



**WESTERN ONTARIO WATERWAYS**  
**REGIONAL COUNCIL EXECUTIVE MINUTES – 2021**

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**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Thursday, January 14, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Micol Cottrell, Heather Davies, Bruce Dickson, Norm Eygenraam, Mark Laird, Heather Leffler, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Jessica Cottrell

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Thursday, January 14, 2021, for the purpose of addressing a follow-up item from the meeting of December 16, 2020.

#### **Welcome and Constitution of the Meeting**

Gary Clark welcomed Executive members present and called the meeting to order at 2:33 PM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the first meeting of the Western Ontario Waterways Regional Council for whatever business may properly come before it.

#### **Acknowledging the Land**

Gary Clark stated:

We acknowledge that we live, work and worship God on the historic traditional territory of the Haudenosaunee, Anishnabe, the Neutral Nation and the Mississaugas of New Credit as well as the lands of other 1st peoples . By force these people were robbed of their land and denied their culture. Our prayer is that in love we find ways to share the land and celebrate all culture who call this land home. May our acknowledgement of truth be but the first step toward reconciliation between the 1<sup>st</sup> peoples of the land and all who have come later.

#### **Opening Prayer**

Gary Clark led in an opening prayer, asking for wisdom and guidance to meet the best interests of the congregation of ██████ United Church and the decisions of the Executive.

**Moved by:** Cheryl-Ann Stadelbauer-Sampa

**Seconded by:** Mark Laird

That the meeting agenda be the topic of Proposal #4, from the minutes of the Executive meeting of December 16<sup>th</sup>, 2020.

**CARRIED**

## **Correspondence**

**Moved by:** Cheryl-Ann Stadelbauer-Sampa

**Seconded by:** Andrea Allan

That we receive the correspondence of [REDACTED] for information.

**CARRIED**

It was stated that [REDACTED] has been appointed pastoral charge supervisor of [REDACTED] United Church by the Covenant Commission. Cheryl-Ann said that the congregation has not yet been advised of the review articulated by Proposal #4. [REDACTED]'s correspondence outlined the possibility of progress without initiating the review immediately, having been in conversation with the chair of the board of [REDACTED] United Church.

**Moved by:** Heather Davies

**Seconded by:** Brent Caslick

That we move to an in camera session.

**CARRIED**

**Moved by:** Heather Leffler

**Seconded by:** Brent Caslick

That we move out of an in camera session.

**CARRIED**

**Moved by:** Heather Leffler

**Seconded by:** Bruce Dickson

Having discussed the correspondence received, the Executive remains concerned for the broken relationship between the regional council and [REDACTED] United Church, and for the patterns of decision-making evident in the past two congregational meetings of [REDACTED] United Church (November 8<sup>th</sup> and December 6<sup>th</sup>, 2020) and therefore proceeds with the review of [REDACTED] United Church ordered in Proposal #4 of the December 16, 2020 meeting of Executive. The Executive appoints [REDACTED], Order of Ministry as reviewer for the fee of \$5,000 plus expenses.

**CARRIED**

**Abstention:** Cheryl-Ann Stadelbauer-Sampa

**Moved by:** Heather Davies

**Seconded by:** Mark Laird

That Rev. Cathy Larmond be appointed to provide pastoral care for the [REDACTED] United Church congregation.

**CARRIED**

**Moved by:** Micol Cottrell

**Seconded by:** Mark Laird

That Janet Isles, past secretary of Northern Waters Presbytery, be paid on a per-hour basis for her services as coordinator of the interview process.

**CARRIED**

Cheryl-Ann said she would provide notification to the congregation of [REDACTED] United Church, as well as communication of an announcement to the congregation from [REDACTED].

Gary Clark closed the meeting at 4:20 with prayer.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, January 20, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Jessica Cottrell, Micol Cottrell, Bruce Dickson, Norm Eygenraam, Heather Leffler, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Heather Davies, Mark Laird

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, January 21, 2021.

### **Welcome and Constitution of the Meeting**

Gary Clark welcomed Executive members present and called the meeting to order at 9:10 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the Western Ontario Waterways Regional Council for whatever business may properly come before it.

### **Acknowledging the Land**

Gary Clark stated:

We acknowledge that we live, work and worship God on the historic traditional territories of several First Nations peoples. By force these people were robbed of their land and denied their culture. Our prayer is that in love we find ways to share the land and celebrate all culture who call this land home. May our acknowledgement of truth be but the first step toward reconciliation between the First Peoples of the land and all who have come later.

### **Opening Worship**

Following a reading from the Leviticus version of the Ten Commandments. (19:9 – 18), Gary Clark asked the Executive members to articulate a phrase describing what the work of the Executive is. Some of the comments were:

- Connection to the broader church and supporting staff
- Oversight & governance
- Loving neighbours & supporting staff
- Bookending the life of the regional council – a body with vision & calling at one end, and doing the gritty gutsy work with no other place to put it at other end
- To be honest, caring & leading by example
- Focusing on big picture while honouring the parts and the whole

- Drawing in both Commission and broader work
- Demonstrating our values of Connecting, Supporting, & Transforming

Gary Clark closed this worship time with prayer.

## **Consent Docket**

### **A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the December 16, 2020 and January 14, 2021, be approved as amended.
3. That motions and proposals be written and given to the Secretary.

### **B. Western Ontario Regional Council Commission Appointments**

Accept resignation of Thom McDonough from the Covenant Commission.

Accept resignation of Patrick McDonough from the Mission & Discipleship Commission.

Accept resignation of Lyle Haney from the Mission & Discipleship Commission.

Gary Clark declared the amended consent docket approved by consensus.

## **Business Arising**

### **1. Commission Reports**

#### **a. Covenant**

Norm Eygenraam said the Covenant Commission had met a few days ago and their business was mainly routine. He said that the Commission is looking at consistency between regions. He also stated that getting sufficient pastoral supervisors has been difficult, so now considering compensation as a way of making the role more attractive and viewing the position as a shared cost of ministry. The Commission is preparing a proposal and will present it to the Executive when complete.

#### **b. Human Resources**

Micol Cottrell reported updates on the following Commission items:

- Calls, appointments, requests for changes of pastoral relationships, & position descriptions continue to be received and approved. Liaisons continue to be appointed to help with and oversee the work of the Licenced Lay Worship Leader (LLWL) Resource Team and the United Fresh Start program.
- In February, the Commission will begin reviewing its description in the governance handbook and suggest any updates based on the experience of what its work entails. Discussions will also be held as to whether there are other areas of work to be taken on now that both the LLWL Resource Team and the United Fresh Start programs are established.
- The United Fresh Start program is up and running with modules beginning this month for Ministry Personnel and congregations. The sessions with just ministry personnel began in the fall and are going well.
- The Licenced Lay Worship Leader (LLWL) Resource Team has been receiving annual reports, providing guidance, doing the required interviews, and bringing names forward to the Commission to be licensed. The updated list of LLWLs is being kept with Diane Blanchard and churches interested in receiving the list will

need to contact her. This decision was made to ensure more privacy for LLWLs compared to putting the list on the regional website.

- Exit interviews for ministry personnel leaving a pastoral charge are now being offered. When a change of pastoral relationship has been approved by the Commission the person will be notified of the option to have an exit interview. These exit interviews are optional.

**c. Mission & Discipleship**

Bruce Dickson said the Mission & Discipleship Commission will be meeting tomorrow. Continuing, he said the Commission will be working on grants for students & appreciated the recent help provided with respect to processing grant applications. Bruce said that some work is being done to determine how best to communicate the work of the Commission to a broader audience within the region. He noted that two Commission members resigned in the past month for personal reasons, and the challenge of finding new members to step up into these roles. He concluded his report by noting that he is looking forward to the new social justice minister's arrival in March.

Following the Commission reports, Gary Clark asked about the Executive meeting schedule, and it was agreed that the 3<sup>rd</sup> Wednesday of the month will be our normal meeting date for the present.

**2. Financial Update**

Brent Caslick said the financial update was brief, noting that all expenses are being met, with a meeting being held in the next several days to review financial statements. Cheryl-Ann reported that the full audit of 2019 & 2020 fiscal years will be done in the spring of 2021 as a cost-effective way of utilizing the same auditors for both audits.

**3. Website update**

Cheryl-Ann said that Shayla Kinting is doing some background work on the website and preparing to update some of the pages – e.g., update staff profile and work descriptions.

**Continuing Priorities & Future Discussion Items (Vision & Timeline, Things to keep in mind)**

**1. Affirm Action Plan: Moving from Action Plan to action. How to?**

Gary Clark asked what was needed to support Affirm, remarking that the current plan was approved at the October Regional Council meeting. He posed, as an example, the Executive monitoring itself to ensure its being inclusive. He suggested that we raise this for focused discussion at a future Executive meeting.

**2. Regional Council Meetings in 2021**

Gary Clark noted the following items which need to be considered as part of the Regional Council planning meeting. He provided a brief overview of the following items:

- Spring/Fall – what work needs to be done in the spring, in the fall?
- What work do we want to do?
- Focus on TRC Calls to Action in the spring?

- Determine planning group. Set dates for fall.
- In Memoriums & Jubilands in fall, candidates in spring?
- First steps toward concrete planning: Start in February/March

Cheryl-Ann spoke about General Council nominations and the process of doing this electronically (as compared with past in-person meeting practices) to ensure we have time for discernment and nominations. Heather Leffler suggested a promotional video to advertise and profile the role of a General Council representative.

Cheryl-Ann said that candidates need to be technically competent and able to manage Zoom, suggesting that there might be a dedicated regional council meeting for General Council nominees. Heather Leffler noted that having short focused online meetings in addition to the annual meeting was a good way to build capacity.

Gary Clark asked for additional input to spring/fall Regional Council meetings and agendas. Some ideas were:

- Spring/fall schedule proposal is good idea.
- Topics such as anti-racism and climate action make us relevant and in touch with younger people.
- Regional Council Meetings are an opportunity to engage people in commission work, not just General Council nominations.
- Those who are not representatives to a regional council are eligible to attend General Council, so ways to engage those who don't normally attend regional council meetings should be considered.
- There is a gap in knowledge of processes between previous & current structures. Thus making the Regional Council more visible to the broader church is important to close this gap.
- Review feedback from October 2020 meeting for additional thoughts, including meeting attendees and equity monitor report.
- Shorter meetings with focused topics are preferable – e.g., webinars plus business items. Engaging more representation is a good idea, but there is a steep learning curve if representatives are not involved at the regional level.

Gary Clark suggested we think about these suggestions and be prepared to come to the February meeting with a more detailed action plan.

Cheryl-Ann suggested she, Sue Duliban, Mark Laird, Gary Clark, & Brent Caslick work together and come back to the February meeting with a focused plan for the Executive to approve. This suggestion was agreeable to the Executive.

### **3. Anti-Racism**

- a. Racial Justice Training
- b. BLM (Black Lives Matter)

Cheryl-Ann said she had investigated racial justice training and determined that it involves four separate sessions. She suggested we might do this as a group, possibly in the fall when new Executive and Commission members are in place. She cautioned that this is incremental to the other workload which we have taken on – e.g. the ongoing review process - and the need to allow sufficient

capacity for this training. This training is offered via a facilitator from United in Learning.

Brent Caslick suggested this be scheduled for September 2021 when we have General Council representatives selected, and closer to the date of the next General Council meeting.

Following this discussion, Gary Clark polled the Executive members and there was consensus on these comments & suggestions.

Cheryl-Ann went on to provide an overview of the review process which has just begun, outlining some possible outcomes based on current schedule and outcomes based on other reviews. She also provided an overview of the possible processes once the review is completed. She said that ultimately the Executive's role is to put in place actions to correct any findings or recommendations arising from the review.

#### **4. Evaluating work against WOW Regional Council purpose statement**

Gary Clark said that the only way to assess our work is against measurable goals associated with our tangible targets which address our values.

Rod Coates said some of the Executive's work was included in the Executive 2020 annual report, which cited accomplishments against the Regional Council purpose statement. Brent Caslick said it would be good to pass along an annual report to our congregations.

Micol Cottrell said this evaluation could be included as part of the meeting agenda and performed at the end of the meeting.

Gary Clark said that we had come to end of the agenda and have many good suggestions for planning our next meeting. He then closed the meeting at 11:50 AM

Next Meeting: February 17, 9:30 am, via Zoom  
Worship: Mark Laird



**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, February 17, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Jessica Cottrell, Micol Cottrell, Heather Davies, Bruce Dickson, Norm Eygenraam, Mark Laird, Heather Leffler, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, February 17, 2021.

### **Welcome and Constitution of the Meeting**

Gary Clark welcomed Executive members present and called the meeting to order at 9:35 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the Western Ontario Waterways Regional Council for whatever business may properly come before it.

### **Acknowledging the Land**

Gary Clark stated:

May the words of our land acknowledgement be truthful and hopeful.

Lent is a season of reflection and commitment to discipleship. As a people of faith we require both to let the words of our acknowledgement help us to grow in our relationships with God and all our brothers and sisters. We acknowledge that we live, work and worship God on the historic traditional territory of many first peoples. For me it is the Haudenosaunee, Anishnabe, the Neutral Nation and the Mississaugas of New Credit. By force these people were robbed of their land and denied their culture. Our prayer is that with the power of love we find ways to share the land and celebrate all cultures who call this land home. May our acknowledgement of this truth be but the first step toward reconciliation between the 1<sup>st</sup> peoples of the land and all who have come later.

### **Opening Worship**

Mark Laird read a meditation from the book Taking Flight, by Anthony De Mello. Mark commented that it was during Lent last year that the COVID-19 pandemic started, and the last time church services were held was during Lent. Mark then asked the question, *“Either during the pandemic or in general is there something you have noticed that you are holding on to and don’t want to jettison?”*

A summary of comments follows:

- Unnecessarily holding on to fear & self-doubt.
- Loss/despair of not being ever going back to normal, but now more optimistic.
- Feeling the need to be the one sorting things out yet needing to trust others to do it and that it's not all on me.
- Can't do everything I used to. Need to let go of fear of not doing enough.
- Fear of not doing enough to support my child – both now and beyond this pandemic.
- Feeling a sense of impatience. Can I be how I would like to be treated?

[Gary Clark left the meeting briefly, turning the chair over to Mark Laird during his absence.]

## **Consent Docket**

### **A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the January 20, 2021 meeting be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

### **B. Correspondence received**

1. Camp Menesetung UCC Camp Capital Assistance Grant Application (for approval)
2. Equity Monitor update (for information)
3. Thank you card received from Tanya Cameron for the Christmas gift sent by the Staff Committee

Mark Laird declared the consent docket approved by consensus.

## **Business Arising**

### **1. Commission Reports**

#### **a. Covenant**

Norm Eygenraam said the Covenant Commission met last week and were pleased to see John Neff in attendance. Norm said the Commission held more discussion on the pastoral supervision topic; this began as a discussion about compensation, but the Commission is looking at the broader issues and will report more fully next time. Cheryl-Ann noted the amount of extra work done by Ann Harbridge and Lynne Allin during John Neff's absence and suggested that a note of appreciation for their efforts would be appropriate.

#### **b. Human Resources**

Micol Cottrell provided the following updates on the Human Resources Commission:

- **Regular work:** We continue to review and approve position descriptions from communities of faith/pastoral charges (six this month), calls and appointments, requests for change in pastoral relationship (we now also offer exit interviews upon request), and Congregational Designated Ministry position descriptions. We also receive requests for sabbatical leave (and currently receiving revised sabbatical requests due to the pandemic) and appoint liaisons.

- **LLWL:** At our February meeting we licensed another person to be a licensed lay worship leader (LLWL). The LLWL resource team interviews individuals and makes recommendations to the HR Commission. For training people continue to be directed to the training taking place through United in Learning.
- **Liaisons:** Liaison training for people to assist congregation during times of transition (ex. the search process, changes in the terms of call or appointment) is ongoing. Diane Blanchard, Pastoral Relations Minister, oversees the training and work of the liaisons. Diane has been offering regular training sessions for search commissions.
- **United Fresh Start:** The United Fresh Start modules for congregations and ministry personnel began in January and the four modules are being offered monthly with each module being offered twice each month. There has been a very good response from congregations and people are finding these modules very informative and helpful. The registration for these modules is now online. The facilitators for the United Fresh Start ministry personnel small groups have reported that these groups are going well.
- **Terms:** those whose terms this year have been notified and commission members informed that when their term is ending they will need to fill out a new expression of interest form.

c. **Mission & Discipleship**

Bruce Dickson said the Mission & Discipleship Commission met in January and it was a good opportunity to catch up. He said he was looking forward to Thérèse Samuel joining the Commission in March. The Commission is looking at better ways to communicate, trying to facilitate and share stories, and not to do all the work of the region. Bruce said that the use of stories and posting videos on website are good ways of sharing; he said that the Commission would like to do some sharing via the April regional council newsletter. Bruce said that he appreciated the work done to prepare the regional council website to receive grant applications.

As many are wrestling with issues of stewardship during a pandemic, Bruce cited Dave Jagger's new resource, *Called to be the Church*, which should be coming to churches soon via mail. Bruce noted that Dave Jagger, as Stewardship & Gifts Officer, now has responsibility for five regions, not just three.

Cheryl-Ann said racial justice training has been arranged by Antler River Watershed region and can accommodate 50 people at a time. Four evening sessions (7-9:30) are available. Bruce said there is likely money in M&D Commission budget if required to facilitate this training, and Cheryl-Ann said there is also available funding in the Executive budget for this.

## 2. **Financial Update**

Brent Caslick said that he had requested General Council (Bob Savaria) for updated financial statements, noting that the last one received reported to the end of December. Brent said that he had met with BMO Nesbitt Burns with respect to moving funds from bank accounts to investments & this work is in progress. In response to a question from Heather Leffler, both Brent & Cheryl-Ann provide some comments about this investment firm & how very satisfied they were with the service provided.

## 3. **Proposal 1 WDVH-WOW2021-01 (Executive Minister)**

Cheryl-Ann said that that a complaint had been received regarding workplace harassment. In accordance with the Workplace Discrimination, Harassment and Violence Prevention and Response Policy of The United Church of Canada, if follow-up determines that there is a finding there may be actions arising for which the Executive may assign recommendations.

In response to a question from Rod Coates, Cheryl-Ann said that Communities of Faith are required to have a harassment policy and recommended that they follow the General Council policy as it is broader and relieves a Community of Faith of that responsibility.

**Moved by:** Brent Caslick

**Seconded by:** Heather Davies

That the regional council Executive:

Confirm the action of the Executive Minister in securing trained investigator, Linda Foy, to investigate WDVH-WOW2021-01 and authorize any costs incurred to do this to be attributed to the Section J section of Emerging Expenses on the budget on the understanding that they will be covered from the unrestricted reserve.

Gary Clark declared this motion **CARRIED**

## **New Business**

1. Camp Menesetung UCC Camp Capital Assistance Grant Application  
Note: This grant application was approved with the Consent Docket.

## **Continuing Priorities & Future Discussion Items**

1. *Handbook Community of Faith Reviews* – Education  
(Cheryl-Ann) stepped the Executive through a PowerPoint presentation summarizing key points of the Handbook Community of Faith Reviews. The following questions were raised by the Executive, with answers provided by Cheryl-Ann:  
Q: Who is present at the time of decision-making?  
A: Just the Executive.  
Q: Is the community of faith present from the beginning of the meeting?  
A: Yes, from the beginning, but not to speak. 30 minutes is allowed for that. It is best if the community of faith speaks to the review recommendations, but not necessary.

Q: If someone is named in the report, is this their time to talk?

A: The time to provide information was to the reviewer, not to the Executive, so this is not a time to receive new information. Rather, it is the time to speak to the practicality of recommendations, not provide new information.

Q: What about accepting the recommendations of the reviewer?

A: The reviewer is very experienced and well acquainted in these reviews and we have paid for this advice, so why not accept it?

Q: Who pays for this review?

A: It comes from the unrestricted reserve fund.

Q: When should we see the report?

A: Likely by end of this week, after which the report will be distributed. It will reach as many of the people as possible for whom contact information is available.

██████████, pastoral charge supervisor, will arrange a congregational meeting to elect representatives to speak with the Executive collectively. A copy of the review will be provided to the community of faith's legal counsel with a request that they be involved.

Cheryl-Ann said that in the future more & more small congregations will continue to meet without ministry personnel and yet perform outreach, and this situation is not part of our current United Church polity.

It was agreed to meet on Tuesday, March 23<sup>rd</sup>, at 9:30 AM for the review, and to allow all day for the meeting.

## 2. Regional Council Meetings in 2021

### a. General Council Commissioner engagement – update/review videos

Gary Clark introduced two videos which are to be used to assist with engagement of General Council commissioners. The first video was prepared by Cheryl-Ann and introduced the General Council and other structure & governance aspects of the United Church. The second video, coordinated by Mark Laird, featured interviews with first-time General Council attendees. Gary Clark said that these were good videos to share with our congregations. Discussion followed about details of processing & making these videos available for distribution via website posting. It was agreed that a 3<sup>rd</sup> video needs to be added describing what it means to be a General Council commissioner – Tim Reaburn will be asked to contribute to this.

### b. Spring dates: May 13, 14, 15? (Thurs., Fri., Saturday)

A brief discussion was held concerning the planning of the spring Regional Council meeting, including finalizing dates, a Saturday evening Celebration of Ministries service and installation of the new president. Details were left to the planning group to finalize.

3. Equity Monitor update (for information)

An update concerning a position description for an Equity Monitor was received as part of the consent docket correspondence.

Gary Clark said that we had come to end of business and thanked all for spending the morning with him. Gary closed the meeting with prayer at 12:35 PM

Next Meeting: March 17, 9:30 am, via zoom

Worship: TBD

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, March 17, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Jessica Cottrell, Micol Cottrell, Heather Davies, Bruce Dickson, Mark Laird, Heather Leffler, Tim Reaburn, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Norm Eygenraam

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, March 17, 2021.

### **Opening Worship**

Mark Laird read a short story from Taking Flight by Anthony de Mello, about a lifesaving station. He then posed the question, “Reflecting on your personal/professional life, what keeps you grounded in your mission and vision?”

Some responses were:

- Weekly rhythm of creating & leading worship.
- Pandemic has changed everything and feeling very much ungrounded in past year. Celebrations (birthdays, anniversaries) in the congregation add energy & ground me.
- Doing simple things every day – dog walking, cleaning house, daily routine, etc.
- Taking time to reflect and take me out of myself.
- Centered breathing as a calming exercise.
- Stopping to count blessings.
- The wider church and its work keep me grounded.
- Spiritual discipline of journaling.
- Praying and reflecting each morning.
- Using a spiritual director.

Mark thanked everyone for their feedback and noted that we have recently seen things moving with respect to the pandemic, we need to keep focused on the things which are important.

### **Welcome and Constitution of the Meeting**

Gary Clark welcomed Executive members present and called the meeting to order at 10:05 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the Western Ontario Waterways Regional Council for whatever business may properly come before it.

## **Acknowledging the Land**

Gary Clark stated:

We come together acknowledging that we work and worship on lands traditionally held and stewarded by First Nations people for many millennia. It's their example of stewardship of the land that gives us hope that we might do better. So as we move closer to reconciliation with our First Nations brothers and sisters, may they teach us what we need to know to live together on this land.

## **Consent Docket**

Heather Leffler questioned the need for including bylaws approval in the consent docket and Cheryl-Ann said the information comes to the Executive because it is required, and it would be helpful to discuss the link between the Executive and corporations, in future.

### **A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the February 17, 2021 and September 15, 2020 meetings be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

### **B. Correspondence received**

1. Broadview – regional council report proposal (For information)
2. Thank-you correspondence (For information)
3. PTCC 2021 estimated income for WOWRC (For information)

### **C. Actions**

1. Confirm authorization of the Camp Menesetung UCC Camp Capital Assistance Grant Application

### **D. Western Ontario Waterways Regional Council Omnibus motion – March 17, 2021**

That the Western Ontario Waterways Regional Council (8) Executive approve the following actions:

Bimini United Church Camp

...based on the guidance received from General Council Staff, pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the by-laws dated December 7, 2020 of the incorporated ministry known as Bimini United Church Camp  
This is based on the members resolution of December 7, 2020 and receipt of other required documentation per The United Church of Canada incorporated ministries policy.

Gary Clark declared the consent docket approved by consensus.



## **Business Arising**

### **1. Commission Reports**

#### **a. Covenant**

Sue Duliban reported, on behalf of the Commission, that they were glad to have John Neff back, and a sub-group has been formed to review pastoral charge supervisor payment and working with other two regions on this matter.

#### **b. Human Resources**

Micol Cottrell reported on the following Human Resources Commission items:

- Diane Blanchard is offering regular Ministry and Personnel training once a month. The last M&P training had 80 people in attendance. There has been a good expression of interest in the April training. Diane is also leading search team training. She is also working towards leading harassment policy workshops.
- The LLWL (Licensed Lay Worship Leader) Resource Team is in the process of organizing a spreadsheet to better track LLWLs in our region including tracking annual reports and interviews. They are working on interviewing those who were recognized by presbyteries previously.
- At the regional meeting we are requesting some time to recognize our LLWLs. There are approximately 26 people to recognize. We would like time in the spring to recognize new LLWLs (aprox. 4 people) and time in the fall meeting to recognize those previously recognized by presbytery (this will give time to complete their interviews). We could use our commission time for recognitions if needed. Micol said there are a significant number of LLWL's needing to be recognized. He suggested allotting time at the spring regional meeting to recognize them & highlight their work, with the remainder being recognized in a second session at a fall meeting. Gary Clark noted that it would be helpful for commissions to submit a list of their agenda items for the spring meeting planning group so that this can be worked into the meeting planning.

#### **c. Mission & Discipleship**

Bruce Dickson invited the Executive to peruse the most recent newsletter for issues and items as it explains a good deal of the ongoing work of the Commission. Bruce said the last Commission meeting focus was the April 28<sup>th</sup> newsletter – what does mission mean to us, and what does discipleship mean to us - and hoping that will foster discussion. Bruce said the Commission was joined by Thérèse Samuel as of March 1<sup>st</sup>. He noted that Senator Murray Sinclair will be speaking with us at the end of May and that staff are now working on some pre-events for that occasion. Referencing the length of yesterday's newsletter, Bruce commented that it's difficult to share important information without it being too much.

Bruce noted that camp registration dropped 99% in 2020, which is understandable but not sustainable.

Cheryl-Ann said that newsletter used to have a table of contents with links to articles, but creating the link was time-consuming. Heather Leffler said that her experience is to

group by subject – e.g., have all WOW information grouped together. Cheryl-Ann said that that is being done but will have another look considering the Executive’s feedback.

## 2. **Financial Update (Brent Caslick)**

Brent Caslick commented that Ruthanna Mack is learning new software to enable her accessing financial reports.

### **Proposal 4: CRA Online Authorization**

Brent Caslick said that there is an issue of being unable to file tax returns online at present as the authorization has not been updated and the previously authorized individual is not active within the church.

Moved by: Brent Caslick

Seconded by: Mark Laird

That the Executive authorize the Directors named on the T3010 submitted for Western Ontario Waterways Regional Council **108192097 RR 0001 for 2019** to contact CRA to:

- 1) Revoke the online access currently granted Patricia McDermott; and
- 2) Designate R. Savaria of the General Council for online access.

Gary Clark declared this motion CARRIED.

### **Proposal 5: Audit Fee**

Brent Caslick said there didn’t appear to be an audit fee set for certain trust funds, so there is a need to formalize the calculation for the purpose of transparency and to establish a policy, as the audit fee was not included in the 2019 calculation.

The proposal is that:

The Western Ontario Waterways Regional Council Executive authorizes the Treasurer to assess an annual audit fee for the Olivet Fund and Eden Mills Fund calculated as follows:

- 1) ½ of 1% (based upon Opening year’s fund balance minus any current year’s payout plus the current year’s gain or loss) and
- 2) back date this audit fee to be effective January 1, 2019 when WOW was responsible for the trust funds.

Gary Clark declared this proposal approved by consensus.

### **Proposal 6: PTCC Proposal**

Cheryl- Ann provided a brief overview of the PTCC (Presbyteries of Toronto Conference) and how WOW is a successor to the former Northern Waterways Presbytery component of these funds.

Moved by: Bruce Dickson

Seconded by: Heather Leffler

That the Western Ontario Waterways Regional Council Executive agrees to the request of the Board of Directors of PTCC to:

- 1) divide the balance in the New Ministries and Leadership Development Fund as of December 31, 2020 with 25% of that total fund amount to be designated for use in Western Ontario Waterways regional council; and
- 2) name the Executive of Western Ontario Waterways regional council as the screening and recommending body for applications to Western Ontario Waterways regional council’s portion of the New Ministries and Leadership Development Fund.

Gary Clark declared this motion CARRIED.

Cheryl-Ann suggested that for 2021 only, given the delay in having the application process in place, we change the grant applications deadline from April 1 to June 1. Bruce Dickson stated that most applicants weren't expecting the form to be available until April 1 and was happy with the proposed June 1<sup>st</sup> deadline extension. Gary Clark declared the Executive to be in agreement with the proposal.

## **New Business**

Gary Clark requested that Mark Laird take on the role of meeting chair and excused himself from participation in the next several agenda items.

### **1. Staff Topics**

#### **Proposal 1: Updated position descriptions**

Cheryl-Ann said the main changes to the position descriptions were to add anti-racism elements; both current and new position documents were posted to Dropbox to enable the Executive to make comparisons between the two.

The proposal is that:

The Western Ontario Waterways Regional Council Executive approves the updated position descriptions for the

- 1) Minister, Congregational Support and Mission
- 2) Minister, Faith Formation and
- 3) Minister, Pastoral Relations

effective immediately and advises the Executive Minister to forward a copy of same to General Council Human Resources.

Mark Laird declared this proposal approved by consensus.

#### **Proposal 2: Sabbatical Plan, including Sabbatical Proposal presented by Kathy Douglas, Minister, Faith Formation**

Cheryl-Ann said several regional council staff are overdue for sabbaticals and are now developing proposals, with this being the first one. She provided some additional comments regarding coping with staff absences and which positions will next be eligible for sabbaticals. The Executive continued with some discussion about elements of the current sabbatical programs and what improvements & changes might be appropriate in future, including the concept of "rest" being an appropriate use of sabbatical time. Heather Leffler offered to draft a proposal, with Bruce Dickson's assistance, for consideration at a future three-region Executive meeting.

The proposal is that:

The Western Ontario Waterways Regional Council Executive approves the Sabbatical Proposal presented by Minister, Faith Formation, Kathy Douglas and authorizes her sabbatical leave from May 17-August 13, 2021.

Mark Laird declared this proposal approved by consensus.

### **Proposal 3: Authority for position description updates**

Cheryl-Ann outlined the proposal, noting the current situation that the Executive has authority to approve position description changes. The proposal is that simple changes – those not affecting the key purpose of the role – would be authorized by the Executive Minister.

The proposal is that:

The Western Ontario Waterways Regional Council Executive authorizes the Executive Minister to consult with the staff involved and the Staff Support Committee to make updates to Position Descriptions that do not change the key purpose of the role, or the terms of the position. Any change, other than editorial, in purpose, duties, hours or category would continue to require Executive approval. Any revisions to be reported to Executive for information.

Mark Laird declared this proposal approved by consensus.

### **2. Proposal 7: Preparation for Session with the Honourable Mr. Sinclair, TRC 101**

Cheryl-Ann said that the proposal is about making the most of the time with Honourable Mr. Sinclair. The three regional councils who share staff have made arrangements to host an event led by the Honourable Mr. Sinclair, Chair of the Truth and Reconciliation Commission (TRC), on May 28, 2021. The focus of Mr. Sinclair's presentation will be on the Calls to Action to the Church from the TRC.

The proposal is that:

The Western Ontario Waterways Regional Council Executive authorizes a budget of \$1,000 from the Regional Council Meeting budget for educational events focused on preparation for the May 28, 2021 event with the Honourable Mr. Sinclair.

Mark Laird declared this proposal approved by consensus.

### **3. Executive Minister Accountability Report March 2021: For information**

There were no additional comments other than several remarks expressing appreciation for the update.

### **4. Assessments after 2021: For information only 2022 target date 4.5 percent**

Cheryl-Ann shared a PowerPoint presentation with an overview of the issues and options associated with assessments. Remit #4 set the maximum assessment increase at 10% per annum for 3 years, and a decision will need to be made for implementing the full 4.5% assessment beyond 2021. General Council Executive (GCE) will make the decision and it may be complete by the May Regional Council meeting. Tim Reaburn provided a perspective of the GCE decision, noting that there are many financial decisions to be made considering the impacts of the pandemic.

## **Continuing Priorities**

### **1. [REDACTED] Review – update**

Cheryl-Ann noted that all the Executive will have received the review and are scheduled to meet on this matter next week – March 23<sup>rd</sup>. Community of Faith representatives have not yet been named to meet with the Executive, so it is not clear if representation has been designated and if anyone will meet with us at the scheduled March 23<sup>rd</sup> meeting. The purpose of the meeting is to have the community of faith response to the review recommendations, which form the basis for the Executive decisions.

Gary Clark outlined some of the timelines for the meeting agenda and re-confirmed expectations for the various components of the meeting.

Micol Cottrell asked if there should be pastoral care arranged for the Executive, and Cheryl-Ann will discuss options with Kevin Steeper.

Cheryl-Ann suggested the Executive read the review report once again, well before the meeting, as well as the Handbook, and be well rested.

### **2. Regional Council Meetings in 2021**

#### **a. GC Commissioner engagement – update**

Sue Duliban noted that these videos were included in the last newsletter.

#### **b. May 2021 planning – update**

Gary Clark said that the planning team had not yet met, and that he, Mark Laird & Rod Coates are currently part of the team. Heather Davies questioned the expected attendance at the Celebration of Ministries service at the meeting, since the Southampton church facility remains closed.

#### **c. Fall dates? Note: GC is Oct. 23**

Sue Duliban reported that Antler River Waterways has set a date of October 30 for their fall meeting and staff would prefer to have a 2-week interval between regional council meetings. Gary Clark suggested that it might only be a one-day meeting with focus on getting to know one another, and likely less time than the May meeting since a good deal of the business material would have been addressed then.

### **3. Workplace and violence report**

Cheryl-Ann said that April 8<sup>th</sup> was reserved for the workplace violence and harassment report. The report lists findings for both M&P and ministry personnel; the Office of Vocation addresses ministry personnel findings whereas the Executive deals with recommendations associated with the M&P committee. Cheryl-Ann reminded us of the confidentiality associated with the report, in part because it deals with our colleagues, and how we handle confidentiality is how people will receive us. She noted that the Executive does not meet with anyone for this report; the Executive make decisions based on the findings.

Gary Clark said that we had come to end of our agenda.

Heather Davies moved adjournment. Gary Clark closed the meeting with prayer at 12:45 PM.

Next Meeting: April 21, 9:30 am, via zoom (no Executive meeting in May)

Worship: TBD

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Tuesday, March 23, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Jessica Cottrell, Micol Cottrell, Heather Davies, Bruce Dickson, Mark Laird, Heather Leffler, Tim Reaburn, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Guests:** [REDACTED]

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Tuesday, March 23, 2021.

Gary Clark opened the meeting at 9:30 AM.

**Constitution of the Meeting**

Gary Clark stated, *“In the name of Jesus Christ, the one true Head of the Church, and by the authority vested in me by the Western Ontario Waterways Regional Council, I constitute this Executive meeting for whatever business may properly come before it. The bounds of the meeting are this zoom call.”*

**Opening Worship and Acknowledgement of the Land**

Gary Clark began with a reading from Micah 6: 6-8 *“What will I bring before the Lord? . . .to do what is just, to show constant love, and to live in humble fellowship with our God.”* He also referenced a recent Richard Rohr meditation concerning prophets & priests, who don’t like the status quo to be challenged, and that those inside the status quo have much to lose.

He concluded the opening meditation with a prayer taken from the book *Around a thin Place: An Iona Pilgrimage Guide*

Continuing, Gary Clark said Lent is a season of repentance. We acknowledge that we live on the historic properties of many First Nations peoples. It’s their example of stewardship of the land that gives us hope that we might do better. So as we move closer to reconciliation with our First Nations brothers and sisters, may they teach us what we need to know to live together on this land.

## Opening Motions

**Moved by:** Cheryl-Ann Stadelbauer-Sampa

**Seconded by:** Rod Coates

That:

- 1) That the agenda as circulated be adopted
- 2) That the following be made corresponding members of the meeting:

[REDACTED], Reviewer  
[REDACTED], Pastoral Charge Supervisor  
[REDACTED] Official Board Representative

- 3) That the Report of the Community of Faith Review of [REDACTED] United Church dated February 18, 2021 be received.
- 4) That the email correspondence of [REDACTED] be received.

Gary Clark declared this motion CARRIED.

## Review of Agenda for the Day

Gary Clark outlined the agenda for the day and Executive members asked a few questions to confirm the process and the review report.

### 30 Minute meeting with Reviewer, [REDACTED]

At 10 AM the meeting was joined by [REDACTED] [REDACTED] with 10 minutes allocated for the reviewer to brief the Executive and 20 minutes for questions from the Executive.

[REDACTED] stated that she offered the report as her best work and suggested that others take the opportunity to ask questions of her rather than her commenting further on the report. Executive members asked several clarifying questions of the report and the process by which information contained in the report was obtained. Gary Clark asked the Executive to confirm if they had any questions about the report's findings before moving on to approving concurrence with the findings.

At this time corresponding guests [REDACTED] were moved to the Zoom waiting room.

## Motion

Having considered the Report of the Review of [REDACTED] United Church and met with the Reviewer, it is

**Moved by:** Mark Laird

**Seconded by:** Jessica Cottrell

That the Executive concurs with the findings listed on page 26 of the Report.

Gary Clark declared this motion CARRIED.

Corresponding members returned to meeting following the vote on motion. Gary Clark thanked [REDACTED] for [REDACTED] report, whereupon [REDACTED] left the meeting.

[5 minute break]

### **30 Minute meeting with the representatives from the community of faith**

The meeting resumed at 10:40 AM, at which time Gary Clark invited [REDACTED] to speak. [REDACTED] said that [REDACTED] was an elder at [REDACTED] United Church and had been appointed by its governing body to speak. [REDACTED] provided a brief biographical outline of [REDACTED] involvement with [REDACTED] United. [REDACTED] said that the governing body, meeting on March 2 & 3, 2021, had passed a motion to accept recommendations 1, 3, 5 & 6 of the report, as follows:

That the Official Board of [REDACTED] United Church accept Recommendations 1, 3, 5, & 6 of the Review report and ask that the Executive consider the proposal of electing a Chair-elect of Official Board at a properly called congregational meeting as soon as permitted under health regulations, with a one year term of office beginning at the annual meeting in 2022 and that person to be mentored by the appointed consultant for 6 months prior to assuming office at that annual meeting.

[REDACTED] provided a few additional comments, concluding with the remark that [REDACTED] United Church had begun a process of healing and reconciliation.

Gary Clark thanked [REDACTED] for his participation.

Gary Clark then asked [REDACTED] if [REDACTED] wished to comment as an official board member.

[REDACTED] said that [REDACTED] was happy to hear the response from [REDACTED]. [REDACTED] said that there are much more & deeper issues to address and while [REDACTED] was not without optimism, more work is to be done.

Gary Clark then thanked [REDACTED] for time, effort & diligence on this matter. [REDACTED] and [REDACTED] left the meeting at this time.

[10 minute break]

Sue Duliban shared correspondence from [REDACTED] which confirmed that [REDACTED] would not be attending this meeting. The Executive was prepared to meet with [REDACTED] but [REDACTED] did not respond to the invitation.

**Moved by:** Heather Leffler

**Seconded by:** Tim Reaburn

That we move to in camera session

Gary Clark declared this motion CARRIED.

The meeting paused for a break at 12:10 PM, resuming at 12:55 PM

[45-minute break]

**Moved by:** Micol Cottrell

**Seconded by:** Andrea Allen





[2:30 Break – 5 minutes]

**Recommendation #1**

**Moved by:** Heather Leffler

**Seconded by:** Andrea Allen

That amended Recommendation #1 be approved, as follows:

With respect to Recommendation 1, the Executive:

- a) Appoints Rev. [REDACTED], current Pastoral Charge Supervisor, to function as the Chair of the Official Board and Chair of the congregation and pastoral charge for at least the balance of 2021. A report is to be provided to the regional council Executive by Rev. [REDACTED] at that time to assess the readiness of elected congregational leadership to resume this role.
- b) Directs Rev. [REDACTED] to establish a process to educate the Official Board in its role and responsibilities and clarify the governance of the pastoral charge including the maintenance of its records and requirements for Annual Meetings, an Annual Pastoral Charge Report and the difference in responsibilities of the Official Board, Session Stewards and Trustees
- c) Also directs Rev. [REDACTED] to provide training to the Secretary of the Official Board and any secretary for congregational meetings for minute-taking.
- d) Directs the Clerk of Session, Secretary of Stewards, Secretary of the Official Board and Secretary of the Congregation to provide Rev. [REDACTED] with:
  - i. the minute books of these respective bodies; and
  - ii. the membership list and contact information for the members and adherents of [REDACTED] United Church

Should the membership list and contact information not be forthcoming by June 1, 2021, the Executive:

- e) Directs Rev. [REDACTED] to convene the Session to begin the process of re-establishing the Roll of [REDACTED] United Church along with a list of adherents

In light of the Findings in the Report and in order to ensure that [REDACTED] United Church has worship leadership available, the Executive directs the Executive Minister and Minister, Congregational Support and Mission to secure a rotation of worship leaders for the congregation of [REDACTED] United Church. The regional council will cover the cost of Sunday supply. [REDACTED] will be offered one Sunday four weeks.

Gary Clark declared this motion CARRIED.

Heather Leffler suggested that a United Fresh start might be helpful initiative. Gary Clark asked for input and advice concerning whom to ask for an appointee for governance & charring meetings. Executive members provided several names as a suggested short list.

**Recommendation #5**

**Moved by:** Heather Davies

**Seconded by:** Andrea Allen

That amended Recommendation #5 be approved, as follows:

The Executive directs President Gary Clark to hold an open meeting with the congregation of ██████ United Church to communicate the decisions of the Executive as soon as possible and in accord with local public health guidelines.

If public health guidelines prevent this from being an in-person meeting, the Executive directs President Gary Clark to hold an additional in-person session when possible.

Gary Clark declared this motion CARRIED.

**Recommendation #6**

**Moved by:** Heather Davies

**Seconded by:** Terry Smith

That amended Recommendation #6 be approved, as follows:

The Executive directs the Executive Minister to distribute the Decisions made today as well as a copy of the report to the members and adherents of ██████ for United Church whom we have contact information. All recipients will be encouraged to share information. Any recipients not included in the original distribution will be added once Rev. ██████ can provide a list.

Gary Clark declared this motion CARRIED.

Discussion continued about possible appointments for governance and pastoral charge supervisor, but it was agreed that the Executive was not prepared to decide those appointments today. It was agreed to think this over until April 8<sup>th</sup> and decide at that time.

**Moved by:** Brent Caslick

**Seconded by:** Mark Laird

That the Executive will review the roles required by its appointees and will clarify their expectations at the April 8<sup>th</sup> meeting.

Gary Clark declared this motion CARRIED.

**Moved by:** Bruce Dickson

**Seconded by:** Mark Laird

That the Executive dismisses reviewer ██████ with thanks.

Gary Clark declared this motion CARRIED.

**Moved by:** Andrea Allan

**Seconded by:** Brent Caslick

That the meeting be adjourned.

Micol Cottrell offered a prayer to close the meeting. The meeting ended at 3:35 PM.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Thursday, April 8, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Norm Eygenraam (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Jessica Cottrell, Heather Davies, Bruce Dickson, Heather Leffler, Tim Reaburn, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Micol Cottrell, Mark Laird

**Guests:** Diane Blanchard, John Neff

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Thursday, April 8, 2021.

### **Welcome and Constitution of the Meeting**

Gary Clark welcomed Executive members present and called the meeting to order at 9:33 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the Western Ontario Waterways Regional Council for whatever business may properly come before it.

### **Acknowledging the Land**

Gary Clark stated:

Lord God, you have blessed us with so many different peoples, each with their own cultural gifts and blessings. But we haven't always seen these gifts. We rejected our First Nations brothers and sisters, we enslaved people them, we took the bread from their table, the land from under their feet, and the freedom from their bodies. We banished their language, forbade their music and tried to halt their dancing. For these sins we are truly regretful and only you Holy One can roll away the stone of these many deaths and wrongs. With grace and forgiveness, we pray that someday together we will dance as true brothers and sisters.

### **Opening Worship**

Gary Clark read from 1 Peter 5: 1-7 ("Address to the Elders"), then posed a check-in question, "How was your Easter weekend?"

Executive members provided vignettes of their Easter weekend experiences, with most relating to the busyness of the Easter season and the associated restrictions on interactions with immediate family.

## Opening Motion

**Moved by:** Cheryl-Ann Stadelbauer-Sampa

**Seconded by:** Andrea Allan

That the Executive:

- 1) Name Rev. Diane Blanchard, Minister, Pastoral Relations, and Rev. John Neff, Minister, Congregational Support and Mission as Corresponding Members for the meeting.
- 2) Accept the regrets of Secretary, Rod Coates, and Heather Davies for the portion of the meeting dealing with WDHV-WOW2021-01.
- 3) Receive the Investigation Report WDHV-WOW2021-01 dated March 2021 submitted by Investigator, Linda Foy.

Gary Clark declared this motion CARRIED.

## Business Arising

### Recommendation #1

**Moved by:** Brent Caslick

**Seconded by:** Terry Smith

That the Western Ontario Waterways Regional Council Executive:

- a) Appoints and will compensate Rev. [REDACTED] to function as the Chair of the Official Board and Chair of the [REDACTED] congregation and pastoral charge for at least the balance of 2021. A report is to be provided to the regional council Executive by December 31, 2021 to assess the readiness of elected congregational leadership to resume this role.
- b) Directs Rev. [REDACTED] to hold a congregational meeting as soon as permitted under health regulations, for the election of a chair designate, as requested by the official [REDACTED] Board, with that person to be mentored in their role by Rev. [REDACTED].
- c) Appoints and will compensate [REDACTED] to establish a process to educate the Official Board in its role and responsibilities and clarify the governance of the pastoral charge including the maintenance of its records and requirements for Annual Meetings, an Annual Pastoral Charge Report and the difference in responsibilities of the Official Board, Session Stewards and Trustees.
- d) Directs [REDACTED] to provide training to the Secretary of the Official Board and any secretary for congregational meetings for minute-taking.
- e) Directs the Clerk of Session, Secretary of Stewards, Secretary of the Official Board and Secretary of the Congregation to provide Rev. [REDACTED] with:
  - i. the minute books of these respective bodies; and
  - ii. the membership list and contact information for the members and adherents of [REDACTED] U.C.

Should the membership list and contact information not be forthcoming by June 1, 2021, the Executive:

- f) Directs Rev. [REDACTED] to convene the Session to begin the process of re-establishing the Roll of [REDACTED] U.C. along with a list of adherents.

Gary Clark declared the motion CARRIED.

### **Recommendation #3**

**Moved by:** Terry Smith

**Seconded by:** Andrea Allan

That the Western Ontario Waterways Regional Council (WOWRC) Executive appoint [REDACTED] and provide support as requested by [REDACTED], to review the work of the Trustees and of the Stewards and the Treasurer, along with any minutes of meetings of the same and financial statements for 2018-2020 and to provide a written report on the same to the [REDACTED] Official Board and WOWRC Executive. The Executive postpones a decision on an audit pending receipt of that report. Gary Clark declared the motion CARRIED.

### **Recommendation #5**

The Executive directs President Gary Clark to hold an open meeting with the congregation of [REDACTED] U.C. on Sunday, April 25, 2021 at 1 pm, to communicate the decisions of the Executive as soon as possible and in accordance with local public health guidelines.

**Moved by:** Heather Davies

**Seconded by:** Heather Leffler

That the Western Ontario Waterways Regional Council Executive

- 1) requests a written update from the appointees as soon as possible to be provided to the officers of the WOWRC, and reserves the right to revisit any of these Decisions of the March 22 and April 8, 2021 meetings at the Executive's discretion.
- 2) directs the Executive Minister to communicate its decisions of March 22 and April 8, 2021 to the Official Board of [REDACTED] U.C. electronically and via registered mail to Pastoral Charge Supervisor, Rev. [REDACTED], within ten days.
- 3) directs the Executive Minister to contact as many members and adherents of [REDACTED] U.C. for whom email contact information is available to communicate:
  - a) the commitment of the WOWRC Executive to work with the members and adherents of [REDACTED] U.C. who wish to restore the congregation to a satisfactory state including decision-making that is properly conducted, transparent and in accord with the by-laws of The United Church of Canada as outlined in *The Manual*;
  - b) the decisions made at the March 22 and April 8, 2021 meetings of the WOWRC Executive in response to the Findings and Recommendations of the Community of Faith Review of [REDACTED] United Church along with the Report of the Review
  - c) notice for a meeting of the congregation of [REDACTED] United Church called and chaired by Rev. Gary Clark to be held online and by telephone in accord with current provincial legislation on Sunday, April 25, 2021 at 1pm to review the decisions and to answer questions
  - d) the intention of the WOWRC Executive to receive progress reports from Rev. David Allen and Rev. [REDACTED] as soon as possible with a view to assessing next steps. Should the pattern of non-engagement or defiance evident in the improperly called meeting of the Official Board and congregation not in compliance with United Church by-laws or regional council decisions continue, The Executive will consider further action including the possible removal of the governing body. (The Manual B.7.3.5)

Gary Clark declared the motion CARRIED.

**Moved by:** Heather Leffler

**Seconded by:** Andrea Allan

That the Western Ontario Waterways Regional Council Executive directs the Executive Minister to correspond with the members of the Board of Trustees electronically and by registered mail to outline the responsibilities of the Trustee according to *The Manual* and the *Model Trust Deed* and the major

assets policy of Western Ontario Waterways Regional Council. The Trustees are to be reminded that as the legal representatives and having had their responsibilities clarified, they may be held personally liable for any failure to meet these.

Gary Clark declared the motion CARRIED.

**Moved by:** Brent Caslick

**Seconded by:** Jessica Cottrell

That Rev. [REDACTED] and [REDACTED] receive remuneration for their work with [REDACTED] United Church upon submission of their hours to the Executive Minister.

Gary Clark declared the motion CARRIED.

**Moved by:** Andrea Allan

**Seconded by:** Bruce Dickson

That Rev. [REDACTED] be recompensed for 10 hours of additional work as pastoral charge supervisor for [REDACTED] United Church.

Gary Clark declared the motion CARRIED.

**Moved by:** Tim Reaburn

**Seconded by:** Bruce Dickson

To destroy all paper and electronic copies of the Community of Faith Review of [REDACTED] U.C. except:

- 1) Those shared with the congregation;
- 2) The one attached to the official record of the Regional Council
- 3) The pastoral charge file on The United Church of Canada database;
- 4) Those provided to appointees by the regional council to work with [REDACTED] U.C.
- 5) Those used by regional council staff.

Gary Clark declared the motion CARRIED.

[Meeting break – 11:15 AM]

Rod Coates, Heather Davies and Tim Reaburn left the meeting prior to New Business.

### **New Business**

#### **Findings, Part B, pages 52-55 of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01**

Cheryl-Ann Stadelbauer-Sampa provided background on the Investigation Report and Findings.

**Moved by:** Brent Caslick

**Seconded by:** Terry Smith

That the Western Ontario Waterways Regional Council Executive (WOWRC) concurs with the Findings, Part B, pages 52-55 of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01.

Gary Clark declared the motion CARRIED.

**Moved by:** Brent Caslick

**Seconded by:** Jessica Cottrell

The WOWRC Executive agrees to destroy all paper and electronic copies of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01 except:

- 1) The one attached to the official record of the WOW Regional Council

2) Those used by WOW regional council staff implementing the decisions of the Executive.  
Gary Clark declared the motion CARRIED.

**Moved by:** Heather Leffler

**Seconded by:** Bruce Dickson

As ██████████ United Church moves to enter into a new pastoral relationship, WOWRC Executive

- 1) acknowledges the losses of the pastoral charge that were amplified by the challenges of the Covid-19 pandemic, and offers financial support for a listening/restorative circle provided by Faith Care. Timing to be determined by the Council of ██████████ United Church;
- 2) requires the ██████████ United Church Ministry & Personnel (M&P) Committee members to participate in a training event with Diane Blanchard, Minister Pastoral Relations;
- 3) directs the M&P Committee to establish a practice of meeting regularly with each staff member for the initial six months following any change in staff membership;
- 4) requires the ██████████ United Church Council to designate individuals, including at least two representatives from the M&P Committee, to participate in a minimum of 5 United Fresh Start modules over the first eighteen months of a new pastoral relationship;
- 5) will provide financial support for staff members from ██████████ United Church to attend the Toronto United Church Council workshop: It's All About Team! Encouraging and equipping a thriving team approach, once a new pastoral relationship is in place.

Gary Clark declared the motion CARRIED.

**Moved by:** Terry Smith

**Seconded by:** Bruce Dickson

WOWRC Executive directs the Executive Minister and Minister, Pastoral Relations to convey the decisions made on April 8, 2021 re: Findings, Part B, pages 52-55 of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01.

Gary Clark declared the motion CARRIED.

**Moved by:** Bruce Dickson

**Seconded by:** Andrea Allan

WOWRC Executive directs the Executive Minister to communicate the decisions made on April 8, 2021 re: Findings, Part B, pages 52-55 of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01 to the ██████████ United Church M&P Committee and offer the WOWRC Executive's appreciation for their work and dedication and affirm the Executive's commitment to supporting and equipping them in their ongoing duties.

Gary Clark declared the motion CARRIED.

**Moved by:** Bruce Dickson

**Seconded by:** Andrea Allan

That WOWRC Executive share the motion outlining the decisions made on April 8, 2021, re: Findings, Part B, pages 52-55 of the Investigation Report for The United Church of Canada, WDHV-WOW2021-01, with the WOW Human Resources Commission and WOW Covenant Commission.

Gary Clark declared the motion CARRIED.

A question was asked about the possibility of civil action arising from the complaint made. It was noted by the Executive Minister that she does not have the impression that this type of action will be forthcoming. Also, the regional council carries insurance for this type of action.



**Motion to Adjourn: Bruce Dickson**

**Meeting Adjourned 12:30 pm**

Next Meeting: April 21, 9:30 am, via zoom (no Executive meeting in May)

Worship: TBD

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, April 21, 2021**

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**AGENDA**

April 21, 2021 via Zoom, 9:30 a.m.

**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Micol Cottrell (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Jessica Cottrell, Micol Cottrell, Heather Davies, Bruce Dickson, Ann Harbridge, Heather Leffler, Mark Laird, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Rod Coates, Tim Reaburn, Joyce Johnston

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, April 21, 2021.

**Welcome and Constitution of Meeting** (President Gary Clark):

I constitute this meeting in the name of Jesus Christ, the one true head of the Church and by the authority vested in me by Western Ontario Waterways Regional Council for whatever business may properly come before it.

**Acknowledging the Land** (President Gary Clark)

**Opening Worship** (President Gary Clark) Read a passage John 10 11:18

Are you feeling like a shepherd or sheep?

**Consent Docket**

Executive **agrees** by consensus to accept the Consent Docket.

**A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the March 17, 2021 meeting be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

**B. Correspondence received**

1. Report on GC 43 Recall March 20, 2021 to consider a motion to hold GC44 Virtually (For Information Only)

## Business Arising

### 1. [REDACTED] and [REDACTED] updates (Cheryl-Ann Stadelbauer-Sampa)

In terms of [REDACTED] all documentation has been distributed. [REDACTED] had 1<sup>st</sup> official board meeting last night, and thought it went well, although some sensitive points. Looking forward to the meeting with President Gary Clark on Sunday. Financial records waiting at the church. 9 members of official council showed up, which was encouraging. A number of the congregation are happy to join Zoom with [REDACTED]'s 2 congregations. [REDACTED] continues to voice that. Something to be aware of. Cheryl-Ann noted she was bringing a more optimistic picture to you than anticipated. There is a cohort at [REDACTED] that is willing to work with the regional council.

[REDACTED] met with the official council last week. Delivered the executive's decision to them and helped them think about the most helpful pieces to do next. Will continue to be available to the council.

### 2. Commission Reports

#### a. Covenant (Ann Harbridge)

Business as usual. Still struggling to get pastoral charge supervisors; have a number of congregations where John Neff is acting in that role. Trying to get covenants between regional council and congregation, in spite of pandemic.

Cheryl-Ann mentioned briefly the current situation with staff, as relating to John Neff's role. Lynne Allin, Minister Congregational Support and Mission for Antler River Watershed and Horsehoe Falls, is currently on medical leave and John is assisting with her portfolio. Noted also Admin Assistant Mission and Finance is on medical leave and the website administrator position is vacant, although a search has begun.

#### b. Human Resources (Written report submitted by Micol Cottrell)

President Gary thanked Micol Cottrell for his service and work on behalf of the executive (a new HR Commission representative to executive will be assigned following the May regional council meeting).

The HR commission would like to recognize 4 LLWLs this spring. Tim Reaburn has offered the service from the former Bruce Presbytery and the commission will adapt it. The recognition can be part of the HR Commission presentation time.

#### c. Mission & Discipleship (Bruce Dickson)

Met last week. Bruce noted that the staff resourcing the M&D commission are very engaged and competent people. Shared updates/upcoming events, including UCW gathering on April 24, excited about Senator Sinclair's conversation on May 28 and TRC101 events leading up to that conversation, harm reduction conversations with Shining Waters, Kathy Douglas' sabbatical, welcome Thérèse to the work of regional council. Helping with upcoming newsletter which will have an M&D focus.

Bruce asked, where does worship live out of the 3 commissions? Discussion ranged from it might be facilitated conversation by regional council through cluster groups, to

not convinced it is a regional council issue, also there is a lot of work done around worship through GCO, many resources available. A question to ponder.

### **Finance item**

**MOTION:** Mark Laird / Bruce Dickson

That the WOWRC Executive agree to assign audit fees for the 2019/2020 audit of Guelph Ecumenical Ministry. Any remaining balance of monies to be forwarded to Guelph Ecumenical Ministry. If the audit fee is over the remaining balance, the regional council will cover the cost.

CARRIED

### **New Business**

1. Follow-up suggestion from April 8, 2021. Further clarity was provided to Cheryl-Ann regarding what she is to ask of the Ministry and Employment Unit.

The Executive **agrees** by consensus to direct the Executive Minister to send correspondence raising the following recommendation to the Ministry and Employment Unit. "The Executive of Western Ontario Waterways, understanding that the Office of Vocations is creating educational resources around Workplace Discrimination, Harassment, and Violence Prevention and Response Policy, requests that particular work be done around resources that can be shared with congregations not just governing bodies to help shape the culture of our congregations. These resources would be in the form of public service videos and stories patterned after Minutes for Missions. To be used as teasers to more in-depth resources. They would identify unhealthy patterns of speech and behaviour and identify positive ways to respond in challenging situations."

Micol noted there is a resource around forming peaceable congregations and a workshop available, that may be helpful. United Fresh Start could be beneficial to congregations, some of the pieces can be done as "stand alone" units.

### **Continuing Priorities**

1. May meeting update
  - a. Reschedule Celebration of Ministries service. Agreed that due to lockdown restrictions, to reschedule the service to be part of the Fall 2021 meeting.
  - b. Fall dates. Agreed to set November 12 and November 13, 2021 as fall RC meeting dates.

**Next Meeting:** No summer meeting unless emergent business. It is possible an email vote may be needed re: Diane Blanchard's sabbatical. Next meeting third Wednesday of September (September 15<sup>th</sup>). Time to be determined.

The Executive **agrees** by consensus that for the period when the president and past president are on sabbatical, Heather Leffler to be named as Acting Chair.

Meeting adjourned.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, May 19, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Cathy Larmond (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Heather Davies, Bruce Dickson, Ann Harbridge, Cathy Larmond, Heather Leffler, Terry Smith, Sue Duliban, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Mark Laird, Jessica Cottrell

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, May 19, 2021.

### **Welcome and Constitution of the Meeting**

Gary Clark called the meeting to order at 9:30 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the first meeting of the Western Ontario Waterways Regional Council for whatever business may properly come before it.

### **Acknowledging the Land** (President Gary Clark)

Gary Clark stated:

I acknowledge that we live, work and worship God on the historic traditional territory of many First Nations peoples. By force these people were robbed of their land and denied their culture. Our prayer is that in love we find ways to share the land and in freedom celebrate the many voices, diverse cultures and peoples who call this land home. May our acknowledgement of truth be but the first step toward reconciliation between the First Peoples of the land and all who have felt demeaned within our country.

### **Opening Worship**

Gary Clark read a passage from Ezekiel 37 (vision of the dry bones). As a check-in question, he asked, "Where are you now in this journey of pandemic?" Each person offered comments and reflections about how we are experiencing the pandemic, connecting their reflections with dry bones. Gary Clark concluded with a prayer by St. Augustine of Hippo.

### **President-Elect Update**

Cheryl-Ann said Mark Laird remains in hospital, with preliminary diagnosis done & confirming today with additional tests. The Executive discussed ways in which we might support Mark & his family at this time, and Cheryl-Ann will deal with some gift certificates for the family.

Ann Harbridge said a pastoral charge supervisor might be required for Drayton United. She said that Marg Krauter has been appointed effective June 1, so will ask Marg to begin that role now to assist Mark. Ann suggested a conversation with the Drayton United board to see if Mark's sabbatical could be delayed to better prepare for his sabbatical. Cheryl-Ann will have Diane Blanchard, Minister Pastoral Relations, reach out to Drayton United Church to discuss Mark Laird's sabbatical/medical leave and how the medical leave may impact his sabbatical.

Gary Clark left the meeting briefly and turned over to Heather Leffler during his absence.

## **New Business**

### **1. Proposal #1: Sabbatical Plan**

The proposal is that the Regional Council Executive agrees to:

1. Approve the Sabbatical Proposal presented by Minister, Pastoral Relations, Diane Blanchard and grant her sabbatical leave from August 1, 2021 to October 31, 2021 for the purposes outlined in the attached proposal; and
2. Authorize Executive Minister, Cheryl-Ann Stadelbauer-Sampa to arrange supply for the portfolio for the term of the sabbatical.

Heather Leffler declared the proposal approved by consensus.

[Note: Refer to Attachment #1 for details of the Sabbatical Proposal.]

### **2. Proposal #2: Covenant Commission: Lay-led Congregations – research**

Ann Harbridge noted that this proposal represents a cross-region initiative so will be shared with the other two regions. Cheryl-Ann said that this is a broader issue related to small rural congregations being unable to staff their vacancies. A task group is working on this (i.e., lay-led congregations) for General Council (GC) and is expecting to bring recommendations to the next GC. But the timeline for the General Council initiative would exclude the WOW initiative (with a due date of Nov 30) so we will identify our concerns to GC to ensure that our membership is represented. It was agreed that Cheryl-Ann would compose and forward a letter from President Gary Clark and the WOWRC executive expressing their deep concern regarding the deadline date for receipt of GC44 proposals and its resultant exclusion of WOWRC proposals as the WOWRC meeting is November 12-14, 2021.

The proposal is that the Regional Council Executive agrees to:

- 1) recruit, appoint and compensate (on a per hour basis to a maximum total remuneration of \$15,000) an appointee to meet with communities of faith that the Covenant Commission identifies as lay-led congregations in the regional council;
- 2) direct the appointee to secure information from lay-led congregations between June 1<sup>st</sup> and October 31<sup>st</sup>, if possible, as to how they explore faith, worship and serve as well as to how they connect with the wider life and mission of the United Church and to inquire what supports might be of benefit to them;
- 3) direct the appointee to consult with the Executive and Covenant Commission prior to the fall regional council meeting;

- 4) direct the appointee to prepare a report providing feedback on the topics listed in 2) above for the consideration of the Covenant Commission and Executive by November 30, 2021.

Heather Leffler declared the proposal approved by consensus.

Gary Clark returned and resumed leadership of the meeting.

**3. Appointment of David Shearman as WOW representative to TUCC (Toronto United Church Council)**

The proposal is that:

The Western Ontario Waterways Regional Council (WOWRC) Executive appoint David Shearman to represent WOWRC to Toronto United Church Council (TUCC) Corporation for the year 2021/2022 and attend the June 10, 2021 Annual Meeting on behalf of WOWRC. and

Appoint Brent Caslick to attend the June 10th Annual Meeting of TUCC on behalf of WOWRC.

Gary Clark declared the proposal approved by consensus.

**4. Delay in announcing WOW Funding & Grants available and change to deadline for applications.**

Cheryl-Ann said there was a timeline to have the grants page active on the regional council website but there have been staff absences and, while the pages are back-loaded, she has not had the chance to review them.

Cheryl-Ann proposed:

That the spring granting cycle for WOW funds and grants be forfeited for this year and that a November 1, 2021 deadline be announced. The funds & grants application to be announced and live on the WOWRC website by the end of June 2021.

Gary Clark declared the proposal approved by consensus.

**5. GC44 Commissioners**

Cheryl-Ann said the date for General Council nominations is June 15, and at present we have 3 vacancies and no alternates. She said that three people have offered to form a nominating committee, which would ensure diversity, and that several people have volunteered to be considered if necessary to fill the vacancies.

Cheryl-Ann said that Heather Leffler, Jennifer Irving & Tim Reaburn have offered to be the nominations committee. She offered to meet and provide the contact information (i.e., those who have expressed interest) to the committee.

Cheryl-Ann proposed:

That WOWRC Executive name as a GC44 Commissioner nominating committee: Heather Leffler, Jennifer Irving, Tim Reaburn; and enable the committee to convene and bring a

motion to Executive in time for the June 15, 2021 deadline for submission of GC44 Commissioners, so that WOWRC will have a full complement and alternates.  
Heather Leffler declared an interest.  
Gary Clark declared the proposal approved by consensus.

Cheryl-Ann said that we had committed to an orientation for new executive & commission members and based on the uptake she assumed that this would not be necessary. She also noted our commitment to meet with the other two regional council executives and review our model in 2022.

Gary Clark said that regarding a June meeting, there is no need to do one at present and it is at the call of the chair, noting that Heather Leffler will act as the meeting chair during upcoming sabbaticals of Gary Clark & Mark Laird.

Bruce Dickson thanked those people who pulled together the annual regional council meeting of last week. Several comments and a brief discussion ensued about highlights and summarizing additional meeting gleanings via the Zoom Chat comments.

Gary Clark thanked everyone for their support and closed the meeting at 10:50 AM.



## Attachment #1

### **Sabbatical Proposal – Diane Blanchard, minister, pastoral relations**

April 19, 2021

#### **Background**

I began the position as Personnel Minister for Hamilton Conference in August, 2016, following the long-serving CPM, Rev. Dr. Jenny Stephens. I knew that recommendations from the Comprehensive Review of The United Church of Canada meant that this position would be transitional but felt I had the skills to be of use, even for a short time. One of the areas I took initiative in was introducing United Fresh Start in Hamilton Conference. In addition to training as a facilitator, I helped organize two sessions of training new facilitators with the result being that our three regions now have 25 facilitators for UFS.

In 2018 I applied for the position of Minister, Pastoral Relations for what were then known as Regions 7,8 & 9 and was hired. Many, although not all, of my previous responsibilities continued in the new position. The areas that moved to the Office of Vocation included everything related to vocational candidacy and the disciplinary matters concerning ministry personnel.

The beginning of 2019 promised the use of ChurchHub which would allow ministers and communities of faith to find one another and discern new pastoral relationships. It would move records of call and appointment to an electronic format. There were months of birthing pains – a case of over-promising! For the first six months I needed to send lists of eligible ministers to chairs of search teams over three regions where I did not know many of the leaders or geography. The transition team was handling all business and decisions for each of the three regions so it seemed like a nightmare of preparing paper and emailed documents for their decisions. Dealing with the frustrations of both ministry personnel and community of faith leaders was challenging and tiring. There was no space for anything more creative than survival in 2019.

2020 looked like a year we could start highlighting the United Fresh Start program and offering more workshops to resource M&P committees. In March, the province was shut-down in a pandemic emergency which meant communities of faith could not gather in person for worship. Kevin, Tanya and I began frequent gatherings with ministry personnel to support them in this unprecedented time. These gatherings continue, though they have become once a month now, as we have moved into a second year of pandemic restrictions. Nonetheless, like communities of faith and their ministers, we are adjusting to offering programs online. M&P workshops (2020 and 21) and UFS modules (2021) have been offered via zoom. In 2020 UFS small groups for ministers in new pastoral relationships began with 8 facilitators taking part.

I also began to offer search team training once a month for the congregations I knew were in search because, initially, many of the liaisons didn't feel in a position to switch the training that they would have done with a single congregation in person to one they would offer online.

Much of this training is about becoming aware of bias and planning how they will try to mitigate that in the work of search. However, this training touches the tip of the iceberg and it is evident that a training that takes less than two hours continues to leave many areas of prejudice or lack of knowledge in place.

The introduction of new technology continued throughout. As an older worker I am not the quickest student of technological change although I am seeing some of the ways that Sharepoint will help us share and track information.

### **Focus of Sabbatical**

In addition to some rest from the rigours of trying to keep up with the detailed work of this position, I would like to focus on finding or developing resources to assist healthy pastoral relationships with a more diverse pastoral leadership. Like many areas of employment in Canada, we will continue to need to expand our pool of ministry personnel through immigration as well as through the ability of communities of faith to welcome ministers who are different from the majority of those “in the pew”. There are resources in the work The United Church of Canada is doing in becoming both an intercultural church and an anti-racist church. There is a module in UFS on “diversity”. But I wonder about interviewing or hosting a panel discussion among admissions ministers about coming to work in a congregation of the UCC and a similar interview/panel discussion with the receiving congregation. We have experience and resources in our midst and I’d like to have time to develop these into resources that can be used in training search committees and helping communities of faith and ministry personnel have good conversations. I might also contact The United Church of Christ (USA) about their work in this area.

My colleagues in Newfoundland and Alberta have done intentional work in intentional integration of ministers in the admissions process so I will consult with them about their learnings and best practices.

**Dates** – August 1, 2021 to October 31, 2021

### **Outcome**

A rested minister, pastoral relations. The experience of preparing to turn work over to another for the sabbatical time which will make me focus on my current priorities and what information/skills, etc are needed for transition. Feedback from the person who takes on the role about the experience of doing this portfolio. Resources to further equip our communities of faith and ministry personnel to engage differences with honesty, respect and compassion.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Tuesday, June 15, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Tim Reaburn, Terry Smith, Cathy Larmond (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Gary Clark, Rod Coates, Heather Davies, Bruce Dickson, Cathy Larmond, Heather Leffler, Cheryl-Ann Stadelbauer-Sampa

**Regrets:** Joyce Johnston

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Tuesday, June 15, 2021.

**Welcome and Constitution of the Meeting**

Gary Clark called the meeting to order at 9:30 AM. He declared the meeting constituted in the name of Jesus Christ, the one true head of the Church and by the authority invested in him by the first meeting of the Western Ontario Waterways Regional Council for whatever business may properly come before it.

**Acknowledging the Land** (President Gary Clark)

Gary Clark stated:

God, you have blessed us with so many different peoples, each with their own cultural gifts and blessings. Sadly, our ancestors were blinded by arrogance. They believed their way and faith to be better than any other. So they rejected the culture and spirituality of our First Nations brothers and sisters, they enslaved people of a darker skin tone, they took the bread from their table, the land from under their feet, and the freedom from their bodies. They banished their language, forbade their music and tried to halt their dancing. They took, hurt, and in some cases killed, their children. For these sins we who have benefitted are truly regretful and only you, Holy One, can roll away the stone of these many deaths and wrongs.

Gary Clark then led in prayer based on Psalm 62. [“Be still my soul and wait for God”.]

**General Council Nominations**

Heather Leffler provided an overview of the General Council nominations proposal, outlining the candidates, the reasons for their being on the list, and how each one satisfied the diversity criteria which the Executive sought.

Heather Davies added some comments from Maggie Dieter about the request which went to Saugeen Wesley, as pastoral charge supervisor.

Heather Leffler said that when folk self-identify they compare themselves to those around them rather than the criteria stipulated, hence diversity is relative but not absolute to the criteria. She also recommended that the nominations include discernment with at least two other people.

Moved by: Bruce Dickson

Seconded by: Andrea Allen

That we approve the proposal to the Western Ontario Waterways Executive from Acting Nominations Committee - Jennifer Irving, Heather Leffler and Tim Reaburn, as follows:

- 1) Appoint Liz Dillman (L) and Tessica Hackshaw (MP) as Commissioners
- 2) Appoint Dawn Blanchard (L) and Chris Fickling (MP) as an alternates
- 3) Reserve the remaining Indigenous Commissioner position until October 15, 2021 if necessary while seeking a Commissioner to serve in that role; and
- 4) Agree to name Lay Alternate, Dawn Blanchard, to serve as a Commissioner if an Indigenous Commissioner is not recruited.

Gary Clark declared this motion CARRIED.

#### **Other**

Cheryl-Ann provided a brief [REDACTED] United Church update, noting that:

Leadership is taking the situation seriously. Session leaders have met and recreated the congregational roll.

The official board is meeting regularly and taking on its role. While able to identify issues and take initiatives, it has some concerns about creating division.

Interference continues to be a problem.

Financial Matters and some unauthorized expenditures are an issue.

Gary Clark thanked those in attendance for their participation.

Cheryl-Ann provided a brief update on Mark Laird.

Heather Davies expressed gratitude for Gary's leadership prior to his departure for sabbatical.

Gary Clark closed the meeting at 10:04 AM

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, July 14, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Terry Smith, Cathy Larmond (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Brent Caslick, Rod Coates, Heather Davies, Bruce Dickson, Sue Duliban, Ann Harbridge, Joyce Johnson, Cathy Larmond, Heather Leffler, Terry Smith, Cheryl-Ann Stadelbauer-Sampa

**Corresponding Member:** [REDACTED]

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, July 14, 2021.

### **Welcome and Constitution of the Meeting**

Heather Leffler called the meeting to order at 9:30 AM. She stated: I constitute this meeting in the name of Jesus Christ, the one true head of the Church and by the authority invested in me by Western Ontario Waterways Regional Council for whatever business may properly come before it.

### **Acknowledging the Land**

Heather Leffler stated:

*We acknowledge that the land on which we live and work today is the land traditionally used by the First Peoples. The land I am on was used by the Anishnaabe, Attawandaron, Haudenosaunee and Métis peoples.*

*We acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous people with whom we share this land today.*

### **Worship**

Heather Leffler read Psalm 89 – David’s promise of God’s love & faithfulness.

She then asked, “Where have you felt God’s steadfast love in your life”? Executive members briefly offered their experiences, after which Heather closed with a prayer.

### **Opening Agreements**

The Executive of Western Ontario Waterways Regional Council **agree** to receive [REDACTED] as a corresponding member to this meeting.

Heather Leffler declared this approved by consensus.

**Approval of Agenda:**

The Executive of Western Ontario Waterways Regional Council **agree** on the amended agenda. Heather Leffler declared this approved by consensus.

**Business Arising**

**Proposal 1: [REDACTED] update**

Cheryl-Ann introduced this proposal by first thanking [REDACTED] for his work with the [REDACTED] community of faith and how valuable this work is. Continuing, Cheryl-Ann said there are several issues but the key is that there is not meeting quorum as some official board members have withdrawn. Cheryl-Ann said that, in conversation with Cynthia Gunn, it was determined that the executive can selectively remove members. [REDACTED] provided some additional background information concerning the official board status.

Additional discussion followed regarding the process of implementing Proposal 1 with respect to removal and congregation to support new board members, and some names and wording were added.

Cheryl-Ann says we need to love unconditionally, per our value, and leave no congregation behind.

**Moved by:** Ann Harbridge

**Seconded by:** Cathy Larmond

The Western Ontario Waterways Regional Council Executive directs the Executive Minister to make contact with the following members of the [REDACTED] United Church Official Board:

[REDACTED]

And advise them that the regional council is considering their position as an elder/steward and therefore member of the Official Board in light of their absence or limited attendance from all meetings held since April 1, 2021. If they wish to continue in office a note indicating this and committing to attend duly called meetings must be forwarded to the Executive Minister by August 1, 2021. Failure to communicate will not delay the regional council from taking action. The regional council has a responsibility to the community of faith if its leaders refuse to meet their responsibilities.

Heather Leffler declared the motion **CARRIED**.

**Proposal 2: [REDACTED] [REDACTED] assessment**

**Moved by:** Brent Caslick

**Seconded by:** Heather Davies

The Western Ontario Waterways Regional Council Executive authorizes \$2,636 of the outstanding assessment amount for the [REDACTED] pastoral charge to be covered from the regional council's share of the property proceeds received (\$47,558.84).

Heather Leffler declared motion **CARRIED**.

**Other Business**

- 1) After discussion of fall Executive meeting dates, the agreement was for the 3<sup>rd</sup> Wednesday of the month at 9:15 AM
- 2) Cheryl-Ann advised of a potential complaint against her arising in the near future. She said that, if required, she will advise Peter Hartmans to take over management of the issue if it requires action by the Western Ontario Waterways Regional Council.

Heather Leffler thanked everyone for their prayerful assistance at this meeting, then closed the meeting with prayer at 11:12 AM.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, August 4, 2021**

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**Roster:** Andrea Allan, Gary Clark (President), Rod Coates (Secretary), Brent Caslick (Treasurer), Heather Leffler, Jessica Cottrell, Heather Davies, Joyce Johnston, Mark Laird (President-Elect), Terry Smith, Cathy Larmond (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Brent Caslick, Rod Coates, Heather Davies, Cathy Larmond, Heather Leffler, Cheryl-Ann Stadelbauer-Sampa

**Corresponding Member:** [REDACTED]

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, August 4, 2021.

#### **Call to Order**

Heather Leffler called the meeting to order at 9:34 AM. She stated, *"In the name of Jesus Christ, the one true head of the church and by the authority vested in me by the Executive of Western Ontario Waterways Regional Council, I call this meeting of the Executive to order for whatever business may properly come before it. The bounds of the meeting will be this Zoom call."*

#### **Acknowledging the Land**

Heather Leffler stated:

*We acknowledge that the land on which we live and work today is the land traditionally used by the First Peoples. The land I am on was used by the Anishnaabe, Attawandaron, Haudenosaunee and Métis peoples. We acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous people with whom we share this land today.*

#### **Worship**

Heather Leffler read Psalm 130. She then posed the question: What is that you are waiting for? Executive members shared those matters on their hearts and souls, including concerns about pets, family, medical tests & surgeries. Heather Leffler then closed with prayer.

#### **Adoption of Agenda as amended**

Heather Leffler declared the amended agenda approved by consensus.

#### **Granting of Corresponding Membership Privileges for [REDACTED]**

Heather Leffler declared granting of corresponding membership privileges for [REDACTED] approved by consensus.



## Correspondence

An email exchange between [REDACTED] and Cheryl-Ann was acknowledged. Heather Leffler accepted the receiving of this correspondence by consensus.

## Business Arising from July 14, 2021 Minutes

**Moved by:** Brent Caslick

**Seconded by:** Heather Davies

That the Executive of Western Ontario Waterways notes the absence of the following from meetings of the [REDACTED] United Church Official Board and their lack of response to the Executive Minister's email of July 15<sup>th</sup> asking for an update on their involvement (delivery receipts being received for all but [REDACTED] whose account will not provide these) and, therefore,

1) removes the following from office:

[REDACTED]

Thereby also removing them from the Official Board effective immediately;

- 2) directs the Executive Minister to communicate the same immediately;
- 3) deletes these positions from the governance of [REDACTED] United Church;
- 4) authorizes the Official Board to fulfill all functions of the Board of Stewards for 2021;
- 5) encourages the Official Board to consider alternate governance models for presentation to the congregation in early 2022.

Heather Leffler declared the motion **CARRIED.**

As [REDACTED] did not receive this communication, it was:

**Moved by:** Heather Davies

**Seconded by:** Cathy Larmond

That the Executive of Western Ontario Waterways directs that an ExpressPost letter be sent to [REDACTED] and if no response is received by August 20<sup>th</sup> then the Executive will receive an email vote to remove him from the Official Board.

Heather Leffler declared the motion **CARRIED.**

With respect to the [REDACTED] correspondence, the consensus was that the Executive acknowledge the correspondence, thank them for their response to Cheryl-Ann, and give them time to determine their future involvement with the Board. Cathy Larmond suggested they might consider a leave of absence from the Board.

**Moved by:** Brent Caslick

**Seconded by:** Cathy Larmond

That the Executive of Western Ontario Waterways direct the Executive Minister to respond to the [REDACTED] correspondence, thank them for their response, offer the Executive's condolences, acknowledge their situation, and express the hope that they would reengage.

Heather Leffler declared the motion **CARRIED.**

### **Unauthorized Use of [REDACTED] United Church**

[REDACTED] provided on update on several related matters, as follows:

- He had received multiple email communications following the last Executive meeting (July 14<sup>th</sup>).
- Gift to a local family affected by a recent tornado – not authorized by the Board.
- July 11<sup>th</sup> Sunday service – worship occurred within the building due to inclement weather.
- Funds being paid monthly to an honorarium.
- Other meetings are being held to take the church in a different direction

Cheryl-Ann summarized by saying that the church funds and property are being used without the Official Board's authorization and attending worship without a re-opening plan. Heather Davies raised the liability aspects of this situation.

**Moved by:** Heather Davies

**Seconded by:** Cathy Larmond

That, in light of the loss of financial records from the church premises and the unauthorized use of the same for Sunday worship, the Executive of Western Ontario Waterways Regional Council directs Pastoral Charge Supervisor, Rev. [REDACTED], to arrange for the locks on the [REDACTED] United Church building to be changed to keys which cannot be copied as soon as possible.

Distribution of keys, which cannot be duplicated, to be decided by the Official Board .and under the oversight of the Pastoral Charge Supervisor.

Heather Leffler declared the motion **CARRIED.**

**Moved by:** Heather Davies

**Seconded by:** Cathy Larmond

That, in light of the loss of financial records and the failure to report same to the OPP and the reports of spending unauthorized by the Official Board, the Executive of Western Ontario Waterways authorizes:

- 1) the removal of the existing signing authorities for the accounts of [REDACTED] United Church and the [REDACTED] Pastoral Charge;
- 2) the naming of any two of the following three as signing authorities for the [REDACTED] United Church and [REDACTED] Pastoral Charge financial accounts: Pastoral Charge Supervisor, [REDACTED], Regional Council Treasurer, Brent Caslick and one more person to be named by the Official Board of [REDACTED] United Church; and

3) the securing of bookkeeping services to manage the financial matters of [REDACTED] United Church effective immediately

Heather Leffler declared the motion **CARRIED.**

**Moved by:** Heather Davies

**Seconded by:** Cathy Larmond

The Executive of Western Ontario Waterways directs the Executive Minister to communicate the change in signing authorities to [REDACTED], and advises [REDACTED] to provide financial reports and be present or communicate regrets for his absence to [REDACTED] for the August 17th meeting of the Official Board.

Heather Leffler declared the motion **CARRIED.**

An additional brief discussion followed regarding how the actions decided today are to be communicated, implemented, and in which sequence.

Heather Leffler thanked everyone present and ended the meeting with a blessing.  
The meeting closed at 11:20 AM.

**Executive**  
**Western Ontario Waterways Regional Council**  
**OF THE UNITED CHURCH OF CANADA**  
***Connecting, Supporting, Transforming***  
**Wednesday, September 15, 2021**

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**Roster:** Heather Leffler (Acting President), Mark Laird (President Elect), Gary Clark (Past President), Rod Coates (Secretary), Brent Caslick (Treasurer), Jessica Cottrell, Heather Davies, Joyce Johnston, Terry Smith, Cathy Larmond (Human Resources Commission), Bruce Dickson (Mission & Discipleship Commission), Ann Harbridge (Covenant Commission)

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa (Executive Minister), Sue Duliban (Executive Assistant)

**Present:** Andrea Allan, Brent Caslick, Rod Coates, Heather Davies, Bruce Dickson, Sue Duliban, Ann Harbridge, Joyce Johnson, Mark Laird, Cathy Larmond, Heather Leffler, Terry Smith, Cheryl-Ann Stadelbauer-Sampa

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The Executive of the Western Ontario Waterways Regional Council was called to meet via Zoom teleconference on Wednesday, September 15, 2021.

#### **Welcome and Constitution of the Meeting**

Heather Leffler called the meeting to order at 9:15 AM. She declared: I constitute this meeting in the name of Jesus Christ, the one true head of the Church and by the authority vested in me by Western Ontario Waterways Regional Council for whatever business may properly come before it.

#### **Acknowledging the Land**

Heather Leffler stated:

We acknowledge that the land on which we live and work today is the land traditionally used by the First Peoples. The land I am on was used by the Anishnaabe, Attawandaron, Haudenosaunee and Métis peoples.

We acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous people with whom we share this land today.

#### **Opening Worship**

Heather Leffler mentioned that many are now returning to worship in buildings. She noted that Jesus occasionally went to the synagogue and opened scriptures to read, but more often was sitting outdoors & looking out on crowds of people sitting in family groups, and not on pews. Referencing Matthew 5, Heather stated, “When Jesus saw the crowds, he went up on a mountainside and sat down”, then followed with some of the beatitudes scripture passage. Heather then asked the question: When have you received or what blessing have you received? Members shared their blessings from their summer experiences, following which Heather Leffler closed this check-in period with a prayer.

### **Installation of New President**

Cheryl-Ann introduced Mark Laird. Heather Leffler stated that Mark had been called to the role of President of the Regional Council and followed with a litany to install the new President. Following the completion of the litany, Heather Leffler declared Mark Laird installed as President, Western Ontario Waterways. Heather concluded the installation with a prayer & blessing for Mark. Mark Laird noted that Gary Clark had offered his gifts as President for the last year and recognized the work of Heather Leffler filling in as acting President while he & Gary were on sabbatical.

### **Consent Docket**

#### **A. Enabling Actions**

1. That the Agenda be adopted as circulated.
2. That the minutes of the meetings of March 23, April 8, April 21, and May 19, 2021 be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

#### **B. Confirmation of email vote**

##### **Motion: April 29, 2021**

MOVED: Mark Laird /SECONDED: Heather Leffler

That Marg Krauter be nominated as one of Western Ontario Waterways Regional Council's directors to the Board of PTCC (Presbyteries of Toronto Conference Corporation).

**CARRIED**

#### **C. Western Ontario Regional Council Commission Appointments**

1. Accepts the resignation of Kate Crawford from the Covenant Commission.
2. Appoints Margaret Krauter to the Covenant Commission.

Mark Laird declared the amended consent docket approved by consensus.

Cheryl-Ann provided a brief synopsis of the past several meetings regarding █████ United Church.

### **Business Arising**

#### **1. Commission Reports**

##### **a) Covenant**

Ann Harbridge said the commission met over the summer & met in September. She reported the following:

Dungannon United Church has completed their work towards closure with the disbursement of their assets. Waiting on date of disbandment

Nottawa United Church is closing and has provided their disbursement of assets.

Waiting on date of disbandment

Fordwich has requested permission to sell their building.

Listening team at Bayfield has been completed and the report and recommendations have gone to the governing body. A date has been set to present to the congregation.

Participation wasn't great, but the governing body seems satisfied with the report and recommendations.

Alma presented their financial viability and we have requested a meeting with them to discuss their future. They don't appear viable and are simply spending down reserves. We continue to seek pastoral charge supervisors.

Now that churches are beginning to meet again, we are getting requests for Covenanting with the region, and so we are needing representatives to participate in those meetings. We've had a little difficulty getting those volunteers. We are a small commission, so are having some challenges getting people to appoint. Thank you to Brent for agreeing to attend Thames Rd.-Elimville.

Cheryl-Ann said that a focus for the coming year is how to engage and recruit volunteers, which is a broader issue. A short discussion on this subject ensued.

[5 minute break – meeting resumed at 10:20 AM]

**b) Human Resources**

Cathy Larmond said that Micol Cottrell is replacing Diane Blanchard during her sabbatical, and Marion Boyd is the acting chair of the Human Resources Commission. Cathy said that the United Fresh Start program is ongoing and being recommended for some congregations. She said that previously-licensed LLWL's (Licensed Lay Worship Leaders) are being interviewed by the Human Resources Commission and the plan is to have them re-instated at the fall regional meeting.

Cathy said that there is a need to have liaisons in place and the Commission is looking for more volunteers to act in this role. She said that approximately 1/3 of pastoral charges are in transition and/or search.

**c) Mission & Discipleship**

Bruce Dickson said the Mission & Discipleship (M&D) Commission meeting today is to discuss Mission Support grants. Bruce said the Commission is working on the assumption that camps and chaplaincies are priorities, followed by resource centres. Bruce welcomed back Kathy Douglas from her sabbatical. He stated that the Newsletter lists important Truth & Reconciliation events occurring in September.

Bruce noted that the M&D Commission has the same issue as other commissions – limited number of people to do the work.

**New Business**

**1. Executive Minister's Accountability Report (For information)**

Cheryl-Ann noted her accountability report had been provided and was happy to answer any questions. Bruce Dickson expressed his regret for the multiple issues and anger & frustration which have arisen, and thanked Cheryl-Ann for her report.

## 2. **Proposal 1: Admin Assistant Website Management**

Cheryl-Ann provided some of the background history with the website management position and the rationale to move from parttime to permanent position, which does not affect cost going forward as the position is funded by investments.

**Moved by:** Bruce Dickson

**Seconded by:** Heather Davies

That the position of Administrative Assistant, Website Management, be moved from a time limited contract to a permanent staff position.

Mark Laird declared the motion **CARRIED**.

## 3. **Proposal 2: Budget 2022**

Brent Caslick outlined details about Proposal #2, which outlines the current resources of the regional council and principles for setting the 2022 budget.

The Executive discussed travel and in-person meetings and being intentional with in-person meetings when COVID is no longer a risk, while still being conscious of the carbon footprint and emissions reduction afforded by meeting via Zoom.

The proposal is that the Executive agrees to recommend to the fall meeting of the regional council that:

A) The following principles be endorsed:

1. Due to the pandemic, churches learned how to gather virtually for worship and for meetings. This significantly reduced carbon emissions and also respected the time of regional council representatives and staff. This budget reflects an expectation that the majority of the meetings of involving the regional council, its leaders and its staff, will be virtual gatherings. Meeting and travel budgets have been adjusted accordingly.
2. As in 2021, every effort was made to sustain a similar level of Mission and Service for grants.
3. Operating expenses have been increased by 2%.
4. Salaries reflect anticipated increase in step within the salary grid along with cost of living increments.
5. Expenses incurred in dealing with matters under Section J of the Manual will be funded from the Unrestricted Operating Reserve as these fluctuate in number and cost.

And

- B) The proposed Budget 2022 be adopted with the Executive authorized to adapt as necessary.

Mark declared the proposal approved by consensus.

## 4. **Proposal 3: Southgate Cemetery**

Cheryl-Ann noted that this was legacy issue from a Methodist church which had closed prior to church union in 1925.

**Moved by:** Bruce Dickson

**Seconded by:** Ann Harbridge

That the Western Ontario Waterways Regional Council Executive agrees:

To transfer the property known as Pt Lt 27 Concession 13, Egremont (PIN#37284-0136), held in the name of the Trustees of the Mount Zion congregation, the Methodist Church in Canada, to the Old Order Mennonite Society CM04108 as soon as possible for the cost of legal fees.

Mark Laird declared the motion **CARRIED**.

Joyce Johnston abstained.

## **5. November Regional Council Meeting**

Cheryl-Ann suggested that a planning meeting be held with time set aside for working out the details of the fall meeting, then reporting back to the Executive on the results.

Mark Laird said the planning team needs to include an Equity Monitor, a Worship Team, Sue Duliban & Cheryl-Ann.

Heather Davies, Heather Leffler & Joyce Johnston volunteered to assist with the planning team.

[Cheryl-Ann and Ann Harbridge left the meeting at this time]

## **6. J Cottam Complaint (see: J. Cottam submission - Response to Cheryl-Ann)**

Heather Leffler noted the appeal correspondence received from Jeff Cottam. Jeff is appealing the process which occurred in Primrose United. The Executive's role is to set up a committee to determine whether or not to proceed with an appeal.

**Moved by:** Heather Leffler

**Seconded by:** Cathy Larmond

That, having received the correspondence of Jeffrey Cottam dated August 11, 2021, the Executive of Western Ontario Waterways appoints the following to an Appeal Committee:

Tim Reaburn, Chair

Rod Coates, Secretary

John Benham and

Sheryl Spencer

and requests a report on their decision whether to proceed with an Appeal by October 31st, 2021.

Mark Laird declared the motion **CARRIED**.

Heather Leffler stated that neither Executive Minister, Cheryl-Ann nor Minister, Congregational Support and Mission, John Neff will be engaged in this process. Shannon McCarthy, Executive Minister, Living Skies, Northern Spirit, and Prairie to Pine Regional Councils, has agreed to be available to the Appeal Committee.

With all business completed, Mark Laird declared the meeting closed at 11:25 AM.

Next meeting: October 20, 2021, 9:15 am