

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Wednesday, March 19, 2025 – 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
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
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Rev. Mary Royal-Duczek	Corresponding Member, Community of Faith and Network Support Minister

REGRETS/ABSENT

Nancy Hazen	Member
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:

- **Discern Towards 2035 Statistical Projections – Main Focus**
- Decide on funding a Black History Exhibition
- Decide on who will form part of an accreditation team to visit Camp Lau-Ren
- Decide on Rideau Hill Bylaws (February 2025)

Call to Order – Rev. Susan DeHaan, President calls the meeting to order at 9:37 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 – Rev. Sue Hutton to lead prayers for the following United Churches: Perth: Avonmore-Finch-Martintown, Elgin-Portland, City View, Stittsville, Chalk River: St Andrew's.

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

*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 – Jim Allen referred to a resource from the Iona Community - New Harmony. Phillip Newal, ‘Church Without a Roof’. Open to the sky and Spirit. Maintenance man cut grass inside a church, offering the hope symbolically, the living presence would be growing in Church. Referred to Church (in physical ruin) despite, the walls still contained spirit and a sense of hope and renewal. Is it the Church or the stone work that comes first. Jim closed this time of devotion with a prayer honoring sacred spaces.

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

Appointment of an Equity Monitor for this Meeting

2025-03-19_001 MOTION (E. McIntyre/S. Smarkala) That the Eastern Ontario Outaouais Regional Council Executive appoints Gayle Barks as Equity Monitor for this meeting. **CARRIED**

Minutes of February 13, 2025

2025-03-19_002 MOTION (L. Church/S. Hutton) That the Eastern Ontario Outaouais Regional Council Executive accept the minutes of February 13, 2025 as circulated. **CARRIED**

Page 3. Add Queenswood United Church (email poll title) on page 3 to specify what Church motion pertains to.

Email Poll of February 22, 2025

2025-03-19_003 MOTION (N. Best/J. Allen) That the Eastern Ontario Outaouais Regional Council Executive accept into its minutes the email poll of February 22, 2025:

2025-02-22-001 MOTION (N. Best/C. Casey) That the Eastern Ontario Outaouais Regional Council direct the Regional Executive Minister to sign the Rothwell Contribution Agreement with Kindred Works.

CARRIED

Business Arising

- a) **Proposal to Offer Financial Support to the Intentional Interim Training Program** – to come from the Pastoral Relations Commission to a future meeting – Rev. Erin McIntyre shared that PRC is needing more guidance from the Executive. Intentional Interim Training programs now are only offered in the USA. It was shared that there may be proposals going to General Council regarding this topic, and the Executive was invited by the Executive Minister to write a proposal regarding this topic; it was highlighted that proposals can be submitted to General Council can be submitted up to April 1st. Intentional Interim Ministry was defined and contrasted with Transitional Ministry. There has been a history within the RC where the

issue Conflict Resolution/Management was discussed, and there are many resources available to help with this topic.

Agenda

2025-03-19_004 MOTION (C. Ryan/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as circulated. **CARRIED**

Correspondence In

- a) February 1, 2025, Charles Barrett, Chair, The Social Justice Network of Ontario Regional Councils (SJNORC), re report on the achievements in 2024 and network's plans for 2025 (*for information*);
- b) February 6, 2025, Rev. Paul Douglas Walfall, Minister, Pilgrim United Church, re invitation to the regional council to contribute \$500 to Black History Exhibition (*for action*);
- c) February 14, 2025, Rev. Nancy Best, Indigenous Representative to EOORC, re updated (*for information*) – see *Follow Up Letter NISG 2024; UCC NISG 2024 Report_final*;
- d) February 26, 2025, Jana Miller, Concerned Parent and Resident of Pine Street, re Cell Phone Tower at Grace United Gananoque (*for information*);

Correspondence out

- e) February 27, 2025, Rev. Eric Hebert-Daly, Executive Minister, to ECORC, EOORC and Nakonha:ka RC GC 45 Commissioners, re Orientation Sessions on March 19th (*for information*);
- f) March 3, 2025, Rev. Eric Hebert-Daly, Executive Minister, responding to Jana Miller's letter of Feb. 26th re Cell Phone Tower at Grace United Gananoque (*for information*);

Business

1. Presentation and Discussion: Towards 2035 Statistical Projections – Rev. Eric Hebert-Daly

2025-03-19_005 MOTION (S. Hutton/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive move *in Camera* for the purposes of discussing Towards 2035 Statistical Projections. **CARRIED**

2025-03-19_006 MOTION (S. Hutton/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive move out of *in Camera* for the purposes of the remainder of the meeting. **CARRIED**

2. Pastoral Relations Commission –

- See *Minutes of Pastoral Relations Commission of February 18, 2025* as **Appendix A¹**
- See *PRC Interim Motions for March 18, 2025 meeting* as **Appendix A²**

2025-03-19_007 MOTION (L. Church/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive for information the minutes of the Pastoral Relations Commission of February 18, 2025 and PRC Interim Motions of March 18, 2025 meeting. **CARRIED**

3. Future Through Property Leadership Team

a) Policy Regarding Proceeds from the Sale of Property

- See *Policy Regarding Proceeds from the Sale of Property* as **Appendix B**

2025-03-19_008 MOTION (S. Hutton/G. Barks) that the Eastern Ontario Outaouais Regional Council Executive receive and concur with the recommendation from the Future Through Property Leadership Team to approve the *Policy Regarding Proceeds from the Sale of Property (Jan. 2025)*. **CARRIED**

It was highlighted that an amendment to this policy will come to the June Executive in regard to Archives.

4. General Meeting/Education Event Planning Leadership Team

a) Save the Date!

- June 14-15, 2025, Annual General Meeting/Centennial Celebration, Spring, EY Centre
- September 27, 2025, Celebration of Ministry at a location respective to candidates' location (To be confirmed)

b) Sub-Regional Gatherings (Fall 2025) – Rev. Susan DeHaan, more information to come.

c) Centennial Anniversary (EY Centre) – Rev. Cindy Casey shared that music (Peter Woods), photographer, ramp stage, guest preacher, ushers, pose an additional cost of \$10,350. Food-plans has not yet been finalized. It has been suggested for people to bring their own lunch. A packet is going out to all the communities of faith with information about the centennial service. Communities are faith are being encouraged to provide a piece of cloth that will be used to create a regional council quilt. It was suggested that water bottles be provided to attendees.

d) AGM 2025 Agenda Planning – Sue Hutton, DLM, shared that Peter Woods will be leading music. The draft agenda was shared during the February Executive agenda. *Towards 2035* statistical projections will have time on the agenda.

e) Celebration of Ministries Service (September 27, 2025 at Southminster United Church) – Rev. Eric Hebert-Daly shared that there still needs to be confirmation, but most likely the service will take place at Southminster United Church - ordinand from Southminster United Church

2025-03-19_009 MOTION (S. Smarkala/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive approve that the Celebration of Ministry Service take place at Southminster United Church in Ottawa on September 27, 2025. **CARRIED**

5. Indigenous Ministries Report – Rev. Nancy Best

- f) See *UCC NISG 2024 Report_final* as **Appendix C¹**
- g) See *Follow Up Letter - NISG 2024* as **Appendix C²**

Indigenous Ministries is to be added to prayer list in addition to Churches being prayed for every month.

6. Youth And Young Adults (YAYA) – Dana Ducette

2025-03-19_010 MOTION (E. McIntyre/L. Church) that the Eastern Ontario Outaouais Regional Council Executive recognize the following people as General Council 45 youth forum participants from Eastern Ontario Outaouais Regional Council: Rousseau Whiteley (Commissioner), Laurick Mvetrayé Nguwuo' Petuenjo', Petra Heath-Wall Street UC, Maisie Heath-Wall Street UC. **CARRIED**

New Business

a) Black History Exhibition Funding Request

- See *correspondence b*

2025-03-19_011 MOTION (C. Casey/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive support the Black History Exhibition (exhibition that will highlight the rich history of the UCC, particularly through the lens of Black People) with funding of \$500. **CARRIED**

The regional council will coordinate where the exhibition will take place when it comes to this area.

b) Camp Accreditation – Camp Lau-Ren Accreditation in 2025

The Duty of Care and Incorporated Ministries office provides information to each regional council regarding when their Camp Ministries accreditation is due. This year, Camp Lau-Ren is due to have an accreditation visit.

2025-03-19_012 MOTION (S. Smarkala/N. Best) that the Eastern Ontario Outaouais Regional Council Executive name the following people to serve on an accreditation team (3-4 people) and work with the Regional Youth and Young Adult Minister to arrange with Camp Lau-Ren about the accreditation visit and process:

Spencer Frost – Lay person (First UC)
 Rev. Michelle Robichaud – Kemptville UC
 Sue Smarkala – Lay person (Woodroffe UC)
 Rev. Tiina Cote – Calvin UC
 Rev. Frank Emanuel – Southminster UC
 Rev. Lynne Gardiner – Bethel Rideau Ferry UC
 Emily Gardiner – Lay person LLWL
 Rev. Susan Toller – Glebe St. James UC
 Rev. Susan DeHaan
 Bronwyn Harman – Lay person – awaiting confirmation

c) Rideau Hill Camp Revised Bylaws

- See *Rideau Hill Camp Board Meeting Minutes of February 24, 2025* as **Appendix D¹**
- See *Rideau Hill Camp Revised Bylaws, February 24, 2025* as **Appendix D²**

2025-03-19_013 MOTION (E. McIntyre/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive for information the Rideau Hill Camp Board Meeting Minutes of February 24, 2025 and approve the Rideau Hill Camp Revised Bylaws, February 2025 as received. **CARRIED**

d) Incorporated Ministries

2025-03-19_014 MOTION (S. Hutton/N. Best) that the Eastern Ontario Outaouais Regional Council Executive approve that the regional council joining the general council supervised incorporated ministries program. **CARRIED**

e) Proposal for A Discussion About the Future of Ministry – Rev. Mary Royal-Duczek and Rev. Tori Mullin - moved to April Executive Meeting.**f) Regional Council Past-President, President and President-Elect Job Descriptions**

- See *Draft Job Descriptions for Volunteer Positions in RC* as **Appendix E**

Report from the Equity Support Person – Gayle Barks shared the value of meeting in person. Towards 2035 was a very good presentation and led to meaningful discussion. The meeting was a wonderful team and well received by those in attendance.

Equity Support Person for next Meeting – Micheline Montreuil, Diaconal Minister

Closing Prayer – Sue Smarkala shared a reflection from a writer who focuses on religion and racism; this particular article focuses on ‘hope, light and optimism.’

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 3:22 PM.

Next meeting date:

- Thursday, 10 April, 2025 (Zoom meeting / 9 am – noon)
- Thursday, 8 May, 2025 (Zoom meeting / 9 am – noon)
- Thursday, 5 June, 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>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

Appendix A ¹	Minutes of Pastoral Relations Commission of February 18, 2025	Pages 7-11
Appendix A ²	Pastoral Relations Commission Interim Motions for March 18, 2025 meeting	Page 12
Appendix B	Policy Regarding Proceeds from the Sale of Property (Jan. 2025)	Pages 13-14
Appendix C ¹	UCC NISG 2024 Report final	Pages 15-25
Appendix C ²	Follow Up Letter - NISG 2024	Page 26
Appendix D ¹	Rideau Hill Camp Board Meeting Minutes of February 24, 2025	Pages 27-30
Appendix D ²	Rideau Hill Camp Revised Bylaws, February 2025	Pages 31-49
Appendix E	Draft Job Descriptions for Volunteer Positions in RC	Pages 50-51

Appendix A¹

A meeting of the Pastoral Relations (PR) Commission **February 18, 2025**

PRESENT:

Jim Allen, Ina Bromley, Patsy Henry, Charlotte Hoy, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Micheline Montreuil, Blair Paterson, Whit Strong (10)

REGRETS/ABSENT: Wayne Harris (Chair), Don Stiles, Linda Suddaby (3)

CALL TO ORDER, OPENING PRAYER:

Acting Chair, Whit Strong, called the meeting to order at 1:05 p.m. Following a quick check-in with members, Sharon led us in an opening prayer.

CORRESPONDING MEMBER(S): None

ADDITIONS/CORRECTIONS TO THE AGENDA: None

INTERIM MOTION:

MOTION 2025-10 (M. Montreuil/J. Allen) “That the EOORC PR Commission approves the change in the terms of the appointment of Beverley Buckingham (DLM-R) at Parkdale P.C. to increase the hours of the appointment from 20 hours/week to 40 hours /week effective February 2, 2025, until December 31, 2025.”

CARRIED

ACCEPTANCE OF MINUTES:

MOTION 2025-11 (I. Bromley/S. MacDonald) “that the minutes of January 21, 2025 be accepted as circulated.”

CARRIED

CORRESPONDENCE:

- Letter from Whit to Janie Hill re SME at Rothwell U.C.

REMEMBRANCES: None

MEDICAL LEAVE:

- LTD: Rev. Carolyn Insley (North Gower-Carsonby P.C.) – effective November 7, 2024.
- Lynne Gardiner is on medical leave from Jan. 9, 2025.

ACKNOWLEDGED SABBATICALS:

- Kevin Moratz (OM), Beachburg P.C., February 1 to March 31, 2025 and July 2025.
- Stephanie Bates (OM), Cumberland P.C., June 1 – August 31, 2025
- Lorrie Lowes (DM), Bells Corners P.C., July 1 – Sept. 30, 2025

SABBATICALS/COVERAGE: None

SUPERVISED MINISTRY EDUCATION (SME) site: None

CHANGE IN PASTORAL RELATIONS: None

PASTORAL CHARGE CONSTITUTIONS: None

SHARED MINISTRY AGREEMENTS: None

APPROVAL OF PROFILES: None

Whit gave notice that several P.C.s are working on their Profiles so we may expect a number over the next few weeks.

CALLS/(RE)-APPOINTMENTS

North Gower-Carsonby P.C.

MOTION 2025-12 (B. Paterson/E. McIntyre) “that the EOORC PR Commission approves the appointment of Sandra Yule (OM-R) to the North Gower-Carsonby Pastoral Charge, 20 hours per week as Congregational Minister (Supply appointment to cover Medical Leave), effective April 1, 2025 – December 31, 2025.”

CARRIED

CHANGE OF TERMS: None

SACRAMENTS/ELDERS: None

CONGREGATIONAL DESIGNATED MINISTER (CDM): None

PASTORAL CHARGE SUPERVISORS:

PCS needed for Salem: Locksley (Dec. 31, 2024); Gananoque: Grace P.C. (January 1, 2025); Glasgow-Castleford (Feb. 1, 2025).

MOTION 2025-13 (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 Salem: Locksley Pastoral Charge.”

CARRIED

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

Bethel-St. Andrew's – Jan Lougheed

Cardinal – Myra Garvin

Carleton-Memorial – Jim Allen

Carp-Dunrobin – Beth Sweetnam

Central Lanark – Wayne Harris

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

Elgin-Portland – JoAnne Fletcher
 Gananoque: Grace -
 Glasgow-Castleford –
 Golden Lake –
 Greenwood – Ina Bromley
 Harrowsmith-Verona – Sharon MacDonald
 Kenmore (selling building – NOT disbanding) - Ed Gratton
 Lansdowne – Donald Wachenschwanz
 Lyn: Christ Church – Shelley Roberts
 Mallorytown – Charlotte Hoy
 Metcalfe – Ed Gratton
 Morrisburg: Lakeshore Dr. – Blair Paterson
 North Gower-Carsonby – Sandra Yule
 Perth Road – Heather McLurg Murphy
 Pittston – Myra Garvin
 Rideau – Sharon MacDonald
 Rockland – Jim Kenney
 Rothwell – Nancy Best
 Russell – Ed Gratton
 Salem: Locksley – Ina Bromley
 South Mountain-Hallville – Christine Lowson
 Southminster – Brian Copeland
 St. Andrew's (Westmeath) – Gary McKay
 St. John's (Brockville) – Linda Suddaby
 White Lake – Sheryl McLeod
 Zion, Douglas – Ingrid Condie- Bennett

LIAISONS

Liaisons are still needed for Rideau Park; Riverside P.C. (Ottawa); Salem: Locksley; Southminster P.C. (Ottawa) (August 2025); Trinity-St. Andrew's (Renfrew).

Riverside P.C. (Ottawa)

MOTION 2025-14 (M. Montreuil/C. Hoy) “that the EOORC PR Commission names Barbara Reynolds as Liaison to the Riverside Pastoral Charge (Ottawa).” **CARRIED**

Trinity-St. Andrew's P.C. (Renfrew)

MOTION 2025-15 (I. Bromley/E. McIntyre) “that the EOORC PR Commission names Gary McKay as Liaison to the Trinity-St. Andrew's Pastoral Charge (Renfrew).” **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
 Carleton-Memorial – Jim Allen
 Carleton Place: Zion-Memorial – Ed Gratton
 Carp-Dunrobin – Beth Sweetnam
 Denbigh, Matawatchan, Schutt – Jon Williams

First United (Ottawa) – Janet Nield
 Glasgow-Castleford – James Murray (Until Jan. 31, 2025)
 Grâce (Chelsea) – Jim Allen
 Harrowsmith-Verona – Sharon MacDonald
 Kemptville: St. John's – Jim Allen
 Knox (Nepean) – Barbara Reynolds
 Lansdowne – Phyllis Dietrich
 Morrisburg: Lakeshore Dr. – Blair Paterson
 Namur – Jim Kenney
 Parkdale – Jim Allen
 Perth Road – Heather McLurg Murphy
 Quyon – Cathy Stewart
 Renfrew: Trinity St. Andrew's -
 Rideau Park –
 Riverside (Ottawa) – Barbara Reynolds
 Rockland – Jim Kenney
 Rothwell – Beth Sweetnam
 Russell – Ed Gratton
 Salem: Locksley –
 Shawville – Charles Barrett
 St. Andrew's (Westmeath) – Gary McKay
 Trinity-St. Andrew's (Renfrew) – Gary McKay

Pastoral Charges not searching:

Addison	Augusta	Aylmer-Eardley
Cardinal	Centenary	Clyde Forks-Tatlock
Delta-Toledo	Elgin-Portland	Glasgow-Castleford
Golden Lake	Greenwood	Lower Gatineau Valley
Lyn: Christ	Mallorytown	Metcalf
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:

Zoom Gathering for PRC Liaisons

Barbara Reynolds has requested a meeting of all Liaisons. She would like to know how they are doing in their jobs as Liaisons and feels it would be a good sharing and learning time for everyone. Whit will set up a Doodle poll suggesting some dates prior to Easter.

Financial Support for the Intentional Interim Minister (IIM) Training Program

There is currently only one designated IIM in our Region. All the rest are either involved in something else or are retired and have said they are not interested.

The Pastoral Relations Ministers Circle has had conversations regarding IIMs and Transitional Ministers. The difference is primarily cost of the training although Transitional ministers are generally more informed and less regulated.

The greatest need for one or the other at the moment is at least three for churches in the Ottawa area. Could EOORC co-host a con-ed event here and invite someone to do the training? Whit noted we could not offer official

The United Church of Canada
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designation for either IIMs or Transitional ministers. Financial assistance could involve the cost of a couple of placements.

LAST WORD:

Next meeting – **Tuesday, March 18, 2025** 1:00-3:00 p.m. via Zoom.

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

Meeting ID: 839 4150 6797

1 855 703 8985 Canada Toll-free

CLOSING: Jim led us in a closing prayer. The business listed on the agenda being completed, Whit declared the meeting closed at 2:02 p.m.

Appendix A²

Pastoral Relations Commission Interim Motions for March 18, 2025 meeting

1. Carleton Place: Zion-Memorial P.C.

MOTION: (M. Montreuil/C. Hoy) "That the EOORC PR Commission approves the Carleton Place: Zion-Memorial Pastoral Charge profile for posting on ChurchHub."

CARRIED

[Note: Enough votes to carry the motion on Feb. 21/25]

2. Woodroffe P.C.

MOTION: (M. Montreuil/J. Allen) "That the EOORC PR Commission approves the Woodroffe Pastoral Charge profile for posting on ChurchHub." CARRIED

[Note: Enough votes to carry the motion on Feb. 26/25]

3. Riverside P.C.

MOTION: (P. Henry/M. Montreuil) "That the EOORC PR Commission approves the Riverside Pastoral Charge profile for posting on ChurchHub subject to revisions to amounts for telephone and continuing education."

CARRIED

[Note: Enough votes to carry the motion on March 5/25]

Appendix B

Draft 2.0. January 24, 2025**Policy Regarding Proceeds from the Sale of Property
of the Eastern Ontario Outaouais Regional Council**

POLICY NAME: Policy regarding the use of the Proceeds from the Sale of Property of the Eastern Ontario Outaouais Regional Council	Date Approved XXXX
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the disposition of the proceeds from the sale of Congregational property in the Region.. <i>The Manual C.2.6.</i>	

Preamble

This document outlines the policy and best practices of the Eastern Ontario Outaouais Regional Council (EOORC) regarding the disposition of proceeds from the sale of congregational property.

Policy:

When congregational property is being sold by a Community of Faith the following are the guidelines for the use of net proceeds from the sale:

A. A Community of Faith that is Not Disbanding (alternative: that is continuing)

1. 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
2. 90% be retained by the Community of Faith with a **Ministry Plan** approved by EOORC for the use of the proceeds that is financially sustainable. The Executive will normally recommend that the remaining capital from the sale be protected and invested and that the Community of Faith be limited to drawing up to 5% of the value of the invested capital in any given year to support its operating budget.
3. If the Community of Faith puts before the Regional Council a **Ministry Plan**, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the proceeds of sale to implement the Ministry Plan. **A Ministry Plan is a Plan adopted by the Community of Faith that will reenergise and sustain its congregational ministry.** This may include capital expenses. The Ministry Plan may be a complete or partial plan for the use of these funds. In the alternative, it may be an interim plan under which the Community of Faith will hold all of these funds as restricted funds until it has had an opportunity to consider a more detailed plan. **Restricted funds held by the Community of Faith require authorization from the Executive for expenditure.**

A Ministry Plan must be reviewed by the FTPLT and a recommendation made to the Executive.

B. A Community of Faith that is Disbanding

When a Community of Faith is **disbanding**, the disposition of all net assets (cash, and property) will be disbursed as follows:

1. 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
2. 10% be remitted to the United Church of Canada Mission and Service Legacy Fund for the on-going support of the ministry of the United Church
3. 10% be remitted to the Eastern Ontario Outaouais Regional Council Vision and Transformation Fund.
4. 50% be remitted to the Eastern Ontario Outaouais Regional Council Mission and Ministry Legacy Fund which supports the Mission and Ministry of the Regional Council.
5. On occasion, the Regional Council will entertain a proposal for some or all of this amount being directed to geographically neighboring Communities of Faith.

6. Alternatively funds may be designated for long-term investing or invested long-term with the Region for a specified purpose or ministry. With the exception of the 10 percent for Indigenous Ministry, the Regional Council will consider the establishment of a **Legacy Fund** in the name of the Community of Faith where the interest can be used for a specified purpose and where the funds are held within the investment portfolio of Eastern Ontario Outaouais Regional Council. This designation requires a specified plan that is reviewed and recommended by the **Finance Committee** and approved by the Executive.
7. In the case of funds from the Communities of Faith of the former Four Rivers and Upper Valley Presbyteries, 2% of these funds will be used to support the archival maintenance of records of the Communities of Faith and 48% will be directed to the Eastern Ontario Outaouais Regional Council Mission and Ministry Legacy Fund.
8. 20% be remitted to mission activities with which the Community of Faith has a historical financial involvement and/or congregational volunteer engagement.
9. A maximum of half this amount may be remitted to organizations not associated with the United Church of Canada. The amounts from this 20% do not have to be invested long-term.

NOTE: All funds that are being directed to the Eastern Ontario Outaouais Regional Council and to the Indigenous Church and the General Council will be sent to the Eastern Ontario Outaouais Regional Council.

2023-03-09_009 MOTION (J. Allen/L. Church) that the Eastern Ontario Outaouais Regional Council Executive clarifies that liquid assets and property (real) assets be treated separately and the Policy Regarding Proceeds from the Sale of Property apply to both. **CARRIED**

Appendix C¹



NATIONAL INDIGENOUS SPIRITUAL GATHERING (NISG)

November 29 - December 2, 2024



Prepared by iEmergence



INTRODUCTION

Throughout the weekend, there were a series of large Healing Circles and smaller table discussions. For each discussion, our staff documented the stories, ideas and concerns of the group. We have identified key themes from these circles. The following are the main ideas that emerged to form each theme.

NISG 2025

NISG THEMES

BUILDING TRUST AND CONSENSUS	4
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RE-IMAGINING CHURCH PROCESS	6
NIC/NIEC LEADERSHIP	7-8
PROPOSED NEXT STEPS	9
OTHER RECOMMENDATIONS	10



BUILDING TRUST AND CONSENSUS

1. Need to remember the circle and return to consensus building
2. Come to equitable solutions in conflicts
3. Grow good connection in and between communities
4. Intentional cooperation within community and between circles
5. Respect/honour given to those who have done good work in the past
6. Space/respect given to different nations and their ways of knowing
7. Look to the grandmothers and the survivors and follow their examples
8. Acknowledge we are each on our own healing journey and healing takes times
9. Operate in love and respect with humility

YOUTH AND ELDERS

1. Clear and meaningful engagement of elders
2. Generational leadership for the benefit of the youth
3. More youth leaders
4. Work collaboratively with elders
5. Respectful modelled and encouraged
6. Youth in remote communities should be connected to each other in some way regularly
7. Need to provide opportunities for youth and elders to connect
8. Intentional youth mentorship - including voting rights for youth and elders

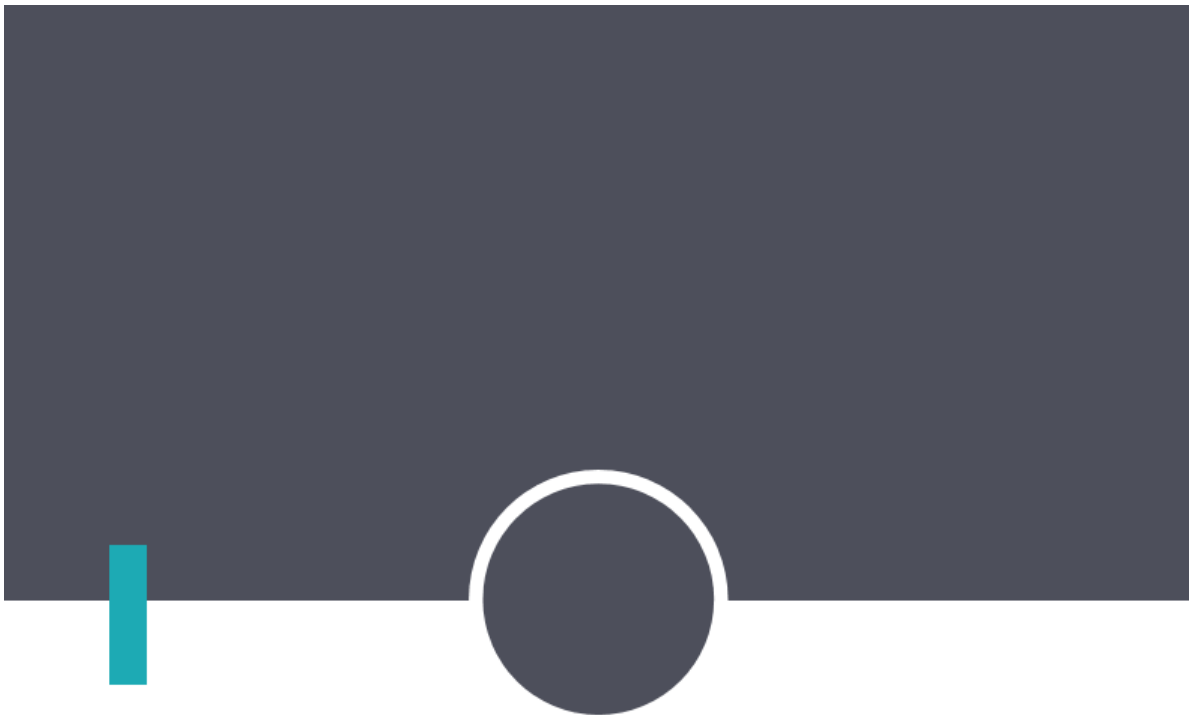
NISC 2025

RE-IMAGING CHURCH PROCESS

1. Clear communications from GC to and between circles
2. The Indigenous church to define/set their own path based on good teachings
3. Parallel power between mainstream church and Indigenous church
4. The mainstream church to walk alongside the Indigenous church, establish a new relationship with us
5. Us to use our voice and perspective in the church to benefit our communities
6. Financial security and independence in the Indigenous church
7. A dedicated assistant for communication and order
8. Space for the tending to the differing needs of urban vs remote community represented
9. Within each circles' representatives there should be more diversity from different regions/home communities
10. There have been good leaders and good momentum in the past
11. Indigenous ministers/faith communities make an enormous difference to our communities
12. There continues to be a strong commitment and will for flourishing of the Indigenous church

NIC/NIEC LEADERSHIP

1. Need for a clear written process on election and roles and responsibilities
2. Clarification on the process of election and criteria of the elected
3. Consider a different way of selecting NIC other than election
4. Re-examine in the current 2 reps with one shared vote
5. Code of Conduct that includes process for grievances
6. Accountability and transparency of leadership towards the congregants
7. Need leaders with deep spiritual knowledge
8. Developing a habit of respectful sharing and listening
9. Character and temperament of elected council needs to be considered
10. NIC, NIEC and youth council to be held accountable to enact decisions made



NIC/NIEC LEADERSHIP

11. Term limits with staggered starts to ensure smooth transitions
12. Need a financial plan proper, budgeting for bills and emergencies
13. Leadership to discern the roles and responsibilities of the council
14. Roles on council should be defined, people elected to fill specific roles
15. Define role of moderator for Indigenous church
16. A definition/understanding of what it means to be autonomous
17. Honour long history of Indigenous church and those who have served before
18. Need to maintain buildings and provide safe spaces for church to gather
19. Day to day technical assistance to improve zoom meetings and communication
20. Provide written updates on activities of the church

NISG 2025

PROPOSED NEXT STEPS

THE FOLLOWING ARE THE NEXT
STEPS, AS DISCERNED BY THE NIEC,
TO PREPARE FOR REFORMING
CIRCLES

1. Job descriptions for members of NIEC
 - a. Define roles, responsibilities and guidelines
2. Job descriptions and guidelines for NIC
 - a. Define roles, responsibilities and guidelines
3. Find past documents to help give guidance
4. Expand dreaming circle/visioning group
5. Expand NIEC for more representation
6. Use the CCDC staff as a community bridge to the mainstream church
7. Find resource people to help with the process of re-imagining the Indigenous Church structures
8. Understand job descriptions of mainstream UCC staff and how they relate to the Indigenous Church

NISG 2025

OTHER RECOMMENDATIONS

1. Consider an externally facilitated process over a period of time to create the plans to (re)build the Indigenous Church in the image of Indigenous community
2. Inquire into the unique felt needs of the communities represented in each of the circles
3. Explore the pastoral needs, in terms of support, both practical and spiritual
4. Take the time to consider and understand the structure and process that is needed for the Indigenous Church
5. Address the communication barriers
6. Visit remote communities to help them feel included
7. Host a youth gathering(s)
8. Create a youth mentorship model with elders
9. Consistent communication from the leadership (NIEC, NIC, mainstream church) to ensure accountability to the community
10. Send out the timeline for implementation of the NIEC proposed next steps
11. Facilitate conversations on ceremony, including the Bundle, and how that is rooted in the diversity of the circles
 - a. Create a shared ceremony for gatherings to honour the diverse nations
12. Host Informational sessions that share existing processes, policies and procedures and explore possible uses of them
13. Create parallel structures to the mainstream church, within the Indigenous church
 - a. Create a roll for an Indigenous Moderator that works with the mainstream moderator



PREPARED BY IEMERGENCE

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THANK YOU!

KINANĀSKOMITIN!

MIIGWECH!

2025-26

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

March 19, 2025
Kanata United Church

Appendix C²

THE UNITED CHURCH OF CANADA

3250 Bloor St. West, Suite 200
Toronto, Ontario
M8X 2Y4 Canada



L'ÉGLISE UNIE DU CANADA

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united-church.ca | egliseunie.ca

February 13, 2025

Indigenous Communities of Faith
NISG Delegates

On behalf of the National Indigenous Elders Council (NIEC), I am pleased to share a copy of the report from the National Indigenous Spiritual Gathering, 2024. The report was prepared by iEmergence, the consultants hired to facilitate the spiritual gathering.

The NIEC encourages Indigenous communities of faith to study and discuss the findings and recommendations of this report.

Yours sincerely,

Lori Ransom
Acting Executive Minister, Indigenous Ministries & Justice
The United Church of Canada

Appendix D

Rideau Hill Camp Board Meeting Agenda & Minutes
Monday February 24, 2025

1. Call to Order: 7:07pm
 2. eRoll Call
 - 2.1 Attendees: Karen Milne, Kim Link, Jerry Osbourne, Karne Zastera, Debbie Banks, Michelle Osbourne, Kelsey Erwin, Cayliegh Milne-Keeley, Jenni Leslie, Emmitt Quartus
 - 2.1: Regrets: Alex Foster, Derrick Vandermeer
 3. Land Acknowledgment (Debbie Banks)
 4. Opening Prayer: Rev Jenni Leslie
 - 5 Approval of/Adoption of Agenda (Chair)
 Motioned by: Karen Z
 Seconded by: Kim L
 Outcome: passed
 6. Approval of previous meeting minutes (Chair/Secretary)
[RHC Nov 25, 2025 Minutes](#)
 Motioned by: Jerry O
 Seconded by: Karen Z
 Outcome: passed
 7. Executive Director Report (Executive Director Karen Milne)
[ED Report](#)
 - All weekends in May booked, bookings in June
 - 49 applicants for camp positions
 - been communicating with Algonquin regarding some management positions or co-ordinator coop positions
 - March 1st - accepting applications will close
 - Church feedback - have put a Revitalization Proposal, churches would like to be part of
 - Casper United in Van leek Hill fundraiser square dance - successful fundraiser
 - amount of funds TBD
 - Natalie at the regional office to challenge EOORC to help fundraise
 8. Financial Report (Treasurer: Alex Chalmers)
[RHC Balance](#)
 Motion to accept report: Karen Z
 Second: Kelsey
 Outcome: passed
 9. Committee Reports
 - 9.1 Executive Committee Meeting Report (Chair/Vice Chair)
 - discuss importance of land acknowledgment to model a sense of calm and to slow things down at camp
 - Would like to add stories of camp at the board level
 - thinking of the impact of camp on the campers, the board, community
 - Cayleigh to share story at April meeting
 - Karen M & Michelle O meet weekly regarding financials
- Motion to add Karen Milne as a signing officer: Kim L

Second: Kelsey
Outcome: passed

- Some changes to policy to be more accountable
 - [Conflict of Interest Policy](#)
 - [Policies and Procedures Bible](#)
 - required policy to apply for a trillium grant

Motion to accept Conflict of Interest policy: Jerry O

Second: Karen Z
Outcome: passed

- [By Law Document](#)
 - was sent to united church of Canada - regional minister of council to approve draft of by laws
 - RHC will use Robert's rules

Motion to adopt By Laws as of Feb 24: Jerry O

Second: Jenni
Outcome: passed

- Board Member agreement
 - [RHC Board Members Code of Conduct](#)
 - [RHC Board Member Agreement](#)
 - to try and recruit board members who have experience in different facets of camp
 - To work through policies - to build structure of the camp
 - will work through slowly to fully understand
 - Fundraising - to have funds to support camp and the campers
 - need help organizing, attending, donating, coming up with ideas
 - Recognizing that everyone is busy
 - trying to bring our individual skills to camp and the board for fresh ideas and experience

Motion to adopt Code of Conduct and Member agreement : Kelsey
Second: Jerry
Outcome: passed

- [Upcoming meetings](#)

9.2 Strategic Planning Committee Report (Committee Chair/Member)

[Strategic Planning Committee Report Slideshow](#)

- Mission Statement: RHC: Connecting creation through Adventures and mindfulness, Programs and all people.
- Vision Statement: vision is big thing at beginning - Values are reflected in everything you do
- What is the impact it has on the campers?
- Trillium grant reflects our Mission and Vision
- Possibly have the mission and values posted and visual for everyone to see

9.3 Property Rejuvenation Committee Report (Committee Chair/Member)

- Snow removal - Sandy McInnes
- have a contractor for estimates to help

9.4 Fund Development Committee Report (Committee Chair/Member)

- Fundraiser totals TDB

- Working on Trillium - Submitting March 3

9.5 Marketing & Communication Committee (Committee Chair/Member)

Marketing Report

- Lots of work being done on website - lots of engagement
- Have done some enhancements on website
- Community advertising, postcards and posters
- Bracelet hand out
- Working on - continuing enhancing website, photos, Karen working on camp song
- Search Engine Optimization - makes the website more visual to the world
- QR code for the website - right click, copy and save for easy website access
- Camp store now open - lots of interest
 - RHC will get kickback

9.6 Registration and Sponsorship (Committee Chair/Member)

Registration and Sponsorship committee

- Total registrations as of today - 112
 - last year was 100 more
- Some families who need supports - letters on empowering families to raise money for their camp experience ie. shovelling snow, raking leaves in community
 - have until June 21 to pay 25%
 - looking for donors
- LIT grant is being offered from Jean Warlbough leadership foundation
- April 23 for deadline for Kids in Camp

9.7 HR/Governance Committee (Committee Chair/Member)

- Board Develops policy, then the Executive Director develops the procedure
- Would like to have consistency and non-gender based policy
 - will engage in online voting
 - policy review - will add which ones should be reviewed ie. yearly, every 3 years etc
 - Then will send UCC for approval
- Police checks - inquire for more information
 - **ACTION:** Debbie to ask Eric Hebert-Daly regarding Police checks
 - [Handbook Faithful Footsteps](#)

9.8 Program Committee

- Head Nurse - looking for nursing staff,
 - nurses to use iPad template to reduce paper
- Jenni L - in search of Chaplains
- Opportunity for possible mentoring with staff

10 Old Business (Chair/Secretary)

- Question from last meeting: Accessibility funding
 - need to get more information on funding for ramps etc.

11 New Business

- Staff section in Camp Brain
- Camp Brain - changing from Child to Participant for people to register for women's retreat

ACTION : Cayleigh to change in Camp Brain

2025-30

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

March 19, 2025
Kanata United Church

12 Announcements/Correspondence

- 2 cheques received for sponsorships donations

13 Meeting Adjourned at (time) 8:59

14 Next board Meeting: April 7 2025 at 7 pm

15 Next executive meeting April 1 2025

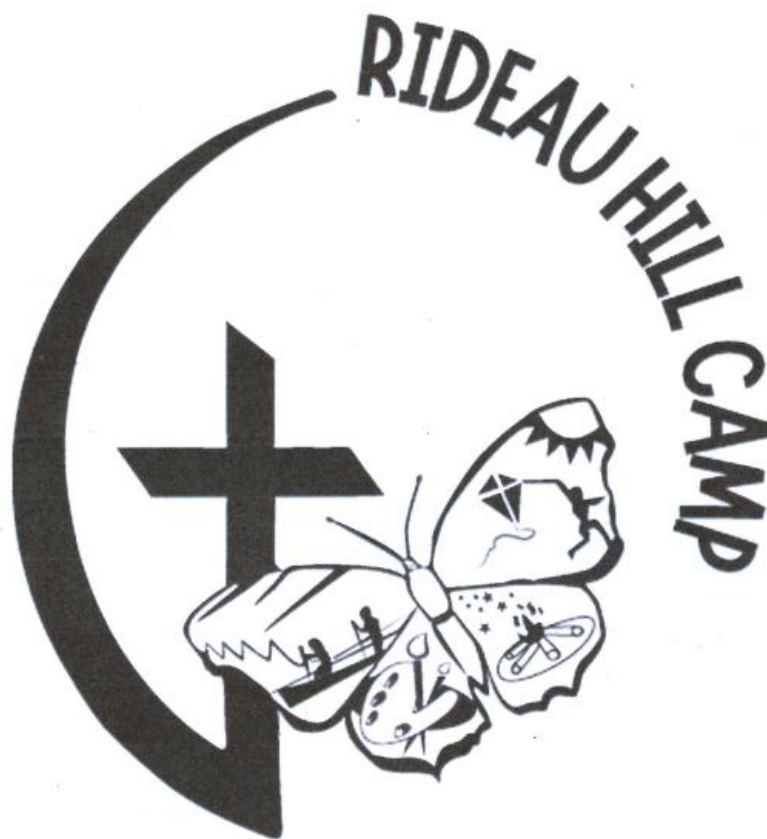
Appendix D²

BYLAWS

For

RIDEAU HILL CAMP OF THE UNITED CHURCH OF CANADA

(Revised February 2025)



live • share • grow

Section 1 – General

1.01 Definitions

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

- a. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Board" means the board of directors of the Corporation;
- c. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
- d. "Camping Standards" means the most recent version of The Camping Standards, The United Church of Canada document.
- e. "Chair" means the chair of the Board;
- f. "Corporation" means the corporation **Rideau Hill Camp of the United Church of Canada** 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;
- h. "Executive Director" means an individual who is the operational lead of Rideau Hill Camp
- i. "General Council" means the General Council of The United Church of Canada, "Incorporated Ministry Policy" means the United Church of Canada policy that outlines the relationship between incorporated ministries and the United Church.
- j. "Member" means a member of the Corporation;
- k. "Members" means the collective membership of the Corporation; and
- l. "Officer" means an Officer of the Corporation
- m. "supervising regional council" means the Eastern Ontario Outaouais Regional Council (EOORC) of The United Church of Canada or its successor
- n. "The Manual" means the edition of The Manual, United Church of Canada that is in effect at the relevant time.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

1.04 Seal

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

1.05 Execution of Documents

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 direct the manner in which and the person by whom a particular document or type of document shall 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, By-law or other document of the Corporation to be a true copy thereof

1.06 Provisions & Limitations

- a) The corporation shall adhere, at all times, to the applicable policies, standards and regulations as they may be enacted by the General Council or its Executive from time to time.
- b) The corporation shall determine its own manner of determining its corporate membership but in no case shall a majority of the members be members of supervising regional council.
- c) The majority of the directors shall be approved by the supervising regional council.
- d) The Executive Minister of the supervising regional council or their successor shall be a 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.
- e) 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.
- f) Insurance shall be kept in force covering fire, comprehensive liability, directors and officers, and such other insurable items in such amounts as the supervising regional council may require. The United Church of Canada will be named as Additional Insured on all liability insurance policies.
- g) Approval shall be obtained in advance from the supervising regional council for capital fundraising initiatives and appeals affecting other parts of The United Church of Canada.

- h) Indebtedness is subject to the prescribed limits as deemed appropriate by the supervising regional council.
- i) Any sale, transfer, mortgaging, acquisition, or leasing of land must receive the prior written consent of the supervising regional council.
- j) 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.
- k) The corporation shall not, without the prior written consent of the supervising regional council, initiate, or in any way engage in, proceedings that might result in the voluntary winding up of the corporation.
- l) The assets of Rideau Hill Camp shall vest in The United Church of Canada in the event that Rideau Hill Camp ceases to function or its corporate existence is terminated.
- m) Approval from the supervising regional council and the General Council is required for changes to articles of incorporation.
- n) The provisions of this paragraph may be changed or modified only with the prior written consent of the supervising regional council and the administrative approval of the General Council.

The work of the Board that is guided by its association with the Ontario Campers' Association is reflected in policy.

1.07 Powers of the RHC Council:

The RHC Council shall have authority over the governance, policies and fiduciary responsibilities of the camp. Specifically, RHC Council shall have responsibility for:

- 1.07.1 All appointments of officers of the RHC Council;
- 1.07.2 The formation and instruction of the Executive (Sec. 8) and other committees;
- 1.07.3 The appointment of the Executive Director who is responsible for all operational aspects of the camp.
- 1.07.4 Carrying into effect any long-term agreements or contract made on behalf of the RHC Council;
- 1.07.5. Determining who shall be entitled to sign on the RHC Council's behalf

Section 2 – Directors

2.01 Election and Term

The Directors shall be elected by the Members at the first meeting of Members and at each succeeding annual meeting. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed.

2.02 Board Composition

Ideally, the RHC Council shall consist of:

- Four (4) members of EOOR
- Twelve (12) laity
- 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 supervising regional council.
- The majority of the directors shall be approved by the supervising regional council.

2.03 Vacancies

The office of a Director shall be vacated immediately:

- if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- if the Director dies or becomes bankrupt;
- if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or
- if, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

2.04 Filling Vacancies

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

1. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution;
2. if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and a quorum of Directors may fill a vacancy among the Directors.
3. A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting, whether present in person or by proxy. 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.

2.05 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number 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; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's

3. 1 The RHC Council, at the first meeting following the Annual General Meeting, shall establish such standing committees as required and shall determine the duties of these standing committees. These committees shall report at meetings of the RHC Council.

2.06 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. 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:
 - i. considered reasonable by the Board;
 - ii. approved by the Board for payment by resolution passed before such payment is made; and
 - iii. in compliance with the conflict of interest provisions of the Act; and
3. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with, including Ontario [Regulation 4/01](#) made under the [Charities Accounting Act](#).

Section 3: Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, ~~president~~ or any two Directors at any time and any place on notice as required by this By-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and, if applicable, the place of the meeting.

3.02 Regular Meetings

The Board may fix the place, if applicable, and time of regular Board meetings and send a copy of the resolution fixing the place, if applicable, and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place, if applicable, for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each

newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

A notice of a meeting of Directors need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If the Directors may attend a meeting by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Vice Chair will act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

Paid staff will not be eligible to vote.

3.06 Participation by Telephonic or Electronic Means

Subject to the provisions of the articles, if any, a meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means, attends a meeting of Directors is deemed for the purposes of the Act to be present at the meeting.

3.07 Participation on Board

All Rideau Hill Camp Board members are expected to attend 75% of regular board meeting in a one year period. Active participation and attendance on a committee is also expected.

Regrets are to be sent to the Chair or Secretary prior to a regular Board meeting or Committee meeting.

The Executive Director will attend all regular board meetings.

Rideau Hill Camp Board will follow Robert's Rules of Order during all Board Meetings.

Section 4: Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

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

The Annual General Meeting will occur no less than 60 days after financial year-end.

Section 5: Officers

The Board shall appoint from among the Directors a Chair and may appoint any other person to be Vice Chair, treasurer and secretary at its first meeting following the annual meeting of the Corporation. The office of treasurer and secretary may be held by the same person and may be known as the secretary-treasurer. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

The term of elected officers (Chair, Vice Chair, Secretary and Treasurer) will be three (3) years. Elections will take place at the Annual General Meeting for positions where a term has expired or positions that have become vacant.

No Chair shall serve in this capacity for more than three consecutive terms (9 years)

5.01 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:

- a. the Officer's successor being appointed,
- b. the Officer's resignation, or
- c. such Officer's death.

5.02 Duties

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

5.03 Duties of the Chair

The Chair shall perform the duties described in sections 3.04, 9.05, Schedule B and such other duties as may be required by law or as the Board may determine from time to time. For additional duties, refer to Policy Manual.

5.04 Duties of the Vice Chair

The Vice Chair shall perform the duties described in sections 3.04, 9.05, Schedule C and such other duties as may be required by law or as the Board may determine from time to time. For additional duties, refer to job description, found in Rideau Hill Camp Policy Manual.

5.05 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule D and such other duties as may be required by law or as the Board may determine from time to time. For additional duties, refer to job description, found in Rideau Hill Camp Policy Manual.

5.06 Duties of the Secretary

The secretary shall perform the duties described in Schedule E and such other duties as may be required by law or as the Board may determine from time to time. For additional duties, refer to job description, found in Rideau Hill Camp o Policy Manual.

5.07 Duties of the Executive Director

The Executive Director shall perform the duties described in Schedule A, job description and such other duties as may be required by law or as the Board may determine from time to time. For additional duties, refer to job description, found in Rideau Hill Camp Policy Manual.

Section 6: Protection of Directors and Others**6.01 Protection of Directors and Officers**

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

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act

Section 7 - Conflict of Interest**7.01 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. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

7.02 Charitable Corporations

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**8.01 Members**

Membership in the Corporation shall consist of the incorporators named in the articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.03 Disciplinary Act or Termination of Membership for Cause

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles, By-laws and the Board Code of Conduct.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9: Members Meetings**9.01 Annual Meeting**

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further 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 By-laws or articles.

The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;

- f. election of Directors; and
- g. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

Subject to the provisions of the articles, if any, a meeting of the Members may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, and it must enable all persons entitled to attend the meeting to reasonably participate. A person who, through telephonic or electronic means, votes at or attends a meeting of the Members is deemed for the purposes of this *Act* to be present at the meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the *Act* provides otherwise.

9.03 Notice

Subject to the *Act*, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the *Act* to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

A notice of a meeting of the Members is not required to specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If a person may attend a meeting of the Members by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at 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.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, Vice Chair will be the chair of the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

- a. each Member shall be entitled to one vote at any meeting;

- b. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot or electronic vote so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f. 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 shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and if a meeting of the Members is adjourned by one or more adjournments for an aggregate of less than 30 days, it is not necessary, that any person be notified of the meeting that continues the adjourned meeting, other than by announcement of all of the following at the time of an adjournment:

- 1. The time of the continued meeting.
- 2. If applicable, the place of the continued meeting.
- 3. If applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

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

Section 10 - Notices

10.01 Service

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 of the Corporation shall be delivered personally, or sent by prepaid mail,

facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Corporation; and to such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

10.02 Error or Omission in Giving Notice

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Board may from time to time in accordance with the *Act* amend or repeal and replace this By-law.

Enacted February 24, 2025.

Debbie Banks, Chair of Rideau Hill Camp Board

Cayleigh Milne-Keeley, Vice Chair of Rideau Hill Camp Board

Rowena Pearl, Secretary of Rideau Hill Camp Board

Addendum:

Objectives of RHC Council:

1. To carry on the purposes in close cooperation with the executive of EOORC.
2. To hold all property and income arising therefrom and acquired by it, through purchase, gift, bequest or otherwise, in trust for the objects and purposes for which the RHC Council is incorporated.
3. To hire and support the work of Executive Director
4. To raise funds to support the Mission, Vision and Values of the camp.
5. To function as a Governance board, developing policies that will support the goals and objectives of Executive Director and EOORC.

Schedule A

Position Description of the Executive Director

Role Statement of Executive Director

The Executive Director shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The Executive Director shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation and serve as a member on all board committees. The Executive Director shall be entitled to receive notice or and to attend and speak at all meetings of the Board and of meetings of Members as a non-member thereof without the right to vote, save and except when the Board is discussing the position, salary or benefits of the Executive Director.

Role of ED

1. To seek funds for camping purposes through EOORC in harmony with the policy of the General Council and the Finance Committee of EOORC.
2. To seek funds for camping purposes through the rental of the property, in harmony with the policies of General Council and the Finance Committee of EOORC.
3. To expend the monies received from contributions, bequests and various funds of the RHC Council for the foregoing purposes.
4. To have oversight of such matters as camp use, leadership, camp policy, camp programming and camp maintenance.
5. To present the work of RHC Council to the congregations within the boundaries of the EOORC

Schedule B**Position Description of the Chair****Responsibilities****Agendas**

Establish agendas aligned with annual Board goals and preside over Board meetings. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction

Serve as the Board's central point of communication with the Executive Director, of the Corporation; provide guidance to Executive Director, if any, regarding the Board's expectations and concerns. In collaboration with Executive Director, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies, planning and performance information are appropriately presented to the Board.

Performance Appraisal

Lead the Board in monitoring and evaluating the performance of Executive Director, if any, through an annual process.

Work Plan

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation

Serve as the Board's primary contact with the public.

Reporting

Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning

Ensure succession planning occurs for Executive Director, if any, and Board.

Committee Membership

Participate on board committees.

Schedule C**Position Description of the Vice Chair****Responsibilities****Agendas**

Work collaboratively with Board Chair to establish agendas aligned with annual Board goals and preside over Board meetings in the absence of Board Chair.

Ensure meetings are effective and efficient for the performance of governance work.

Work collaboratively with Board Chair to prepare a schedule of Board meetings annually.

Work Plan

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation

Serve as one of the Board's primary contacts with the public.

Reporting

Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Committee Membership

Participate on board committees.

Schedule D**Position Description of the Treasurer****Role Statement**

If appointed, the treasurer works collaboratively with the Chair, Vice Chair and Executive Director, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities**Custody of Funds**

The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall 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.

The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation.

The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship

Serve as a mentor to other Directors.

Financial Statement

Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Schedule E

Position Description of the Secretary

Role Statement

The secretary works collaboratively with the Executive Committee to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct

Support the Chair in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management

Keep a roll of the names and addresses of the Members.

Ensure the proper recording and maintenance of minutes of all meetings of the Executive, Board and Board committees.

Attend to correspondence on behalf of the Board.

Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law.

Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees.

Attend all meetings of the Executive, the Board and Board committees.

Appendix E

Draft Job Descriptions for Volunteer Leadership Roles in EOORC**Regional Council President – Job Description**

The Regional Council will elect a President to serve according to the terms set out in policy. During their term, the President will:

- Begin serving as President at the rise of the meeting when the serving President's term is concluded.
- Strive to inspire the members of the regional council and its communities of faith toward health, joy and excellence.
- Preside at all meetings of the regional council and its Executive.
- Serve on the Planning Team for meetings of the regional council and its Executive.
- Serve as the spiritual leader for the regional council, offering a theme and vision for the regional council.
- Serve, along with the Executive Minister, as the official representative of the regional council.
- Attend General Council meetings as the governing officer of the regional council.
- Work collaboratively with the Executive Minister to discern how to deal with issues that arise.
- Serve as one of the worship leaders at Celebration of Ministries Services.

Regional Council President-Elect – Job Description

The Regional Council will elect a President-Elect to serve according to the terms set out in policy. During their term, the President-Elect will:

- Begin serving as President-Elect at the rise of the meeting where their election takes place.
- Use their time as President-Elect to learn about the leadership of the regional council.
- Serve on the Planning Team for meetings of the regional council and its Executive.
- Serve as the lead for worship planning for meetings of the regional council and its Executive, including the maintenance of the duty roster for the Executive.
- Be responsible for communicating with pastoral charges that are held in prayer at Executive meetings.
- Chair meetings when the President and Past President are unable to fulfill this function.
- At the end of their term as President-Elect, begin serving as the President of the Regional Council at the rise of the Spring AGM when the serving President's term finishes.

Regional Council Past President – Job Description

The Regional Council will have a Past President that will serve in that role according to the terms set out in policy. During their term, the Past President will:

- Begin serving as Past President at the rise of the meeting where their term as President concludes.
- Provide wisdom and advice to the Executive and regional council meetings based on their experience.
- Chair meetings in cases where the President may not be able to serve as Chair.
- Serve as Chair of the Nominations Committee.
- Serve on the Planning Team for regional council meetings.

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

March 19, 2025
Kanata United Church

Reasonable travel and pulpit-supply expenses of the President, President-Elect and Past-President associated with the fulfilment of their roles will be reimbursed.