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**Conseil régional Nakonha:ka Regional Council**  
**Meeting of the Executive**  
**Thursday, November 5, 2020 – 9 a.m.**

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**Vision of the Commission by which we evaluate progress based on:**

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

**IN ATTENDANCE**

Rev. Linda Buchanan	Chair, President
Peter Bisset	Member, Finance and Extension Board
Fred Braman	Member, Property and Finance
Rev. Barbara Bryce	Member, Granting and Enabling Leadership Team
Vivienne Galanis	Member at large
Rev. Pierre Goldberger	Member at large (joined at 10 a.m.)
Marc Grenon	Member at large
Rev. Rosemary Lambie	Member, Executive Minister
Rev. Joëlle Leduc	Member at large, Youth and Family Ministries
Rev. Darryl Macdonald	Member, Pastoral Relations
Rev. Marie-Claude Manga	Member, Representative to La Table
Paul Stanfield	Member, Treasurer (departed at 10:30 a.m.)
Rev. Tami Spires	Member, General Meeting Coordinator
Shanna Bernier	Corresponding Member, Youth, Young Adult and Families Ministries
Judy Coffin	Corresponding Member, Administration and Communication
Rev. David Lambie	Corresponding Member, Past-President, Nominations
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary
Brian Ruse	Corresponding Member, Finance and Office Administrator

**REGRETS/ABSENT**

Rev. Samuel Dansokho	Member at large (on sabbatical)
M <sup>c</sup> Sabrina Di Stefano	Corresponding Member, Pastoral Relations Minister
Rev. Shaun Fryday	Member, Justice and Community Ministries
David-Roger Gagnon	Corresponding Member, Minister Supporting Networks & Clusters
Robert Patton	Member, Right Relations
Rick Sheffer	Member at large, Ministries in Development

**Opening Devotions**

Fred Braman, referred to the expression of 'discipleship of all believers', while acknowledging Nora Sanders, retiring the General Secretary. Fred shared the poem, "To Be of Use" by Marge Piercy. This poem was shared by former Moderator Gary Patterson in a tribute for Nora Sanders. After it was read Fred prayed that all would be encouraged to continue in their pursuits of working for others and the church, as being part of the discipleship of all believers.

The people I love the best  
jump into work head first  
without dallying in the shallows  
and swim off with sure strokes almost out of sight.

They seem to become natives of that element,  
the black sleek heads of seals  
bouncing like half-submerged balls.

I love people who harness themselves, an ox to a heavy cart,  
who pull like water buffalo, with massive patience,  
who strain in the mud and the muck to move things forward,  
who do what has to be done, again and again.

I want to be with people who submerge  
in the task, who go into the fields to harvest  
and work in a row and pass the bags along,  
who are not parlor generals and field deserters  
but move in a common rhythm  
when the food must come in or the fire be put out.

The work of the world is common as mud.  
Botched, it smears the hands, crumbles to dust.  
But the thing worth doing well done  
has a shape that satisfies, clean and evident.  
Greek amphoras for wine or oil,  
Hopi vases that held corn, are put in museums  
but you know they were made to be used.  
The pitcher cries for water to carry  
and a person for work that is real.

Marge Piercy, "To be of use" from *Circles on the Water*. Copyright © 1982 by Marge Piercy. Used by permission of Alfred A. Knopf, an imprint of the Knopf Doubleday Publishing Group, a division of Random House LLC. All rights reserved.

Source: *Circles on the Water: Selected Poems of Marge Piercy* (Alfred A. Knopf, 1982)

### Circle Time of Sharing

All were invited to share.

### Acknowledging of Indigenous Land

Linda Buchanan

### Minutes of October 8, 2019

**2020-11-05\_131 MOTION** (T. Spires/J. Leduc) that the Conseil régional Nakonha:ka Regional Council Executive approved the Minutes of October 8, 2020 as received. **Carried**

### Agenda

**2020-11-05\_132 MOTION** (D. Macdonald/B. Bryce) that the Conseil régional Nakonha:ka Regional Council Executive accept the agenda as circulated. **Carried**

### Correspondence

- a) September 2020 The Right Rev. Dr. Richard Bott and Sarah Charters, Acting Director of Philanthropy re appreciation for a contribution of \$264,085 to the Mission and Service from the Regional Council and \$15,100 from the United Church Women of Nakonha:ka (*for information*)

Question: How can we continue to encourage generosity from Nakonha:ka Regional Council?

- b) November 4, 2020 Lisa Byer-de-Wever, Director Maison St. Columba House re Amendments to Bylaws  
(for action 5 c)

## Business arising

Supporting and enhancing the life of Communities of Faith where ministry takes place

### 1. Pastoral Relations

The Pastoral Relations meeting minutes of October 22<sup>nd</sup> 2020 are attached hereto as **appendix A**.

#### a) Calls /appointments/ changes

##### **Richmond-Melbourne Pastoral Charge**

**2020-11-05\_133 MOTION** (D. Macdonald/M. Grenon) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendation of the Pastoral Relations Team to renew the appointment of the retired Rev. Wayne Beamer to the Richmond-Melbourne Pastoral Charge at 20 hr/wk. for the ministry of Pastoral Care from January 1, 2021 to December 31, 2021. All terms according to the Manual. **Carried**

**2020-11-05\_134 MOTION** (D. Macdonald/M. Grenon) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendation of the Pastoral Relations Team to the following pastoral charge supervisor for vacant and/or searching Communities of Faith:

Hemingford	Barbara Bryce
Huntingdon	James Christie
Lacolle-Clarenceville	Barbara Bryce
Centenary	Patricia Lisson
Italian Church of the Redeemer	Read Sherman
Mount Bruno	Jennifer Mountain
Richelieu Valley	Jennifer Mountain
Danville-Asbestos	Reg Jennings
Granby	Tami Spires
Harrington Harbour PC	Heather McClure
Metis Beach	Dave Lambie
Sept-Iles	Heather McClure
Ways Mills	Lee Ann Hogle
Zion-Dundee	Mher Khatchikian
Fulford	Dave Lambie
Ulverton-South Durham-Trenholm	Reg Jennings
St. Andrews, Delson	Rosemary Lambie
Calvary, Sutton	Malcolm Cogswell
Hatley	Linda Buchanan
Baldwin's Mills	Mead Baldwin

**Carried**

#### b) Licenced Lay worship Leaders

It will be recommended that all LLWL listed below will be relicensed (minus 4 people who have asked not to continue) at the Regional Council meeting. It was explained that La Table and the Regional Council work collaboratively in the relicensing process, but as it stands, La Table, uniquely does not have the power to relicenses or have oversight over LLWL.

Licensed LLWLs within the Regional Council

Rosanne Baatz, Debbie Beattie, Charlotte Beatty Griffith, Hepta Deslandes, Valerie Epps Nickson, Stéphane Godbout, Tessa Ann Griffin, Norman Haslam, Gail Hocquard, Shirley Knutson, Carolyn Linde, Lorane McKenzie, Kelley Molloy, Pamela Naylor, Joan Shea, Alwin Spence, Brenda-Lee Strickland, Virginia Wallace, Keith Whittall, Donald Wood

c) **Care for Retirees**

It was noted that a clergy retreat is being planned.

**2. Property and Finance**

See Income Statement and Draft 2021 Budget attached hereto as **appendix B**. Brian Ruse presented the Income Statement (ending September 30, 2020) and Draft 2021 Budget.

- a) **2020-11-05\_135 MOTION** (P. Stanfield/F. Braman) that the Conseil régional Nakonha:ka Regional Council Executive receives the third quarter Financial Report for information. **Carried**
- b) **2020-11-05\_136 MOTION** (P. Stanfield/F. Braman) that the Conseil régional Nakonha:ka Regional Council Executive recommends the draft 2021 budget for presentation at the Regional Council meeting on November 21, 2020. **Carried**

Discussion: The 'Contributions to Contingency Reserve Fund' was added to the budget line in the budget. How will funds from 'Contributions to Contingency Reserve Fund'? It will be determined by the Executive going forward. \$3000 was added to the budget for United Spirit Camp. \$3000 will be removed from the 'Contributions to Contingency Reserve Fund'. 'Light a Spark' has been added to budget under Schedule 8. Line 71 was removed from the budget. \$2000 was added to 2020 Clusters and Networks and budget line for 2021 – these changes are reflected in appendix B attached hereto.

**3. Granting and Enabling Leadership Team**

- a) **2020-11-05\_137 MOTION** (B. Bryce/D. Macdonald) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Granting and Enabling Leadership Team for the 2021 Mission Support grants of \$506,214 be allocated as follows:

Camino de Emaus de l'Église Unie	\$67,214
Campus Ministry: Bishop's Champlain	\$2,000
COCLA	\$25,000
Committee to Aid Refugees	\$24,000
Concordia Multi-Faith and Spirituality Centre	\$3,000 (from UCC)
Église Unie St Pierre et Pinguet	\$26,000
Kanesatake United Church	\$15,000
Montreal City Mission	\$120,000
Rennie's United Church	\$20,000
Saint Columba House	\$151,000 (\$30,000 from UCC)
Saint Geneviève United Church: ORA Loss & Living	\$6,000
Union United Church (Montreal)	\$30,000
West Island LGBTQ2+ Centre	\$17,000

**Carried**

- b) **2020-11-05\_138 MOTION** (B. Bryce/P. Bisset) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Granting and Enabling Leadership Team for the follow Good Samaritan Fund Grants:

- \$8,500 grant for the Seniors Take Out Program at Saint Columba House.
- \$15,000 grant for the NDG Senior Citizens' Council for their Tax Clinic.
- \$15,000 grant for the Seniors Anti-Isolation Program at Union United Church (Montreal).

**Carried**

Discussion: This decision will be sent to the United Church Foundations to distribute the funds

- c) **2020-11-05\_139 MOTION** (B Bryce/D. Macdonald) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Granting and Enabling Leadership Team for the follow Trois Rivières French Ministry Fund grants:

- \$6,000 grant for Grief Support programs in French at Saint Geneviève United Church (ORA Loss and Living).
- \$6,000 grant to United Theological College to increase the capacity for French training, as detailed in their 2021 Mission Support application.

**Carried**

- d) **2020-11-05\_140 MOTION** (B. Bryce/P. Goldberger) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Granting and Enabling Leadership Team that a \$1,250 grant from the remaining 2020 Mission Support funds be provided to Beaconsfield United Church for their Nigerian refugees program. **Carried**

- e) **2020-11-05\_141 MOTION** (B. Bryce/F. Braman) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Granting and Enabling Leadership Team that the Contactivity Centre (Westmount, Quebec) be allowed to defer use of their Good Samaritan Fund grant to their next fiscal year beginning April 1, 2021. **Carried**

Discussion: Heather McClure has resigned as trustee to Erskine & American -Mountainside Trust Fund. Read Sherman had agreed to replace Heather.

**2020-11-05\_142 MOTION** (B. Bryce/D. Macdonald) that the Conseil régional Nakonha:ka Regional Council Executive approves that Read Sherman be named a Trustee to the Erskine & American -Mountainside Trust Fund. **Carried**

Nurturing Social Justice and Outreach programs
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**4. Indigenous Ministry**

A workshop on Land Acknowledgment will be coming in the near future.

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**5. Community of Faith/ Clusters/Networks****a) Opening of Churches**

Peter Bisset explained that Red Zone worship gatherings have been restricted. It was noted that cloth face coverings are not permitted by the CNSST. 16 Communities of Faith (CoF) still have not responded. 71 CoF have plans that have been submitted. For congregations in Orange Zones, gatherings are permitted of up to 25 people in church buildings.

Thanks and appreciation was extended to the COVID 19 Task Group for their work and support.

**b) Union**

Rosemary Lambie & Marc Grenon provided an update, and announced that two more meetings will take place in the coming weeks. Rev. Robert Thompson is retiring at the end of 2020. There is no action to be taken at the moment. A Pastoral Charge Supervisor and Liaison will be named to work with the congregations as of Jan. 1, 2021.

**c) Maison St. Columba House – Bylaws (see appendix C)**

**2020-11-05\_143 MOTION** (F. Braman/B. Bryce) that the Conseil régional Nakonha:ka Regional Council Executive approves the Revised By-Laws of Maison St Columba House and will send them to the General Council office for final approval. **Carried**

**d) Clusters/Networks**

Clergy support workshop to happen in near future.

**6. Youth and Young Adults, and Family Ministries**

Shanna Bernier & Joëlle Leduc – Mary Hatfield has been moved to palliative care (Mary was very much involved in Youth Forum and youth ministry in the Quebec-Sherbrooke Presbytery area). Letters of appreciation from YAYA will be sent to Mary. The United Spirit Camp is having its virtual campfire tomorrow night. A letter is ready to be sent to The Right Rev. Dr. Richard Bott and Michael Blair, General Secretary (as of Nov. 1). It was read aloud. The letter expressed the frustrations with the lack of attention being paid to the youth francophone constituency (and adult) within the United Church of Canada, as was made evident during Rendezvous 2020.

**7. La Table**

Marie-Claude Manga expressed thanks for how this Regional Council has always made an effort to make the French language part of its ethos. Thanks were extended to the Regional Council for its collaboration with acknowledging Église St-Claire. La Table is still waiting for amendments to documents to come from this body.

**8. Community and Justice Leadership Team**

There was a Conference with partners in the Philippines which provided an update on the many challenges they are facing. Thanks and appreciation were conveyed to The United Church of Canada for its continued support.

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**Building Communications**

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**9. Communications**

Judy Coffin shared results of survey regarding communication flow. There were concerns about the lack of attention various media forms are getting, and thought is being given on how to circumvent their lack of use, and how to continue to reach people and get information out.

**10. Nominations**

Dave Lambie & Tami Spires – there is no nominee for President-Elect, potential person for Christian-Jewish dialogue. It was noted nominees must be full members of The United Church of Canada. The questions remain as how to engage potential nominees with the Regional Council (for presentations, etc.). after the General Council. A policy may need to be created addressing how to include General Council Commissioners as part of the Regional Council (if they are not already delegates to the Regional Council).

**2020-11-05\_143 MOTION** (D. Macdonald/T. Spires) that the Conseil régional Nakonha:ka Regional Council Executive extends its meeting by 15 mins. **Carried**

**11. Regional Council Meetings**

Tami Spires & Linda Buchanan

- a) Fall meeting: Saturday November 21: worship focus on LLWL recognition, 2021 budget, clusters

**12. Finance and Extension Board**

- a) **2020-11-05\_144 MOTION** (P. Bisset/B. Bryce) that the Conseil régional Nakonha:ka Regional Council Executive supports the recommendation of the Finance and Extension Joint Sabbatical Leave Committee for the request for Sabbatical Leave 2021 of Rev. Paula Kline, Director of Montreal City Mission, for a time of reflection, renewal and new perspectives for ministry.

This sabbatical leave is granted for a period of three months, July, August, September 2021, as outlined in the proposal of the applicant, and does not include the regular time of vacation. The sabbatical leave has an anticipated budget of \$12,000, which covers all the Director's /contingency replacement costs and some personal costs.

**Carried**

- b) **2020-11-05\_145 MOTION** (P. Bisset/) that the Conseil régional Nakonha:ka Regional Council Executive approves the recommendations of the Finance and Extension Board Bursary Committee for the following bursaries; a combination of Hugh Duncan, St. John's Hall, and Institut Français Évangélique.

The Hugh Duncan bursaries are part of the F & E budget (\$20,000 in 2020), whereas the others are paid from their respective restricted funds.

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2020 Bursary Recipients

<u>Name</u>	<u>Community of Faith</u>
Matthew Bergeron	St. Andrew's United Church, Chateauguay
Sarah Bergeron	St. Andrew's United Church, Chateauguay
Holly-Andrea Bobbitt	Harrington Harbour Pastoral Charge
Susannah Clinker	Mount Royal United Church
Katie Dumaresque-Roberts	Harrington Harbour Pastoral Charge
Callie Evans	Elizabeth United Church, Harrington Harbour
Hihoto Jean-Baptiste Houenou	Église Unie Saint-Jean
Morgan-Pierre Point	Église Unie Saint-Jean
Christian Rowsell	St. Michael's United Church, Chevery
Jane Weber	Union United Church, Sainte-Anne-de-Bellevue
Michael Weber	Union United Church, Saint-Anne-de-Bellevue

**Carried****Opening worship for next meeting**

Joelle Leduc

**Motion to adjourn**

**2020-11-05\_146 MOTION** (D. Macdonald/B. Bryce) that the Conseil régional Nakonha:ka Regional Council Executive adjourn this meeting at 11:55 a.m. **Carried**

**Closing Prayer**

**Next meeting dates:** Saturday, November 21 – Regional Council meeting, Thursday; January 14 9:00 – 12:00 ZOOM; Thursday, February 18 9:00 – 12:00 ZOOM

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 Rev. Linda Buchanan  
Chair, President

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 Rev. Rosemary Lambie,  
Executive Minister
**Appendices**

Appendix A	Pastoral Relations meeting minutes of October 22 <sup>nd</sup> 2020	Page 230
Appendix B	Income Statement and Draft 2021 Budget	Pages 231-237
Appendix C	Saint Columba House By-laws (effective November 4, 2020)	Pages 238-245



## Appendix A

**Nakonha:ka Pastoral Relations Leadership Team**  
**Meeting Thursday, October 22<sup>nd</sup>, 2020 at 10h00**

1. Opening prayer by Darryl – “Waiting” from Pattern of our Days by Catherine Galloway
2. Present: Janet Bisset, Mher Khatchikian, Rosemary Lambie (Staff), Darryl Macdonald, Birgit Neuschild, Dave Lambie; Regrets: Marc Grenon, Jennifer Mountain.
3. Approval of the Agenda (D. Lambie, M. Khatchikian) Carried
4. Minutes of September 23<sup>rd</sup> meeting (D. Lambie, M. Khatchikian) Carried
5. Business Arising the Minutes
  - Faith Communities in Transition
    - Armenian – No change
    - Fulford – No change
    - Granby – No Change
    - Harrington Harbour PC – Nothing happening at present.
    - Hatley – No news
    - Hemingford/Lacolle-Clarenceville – No plans for opening yet
    - Hungarian – Need a supervisor for a couple of years. Darryl to approach David Clinker again, or ask him for suggestions. Ask Reed Sherman if absolutely necessary.
    - Huntingdon – No news.
    - Italian – Annual Congregational meeting planned for November 22 by Zoom and in person for those who cannot Zoom. Board meeting first – no date yet. Future of both building and congregation seem uncertain at present.
    - Kahnawake – Need a supervisor; working with Kanasatake may not be realistic.
    - LAM – Scott Patton readily agreed to work with Birgit, the two temp positions are filled as planned; now working on permanent job descriptions.
    - Metis Beach – Waiting on a response to their Phase Two opening plan.
    - Montreal Korean – No news.
    - Mount Bruno – Marc Grenon reported no change. They are worshipping and receiving Pastoral Care from Jennifer in St. Lambert along with Richelieu Valley PC.
    - Ste-Genevieve – awaiting a date for the covenanting. Joëlle announced her pregnancy – due sometime in April 2021.
    - La Table – Ste Claire – Is Stephane Vermette being paid half time? They are NOT a “community of faith” in the defined sense. The adherents all seem to be members elsewhere.
    - Union – A letter is being sent to communicate to the minister that his appointment is over on December 31. They will need a supervisor as of Jan 1, 2021.
6. Licensed Lay Worship Leaders Report: Two LLWLs from Union have not received the support of their board and so cannot be re-covenanted unless they find another congregation which will support them. Judy Coffin has a list of all and the details of courses taken and police records checks should be sent to her to keep a registry.
7. Pastoral concerns:
  - Sabrina, Ohannes, Robert Thompson, Lisa Bryer-de Weaver, Joëlle, and everyone.
8. Supervisor needs: Hungarian, Kahnawake, Mascouche
9. New Business: Sabbatical Committee Report (Birgit) – Paula Kline of Montreal City Mission will be on Sabbatical from June to August 2021, studying eco-theology.
10. Next Meeting: **26 November 2020 at 13h00** (1 pm) via Zoom
11. Closing Prayer – by D. Lambie

## Appendix B

## Income Statement

<b>Conseil régional Nakonha:ka Regional Council</b>									
<b>Statement of Income</b>									
For the Nine-Month Period ended September 30, 2020	<b>Year to Date - Actual</b>			<b>2020 - Budget</b>					
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total			
	\$	\$	\$	\$	\$	\$			\$
<b>Revenue</b>									
General Council Office (GCO) Grant from Assessments	238,167	0	238,167	322,600	0	322,600			322,600
GCO Grant for Executive Minister/Assistant	25,125	0	25,125	33,500	0	33,500			33,500
GCO Grant for Mission & Support	0	211,920	211,920	0	289,000	289,000			289,000
Finance & Extension Board funding	15,000	382,500	397,500	20,000	510,000	530,000			530,000
Regions 11 & 12 for share of services	25,125	0	25,125	33,500	0	33,500			33,500
Miscellaneous (with \$19,948 transfer for Good Samaritan)	21,653	0	21,653	0	0	0			0
<b>Total Revenue</b>	<b>325,070</b>	<b>594,420</b>	<b>919,490</b>	<b>409,600</b>	<b>799,000</b>	<b>1,208,600</b>			
<b>Expenses</b>									
Staff Expenses (Schedule 1)	155,080	151,684	306,764	295,000	207,000	502,000			502,000
Office Expenses (Schedule 2)	28,547	0	28,547	34,800	0	34,800			34,800
Finance and Archives (Schedule 3)	4,998	0	4,998	15,500	0	15,500			15,500
Committee & Meetings, Travel (Schedule 4)	2,898	0	2,898	18,000	3,000	21,000			21,000
Clusters, Networks Support (Schedule 5)	0	0	0	5,000	0	5,000			5,000
Youth & YAYA, LLWL Training Support (Schedule 6)	0	2,814	2,814	0	8,000	8,000			8,000
Communications & Information Technology (Schedule 7)	7,059	1,294	8,353	10,200	2,000	12,200			12,200
Transformation & Facilitation (Schedule 8)	0	5,950	5,950	0	10,000	10,000			10,000
Union United Church (Montreal) (Schedule 9)	21,959	0	21,959	20,000	0	20,000			20,000
Contingency (Schedule 10)	350	0	350	10,000	20,000	30,000			30,000
Mission Support (Schedule 11)		379,661	379,661	0	506,214	506,214			506,214
Transfer for Good Samaritan		19,948	19,948						
Miscellaneous and unallocated	0	0	0	1,100	42,786	43,886			43,886
<b>Total Expenses</b>	<b>220,891</b>	<b>561,351</b>	<b>782,242</b>	<b>409,600</b>	<b>799,000</b>	<b>1,208,600</b>			

Conseil régional Nakonha:ka Regional Council						
Statement of Income						
For the Nine-Month Period ended September 30, 2020	Year to Date - Actual			2020 - Budget		
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total
Schedule for Financial Statements						
For the 9-Month Period ended September 30, 2019						
Schedule 1 - Staff Expenses						
Executive Minister/Assistant (including Benefits)	54,278	0	54,278	70,400	0	70,400
Salaries - Mission/Ministry	0	118,364	118,364	0	161,200	161,200
Salaries - Governance	76,361	0	76,361	174,200	0	174,200
Benefits (United Church & Government) (26.3%)	22,380	30,423	52,804	41,300	40,600	81,900
Other Staff Costs (GCO 1.5%)	1,144	1,633	2,777	2,400	1,200	3,600
Meetings/Hospitality	479	113	592	500	0	500
Continuing Education	17	0	17	1,400	500	1,900
Travel	282	539	821	4,000	3,000	7,000
Cell Phone	138	350	488	800	500	1,300
Other	0	261	261	0	0	0
Staff Expenses	155,080	151,684	306,764	295,000	207,000	502,000
Schedule 2 - Office Expenses						
Rent (including Utilities)	17,932	0	17,932	19,000	0	19,000
Photocopier	5,727	0	5,727	8,800	0	8,800
Telephone	1,524	0	1,524	3,000	0	3,000
Supplies	1,160	0	1,160	3,000	0	3,000
Postage/Courier	928	0	928	1,000	0	1,000
Archives Maintenance		0	0	0	0	0
Other	1,277	0	1,277	0	0	0
Total Office Expenses	28,547	0	28,547	34,800	0	34,800
Schedule 3 - Finance & Archives Expense						
Accounting & Review	4,298	0	4,298	15,000	0	15,000
Bank Charges	0	0	0	500	0	500
Archives	701	0	701	0	0	0
Other	0	0	0	0	0	0
Total Finance & Archives Expense	4,998	0	4,998	15,500	0	15,500

Conseil régional Nakonha:ka Regional Council									
Statement of Income									
For the Nine-Month Period ended September 30, 2020									
		Year to Date - Actual				2020 - Budget			
	Governance	Mission/ Ministry	Total		Governance	Mission/ Ministry	Total		
Schedule 4 - Committee & Meetings Expenses									
Region AGM	2,898	0	2,898		9,000	0	9,000		
Other regional meetings	0	0	0		7,500	0	7,500		
Other meetings	0	0	0		1,500	3,000	4,500		
Total Committee & Meetings Expense	2,898	0	2,898		18,000	3,000	21,000		
Schedule 5 - Clusters & Networks Support									
Clusters & Networks Salaries/Consultant Fees	0	0	0		0	0	0		
Education & Students Support	0	0	0		0	0	0		
Pastoral Relations Support	0	0	0		5,000	0	5,000		
Other Support	0	0	0		0	0	0		
Total Clusters & Networks Support	0	0	0		5,000	0	5,000		
Schedule 6 - Youth & YAYA, LLWL Training Support									
Youth & YAYA Activities Additional Support	0	2,455	2,455		0	3,000	3,000		
United Spirit Camp	0	0	0		0	3,000	3,000		
LLWL Renewal Support	0	359	359		0	2,000	2,000		
Other	0	0	0		0	0	0		
Total - Youth & YAYA, LLWL Training Support	0	2,814	2,455		0	8,000	8,000		
Schedule 7 - Communications & Information Technology									
Internet	232	0	232		1,200	0	1,200		
Web Site Development	0	0	0		0	0	0		
GCO IT Support	3,478	0	3,478		4,000	0	4,000		
IT Equipment	743	1,294	2,037		3,000	0	3,000		
French/English Translation	2,606	0	2,606		2,000	2,000	4,000		
Other	0	0	0		0	0	0		
Total - Communications & Information Technology	7,059	1,294	8,353		10,200	2,000	12,200		
Schedule 8 - Transformation & Facilitation									
Light a Spark	0	5,950	5,950		0	0	0		
Other Support	0	0	0		0	10,000	10,000		
Total - Transformation & Facilitation	0	5,950	5,950		0	10,000	10,000		

Conseil régional Nakonha:ka Regional Council									
Statement of Income									
For the Nine-Month Period ended September 30, 2020									
	Year to Date - Actual				2020 - Budget				
	Governance	Mission/ Ministry	Total		Governance	Mission/ Ministry	Total		
Schedule 9 - Union United Church (Montreal)									
50% share of Minister's salary & benefits for 2020	21,959	0	21,959		20,000	0	20,000		
Other	0	0	0		0	0	0		
Total - Union United Church (Montreal)	21,959	0	21,959		20,000	0	20,000		
Schedule 10 - Contingency									
General Contingency	350	0	350		5,000	15,000	20,000		
Personnel Emergency Fund	0	0	0		5,000	5,000	10,000		
Total - Contingency	350	0	350		10,000	20,000	30,000		
Schedule 11 - Mission Support									
Beaconsfield UC - West Island LGBTQ2+ Centre	Mission Support from UCC	Mission Support from F&E	Total		Mission Support from UCC	Mission Support from F&E	Total		
	0	12,750	12,750		0	17,000	17,000		
Campus Ministry (Bishop's University)	0	2,250	2,250		0	3,000	3,000		
Camino de Emaus de l'Eglise Unie	7,500	42,911	50,411		10,000	57,214	67,214		
Comité d'Aide aux Réfugiés	7,500	10,500	18,000		10,000	14,000	24,000		
Concordia Multi-Faith and Spirituality Centre	1,500	1,500	3,000		2,000	2,000	4,000		
Eglise Unie Saint-Pierre et Pinguet	7,500	12,000	19,500		10,000	16,000	26,000		
Harrington Harbour	0	3,750	3,750		0	5,000	5,000		
Montreal City Mission	15,000	75,000	90,000		20,000	100,000	120,000		
Mount Royal UC COCLA	7,500	11,250	18,750		10,000	15,000	25,000		
Saint Columba House	15,000	105,000	120,000		20,000	140,000	160,000		
Union United Church (Montreal)	0	22,500	22,500		0	30,000	30,000		
The United Theological College	0	7,500	7,500		0	10,000	10,000		
Kanesatake United Church	0	11,250	11,250		0	15,000	15,000		
Total Mission Support	61,500	318,161	379,661		82,000	424,214	506,214		



Conseil régional Nakhonha:ka Regional Council			Statement of Income								
Prepared November 5, 2020 (Paul Stanfield)			2021 - Budget			Estimated 2020 - Actual			2020 - Budget		
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total		
	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Revenue											
General Council Office (GCO) Grant from Assessments	325,000	0	325,000	317,556	0	317,556	322,600	0	322,600		
GCO Grant for Executive Minister/Assistant	33,500	0	33,500	33,500	0	33,500	33,500	0	33,500		
GCO Grant for Mission & Support	0	240,000	240,000	0	282,560	282,560	0	289,000	289,000		
Finance & Extension Board funding	20,000	510,000	530,000	20,000	510,000	530,000	20,000	510,000	510,000		
Regions 11 & 12 for share of services	33,500	0	33,500	33,500	0	33,500	33,500	0	33,500		
Miscellaneous (transfer for Good Samaritan, Archives)	0	0	0	21,653	0	21,653	0	0	0		
Total Revenue	412,000	750,000	1,162,000	426,209	792,560	1,218,769	409,600	799,000	1,208,600		
Expenses											
Staff Expenses (Schedule 1)	315,892	208,362	524,244	207,140	202,160	409,300	295,000	207,000	502,000		
Office Expenses (Schedule 2)	30,600	0	30,600	31,783	0	31,783	34,800	0	34,800		
Finance and Archives (Schedule 3)	10,000	0	10,000	10,700	0	10,700	15,500	0	15,500		
Committee & Meetings, Travel (Schedule 4)	6,000	0	6,000	5,500	0	5,500	18,000	3,000	21,000		
Clusters, Networks Support (Schedule 5)	2,000	0	2,000	2,000	0	2,000	5,000	0	5,000		
Youth & YAYA, LLWL Training Support (Schedule 6)	0	7,700	7,700	0	4,500	4,500	0	8,000	8,000		
Communications & Information Technology (Schedule 7)	11,500	1,000	12,500	9,643	1,294	10,937	10,200	2,000	12,200		
Transformation & Facilitation (Schedule 8)	0	5,960	5,960	0	5,960	5,960	0	10,000	10,000		
Contingency (Schedule 9)	10,000	5,000	15,000	43,683	0	43,683	30,000	20,000	50,000		
Mission Support (Schedule 10)	506,214	506,214	506,214	506,214	506,214	506,214	506,214	506,214	506,214		
Transfer from Good Samaritan Fund											
Contribution to Contingency Reserve Fund	26,008	15,784	41,792	115,759	52,494	168,254	1,100	42,786	43,886		
Miscellaneous and unallocated											
Total Expenses	412,000	750,000	1,162,000	426,209	792,560	1,218,769	409,600	799,000	1,208,600		

Conseil régional Nakonha:ka Regional Council				Statement of Income							
Prepared November 5, 2020 (Paul Stanfield)				Estimated 2020 - Actual							
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total		
<b>Schedule for Financial Statements</b>											
<b>For the 9-Month Period ended September 30, 2019</b>											
<b>Schedule 1 - Staff Expenses</b>											
Executive Minister/Assistant (including Benefits)	74,051	0	74,051	72,371	0	72,371	70,400	0	70,400		
Salaries - Mission/Ministry (Youth Worker & Clusters & Networks)	0	160,974	160,974	0	157,818	157,818	0	161,200	161,200		
Salaries - Governance (Pastoral Relations 2021, Communications, Finance & Office Administrator, Activist)	185,722	0	185,722	101,815	0	101,815	174,200	0	174,200		
Benefits (United Church & Government) (26.3%)	50,145	43,463	93,608	29,840	40,565	70,405	41,300	40,600	81,900		
Other Staff Costs (GCCO 1.5%)	2,786	2,415	5,200	1,526	2,178	3,703	2,400	1,200	3,600		
Meetings/Hospitality	550	150	700	550	150	700	500	0	500		
Continuing Education	500	0	500	500	0	500	1,400	500	1,900		
Travel	2,000	1,000	3,000	400	700	1,100	4,000	3,000	7,000		
Cell Phone	138	350	488	138	350	488	800	500	1,300		
Other	0	0	0	0	400	400	0	0	0		
<b>Staff Expenses</b>	<b>315,892</b>	<b>208,352</b>	<b>524,244</b>	<b>207,140</b>	<b>202,160</b>	<b>409,300</b>	<b>295,000</b>	<b>207,000</b>	<b>502,000</b>		
<b>Schedule 2 - Office Expenses</b>											
Rent (including Utilities)	18,000	0	18,000	18,164	0	18,164	19,000	0	19,000		
Photocopier	8,000	0	8,000	8,000	0	8,000	8,800	0	8,800		
Telephone	2,000	0	2,000	2,031	0	2,031	3,000	0	3,000		
Supplies	1,400	0	1,400	1,160	0	1,400	3,000	0	3,000		
Postage/Courier	1,200	0	1,200	928	0	1,200	1,000	0	1,000		
Archives Maintenance	0	0	0	0	0	0	0	0	0		
Other	0	0	0	1,500	0	1,500	0	0	0		
<b>Total Office Expenses</b>	<b>30,600</b>	<b>0</b>	<b>30,600</b>	<b>31,783</b>	<b>0</b>	<b>32,295</b>	<b>34,800</b>	<b>0</b>	<b>34,800</b>		
<b>Schedule 3 - Finance &amp; Archives Expense</b>											
Accounting & Review	10,000	0	10,000	10,000	0	10,000	15,000	0	15,000		
Bank Charges	0	0	0	0	0	0	500	0	500		
Archives	0	0	0	700	0	700	0	0	0		
Other	0	0	0	0	0	0	0	0	0		
<b>Total Finance &amp; Archives Expense</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,700</b>	<b>0</b>	<b>10,700</b>	<b>15,500</b>	<b>0</b>	<b>15,500</b>		
<b>Schedule 4 - Committee &amp; Meetings Expenses</b>											
Region AGM	6,000	0	6,000	5,500	0	5,500	9,000	0	9,000		
Other regional meetings	0	0	0	0	0	0	7,500	0	7,500		
Other meetings	0	0	0	0	0	0	1,500	3,000	4,500		
<b>Total Committee &amp; Meetings Expense</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>18,000</b>	<b>3,000</b>	<b>21,000</b>		
<b>Schedule 5 - Clusters &amp; Networks Support</b>											
Clusters & Networks Salaries/Consultant Fees	0	0	0	0	0	0	0	0	0		
Pastoral Relations Support	2,000	0	2,000	2,000	0	2,000	5,000	0	5,000		
Other Support	0	0	0	0	0	0	0	0	0		
<b>Total Clusters &amp; Networks Support</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>		

Conseil régional Nakonha:ka Regional Council			Statement of Income			Estimated 2020 - Actual			2020 - Budget		
Prepared November 5, 2020 (Paul Stanfield)			2021 - Budget			2020 - Budget					
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total	Governance	Mission/Ministry
<b>Schedule 6 - Youth &amp; YAYA, LLWL Training Support</b>											
Youth & YAYA Activities Additional Support	0	4,000	4,000	0	4,000	4,000	0	3,000	3,000	0	3,000
United Spirit Camp	0	3,000	3,000	0	0	0	0	3,000	3,000	0	3,000
LLWL Renewal Support	0	700	700	0	500	0	0	2,000	2,000	0	2,000
Other	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Youth &amp; YAYA, LLWL Training Support</b>	<b>0</b>	<b>7,700</b>	<b>7,700</b>	<b>0</b>	<b>4,500</b>	<b>4,000</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>		
<b>Schedule 7 - Communications &amp; Information Technology</b>											
Internet	500	0	500	400	0	400	1,200	0	1,200		
Web Site Development	0	0	0	0	0	0	0	0	0		
GCO IT Support	4,500	0	4,500	4,500	0	4,500	4,000	0	4,000		
IT Equipment	1,500	1,000	2,500	743	1,294	2,037	3,000	0	3,000		
French/English Translation	5,000	0	5,000	4,000	0	4,000	2,000	2,000	4,000		
Other	0	0	0	0	0	0	0	0	0		
<b>Total - Communications &amp; Information Technology</b>	<b>11,500</b>	<b>1,000</b>	<b>12,500</b>	<b>9,643</b>	<b>1,294</b>	<b>10,937</b>	<b>10,200</b>	<b>2,000</b>	<b>12,200</b>		
<b>Schedule 8 - Transformation &amp; Facilitation</b>											
Light A Spark Program	0	5,950	5,950	0	5,950	5,950	0	10,000	10,000		
Other Support	0	0	0	0	0	0	0	10,000	10,000		
<b>Total - Transformation &amp; Facilitation</b>	<b>0</b>	<b>5,950</b>	<b>5,950</b>	<b>0</b>	<b>5,950</b>	<b>5,950</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>		
<b>Schedule 9 - Contingency</b>											
General Contingency	5,000	5,000	10,000	350	0	350	5,000	15,000	20,000		
Personnel Emergency Fund	5,000	0	5,000	43,333	0	43,333	5,000	5,000	10,000		
50% share of Ministers' salary & benefits for 2020							20,000	0	20,000		
<b>Total - Contingency</b>	<b>10,000</b>	<b>5,000</b>	<b>15,000</b>	<b>43,683</b>	<b>0</b>	<b>43,683</b>	<b>30,000</b>	<b>20,000</b>	<b>50,000</b>		
<b>Schedule 10- Mission Support</b>											
Beaconsfield UC - West Island LGBTQ2+ Centre	Mission Support from UCC	Mission Support from F&E	Total	Mission Support from UCC	Mission Support from F&E	Total	Mission Support from UCC	Mission Support from F&E	Total		
Campus Ministry (Bishop's University)		17,000	17,000	0	17,000	17,000	0	17,000	17,000		
Campus Ministry (Bishop's University)		2,000	2,000	0	3,000	3,000	0	3,000	3,000		
Caminio de Emaus de l'Eglise Unie		67,214	67,214	10,000	57,214	67,214	10,000	57,214	67,214		
Comité d'Aide aux Réfugiés		24,000	24,000	10,000	14,000	24,000	10,000	14,000	24,000		
Concordia Multi-Faith and Spirituality Centre	3,000	2,000	3,000	2,000	2,000	4,000	2,000	2,000	4,000		
Eglise Unie Saint-Pierre et Pinquet		26,000	26,000	10,000	16,000	26,000	10,000	16,000	26,000		
Harrington Harbour		0	0	0	5,000	5,000	0	5,000	5,000		
Montreal City Mission		120,000	120,000	100,000	100,000	120,000	20,000	100,000	120,000		
Mount Royal UC COCLA		25,000	25,000	10,000	15,000	25,000	10,000	15,000	25,000		
Saint Columba House	30,000	121,000	151,000	20,000	140,000	160,000	20,000	140,000	160,000		
Union United Church (Montreal)		30,000	30,000	0	30,000	30,000	0	30,000	30,000		
The United Theological College		0	0	0	10,000	10,000	0	10,000	10,000		
Kanastake United Church		15,000	15,000	0	15,000	15,000	0	15,000	15,000		
Site, Ganetake United Church (ORA Loss & Living)		6,000									
Rennie's United Church		20,000									
<b>Total Mission Support</b>	<b>33,000</b>	<b>473,214</b>	<b>506,214</b>	<b>82,000</b>	<b>424,214</b>	<b>506,214</b>	<b>82,000</b>	<b>424,214</b>	<b>506,214</b>		



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Appendix C

**Saint Columba House**  
**By-laws (effective November 4, 2020)**

**Article 1. Name**

The name of the corporation shall be Maison Saint Columba House, hereinafter called SCH.

**Article 2. Objectives**

**In the context of its role as a community ministry of the United Church of Canada, the objectives of SCH in Point St-Charles, Montreal are:**

- To facilitate the journey from exclusion to community for older intellectually challenged adults by providing educational and recreational programs daily;
- to relieve poverty of low income and poor persons by providing daily (Monday to Friday) hot meals, nutritional snacks and basic health care information;
- to assist and offer services to disadvantaged youth through homework assistance, mentoring and leadership training through daily/weekly programming;
- to advance education through providing poor and low-income children with after school homework help and life skills support on a daily basis;
- to advance education by offering a head-start pre-school program for children to promote literacy and acquisition of French/English and to prepare children and parents for primary school;
- to relieve conditions associated with aging and individuals affected by these conditions by providing opportunity to meet for social gatherings, shopping assistance, visitations and the development of healthy relationships that will encourage lasting friendships;
- to participation with the community and church groups on social justice issues, seeking provide advocacy in the community and beyond;
- to relieve poverty of low income and poor by offering monthly discussion groups for Men and Women involving activities, health information, cultural events;
- to offer weekly spiritual opportunities to explore issues of faith and find meaning through meditation, reflection and community gatherings;
- to offer opportunities for volunteers and student internships to be involved in addressing issues of poverty and community exclusion;
- to do such things that are incidental or ancillary to the attainment of the above objects.

**Article 3. Membership of the Corporation (Mission)**

- 3.1 Categories.** The Corporation shall have three (3) different categories of members. The rights, conditions and restrictions affecting each category are as indicated in the general by-laws of the Corporation.
- 3.2 Regular Members.** Any person interested in furthering the objectives of the Corporation may become a regular member by sending a request for membership to the Corporation. The request for membership will be by application along with the payment of an annual fee set by the Board of Directors.
- 3.3 Community Members.** Residents of the community at large who have been participants in any of the programs at SCH for the past year shall be considered members for the purpose of the AGM in that year.
- 3.4 Special Members.** A Special Member shall be a person who has provided a minimum of 10 hours of volunteer time for SCH in the past year in one of the programs or on one of the committees or task forces of the Corporation, and has been recognized by the Board of Directors, as a Special Member.

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- 3.5 List of Members.** The Board of Directors shall ratify the current list of members by resolution prior to the annual general meeting. (see Quebec Companies Act, Section 223)
- 3.6 Cards or Certificates.** The directors may issue cards and/or certificates of membership and shall approve their form and wording.
- 3.7 Resignation.** A member may resign by sending a letter of resignation to the Corporation. A regular member who resigns is not entitled to a refund for the unexpired portion of his/her annual fee.
- 3.8 Notice of Meeting.** A notice of the meeting of members shall be sent to each regular member entitled to attend the AGM and vote at least thirty (30) days prior to the meeting. A notice of the meeting of members for community members and special members shall be posted in a prominent place at SCH at least thirty (30) days prior to the meeting.
- 3.9 Quorum.** The quorum of the meeting of the members shall be ten (10) members from among those ratified by the Board of Directors as the current list of members and one (1) member designated by the Conseil Régional Nakonha:ka Regional Council, or superseding body, of The United Church of Canada, which unless otherwise designated shall be the Executive Minister of such Regional Council.
- At no time shall the Supervisor (as designated by Article 19.13 hereof) comprise the majority of the membership.

#### Article 4. General meetings

- 4.1** In accordance with the Quebec Companies Act the annual general meeting is held to receive the financial statements from the previous year, receive the year-end report from the directors, appoint auditors, and elect the directors.
- 4.2** The annual general meeting shall be held within six (6) months following the end of the financial year at a place and time determined by the Board of Directors.
- 4.3** Notice of any general meetings shall be fourteen (14) days. The notice shall be sent by mail, fax, messenger or electronic mail to the last coordinates registered with SCH for each member.
- 4.4** Quorum at any general meeting shall be ten (10) members from among those ratified by the Board of Directors as the current list of members and one (1) member designated by the Conseil Régional Nakonha:ka Regional Council, or superseding body, of The United Church of Canada, which unless otherwise designated shall be the Executive Minister of such Regional Council.
- 4.5** General meetings shall be governed by the latest edition of Robert's rules of order. Should there be a conflict between Robert's rules and the by-laws or lawful policies of SCH the latter takes precedence.
- 4.6** Special General meetings can be called by the Board of Directors or by the secretary upon the request of ten members in good standing of the members. The request must contain the items of business to be included on the agenda of the special meeting. Only the item(s) contained in the notice of meetings can be discussed at a special general meeting.

#### Article 5. Board of Directors:

##### 5.1 Composition

SCH shall be governed by a Board of up to fifteen (15) directors.

The SCH Board shall be composed of at least one individual from each of the following categories of members:

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Seats 1 – 8 Designated by the Conseil Régional Nakonha:ka Regional Council, or superseding body, of the United Church of Canada, including the executive director of SCH,  
Seat 7 a staff person designated by the staff members,  
Seats 7 - 10 from the regular members as per article 3.2,  
Seats 11-12 from the community at large members as per article 3.3,  
Seats 13-15 from the special members as per article 3.4.

## **5.2 Membership Application Process for the Board**

Individuals who wish to become members under articles 5.1 who support the objectives of SCH can apply to the Board of Directors for membership. Potential candidates shall be referred to the Nominating Committee of the Board prior to their names being proposed at the AGM. The Board has the power to invite candidates into the nomination process.

## **5.3 Terms of office:**

The term for Board members, excluding the Executive Director, shall be three years starting at the end of the annual general meeting that they were elected, renewable once. Directors remain in office until replaced. Directors are eligible for re-election at the annual general meeting, for a second term. Since the term of office on the Board is three years, one third of the Board shall be eligible for election or re-election every year. A member can stand down for one year and then is eligible for re-election. The Executive Director is a member and the term of office is unlimited, unless otherwise removed.

## **5.4 Resignation:**

Directors can resign by sending a letter to the secretary of SCH.

## **5.5 Removal from office / vacancies:**

A director can be removed from office by the members who had the right to elect him at a general meeting. The director facing removal must receive the notice of meeting fourteen (14) days before the date of the meeting. The notice must contain reasons for his removal. The director facing removal will have the right to speak at the special general meeting or send written argumentation that will be read by the chair of the meeting.

Upon removal of a director the special general meeting may fill the vacancy at the same meeting, by the member(s) so authorized under section 3. Such members may also fill any vacancy caused by resignation, removal, death, etc. or unfilled seats as per section 3 unless 5.5 is used.

## **5.6 Vacancies**

The Board shall have authority between general meetings to fill any vacancy on the Board, on a temporary basis, subject to ratification at the annual general meeting. The director must have been nominated as a member of the category of the vacant seat

## **5.7 Quorum:**

Quorum for all meetings of the Board of Directors shall be 50% plus one directors holding office.

## **5.8 Notice of Meetings**

Meetings of the Board can be called by the president or any two (2) directors. The notice and any documents related to the meeting must be sent five (5) days in advance to each director. In case of emergency the notice can be reduced to 24 hours. Notwithstanding, a meeting can be held at any time providing that all directors waive notice of the meeting.

A director present at the meeting is deemed to have waived notice unless his presence was only for the purpose of opposing the holding of said meeting.

## **5.9 Chair and Secretary of the Board of Directors**

The president and secretary of the corporation shall act respectively as chair and secretary of the Board of Directors.

## **5.10 Meeting using technological devices**

Directors are allowed to participate by telephone, video conference or using any other technology to any Board meeting. Every director must have access to the same technology and be allowed to participate in all matters debated and voted on at the meeting.

## **5.11 Unanimous directors' resolution**

A document carrying the signatures of all the directors shall be considered a resolution of the Board of Directors and have the same effect as if approved in a duly convened meeting of the Board.

## **5.12 Rules of procedures**

Meetings of the Board of Directors shall be governed by the latest edition of Robert's rules of order. Should there be a conflict between Robert's rules and the by-laws or lawful policies of SCH, the latter takes precedence.

## **5.13 Remuneration**

Directors are not remunerated for holding office. They are however entitled to be reimbursed for Executive Director pre-approved expenses incurred related to their duties upon presentation of proper justification and receipts.

# **Article 6. Executive**

## **6.1 Composition of the Executive.**

The Executive shall be comprised at minimum of a president, treasurer and secretary. Each director can hold one executive office.

## **6.2 Creation of Executive Positions**

The Board shall have the authority to create new executive positions at any given time through a vote of simple majority.

## **6.3 Appointment and Removal of Executive positions**

Executive positions shall be appointed by the Board of Directors for one (1) year renewable terms. Any executive can be removed by the Board of Directors for any reason by resolution.

## **6.4 Remuneration**

Executives are not remunerated for holding office. They are however entitled to be reimbursed for expenses incurred related to their duties upon presentation of proper justification and receipts.

## **6.5 Tasks & Responsibilities**

**6.5.1 President:** The president shall chair all Board and general meetings of SCH. The president shall also oversee the general affairs of SCH.

**6.5.2 Secretary:** The Secretary shall keep a written record of all meetings and shall make sure copies are distributed to all Board Members prior to the next regular meeting of the Board. The Secretary shall handle all correspondence of the Board and ensure that official signed copies of the minutes are maintained in the office.

**6.5.3 Treasurer:** The Treasurer's responsibilities are concerned with maintaining the financial stability of SCH. The Treasurer shall keep full and accurate financial records in which all receipts and disbursements are recorded, and shall oversee the deposit of money and the safekeeping of the financial assets of SCH.

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At each regular Board Meeting and on other occasions when so required by the Board, the Treasurer shall provide an account of all transactions. Annually, the Treasurer shall submit all accounts to the auditor as directed by the Board.

The audited annual financial report shall be presented at the Board meeting in March each year for approval by the Board. If approved, it must then be signed by two officers of the Board and be presented to the Annual General Meeting.

In consultation with the Director, the Treasurer shall prepare a budget each year for consideration at the December meeting of the Board.

#### **Article 7. Conflict of interest**

**7.1** Any member of the executive or the Board shall disclose any organizations that he or a member of his immediate family has a business interest in and that intends to contract with SCH. When any business with such organization arises, the member shall abstain from participating except to answers questions from Board members in any discussion and shall withdraw prior to the vote on the issue.

**7.2** A director or executive must report any situation of conflict of interest he is facing to the Board of Directors and such conflict must be noted in the minutes of the meeting following the disclosure.

#### **Article 8. Limitation of Liability:**

No director, officer or employee shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to SCH through the insufficiency or deficiency of title to any property acquired for or on behalf of SCH or for the insufficiency or deficiency of any security in or upon which any of the moneys of SCH shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the moneys, securities or effects of SCH shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the moneys, securities or effects of SCH shall be deposited, or for any loss occasioned by any error in judgment or oversight on such person's part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his or her office or employment or in relation thereto, unless the same are occasioned by such person's own negligence or willful default; provided that nothing herein shall relieve any director, officer or employee from the duty to act in accordance with the Act or from liability for any breach thereof.

#### **Article 9. Indemnification**

SCH shall indemnify a director or officer of SCH, a former director or officer of SCH or a person who acts or acted at SCH as a director or officer of a body corporate of which SCH is or was a shareholder (or other type of equity holder) or creditor, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal or administrative action or proceeding to which such person is made a party by reason of being or having been a Director or officer of SCH Company or body corporate, to the full extent permitted by the Act and by law. SCH is authorized to enter into agreements evidencing its indemnity in favour of the foregoing persons to the full extent permitted by law and may purchase and maintain insurance against the risk of its liability to indemnify pursuant to this provision.

#### **Article 10. Execution of contracts**

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Contracts, documents or other instruments in writing requiring the execution by SCH are signed by the president and the secretary. All contracts, documents or other instruments in writing so signed shall be binding upon SCH without any further authorization or formality

Notwithstanding this provision, the directors are authorized from time to time, by resolution, to appoint any officer or officers, director or directors, or any other person or persons on behalf of SCH either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

## **Article 11. Banking and borrowing arrangements**

The banking business of SCH including, without limitation, the borrowing of money and the giving of security therefore, shall be transacted with such banks, trust companies or other bodies corporate or organizations and under such agreements, instructions and delegations of powers as the directors determine from time to time, by resolution. Without limiting the borrowing powers of SCH, the Board may from time to time: (a) borrow money upon the credit of SCH; (b) issue, reissue, sell or pledge bonds, debentures, notes, or other evidence of indebtedness or guarantee of SCH, whether secured or unsecured; and (c) mortgage, hypothecate, pledge, or otherwise create an interest in or charge upon all or any property (including the undertaking and rights) of SCH, owned or subsequently acquired, by way of mortgage, hypothec, pledge or otherwise, to secure payment of any such evidence of indebtedness or guarantee of SCH. Nothing in this section limits or restricts the borrowing of money by SCH on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of SCH.

## **Article 12. Corporation books**

SCH shall maintain at its head office during normal business hours a book or books containing the following:

- a) These by-laws and any amendments to it;
- b) The names and addresses of the members;
- c) The names and addresses of the Directors and the dates upon which they became and cease to be such;
- d) Minutes of all the meetings of the Board, as approved by the Board and signed by the Secretary.

## **Article 13. Fiscal Year**

The Fiscal Year of SCH shall terminate on the 31st of December. The financial statements of the affairs of SCH for the presentation to the members at the Annual General meeting thereof shall be made up to that date.

## **Article 14. Head Office**

The Head Office of SCH will be in the city of Montreal, Province of Quebec. SCH, in addition to the foregoing, may establish other offices elsewhere as the directors may, from time to time, determine.

## **Article 15. Committees of the Board**

### **15.1 The Standing Committees of the Board are:**

- Building Committee
- Fundraising Committee
- Nominating Committee
- Personnel Committee

### **15.2 Membership of Committees**

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The convener of each committee shall be a member of the Board. The majority of the members of the personnel committee shall be Board members. Staff, with exception of the Executive Director, may not serve on the personnel committee. The nominating committee shall be made up only of Board members. The Board must approve all committee memberships. The committee chairperson shall present names of committee members for approval by the Board. The Board has the power to create and disband ad hoc committees as necessary.

#### **Article 16 Signing officers**

The Board will appoint signing officers. The signatures of two signing officers are required for any checks or withdrawals.

#### **Article 17. Authority, Enactment or amendments of By-Laws**

All amendments, regulations, and resolutions, motions or decisions of the SCH, including, but not limited to those made by the executive, the Board or general meeting must be made in conformity with these by-laws. In the event of any conflict between these by-laws and any regulations of the SCH, these by-laws shall take precedence.

Amendments to these by-laws and the adoption of any new by-law must be approved by two thirds of the Board and ratified by a majority of the members at a general meeting, which majority must include the Conseil Régional Nakonha:ka Regional Council, or superseding body, of the United Church of Canada.

#### **Article 18. General Provisions**

In these by-laws the masculine shall include the feminine, singular shall include the plural and vice-versa, where appropriate.

#### **Article 19. Special United Church of Canada provisions**

As long as the Corporation remains a Community Ministry of The United Church of Canada as set out in Article 2 of these by-laws, the following specific provisions shall apply to the corporation:

- 19.1** The Corporation shall adhere, at all time, to the applicable policies, standards, and regulations of The United Church of Canada, as enacted by the competent authority from time to time.
- 19.2** The Corporation shall not establish other corporations, except with the approval of the appropriate supervising body of The United Church of Canada (as set in Article 19.13 below) (Hereinafter designated as the "Supervisor"), and the administrative approval of the General Council.
- 19.3** A person designated by the Supervisor (which person shall be the Executive Minister of the Regional Council, or superseding body unless otherwise designated), shall be an ex-officio, 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 either a voting or non-voting capacity.
- 19.4** Annual reporting to the Supervisor shall include the membership of the Board, the minutes of the annual meeting, financial statements (audited or independently reviewed by a qualified person), and insurance coverage (including naming The United Church of Canada, as additional insured).
- 19.5** Insurance shall be kept in force covering fire, comprehensive liability, and such other insurable items in such amounts as the Supervisor may require, with The United Church of Canada, as an additional named insured on all insurance policies.

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- 19.6** Approval shall be obtained in advance from the Supervisor for capital fundraising initiatives and appeals affecting other parts of The United Church of Canada.
- 19.7** Indebtedness is subject to the prescribed limits as deemed appropriate by the Supervisor.
- 19.8** Any sale, transfer, mortgage, acquisition, or leasing of land (immoveable) must receive the prior written consent of the Supervisor.
- 19.9** The Corporation shall not, without the prior written consent of the Supervisor, initiate, or in any way engage in, proceedings that might result in the voluntary winding up (dissolution) of the Corporation.
- 19.10** The assets of the Corporation shall be vested in The United Church of Canada, or the registered charitable organization designated by The United Church of Canada, in the event that the Corporation ceases to function or its corporate existence is terminated. Disbursement of such assets will be determined in direct consultation with the Conseil Régional Nakonha:ka Regional Council or superseding body of the United Church of Canada.
- 19.11** The provisions of this Article 19 may be changed or modified only with the prior written approval of the Supervisor and the administrative approval of General Council. In the event of any conflict or inconsistency between the provisions of this Article 19 and any other section of the by-laws, the provisions of this Article 19 shall govern.
- 19.12** For greater certainty, approval from the Supervisor and General Council is required for changes to the Corporation's Charter (Letters Patent or otherwise) and changes to corporate by-laws.
- 19.13** In these by-laws, the Supervisor means the Conseil Regional Nakonha:ka Regional Council, or superseding body, of the United Church of Canada.

**Amended effective November 5, 2020**