

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, December 12, 2024 – 9 AM

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

Rev. Susan DeHaan	President
Susan Hutton, DLM	Past-President
Jim Allen	Member
Gayle Barks	Member
Rev. Nancy Best	Member
Rev. Cindy Casey	President-Elect
Liz Church	Member
Nancy Hazen	Member
Rev. Éric Hébert-Daly	Active Member, Executive Minister
Rev. Erin McIntyre	Member
Catherine Ryan	Member
Sue Smarkala	Member
Dana Ducette	Corresponding Member, Minister, Youth and Young Adults
Natalie Matkovsky	Corresponding Member, Communications and Administration
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Rev. Mary Royal-Duczek	Corresponding Member, Community of Faith and Network Support Minister

REGRETS/ABSENT

Rev. Ryan Kim	Member
Micheline Montreuil, DM	Member

This meeting of the Eastern Ontario Outaouais Regional Council (EOORC) Executive will deal with regular business, but will focus on the following key areas:

- Decide how to fix the discrepancy between our policy and the MOU with the Ontario Regional Archives
- Decide on creating a Communication Assistant job position through Canada Summer Jobs Grant

Call to Order – Rev. Susan DeHaan, President calls the meeting to order at 9:06 AM.

“In the name of the Lord Jesus Christ, the only sovereign head of the Church, and by the authority of the Eastern Ontario Outaouais Regional Council of the United Church of Canada, I hereby declare this Executive meeting duly constituted and to be in session for conducting the business which will properly come before it.”

A Time of Prayer for Communities of Faith – Sue Hutton, DLM; prayers for the following United Churches: Kitchissippi, Cumberland, Spencerville, Lansdowne, Rideau Ferry: Bethel.

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

*A letter on behalf of the regional council goes out to the churches informing them that they are being prayed for.

Land Acknowledgement & Opening Devotions – Rev. Susan DeHaan led the land acknowledgement and invited all to share the First Peoples’ territories they are joining this meeting from. Susan led opening devotions, referring to the scripture passage in Genesis: “Let there be light, and there was light” and invited all to ponder the light of God’s love that they encounter in the world. Susan prayed that God’s light shine in this meeting and guide the Executive in its work.

Circle time for sharing; moments closest to God – All are invited to share.

Appointment of an Equity Monitor for this Meeting

2024-12-12_001 MOTION (L. Church/G. Barks) That the Eastern Ontario Outaouais Regional Council Executive appoints Rev. Erin McIntyre, as Equity Monitor for this meeting. **CARRIED**

Minutes of November 14, 2024

2024-12-12_002 MOTION (N. Hazen/N. Best) That the Eastern Ontario Outaouais Regional Council Executive accept the minutes of November 14, 2024 as circulated. **CARRIED**

Email Poll of November 27, 2024

2024-12-12_003 MOTION (S. Hutton/G. Barks) That the Eastern Ontario Outaouais Regional Council Executive accept into its minutes the email polls held on November 27, 2024:

2024-11-27-001 MOTION (M. Montreuil/E. McIntyre) That Eastern Ontario Outaouais Regional Council Executive approve the recommendation of the Future Through Property Leadership Team to authorize the trustees of Trinity United Church, Algonquin ON to sell Manhard United Church, 5898 County Rd 6, Township of Elizabethtown-Kitley, Ontario to Mickel Ryan Alexander at a sale price of \$50,000. CARRIED

CARRIED

Business Arising

a) **Proposal to Offer Financial Support to Intentional Interim Training Program**

- Proposal to come to January/February Executive

b) **Vision & Transformation – Student Bursaries**

- See *Minutes of Vision & Transformation Leadership Team for December 3, 2024* as **Appendix A**

2024-12-12_015 MOTION (C. Ryan/S. Smarkala) That the Eastern Ontario Outaouais Regional Council Executive receive and approve the recommendation of the Vision & Transformation Leadership Team that the following student bursaries be allocated:

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- \$1000 Bursary payable to Karen Percy
 - \$1000 Bursary payable to Jeremy Geelen
 - \$1000 Bursary payable to Joelle Morgan
 - \$1000 Bursary payable to Julee Pauling
 - \$1000 Bursary payable to Dana Ducette

CARRIED**Agenda**

2024-12-12_004 MOTION (S. Hutton/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as amended:

1. Removal of what had been section 1 - Finance
2. Addition of Section 4 - New Communities of Faith Update
3. Addition under section 5 - Communications Report
4. Addition under section New Business d – 1. December report, 2. Indigenous Circles
5. Addition under section Business Arising b - Vision & Transformation – Student Bursaries
6. Archives piece moved from New Business to item 2.

CARRIED**Correspondence In**

- a) November 22, 2024, Susan Jackson, Information & Statistics Coordinator, Organizational Development and Strategy, The United Church of Canada, re Community of Faith lay representation within EOORC (*for information*);
- b) November 25, 2024, Charles Barrett, Stittsville Commission, re additional banking letter authorizing signing authority for bank accounts held by Stittsville United Church at CIBC Wood Gundy (*for information*);
- c) November 28, 2024, Amy Crawford, Team Leader Identity and Mission, The United Church of Canada, re regional support for Youth Forum delegates (*for information*);
- d) December 4, 2024, Phyllis MacRae, Chair, Future Through Property Leadership Team, re checklist for leasing, selling, developing property (*for action under section 3c*);
- e) December 4, 2024, Rev. David Sherwin, re Christian Heritage Month (*for information*);
- f) December 4, 2024, David Patterson, technical support, General Meeting/Education Event Planning Leadership Team, re purchase of additional laptop (*for action under section 5d*).

Correspondence out

- g) November 25, 2024, Rev. Eric Hebert-Daly, Executive Minister, to CIBC Wood Gundy, re authorizing signing authority for bank accounts held by Stittsville United Church (*for information*).

Business**1. Pastoral Relations Commission –**

- See *Minutes of Pastoral Relations Commission of November 19, 2024* as **Appendix B**

2024-12-12_005 MOTION (E. McIntyre/N. Best) that the Eastern Ontario Outaouais Regional Council Executive receive for information the minutes of the Pastoral Relations Commission of November 19, 2024.

CARRIED

- a) **Ministry Personnel Support Leadership Team** – Rev. Whit Strong shared that this leadership team is functioning and has met to plan further (having ministry days and content for these gatherings). There was a ministry retreat that was held in Alexandria, response from those who attended was very positive. A fuller evaluation will be provided soon.

2. **Ontario Regional Council Archivist (ORCA)- Archives Administrative Protocol** – Rev. Eric Hebert-Daly shared how the Ontario Council Archives are funded (paid directly for service and donations to grant fund – which reduces the cost for regional councils using the Ontario Archives). EOORC currently uses archive services outside of the Ontario Regional Council Archives, but former Bay of Quinte pastoral charges continue to use the ORCA.

- See *Archives Administrative Protocol* as **Appendix C**

2024-12-12_006 MOTION (C. Casey/S. Smarkala) That the Eastern Ontario Outaouais Regional Council Executive agree to the terms outlined in the Archives Administrative Protocol (agreeing to begin contributing 2% from the sale of any closing congregation's property from the former Bay of Quinte Conference to the Ontario Regional Council Archives reserve fund) and instruct the Executive Minister to sign said protocol on behalf of Eastern Ontario Outaouais Regional Council. **CARRIED**

2024-12-12_007 MOTION (G. Barks/L. Church) That the Eastern Ontario Outaouais Regional Council Executive amend its Policy Regarding Proceeds from the Sale of Property for communities of faith in the former Bay of Quinte Conference to reflect a 2% contribution to the Ontario Regional Archives. For disbanding communities, that the 2% come from the 50% that would normally go to the Mission and Ministry Legacy Fund, (lowering that percentage to 48%). For communities not disbanding, that the 2% come from the 90% that would go towards the ongoing ministry plan, (lowering that 90% to 88%). **CARRIED**

3. **Future Through Property Leadership Team**
Trinity United Church, Middleville

2024-12-12_008 MOTION (C. Ryan/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive and approve the recommendation from the Future Through Property Leadership Team to approve the request of Trinity United Church, Middleville, ON to withdraw the amount of \$21,035 from the restricted funds it is holding from the sale of the former Hopetown United Church, to cover necessary costs of roof, masonry and stonework repairs. Currently there is \$83,368.99 in the restricted funds account. **CARRIED**

A question was raised: Has Trinity United Church applied to Church Extension for a grant to match funds being used for repairs? It was unclear but suspected not.

- a) **South Mountain- Hallville Pastoral Charge**

2024-12-12_009 MOTION (N. Hazen/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive receive and approve the recommendation from the Future Through Property Leadership Team to approve the request of the South Mountain-Hallville Pastoral Charge to lease the pastoral charge manse located at 10531 Main Street, South Mountain, Ontario to the House of Lazarus Matilda Resource Centre Inc. commencing on January 1, 2025 at an annual rent of \$12,000 per annum, cancellable by either party on six months' notice. This lease is in support of the House of Lazarus Places for People program to offer affordable housing solutions for families living in Dundas County. **CARRIED (J. Allen Abstains).**

- b) Property Checklists

- See *Checklist for Selling Eastern Ontario Outaouais Regional Council Property* as **Appendix D¹**

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- See *Checklist for Leasing Eastern Ontario Outaouais Regional Council Property* as **Appendix D²**
 - See *Checklist for Engagement of EOORC Communities of Faith with Kindred Works, Inc, Or Other Developers* as **Appendix D³**

2024-12-12_010 MOTION (C. Casey/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive receive and concur with the recommendation from the Future Through Property Leadership Team to approve the *Checklist for Selling Eastern Ontario Outaouais Regional Council Property*. **CARRIED**

2024-12-12_011 MOTION (J. Allen/N. Best) that the Eastern Ontario Outaouais Regional Council Executive receive and concur with the recommendation from the Future Through Property Leadership Team to approve the *Checklist for Leasing Eastern Ontario Outaouais Regional Council Property*. **CARRIED**

It was suggested that reeducation take place to ensure leases are being reported to the regional council (as well as renovations above \$75,000).

2024-12-12_012 MOTION (S. Smarkala/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive receive and concur with the recommendation from the Future Through Property Leadership Team to approve *Checklist for Engagement of EOORC Communities of Faith with Kindred Works, Inc, Or Other Developers*. **CARRIED**

It was suggested to provide a form that helps show congregations where they are in terms of development. It was shared that standard messaging does exist and is communicated by Future Through Property Leadership Team.

It was suggested to create boxes for check marks, instead of using numbering, formatting to make the documents more accessible.

- c) **Queenswood United Church** – Rev. Eric Hebert-Daly shared an update: there has been a request for amendments to the limited partnership agreement and revenue sharing. It is currently being looked over by a lawyer. It is possible that an email poll of the Executive will take place between now and the next in-person meeting to look at recommendations.

Reminder re email polls – responses need to be ‘reply-all’, 48 hours need to lapse before results are announced, any member can propose to hold a in person meeting if it is felt that more information should be shared.

- d) **Melville Distribution of Assets**

2024-12-12_013 MOTION (C. Casey/G. Barks) that the Eastern Ontario Outaouais Regional Council Executive approve the Melville United Church Ministry Plan in regard to distribution of its remaining assets: 20% remitted to the following as local legacy recipients in equal portions:

- Eganville Royal Canadian Legion Branch 353
- Eganville and Area Food Bank
- Eganville School Breakfast Program
- Eganville Rotary Mental Health Program
- Eganville & Area Echo Center for Seniors Program
- Hospice Renfrew
- Grace Lutheran Church Eganville for support of Training for Defibrillator Usage

CARRIED

It was mentioned that proof of historical support is required to disburse to external programs (as stated in our governance manual). Decisions regarding disbursement plans must be approved by the regional council, and a framework needs to be created to ensure the approval of disbursements plans are adhered to by communities of faith.

4. **Strategic Plan** – Rev. Eric Hebert-Daly highlighted that this report will be share with the regional council. Eric shared a little about his meeting with other Executive Ministers and discussions around 2035. One of the general trends highlights that many congregations could be without ministry personnel, etc. Further refinement to the strategic plan may occur in the spring following possible developments at general council.
- See *EOORC Strategic Plan Revised Report to the Regional Council* as **Appendix E**

It was highlighted that activity G4 was created in response to consultations with congregations and their expressed concern for overburdening structures/administration for communities of faith.

5. **New Communities of Faith Update** – Rev. Eric Hebert Daly highlighted that lots is taking place (and this is a common feature prior to actual recognition of a community of faith community are existing). I.e., Swahili community in Ottawa – Riverside United Church is meeting with them next week. Cornwall: Swahili community is worshipping within the Knox-St. Paul's building. Templeton United Church, Gatineau: there is a possibility of community there. Two other expressions of interest were shared but are currently on the back-burner: 1. University of Ottawa, and 2. environmental / eco-theology community. A previous conversation was also had about a Filipino community of faith, but the proponent is unable to drive the project at this time.
6. **General Meeting/Education Event Planning Leadership Team**
- a) **Save the Date!**
 - March 1, 2025 Educational Event (Zoom)
 - June 13-15, 2025, Annual General Meeting/Centennial Celebration, Spring, EY Centre

2024-12-12_014 MOTION (S. Hutton/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive move its Executive meeting in June to the 5th. **CARRIED**

- c) **Educational Event March 1, 2025** – Sue Hutton, DLM, Rev. Mary Royal-Duczek, Rev. Eric Hebert-Daly, working group for this focus. The group has met and created the theme of 'Creative-Ministry Anecdotes' (sparks of creativity). The group is currently looking for 10-15 people to share their stories. Sue shared some examples of stories she is already aware of. Following sharing, it is expected that there would be small discussion groups (led by sharer).
- d) **Sub-Regional Gatherings (Fall 2025)** – Rev. Susan DeHaan, Chair for this focus. More information to come.
- e) **Centennial Anniversary (EY Centre)** – Rev. Cindy Casey, Chair for this focus. The team has been meeting regularly, the staff were acknowledged for their contributions thus far. An email was created for interested folks to contact. Coordinators are in place for the Sunday portion. An invitation has been extended to folks (beyond the members of executive) who would like to participate in planning, volunteering, etc. Grants are in place for folks who want to coordinate transportation. Members of the regional council are being encouraged to participate in person at the centennial celebration on Sunday. Cost of AV: Kingston SoundWorks-HO have submitted a proposal in the amount of \$16,750 plus tax,

with additional \$3,000 for miscellaneous items, and the group is recommending going with Kingston SoundWorks.

- f) **AGM 2025 Agenda Planning** – Sue Hutton, DLM, Rev. Mary Royal-Duczek, Rev. Eric Hebert-Daly, working group for this focus. Rev. Susan DeHaan to Chair Planning Team following creation of an agenda. There have been a number of request for potential agenda items, more details to come on the new year.

g) **Purchase of Additional Laptop**

- See *Laptop Quote* as **Appendix F**

2024-12-12_015 MOTION (J. Allen/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive approve the purchase of a laptop in the amount of 1,335.00 plus tax for the purposes of tech-use during general meetings and other regional council events requiring a laptop. **CARRIED**

7. **Communications** – Rev. Natalie Matkovsky highlighted her report and the Communication Assistance Job description (bringing amendments).

- See *Communications Report* as **Appendix G¹**

a) **Canada Summer Grants Program**

- see *Communications Assistance Job description* as **Appendix G²**

2024-12-12_016 MOTION (C. Ryan/E. McIntyre) That the Eastern Ontario Outaouais Regional Council Executive approve the amended Communications Assistant job description; amendments are to change hours per week to 37.5 hours, and compensation to \$25 per hour. **CARRIED**

Compensation based on an approval of the Canada Summer Jobs Grants, and/or additional funding through the regional council.

b) **Mapping Project** – see outline in Communication Report.

8. **Vision & Transformation - Student Bursary**

2024-12-12_017 MOTION (E. McIntyre/C. Ryan) That the Eastern Ontario Outaouais Regional Council Executive receive and approve the recommendation of the Vision & Transformation Leadership Team to award a \$1000 student bursary payable to Dana Ducette. **CARRIED**

This decision was taken since Dana's name was missing and Chair, Rev. Michelle Robichaud informed the Executive as this meeting was taking place.

New Business

a) **Golden Lake Camp**

- See *Golden Lake Camp General Operating By-Law No 2 (dated October 18, 2024)* as **Appendix H**

2024-12-12_018 MOTION (C. Ryan/N. Best) That the Eastern Ontario Outaouais Regional Council Executive receive and approve the Golden Lake Camp General Operating By-Law No 2 (dated October 18, 2024) as distributed. **CARRIED**

b) **Camp Lau-Ren**

- See *2024 Camp Lau-Ren Annual Report* as **Appendix I**

- See *video reporting: The video can be accessed here:*

https://algonquincollege.zoom.us/rec/share/BGBx5nI6wSCd6-NCtjSyIVs4oEKusQvlymi_M_I2PFBuODTjxtKIcH2miNaX-bdI.RbAlwSyAOd7kz
Passcode: 45tR\$Vhj

c) **Reporting from Indigenous Representative** – Rev. Nancy Best

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- See 2024-11-14 *Indigenous Representative Report* as **Appendix J¹**
 - See 2024-12-12 *Indigenous Representative Report* as **Appendix J²**
 - See 2024-12-12 *NISG-Circles* as **Appendix J³**

d) **Executive Meeting in January?**

2024-12-12_019 CONSENSUS MOTION That the Eastern Ontario Outaouais Regional Council Executive cancel its January 2025 Executive meeting and reconvene its monthly regular meeting in February 2025. **CARRIED**

*Reminder to send this out to Executive as reminder of no meeting.

Report from the Equity Support Person – Rev. Erin McIntyre highlighted how well this group can ask questions and get answers (space for this shows comfort with one-another). Moreover, questions that were raised were resolved well.

Equity Support Person for next Meeting – Rev. Liz Church

Closing Prayer – Liz Church led the closing prayers using VU 39 ‘Christmas 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 12:02 PM .

Next meeting date:

- 13 February, 2025 (Zoom meeting / 9 am – noon)
- 13 March, 2025 (Zoom meeting / 9 am – noon)

Rev. Susan DeHaan, President

Rev. Eric Hebert-Daly, Executive Minister

EOORC Executive Duty Roster

	Opening Devotions / Land Acknowledgement	Equity Monitor	Closing Prayer
<i>Summer</i>			
<i>13 February 2025</i>	Rev. Cindy Casey	Liz Church	Nancy Best
<i>13 March 2025</i>	Jim Allen	Gayle Barks	Sue Smarkala
<i>10 April 2025</i>	Erin McIntyre	Micheline Montreuil	Susan DeHaan
<i>8 May 2025</i>	Susan Hutton	Sue Smarkala	Nancy Best
<i>5 June 2025</i>	Gayle Barks	Ryan Kim	Jim Allen

Appendices

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Appendix A**Vision and Transformation Leadership Team****Minutes of December 3rd, 2024**

Present: Michelle Robichaud, Phyllis MacRae, Janice Péron

Purpose : To set criteria for evaluation of Education Bursary applications and to evaluate/recommend bursaries to be approved. Organ Studies will not be included in this session.

Criteria determined for this session: It must be determined that the applicant is active in the candidacy pathway including affiliation with a home community of faith within the EOOR. The student must be enrolled in a United Church approved institution. Applicants are limited to receiving the bursary only once. Bursary income received will be reported on a T4A. it was agreed that means testing would not be a focus of the evaluation.

For this session, the bursary will be limited to \$1000 per acceptable application.

The guideline document will be modified to include the evaluation criteria above.

Recommendations: All motions were moved by Janice and seconded by Phyllis.

- Moved to recommend a \$1000 Bursary payable to Karen Percy - carried
- Moved to recommend a \$1000 Bursary payable to Jeremy Geelen - carried
- Moved to recommend a \$1000 Bursary payable to Joelle Morgan- carried
- Moved to recommend a \$1000 Bursary payable to Julee Pauling – carried

It was determined that Caleb Liu was not eligible for the bursary as he is not enrolled at a UC approved institution for the current year. Moved by Janice, seconded by Phyllis to not recommend this application. Michelle will undertake to communicate this decision to Caleb.

Future Discussion:

- Formulate a communication strategy for this bursary including presentation in the EOORC newsletter and ongoing communication with vocational minister Caroline Penhale.
- Establish the process and criteria for evaluation of students of organ music
- The forms used for both types of bursary are to be modified. It was recommended that we no longer request such information as sources and amounts of student income. Also we recommend to clarify language around enrolment in a qualified institution. Additional contact information should include an email address where possible.
- The criteria should also be included with the application form.
- Further discussion is required with regard to the management of the Bursary fund. Michelle will communicate with Treasurer Brian Cornelius to better understand the details of this fund.
- We can consider whether the application deadlines should be aligned with the Vision and Transformation grants.
- Michelle will translate the forms and guidelines into French
- The delivery of the application form should be improved to become fillable on line in a secure format. The destination for the applications should be an alias address that is forwarded to Michelle. And means testing information should be eliminated.
- **Next meeting : January 21st 2025 at 10 AM**

Appendix B**Minutes of the Pastoral Relations (PR) Commission**
Tuesday, November 19, 2024

A meeting of the Pastoral Relations (PR) Commission was held via Zoom Conference call on Tuesday, November 19, 2024 at 1:00 p.m.

PRESENT:

Jim Allen, Ina Bromley, Wayne Harris (Chair), Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Blair Paterson, Don Stiles, Linda Suddaby, Whit Strong (10)

REGRETS/ABSENT: Patsy Henry, Charlotte Hoy, Micheline Montreuil, (3)

CALL TO ORDER, OPENING PRAYER:

Chair, Wayne Harris, called the meeting to order at 1:13 p.m. After a quick check-in with members Jim offered an opening prayer.

CORRESPONDING MEMBER(S): None

ADDITIONS/CORRECTIONS TO THE AGENDA:

- Douglas P.C. – update
- Douglas P.C. – Pastoral Charge Supervisor
- Centretown P.C. – Rev. David White retirement
- Central Lanark P.C. – Pastoral Charge Supervisor
- Carleton Memorial P.C. – Profile
- Parkdale P.C. - Liaison

ACCEPTANCE OF MINUTES:

The scribe noted that South Mountain-Hallville P.C. is not currently searching. They should be removed from the Liaison list.

MOTION 2024-109 (E. McIntyre/J. Allen) “that the minutes of October 15, 2024 be accepted as amended.”

CARRIED

CORRESPONDENCE: None

REMEMBRANCES: None

MEDICAL LEAVE:

- Restorative Care: Rev. Tiina Côté (Calvin) Pembroke P.C. – graduated return to work as of November 16, 2024.
- LTD: Rev. Carolyn Insley (North Gower-Carsonby P.C.) – effective November 7, 2024.

ACKNOWLEDGED SABBATICALS:

- Kevin Moratz (OM), Beachburg P.C., February 1 to March 31, 2025 and July 2025.

SABBATICALS/COVERAGE:

SUPERVISED MINISTRY EDUCATION (SME) site:**Wall St. P.C. (Brockville)**

MOTION 2024-110 (L. Suddaby/S. MacDonald) “that the EOORC PR Commission recommends to the Office of Vocation that the Wall Street Pastoral Charge (Brockville) be recognized as a Supervised Ministry Education (SME) site.”

CARRIED

CHANGE IN PASTORAL RELATIONS:**For Information – Douglas P.C. update**

The Rev. Ingrid Condie-Bennett resigned as minister of this pastoral charge on December 30, 2023. She continues there as Sunday supply.

Riverside P.C.

MOTION 2024-111 (E. McIntyre/D. Stiles) “That the EOORC PR Commission approves the request of the Rev. Paul Dillman (OM) for a change in pastoral relations to retire as of June, 2025.”

CARRIED

Centretown P.C., Ottawa

MOTION 2024-112 (I. Bromley/E. McIntyre) “That the EOORC PR Commission approves the request of the Rev. David White (OM) for a change in pastoral relations to retire as of November 30, 2025.”

CARRIED

PASTORAL CHARGE CONSTITUTIONS: None

SHARED MINISTRY AGREEMENTS: None

AMALGAMATIONS: None

APPROVAL OF PROFILES:**Carleton Memorial P.C.**

MOTION 2024-113 (J. Allen/S. MacDonald) “That the EOORC PR Commission approves the Carleton Memorial Charge profile for posting on ChurchHub subject to the approval of the congregation on December 8, 2024.”

CARRIED

CALLS/(RE)-APPOINTMENTS**Chinese P.C. (Ottawa)**

MOTION 2024-114 (I. Bromley/E. McIntyre) “that the EOORC PR Commission approves the re-appointment of Caleb Liu to the Chinese Pastoral Charge (Ottawa), 40 hours per week as Congregational Minister, effective January 1, 2025 – December 31, 2026.”

CARRIED

CHANGE OF TERMS: None

SACRAMENTS/ELDERS: None

CONGREGATIONAL DESIGNATED MINISTER (CDM): None

PASTORAL CHARGE SUPERVISORS:

PCS needed for Golden Lake, Queenswood, Mount Zion Pembroke (Dec. 31, 2024); Salem: Locksley (Dec. 31, 2024).

Douglas P.C.

MOTION 2024-115 (L. Suddaby/S. MacDonald) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Ingrid Condie-Bennett, EOORC member, as Pastoral Charge Supervisor to the Douglas Pastoral Charge.” **CARRIED**

Central Lanark P.C.

MOTION 2024-116 (S. MacDonald/D. Stiles) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Wayne Harris, EOORC member, as Pastoral Charge Supervisor to the Central Lanark Pastoral Charge effective Feb. 1, 2025.”

CARRIED

[Note: Abstaining – Wayne Harris]

Beachburg P.C.

MOTION 2024-117 (E. McIntyre/J. Allen) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Ina Bromley, EOORC member, as Pastoral Charge Supervisor to the Beachburg Pastoral Charge to cover the minister’s sabbatical from Feb. 1 – March 31, 2025 and July 2025.”

CARRIED

[Note: Abstaining: Ina Bromley]

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

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

Aylwin – Natalie Matkovsky

Bathurst – Shelley Roberts

Beachburg – Inas Bromley (covering sabbatical Feb. 1-Mar. 31, 2025 and July 2025)

Bethel-St. Andrew’s – Jan Loughheed

Carp-Dunrobin – Beth Sweetnam

Central Lanark – Wayne Harris (Effective Feb. 1, 2025)

Charge pastorale Grâce Pastoral Charge – Jim Allen (continuing on after J. Hetherington’s appointment ends.)

Charge pastorale Namur – Jim Kenney

Chinese (Ottawa) – Barbara Reynolds (after 12 years, only on call)

Clyde Forks-Tatlock – Carla Van Delen

Delta-Toledo – Charlotte Hoy

Denbigh, Matawatchan, Schutt – Jon Williams

Douglas – Ingrid Condie- Bennett

Elgin-Portland – JoAnne Fletcher

First (Ottawa) – Howard Clark

Glasgow-Castleford – James Murray

Golden Lake –

Greenwood – Ina Bromley

Harrowsmith-Verona – Sharon MacDonald

Kemptville: St. John’s – Jim Allen

Kenmore (selling building – NOT disbanding) - Ed Gratton

Knox (Nepean) – Shaun Yaskiw

Lansdowne – Donald Wachenschwanz

Lyn: Christ Church – Shelley Roberts

Mallorytown – Charlotte Hoy

Melville-Eganville – Margie Patterson
Merivale-Fallowfield – Wayne Harris
Metcalf – Ed Gratton
Morrisburg: Lakeshore Dr. – Blair Paterson
North Gower-Carsonby – Sandra Yule
Perth Road – Heather McLurg Murphy
Pittston – Myra Garvin
Queenswood -
Rideau – Sharon MacDonald
Rockland – Jim Kenney
Rothwell – Nancy Best
Russell – Ed Gratton
Smiths Falls: Trinity – Wayne Harris
South Mountain-Hallville – Christine Lawson
Southminster – Brian Copeland
St. Andrew's (Westmeath) – Gary McKay
St. John's (Brockville) – Linda Suddaby
White Lake – Sheryl McLeod

LIAISONS

Liaisons are still needed for Knox (Nepean); Parkdale; Rideau Park; Southminster; Zion-Memorial (Carleton Place); Salem: Locksley

Parkdale P.C.

MOTION 2024-118 (S. MacDonald/E. McIntyre) “that the EOORC PR Commission names Jim Allen as Liaison to the Parkdale Pastoral Charge.”

CARRIED

Pastoral Charges in search mode:

(Liaisons in place as noted)

Almonte – Wayne Harris

Ashton-Munster – Jim Allen

Aylwin – Natalie Matkovsky

Bethel-St. Andrew's – Beth Sweetnam

Cardinal – Myra Garvin

Carp-Dunrobin – Beth Sweetnam

Denbigh, Matawatchan, Schutt – Jon Williams

First United (Ottawa) – Janet Nield

Glasgow-Castleford – James Murray

Grâce (Chelsea) – Jim Allen

Harrowsmith-Verona – Sharon MacDonald

Kemptville: St. John's – Jim Allen

Knox (Nepean) -

Lansdowne – Phyllis Dietrich

Melville-Eganville – Ina Bromley

Merivale-Fallowfield – Wayne Harris

Metcalf – Ed Gratton

Morrisburg: Lakeshore Dr. – Blair Paterson

Namur – Jim Kenney

Parkdale – Jim Allen

Perth Road – Heather McLurg Murphy

Quyon – Cathy Stewart
Rideau Park -
Rockland – Jim Kenney
Rothwell – Beth Sweetnam
Russell – Ed Gratton
Salem: Locksley -
Smiths Falls: Trinity – Wayne Harris
Southminster –
St. Andrew's (Westmeath) – Gary McKay
Trinity-St. Andrew's (Renfrew) -
Zion-Memorial (Carleton Place) -

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	South Mountain–Hallville	St. John's (Brockville)
Templeton	Vernon	

FOLLOW-UPS FROM LIAISONS AND PCSs

Liaisons in attendance updated the Commission regarding the Pastoral Charges they are assisting.

OTHER BUSINESS:

Funding for training of Interim Ministers

At the October 15th meeting of the PRC, a motion was passed to table discussion regarding an Intentional Interim Ministry Recruitment/Training Fund. Whit had asked for comments from the commission regarding a financial plan. Erin's comments were sent out with other attachments for November. Other members are encouraged to send their ideas/comments in time for circulation prior to the January 21, 2025 meeting.

PR Webinars in 2025

Whit reported he will be hosting 3 Pastoral Relations webinars in 2025

- Conflict in the Church
- Supporting your Minister
- M&P Committee

These will all be promoted in the bi-weekly newsletters.

LAST WORD:

Next meeting – **Tuesday, Dec. 10, 2024** 1:00-3:00 p.m. via Zoom.

<https://united-church.zoom.us/j/83941506797>

Meeting ID: 852 3350 6275

1 855 703 8985 Canada Toll-free

CLOSING: Blair offered the closing prayer. The business listed on the agenda being completed, Wayne declared the meeting closed at 1:56 p.m.

Appendix C

Archives Administrative Protocol

The Archives Administrative Protocol (herein called the Agreement)
Made as of the Day of *** , 2021

BETWEEN

Antler River Watershed Regional Council, Canadian Shield Regional Council, East Central Ontario Regional Council, Eastern Ontario Outaouais Regional Council, Horseshoe Falls Regional Council, Shining Waters Regional Council, and Western Ontario Waterways Regional Council, collectively known as the regional councils

And

The General Council Office of The United Church of Canada, known as the General Council Office

This Archives Administrative Protocol refers to the management of the Ontario Archives repository within the General Council Archives space. This Protocol is governed by the Memorandum of Understanding made between all regional councils with the General Council.

WHEREAS the six Ontario regional councils and the General Council Office have agreed that the archival records of The United Church of Canada are an invaluable resource and that they will maintain and foster the development of the six Ontario regional councils and General Council Office Archives (herein called the Ontario Regional Councils Archives and General Council Archives) as the principal repository of the records of the life and work of The United Church of Canada and its antecedent bodies.

NOW THIS PROTOCOL WITNESSES that in consideration of the mutual covenants and agreements contained herein the parties hereto agree as follows:

Management

The General Council Archivist will report to the Executive Minister responsible for the General Council Archives program.

The regional councils will name a regional council Executive Minister to act on management issues for the Ontario Regional Councils Archives.

The regional councils will determine the acquisition mandate for the Ontario Regional Councils Archives and adopt any relevant appraisal criteria as developed by the national network of United Church of Canada Archivists with the exception of personal papers, which will be acquired by the General Council Archives.

Ownership of Archival Records

(The Manual, Section A, 5.4)

All church records belong to the United Church. They may not be taken or kept by any member, minister, or other person except where allowed in these bylaws or under the archives' policy.

(The Manual, Section A, 5.6)

Communities of faith, and regional councils are responsible for placing their records and other documents in the Regional Council Archives when they are no longer regularly needed.

The General Council is responsible for placing its records and other documents in the General Council Archives when they are no longer regularly needed.

Staff

The General Council Office will employ, and pay for, a "General Council Archivist", who will be required to:

- Care for the records of the General Council Offices, including personal papers
- Manage staff and operations of the Archives in collaboration with the Ontario Regional Councils Archivist
- Support and coordinate the Archives Staff Circle, consisting of archivists from all Regional Councils

The Regional Councils will employ an "Ontario Regional Councils Archivist," who will be required to:

- Care for the records of four of the Ontario Regional Councils (Antler River Watershed, East Central Ontario, Horseshoe Falls, Shining Waters, and Western Ontario Waterways Regional Councils), including records of communities of faith and regional councils, and the records of communities of faith from Canadian Shield Regional Council that were formerly part of London and Manitou Conference and from Eastern Ontario Outaouais Regional Council that were formerly part of Bay of Quinte Conference.
- Manage staff and operations of the Archives in collaboration with the General Council Archivist.

Partners agree to clarify what archival program will be responsible for managing and preserving the digital records of Regional Councils by December 2021.

The Regional Councils will from time to time collectively define the staffing model they wish to have in place to care for the records of the Regional Councils and deliver the services they determine they require, in accordance with best archival practices.

The General Council Office will administer the salaries and benefits of the Regional Councils staff according to General Council human resource policies.

The Regional Councils will pay the General Council Office for the staffing costs of the defined model.

Physical Space

The General Council Office will provide office / workstation type space for staff and telephone / computer access as per the normal General Council Office environment.

The General Council Office will provide space for reception of the public and space for the public to view records (i.e. a "reading room").

Cost of Operations**Shared with General Council**

The regional councils will pay pro rata costs for the occupancy of their holdings in the archival storage space, known as the "vault", to be adjusted each year based on the overall increase of regional council records.

Should the General Council Office incur direct costs (i.e. transporting documents or ephemera for display outside the archives) as a result of regional council requests, the requesting regional council(s) would reimburse the General Council Office. The General Council Office would normally seek prior approval from the regional councils before committing to such expenditures.

The General Council Office and the regional councils will share the costs of any equipment purchased for the use of specialized archival work (i.e. reference services, digitization).

Shared by Regional Councils

The cost of operations is shared by the regional councils according to the following formula:

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

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

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

All regional councils commit to establish a Property Policy by December 31, 2021 which applies to the congregations included above that requires a minimum of 2% of the net assets of disbanding congregations be invested in the reserve to be eligible to share on any draws in the reserve as of 2022.

Joint Ventures

From time to time, the regional councils and the General Council Office may jointly decide to work together on projects or activities of mutual interest.

The General Council Archivist and the Ontario Regional Councils Archivist will coordinate and manage any joint ventures and will consult with the regional councils and General Council Office, if needed.

The regional councils and General Council Office will jointly determine the mechanism by which joint issues will be discussed and resolved.

No commitment will be made by either party on behalf of the other that would impact or affect the other without prior consultation.

User Fees

User fees will be jointly administered and coordinated by the regional councils and the General Council Office.

Term

With respect to the six Ontario Regional Councils and the General Council Office the term of this agreement is:

Effective immediately — 31 December 2025

Notice

With respect to the regional councils and the General Council Office a notice period of 1 (one) year is required to withdraw from this agreement

Dispute resolution

With respect to the regional councils and the General Council in the circumstance of a dispute between the parties; a mediator agreeable to both parties will be appointed to resolve the dispute.

Applicable Laws

This Agreement shall be construed under and governed by the laws of Ontario and the polity of The United Church of Canada.

This Agreement shall ensure to the benefit of the parties hereto and their **respective successors and permitted assigns.**

IN WITNESS WHEREOF the parties hereof have executed this agreement.

The Six Ontario Regional Councils:

Antler River Watershed Regional Council
Western Ontario Waterways Regional Council
Horseshoe Falls Regional Council

Per:

Title:

Canadian Shield Regional Council
Shining Waters Regional Council



Per: Peter Hartmans
Title: Executive Minister
East Central Ontario Regional Council
Eastern Ontario Outaouais Regional Council

Per:

Title:

And

The United Church of Canada (General Council Office)

Per:

Title:

Appendix D¹**CHECK LIST FOR SELLING EASTERN ONTARIO OUTAOUAIS REGIONAL COUNCIL (EOORC) PROPERTY****The steps**

1. By vote of the congregation the Community of Faith decides to sell its property.
2. The trustees of the Community of Faith consult with realtors to establish a fair market value for a sale price.
3. The trustees inform the Future Through Property Leadership Team (FTPLT) of EOORC of the wish to sell and the preferred selling price.
4. The FTPLT reviews the proposed offer to list the property for sale and makes a recommendation to the Executive.
5. The EOORC approves the request to sell at the proposed price.
6. The trustees sign the contract with the realtor to list the property.
7. The property listing will state that the property will be sold “as is, where is” basis, and will stipulate that there be a period of at least five business days from the date that the buyer signs the offer to purchase and the date that the trustees have to accept that offer. The contract will specify what is to be included in, or excluded from the sale.
8. Any items of particular significance, such as war commemoration plaques and items that identify the building as a United Church must be removed by the Trustees prior to signing the offer to purchase.
9. Other items can be removed in an appropriate manner such as sale or returned to the donor.
10. When the Trustees have received an offer to purchase the property, they will forward the draft agreement to the FTPLT requesting Executive authority to sign the agreement of purchase.
11. After receiving the Executive authorization, the Trustees will sign the agreement and complete the sale.
12. It is recommended that the Trustees engage a lawyer to advise them on the offer and sale agreements, and also to transfer the sale proceeds between buyer and seller.

Policy for the distribution of net proceeds from the sale of church property:

When a community of Faith is not disbanding:

1. It will remit 10% of the net sale proceeds to the EOORC for transmission to the United Church of Canada for the support of Indigenous Ministry. The cheque will be made payable to the Eastern Ontario Outaouais Regional Council.
2. It will hold the balance in a restricted fund from which it may draw 5% of the balance annually to support ongoing operations.
3. It will submit to the EOORC a Ministry Plan. This may be a plan to draw on these monies to reimagine and reenergize its ministry, or an interim plan to hold these funds until a long-range plan has been formulated. A Ministry Plan must be submitted to the FTPLT for review and recommendation to the Executive.

When a Community of Faith is disbanding:

1. It will remit 80% of the net proceeds to the EOORC for the on-going support of Indigenous Ministry, the United Church of Canada Mission and Service Legacy Fund for the on-going support of the ministry of the United Church, the EOORC Transformation and Vision Fund and the EOORC Mission and Ministry Legacy

Fund which supports the mission and ministry of the EOORC, and in case of property located in the former Upper Valley and Four Rivers Presbyteries, the support of archives. The cheque will be made payable to the EOORC.

2. The Community of Faith will forward to the FTPLT its wishes for the distribution of the remaining 20% of the net proceeds. These funds must be directed to a mission or charity with which the Community of Faith has a historical connection. A minimum of one half of this amount will be directed to organizations that are associated with the United Church of Canada. The FTPLT will review the proposal and submit it to the Executive for approval.

Appendix D²**CHECK LIST FOR LEASING EASTERN ONTARIO OUTAOUAIS REGIONAL COUNCIL (EOORC) PROPERTY****The steps:**

1. By vote of the congregation The Community of Faith decides to lease the property.
2. The trustees of the Community of Faith consult with realtors to establish a fair market value for rental.
3. The trustees inform the Future Through Property Leadership Team (FTPLT) of EOORC of the wish to lease and the preferred leasing price.
4. The FTPLT reviews the proposed lease and makes a recommendation to the Executive.
5. The Executive approves the request to lease and the rental price and any conditions.
6. If necessary, the trustees sign a contract with a realtor to list the property. The contract with the realtor will state that the property will be leased “as is, where is” and will stipulate that there be a period of at least five business days from the date that the lessee signs the offer to lease, and the date that the trustees have to accept that offer. The contract will specify what is to be included in, or excluded from, the lease.

Any items of particular significance, such as war commemoration plaques and items that identify the building as a United Church must be removed by the Trustees prior to signing the lease.
7. Once the Trustees have made an agreement with a lessee to lease the property, the Trustees will forward an agreement to lease to the EOORC FTPLT requesting Executive authority to sign the lease.
8. The FTPLT will review the proposed lease and make a recommendation to the Executive.
9. After receiving the Executive authorization the Trustees will sign the lease.

Appendix D³

CHECKLIST FOR ENGAGEMENT OF EOORC COMMUNITIES OF FAITH WITH KINDRED WORKS INC, or OTHER DEVELOPERS

1. EOORC will advise the representatives of Kindred Works Inc (KW) that the Region requires notification when KW undertakes discussions with a Community of Faith within the Region that are intended to lead to a formal development agreement with the C o F for development of its property.
2. The Trustees of a Community of Faith will advise the EOORC Future Through Property Leadership Team (FTPLT) when it undertakes discussions with KW, or other development companies, that are intended to lead to a formal development agreement with KW or the developer for the development of its property.
3. The Trustees are required to seek independent legal advice prior to signing agreements with KW that will bind the congregation.
4. Having received legal advice on the draft agreement and having received congregational approval by a vote of the congregation, the Trustees will refer the draft agreement to the FTPLT for review and referral to the Executive for authorization to sign the agreement.
5. The Region, through the FTPLT, will obtain independent legal advice prior to referring the request for authorization to the Executive.
6. Upon receiving authorization from the Executive, the Trustees may sign the agreement with KW.
7. This process for review by the FTPLT and authorization from the Executive is required at each stage of the completion of a binding agreement between the congregation and KW, or a development company, throughout the stages of the development project.

Appendix E

Eastern Ontario Outaouais Regional Council
Strategic Plan – Interim Report
November 2024

Grading:

A = Completely on track, met all measurables

B = Mostly on track, met most measurables

C = Partly on track, some measurables met

D = Little progress

E = No progress

Overall Assessment

This was a difficult year to begin a highly ambitious strategic plan. With a key staff position vacant (Community of Faith Support Minister), another staff position transitioned (Communications) and the ramping up time, we lost about 9 months of productive time. Since each of the 21 activity streams has multiple activities, it may be that there is not enough volunteer energy to carry out all of the priorities we set for ourselves, so we may need to make some additional assessments going forward. There was good progress on areas of education, communications and justice. We have built some structures and effectively staffed ourselves in a way that will serve the plan well in 2025.

Activity Stream G1: Fertile Soil Project

Activity: Participate as one of two regional Councils in the Fertile Soil Test project of the General Council Growth Animation program. This is an exercise of using various sources of data to map our region for potential opportunities for growth of communities of faith.

Measurable Outcome Projected: Fertile Soil Project is in full use by the end of 2024.

Result: All data has been identified and compiled, the report and recommendations are currently being composed, the final report will be ready to present to the Executive in January 2025.

Analysis: B – The GCO Research and Development Team had an unexpected workload increase this Fall, including preparing Neighbourhood Profiles for our Tri-Regions which has caused a delay.

Recommendation Going Forward: In January 2025 the Executive will receive the final report and recommendations, and put the findings to use.

Activity Stream G2: Invitational Church

Activity: Engage in conversation/education on becoming more invitational (evangelism)

Measurable Outcome Projected: Hold three learning events in 2024, engage at least 50 people

Result: Three regionwide events took place (strengthening invitation, evangelism, neighbourhood profiles). 157 people participated in the Winter Education Event, 197 in the AGM and 137 in the Fall Regional Meeting.

Analysis: A – Events were well received and well attended.

Recommendation Going Forward: In 2025 we will continue to make resources available and survey to see what else folks want to learn. Creation of a growth page with the resources easily found.

Activity Stream G3: Continue to work with communities of faith in EOORC to offer facilitation in processes that lead to renewal of vision, purpose and identity.

Activity: Work with 15 communities of faith in 2024 • Work with 15 communities of faith in 2025 • Identify ministry strengths and centres of excellence (see Common Good Activity Stream #1) • Share stories of renewal of vision and hope

Measurable Outcome Projected: As of GM, 36 neighbourhood profiles produced, 12 communities of faith were engaged in processes that lead to renewal of vision, purpose and identity.

Result: Several stories of renewal, vision and hope shared.

Analysis: A – Did all we said we would do and there was great take-up.

Recommendation Going Forward: Continue with the goal of 15 more communities for 2025.

Activity Stream G4: Models of Communities of Faith

Activity: Work with other Regional Councils (in particular East Central Ontario) to develop various models for being a Community of Faith

Measurable Outcome Projected: 10 communities of faith reimaged their ministry model

Result: There are at least 10 communities of faith having conversations about how people are reimaging ministry.

Analysis: A- We are actively trying to reimagine ministry.

Recommendation Going Forward: We recognize that there is interest in how people gather for worship, how Council/Boards are structured, and how ministry might look like in 10 years, but this activity stream may be a bit too general. We should be more specific about these methods of reimaging.

The EOORC executive recommends that the focus be on governance at the congregational level, particularly related to models of congregational leadership and trustees.

Activity Stream G5: Create 10 new communities of faith

Activity: • Continue conversation with 3 possibilities already identified. • Use the data and analysis from the Fertile Soil project to identify by the end of 2024 potential opportunities for new communities of faith.

Measurable Outcome Projected: 10 new communities of faith by end of 2025

Result: Existing congregations are having conversations with emerging ministries about possible shared space/ministry. Two of the original conversations are suspended due to leaders being unavailable, but the Swahili-speaking community is growing and still looking for a permanent home. Tanzanian community in Gatineau and Swahili community in Cornwall are exploring possibilities at this time.

Analysis: B+. We are continuing to explore these, but have three in conversation.

Recommendation Going Forward: We need to consider how we are communicating how people might consider doing this and how they might be supported. Consider some education for the wider church about how newcomers are often looking for a Methodist home, and how we might be more welcoming.

The EOORC Executive would like to ensure that we are also assisting congregations that are not exclusively newcomer congregations. This is, of course, only possible if there is leadership available to begin such communities.

Activity Stream J1: Justice Goal Setting

Activity: Ask networks in EOORC to identify goals so that we may know their work and discover how communities of faith can use the networks as a resource.

Measurable Outcome Projected: By end of 2024, networks will each have a set of goals and priorities for 2025. An annual work plan with identified goals for inclusion in the Annual Meeting Report Book.

Result: Networks are aware of this stream and we believe it will be possible to have something in the 2025 annual report workbook.

Analysis: B – still in progress.

Recommendation Going Forward: Continuing to liaise with networks and offer support as needed.

Activity Stream J2: Racial Justice

Activity: Work to establish a racial justice Leadership Team within EOORC to help racial justice education and action within the church and in the communities of the regional council.

Measurable Outcome Projected: • Create a Racial Justice Leadership Team by the annual meeting in May 2024 that will undermine white supremacy in all its forms in our region. • Actively welcome 3 racialized admittands in our Regional Council by May 2025 • Strengthen the awareness of pastoral relations liaisons and search committees as applications for ministry positions are reviewed.

Result: Initial planning conversations are taking place, a possible gathering of racialized ministry personnel as a starting point is in the works. Promotion of national workshops with potential admittands is happening in our Regional Council. No admittands have been hired yet.

Analysis: D – still much work to be done on the terms of reference, recruitment for this team, and welcoming admittands.

Recommendation Going Forward: This Team should be at least half racialized people. Rename this to an Anti-Racist Leadership Team. Share success stories from places where admittands have worked with communities of faith.

Activity Stream J3: Develop more connection with the United Church Rural Ministry Network (UCRMN) to seek guidance and partnership on advocacy for rural issues

Activity: • Use Fertile Soil mapping data to identify needs. • Support and advocate for the need for the family farm • Provide assistance and advocacy for enabling rural communities to have essential digital services. • Host a first meeting by May 2024 with UCRMN to identify avenues for future support and collaboration

Measurable Outcome Projected: Connection to network established, first meeting held in May 2024.

Result: We are connected with the UCRMN by membership and in early discussion with them. We were unable to hold a first meeting in May 2024, but conversations have begun.

Analysis: C – still work to do to get this going.

Recommendation Going Forward: We need to find champions of this activity stream and seize opportunities to raise our voices on rural issues. Without some identified leadership to take on these justice issues, we may not be able to take this on.

Activity Stream J4: Work on increasing United Church visibility and identity in the social justice landscape of the region.

Activity: • Acquire a United Church of Canada banner, flag and/or signs. • Work towards having a float in the Ottawa and other community Pride Parades in 2024 • Share stories of communities of faith or individuals working in community organizations and projects

Measurable Outcome Projected: Banner acquired, presence and participation increased in pride parades, stories shared.

Result: We acquired a banner which was used in the Capital Pride Parade. We also shared photos of the Capital Pride Parade. Several justice stories were shared throughout the year, including Truth and Reconciliation Day events, peace marches, Multifaith Housing and more.

Analysis: A- Could have been present in other pride parades outside of Ottawa

Recommendation Going Forward: We will purchase a second banner and communicate with communities of faith and networks so that they know these banners are available. It would be helpful to think ahead about communication and organization around Capital Pride, as many people were frustrated to not have the details earlier. Natalie would like to have more intentionality in making a list of social justice stories which can be worked on in advance throughout the year. There is a need to consider a quarterly 'justice focus' so that we are not trying to do everything all at once – and possibly use materials being produced for ECORC.

Activity Stream C1: Faithful Footprints

Activity: Have at least 10% of congregations engaged in Faithful Footprints assessments and programs by the end of 2025.

Measurable Outcome Projected: 10% of congregations by end of 2025

Result: We have a list created, and have reached out to one congregation to begin sharing stories. However, this one has fallen behind.

Analysis: D

Recommendation Going Forward: Start sharing stories about the program and create a strategy. Natalie would appreciate a team to work on this with. Doing a survey of congregations that still have energy issues (oil furnaces, drafty windows) to help identify low-hanging fruit.

Activity Stream C2: Reduction of Carbon Footprint

Activity: Begin to measure the carbon footprint of our events and use 2024 as a baseline.

Measurable Outcome Projected: Within the time period - 2024-2026 - decrease our carbon footprint in our meetings and gatherings by 20%.

Result: Natalie completed a survey to determine baseline emissions for the AGM. She intended to do this for the Fall Meeting, but due to a medical leave was unable to finish this. We looked into the possibility of a bus, which was not feasible for the Fall Meeting but could be a good idea for the AGM. We encouraged carpooling to the Fall Meeting, and although it was not measured, anecdotally a lot of people were carpooling.

Analysis: B

Recommendation Going Forward: Natalie can easily measure the carbon footprint and promote carpooling. However, significantly reducing the carbon footprint is contingent on the advance planning and commitment of the team planning the meeting. Buses need to be booked far in advance and require a team to manage tickets. The geographic location of the meetings (and particularly the AGM) has a huge impact on carbon emissions, as most people do not stay overnight and buses are not feasible for a large number of delegates. However, this has not consistently been a factor in choosing a location for the AGM.

Activity Stream L1: Regional Council support and encouragement for various avenues of ministry support and connection.

Activity: • Encourage and promote various initiatives for ministry personnel support and connection, such as peer ministry groups, lunch gatherings, one day retreats, etc. • Pilot an initial multi-day ministry leadership retreat in the fall of 2024 to determine if this is something we should do on an annual basis. • Initiate conversations about an Association of Ministers being formed in EOORC. • Initiate gatherings for groupings of ministry eg. Candidates, retired ministry personnel • Be intentional about welcoming and orientating new ministry personnel into the regional council.

Measurable Outcome Projected: Increase in ministry events, conversations and team established, welcome and orientation program established.

Result: Survey completed, retreat being held in November 2024, Ministry Personnel Leadership Support Team established, day-long gatherings have happened in two areas of our region, ministry lunches have been happening in two parts of the region. A group has met around the issue of retirement planning. The Association of Ministers project is not currently proceeding, but the ministry support team may be meeting that need. Orientation to new ministry personnel in the region, but there is not much movement from outside into our regional council.

Analysis: B+, things are moving well, but some aspects are still coming together.

Recommendation Going Forward: Stay the course.

Activity Stream L2: EOORC offer support and connection for lay leaders within communities of faith.

Activity: • Offer workshops for various lay leadership roles - eg. Governance chairs, treasurers, representatives to Regional Council • Develop or make available resources to help with specific situations and realities. • Continue to accredit and promote the resource of Licensed Lay Worship Leaders • Explore the needs for leadership development of lay leaders for communities of faith that do not have ministry personnel for long periods of time.

Measurable Outcome Projected: Lay leaders are trained, increase in number of LLWLs, leadership plan for communities without ministry personnel.

Result: LLWLs and Sacrament Elders (in six locations) are regularly promoted. We have 18 congregations that are without ministry personnel that are not in search. M&P workshops are happening twice a year. Treasurers meetings with the GCO are frequent. Still possibilities to explore on lay support side, awaiting Congregational Support Team. LLWL team had a plan for training in early November, but only 16 registrants so cancelled, will try again in the new year.

Analysis: B-, more to be done when we have clear direction from the support team.

Recommendation Going Forward: Using the congregational support team to help identify needs and meet those needs.

Activity Stream L3: Youth and Young Adult Ministries

Activity: Support and build capacity for youth and young adult (YAYA) ministries for those aged 10 to 35 in communities of faith, clusters, networks and individuals within the Eastern Ontario Outaouais Region Council (EOORC) and Nationally of the United Church of Canada.

Measurable Outcome Projected: • Develop a leadership team to plan and implement an annual Youth and Young Adult retreat and Youth and Young Adult Leaders Retreat in the region. • Grow Camp Awesome to operate two camp locations outside the City of Ottawa boundaries. • Participate in training to develop campus ministry within the region. • Participate in the UCC camp accreditation process and develop policy and guidelines around the practice of equity at camp with the three Camping Ministry boards. • Create and submit a proposal for Rendez Vous 2027 to be hosted in the Region. • Develop a leadership team to plan and implement Regional meeting programs and Worshiplude, growing participation by 20% annually.

Result:

- Developed a leadership team, successfully planned and implemented an annual Youth and Young Adult Retreat, held February 2024. Did not host a Leaders retreat in 2024.
- Camp Awesome provided two camp locations outside of City of Ottawa boundaries (Chelsea, Qc. & Perth)
- Identified opportunities for training within existing Campus Chaplaincies. (uOttawa / Algonquin College)
- Participated in the UCC camp accreditation process. Met with Board members from all three camps and discussed practices of equity at camp. This will need to be aligned with the Accreditation process and requirements. We will need to move carefully to not overstep what is required for the accreditation process and autonomy of our camps. This will take more consideration, having now experienced the accreditation process and understanding it's limits, however I believe there is still room for moving our camps towards further equity but this needs to be done within established relationships and trust.
- Rendez Vous was co-hosted with the Presbyterian church in 2024. This will need to be a discussion with GCO about the possibilities of collaborating going forward. Rendez Vous 2027 in Ottawa is still viable.
- Have discussed and requested support at the YAYA LT for regional meeting programs and Worshiplude.

Analysis: B +

Recommendation Going Forward:

- Look to develop retreats for YAYA and YAYA leaders in conjunction with Sharon and Shanna.
- Grow leadership team to include YAYA aged participants.
- Camp Awesome struggled with logistical issues in growing the program outside of Ottawa, namely staff transportation. It is not possible to grow Camp Awesome outside of Ottawa in its current iteration.

-
- UCC Camp Accreditation will need to be managed from the Executive with accreditation team members selected and designated for a 3-year term, in order to visit the 3 Regionals camps over the accreditation cycle. There also needs to be a designated report writer and training arranged through ChurchX.
 - Meet with Amy Crawford re: Rendez Vous 2027. Being conversation with Presbyterian Colleagues in Ottawa.

Activity Stream L4: Work to Develop Childrens' Ministry in EOORC

Activity: • Hold a consultation in 2024 to determine the needs for support and development of children's ministry.
• Consult with other regional councils, in particular our neighbouring regional councils, to explore possibilities for collaboration.

Measurable Outcome Projected: Consultation held, possible paths to pursue.

Result: No discussions have taken place yet.

Analysis: D – We have not had the resources to put to this, but with the setting aside of Camp Awesome, we may be able to move this consultation forward in 2025.

Recommendation Going Forward: Have our YAYA minister pull people together across the region who are working on family and children's ministry for initial discussions and determine if there is something more that can be done on this file. Based on this, determine if a conversation with neighbouring regions is worthwhile.

Activity Stream CG1: Congregational Support

Activity: Develop a model of Congregational Support that will be a resource to congregations with selfassessment, discernment and visioning, including operation through times of ministerial vacancy. This model will also need to include ways that the Regional Council can forecast trends and possibilities for collaboration among communities of faith.

Measurable Outcome Projected: • Appoint a working group to propose a model to the 2024 Annual Meeting of EOORC • Implement the model by the end of 2024

Result: A draft terms of reference has been prepared for this work. Recruitment through the Nominations Team will begin after the terms of reference are adopted by the Executive.

Analysis: B-, somewhat delayed by staffing changes.

Recommendation Going Forward: Rename this team to the "Keeping In Touch" Team. Get the team making connections in early 2025 to collect emerging issues and support needs.

Activity Stream CG2: Congregational Specialization and Expertise

Activity: Develop inventory of congregational "expertise" or specialities.

Measurable Outcome Projected: • Build into the model of Congregational Support, a means for identifying the areas for which ministries have existing strengths and/or gaps they can fill while trying not to do everything. • Establish a communications plan that offers the public a clearer sense of what ministry offerings they might find when attending a particular community of faith.

Result: Request made at the Fall Meeting, but not much has come through yet. Need to continue to build this with the coming online of the Keeping In Touch Team.

Analysis: B, awaiting the more detailed work of the Keeping In Touch Team.

Recommendation Going Forward: Identify and deepen our information about our communities of faith with the ultimate goal of setting up a map that helps the public find these areas of expertise across the region so that their spiritual needs might be met. The Keeping In Touch Team will work on this in 2025.

Activity Stream CG3: Find ways to gather for inspiration and deepening spirituality.

Activity: • Hold a large inspirational worship event for the 100th anniversary of the UCC in 2025 • Encourage communities of faith in clusters to gather together and be inspired through worship and prayer.

Measurable Outcome Projected: A successful event with more than 1000 participants.

Result: We have a team working on this project now, but it will obviously be carried out in 2025.

Analysis: A. Date has been chosen, location confirmed.

Recommendation Going Forward: Continue as planned.

Activity Stream CG4: Find ways to gather for learning and encouragement.

Activity: • Have sub-regional gatherings as educational events in place of one of the yearly meetings of the regional council. • Encourage clusters to form to work and learn together. • EOORC share stories and possibilities of how clusters are working and the activities that are happening.

Measurable Outcome Projected: have sub-regional gatherings, cluster begin to form and stories are shared.

Result: sub-regional gatherings are planned to happen in the fall of 2025. There may be five or six gatherings. This will be in place of the full gathering of the Region in the fall of 2025. Following the initial gatherings the Region will encourage grassroots organizing of these sub regions and will offer support as needed. EOORC will share stories of how these clusters are working and the activities that are happening

Analysis: C- delayed by staffing changes

Recommendation Going Forward: Explore Pastoral Units Model in NL, do some thinking about where the meetings will be held keeping in mind carbon reduction commitments, access for those in remote areas of the region, who could be champions of the clusters in various areas.

Activity Stream CG5: Find ways to expand our communication of the work and resources of EOORC.

Activity: • Ongoing evaluation of the website and newsletter • Offer a summary of EOORC meetings to be shared with members and congregations. • Create a report of the work of EOORC as a template for inclusion in congregational annual reports. • Provide an orientation for new lay representatives to EOORC.

Measurable Outcome Projected: Summaries provided, orientation plan in place

Result: The AGM did not have a summary, but was shared extensively in the newsletter. A summary of the Fall Meeting has been prepared.

Analysis: B – orientation plan is still to be created.

Recommendation Going Forward: Complete an orientation plan and continue preparing summaries for use by communities of faith and their representatives.

Activity Stream CG6: Explore ways that administrative work of congregations can be supported and shared.

Activity: • Develop a system for Financial Reviews for congregations to be coordinated. • Continue the pooling of investment option for congregations. • Find ways to help congregations explore sharing of administrative or bookkeeping work.

Measurable Outcome Projected: System for Financial Reviews established, establish ways of sharing workload and resources at the congregational level.

Result: The financial review system used in the past is not practical and does not deliver what was hoped for. Investment pooling continues, but could be better publicized. No work has been done on the pooling of resources at this time.

Analysis: C. Some of this will be achieved when the Keeping In Touch Team has begun its work.

Recommendation Going Forward: We no longer pursue the financial review system given past experience. Use the sub-regional gatherings in the Fall of 2025 as an opportunity to explore shared services at the congregational level and use the Keeping In Touch team to pass along these possibilities.

Appendix F



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Dispatch Date/Expédition: 09/26/2024	PO Number/Réf client: PUR00000048
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Invoice Date/Date de facture: 09/26/2024	Estimate Delivery Date/Date de livraison estimée: 09/27/2024
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Item No Code article	Description Description	Quantity Quantité	Unit Price Prix unitaire	Amount Montant
210-BLLF	Dell Latitude 3450, XCTO System Service Tag/No de serie: 93RFG54, B3RFG54, C3RFG54, D3RFG54, F3RFG54, G3RFG54, H3RFG54, J3RFG54, 14RFG54, 24RFG54, 34RFG54, 44RFG54, 54RFG54, 64RFG54, 74RFG54, 84RFG54, 94RFG54, B4RFG54, C4RFG54, D4RFG54, F4RFG54, G4RFG54, H4RFG54, J4RFG54, 15RFG54, 25RFG54, 35RFG54, 45RFG54, 55RFG54, 65RFG54	30	1,335.00	40,050.00
583-BLMY	English US backlit AI hotkey keyboard, 79-key	30		
619-ARSB	Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	30		
492-BDHN	65W AC rugged adapter, 4.5mm barrel, E4	30		
370-BBTM	32 GB: 2 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel Core processors)	30		
400-BQZS	256GB, M.2 2230, TLC PCIe Gen 4 NVMe	30		
391-BHXM	14.0 FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN	30		
379-BFBM	13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, up to 5.00 GHz Turbo)	30		
338-CNLT	Intel 13th Generation i7-1355U, Intel Integrated Iris Xe or UHD Graphics	30		
555-BKKT	Wireless Intel AX211 WLAN Driver MOD-SRV, + Bluetooth Wireless Card	30		
555-BKLT	Intel Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	30		
451-BDGP	3- cell, 54Wh Battery, Express Charge, Express Charge Boost capable	30		
346-BKHK	Single Pointing Keyboard, No Finger Print Reader, No SIM	30		
340-DMKH	Quick Start Guide for 3450	30		
658-BFQB	Dell Additional Software	30		
340-DNYY	Mix Model Packaging 65W Standard Adapter	30		
321-BKQR	Latitude 3450 Laptop Bottom Door, Integrated Graphics	30		
409-BCXQ	Intel Rapid Storage Technology Driver	30		
199-BIPX	Basic Onsite Service Extension, 24 Month(s)	30		
199-BIPY	Basic Onsite Service Initial, 12 Month(s)	30		

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Item No Code article	Description Description	Quantity Quantité	Unit Price Prix unitaire	Amount Montant
709-BBRC	Mail In Service 12 Months	30		
570-AADK	No Mouse	30		
658-BCSB	Activate Your Microsoft 365 For A 30 Day Trial	30		
556-BBCD	No Mobile Broadband Card	30		
650-AAAM	No Anti-Virus Software	30		
620-AALW	OS-Windows Media Not Included	30		
450-AMEI	E4 Power Cord 1M for US	30		
340-AGIK	SERI Guide (ENG/FR/Multi)	30		
387-BBLW	ENERGY STAR Qualified	30		
817-BBBB	Custom Configuration	30		
389-DXDV	Intel Core i7 non-vPro Processor Label	30		
800-BBQK	BTO Standard Shipment (VS)	30		
389-BCGW	No UPC Label	30		
340-CKSZ	No AutoPilot	30		
379-BDTO	EPEAT 2018 Registered (Silver)	30		
319-BBKK	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	30		

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Tax Summary/Détail des taxes

Tax Code	Tax Rate(%)	Tax Amount	
Code Taxe	Taux taxe(%)	Montant de taxe	
GST-HST/TPS	13.00	5,206.50	CAD

	CAD
Sub-total/Sous-total	40,050.00
Freight / Frêt	0.00
GST-HST/TPS	5,206.50
GST-HST/TPS Taxable Amount	40,050.00
GST-HST/TPS Non-Taxable Amount	0.00
Total	45,256.50
Payments/Crédits	0.00
Total due/Montant dû	45,256.50

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- Le numéro de facture est maintenant à 10 chiffres
- Le numéro de client est changé pour la facturation, recouvrement et paiement

If balance due is not paid within time period noted on invoice you may be subject to a Late Penalty charge as allowed under the terms of sale. / Si le solde dû n'est pas payé dans le délai indiqué sur la facture, vous pouvez être soumis à une pénalité de retard conformément aux conditions de vente.

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Appendix G¹**Communications Report**

It is an exciting season in EOORC Communications. The 100th Anniversary is giving new opportunities for creativity. Regional and GCO communications staff have recently been meeting to share ideas and thinking strategically. EOORC's Strategic Plan has given interesting new directions. Now eight months into my new role in Communications, I feel ready to think ahead to 2025.

In this report, I would like to share with you two ideas for new projects, as well as a list of other goals for 2025. I hope that this gives you a good sense of the direction I intend to take Communications in the next year. I welcome your feedback on these items.

Project One: Creation of a New Regional Map

Éric Hébert-Daly, Mary Royal-Duczek and I have begun plans for a new regional map. This map would identify all communities of faith in our region in an interactive, online map. It would be possible to view the map as a whole, or to zoom in by entering a postal code. It would also be possible to filter communities of faith by selecting certain criteria. Sharon Buttrey, the United Church of Canada's GIS specialist, has offered to help us create this map. Sharon's expertise and software mean that, while this is still a significant project, it will be an affordable one in terms of time and financial resources.

This map will have both internal and external uses.

Map as a Welcoming Tool

Welcoming and invitation have been important themes in our region. When someone is looking to visit a new community of faith, there are often many factors which go into that decision. When we are looking for a new church, we may look for a church which is nearby, an Affirming church, or a church where we can join the choir. We may need to find a church which is accessible, or value finding a church with a Sunday School. As we have been discussing lately, different communities of faith in our region have different gifts and strengths. The map will help people who are new to the United Church of Canada in finding a community of faith which will be just the right fit for them...and then finding accurate contact information and worship times for that community of faith. The "Keeping in Touch" team will help to collect and maintain the information for this map.

Map as a Tool for the Region

We will also have a more detailed version of the map available for use by EOORC itself. This map will be helpful to the work of regional committees, teams and staff. We will collect data on a variety of topics, allowing us to do things like:

- If we see that there is no youth ministry in a 50 km radius, we could approach a community of faith in that area and support them in starting a new youth ministry.
- We could better identify areas in our region which lack ministry personnel, allowing us to make a plan for support for those communities of faith.
- If we notice that several communities of faith in an area do not have a website, we could offer them the opportunity to collaborate in creating one simple, shared website. (As Rev. Mary Royal-Duczek said "If you don't show up on Google, it is like you don't exist to visitors!")

Project Two: Canada Summer Jobs Application

The 100th Anniversary Celebration will have a number of exciting opportunities in communications. It will also, especially coinciding with the AGM (already the busiest week of the year for me!) come with a lot of extra work. I would like to hire a student through the Canada Summer Jobs program. This program significantly subsidizes the cost of a wage for a summer student.

In addition to helping with Centennial communications and administrative logistics, I am hoping that the student could help with some general Communications projects. Communications work always has projects, such as updating the directory, which need to be done on a regular basis. In the past year, we have had new projects come up from the Strategic Plan. I also have a few important projects (like the map) which it would be helpful to have more time to develop.

I am currently planning on a wage of \$23 per hour, although this may increase to \$25 per hour after consultation with contacts who know more about the summer job labour market than I do. Canada Summer Jobs may cover up to the Ontario minimum wage (\$17.20 per hour). At \$23 per hour and 30 hours per week for 14 weeks, this would be \$2436 in wages for the whole summer. I will be making an application to the Scrivens/Baillie fund to cover this amount.

Communications Goals for 2025

The following are my goals for 2025. Some of them involve updating tools and systems already in use. Others involve a new organization around strategic planning.

- Reorganizing the website based on analytics and user experience
- Creating a new communications strategy
- Fulfilling commitments in the strategic plan (such as Faithful Footprints targets)
- Updating the newsletter to a new platform
- Re-starting the Communications Team
- Updating the directory and Dynamics 365 with community of faith contact info
- Launching new social media channels.
- Supporting the 100th Anniversary Team

Submitted by: Rev. Natalie Matkovsky, Communications Assistant

Appendix G²**Job Description – Communications Associate**

Anticipated Start Date: April 29 (or May 1), 2025

Description

The United Church of Canada is seeking a student to fill the role of Communications Associate in the Eastern Ontario Outaouais Regional Council for a period of 14 weeks from May-July 2024. This role is conditional on funding from the Canada Summer Jobs program. It is a full-time position (37.5 hours per week.)

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing of the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight.

The Eastern Ontario Outaouais Regional Council is composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

The United Church of Canada will be celebrating its 100th anniversary in June 2025. The Eastern Ontario Outaouais Regional Council is planning a large celebration. The Communications Associate will help other staff to promote this event, and will be available as a resource to help the planning team in some administrative work around the event.

About the Role of Communications Associate

The Communications Associate will support the permanent Communications Assistant in planning and carrying out communications and administrative tasks for the Eastern Ontario and Outaouais Region of the United Church of Canada. In May and early June, an important part of the job will be helping to carry out plans for a large event celebrating the 100th Anniversary of the United Church of Canada. In late June and July, the Communications Associate will work with the Communications Assistant on in-depth projects such as website reorganization and the creation of a new communications strategy. The Associate will also be acting as Communications Assistant during the Assistant's summer holidays.

1. **Communications (50%):** Working in collaboration with the permanent Communications Assistant, support the Regional Executive Minister and Regional Council in building a cohesive social media and online presence. This includes analyzing social media effectiveness, promoting events, maintaining online platforms, engaging audiences, handling media relations, and communicating with volunteers and Ministry Personnel. Additionally, it involves gathering and distributing information to ensure timely and effective regional communication.

-
2. **Centennial + AGM (30%):** Support the Centennial Planning Team in communication, event planning, and logistical administration around the United Church of Canada's 100th anniversary event in June, as well as the adjoining Annual General Meeting. This will include creating surveys and web pages, designing emails and collaborating with the permanent Communications Associate in creating and executing media strategies.
 3. **Administration (20%):** Assist the permanent Communications Assistant in her responsibilities, including maintaining accurate contact databases, supporting event logistics and registration, participating in staff activities, and collaborating with Communications Assistants across other regional councils.

Qualifications

- High school diploma
- Studying at a post-secondary level in communications, administration or an adjacent field, or has work experience in these areas.
- Proficiency with current social media platforms (Facebook, Instagram, X, etc.) together with working knowledge of web production and social analytics;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Solid administrative, planning and organizational skills, priority setting together with effective time management and follow through skills;
- Excellent communication skills, verbal and written, including proof-reading in English; similar skills in French would be an asset.
- Attention to detail and accuracy is essential together with problem-solving and analytical skills;
- The ability to work independently as well collaboratively as part of the team;
- Flexibility to effectively deal with changing situations or priorities together with the ability to handle multiple projects simultaneously;
- Knowledge of life and work of The United Church of Canada or experience working in a similar faith community is an asset;
- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Motivated self-starter capable of identifying needs; and
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving

Working Conditions

The United Church of Canada has adopted a hybrid workplace model and thus providing flexibility for this position. This position is a full-time deployed position that will require the employee to work from home and to travel to meetings from time to time. Collaboration and partnership with regional council staff will be key. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Travel within the region and occasional evening and weekend work will be required.

As part of our ongoing commitment to Accessibility, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

Compensation

The position will be paid at \$25 an hour for a period of 14 weeks in the summer.

Appendix H

General Operating By-Law No 2

being a Bylaw relating generally to the transaction of the affairs of

Golden Lake United Church Camp

be it enacted as follows:

Adopted October 2024
Last updated October 13, 2024
Last Comprehensive Review October 19, 2024

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Section 1 – Purpose, Definitions & Interpretation

1.1 Purpose

The purpose of Golden Lake United Church Camp shall be to bear witness to Jesus Christ as Saviour and Lord, and to seek to make disciples for him, through the provision and operation of a Christian camping facility.

1.2 Definitions

In this Bylaw, unless the context otherwise requires:^[SEP]

- a. “Act” means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. “Articles of Incorporation” or “Articles” means the document that defines the purpose of the Corporation, which is accessible via the Ontario Business Registry
- c. “Board” means the board of directors of the Corporation;
- d. “Bylaws” means this Bylaw (including the schedules to this bylaw) and all other bylaws of the Corporation as amended and which are, from time to time, in force;^[SEP]
- e. “Chair” means the person acting as the chair of a meeting. This is generally the President of the Corporation with some exceptions outlined in the sections below
- f. “Corporation” means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- g. “Director” means an individual occupying the position of director of the Corporation by whatever name he or she is called;^[SEP]
- h. “Executive” means the Executive Committee as defined in the Board Committees section
- i. “General Council” means the General Council of The United Church of Canada,
- j. “Member” means a member of the Corporation;^[SEP]
- k. “Members” means the collective membership of the Corporation;
- l. “Officer” means an Officer of the Corporation;
- m. “Supervising Regional Council” means the Eastern Outaouais Regional Council of The United Church of Canada or its successor;

1.3 What if something isn't defined above?

Other than as specified in the Definitions section, all terms contained in this Bylaw that are defined in the Act will have the meanings given to them in the Act. Words in the singular include the plural and vice versa, and words in one gender include all genders.

1.4 What if part of the Bylaw is invalid?

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

1.5 What if parts of the Bylaw are inconsistent with the Articles or Act?

If any of the provisions contained in the Bylaws are inconsistent with those contained in the articles or the Act, the provisions contained in the Articles or the Act will prevail.

Section 2 – Directors

Electing and Appointing Directors

2.1 Who elects the directors?

The Members elect the Directors.

2.2 How long do Directors serve?

The Members will elect

- one half of the Directors for a 2-year term, and
- one half of the Directors for a 1-year term.

After this time, newly elected Directors shall be elected for 2 year terms.

2.3 Who is eligible to be a Director?

Directors must be a Member of the Corporation, or become one within 10 days of their election. Employees of the Corporation may not be Directors. All other qualifications defined in the Act must also be met.

Empty Seats**2.4 In what situations does a Director cease holding office before the end of their term?**

A Director will stop holding office immediately, if he/she:

- dies
- becomes bankrupt
- is found to be incapable of managing property by a court or under Ontario law, or
- is no longer eligible to be a Member or Director.

A Director may resign by written notice to the Corporation. A Director who resigns will stop holding office when the Corporation receives the written notice or at the time specified in the notice, whichever is later. Such letter of resignation shall, as much as possible, set out the reasons for the departure of the Person from the Board.

2.5 Can the Members remove a Director from office?

Members may remove a Director before the end of their term of office. Members may do this by passing a resolution at a Members' Meeting with at least a majority (51%) of the votes cast by the Members. If a vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote.

2.6 How are Board seats filled when they've been vacated mid-term?

A quorum of Directors may fill a vacancy among the Directors by a majority vote.

2.7 How many Directors may a quorum of Directors appoint?

The total number of directors so appointed may not exceed one-third of the number of directors elected at the previous annual meeting of the Members.

2.8 What if the vacancy means there isn't a quorum of directors?

If there aren't enough Directors to make up a quorum or the Members did not elect the minimum number of Directors set out in the articles, the Directors in office will, without delay, call a special Members' Meeting to fill the vacancy. If the Directors fail to call such a meeting, the meeting may be called by any Member.

2.9 What is the voting threshold to elect a Director mid-term?

If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority (51%) vote. The Board may fill any other vacancy by a majority (51%) vote.

2.10 How long is the term of office for a Director filling a vacancy?

The Director elected to fill the vacancy will hold office for the remainder of the removed Director's term. After that, the appointee will be eligible to be elected as a Director.

2.11 Are there any non-voting members of the board?

The Executive Minister of the supervising regional council or their successor shall be a corresponding member of the board 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. See Requirements of the United Church of Canada section of this Bylaw.

Committees**2.12 Can the Board delegate its powers to a Managing Director or Executive Committee?**

The Board may appoint Directors to be a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors except those powers set out in the Act that are not permitted to be delegated.

2.13 Who decides on the composition and rules of Board committees?

The Board will determine the composition and terms of reference for any committee of Directors. The Board may dissolve any committee by resolution at any time.

Paying Directors**2.14 Can we pay directors for their work as directors or in other capacities?**

No Director will directly or indirectly receive any profit from occupying the position of Director.

However, Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:

- a. considered reasonable by the Board;
- b. approved by the Board for payment by resolution passed before such payment is made;
- c. complies with the conflict of interest provisions of the Act; and
- d. complies with the laws applicable to charitable corporations.

Section 3 – Board Meetings

3.1 Who can call Board Meetings?

The President and any 2 Directors jointly may call meetings of directors at any time and any place on notice as required by the Notices Section of this Bylaw.

Board Meeting Notices**3.2 Do we have to give advance notice for Board Meetings?**

Notice of the time and place for the holding of a meeting of the Board will be given to every Director of the Corporation in the manner provided in the Notices Section of this Bylaw.

3.3 How long in advance does the notice have to be given?

Notice of the time and place of the meeting must be given not less than 4 days before the date that the meeting is to be held.

3.4 How should notice be given?

Notice must be given according to requirements set out in the Notices Section of this Bylaw.

3.5 When can we have a Board Meeting without advance notice?

Notice of a meeting is not necessary if:

- a. all of the Directors are present, and none objects to the holding of the meeting,
- b. those absent have waived notice or have otherwise signified their consent to the holding of such meeting, or
- c. a quorum of Directors is present and it would be the first meeting of a newly elected or appointed Board immediately following the annual meeting of the Corporation.

Quorum**3.6 What constitutes a quorum of Directors?**

A majority of the number of directors constitutes a quorum at any meeting of the directors.

3.7 What happens if you lose quorum part way through the meeting?

If a quorum is present at the opening of a Board meeting, the Directors present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

Conducting Board Meetings**3.8 Who will chair Board Meetings? What if they are absent?**

The President will chair Board Meetings. If the President is absent, the Vice President will act as chair. If both President and Vice President are absent, the Directors present will choose a Director to act as the chair.

3.9 How will voting be conducted at the Board Meeting?

Each Director, including the chair, has one vote. Questions arising at any Board Meeting will be decided by a majority (51%) of votes unless otherwise required by the Act. Votes will be taken by a show of hands among all voting Directors present unless otherwise required by the Act.

3.10 Will the chair have the power to break ties?

In case of an equality of votes, the chair will have a second vote or casting vote.

3.11 Can Directors vote by proxy?

If a Director is unavailable to attend or participate in a Board Meeting, they may appoint another Director to vote for them by proxy.

3.12 Can a Director demand a written ballot?

Before or after a show of hands has been taken on any question, any Director may demand, a written ballot. A written ballot so required or demanded will be taken in such manner as the chair of the meeting directs.

3.13 How will a vote by show of hands be recorded?

Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes will be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

3.14 How do we record our decisions?

Minutes shall be kept at all meetings of the Board and signed by the Secretary. Minutes of each Board meeting shall be submitted to all Board Members prior to the next Board meeting.

Phone and e-Meetings

3.15 Can Directors join Board Meetings online or by phone?

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephone or electronic means. The telephone or electronic means must allow all participants to communicate adequately with each other during the meeting. A Director participating in the above ways is deemed to be present at that meeting. For greater certainty, Board meetings may be held entirely by phone or electronic means.

Confidentiality

3.16 Who has the right to attend Board meetings?

The only persons entitled to attend a Board meeting are:

- the Directors
- the Executive Minister of the supervising regional council
- others who are entitled or required under any provision of the Act or the articles to be present at the meeting.

Any other person may be admitted only if the chair of the meeting invites them or the majority (51%) of the Directors present at the meeting consent to their being there.

3.17 How do we approach discussions of confidential matters?

When confidential matters are considered a Board meeting, the Board may choose to hold that part of the meeting in camera (for example, removing guests and members and only having Board members present for the discussion). When a matter of a personal nature concerning a Person may be considered at a Board meeting, the Board may choose to hold that part of the meeting in camera unless there is mutual agreement to the contrary by the Board and the Person.

Section 4 – Officers

Appointments and Removals

4.1 What Officers can the Board appoint?

The Board will elect from among the Directors a President, Vice-President, Treasurer, and Secretary at its first meeting following the annual meeting of the Corporation. The Board may appoint other Officers and agents as it deems necessary. These Officers and agents will have such authority and duties as the Board may assign from time to time.

4.2 Who can remove an Officer?

The Board may remove any Officer by resolution.

4.3 For what reasons may an Officer be removed?

An Officer may be removed for any reason.

Duties**4.4 What duties does the President have?**

The President will perform the duties described in the Bylaws and such other duties as may be required by law or as the Board may determine from time to time, including:

- a. calling and chairing meetings of the Board;
- b. calling and chairing meetings of the Members;
- c. ensuring the fairness, objectivity, and completeness of matters occurring at such meetings;
- d. setting meeting agendas;
- e. chairing the Executive Committee;
- f. serving as an ex-officio member of all Committees of the Board; and
- g. ensuring that required annual reports are made to the United Church of Canada concerning the operations of the Corporation (see Requirements of the United Church of Canada section of this Bylaw).

4.5 What duties does the Vice-President have?

The duties of the Vice-President shall be as follows:

- a. In the event that the President is not able to function in such position, then the President shall be replaced by the Vice-President of the Board, who shall exercise all the authority and comply with all the obligations of the President; and
- b. to perform other such duties as determined by the Board or the Members

4.6 What duties does the Treasurer have?

The duties of the Treasurer shall be as follows:

- a. to be the custodian of the books of account and accounting records of the Corporation required to be kept by the provisions of the Act or otherwise by law;
- b. to deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company or in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- c. to disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements;
- d. to submit a financial report at each designated meeting of the Board indicating the financial position of the Corporation on a timely basis;
- e. to submit an annual audited financial report, including an annual budget, to the Board and to the Members of the Corporation of the financial operations of the Corporation;
- f. to ensure that no Members of the Board receive any remuneration from the Corporation unless such monies are for purposes of reimbursing such Person for legitimate expenses incurred on behalf of the Corporation or has otherwise been authorized by law; and
- g. to perform other such duties as determined by the Board or the Members

4.7 What duties does the Secretary have?

The duties of the Secretary shall be as follows:

- a. to keep minutes of all Board, Committee and Membership Meetings, and present the minutes of previous Membership Meetings when called upon to do so;
- b. to conduct all correspondence on behalf of the Corporation arising out of such meetings;

-
- c. to publish the time and place for all Members Meetings with due notice;
 - d. to be the custodian of all papers and documents of the Corporation;
 - e. to keep copies of all testamentary documents and trust instruments by which benefits are given to the use of the Corporation; and
 - f. to perform other such duties as determined by the Board or the Members

4.8 Can Officers delegate their powers?

Officers will be responsible for the duties assigned to them but they may delegate to others the performance of any or all of such duties.

4.9 How long does an officer serve?

Officers serve until the first board meeting following the next Annual Meeting of Members, that is, for roughly one year.

Section 5 – Board Committees

Creation and Dissolution of Committees

5.1 Can the Board define Committees to act on their behalf?

The Board may define a Committee at any time by resolution. The members and purpose of these Committees will be defined by resolution. As defined in the Officers section, the President of the Board is an ex-officio member of all committees.

5.2 Who is eligible to serve on a Committee?

Any Member may serve on a Committee.

5.3 How can members be removed from a Committee?

Members can be removed from a Committee by resolution of the Board.

5.4 How can a Committee be dissolved?

Committees can be dissolved by a resolution of the board.

Conducting Committee Meetings

5.5 Who will chair committee meetings?

The Committee shall define their own chair unless overridden by a resolution of the Board.

5.6 How do we record our decisions?

Minutes shall be kept at all committee meetings. Minutes of each committee meeting shall be presented to the Board at the next meeting of the Board.

5.7 Do committees have a voting procedure?

Committee meetings should follow the voting procedures of a regular board meeting, but only the members of the committee are required for a quorum. Resolutions of committee meetings will not be binding unless that power has been delegated to the committee by the Board or the Bylaws.

5.8 Do we need to provide notice of committee meetings?

Notice of each committee meeting must be given in the manner specified in the Notices Section of this Bylaw to each member of the committee.

5.9 Do committees need to take minutes?

Minutes shall be kept of all Committee meetings and a summary report of such meetings shall be made available to the Board upon request of any Director.

Executive Committee**5.10 When should the Board establish an Executive Committee?**

If deemed necessary, the Board may establish an Executive Committee from time to time composed of the President, Vice-President, Treasurer, and Secretary, or such Directors that the Board may appoint from time to time.

5.11 What are the duties of the Executive Committee?

The Executive Committee shall have the following duties:

- a. to exercise the full powers of the Board in respect of the management and affairs of the Corporation in between meetings of the Board (save and except only such acts which by law must be performed by the Directors themselves) in all cases in which specific direction has not been given by the Board of Directors;
- b. all actions and expenditures authorized by the Executive Committee shall be reported to the Board of Directors at the next meeting of the Board, but shall not require the approval or ratification of the Board of Directors;
- c. to study, advise and make recommendations to the Board on any matter directed by the Board;
- d. require that membership on such Committee shall be served without remuneration, provided that a Committee member may be paid reasonable expenses incurred in the performance of the duties of a Committee member; and
- e. to perform other such duties as determined by the Board or the Members

5.12 How can members be removed from the Executive Committee?

Members can be removed from the Executive Committee by resolution of the Board.

Section 6 – Legally Protecting Directors and Others**6.1 Will Directors and Officers be protected against liability?**

No Director, Officer or committee member of the Corporation will be liable for:

- a. the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation
- b. 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
- c. 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

-
- d. 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
 - e. any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust.

6.2 Are there any preconditions Directors and Officers must meet to be protected from the liabilities mentioned above?

No Director, Officer or committee members of the Corporation will be liable for the above-mentioned things as long as they:

- a. complied with the Act and the Corporation's articles and Bylaws, and
- b. exercised their powers and discharged their duties in accordance with the Act.

Section 7 – Conflicts of Interest

7.1 Are Directors required to disclose any conflict of interest?

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or 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 make the disclosure required by the Act.

7.2 Are Directors who have a conflict of interest allowed to vote?

No such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction, except as provided by the Act.

7.3 Can a Director get a direct or indirect financial benefit from a contract or transaction with our corporation?

No Director shall, directly or through an associate, receive a financial benefit, through a contract or otherwise, from the Corporation if it is a charitable corporation unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 8 – Members

8.1 How does someone become a Member?

Membership will consist of individuals who are over the age of eighteen (18) and are camp supporters. Members must pay an annual Membership fee. The amount of the membership fee is decided annually by the Board of Directors.

8.2 What rights do Members have?

As set out in the articles, each Member is entitled to receive notice of, attend, and vote at all Members' Meetings, and each Member will be entitled to one (1) vote at such meetings.

8.3 What duties do Members have?

Members have the duty to further the Objects of the Corporation as contained in the Articles, and the duty to respect and submit to the procedures of the Corporation as expressed in its Constitution.

8.4 How does membership end?

Membership in Member class automatically terminates if the Member resigns; if the Members determine by a 2/3 majority resolution that a Member is to be removed as a Member of the Corporation; or such membership is otherwise ended according to the Act.

8.5 How long does membership last?

The term of membership will be 1 year, subject to renewal in accordance with the policies of the Corporation.

8.6 How many members can be part of the supervising regional council?

In no case shall a majority of the members be members of the supervising regional council (see Requirements of the United Church of Canada section of this Bylaw).

Section 9 – Members' MeetingsAnnual Members' Meeting**9.1 When and where will the Annual Members' Meeting be held?**

The Board will decide the date and place of the Annual Members' Meeting. The date shall be not more than 6 months after the fiscal year end of the Corporation and the place of the Annual Members' Meeting must be within Ontario.

9.2 What will the agenda of the Annual Members' Meeting be?

The business at the annual meeting will include the following^[SEP]:

- a. Approve the agenda for the Annual Members' Meeting^[SEP]
- b. Approve the minutes of the previous Annual Members' Meeting and any special meetings
- c. ^[SEP]Approve the financial statements for the previous year^[SEP]
- d. a report from the auditor or the person appointed to review the nonprofit's finances^[SEP]
- e. reappoint the auditor or appoint a new public accountant to do an audit or review engagement^[SEP]
- f. elect directors, and
- g. ^[SEP]any new or special business that was included in the notice of the meeting

9.3 Can anything be added to the agenda? If so, how?

Voting Members have a right to submit proposals to be added to the agenda. They must give the proposal to the Board prior to the giving of notice of the Annual Members' Meeting in accordance with the Act, so that such item of new business can be included in the notice of Annual Members' Meeting. No other item of business shall be included on the agenda for the Annual Members' Meeting.

9.4 Do Members have a right to access financial documents ahead of the meeting?

Any Member, upon request, shall be provided, not less than 21 days or other number of days prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the Bylaws or articles.

Special Members' Meetings**9.5 Who can call a Special Members' Meeting?**

The Directors may call a Special Members' Meeting.

9.6 Can the Members make the Directors call a Special Members' Meeting? If so, how?

The Board will convene a Special Members' Meeting on written request of not less than 20% of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 30 days from the date of the deposit of the request.

Notice

9.7 Do we have to give advance notice of Members' Meetings? If so, what criteria must it meet?

Subject to the Act, not less than 10 and not more than 50 days prior to the Meeting written notice of any annual or Special Members' Meeting must be given in the manner specified in the Act and the Notices Section of this Bylaw to each Member and to the auditor or person appointed to conduct a review engagement.

9.8 How much detail must the notice contain?

Notice of any meeting where special business will be transacted must contain enough information to permit the Members to form a reasoned judgement on the decision to be taken.

Phone and e-Meetings

9.9 Can Members join Members' Meetings online or by phone?

A Member may participate in a Members' Meeting by telephone or electronic means. The telephone or electronic means must:

- allow all participants to communicate adequately with each other during the meeting
- allow you to verify the identity of anyone casting a vote
- prevent you from knowing how they voted.

A Member participating in the above ways is deemed to be present at that meeting. Members' Meetings may be held entirely by phone or electronic means.

Quorum

9.10 What happens if you lose quorum part way through the meeting?

If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

Chair of the Meeting

9.11 Who will chair Members' Meetings?

The President shall be the chair of the Members' Meeting.

9.12 Who will chair Members' Meetings if the President is absent?

In the President's absence, the Vice President will chair the meeting. If both President and Vice President are absent, the Members present at any Members' meeting will choose another Director as chair. If no Director is present, or if all of the Directors present decline to act as chair, the Members present will choose a Member present to chair the meeting.

Voting

9.13 How many votes will be necessary to pass a resolution?

Business arising at any Members' Meeting will be decided by 51% of votes unless otherwise required by the Act or the Bylaws.

9.14 How many votes will each Member have?

Each voting Member will be entitled to one vote at any Members' Meeting.

9.15 Can Members vote by proxy?

If a Member is unavailable to attend or participate in a Members' Meeting, they may appoint another Member to vote for them by proxy.

9.16 How will votes be taken?

Votes will be taken by a show of hands among all voting Members present unless otherwise required by the Act.

9.17 Can anyone demand a written ballot?

Before or after a show of hands has been taken on any question, any Member may demand, a written ballot. A written ballot so required or demanded will be taken in such manner as the chair of the meeting directs.

9.18 Will the chair of the meeting have a vote?

The chair of the meeting, if a voting Member, will have a vote.

9.19 What if there's a tie vote?

If there is a tie vote, the chair of the meeting has to call for a written ballot. The chair cannot vote in a written ballot to break a tie. If the written ballot results in a tie, the motion doesn't pass.

9.20 How will a vote by show of hands be recorded?

Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes will be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.21 Will abstentions be counted as votes?

An abstention will not be considered a vote cast.

Attendance**9.22 Who has a right to attend Members' Meetings?**

The only persons entitled to attend a Members' Meeting are:

- the Members
- the Directors
- the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and
- others who are entitled or required under any provision of the Act or the articles to be present at the meeting.

Any other person may be admitted only if the chair of the meeting invites them or the majority (50% + 1) of the Members present at the meeting consent to their being there.

Section 10 – Notices**10.1 What are valid ways of sending advance notice of meetings?**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be delivered via at least one of:

- To the last address on record for that director or member
- Telephone
- Email

-
- Other electronic means
 - As the directors determine

10.2 Where should notices be sent?

Notices mentioned above will be sent to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the Board.

10.3 Can the right to notice be waived?

Notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled to the notice.

10.4 Can we count the day notice is sent as part of the total number of days required for advance notice?

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice will, unless it is otherwise provided, be counted in such number of days or other period.

10.5 What effect does an error or omission have on the validity of the notice?

No error or accidental omission in giving notice of any Board Meeting or any Members' Meeting will invalidate the meeting or make void anything that happens at the meeting.

Section 10 – Finances & Signing Authority

11.1 When does our financial year end?

The financial year of the Corporation ends on 31 December in each year or on such other date as the Board may from time to time by resolution determine.

11.2 Does Golden Lake United Church Camp have a corporate seal?

The seal of the Corporation, if any, will be in the form determined by the Board.

11.3 Who has authority to sign legal documents on behalf of the Corporation?

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time decide who will execute a particular document or type of document and how it will be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, Bylaw or other document of the Corporation to be a true copy thereof.

11.4 How much money can the Board borrow?

Although the Board may borrow money upon the credit of the Corporation, they should limit total indebtedness to \$200,000.00 (two hundred thousand dollars), not including indebtedness on the security of real or personal property, unless approved by the supervising regional council (see Requirements of the United Church of Canada section of this Bylaw).

Section 12 – Requirements of the United Church of Canada

12.1 Definitions

For the purposes of this section of the bylaws, “General Council” means the General Council of The United Church of Canada and “supervising regional council” means the Eastern Outaouais Regional Council of The United Church of Canada or its successor.

12.2 Adherence to the policies of the General Council

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.

12.3 No majority of members of the supervising council

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.

12.4 Approval of directors

The majority of the directors shall be approved by the supervising regional council.

12.5 Executive Minister as non-voting board member

The Executive Minister of the supervising regional council or their successor shall be a corresponding member of the board 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.

12.6 Annual reporting

Annual reporting to the supervising regional council shall include:

- the membership of the board;
- the minutes of the annual meeting;
- financial statements prepared according to Generally Accepted Accounting Principles and in compliance with provincial/federal corporate legislation, which, at minimum, include an income statement and a balance sheet;
- and insurance coverage including a Certificate of Insurance naming The United Church of Canada as Additional Insured.

12.7 Insurance Requirements

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.

12.8 Approval for capital fundraising affecting the United Church

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.

12.9 Limits on indebtedness

Indebtedness may be subject to prescribed limits as deemed appropriate by the supervising regional council.

12.10 Approval of land transactions

Any sale, transfer, mortgaging, acquisition, or leasing of land must receive the prior written consent of the supervising regional council.

12.11 Approval of major asset transfer

Any transfer of “major assets” to an organization outside of The United Church of Canada requires the prior written approval of the supervising regional council. Major assets are to be defined by the supervising regional council.

12.12 Written consent for voluntary winding up

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.

12.13 Assets to be vested in the United Church upon termination

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.

11.14 Approval for changes to Articles

Approval from the supervising regional council and the General Council is required for changes to articles of incorporation

12.15 Written consent required to modify these provisions

The provisions of this section may be changed or modified only with the prior written consent of the supervising regional council and the administrative approval of the General Council.

Section 13 – Adoption and Amendment of Bylaws**13.1 How can we amend the Articles of Incorporation?**

The Articles of Incorporation can be changed if:

- if the Members approve the changes with 75% of the votes cast at a Members' Meeting
- and the corporation receives approval from the supervising regional council
- and the corporation receives approval from the General Council

13.1 How can we amend the Bylaws?

The Members may from time to time amend these Bylaws or the Articles with 75% of the votes cast at a Members' Meeting. Any changes to the provisions of the Requirements of the United Church of Canada section must additionally receive prior written consent of the supervising regional council and the administrative approval of the General Council.

13.2 Can the Board change the Bylaws between Members' Meetings?

The Board may from time to time in accordance with the Act pass or amend this Bylaw. The Board must submit any Bylaws it passes or changes it makes to existing Bylaws to the Members at the next Members' Meeting. The Members may confirm, reject or amend the new Bylaw or Bylaw changes. Any changes to the Requirements of the United Church of Canada section must additionally receive prior written consent of the supervising regional council and the administrative approval of the General Council.

13.3 What about General Operating Bylaw Number 1 from 2003?

This bylaw fully supersedes General Operating Bylaw Number 1. That bylaw no longer holds any effect on the Corporation; our governance is now defined in this and any subsequent bylaw documents.

Appendix I



2024 ANNUAL REPORT
CAMP LAU-REN
A United Church Camp of Canada



Camp Lau-Ren is a children's summer camp that welcomes everyone. By stoking fun and wonder, we aim to deepen awareness of self, community and faith while playing in the great outdoors. Games, songs, canoeing, swimming, sports, crafts, discovery, evening campfires and much more gives everyone a chance to indulge in their favourite things.

Camp works because campers and staff build lifelong friendships and a strong sense of community involvement, and they keep coming back for more. Every summer up to 500 campers (6-16 years old) come to experience Camp Lau-Ren. Approximately forty paid summer staff (16-25ish years old) build transferable work and life skills that help to launch them into later careers. Camp is truly sustained by the generosity of hundreds of dedicated volunteers (15-95 years old!) who serve camp by sharing their natural talents and/or expertise from their professional worlds.

Camp Lau-Ren is owned by the United Church of Canada, administered by a Board of Directors, and is supervised by an Executive Director. We are fortunate to have the steadfast support of wonderful sponsoring churches and the Eastern Ontario Outaouais Regional Council (EOORC).

In the 2024 camping season Lau-Ren hosted:

- 520 Campers
- 54 Volunteer Leaders
- 5 Sitters & 10 dependents
- 27 Counsellors
- 9 Full Time Summer Staff



**MESSAGE FROM THE
EXECUTIVE DIRECTOR (Steve McCulloch)**



Wow, what a year for my 2nd year as Executive Director. In 2023 we had 471 campers, I forecasted that in 2024 we would come in around 485 campers. Well, we exceeded that number and came in at 520 campers. What a great summer for campers.

It takes a large community of people and groups to make Camp Lau-Ren one of the top summer camps in the Ottawa Valley, Ontario and in Canada. I have so many people/groups to thank.

- Families and campers who continue to come to Camp Lau-Ren to experience what a great place Camp Lau-Ren is. Their donations to the Vera Forrest Campership fund help other campers come to Camp Lau-Ren who might not otherwise be able to afford it.
- Churches that sponsored camps and other groups that made donations
- Everyone who donated money to camp. Your generosity helps keep our registration fees for campers down. We are also hoping to raise about \$300,000 for new camper washrooms/showers and upgrades around camp over the next 3 years. We are getting closer to this goal.
- The Camp Lau-Ren Board of Directors who supported me in many ways. I want to also thank our Executive Board (Cindy, Bruce, Joanne and Marilyn) who gave me support throughout the year from a quick call/email to longer zoom calls.
- Property Committee / Volunteers who work on the repairs and maintenance of the camp and clean up the camp before we opened.
- Board Committees – There is so much work being done, thank you.
- David Forest our Register, who looks after all the administration of campers signing up for camp.
- Our Weekly Camp Directors: Josh Tyson, Alicia Gervais, Tonja Aldis, Jenny Lade, Jennifer McLaren, Alison Postma, Devan Barber, Nadia Taylor-Meyer, Nikki Nel, Emily McKenzue, Emily Roper, Alex Goncalves, Emma Edwards and Kosandra McQuade. You spend many hours before camp planning and then running the different weeks.
- Volunteer Leaders (over 60 of them). For supporting your Camp Directors, helping plan the weeks and helping run each week.
- Counsellors and Summer staff from diverse backgrounds who displayed positivity and caring toward campers throughout the summer.
- Our Summer Coordinator Nadia Taylor-Meyer did a wonderful job, and was a great asset to our team.
- All the folks who helped with Training Weekend.
- Meryl Hartwig, Ron Hartnett and Joanne Hartnett for helping with opening and closing camp. (Emily Mckenzie, who helped do some training for our Kitchen staff).
- Norm Freedman and Ron Hartnett for helping turn on (Spring) and turn off (Fall) the water to the camp. Both of these days are long and thank you for helping do this.
- Joanne Hartnett (one of our former Executive Directors) After one year of retirement, Joanne came back on the Board of Directors and took over as Treasurer, which is a lot of work. Joanne also helped train our cooks (this is such a big help) and well as many other jobs. Thanks Joanne for all your help.

- Norm Freedman – (one of Property Committee co-chairs). In 2023 I have him the MVP Award for all the work he does. Well, this past year, he continued to put in the many long hours/days at camp before camp started. Again, we are so lucky to have Norm as part of Camp Lau-Ren. Again Norm, thank you for all the hard work you put in.

We will need the continued support of the churches who sponsor our Camp. We appreciate the churches that hold a Camping Sunday in the spring, with proceeds going to Camp Lau-Ren. Your support is incredibly valuable.

We are recruiting new camp directors, leaders, and counsellors to come forward to assist us in running the planned camping sessions in the future. If you or anyone you know would like to more information about volunteering or would like to volunteer, please contact me at executivedirector@camplau-ren.rocks.

Remember to visit our website at www.camplau-ren.com Please join us at our annual work week-weekend from April 26 to 30, 2025. Our Annual Open House will also be in June 7, 2025. Please plan to attend either or both events. Keep checking our website for specific dates for 2025.

Steve McCulloch (aka "Mukluck")
Executive Director

Camp Lau-Ren – "Where memories are made."



MESSAGE FROM OUR CHAIR: CINDY HARRISON

Camp Lau-Ren is built on the traditional unceded, un-surrendered territory of the Anishinaabe Algonquin people who have taken great care of the land, with good hearts and good minds, since time immemorial. We have much to learn from them and for them. We are grateful for paths that connect us, the river that renews us, the forest that protects us, the sky that fills us with wonder and that great big ancient un-moveable rock at Lau-Ren that reminds us of all those who have climbed before us, and all those who will climb long after we are gone.

What a blessing it is to be reporting another banner year for Camp Lau-Ren. Enormous thanks going out to all the usual suspects whose deeds, big and small, keep this magical place running. Thank you and congratulations to our intrepid Executive Director, Steve McCulloch, for his excellent leadership again this year.

Ongoing board projects:

- Bylaws updated to be compliant with new Ontario Not-for-profit Corporation Act (ONCA), awaiting final government approval.
- [Friends of Camp Lau-Ren](#). A dedicated team continues to build a strong, vibrant and digitally connected group who will contribute in multiple ways: volunteering, fundraising, donating, following on social media and beyond. If you haven't signed up yet, please do so [here](#).
- Equity, Diversity, Inclusivity and Accessibility subcommittee. This committee began work on making the camp even more welcoming to folks in the 2SLGBTQI+ community. This work will continue, with plans to engage with [Truth and Reconciliation](#), accessibility and recruiting new camp folks of all faiths and backgrounds in the coming months/years.
- Big new bathroom build. Fundraising and planning are in the works for next steps. More details to come in 2025!
- Recruiting board and property committee members.

Thanks everyone for keeping Camp Lau-Ren on your mind throughout the year. Looking for a unique gift? [How about making a donation to camp in someone's name?](#) If this is a year where you can make a charitable donation, please keep Camp Lau-Ren in mind!

Respectfully submitted,

~ Echo

Cindy Harrison
Chair, Camp Lau-Ren Board of Directors

2024 BOARD OF DIRECTORS

Executive Committee:	Chairperson	Cindy Harrison, Ottawa
	Vice Chairperson	Marilyn Eady, Renfrew
	Corresponding Secretary	Bruce Patterson, Carleton Place
	Recording Secretary	Bruce Patterson, Carleton Place
	Treasurer	Joanne Hartnett, Deep River
Board Directors:	Crystal Campbell, Balderson Emily McKenzie, Cobden David Forrest, Renfrew Jane Robinson, Embrun Nadia Taylor-Meyer	
Calvin United Church Appointee	Vacant	
Region 12 Representative to Lau-Ren	Vacant	
Camp Lau-Ren Representative to Region 12	Vacant	
LAU-REN CAMP CORPORATION COMMITTEES		
Fundraising	Emily McKenzie, All board members	
Leadership	All board members	
Property	Norman Freedman, Bert Brisco	
Publicity	Bruce Patterson, Steve McCulloch	
Training	Steve McCulloch	

Friends of Camp Lau-Ren	Emily McKenzie, Crystal Campbell
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BOARD ROLES & RESPONSIBILITIES	
Camp Church Sponsorship	Steve McCulloch
Privacy Officer	Emily McKenzie
Registrar	David Forrest
Vera Forrest Campership Fund	Steve McCulloch

SUMMER STAFF:



Summer Coordinator	Nadia Taylor-Meyer
Head Cook	Jonathan Woolsey
Assistant Cooks	Jay Croskery Mack Mckenzie
Waterfront Director	Victoria Goncalves
Waterfront Assistant	Aidan Taylor-Meyer
Floaters	Madelyn Haines Kaleb Staley
Caretaker	Brian Eriksen

STAFF COUNSELLORS:

The camp cannot function without the dedication of our staff. Camp Lau-Ren is truly blessed to have such enthusiastic, dedicated young people who worked at our camp this year. They were a delight to have on staff and their commitment to the job ensured that every camper had a wonderful and meaningful camp experience.

Brookelyn Currie	Bryson Durand
Emily McMullen	Aowyn Marshall
Amanda Oliveira	Mia Fiddler
Ronan Peskett	Heather McDermid
Aliza Roy	Arden Miller
Lathen Trojand	Kristjana Volundardottir
Lily Barton	Courtney Douglas
Kaitlyn Baker	Kayla Bourne-Tanguay
Holden Eales	Emma Corrigan
Aubrey Moodie	Alorah York
Ian Ramage	Cole Thiel
Sebastian Kondric	Kaleb Wagner
Nathan Mansour	Owen Trahan
Averie Cahoon	

Volunteer Directors

A very special thank you goes to those individuals who volunteered to take on Director roles in 2024. Not only did they give up a week of their vacation to be at camp, but they also spent months with all the paperwork and scheduling exciting programs for the campers.

Tadpole	Josh Tyson Alicia Gervais	Girls	Emily McKenzie Emily Roper
Jr. / Int. A	Jennifer McLaren Jenny Lade	Jr./Int.B	Nikki Nel Nadia Taylor-Meyer
Int. A	Tonja Aldis	Int. B	Alex Goncalves Emma Edwards
Junior	Alison Postma Devan Barber	LIT and Senior	Steve McCulloch Kosandra McQuade

Volunteer Leaders, Counsellors and Babysitters:

Thanks goes to those individuals who volunteered their time to take on the role of Leaders, Counsellors and Babysitters. The Leaders spent hours of their time preparing exciting programs for Sports, Bible Study or Crafts or used their expertise in the role of Health Care Provider. We are truly blessed to have their involvement in Camp Lau-Ren. We also thank those volunteer Counsellors who give of their time to spend a week at Camp Lau-Ren caring for campers and ensuring they have a rewarding experience. Thank you to the Babysitters who care for the dependents so the Leaders and Directors can devote their time to the campers.

Leaders	Joanna Smith	Will Durward
	Emily D'Costa	Mary Blakely
	Megan Aylotte	Crystal Campbell
	Sarah Coburn	Kim Baker
	Ian Marshall	Charlotte Gere
	David Forrest	Marilyn Eady
	Corry Goncalves	Debbie McIver
	Tyler Eady	Alicia Gervais (2)
	Alison Postma	Jayci Whalen (2)
	Malcom Newton	Melanie Dick

	Mike Booth	Melissa Bellemy
	Cameron Hunter	Tina Delorme
	Renee Young	Liesi Peroni
	Colleen Lowrie	Colleen Taylor-Mayer
	Averie Cahoon (2 days)	Jessica Cook
	Kaylie Brisco	Emily Reside
	Samantha Meabry	Kinsey Maxwell
	Logan Reid	Karoline Michalowski
	Jane Robinson	



CHURCH SPONSORS OF WEEKLY CAMP PROGRAMS

Week	Sponsor Church
Tadpole	Zion Memorial United Church, Carleton Place
Jr. / Int. A	Calvin United Church, Pembroke
Intermediate A	Trinity St Andrews United Church, Renfrew
Junior	Calvin United Church, Pembroke
Girls	Glasgow-Castleford Pastoral Charge, Renfrew
Jr. / Int. B	Trinity United Church, Smith Falls and St. Pauls United Church, Perth
Intermediate B	Deep River Community Church, Deep River
LIT and Senior	Wesley United Church, Pembroke

2024 Weekly Camp Programs**Tadpole Camp - 46 Campers – Ages 6 to 8 years**

Sponsor: Zion Memorial United Church, Carleton Place

Director: Josh Tyson and Alicia Gervais

Leader: Joanna Smith, Mary Blakley, Will Durward, Emily D'Costa, Megan Aylott

Zion Memorial United Church in Carleton Place sponsored this camp of Lau-Ren's 46 youngest campers. This is the first camp experience for most of the campers so demands are high on all staff, and they delivered fun! This year's theme was Friendship. Directors incorporated feedback from last year and provided more free time for campers for climbing the rock and playing with friends. This year sponsorship money provided name tags for everyone, lanyards, printing and T-shirts for leaders.

Junior / Intermediate A - 68 Campers – Ages 11 to 13 years

Sponsor: Calvin United Church, Pembroke

Director: Jennifer McLaren and Jenny Lade

Leaders: Ian Marshall, Sarah Corborn, Kim Baker, Crystal Campbell and Charlotte Gere

Calvin United Church sponsored this camp in which 68 campers enjoyed a “Follow Your Arrow” theme. Fun activities included bible study, beach day, crafts, and vespers. The new Hartnett gazebo has become an essential space for running activities in the rain or intense sun, and the group was thankful for all who contributed to it being built. Interest groups in the evening were well received as was the treasure hunt. Thanks to all leaders, campers and staff for a terrific week!

Intermediate Co-Ed A –68 Campers - Ages 9 to 13 –

Sponsor: Trinity - St Andrew's United Church, Renfrew

Director: Tonja Aldis

Leaders: David Forrest, Marilyn Eady, Corry Goncalves, Debbie McIver, Tyler Eady and Alicia Gervais

Thank you to Trinity - St. Andrew's Church who sponsored this great camp of 68 campers. On top of the usual camp activities, campers enjoyed canoeing across the Ottawa River to a whole other province, field day, beach day, cookout, beach yoga, and even polar bear swim had a bigger turnout than last year! A wild success and setting us up well to do it all again next summer.

Junior Co-Ed - 66 Campers – Ages 8 – 11 years

Sponsor: Calvin United Church, Pembroke

Directors: Alison Postma and Devan Barber

Leaders: Jayci Whalen, Malcom Newton, Melanie Dick and Mike Booth

Thank you to Calvin United Church for sponsoring a camp this summer. “The Fire Within” was the theme, focusing on one's inner strength. Highlights included: Beach Day, cabin clean-up, counsellor challenge competition, tent-out, dance/karaoke/talent party, fireworks, vespers on the beach and some excitement when a table collapsed during the turkey dinner. Due to the ingenuity and quick reflexes of staff, all the food was saved, including the gravy! It was a very busy week with lots of program shifts due to the weather. The Hartnett Gazebo was great to have as was the canopy set up on the beach. Happily, planning is underway to do it all again (except for the collapsing table) for 2025.

Junior/Intermediate Girls Camp - 68 campers – Ages 8 to 12 years

Sponsor: Glasgow-Castleford Pastoral Charge

Directors: Emily McKenzie and Emily Roper

Leaders: Melissa Bellamy, Cameron Hunter, Lauren, Renee Young and Tina Delorme

“Once Upon A Time” was the theme for this camp generously sponsored by Glasgow – Castleford Pastoral Charge. The fairy tale theme was reflected in Bible study, crafts, beach day and there was even a fairy tale yoga offered. A heat wave meant lots of beach time, including multiple evening swims and a talent show outside. Much fun was had all around.

Junior / Intermediate Co-Ed B - 65 Campers – Ages 9 to 13 years

Sponsor: Trinity United, Smith Falls and St Paul's United, Perth

Director: Nikki Nel and Nadia Taylor-Meyer

Leaders: Liesl Peroni, Colleen Lowrie, Colleen Taylor-Meyer and Averie Cahoon (2 days)

This camp was kindly sponsored by Trinity United Church in Smith Falls and St. Paul's United Church in Perth. With their sponsorship we provided name tags, custom bracelets, supplies for the “surprise” activity, prizes for activities, gifts for the leadership team, counsellors and staff and dance decorations. The theme was “I am... A journey of self-discovery”. It was a week of fun and friendship for campers and we are hoping they will all return next summer.

Intermediate Co-Ed B - 69 Campers – Ages 11 to 13 years

Sponsor: Deep River Community Church

Director: Alex Goncalves and Emma Edwards

Leaders: Jessica Cook, Kaylie Brisco, Emily Reside, Samantha Meabry and Kinsey Maxwell

The Deep River Community Church generously sponsored this week at camp. The camp theme was “In Our Element”, referencing the four elements which are Earth, Air, Water and Fire. The four elements theme permeated bible study and crafts. Sports included archery, counsellor hunt and High 9. At the waterfront, canoeing techniques were taught on Monday with successful canoe trips taking place on Tuesday and Wednesday. Other highlights included: cabin challenges, talent show, interest groups, field Olympics, themed meals and the tent out. Campers loved paddle boarding. Looking forward to next year!

Senior/Leader-in-Training – 59 (senior) + 10 (LIT) – Ages 14 to 15 years

Sponsor: Wesley United Church, Pembroke

Director: Steve McCulloch and Kosandra McQuade

Leaders: Senior Camp – Jane Robinson, Alicia Gervais, Allison Postma, Jayci Whalen

LIT Camp – Logan Reid, Karolina Michalowski

Wesley United Church in Pembroke kindly sponsored this combined camp hosting “senior” campers and Leaders-In-Training (LITs). Activities were based on a “Survivor” theme. LIT program activities included: general leadership training (goal setting, group dynamics, addressing friction), leadership games/events at camp and individual development (spotting strengths and future strengths) and a highlight LIT canoe trip. Senior camp highlights included: canoeing, beach day, cabin and counsellor challenge, LIT-run talent night and dance, and tent out. It was a busy week with free time built in which campers enjoyed. A whoppingly successful week (and summer) run by talented and dedicated staff/volunteers.

2024 MISSION PROJECT

At each camp, campers can donate some of their tuck money to the mission project which is chosen by the Lau-Ren Board of Directors. The 2024 Mission Project was the Vera Forrest Campership Fund. The fund subsidizes the registration fee for campers who would otherwise not be able to afford to come to Camp. By donating, campers learn about sharing and taking care of others. In 2024, \$10,635.00 was collected from campers, staff and private donations to support this worthwhile cause. The Vera Forrest Campership Fund helps ensure that all campers can have a Christian “experience of a lifetime” they would otherwise not be able to afford.

This is a list of what our campers and staff donated each week:

Camp	Number of Campers	Money Collected
Tadpole	46	463.50
Junior/Intermediate A	68	473.50
Intermediate A	68	575.25
Junior	66	577.00
Girls	68	580.50
Intermediate B	65	503.25
Junior/Intermediate B	69	470.25
LIT and Senior	10+59=69	627.00

VOLUNTEER AND STAFF YEARS OF SERVICE RECOGNITION 2024

Camp Lau-Ren has a rich history of over seventy years of volunteerism. We are pleased to celebrate this by recognizing volunteers and staff who have reached certain milestones of service, i.e. ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty and forty-five plus years of service.

Currently we have the following numbers of people in each range:

- 50-59 years = 0
- 40-49 years = 1
- 30-39 years = 8
- 20-29 years = 13
- 10-19 years = 56

We thank all these people for their years of service to Camp Lau-Ren.

In 2024, we recognize the following individuals who have reached a milestone:

30 years

- Bruce Patterson
- David Forrest

20 Years

- Jenny Lade

10 Years

- Sarah Coburn
- Kosandra McQuade

Congratulations and thank you for your dedication to Camp Lau-Ren!

2024 PROPERTY REPORT

Submitted: Oct 26, 2024

Prepared by: Norm Freedman & Bert Brisco, Property Committee Co-Chairs

Volunteers

During the Camp fiscal year, 41 people donated their time, coming from various areas including Carleton Place, Cobden, Deep River, Haley Station, Kanata, Lively, Pembroke, Renfrew and White Lake. For the Spring Work Week, 34 volunteers (including 5 cooks) came at different times to help.

Part of this year's successful turnout was due in part to moving the 5 day activity to include a weekend at the end.

Apologies to anyone whose contributions were not recorded.

Over 100 projects & tasks were completed throughout the year and a total of 1,469 volunteer hours were documented. Based on a rate of \$35/hour, the savings to the camp amounts to \$51,415.

Volunteers Who Donated Time to Camp Lau-Ren for the 2024 Season

LastName	FirstName	City/Town	Hours
Anderson	Don	White Lake	41
Barber	Cheryl	n/a	8
Bergeron	Asher	Deep River	2
Bergeron	Elliot	Deep River	4
Brisco	Bert	Renfrew	50
Brisco	Judi	Renfrew	13
Brisco	Paul	n/a	8
Brisco	Roger	n/a	8
Burill	Doug	n/a	16
Campbell	Crystal	n/a	5
Cooke	Colin	Kanata	16
Craig	Ewan	Deep River	2
Dowdall	Carol	Carleton Place	28
Everest	John	n/a	16
Fee	Doug	Pembroke	8
Fraser	Don	Renfrew	22
Freedman	Norm	Deep River	384
Harrison	Cindy	Ottawa	32
Hartnett	Joanne	Deep River	84
Hartnett	Ron	Deep River	64
Hendry	Liz	Carleton Place	26
Kok	Colin	Ottawa	16
Loveday	Linda	Carleton Place	28
McCulloch	Dylan	Lively	91
McCulloch	Katelyn	Lively	7
McCulloch	Steve	Lively	174
McDonald	Graham	Deep River	20
McLenaghan	Paul	Haley Station	8
McLenaghan	Ruby	Haley Station	8
McMullin	Emily	n/a	5

Mitchell	Beth	Carleton Place	52
Monsour	Nate	n/a	8
Nel	Dianne	Carleton Place	52.5
Patterson	Bruce	Carleton Place	12
Phillips	Darwin	Cobden	16
Schankula	Jack	Deep River	62
Scott	Gary	Renfrew	16
Trotter	Frank	Deep River	7
Vasey	Roy	Ottawa	7
Wassens	Al	Rockwood	40
Wassens	Jessica	Waterloo	4
Wrightly	Keelan	n/a	14
#Volunteers:	41	Total Hours:	1469

Significant Projects – 2024

- Reinwald Electric replaced 6 electrical panels & made numerous other modifications in order to meet the requirements of a recent ESA electrical inspection.
- Reinwald Electric installed new outdoor lights on the west wall of Juby Hall and at the firepit, which required burying a long electrical cable.
- Three septic tanks were pumped and inspected in order to remedy serious slow drain issues in Forrest and the east & west washrooms.
- Signal Bell system repairs included the burying of new cables between Bolton, Calvin-Routliffe & Richardson.
- Partial list of numerous small but significant investigations & repairs:
 - Well water pump controller
 - Kitchen exhaust fan motor
 - Commercial Electric stove elements
 - Addition of battery charging system to Generator
 - Replacement of heating element in Staff Washroom water heater
 - Pickup & installation of new drink cooler in Juby Dining Hall
 - Reorganization of Patterson to allow more storage room for Activity equipment
 - Preparation of maps & schematics of the Camp electrical, signalling & plumbing systems
 - Involvement in planning of new Shower Building

General Maintenance – 2024

- Grounds: Clearing of diseased/leaning trees, brush and leaves from around laneways, buildings, beach, paths, hiking trails and power/signal lines. Mowing/trimming all grass.
- Electrical: Overseeing of overhead power line repairs by Ontario Hydro. Repairing of Generator.
- Plumbing: Investigation and repair of several leaks, toilets, drains, etc..
- Low-voltage lines: Repair/replacement of storm-damaged lines including telephone, signal bell, Juby/Harrison phone-pickup signal and water filter system alarm circuits.
- Equipment: Maintenance of lawn mowers and lawn tractor
- Building Maintenance: Repair/replacement of locks, doors, screens, steps, stoops, decks, clotheslines, etc..
- Painting/Preparation of several floors, walls, doors, windows, etc..
- Cleaning: General cleaning of all inhabited buildings, including windows, floors, fans, washrooms. Only when extra time and manpower was available.

Due mostly to normal aging, a large number of items needed repairs this year. As a result, less time and manpower was available for supporting new projects.

Financial Report Submitted by Joanne Hartnett, Treasurer

GENERAL FUND	
Balance October 1, 2023	\$134,247.31
RECEIPTS	
Region 12 United Churches	17,628.35
Region 12 United Church Women Groups	2,700.00
United Church of Canada Mission & Services	17,500.00
Church Groups	3,600.00
Camper Registration Fees	265,566.77
Other Donations/Private Donations	17,184.95
Director Fees from Sponsoring Churches	2,600.00
Tuck Sales	6,684.00
Resources Centre Sales	8,020.49
Fund Raising Revenue	1,120.00
Interest Income	11,257.94
Student Training Grant	9,268.00
Other Income	823.14
TOTAL Receipts	\$ 363,953.64
Total Funds Available	\$498,200.95

DISBURSEMENTS		
	Property Insurance	\$22,843.08
	Property Taxes	5,585.31
	Maintenance	31,558.83
	Hydro	4,689.84
	Food	38,512.53
	Food (work weeks/events)	1,245.29
	Wages, CPP, EI, WSIB	155,834.38
	Honoraria (Volunteer Staff)	1,766.43
	Telephone & Internet	2,777.13
	Administration	6,900.02
	Publicity	5,280.64
	Crafts, Programs	2,973.09
	Tuck Supplies	5,876.59
	Directors Fees (Lau-Ren Sponsorship)	3,000.00
	Mileage	4,750.00
	Kitchen Supplies	957.39
	Propane Supplies	238.81
	First Aid Supplies	2,576.16
	Education Subsidy/Training	163.80

	Resource Centre Supplies	13,361.18
	Membership Fees	280.90
	VISA and Bank Service Charges	1,056.07
	Refund/Other	4,526.33
	Transfer to Special Improvement Fund	130,000.00
TOTAL DISBURSEMENTS		\$446,753.80
BALANCE – September 30, 2023		\$ 51,447.15

SPECIAL IMPROVEMENT FUND		
	Balance – October 1, 2023	\$85,430.79
RECEIPTS		
	Private Donations	\$ 1,995.00
	Church Donations	700.00
	Transfer from General Fund	130,000.00
TOTAL RECEIPTS		132,695.00
TOTAL FUNDS AVAILABLE		\$ 218,125.79
DISBURSEMENTS		
	Camper showers	\$ 9,570.00

TOTAL DISBURSEMENTS		\$ 9,570.00
Balance – September 30, 2024		\$208,555.79

CAMPERSHIP / MISSION FUND		
Balance – October 1, 2023		\$4,453.14
RECEIPTS		
Private Donations	5,064.00	
Church Donations	1,300.00	
Mission Project	4,271.00	
TOTAL RECEIPTS		\$10,635.00
Disbursements		
Lau-Ren Sponsored Campers	\$3,900.00	
Balance – September 30,2024		\$11,098.14

Year-End Balances September 30, 2024

General Fund	\$51,447.15
Special Improvement Fund	\$208,555.79
Campership / Mission Fund	\$11,098.14
Total	\$271,101.08
Balance in Scotia Bank Account	\$36,521.94
Invested Funds	\$234,579.14
Total Assets	\$271,101.08

DONATIONS**Churches in Presbytery**

	2024	2023	2022
Admaston Pastoral Charge			55.00
Almonte UC	1,615.00	1,750.00	1,000.00
Arnprior, Grace St. Andrew's	250.00	250.00	
Beachburg Pastoral Charge	80.00		100.00
Boyd's UC, Carleton Place	845.00		135.00
Carleton Place, Zion Memorial	852.00		
Castleford United	200.00	45.00	165.0
Chalk River, St.Andrews	2,108.35	2,724.00	1,160.00
Cobden, Grace United	400.00		
Cobden/Queensline Pastoral Charge	500.00		
Deep River Community Church	2,400.00	2,000.00	4,900.00
Forresters Falls, Trinity United	75.00		
Glasgow / Castleford Pastoral Charge	400.00	45.00	400.00
Glasgow United Church	730.00		
Guthrie UC, Clayton	210.00		100.00
Haley UC			77.50
Middleville, Trinity	560.00		

Pembroke, Calvin	1,200.00	308.05	2,521.00
Pembroke, Mount Zion	304.00		432.00
Pembroke, Wesley	935.00	815.00	730.00
Perth, St. Paul's	445.00	485.00	200.00
Renfrew, Trinity St. Andrew's	6,319.00	400.00	2,257.59
Total	20,428.35	9,044.00	14,233.00

A special thank you to the following churches who sponsored a weekly camp by providing an honorarium to the Directors:

- Zion Memorial United Church, Carleton Place
- St. Paul's United Church, Perth
- Calvin United Church, Pembroke (2 camps)
- Glasgow-Castleford Pastoral Charge
- Trinity-St. Andrew's United Church, Renfrew
- Deep River Community Church, Deep River
- Wesley United Church, Pembroke

United Church Women

	2024	2023	2022
Admaston	100.00		
Arnprior, Grace St.Andrews	200.00		
Beachburg, St. Andrews	300.00	250.00	
Carleton Place, Boyd's	200.00	200.00	200.00
Carleton Place, Zion Memorial	200.00		200.00
Chalk River, St Andrews	200.00		100.00
Cobden, Grace St Andrews		450.00	
Eastern Ontario Outaouais Region	500.00		
Glasgow UCW			300.00
Greenwood	1,300.00		
Haley's UCW	500.00	400.00	200.00
Pembroke, Calvin	500.00	400.00	200.00
Pembroke, Wesley	500.00		
Perth, St. Paul's			250.00

Renfrew, Trinity St.Andrews	400.00	400.00	
Smith Falls, Trinity	100.00		
Other		645.00	
Total	4,500.00	2,345.00	1,250.00

Other Churches, Church Groups, Others

	2024	2023	2022
United Church of Canada Mission & Service	17,500.00	20,000.00	20,000.00
Trinity-St.Andrews Trift Shop Renfrew	2,900.00	2,250.00	1,410.00
Cobden Community Players	500.00		
United Way Donations			68.00
Trinity United Church Seekers, Forresters falls	200.00		
Pembroke Chapter #288, Order of Easter Star	575.00		
Private Donors	12,622.95	10,026.70	11,315.00
Total	34,297.95	32,276.70	32,793.00

CAMPERS / RELIGIOUS AFFILIATION

Church	Amount
Anglican	19
Deep River Community Church	7
Lutheran	3
Pentecostal	7
Catholic	158
United	159
Other	155

Top 15 Camper By Community

What city/town are campers from – Towns	Campers	City – Town	Campers
Pembroke	67	Carleton Place	22
Deep River	64	Stittsville	15
Petawawa	60	Chalk River	13
Ottawa	52	Sudbury Pakenham	9 9
Arnprior	28	Nepean	8
Renfrew	26	White Lake	7
Almonte	25	Beachburg	6

The Camp Lau-Ren Corporation, Board of Directors and the Executive Director would like to thank everyone who supported Camp Lau-Ren in 2024.

Appendix J¹

**Indigenous Representative Report to Eastern Ontario Regional Council Executive
For November 14, 2024**

Recent months have been a time of upheaval, in the National Indigenous Church and our hope is that we can move into this new season in a spirit of healing and renewal. A special National Indigenous Spiritual Gathering (NISG) has been called to consider and make decisions about the next stages for the Indigenous church. The NISG will take place on November 28-December 2, 2024. at the Best Western Plus Airport Hotel in Winnipeg, Manitoba. I am booked to attend.

I attended by zoom a very important meeting of the Urban Circle Thursday, November 7th 2024 to select an individual to be the nominee to represent the Urban Circle on the next National Indigenous Council. It was hosted by Staff member Lori Ransom. Our guest was General Secretary Michael Blair to discuss the upcoming National Indigenous Spiritual Gathering (NISG). The nominee's name to represent the Urban Circle name will then go to the NISG at the end of this month for approval. Unfortunately, due to poor attendance no one was nominated. I did indicate my choice privately in a message. There is another meeting This Friday, November 14, 2024 to hopefully choose a nominee. I did not agree to be a nominee, as with being our Indigenous Reg to EEORC Executive, Pastoral Supervisor to Rothwell United Church, and 20 hours a week Minister with Navan-Vars United Church I do not have the time or energy needed to properly serve on our National Indigenous Church Council.

I would like to say Niá:wen (Mohawk thank you) to Rev. Natalie Matkovsky for her sharing stories and pictures of congregations' reconciliation learnings and journeys. It truly was inspiring and appreciated by our Indigenous community. I will share it with our National Indigenous Church.

During my time in Ministry with Navan-Vars United Church I have noticed an increase in awareness and acceptance of Indigenous issues. This is not just in my church, but the community as a whole. Last year for Orange Shirt Day they viewed the film The Secret Path and had a discussion about it. This film features the music of Gord Downie and tells the tragic story of Chanie Wenjack. Chanie was a young boy who died on October 22, 1966, walking the railroad tracks, trying to escape from the Cecilia Jeffrey Indian Residential School to walk home. Chanie's home was 400 miles away. He didn't know that. He didn't know where it was, nor know how to find it, he tried, and died. I did not attend the event. I had just learned from a person on Akwesasne QC. Mohawk Reserve that my grandmother, Margaret Skidders and all of her siblings Michael, Minnie, Frank, Annie, Marie and Theresa had been taken from Akwesasne QC to Spanish ON residential schools.

They Lion's Club is sponsoring this event, notice attached. I am flying home from the National Indigenous Spiritual Gathering in Winnipeg that evening, and unfortunately will not be home in time to attend.

Blessings,
Rev. Nancy Best

Appendix J²

Indigenous Representative's Report to Eastern Ontario Outaouais Regional Council
Executive For December 12, 2024

As you know, I recently attended the United Church's National Indigenous Spiritual Gathering in Winnipeg, Manitoba. It was a challenging time of circle discussions, and lack of transparency from the Regular National United Church of Canada. In case you were not aware, the General Council dissolved the Indigenous Church in November 2023. Many of us did not know this, or the ramifications of this unilateral decision. I found it dismaying that this knowledge was not widespread. It is a challenge to justify those actions after the Remit passed. We do have a plan going forward. Here is an article from Broadway that I hadn't seen until today. Please keep us in your prayers.

<https://broadview.org/national-indigenous-council-general-council-executive/>

Here is our response from the Spiritual Gathering in Winnipeg

<https://united-church.ca/news/elders-have-set-path-forward-indigenous-church>

Here is the Urban Circle I belong to

Appendix J³

Plains Circle

- Wanapakew United Church, File Hills
- Hurricane Hills United Church, Carry the Kettle First Nation
- Mamohkamatowin Saskatoon Urban Indigenous - Outreach
- Goodfish Lake United Church
- Morley United Church

Pacific Mountain Indigenous Ministries

- Anspayaxw: Pierce Memorial United Church (Kispiox)
- Augsburg United Church and Emmanuel United Church
- Gitsigukla United Church
- Haida Gwaii United Church
- Haisla (Kitamaat Village) United Church
- Emmanuel United Church Hartley Bay
- Grace United Church - Lax Kw'alaams
- Quadra Island United Church

Urban Circle

- Central Alberta Spiritual Circle/Interconnect – Outreach
- Raymond Flett Memorial Pastoral Charge
- Regina Native Outreach
- Toronto Urban Native Ministry (TUNM)
- Vancouver Longhouse – Outreach
- Indigenous clergy serving non-Indigenous ministries