

**St. Andrew's Council Meeting**  
Meeting was held in the Lois E. Carey Parlour  
Wednesday October 15<sup>th</sup>, 2025 at 6:45 p.m.

---

<b>Welcome and Opening (6:45 p.m.)</b>	Doug McCausland welcomed everyone to the meeting.
<b>Attendance</b>	Elizabeth Brownlee, William Downey, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Bill Ingwersen, Doug McCausland (Chair), Ed Mounce, Stephen Park, Caitlin Smithers (Minister), Derek Stott (10)
Regrets	Kim Delarosbel, Bill Holmes
<b>Land Acknowledgement</b>	Doug McCausland acknowledged that we meet on Indigenous land and offered thanks for the gifts of the people from the Nipissing First Nation as we work together towards reconciliation.
<b>Touchstones</b>	Doug McCausland read our Council Touchstones aloud.
<b>Opening</b>	Bill Ingwersen offered a prayer to open the meeting.
<b>Agenda</b>	<b>Motion 072/25</b> William Downey/ Elizabeth Brownlee moved that the agenda be accepted as presented. <span style="float: right;"><b>Carried</b></span>
<b>Minutes of Previous Meetings</b>	<b>Motion 073/25</b> Karen Gooch/ Lorie Fairburn moved that the minutes from September 17 <sup>th</sup> , 2025 be accepted as presented. <span style="float: right;"><b>Carried</b></span> Karen Gooch will confirm the regrets received for this meeting and update the attendance if required.
<b>Correspondence</b>	Two items of correspondence were received: <ul style="list-style-type: none"> <li>• A resignation letter dated October 14<sup>th</sup> was received from Trustee Tom Arens after reconsidering his acceptance of the appointment at the AGM on March 2<sup>nd</sup>, 2025. Nominations for his replacement will be added to the agenda for the AGM in 2026. Elizabeth Brownlee will send a thank you card.</li> </ul> <b>Motion 074/25</b> Elizabeth Brownlee/ William Downey moved that St. Andrew's Council accept the resignation of Tom Arens as a Trustee with regret. <span style="float: right;"><b>Carried</b></span> <ul style="list-style-type: none"> <li>• A card dated September 2025 was received from the congregation of Carmichael United Church to offer thanks for the role that members of our congregation played in organizing the outdoor joint service held on August 31<sup>st</sup>, 2025 on the Carmichael property.</li> </ul>
<b>Business Arising</b>	
Email Poll	As a follow-up to the discussion at our last meeting regarding the need for an appraisal of the church property for insurance purposes, an email poll was circulated and was declared carried on October 3 <sup>rd</sup> , 2024.

**Motion 071/25**

Bill Holmes/Derek Stott moved that St. Andrew's Council approve the Trustees recommendation that St. Andrew's purchase an appraisal from Morland Real Estate Appraisals Ltd. for \$1,200 plus HST to ensure we will continue to have full insurance coverage. **Carried**

Ed Mounce reported that the trustees have arranged for a representative from Morland Real Estate Appraisals Ltd to begin the appraisal process this week. He thanked Council members for their support in this matter.

**New Business**

Financial Report **Appendix I**

The following financial information was offered.

- September 2025 Statement - The month-end statement for September 30<sup>th</sup>, 2025 was not available for this meeting due to the fact that our bookkeeper is currently on medical leave. Karen Gooch has been working with Interim Bookkeeper Kim Brownlee (see M&P report) and the hope is that a statement will be available for the November meeting.
- Financial Update – Lorie Fairburn highlighted items from the recent Finance Team meeting (Appendix I).
  - Kim Brownlee will do the bookkeeping while Janet Ross is on medical leave.
  - Work is being done to update our Building Use Policy (including new rental rates). Representatives from Building Use, Finance and Property Committees will meet at the end of the month.
  - In part, difficulty paying some invoices during the recent postal strikes led to a preliminary discussion about updating our banking procedures to facilitate more online banking options.
  - John and Wanda Wallace have written a letter to the congregation a part of our fall stewardship campaign. A generous donor will match one-time gifts (up to \$10,000).

Liaisons **Appendices II, III**

Written Committee reports were emailed to Council members ahead of this meeting for review.

- Administration – There is an ongoing review of our Building Use Policy including increasing our room pricing. In the meantime, there has been a request for Council to approve higher rental fees for an upcoming movie shoot. The production company is considering using 4-5 rooms for 3 days and after a brief discussion it was agreed that we will charge \$200 per room per day.

**Motion 075/25**

Elizabeth Brownlee/ Stephen Park moved that St. Andrew's Council approve a rental rate of \$200 per room per day for the movie shoot taking place the first week of November. **Carried**

- Facility – John Van Niekerk has agreed to put out the church's garbage on Friday mornings for pick up.
- Spiritual Life – Elizabeth Brownlee provided a written report (Appendix II) with details about the activities of the Worship, Congregational Life/Fundraising and Pastoral Care Teams

- Living Our Mission – Derek Stott offered the following:
  - Inclusivity – This Committee is still in search of a Chair.
  - Outreach – No report
  - Loaves & Fishes - Lorie Fairburn provided a written Loaves & Fishes report for September 2025 (Appendix III) for Council members to review. Lorie highlighted the following:
    - There is an alarming increase in the number of new clients, however the number of students is down from previous years. It appears most clients are local.
    - Volunteer hours are up due to the fact that breakfast is being served in the café. Kudos to the volunteers
    - The food rescue continues to provide a variety of fresh foods.
    - Loaves & Fishes is an important ministry of welcome.
    - Lorie is looking for donations to cover the cost of another volunteer lunch.
    - A number of our Loaves & Fishes clients have benefitted from our Benevolent Fund. The money has helped pay for things such as medication, bus fare, moving costs and meals. It was suggested that we inform the congregation about the Fund through the newssheet in the coming weeks. Although the Fund is to be part of our budget each year, any directed donations would be welcome, especially during times when there may be increased or special requests for money.

M&P Committee The following items were brought forward from M&P Committee.

- Unfortunately, Janet Ross, our Office Administrator has had to take an indefinite medical leave of absence. The M&P Committee recommends that we continue paying Janet her full wages until the end of October due to the fact that she is not eligible for any medical insurance coverage because of various factors. This will be revisited if she is unable to return to work by that time.

**Motion 076/25**

Bill Ingwersen/ Marg Fleming moved that St. Andrew's continue paying Janet Ross her full salary while she is on medical leave until October 31<sup>st</sup>, 2025.

**Carried**

- The M&P Committee also recommends that we pay Barbara Van Herk to perform the Office Administrator's duties while Janet is on leave. She will be paid \$17.60 per hour for 15 hours per week.

**Motion 077/25**

Elizabeth Brownlee/ Derek Stott moved that St. Andrew's pay Barbara Van Herk \$17.60 per hour for 15 hours per week to perform the Office Administrator's duties while Janet Ross is on medical leave.

**Carried**

- Finally, the M&P Committee recommended that we pay Kim Brownlee to perform bookkeeping duties while Janet is on medical leave at the rate of \$17.60 per hour for 3 hours per week. Karen Gooch will work with Kim in a support/training role and it was suggested that we will pay Kim for up to 10 additional hours in the month of October for training if required.

**Motion 078/25**

Stephen Park/ Lorie Fairburn moved that St. Andrew's pay Kim Brownlee to perform bookkeeping duties while Janet Ross is on medical leave at the rate of \$17.60 per hour for 3 hours per week and that if required, we pay her up to 10 additional hours for training during the month of October 2025. **Carried**

Minister's Report **Appendix VI**

Caitlin Smithers provided a written report outlining her activities for August 2025 (Appendix VI) for members to review.

**Other Business**

Round Table Members of Council were invited to speak about anything they would like.

- Thanks was offered to everyone who has stepped up since Jan has been away on medical leave.
- There was a feeling that it is good to be back in a more normal routine after the summer break.

**Adjournment**

The Council gathered in a circle and sang the Ralph Johnston choral ending before the meeting adjourned at 8:30 p.m.

---

Next Council Meeting

Wednesday November 19<sup>th</sup>, 2025 at 6:45 p.m.

Lois E. Carey Parlour

---

Chairperson, Doug McCausland

---

Secretary, Karen Gooch

**Appendix I**



Finance Meeting  
Thursday, October 9, 11:30 am  
Agenda/Minutes

In Attendance: Karen Gooch - Treasurer, Kim Brownlee - Interim Bookkeeper, Liz Brownlee – Counter, Lorie Fairburn – Finance Committee Chair

Regrets: Joan Wurster – Counter, Janet Ross on Compassionate Care Leave

1. Welcome & Training – Kim Brownlee, (Interim) Bookkeeper

We are delighted to welcome Kim Brownlee to the team. Karen will start training today, and the M&P Committee recognizes that Kim may work more hours in October while learning.

2. Use of Rooms –

The Finance Committee agreed to support and collaborate with the Use of Rooms and Property Committee to work on the current 'Use of Rooms schedule of costs and its implementation with groups already using the building. The next meeting is scheduled for Thursday, October 30, 2025, at 2:30 p.m. Lorie will inform Jean Jamieson of this decision.

Karen will continue to work with Barb in recapping the current use of rooms of who is renting and what they are paying.

3. Online Banking

Karen and Lorie met with Paul Daigle, St. Andrew's representative from RBC, to discuss online banking options in light of the mail strike and the broader trend of decreasing reliance on traditional mail, which may affect the timely delivery of our payment of bills.

During the meeting, Paul raised an important issue regarding the Memorial Bank Account. Currently, this account is set up as a personal bank account and has different signing officers than the other organizational accounts. In order to transition to online banking, this account would need to be converted to a business account to ensure consistency and appropriate access controls.

Paul outlined three online banking options available through RBC. These options will be reviewed by the Finance Committee. Should the committee be in agreement, a recommendation will be presented to Council for further review and approval.

#### 4. Stewardship Letter

Wanda and John Wallace have generously agreed to write this year's stewardship letter and share their personal story about why St. Andrew's holds such deep meaning for them.

We are also pleased to share some exciting news: a donor has pledged a **\$10,000 matching gift** in support of our Fall Stewardship campaign. This generous offer will double the impact of contributions and help strengthen our ministry moving forward.

The stewardship letter is scheduled to be distributed in October. Given the uncertainty surrounding mail delivery due to the ongoing postal strike, we plan to ask Janet Ross's daughter to hand-deliver the letters—at a cost of \$1.00 per letter—as she did during the previous disruption in mail service.

**Appendix II**

**Spiritual Life Liaison Report – October 15, 2025**

Worship & Christian Education: Ralph Johnston/Kim Delarosbel (co-chairs)

The season of Creation continues with the theme “A Place at the Table” and the stunning “Place at the Table” photo from the national church. Thank you, Kim for including it each week! The season has moved through Indigenous Sunday on September 21 with drumming by Kim Robinson Nelles. World Wide Communion Sunday took place on October 5 with Ana Compton, her friend Emily and the Van Herks serving. Thanksgiving was celebrated last Sunday, October 12, with the sanctuary simply but beautifully decorated with fall foliage and pumpkins, a lovely bronze mum from Jean Jamieson, an amazing 15 foot paper leaf garland created by Lexi and grandma Pat Kirton Bailey, and fragrant cedar trimmed by John Van Niekerk from Donna Landry's yard. Ralph Johnson scripted a wonderful Kids' Time on “Bringing in the Sheaves”, Rev. Caitlin reflected on how we give thanks, and Donna Sinclair offered powerful Prayers of the People. Ralph was away for Thanksgiving and will also be absent this coming Sunday, but has left things in good order for the wonderful Melissa Pajunen who graces the piano bench in his absence. The choir is grateful for such a lovely supply pianist!

This coming Sunday is World Food Sunday. Lorie Fairburn and Seth Compton will reflect on food insecurity, followed a Linger Lunch of soup and bread. During Linger Lunch folks will have the opportunity to write greetings and messages to our homebound folks on colourful picture placemats created by Kim Delarosbel and Derek Stott. There will be a special offering for OUTLoud and the proceeds from Linger Lunch will be directed there as well.

The Worship Team met recently to plan out the “ber” months. November 2 is designated as All Saints Sunday and November 9 will see our celebration of Remembrance Day. Diane Matheson-Jimenez will be with us on November 16, and on the 23<sup>rd</sup>, Reign of Christ, we will gather at Emmanuel for Fifth Sunday. November 30 kicks off Advent!

The Monday study program, Reading the Bible in One Year, led by Tim Robertson and Marg Reid, continues to meet weekly on Monday afternoons. They are nearing the end of their journey through the Bible in one year.

Congregational Life/Fundraising: LizB/LizW (co-chairs)

Our faithful Willa Gallant has continued to provide refreshments after worship with the assistance of Frankie Syme, Bill Downey and Stephen Park. LizW is really struggling with her hip and is eagerly anticipating her surgery on November 5. We are trying to simplify the refreshments to make it easier on our volunteers. The congregation has come to expect a huge spread each Sunday. We dispensed with refreshments on Thanksgiving so the volunteers could get home to their families.

Congregational Life will provide soup, buns and cake for the World Food Sunday Linger Lunch on October 19. Thanks to Joyce Boston for her generous donation toward the cost of this meal!

Our next big event is the Fall Bazaar, Silent Auction, Cookie Walk and Café scheduled for Saturday, October 25 from 10:00 until 2:00. Willa Gallant is organizing the Cookie Walk, Lorie Fairburn the Silent Auction, Jean Jamieson the Cookie Café, and Liz Brownlee the bazaar. Set up is Friday, October 24. Posters are available for distribution, and we are asking folks to please share the digital poster widely!

Our annual Baking Spirits Bright cookie sale is planned for early December.

Pastoral Care: Donna Landry (chair)

Rev. Caitlin and Donna Landry continue Pastoral Care visits as time allows. Other members of the team have been in touch with a number of home-bound folks. The card ministry folks met in Donna Landry's lovely little cabin on a beautiful autumn afternoon to write the messages for the Thanksgiving cards. Thanks, Sheila, Mary and Liz, and Donna for hosting! It's a lovely time for us to remember folks who are struggling or we don't see often and hold them in our thoughts and prayers. Usually it's just the cards for the long-term care homes will that are hand-delivered; because of the mail strike all the cards went by hand. Thanks to the Wursters, the Blairs, Derek Stott, Karen Gooch, Stuart Bailey and Lucy Emmott for providing personal delivery service! Liz and Bethany Brownlee enjoyed a colours drive in the country to deliver the out-of-town cards.

Submitted by Liz Brownlee

Appendix III



**Loaves & Fishes  
 Community  
 Food Bank**



**ST. ANDREW'S  
 UNITED CHURCH**  
 NORTH BAY, ONTARIO



**Loaves & Fishes Community Food Bank  
 Report to Council October 15, 2025 Meeting**

2025	# of Client s	2024	# of Client s	% Difference	2025 # of Students	2024 # of Students	% Difference
Sept. 4	75	Sept. 5	73	2.7%	8	7	14.3%
Sept. 11	126	Sept. 12	54	133.3%	0	6	-100.0%
Sept. 18	115	Sept. 19	81	42.0%	1	11	-90.9%
Sept. 25	93	Sept. 26	68	36.8%	1	17	-94.1%
	409		276	48.2%	10	41	-75.6%

**Total Visits**

<b>2025</b>	<b>409</b>	<b>10</b>	<b>419</b>
<b>2024</b>	<b>276</b>	<b>41</b>	<b>317</b>
	<b>48.2%</b>	<b>-75.6%</b>	<b>32.2%</b>

2025 New Clients	37
2024 New Clients	--
	--
2025 New Students	2
2024 New Students	--
	--
2025 Volunteer Hours	335
2024 Volunteer Hours	252
	32.9%

**In-Kind Donations**

2024 Food Rescue	\$1,400.00	2025 Food Rescue	\$1,200.00	-14.3%
2024 In-Kind Donations	\$944.00	2025 In-Kind Donations	\$505.00	-46.5%

**Overview of Activities**

- The Café continues to be busy with clients coming in just for breakfast and not to shop for groceries, and on many Thursdays, The Café is at capacity.
- The month of August saw an increase of 36 new clients, and in September, we continued this trend with 37 new clients. The number of new clients remains alarming and raises questions about the reason why.

Respectfully submitted by Lorie Fairburn,  
 Loaves & Fishes Community Food Bank Manager

**Appendix VI**

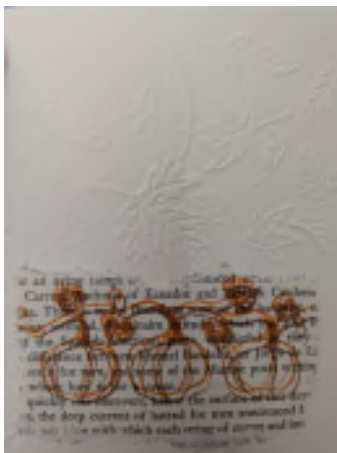
Minister's Report August - October 2025

Happy Thanksgiving!

This Fall we have been reflecting on our theme of, 'A Place at the Table,' based on the United Church of Canada project for our centennial year. On the United Church website, they write, "As we mark our centennial, we reimagine Da Vinci's Last Supper as a representation of our faith community: one committed to welcoming people of all backgrounds, identities and experiences. Whoever you are, there is always a place for you here at the table."



Our pastoral care team and I continue to work on the ways we can reach out and support our community, here at St. Andrew's community and beyond. Thank you for the continued ways this council and community support this work, like with the recent homemade cards sent out for thanksgiving, and all who helped deliver them!



This fall has been full of services that involve the whole community, with Orange Shirt Sunday, on Sept. 21<sup>st</sup> and a special, 'Gifts of the Community' service on Sept. 28<sup>th</sup>. In those services many people in our community of faith shared the gifts they bring to the community, and invited us to be a part of one another's' lives in a deeper way.



I am grateful for all the folx in this community who continue to make the ministries here at St. Andrew's not only possible, but beautiful, meaningful, personal, and heartfelt week after week, year after year. We couldn't do this without each and every one of you!

All my best,

Rev. Caitlin Smithers