

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, May 9, 2024 – 9 a.m.

Living Call Statement of the Regional Council

The Eastern Ontario Outaouais Regional Council seeks to support and strengthen the ministries of its Communities of Faith as well as the ministry of all God's people, staff and lay leadership within those communities.

As we seek to carry out this ministry, we will be intentional about how we fully include all in Christ's love and service. This means that in our work as a Regional Council we will actively seek equity for, and participation from, the full diversity of God's Creation; seeking racial justice, identifying and undermining colonialism, celebrating all sexual orientations, gender identities and expressions, valuing linguistic and cultural diversity, seeking to include all who face challenges with their mental and physical health or social and economic circumstances.

We will carry out our ministry with people in all seasons of life as we honour our relationship with Indigenous Peoples and nurture ecological justice. We will work to effectively and respectfully communicate with one another so that no one is left behind.

IN ATTENDANCE

Susan (Sue) Hutton, DLM	President
Susan DeHaan, DLM	President-Elect
Bronwen Harman	Past-President
Jim Allen	Member
Rev. Dr. Teresa Burnett-Cole	Member
Liz Church	Member
Rev. Brian Cornelius	Corresponding Member – Treasurer for the Regional Council
Nancy Hazen	Member
Rev. Ryan Kim	Member
Rev. Erin McIntyre	Member (departed at 10:30 am)
Catherine Ryan	Member
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

Gayle Barks	Member
Rev. Cindy Casey	Member
Linda Suddaby	Member

This meeting received a financial report and recommendations from the Finance Leadership team, regarding EOORC 2023 Financial Statements, Golden Lake Camp, Upper Ottawa Valley Parish Nursing Initiative, and Cathedral in the Trees; received minutes and recommendations from the Pastoral Relations Commission, in particular regarding relicensing/licensing LLWLs, and updating the Voluntary Associate Minister (VAM) form; received an update regarding the monthly benchmarks established by the strategic plan; considered a revised version of guidelines for honorariums; considered the disbanding of Pendleton Pastoral Charge; considered Camp Lau-Ren General Operating Bylaws; received recommendations from the Future Through Property Team, in regards to a ministry plan for Trinity United Church (Smith Falls); considered a by-law of the Church Extension Committee, and discerned reimagining the Church Extension Committee; received an update in regards to the lease of office space with Nakonha:ka Regional Council; and considered the location for the next Executive meeting (in-person).

Land Acknowledgement & Opening Devotions – Sue Hutton, DLM, shared the significance of lighting the Christ Cradle to mark the beginning of the time an opening devotion – Jesus goes with us. Sue led the land acknowledgement, recognizing that we gather on First Peoples territory, and gave thanks for their stewardship of these lands throughout the millennia. Sue read Scripture, Psalm 100 verse 2 and reflected on the phrase “what makes your heart sing?” Susan acknowledged that her term as President comes to an end after this meeting, and shared that she has been thankful for bringing Jesus with her wherever she has gone while performing her role. Sue asked all to consider what their commitment is: to prayer, to each other, to God? Sue recognized that these are some of the commitments of all who serve the Regional Council, and expressed that people are nominated because they want to share the ‘song in their heart’. Sue thanked all who shared their gifts during her tenure and brought Jesus with them in all that that they did. Sue closed this time of opening devotion reminding all to consider continually ‘what is it that makes your hear sting?’ and then closed this time of devotion in prayer.

Circle time for sharing and recognizing God’s Blessings during the month – All were invited to share.

Call to Order – Susan Hutton, President at AM.

A Time of Prayer for Communities of Faith – Susan Hutton, DLM, to lead prayers for the following United Churches: Central Lanark, Admaston, and Bishops-Oxford.

Prayer requests for Pastoral Charges in Eastern Ontario Outaouais Regional Council are being shared through the following website. <https://www.prayercycles.ca/easternontariooutaouais>

Appointment of an Equity Monitor for this Meeting

2024-05-09_001 MOTION (C. Ryan/T. Burnett-Cole) That the Eastern Ontario Outaouais Regional Council Executive appoints Bronwen Harman as Equity Monitor for this meeting. **CARRIED**

Minutes of April 11, 2024

2024-05-09_002 MOTION (E. McIntyre/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive accepts the minutes of April 11, 2024, as circulated. **CARRIED**

Minutes of April 23, 2024

2024-05-09_003 MOTION (/) that the Eastern Ontario Outaouais Regional Council Executive accepts the minutes of April 23, 2024 as circulated. **CARRIED**

Business Arising

- a) **Cathedral of the Trees budget-line request** (*for action under section 1d*)
- b) **Guidelines for Honorariums** (*see section 4*)
- c) **Nakonha:ka Office Space (Update)** (*see section a under new business*)
- d) **June 13, 2024 In-Person Executive Meeting** (*see section b under new business*)

Order of the Day (10:15 AM) – Affirm Leadership Team Presentation Represented by Roxanne Akhtar Re Capital Pride Parade

Order of the Day - Break (10:30 AM) – 10 mins

Agenda

2024-05-09_004 MOTION (T. Burnett-Cole/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as amended: addition of draft agenda of the spring annual general meeting. **CARRIED**

Correspondence In

- a) April 6, 2024, Don Anderson, re Golden Lake Camp (*for action under section 1b*);
- b) April 10, 2024, Rose Cambourne, Finance Administrator, The United Church of Canada, re Denominational & Regional Assessment Report - as of April 5, 2024 (*for information*) – see 2024 DA Summary Regional Report - Apr 5 2024
- c) April 10, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada re disbanding Pendleton Pastoral Charge (*for action under section 5*);
- d) April 11, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada re Merrickville Pastoral Charge outstanding Denominational Assessment balance from 2023 of \$4,052 (*forwarded to Finance*)
- e) April 16, 2024, Rev. Paul Dillman, Riverside United Church, re Fiscal sponsorship (*for information*);
- f) April 17, 2024, David Rothwell, Co-Chair, Glen Cairn United Church, re Glen Cairn UC now in Affirming Ministry Process (*for information*);
- g) April 17, 2024, Rev. Debbie Roi, Carp/Dunrobin Pastoral Charge, re notice of request for change in pastoral relations (*Forwarded to Pastoral Relations Commission*);
- h) April 22, 2024, Cindy Harrison, Chair of the Board of Directors, Camp Lau-Ren, re Camp Lau-Ren general operating bylaws (*for action under section 6*);
- i) April 26, 2024, Phil Dawes, Council Chair, Manotick United Church, re Making constitutional changes to structure of Manotick United Church (*Forwarded to Future Through Property*);
- j) April 30, 2024, Bob Swan, Trinity United Church (Smith Falls), re sale of lot, ministry plan for proceeds (*for action under section 7*);
- k) May 1, 2024, Michael Johnson, member at Melville United Church, re Policy Regarding Proceeds from the Sale of Property (*for information*);
- l) May 1, 2024, Rev. Arlyce Schiebout, St. Paul's United Church (Perth) re Possibility of putting St-Paul's United Church (Perth) into land trust (*for information*);
- m) May 2, 2024, David Debenham, Counsel, re reminder to approve By-law 3 (*for action under section 8*);
- n) May 2, 2024, Sue Smarkala, re EOORC - Multifaith Housing Initiative - Special Indigenous Service (*for information*);

Correspondence out

- o) April 6, 2024, Rev. Brian Cornelius, Regional Council Treasurer, response to Don Anderson, re Golden Lakes Camp (*for action under section 1b*);
- p) April 17, 2024, Rev. Eric Hebert-Daly, Executive Minister, response to Rev. Paul Dillman, Riverside United Church, re Fiscal sponsorship (*for information*).
- q) April 24, 2024, Sue Hutton, DLM, President of EOORC, to Susan Ferguson, re regional council's response to letter requesting list of actions taken in regard to Israel/Palestine (*for information*);
- r) April 29, 2024, Rev. Brian Cornelius, Regional Council Treasure, to Kofi Akoussah and Rev. Eric Hebert-Daly, re information to be completed before submitting a peace project application (*for information*);
- s) May 2, 2024, Rev. Eric Hebert-Daly, Executive Minister, response to Rev. Arlyce Schiebout, St. Paul's United Church (Perth) re Possibility of putting St-Paul's United Church (Perth) in to land trust (*for information*);
- t) May 2, 2024, Rev. Eric Hebert-Daly, Executive Minister, response to Michael Johnson, member at Melville United Church, re Policy Regarding Proceeds from the Sale of Property (*for information*).

New Business**1. Finance**

- See *Treasurer Report May 9, 2024* as **Appendix A¹**
- See *2023 Financial Statements* as **Appendix A²**
- See *2024 Financial Report* as **Appendix A³**

2024-05-09_005 MOTION (N. Hazen/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive the Treasurer's report of May 9th and the 2024 Financial Report for information.
CARRIED

a) **Additional notes from the Treasurer:**

1. **Working with Camp Awesome**

Camp Awesom will have 23-24 employees this summer. Looking at a deficit of \$10,000 or \$11,000 which is less than the surplus last year. Contracts with staff have been signed and are moving forward.

Working Group will need to consider what to do as the three-year test period is coming to an end.

2. **T-3010**

CRA annual report going in the mail this week.

b) **2023 Financial Statements**

2024-05-09_006 MOTION (E. McIntyre/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive receive the 2023 Financial Statements and recommend for approval to the annual general meeting being held on May 31-June 1st 2024. **CARRIED**

c) **Golden Lake Camp**

2024-05-09_007 MOTION (C. Ryan/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Finance Leadership Team, given the considerable effort by the leadership of Golden Lake Camp and the possibility of the Camp returning to a balanced budget, to authorize that Golden Lake Camp receive \$13,500.00 from the Bitobi Camping Fund for the year of 2024. This is NOT an annual grant from this Fund, but if the on-going viability is possible, then perhaps Mission Support funding will be reestablished, noting that the camp will only be running four weeks this summer whereas other camps run for more weeks. **CARRIED**

d) **Upper Ottawa Valley Parish Nursing Initiative**

2024-05-09_008 MOTION (T. Burnett-Cole/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Finance Leadership Team, having received an extensive report from the Upper Ottawa Valley Parish Nursing Initiative supported by Wesley United in Pembroke, to authorize that Upper Ottawa Valley Parish Nursing receive \$6,893.90 from the Kingston Resource Centre Fund, fully expensing the Fund. The Upper Ottawa Valley Parish Nursing understands that further funding from this fund will not be possible. **CARRIED**

e) **Cathedral of the Trees**

2024-05-09_009 MOTION (S. DeHaan/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Finance Leadership Team, in response to the referral to the Finance Committee for the annual funding request from Cathedral of the Trees, the Finance Committee, having not received any of the requested information on statistics, recommends, that this funding not be granted. It was the feeling that this request falls into the bucket of Mission Support. In the discussion, it was noted that the statistics would have to give evidence of greater impact on the lives of participants than on children attending United Church camps for a week for the Finance Committee to recommend extra funding. The group is welcome to submit a Mission Support grant in 2025 understanding that there has been a reduction in the overall monies available for granting. **CARRIED**

2. **Pastoral Relations Commission – Rev. Whit Strong**

- See *Minutes of Pastoral Relations Commission of April 16, 2024* as **Appendix B**

2024-05-09_010 MOTION (C. Ryan/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive the Pastoral Relations Commission Minutes of April 16, 2024. **CARRIED**

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- a) **M&P Workshop on May 11th (Zoom)** – Rev. Whit Strong provided details about this workshop, and shared that it is happening in collaboration with East Central Ontario and Nakonha:ka Regional Councils.
- b) **Need for Liaisons and Pastoral Charge Supervisors** – It was reminded that this is an obligation of the Regional Council and must be done in a timely fashion. A new strategy may need to be established for finding Liaisons and Pastoral Charge Supervisors. It was suggested that it may be necessary to publicize the need (with mention of specific skill set). A few suggestions were offered, i.e., broadening pool of possibilities, focusing on doing a variety of the tasks as groups of congregations in search processes.
- c) **Relicensing LLWL**
2024-05-09_011 MOTION (T. Burnett-Cole/N. Hazen) that the Eastern Ontario Outaouais Regional Council Executive approve the licensing/relicensing of the following LLWL for period beginning at the rise of this Executive meeting (May 9th 2024) ending June 30th 2025:

- | | | |
|--------------------------|------------------------|-----------------------|
| 1. Adamovits, Allison | 18. Jinkinson, Deborah | 35. Robertson, Mackie |
| 2. Allen, Jim | 19. Johns, Barbara | 36. Reichert, Martin |
| 3. Anthony, Sheila | 20. Kelso, Cathie | 37. Ruda, Carolyn |
| 4. Becker, Gabrielle | 21. Knoyle, Jessica | 38. Sabadash, Hilda |
| 5. Blanchard, Lynda | 22. LeGrow, Barbara | 39. Sales, Alison |
| 6. Burbridge, Christine | 23. LeGrow, John | 40. Sanderson, Sharon |
| 7. Burnett-Cole, Ruth | 24. Lloyd, Neil | 41. Savage, Claire |
| 8. Clemis, David | 25. MacDonald, Sharon | 42. Smith, Sandra |
| 9. DeJeet, Barb | 26. Marjerrison, Merle | 43. Tanner, Joanne |
| 10. Doyle, Luane | 27. McCaw, Lynn | 44. Taylor, Jeannie |
| 11. Fergusson, Tammy | 28. McCooye, Gail | 45. Tuffin, Sally |
| 12. Gardell, Dietlind | 29. McGrath, Heather | 46. Vesque, Jasmine |
| 13. Geelen, Jeremy | 30. McNamee, Lillian | 47. Webb, Laura |
| 14. Grant, James | 31. Miner, Carla | 48. Whiteley, Paul |
| 15. Hoy, Charlotte | 32. Nicholls, Andrew | 49. Workman, Carol |
| 16. Hunt Stephens, Marni | 33. Patterson, David | 50. Wrightly, Norma |
| 17. Jacobs, Barbara | 34. Pentinga, Ruth | |

CARRIED

It was made known that there are more LLWLs due for licensing after Jan 2025 (currently in the process).

- d) **Voluntary Associate Minister Form Update** – Rev. Whit Strong shared the updated form and explained reasons for updates (in particular to reflect accuracy and administrative ease).
- See *Voluntary Associate Minister Form* as **Appendix C**

It was suggested that the bottom line on the form indicate that “It is preferred that this be sent to the Pastoral Relations Minister electronically by your Church council/Board”

3. **Strategic Planning** – Rev. Eric Hebert-Daly
- See *2024-05-09 EOORC Strategic Plan Goalposts Report* as **Appendix D**

While there are some delays to the implementation, some of these are related to areas of work outside of our control. It was announced that on September 15th 2024, Moderator will be preaching at Glebe Saint-James.

4. General Meeting/Education Event Planning Leadership Team**a) Guidelines for Honoraria**

- See *Revised Guidelines for Honoraria* as **Appendix E**

Updates include Listing first-aid responders as volunteers, making reference to 'General Council Rate' instead of putting monetary figures where applicable.

b) Upcoming General Meeting dates

- See *draft agenda of spring annual general meeting* as **Appendix F**

Save the Date!

- May 31st - June 1st 2024, Annual General Meeting, Spring, Trinity United Church, Ottawa (Celebration of Ministries and Leadership Teams Service, Friday, May 31st at 7pm)
- October 5th 2024 Fall General Meeting, Trinity-Saint Andrews United Church, Renfrew, (Celebration of Ministries Service, Saturday, October 5th at 4pm)
- May 30th - 31st 2025, Annual General Meeting, Spring, Location TBD
- October 4th, 2025, Fall General Meeting, Location TBD (sub-regional gatherings as per strategic plan*) – Rev. Eric Hebert-Daly, invited any who were interested to be part of the planning, to contact him.

c) Reminder from the Chair of the General Meeting/Education Event Planning Leadership Team -

Move promptly on the selection of location as venues get booked up well in advance, especially during this May-June period.

5. Pendleton Pastoral Charge

2024-05-09_013 MOTION (R. Kim/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive disband Pendleton Pastoral Charge effective December 31st 2023. **CARRIED**

Jim Allen shared that Pendleton United Church is close to finalizing a sale.

6. Camp Lau-Ren General Operating Bylaws

- See *Camp Lau-Ren General Operating Bylaws* as **Appendix G**

2024-05-09_014 MOTION (B. Harman/S. DeHaan) that the Eastern Ontario Outaouais Regional Council Executive receive and approve the Camp Lau-Ren General Operating Bylaws. **CARRIED**

7. Future Through Property Leadership Team**a) Trinity United Church (Smiths Falls)**

- See *Trinity United Church (Smiths Falls) Ministry Plan* as **Appendix H**

2024-05-09_015 MOTION (N. Hazen/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive and approve Trinity United Church's (Smiths Falls) ministry plan as presented. **CARRIED**

8. Church Extension Committee

- See *By-Law 3 of the Church Extension Committee* as **Appendix I**

2024-05-09_016 MOTION (C. Ryan/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive approve By Law 3 of the Church Extension Committee. **CARRIED**

- a) **Reimagining the Church Extension Committee** – Rev. Eric Hebert-Daly shared some of the history of the Church Extension Committee, highlighting that its original purpose was to use funds to create new communities of faith. Currently, it has been helping with renovations. Rev. Eric Hebert-Daly

invited any who are interested to form part of a group looking to reimagine how the Church Extension Committee can continue to serve Communities of Faith.

Order of the Day (10:15 AM) – Affirm Leadership Team Presentation Represented by Roxanne Akhtar Re Capital Pride Parade

2024-05-09_017 MOTION (T. Burnett-Cole/N. Hazen) that the Eastern Ontario Outaouais Regional Council Executive make Roxanne Akhtar a corresponding member for the purposes of this meeting. **CARRIED.**

Roxanne shared a PowerPoint presentation informing on the Ottawa Pride Parade and shared a request from the Affirm Leadership Team to rent a bus for during the parade. The cost for the bus and driver would be \$2,440.80 (approximately 6 hours of rental). Requirements: \$200 down payment, a signed contract, and the remaining balance to be paid two weeks prior to the parade. There is also a fee to be in the parade (\$2-300 dollars). Roxanne shared the benefits for renting a bus, it is accessible, air conditioned and allows for sitting and rest during the parade, generates lots of attention. Roxanne shared that if costing was not available, fundraising could be another possibility.

The regional council has been registered and has been part of the parade over the years. There have been 15-20 Churches that have walked (100 plus people) representing The United Church of Canada. It was highlighted that this is a great outreach opportunity.

2024-05-09_018 MOTION (T. Burnett-Cole/L. Church) that the Eastern Ontario Outaouais Regional Council Executive instruct the regional council treasurer to pay for the rental of two trucks, if necessary, and approach Affirming congregations for a \$50 donation to help defer costs associated to having a presence at the Ottawa Pride Parade. **CARRIED**

2024-05-09_019 MOTION (T. Burnett-Cole/N. Hazen), that the Executive communicate that \$1000 is available to the Affirm Leadership Team from the 2024 budget, for the purposes of helping create a pride parade presence, supporting renting a truck(s) or van(s) for a variety of parades throughout the regional council, and purchase banners that would be shared for each parade. **CARRIED**

The Executive expressed gratitude for Roxanne Akhtar's leadership and her presentation.

New Business

- a) **Nakonha:ka Office Space (Update)** – Sue Hutton, DLM, there is no update at this time.
- b) **June 13, 2024 Executive Meeting**
It was decided that the June 13th Executive meeting will be held online (Zoom), and that the September Executive meeting be held in person (location to be determined).
- c) **Centennial Anniversary / AGM in 2025**
It was highlighted that Dominion-Chalmers has offered its space, and correspondence will come to the next Executive meeting.
- d) **Reimbursement of AGM Expenses**
Treasurer will be present at the AGM on May 31st to receive expense claims (not on June 1st). The treasurer will also be available by email beyond this date.

Bronwen shared that her time on the Executive has ended (following the rise of this meeting) and expressed her appreciation for having the opportunity to work with all the members.

Report from the Equity Support Person – Bronwen Harman

Opening worship for next meeting – Gayle Barks

Equity Support Person for next Meeting – Ryan Kim

Closing Prayer – Sue Hutton, DLM, closed the meeting with prayer.

Conclusion

The Chair declares that all the business having come before this meeting of the Executive has been duly dealt with, and that the meeting is concluded at 11:32 AM.

Next meeting date: 13 June, 2024 (Zoom meeting / 9 am - noon)

Sue Hutton, DLM, President

Rev. Eric Hebert-Daly, Executive Minister

EOORC Executive Duty Roster

	Opening Devotions / Land Acknowledgement	Equity Monitor	Closing Prayer
<i>13 June 2024</i>	Gayle Barks	Ryan Kim	Jim Allen

Appendices

Appendix A ¹	Treasurer Report May 9, 2024	Page 9
Appendix A ²	EOORC 2023 Financial Statements	Pages 10-27
Appendix A ³	2024 Financial Report	Pages 28-31
Appendix B	Pastoral Relations Commission minutes of April 16, 2024	Pages 32-36
Appendix C	Updated Voluntary Associate Minister form	Page 37
Appendix D	2024-05-09 EOORC Strategic Plan Monthly Goalposts Report	Pages 38-39
Appendix E	Revised Guidelines for Honorariums	Pages 40-41
Appendix F	Draft agenda of the spring annual general meeting	Pages 42-43
Appendix G	Camp Lau-Ren General Operating Bylaws	Pages 44-71
Appendix H	Trinity United Church (Smiths Falls) Ministry Plan	Pages 73-78
Appendix I	By-Law 3 of the Church Extension Committee	Pages 79-83

Appendix A¹

Treasurer's Report – May 9, 2024

2023 Reviewed Financial Statement

Attached is the reviewed financial statements which will need to be adopted at the Annual meeting. Remember you can “turn” pdf pages for easier reading. If you have any questions, I will entertain them but there is not action needed.

2024 Financial Report (make sure you open tab two)

While there are a number of figures that need to be confirmed pending information from the General Council, this gives you a picture of finances to date. I will be providing a slightly updated report to the Annual Meeting, probably as of May 15th. There is nothing out of the ordinary. There are slight adjustments to the budget numbers given the recognition of some benefit and salary calculation errors.

Actions to be confirmed:

The Finance Committee recommends the following two actions:

- a) Given the considerable effort by the leadership of Golden Lake Camp and the possibility of the Camp returning the a balanced budget, that Eastern Ontario Outaouais Regional Council authorizes that Golden Lake Camp receive 13,500 from the Bitobi Camping Fund for the year of 2024. This is NOT an annual grant from this Fund, but if the on-going viability is possible, the perhaps Mission Support funding will be reestablished, noting that the camp will only be running four weeks this summer whereas other camps run for more weeks.
- b) Having received an extensive report from the Upper Ottawa Valley Parish Nursing Initiative supported by Wesley United in Pembroke, that the Eastern Ontario Outaouais Regional Council authorize that Upper Ottawa Valley Parish Nursing receive 6,893.90 from the Kingston Resource Centre Fund, fully expensing the Fund. The Upper Ottawa Valley Parish Nursing understands that further funding from this fund will not be possible.
- c) In response to the referral to the Finance Committee for the annual funding request from Cathedral in the Trees, the Finance Committee, having not received any of the requested information on statistics, recommends that this funding not be granted. It was the feeling that this request falls into the bucket of Mission Support. In the discussion, it was noted that the statistics would have to give evidence of greater impact on the lives of participants than on children attending United Church camps for a week for the Finance Committee to recommend extra funding. The group is welcome to submit a Mission Support grant in 2025 understanding that there has been a reduction in the overall monies available for granting.



**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, 2023

Eastern Ontario Outaouais Regional Council**Independent Internal Review of the 2023 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 2023 Financial Statements on **Monday, April 15, 2024**.

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 2023****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
- 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
- Records for tracking investments funds for the Regional Council, Communities of Faith, and Restricted Ministries.

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, 2023 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 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 Honoraria 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, 2023. 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: April 15, 2024

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Statement of Financial Position
As of December 31, 2023

	2023	2022	Change
Assets - Current			
Cash (Toronto Dominion Bank Account)	60,223	37,660	22,562
Cash (Toronto Dominion Savings Account)	151,853	525,698	(373,845)
GIC - Lower Litchfield Cemetery	5,558	5,397	162
Lower Litchfield Cemetery	4,453	4,224	228
	222,087	572,979	(350,893)
Accounts Receivable			
Accounts Receivable	0	30,612	(30,612)
Accounts Receivable (HST/QST)	29,625	2,570	27,055
	29,625	33,182	(3,557)
Assets - Investments			
Fiera Capital Investment Account	7,073,913	6,102,086	971,827
Kindred Works Loans	271,843	10,000	261,843
Loan to Orleans United Church	84,700	100,000	(15,300)
	7,430,457	6,212,086	1,218,371
Total Assets	7,682,169	6,818,248	863,921
Liabilities			
Accounts Payable	27,214	40,419	(13,205)
Total Liabilities	27,214	40,419	(13,205)
Equity			
Held In Trust Accounts			
Bequest - Templeron	0	62,222	(62,222)
Kindred Works (Held-in Trust)	2,072	18,114	(16,042)
	2,072	80,336	(78,264)

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, 2023

	2023	2022	Change	
Investment Funds				
Eastern Ontario Outaouais Regional Council Fund	1,007,361	960,238	47,122	Note 4, Note 9
Held in Trust for Communities of Faith	1,567,427	1,538,431	28,995	Note 4, Note 5
Held in Trust Restricted Investment Funds	493,649	-	493,649	Note 4, Note 5
James Elwood Baillie Helping Youth Fund	710,008	672,885	37,123	Note 4, Note 9
McKendry Capital Fund	84,700	100,000	(15,300)	Note 4, Note 8,
Mission & Ministry Legacy Fund	407,883	174,679	233,204	Note 4, Note 8
Vision & Transformation Fund	2,366,271	2,206,992	159,279	Note 4, Note 9
W.H. (Bill) Scrivens Memorial Fund for Youth	532,840	500,162	32,678	Note 4, Note 9
	7,170,139	6,153,387	1,016,752	
Ministry Accounts				
Camp Awesome Bursaries	1,000	0	1,000	Note 6
Camp Awesome Director Project	40,845	84,437	(43,592)	Note 6
Camp Awesome Operations	14,549	7,640	6,910	Note 6
Camp Bitobi	60,600	66,000	(5,400)	Note 6
Ecological Grief into Growth	0	8,371	(8,371)	Note 6
Faith and Arts Ottawa	23,623	27,623	(4,000)	Note 6
Healing Pathway Regional	3,517	3,392	125	Note 6
Kingston Resource Centre	6,894	13,788	(6,894)	Note 6
Lower Litchfield Cemetery	10,011	9,621	390	Note 5, Note 10
Ministry Personnel Events	1,623	1,623	0	Note 6
Project Footprint	4,202	4,202	0	Note 6
Quebec Cemeteries	10,000	0	10,000	Note 6
Sisters Stream	25,000	25,000	0	Note 6
Student and RCCO grants	12,320	9,620	2,700	Note 6
United Mining for Justice	32,432	32,745	(313)	Note 6
Youth Ministry - Trips	4,214	4,214	0	Note 6
Youth Ministry - Zambia	2,890	3,890	(1,000)	Note 6
	253,719	302,164	(48,445)	
Governance Fund (Unrestricted)	181,259	192,105	(10,846)	Note 3
Mission & Ministry Fund (Unrestricted)	47,766	49,836	(2,070)	Note 3
Total Unrestricted Surplus (Deficit)	229,025	241,941	(12,916)	
Total Liabilities and Equity	7,682,169	6,818,248	863,921	

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, 2023

Income	Governance			Mission & Ministry			Totals for 2023		
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2023 Budget	2023 Actual
Grant - Assessments	325,000	325,000	325,000	0	0	0	0	0	325,000
Grant - Assessment (Executive Minister/Assistant)	33,500	33,500	33,500	0	0	0	0	0	33,500
Grant - Mission & Service Fund	0	0	0	240,000	240,000	240,000	240,000	240,000	240,000
Grant - Special Funding	9,375	35,275	0	11,449	0	0	0	0	20,824
Donations/Donated Expenses	2,002	0	0	0	0	0	0	0	2,002
Interest	8,266	2,297	750	0	0	0	0	0	8,266
Mission & Service Fund Donations	0	0	0	50	364	0	0	0	50
Transfer Baillie/Scrivens Youth Salary/Program	0	0	0	23,250	25,000	23,250	23,250	23,250	23,250
Transfer Baillie/Scrivens Grants	0	0	0	4,890	3,899	23,250	4,890	4,890	23,250
Transfer EOORC Fund	19,000	21,000	19,000	19,000	21,000	19,000	38,000	38,000	38,000
Transfer Mission and Ministry Fund	0	0	0	6,750	0	6,750	6,750	6,750	6,750
Transfer Restricted Funds (LLWL)	0	0	0	0	0	0	0	0	0
Transfer Vision and Transformation	0	0	0	77,932	85,604	88,250	77,932	88,250	77,932
Youth Camp Awesome 3-Year Contract	0	0	0	43,592	26,563	41,700	43,592	41,700	41,700
Total Income	397,143	417,071	378,250	426,914	402,430	442,200	824,057	820,450	824,057

Expenses (net of Recoveries)	Governance			Mission & Ministry			Totals for 2023		
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2023 Budget	2023 Actual
Administration (Schedule 1)	46,167	44,325	52,950	1,171	2,270	2,500	47,338	55,450	55,450
Congregational Reviews & Executive Discretionary	17,110	11,156	15,000	0	0	0	17,110	15,000	15,000
Grants (Schedule 2)	2,700	2,700	2,700	214,842	225,023	247,020	217,542	249,720	249,720
Mission & Service Fund Donations	0	0	0	50	364	0	50	0	50
Partnerships (Schedule 3)	2,500	2,500	2,500	6,350	5,350	6,350	8,850	8,850	8,850
Personnel (Schedule 4)	270,692	243,717	268,000	159,214	141,438	155,850	429,906	423,850	423,850
Regional Meetings (Schedule 5)	66,765	9,296	64,500	0	0	0	66,765	64,500	64,500
Regional Programming (Schedule 6)	2,055	1,561	7,900	757	400	9,600	2,812	17,500	17,500
Youth Camp Awesome 3-Year Contract	0	0	0	43,592	26,563	41,700	43,592	41,700	41,700
Youth Programming (Schedule 7)	0	0	0	3,007	2,918	12,000	3,007	12,000	12,000
Total Expenses	407,988	315,255	413,550	428,984	404,326	475,020	836,972	888,570	888,570

Net income (deficit) from general operations (10,846) 101,817 (35,300) (2,070) (1,896) (32,820) (12,915) (68,120)

Note: In 2023, Executive authorized discretionary spending of \$7,000 for Mohawk Bibles, purchase of equipment for Regional Meetings, and authorized translation of Regional policies into French

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, 2023

	2023	2022
Governance Fund (Note 3)		
Opening Equity	192,105	210,398
Income (including transfers)	397,143	416,961
Expenses (including grants)	(407,988)	(315,254)
Reallocations	0	(120,000)
Closing Equity	181,259	192,105
Mission & Ministry Fund (Note 3)		
Opening Equity	49,836	81,733
Income (including transfers)	426,914	402,430
Expenses (including grants)	(428,984)	(404,327)
Reallocations	0	(30,000)
Closing Equity	47,766	49,836
Investment Funds (Notes 4, 5 and 9)		
Opening Equity	6,153,387	4,752,188
Deposits	62,222	1,322
Property Sales	671,858	63,084
Redemptions by Communities of Faith	60,000	1,549,085
Transfers from Unrestricted Reserves	(160,875)	0
Transfer to Governance	(19,000)	(21,000)
Transfer for Grants	(82,822)	(89,503)
Transfer to Mission & Ministry	(49,000)	(46,000)
Unrealized Gains/Losses	534,370	(205,787)
Closing Equity	7,170,140	6,153,387
Ministry Accounts (note 6)		
Opening Equity	302,164	310,404
Income	140,737	69,155
Expense	(189,182)	(77,394)
Transfer	0	0
Closing Equity	253,719	302,164

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, 2023

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

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

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.

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.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

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. Investment Funds of Eastern Ontario Outaouais Regional Council.

The Eastern Ontario Outaouais Regional Council has 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
Total	774,852

It is noted that the Ottawa Presbytery monies were 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.

Investments for Communities of Faith: Beginning in 2022, the Eastern Ontario Outaouais Regional Council established a Fund to hold-in-trust investments for communities of faith within the boundaries of the Regional Council.

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 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 designated this bequest 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 in April of 1988 at an interest rate equal to a Canadian Treasury Bond. At the end of 2023, the Executive of Eastern Ontario Outaouais Regional Council reallocated this fund to the Mission and Ministry Legacy Fund.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

Mission and Ministry Legacy Fund: In 2022, the Executive established this fund as recipient of capital from the closure of Communities of Faith. The fund is to provide income to the annual Mission and Ministry Fund of the Eastern Ontario Outaouais Regional Council in keeping with the policies and practices of the Regional Council. The fund was initially established by designating \$150,000 unrestricted surpluses accumulated during the Covid-19 impacted years of operations. In 2023, a bequest from Isabel Templeton (\$62,222) and the McKendry Fund (\$100,000) were designated as restricted investments within this Fund.

Vision & Transformation 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 4RP 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.

Communities of Faith Investments

Beginning in 2022, the Eastern Ontario Outaouais Regional Council began investing funds on behalf of Communities of Faith. A signed agreement exists between each Community of Faith and the Regional Council. Quarterly investment reports are provided.

	01-Jan	Deposit	Redemptions	Gain	Loss	31-Dec
Beithel Rideau Ferry	196,473	0	0	16,760		213,233
Beithel St. Andrews	335,961	60,000	0	28,659		424,620
Campbell's Bay	92,947	0	(100,877)	7,929		(0)
Glencairn	103,876	0	0	8,861		112,737
St. Andrews Beachburg	245,124	0	0	20,910		266,034
Thurso	200,503	0	0	17,104		217,607
Trinity Kazabazua	29,794	0	0	2,542		32,336
Winchester	70,377	0	0	6,003		76,380
Zion Memorial	263,376	0	(60,000)	21,103		224,479
	1,538,431	60,000	(160,877)	129,872		1,567,426

Note: Investments for Campbell's Bay were liquidated in 2023 after closure of the Community of Faith. The funds held for Thurso are held in-trust pending final decisions on the disposition of funds.

Note: Beginning in 2023, the Eastern Ontario Outaouais Regional Council began investing funds designated for ministries in the Region. The initial investments come from closure of communities of faith. Terms of Reference are on file and grants are forwarded to each ministry on an annual basis beginning the year after the funds are deposited

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

	01-Jan	Deposit	Grants	Gain (loss)	31-Dec
Cardinal St. John's Frontline Workers	0	42,182	0	1,415	43,597
House of Lazarus	0	42,182	0	1,415	43,597
Rideau Hill Camp.	0	196,850	0	6,603	203,454
Zion (Apple Hill) Licensed Lay Worship Leaders Fund	0	198,015	0	4,986	203,001
	0	479,229	0	14,419	493,650

In 2023, \$281,214 was received from Knox Edwards (15% for Cardinal Frontline Workers program and House of Lazarus and 70% for Rideau Hill Camp) and \$198,015 from Zion Memorial in Apple Hill to establish the Zion Lay Licensed Worship Leaders Fund.

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. During the three-year project, surplus/deficit is transferred annually.

Camp Awesome Bursary: This fund was established by left over funds from 2023 bursaries for Camp Awesome registrants.

Camp Awesome Project: The Regional Council approved a three-year contract to hire a Camp Awesome Director using reallocated unrestricted funds and 2021 youth grants. The purpose of this project is to evaluate whether Camp Awesome can be a self-sustaining ministry beyond the YAYA staff position.

Camp Bitabi: This account was established in 2015 with proceeds from the sale of Camp Bitabi. 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 expenses in 2022 and 2023.

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.

Lower Litchfield Cemetery: The Regional Council provides financial management, including issuing tax receipts for donations. These monies are for the full benefit of the cemetery.

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

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

Quebec Cemeteries: The Fund was established from the disposition of Funds from Campbell's Bay Pastoral Charge to fund plans for the perpetual care of orphaned Quebec cemeteries.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

Sisters Stream: This project is funded by Embracing the Spirit grant. Money was granted in 2020 but project was delayed due to Covid-19.

Students and RCCO: This fund provides grants to ministerial students and new organists. Funds come from the annual Governance fund.

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 for future trips, providing a buffer for losses

Youth - Zambia: This is a young adult exposure to children's programming in Zambia.

	01-Jan	Income	Expenses	Transfers	31-Dec
Camp Awesome	7,640	117,760	(110,850)	0	14,550
Camp Awesome Bursary	0	1,000	0	0	1,000
Camp Awesome Project	84,437	0	(43,592)	0	40,845
Camp Bitobi	66,000	0	(5,400)	0	60,600
Ecological Grief Seminars	8,371	0	(8,371)	0	0
Faith and Arts Ottawa	27,623	0	(4,000)	0	23,623
Healing Pathway Ministry	3,392	7,010	(6,885)	0	3,517
Kingston Resource Centre	13,788	0	(6,894)	0	6,894
Lower Litchfield Cemetery	9,621	2,267	(1,877)	0	10,011
Ministry Personnel Events	1,623	0	0	0	1,623
Project Footprint	4,202	0	0	0	4,202
Quebec Cemeteries	0	10,000	0	0	10,000
Sisters Stream	25,000	0	0	0	25,000
Students and RCCO	9,620	2,700	0	0	12,320
United Mining for Justice	32,744	0	(313)	0	32,431
Youth Ministry - Trip Exposure	4,214	0	0	0	4,214
Youth Ministry - Zambia	3,890	0	(1,000)	0	2,890
	<u>302,164</u>	<u>140,737</u>	<u>(189,182)</u>	<u>0</u>	<u>253,719</u>

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.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

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. Repayment of this loan began in 2023 and the repayments in the amount of \$15,300 was deposited into the Mission and Ministry Legacy Fund. At the end of the 2023, the amount owing on the loan is \$84,700

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	Miss. & Min Legacy Fund	Com. Of Faith Investments	Restricted Ministry Funds	Vision and Transformation	James E Baillie Fund	W. H (Bill) Scrivens Fund	Cash	Total
Opening Balance (Jan 1)	960,238	174,679	1,538,431	0	2,206,992	672,885	500,162	48,698	6,102,085
Deposits	0	77,522	0	0	0	0	0	(77,522)	0
Deposits from Property Sales	0	142,832	0	479,230	49,796	0	0	(133,525)	538,333
Purchases	0	0	60,000	0	0	0	0	(60,000)	0
Redemptions	0	0	(160,875)	0	0	0	0	60,000	(100,875)
Transfer to Governance	(19,000)	0	0	0	0	0	0	19,000	0
Transfer for Grants	0	0	0	0	(77,932)	(3,890)	(1,000)	82,822	(0)
Transfer to Mission and Ministry	(19,000)	(6,750)	0	0	0	(15,000)	(8,250)	49,000	0
Unrealized Gains (losses)	85,122	19,601	129,871	14,419	187,415	56,013	41,928	0	534,370
Closing Balance	1,007,361	407,883	1,567,426	493,649	2,366,271	710,008	532,840	(11,527)	7,073,913

Note: Beginning in 2022, Eastern Ontario Outaouais Regional Council began to facilitate Community of Faith investments through the Regional pooled investments.

Note: Beginning in 2023, Restricted Ministry Accounts were established to fund ministries within the Region with monies from property sales (see note 5)

In 2023, funds received from church sales included Knox Edwards, Avimer United, Zion United (Apple Hill) and Campbell's Bay.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the year ending December 31, 2023

10. 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.

	2023 Actual	2022 Actual
Opening Balance	4,391,022	4,730,788
Revenue	60,374	27,422
Realized gain (loss)	217,570	196,486
Unrealized gain (loss)	(125,963)	(312,798)
Total Revenue	151,931	(88,890)
Grants & Donations	(139,696)	(221,206)
Expenses	(29,831)	(29,670)
Total Expense	(169,527)	(250,876)
Excess of Revenue over Expense	(17,596)	(339,766)
Closing Balance/Assets	4,373,426	4,391,022

Kindred Works: In 2023, Eastern Ontario Outaouais Regional Council formalized a partnership with Kindred Works, a property and development corporation within the United Church of Canada. This partnership entails both loans and holding-in-trust residue funds during the transfer of property.

	01-Jan	Monies loaned	loans repaid	Received to hold-in-trust	Held-in-trust Expended	31-Dec
Hawthorne (loan)	(10,000)	0	0	0	0	(10,000)
Merrickville (held-in-trust)	18,114	0	0	0	(16,042)	2,072
St. Marc (loan)	0	(261,843)	0	0	0	(261,843)
	8,114	(261,843)	0	0	0	(269,771)

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Schedules to Financial Statements
For the year ending December 31, 2023

Schedule 1 - Administrative Expenses

	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Archives	13,674	14,685	19,500	0	0	0	13,674	19,500
Banking Costs	1,443	1,650	1,250	0	1,650	0	1,443	1,250
Home Offices	1,968	2,145	2,500	1,171	2,270	2,500	3,139	5,000
Insurance	456	469	550	0	0	0	456	550
IT Support GCO	7,496	6,504	6,750	0	0	0	7,496	6,750
Rent and Utilities	11,507	10,784	13,150	0	0	0	11,507	13,150
Treasurer Honourarium and Expenses	7,461	6,737	7,250	0	7,250	0	7,461	7,250
Website/Annual Technology Contracts	2,161	1,350	2,000	0	0	0	2,161	2,000
Total	46,167	44,325	52,950	1,171	2,270	2,500	47,338	55,450

Schedule 2 - Grants

	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Candidates for Ministry and RCO training	2,700	2,700	2,700	0	0	0	2,700	2,700
Mission Support - Algonquin Chaplaincy	0	0	0	5,550	5,550	5,550	5,550	5,550
Mission Support - Alwyn Pastoral Charge	0	0	0	3,500	3,500	3,500	3,500	3,500
Mission Support Camp Lau-ren	0	0	0	20,000	20,000	20,000	20,000	20,000
Mission Support Carlington Chaplaincy	0	0	0	7,000	7,000	7,000	7,000	7,000
Mission Support Centre 507	0	0	0	30,670	30,670	30,670	30,670	30,670
Mission Support Golden Lake Camp	0	0	0	15,000	15,000	15,000	15,000	15,000
Mission Support House of Lazarus	0	0	0	36,300	36,300	36,300	36,300	36,300
Mission Support Ottawa West End Chaplaincy	0	0	0	2,500	2,500	2,500	2,500	2,500
Mission Support Rideau Hill Camp	0	0	0	15,000	15,000	15,000	15,000	15,000
Vision and Transformation Grants	0	0	0	77,932	88,250	88,250	77,932	88,250
Youth (Baillie/Scrivens Fund)	0	0	0	4,890	3,899	23,250	4,890	23,250
Total	2,700	2,700	2,700	214,842	225,023	247,020	217,542	249,720

Schedule 3 - Partnerships

	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Affirm United	0	0	0	1,000	0	1,000	1,000	1,000
Christian Council of Capital Region	0	0	0	250	250	250	250	250
Grand River Book Stores	2,500	2,500	2,500	2,500	2,500	2,500	5,000	5,000
Multi Faith Housing Initiative	0	0	0	100	100	100	100	100
Spiritual Care in Secondary Schools	0	0	0	1,000	1,000	1,000	1,000	1,000
Social Justice Network in Ontario	0	0	0	1,500	1,500	1,500	1,500	1,500
Total	2,500	2,500	2,500	6,350	5,350	6,350	8,850	8,850

Eastern Ontario Outaouais Regional Council of The United Church of Canada

Schedules to Financial Statements

For the year ending December 31, 2023

Schedule 4 - Personnel	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Benefits (United Church & Government)	40,368	37,614	40,000	29,804	27,479	29,500	70,172	69,500
Continuing Education	23	555	4,000	137	390	2,100	160	6,100
Executive Minister/Assistant (1/3)	48,889	43,215	49,500	0	0	0	48,889	49,500
Meetings/Hospitality	2,150	1,394	3,000	1,452	302	1,500	3,602	4,500
Retreat	3,566	526	1,000	0	0	0	3,566	1,000
Salaries	165,198	154,296	163,000	119,153	109,220	116,250	284,350	279,250
Telephones	900	1,406	1,500	901	806	2,000	1,801	3,500
Travel	9,599	4,712	6,000	7,768	3,241	4,500	17,367	10,500
Total	270,692	243,717	268,000	159,214	141,438	155,850	429,906	423,850

Schedule 5 - Regional Meetings	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Celebration of Ministry Services	4,477	728	2,500	0	0	0	4,477	2,500
Executive Meetings & President Expenses	0	677	1,500	0	0	0	0	1,500
Regional Meeting - February	2,642	540	7,000	0	0	0	2,642	7,000
Regional Meeting - May	49,216	0	45,000	0	0	0	49,216	45,000
Regional Meeting - October	10,430	6,351	7,000	0	0	0	10,430	7,000
Planning Committee	0	0	1,500	0	0	0	0	1,500
Pulpit Supply	0	1,000	0	0	0	0	0	0
Total	66,765	9,296	64,500	0	0	0	66,765	64,500

Schedule 6 - Regional Programming	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actual	Budget
Leadership Teams	294	823	3,900	757	400	9,600	1,051	13,500
Lay Licensed Worship Leaders/ Ministry Personnel	1,761	738	4,000	0	0	0	1,761	4,000
Setting our Sights Activity Streams	0	0	0	0	0	0	0	0
Total	2,055	1,561	7,900	757	400	9,600	2,812	17,500

Schedule 7 - Youth Programming	Governance			Mission & Ministry			Totals for 2023	
	2023 Actual	2022 Actual	2023 Budget	2023 Actual	2022 Actual	2023 Budget	Actuals	Budget
Events	0	0	0	2,205	2,042	10,000	2,205	10,000
Supplies	0	0	0	802	876	2,000	802	2,000
Total	0	0	0	3,007	2,918	12,000	3,007	12,000

Appendix A³

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2024 Financial Report

	Income			Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Grants - Assessments	88,904	358,500	358,500	0	0	0	0	0	0	358,500	0	358,500
Grant - Mission & Service Fund	0	0	0	51,844	240,000	180,000	0	0	0	180,000	0	180,000
Grant - Special Funding	0	9,375	0	0	11,449	0	0	0	0	0	0	0
Donation/Donated Expenses	0	2,002	500	0	0	500	0	0	500	500	0	1,000
Interest & Mckendry Fund	3,952	8,266	3,000	0	0	0	0	0	3,000	0	0	3,000
Mission & Service Fund Donations	0	0	0	0	0	0	0	0	0	0	0	0
Transfer & Service Fund Donations	0	0	0	33,550	23,250	33,550	0	0	0	33,550	0	33,550
Transfer Baillet/Scrivens Youth Salary/Program	0	0	0	0	4,890	22,350	0	0	0	22,350	0	22,350
Transfer Baillet/Scrivens Grants	0	0	0	0	19,000	22,650	0	0	0	22,650	0	22,650
Transfer EOORC Fund	22,650	19,000	22,650	22,650	19,000	22,650	22,650	19,000	22,650	22,650	0	45,300
Transfer Mission and Ministry Fund	0	0	0	18,350	6,750	18,350	0	0	0	18,350	0	18,350
Transfer Restricted Funds (LLWI)	0	0	9,100	0	0	0	0	0	9,100	0	0	9,100
Transfer Vision and Transformation Grants	3,300	0	26,600	46,315	77,932	79,850	0	0	79,850	79,850	0	106,450
Transfer - Camp Awesome Three Year Project	0	0	0	14,704	43,592	40,800	0	0	40,800	40,800	0	40,800
Total Income	118,805	397,143	420,350	187,414	428,914	398,050	420,350	398,050	420,350	398,050	420,350	818,400

	Expenses (net of Recoveries)			Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Administrative Expenses (Schedule 1)	10,302	46,167	36,300	491	1,171	1,500	0	0	0	36,300	1,500	37,800
Congregational Reviews & MP Support & Projects	215	17,110	15,000	0	0	0	0	0	0	15,000	0	15,000
Grants (Schedule 2)	0	2,700	2,700	63,065	214,842	200,200	0	0	0	2,700	200,200	202,900
Mission & Service Fund Remittance	0	0	0	100	50	0	0	0	0	0	0	0
Partnership Ministries (Schedule 3)	300	2,500	0	2,000	6,350	3,600	0	0	0	0	3,600	3,600
Personnel (Schedule 4)	76,511	270,692	294,350	36,034	159,214	143,750	0	0	0	294,350	143,750	438,100
Regional Meetings (Schedule 5)	189	66,765	64,000	0	0	0	0	0	0	64,000	0	64,000
Regional Programming (Schedule 6)	1,712	2,055	17,000	0	757	6,000	0	0	0	17,000	6,000	23,000
Youth Camp Awesome 3-Year Project	0	0	0	14,704	43,592	44,000	0	0	0	44,000	44,000	44,000
Youth Programming (Schedule 7)	0	0	0	1,355	3,007	6,500	0	0	0	0	6,500	6,500
Total Expenses	89,229	407,988	429,350	117,750	428,984	405,550	429,350	405,550	429,350	405,550	405,550	834,900
Net income (deficit) from general operations	29,577	(10,845)	(9,000)	69,664	(2,070)	(7,500)	(9,000)	(7,500)	(9,000)	(7,500)	(7,500)	(16,500)

The Detailed Schedules

Schedule 1 - Administrative Expenses

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Archives	0	13,674	9,500	0	0	0	9,500	0	9,500
Banking Costs	671	1,443	1,000	0	0	0	1,000	0	1,000
Home Offices	80	1,968	1,500	491	1,171	1,500	1,500	1,500	3,000
Insurance	181	456	550	0	0	0	550	0	550
IT Support GCO	1,856	7,496	6,750	0	0	0	6,750	0	6,750
Rent and Utilities	1,453	11,507	3,650	0	0	0	3,650	0	3,650
Treasurer Honourarium and Expenses	3,665	7,461	11,100	0	0	0	11,100	0	11,100
Website/Annual Technology Contracts	2,395	2,161	2,250	0	0	0	2,250	0	2,250
Total	10,302	46,167	36,300	491	1,171	1,500	36,300	1,500	37,800

Schedule 2 - Grants

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Candidates for Ministry and RCCO training	0	2,700	2,700	0	0	0	2,700	0	2,700
Mission Support - Algonquin Chaplaincy	0	0	0	1,000	5,550	4,000	0	4,000	4,000
Mission Support Camp Lau-ren	0	0	0	0	20,000	17,500	0	17,500	17,500
Mission Support Carlington Chaplaincy	0	0	0	1,500	7,000	6,000	0	6,000	6,000
Mission Support Centre 507	0	0	0	6,938	30,670	27,750	0	27,750	27,750
Mission Support Golden Lake Camp	0	0	0	0	15,000	0	0	0	0
Mission Support House of Lazarus	0	0	0	6,938	36,300	27,750	0	27,750	27,750
Mission Support Ottawa West End Chaplaincy	0	0	0	375	2,500	1,500	0	1,500	1,500
Mission Support Rideau Hill Camp	0	0	0	0	15,000	13,500	0	13,500	13,500
Vision and Transformation Grants	0	0	0	46,315	77,932	79,850	0	79,850	79,850
Youth (Baillie/Scrivens Fund)	0	0	0	0	4,890	22,350	0	22,350	22,350
Total	0	2,700	2,700	63,065	214,842	200,200	0	200,200	120,350

Schedule 3 - Partnerships

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Affirm United	0	0	0	1,000	1,000	1,000	0	1,000	1,000
Christian Council of Capital Region	0	0	0	0	250	0	0	0	0
Grand River Book Stores	0	2,500	0	0	2,500	0	0	0	0
Multi Faith Housing Initiative	0	0	0	0	100	100	0	100	100
Rural Ministries Network	300	0	0	0	0	0	0	0	0
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	1,000	1,500	1,500	0	1,500	1,500
Total	300	2,500	0	2,000	6,350	3,600	0	3,600	3,600

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Schedule 4 - Personnel									
Benefits (United Church & Government)	11,400	40,368	45,100	7,351	29,804	26,400	45,100	26,400	71,500
Continuing Education	0	23	2,000	125	137	2,100	2,000	2,100	4,100
Executive Minister/Assistant (1/3)	17,957	48,889	50,750	0	0	0	50,750	0	50,750
Meetings/Hospitality	0	2,150	1,500	50	1,452	1,500	1,500	1,500	3,000
Retreat	0	3,566	2,000	0	0	0	2,000	0	2,000
Salaries	46,461	165,198	183,500	27,744	119,153	106,550	183,500	106,550	290,050
Telephones	74	900	1,500	138	901	1,200	1,500	1,200	2,700
Travel	619	9,599	8,000	627	7,768	6,000	8,000	6,000	14,000
Total	76,511	270,692	294,350	36,034	159,214	143,750	294,350	143,750	438,100

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Schedule 5 - Regional Meetings									
Celebration of Ministry Services	0	4,477	0	0	0	0	0	0	0
Executive Meetings & President Expenses	0	0	500	0	0	0	500	0	500
Regional Meeting - February	0	2,642	0	0	0	0	0	0	0
Regional Meeting - May	31	49,216	50,000	0	0	0	50,000	0	50,000
Regional Meeting - October	0	10,430	12,500	0	0	0	12,500	0	12,500
Planning Committee	158	0	500	0	0	0	500	0	500
Pulpit Supply	0	0	500	0	0	0	500	0	500
Total	189	66,765	64,000	0	0	0	64,000	0	64,000

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Schedule 6 - Regional Programming									
Leadership Teams	0	294	1,000	0	757	1,000	1,000	1,000	2,000
Lay Licensed Worship Leaders/ Ministry Personnel	71	1,761	11,000	0	0	0	11,000	0	11,000
Setting our Sights Activity Streams	1,641	0	5,000	0	0	5,000	5,000	5,000	10,000
Total	1,712	2,055	17,000	0	757	6,000	17,000	6,000	23,000

	Governance			Mission & Ministry			Total Budget		
	2024 Actual	2023 Actual	2024 Budget	2024 Actual	2023 Actual	2024 Budget	Governance	Miss&Min	Total
Schedule 7 - Youth Programming									
Events	0	0	0	720	2,205	5,000	0	5,000	5,000
Gibmishkaadimin	0	0	0	107	0	0	0	0	0
Supplies	0	0	0	527	802	1,500	0	1,500	1,500
Total	0	0	0	1,355	3,007	6,500	0	6,500	6,500

Schedule 8 - Statement of Operations and Change in Assets for Eastern Ontario Outaouais Regional Council Fund

	EOORC Fund	Legacy Fund	Miss. & Min. Com. Of Faith Investments	Restricted Ministry Funds	Vision and Transformation	James E Baillie Fund	W/H (Bill) Servens Fund	Cash	Total
Opening Balance (Jan 1)	1,007,361	407,883	1,567,427	493,649	2,366,271	710,008	532,841	(11,527)	7,073,913
Deposits	0	6,800	50,000	0	0	0	0	(56,800)	0
Deposits from Property Sales	0	0	0	0	0	0	0	0	0
Purchases	0	0	0	0	0	0	0	0	0
Redemptions	0	0	0	0	0	0	0	0	0
Transfer to Governance	(22,550)	0	0	0	(3,300)	0	0	25,950	0
Transfer for Grants	0	0	0	(11,100)	(46,315)	0	0	57,415	(0)
Transfer to Mission and Ministry	(22,550)	(18,350)	0	0	0	(19,170)	(14,380)	74,550	0
Unrealized Gains (losses)	30,628	11,180	44,611	11,818	67,812	19,790	14,851	0	200,690
Closing Balance (Dec 31)	992,689	407,513	1,662,038	494,367	2,384,468	710,628	533,312	89,588	7,274,603

Appendix B

Pastoral Relations Commission minutes of April 16, 2024

A meeting of the Pastoral Relations (PR) Commission was held via Zoom Conference call on Tuesday, April 16, 2024 at 1:00 p.m.

PRESENT:

Jim Allen, Ina Bromley, Wayne Harris (Chair), Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Whit Strong, Linda Suddaby (11)

REGRETS: Patsy Henry, Charlotte Hoy, Micheline Montreuil, Blair Paterson (4)

CALL TO ORDER, OPENING PRAYER:

Chair, Wayne Harris, called the meeting to order at 1:03 p.m. After a quick check-in with members, Linda Suddaby led us in an opening prayer.

ADDITIONS/CORRECTIONS TO THE AGENDA:

- Shaun Yaskiw as Pastoral Charge Supervisor to Knox (Nepean) P.C.

INTERIM MOTIONS:

MOTION 2024-28 (M. Montreuil/C. Hoy) “that the Pastoral Relations Commission recommends to the EOORC Executive that the Merrickville Pastoral Charge be declared disbanded effective February 5, 2023.”

CARRIED

ACCEPTANCE OF MINUTES:

MOTION 2024-29 (E. McIntyre/J. Allen) “that the minutes of March 19, 2024 be accepted as circulated.”

CARRIED

CORRESPONDENCE: None

MEDICAL LEAVE:

LTD: Rev. Kathleen Petrie (OM) Augusta P.C.

ACKNOWLEDGED SABBATICALS:

David Sherwin – Zion-Memorial P.C. (Carleton Place) – March 1 to May 31, 2024

Cindy Casey – Kanata P.C. – April 1 to June 30, 2024

Tiina Côté – Pembroke: Calvin P.C. – May 1 – September 2, 2024

Elaine Beattie – Glen Cairn P.C. – June 1 to August 31, 2024

Erin McIntyre – Cornwall: Knox-St. Paul’s P.C. – June 1 to September 3, 2024

Lorrie Lowes – Bells Corners P.C. – July 1 to September 30, 2024

SABBATICALS/ COVERAGE: None

SUPERVISED MINISTRY EDUCATION (SME) site:**Rothwell P.C.**

MOTION 2024-30 (E. McIntyre/I. Bromley) “that the EOORC PR Commission recommends to the Office of Vocation that the Rothwell Pastoral Charge be recognized as a Supervised Ministry Education (SME) site.”

CARRIED

CALLS/(RE)-APPOINTMENTS

Osgoode-Kars P.C. – Alwin Maben

MOTION 2024-31 (S. MacDonald/L. Suddaby) “that the EOORC PR Commission approves the appointment of Alwin Maben (OM) to the Osgoode-Kars Pastoral Charge as Congregational Minister, 20 hours per week effective May 1, 2024 – May 1, 2027.” **CARRIED**

Britannia P.C. – Jennifer Power

MOTION 2024-32 (L. Suddaby/I. Bromley) “that the EOORC PR Commission approves the re-appointment of Jennifer Power (OM) to the Britannia Pastoral Charge as Congregational Minister, 40 hours per week effective July 1, 2024 – June 30, 2025.” **CARRIED**

Glebe-St. James P.C. – Susan Toller

MOTION 2024-33 (S. MacDonald/J. Allen) “that the EOORC PR Commission approves the re-appointment of Susan Toller (Candidate) to the Glebe-St. James Pastoral Charge as Congregational Minister, 20 hours per week effective September 1, 2024 – August 31, 2025.”

CARRIED

CHANGE OF TERMS:

Natalie Matkovsky

MOTION 2024-34 (J. Allen/I. Bromley) “that the EOORC PR Commission approves the change in terms of the call of the Rev. Natalie Istead (Matkovsky) (OM) of the Charge Pastorale Grâce Pastoral Charge from 40 hours per week to 20 hours per week, effective April 1, 2024 – July 31, 2024.”

CARRIED

SACRAMENTS ELDERS: None

CONGREGATIONAL DESIGNATED MINISTER (CDM): None

PASTORAL CHARGE SUPERVISORS:

Knox (Nepean) P.C.

MOTION 2024-35 (E. McIntyre/L. Suddaby) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names the Rev. Commander Shaun Yaskiw, EOORC member, as Pastoral Charge Supervisor to the Knox (Nepean) Pastoral Charge effective July 1, 2024.”

CARRIED

[Note: PCSs are still needed for St. Andrew’s (Westmeath); Lower Gatineau Valley; Templeton]

Pastoral Charges without called/appointed Ministry Personnel:

(Pastoral Charge Supervisor in place as noted)

Addison – Lynne Gardiner

Admaston – Paul McLenaghan

Ashton-Munster – Jim Allen

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

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

Aylwin – Natalie Matkovsky

Bathurst – Shelley Roberts

Bethel-St. Andrew’s – Jan Loughheed

Charge pastorale Namur – Jim Kenney

Chinese (Ottawa) – Barbara Reynolds (after 10 years, only on call)

Christ Church United (Chesterville) – Christine Lowson

Clyde Forks-Tatlock – Carla Van Delen

Delta-Toledo – Charlotte Hoy

Denbigh, Matawatchan, Schutt – Jon Williams

Elgin-Portland – JoAnne Fletcher

Metcalfe – Ed Gratton
 Morrisburg: Lakeshore Dr. -
 Osgoode-Kars – Ed Gratton
 Parkdale -
 Perth Road – Heather McLurg Murphy
 Quyon – Cathy Stewart
 Rockland – Jim Kenney
 Rothwell – Beth Sweetnam
 Russell – Ed Gratton
 Smiths Falls: Trinity – Wayne Harris
 South Mountain-Hallville -
 St. Andrew's (Westmeath) -

Pastoral Charges not searching:

Addison	Aylmer-Eardley	Centenary
Clyde Forks-Tatlock	Delta-Toledo	Elgin-Portland
Glasgow-Castleford	Greenwood	Lower Gatineau Valley
Lyn: Christ	Mallorytown	Pittston
Rideau	St. John's (Brockville)	Templeton
Vernon		

FOLLOW-UPS FROM LIAISONS AND PCSs

Lanark/Balderson and Central Lanark P.C.s

Wayne reported he and Sharon attended (and led) the Covenanting service for Dan Hansen. All went very well. It has taken over five years but the two pastoral charges have come to an agreement to embark on a shared ministry and have found a minister to join them on the journey.

Trinity (Smiths Falls)

Council has approved the Profile – it will go to the Congregation on April 28th.

Other Updates

Other Liaisons reported briefly on the pastoral charges with whom they are working.

OTHER BUSINESS:

1) Liaisons and Pastoral Charge Supervisors

Whit noted the numbers of Pastoral Charges requiring Liaisons and PCSs continues. As quickly as one charge fills its ministry requirements, another opens up. We were reminded that Pastoral Charge Supervisors must be members of EOORC but Liaisons need not be. Training is provided for interested persons.

2) Proposed Changes to PRC Terms of Reference:

Wayne had prepared a draft revision to the terms of reference for the team. Question – Are members of leadership teams required to be members of EOORC i.e. ministry personnel or reps from Communities of Faith?

Stittsville P.C. – Review

A reviewer has been appointed. Once the review has been completed and the Executive has met, a follow-up meeting will be held to determine next steps.

LAST WORD:

Next meeting – **Tuesday, May 21, 2024** 1:00-3:00 p.m. via Zoom.

Note – Wayne will be away. Any items for the May meeting should be sent to
Whit and Karen.

2024-36

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

May 9, 2024
Zoom and teleconferencing

Join Zoom Meeting

<https://united-church.zoom.us/j/85233506275>

Meeting ID: 852 3350 6275

855 703 8985 Canada Toll-free

CLOSING: The business listed on the agenda being completed, Wayne declared the meeting closed at 2:29 p.m.

Appendix C

Voluntary Associate Minister							
Appointment Form for use within Eastern Ontario Outaouais Regional Council							
Community of Faith							
<p>_____ enters a voluntary relationship with the following Ministry Personnel as described in this form and mutually agree to the following:</p> <ul style="list-style-type: none"> • Pastoral functions performed come under the oversight and discipline of Regional Council. • Ministry Personnel named in the agreement may receive honoraria for weddings or funerals and for presiding and/or preaching in regular worship; however, there is no expectation of honoraria, stipend, or travel allowance from the Community of Faith to which they are accountable. • All United Church of Canada Ministry Personnel who are performing marriages will be visibly related to a Community of Faith or Regional Council Recognized Ministry. • All marriages will be registered in record books that remain the property of an ongoing Community of Faith or Regional Council Recognized Ministry. • It is the joint responsibility of the Voluntary Associate Minister and the Community of Faith to renew the annual appointment and to return the forms to the office of the Executive Minister by July 1st. VAM will be approved as part of the Annual Roll of the Regional Council. 							
Name:	_____ Email address: _____						
Address:	_____						
Telephone:	Res: _____ Bus: _____						
<input type="checkbox"/> Retired <input type="checkbox"/> Retained on the Roll							
Areas of Responsibility: (if applicable, annex a mutually agreed statement that outlines more than what is provided hereinabove)	Please check all that apply: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Pastoral care</td> <td><input type="checkbox"/> Christian education</td> </tr> <tr> <td><input type="checkbox"/> Weddings</td> <td><input type="checkbox"/> Funerals</td> </tr> <tr> <td><input type="checkbox"/> Coverage for incumbent</td> <td><input type="checkbox"/> Other (specify): _____</td> </tr> </table>	<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education	<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals	<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education						
<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals						
<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify): _____						
Marriage Registration Number # or Authorization # (if applicable): _____ (marriage license can be obtained through the Administrative Support for the Executive Minister (1-800-268-3781 ex. 6152))							
Approval by the Community of Faith (to be completed by Community of Faith passing the motion) The Official Board/Unified Board/Council of _____ Community of Faith Has received assurance that the marriages performed <ol style="list-style-type: none"> a) will be a pastoral function under the oversight and discipline of the Regional Council, and b) will be properly registered in records maintained by a pastoral charge of UCC and will comply with the provincial requirements. and approves the request of _____ (name of member of Order of Ministry) To be recognized as a Voluntary Associate Minister of the Community of Faith.							
Date: _____ Signed: _____ Office Held: _____							
Date Racial Justice Training _____ Date Boundaries/refresher Training _____ Date of Level 2 Police Check _____							
For Regional council office use only Approval by Regional Council: The Eastern Ontario Outaouais Regional Council Executive has approved the VAM application by motion (date of meeting _____). The one (1) year appointment begins on July 1, 20_____.							
Date: _____	For Regional council office use only Executive Minister: _____						
<i>The user retention and disclosure of personal information from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronics Documents Act (2000)</i>							

Please return application to the office of the Executive Minister (C/o Rev. Whit Strong, Pastoral Relations Minister, 347 Richmond Road, Ottawa, ON K2A 0E7, wstrong@united-church.ca, 1.800.268.3781, extension 6148).

Appendix D

Report on April 2024 Strategic Planning Goalposts

Stream G1 – First results of Fertile Soil project provided to Executive, final refinements (Tori)

Initial analysis of demographics is complete, with Environics (social and behavioural trends) underway. The region was split into 424 'neighbourhoods' with demographic and social data gathered for each neighbourhood, allowing for localised data and wider regional analysis of socio-demographic profiles. Initial results will be available soon.

Stream G3/Stream CG4 – Sharing a story of renewal/vision/hope/clusters in newsletter (Communications)
Ottawa Multifaith Chaplaincy story was shared.

Stream G4 – Look at governance models document created by ECORC, adapt for EOORC (Whit)
ECORC is slightly behind in preparing the models document. We will look at it as soon as it is ready.

Stream J1 – Ask networks to begin establishing their annual workplan with goals and measurables (Congregational Support Minister)
Our Congregational Support Minister is not yet in place, but will be doing this upon their arrival.

Stream J2 – Develop terms of reference, advertise and recruit for a Racial Justice Leadership Team (Congregational Support Minister/Communications)
Our Congregational Support Minister is not yet in place. We will seek volunteers once the person is in place.

Stream J2 – Briefing session on welcoming admittands with pastoral charge liaisons involved in search processes (Whit)
Still getting organized for this. The Admissions Office has run a few webinars on this recently, but I was hoping that they might have produced some resources that we could use locally... but this isn't the case. Whit will be working on this in May.

Stream J4 – Acquire banners/flags etc. for presence in parades/marches/protests (Communications)
This is being worked on in May by Natalie.

Stream C1 – Begin sharing of examples of Faithful Footprints and Greening Sacred Spaces projects in our newsletter (Communications)
This is expected in May.

Stream C2 – Begin tracking travel in registration forms for RC meetings to create a baseline of carbon emissions for 2024 (Communications)
This is now being tracked in our registration process.

Stream L1 – Begin 'Save-the-Date' and early registration for Fall Ministry Retreat (Communications)
We have a location and date for our retreat and will be putting out news about it in the coming week. November 25-27, Alexandria, facilitated by Rev. Angelika Piché.

Stream L1 – Report from those working on Association of Ministers to see how we might be incorporated with ECORC's efforts (Whit)
Early conversations have been hosted by Rev. Paul Dillman and the desire for a formal association may not be there. Other similar options are being explored.

Stream CG1 – Recruit potential members for Congregational Support Team (Congregational Support Minister)
Awaiting the arrival of our Congregational Support Minister.

Appendix E

Guidelines for Honorariums
Eastern Ontario Outaouais Regional Council

Background:

The Regional Council organizes two annual Regional Gatherings where representatives from all Communities and Faith and Ministry Personnel are encouraged to attend. The purpose of these gatherings is to encourage and inspire the Regional Council members and ensure that the responsibilities, vision, and purposes of the Regional Council are realized.

In addition, there are educational opportunities, retreats and other workshops organized within the Regional Council.

Theme and workshop presentations, musical accompaniment, and technology support are essential aspects of these events.

For sake of consistency, guidelines for those planning these events are offered and all organizers are asked to consider these guidelines in their planning, seeking up front exceptions from the Executive Minister if an exception is deemed appropriate.

Event Budgeting:

Event organizers are responsible for the setting of the budget for the event as approved within the wider scope of the Regional strategic plan.

Organizers of events, in preparing their event budget, will need to determine the parameters for honorarium costs when imagining how the event unfolds.

The Regional Council is also dependent on volunteer engagement to function, and participants attending meetings, retreats, and workshops volunteer in helping the event function and for the facilitation of centering and worship.

Communication from the event organizers to the Treasurer will enable payments, either prior to the event or after the event. Payments are done by electronic funds transfer (preferable) or e-transfer.

Honorarium Guidelines:

- a) Theme Speaker or Workshop Presenter – please note that honorariums are not paid to staff members of the Regional Council or the General Council. Honorariums are not paid to Committee members providing a workshop related to their committee work or their organizing of the event.

\$200.00 – Minimum of 1 hour in a specific block of time (i.e. morning, afternoon, evening)

\$300.00 – for more than one presentation over the course of two blocks of time.

- b) Music Support – please note that honorariums and accommodation costs are not paid for volunteers who join “pick-up” bands as further support to those organizing the music.

\$200.00 for pre-event planning for a one-day event

\$300.00 for pre-event planning for multi-day event

\$150.00 for accompaniment in a specific block of time (i.e. morning, afternoon, evening)

-
- c) Technology Support – no honorariums are paid to volunteers. Out of pocket expenses will be reimbursed such as travel, accommodation, and meals. Any professionals hired or firms contracted will be paid in accordance with the invoice the professional submits as negotiated by event organizers.
 - d) Worship Leadership – no honorariums are paid to those organizing the worship component of a gathering unless pre-approved. Theme speakers, participating in worship contexts, would normally not be reimbursed unless the event planners have imagined the worship component as integral to the unfolding of the event's theme.
 - e) First-Aid Responders – no honorariums are paid to these valuable volunteers

Travel, Accommodation, and Meal Guidelines:

- a) Travel will be paid in accordance with General Council mileage rates (general council rate with a 2 cent addition for each additional passenger) or with the presentation of bills for other means of travel (train/bus) or rental costs.
- b) Accommodations will be reimbursed if pre-arranged with event organizers and with the presentation of hotel bills provided by presenters, musical accompaniment, and technology volunteers.
- c) Meals not provided at the event will be reimbursed in accordance with General Council guidelines

Appendix F

Draft Agenda – EOORC Spring Meeting (update: April 30th, 2024)**THEME: Unique Public Witness – the last 100 years and the next**

Friday, May 31st

The Last 100 years

- 8:30 Registration
 9:15 Opening music
 9:30 – 10:15 Opening Worship/Land Acknowledgement/Teaching by Anishnabe elder
 10:15 Words of Welcome from Trinity United Church
 10:20 – 10:45 Opening procedural motions/manual updates/Report of the Nominations Team, video from the Moderator (announces deadline of noon for President-Elect position)
 10:45 Treasurer's Report
 11:00 – 11:15 Break
 11:15 Did You Know? History in this RC (anecdotes of how our congregations contributed to the church and to the world)
 12:00 35 years of shared ministry with Iglesia Bautista Emmanuel of El Salvador (Rev. Bill Smith, Rev. Grant Stuckless)
 12:30 Lunch
 1:45 Worship: music from our earlier hymnbooks (the red book, Songs for a Gospel People), prayers from the GC meetings in our first 50 years (1925-1975)
 2:00 Historical Markers: Women in the Church (Ordination, UCW)
 2:20 Historical Markers: 1988
 2:40 Historical Markers: Residential Schools and Apologies and continued work
 3:00 Small Group discussions – What did we learn over that time that can be important for us in the future?
 4:00 Nominations Close for the rest of the slate
 Nominations Report
 4:10 Closing Worship/Music (from 1975 to 2000 VU)
 4:30 End of Session
 5:00 Dinner
 7:00 Celebration of Ministries Service
 Including covenanting with the new Executive and Leadership Teams, in memoriam, retirements, anniversaries

Saturday

- 9am Worship (last 24 years)
 9:30 Words of greeting from the United Church of Christ (Howard?)
 9:40 General Council Update (Lori Livingstone)
 9:50 Moderator's video – Appel to become a commissioner to GC45
 Other Nominations items, description of the process to submit proposals to GC
 10:00 Evangelism – (Theme piece – Evan Swan-Smith)
 10:20 Peter Woods presentation (sanctuary)
 Mitchell Anderson presentation (main hall)
 10:35 Group discussion time
 11:00 Stretch Time
 11:20 Presentation by Tori
 11:35 UCW – History/Future (Carol Dallas-Arbuckle)

12:00	Lunch
13:30	Multifaith Housing Campaign Launch
13:45	Ottawa School of Theology (Paul Whynacht)
14:00	Worship Showcase (examples)
	Godly Play
	Dialogue
	Meditation
	Storytellers
	Worship Band
	Taizé
	Faith and the Arts
15:30	Closing motions and worship

Appendix G

General Operating By-law

CAMP LAU-REN

TABLE OF CONTENTS

	Page
ARTICLE 1 INTERPRETATION.....	1
1.01 Definitions.....	1
1.02 Interpretation.....	2
1.03 Severability and Precedence.....	2
ARTICLE 2 ORGANIZATION AND FINANCIAL.....	2
2.01 Registered Office.....	2
2.02 Seal.....	2
2.03 Financial Year.....	3
2.04 Execution of Documents.....	3
2.05 Auditor and Financial Review.....	3
ARTICLE 3 MEMBERSHIP IN THE CORPORATION.....	3
3.01 Classes and Conditions of Membership.....	3
3.02 Transferability.....	4
3.03 Membership Fees.....	4
3.04 Termination of Membership.....	4
3.05 Request for Leave from Annual Meeting.....	4
3.06 Member Discipline or Expulsion.....	4
ARTICLE 4 MEMBERS' MEETINGS.....	5
4.01 Place of Meetings.....	5
4.02 Annual Meetings.....	5
4.03 Special Meetings.....	5
4.04 Special Business.....	5
4.05 Notice of Meetings.....	6
4.06 Adjournments.....	7
4.07 Persons Entitled to be Present.....	7
4.08 Chair of the Meeting.....	7
4.09 Quorum.....	8
4.10 Meetings Held by Electronic Means.....	8
4.11 Voting of Members.....	8
4.12 Absentee Voting by Mail or by Telephonic or Electronic Means.....	8
4.13 Absentee Voting by Proxy.....	9
4.14 Written Resolution in Lieu of Meeting.....	9
ARTICLE 5 DIRECTORS.....	9
5.01 Duties and Responsibilities.....	9
5.02 Number of Directors.....	9
5.03 Director Qualifications.....	10
5.04 Election of Directors and Term.....	10
5.05 Appointments and Filling Vacancies.....	11
5.06 Director Consent to Serve as a Director.....	11

5.07	Nomination Procedure for Election of Directors	11
5.08	Vacation of Office	11
5.09	Directors Remuneration	12
5.10	Books and Records	12
5.11	Policies	12
ARTICLE 6 BOARD MEETINGS		12
6.01	Calling of Meetings	12
6.02	Place of Meetings	12
6.03	Notice of Meetings	13
6.04	Meeting of Board after Annual Meeting	13
6.05	Regular Meetings	13
6.06	No Alternate Directors	13
6.07	Participation at Meeting by Telephone or Electronic Means	13
6.08	Quorum	14
6.09	Votes to Govern	14
6.10	Ballots	14
6.11	Dissent of Director at Meeting	14
6.12	Dissent of Absent Director	14
6.13	Persons Entitled to be Present	15
6.14	Meeting Adjournment	15
6.15	Written Resolutions in Lieu of Meeting	15
ARTICLE 7 COMMITTEES		15
7.01	Delegation – Executive Committee	15
7.02	Other Committees	16
ARTICLE 8 OFFICERS		16
8.01	Officers	16
8.02	Appointment	17
8.03	Terms of Office	17
ARTICLE 9 CONFLICT OF INTEREST		17
9.01	Declaration of Conflict	17
9.02	General and Continuing Disclosure of Interest	19
ARTICLE 10 PROTECTION OF DIRECTORS, OFFICERS AND OTHERS		19
10.01	Standard of care	19
10.02	Liability of Directors and Officers	19
10.03	Indemnification of Directors and Others	20
10.04	Insurance	20
ARTICLE 11 NOTICES		20
11.01	Method of Giving Notice	20
11.02	Computation of Time	21
11.03	Omissions and Errors	21
11.04	Waiver of Notice	21

ARTICLE 12 MATTERS REQUIRED BY THE UNITED CHURCH OF CANADA....22

 12.01 Specific Definitions.....22

 12.02 Other Matters Required by The United Church of Canada.....22

ARTICLE 13 AMENDMENTS TO ARTICLES AND BY-LAWS23

 13.01 Amendment of Articles23

 13.02 Amendment of By-law23

ARTICLE 14 EFFECTIVE DATE AND REPEAL24

 14.01 Effective Date.....24

 14.02 Repeal of Previous By-law.....24

General Operating By-law**CAMP LAU-REN
(the "Corporation")**

A By-law relating to the transaction of the activities and affairs of the Corporation.

Be it enacted as a By-law of the Corporation as follows:

**ARTICLE 1
INTERPRETATION****1.01 Definitions**

In this By-law, unless the context otherwise requires:

- (a) "**Act**" means the *Not-for-Profit Corporations Act, 2010* (Ontario) and where the context requires, includes the regulations made under it, as amended from time to time;
- (b) "**Articles**" means any instrument that incorporates the Corporation or modifies its incorporating instrument, including articles of incorporation, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, articles of revival, letters patent, supplementary letters patent or special act;
- (c) "**Board**" means the board of directors of the Corporation;
- (d) "**By-law**" means this by-law of the Corporation and all other by-laws of the Corporation;
- (e) "**Director**" means an individual elected or appointed to the Board;
- (f) "**Members**" means members of the Corporation as described in Article 3;
- (g) "**officer**" means any of the individuals appointed pursuant to Article 8 of this By-law as an officer;
- (h) "**ordinary resolution**" means a resolution that is submitted to a Members' meeting and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or is consented to by each Member entitled to vote at a Members' meeting or the Member's attorney;
- (i) "**person**" includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in their capacity as trustee, executor, administrator, or other legal representative;

- 2 -

- (j) “**Policies**” means a rule or a policy adopted by the Board in accordance with section 5.11 of this By-law;
- (k) “**special resolution**” means a resolution that is submitted to a special Members’ meeting duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast, or consented to by each Member entitled to vote at a Members’ meeting or the Member’s attorney;
- (l) “**Supervising Regional Council**” means the Eastern Ontario Outaouais Regional Council of The United Church of Canada or its successor; and
- (m) “**telephonic or electronic means**” means any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, voice mail, fax, e-mail, an automated touch-tone telephone system, computer or computer networks.

1.02 Interpretation

In this By-law, unless the context otherwise requires and other than as specifically defined in this By-law, all terms contained in this By-law that are defined in the Act shall have the meanings given to the terms in the Act, words importing the singular shall include the plural and vice versa, references to persons shall include firms and corporations, words importing one gender shall include all genders, and headings are used for convenience of reference and do not affect the interpretation of this By-law. Any reference to a statute in this By-law includes, where the context requires, the statute and the regulations made under it, all as amended or replaced from time to time.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

ARTICLE 2 ORGANIZATION AND FINANCIAL

2.01 Registered Office

The Corporation shall at all times have a registered office in Ontario at the location specified in its Articles. The Corporation may change the location of the registered office within a municipality or geographic township by resolution of the Directors. The Corporation may change the municipality or geographic township in which the registered office is located to another place in Ontario by special resolution.

2.02 Seal

The Corporation’s seal, if any, shall be in the form determined by the Board.

- 3 -

2.03 Financial Year

Unless otherwise determined by the Board, the Corporation's fiscal year end shall be the last day of December in each year.

2.04 Execution of Documents

- (a) Subject to subsection 2.04(b) of this By-law, deeds, transfers, assignments, contracts, agreements, mortgages, conveyances, obligations, certificates or any other instruments or documents requiring the Corporation's signature (each a "**Document**"), shall be signed by any two (2) of the officers of the Corporation (including the Chair of the Board, the Vice Chair, the Treasurer, the Secretary, and the Executive Director), and all Documents so signed shall be binding upon the Corporation without any further authorization or formality.
- (b) The Board may from time to time, by resolution, direct the manner in which and the person or persons by whom any particular Document may or shall be signed. Any signing officer may affix the Corporation's seal to any Document, and may certify a copy of any Document, resolution, or By-law of the Corporation to be a true copy.

2.05 Auditor and Financial Review

The Corporation shall be subject to the requirements relating to the appointment of an auditor or person to conduct a review engagement and level of financial review required by the Act.

ARTICLE 3 MEMBERSHIP IN THE CORPORATION

3.01 Classes and Conditions of Membership

- (a) Subject to the Articles, there shall be one (1) class of Members in the Corporation. The Members shall consist of:
 - (i) the Directors from time to time who shall be ex-officio Members for so long as they serve as Directors; and
 - (ii) such individuals who have applied for and been accepted as a Member by Board resolution or in such other manner as may be determined by the Board. Such individuals shall be Members for a term of up to one (1) year, expiring at the close of the annual meeting each year.
- (b) A majority of the Members of the Corporation shall be members of The United Church of Canada.
- (c) In accordance with section 12.02(b), a majority of the Members of the Corporation shall not be members of the Supervising Regional Council.

- 4 -

- (d) Each Member shall be entitled to receive notice of, attend and vote at all Members' meetings and each such Member shall be entitled to one (1) vote at such meetings.

3.02 Transferability

A membership may only be transferred to the Corporation.

3.03 Membership Fees

No fees shall be payable by the Members.

3.04 Termination of Membership

The rights of a Member lapse and cease to exist when the membership terminates for any of the following reasons:

- (a) the Member dies;
- (b) the Member ceases to be eligible for membership as per section 3.01 of this By-law;
- (c) the Member resigns by delivering a written resignation to the Chair of the Board in which case such resignation shall be effective on the date specified in the resignation;
- (d) the Member is expelled or the Member's membership is otherwise terminated in accordance with the Articles or this By-law;
- (e) the Member's term of membership expires, if any; or
- (f) the Corporation is liquidated or dissolved under the Act.

Subject to the Articles or By-law, upon any termination of membership, the Member's rights, including any rights in the Corporation's property, automatically cease to exist.

3.05 Request for Leave from Annual Meeting

If a Member is unable to attend an annual meeting of the Members, a Member may submit a written request for leave to the Chair of the Board (or their designate). Where the Chair of the Board (or their designate) approves a member's request for leave, the Member's absence will not be considered a failure to attend within the meaning of section 3.06(b) of this By-law.

3.06 Member Discipline or Expulsion

The Board shall have the power to discipline or expel a Member in the following circumstances:

- (a) the Member violates any provision of the Articles, By-law or Policies; or

- 5 -

- (b) subject to section 3.05, the Member fails to attend two (2) consecutive annual meetings of the Members; or
- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of the Corporation.

All disciplinary action or expulsion of a Member shall be done in good faith and in a fair and reasonable manner.

In the event a disciplinary or expulsion action is taken against a Member, the Member shall be given at least fifteen (15) days' notice of said disciplinary action or termination, with reasons; and be given an opportunity to be heard by the Board, orally or in writing, not less than five (5) days before the disciplinary action or termination of membership becomes effective. The Board's decision shall be final and binding on the Member, without any further right of appeal. The provisions of this section 3.06 of this By-law are in addition to any Policies adopted by the Board from time to time.

ARTICLE 4 MEMBERS' MEETINGS

4.01 Place of Meetings

Members' meetings shall be held at the Corporation's registered office or at any place in Ontario as the Board may determine.

4.02 Annual Meetings

The Board shall call an annual meeting of the Members within six (6) months of the financial year end and not later than fifteen (15) months after the last annual meeting.

4.03 Special Meetings

The Board may call, at any time, a special meeting of the Members. The Board shall call a special meeting of the Members on written requisition of Members who hold at least ten percent (10%) of the votes that may be cast at the meeting, unless the exceptions in the Act are met. Subject to the Act, if the Board does not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

4.04 Special Business

In accordance with the Act, all business transacted at a special meeting of the Members and all business transacted at an annual meeting of the Members is special business except for consideration of the financial statements; consideration of the audit or review engagement report, if any; an extraordinary resolution to have a review engagement instead of an audit or to not have an audit or a review engagement; election of Directors; and reappointment of the incumbent auditor or person appointed to conduct a review engagement.

- 6 -

4.05 Notice of Meetings

- (a) Notice of the time and place of a Members' meeting shall be given in accordance with section 11.01 of this By-law:
- (i) to each Director,
 - (ii) to each Member entitled to receive notice, and
 - (iii) to the Corporation's auditor or the person appointed to conduct a review engagement of the Corporation,
- not less than ten (10) days and not more than fifty (50) days prior to the meeting.
- (b) Notice of a Members' meeting is not required to specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If a person may attend a meeting of the Members by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.
- (c) Notice of a Members' meeting at which special business is to be transacted must:
- (i) state the nature of that business in sufficient detail to permit a Member to form a reasoned judgment on the business; and
 - (ii) state the text of any special resolution to be submitted to the meeting.
- (d) The Board may fix in advance a record date for determining Members entitled to receive notice of and to vote at a Members' meeting. The record date must be not more than fifty (50) days prior to the date of the Members' meeting. If no record date is fixed, the record date for determining Members entitled to receive notice of and to vote at Members' meetings shall be (i) the close of business on the day immediately preceding the day on which notice is given, or (ii) if no notice is given, the day on which the meeting is held.
- (e) The Corporation is not required to give notice of a Members' meeting to Members who were not registered on the Corporation's records on the record date determined under subsection 4.05(d) of this By-law.
- (f) Not less than twenty-one (21) days, or the prescribed number of days under the *Act*, before each annual meeting or before the signing of a resolution in lieu of the annual meeting, the Corporation shall give a copy of the Board-approved financial statements, auditor's report, and any further information respecting the financial position of the Corporation and the results of its operations required by the Articles or this By-law to all Members who have informed the Corporation that they wish to receive a copy of those documents.

- 7 -

4.06 Adjournments

- (a) If within one-half (½) hour after the time appointed for a Members' meeting, the meeting has not commenced because a quorum is not present, the Members present may adjourn the meeting to a fixed time and place, but may not transact any other business.
- (b) If a Members' meeting is adjourned for less than thirty (30) days, no meeting notice that continues the adjourned meeting is required if all of the following are announced at the time of the adjournment:
 - (i) the time of the continued meeting;
 - (ii) if applicable, the place of the continued meeting; and
 - (iii) if applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.
- (c) If a Members' meeting is adjourned by one or more adjournments for an aggregate of more than thirty (30) days, notice of the meeting that continues the adjourned meeting shall be given in accordance with section 4.05 of this By-law.

4.07 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the Corporation, if any, and others who are entitled or required under any provision of the Act or the Articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the chair of the meeting or with the majority consent of the Members present at the meeting.

4.08 Chair of the Meeting

The chair of Members' meetings shall be:

- (a) the Chair of the Board; or
- (b) a Vice Chair, if the Chair of the Board is absent, unable, or unwilling to act; or

a chair elected by the Members present if the Chair of the Board and Vice Chair(s) are absent or unable to act. The Secretary, if one has been appointed and present at the meeting, shall preside at the election of the meeting chair, but if the Secretary is not present, the Members, from those present, shall choose a Member to preside at the election.

- 8 -

4.09 Quorum

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting, including persons present by telephonic or electronic means or by proxy if permitted by the By-law. If a quorum is present at the opening of a Members' meeting, the Members present may proceed with the meeting's business, even if quorum is not present throughout the meeting.

4.10 Meetings Held by Electronic Means

A meeting of the Members may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, provided that those means must enable all persons entitled to attend the meeting to reasonably participate and a person participating in the meeting by those means is deemed to be present at the meeting. A vote at a meeting of the Members may be conducted entirely by one or more telephonic or electronic means or by a combination of one or more telephonic or electronic means and voting in person.

4.11 Voting of Members

- (a) Each Member entitled to vote and in attendance at a meeting shall have the right to exercise one (1) vote on each matter.
- (b) At all Members' meetings, every question shall be determined by a majority of votes cast unless otherwise specifically provided by the Act or, subject to the Act, by either the Articles or this By-law.
- (c) Every question submitted to any Members' meeting shall be decided in the first instance by a show of hands and the chair of the meeting, if a Member, shall have a vote.
- (d) An abstention shall not be considered a vote cast.
- (e) Before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member or proxyholder may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct. Members may withdraw a demand for a ballot.
- (f) If there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost.

4.12 Absentee Voting by Mail or by Telephonic or Electronic Means

Members entitled to vote at a Members' meeting may vote by mail or by telephonic or electronic means in accordance with the Act.

- 9 -

4.13 Absentee Voting by Proxy

The Corporation may send, or otherwise make available, a form of proxy to each Member who is entitled to receive meeting notice concurrently with or before giving the Members' meeting notice. Directors may, by resolution, fix a time (not exceeding 48 hours, excluding Saturdays and holidays) before any meeting or continuance of an adjourned Members' meeting before which time proxies to be used at that Members' meeting must be deposited with the Corporation, and such time shall be specified in the meeting notice. A proxyholder shall be a Member.

4.14 Written Resolution in Lieu of Meeting

A resolution signed by all of the Members entitled to vote on that resolution at a Members' meeting is valid as if it had been passed at a Members' meeting, except as otherwise provided in the Act. The Corporation shall keep a copy of every written Members' resolution with the Members' meeting minutes.

ARTICLE 5 DIRECTORS

5.01 Duties and Responsibilities

Subject to the Act and the Articles, the Board shall manage or supervise the management of the activities and affairs of the Corporation.

5.02 Number of Directors

- (a) In accordance with the Articles, the Board shall consist of a minimum of seven (7) and a maximum of fifteen (15) Directors, including:
 - (i) such individuals who satisfy the criteria set out in section 5.03 of this By-law and who are elected by the Members entitled to vote in accordance with section 5.04 of this By-law or appointed in accordance with section 5.05 of this By-law; and
 - (ii) the executive minister of the Supervising Regional Council, *ex-officio*, as a non-voting Director in accordance with section 12.02(d) of this By-law
- (b) In accordance with the Articles, the number of Directors of the Corporation and the number of Directors to be elected at the annual Members' meeting shall be determined from time to time by Board resolution. No decrease in the number of Directors shall shorten the term of an incumbent Director.
- (c) A majority of the Directors shall be members of The United Church of Canada. Efforts will be made to recruit one member from Calvin United Church, Pembroke.
- (d) In accordance with section 12.02(c), a majority of the Directors shall be approved by the Supervising Regional Council.

- 10 -

5.03 Director Qualifications

An individual is disqualified from being a Director if they:

- (a) are under eighteen (18) years old;
- (b) are a person who has been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
- (c) are a person who has been found to be incapable by any court in Canada or elsewhere;
- (d) have the status of a bankrupt;
- (e) are a person who is an "ineligible individual" under *the Income Tax Act* (Canada) or any regulations made under it; and
- (f) are an employee of the Corporation.

A Board decision as to whether or not an individual is qualified to be a Director is final.

5.04 Election of Directors and Term

- (a) The Directors shall be elected by ordinary resolution for a term of up to three (3) years provided that each such Director shall hold office until the earlier of the date on which their office is vacated pursuant to section 5.05 of this By-law or until the end of the meeting at which their successor is elected or appointed. It is not necessary that all Directors elected at a meeting be elected to hold office for the same term. An election of Directors is not required to take place at each annual Members' meeting. In determining a Director's length of service as a Director, service prior to the coming into force of this By-law shall not be included.
- (b) A Director shall be eligible for re-election provided that such Director shall not be elected or appointed for a term that will result in the Director serving more than six (6) consecutive years. Such Director may also be eligible for re-election for another term (to a maximum of six (6) consecutive years) if one (1) or more years have elapsed since the termination of their last term.
- (c) Despite the foregoing, a Director may, by Board resolution, have their maximum term as a Director extended for the sole purpose of that Director:
 - (i) succeeding to the office of Treasurer or serving as Treasurer; or
 - (ii) succeeding to the office of Chair of the Board or serving as Chair of the Board

provided that such extension may not result in the Director serving more than nine (9) consecutive years.

- 11 -

5.05 Appointments and Filling Vacancies

So long as there is a quorum of Directors in office, any vacancy occurring in the Board may be filled by the Directors then in office, provided that a Director appointed to fill a vacancy shall be only appointed for the unexpired portion of the term of such Director's predecessor.

In the absence of a quorum of Directors, or if the Members have failed to elect the number of Directors (or the minimum number of Directors provided for in the Articles), the Directors then in office shall without delay call a Members' meeting to fill the vacancy.

So long as there is a quorum of Directors in office, Directors may appoint one or more additional Directors to hold office for a term expiring not later than the close of the next annual Members' meeting, but the total number of Directors so appointed shall not exceed one-third (1/3) of the number elected at the previous annual Members' meeting.

5.06 Director Consent to Serve as a Director

An individual elected or appointed to hold office as a Director shall consent in writing to such election or appointment before or within ten (10) days after the election or appointment unless such Director has been re-elected or reappointed where there is no break in the Director's term of office.

5.07 Nomination Procedure for Election of Directors

Nominations made for the election of Directors at a Members' meeting may be made only:

- (a) by the Board in accordance with the nominating and election procedure prescribed by the Board from time to time; or
- (b) in accordance with the process set out in the Act, by not less than five percent (5%) of the Members entitled to vote at the Members' meeting at which the election is to occur.

The Board decision as to whether a candidate is qualified to stand for election is final.

5.08 Vacation of Office

- (a) The office of a Director shall be automatically vacated if the Director:
 - (i) dies;
 - (ii) resigns in writing;
 - (iii) has been absent from three (3) consecutive Director's meetings without reasonable excuse, as may be determined in the sole discretion of the Board;

- 12 -

- (iv) has been absent from one half (1/2) or more of Director's meetings in any twelve (12) month period, without reasonable excuse, as may be determined in the sole discretion of the Board;
 - (v) is removed by the Members in accordance with subsection 5.08(c) of this By-law; or
 - (vi) becomes disqualified under section 5.03 of this By-law.
- (b) A resignation of a Director becomes effective at the time the resignation is received by the Corporation or at the time specified in the resignation, whatever is later.
 - (c) The Members may, by ordinary resolution at a special Members' meeting, remove from office any Director or Directors, and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director(s) so removed.
 - (d) Where there is a Board vacancy, the remaining Directors may exercise all the Board powers so long as a quorum remains in office.

5.09 Directors Remuneration

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from their position as such provided that a Director may be reimbursed reasonable expenses incurred by the Director in the performance of their duties.

5.10 Books and Records

The Directors shall ensure that all necessary books and records of the Corporation required by the Act, the By-laws, or by any applicable statute or law are regularly and properly kept.

5.11 Policies

The Board may, from time to time, make such Policies as it may deem necessary or desirable in connection with the management of the Corporation's activities and affairs and the conduct of the Directors, officers and Members, provided however that any such Policy shall be consistent with the provisions of the Act and the By-laws.

ARTICLE 6 BOARD MEETINGS

6.01 Calling of Meetings

Meetings of the Board may be called by the Chair of the Board or any two (2) Directors at any time.

6.02 Place of Meetings

Meetings of the Board may be held at the registered office of the Corporation or at any other place within or outside of Canada, as the Board may determine.

6.03 Notice of Meetings

- (a) Notice of meetings, other than meetings described in sections 6.04 and 6.05 of this By-law, shall be given to all Directors at least 48 hours prior to the meeting. A meeting may be called on less notice, by such means as are deemed appropriate, provided that notice is given to all Directors and the majority of the Directors consent to the holding of such meeting.
- (b) Notice of a Board meeting is not necessary if all Directors are present and none objects to the holding of the meeting, or if those absent have waived notice or otherwise signified their consent to the holding of the meeting. Notice of an adjourned Board meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.
- (c) Unless the By-law otherwise provides, notice of a Board meeting need not specify the purpose of the business to be transacted at the meeting, unless the meeting is intended to deal with a matter referred to in section 7.01 of this By-law, in which case the notice must specify that matter.
- (d) Notice of a meeting of Directors need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If the Directors may attend a meeting by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

6.04 Meeting of Board after Annual Meeting

Provided a quorum of Directors is present, the Board may, without notice, hold a meeting immediately following the annual Members' meeting.

6.05 Regular Meetings

The Board may identify one (1) or more days for regular Board meetings at a place and time named and, if so, shall promptly inform each Director of the proposed schedule for such regular Board meetings. No other notice shall be required for any such regular meeting except if notice is required to be given because the meeting is intended to deal with a matter referred to in section 7.01 of this By-law, in which case the notice must specify that matter.

6.06 No Alternate Directors

No person shall act for an absent Director at a meeting of the Board. A Director shall not be entitled to vote by proxy.

6.07 Participation at Meeting by Telephone or Electronic Means

A meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic

- 14 -

means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A Director participating in the meeting by those means is deemed to be present at the meeting.

6.08 Quorum

A majority of the Directors shall constitute a quorum.

6.09 Votes to Govern

Each Director present at a Board meeting shall be entitled to one (1) vote on each matter. Any question arising at any Board meeting or any committee meeting, shall be determined by a majority of votes. In case of an equality of votes, the meeting chair shall not have a second or casting vote.

6.10 Ballots

The vote on any question shall be taken by secret ballot if so demanded by any Director present and entitled to vote. Such ballots shall be counted by the meeting chair. Otherwise a vote shall be taken by a show of hands. Unless a ballot is demanded, an entry in the minutes to the effect that the meeting chair declared that a resolution has been carried, or carried by a particular majority, or defeated, shall be conclusive in the absence of evidence to the contrary.

6.11 Dissent of Director at Meeting

A Director who is present at a meeting of the Board or of a committee of Directors is deemed to have consented to any resolution passed or action taken at the meeting, unless:

- (a) the Director's dissent is entered in the meeting minutes;
- (b) the Director requests that their dissent be entered in the meeting minutes;
- (c) the Director gives their dissent to the meeting secretary before the meeting is terminated; or
- (d) the Director submits their written dissent immediately after the meeting is terminated to the Corporation.

A Director who votes for or consents to a resolution is not entitled to dissent under this section.

6.12 Dissent of Absent Director

A Director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless within seven (7) days after becoming aware of the resolution, the Director has:

- (i) caused their written dissent to be placed with the meeting minutes; or

- 15 -

- (ii) submitted their written dissent to the Corporation.

6.13 Persons Entitled to be Present

- (a) Guests may attend Board meetings with the meeting's consent on the invitation of the Chair of the Board.
- (b) For further certainty and without limiting the foregoing, the Executive Director, or their designate, shall have a standing invitation, notice of, and a right to attend and speak at all Board meetings, including in camera meetings, except as otherwise determined by the Board.

6.14 Meeting Adjournment

- (a) If within one-half (½) hour after the time appointed for a Board meeting a quorum is not present, the meeting shall stand adjourned until a day to be determined by the meeting chair.
- (b) Notice of a meeting that continues an adjourned meeting of Directors is not required to be given if all of the following are announced at the time of the adjournment:
 - (i) the time of the continued meeting;
 - (ii) if applicable, the place of the continued meeting; and
 - (iii) if applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

6.15 Written Resolutions in Lieu of Meeting

A resolution, signed by all of the Directors entitled to vote on that resolution at a Board meeting or a committee of Directors is as valid as if it had been passed at a Board meeting or of a committee of Directors. The Corporation shall keep a copy of every written resolution of the Board or a committee of Directors with the minutes of Board meetings or of a committee of Directors.

ARTICLE 7 COMMITTEES

7.01 Delegation – Executive Committee

The Board may appoint from their number a managing director or a committee of Directors (which may be referred to as an executive committee) and delegate to the managing director or committee any of the powers of the Board except those which may not be delegated by the Board in accordance with subsection 36(2) of the Act as follows:

- 16 -

- (a) to submit to the Members any question or matter requiring the Members' approval;
- (b) to fill a vacancy among the Directors or in the position of auditor or of a person appointed to conduct a review engagement of the Corporation;
- (c) to appoint additional Directors;
- (d) to issue debt obligations except as authorized by the Directors;
- (e) to approve any annual financial statements;
- (f) to adopt, amend or repeal By-laws; or
- (g) to establish contributions to be made, or dues to be paid, by Members.

Unless otherwise determined by the Board, such a committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair, and to otherwise regulate its procedures.

7.02 Other Committees

The Board may from time to time appoint any committee or other advisory body as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board. The Board may fix any remuneration for committee members who are not also Directors.

ARTICLE 8 OFFICERS

8.01 Officers

- (a) The Board shall annually elect from the Directors of the Corporation the following Officers:
 - (i) the Chair of the Board;
 - (ii) the Treasurer; and
 - (iii) the Secretary.

The Board may also elect from the Directors one or more Vice Chairs and any such other officers as the Board may by resolution determine.

- 17 -

8.02 Appointment

- (a) Subject to the Articles and the By-laws, the Board may specify the duties of officers and delegate to them powers to manage the Corporation's activities and affairs, except the power to do anything referred to in section 7.01 of this By-law.
- (b) A person may hold more than one office.

8.03 Terms of Office

- (a) Unless otherwise provided in this By-law, officers shall be appointed by the Board at the first meeting of the Board immediately following the annual meeting of Members and shall hold their position for a period of one (1) year or until their successors are appointed. Officers shall be subject to removal by Board resolution at any time.

**ARTICLE 9
CONFLICT OF INTEREST****9.01 Declaration of Conflict**

- (a) Any Director or officer who:
 - (i) is a party to a material contract or transaction or proposed material contract or transaction with the Corporation; or
 - (ii) is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation

shall disclose to the Corporation or request to have entered in the minutes of meetings of Directors the nature and extent of their interest.

- (b) The disclosure required to be made, pursuant to subsection 9.01(a) 3.01(c) of this By-law, by a Director shall be made:
 - (i) at the meeting at which a proposed contract or transaction is first considered;
 - (ii) if the Director was not then interested in a proposed contract or transaction, at the first meeting after such Director becomes so interested;
 - (iii) if the Director becomes interested after a contract is made or transaction entered into, at the first meeting after the Director becomes so interested; or
 - (iv) if a person who is interested in a contract or transaction later becomes a Director, at the first meeting after such person becomes a Director.

- 18 -

- (c) The disclosure required to be made, pursuant to subsection 9.01(a) of this By-law, by an officer who is not a Director shall be made:
 - (i) forthwith after the officer becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a Board meeting;
 - (ii) if the officer becomes interested after a contract is made or transaction is entered into, forthwith after they become so interested; or
 - (iii) if a person who is interested in a contract or transaction later becomes an officer, forthwith after they become an officer.
- (d) In the event that the contract or transaction or proposed contract or transaction in respect of which a disclosure is required to be made for the purposes of subsection 9.01(a) of this By-law is one that, in the ordinary course of the Corporation's business, would not require Directors' or Members' approval, then the Director or officer shall disclose to the Corporation or request to have entered in the Board meeting minutes the nature and extent of their interest forthwith after the Director or officer becomes aware of the contract or transaction or proposed contract or transaction.
- (e) Except as permitted by the Act, a Director referred to in subsection 9.01(a) of this By-law shall not attend any part of a Board meeting during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction.
- (f) If no quorum exists for the purpose of voting on a resolution to approve a contract or transaction or proposed contract or transaction in respect of which a disclosure is required only because a Director is not permitted to be present at the meeting by reason of subsection 9.01(e) of this By-law, the remaining Directors are deemed to constitute quorum for the purposes of voting on the resolution.
- (g) Subject to the provisions of the Act, if all Directors are required to make such disclosure, the contract or transaction or proposed contract or transaction may only be approved by the Members.
- (h) A contract or transaction for which disclosure is required under subsection 9.01(a) of this By-law is not void or voidable, and the Director or officer is not accountable to the Corporation or the Members for any profit or gain realized from the contract or transaction, because of the Director's or officer's interest in the contract or transaction or because the Director was present or was counted to determine whether a quorum existed at the Board or committee meeting that considered the contract or transaction, if:
 - (i) disclosure of the interest was made in accordance with this section;
 - (ii) the Board approved the contract or transaction; and

- 19 -

- (iii) the contract or transaction was reasonable and fair to the Corporation when it was approved.
- (i) In addition to the corporate disclosure requirements set out in this section 9.01, the Board shall meet all applicable requirements set out in the *Charities Accounting Act* and its regulations regarding payments to a Director of the Corporation or a “person connected to a Director” (as defined in the *Charities Accounting Act* and its regulations).

9.02 General and Continuing Disclosure of Interest

For the purposes of section 9.01 of this By-law, a general notice to the Directors by a Director or officer declaring that the Director or officer is a director or officer of or has a material interest in a person, or that there has been a material change in the Director's or officer's interest in the person, and is to be regarded as interested in any contract or transaction entered into with that person is sufficient declaration of interest in relation to any contract or transaction so made.

ARTICLE 10 PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

10.01 Standard of care

Every Director and officer in exercising their powers and discharging their duties to the Corporation shall,

- (a) act honestly and in good faith with a view to the Corporation's best interests; and
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

10.02 Liability of Directors and Officers

No Director, officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of their respective office or trust provided that they have:

- (a) complied with the Act, the Articles and By-laws; and
- (b) exercised their powers and discharged their duties in accordance with the Act.

- 20 -

10.03 Indemnification of Directors and Others

- (a) Every Director or officer or former Director or officer of the Corporation or an individual who acts or acted at the Corporation's request as a director or officer, or in a similar capacity, of another entity, shall be indemnified and saved harmless out of the Corporation's funds from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative or other action or proceeding in which the individual is involved because of that association with the Corporation or other entity.
- (b) The Corporation may advance money to an individual referred to in subsection 10.03(a) of this By-law for the costs, charges and expenses of an action or proceeding referred to in that subsection, but the individual shall repay the money if the individual does not fulfil the conditions set out in subsection 10.03(c) of this By-law.
- (c) The Corporation shall not indemnify an individual under subsection 10.03(a) of this By-law unless:
 - (i) the individual acted honestly and in good faith with a view to the Corporation's best interests or other entity, as the case may be; and
 - (ii) if the matter is a criminal or administrative proceeding that is enforceable by a monetary penalty, the individual had reasonable grounds for believing that their conduct was lawful.

10.04 Insurance

Subject to the Act and applicable laws, including the *Charities Accounting Act* and the regulations made thereunder, the Corporation may purchase and maintain insurance for the benefit of an individual referred to in section 10.03 of this By-law, against any liability incurred by that individual in the individual's capacity as a Director or an officer of the Corporation, or, in the individual's capacity as a director or officer, or in a similar capacity, of another entity if the individual acts or acted in that capacity at the Corporation's request.

ARTICLE 11 NOTICES

11.01 Method of Giving Notice

- (a) Whenever under the provisions of the By-law notice is required to be given, unless otherwise provided such notice may be given in writing and delivered or sent by prepaid mail, by personal delivery or by electronic means to:
 - (i) each Director at their latest address as shown in the Corporation's records or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current;

- 21 -

- (ii) to each Member, officer, or committee member at their latest address as shown in the Corporation's records; or
- (iii) to the Corporation's auditor or the person appointed to conduct a review engagement of the Corporation at its business address.

A notice so delivered shall be deemed to have been received when it is delivered personally or to the address as aforesaid; a notice so mailed shall be deemed to have been received on the fifth (5th) day after it was deposited in a post office or public letter box, or as otherwise prescribed by the Act; and a notice so sent by any electronic means shall be deemed to have been sent and received in the manner and at the time specified in the *Electronic Commerce Act, 2000*.

- (b) The Secretary may change or cause to be changed the recorded address of any Member, Director, officer, auditor or committee member in accordance with any information believed by them to be reliable.
- (c) Notwithstanding the foregoing provisions with respect to mailing, if it may reasonably be anticipated that, due to any strike, lock out, or similar event involving an interruption in postal service, any notice will not be received by the addressee by no later than the fifth (5th) business day following its mailing, then the mailing of the notice shall not be an effective means of sending it but rather any notice must then be sent by an alternative method that may reasonably be anticipated will cause the notice to be received reasonably expeditiously by the addressee.

11.02 Computation of Time

In computing the date or time when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded.

11.03 Omissions and Errors

The accidental omission to give any notice to any Member, Director, officer, committee member or the auditor of the Corporation or the non-receipt of any notice by any Member, Director, officer, committee member or the auditor of the Corporation or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

11.04 Waiver of Notice

Any Member, Director, officer, committee member, or the Corporation's auditor may, in writing, waive or consent to abridge the time for giving any notice required to be given to them or it under any provision of the Act, the Articles or the Corporation's By-law, and such waiver or consent to abridgment, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice. Attendance and participation at a meeting constitutes waiver of notice unless such

- 22 -

attendance is for the express purpose of objecting to the transaction of any business on the grounds the meeting was not lawfully called.

ARTICLE 12
MATTERS REQUIRED BY THE UNITED CHURCH OF CANADA

12.01 Specific Definitions

For the purposes of this article of the By-law:

- (a) “**General Council**” means the General Council of The United Church of Canada;
- (b) “**Major Assets**” shall have such meaning as may be determined by the Supervising Regional Council from time to time; and
- (c) “**The Manual**” means the edition of *The Manual* published by The United Church of Canada that is in effect at the relevant time.

12.02 Other Matters Required by The United Church of Canada

- (a) The Corporation shall adhere, at all times, to the applicable policies, standards, and regulations as they may be enacted by the General Council or its executive from time to time.
- (b) The Corporation shall determine its own manner of determining its corporate membership, but in no case shall a majority of the Members be members of the Supervising Regional Council.
- (c) The majority of the Directors shall be approved by the Supervising Regional Council.
- (d) The executive minister of the Supervising Regional Council (or their successor) shall be a Director, and as such shall receive notices of meetings and minutes of meetings and have the right to attend all meetings in a non-voting capacity.
- (e) Annual reporting to the Supervising Regional Council shall include the membership of the Board, the minutes of the annual meeting, financial statements (audited/independently reviewed by a qualified person), and insurance coverage including a certificate of insurance naming The United Church of Canada as Additional Insured.
- (f) Insurance shall be kept in force covering fire, comprehensive liability, directors and officers, and such other insurable items in such amounts as the Supervising Regional Council may require. The United Church of Canada will be named as Additional Insured on all liability insurance policies.

- 23 -

- (g) Approval shall be obtained in advance from the Supervising Regional Council for capital fundraising initiatives and appeals affecting other parts of The United Church of Canada.
- (h) Indebtedness is subject to the prescribed limits deemed appropriate by the Supervising Regional Council.
- (i) Any sale, transfer, mortgaging, acquisition, or leasing of land by the Corporation must receive the prior written consent of the Supervising Regional Council.
- (j) Any transfer of Major Assets, as defined by the Supervising Regional Council, from the Corporation to an organization outside of The United Church of Canada requires the prior written approval of the Supervising Regional Council.
- (k) The Corporation shall not, without the prior written consent of the Supervising Regional Council, initiate, or in any way engage in, proceedings that might result in the voluntary winding up of the Corporation.
- (l) The assets of the Corporation shall be vested in The United Church of Canada in the event that the Corporation ceases to function or its corporate existence is terminated.
- (m) The provisions of this article 12 may be changed or modified only with the prior written consent of the Supervising Regional Council and the administrative approval of the General Council.
- (n) Approval from the Supervising Regional Council and the General Council is required for changes to Articles.

ARTICLE 13 AMENDMENTS TO ARTICLES AND BY-LAWS

13.01 Amendment of Articles

- (a) Pursuant to the Act, a special resolution of the Members is required to make any amendment to the Articles of the Corporation with respect to the matters listed in section 103(1) of the Act.
- (b) Pursuant to section 12.02(n), the Corporation shall not file any amendment to the Articles of the Corporation without consent from by the Supervising Regional Council and the General Council.

13.02 Amendment of By-law

Unless the Articles or the By-laws otherwise provide, the Directors may by resolution make, amend or repeal any By-law that regulates the activities or affairs of the Corporation, except in respect of a matter referred to in sections 103 (1) (g), (k) or (l) of the Act. The Directors shall submit the By-law, amendment or repeal to the Members at the next meeting

- 24 -

of the Members, and the Members may confirm, reject or amend the By-law, amendment or repeal by ordinary resolution. The By-law, amendment or repeal is effective from the date of the resolution of the Directors or such other date set out in the resolution. The By-law, amendment or repeal ceases to have effect if it is not submitted by the Directors to the Members or if it is rejected by the Members. If confirmed or confirmed as amended by the Members, it remains effective in the form in which it was confirmed. If rejected by the Members, it thereupon ceases to have effect and the Corporation shall revert to the By-law in force immediately prior thereto, provided that no act done or right acquired under any such By-law is prejudicially affected by any such rejection or refusal to approve. If a By-law, amendment or repeal ceases to have effect, a subsequent resolution of the Directors that has substantially the same purpose or effect is not effective until it is confirmed or confirmed as amended by the Members.

ARTICLE 14 EFFECTIVE DATE AND REPEAL

14.01 Effective Date

This By-law is effective on the date shown in the certificate of amendment issued by the Director appointed under section 6 of the Act.

14.02 Repeal of Previous By-law

All previous By-laws of the Corporation related to the subject matter of this By-law are repealed as of the date specified in section 14.01 of this By-law. Such repeal shall not affect the validity of any act done or right or privilege, obligation or liability acquired or incurred under such By-law prior to its repeal. All officers and persons acting under any By-law so repealed shall continue to act as if appointed under the provisions of this By-law and all resolutions of the Directors or Members with continuing effect passed under any repealed By-law shall continue to be good and valid except to the extent inconsistent with this By-law and until amended or repealed.

[Signature page follows]

- 25 -

CERTIFIED to be the General Operating By-law of the Corporation effective as of the date specified in section 14.01 of this By-law, as enacted by the Board by resolution dated _____, 2024 and confirmed by the Members by resolution dated _____, 2024.

Chair of the Board

Secretary

Appendix H

1

**BELL AVENUE PROPERTY – MINISTRY PLAN - USE OF THE PROCEEDS OF THE SALE
APRIL 29, 2024****BACKGROUND**

On April 21, 2022 Trinity received the Certificate of the Executive Minister of the Eastern Ontario Outaouais Regional Council to Resolution Giving Consent to the Sale of its Bell Avenue Property from Trinity United Church (Smiths Falls) to Guy Saumure & Sons Construction Co (Smiths Falls). In the covering email, it was noted that the EOORC Finance Team had reviewed the submitted Ministry (Financial) Plan dated March 28, 2022, and would request further conversation when the Treasurer, Rev. Brian Cornelius returns from sabbatical. This edition of the Ministry Plan updates the background information since the original plan was submitted in March of 2022.

The sale of the property and all matters pertaining to the sale were successfully concluded on July 25, 2022. The proceeds (\$1,050,000.00) from the sale of the property were deposited in Trinity's BMO Wealth Management Account, which is administered by The Graham-Dixon Group of BMO Nesbitt-Burns in Perth, Ontario. There was an additional \$93.00 in "closing adjustment costs", which was not included in the aforementioned deposit but retained in the Trustees' Scotia Bank "Operating Account".

In response to questions from the Board of Trustees, Rev. Brian Cornelius provided comments on Trinity's Ministry Plan and provided very helpful examples. The Board of Trustees recommended an Updated Ministry Plan to the Church Council (February 28, 2024) which was endorsed. The plan was made available to the congregation at the Annual Congregational Meeting March 17, 2024. No concerns regarding the plan were raised.

However, since the February 28, 2024 Ministry plan was approved by Council, several of the project undertakings have been concluded and the associated invoices paid. As well, an investment plan has been developed which addresses the concerns of the Regional Council regarding the "Use of the Proceeds" from the sale. This plan includes the updates.

LIFE AT TRINITY – TODAY

Trinity's membership in 2019 was 379 members. In 2023 there were 347 members. Looking at it another way, in 2019 there were 273 households. In 2022 there were 250 households. However, when we look at the number of active members it is another story, the number of active members and households is less than 50%. Those who are active remain engaged, enthusiastic and committed to the vision, mission and ministries of the church. However, it remains for the most part, an elderly population. Many of the tasks that the members once performed, still require hired assistance.

Trinity is currently proceeding with a change on pastoral relations as our current minister, Rev. Christopher Ryan will be retiring this coming summer (2024). In preparation for a search for a new Pastoral Relationship, Trinity took advantage of the leadership and expertise of Dr. Rev. Peter Bartlett to hold four (4) Visioning workshops between May 7, 2023 and September 19, 2023. A writing team, under the leadership and guidance of Mr. Wayne Harris, completed the "Community of Faith Profile", which was approved by the congregation at a "Special Congregational Meeting held on April 28, 2024. The "Profile articulates a calling to live-out Trinity's vision of Hospitality, Diversity and Justice.

.../2

THE FINANCIAL FUTURE OF TRINITY

The financial position of Trinity is a healthy one, as a result of the gift and purchase of the Bell Street property from the Percy E. Joynt Family in 1959 and the sale of the property in 2022. However, the annual fiscal position of the church is always a challenging one. From 2018 to through 2022, the church's Operating Budget has been running on average a \$15,000.00 deficit. The number of identifiable contributors continues to decline. However, the rate of decline has slowed over the past several years with new members having transferred their membership to Trinity. In 2010 there were 228 identifiable contributors who provided \$182,466 in revenue. In 2022 there were 111 identifiable households that contributed \$173,021. In 2023 there were 107 identifiable households who contributed \$149,062. Inflation and the reduction of revenue meant that "Funds-in-Trust" had to be drawn to make up the shortfall in revenue on both 2022 and 2023.

The total of Trinity's "Funds-in-Trust" as of July 31, 2022 was \$175,296.95. As you will read, without the use of the proceeds of the sale, Trinity, in all likely hood would not be operating as we know it today.

USE OF PROCEEDS FROM THE SALE OF THE BELL AVENUE PROPERTY – 2022 AND 2023

Trustees had a choice to make, cash out the fixed income and equities holdings OR to use the proceeds from the sale of the property. We opted for the latter because the stock market was down considerably and to sell would remove any chance of a rebound in the portfolio. We briefed church council accordingly.

In 2022, \$25,000 was provided from the proceeds of the sale to cover the shortfall in revenue to meet operating expenses.

In 2023, it was anticipated that another infusion of "Funds-in-Trust" would be required to cover operating costs. The outlook for a major recovery in the stock market and looming interest rate increases didn't look promising for a recovery. So, we stay the course on using the funds from the proceeds of the sale to meet the need. These funds were only provided when it was clear that revenue from contributions, fundraising and other sources were not going to cover expenses.

In addition, on July 9, 2023, a section of plaster fell from the ceiling in the sanctuary. An inspection by "ServiceMaster" Restoration company of Smiths Falls revealed major weaknesses in the ceiling plaster and on the sanctuary walls. A detailed work requirement and plan and a quote were received. It was recommended by the Property Team and approved by Church Council at a special meeting on July 25, 2023 that ServiceMaster undertake the restoration of the Sanctuary. The estimated cost of the project estimated was \$170,059.00. Council approved up to \$200,000.00 for the project.

Here is a recap of 2023 "Use of Proceeds from the Sale" of the Property.

Description	Debit	Credit	Balance
PROCEEDS FROM THE SALE OF THE BELL AVE PROP			
Opening Balance – January 1, 2023			\$ 1,043,336
Add Receipts:			
Interest earned on the Investment GICs & High Interest Savings Account		\$ 44,684	
Less Disbursements:			
Sanctuary Restoration	\$ 158,200		

2UCC Faithful Footprints Energy Reduction Grant – Up-front funding of the Upgrades – Rebate of \$20,000 expected from Grant Program.	\$ 25,167		
Transfer to the General (Operating) Fund to meet expenses	\$ 43,153		
Remit of 10% of Proceeds of the Sale (\$1,050,000) to the UCC Indigenous Ministries and associated Bank of Nova Scotia Service Charges	\$ 105,000 \$ 21		
Funds held in the Bank of Nova Scotia Trustees (Operating) Account as of December 31, 2023			\$ 2,765
Bank of Nova Scotia - Service Charges July -Dec 2023	\$ 9		
Closing Balance of the Proceeds from the Sale - December 31,2023			\$ 759,225

FUND IN TRUST – The balance of all investments of “Funds in Trust” as of **December 31, 2023** totaled **\$935,575**.

ORIGINALLY IDENTIFIED PROJECTS – DATED MARCH 28, 2022 – UPDATE - The following chart provides the original list of projects as envisaged in Trinity’s original Ministry Plan. Some of those projects have been completed, some are currently on our project radar and others have been deferred but not forgotten.

Description	Estimated Cost	Status
UCC Faithful Footprints – Energy & carbon Footprint Reduction	\$32,000	Waiting for final invoice
Refurbish Church Hall & Ladies Parlour Floors	Assessment & Quote Required	Project for 2026
Improve Accessibility – Install Ramps from Market St to Gym	Planning in 2024	To be undertaken 2025
Drywall and insulating N-E stairs from sanctuary to Russell St exit as part of Energy Reduction Grant	\$2,606	Completed
Re-shingle Roof – North East Side of Church	To be assess in 2026	Not urgent
Improve Fire Suppression System in Kitchen & Church Hall	Options to be investigated	2027
Repair & Paint Cracks in Walls & Ceiling of Sanctuary	\$201,500	Final invoice pending
Gym- Remove Asbestos Insultation covering hot water pipes	On Hold	To be reassessed should the gym be repurposed
Repurposing Gymnasium – for multi-use functions	Unknown	Long Range Plan
Further upgrades to church security system – CCTV camera two entrances	Completed 2021	Completed
Establish a Young Adult & Youth Ministry Programs	Unknown	Currently - No new initiatives
Changing Vision & Ministries of Trinity – Financial Support	Ongoing & Unknown	Currently no new initiative

2024 ACTION PLAN – FUNDED FROM THE PROCEEDS FROM THE SALE

Description	Cost
UCC Faithful Footprints – Energy & carbon Footprint Reduction – Completed the insulation and air circulation apparatus in Two (2) Church Towers. This will complete the Faithful Footprints Energy Reduction Grants projects. The application for the "\$20,000.00" grant" will now be submitted.	\$6,529.26
Repairing & Painting Ceilings and Walls in Church Main Foyer – Work has been completed and the final invoice paid.	\$3,255.54
Sanctuary Restoration (Ceilings and Walls) – Sanctuary re-opened February 25, 2024. Final invoice paid	\$33,139.10
Anticipated Support to the 2024 Operating Budget	\$30,000.00
A contingency fund to support emergencies and other unforeseen/planned expenses	\$70,000.00

2025 and BEYOND – USE OF FUNDS IN TRUST – THE COMBINED ASSETS WITHIN THE TRUST ACCOUNT

Annual Support the Church Operating Budget as projected in the Annual Budget	To Be Determined
Improving Accessibility – Ramps from Market St to Gymnasium – developing an application with Town of Smiths Falls to install accessibility ramps into the gymnasium. Work in progress. Projected completion in 2025.	(2025) Unknown at this point
Refurbishing Church Hall Floor – anticipate installation two years hence. Projected for completion in 2026	(2026)
Revisit Upgrades to Fire Suppression System in Kitchen and Church Hall... maybe advanced as a priority.	(2027) Unknown at this point
Provide the financial resources to implement and sustain the Call and Vision as described in Trinity's newly completed Community of Faith Profile. No funds allocated for 2024.	(2025) And beyond

TRINITY'S – MINISTRY PLAN – FOR THE USE OF THE PROCEEDS OF THE SALE

In accordance with applicable United Church Policy (National, Regional & Community of Faith), the proceeds of the sale will be used to support the aspirations, vision, mission, and ministries of the congregation, while balancing concern for the long-term perpetuity and viability of the church, current programming, and emergency needs.

EOORC POLICY - These are the EOORC guidelines for the use of net proceeds from the sale:

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry. 10% (\$105,000) remitted to United Church of Canada General Council Office (Toronto) December 7, 2023.
- b) 90% be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable. Here is Trinity's Plan:
 - Maintain relationship with the Graham-Dixon Group at BMO Nesbitt-Burns in Perth Ontario;
 - Merge the proceeds of the sale and the pre-sale investments as one investment entity;
 - **Guidelines** - EOORC guidelines permit the Community of Faith to draw up to 5% of the value of the

- invested capital in any given year to support its operating budget. Trinity's proposed guidelines and plan is to base withdrawals on "Dividend and Interest Earned". The operating budget is the first priority unless an emergency arises;
- Additionally, EOORC guidelines state that funds may be drawn to cover capital expenses (Renovations, Maintenance & Repairs). Trinity's plan is to wait until the revenue required for the project is available, unless deemed to be urgent or an emergency.
- **Investment Strategy** - The plan's investment strategy is at the upper end of a diversified conservative portfolio can be generated in today's interest rate environment. The objective is to minimize the draw down on the principal investment. The investment portfolio looks like this:
 - 2024 - (short Term) Investment \$100,000.00 – purpose - support to the Operating Budget \$30,000.00 and a contingency fund of \$70,000.00... (See above). These funds will be invested within the portfolio's (High Interest Savings Account) and will only be withdrawn when required;
 - 2024 – 2027 - Medium Term Investment - Fixed Income - \$225,000 - purpose - support to Operating Budget and anticipated Capital Expenses.
 - 2024 – 2027 – Long Term Investment – Fixed Income and Equities - \$575,000 - appropriate investments to provide a sustainable source of income to extend the life, programs and activities of Trinity.
- **Reminder** - As part of the budgeting process, a keen eye will be required and decisions made as to how much of "Trust Funds" can be used to supplement the operating budget and capital projects. Remembering that the long-term of the plan is to provide financial sustainability.

c) **COMMUNITY of FAITH POLICIES & PROCESS** – Having merged the investments of the Proceeds of the Sale of the Bell Avenue Property and the Non-Bell Avenue Investments, the earnings will be used to support and enhance the ministries of Trinity United Church in the following ways:

- **"Looking Up" - Growth in Christian Faith** - enabling members to grow in Christian faith through:
 - Sunday School projects and programs, Young Adult and Youth ministries; Family and Seniors Group worship & activities, church-related camping;
 - Providing scholarships or grants to members for the purpose of attending theological college; leadership courses/training/conferences,
- **"Looking Out"** – Living the Calling and Tradition of Hospitality, Diversity and Justice:
 - **Outreach into the community, nation and world** through programs, institutions and agencies to which this congregation relates; supporting community outreach and social justice ministries of the congregation
 - **Supporting projects (emergency and long term) of the United Church of Canada** at locally, nationally and overseas including but not limited to, the Mission and Service Fund.
- **"Looking In"** – Maintenance and Capital improvements, operating expense debt reduction or building programs with priority being placed on:
 - **Safety & Accessibility** - projects which ensure the well-being and safety of those using the Church and improving accessibility *in accordance with Ontario Accessibility Standards, and*
 - **Efficiency** means something that will reduce future operating expenses or improve quality of life for the congregation, volunteers and/or staff
 - **Enrichment** - something that enriches the worship and mission life of Trinity; promotes the overall life of congregation [seating, music, sound, worship, and pastoral care projects]
- Funding will be balanced among these three areas as much as possible.

Holding & Investing the Proceeds- The proceeds of the sale of the Bell Avenue Property and the Non-Bell Avenue Investments will be "Held-In-Trust" by the Board of Trustees, will be combined for funding allocations and will be guided by Ontario Provincial Trust Law and Congregational Board of Trustees Handbook – April 2021, Regional Council and local church policy.

Approving Expenditures – All expenditures from the proceeds shall be authorized by the congregation either through the annual budgeting process, specially called congregational meetings or within the spending limits assigned to Council in accordance with church policy and guidelines. Should circumstances surrounding an expenditure that exceeds the preceding limits, the Church Council must advise the Congregational of their decision that was taken on their behalf.

When making a funding decision on a specific request the following should be considered:

- Priority will be given to those projects which benefit the most people; are required to support an approved ministry and which have a financial plan.
- Unless it is an emergency situation, "big ticket items" such as capital projects, renovations and repairs require the necessary funds to be available before moving ahead with any projects.
- In other than an emergency, requests will only be entertained if accompanied with a completed application form.
- Priority will be given to the urgency of and immediate impact that the project will have.
- How the project might otherwise be funded and whether funding is required in total or only in part.
- Whether the cost will be provided as a loan or a grant.
- Except in the case of an emergency, all expenditures must be planned and considered as part of the budget process. An Emergency could arise in any one of the three expenditure domains noted above.

----- **END OF DOCUMENT** -----

Date Amended & Updated April 29, 2024

Appendix I**BY-LAW NO. 3 OF THE CHURCH EXTENSION COMMITTEE OF THE EASTERN ONTARIO
OUTAOUAIS REGIONAL COUCL OF THE UNITED CHURCH OF CANADA****(Church Extension Committee”)**

Whereas the Church Extension Committee of the Ottawa Presbytery of the United Church of Canada amended its name as of December 27, 2018 to The Church Extension Committee of the Eastern Ontario Regional Council of the United Church of Canada by Supplementary Letters Patent for Ontario Corporation Number 116496

Section 1 - General**1.01 Definitions**

In this by-law and all other by-laws of the Church Extension Committee, unless the context otherwise requires:

(a) "Act" means the Not-for-Profit Church Extension Committees Act, 2010, S.O. 2010, c. 15, as amended, including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

(b) "Articles" means any instrument that incorporates the Church Extension Committee or modifies its incorporating instrument, including articles of in Church Extension Committee, restated articles of in the Church Extension Committee, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, articles of revival, letters patent, supplementary letters patent or a special Act;

(c) "Board" means the board of directors of the Church Extension Committee and "director" means a member of the Board;

(d) "By-Law" means this by-law and any other by-laws of the Church Extension Committee as amended and which are, from time to time, in force and effect, and includes By-Law No 1 and By-Law No 2 dated December 11, 2018;

(e) "Church Extension Committee" or "Committee" means The Church Extension Committee of the Ottawa Presbytery of the United Church of Canada" for documents on or before December 27, 2018 and thereafter "The Church Extension Committee of the Eastern Ontario Regional Council of the United Church of Canada", its new name after that date due to Supplementary

- a. "meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;
- b. "ordinary resolution" means a resolution passed by a majority (for example more than 50%) of the votes cast on that resolution;
- c. "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time; and
- d. "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

1.03 Corporate Seal

The Church Extension Committee may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the secretary of the Church Extension Committee shall be the custodian of the corporate seal.

1.04 Banking Arrangements

The banking business of the Church Extension Committee shall be transacted at such bank, trust company or other firm or Church Extension Committee carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Church Extension Committee and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

Section 2 - Officers

2.01 Description of Offices The position of Secretary-Treasurer may be split between a "Secretary" and a "Treasurer" pursuant to an ordinary resolution of the Board.

2.02 In general, the duties of the "Treasurer" are as follows:

1. Monitor and reconcile the Committee's current bank account monthly.
2. Report on account activity and current balance at Committee meetings.
3. Deal with the bank on any issues or discrepancies.
4. Co-sign cheques
5. Send cheques to recipients of grants.
6. 5.Keep a record of grants which have been issued.
7. Prepare a loan agreement and share it with the applicant.
8. Send cheques to recipients of loans.
9. Monitor repayment of loans.
10. Keep a record of loans and repayments as received.
11. Advise the Committee on the status of outstanding loans and repayments.
12. Arrange for the annual audit of the Committee's financial books.
13. Advise and recommend on the selection of the Committee's auditor each year.
14. Report to the Committee on the annual audit report.
15. Recommend and seek approval of the Committee for the annual audit report.
16. Recommend and seek approval for the appointment of an auditor each year.
17. Forward a copy of the approved annual audit to the Committee.
18. Arrange with auditor to complete and file the Committee Income Tax and The Non-Profit Information Return.
19. Advise the Committee on financial matters.
20. Serve on the Committee's Investment Sub-committee

2.04 In General, the duties of the "Secretary" are as follows:

1. Prepare agendas in consultation with the President.

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2. Schedule and arrange meetings including regular meetings generally in April and November, the Annual Meeting in November, and additional meetings as required.
 3. Inform Committee members of upcoming meetings and provide members with the agenda and documents in advance.
 4. Take minutes and circulate draft minutes for review.
 5. Seek approval of the minutes at Committee meetings and keep a Minute Book.
 6. Identified as a primary contact for applicants on the Committee's information on the EOORC website in addition to the President.
 7. Inform applicants of the Committee's guidelines, advise on the application process, answer applicant's questions.
 8. Arrange for applicants to meet with the Committee if necessary.
 9. Inform applicants of the Committee's decision.
 10. Provide the address of successful applicants to the Treasurer.
 11. Maintain the Committee's records – minutes, Letters Patent as amended, By-Laws.
 12. Provide records to the Region as required.
 13. Renew the Directors and Officers Liability insurance which expires on 1 December.
 14. Inform the Ontario government when there is a change in Directors or Officers.
 15. 15. Retaining legal counsel in relation to compliance with the Act, the Regulations, or other corporate matters.
- 2.05** The board may, from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

Section 3 - Notices

3.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members or a meeting of the board of directors, pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:

- a. if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Church Extension Committee or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Church Extension Committee in accordance with the Act; or
- b. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- d. if provided in the form of an electronic document in accordance with the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Church Extension Committee to any notice or other document to be given by the

Church Extension Committee may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

3.02 Invalidity of any provisions of this by-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

3.03 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Church Extension Committee has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

Section 4 - Dispute resolution

4.01 Mediation and Arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Church Extension Committee are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in Section 4.02 of this by-law.

4.02 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Church Extension Committee arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Church Extension Committee is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Church Extension Committee as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Church Extension Committee) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- b. The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Church Extension Committee is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

- d. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

Section 5 - Effective date

5.01 Effective Date

this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 3 of the Church Extension Committee, as enacted by the directors of the Church Extension Committee by resolution on the __ day of _____, 20____ and confirmed by the members of the Church Extension Committee by special resolution on the __ day of _____, 20_____.

Dated as of the __ day of _____, 20_____.

[Indicate name of director/officer]