	1,048	0	500	1,048	0	500
<b>Total</b>	<b>951</b>	<b>546</b>	<b>8,000</b>	<b>4,477</b>	<b>0</b>	<b>12,000</b>	<b>5,428</b>	<b>546</b>	<b>20,000</b>

**Schedule 2 - Finance and Archives**

	Governance			Mission & Ministry			Total		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget
Archives Honourarium	8,037	8,008	10,000	0	0	0	8,037	8,008	10,000
Archives Office and Travel Expenses	442	0	600	0	0	0	442	0	600
Archives Ontario Archives	6,206	6,046	11,000	0	0	0	6,206	6,046	11,000
Bank and Review Costs	1,108	170	1,500	0	0	0	1,108	170	1,500
Incorporated Ministries	500	500	750	0	0	0	500	500	750
Insurance	0	732	50	0	0	0	0	732	50
Treasurer Honourarium	6,250	6,120	6,120	0	0	0	6,250	6,120	6,120
Treasurer Office Expense	444	345	600	0	0	0	444	345	600
<b>Total</b>	<b>22,987</b>	<b>21,920</b>	<b>30,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,987</b>	<b>21,920</b>	<b>30,620</b>

**Schedule 3 - Mission Support Grants**

	Governance			Mission & Ministry			Total		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget
Algonquin Chaplaincy	0	0	0	5,550	5,550	5,550	5,550	5,550	5,550
Alwyn Community of Faith	0	0	0	3,500	4,080	4,080	3,500	4,080	4,080
Camp Lau-ren	0	0	0	20,000	20,000	20,000	20,000	20,000	20,000
Carlington Chaplaincy	0	0	0	7,000	7,000	7,000	7,000	7,000	7,000
Centre 507	0	0	0	30,670	30,670	30,670	30,670	30,670	30,670
Contingency	0	0	0	0	0	8,900	0	0	8,900
Golden Lake Camp	0	0	0	15,000	15,000	15,000	15,000	15,000	15,000
House of Lazarus	0	0	0	36,300	36,300	36,300	36,300	36,300	36,300
Ottawa West End Chaplaincy	0	0	0	2,500	2,500	2,500	2,500	2,500	2,500
Rideau Hill Camp	0	0	0	15,000	15,000	15,000	15,000	15,000	15,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,520</b>	<b>136,100</b>	<b>145,000</b>	<b>135,520</b>	<b>136,100</b>	<b>145,000</b>

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
Schedules to Financial Statements  
For the year ending December 31, 2021

**Schedule 4 - Office Costs**

	Governance		Mission & Ministry		Total	
	2021 Actual	2020 Actual	2021 Budget	2020 Actual	2021 Budget	2020 Actual
Carleton Place						
Photocopier	0	0	1,500	0	0	0
Postage	11	0	250	0	11	0
Rent	5,200	4,800	4,800	0	5,200	4,800
Supplies	342	339	1,500	0	342	339
Home Offices	242	366	500	390	1,215	1,581
Sundry	890	295	500	0	890	295
Summerlea (16.6% of costs)						
Elevator	228	64	175	0	228	64
Hydro	335	230	425	0	335	230
Internet	77	39	150	0	77	39
Photocopier	0	0	350	0	0	0
Postage	0	0	500	0	0	0
Rent	4,450	4,206	4,000	0	4,450	4,206
Supplies	142	143	1,500	0	142	143
Telephone	0	0	425	0	0	0
<b>Total</b>	<b>11,917</b>	<b>10,481</b>	<b>16,575</b>	<b>390</b>	<b>12,306</b>	<b>11,696</b>

**Schedule 5 - Partnerships**

	Governance		Mission & Ministry		Total	
	2021 Actual	2020 Actual	2021 Budget	2020 Actual	2021 Budget	2020 Actual
Affirm United	0	0	0	0	0	0
Christian Council of Capital Region	0	0	0	250	250	250
Grand River Book Stores	2,500	2,500	2,500	2,500	5,000	5,000
Multi Faith Housing Initiative	0	0	0	100	100	100
Spiritual Care in Secondary Schools	0	0	0	1,000	500	1,000
Social Justice Network in Ontario	0	0	0	2,500	2,500	1,500
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>3,850</b>	<b>8,850</b>	<b>8,350</b>

**Schedule 6 - Personnel**

	Governance		Mission & Ministry		Total	
	2021 Actual	2020 Actual	2021 Budget	2020 Actual	2021 Budget	2020 Actual
Benefits (United Church & Government)	29,845	29,296	29,000	20,147	49,992	50,195
Continuing Education	900	131	4,000	402	1,302	315
Executive Minister/Assistant (16.6%)	40,871	38,263	33,500	0	40,871	38,263
Meetings/Hospitality	0	965	5,000	67	67	987
Salaries	130,683	141,460	141,000	93,652	224,335	247,847
Telephones	1,532	1,608	2,000	1,202	1,202	2,734
Travel	750	1,191	9,000	1,604	2,353	1,876
<b>Total</b>	<b>204,580</b>	<b>212,915</b>	<b>223,500</b>	<b>117,075</b>	<b>321,654</b>	<b>342,378</b>

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**Schedules to Financial Statements**  
**For the year ending December 31, 2021**

**Schedule 7 - Regional Meetings**

	Governance			Mission & Ministry			Total	
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual
Executive Meetings	92	0	3,000	0	0	0	92	0
Regional Meeting - February	1,150	5,576	7,500	0	0	0	1,150	5,576
Regional Meeting - May	558	1,472	45,000	0	0	0	558	1,472
Regional Meeting - October	408	859	7,500	0	0	0	408	859
Planning Committee	0	50	2,000	0	0	0	0	50
Staff Retreat	0	0	1,000	0	0	0	0	0
<b>Total</b>	<b>2,208</b>	<b>7,957</b>	<b>66,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,208</b>	<b>7,957</b>

**Schedule 8 - Technology and Communications**

	Governance			Mission & Ministry			Total	
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual
IT Support GCO	5,632	4,579	5,000	0	0	0	5,632	4,579
Tele-Conferencing Contracts	207	408	1,000	0	0	0	207	408
Website	736	1,853	3,500	0	0	0	736	1,853
<b>Total</b>	<b>6,575</b>	<b>6,840</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,575</b>	<b>6,840</b>

**Schedule 9 - Youth Programming**

	Governance			Mission & Ministry			Total	
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual
Camp Awesome (note 6)	0	0	0	5,815	3,244	2,000	5,815	3,244
Events	0	0	0	6,034	3,469	12,000	6,034	3,469
Supplies	0	0	0	831	1,337	1,500	831	1,337
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,680</b>	<b>8,050</b>	<b>15,500</b>	<b>12,680</b>	<b>8,050</b>

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

	EOORC	James Baillie	McKendry	Miss. Strat.	Scrivens	Total
<b>Opening Equity (market value)</b>	<b>928,346</b>	<b>632,436</b>	<b>100,000</b>	<b>2,005,982</b>	<b>460,606</b>	<b>4,127,370</b>
Deposits (Transfers from Conference/Presbytery)	0	0	0	0	0	0
Deposits (Sales from Properties)	0	0	0	86,672	0	86,672
Transfer to Governance	(18,500)	0	0	0	0	(18,500)
Transfer for Grants	0	(14,682)	0	(81,595)	(9,000)	(105,277)
Transfer to Mission and Ministry	(18,500)	(12,800)	0	0	(9,000)	(40,300)
Unrealized Gains/Losses (note 9)	158,527	114,791	0	340,709	88,196	702,223
<b>Closing Equity (market value)</b>	<b>1,049,873</b>	<b>719,745</b>	<b>100,000</b>	<b>2,351,768</b>	<b>530,802</b>	<b>4,752,188</b>

In 2021, Mission Strategy received from church sales 38,043 from Iroquois, 23,607 from Hulbert Valley and 25,022 from Brinston. Grant recipients for Mission Strategy, James Baillie Fund, and Scrivens Fund are included in the Annual report.

Appendix C<sup>2</sup>Eastern Ontario Outaouais Regional Council of The United Church of Canada  
2022 Financial Report

Income	Governance			Mission & Ministry		2022 Budget Proposal		
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss & Min Total
Grant - Assessments	73,379	334,375	325,000	0	0	0	325,000	0 325,000
Grant - Assessment (Executive Minister/Assistant	8,375	33,500	33,500	0	0	0	33,500	0 33,500
Grant - Mission & Service Fund	0	0	0	124,246	240,000	240,000	0	240,000 240,000
Grant - Special Funding	0	0	0	0	0	0	0	0 0
Donated Expenses	0	0	0	0	2,000	0	0	0 0
Interest & McKendry Fund	0	271	250	0	0	0	250	0 250
Mission & Service Fund Donations	0	0	0	0	0	0	0	0 0
Student Fund - Donation	0	0	0	0	0	0	0	0 0
Transfer Bailie/Scrivens Youth Salary/Program	0	0	0	25,000	21,800	25,000	0	25,000 25,000
Transfer Bailie/Scrivens Grants	0	0	0	0	23,682	25,000	0	25,000 25,000
Transfer EOORC Fund	21,000	18,500	21,000	21,000	18,500	21,000	21,000	21,000 42,000
Transfer Mission Strategy Grants	0	0	0	0	81,595	94,000	0	94,000 94,000
<i>Camp Awesome Project</i>	0	0	0	3,378	0	37,000	0	37,000 37,000
Youth Programming Revenue	0	0	0	0	0	0	0	0 0
<b>Total Income</b>	<b>102,754</b>	<b>386,646</b>	<b>379,750</b>	<b>173,624</b>	<b>387,577</b>	<b>442,000</b>	<b>379,750</b>	<b>442,000 821,750</b>

Expenses (net of Recoveries)	Governance			Mission & Ministry		2022 Budget Proposal		
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss & Min Total
Clusters, Leadership Teams, Networks (Schedule 1)	60	951	7,900	0	4,477	9,600	7,900	9,600 17,500
Candidate for Ministry and RCCO Training Grants	0	2,700	2,700	0	0	0	2,700	0 2,700
Congregational Reviews & Support	0	934	10,000	0	0	0	10,000	0 10,000
Finance and Archives (Schedule 2)	6,715	22,987	28,880	0	0	0	28,880	0 28,880
Mission & Service Fund Donations	0	0	0	0	0	0	0	0 0
Mission Support Grants (Schedule 3)	0	0	0	92,760	135,520	135,520	0	135,520 135,520
Office Costs (Schedule 4)	4,047	11,917	15,350	262	390	1,500	15,350	1,500 16,850
Partnership Ministries (Schedule 5)	2,500	2,500	2,500	2,600	6,350	6,350	2,500	6,350 8,850
Personnel (Schedule 6)	58,834	204,580	243,200	31,876	117,075	149,150	243,200	149,150 392,350
Regional Meetings (Schedule 7)	1,268	2,208	63,000	0	0	0	63,000	0 63,000
Technology and Communications (Schedule 8)	2,642	6,575	8,500	0	0	0	8,500	0 8,500
Vision and Transformation Grants	0	0	0	0	81,595	94,000	0	94,000 94,000
Youth Camp Awesome 3-Year Contract	0	0	0	3,378	0	37,000	0	37,000 37,000
Youth Grants	0	0	0	0	23,682	25,000	0	25,000 25,000
Youth Programming (Schedule 9)	0	0	0	536	13,799	17,000	0	17,000 17,000
<b>Total Expenses</b>	<b>76,067</b>	<b>255,352</b>	<b>382,030</b>	<b>131,412</b>	<b>382,888</b>	<b>475,120</b>	<b>382,030</b>	<b>475,120 857,150</b>
<b>Net income (deficit) from general operations</b>	<b>26,687</b>	<b>131,295</b>	<b>(2,280)</b>	<b>42,212</b>	<b>4,689</b>	<b>(33,120)</b>	<b>(2,280)</b>	<b>(33,120) (35,400)</b>

**Eastern Ontario Outaouais Regional Council of The United Church of Canada**  
**2021 Financial Report**

**Schedule 1 - Clusters, Leadership Teams, Networks**

Schedule 1 - Clusters, Leadership Teams, Networks	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Camping Leadership Team	0	0	0	0	2,025	100	0	100	100
Chaplaincy Leadership Team	0	0	0	0	0	1,000	0	1,000	1,000
Contingency (allocations yet to be determined)	0	0	3,000	0	0	3,000	3,000	3,000	6,000
Finance Leadership Team	0	126	500	0	0	0	500	0	500
Justice, Global, and Ecumenical Relations	0	0	0	0	1,403	5,000	0	5,000	5,000
Lay Worship Leaders	0	0	3,000	0	0	0	3,000	0	3,000
Ministry Personnel Events	60	825	1,000	0	0	0	1,000	0	1,000
Pastoral Relations Leadership Team	0	0	400	0	0	0	400	0	400
Right Relations	0	0	0	0	1,048	500	0	500	500
<b>Total</b>	<b>60</b>	<b>951</b>	<b>7,900</b>	<b>0</b>	<b>4,477</b>	<b>9,600</b>	<b>7,900</b>	<b>9,600</b>	<b>17,500</b>

**Schedule 2 - Finance and Archives**

Schedule 2 - Finance and Archives	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Archives Honourarium	2,035	8,037	9,000	0	0	0	9,000	0	9,000
Archives Office and Travel Expenses	0	442	750	0	0	0	750	0	750
Archives Ontario Archives	0	6,206	10,000	0	0	0	10,000	0	10,000
Bank and Review Costs	1,153	1,108	1,250	0	0	0	1,250	0	1,250
Incorporated Ministries	125	500	750	0	0	0	750	0	750
Insurance	0	0	400	0	0	0	400	0	400
Treasurer Honourarium	3,155	6,250	6,330	0	0	0	6,330	0	6,330
Treasurer Office Expense	247	444	400	0	0	0	400	0	400
<b>Total</b>	<b>6,715</b>	<b>22,987</b>	<b>28,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,880</b>	<b>0</b>	<b>28,880</b>

**Schedule 3 - Mission Support Grants**

Schedule 3 - Mission Support Grants	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Algonguin Chaplaincy	0	0	0	2,775	5,550	5,550	0	5,550	5,550
Alwyn Community of Faith	0	0	0	1,750	3,500	3,500	0	3,500	3,500
Camp Lau-ren	0	0	0	20,000	20,000	20,000	0	20,000	20,000
Carlington Chaplaincy	0	0	0	3,500	7,000	7,000	0	7,000	7,000
Centre 507	0	0	0	15,335	30,670	30,670	0	30,670	30,670
Golden Lake Camp	0	0	0	15,000	15,000	15,000	0	15,000	15,000
House of Lazarus	0	0	0	18,150	36,300	36,300	0	36,300	36,300
Ottawa West End Chaplaincy	0	0	0	1,250	2,500	2,500	0	2,500	2,500
Rideau Hill Camp	0	0	0	15,000	15,000	15,000	0	15,000	15,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92,760</b>	<b>135,520</b>	<b>135,520</b>	<b>0</b>	<b>135,520</b>	<b>135,520</b>

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**Schedule 4 - Office Costs**

Schedule 4 - Office Costs	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Carleton Place									
Photocopier	0	0	750	0	0	0	750	0	750
Postage	0	11	250	0	0	0	250	0	250
Rent	2,600	5,200	5,200	0	0	0	5,200	0	5,200
Supplies	0	342	1,000	0	0	0	1,000	0	1,000
Home Offices	262	242	750	262	390	1,500	750	1,500	2,250
Sundry (Transitional Costs)	(41)	890	500	0	0	0	500	0	500
Summerlea (16.6% of costs)									0
Elevator	15	228	150	0	0	0	150	0	150
Hydro	68	335	550	0	0	0	550	0	550
Internet	0	77	100	0	0	0	100	0	100
Photocopier	0	0	350	0	0	0	350	0	350
Postage	0	0	500	0	0	0	500	0	500
Rent	1,143	4,450	4,500	0	0	0	4,500	0	4,500
Supplies	0	142	750	0	0	0	750	0	750
Telephone	0	0	0	0	0	0	0	0	0
Total	4,047	11,917	15,350	262	390	1,500	15,350	1,500	16,850

**Schedule 5 - Partnerships**

Schedule 5 - Partnerships	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Affirm United	0	0	0	0	0	1,000	0	1,000	1,000
Christian Council of Capital Region	0	0	0	0	250	250	0	250	250
Grand River Book Stores	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	5,000
Multi Faith Housing Initiative	0	0	0	100	100	100	0	100	100
Spiritual Care in Secondary Schools	0	0	0	0	1,000	1,000	0	1,000	1,000
Social Justice Network in Ontario	0	0	0	0	0	1,500	0	1,500	1,500
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,600</b>	<b>3,850</b>	<b>6,350</b>	<b>2,500</b>	<b>6,350</b>	<b>8,850</b>

**Schedule 6 - Personnel**

Schedule 6 - Personnel	Governance			Mission & Ministry		2022 Budget Proposal			
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss&Min	Total
Benefits (United Church & Government)	9,445	29,845	36,400	6,522	20,147	26,550	36,400	26,550	62,950
Continuing Education	45	900	4,000	24,965	402	2,100	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	12,747	40,871	42,300	0	0	0	42,300	0	42,300
Meetings/Hospitality	0	0	4,000	0	67	1,500	4,000	1,500	5,500
Salaries	36,233	130,683	148,500	0	93,652	113,500	148,500	113,500	262,000
Telephones	171	1,532	2,000	184	1,202	2,000	2,000	2,000	4,000
Travel	193	750	6,000	206	1,604	3,500	6,000	3,500	9,500
Total	58,834	204,580	243,200	31,876	117,075	149,150	243,200	149,150	392,350



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## Schedule 7 - Regional Meetings

	Governance			Mission & Ministry			2022 Budget Proposal		
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss-&Min	Total
Celebration of Ministry Services	728	0	0	0	0	0	0	0	2,500
Executive Meetings	0	92	1,500	0	0	0	1,500	0	1,500
Regional Meeting - February	540	1,150	7,000	0	0	0	7,000	0	7,000
Regional Meeting - May	0	558	45,000	0	0	0	45,000	0	42,500
Regional Meeting - October	0	408	7,000	0	0	0	7,000	0	7,000
Planning Committee	0	0	1,500	0	0	0	1,500	0	1,500
Staff Retreat	0	0	1,000	0	0	0	1,000	0	1,000
<b>Total</b>	<b>1,268</b>	<b>2,208</b>	<b>63,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>63,000</b>

## Schedule 8 - Technology and Communications

	Governance			Mission & Ministry			2022 Budget Proposal		
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss-&Min	Total
IT Support GCO	1,475	5,632	6,500	0	0	0	6,500	0	6,500
Tele-Conferencing/Annual Contracts	424	207	500	0	0	0	500	0	500
Website	743	736	1,500	0	0	0	1,500	0	1,500
<b>Total</b>	<b>2,642</b>	<b>6,575</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>

## Schedule 9 - Youth Programming

	Governance			Mission & Ministry			2022 Budget Proposal		
	2022 Actual	2021 Actual	2022 Budget	2022 Actual	2021 Actual	2022 Budget	Governance	Miss-&Min	Total
Camp Awesome	0	0	0	0	6,935	5,000	0	5,000	5,000
Events	0	0	0	311	6,034	10,000	0	10,000	10,000
Supplies	0	0	0	225	831	2,000	0	2,000	2,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>536</b>	<b>13,799</b>	<b>17,000</b>	<b>0</b>	<b>17,000</b>	<b>17,000</b>

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

	EOORC	COF's In-trust	Miss-& Min.	James Biller	Scriven's	Vision & Tr	Total
<b>Opening Equity (market Value)</b>	<b>1,049,873</b>	<b>0</b>	<b>0</b>	<b>719,745</b>	<b>530,802</b>	<b>2,351,768</b>	<b>4,652,188</b>
Deposits (Transfer's from Conference/Presbytery)	0	874,874	158,040	0	0	8,040	1,040,954
Deposits (Sales from Properties)	0	0	0	0	0	0	0
Transfer to Governance	(21,000)	0	0	0	0	0	(21,000)
Transfer for Grants	0	0	0	0	0	0	0
Transfer to Mission and Ministry	(21,000)	0	0	(15,000)	(10,000)	0	(46,000)
Unrealized Gains/Losses	(33,217)	(607)	(507)	(15,781)	(11,662)	(52,664)	(114,438)
<b>Closing Equity (market value)</b>	<b>974,656</b>	<b>874,267</b>	<b>157,533</b>	<b>688,964</b>	<b>509,140</b>	<b>2,307,144</b>	<b>5,511,703</b>

Appendix C<sup>3</sup>**Report of the Finance Committee (May 2022)**  
**Eastern Ontario Outaouais Regional Council (EOORC)**

The Finance Committee meets regularly through the year at the call of the Treasurer, Brian Cornelius. Presently Brian is on sabbatical. This written report was prepared by him and Cindy Casey is providing a verbal report and can respond to any questions.

**2021 Reviewed Financial Statements:**

Attached are the 2021 Reviewed Financial statements for the Regional Council, and full review took place in February of 2022. These financial statements were included in the CRA 3010 filing that occurred in early April.

The Regional Council ended up with a surplus for the year of \$137,103 (\$131,294 for governance and \$5,809 for Mission and Ministry). This surplus is because of limited Regional Council activities given the Covid-19 pandemic.

The decision to reallocate \$90,000 of unrestricted governance surplus to the Camp Awesome project was implemented and is reflected in the financial statements. Even after this reallocation, the accumulated surplus for the Governance Fund was \$210,398 and the surplus for the Mission and Ministry fund was at \$81,733. Below, you will see actions taken by the Executive related to this surplus.

All the details of expenditures are included in the 2021 Financial Statement and we welcome any questions about the details.

**Motion Required:**

**That the 2021 Financial Statement for Eastern Ontario Outaouais Regional Council be formally received and accepted.**

**Motion Required:**

**That the Executive of the Eastern Ontario Outaouais Regional Council appoint an Internal Independent Review Committee to review and produce the 2022 Financial Statements.**

**2022 Financial Report and 2022 Budget**

We have also circulated a report for the first quarter of 2022, March 31<sup>st</sup>. The report includes the budgeted amounts that were adopted last November and we note that the Regional Council did embrace a deficit; however, given that we are still operating within Covid-19 restrictions, we are confident that we will be able to maintain a balanced budget in 2022.

However, in looking ahead to 2023, there will be challenges. While the 2022 budget amounts remain as adopted, we know that we will exceed expenditures on salaries and benefits due to policy changes by the General Council. These changes as well as a return to pre-pandemic activity will require a careful budgeting process for 2023 beginning in September of 2022. The Finance Committee will provide leadership for this.

**Investment Funds**

The Finance Committee continues to be satisfied with our investment arrangement with Fiera Capital Investments, which is the same investment company used by the United Church of Canada and the United Church foundation. We have a pooled fund to maximize investment returns and reduce investment costs.

The return on our investments in 2021 was 16.78%

The policy of the Finance Committee is to transfer 4% of the value of the funds on December 31<sup>st</sup> to support the budget of the subsequent year. The amounts are included in the 2022 budget.



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In January of 2022, on recommendation of the Finance Committee, the Executive took two actions:

- i) ...changed the name of the “Mission Strategy Fund” to the “Vision and Transformation Fund” and this change is reflected in 2022 financial reports and financial statements.
- ii) ...established the “Mission and Ministry Legacy Fund” as part of the adoption of an updated policy for the disbursements of funds at the time a Community of Faith disbands. This fund will enable the Regional Council to maintain ministries within the Region by offsetting the reduction in Mission and Service grants. Ultimately this will help us maintain our level of mission support to our outreach ministries. The Executive also reallocated \$120,000 of the surplus from unrestricted governance Funds and \$30,000 from unrestricted Mission and Ministry funds to establish this fund.

#### Communities of Faith Investing Through the Regional Council

Beginning in January of 2022, on recommendation from the Finance Committee, the Executive approved a vehicle for the Regional Council to “hold-in-trust” investments for Communities of Faith through the pooled investment Fund with Fiera Capital.

Policies and processes have been established, and to date some half-dozen communities of faith have chosen to use this vehicle for their investments. This investment vehicle is primarily available to smaller communities of faith in order to provide a means to secure a higher return for investments through access to investment opportunities available to the Regional Council through its pooled funds. The Finance Committee welcomes inquiries from communities of faith seeking more information and a one-page summary of the opportunity is included on the EOORC website.

#### Mission Support

The Finance Committee oversees Mission Support and makes recommendations for Mission Support grants. The Committee received all requested documentation from Mission Support grant recipients and the Committee carefully reviewed this material. The Mission Support grant recommendations for 2022 are included in the budget. Given the surpluses of previous years, and a time of uncertainty in pandemic, we are maintaining the levels of funding for Mission Support in spite of the reduction of Mission & Service Fund grant forwarded to Regional Councils.

#### Restricted Ministry Accounts

The Finance Committee administers restricted ministry accounts which provide support to particular ministries. Many of these are short term projects and often receive funding from General Council grants. The purpose of each fund is outlined in the Financial Statements

#### Restricted Funds held by Community of Faith

The Finance Committee also identified restricted funds within Communities of Faith and has established a process for the annual review of these restricted amounts.

#### Conclusion

The Finance Committee welcome any questions and suggestion that you have.

The members of the Committee are Cindy Casey, Brian Cornelius (Treasurer), Rosemary Lambie, Bruce Jackson, Joe Smarkala, and Ev Zytveld, and this year we welcome James Murray and Christine Kilburn to the committee.

This report was approved by the Finance Committee and Respectively submitted by the Treasurer, Brian Cornelius

Appendix D<sup>1</sup>

**Pastoral Relations (PR) Commission**  
**Approved Minutes of Tuesday, March 8, 2022**

**PRESENT:**

Jim Allen, Ina Bromley, Wayne Harris, Patsy Henry, Charlotte Hoy, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Whit Strong, Linda Suddaby (1:35 p.m.) (10)

**CALL TO ORDER, OPENING PRAYER:**

Chair, Wayne Harris called the meeting to order at 1:01 p.m. and led us in prayer before beginning our business.

**ADDITIONS TO THE AGENDA:**

- Rev. Jessica Hetherington (appointment)
- Rev. Eric Pagé

**ACCEPTANCE OF MINUTES:**

**MOTION 2022-21** (I. Bromley/J. Allen) “that the minutes of February 8, 2022 be accepted as circulated.”

**CARRIED**

**SABBATICALS:**

**MOTION 2022-22** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Paul Dillman, Riverside P.C., Ottawa, June 1-August 31, 2022 with September as vacation.”

**CARRIED**

**MOTION 2022-23** (C. Hoy/P. Henry) “that the EOORC PR Commission takes note of the upcoming vacation/sabbatical/medical leave of the Rev. David Illman-White, Centretown P.C., Ottawa, beginning May 2, 2022.”

**CARRIED**

**ACKNOWLEDGED SABBATICALS:**

Brian Cornelius – First P.C. (Ottawa) – May 1, 2022 to July 31, 2022  
Elizabeth Bryce – Rideau Park P.C. (Ottawa) – June 2022 to August 2022  
Grant Dillenbeck – Stittsville P.C. – June 1, 2022 – August 1, 2022  
Lynda Harrison – St. John’s P.C. (Kemptville) – 2022  
Paul Dillman – Riverside P.C. (Ottawa) – June 1 – August 31, 2022  
Mary Royal-Duczek – Almonte P.C. – spring of 2022  
David Illman-White – Centretown P.C. (Ottawa) – May 2, 2022

**CHANGE IN PASTORAL RELATIONS:**

**MOTION 2022-24** (S. MacDonald/J. Allen) “that the EOORC Commission approves the request of the Rev. Dr. Heather Froats, St. John’s P.C., Brockville for a change in pastoral relations to retire effective January 2023.”

**CARRIED**

**LIAISONS REQUIRED:**

St. John’s P.C. (Brockville), Quyon, Stittsville

**St. John’s P.C., Brockville**

**MOTION 2022-25** (E. McIntyre/J. Allen) “that the EOORC PR Commission, names Linda Suddaby, EOORC member, as Liaison to the St. John’s Pastoral Charge, Brockville effective March 8, 2022.”

**CARRIED**

[Abstaining: Linda Suddaby]

**Pastoral Charges without Supervisors:**

Addison	Clyde Forks-Tatlock (SM)	Lower	Gatineau	Valley
Templeton	Vernon			

**Pastoral Charges without called/appointed Ministry Personnel:**

Addison	Ashton-Munster	Aylmer-Eardley
Aylwin	Central Lanark	Clyde Forks-Tatlock
Delta-Toledo	Denbigh, Matawatchan, Schutt	Elgin-Portland
Glasgow-Castleford	Golden Lake	Greenwood
Kenmore	Knox Edwards	Lanark-Balderson
Lansdowne	Lower Gatineau Valley	Lyn: Christ Church
Mallorytown	Namur	Perth: St. Paul's
Perth Road	Pittston	Queenswood
Richmond	Salem: Locksley	Shawville
South Stormont	Templeton	

**CALLS/(RE)-APPOINTMENTS****Orleans P.C. – Rev. Eric Lukacs (OM)**

**MOTION 2022-26** (I. Bromley/E. McIntyre) “that the EOORC PR Commission approves the appointment of the Rev. Eric Lukacs (OM) to the Orleans Pastoral Charge as short-term supply, 12 hours per week with a total annual remuneration of twenty-one thousand thirty-three dollars and forty cents (\$21,033.40), from February 14, 2022 to April 30, 2022.”

**CARRIED****Pakenham P.C. – Rev. Neil Wallace (OM-R)**

**MOTION 2022-27** (E. McIntyre/P. Henry) “that the EOORC PR Commission approves the appointment of the Rev. Neil Wallace (OM-R) to the Pakenham Pastoral Charge as short-term supply, 20 hours per week with a total annual remuneration of thirty-three thousand nine hundred sixty-six dollars and fifty cents (\$33,966.50), from March 20, 2022 to December 31, 2022.”

**CARRIED****Morrisburg: Lakeshore P.C. – Rev. Janet Evans (OM)**

**MOTION 2022-28** (S. MacDonald/E. McIntyre) “that the EOORC PR Commission approves the re-appointment of the Rev. Janet Evans (OM) to the Morrisburg: Lakeshore Pastoral Charge as Congregational Minister, 20 hours per week with a total annual remuneration of twenty-five thousand five hundred five dollars (\$25,505.00), from July 1, 2022 to June 30, 2023.”

**CARRIED****Riverside P.C. – Rev. Jessica Hetherington (OM)**

**MOTION 2022-29** (J. Allen/C. Hoy) “that the EOORC PR Commission approves the appointment of the Rev. Jessica Hetherington (OM) to the Riverside Pastoral Charge as

Congregational Minister/short-term supply, 16 hours per week with a total annual remuneration of twenty-five thousand three hundred thirty-one dollars and eighty cents (\$25,331.80), from June 1, 2022 to September 30, 2022.”

**CARRIED****Williamstown P.C. – Rev. Eric Pagé (OM)**

**MOTION 2022-30** (P. Henry/C. Hoy) “that the EOORC PR Commission approves the call of the Rev. Eric Pagé (OM) to the Williamstown Pastoral Charge, 40 hours per week with a total annual remuneration of forty-five thousand seven hundred seventy-three dollars (\$45,773.00), effective April 1, 2022, with the use of the manse.”

**CARRIED****FOLLOW-UPS FROM LIAISONS AND PCSs:**

**Lanark-Balderson and Central Lanark P.C.s**

Wayne reported that both pastoral charges met March 1st to discuss the possibility of sharing a minister. They had good discussion and agreed on a basic plan. They are now in the process of meeting with their respective Council/Board and congregations and will proceed from there.

**OTHER BUSINESS:****1) Augusta P.C.**

The Rev. Kathy Petrie is officially on administrative leave effective this past Friday, March 4<sup>th</sup>. Whit will work with the congregation regarding pastoral care, Sunday supply, etc. but they will need a Pastoral Charge Supervisor (PCS) immediately.

**MOTION 2022-31** (E. McIntyre/C. Hoy) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Linda Suddaby, EOORC member, as Pastoral Charge Supervisor to Augusta P.C. effective immediately.”

**CARRIED****2) Perth: St. Paul's P.C.**

Wayne reported there were still two vacancies on the Church Council after the Annual Congregational Meeting on Feb. 27<sup>th</sup> – Chair and Treasurer. A special meeting will be held on March 16<sup>th</sup> to attempt to fill the positions. If they remain vacant, the PR Commission may be asked to decide whether or not to allow them to keep their Profile active on ChurchHub.

**3) Church Closures**

Whit reported Apple Hill has sent a notice to the Executive indicating its desire to close and disband by June 30, 2022.

**4) Sacrament Elder – Central Lanark P.C.**

Central Lanark has spoken with Wayne about a Sacrament Elder for their pastoral charge. When Whit receives a written request, he will bring it to the Commission for approval to move forward with training. (Note: Sacrament Elders are only permitted in pastoral charges do not have an appointed/called minister.)

**5) Terms of Reference**

Members identified three areas where we could clarify/update the handbook.

- Put in place a sub-committee of Licensed Lay Worship Leaders (LLWLs) to work with Whit on training, services, etc. for the entire group.
- Receive requests from Communities of Faith (CoFs) and offer training sessions for prospective Sacraments Elders.
- Improve communications with our retired clergy and help to establish a support network for them if so desired.

**6) Guidelines for Part-time Ministry Profiles (from Northern Spirit Regional Council)**

Whit received this from his counterpart in NSRC with permission to adapt it to our own area if we so wished. The document had been circulated to all members prior to the meeting and everyone agreed this was a very good starting point for discussions.

**MOTION 2022-32** (L. Suddaby/E. McIntyre) “that the EOORC PR Commission adopt the Guidelines for Part-time Ministry Profiles prepared by the Northern Spirit Regional Council (NSRC).”

**CARRIED**

[Note: Whit will revise using our letterhead and will send it around to all members for one last review before

making available to congregations.]

**NEXT MEETING:** Next meeting – **Tuesday, April 12, 2022** 1:00-3:00 p.m. via Zoom

**CLOSING:** Whit offered the closing prayer. The business listed on the agenda being completed, Whit declared the meeting adjourned at 2:16 p.m.

Appendix D<sup>2</sup>

**Pastoral Relations (PR) Commission**  
**(Draft Minutes) Tuesday, April 12, 2022**

**PRESENT:**

Jim Allen, Ina Bromley, Wayne Harris, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Whit Strong, Linda Suddaby (1:30 p.m.) (8)

**REGRETS:** Patsy Henry, Charlotte Hoy (2)

**CALL TO ORDER, OPENING PRAYER:**

Chair, Wayne Harris called the meeting to order at 1:03 p.m. and led us in an opening prayer.

**ADDITIONS TO THE AGENDA:**

- Orleans profile

**ACCEPTANCE OF MINUTES:**

It was agreed to amend the item re St. Paul's, Perth under Other Business (2) p. 2022-11 to read "...the PR Commission may be asked to decide..."

**MOTION 2022-33** (I. Bromley/E. McIntyre) "that the minutes of March 8, 2022 be accepted as amended."

**CARRIED**

**RESTORATIVE CARE:** None

**SABBATICALS:**

**MOTION 2022-34** (S. MacDonald/J. Allen) "that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Lynda Harrison, (Kemptville: St. John's P.C.), July 1-September 30, 2022."

**CARRIED**

**MOTION 2022-35** (E. McIntyre/I. Bromley) "that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Brian Cornelius, (First P.C., Ottawa), April 18 – July 31, 2022."

**CARRIED**

**MOTION 2022-36** (E. McIntyre/S. MacDonald) "that the EOORC PR Commission takes note of the withdrawal of the Rev. Grant Dillenbeck's (Stittsville P.C.), sabbatical."

**CARRIED**

**ACKNOWLEDGED SABBATICALS:**

Brian Cornelius – First P.C. (Ottawa) – May 1, 2022 to July 31, 2022  
Elizabeth Bryce – Rideau Park P.C. (Ottawa) – June 2022 to August 2022  
Lynda Harrison – St. John's P.C. (Kemptville) – July 1 – September 30, 2022  
Paul Dillman – Riverside P.C. (Ottawa) – June 1 – August 31, 2022  
Mary Royal-Duczek – Almonte P.C. – spring of 2022  
David Illman-White – Centretown P.C. (Ottawa) – May 2, 2022  
Andrew Jensen – Knox P.C. (Nepean) – May – July 2022

Ed Gratton – South Gloucester P.C. (Ottawa) – July – September 2022

**MATERNITY LEAVE:**

**MOTION 2022-37** (E. McIntyre/S. MacDonald) "that the EOORC PR Commission takes note of the upcoming

maternity leave of the Rev. Natalie (Istead) Matkovsky, (Grace P.C., Chelsea), tentatively from August 2022 – April 2023.”

**CARRIED**

**SUPERVISED MINISTRY EDUCATION SITE:**

**MOTION 2022-38** (J. Allen/S. MacDonald) “that the EOORC PR Commission recommends the suitability of the Quyon Pastoral Charge to continue as a Supervised Ministry Education (SME) site.”

**CARRIED**

**CHANGE IN PASTORAL RELATIONS:**

**Stittsville P.C.**

**MOTION 2022-39** (S. MacDonald/J. Allen) “that the EOORC Commission approves the request of the Rev. Grant Dillenbeck (OM) (Stittsville P.C.) for a change in pastoral relations to retire effective October 1, 2022.”

**CARRIED**

**DECLARATION OF VACANCIES:**

**Osgoode-Kars P.C.**

**MOTION 2022-40** (E. McIntyre/J. Allen) “that the EOORC Commission declares a vacancy at Osgoode-Kars Pastoral Charge effective April 12, 2022.”

**CARRIED**

**Perth Road P.C.**

**MOTION 2022-41** (S. MacDonald/I. Bromley) “that the EOORC Commission declares a vacancy at Perth Road Pastoral Charge effective April 12, 2022.”

**CARRIED**

**APPROVAL OF PROFILES:**

**a) Osgoode-Kars P.C.**

**MOTION 2022-42** (S. MacDonald/E. McIntyre) “that the EOORC Commission approves the Osgoode-Kars Pastoral Charge profile for posting on ChurchHub.”

**DEFEATED**

[Note: A number of small items need to be corrected before posting. These primarily dealt with hours and salary and allowance schedule items. Whit will follow-up with the Pastoral Charge.]

**b) Perth Road P.C.**

**MOTION 2022-43** (I. Bromley/J. Allen) “that the EOORC Commission approves the Perth Road Pastoral Charge profile for posting on ChurchHub.”

**CARRIED**

**c) Orleans P.C.**

**MOTION 2022-44** (E. McIntyre/S. MacDonald) “that the EOORC Commission approves the Orleans Pastoral Charge profile for posting on ChurchHub subject to corrections.”

**CARRIED**

[Note: Whit will contact the Pastoral Charge re the corrections required – mainly editing.]

**LIAISONS:**

**Stittsville P.C.**

**MOTION 2022-45** (S. MacDonald/J. Allen) “that the EOORC PR Commission, names Caroline Penhale as Liaison to the Stittsville Pastoral Charge, effective April 12, 2022.”

**CARRIED**

**PASTORAL CHARGE SUPERVISORS:**

**Knox P.C. (Nepean)**

**MOTION 2022-46** (I. Bromley/E. McIntyre) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Shaun Yaskiw (OM), EOORC member, as Pastoral Charge Supervisor to the Knox Pastoral Charge (Nepean), to cover Andrew Jensen’s sabbatical.”

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**CARRIED****Mt. Zion P.C. (Pembroke)**

**MOTION 2022-47** (I. Bromley/S. MacDonald) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Paul McLenaghan (OM-R), EOORC member, as Pastoral Charge Supervisor to the Mt. Zion Pastoral Charge (Pembroke), to temporarily replace Kevin Moratz (OM) as Pastoral Charge Supervisor.”

**CARRIED****Kemptville: St. John's P.C.**

**MOTION 2022-48** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Ralph Taylor (OM-R) and Paul Vavasour (OM-R), EOORC members, as Pastoral Charge Supervisors to the Kemptville: St. John's Pastoral Charge, to cover Lynda Harrison's sabbatical July 1 – September 30, 2022.”

Q

**CARRIED****First P.C. (Ottawa)**

**MOTION 2022-49** (J. Allen/S. MacDonald) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Howard Clark (OM-R), EOORC member, as Pastoral Charge Supervisor to the First Pastoral Charge (Ottawa), to cover Brian Cornelius' sabbatical April 18 – July 31, 2022.”

**CARRIED****Arnprior: Grace-St. Andrew's P.C.**

**MOTION 2022-50** (E. McIntyre/I. Bromley) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Sheryl McLeod (OM), EOORC member, as Pastoral Charge Supervisor to the Arnprior: Grace-St. Andrew's Pastoral Charge, While the appointed minister is going through the Admissions process effective April 12, 2022.”

**CARRIED****Pastoral Charges without Supervisors:**

Addison	Lower Gatineau Valley	Templeton
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**Pastoral Charges without called/appointed Ministry Personnel:**

Addison	Ashton-Munster	Aylmer-Eardley
Aylwin	Central Lanark	Clyde Forks-Tatlock
Delta-Toledo	Denbigh, Matawatchan,	Schutt Elgin-Portland
Glasgow-Castleford	Golden Lake	Greenwood
Kenmore	Knox Edwards	Lanark-Balderson
Lansdowne	Lower Gatineau Valley	Lyn: Christ Church
Mallorytown	Namur	Perth: St. Paul's
Perth Road	Pittston	Richmond
Rideau	Shawville	South Stormont
Templeton	Williamstown	

**CALLS/(RE)-APPOINTMENTS****Osgoode-Kars P.C. – Karen Boivin (OM)**

**MOTION 2022-51** (E. McIntyre/L. Suddaby) “that the EOORC PR Commission acknowledges that the Rev. Karen Boivin (OM) will be only pulpit supply to the Osgoode-Kars Pastoral Charge until May 22, 2022.”

**CARRIED****Salem: Locksley P.C. – William McDowell (OM-R)**

**MOTION 2022-52** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission approves the re-appointment of the Rev. William McDowell (OM-R) to the Salem: Locksley Pastoral Charge as Congregational Minister, 10 hours per week with a total annual remuneration of eighteen thousand one hundred seventy-six dollars



(\$18,176.00), July 1, 2022 to June 30, 2023.”

**CARRIED**

**Centretown P.C. (Ottawa) – Laurie McKnight (OM-R)**

**MOTION 2022-53** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission approves the appointment of the Rev. Laurie McKnight (OM-R) to the Centretown Pastoral Charge (Ottawa) as Congregational Minister, 16 hours per week, to cover a sabbatical and medical leave, with a total annual remuneration of twenty-nine thousand thirty-one dollars and twenty cents (\$29,031.20), from May 22 – December 25, 2022, with a two week notice to enable the return of the incumbent minister.”

**CARRIED**

**COVENANTING SERVICE:**

Whit has been asked to name a Regional representative to participate in the covenanting service for the Rev. Zacharias Mandara at Wesley U.C., Pembroke on April 24<sup>th</sup>, 2022. This is scheduled for Sunday during the worship service.

**SACRAMENTS ELDER:**

**MOTION 2022-54** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission takes note of the request of the Central Lanark Pastoral Charge that Michael Wattie be approved as a Sacraments Elder.”

**CARRIED**

**CONGREGATIONAL DESIGNATED MINISTER (CDM):**

**MOTION 2022-55** (L. Suddaby/S. MacDonald) “that the EOORC PR Commission takes note of Barrhaven Pastoral Charge’s CDM position description.”

**CARRIED**

**FOLLOW-UPS FROM LIAISONS AND PCSs:**

**Clyde Forks-Tatlock P.C.**

The Rev. Carla Van Delen is the Pastoral Charge Supervisor (PCS) and submitted a

comprehensive report. She had some questions regarding the history of PCSs on the pastoral charge – Whit will respond to her.

**Rideau P.C.**

Sharon MacDonald reported she had attended all three annual meetings for this charge. Sunday worship schedule is a challenge; attendance continues to be low.

**Lanark-Balderson P.C.**

Sharon is PCS for this pastoral charge as well. She attended both congregational meetings. The search committee continues to interview.

**South Stormont P.C.**

Erin McIntyre reported the pastoral charge will meet again in May to work on the ministry profile. The incumbent minister is looking for new accommodations at the end of April since the manse will be undergoing renovations.

**OTHER BUSINESS:**

**1) Perth: St. Paul’s P.C.**

Wayne reported the vacancies for Chair and Treasurer on Church Council have now been filled and will be presented at a congregational meeting on +May 15<sup>th</sup> for approval. They will need a Pastoral Charge Supervisor to cover for the Rev. Shelley Roberts who will be leading worship in her own church that day. Whit will follow-up with the minister who is providing pulpit supply that day.

**2) Compensation for Pulpit supply**

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**MOTION 2022-56** (L. Suddaby/S. MacDonald) “that the EOORC PR Commission accepts the draft policy on pulpit supply compensation and forwards it to the Executive.” **CARRIED**

**3) Terms of Reference for the Pastoral Relations Commission**

**MOTION 2022-57** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission accepts the revised Terms of Reference for the Pastoral Relations Commission and forwards it to the Executive.”

**CARRIED**

**LAST WORD:**

- Sharon noted the upcoming LLWL event on May 14<sup>th</sup> at Rideau Park U.C., Ottawa. It is posted on the Events page of the EOORC website. Spaces are still available.
- There will be a formal re-licensing of LLWLs at the EOORC meeting on May 28, 2022.

**NEXT MEETING:** Next meeting – **Tuesday, May 10, 2022** 1:00-3:00 p.m. via Zoom

**CLOSING:** Whit offered the closing prayer. The business listed on the agenda being completed, Wayne declared the meeting closed at 2:59 p.m.

Appendix D<sup>3</sup>

**Pastoral Relations Commission**  
**Terms of Reference for Pastoral Relations Commission**

Responsibilities of Regional Council as outlined in The Manual (Section C.2.8 Pastoral Relations):

The Regional Council is responsible for co-operating with communities of faith in

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and
- c) appointing a Regional Council liaison officer to assist a community of faith in pastoral relations matters at designated times.

**Mandate of the Pastoral Relations Commission**

The mandate of the Pastoral Relations Commission is to work with the Regional Council's Minister of Pastoral Relations and a team of volunteer Liaisons and Pastoral Charge Supervisors to maintain a close relationship between the Regional Council and the pastoral charges.

When a change in pastoral relations occurs, the Pastoral Relations Commission shall:

- Through its Liaisons, assist Communities of Faith in the development of a Pastoral Charge Profile and in the search for new ministry personnel. At any point in the pastoral relationship, Liaisons may assist Communities of Faith in clarification of their vision, mission and ministry needs.
- Appoint a member of the Regional Council as Pastoral Charge Supervisor if a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister. The Pastoral Charge Supervisor responsibilities are found in The Manual, 2022 of the United Church, section I.2.5.2 (b).

The Pastoral Relations Commission will be responsible for:

- ➔ Training of the Liaisons and Pastoral Charge Supervisors to carry out their roles with the Communities of Faith.
- ➔ Approval of requests for changes in pastoral relations.
- ➔ Approval of calls and (re)-appointments.
- ➔ Representing the Regional Council at covenanting services.
- ➔ Acknowledging ministry personnel's sabbaticals.
- ➔ Acknowledging ministry personnel on restorative care and long-term disability.
- ➔ Improve communications with retired Ministry personnel and help establish a support network if so desired.
- ➔ Training sessions for the Ministry and Personnel Committees of the Community of Faiths.
- ➔ Oversight of Licenced Lay Worship Leaders (LLWLs) by receiving the minutes of their meetings
- ➔ To create a sub-committee of LLWLs to work with the Regional Minister for Pastoral Relations on training and services for all LLWLs.
- ➔ Receive requests from pastoral charges for the approval and training of Sacrament Elders.

**Membership Size**

Chair, Scribe and 8 -10 members, with geographic representation if possible.

Regional Minister for Pastoral Relations, ex officio member and staff resource.

**Term of Office**

Chair – 3 years (renewable once);

Scribe – 3 years (renewable once);

Members – 3 years (renewable once)

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As of June 1, 2021, one-third of the Commission members will either ask for a second term or rotate off with new members being added.

**Responsibilities**

**Chair** - Call the meetings, prepare an agenda, open meetings with prayer, and consult with both the Regional Minister for Pastoral Relations and the Scribe.

**Scribe** – Take minutes of meetings, circulate agenda, minutes and other documentation as required and consult with both the Regional Minister for Pastoral Relations and the Chair.

**Distribution of minutes**

Minutes will be distributed to the Commission members, the Eastern Ontario Outaouais Regional Council executive and to [ministry@united-church.ca](mailto:ministry@united-church.ca)

The minutes will also be posted on the Eastern Ontario Outaouais Regional Council's website.

**Time Commitment / Meeting Frequency**

Meetings to be held the second Tuesday of each month.

## Appendix E

**EOORC Visioning Support for Communities of Faith, Clusters and Social Justice Networks**  
**April 2022 Regional Update**

**Mission and Strategy Fund Grants:** Six applications were received in response to the most recent grant-application deadline (March 31, 2022). These were reviewed by the EOORC Vision and Transformation Leadership Team on Tuesday, April 6, 2022. Recommendations for Executive Approval are included on this meeting's agenda.

**Networks, Clusters and Groups**

**EOORC Right Relations Network (RRN):** This Network's working group continues to develop a framework for work on indigenous justice, reconciliation and right relations. The Network's presentation at the EOORC Winter Session in March was very well received, and interest in the Network's activities continues to grow. Given the abundance of ongoing and aspiring regional projects and priorities being explored, the working group has resourced the EOORC Minister Supporting Visioning to facilitate a process to help prioritize efforts.

**EOORC Housing Matters Network (HM):** the Housing Matters Network working group continues to expand its membership and establish Network priorities. The working group is reaching out to connect to other groups to collaborate on issues of mutual interest. A recent concern about Communication support from EOORC was addressed to the EOORC Communications Leadership Team, highlighting the technological challenges when establishing Networks. The Network now has its own email address: [eoorchousingmatters@gmail.com](mailto:eoorchousingmatters@gmail.com) With the help of Anita Jansman, the Network working group is also developing its own "Landing Page" on the EOORC Web-Site. The working group is discerning how best to populate and utilize the page.

There will be a Housing Matters Conversation, 7pm Wednesday, May 18, 2022. Cathy Ashby, Executive Director of House of Lazarus will provide insight about the housing crisis in rural Eastern Ontario. Registration details to follow in EOORC e-newsletter and on the website for details.

**Anti-Racism:** Various Regions have identified the need for a separate space and construction of racial justice training for rural contexts. A group of Regional Staff including the EOORC Minister Supporting Visioning agreed to create a Network to develop "open" content which acknowledges that all rural contexts are not monolithic but diverse. Emo Yango, of the United Church's Communities in Mission unit, is resourcing the Network, by sharing resources and/or tools, including utilizing adult learning processes as part of the delivery of the training.

**Children's Ministry Network:** The need for a Children's Ministry Network has been clearly identified for EOORC. YAYA is dedicated to a specific age spectrum, and while it readily supports the focus on younger children, and would collaborate as deemed helpful, a dedicated Regional Network is required. As the staff person responsible for aspiring Networks within the Region, the EOORC Minister Supporting Visioning has begun conversation with interested individuals to convene a cross-regional representative group to discern the best way forward.

**SJNORC:** A social justice round table to take place Sunday, May 1 at 7 pm on Zoom. With the help of some incredibly gifted facilitators, a fulsome program will include: an opening provided by UCC justice advocate and former Moderator Lois Wilson, breakout time hosted by UCC Staff Jeffrey Dale and Susan Eagle, joined by Natalie Mehra of the Canadian Health Coalition and the ECORC GLI Network. There will be a summary and 'next steps' conversation with former MPP and active United Church member Ted McMeekin, as well. The intention of the program is to provide networking space and concrete strategies for people of faith to employ as we seek to participate in a pivotal provincial election.

**South Ottawa 5-Church Collaboration:** On Saturday, February 19, 2022, members from five south-east Ottawa United churches gathered together via Zoom to identify areas of ministry and action that they felt would be better served by working together. On Saturday, March 26, 2022, participants gathered together in-person to both identify the areas of focus they wanted to further discuss in depth with others (in breakout conversation) and to come up with practical, concrete and achievable ideas to take the work forward in those areas. The collaboration may develop more formally into a Cluster. Areas of discussion were:

- Youth and Children's Ministry
- Relationships With Indigenous Peoples
- Food Security
- Support to Seniors
- Refugees
- Adult Education/Spiritual Practices
- Bringing Affirming Ministries to the Wider Community
- Equity and Inclusion for Racialized Church members (esp. Youth)
- Joint Fundraising
- Better Inter-church Communication
- Housing

The EOORC Minister Supporting Visioning was invited to attend and provide a post-workshop reflection. He noted the following:

1. Four words emerged as threads through all of the conversation and something of which to mindful: collaboration; duplication; overlaps; and gaps.
  - It is clear that this group is seeking collaboration in taking this work forward;
  - There is also clearly some duplication of the work already happening;
  - There are also some overlaps in certain areas; and,
  - The groups have also identified existing gaps.
2. Collaboration, duplication and overlaps also exist in other areas of the region and in other already-existing networks.

The group was invited to consider thinking beyond their existing boundaries and to expand the boundaries of their exploration into the region, including both urban centres and rural areas. To consider a broader view rather than keeping it local and to look at broader networks for duplication, overlap, etc., and to access the many resources that are already available to local congregations and to this group that's looking to collaborate together.

It was agreed that there is a need to work on increasing effective communication between the region, clusters, congregations, etc., and that the region needs to be better at establishing communication infrastructure at the regional level.

**Refugee Support:** In response to the war in Ukraine and the ensuing refugee crisis, a Support Ukraine initiative, led by Rev Cindy Casey and Cathy Ryan was convened follow the last EOORC Executive Meeting. With the support of Anita Jansman, a comprehensive Landing Page was developed and posted to the EOORC Web-Site, and cross-group/network conversation ensued between the EOORC Refugee Sponsorship Network, and other Refugee oriented not-profits; thereby broadening the discussion to the overall global refugee crisis.

**Parish Nursing Ministry:** A comprehensive plan is developing which conceptualizes a Parish Nursing collaboration for congregations seeking pastoral care. Both the EOORC Minister Supporting Visioning and the Pastoral Care Minister are involved in the congregation being led by Rev Tiina Cote of Calvin United Church in Pembroke.

**Faith Communities**

The EOORC Minister Supporting Visioning is currently engaged or anticipates being engaged in visioning processes with a number of faith communities in the Region.

## Appendix F

**EOORC Stewardship Team Report**  
**April 28, 2022**

From Sara Charters President and Director of Philanthropy. "It is with immense gratitude for the generosity of the people of the United Church that we recognize an increase in **Mission & Service support in 2021**. In 2021, Communities of Faith, UCWs, families, and individuals gave a total of \$20.2M (\$19.6M in 2020) for our shared denominational work both in Canada and abroad. Together we are transforming lives, inspiring meaning & purpose, and building a better world. Thank you."

*Please note that the final report is not yet accepted and released.*

**Called to Be the Church – The Journey** Coaching and support to meet your stewardship needs is now being offered through United in Learning webinars.

This has proved to be popular so there is only one Cohort left.

Cohort 4a: Wednesday April 27, May 4, May 11, May 18 from 9:30-11:30 pm –Vicki Nelson

More dates will be added in the future.

After completing the four weekly sessions, you're learning team will schedule a Support Session with a stewardship coach from your region. Prior to that Support Session you will receive a customized Stewardship Analysis Report based on information you contributed before the module began. Use the recommendations included in the Stewardship Analysis Report, along with your learnings from the weekly sessions, to set your goals and create the plan for your next steps on the stewardship journey. Ongoing support and accountability are provided, thereafter, depending on your need.

### **Called To Be The Church Congregational Giving Program**

The Philanthropy Unit is offering a two-week coaching session for those who want to get the best use out of Called to Be the Church Congregational Giving Program.

In the past people just received the complete program (in paper format). The program was meant to be complete and ready to use. Today, the program is available in electronic format (or paper copies can be ordered for free from UCRD), and Stewardship Teams are given the option to sign up for a two-week course that goes over the Giving program, offers best practices tips and ongoing support. More information can be found here: <https://united-church.ca/community-and-faith/get-involved/called-be-church-journey/congregational-giving-program-module-do-0>

### **Ukraine Emergency Appeal**

From Jane Sharma Donations Analyst at General Council. As of April 25, 2022 \$698,000. has been raised for the Emergency Appeal for Ukraine. Right now, people urgently need shelter, clean water, food, and medical attention and that is what ACT Alliance is providing but when the conflict is over, they will still be there helping the Ukrainian people rebuild their country.

Roger shared with us that the Philanthropy Unit is going through some changes and one of them is hiring more Stewardship and Gifts Officers. By fall we may have someone new covering our region.

Stewardship and Gifts page on the regional website still a work in progress.



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The United Church of Canada  
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council  
Meeting of the Executive

April 28, 2022  
Zoom and teleconferencing

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### **Upcoming Events**

Regional Council Annual Meeting, Fri May 27th, and Sat 28<sup>th</sup> ~ Stewardship is on the agenda. Friday 8:20 – 8:50 pm

EOORC ~ UCW Summer Event at the Ramada in Cornwall August 12 – 14  
Stewardship will have a table and time on the agenda. The old days are back again.

Carolyn Ruda  
Chair, EOORC Stewardship Team

## Appendix G

**Eastern Ontario Outaouais Regional Council, United Church of Canada**  
**Communications and Administrative Assistant Report to the Executive**  
**April 27, 2022**

The Communications Leadership Team met on April 8<sup>th</sup> and discussed the ongoing issue of connecting with people in the EOORC who do not have access to electronic communications (i.e. email and website). The team will assist me when updating the EOORC Directory and we will also try to identify those Communities of Faith who don't participate in the annual meeting because they can't access or rely on the internet to get on a Zoom call.

The Annual Meeting theme is *Out of the Desert and Into the Promised Land*. Registration will begin this week. The planning team has been meeting regularly since March.

We will encourage small groups of people to meet for the Annual Meeting at one place for satellite meetings, for example, Lay Representatives in the vicinity of Pembroke could meet at one church hall as long as the internet connection is stable and reliable, and a large enough screen is available to accommodate up to 10 people. Someone will take on the role of scrutineer to record votes and attendance.

The Nominations Team has been in touch with me to ensure all information about nominations is up to date on the website.

I am in discussion *Housing Matters* (Trish Barlow and Sue Smarkala) about helping them optimize the communications devices available to them from the EOORC. I am currently waiting for content for the webpage that has been set up for them. They also want a EOORC-owned and managed email address and we are still discussing options for this.

Cindy Casey is leading the *Help Ukraine* initiative and I have been keeping the webpage up to date.

The Communications Leadership Team will meet one more time before summer in June.

Respectfully submitted,  
Anita Jansman

Appendix H<sup>1</sup>**Ministry for Youth and Young Adults (YAYA) - Executive Report –April 2022***Regional Update*

Camp Awesome has received the Canada Summer Job Grant to hire 4 Coordinators, 4 Senior Staff and 12 Counsellors for this year's program. This is the most funding we have ever received and are excited to be able to hire staff once again for in person day camp. Camp Awesome has confirmed 4 weeks of camp and has room and staff funds to host 6 more weeks. If you are interested in a week of camp please contact Kristy at [campawesomeottawa@gmail.com](mailto:campawesomeottawa@gmail.com) for more information.

**Canada Summer Job Grants**

This year, three Communities of Faith in EOOR, applied and received funds to hire summer students.

*Calvin United Church, Pembroke, ON. – Rev. Tiina Cote*

*Knox-St. Paul's United Church, Cornwall, ON. – Rev. Erin McIntyre*

*Winchester United Church, Winchester, ON. – Rev. Christine Lowson*

They will be hiring and managing these projects with my support. If you are interested in learning more about this opportunity please contact me or the ministers directly for more information.

**Mental Health First Aid (MHFA) supporting Youth Course follow-up**

The MHFA participants meet monthly to review the course materials, case studies and discuss Mental Health support opportunities within our Regions. The next LUNCH BOX Session is March 29th.

***EOORC YAYA will be offering the Mental Health First Aid supporting Youth course in Fall 2022. Please contact me for more information and dates.***

**Rainbow Youth Hub** *(see poster)*

Rainbow Youth Hub at Emmanuel United is growing. 6 youth participated in last months session. The next session is May 6th. For more information please contact Ellen Brohman at [rainbowhubottawa@gmail.com](mailto:rainbowhubottawa@gmail.com)

*Campus Ministry***Open Table**

Open Table has been put on hold for the moment until we are able to be in-person.

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The Open Table Committee is looking for a Community Development Coord for the 2021-2022 academic year. Allyson Hopkins, continues in the role of Communications Coordinator for the 2021/2022 year. We are looking at meeting with our congregational partners and reviewing possible programs this fall.

### **Spiritual Care in the Secondary Schools (SCSS)**

Breanna Pizzuto will be finishing her contract as the SCSS Coordinator the end of June and moving on to finish her Masters degree. The SCSS is hiring for this position, please see the attached in the email.

SCSS continues to look for Volunteers for this program with the hope that volunteers will be able to be in schools starting in Sept. 2022.

SCSS's meets the 3<sup>rd</sup> Wednesday of each month. SCSS is seeking to recruit and train new volunteers and working with the school board to develop spiritual care support opportunities. If you are interested in being a volunteer in the Ottawa Carleton District School Board in 2022 please contact me for more information. Online Volunteer Training begins in June.

### *General Council Update*

#### **UPDATE - GC44 Pilgrims**

I have received information that the GC44 Interns (Pilgrim) program has received the Canada Summer Jobs Grant and will be working with the Regions to develop local programs and activities over the internship period. Please contact me if your community of faith is interested in working with the interns this summer. We will be looking for opportunities to engage with our churches to develop skills and build opportunities for spiritual growth. Some ideas include building a labyrinth, murals, planting/creating a garden, hosting a workshop or leading an activity.

#### **EOORC Interns (Pilgrims)**

- Alisa Insley – North Gower UC
- Ronan Bosch – Parkdale UC
- Margaret Kirke – St. Paul's Eastern UC
- Vanessa Brohman – Emmanuel UC
- Kieran Bodner – Glen Cairn UC

Respectfully Submitted by Dana Ducette April 27<sup>th</sup>, 2022

[dducette@united-church.ca](mailto:dducette@united-church.ca) - mobile: 613-608-8411

Appendix H<sup>2</sup>**Spiritual Care in Secondary Schools,**  
**Spiritual Care Coordinator Position**

The Ottawa Carleton District School Board (OCDSB), Spiritual Care in Secondary Schools Steering Committee, is seeking a ***Spiritual Care Coordinator*** to coordinate the Spiritual Care in Secondary Schools program. This program provides spiritual care to students and staff during schools hours. This position reports to the Spiritual Care in Secondary Schools Steering Committee and works with Spiritual Care in Secondary Schools (SCSS) Volunteers, as well as School Staff and the Administrators within OCDSB Secondary Schools.

**Part-time contract:** September to June

**# of Hours:** 22 hours per month

**Hourly rate:** \$25/hr.

The Spiritual Care Coordinator will be responsible for work carried out, including, but not limited to:

*(\* denotes changes to work due to Covid-19 OCDSB & Ottawa Public Health Protocols- moved to phone or online meetings)*

- \*Monthly assess how the SCSS Program is benefitting the lives of students and staff within secondary schools by collecting biannual (narrative) reports from SCSS Volunteers about their progress and experiences within schools.
- \*Facilitating SCSS Volunteers for development and delivery of in person and online program for Students, School Staff and Parents by liaising with School Principals, Guidance Counsellors and addressing questions or concerns raised when necessary.
- \*Organize training and provide ongoing support for SCSS Volunteers through regular checks in *(by Zoom, phone/email)*.
- \*Recruit and arrange for online interviews of potential SCSS Volunteers when necessary on going as we require more volunteers
- Liaise with the Ottawa Network For Education (ONFE) about new SCSS Volunteer background checks and ensure current SCSS Volunteers Vulnerable Sector checks and training is recorded and up to date. Develop process to determine how often checks and training should be updated
- Lead the SCSS Volunteer recruitment and selection, arrange training and provide supervision of SCSS Volunteer team within the OCDSB
- \*Arrange in consultation with the SCSS Committee continuing education workshops for SCSS Volunteers (twice per year)
- Liaise with multi faith groups to develop relationships and build partnerships opportunities for the SCSS program. (promotion, education, connection)
- Liaise with school administration, guidance counsellors, teachers and support staff to develop relationships and partnership for the SCSS program (promotion, education, connection) Finding school to take volunteers with expectations clearly outlined,

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- Develop a resource network to advocate for the program with the above mentioned partners in Ottawa and within Ontario

-Attend and take minutes of SCSS Committee Meetings

- \*Be the point of contact of the SCSS Committee with the OCDSB for all communications

- Maintain confidentiality and archives of SCSS files pertaining to the SCSS Volunteers (past and present), Multi Faith Partners and OCDSB contacts.

### **KEY COMPETENCIES, KNOWLEDGE & SKILLS**

- Understanding of the Mission, Vision, Values and strategic directions of the OCDSB
- Demonstrated ability to develop respectful relationships with stakeholders and volunteers
- Proficient in effective respectful communication with others (verbal and non-verbal, written, visual)
- Proven commitment to continuing education and learning
- Established ability to work effectively on your own and in collaboration
- Commitment to a spiritual life

Please send a resume and cover letter to [dducette@united-church.ca](mailto:dducette@united-church.ca) by **May 6<sup>th</sup>, 2022**. Candidates will be contacted through email for interviews.