
Nakonha:ka Regional Council
Meeting of the Executive
Thursday, February 28, 2019 - 9:00 a.m.

IN ATTENDANCE

Rev. David Lambie	Chair
Monique Moser	Member
Rev. Joëlle Leduc	Member
Paul Stanfield	Member
Robert Patton	Member
Rick Sheffer	Member (joined meeting at 10:50 a.m.)
Patricia Lisson	Member (departed meeting at 10:20 a.m.)
Judy Coffin	Corresponding Member, Administration and Communication
Sabrina Di Stefano	Corresponding Member, Pastoral Relations Minister
Rev. Rosemary Lambie	Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary

REGRETS/ABSENT

Rev. Pierre Goldberger	Member
Susan Gabriel	Member

1. ***Opening Devotions*** – David Lambie shared a prayer (page 51) by Michael McCoy out of book “Wisdom is Calling”.
2. ***Circle Time of Sharing*** – (Rosemary and Joel) Time spent travelling to other Regional Councils; (Judy) is still receiving questions about pronunciation of the name Nakonha:ka (Na-gu-ha-ga).
3. ***Approval of Minutes – Minutes of January 31, 2019 and February 14, 2019***

2019-02-28_43 MOTION (P. Lisson/ M. Moser) That the minutes of January 31, 2019 be approved as amended.

Amendments

- Remove appendix D containing minutes from Property and Finance Committee meeting (January 8, 2019).

2019-02-28_44 MOTION (P. Lisson/P. Stanfield) That the minutes of February 14, 2019 be approved as circulated.

Clerical error corrected: typo, page 2, “... to be recognized as a community...” and not at

4. ***Agenda***

2019-02-28_45 MOTION (M. Moser/P. Lisson) That the agenda be accepted as circulated. **Carried**

Discussion: It was noted that Sally Meyer is retiring (June 1, 2019) and correspondence will be included for March 21st meeting.

5. ***Correspondence***

- a) December 20, 2018 Rev. David Fines request to the BHAL-JUN 발전 Fund (*for action*).

2019-02-28_46 MOTION (P. Lisson/M. Moser) that Nakonha:ka approve the request for \$8000 from the BHAL-JUN 발전 Fund received on December 20, 2018 from Rev. David Fine. **Carried**

- b) February 14, 2019 Rev. Paula Kline & Patricia Lisson, D.M. re request for dialogue about the future of community ministries (*for action – refer to 5*) – Postponed to the 21 March Executive meeting.
- c) February 20, 2019 Rev. David Lefneski, SouthWest United Church re request for change of pastoral relations (*for action*).

2019-02-28_47 MOTION (P. Lisson/P. Stanfield) that the Conseil régional Nakonha:ka Regional Council Executive receives the request for change of pastoral relations, effective May 31st 2019 from Rev. David Lefneski on February 20, 2019 for information and refers to the Pastoral Relations Minister for next steps. **Carried**

Discussion: There needs to be follow up with Southwest regarding closure of mission, in order to make sure things are closed properly (i.e. contracts), and Press Release

Discussion: A request from Patricia was made that the press release and the closure of Southwest Mission come back to the March 21, 2019; Rosemary, Sabrina, Patricia and Rick will follow up with congregation.

- d) February 20, 2019 Ingrid Dixon, Secretary of the Official Board, Union United Church re request for financial assistance for the minister's salary (*for action*)

2019-02-28_48 MOTION (P. Lisson/R. Patton) that the Conseil régional Nakonha:ka Regional Council Executive acknowledges that the Rev. Robert Thompson was appointed June 1, 2018 for a two-year period of transition to work with Union United Church; the Quebec Presbytery being fully cognisant of the financial strains of the community of faith, and therefore agreeing to support 50% of the cost of salary to enable the appointment ending May 31, 2020. While the presbytery no longer exists, the appointment continues. Therefore, the Executive agrees to continue the 50 % salary funding of the two-year appointment in order to encourage the ministry of the community of faith. \$40,000 come from \$35000 governance and shared services plus \$5000 in contingency. **Carried**

- e) February 21, 2019 Fred Braman, Chair of Erskine & American -Mountainside Trust Fund re disbursal report for February 2019 (*for action*) – See appendix A

Discussion: It was emphasized that information about grant funding must be circulated widely so that more are made aware of these funding possibilities.

2019-02-28_49 MOTION (P. Lisson/P. Stanfield) that Nakonhaka Regional Council concurs with the disbursal report for February 21, 2019 of the Erskine & America-Mountainside Trust Fund. **Carried**

- f) February 27, 2019 Ingrid Dixon, Secretary of the Official Board, Union United Church re copy of letter to the Finance and Extension Board with a request to renegotiate the terms of the loan being used for building reparations to make re-payment manageable (*for information*)

6. *Business arising – Supporting and enhancing the life of Communities of Faith where ministry takes place*

- 1. **Staff Position** – Position(s) for supporting Communities of Faith, Clusters & Networks – postponed until March 21, 2019

Discussion: It was suggested that the position description and ministry be the main focus for consideration when discussing the position for supporting Communities of Faith, Clusters & Networks, instead of considering individuals who may be available.

2. Governance –

- a) Draft Governance Policy Handbook - See appendix **B**

2019-02-28_50 MOTION (P. Stanfield/M. Moser) that the Conseil régional Nakonha:ka Regional Council Executive receives the Draft Governance Policy Handbook. **Carried**

Discussion: It was noted that the use of aboriginal language was not as important as members of aboriginal communities getting to know other members in the Regional Council, made to feel welcomed, included and comfortable to share in discussion in the United Church.

- b) Proceeds from the Sale of Property – See appendix **C**

2019-02-28_51 MOTION (M. Moser/R. Patton) that the Conseil régional Nakonha:ka Regional Council Executive approves the Policy regarding Proceeds from the Sale of Property. **Carried**

Discussion: It was noted that 10% of the net proceeds of sale of church property going to Aboriginal Ministries is a justice issue, and is not a recommendation but instead policy.

- c) Policy regarding Financial Appeals at the Annual Meeting – See Appendix **D**

2019-02-28_52 MOTION (P. Stanfield/R. Sheffer) that the Conseil régional Nakonha:ka Regional Council Executive approves the Policy regarding Financial Appeals at the Annual Meeting. **Carried**

3. Youth and Young Adult – Shanna Bernier

“A brief report you could share at Executive. Let me know if you want it sent somewhere else or in a more formal format.

We are solidly 2 months into 2019 and so far so good. I have settled into my little Sherbrooke office and I have received all my equipment and training and I have launched our new (but mostly old) Youth and Young adult ministry.

So far this year I have had 1 overnight Youth Forum Planning meeting, several IGM planning meetings, been invited to Moderate a UCC book study on White Privilege, set the date and local and theme for Youth Forum, had 2 planning meetings for United Spirit Camp, visited a church for a Youth group consultation and met with 2 chaplains in our region supported by the UCC. I also planned and executed our trip to Worshiplude with over 40 children, youth and leaders from the region participating (the largest group in our 8 years participating). Coming up in March I am supporting a few fundraisers for Camp and I am hosting a consultation gathering in Montreal for folks connected to Youth and Young adult ministry. Things are hopping along.

I want to visit churches. I don't really want to preach, but I am happy to give a quick presentation and mostly I want to go to coffee hour to meet families, youth and people of all ages in the church and connect with them so I can get know our region better. Please email me and we can book a date!”

4. Support for Communities of Faith, Clusters and Networks – Response to Paula Kline and Patricia Lisson – extended to March 21, 2019 meeting.

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- 5. Inaugural Meeting planning** – Meeting every two weeks, building agenda, technology, St-Lambert is represented and preparing to receive attendees. IGM will be livestreamed. All are encouraged to attend in person. Magog has offered to be a remote site.
- 6. Communications Committee** – Website is in works; communications are going out weekly, mailing list continues to be a work in progress, thoughts of developing a logo for the Region Council, Registration for IGM will be online. Names of representatives from Communities of Faith are slowly coming in.

Discussion: It was reminded that funding possibilities needed to be advertised.

- 7. Nominations Committee** – Rick has agreed to look for people who would help serve on the committee and receive recommendation. To date, there is a list of committees and those who are interested in serving. It was noted that for a central funding committee, F. Braman, B. Bryce, R. Sutherland, P. Stanfield, M. Hammond and R. Sheffer agreed to serve.
- 8. Letter from Moderator regarding making 3 minute video presentations at IGM** – The Moderator would like to know the answer to the following questions: 1. What is the theme of your Regional gathering? What are messages we would like to hear from Moderator – recognition of French Ministry in Region Council 13 which is different from the rest of the country; challenges of developing new ministries.

7. New Business

- Financial statements to come from Consistoire Laurentian at March 21st – Monique
- Funds (Trois-Rivières, Grand Mère) from M&O have now been transferred to Regional Council.
- Notes is audited statement regarding subsequent events, i.e. setting up Nakonha:ka Regional Council – Does Erik Mathieson have the appropriate wording for notes in audited statement? Paul will ask Erik directly.

Opening worship for next meeting – Patricia Lisson

Next meeting dates –

- Thursday, March 21st 2019 9:00-12:00 using technology (Zoom)
- Thursday, April 4th 2019 9:00-12:00 using technology (Zoom) – Rick offered to prepare worship

Closing Prayer – David provided a closing prayer #389 Nos voix unis –Pierre Goldberger

8. Adjournment

2019-02-28_53 MOTION (P. Stanfield) that the meeting be adjourned at 12:07 p.m.. **Carried**

Rev. David Lambie
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

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Appendix A

Erskine and American - Mountainside Trust Fund – February 2019 Report

A. The Trustees recommend the following grants (all amounts in \$):

1. Beaconsfield UC –Haiti School Project - 7400 to enable continuation but without ongoing commitment for future years
2. Église unie St-Jean - Groupe Spiritualité et Partage - 750
3. Église unie St-Jean – Groupe Foi et Fierté – 2000
4. Montreal City Mission – Song Craft – After School Pop Star Music Program for Refugee Youth – 13,800
5. Saint Columba House – Leadership Exploration and Development (LEAD) Youth Project – 12,810
6. St. James UC –Projet pilot – animation multiculturelle – présence dans la communauté – Les fiduciaires ont rejeté la demande comme leur mission est restreinte aux projets directement liés à la transformation et/ou la présence de nos ministères avec la communauté (« transformation/outreach » in a ministry context)
7. Sainte-Genevieve UC – ORA Loss and Living Program – 10,000
8. United Theological College – Café La Présence – 11,000
9. West Island LGBTQ2+ - specific support to 4 programs Youth, Young Adult, Transgender and Parent Support – 25,000 – The Trustees note that the Trust Fund supports programs and not core funding
10. Westmount Park UC – Faith in Nature Centre Development – 6400

Summary: 170,000 available for 2019 less 89,160 above leaves approximately 80,000 for other grants – The Trustees will launch another Request for Applications on May 15 with a June 14 deadline. Decisions are to be rendered in early July – with permission to use granted funding up to June 30, 2020. Trustees respectfully request that they be granted decision making powers for these grants as a Commission of the Regional Council in view of the difficult logistics of the summer period. Through the Communication director of the Regional Council, Trustees will attempt to publicize this Request throughout the Regional Council area.

- B. **The Trustees have established a uniform template for future grant applications to be followed strictly by all applicants and will enforce its requirement for a follow-up report, written separately from any new application, on an applicant's prior grant before any further applications considered.**
- C. The Trustees report that as a Commission of Québec Presbytery– Consistoire du Québec that they approved a grant of 10,000 to the West Island LGBTQ2+ Centre provided a significant grant was obtained from MRC de Vaudreuil Soulanges to expand services off-island and on February 20 2019, the Trustees re-approved the said E & A – Mountainside grant with the grant of the MRC fixed at 40,000.

Respectfully submitted Fred Braman (Chair), Heather McClure, Elva Crawford & L.E. Moir.

February 20, 2019

Appendix B

**Governance Document for Conseil régional Nakonha:ka Regional Council
of The United Church of Canada**

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13. Support for Communities of Faith, Clusters and Networks

Mandate
Staff Support

14. UCW Network

15. Living into Right Relations Network

16. POLICIES will be added as they are approved.

Draft Governance Document

February 2019

Introduction

This policy and practice document has been prepared by the Regional Council Transition Commission, then Executive (effective January 1, 2019) for use during the transition period with the recognition that the Regional Council Executive will regularly review all of the policies.

The Regional Council will set policies for the Executive and commissions/committees. Staff will be empowered and trusted to execute that policy

The structure will consist of small policy-oriented committees supported by staff and by task groups of skilled and trained volunteers to carry out policy (e.g. liaisons with individual communities of faith)

All of the policies can be measured against the Region Vision:

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

Regional Council

POLICY NAME: Regional Council	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy outlines the purpose / mission / vision of the Region, the authority and compliance, membership, responsibilities and annual meetings.	

Vision

The Mission of the Regional Council is

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

To fulfil this vision, the Regional Council and the Regional Council Executive will encourage and engage in

- a) joining our collective hearts, voices, and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- b) local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- c) ministry with children, youth, and young adults;
- d) honouring and living into intercultural mission and ministry; (Vision for Becoming an Intercultural Church, a GC resource)
- e) living in covenant with Mother Earth and All My Relations in the Earth community. **The Manual C.2.4 Purpose**

Authority / Compliance

The Regional Council and Regional Council Executive will follow all policies outlined or referred to in The Manual of The United Church of Canada, or as required by federal, provincial or municipal laws. **The Manual C.2.14 Limitations**

All responsibility of the Regional Council is subject to

- a) policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and
- b) the authority of the General Council to assume control of the Regional Council in extraordinary circumstances where the Regional Council is unable to or refuses to meet its responsibilities or acts outside of denominational or Regional Council policies.

Membership

The Regional Council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries, all as set out in sections. **The Manual C.1.1 to C.1.3.**

The Region has power / authority to add members to the Regional Council.

Responsibilities

The Manual outlines the responsibilities of the Regional Council. **The Manual Section C.2.1. to C.2.14**

Some responsibilities are delegated and some are the responsibility of the Regional Council.

The Regional Council is responsible for:

- a) celebrating the approval of applicants for candidacy;
- b) ordaining and commissioning members of the order of ministry;
- c) recognizing designated lay ministers;
- d) celebrating admissions and readmissions. **The Manual C.2.7**

Annual Meeting

The Regional Council will meet in person for the first year 2019 and the Executive will make a recommendation to the Regional Council regarding future annual meetings. **The Manual C.4.1**

Quorum

The Regional Council may meet only if a minimum number of members is present. **The Manual C.4.3**

For meetings of the Regional Council,

- a) if there are 60 or more members, at least 20 members must be present; and
- b) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

The executive may make a recommendation to the Regional Council in 2020 regarding quorum.

Relationships with Regional Councils 11, 12 & 13

POLICY NAME: Relationship with Regional Councils 11,12 & 13	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy is the covenant between Regional Council 11, 12 & 13.	

Memorandum of Understanding

Regional Councils Sharing Executive Minister and Executive Minister Administrator**Participants:**

East Central Ontario Regional Council (11)

And

Eastern Ontario Outaouais Regional Council (12)

And

Conseil Régional Nakonha:ka Regional Council (13)

Terms:

The three participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister and the Executive Minister Administrator as assigned.

1. This will be an opportunity to test strengths and weaknesses of a different way of working while living into new times, and adjustments may be made as needed with the approval of all the participants.

2. The Executive Minister will serve each Regional Council 1/3 time,

Executive Minister Administrators will serve each Regional Council 1/3 time.

3. Travel costs and administrative expenses for the Executive Minister and the Administrators supporting the Executive Minister will be shared equally between Regional Council 11, 12 &13, through a travel expense pool where each Regional Council contributes an equal percent.

4. The Regional Council will share equally in the cost of the salary, benefits, and office related costs for the Executive Minister and Executive Minister Administrator.

5. The Executive Minister will be responsible for

- Support and Leadership for Executive meetings
- Relationship building including Regional Council visits and support
- Support to the President
- As per. Executive Minister Job Description

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6. The Regional Council Executive Minister Administrators will be responsible for supporting the work of the Executive Minister
 7. Any Regional Council concerns about the Executive Minister will be raised with the General Secretary, General Council, so that it may be resolved following the United Church's human resource policies.
 8. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Regional Councils 11, 12 and 13, with the General Secretary, General Council, who will be responsible for working with the Regional Councils.
 9. A Regional Council Staff Committee may be created, to begin after the first Regional Council meetings, to be made up of two members of each Regional Council Executive. The Staff committee would support transition, monitor the workload of the Executive Minister, and Executive Minister Administrators, address any concerns/disputes between the Regional Councils and if not resolved, contact the General Secretary for support.

Each of the participating Regional Councils will sign a separate copy of this Memorandum of Understanding and return it via PDF document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council, has received such copies from all participating Regional Councils and has also signed the Memorandum of Understanding. ☞

Regional Council Executive

POLICY NAME: Regional Council Executive	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy provides direction to the Executive that continues the work of the Regional Council when the council is not meeting.	

Mandate

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting. **The Manual Section C.3**

The primary role of the Executive is to develop and monitor policies that enable the Region to live out its mission.

Membership

The Executive will consist of

A President

President-Elect and Past President

The Executive Minister or designate

Members to a maximum of 15 who are members of UCC, representing as fully as possible. **The Manual C.3.1.2.**

- o Order lay balance
- o Gender diversity
- o Linguistic diversity
- o Provide Geographic representation
- o And the diversity of the Region

The Executive Minister and the Executive Minister's Administrative Assistant will provide support to the Executive.

Regional Council Staff shall be corresponding members of the Executive.

The Executive's sole official connection to the operational organization, its staff and work will be through the Executive Minister.

Terms of office

President: beginning in June 2019, the president will be elected at the May 2019 annual meeting for a two-year term and two years as past president.

Past President: at the May 2019 annual meeting, a member of the Transition Commission will be elected to the position for two years.

President Elect: at the May 2020 annual meeting, the President Elect will be elected to serve for two years as President Elect, followed by two years as President and two years as Past President.

Members: the term will be three-year terms, renewable once.

Fifteen members are to be elected at the June 2019 annual meeting. The Nominating Committee will recommend members to be elected for 1, 2 or 3 year terms.

In the event of the death, resignation or removal of a President Elect or Past President of the Regional Council, or in the event that the President Elect or Past President assumes the office of President, the Executive is authorized to name a member at large to fulfil the duties of the President Elect or Past President.

Meetings

The Executive will normally meet monthly in person or by videoconference call.

Quorum

The Regional Council Executive may meet only if a minimum number of members is present. **The Manual Section C.4.3**

For meetings of the executive,

- a) if there are fewer than 60 members, at least 1/3 of them must be present;
- b) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

The Executive may change the requirement for quorum.

Responsibilities

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council. **The Manual C.3.1.3**

The Executive must report actions to the Regional Council for information and inclusion in the minutes for the Regional Council. **The Manual C.3.1.4**

Agenda

Each agenda will include time to

- worship and listen to God
- build community
- learn about governance and to develop, monitor and regularly review all policies
- evaluate how the Executive is making a difference to the life of the church.

POLICIES:

- Authorization to Perform Marriages and Voluntary Associate Minister [VAM] Policy
- Community of Faith Supervision Practice and Policy
- Licensed Lay Worship Leaders Policy
- Ministry Personnel involvement in a former Community of Faith Practice and Policy
- Policy In Leases, Major Renovations and other Major Assets
- Travel Policy

Appendix C

Policy Regarding Proceeds From The Sale Of Property
Conseil Régional Nakonha:Ka Regional Council

POLICY NAME: Policy regarding Proceeds from the Sale of Property	<i>Date Approved: February 28 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Church Property. The Manual C.2.6.	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's policy and best practices regarding use of proceeds from the sale of church property.

Policy

It is the policy of the Conseil régional Nakonha:ka Regional Council that part of the net proceeds* from the sale of church property (The Denominational Council recommends 15%) be remitted to the United Church of Canada Mission and Service fund for on-going support of the ministry of the wider church.

Based on the recommendation of the Denomination Council (General Council 43) it is the policy of the Conseil régional Nakonha:ka Regional Council that 10% the net proceeds from the sale of church property be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.

It is the policy of the Conseil régional Nakonha:ka Regional Council that 2% of the net proceeds* from the sale of church property (except when it is the sale of a manse), up to a maximum of \$5,000, be remitted to help fund the work of the Regional Council Archives.

It is the policy of the Conseil régional Nakonha:ka Regional Council that, at the time of sale, the Community of Faith must put before the Regional Council Finance Committee a ministry plan that is financially sustainable. In most cases, the Regional Council will require that the remaining capital from the sale be protected and invested and that the Community of Faith will be limited to drawing up to 4% of the value of the invested capital in any given year to support its operating budget.

If the Community of Faith puts before the Regional Council Property and Finance Leadership Team a plan for new and innovative ministry, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the new ministry model. This may include capital expenses.

If the Community of Faith is disbanding, the Regional Council Property and Finance Leadership Team will ask for a plan for the disposition of the assets of the Community of Faith before the sale of any property is approved.

*Net proceeds means the amount left over after all expenses directly related to the sale of the property have been paid, e.g.: real estate fees, legal fees, cost of surveys and so on.

Appendix D

Policy Regarding Financial Appeals At Annual Meetings Of The Regional Council
Conseil régional Nakonha:ka Regional Council

POLICY NAME: Policy regarding Financial Appeals at the Annual Meeting of the Regional Council	<i>Date Approved: February 28, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy is to clarify limits of the budget process. The Manual C.2.5.	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's policy and best practices regarding requests for funding outside of the approved annual budget at the annual meeting.

Policy

It is the policy of the Conseil régional Nakonha:ka Regional Council to affirm and uphold the use and function of the Business Committee for matters coming to the floor of the Annual Meeting of the Regional Council.

It is the policy of the Conseil régional Nakonha:ka Regional Council that any motion committing the Conseil régional Nakonha:ka Regional Council to the expenditure of non-budgeted sums of money be required to have a budget attached;

It is the policy of the Conseil régional Nakonha:ka Regional Council that any motion committing the Conseil régional Nakonha:ka Regional Council to non-budgeted expenditures which are presented during the Annual Meeting be automatically referred to the Executive who may request input from the Property and Finance Team first before making the decision;

It is the policy of the Conseil régional Nakonha:ka Regional Council that in the interests of fairness and justice, requests for funding of projects or groups not covered in the existing Financial budgets be subject to conditions and criteria similar to those that are currently expected of requests for Mission Support, and other funds available within the Regional Council.