

**St. Andrew's Council Meeting**  
Meeting was held in the Lois E. Carey Parlour  
Wednesday February 8<sup>th</sup>, 2026 at 11:45 a.m.

---

<b>Welcome and Opening (11:45 a.m.)</b>	Doug McCausland welcomed everyone to the meeting.
<b>Attendance</b>	Elizabeth Brownlee, Kim Delarosbel, Bill Downey, Lorie Fairburn, Karen Gooch (Secretary), Bill Ingwersen, Doug McCausland (Chair), Ed Mounce, Steven Park, Caitlin Smithers (Minister), Derek Stott (11)
Guests	Judy Borden (M&P Representative), Jean Jamieson (Property Chair), John Wallace (Trustee)
<b>Welcome</b>	<p>Doug McCausland welcomed everyone to this special Council meeting.</p> <p><b>Motion 008/26</b> Elizabeth Brownlee/ Kim Delarosbel moved that Jean Jamieson and John Wallace be corresponding members for this meeting. <span style="float: right;"><b>Carried</b></span></p> <p><b>Motion 009/26</b> Elizabeth Brownlee/ Lorie Fairburn moved that Judy Borden act as the M&amp;P Committee Representative for this meeting. <span style="float: right;"><b>Carried</b></span></p>
<b>Agenda</b>	The agenda for this special Council meeting was to receive an update from Jean Jamieson and John Wallace about what has happened in the past couple of weeks with issues related to the furnace and the use of our building. Council will then discuss if there are any further actions required.
<b>Guest Presentation</b>	<p><b>Appendix I</b></p> <p>Jean Jamieson began by speaking about the heating system.</p> <ul style="list-style-type: none"> <li>• Over the Christmas holidays, the building was closed and was not checked for a number of days. When our Office Administrator returned to work, she discovered that the building was very cold. Jean was called and it was discovered that the boilers were not working. A plumber was called and determined the pipes had partially frozen. The pipes were monitored as they thawed and a flood was averted. Repairs were required to the pipes and the City of North Bay was called to replace the frozen water meter – at our expense.</li> <li>• KRB Mechanical was called it to service the boilers. They were able to get them up and running, however was no heat in the gym due to a broken fan. A replacement fan is on backorder with no timeline for delivery. It was suggested that we rent a heater in the meantime, however no rentals were available. A heater was bought and wired in place. The heating system still needs some recalibration and the gym is still not warm enough. Several of our regular users have had to find alternative places to meet.</li> </ul> <p>Jean offered an update about a security breach that took place a couple of weeks ago.</p> <ul style="list-style-type: none"> <li>• Unfortunately, the McIntyre door was propped open by one of our regular users and left unattended. An unknown person was seen on camera entering the building and he wandered around downstairs. He took some food and found and took a coat hanging in the men's bathroom that had a church key in the pocket.</li> <li>• The decision was taken to change to lock on the McIntyre door. It was determined that previously there were 77 people who had key for the church – including</li> </ul>

members of St. Andrew's and groups that use the building. We are still trying to determine who should have a key Jean stated that she feels only members of our congregation should get a key. Jean's recommendation is that we should hire a custodian to be in the building when all outside groups are meeting and that this should be paid for by the users by adding a surcharge to the rental rates.

- As a result of the boiler and key problems, there are a number of groups that have not been able to return for their meetings. Jean has been speaking with some of the groups and has arranged for them to pay for a security person to be at the church when they meet.

John Wallace spoke to Council about the building use issues from the perspective of the Trustees. John provided a package relating to building use for Council members to review. (Appendix I)

- John began by stating that there a number of aspects that need to be considered when renting space in our building including our rental policy, security, and United Church policy.
- Our current policy is under review at this time. However, we have not been diligent in the enforcement of the terms of our current policy. This has led to among other things, security issues, staff negotiating lower rental rates without authorization which leads to a loss of income and too many people having access to a building key.
- As part of the package that John provided was an excerpt from the UC Trustee Handbook. It outlines how Trustees are responsible to ensure that our property is adequately insured and secured. Any security issues with our renters could put our insurance at jeopardy if these are not addressed in a responsible manner. The Trustees could possibly be held liable if this is not done.
- John has also been looking at updating our alarm system to prevent the problems we have had with the boilers and frozen pipes. Currently, we only have a smoke alarm which is currently monitored by Telus. John has been looking at a local company who would monitor for smoke and also temperature and water pipes. This would ensure that someone is notified if the boilers stop working during the cold weather.
- The focus going forward should not be on our failures, but on the development of an updated Building Use policy which address the concerns that have been raised.

## **Discussion**

Thanks was offered John and Jean for the work that has been done in the past few weeks. We also thanked them for showing up to address Council at this meeting. John and Jean left the meeting and the following discussion was held about how to move forward.

- Doug McCausland began by stating that he supported everything that Jean has done as he felt that decisions needed to be made quickly. He did apologize for not notifying Council earlier about actions that were taken.
- Some members felt that Council should have been notified as soon as the locks were changed. This could have led to a wider conversation about how to proceed when dealing with issues around outside groups using the church and who should have keys. For some, the issue was not about what was done, but the length of time for Council to be notified about important issues related to the use of our building.

- How do we ensure that Council is kept in the loop and given the opportunity to execute their responsibilities in a timely manner? We should consider providing education so that all are aware of procedure and responsibilities for Council members.
- It was agreed that an Ad Hoc Committee be established to finalize an update to our Building Use Policy. There should be input from the Finance Team and the Property Committee. The policy should address communications, rental rates and logistics around security. The M&P Committee should be consulted about the possible hiring of security personnel.

**Motion 010/26**

Karen Gooch/ Lorie Fairburn moved that an Ad Hoc Committee be established to update our Building Use Policy. The members of the Committee will be Karen Gooch, Derek Stott, John Wallace and Jean Jamieson. **Carried**

Further discussion led to the following motions:

- It was agreed the Northland Wrestling could return for an event in the gym on February 28<sup>th</sup>, 2026. Jean has negotiated a rate with them and they will pay for security.

**Motion 011/26**

Elizabeth Brownlee/ Bill Downey moved that Northland Wrestling can hold an event in our gym on February 28<sup>th</sup>, 2026 under the term negotiated by Jean Jamieson. **Carried**

- The following motion was presented that establishes the term under which groups can return to the building until a new Building Use Policy is in place.

**Motion 012/26**

Bill Downey/ Derek Stott moved that until the approval of a new Building Use Policy groups can return to the church under the following conditions: the old rental rates will apply, approved security will be in place with groups paying as they are able and all groups will remove their garbage from the building when they leave the premises. **Carried**

**Building Keys** It was agreed by consensus that for the time being Jean Jamieson will maintain control of distributing keys for people who need access to the church. Several names were put forward of people who should have a key. These names will be passed onto Jean.

**Other Business**

**Cleaner** Since our cleaner, Amanda Lalonde was not informed of the changing of the locks, she showed up to work and was unable to enter the building. Karen Gooch proposed that she should be paid for the time (2 ½ hours) that she was not able to work.

**Motion 013/26**

Judy Borden/ Elizabeth/ Brownlee moved that Amanda Lalonde shall be paid for the 2 ½ hours that she was not able to work due to. being locked out of the building. This will be added to her next pay. **Carried**

**Adjournment**

The meeting was adjourned at 1:40 p.m.

---

Next Council Meeting

Wednesday February 18<sup>th</sup>, 2026 at 6:45 p.m.

Lois E. Carey Parlour

---

Chairperson, Doug McCausland

---

Secretary, Karen Gooch

**Appendix I**

**St. Andrew's United Church**

319 Cassells Street, North Bay, Ontario P1B 3Z4

Phone (705) 472-7688

**RENTAL FEES**

Room	One-time use standard rate			Long-term use discount					
	Full Day	1 period (morning, afternoon or evening)	2 periods	Once per month			Once per week		
				full day	1 period	2 periods	full day	1 period	2 periods
Gym	110	55	95	100	50	85	85	45	75
Kitchen	60	30	50	55	25	45	50	25	40
Room 6	50	30	40	45	25	35	40	25	30
Clubroom	70	40	60	65	35	55	55	30	50
Parlour	50	30	40	45	25	35	40	25	30
Chapel	45	25	40	40	25	35	35	20	30
Sanctuary	220	85	145						

**NOTES:**

- 1) For non-profit, charitable and self help groups, the calculated rates may be discounted by 25% (to a minimum of \$50 per month).
- 2) Rental of kitchen includes dishes etc. which must be washed after use, using the posted protocol.
- 3) Groups are responsible for set-up and takedown. There may be extra fees for special requests (i.e. use of the risers in the sanctuary).

Approved by St. Andrew's Council on June 20th, 2017

Name	When	End of Year	Start of Year	Room #	Cost	Insurance
Baytones	Wed. 5:30 – 9:30 pm	May 2026	Early Sept.	Gym	\$40/week	Yes
Choral Society	Mon. 5:30 – 9:30 pm	End of April	Early Sept.	Gym	\$40/week	Yes
The Unity Group (NA)	Mon./Thurs. 6:30 – 8:30 pm	All Year		# 6 (Jobnet)	\$70/month x 2 – 25%	Yes
The Unity Group	Sun. 6:30 – 8:30 pm	May – Dec 31	continue	# 6	\$35/month 8 months	Yes
The Recovery Way (NA2)	Wed./Sat. 6:30 - 8:30 pm	All Year		# 6	\$50/month X 2	Yes
Northland Wrestling	Jan-Apr / Aug-Nov 1:30 – 10:30 pm	1 show/month 6:30-9:30 pm		(Showtime only) Gym/# 9/Kitchen	\$150/month X 8	Yes
Redeemed Christian Church of God	Every Sunday 1-4 pm			Clubroom	\$50/month	Yes
Serenity Seekers (AAA)	Every Sunday 9:30 - 10:30 am	All Year		# 6	\$50/month	Yes
Special Olympics (Shannon)	Every Tues. & Thurs. 4:00 – 6:00 pm	End of April	Start middle of Sept.	Gym	\$20/session	Yes
Special Olympics (Rob)	Every Tues. 6:30 – 8:30 pm	End of April	Start Oct.	Gym	\$20/session 30.00	Yes
SINGLE USE						
BG Book, Inc	Once/Year for 2 days	July 5-6, 2025	All Day x 2	Gym / Kitchen	\$110 + \$25 per day	Yes
Nip Assoc. of Volleyball	Once/Year for 2 days	Oct. 19 & 23,	5:00–9:00pm	Parlour	\$30 per day	Yes
NB Symphony	Twice per year	Nov. 14,15,16		Sanctuary Parlour Concert	\$85/day \$30	Yes
NB Symphony		May 22,23,24, 2026		Sanctuary Parlour Concert	\$85/day \$30	Yes
Near North Voices	Once per year	Mar.29/Apr.3/Apr.5		Sanctuary	\$445 Total	Yes

NAME	WHEN	TERM	ROOM	CURRENT CHARGE	REVENUE PER USE	APPROVED ST ANDREW CHARGE PER DAY	APPROVED TRINITY CHARGE
<b>COMMERCIAL</b>							
Baytones	Wed - 5:30p - 9:30p	Sep - May	Gym	\$40 per week	\$40.00	\$45.00	\$200.00
Choral Society	Mon - 5:30p - 9:30p	Sep - Apr	Gym	\$40 per week	\$40.00	\$45.00	\$200.00
Northland Wrestling	1 show/mo 6:30 - 9:30 (+ setup time)	8 months	Gym } Room #9 } Kitchen }	\$150/month x 8	\$150.00 } } } }	\$50.00 ???	\$400.00 \$400.00 \$400.00
Redeemed Christian Church of God	Sun 1p - 4p	Weekly	Clubroom (+ storage)	\$50 per month	\$12.50	\$30.00	\$200.00
BG Book Inc	Once/year for 2 days All Day		Gym } Kitchen }	\$135 / day	\$135.00 } }	\$110.00 \$60.00	\$200.00 \$200.00
Nip Assoc Volleyball	Once/year for 2 days 5p - 9p		Parlour	\$30 / day	\$30.00	\$30.00	\$200.00
NB Symphony	Twice per year		Sanctuary } Parlour }	\$85 / day \$30 / day	\$85.00 } \$30.00 }	\$85.00 * \$30.00 *	\$600.00 \$200.00
Near North Voices	3 days	Once per year	Sanctuary	\$445 total	\$148.33	\$145.00 #	\$600.00
<b>OUT REACH</b>							
Unity Group (NA)	Twice per week (2 hours)	All year	Room # 6	\$70/mo x 2 - 25%	\$13.13	\$25.00	\$100.00
Unity Grpup	Once per week (2 hours)	May - Dec	Room # 6	\$35/mo x 8	\$8.75	\$25.00	\$100.00
Recovery Way (NA2)	Twice per week (2 hours)	All year	Room # 6	\$50/mo x 2	\$12.50	\$25.00	\$100.00
Serenity Seekers (AAA)	Once per week (1 hour)	All year	Room # 6	\$50 per month	\$12.50	\$25.00	\$50.00
Special Olympics	Tue - 6:30 - 8:30	Apr - Oct	Gym	\$20 per session	\$20.00	\$45.00	\$200.00

**NOTE:**

- \* 1 period
- # 2 periods

### Rental Fees for Trinity United Church Updated October 2024

	One time use Commercial Organization rate			One time use Non-Commercial Rate		
	Under 2 hrs	2 to 4 hrs	4 – 8 hrs	Under 2 hrs	2 – 4 hrs	4 – 8 hrs
Per Room (not incl. Sanctuary)	\$100	\$200	\$400	\$50	\$100	\$150

Sanctuary Rental	Daily Rate	Livestream/Recording	Tech Support
Commercial Rate	\$600	\$100	\$25 per hour
Non Commercial Rate	\$300	\$100	\$25 per hour

**Notes:**

- 1) All rentals are an additional \$20/hour Custodial/Security Fee
- 2) Sanctuary rentals include the use of the pulpit and lectern microphone plus 1 wireless microphone.
- 3) A \$25/hour tech fee will be charged when additional equipment use is required (ie. Use of our soundboard)
- 4) Groups are responsible for set-up and take down unless otherwise arranged. Extra fees may be charged for use of additional equipment or set-up (ie. Use of AV equipment, PA system, etc.)

### Additional Fees for Weddings, Funerals and Special Events

Livestream/recording \$100

Technical Support (for use of sound system beyond standard set-up) \$25 per hour

## Extracts from April 2021 Issue of United Church of Canada

### Congregational Board of Trustees Handbook

#### Standard of care

Trustees must give the same care and attention to congregational property as a reasonable person would give to their own property. The individual responsibilities set out below are all part of meeting this standard and complying with the United Church property rules.

#### Personal liability

A trustee is not personally responsible for any loss or damage to congregational property unless caused by that trustee's negligence, intentional act, or failure to follow United Church property rules and any applicable secular laws. [G.3.4.4]

#### Insurance

##### Responsibility

Trustees must ensure adequate insurance is maintained to protect buildings and other congregational property and to minimize the exposure of congregational assets. One of the positive outcomes of fulfilling the responsibility of ensuring adequate insurance coverage is that trustees then have legal representation and indemnification (payment for any losses) for any actions in which they are named as defendants in their capacity as trustees. Trustees have the right to compensation for any losses out of the trust estate.

While our policy is silent on trustees' responsibility for insurance, the law courts have held that any trustee who fails to insure the trust property adequately, is deemed personally to be the insurer. In other words, the trustee is personally liable for any insurable loss.

Caution: The congregation elects the trustees to exercise their fiduciary duty with respect to congregational property. The governing body must not assume the trustees' role and responsibility, and the trustees must leave the governing body to decide on the life and work of the community of faith. These different roles may require balancing, with the regional council assisting in resolving disagreements that may arise.