

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, April 13, 2023 – 9 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

Susan (Sue) Hutton, DLM	President
Susan DeHaan, DLM	President-Elect
Jim Allen	Member
Rev. Cindy Casey	Member
Liz Church	Member
Rev. Dr. Teresa Burnett-Cole	Member
Rev. Ryan Kim	Member
Catherine Ryan	Member
Linda Suddaby	Member
Rev. Dr. Peter Bartlett	Corresponding Member - Minister Supporting Visioning with Communities of Faith, Clusters and Social Justice and Outreach Networks Faith, Clusters and Networks
Rev. Brian Cornelius	Corresponding Member – Treasurer for the Regional Council
Rev. Éric Hébert-Daly	Active Member, Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister

REGRETS/ABSENT

Rev. Lynne Gardiner	Member
Nancy Hazen	Member
Rev. Takouhi Demirdjian-Petro	Past-President
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults
Anita Jansman	Corresponding Member - Communications and Administration Assistant

Circle time for sharing and recognizing God's presence during the month – All are invited to share.

Land Acknowledgement – Linda Suddaby shared a personal land acknowledgement and encouraged others to do so (and reflect) from a personal perspective.

Opening Devotions – Linda Suddaby reflected on the expression of “grow where you are planted” and read from the Book of Ezekiel 17:22-24, and the Book of Mathew 13, which is the parable of the sower of seeds. Linda reflected further on outreach and learning more about what it means to “grow where we are planted” and suggested first to consider our perspective: is success measured by number of people attending church, the amount of money in our bank accounts? Linda suggested that changing our mentality, and seeking out opportunities to be church (church which is the seed that is scattered), to tell the Christian story, to connect with folks in the community and be ready to meet people where they are, to be the voice of Christ, to witness to the Grace of God in our own lives, and to be comfortable doing so (wherever we are at). Linda closed this time of devotion in prayer.

Appointment of an Equity Monitor for this Meeting

2023-04-13_001 MOTION (L. Church/R. Kim) That the Eastern Ontario Outaouais Regional Council Executive appoints Cathy Ryan as Equity Monitor for this meeting. **CARRIED.**

(It is the hope that members take on the role of equity monitor at least once during their membership on the Executive)

Minutes of March 9, 2023

2023-04-13_002 MOTION (C. Casey/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of March 9, 2023 as circulated. **CARRIED**

Email Poll of March 29, 2023

2023-04-13_003 MOTION (T. Burnett-Cole/R. Kim) that the Eastern Ontario Outaouais Regional Council Executive receive the email poll of March 29, 2023, for inclusion into these minutes as amended (Glebe St-James will be the sole employer, with contribution coming from the other churches):

2023-03-29_001 MOTION (T. Burnett-Cole/L. Gardiner) That the Eastern Ontario Outaouais Regional Council use \$5,625 from the Faith and the Arts Fund and \$5,625 from its unrestricted reserves to contribute to the appointment of a half-time ministerial position for three months, shared by three congregations (First United, Glebe-Saint James and Knox Nepean) each contributing \$1200. The position shall be restricted to candidates for ordination within the geographic boundaries of the Regional Council. The position description will be developed in discussion with the congregations by Alyson Huntly and the position employed by the Regional Council. Should the position be unable to be filled by a candidate for ordination by April 15th, the position shall be eliminated and the funds will be returned to the respective funds and congregations. CARRIED

CARRIED

Agenda

2023-04-13_004 MOTION (C. Ryan/L. Church) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as circulated.

Correspondence

- a) March 5, 2023, Judy James, Treasurer, Knox United Church (Edwards), date of disbanding and appointment of trustees (*for action under 2Ba*)
- b) March 10, 2023, Rev. Takouhi Demirdjian-Petro, Past-President, re showing appreciation for the decision of the Executive to contribute towards costs associated with the translation of the Bible into Mohawk (*for information*)
- c) March 10, 2023, Rev. Jan Jorgensen, Living Into Right Relations Leadership Circle, Nakonha:ka Regional Council, re appreciation to the Regional Council for sending funding for Kanesatake Bible Translation Project (*for information*)
- d) March 13, 2023, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada, re reactivating Oxford Mills United Church records and the Dynamics databases (*for information*)
- e) March 31, 2023, Rev Carolyn Insley, North Gower Pastoral Charge, re EOORC Policy, effective January 13, 2022, "Disposition of Cash and Property Assets when a Community of Faith Disbands" (*forward to the Property Leadership Team*)
- f) April 3, 2023, Cam Bowes, Co-Chair, Rothwell Council, re Possible downstream legal challenge to Kindred Works project (*for information*)
- g) April 12, 2023, copied on a letter from Rev. Caroline Penhale, Vocational Minister for East Ontario and Quebec, to Frank Emmanuel, re affirmation of promise and suitability for ministry in The United Church of Canada (*for information*)

- h) April 12, 2023, copied on a letter from Rev. Caroline Penhale, Vocational Minister for East Ontario and Quebec, to (Qian) Erika Liang, re affirmation of promise and suitability for ministry in The United Church of Canada (*for information*)

Correspondence out

- i) March 10, 2023, to Rev. Jan Jorgensen, Living In Right Relations Leadership Circle, Nakonha:ka Regional Council, from Susan Hutton, DLM, President, Eastern Ontario Outaouais Regional Council, re Kanesatake Bible Translation Project (*for information*)
- j) March 10, 2023, to Douglas Therrien, Oxford Mills Pastoral Charge, from Susan Hutton, DLM, President, re Executive reconsidering disbanding of Oxford Mills Pastoral Charge to allow congregation to consider other avenues (*for information*)
- k) March 10, 2023, to Carolyn Ruda, past-executive member, from Susan Hutton, DLM, President, re conveying personal prayers and wishes (*for information*)
- l) March 16, 2023, to David Charles, Lay Representative Grace United Church (Gananoque) from Rev. Eric Hebert-Daly, Executive Minister, re Grace United Church Gananoque Motion for adherents' participation (*for information*)
- m) March 16, 2023, to David Charles, Lay Representative Grace United Church (Gananoque) from Rev. Eric Hebert-Daly, Executive Minister, re Grace United Church Gananoque naming representatives to the Regional Council (*for information*)
- n) April 2, 2023, to EOORC Leadership Teams, Clusters, Networks from Rev. Eric Hebert-Daly, Executive Minister, re invitation to submit reports and requests for considerations to the Executive (*for information*).

Discussion: Launch of Mohawk Bible to take place in second week of September. More details will be provided closer to the date.

SharePoint – Soon correspondence will be accessible to members through SharePoint.

Business

Supporting and enhancing the ministry of Communities of Faith

1. Governance

- a) **Disposition of Cash and Property Assets when a Community of Faith Disbands** – Forward to Property Leadership Team for reflection and possible revision.
- b) **Future Through Property Leadership Team**
- *see Future Through Property Leadership Team – Terms of Reference as Appendix A*

Discussion: It was asked to remove the term 'mission' from the title as it carries negative and offensive connotations to First Nations Peoples. It was decided to revise anywhere that the word 'mission' is used in our governance handbook. Moreover, it was suggested to collaborate with Indigenous Ministries to help determine some acceptable wording.

- c) **General Meeting Planning Leadership Team**
- *see General Meeting Planning Leadership Team – Terms of Reference as Appendix B*

2023-04-13_005 MOTION (L. Church/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive *Future Through Property Leadership Team* and *General Meeting Planning Leadership Team* terms of reference be adopted as presented. **CARRIED**

2023-04-13_006 MOTION (L. Church/ C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive name Rev. Eric Hebert-Daly, Jim Allen, Rev. Cindy Casey, Liz Church, Rev. Teresa Burnett-Cole and Sue Hutton, DLM, to go through the Governance Handbook to remove all offensive language. **CARRIED**

2. Supporting Communities of Faith

A. Relationship Support

a) Visioning

B. Property Support – Rev. Eric Hebert-Daly

a) Knox United Church (Edwards)

2023-04-13_007 MOTION (J. Allen/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive having made the following decision:

2023-01-12_015 MOTION (N. Hazen/L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive disband Edward Knox United Church effective December 31, 2022. CARRIED

correct the date of disbanding of Knox United Church (Edwards) to an effective date of April 15, 2023. **CARRIED**

2023-04-13_008 MOTION (L. Church/R. Kim) that the Eastern Ontario Outaouais Regional Council Executive, authorizes the current Trustees of Knox United Church (Edwards), namely Jan Brown, Keith Fish and Joan Heyland to continue on behalf on the Eastern Ontario Outaouais Regional Council until such time as the property has been sold, and all assets dispersed as per a plan subject to the approval of the Regional Council. **CARRIED**

2023-04-13_009 MOTION (C. Casey/L. Church) that the Eastern Ontario Outaouais Regional Council Executive receive and approve the funds dispersal plan as to the disposition of funds from the sale of the Knox United Church (Edwards) property, namely:

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry
- b) 10% be remitted to the United Church of Canada Mission and Service Legacy Fund for the on-going support of the ministry of the United Church
- c) 10% be remitted to the Eastern Ontario Outaouais Regional Council Transformation and Vision Fund
- d) 50% be remitted to the Eastern Ontario Outaouais Regional Council Mission and Ministry Legacy Fund (see terms of Reference below). The Regional Council will entertain some of this amount being directed to geographically neighboring Communities of Faith for long-term investing or for a specified purpose. This designation requires a specified plan that is reviewed and recommended by the Finance Committee and approved by the Executive. Governance Document for the Eastern Ontario Outaouais Regional Council of the United Church of Canada 56
- e) 20% be remitted to mission activities that the Community of Faith has a historical financial commitment and/or congregational voluntary value, and a maximum of half this amount is eligible for organizations not associated with the United Church of Canada.

The 20% is to be further confirmed with the community of Faith:

WHEREAS there is a historical commitment from Knox United, a proviso that one half of the 25% being given to the Winchester District Memorial Hospital be specifically directed to the Hospital's Dundas Manor fund

WHEREAS all necessary bills such as propane, hydro, etc. have been paid,

FUNDS DISPERSAL PLAN

10% Indigenous Ministry
 10% UC Mission and Service Legacy Fund
 10% EOORC Transformation and Vision
 50% EOORC Legacy Fund
 \$2000 Burnstown united Church
 70% Rideau Hill Camp
 10% Multi Faith Housing Initiative
 10% House of Lazarus
 10% St John's United - Cardinal (First Responders United)
 10% UC mission with historical commitment
 25% Canadian Food Grains
 25% Women for Change (United Church partner)
 25% Gifts With Vision - Global Emergency Response
 25% Gifts With Vision - Help Build a Well
 10% Historical commitment from Knox United
 25% Township of Osgoode Care Centre
 25% Winchester District Memorial Hospital (50% to Dundas Manor)
 25% world Vision (Agriculture - animals, bees, trees)
 25% Ottawa Mission
REMAINING FUNDS IN BANK ACCOUNT
 \$500 Veteran's Service Dogs
 Osgoode Food Cupboard

CARRIED

Discussion: Brian Cornelius, Regional Council Treasurer, agreed to collaborate with trustee at Knox United Church (Edwards) to help determine how the 20% can be disbursed.

b) **Balderson United Church**

2023-04-13_010 MOTION (L. Suddaby/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive, although having received a property evaluation for Balderson United Church in the amount of \$ 285K, accept the agreed upon sale price with the Mennonite Church for 225K, the reason that that the church is being sold to another faith community and thereby transferring a "sacred trust," in keeping with a sense of call. **CARRIED**

C. Licensed Lay Worship Leaders

a. **Licensing** – Rev. Whit Strong

2023-04-13_011 MOTION (C. Ryan/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Pastoral Relations Commission that the following Licensed Lay Worship Leaders to be licensed at the Regional Council annual general meeting (May 2023) for the period beginning July 1, 2023 and ending June 30, 2024.

1. Adamovits, Allison

18. Jacobs, Barbara

34. Page, Jeannie

- | | | |
|--------------------------|------------------------|-----------------------|
| 2. Allen, Jim | 19. Jinkinson, Deborah | 35. Patterson, David |
| 3. Anthony, Sheila | 20. Johns, Barbara | 36. Pentinga, Ruth |
| 4. Becker, Gabrielle | 21. Kelso, Cathie | 37. Reichert, Martin |
| 5. Burnett-Cole, Ruth | 22. Knoyle, Jessica | 38. Robertson, Mackie |
| 6. Blanchard, Lynda | 23. LeGrow, Barbara | 39. Ruda, Carolyn |
| 7. Burbridge, Christine | 24. LeGrow, John | 40. Sabadash, Hilda |
| 8. Clemis, David | 25. Lloyd, Neil | 41. Sales, Alison |
| 9. DeJeet, Barb | 26. MacDonald, Sharon | 42. Sanderson, Sharon |
| 10. Doyle, Luane | 27. Marjerrison, Merle | 43. Smith, Sandra |
| 11. Ducette, Dana | 28. McCooye, Gail | 44. Tanner, Joanne |
| 12. Ferguson, Tammy | 29. McGrath, Heather | 45. Tuffin, Sally |
| 13. Gardell, Dietlind | 30. McCaw, Lynn | 46. Webb, Laura |
| 14. Geelen, Jeremy | 31. McNamee, Lillian | 47. Whiteley, Paul |
| 15. Grant, James | 32. Miner, Carla | 48. Workman, Carol |
| 16. Hoy, Charlotte | 33. Nicholls, Andrew | 49. Wrightly, Norma |
| 17. Hunt Stephens, Marni | | |

Discussion: It was suggested to make distinction between those being licensed and relicensed when celebrating them at the May general meeting.

- b. Licensed Lay Worship Leader (LLWL) Annual Declaration Form** – Rev. Whit Strong
- see *Police Records Check form* as **Appendix C**

2023-04-13_012 MOTION (L. Church/R. Kim) that the Eastern Ontario Outaouais Regional Council Executive accept the Licensed Lay Worship Leader (LLWL) Annual Declaration form as the means for LLWLs to annually uphold their Police Records Check (PRC). The form is based on the Annual Online Declaration form that Ministry personnel need to complete on Church Hub.

Furthermore, it is understood that by annually submitting the Licensed Lay Worship Leader (LLWL) Annual Declaration Form to the Regional Council, LLWLs will not have to request a new Police Records Check every 5 years. Failure to make an annual declaration would mean that LLWLs would be required to submit a new PRC when their current one expires in order to remain compliant with EOORC LLWL policy. **CARRIED**

Discussion: Rev. Whit Strong provided background information as to why this motion was being made.

Break – a break was had for 5 mins.

Equity Monitor – Rev. Teresa Burnett Cole agreed to be Equity Monitor for the remainder of the meeting

- 3. Finance** – Rev. Brian Cornelius, Regional Council Treasurer reported that the Financial Review (2022) is scheduled for April 19th 2023. The financial statements still have to be finalized. There are no action items from the Finance Committee at this time

- see *2023 Financial Report* as **Appendix D¹**
- see *2023 Balance Sheet* as **Appendix D²**

Discussion: Rev. Brian Cornelius explained the balance sheet and informed that it would be circulated for every meeting.

2023-04-13_013 MOTION (C. Casey/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive receive for information the 2023 financial report and 2023 balance sheet as distributed.
CARRIED

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

- 4. Pastoral Relations** – The Pastoral Relations Commission met on April 11th.
- See *Pastoral Relations Commission (approved) minutes of March 14th* as **Appendix E¹**
 - See *Pastoral Relations Commission (draft) minutes of April 11th* as **Appendix E¹**

2023-04-13_014 MOTION (L. Church/R. Kim) that the Eastern Ontario Outaouais Regional Council Executive receive for information the Pastoral Relations Commission (approved) minutes of March 14th, the (draft) minutes of April 11th, and highlight the following decisions:

Pastoral Charge Supervisor

a) ***Glengarry East***

MOTION 2023-43 (S. MacDonald/E. McIntyre) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names John Noordhof, EOORC member, as Pastoral Charge Supervisor to the Glengarry East Pastoral Charge effective July 1, 2023.”
CARRIED

b) ***South Stormont***

MOTION 2023-44 (P. Henry/I. Bromley) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Erin McIntyre, EOORC member, as Pastoral Charge Supervisor to the South Stormont Pastoral Charge effective July 1, 2023.” **CARRIED**

Appointments and Calls

a) ***Centenary***

MOTION 2023-45 (J. Allen/I. Bromley) “that the EOORC PR Commission approves the re-appointment of the Rev. Shelley Roberts (OM-R) to the Centenary Pastoral Charge as Congregational Minister, 20 hours per week, effective September 1, 2023 – June 30, 2025.”
CARRIED

b) ***Stittsville***

MOTION 2023-46 (S. MacDonald/E. McIntyre) “that the EOORC PR Commission approves the re-appointment of the Rev. Anne Montgomery (OM-R) to the Stittsville Pastoral Charge as Congregational Minister, 20 hours per week, effective May 29, 2023 – June 30, 2023.” **CARRIED**

c) ***Glebe-St. James***

MOTION 2023-47 (P. Henry/E. McIntyre) “that the EOORC PR Commission approves the appointment of Junior Smith (Candidate) to the Glebe-St. James Pastoral Charge as Congregational Minister, 20 hours per week, effective May 16, 2023 – August 20, 2023.” **CARRIED**

d) ***Manotick***

MOTION 2023-48 (I. Bromley/J. Allen) “that the EOORC PR Commission approves the provisional call of Paul Whynacht (Candidate) to the Manotick Pastoral Charge as Congregational Minister, 30 hours per week, effective May 1, 2023.” **CARRIED**

e) ***Bristol***

MOTION 2023-49 (E. McIntyre/S. MacDonald) "that the EOORC PR Commission approves the provisional call of Catherine Stewart (Candidate) to the Bristol Pastoral Charge as Congregational Minister, 20 hours per week, effective July 1, 2023." CARRIED

CARRIED

Supporting and nurturing Right Relations, Social and Ecological Justice

Rev. Dr. Peter Bartlett highlighted that Bronwen Harman (Affirm Leadership Team) has been in conversation with Linda Hutchinson and is working towards bringing a motion to revise the Living ~~Mission~~ Statement (suggested to replace Mission with Call). It was highlighted that revision are more clerical than substance.

Supporting people in all seasons of life

5. Vision and Transformation – Rev. Cindy Casey highlighted parts of the process of receiving and deciding on grants, the workshops that have taken place and shared the following recommendation re grants to the Executive.

2023-04-13_015 MOTION (L Church/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive receive the recommendations from the Vision and Transformation Leadership Team and approve the following grant disbursements:

- a) **Maynooth Madawaska Pastoral Charge**, in the amount of 4100.00 for one year for the *Cathedral of the Trees* project, which is a shared initiative/collaboration between EOORC and ECORC. This initiative provides opportunities for worship in underserved communities both in and around the Algonquin Park area, as well as an opportunity for respite for clergy who offer to lead worship, and be available if needed, while enjoying the park. **Recommend 4100\$ be granted to support this initiative.**
- b) **St. John's United Church Brockville**, in the amount of 5000.00 for one year to support the work of *Pastoral Care in a transitioning community* as they move towards a partnership with Kindred Works and The Arts Hub. **Recommend 5000\$ be granted to support this initiative.**
- c) **MacKay United Church**, in the amount of 5000.00 for one year to expand the previous and very successful project. *Kindness of Jazz* is to augment the current filmed material to create a documentary as part of MacKay's ongoing music ministry. **Recommend 5000\$ be granted to support this initiative.**
- d) **Centre33 (ministry of Kanata United Church)**, in the amount of 5000\$ for one year for the creation of *The Zen Zone*, which is a space designed to teach and promote everyday self-regulation skills within a calmer and more private space, allowing neurodivergent youth to remain in social settings. As 2SLGBTQIA+ youth are disproportionally affected this is of particular importance. **Recommend 5000\$ be granted to support this initiative.**
- e) **Rural United Ministry Cooperative (R.U.M.)**, in the amount of \$3690 for one year for the *Healing Heart Hub*, which is a visioning story process that models recalling, telling and listening to help people get to know one another through small group work. This initiative is multi-generational in scope, intended to deepen relationship individually and in community. **Recommend 3690\$ be granted to support this initiative.**

-
- f) **First United Church, Ottawa**, in the amount of 844.00/year 1; 1000.00/year 2; and 1000.00/year 3 for *Camp Awesome Food Program*, to ensure the food provision is neither a barrier to participation nor a cause for marginalization in the program, and to provide education and opportunity around food preparation, handling, and meal planning. **Recommend the three-year grant duration of 844\$/1000\$/1000\$ be granted to support this initiative. Note: disbursement of 2024 & 2025 are conditional upon reporting on the previous year and will be disbursed in April of each year.**
- g) **House of Lazarus Matilda Resource Centre**, in the amount of 3900.00/year 1; 3300.00/year 2; 2800.00/year 3, for the *Getting Ahead in a Just Getting-By World* project, which is a research-based project to provide people living in poverty with a path forward to stabilize their lives. **Recommend the three-year grant duration of 3900\$/3300\$/2800\$ be granted to support this initiative. Note: disbursement of 2024 & 2025 are conditional upon reporting on the previous year and will be disbursed in April of each year.**
- h) **Kanata United Church**, in the amount of \$4400.00 for the one-year pilot project of *Together in Harmony/Ensemble en harmonie*, to create a multi-faceted opportunity for early-career musicians, who have been disproportionately affected by the pandemic to perform and for an intergenerational audience to enjoy the performing arts in a local and fully accessible setting. **Recommend 4400\$ be granted to support this initiative.**
- i) **Orleans United Church**, in the amount of 2000.00/year 1; 750.00/year 2; and 500.00/year 3 for *Camp Awesome Food Program*, to create an equitable environment and access for Camp Awesome to respond to food insecurity in their community. Additionally, these funds will create an environment that will support and educate campers in the areas of food preparation, nutrition and meal planning, and create an opportunity to talk about faith through food. **Recommend the three-year grant duration of 2000\$/750\$/500\$ be granted to support this initiative. Note: disbursement of 2024 & 2025 are conditional upon reporting on the previous year and will be disbursed in April of each year.**
- j) **Inverary/Battersea Pastoral Charge**, in the amount of 1211.34 for one year to purchase a *Button Maker* to be used in youth and young adult activities and programs promoting leadership, autonomy, creativity and faith development by creating buttons that support justice projects and create opportunities to raise funds for special projects such as the Clean Water Project for Indigenous communities while creating awareness through education. **Recommend 1211.34\$ be granted to support this purchase/initiative.**
- k) **Osgoode-Kars United Church**, in the amount of 1676.80 for one year to *Enhance Visibility* to create a logo symbolizing two different villages becoming one community of faith, through building connection, rebranding, and modernizing while appreciating their unique history in both the Kars and Osgoode areas. **Recommend 1676.80 be granted to support this initiative.**
- l) **Trinity United Church, Smiths Falls** in the amount of 1000.00/year1; 750.00/year2; 500/year3 for *Camp Awesome Meal Program*, to support food equity and respond to food insecurity in the community and well as create opportunities for intergenerational teaching through skill development and serving; meal planning and nutrition; and the opportunities to talk about faith through food. **Recommend the three-year grant duration of 1000\$/750\$/500\$ be granted to support this initiative. Note: disbursement of 2024 & 2025 are conditional upon reporting on the previous year and will be disbursed in April of each year.**

- m) **Trinity United Church, Smiths Falls** in the amount of 2260.00 for one year for *Camp Awesome Transportation*, in order to encourage and practice collaborative ministries with other UCC churches in their geographical area, by ensuring transportation for families for whom the cost and ability to transport would be barrier to participation. **Recommend 2260\$ be granted to support this initiative.**
- n) **Trinity United Church, Smiths Falls**, in the amount of 400.00 for one year for *Rainbow 101*, and initiative directed to hosting a larger scale event to engage in learning around the intersection between LGBTQ+ folk, and the Indigenous Community. **Recommend 400.00\$ be granted to support this initiative.**

Further, the Vision and Transformation Team, upon receiving and accepting the report on the Youth Initiative that began in 2022, recommends the disbursement of Year 2 Funds to *Elgin United Church in the amount of 5000.00\$* consideration and approval by the Eastern Ontario Outaouais Regional Council Executive.

CARRIED

Discussion: Is there record-keeping showing which communities of faith are receiving grants and the amounts over an extended period of time? Answer: Not at the moment, funding has always been available to those submitting applications, and therefore, no cap has been created limiting the amount of funds a community of faith can received over a time-frame.

Supporting and Building Communications

6. **Regional Council Meeting Planning Team** – Susan Hutton, DLM, shared that the General Meeting Planning Team is meeting this afternoon.
- a) **Costs: Venue, Meals, Tech, Simultaneous Translation** – all to be determined.
 - b) **Worship** – Rev. Teresa Burnett-Cole agreed to help with preparing worship services.
 - c) **Inviting elected representatives from all levels of government in Brockville area**

Discussion: It was suggested to also invite indigenous elected/spiritual represented. It was suggested to also create time at this meeting re the Regional Council response to the Call to the Church in response to the Truth and Reconciliation Commission. It was also suggested to invite an Indigenous leader to offer a teaching.

7. New Business

- a) **Archives** Rev. Eric Hebert-Daly
 - see *Costs of the Ontario Regional Council Archives* as **Appendix F¹**
 - see *Introduction to the United Church of Canada Archives (Toronto)* as **Appendix F²**

2023-04-13_014 MOTION (/) that the Eastern Ontario Outaouais Regional Council Executive hire The United Church of Canada Archives (Toronto) to manage the Eastern Ontario Regional Council archives, beginning on July 1st 2023 at a cost of \$18,846.90 for the remainder of 2023 and \$37,693.80 per year for subsequent years (roughly 14.61% of the total shared cost for Ontario Regional Council Archives budget).

The above motion was tabled indefinitely.

2023-04-13_016 CONCENSUS MOTION that the Eastern Ontario Outaouais Regional Council Executive agree to have the Executive Minister post an Archives job description for one day a week position.

b) Forming an Equity Leadership Team

Forming an Equity Leadership Team for the Regional Council to ensure that Equity issues are upheld at all meetings and in all communication. East Central Ontario Regional Council has such a Leaders with well established terms of reference and strong policy

Discussion: This topic would be revisited at the next meeting.

Report of Equity Monitor – Rev. Teresa Burnett-Cole reminded all to leave space for those who may need more time to speak.

Opening worship for next meeting – Rev. Ryan Kim

Equity Monitor for next Meeting – Liz Church

Announcements – None at this time.

Adjournment

2023-04-13_017 MOTION (T. Burnett-Cole/L. Church) that the Eastern Ontario Outaouais Regional Council Executive adjourn this meeting at 12:03 PM.

Closing Prayer – Rev. Whit Strong closed the meeting in prayer.

Next meeting date: Thursday, May 11, 2023 9:00 to noon on Zoom (Rev. Ryan Kim - devotions and land acknowledgement)
Annual General Meeting May 26-27, 2023 9 (in person, Brockville Arena)

Sue Hutton,
President

Rev. Éric Hébert-Daly,
Executive Minister

Appendices

Appendix A	Mission Through Property Leadership Team – Terms of Reference	Page 13
Appendix B	General Meeting Planning Leadership Team – Terms of Reference	Page 13
Appendix C	Annual Declaration Regarding Police Records Check (for Licensed Lay Worship Leaders)	Page 14
Appendix D ¹	2023 Financial Report	Pages 15-19
Appendix D ²	2023 Balance Sheet	Pages 20-22
Appendix E ¹	Pastoral Relations Commission (approved) minutes of March 14 th	Pages 23-27
Appendix E ²	Pastoral Relations Commission (draft) minutes of April 11 th	Pages 28-32
Appendix F ¹	Costs of the Ontario Regional Council Archives	Pages 33-34
Appendix F ²	Introduction to the United Church of Canada Archives (Toronto)	Page 35-36

Appendix A

Terms of Reference

Future Through Property Leadership Team

- Assist congregations with and recommend for approval by the Executive all major property renovations, transfers or sales (as per policy)
- Manage the property trust held by the Regional Council through Kindred Works
- Review and recommend for approval all asset disbursement plans for congregations that disband
- Consider the possibility of future ministry in the management and decisions related to property
- At least one member of this team will be on the Regional Council Executive to ensure adequate communications

Appendix B

Terms of Reference

Meeting Planning Leadership Team

- Coordinates the planning of three annual meetings (two business meetings, one educational event)
- Establishes theme, speakers, worship, agenda and content for meetings
- Prepares invitations to members and guests
- Establishes a relationship with the local arrangements team
- Ensures all logistics and technical needs are met (using a checklist)
- Works to ensure adequate communications with the members of the Regional Council about upcoming meetings and reporting back
- President of the Regional Council is an ex-officio member of this planning team

Appendix C

**Eastern Ontario Outaouais Regional Council
Annual Declaration Regarding Police Records Check
Licensed Lay Worship Leaders**

First Name: _____ **Last Name:** _____ **E-mail:** _____

Date of last Police Record Check: _____

By my indication below I declare that since my last Police Record Check in my possession and available to be reviewed upon request that:

I have had no criminal charges or convictions under the Criminal Code of Canada up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

I have the following criminal charge(s) or conviction(s) to declare under the Criminal Code of Canada, for which a pardon has not been issued or granted:

By submitting this form, I hereby declare that the information provided on this form is accurate as of the date of submission. Providing false or misleading information may result in discipline or loss of license.

Signature: _____

Date: _____

The use, retention and disclosure of personal information collected through this process is done in compliance with all applicable federal and provincial privacy legislation and adheres to the principles of the Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5). The United Church may store information you provide through this process in databases owned and maintained by the United Church, or by our service providers. This data may be stored on servers located in Canada or the United States.

Please scan and return completed forms to the Pastoral Relations Minister: wstrong@united-church.ca

This form must be completed and submitted by March 30th of each year.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2022 Financial Report

	Governance			Mission & Ministry			2023 Budget		Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance Miss&Min		
Income									
Grants - Assessments	81,047	325,000	325,000	0	0	0	325,000	0	325,000
Grant - Assessment (Executive Minister/Assistant Grant - Mission & Service Fund)	8,375	33,500	33,500	0	0	0	33,500	0	33,500
Grant - Special Funding	0	35,275	0	58,083	240,000	240,000	0	240,000	240,000
Donated Expenses	0	0	0	0	0	0	0	0	0
Interest & Mckendry Fund	2,101	2,297	750	0	0	0	750	0	750
Mission & Service Fund Donations	0	0	0	0	364	0	0	0	364
Transfer Baillie/Scrivens Youth Salary/Program	0	0	0	23,250	25,000	23,250	0	23,250	23,250
Transfer Baillie/Scrivens Grants	0	0	0	0	3,899	23,250	0	23,250	23,250
Transfer EOOORC Fund	19,000	21,000	19,000	19,000	21,000	19,000	19,000	19,000	38,000
Transfer Mission and Ministry Fund	0	35,275	0	6,750	0	6,750	0	6,750	6,750
Transfer Vision and Transformation Grants	0	0	0	0	85,604	88,250	0	88,250	88,250
Camp Awesome Project	0	0	0	10,400	26,563	41,700	0	41,700	41,700
Youth Programming Revenue	0	0	0	0	0	0	0	0	0
Total Income	110,523	452,346	378,250	117,483	402,430	442,200	378,250	442,200	820,450

	Governance			Mission & Ministry			2023 Budget		Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance Miss&Min		
Expenses (net of Recoveries)									
Clusters, Leadership Teams, Networks (Schedule 1)	692	1,561	7,900	0	400	9,600	7,900	9,600	17,500
Candidate for Ministry and RCCO Training Grants	0	2,700	2,700	0	0	0	0	0	2,700
Congregational Reviews & Support	0	11,156	15,000	0	0	15,000	0	15,000	15,000
Finance and Archives (Schedule 2)	12,484	23,542	29,200	0	0	0	29,200	0	29,200
Mission & Service Fund Donations	0	0	0	0	364	0	0	0	364
Mission Support Grants (Schedule 3)	0	0	0	20,505	135,520	135,520	0	135,520	135,520
Office Costs (Schedule 4)	4,489	13,004	15,000	188	2,270	2,500	15,000	2,500	17,500
Partnership Ministries (Schedule 5)	2,500	2,500	2,500	2,500	5,350	6,350	2,500	6,350	8,850
Personnel (Schedule 6)	64,980	243,191	267,000	38,057	141,438	155,850	267,400	155,850	423,250
Regional Meetings (Schedule 7)	2,142	9,922	63,000	0	0	0	63,000	0	63,000
Technology and Communications (Schedule 8)	3,307	7,854	8,750	0	0	0	8,750	0	8,750
Vision and Transformation Grants	0	0	0	0	85,604	88,250	0	88,250	88,250
Youth Camp Awesome 3-Year Contract	0	0	0	10,400	26,563	41,700	0	41,700	41,700
Youth Grants	0	0	0	0	3,899	23,250	0	23,250	23,250
Youth Programming (Schedule 9)	0	0	0	682	2,938	12,000	0	12,000	12,000
Total Expenses	90,594	315,429	411,050	72,332	404,346	475,020	411,450	475,020	886,470
Net Income (deficit) from general operations	19,929	136,918	(32,800)	45,151	(1,916)	(32,820)	(33,200)	(32,820)	(66,020)

Appendix D¹

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2022 Financial Report

Schedule 1 - Clusters, Leadership Teams, Networks

	Governance			Mission & Ministry			2023 Budget		Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min	
Affirm Ministries	0	0	0	0	400	500	0	500	500
Camping Leadership Team	0	0	0	0	0	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	2,500	0	0	2,500	2,500	2,500	5,000
Finance Leadership Team	38	0	300	0	0	300	0	300	300
Justice, Global, and Ecumenical Relations	0	0	0	0	0	5,000	0	5,000	5,000
Lay Worship Leaders	0	642	3,000	0	0	0	3,000	0	3,000
Ministry Personnel Events	560	96	1,000	0	0	0	1,000	0	1,000
Pastoral Relations Leadership Team	94	703	900	0	0	0	900	0	900
Right Relations	0	0	0	0	0	500	0	500	500
UCW	0	120	200	0	0	0	200	0	200
Total	692	1,561	7,900	0	400	9,600	7,900	9,600	17,500

Schedule 2 - Finance and Archives

	Governance			Mission & Ministry			2023 Budget		Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min	
Archives Honourarium	2,106	8,142	9,000	0	0	0	9,000	0	9,000
Archives Office and Travel Expenses	0	338	500	0	0	0	500	0	500
Archives Ontario Archives	6,902	6,206	10,000	0	0	0	10,000	0	10,000
Bank and Review Costs	0	1,150	1,250	0	0	0	1,250	0	1,250
Incorporated Ministries	0	500	650	0	0	0	650	0	650
Insurance	0	469	550	0	0	0	550	0	550
Treasurer Honourarium	3,275	6,330	6,550	0	0	0	6,550	0	6,550
Treasurer Office Expense	202	407	700	0	0	0	700	0	700
Total	12,484	23,542	29,200	0	0	0	29,200	0	29,200

Schedule 3 - Mission Support Grants

	Governance			Mission & Ministry			2023 Budget		Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min	
Algonquin Chaplaincy	0	0	0	1,388	5,550	5,550	0	5,550	5,550
Alwyn Community of Faith	0	0	0	0	3,500	3,500	0	3,500	3,500
Camp Laur-ten	0	0	0	0	20,000	20,000	0	20,000	20,000
Carlington Chaplaincy	0	0	0	1,750	7,000	7,000	0	7,000	7,000
Centre 507	0	0	0	7,668	30,670	30,670	0	30,670	30,670
Golden Lake Camp	0	0	0	0	15,000	15,000	0	15,000	15,000
House of Lazarus	0	0	0	9,075	36,300	36,300	0	36,300	36,300
Ottawa West End Chaplaincy	0	0	0	625	2,500	2,500	0	2,500	2,500
Rideau Hill Camp	0	0	0	0	15,000	15,000	0	15,000	15,000
Total	0	0	0	20,505	135,520	135,520	0	135,520	135,520

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

	Governance			Mission & Ministry			2023 Budget			Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min		
Schedule 4 - Office Costs										
Carlleton Place										
Photocopier	0	0	0	0	0	0	0	0	0	0
Postage	0	0	0	0	0	0	0	0	0	0
Rent	2,700	5,200	5,400	0	0	0	5,400	0	5,400	5,400
Supplies	0	0	500	0	0	0	500	0	500	500
Home Offices	246	2,145	2,500	188	2,271	2,500	2,500	2,500	5,000	5,000
Sundry (Transitional Costs)	0	290	500	0	0	0	500	0	500	500
Summerlea (16.6% of costs)	0	0	0	0	0	0	0	0	0	0
Elevator	179	201	250	0	0	0	250	0	250	250
Hydro	84	303	350	0	0	0	350	0	350	350
Internet	75	0	0	0	0	0	0	0	0	0
Photocopier	0	0	0	0	0	0	0	0	0	0
Postage	0	0	0	0	0	0	0	0	0	0
Rent	1,206	4,698	4,750	0	0	0	4,750	0	4,750	4,750
Supplies	0	166	750	0	0	0	750	0	750	750
Telephone	0	0	0	0	0	0	0	0	0	0
Total	4,489	13,004	15,000	188	2,271	2,500	15,000	2,500	17,500	17,500

	Governance			Mission & Ministry			2023 Budget			Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min		
Schedule 5 - Partnerships										
Affirm United	0	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	250
Grand River Book Stores	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	5,000	5,000
Multi Faith Housing Initiative	0	0	0	2,500	100	100	0	100	100	100
Spiritual Care in Secondary Schools	0	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000
Social Justice Network in Ontario	0	0	0	0	1,500	1,500	1,500	0	1,500	1,500
Total	2,500	2,500	2,500	2,500	5,350	6,350	2,500	6,350	8,850	8,850

	Governance			Mission & Ministry			2023 Budget			Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Governance	Miss&Min		
Schedule 6 - Personnel										
Benefits (United Church & Government)	10,815	37,614	40,000	7,854	27,479	29,500	40,000	29,500	69,500	69,500
Contributing Education	0	555	4,000	133	390	2,100	4,000	2,100	6,100	6,100
Executive Minister/Assistant (16.6%)	12,658	43,215	49,500	0	0	0	49,500	0	42,300	42,300
Meetings/Hospitality	33	1,394	3,000	(16)	302	1,500	3,000	1,500	4,500	4,500
Salaries	41,031	154,296	163,000	29,724	109,220	116,250	163,000	116,250	279,250	279,250
Telephones	94	1,406	1,500	92	806	2,000	1,500	2,000	3,500	3,500
Travel	349	4,712	6,000	270	3,241	4,500	6,000	4,500	10,500	10,500

Total

64,980	243,191	267,000	38,057	141,438	155,850	267,000	155,850	415,650
--------	---------	---------	--------	---------	---------	---------	---------	---------

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2020 Financial Report

Schedule 7 - Regional Meetings

	Governance			Mission & Ministry			Governance			2023 Budget Miss&Min Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	
Celebration of Ministry Services	0	728	0	0	0	0	0	0	0	2,500
Executive Meetings & President Expenses	0	677	1,500	0	0	0	0	0	1,500	1,500
Regional Meeting - February	2,142	540	7,000	0	0	0	0	0	7,000	7,000
Regional Meeting - May	0	0	45,000	0	0	0	0	0	45,000	42,500
Regional Meeting - October	0	6,451	7,000	0	0	0	0	0	7,000	7,000
Planning Committee	0	0	1,500	0	0	0	0	0	1,500	1,500
Pulpit Supply	0	1,000	0	0	0	0	0	0	0	0
Staff Retreat	0	526	1,000	0	0	0	0	0	1,000	1,000
Total	2,142	9,922	63,000	0	0	0	0	0	63,000	63,000

Schedule 8 - Technology and Communications

	Governance			Mission & Ministry			Governance			2023 Budget Miss&Min Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	
IT Support GCO	1,835	6,504	6,750	0	0	0	0	0	6,750	6,750
Tele-Conferencing/Annual Contracts	658	518	750	0	0	0	0	0	750	750
Website	815	832	1,250	0	0	0	0	0	1,250	1,250
Total	3,307	7,854	8,750	0	0	0	0	0	8,750	8,750

Schedule 9 - Youth Programming

	Governance			Mission & Ministry			Governance			2023 Budget Miss&Min Total
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	
Camp Awesome	0	0	0	0	0	0	0	0	0	0
Events	0	0	0	151	2,062	10,000	0	0	10,000	10,000
Supplies	0	0	0	531	876	2,000	0	0	2,000	2,000
Total	0	0	0	682	2,938	12,000	0	0	12,000	12,000

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

	EOORC	M & M Legacy	Col Invest	Baillie	Schvens	Vision & Trans	Mckenstry	Total
Opening Equity (market Value)	960,238	174,679	1,538,431	672,885	500,162	2,206,992	100,000	6,153,387
Deposits	0	62,222	0	0	0	0	0	62,222
Deposits (Sales from Properties)	0	0	0	0	0	0	0	0
Transfer to Governance	(19,000)	0	0	0	0	0	0	(19,000)
Transfer for Grants	0	0	0	0	0	0	0	0
Transfer to Mission and Ministry	(19,000)	(6,750)	0	(15,000)	(8,250)	0	0	(49,000)
Unrealized Gains/Losses (note 9)	22,645	3,650	33,532	14,340	10,722	48,105	0	133,004

Closing Equity (market value)

944,883

233,811

1,571,963

672,224

502,634

2,255,097

100,000

6,280,612

Appendix D²

		Eastern Ontario Outaouais Regional Council		
		Balance Sheet		
		31 Dec 2023	31 Dec 2022	\$ Change
ASSETS				
Current Assets				
Chequing/Savings		5,396.54	5,388.46	8.08
GIC - Lower Litchfield Cemetery		4,216.29	4,224.37	-8.08
Lower Litchfield Cemetery		37,656.80	37,660.47	-3.67
TD Bank Account		527,799.02	525,698.09	2,100.93
Visa Security		575,068.65	572,971.39	2,097.26
Total Chequing/Savings				
Accounts Receivable		9,500.00	9,500.00	0.00
Accounts Receivable		-0.03	3,147.94	-3,147.97
COVID-19 Loans				
Accounts Receivable - Other		9,499.97	12,647.94	-3,147.97
Total Accounts Receivable				
HST - Federal		351.50	745.45	-393.95
HST - Provincial		2,068.00	1,824.86	243.14
Kindred Works				
Hawthorne		10,000.00	10,000.00	0.00
Merrickville		0.80	18,114.80	-18,114.00
Total Kindred Works				
Total Accounts Receivable		21,920.27	43,333.05	-21,412.78
Other Current Assets				
Fiera Capital Investment Account		6,235,089.63	6,102,085.98	133,003.65
McKendry Fund - Loan to Orleans		98,300.00	100,000.00	-1,700.00
Total Other Current Assets		6,333,389.63	6,202,085.98	131,303.65
Total Current Assets		6,930,378.55	6,818,390.42	111,988.13
Other Assets				
Pre-Paid Account		-50.00	-150.00	100.00
Total Other Assets		-50.00	-150.00	100.00
TOTAL ASSETS		6,930,328.55	6,818,240.42	112,088.13
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable		38,913.91	40,419.39	-1,505.48
Accounts Payable		38,913.91	40,419.39	-1,505.48
Total Accounts Payable				
Other Current Liabilities				
Mission & Ministry Fund		94,987.25	49,836.28	45,150.97
Total Other Current Liabilities		94,987.25	49,836.28	45,150.97

1:52 PM

Accrual Basis

**Eastern Ontario Outaouais Regional Council
Balance Sheet**

	31 Dec 2023	31 Dec 2022	\$ Change
Total Current Liabilities	133,901.16	90,255.67	43,645.49
Total Liabilities	133,901.16	90,255.67	43,645.49
Equity			
Held in Trust - COF's			
Bequest - Templeton	0.00	62,222.00	-62,222.00
Lower Litchfield Cemetery Fund	9,612.83	9,612.83	0.00
Merrickville	18,114.80	18,114.80	0.00
Total Held in Trust - COF's	27,727.63	89,949.63	-62,222.00
Investment Funds			
EOORC Fund	944,883.45	960,238.33	-15,354.88
Held-in-Trust Comm. of Faith			
Bethel Rideau Ferry	200,755.74	196,473.32	4,282.42
Bethel St. Andrews	343,284.07	335,961.31	7,322.76
Campbell Bay's	94,972.50	92,948.80	2,023.70
Glencalm	106,140.19	103,876.06	2,264.13
St. Andrew's Beachburg	250,467.05	245,124.21	5,342.84
Thurso	204,673.12	200,502.88	4,170.24
Trinity United - Kazabazua	30,443.08	29,793.69	649.39
Winchester United	71,911.17	70,377.19	1,533.98
Zion Memorial	289,116.79	283,376.14	5,740.65
Total Held-in-Trust Comm. of Faith	1,571,963.71	1,538,431.40	33,532.31
James Elwood Bailie Youth Fund	672,224.58	672,886.04	-661.46
Mission's Ministry Legacy Fund	233,811.04	174,678.79	59,132.25
Vision & Transformation	2,255,096.08	2,206,991.57	48,104.51
W.H. "Bill" Scrivens Fund	502,633.93	500,162.01	2,471.92
Total Investment Funds	6,180,612.79	6,053,387.14	127,225.65
McKendry Fund	100,000.00	100,000.00	0.00
Restricted Ministry Funds			
Camp Awesome Director	74,036.71	84,436.99	-10,400.28
Camp Awesome	14,145.80	7,639.50	6,506.30
Camp Bihohi	60,600.00	66,000.00	-5,400.00
Ecological Grief Program	8,370.89	8,370.89	0.00
Faith and Arts Ottawa	27,622.73	27,622.73	0.00
Healing Pathway Regional	3,089.85	3,392.35	-302.50
Kinston Resource Centre	6,893.80	13,787.60	-6,893.80
Ministry Personnel Events	1,622.50	1,622.50	0.00
Project Footprint	4,202.10	4,202.10	0.00
Sisters Stream	25,000.00	25,000.00	0.00
Student and RCCO	9,620.00	9,620.00	0.00
United Mining for Justice	32,744.57	32,744.57	0.00
Youth Ministry - Trips	4,213.54	4,213.54	0.00
Youth Ministry - Zambia	3,890.15	3,890.15	0.00

1:52 PM

Accrual Basis

	31 Dec 2023	31 Dec 2022	\$ Change
Eastern Ontario Outaouais Regional Council			
Balance Sheet			
Total Restricted Ministry Funds	276,052.64	292,542.92	-16,490.28
Unrestricted Net Assets	192,105.06	90,397.67	101,707.39
Net Income	193,29.27	101,707.39	-81,778.12
Total Equity	6,796,427.39	6,727,984.75	68,442.64
TOTAL LIABILITIES & EQUITY	6,930,328.55	6,818,240.42	112,088.13

Appendix E¹

A meeting of the Pastoral Relations (PR) Commission was held via Zoom Conference call on Tuesday, March 14, 2023 at 1:00 p.m.

PRESENT:

Jim Allen, Ina Bromley, Wayne Harris (Chair), Charlotte Hoy, Sharon MacDonald (1:22 p.m.), Karen McLean (Scribe), Whit Strong, Linda Suddaby (8)

REGRETS: Patsy Henry, Erin McIntyre (2)

CALL TO ORDER, OPENING PRAYER:

Chair, Wayne Harris, called the meeting to order at 1:07 p.m. and Whit led us in an opening prayer.

ADDITIONS TO THE AGENDA:

- CDM Position description for Bells Corners U.C.
- Re-appoint Laurie McKnight (OM-R) to Centretown P.C.

Interim Motions:**Christ Church P.C.**

MOTION: 2023-28 (Charlotte Hoy/Sharon MacDonald) “that the EOORC PR Commission approves the Christ Church Pastoral Charge profile for posting on ChurchHub.” **CARRIED**

Parkdale P.C.

MOTION: 2023-29 (Charlotte Hoy/Sharon MacDonald) “that the EOORC PR Commission approves the Parkdale Pastoral Charge profile for posting on ChurchHub.” **CARRIED**

Parkdale P.C.

MOTION: 2023-30 (Charlotte Hoy/Sharon MacDonald) “that the EOORC PR Commission takes note of the Parkdale Pastoral Charge’s position description for a Minister of Pastoral Care that is open to applications from both ministry personnel (call or appointed) and laity (CDM).” **CARRIED**

[Note: The motions were approved via email on Feb. 28, 2023]

ACCEPTANCE OF MINUTES:

MOTION 2023-31 (I. Bromley/J. Allen) “that the minutes of February 14, 2023 be accepted as circulated.” **CARRIED**

RESTORATIVE CARE:

For information:

- David Illman- White remains on restorative care effective September 29, 2022. He hopes to return to work May 7, 2023.

SABBATICALS/COVERAGE:**Barrhaven P.C.**

Motion 2023-32 (L. Suddaby/C. Hoy) “that the EOORC PR Commission appoints Jim Baldwin (OM-R), EOORC member, as Pastoral Charge Supervisor to the Barrhaven Pastoral Charge, to cover the Sabbatical of Carla Van Delen (OM).” **CARRIED**

South Mountain-Hallville P.C.

Motion 2023-33 (I. Bromley/L. Suddaby) “that the EOORC PR Commission appoints Janet Evans (OM), EOORC member, as Pastoral Charge Supervisor to the South Mountain-Hallville Pastoral Charge, to cover the Sabbatical of Blair Paterson (OM).” **CARRIED**

Smiths Falls: Trinity P.C.

Motion 2023-34 (C. Hoy/J. Allen) “that the EOORC PR Commission appoints Don McLean (OM), EOORC member, as Pastoral Charge Supervisor to the Smiths Falls: Trinity Pastoral Charge, to cover the Sabbatical of Christopher Ryan (OM).” **CARRIED**

ACKNOWLEDGED SABBATICALS:

Christine Johnson – Bethel-St. Andrew’s P.C. – Jan. 1 – March 31, 2023; PCS - Jan Lougheed
Christopher Ryan – Smiths Falls: Trinity P.C. – April 10 – Sept. 5, 2023; PCS – Don McLean
Carla Van Delen – Barrhaven P.C. – April 17 – July 9, 2023; PCS – Jim Baldwin
Blair Paterson – South Mountain-Hallville P.C. – April 24 – July 23, 2023; PCS – Janet Evans
Tiina Côté – Pembroke: Calvin P.C. – May 1 – September 2, 2023 PCS – Margie Patterson
Kim Vidal – Bells Corners P.C. – May 15 – August 31, 2023 PCS – not required since there is another minister on staff

PASTORAL CHARGE SUPERVISORS:

Southminster P.C.

MOTION 2023-35 (I. Bromley/J. Allen) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Brian Copeland (OM-R), EOORC member, as Pastoral Charge Supervisor to the Southminster Pastoral Charge.” **CARRIED**

Denbigh-Matawatchan-Schutt/Melville-Eganville P.C.s

MOTION 2023-36 (L. Suddaby/J. Allen) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Ina Bromley, EOORC member, as co-Pastoral Charge Supervisor to the Denbigh-Matawatchan-Schutt and Melville-Eganville Pastoral Charges.”

CARRIED

[Abstaining: Ina Bromley]

LIAISONS

Denbigh-Matawatchan-Schutt/Melville-Eganville P.C.s

Motion 2023-37 (S. MacDonald/J. Allen) “that the EOORC PR Commission names Ina Bromley as co-Liaison to the Denbigh-Matawatchan-Schutt and Melville-Eganville Pastoral Charges.”

CARRIED

[Abstaining: Ina Bromley]

Pastoral Charges without called/appointed Ministry Personnel:

(Pastoral Charge Supervisor in place as noted)

Addison – Lynne Gardiner

Admaston – Paul McLenaghan

Arnprior – Sheryl McLeod (until the minister completes Admissions)

Ashton-Munster – Jim Allen

Augusta – Linda Suddaby (while the minister is on LTD)

Aylmer-Eardley – Jim Allen (Aylmer closing, Eardley open for a couple of services per year.)

Aylwin – Susan Butler-Jones, Boyd Drake (only until mid-March 2023)

Bristol – Jon Williams

Central Lanark – Wayne Harris

Clyde Forks-Tatlock – Carla Van Delen

Ottawa Chinese – Charles Barrett
 Parkdale (Ottawa) – Jim Allen
 Perth Road – Heather McLurg Murphy
 Quyon – candidate
 Rideau – Sharon MacDonald
 Rockland – Jim Kenney
 Russell – Ed Gratton
 Shawville – Charles Barrett
 South Stormont – Erin McIntyre
 St. John's (Brockville) – Linda Suddaby
 Stittsville – Caroline Penhale

Pastoral Charges not searching:

Addison	Centenary
Clyde Forks-Tatlock	Delta-Toledo
Elgin-Portland	Greenwood
Lower Gatineau Valley	Lyn: Christ (ChurchHub)
Mallorytown	Pittston
Southminster (Ottawa)	Templeton

CALLS/(RE)-APPOINTMENTS

For Information:

Currently, 13 appointments end June 30, 2023, 3 end in August and 1 will end in September.

RE-APPOINTMENTS

Westmeath P.C. – James Young-Key Min (OM-R)

MOTION 2023-38 (S. MacDonald/I. Bromley) “that the EOORC PR Commission approves the re-appointment of the Rev. James Young-Key Min (OM-R) to the Westmeath Pastoral Charge as Congregational Minister, 14 hours per week, effective July 1, 2023 – June 30, 2024.”

CARRIED

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

MOTION 2023-39 (L. Suddaby/J. Allen) “that the EOORC PR Commission approves the re-appointment of Laurie McKnight (OM-R) to the Centretown Pastoral Charge as Congregational Minister, 16 hours per week, effective April 1, 2023 – April 30, 2023.”

CARRIED

BELLS CORNERS U.C. - CONGREGATIONAL DESIGNATED MINISTER (CDM) POSITION:

MOTION 2023-40 (S. MacDonald/C. Hoy) “that the EOORC PR Commission approves the documentation submitted by Bells Corners U.C. for a CDM position.”

CARRIED

[Note: Whit will speak to them about the number of hours/week proposed for this position. They seem rather low for the amount of work required.]

SACRAMENTS:

For Information:

- The Executive has extended Sacramental privileges to Bev Buckingham (DLM) to October 31, 2023.
- No mentor has yet been named for Liz Church – Sacramental Elder (Elgin-Portland)

FOLLOW-UPS FROM LIAISONS AND PCSs:

1) Brockville: St. John's U.C. Linda reported they are now working with Peter Bartlett as well as with Kindred Works. She wondered if she should be attending all their meetings. Since they have not made an official decision

about hiring a new minister, they will still need a PCS. There is no obligation to be at the meetings with Peter other than as a support person if she feels she would like to attend.

2) **Central Lanark and Lanark-Balderson P.C.s** Wayne noted they have interviewed one person and have a second one scheduled.

3) **Rideau P.C.** Sharon reported Rideau P.C. has also interviewed.

OTHER BUSINESS:

LLWLs

- All are ready for licensing/re-licensing at the May AGM for EOORC.
- An educational event is planned for May 6th at Carsonby U.C.
- Executive is looking at the possibility of on-line police checks for LLWLs similar to what is in place at National for ministry personnel and would like to know the PRC's thoughts. All are in favour and see no reason to treat LLWLs any differently than ministry personnel in this regard.

Proposed Ordination Policy

Whit has discussed the matter with his regional colleagues across the country. A proposed policy was presented.

MOTION 2023-41 (I. Bromley/S. MacDonald) "that the EOORC PR Commission forwards and recommends the following motion regarding a regional Ordination Policy to the Executive of EOORC:

"To satisfy the requirements for Ordination, Commissioning or Recognition within EOORC, a Provisional Call or Appointment must:

- 1) be for a minimum of 12 consecutive months
- 2) be for a minimum of 20 hours per week
- 3) be a covenanted ministry involving a Community of Faith and EOORC
- 4) not fill a gap resulting from a pastoral leave from which the incumbent is expected to return within 12 months.
- 5) Include the Candidate being enrolled in The United Church of Canada Pension and Benefits Plan.

Requests for an exemption for extraordinary circumstances may be sent to the EOORC Executive via the Pastoral Relations Commission."

CARRIED

Community of Faith (CoF) self-assessments

Whit reported the national church is working on a broader initiative so suggested we wait to see what they develop first.

Pastoral Care and Oversight Visits

Nothing to report on yet.

NEXT MEETING: Next meeting – **Tuesday, April 11, 2023** 1:00-3:00 p.m. via Zoom.

CLOSING: Jim led us in a closing prayer. The business listed on the agenda being completed, Wayne declared the meeting closed at 2:01 p.m.

Appendix E²

A meeting of the Pastoral Relations (PR) Commission was held via Zoom Conference call on Tuesday, April 11, 2023 at 1:00 p.m.

PRESENT:

Jim Allen, Ina Bromley, Wayne Harris (Chair), Patsy Henry, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Whit Strong (8)

REGRETS: Charlotte Hoy, Linda Suddaby (2)

CALL TO ORDER, OPENING PRAYER:

Chair, Wayne Harris, called the meeting to order at 1:05 p.m. and Wayne led us in an opening prayer.

ACCEPTANCE OF MINUTES:

MOTION 2023-42 (I. Bromley/J. Allen) “that the minutes of March 14, 2023 be accepted as circulated.”

CARRIED

RESTORATIVE CARE:

For information:

- David Illman-White returned to work March 30, 2023.
- Peter Dahlin is on restorative care effective March 23, 2023.

ACKNOWLEDGED SABBATICALS:

Christopher Ryan – Smiths Falls: Trinity P.C. – April 10 – Sept. 5, 2023; PCS – Don McLean

Carla Van Delen – Barrhaven P.C. – April 17 – July 9, 2023; PCS – Jim Baldwin

Blair Paterson – South Mountain-Hallville P.C. – April 24 – July 23, 2023; PCS – Janet Evans

Tiina Côté – Pembroke: Calvin P.C. – May 1 – September 2, 2023 PCS – Margie Patterson

Kim Vidal – Bells Corners P.C. – May 15 – August 31, 2023 PCS – not required since there is another minister on staff

LIAISONS

Liaisons are needed for Rothwell P.C., Glengarry East P.C., Aylwin P.C. and Quyon P.C.

PASTORAL CHARGE SUPERVISORS:

Pastoral Charge Supervisor is required for Rothwell Pastoral Charge.

MOTION 2023-43 (S. MacDonald/E. McIntyre) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names John Noordhof, EOORC member, as Pastoral Charge Supervisor to the Glengarry East Pastoral Charge effective July 1, 2023.”

CARRIED

MOTION 2023-44 (P. Henry/I. Bromley) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Erin McIntyre, EOORC member, as Pastoral Charge Supervisor to the South Stormont Pastoral Charge effective July 1, 2023.”

CARRIED

Pastoral Charges without called/appointed Ministry Personnel:

(Pastoral Charge Supervisor in place as noted)

Addison – Lynne Gardiner

Admaston – Paul McLenaghan

Arnprior – Sheryl McLeod (until the minister completes Admissions)

Ashton-Munster – Jim Allen

Augusta – Linda Suddaby (while the minister is on LTD)

Aylmer-Eardley – Jim Allen (Aylmer closing, Eardley open for a couple of services per year.)

Aylwin – (PRC is searching)

Bristol – Jon Williams

Central Lanark – Wayne Harris

Clyde Forks-Tatlock – Carla Van Delen

Delta-Toledo – Charlotte Hoy

Denbigh, Matawatchan, Schutt – Jon Williams/Ina Bromley

Elgin-Portland – JoAnne Fletcher

Genesis Co-operative - (after July 1st)

Glasgow-Castleford – James Murray

Glengarry East – John Noordhof as of July 1st

Golden Lake – Jon Williams

Greenwood – Ina Bromley

Kenmore (in process to close) - Ed Gratton

Knox Edwards – (closing in early 2023) - Ed Gratton

Lanark-Balderson – Sharon MacDonald

Lansdowne – Donald Wachenschwanz

Lyn: Christ Church – Shelley Roberts

Mallorytown – Charlotte Hoy

Manotick – Provisional Call

Melville-Eganville – Jon Williams/Ina Bromley

Merrickville – (closing early 2023) - Christopher Ryan

Metcalf – Ed Gratton

Namur – Jim Kenney

Ottawa Chinese – Barbara Reynolds

Pembroke: Mt. Zion – Kevin Moratz

Pembroke: Zion Evangelical – Zacharia Mandara (meetings);
Ingrid Condie-Bennett (Pastoral Care)

Perth Road – Heather McLurg Murphy

Pittston – Myra Garvin

Quyong – (PRC is searching)

Rideau – Sharon MacDonald

Rockland – Jim Kenney

Rothwell – (PRC is searching)

Russell – Ed Gratton

South Stormont – John Noordhof (Erin McIntyre as of July 1st)

Southminster – Brian Copeland

St. John's (Brockville) – Linda Suddaby

Stittsville – Cindy Casey

Vernon – ministry is supplied by the Baptist Church

Pastoral Charges in search mode:

(Liaisons in place as noted)

Ashton-Munster – Jim Allen

Aylwin – (PRC is searching)

Bathurst – Shelley Roberts

Central Lanark - Wayne Harris

Denbigh, Matawatchan, Schutt – Jon Williams/Ina Bromley

Genesis Co-operative – (Jim Allen after July 1st)

Glasgow-Castleford – James Murray

Glengarry East – (after July 1st)
 Knox Edwards – Ed Gratton
 Lanark-Balderson – Sharon MacDonald
 Lansdowne – Patsy Henry
 Manotick – Dianne Cardin
 Metcalfe – Ed Gratton
 Namur – Jim Kenney
 Ottawa Chinese – Charles Barrett
 Parkdale (Ottawa) – Jim Allen
 Perth Road – Heather McLurg Murphy
 Quyon – candidate
 Rideau – Sharon MacDonald
 Rockland – Jim Kenney
 Rothwell – (after May 1st)
 Russell – Ed Gratton
 Shawville – Charles Barrett
 South Stormont – Erin McIntyre
 St. John's (Brockville) – Linda Suddaby
 Stittsville – Caroline Penhale

Pastoral Charges not searching:

Addison	Centenary
Clyde Forks-Tatlock	Delta-Toledo
Elgin-Portland	Greenwood
Lower Gatineau Valley	Lyn: Christ
Mallorytown	Pittston
Southminster (Ottawa)	Templeton

(RE)-APPOINTMENTS

Centenary P.C. (Sharbot Lake) – Shelley Roberts (OM-R):

MOTION 2023-45 (J. Allen/I. Bromley) “that the EOORC PR Commission approves the re-

appointment of the Rev. Shelley Roberts (OM-R) to the Centenary Pastoral Charge as Congregational Minister, 20 hours per week, effective September 1, 2023 – June 30, 2025.”

CARRIED

Stittsville P.C. – Anne Montgomery (OM-R)

MOTION 2023-46 (S. MacDonald/E. McIntyre) “that the EOORC PR Commission approves the re-appointment of the Rev. Anne Montgomery (OM-R) to the Stittsville Pastoral Charge as Congregational Minister, 20 hours per week, effective May 29, 2023 – June 30, 2023.”

CARRIED

Glebe-St. James P.C. – Junior Smith (Candidate)

MOTION 2023-47 (P. Henry/E. McIntyre) “that the EOORC PR Commission approves the appointment of Junior Smith (Candidate) to the Glebe-St. James Pastoral Charge as Congregational Minister, 20 hours per week, effective May 16, 2023 – August 20, 2023.”

CARRIED

CALLS:

Manotick P.C. – Paul Whynacht (Candidate)

MOTION 2023-48 (I. Bromley/J. Allen) “that the EOORC PR Commission approves the provisional call of Paul Whynacht (Candidate) to the Manotick Pastoral Charge as Congregational Minister, 30 hours per week, effective May 1, 2023.”

CARRIED

Bristol P.C. – Catherine Stewart (Candidate)

MOTION 2023-49 (E. McIntyre/S. MacDonald) “that the EOORC PR Commission approves the provisional call of Catherine Stewart (Candidate) to the Bristol Pastoral Charge as Congregational Minister, 20 hours per week, effective July 1, 2023.” **CARRIED**

FOLLOW-UPS FROM LIAISONS AND PCSs:**1) Lansdowne**

Patsy has not heard from the folks at Lansdowne for some time due to illness and family commitments. She will call to check in and touch base with them.

2) Central Lanark and Lanark-Balderson P.C.s

Sharon - both pastoral charges continue their shared search for a full-time minister.

3) Rideau P.C. Sharon also reported Rideau P.C. has an upcoming meeting to consider a request for an appointment.

4) Schutt

Ina - Schutt is looking for pulpit supply and would appreciate any leads. Sharon is one of the closest LLWLs and is still 1.5 hours away.

5) Eardley

Jim - Eardley is now only holding possibly one service per year. No decisions have been made re closure.

OTHER BUSINESS:**1) PRC Members' Terms of Office:**

Wayne reported on the terms of office for current members of the Commission.

2023 – Wayne, Karen, Erin (end of 1 term)

2024 – Jim (1), Patsy (1), Sharon (2)

2025 – Charlotte (2), Ina (2), Linda (2)

Wayne and Karen will stay on for a second term. Erin has applied for a spot on the Executive. It will be subject to the next available opening for ministry personnel. She indicated she would stay on Pastoral Relations until a spot opened up on Executive.

It is clear the Commission will soon need a number of new members. Of particular note – only Erin and Patsy are ministry personnel so this should be a priority.

2) Time line for Executive Meetings

The Rev. Éric Hébert-Daly sent a letter to all teams, commissions, clusters, and networks regarding the timelines for submitting documents, reports, motions, and requests to the Executive for inclusion on its next meeting agenda. All such items should be submitted no later than 7 days in advance of the meeting. There are provisions for an urgent request to be added to New Business but the hope is that most will be able to adhere to the suggested time lines.

The PRC has met the second Tuesday of the month since the establishment of the Region. It was suggested we might move to the fourth Tuesday which would give the scribe ample time to write the minutes and send any submissions within the allotted time. However, there may be a different meeting schedule following the Annual Meeting on May 27th so it was decided not to make any change until we receive the new schedule.

3) LLWLs

Online declaration, Police Record Checks – update

Whit noted the Executive minister had been advised by the GC that online declarations are not acceptable. However, ministry personnel have been doing it for several years. He will follow up to try to determine why it is acceptable for one group but not another.

May an LLWL who is a Sacraments Elder do both at their home CoF?

Some of the regions have established a policy that allows an LLWL, who has been licensed as both an LLWL and a Sacraments Elder, to lead the worship service in his/her/their own Community of Faith *or* preside over the Sacraments but not to do both at the same service.

This generated considerable discussion – Whit will ask for input from the Executive.

4) Proposed Ordination Policy- update

Prior to the restructuring, there were specific rules in place to govern length of time, number of hours etc. but this did not carry over to the regional setup. The PRC recommended some minimum standards. Whit will ask if this has been addressed at the Executive level yet.

5) EOORC'S response to CoFs who refuse to consider Admission applicants

A number of pastoral charges continue to search for a minister with little success yet there are many overseas ministers available to accept a call.

Whit would like to discuss the matter with search committees to try to determine whether or not they have seriously considered these applicants. A pilot project is in place to work with Admission candidates but it has been difficult convincing pastoral charges to participate.

Commission members suggested some concerns might include:-

- A reluctance to call when the backlog for immigration clearance might be a year or more. Whit noted there are some countries that can process the paperwork in as little as 12 weeks.
- Moving costs may be prohibitive. The pastoral charge actually pays only from the point of entry. In our region this might be no further than Toronto, Montreal or Ottawa.
- Worries about scams. All admission candidates must register on ChurchHub so a search committee can verify they are legitimate by checking the site.

6) PR Liaisons' travel payment

FYI

"The Eastern Ontario Outaouais Regional Council adopts the policy that Pastoral Relations Liaisons be reimbursed at the rate set by General Council Office for travel directly related to their pastoral relations work, and that the reimbursement be paid by the Community of Faith directly to the Pastoral Relations Liaison" (Governance, page 37)

Whit will ask Anita to send a reminder in the next newsletter regarding payments to both Liaisons and Pastoral Charge Supervisors.

LAST WORD: Next meeting – **Tuesday, May 9, 2023** 1:00-3:00 p.m. via Zoom.

CLOSING: Whit led us in a closing prayer. The business listed on the agenda being completed, Wayne declared the meeting closed at 2:06 p.m.

Appendix F¹**Costs of the Ontario Regional Council Archives**

The operating budget of the Ontario Regional Council Archives mostly consists of salaries of 2.5 staff, supplies (archival boxes, folders, etc.), travel, and continuing education. The Ontario Regional Council Archives also receives \$2000-\$3000 in revenue from certificate requests and reproduction orders (print and digital).

The Archives Administrative Protocol stipulates that the cost of operations is shared by the regional councils according to the following formula:

Total number of pastoral charges from the former Bay of Quinte, Hamilton, London, Manitou, and Toronto Conferences
Divided by number of pastoral charges assigned to each regional council

Region Number and Name	# of Pastoral Charges (as of January 2, 2019)	% of Total Cost
6. Canadian Shield	78-11 = 67 (11 from Cambrian)	7.98%
7. Antler River Watershed	141	16.79%
8. Western Ontario Waterways	138	16.43%
9. Horseshoe Falls	143	17.02%
10: Shining Waters	160	19.05%
11. East Central Ontario	146	17.38%
12. Eastern Ontario Outaouais	45 (Only from Four Rivers (22) and Upper Valley (23) Presbyteries)	5.35%
Total	840	100%

In September of each year, the regional councils will confer on whether to withdraw a portion of the operating costs for the Ontario Regional Council Archives for the next year from the Ontario Regional Council Archives Reserve (formerly Ontario Conference Archives Fund). A minimum of \$50,000 is to be retained in the reserve.

For the 2023 budget for the Ontario Regional Council Archives, the formula translates to the following (agreed 50% drawn from Ontario Regional Council Archives Reserve):

Region Number and Name	Percentage of Total Cost	Share of Total Cost	50% of Total 2023 Expense
6. Canadian Shield	7.98%	\$20,588.40	\$10,294.20
7. Antler River Watershed	16.79%	\$43,318.20	\$21,659.10
8. Western Ontario Waterways	16.43%	\$42,389.40	\$21,194.70
9. Horseshoe Falls	17.02%	\$43,911.60	\$21,955.80
10. Shining Waters	19.05%	\$49,149	\$24,574.50
11. East Central Ontario	17.38%	\$44,840.40	\$22,420.20

12. Eastern Ontario Outaouais	5.35%	\$13,803	\$6,901.50
	100%	\$258,000	\$129,000

If we followed the funding formula from the Archives Administrative Protocol, including the number of pastoral charges for all Eastern Ontario Outaouais would change each regional council's percentage of total cost to the following:

Region Number and Name	# of Pastoral Charges (as of January 2, 2019)	% of Total Cost
6. Canadian Shield	78-11 = 67 (11 from Cambrian)	7.20%
7. Antler River Watershed	141	15.15%
8. Western Ontario Waterways	138	14.82 %
9. Horseshoe Falls	143	15.36%
10: Shining Waters	160	17.18%
11. East Central Ontario	146	15.68%
12. Eastern Ontario Outaouais	136	14.61%
Total	931	100%

Using the 2023 Ontario Regional Council Archives budget, the share of total costs would look like this:

Region Number and Name	Percentage of Total Cost	Share of Total Cost	50% of Total 2023 Expense
6. Canadian Shield	7.20%	\$18,576.00	\$9,288.00
7. Antler River Watershed	15.15%	\$39,087.00	\$19,543.50
8. Western Ontario Waterways	14.82 %	\$38,235.60	\$19,117.80
9. Horseshoe Falls	15.36%	\$39,628.80	\$19,814.40
10. Shining Waters	17.18%	\$44,324.40	\$22,162.20
11. East Central Ontario	15.68%	\$40,454.40	\$20,227.20
12. Eastern Ontario Outaouais	14.61%	\$37,693.80	\$18,846.90
	100%	\$258,000	\$129,000

This would mean that Eastern Ontario Outaouais regional council would pay roughly an additional \$11,945.40 a year to store all of its archival records at the United Church of Canada Archives in Toronto.

If the move occurs before the third quarter of the year, the quarterly invoices for all the regional councils will be adjusted. EOORC would pay \$3,450.75 for the first two quarters and \$9,423.45 for the last two. This would mean \$5,972.70 extra to the EOORC archives budget line for 2023.

Appendix F²**Introduction to the United Church of Canada Archives (Toronto)**

The United Church of Canada Archives in Toronto is a shared archival repository between the General Council Archives and the Ontario Regional Councils Archives, which currently serves the following regional councils: Canadian Shield, Antler River Watershed, Western Ontario Waterways, Horseshoe Falls, Shining Waters, East Central Ontario and parts of Eastern Ontario Outaouais (communities of faith formerly part of Bay of Quinte Conference).

The Ontario Regional Councils Archives includes records of the former Ontario Conferences and their presbyteries, the regional councils and the communities of faith within their boundaries. This includes records of Methodist, Presbyterian, Congregational and Evangelical United Brethren churches prior to Church Union. In addition, the Ontario Regional Councils Archives has three extensive photograph and architectural records collections for churches and related institutions in Ontario and a local church history file collection (histories, newspaper articles, and other ephemera) for churches and missions in Ontario.

The Archives facility

The UCC Archives (Toronto) is located at 40 Oak Street in the Regent Park community of Toronto. The repository is located in the basement of Fred Victor CRC (formerly Toronto Christian Resource Centre), a community ministry of the United Church of Canada. The Archives moved to the site in 2013 and archives staff was involved in the design of the space. The Archives contains a main archival storage room (“the vault”) and a multimedia storage room, which are both environmentally controlled according to best practices for records. The space also contains a processing room, staff offices, and a reading room for researchers. The Archives has a digitization and a digital preservation station in the process room.

Staffing

The Ontario Regional Council Archives supports two full time professional archivists and shares a full-time reference coordinator with General Council Archives.

- Erin Greeno, Ontario Regional Councils Archivist (egreeno@united-church.ca)
- Robin Brunelle, Communities of Faith Archivist (rbrunelle@united-church.ca)
- Elizabeth Mathew, Reference Coordinator (archives@united-church.ca)

The Ontario Regional Council Archives staff have all worked for the program for over ten years, and they have extensive knowledge of the ethos and structure of the United Church and vast experience working with communities of faith records.

Reference Services

The UCC Archives (Toronto) is open to the public by appointment, Tuesdays – Thursdays. Researchers are able to request materials unless restrictions apply to items. Staff, however, answer reference inquiries throughout the work week, Monday-Friday.

The Ontario Regional Council Archives staff prioritizes the following reference inquiries:

-
- requests for certified copies of baptismal, marriage, and burial records
 - requests for adoption records from Victor Home (Toronto)
 - legal and property requests from regional council staff
 - requests from communities of faith for church work

There is no fee for reference work; however, there are costs associated for certified copies of baptismal, marriage and burial records (\$30) and reproductions (prices vary based on media and reproduction type). Communities of faith **do not** pay for any reproductions needed for church work. Members, however, cannot request free copies for personal research. Because community of faith inquiries are prioritized, the turnaround time, depending on the complexity of the inquiry, is usually within a few days.

Most reproduction work includes digital scans, which will be sent directly by email to those requesting information. Certificates, for legal purposes, are still paper based.

Depositing Communities of Faith Records

Ontario Regional Council Archives staff work closely with communities of faith as they prepare records to be deposited to the Archives. We offer support in recordkeeping and records management, as well assistance in determining what should and what should not be deposited to the Archives. Staff are expected to participate in the United Church of Canada Archives Staff Circle to develop national policies on records and archival practices, and therefore will be able to provide communities of faith with the most updated information to help them manage and preserve their records.

The Ontario Regional Council Archivist and/or Communities of Faith Archivist are able to meet by phone or video conference to discuss any challenges that communities of faith face when organizing their records for transfer.

The Ontario Regional Council Archives is one of the few regional council archival repositories that are able to accept and properly preserve digital records according to professional standards. Both the Ontario Regional Council Archivist and the Communities of Faith Archivist are certified digital archives specialists through the Society for American Archivists and are required to take additional courses to renew their certification after five years.

Access to Archival Descriptions

Once records are deposited to the Archives, the Archives staff process these records according to professional standards. The records will be described, or listed, on the United Church of Canada Archives catalogue (a joint catalogue between General Council Archives, Ontario Regional Council Archives and Pacific Mountain Regional Council Archives). This catalogue is public and can be found at <https://catalogue.unitedchurcharchives.ca/>.

Community of faith records are arranged by pastoral charge and we try to maintain historical changes to the charge within the fonds (top-level entry for pastoral charges). Our catalogue offers a pdf version of the finding aid for each pastoral charge fonds which itemizes the records sent to the Archives. We also hope to expand our catalogue to include digital objects, i.e. digitized photographs, in the future, so that these items will be available online, providing there are no restrictions due to privacy, etc.