

St. Andrew's Council Meeting
 Lois E. Carey Parlour
 Wednesday May 17th, 2023 at 7:00 p.m.

Welcome and Opening (7:10 p.m.)	Doug McCausland welcomed Council members to the meeting.
Attendance	Elizabeth Brownlee, Kim Delarosbel, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Bill Ingwersen, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kathie Smith (Pastoral Charge Supervisor), Howard Wurster (11)
Regrets	Garth Goodhew, Kimberly Robinson Nelles
Opening/ Touchstones	Doug McCausland read our touchstones aloud and Pat Kirton-Bailey opened the meeting with a prayer.
Corresponding Member	Motion 038/23 Pat Kirton-Bailey/ Kim Delarosbel moved that Jolene Carter be recognized as a corresponding member for this meeting. Carried
Agenda	Motion 039/23 Lorie Fairburn/ Elizabeth Brownlee moved that the agenda be accepted with the addition of 3 items – a report from the United Community of Faith Network (UCFN), a proposal from Loaves & Fishes and a report about the duty of care workshop. Carried
Minutes of Previous Meeting	Motion 040/23 Karen Gooch/ Howard Wurster moved that the minutes from April 17 th , 2023 be accepted as circulated. Carried
Correspondence	None
Business Arising	
Duty of Care	Appendix I Following our discussion at the last Council meeting about setting up a Church School program, Kim Delarosbel attended a duty of care workshop. She offered the following: <ul style="list-style-type: none"> • Kim attended the online duty of care workshop hosted by Canadian Shield and Shining Waters Regional Councils. She provided Council members with a printout to review containing information from the workshop. Appendix I contains web links from the United Church webpage where more information can be found. There is also contact information for Regional Council staff members who can offer support. • Kim is recommending that all Council members should consider attending the next duty of care workshop that is planned (date not yet announced). She feels that, especially as a lay-led congregation, we need to be made aware of the risk and liabilities we may face when dealing with vulnerable people or situations of abuse. She also is requesting a block of time at a future Council meeting to discuss this topic as it relates to activities at St. Andrew's.

- We should ensure that we have proper vetting of all our volunteers and that we are aware of who is in the building. Are we doing everything we can to maintain a safe space for all? We need to ensure we have an understanding of risk assessment so that we are not acting out of fear. Peer support is also an important.

New Business

Financial Report **Appendix II, III, IV**

- Pat Kirton-Bailey presented a comparative statement dated April 30th 2023 (Appendix II) which shows revenue to date of \$53,344.35 and expenses of \$72,264.09
 - The statement shows that the revenue for 2023 is \$10,000 less than last year however last year's total includes a \$10,000 donation that is designated towards paying the pandemic loan at the end of this year. There is a pledge from a donor raise up to \$10,000 more for this cause through a matching donation campaign.
 - Comparison of expenses between this year and last are complicated by the fact that we are not paying for a minister this year and because our utility expenses last year were skewed due to the basement flooding.

Motion 041/23

Pat Kirton-Bailey/ Elizabeth Brownlee moved that the financial report be accepted as presented.

Carried

- Lorie Fairburn highlighted items from the written Loaves & Fishes report found in Appendix III).
 - There were 25 new clients who used our food bank in April (about 6 per week).
 - Loaves & Fishes has worked in partnership with COBBS, Pro Cathedral and Seeds of Hope. This work along with fundraisers such as *Tubes for Food* helps to raise the profile of Loaves & Fishes in the wider community.
 - Salary expenses are higher than previous years due to the fact that we are paying for twice as many hours as for our previous Coordinator. The cost of food continues to rise however our pantry remains well stocked due to the fact that food is purchased on sale in bulk whenever possible. Costs are being monitored closely options may include providing less food if needed.
 - Loaves & Fishes is part of the annual TP North Bay campaign and will receive a share of the donated toilet paper.
 - The search for a subsidized summer student continues.

Jolene Carter made a presentation to Council about the obstacles related to living on social assistance (Appendix IV).

- Jolene began by pointing to the fact that single people on OW receive \$733 per month while ODSP recipients receive \$1,200. Rent for a one-bedroom apartment in North Bay can range from \$500 to \$1,000 per month and there is a very low vacancy rate. As well, food prices have been increased 10.6% in 2023.
- The Loaves & Fishes volunteers have a plan to advocate on our social media platforms to raise awareness of the issues faced by those on social assistance.

They also hope to attend local events that are focused on these issues to show our support.

- The volunteers also plan to initiate a letter writing campaign to encourage the government to increase the OW and ODSP rates. They will provide a template for people to sign or encourage people to write their own letter.
- It is difficult to receive assistance in the first place since applicants for OW need an address and need to be actively looking for work. As well, there is a waiting list to get ODSP. Many on OW are waiting for OSDP, but obstacles include the requirement to obtain a doctor's report and stigma by landlords.
- The Loave & Fishes volunteers feel strongly that St. Andrew's voice is important in this since we can see first-hand the difficulties faced by those on assistance through the clients of our food bank.
- Jolene agreed to make this presentation at worship as part of our *Growing in Awareness* series.
- Jolene requested that Council endorse the letter writing campaign to advocate for higher social assistance rates and the following motion was presented for a vote.

Motion 042/23

Lorie Fairburn/ Kim Delarosbel moved that St. Andrew's Council formally support a letter-writing campaign by the Loaves & Fishes volunteers to advocate for an increase in the Ontario Works (OW) and Ontario Disability Support Program (ODSP) rates.

Carried

Liaisons Administration – There was a brief update about Communications.

- Derek Stott reported that we have a stable number of subscribers to the *Together* Newssheet – about 200. Many of those who view the newssheet are not actively attending worship or events in-person at the church.

Living Our Mission – Derek Stott highlighted the work of the Outreach, Inclusivity and Search Committees.

- Work on the Loaves & Fishes vegetable garden has started. The Outreach Committee played a part in organizing the seed exchange at the recent Eco Fair which was held at the Kennedy building.
- Thanks was offered to the Inclusivity Committee members for their work on the Affirming anniversary service and to Jim Sinclair and Treanor Greer-Delarosbel for their presentation at the April 30th joint United Church worship service. A Pride service is planned for September 17th.
- The Search Committee reported that they are continuing their work and they offered thanks to the lay-leaders who have kept things running smoothly.

Facility – The following building-related items were highlighted.

- A replacement refrigerator for the small kitchen was obtained for \$900 and a number of donations have been received to offset the cost.
- A higher toilet donated by Gateway Home Hardware has been installed by donated labour in the washroom off the choir room. Elizabeth Brownlee has sent thank notes to those involved.
- There have been 8 donated center-pull paper towel dispensers installed throughout the building. The donation also included several cases of paper towels.

- There are 2 lights being installed in the outdoor alcove at the front of the church. They will be on a timer. It is hoped that the lights and the previously installed cameras will deter people from loitering there.
- Thanks to those who took part in the gardening bee last weekend. Elizabeth Brownlee will contact Andrew Neal, owner of a Cut Above, about providing lawncare this summer. He has volunteered to cut our lawn for the last 3 years.

Spiritual Life – Elizabeth Brownlee reported.

- There will be no worship at St. Andrew's on Sunday June 11th. People will be encouraged to worship at Trinity. The service has been organized by the Canadian Shield Regional Council as part of the *Festival of Faith* that is happening on that weekend.
- Worship plans for St. Andrew's are in place until the end of June. Lillian Roberts will preach on Pentecost Sunday, on June 18th, the Worship Team will lead worship in recognition of Indigenous Peoples Day (June 21st) and Jim Sinclair will provide leadership for a service of baptism on June 25th.
- The Congregational Life Team is encouraging people who provide food for church sponsored events to save receipts so that they can be properly reimbursed.

M&P Committee No report.

United Church **Appendix V**

Faith Network Bill Ingwersen offered the following report about the recent meeting of the United Church Faith Network (UCFuN).

- Bill highlighted items from the minutes of the May 10th meeting (Appendix V) of the UCFuN.
- Lorie Fairburn has resigned from this working group to pursue other church work, but Bill and Doug McCausland will continue to represent St. Andrew's.
- The group is exploring using the Cozi Calendar App to allow churches to share events that are happening in their congregations that others may be interested in. [Shared Family Calendar - Cozi Family Organizer](#)
- We discussed the possibility of not holding a joint service on December 31st. This is the 5th Sunday of the month and St. Andrew's was scheduled to host it. However, given that all churches will have hosted a joint service for this year and the Sunday between Christmas and New Year's typically has a very low attendance record, it was suggested that each church should hold their own service on December 31st. Bill and Doug agreed to bring this forward at the next UCFuN meeting.
- Bill invited anyone who has something that they think should be discussed by the UCFuN, to contact him or Doug.

Membership Transfers Dale and Gayle Letts requested that their United Church memberships be transferred to Emmanuel in North Bay and Shirley McKavanagh has requested her membership be transferred to St. Andrew's United in Markham.

Motion 043/23

Pat Kirton-Bailey/ Kim Delarosbel moved that St. Andrew's Council approve Shirley McKavanagh's request to transfer her United Church membership to St. Andrew's United in Markham pending confirmation of her St. Andrew's (North Bay) membership.

Carried

Motion 044/23

Kim Delarosbel/ Elizabeth Brownlee moved that St. Andrew's Council approve Dale and Gayle Letts' request to transfer their United Church membership to Emmanuel United in North Bay pending confirmation of her St. Andrew's (North Bay) membership.

Carried

Other Business

Synagogue Fundraiser We discussed the possibility of holding a fundraiser to aid in the efforts of the Sons of Jacob Synagogue to repaint the outside of their building. It was agreed that Council will organize a Linger Lunch after worship on June 25th to encourage members of our congregation to donate to this cause.

Round Table

Members of Council were each given an opportunity to speak on the topic of their choice. One member brought forward the issue of trying to find affordable housing which is affecting several people with ties to St. Andrew's. Thanks was offered to Jolene Carter for her presentation to Council. Thanks was also given to those who organized our contribution to the 5th Sunday Project that was held on April 30th at St. Andrew's.

Adjournment

Kathie Smith offered a closing prayer. The meeting adjourned at 9:35 p.m.

Next Council Meeting

Wednesday June 21st, 2023 at 7:00 p.m. Lois E. Carey Parlour

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I

Duty of Care Resources

Duty Of Care Brochure

- [Introducing The United Church of Canada Duty of Care \(united-church.ca\)](https://united-church.ca)

Providing Safe Space

- [A Tender Trust: Helping Churches to Provide Safe Service \(united-church.ca\)](https://united-church.ca)
- [Trustworthy Care: Helping Organizations Provide Safe Service \(united-church.ca\)](https://united-church.ca)

Risk Assessment

- [Faithful Footsteps \(Reprint Version\) \(united-church.ca\)](https://united-church.ca)

Duty Of Care Resource Page

- [Duty of Care | The United Church of Canada \(united-church.ca\)](https://united-church.ca)

The Sexual Misconduct Prevention & Response Policy

- [Sexual Misconduct Prevention and Response Policy and Procedures \(Nov 2020\) \(united-church.ca\)](https://united-church.ca)
- [Safe Spaces for Worship and Work | The United Church of Canada \(united-church.ca\)](https://united-church.ca)

Code of Ethics for Youth Ministry

- [Code of Ethics for Youth Ministry \(united-church.ca\)](https://united-church.ca)

United Church Health and Safety

- [Health and Safety | The United Church of Canada \(united-church.ca\)](https://united-church.ca)

Faith Trust Institute

Founded by Rev. Dr. Marie Fortune - deals with sexual misconduct issues in faith communities

- [FaithTrust Institute](https://faithtrustinstitute.ca)

Canadian Shield Regional Council Contacts

[Staff | Canadian Shield \(canadianshieldrc.ca\)](https://canadianshieldrc.ca)

- Melody Duncanson-Hales
Minister, Community of Faith Support
mduncanson-hales@united-church.ca
- Diane Matheson-Jimenez
Minister, Community of Faith Support
dmatheson@united-church.ca
- Robert Smith
Pastoral Relations Minister
rsmith@united-church.ca
- Jeffrey Dale
Minister, Justice and Faith Formation
jdale@united-church.ca

Appendix II

St Andrews United Church Comparative Income Statement			
	Actual 2022/01/01 to 2022/04/30	Actual 2023/01/01 to 2023/04/30	Budget 2023
REVENUE			
General Fund Revenue			
Offerings - General Fund	\$51,105.13	\$43,301.85	\$167,000.00
Offerings - Deficit	\$10,000.00		
Offerings - Envelopes	\$60.00	\$80.00	
Offerings - Broadview	\$145.00	\$270.00	
Offerings - Church School		\$115.00	
Offerings - Renovations	\$150.00	\$680.00	
Offerings-Sponsor a Turkey			
Other Revenue			\$39,000.00
Offerings - Misc	\$267.30		
Manse Interest			
Fund Raising Comm Revenue			
Rent for Use of Church	\$372.00	\$8,897.50	
Turkeyfest			
Wedding/Funeral Honorarium			
Church Fees - Weddings			
Administration Income			
Christian Dev. Income			
Congregational Life Income			
Worship Income			
Renovations Income			
Misc. Income			
Can. Helps-Gen Fund	\$56.87		
Gov. Grants-Gen Fund			
Total General Fund Revenue	\$62,156.30	\$53,344.35	\$206,000.00
EXPENSE			
Personnel			
Salaries	\$31,147.19	\$13,885.12	\$62,111.00
Housing Allowance			
Vehicle Allowance	\$400.00	\$503.40	\$2,400.00
Telephone Allowance	\$300.00		\$100.00
Book/Educ Allowance			\$515.00
Employers EI Exp	\$698.39	\$403.01	
Employers CPP Exp	\$1,430.38	\$479.45	
WSIB Expense	\$28.83		
Benefits - United Church			\$10,086.00
Janitorial Services			
Treasurer / Accountant	\$350.00		
Honoraria Expense			\$6,251.00
Other Personnel Expenses			
Total Personnel Expenses	\$34,354.79	\$15,270.98	\$81,463.00

Property			
Heating Fuel	\$9,769.30	\$14,677.92	\$16,000.00
Utilities	\$8,137.41	\$2,674.20	\$7,500.00
Mtce Contracts	\$2,484.21	\$1,255.51	\$3,500.00
Security Contract			\$500.00
Contracts		\$234.04	\$6,000.00
Repairs & Mtce	\$873.17	\$1,603.11	\$500.00
Janitorial Supplies		\$214.93	\$600.00
Insurance	\$6,583.64	\$13,883.77	\$35,000.00
Special property purchases		\$6,816.59	
Union Cemetery			\$200.00
Total Property Expenses	\$27,847.73	\$41,360.07	\$69,800.00
Administration			
Office Supplies	\$771.84	\$1,250.63	\$624.00
Telephone/Internet	\$666.66	\$894.47	\$3,000.00
Postage/Courier	\$296.22		\$5,000.00
Office Equip Lease	\$860.00	\$860.00	
Office Equipment Mtce	\$59.77		\$3,000.00
Office Equip Purchase			\$800.00
Regional Dues		\$9,413.00	\$10,500.00
CSRC Supervisor Fee			
Total Administration Expenses	\$2,654.49	\$12,418.10	\$22,924.00
Worship			
Pulpit Supply	\$224.00	\$1,392.00	\$4,000.00
Christian Development			
Worship Supplies	\$35.34		\$500.00
Total Worship Expenses	\$259.34	\$1,392.00	\$4,500.00
Christian Development			
Church School Expenses			\$1,000.00
Nursery Care			
Church School Assistant			
Adult C.D. Expenses			
Total Christian Dev. Expenses	\$0.00	\$0.00	\$1,000.00
Finance			
Professional Fees (Audit)			
Bank Service Charges	\$350.32	\$398.50	\$400.00
Interest/ Finance Expense	\$123.26	\$56.83	\$100.00
Total Finance Expenses	\$473.58	\$455.33	\$500.00
Other General Fund			
Outreach Comm. Exp.			\$100.00
Pastoral Care Exp.			\$200.00
Congregational Life Exp.			\$200.00
Inclusivity Comm Exp			\$600.00
Broadview			\$1,300.00
Allocation for Capital Exp.	\$1,200.00	\$1,200.00	\$3,600.00
Contingency Expenses	\$-3,516.68	\$167.61	\$500.00
Covid loan exp			\$20,000.00
Total Other General Expenses	\$-2,316.68	\$1,367.61	\$26,500.00

Planned Gift Fund Expenses			
PGF Out-Wor-Educ Expense			
PGF Bldg-Capital Exp.			
Total PGF Expense			
Misc. Expenses			
Mission & Service Exp.			
Capital Fund Expenses			
Choir Fund Exp			
Building Restoration Expenses			
Total Misc. Expenses			
TOTAL EXPENSE	\$63,273.25	\$72,264.09	\$206,687.00
NET INCOME	\$-1,116.95	\$-18,919.74	\$-687.00
M & S Fund Revenue			
M & S Offerings	\$5,269.28	\$5,626.24	
M & S Other Revenue			
Total M & S Fund Revenue	\$5,269.28	\$5,626.24	
L & F Fund Revenue			
L & F Offerings	\$2,093.00	\$2,700.00	
L & F Other Revenue			
Loaves & Fishes Exp	\$-6,855.99	\$-13,689.01	
Total L & F Fund Revenue	\$-4,762.99	\$-10,989.01	
Memorial Committee Revenue			
Memorial Committee Offerings	\$920.00	\$310.00	
Memorial Committee Other Revenue			
Memorial Committee Paid			
Total Memorial Comm Revenue	\$920.00	\$310.00	
Capital Fund Revenue			
Capital Fund Rev. from Gen Fund			
Interest on Capital Fund			
Total Capital Fund Revenue			
Planned Gifts Fund Revenue			
PGF Out-Wor-Educ Receipts			
PGF-Out,Wor,Ed-Interest			
PGF Bldg-Capital Receipts			
PGF-Bldg,Cap-Interest			
Total PGF Fund Revenue			
Misc. Revenue			
Choir Fund - Interest Other Revenue			
Offerings - Choir Fund			
Offerings - Building Restoration			
Other Revenue - Building Restoration			
Total Misc. Revenue			

Appendix III



Loaves & Fishes Community Food Bank Report to Council May 17, 2023

April Statistics

April Volunteer Hours – 231 hours

	# of guest	new guests
April 6	59	6
April 13	41	7
April 20	53	6
April 27	47	6
	<hr/> 200	<hr/> 25

Gift-in-Kind Total Donations – \$3,165

Food Rescue	\$1,800
St. Andrew's Members	\$1,365

Overview of Activities

- Partnering with North Bay's Farmers' Market asking shoppers and vendors to support Loaves & Fishes
- Loaves & Fishes Volunteers attending the May 20 Farmers' Market to support the Seed Exchange Program
- May 4th - Jolene Carter, Willa Gallant, Elizabeth Brownlee, and Lorie Fairburn, attended launch of the TP North Bay Toilet Paper Drive
- Elizabeth Brownlee picking up Toilet Paper every Wednesday from Giant Tiger
- Received one resume for Summer Student

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator

Loaves & Fishes Community Food Bank is committed to providing food to those who are hungry regardless of circumstance. We strive to create a safe, inclusive space where all are welcome and treated with respect and dignity.

We are open every Thursday from 8:30 am to 10:30 am.

Our clients are invited to visit every other week.

We provide each client with their choice of basic groceries such as: milk, margarine, eggs, meat, fresh vegetables and fruit, canned soups, tuna, and pasta.

85%

Social Assistance

65%

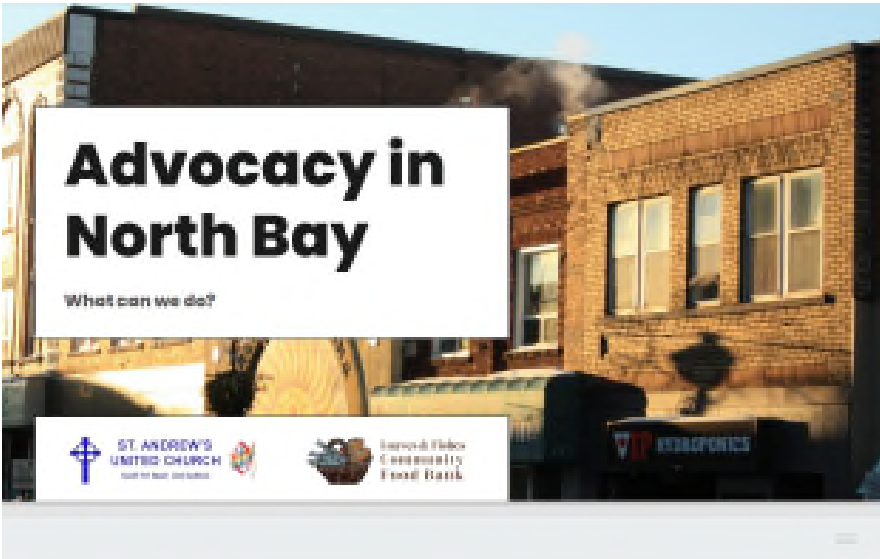
ODSP

58

Average Age



Appendix IV



Overview

This presentation is to show the obstacles individuals who live on social assistance face and to better explain the context of their situation.

At the end of this presentation we would like to propose to St Andrew's Church Council a motion to accept our efforts to advocate for an increase in benefits for people living on social assistance.



Obstacles at a Glance

- 1 **Low Social Assistance Rates:** People on ODSP receive \$1,200 a month and those on Ontario Works, \$733.
- 2 **High Rent Costs:** Apartments in North Bay range from \$500 for a one bedroom and between \$900 and \$1,300 depending on number of bedrooms.
- 3 **Food Inflation:** According to Statistics Canada prices of groceries in 2023 have increased 10.8%

Avenues for Advocacy

We would provide a letter template for people to sign or use as an example to write their own.

Advocate more actively on our social media platforms with more posts raising awareness of the inadequate rates of social assistance.

Attend events that are focused on raising awareness of increased social assistance rates where we have an opportunity to show our support.

Loaves & Fishes Community Food Bank

We see first-hand how people are struggling with the cost of living. In 2023, more than 350 Food Bank clients came for basic groceries.

Our clients are mostly single men with no family, 85% are on social assistance of which 65% is ODSP.



What we hope to accomplish

Raised social assistance rates would give people the ability to not have to choose between food, medicine or rent.

We feel as we serve more people, our voice is important in this conversation.

Together we can make a difference and our government will increase the rates of social assistance.

Anecdotal Points

"I wanted to take this slide to explain my own experiences living on social assistance.

On Ontario Works after rent (\$768 - I used my special diet for diabetes to make the difference for rent.) I had 20 dollars a month left for food after paying bills, I survived thanks to both our food bank and family.

Though I'm on ODSP I haven't been able to find a place with a livable price.

My own father lives in very poor conditions due to the social assistance he receives only covering a small amount of his rent, my brother covers the rest." - Jolene Carter



Thank you!

Appendix V

Notes from Meeting

United Community Faith Network UCFuN
Local United Church Work Group
Wednesday, May 10, 2023
Trinity United Church — McIntyre Street Door



Notes in Italics

Attendees: Janie, Bud (Emmanuel), Doug, Bill (St. Andrews) Bob (Omond), Brenda (Carmichael), Cindy, Glenn (Trinity), Diane - Regional

1. Welcome

a. Volunteer note taker - *Glenn*

2. Opening Prayer - Cindy

3. Agenda - *agreed*

4. Notes from last meeting — *no glaring errors noted*

5. Business arising

a) Homework

- Consult with your faith community or council and bring 3 Goals/Objectives for this group to the next meeting.

Homework results

Emmanuel

- *find a minister*
- *there are one too many churches and looking for some church to step back*

Omond

- *ways? of drawing in new people- Rapidly aging congregation*
- *thinking about whether a project exists for a UCFuN sponsored project — for example a joint food bank group for marketing purposes, or social justice issues (Black Lives Matters, Indigenous issues, etc.)*
- *Diane in response - suggested feed them (college and university students) and they will come regional council funds available for outreach projects — young people look for time limited activities where they can see immediate results. Also spoke about a Canada summer student. Applications happen in January/February so might be useful for Summer 2024 planning for Fall 2024 events.*

St. Andrews

- *Lorie has resigned from the committee to work on other priorities at St. Andrews, still supportive of UCFuN mandate*
- *Increased dialogue with other churches is desired*
- *Those consulted in the congregation appreciated that there were many options being offered*
- *Congregation appreciated the fact that there is a think tank considering the longer-term future*
- *Transition committee re-establishing to complete minister search work*

Trinity

- *explore sharing reasons to work together*
- *continue networking to discover new ways to cooperate*
- *promote each other's events in a more formal manner. Cosi Calendar app as a joint scheduling tool proposed to be discussed at next UCFuN meeting — Diane to bring an in-service and we will consider at next meeting whether to proceed.*

b) Update on conversations/initiatives within your community of faith/council or board.

- *General discussion only of current state of affairs for each church. No detailed plans were discussed.*

c) Shared worship review April 30, 2023 at St Andrews

- *St. Andrews — enjoyed very much by the host, enjoyed the choirs all the different colours. Too much food, salads. Lots of food left over and donated.*

Next shared worship — Carmichael July 30, 2023

- *Brenda McLay — spoke about the July 30 5th Sunday at Carmichael — Cindy suggested hot dogs and that there was money- guessed at 60-80 folks - by June 1 send out letter to church — Brenda is going to check into tents*

6. Improved communication regarding sharing events

- *Cosi Calendar initiative to contribute towards this. Lots of discussion around whether it is critical to communicate with others outside our existing communities. Some felt that doing good works is what we are called to do and folks will hear about it through the grapevine and we can expect some renewal that way. Others felt a more proactive approach is required to ensure communication happens with folks outside our existing communities. More discussion to follow.*

7. Next meeting date, host church, and agenda items

- *Next meeting — June 26, 7 p.m. Trinity*

8. Items at next meeting

1. *Cosi Calendar in-service from Diane*
2. *Discussion of shared project ideas that we can work towards for a fall event.*

9. Closing Prayer - Glenn

10. Adjournment