

**Prairie to Pine Executive Minutes
October 3, 2023 via Zoom**

- EXECUTIVE PRESENT** Pat Bird (Past chair), Jennifer Pakula, Ken Delisle, Tricia Gerhard, Craig Miller, Meghan Chorney, James deBeer,
- A quorum was present.
- REGRETS** Lynne Sanderson, Joan Jarvis, Erica Wittevrongel (Chair)
- CORRESPONDING MEMBERS PRESENT** Joey Dearborn, Don Schau
- STAFF PRESENT** Shannon McCarthy (Executive Minister); Julie Graham (Justice & Communications Minister); Heather Dootoff (Finance Administrator), Chantal Winslow (Executive Assistant & Recording Secretary),
- CALL TO ORDER** Pat Bird called the meeting to order at 6:00 pm. We checked in and Pat led us in reflection & prayer.
- APPROVAL OF AGENDA** We reviewed the agenda.
- APPROVAL OF MINUTES 005-2023/2024** **It was agreed by consensus:
That Prairie to Pine Executive approve the minutes of September 12, 2023 as distributed.**
- CORRESPONDENCE Request from Church Office Administrator's 005-2023/2024** The Church Office Administrator's are requesting funding to help support their conference that will take place in Saskatoon from October 1-4, 2024.
- It was agreed by consensus
That Prairie to Pine Executive grant the \$2000 to the Church Office Administrator's for their conference in October 2024.**
- FINANCE Draft Budget** Draft P2P budget with Aug 31 actuals and projections
- This document has actual figures to Aug 31, which includes up to date information from General Council (salaries, grants, etc)
 - The projections include some adjustments that I am aware of, but there may be other changes that will occur Some additional revenue, some categories where spending will be lower than budgeted ... I have only adjusted where I felt I had enough information to do so.
 - The 2024 draft budget numbers are just a starting place – I've put in what I know, some best guesses and some of the other items I am still gathering information on – it appears that regional council staff will have salary increases of 2% (this is lower than the figure proposed for ministers in

communities of faith). It is also probable we will have a 25% cut to Mission and Ministry portion of the budget. For the October meeting we will need to decide on the Mission Support allocation for grants, so they can meet and make decisions. We will try to approve the full budget in November so we have time to talk about how we will cope with the cut in the short term (such as using some retained earnings to cover a deficit) and then later we will need to look for longer term solutions (because using retained earnings is not sustainable indefinitely).

- I have not included any new staffing or funding initiatives that may have been mentioned recently, so anything of this nature would be an added cost. I did include 10,000 in annual meeting for some funding for a non-regional meeting event (eg tech support for zoom, or some event subsidy) and 10,000 to set aside in a fund so the costs of a full regional meeting can be spread over 3 years ... but these are just proposed at this point.

**Mission Support
Grant Figure
006-2023/2024**

**It was agreed by consensus:
That Prairie to Pine Executive approve the Mission Support Grant amount of \$99,000 for 2024.**

Equity Statement

- This shows money that we have in various funds, the largest being \$400,000 we set aside to use for projects. We also have approximately \$400,000 with CDI that we could draw on if need be, but hopefully not before markets improve.

**Travel Policy
007-2023/2024**

**It was agreed by consensus
That Prairie to Pine Executive make the following changes to the Travel Policy:**

- **Increase mileage reimbursement to \$0.45**
- **Increase meal allowance to \$15 for breakfast, \$20 for lunch and \$25 for dinner.**

**Honorarium Policy
008-2023/2024**

Honorarium

- This is a policy from Pacific Mountain, which we can consider for adopting it or something similar in this region

Heather will make some revisions and bring it to the next meeting for approval.

COMMITTEE REPORTS

Chair

N/A

**Community of Faith
Support
009-2023/2024**

****Shannon resumed the role of Chair while Pat Bird presented****

**It was agreed by consensus that
That Prairie to Pine Executive, upon recommendation of the Committee on
Community of Faith Support, accept and prepare to celebrate at a date yet to be**

determined, the completed Covenant of Mutual Commitment, Accountability and Support with Nestor Falls Pastoral Charge.

Proposal:

Whereas people from Grandview United Church Pastoral Charge and (Gilbert Plains) St. Paul's United Church Pastoral Charge have worked together with members of Committee on Community of Faith Support to develop a plan to amalgamate as Grand Plains Pastoral Charge;

and Whereas separate congregational meetings were held on September 17, 2023 at which the amalgamation documents were approved;

Therefore it is proposed that effective immediately Grandview United Church Pastoral Charge and (Gilbert Plains) St. Paul's United Church Pastoral Charge be amalgamated and recognized by Prairie to Pine Regional Council as Grand Plains Pastoral Charge according to the Covenant of Mutual Commitment, Accountability and Support dated July 11, 2023,

and that the Grand Plains Governance Policies dated June 27, 2023 be approved.

010-2023/2024

It was agreed by consensus that

That Prairie to Pine Executive approve, effective immediately, Grandview United Church Pastoral Charge and (Gilbert Plains) St. Paul's United Church Pastoral Charge be amalgamated and recognized by Prairie to Pine Regional Council as Grand Plains Pastoral Charge according to the Covenant of Mutual Commitment, Accountability and Support dated July 11, 2023 and that the Grand Plains Governance Policies dated June 27, 2023 be approved.

Note

- All of these documents were carefully scrutinized by Heather Lea.
- Nestor Falls marks the final Community of Faith to complete the Covenant of Mutual Commitment, Accountability and Support of the initial covenants started in 2020. ✨

Chantal will get this sent to General Council

Equity and Diversity

Have not met yet.

YAA Y

Meeting on Sunday. Talked about upcoming retreat. Talked about Zeebu in spring. ALF is in two weeks at St. Mary's Road United Church

Incorporated Ministries

010-2023/2024

It was agreed by consensus that

That Prairie to Pine Executive approve the following:

- a. **Prairie View Lodge**

... pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Prairie View Lodge 2023-2024 Board of Directors

**Sandra Cavers
Susanne Fortin
Yvette Glenn
Jack McKay
Judy MacKinnon
Barbara McLaren
Elaine McLennan
Alan Melvin
Janice Olfert**

This is based on the Annual Area Board Meeting minutes of June 14, 2023, the 2023 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.

b. Prairie View Lodge Foundation

... pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Prairie View Lodge Foundation 2023-2024 Board of Directors

**Val Choquette
Audrey Cockerline
Art Harms
Nancy Holman
Melissa Krahn
Cheryl McKitrick
Alan Melvin
Irene Onuch
Elaine Trefiak
Curtis Weeks**

This is based on the Annual Area Board Meeting minutes of June 14, 2023, the 2023 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.

c. Rock Lake United Church Camp Inc.

...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Rock Lake United Church Camp Inc. 2023-2024 Board of Directors

**Carole Bere
Gene Fortin
Susanne Fortin
Michelle Funk
Steve Harbicht
Nancy MacAulay
David Manning
Jan Martens
Bonnie Robbins
Elaine Trefiak**

This is based on the draft Annual Meeting minutes of April 16, 2023, the 2023 board member approval form, the board contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.

While working with this camp staff discovered that the directors and officers insurance does not have the correct address on the policy and this dates back several years. Hub Insurance is working to correct this.

Nominations

Nothing formal to report today.
Priorities are finding a co-chair. The current format is not sustainable in long term.
Give some thought on who this could be.
Committee of Community of Faith Support – needs bodies. They are at 50% capacity
Nominations will be losing members at the end of the year. Need new members.
Keep Nominations in mind and send people their way.

Other

STAFF REPORTS

Executive Minister

General council executive met and made the decision that cost of living will be 2% for staff and 6.4 for Ministry Personnel. It was a long and difficult decision.

Pat and Shannon went to Oak Lake for a recognition service. The church was full! It was a wonderful celebration.

General Council Annual Meeting is coming up in two weeks.

Staff gathering in Saskatoon in November which has changed our November meeting time.

Erin and Shannon had a conversation about Iron Mountain. Do we have any other options for our archives. There are a couple companies who have storage available for a lesser cost. For our extra archives. We were quoted \$15,000 plus access. The new

company will be closer to \$6000 and will help with the cost of removing the boxes from Iron Mountain.

**Pastoral Relations
Minister**

Judy is on holidays.

**Justice &
Communications**

Julie was not available to report but provided the following resources:

<https://broadview.org/pastoral-lgbtq-crisis-line/>

<https://prairietopinerc.ca/more-information-remit-on-autonomous-indigenous-organization/>

OTHER

Proposal 2

Shannon and Erica will continue to work on a letter.

Remit

Julie is working on getting resources gathered and out to congregations.

Fall Partner Gathering

Cancelled.

Visioning

Strategic planning and visioning. Who do we want at the table? When do we want to plan this conversation?

Pat is going to follow up with Shannon and Erica and will decide on next steps.

**Land
Acknowledgement**

The Land Acknowledgement that is on our website is great, but the challenge is if we are just speaking the words and not living into it. How can we challenge ourselves? It is not supposed to be read verbatim each time. It should be fluid and changing.

Potential workshop for communities of faith? Pat is going to run this past the committee of faith support to see if there is interest.

Structure Document

Met this morning. The level one diagram is being edited and finalized and level one and two will be going up on the website. They will start to gather information for the level three document.

NEXT MEETING

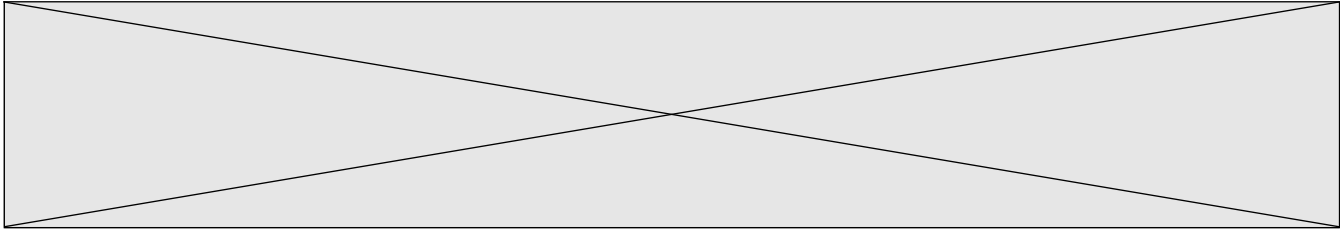
Next meeting will be November 6, 2023 at 6:00 pm.
Craig Miller will do our prayer.

ADJOURNMENT

Pat adjourned the meeting at 7:45 pm.

Erica Wittevrongel
Erica Wittevrongel, Chair

SMcCarthy
Shannon McCarthy, Executive Minister



PRAIRIE TO PINE REGIONAL COUNCIL
Financial Report for Oct 3 2023 Meeting

	Actual 2022	2023 Budget	Actual to 31-Aug	Projected 2023	2024 Budget	
GOVERNANCE						
Grants:						
Governance and shared services (from assessments)	325,000	325,000	219,060	325,000	325,000	
GC Ex Minister and Asst Salary Grant	101,475	67,000	44,667	67,000	67,000	increasing?
Total grants	426,475	392,000	263,727	392,000	392,000	
Other income Governance	31,441	50,000	41,468	55,000	20,000	2023 includes AM reg'n
TOTAL GOVERNANCE INCOME	457,916	442,000	305,195	447,000	412,000	
Expenses: Governance						
Office Expenses						
Office rent/maintenance	30,000	30,960	20,680	31,020	32,974	6.3% increase
Office costs (insurance, supplies, phone, wifi etc.)	4,884	8,000	5,380	8,000	8,000	
Shared services General Council	9,742	9,500	8,344	12,516	13,142	
Website	1,054	1,050	1,132	1,132	1,250	
Archive Costs	9,630	9,000	10,289	15,000	20,000	
Audit	13,848	13,000	19,210	19,210	18,000	
	69,158	71,510	65,035	86,878	93,366	
Shared staff costs						
Shared EM, Asst and Finance Staff	93,296	108,500	69,400	103,600	105,672	0
Shared staff office (office space, other office costs)	949	2,000	800	2,000	2,000	
Shared staff travel	2,386	7,000	7,175	10,763	9,000	
	96,631	117,500	77,375	116,363	116,672	
Staffing						
Regional staff - Governance	207,794	213,946	144,520	216,280	220,606	2022 - archivist working project hours
Staffing related costs	8,656	12,000	1,927	10,000	12,000	will we have all staff meeting in 2024?
	216,450	225,946	146,447	226,280	232,606	
Governance: committee and structure						
Regional gathering	6,535	75,000	45,193	46,196	20,000	10K for alternative event, 10K to set aside for AM fund
All other Governance costs	2,056	37,300	3,139	30,000	37,500	seeking input
	8,591	112,300	48,332	76,196	57,500	
TOTAL GOVERNANCE COSTS	390,830	527,256	337,189	505,717	500,144	
Amortization (not recorded monthly)	406	-				
NET INCOME (LOSS) GOVERNANCE	66,680	(85,256)	(31,994)	(58,717)	(88,144)	
MISSION AND MINISTRY						
Grants						
M & M GC Grant (from M&S)	240,000	240,000	240,000	240,000	180,000	25% cut
Other income Mission and Ministry	471,097	10,000	54,112	54,112	10,000	
TOTAL MISSION AND MINISTRY INCOME	711,097	250,000	294,112	294,112	190,000	
Expenses Mission and Ministry						
Salaries and benefits	143,875	165,792	114,966	171,449	174,878	
Mission support grants/grant to Qualified Donees	359,288	129,000	158,432	158,432	129,000	need to decude this at Oct mtg
Clusters and events	10,798	20,000	16,486	20,000	20,000	seeking input
Mission and Ministry committee costs	2,722	6,000	4,224	6,000	6,000	seeking input
TOTAL MISSION AND MINISTRY COSTS	516,683	320,792	294,108	355,881	329,878	
NET INCOME (LOSS) MISSION AND MINISTRY	194,414	(70,792)	4	(61,769)	(139,878)	
RESTRICTED FUNDS						
Restricted Fund Income	26965		29554	29554		
Restricted Fund Expenses	-2500		-6805	-6805		
NET INCOME RESTRICTED FUNDS	24465		22749	22749		
NET INCOME (LOSS) ALL FUNDS	285,559	(156,048)	(9,241)	(97,737)	(228,022)	

Aug 31 actuals includes up to date GC figures
2022 governance wages higher due to Archivist working extra project hours related to grants and donations
2024 budget includes 2% salary increase
expect 25% cut to Mission and Ministry grant

Trust and Special Funds of Prairie to Pine Regional Council		Opening Balance				Closing Balance	
		January 1, 2023	Receipts	Expense	Balance	Internal Transfers	September 22, 2023
		\$0.00	\$599,306.54	-\$639,306.16	(\$39,999.62)		-39,999.62
Trust Funds							
1 Archive Sale of Property and Donation Fund		182,731.44	10,378.89	-1305.24	191,805.09		191,805.09
Archive Project (Winnipeg Foundation)/Gov't of Canada		8,000.00			8,000.00		8,000.00
2 Neechi (formerly Belair Camp)		3,250.48			3,250.48		3,250.48
3 McArthur Estate		9,932.00			9,932.00		9,932.00
4 Oral History Archive Trust		4,257.00			4,257.00		4,257.00
Special Funds							
2 Archive Special Fund		863.00			863.00		863.00
3 (UCW) Bursary Fund		2,212.80	1175.00	-3,000.00	387.80		387.80
4 Education and Students 2015		1,000.00			1,000.00		1,000.00
5 Effective Leadership events 2013-2015		685.00			685.00		685.00
6 Overview and Visioning Event 2014		2,500.00			2,500.00		2,500.00
7 Ministry and Personnel - future projects		5,234.00			5,234.00		5,234.00
9 Youth Events		14,694.63			14,694.63		14,694.63
10 Youth Leadership Development		2,320.00			2,320.00		2,320.00
Keewatin (UCC grant and Kildonan IM funds)		90,358.41			90,358.41		90,358.41
Pastoral Relations Discretionary Fund (009 - 2021/2022)		16,000.00		-2,500.00	13,500.00		13,500.00
BIRS		500.00			500.00		500.00
Project Fund (previously part of retained earnings)		400,000.00	18000.00		418,000.00		418,000.00
Totals		\$744,538.76 **	\$628,860.43	(\$646,111.40)	\$727,287.79	\$0.00	\$727,287.79
Conexus chequing		92,458.39	CU GIC's	864,084.69	Receipts	628,860.43	
Conexus savings		43,050.37	Scotiawealth	121,231.00	Less Expense	-646,111.40	
Petty Cash		24.78	Jubilee Fund	20,248.60	Income/Loss	-17,250.97	
Cash on Hand		50.00	SW GIC	92,000.00	Beginning balance	744,538.76	
Capital Assets		406.28	Interest Rec	5,475.60	Ending balance	727,287.79	
Accounts Receivable		22,097.52	Deposit/Prepaid	295.13	Liability	9,591.73	
				<u>\$1,261,422.36</u>		<u>\$736,879.52</u>	
					Retained earnings	524,542.84	
						<u>\$1,261,422.36</u>	

** Updated Sept 27, 2023

TRAVEL EXPENSE REIMBURSEMENT

Effective ?

Vehicle Travel:

People travelling by private vehicle to and from a meeting will be reimbursed at the rate of **.40? .55? Something in between?** per kilometre. **Currently .30/km**

Meals:

People travelling to meetings will be reimbursed for meals en route. Costs of alcoholic beverages are not reimbursable.

Breakfast - up to **\$15 was 10**

Lunch - up to **\$20 was 15**

Dinner - up to **\$25 no change?**

Original receipts are required.

Accommodation:

People who must travel more than 250 km one-way to attend a meeting may claim for overnight accommodation, when a meeting is ending after 6:00 pm.

If accommodation is arranged for a meeting, participants must stay in the accommodation provided. If an individual chooses to stay elsewhere, s/he agrees to cover the entire cost of their own accommodation.

There is a ceiling on reimbursement for accommodation costs which is reviewed periodically by the Regional Council Executive. The ceiling for **2024?** is **\$135.00** per night plus taxes. A higher rate might be reimbursed if no suitable accommodations available, with explanation. **Original receipts are required.**
Was 125 (incl tax?)

Air or Bus Fare:

People travelling by airplane or bus will be reimbursed for the actual cost of the travel

Original receipts are required.

**Prairie to Pine Regional Council
The United Church of Canada**

PERSONAL EXPENSE REQUEST

Pay to: Pay be Cheque _____ or Etransfer _____

Name: _____

Street or PO

Box #: _____

Town/Prov/Terr: _____ **Postal Code:** _____

Email and/or cell phone

Claimant

Signature: _____

Meeting of: _____

Location: _____ **Date:** _____

Please attach all receipts for Conference GST Rebate

Description of Claim:	Budget #	Amount
Vehicle Travel: _____ km @ 30¢/km		
Other:		
<i>All Donations will receive a Charitable Donation Receipt # _____</i>	Total:	\$
	Donation:	\$
	Net Claim:	\$
Approved by: _____		Date: _____

SEND TO: Living Skies Regional Council
60A Athabasca Street East
Moose Jaw, SK
LivingSkies@united-church.ca



Honorarium Policy

Effective Date:	January 28, 2019
Last Reviewed Date:	n/a

➤ Purpose

The purpose of this policy is to provide the framework and guideline for consistent and fair treatment when providing a nominal payment to an individual who has been invited to provide a service to the Region. The **individual** must be a volunteer and have the right to turn down the offer to participate.

The term “honorarium” is often misunderstood in the Church setting that, when applied incorrectly, can result in:

- The Region being in violation of federal and provincial tax regulations that require mandatory deductions from employment income.
- The Region being in violation of the Employment Standards Act (ESA) if the services/work performed is in fact employment in nature.
- A reassessment by the Canada Revenue Agency (CRA) with the Region being required to pay the employer and employee share of taxes (i.e. Canadian Pension Plan (CPP), Employment Insurance (EI), Workers' Compensation Board of BC) plus fines and penalties.

Incorrect coding of payments can also negatively impact the individual receiving the payment as ultimately they will be responsible for paying income taxes on the amount. This can be a financial burden if this was not anticipated, especially if the amount is substantial. The individual can also be assessed fines and penalties for late payment of these taxes.

➤ Policy

The term “honorarium” is not well defined by the Canada Revenue Agency (CRA). From a CRA perspective, payments for services made to an individual are either employment income or business income. The CRA does however support the notion of small payments that are not subject to the usual tax rules. The criteria for these payments include:

- They are nominal (<\$500 in a calendar year);
- They are made to an individual for voluntary services for which fees are not legally or traditionally required;
- They are not reflective of the value of the work done; **and**
- They are made on a one-time or non-routine basis to an individual as a “thank you”.

Based on the above criteria, examples where an honorarium payment would be acceptable include:

- individual for conducting a seminar or workshop;
- guest speaker at an educational event or other similar function;
- guest speaker participating at outreach events;
- payment to a volunteer for assistance for set-up or supporting activities at special events;
- payment to a volunteer whose services are engaged on a one-time or very infrequent basis.



PACIFIC MOUNTAIN REGION

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

➤ **Policy** (*cont.*)

As a general guideline for the amount offered in an honorarium:

- Guest speaker / lecturer: \$50 to \$100 per hour;
- Volunteer: \$15 to \$30 per hour;
- Maximum honorarium per event: \$500

An honorarium is not based on an agreed amount between the individual providing services and the Region representative seeking services. **If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors. This means that an employment or independent contractor (business) relationship exists.**

Any conflicts of interest or engagements with related parties must be disclosed to the Region in advance of any services being rendered.

➤ **Scope**

This policy applies to **volunteers** only who provide services to the Region. The Region will not provide honorarium to employees or contractors.

➤ **Procedure**

Canada Revenue Agency (CRA) regulations state that all honoraria payments are considered taxable income under the Income Tax Act of Canada and subject to a T4A slip being issued at each calendar year-end.

1. Prepare and complete one **Honorarium Payment Form** (the "Form") for each recipient;
2. Obtain signature from the recipient;
3. Submit the completed Form to the Finance team.

Honorarium requests should be submitted to Finance Department within fifteen (15) days following completion of the services provided and may not be paid if submitted after 30 days.

Generally, cheque and direct deposit payments are prepared weekly. However, it can take up to 15 business days to process an honorarium from the time it is received in Finance Department. Please be aware of this processing time when submitting and following up on your honorarium requisitions. Emergency "rush" payments should be brought to the Finance Department with proper explanation and will be processed as soon as possible.

➤ **FORM**

The Form referred to in this policy can be obtained by contacting the Finance Department.



PACIFIC MOUNTAIN REGION

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

HONORARIUM PAYMENT FORM

This form is to be considered as an invoice for honorarium payment.

RECIPIENT LAST NAME, FIRST NAME	RECIPIENT CONTACT PHONE NUMBER
RECIPIENT SOCIAL INSURANCE NUMBER *	RECIPIENT MAILING ADDRESS
THE PURPOSE OF THE HONORARIUM OR TYPE OF SERVICE PROVIDED (i.e. type of activity, date of activity, hours of services and location where services are provided)	
HONORARIUM AMOUNT	REQUEST DATE
REQUESTED BY (name printed)	REQUESTED BY (signature)
RECIPIENT (signature)	

* Canada Revenue Agency (CRA) requires the Region to report on a tax slip (Box 28 of a T4A) all payments for services made to an individual in a calendar year that sum to more than \$500. We are required to ask for the SIN# of these people so CRA can relate these payments to the correct individual. CRA does not distinguish between honorarium and services for hire, they consider them the same and as such the reporting is required to be tracked from the first dollar paid each calendar year and reported when the minimum reportable amount of \$500 is exceeded. While the Region understand it is not always preferable to ask a honoree for their SIN#, CRA puts the onus on the payor to conduct due diligence in asking for the information and using it in accordance with the reporting requirement.

To receive payment by direct deposit please complete		
BANK NAME		RECIPIENT EMAIL ADDRESS (for receiving email notification of payment)
INSTITUTION NO.	TRANSIT NO.	ACCOUNT NO.

Office Use Only	
APPROVED BY	APPROVAL DATE