

**Prairie to Pine Executive Minutes  
November 6, 2023 via Zoom**

<b>EXECUTIVE PRESENT</b>	Erica Wittevrongel (Chair), Pat Bird (Past chair), Jennifer Pakula, Craig Miller, Tricia Gerhard, Lynne Sanderson, Meghan Chorney,  A quorum was present.
<b>REGRETS</b>	Don Shau, Ken DeLisle
<b>CORRESPONDING MEMBERS PRESENT</b>	George Meggison, Joan Jarvis, Joey Dearborn
<b>STAFF PRESENT</b>	Shannon McCarthy (Executive Minister); Heather Dootoff (Finance Administrator), Chantal Winslow (Executive Assistant & Recording Secretary), Judy Hare (Pastoral Relations Minister);
<b>CALL TO ORDER</b>	Erica called the meeting to order at 6:10 pm. We checked in and Erica led us in reflection & prayer.
<b>APPROVAL OF AGENDA</b>	We reviewed the agenda.
<b>APPROVAL OF MINUTES</b>	No minutes available from our last meeting. Chantal will have them prepared for next month.
<b>BUSINESS ARISING</b>	
<b>CORRESPONDENCE</b>	None
<b>FINANCE</b>	Heather Dootoff reported. Financial report was provided to Executive Members. Will pass budget at December meeting. Honorarium policy for next time. Heather wants to speak to person from Pacific Mountain
<b>COMMITTEE REPORTS</b>	
<b>Co-chairs</b>	Erica attended GCE Annual Meeting.
<b>Community of Faith Support</b>	Pat Bird reported. In the midst of second group of self assessments. Broken into 3 groups so once every three years.

<b>Equity and Diversity</b>	Nothing
<b>YAAY</b>	<p>George Meggison reported. ALF youth retreat just happened. The theme was lost in translation. Exploring the bible through the years. The timeline and how we look at things differently now.</p> <p>Plans are going ahead for Zeebu 2024. Location not confirmed yet.</p> <p>Rendezvous 2024 – how can we support transportation for youth who want to attend. Could we use youth funding under equity funds. Heather said that it shouldn't be a problem.</p> <p>Applying for a grant to go along with that from CDI.</p>
<b>Incorporated Ministries</b>	Nothing
<b>Nominations</b>	<p>Joey Dearborn reported. Still looking for a co-chair, chair elect. If we can think of names, please pass them along.</p> <p>Looking for Community of Faith Support and Nominations. More in depth contacting in coming months.</p>
<b>Lay Leadership Support 011-2023/2024</b>	<p><b>It was agreed by consensus that</b> <b>That Prairie to Pine Executive approve the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Based on the recommendation of the Committee on Lay Ministry/Lay Leadership Support on February 13, 2023 and the recent completion of mandatory training ( September 15,2023) that NANCY DZEBO-MACKLIN be re-licensed as a Licensed Lay Worship Leaders (LLWL) in Prairie to Pine Regional Council effective immediately for a period of three years.</b></li> <li><b>2. Based on the recommendation of the Committee on Lay Ministry/Lay Leadership Support on February 13, 2023 and the recent completion of mandatory training ( June 07, 2023) that RITA FREISEN be Re-Licensed as Licensed Lay Worship Leader(LLWL) in Prairie to Pine Regional Council effective immediately for a period of three years.</b></li> </ol>
<b>Ministry personnel support</b>	<p>Joan Jarvis reported.</p> <p>In the spring we had first in person gathering. Also an event for retired ministry pensioners. Very appreciative of time to come together. Expressed strong desire to continue these. Factored this into budget.</p> <p>Committee is looking forward to connecting with Jordan Cantwell and see how she may be able to help with leadership and meeting in person.</p> <p>Decision to meet in Winnipeg as that is where majority are located.</p>

Emails went out to clusters letting them know that funding is available for gatherings, events etc.

## STAFF REPORTS

### Executive Minister

General Council is willing to take over CEEBA loans if congregations aren't able to pay it back by January date. We don't want them to lose out on the amount that they could keep.

Saskatoon for staff retreat this week.

Travelling to Toronto for staff leaders 13=17.

Ordination service of Zach Kacamic on October 22. Sent Loraine Kacamic to represent us as a regional council and presented bible and some other gifts from regional council.

### Pastoral Relations Minister

#### **Report from the Pastoral Relations Minister to Regional Council Executive on November 6, 2023**

Busy month after returning from two weeks of holidays in early October:

**The Pastoral Relations Commission** met on their own on October 10, 2023. We have now received notice from several ministry personnel of upcoming **retirements** ( Elizabeth Brown from Trinity, Winnipeg on January 31, 2024; Kathy Platt from Minnedosa United Church, June 30, 2024 and Lori Stewart from the Centre of Christian Studies on June 30, 2024). Pastoral Relations Commission continues to work with or be kept informed about several communities of faith involved in **collaborative ministry conversations**, working on the development of their Community of Faith Profiles or engaged in their Search processes. We are working with some communities of faith and ministry personnel on Immigration processes related to receipt of works visa or renewals of various documents. We are grateful for the wisdom and experience of Christina Stricker, lay person from Canadian Shield who is willing to provide coaching to those attempting to navigate these online processes and related forms. **Pastoral Relations Covenanting Services** celebrating the new pastoral relations in 2023 continue to happen throughout the month of October and November. As Pastoral Relations Minister in consultation with several committees/commission, I continue to work on the development of **policies related to Pastoral Charge Supervision and lay-led Communities of Faith with or without Congregational Designated Ministers**, both of which will come to the Executive eventually for action.

The Committee on Lay Ministry /Lay Leadership Support met on October 25<sup>th</sup>, 2023. Plans are in process for a online **sacraments elders training** at some point in late November/early December or January depending on interest. We currently have 60 Sacraments Elders licensed in Prairie to Pine. An interview team is in **the process of setting up a licensing interview with a person who recently completed the online**

**Lay Worship Leader Course.** There is a request for the executive to act on **two recommendations for re-licensing** ( Nancy Dzeboa-Macklin and Rita Freisen ). An email has gone out **surveying to all functioning as Licensed Lay Worship Leaders(21) about their interest in gathering on ZOOM this fall winter and/or in person in the spring** for networking ,support and potential education.

**The Committee on Community of Faith Support** met on October 26 2023 and has matters for action that they will be bringing to this meeting of the executive. Their work includes supporting **amalgamations** of Communities of Faith in two pastoral charges , working with eleven communities of faith at various stages in the **disbanding** processes ( Alexander, Kenton- Shiloh , Brandon Hills, Tilston, Minitonas, Ste. Rose , Graysville, Rathwell, Elm Creek, Korean United(WPG), Ashern ). By way of assisting, General Council ,contact has been made with some of the Communities of Faith who have not made any payments to date on their **2023 Denominations assessments**. This has uncovered some challenges in some settings accessing invoices online, some places struggling financially which may impact pastoral relationships in the coming months and some complexities related to Ecumenical Shared Ministry settings .Contact has been made with some pastoral charge who have not filed their 2022 Statistics forms.

For some time Prairie to Pine Regional Council has been attempting to arrange meetings with various staff members in **Indigenous Ministries and Justice** to discuss various matters that impact us both and to determine how best to support one another and potentially revise processes and forms to better suit needs. This month I participated in two such meetings .

This month has also involved some **follow up related to decisions made by the General Council Executive** on September 21-22, 2023 related to the 6.3 % increase approved for the 2024 Salary and allowances schedule. **Follow up is also underway related to the decisions made by the 2023 General Council related to Designated Lay Ministers.** The Prairie to Pine Regional Council Executive at its December meeting may need to recall or revisit its current policies related to the DLMS: membership in the Regional Council; licensing for Sacraments and eligibility for Formal Association to ensure they are in line with these Decisions made .

All Committees/Commissions that I work with have submitted their **budget request for 2024** to Heather Dootoff.

The Centre for Christian Studies got a new photocopier this month and Cherry, Twila and I now have the ability to print in colour through that machine ! I am looking forward to gathering in person with staff from the Tri-Region area in Saskatoon for meetings next week.

Respectfully submitted,

Judy Hare , Pastoral Relations Minister, Prairie to Pine Regional Council

## **Justice & Communications**

Julie was not able to attend. She sent the following report:

One day I will stop adding to my fall report and you will see it. But in the meantime, I want to mention that thanks to a lot of work from Cherry Abad, a letter regarding the Remit went out to all pastoral charge governing bodies late last week; it was sent to Board chairs (where we have access to those contacts), secretaries, ministers, pastoral charge supervisors, and Regional Council lay delegates. This was a complex send out and we expect some of these contacts were missing or inaccurate, so we will send again as needed and identified to staff. Please send people to me and Cherry if they have questions or were missed.

Here is the letter:

[https://prairietopinerc.ca/wp-content/uploads/2023/11/LetterPastoralCharges\\_Remmit\\_PrairieToPine\\_Nov2023.pdf](https://prairietopinerc.ca/wp-content/uploads/2023/11/LetterPastoralCharges_Remmit_PrairieToPine_Nov2023.pdf)

And here is the Remit resource post that will be updated through March 2024 and is pinned to the top of the homepage and main news page:

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

Finally, Thursday Nov 23 at 7:30 CST we will have our first open learning circle on the Remit. Details for registration are in the letter and on the website calendar under Regional events.

Julie

## **OTHER**

### **Proposal 2**

We want to plan a town hall meeting in the new year to discuss and imagine other ways to gather, and ask Jordan to maybe facilitate that discussion. Maybe a small group from executive can meet with Jordan. If you are willing to be on this task group, email Chantal.

We don't want to reject the proposal, we want to hold it and will eventually propose alternatives.

A letter is in process. It will be an update from executive so that people know what is happening? This should be going out in the next few weeks.

Revisit this in the new year.

### **Remit**

Julie's report.

Reminding people that they need to vote.

### **Visioning**

Save for December – after Staff gathering.

**Land Acknowledgement** Wait for when Julie will be here

**Archivist Report** There will be a cost of about \$14000 to move our stuff. But we will be saving at least that amount by removing them.

Invite Erin to join us in January to discuss.

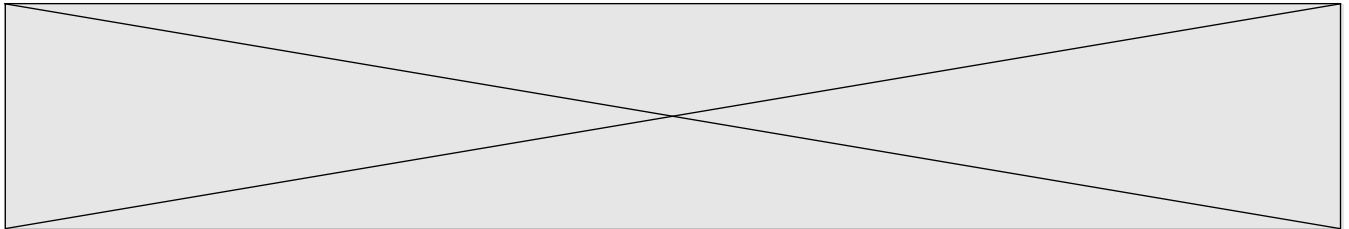
**Mission Support Grant Applications 012-2023/2024** It was agreed by consensus  
That Prairie to Pine Executive approve Mission Support Grant allocations in the following amounts:  
\$ 4,220 - Rock Lake Camp  
3,070 - Wellman Lake Camp  
6,140 - The Counselling Centre  
1,150 - Sandy Saulteaux Spiritual Centre  
84,420 - 1Just City  
\$99,000

**NEXT MEETING** Next meeting will be December 5, 2023

**ADJOURNMENT** Adjourned at 7:45 pm

  
Erica Wittevrongel, Chair

  
Shannon McCarthy, Executive Minister



**PRAIRIE TO PINE REGIONAL COUNCIL**  
**Financial Report for Oct 31 2023 Meeting**

	Actual 2022	2023 Budget	Actual to 31-Oct	Projected 2023	2024 Budget	
<b>GOVERNANCE</b>						
<b>Grants:</b>						
Governance and shared services (from assessments)	325,000	325,000	246,143	325,000	325,000	GC tp Sept 30 increasing in 2024?
GC Ex Minister and Asst Salary Grant	101,475	67,000	50,250	67,000	67,000	
<b>Total grants</b>	<b>426,475</b>	<b>392,000</b>	<b>296,393</b>	<b>392,000</b>	<b>392,000</b>	
Other income Governance	31,441	50,000	44,175	57,000	20,000	2023 includes AM reg'n
<b>TOTAL GOVERNANCE INCOME</b>	<b>457,916</b>	<b>442,000</b>	<b>340,568</b>	<b>449,000</b>	<b>412,000</b>	
<b>Expenses: Governance</b>						
<b>Office Expenses</b>						
Office rent/maintenance	30,000	30,960	25,850	31,020	32,974	6.3% increase
Office costs (insurance, supplies, phone, wifi etc.)	4,884	8,000	6,688	8,000	8,000	
Shared services General Council	9,742	9,500	9,361	12,500	13,125	GC to Sept 30
Website	1,054	1,050	1,132	1,132	1,250	
Archive Costs	9,630	9,000	14,667	18,000	25,000	
Audit/Legal	13,848	13,000	19,210	19,210	19,000	
	69,158	71,510	76,908	89,862	99,349	
<b>Shared staff costs</b>						
Shared EM, Asst and Finance Staff	93,296	108,500	77,870	103,827	105,903	GC to Sept 30
Shared staff office (office space, other office costs)	949	2,000	862	2,000	2,000	
Shared staff travel	2,386	7,000	7,704	9,000	9,000	
	96,631	117,500	86,436	114,827	116,903	
<b>Staffing</b>						
Regional staff - Governance	207,794	213,946	159,646	212,361	216,609	2022 - archivist working project hours
Staffing related costs	8,656	12,000	3,740	10,000	12,000	
	216,450	225,946	163,386	222,361	228,609	
<b>Governance: committee and structure</b>						
Regional gathering	6,535	75,000	46,690	46,690	20,000	10K for alternative event, 10K to set aside for AM fund seeking input
All other Governance costs	2,056	37,300	3,494	20,000	37,500	
	8,591	112,300	50,184	66,690	57,500	
<b>TOTAL GOVERNANCE COSTS</b>	<b>390,830</b>	<b>527,256</b>	<b>376,914</b>	<b>493,740</b>	<b>502,361</b>	
Amortization (not recorded monthly)	406	-				
<b>NET INCOME (LOSS) GOVERNANCE</b>	<b>66,680</b>	<b>(85,256)</b>	<b>(36,346)</b>	<b>(44,740)</b>	<b>(90,361)</b>	
<b>MISSION AND MINISTRY</b>						
<b>Grants</b>						
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	59,397	59,397	10,000	
<b>TOTAL MISSION AND MINISTRY INCOME</b>	<b>711,097</b>	<b>250,000</b>	<b>299,397</b>	<b>299,397</b>	<b>190,000</b>	
<b>Expenses Mission and Ministry</b>						
Salaries and benefits	143,875	165,792	128,927	170,903	174,321	GC to Sept 30
Mission support grants/grant to Qualified Donees	359,288	129,000	160,232	160,232	99,000	Oct 3 decision
Clusters and events	10,798	20,000	24,342	24,342	20,000	seeking input
Mission and Ministry committee costs	2,722	6,000	4,494	6,000	6,000	seeking input
<b>TOTAL MISSION AND MINISTRY COSTS</b>	<b>516,683</b>	<b>320,792</b>	<b>317,995</b>	<b>361,477</b>	<b>299,321</b>	
<b>NET INCOME (LOSS) MISSION AND MINISTRY</b>	<b>194,414</b>	<b>(70,792)</b>	<b>(18,598)</b>	<b>(62,080)</b>	<b>(109,321)</b>	
<b>RESTRICTED FUNDS</b>						
Restricted Fund Income	26965		30194	29554		
Restricted Fund Expenses	-2500		-6805	-6805		
<b>NET INCOME RESTRICTED FUNDS</b>	<b>24465</b>		<b>23389</b>	<b>22749</b>		
<b>NET INCOME (LOSS) ALL FUNDS</b>	<b>285,559</b>	<b>(156,048)</b>	<b>(31,555)</b>	<b>(84,071)</b>	<b>(199,682)</b>	

Sept 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 January 1, 2023	Receipts	Expense	Balance	Internal Transfers	Closing Balance September 22, 2023
		\$0.00	\$599,306.54	-\$639,306.16	(\$39,999.62)		-39,999.62
<b>Trust Funds</b>							
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
<b>Special Funds</b>							
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	
				\$1,261,422.36		\$736,879.52	
					Retained earnings	524,542.84	
						\$1,261,422.36	

\*\* Updated Sept 27, 2023



## **Prairie to Pine Archives Storage Report**

November 2<sup>nd</sup>, 2023

Submitted to: Shannon McCarthy, Executive Minister

By: Erin Acland, Keeper of the Archives

### **Overview**

Over the last six weeks, I've met with two different off-site record storage companies in Winnipeg to discuss their pricing and services. I've also contacted the UCC Archives in Sackville, New Brunswick about the availability of their space. I've had preliminary conversations with Westworth United Church in Winnipeg about leasing a portion of their Church for storage. Appended to this report are the current prices we pay for off-site record storage, and the proposed rates of RecordXpress and Access Corps.

At this point in time, I recommend seriously considering RecordXpress or Westworth United Church for storage as both seem like reasonable options.

We have paid for storage at Iron Mountain until the end of December 2023. We pay for storage quarterly (Jan-March, April-June, etc.), and would continue to pay until a decision is made and we move forward with implementing that decision.

### **Background**

In 1996, the United Church Archives in Winnipeg effectively ran out of space for new records at the University of Winnipeg, which eventually led to an arrangement with the off-site record storage company, All-Move. In 2015, Iron Mountain purchased All-Move as part of its aggressive strategy of monopolizing record storage. Other local record storage companies in Winnipeg were also monopolized.

As of 2020, the Archives held approximately 833 linear metres of archival records in both on-site and off-site storage. This number has only grown since then. Over half of our records (533 linear metres and counting) are stored at the University of Winnipeg in shared storage with the U of W's Archives. These record boxes would not be moving to the new storage unless there was a significant disruption to the relationship with U of W.

Around 250 boxes of records are stored at U of W Archives, but not in secure storage. They are mostly stored in my office, the Reading Room, and in other work spaces. The conditions are not adequate and these boxes, along with new transfers to the Archives, need to be moved to a new storage space sooner rather than later. Additional archival records are acquired on a nearly monthly basis.

733 boxes (879.60 cubic feet) are held at Iron Mountain. These boxes would immediately need to be moved to off-site record storage.

None of the boxes held off-site are frequently accessed. In part, because we have been strategic about what boxes to send off site, and, in part, it costs so much money to bring in a box that I do it as little as possible. In many ways, the price makes the boxes almost inaccessible.

### **Iron Mountain**

Iron Mountain has consistently provided poor service, and increasing expense since 2015. The change in price has been astronomical. As of October 2023, quarterly storage at Iron Mountain is \$4,339.73 for an estimated annual cost of \$17,358. In 2016, quarterly storage was \$680.50 for an annual cost of \$2,722. While additional boxes have been added to storage, it is not near enough to cover the cost increase. In October 2023, the cost of retrieving and delivering one box from storage one-way was \$144.56. In 2016, the cost of retrieving and delivering one box one-way from storage was \$11.94. Even from just last year, the rates have gone up considerably.

When leaving Iron Mountain, we will pay a permanent withdrawal fee as well as a certain amount for retrieval and handling. It is unclear how much this will be but the absolute bare minimum we will have to pay is \$14,000 to remove all our boxes from Iron Mountain.

Iron Mountain's customer service has been atrocious in the past, and they are likely to be difficult to leave. Anecdotally, many customers are leaving Iron Mountain and moving to its competitors.

Iron Mountain's latest fee structure is appended.

### **The United Church Archives in the Maritimes**

In Sackville, New Brunswick, a purpose-built Archive was created by the former Maritime Conference for its archives. General Council Archives also leases space in Sackville, as there is inadequate space in the UCC Archives in Toronto. In October 2023, I inquired about the availability and cost of renting space, and Sarah Wallace, UCC East Archivist, and Faith March-MacCuish, Executive Minister, confirmed that there was no available space for any of Prairie to Pine's archival records and there would not be for the foreseeable future. Renting space from the Maritime Archives or General Council is not an option as there is no available space.

## Pros and Cons of Using Off-site Record Storage Companies

Regardless of which company we choose the following statements remain true:

- The price for service and storage will go up, and possibly astronomically. This is not under our control, and we have minimal ability to negotiate.
- The business could go under or be bought out.
- Service could be, or could become, sub par and not as promised (ex. long wait times, inconvenient ordering practices, disregard for our records/ their space, etc.).
- We may end up in a similar untenable financial position in the future.
- Both will coordinate directly with Iron Mountain on our behalf for the move
- Both will complete the move and do a box level inventory (with information provided by me)
- Both have adequate storage space for current and future needs, including fire suppression, security, some temperature and humidity controls. Building is monitored professionally 24/7 365 days a year. Maintenance of the building, pests, water, etc. are not our responsibility to pay for. We don't have to worry about purchasing shelving, etc.
- Both provide delivery, retrieval, and pick up of items for a fee
- Both should be "set it and forget it." They handle the move; they monitor building conditions and store the boxes; I would only need to access them when requesting a box or adding additional boxes. In theory, less work for staff initially and overtime

<b>Off-Site Storage Comparators</b>			
	<b>Access</b>	<b>RecordXpress</b>	<b>Iron Mountain</b>
<i>Length of contract</i>	N/A	5 Years	
<i>Minimum box limit</i>	N/A	166	
<i>Minimum storage fee</i>	145.34	100	
<i>Storage fee (per box per month)</i>	0.71	0.58	<b>1.78</b>
<i>Access system fee (per month)</i>	11.4	N/A	
<i>Administration fee (per month)</i>	37.27	N/A	
<i>Additons (per box)</i>	3.73	3.5	
<i>Data entry (per box)</i>	1.12	2.5	
<i>Retrieval (per box)</i>	5.22	4.5	
<i>Refiling (per box)</i>	5.22	4.5	
<i>Delivery/pickup (per trip)</i>	52	40	
<i>Handling (per box)</i>	3.43	3	
<i>Permanent removal (per box)</i>	7.45	4.6	
<i>Labour (per half hour)</i>	N/A	30.00 (this service should not apply to us)	

## **Access Corps**

<https://www.accesscorp.com/>

Proposed fee structure is appended. Less than Iron Mountain, more than RecordXpress. I can arrange for one of their consultants to come speak with us, if desired.

Additional comments:

- American owned record-storage company with a Winnipeg location. We would deal primarily with local staff.
- They acquired Phoenix (record-storage company that used to be in Winnipeg).
- They would work with Iron Mountain directly to move boxes, and waive the initial fee to add boxes to records storage.
- Their proposed fee is based on acquiring all boxes currently stored with IM, and the ones that are improperly stored at UW.
- Fixed 12-month term, then annual increases. I don't believe we have to sign a multi-year contract.
- The Catholic Archdiocese of Winnipeg uses them.
- They offer pick up, delivery, scanning for a price.
- Temp, humidity controlled; security; fire suppression. We can arrange a tour of their space if we want.

## **RecordXpress**

<https://www.recordxpress.ca/>

Proposed fee structure is appended. Significantly less than Iron Mountain, less than Access. I can arrange for one of their consultants to come speak with us, if desired.

Additional comments:

- They would pick up boxes directly from Iron Mountain, and try to save us delivery fee from IM. They can use IM's inventory system, so no need to re-barcode everything.
- 100% Canadian owned and operated. When dealing with them, I'd talk with someone local. Seems like a bit more of an old-school, personable style of ordering records.
- Temp, humidity controlled; security; fire suppression. They are looking for a new building.
- U of M Archives is leaning towards going with them. Their archivist made this assessment based on her meeting with them, "They seem to be very keen to work with the archival community. They don't have our ideal conditions (18/40%) yet, but are willing to create space dedicated to archival preservation spaces! They also do

digitization on demand, have no permanent withdrawal penalties (if you no longer need their services), and have a reasonable retrieval cost/system in place.”

- Would have to enter into a 5-year contract, and price does go up annually
- Their proposed fee is based on acquiring all boxes currently stored with IM, and the ones that are improperly stored at UW.

### **Pros and Cons of Leasing Space from a United Church:**

Regardless of which Church we choose the following statements remain true:

- I have estimated that we would need at a minimum 650 sq. feet of storage space (assuming min. 9ft ceilings and depending on shelving dimensions). Ideally, we would lease 1000-1200 sq. feet so we would have room to grow. However, before we agreed to rent space from any United Church, my rough estimates should be confirmed by a professional.
- We would have to ensure that the space was adequate for our preservation needs and do due diligence by answering the following questions and more. We would want to assess floor load capacity; temperature and humidity; and the risk of water/ flooding, pests, security, fire, etc. Does the space suit our needs for the long term (say the next 20 years?), is their room for additional records? Will shelving fit with appropriate spaces between shelving and the roof for fire code purposes? Is the space monitored frequently?
- The space will likely not be as “good” from a preservation standpoint as a building built for storing records. While there is always risk of catastrophes and to records generally, the risk is likely greater in a Church.
- The initial set-up and move would likely require significant staff time and high initial costs. Correct shelving and other supplies would have to be researched, purchased, and installed. An assessment of the space would have to occur to ensure that appropriate shelves were purchased for the area.
- The move from Iron Mountain would be our responsibility to coordinate and fulfill. We would have to coordinate with, and pick up records from, IM or pay for delivery. We would have to hire movers to physically place the boxes on our shelves in a sensible order.
- The United Church could close or require their space back, and we’d have to relocate.
- If there was a problem with water, pests, security, etc. it would need to be dealt with, and it needs to be clear who is responsible for these costs.
- No delivery or pickup services would be available. The Region would have to pay someone to pick up records from the Archives for deposit to the local Church. Dave, from the Conference office, used to perform this function when moving records from the Conference office to the Archives at U of W.

- The Archivist would have to spend more staff time monitoring the space, and accessing the records.
  - The optics of housing our Archives in a local Church may be negative. Might be hard to argue that records should be donated to the Archives instead of kept at their local Church.
  - We would have to negotiate that a member of the local Church would walk through the space on a minimum of a weekly basis to ensure the space was in its expected state.
- 
- Renting the space would almost certainly be less costly than hiring a private company. The money would support a local United Church and stay within the UC “family.” Pricing, if it went up, would almost certainly be more reasonable and negotiable. We can almost certainly trust that people are acting in good faith and want what is mutually beneficial for all. In the long term, this move would almost certainly be significantly less money.
  - While there is no guarantee, it does seem like we would have more control in the future. Less risk of future monopolies, sub par work, and untenable financial rates.
  - Possibly we could work with the local Church to borrow office space/ quiet space and wi-fi some of the time. The Archivist could go to the Church and access the records there for reference requests and/ or processing projects. In-person researchers could possibly also go to the Church along with the Archivists to access the records.
  - The Archivist could access the entirety of the collection without paying additional money, and general accessibility to the records would likely increase.
  - In the presumably unlikely event that the relationship with U of W were to significantly sour, and we needed to leave the space, then we could possibly establish a new, expanded, and permanent Archives at the Church. If we already had this arrangement set up then the massive blow to the Archives would not be quite so bad. While planning for renovations of the UW library are currently on indefinite hold, if they resume then we would need to move our materials temporarily.
  - The Archives tends to take a long-term view, and, with the right space, in the long term this option seems to be more stable.
  - Once process for pickup of archival records is established, may be easier to deliver record boxes from UW to the local Church.

## **Westworth United Church**

1750 Grosvenor Ave. Winnipeg, Manitoba

<http://westworth.ca/>

I had a preliminary conversation with a member of Council of Westworth United Church on Nov 1<sup>st</sup>, 2023, and it seems likely that they have a space in their Church building that would serve us

well for archival storage space. I have not seen the space yet, but will in future, and others are invited to join me if they have any interest and/ or property experience. This idea has not yet been brought to the Property Committee or the Council of Westworth, which would need to discuss and approve it. The Council Member was optimistic that they would.

At this point in time, Westworth has rooms in the basement, colloquially known as “The Dungeon,” that would likely serve us well. They also have a gym space, and space above ground that is underutilized that we might be able to expand into. Exact dimensions of the spaces are unknown currently.

The Dungeon has no windows, stable temperature and humidity, and no known history of flooding (this will be confirmed by the Property Committee).

Price to rent the space would be negotiable. I did mention that RecordXpress at first blush would be \$560 a month for storage as a comparable.

### **Association for Manitoba Archives (AMA)**

As part of my professional AMA work, on April 25, 2023, and October 25, 2023, I hosted two discussions about storage space challenges for Archives in Manitoba. About thirty Archives participated in the discussion, which is a significant number of Archives in Manitoba. Nearly everyone is facing storage challenges, and are looking for more or better storage. We are certainly not alone in this.

I will be chairing an AMA sub-committee on the issue with other Manitoba archivists to see if we can find a collective solution. One proposed idea is to build a consortium and collectively negotiate much better prices and services from a private records storage company. While it doesn't help us in the short term, it may be an excellent opportunity in future.

### **Appendix, includes proposals and fee structures from:**

**Access**

**RecordXpress**

**Iron Mountain**



Access Information Management of Canada  
ULC  
100 Disco Road, Unit 2  
Etobicoke, ON M9W 1M1

Client Entity: United Church of Canada Archives

**Billing Address:**  
Erin Acland  
515 Portage Avenue  
Winnipeg, MB R3B 2E9  
CA

**Delivery Address:**  
Erin Acland  
515 Portage Avenue  
Winnipeg, MB R3B 2E9  
CA

Prepared By: Ashley Sobry  
Email: ashley.sobry@accesscorp.com

Contact: Erin Acland  
Email: ucarchives@uwinnipeg.ca  
Quote Expiration Date: 11/11/2023  
Expected Service(s) Start Date: 12/4/2023

**Notes:**

Recurring Services	Unit Price	Unit of Measure	Est. Quantity	Monthly Total - current rates at the time of Service
Container storage - (per cu/ft)	CAD 0.7052	Per Cubic Foot	1,119.60	CAD 789.5531
Access Online Tools: FileBRIDGE Records + FileBRIDGE METRICS	CAD 11.4000	Per Month	1	CAD 11.4000
Administration Charge (Summary)	CAD 37.2657	Per Invoice	1	CAD 37.2657
			TOTAL:	CAD 838.2188

Branch	Estimated Cubic Feet
Winnipeg MB	1,119.6

Additional Services	Unit Price	Unit of Measure
Minimum Monthly Storage	CAD 145.3364	Per Invoice
Add New Container (per cu/ft)	CAD 3.7266	Per Cubic Foot
Container Level Data Entry Performed by Access	CAD 1.1180	Per Item
Retrieve Container (per cu/ft)	CAD 5.2172	Per Cubic Foot
Refile Container (per cu/ft)	CAD 5.2172	Per Cubic Foot
Standard Delivery / Pickup	CAD 52.0000	Per Trip
Transportation Handling - Container (per cu/ft)	CAD 3.6403	Per Cubic Foot
Destruction - Certified Shred Container (per cu/ft)	CAD 7.4531	Per Cubic Foot
Permanent Removal Container (per cu/ft)	CAD 7.4531	Per Cubic Foot
1.2 Standard Box / 10 Boxes & Lids Bundle	CAD 47.0725	Per Item
Phone / Fax / Email order Surcharge - Avoid this fee by utilizing FileBRIDGE.com	CAD 14.9063	Per Order
Scan on Demand - Next Day Digital Delivery - per file	CAD 14.8200	Per File

**TERMS AND CONDITIONS**

- 1 This Quote is confidential and proprietary.
- 2 The quote excludes applicable taxes. In the event additional services are requested or volume or scope of work changes, ACCESS reserves the right to re-quote services.
- 3 To the extent you, as Client, do not have a currently effective written contract and/or Statement of Work for services with an Access company, you agree that the terms and conditions found on <http://informationprotected.com/access-service-terms-and-conditions> will apply to the services performed by Access pursuant to this Quote and therefore, WILL AFFECT YOUR LEGAL RIGHTS AND OBLIGATIONS.
- 4 Access will perform the services upon Client's signature below, at times and dates to be mutually agreed upon.
- 5 Rates set forth in this Quote are subject to change at ACCESS' discretion if services do not commence within 60 days of the Expected Service(s) Start .

Quote Number: Q-302223



- 6 Storage rates are quoted per 30 days.
- 7 In the event CLIENT or its Materials are subject to the EU General Data Protection Regulation ("GDPR"), the terms of the GDPR Data Processing Addendum found at [www.accesscorp.com/gdpr\\_terms](http://www.accesscorp.com/gdpr_terms) shall be and are specifically incorporated herein by reference and are binding upon the parties as if fully set forth herein.
- 8 Fuel Surcharges apply to transportation activity and/or secure destruction services and will be determined monthly based on the Government of Canada's natural resource daily diesel listing.

**AGREED**

**CLIENT**

**Printed Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

October 16, 2023



**RECORDXPRESS**  
DOCUMENT STORAGE  
RETRIEVAL SERVICES

A Division of StorageVault Canada Inc.

# PROPOSAL



The United Church  
of Canada

RecordXpress, A Division of StorageVault Canada Inc.



## About Us

**RECORDXPRESS**, established in 2008 is a division of StorageVault Canada Inc. (SVI), a publicly traded, customer obsessed company setting a new standard in the Canadian Records and Information Management Industry.

Our core competencies are:

- Document Storage and Services
- Secure Schedule Shred
- Secure One Time Purge
- Media Shred (Hard Drives, Tapes, CD's)
- E-Storage
- Media Storage and Services
- Fulfillment/ Warehousing
- Imaging/Scanning




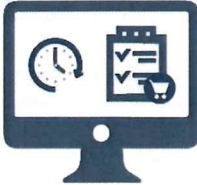
**RECORDXPRESS** is a member of ARMA (Association of Records Managers and Administrators) and PRISM International (Professional Records and Information Services Management).

We currently operate in nine markets across Canada – Greater Toronto Area, Kitchener, Sudbury, Ottawa, Montreal, Winnipeg, Edmonton, Red Deer, and Calgary. With plans to open up in Vancouver and Saskatoon in the near future.

StorageVault Canada Inc. owns and manages over 195 properties representing over 10 million square feet of space, making us the largest self-storage company in Canada. We offer self-storage, portable storage, and records & information management services to over 100,000 clients.

## What makes RX different?

prides itself by offering, what we believe, is the best service in the community in the marketplace. Our **Premium Grade Features** and services go above and beyond our customer expectations.

 <p><b>Great Company Culture</b> Professional, ethical and team oriented environment. Family and customer service oriented.</p>	 <p><b>Award Winning Services</b> Four consecutive years winning the Top Choice Award of Excellence for Information Management Services.</p>
 <p><b>Premium Viewing Room Access</b> Free of charge to our customers via Keyfob access.</p>	 <p><b>Premium Online web tool</b> Unlimited users and fully customizable, easy to use and user-friendly interface.</p>

### No Hidden Fees:



**No Call Center.** Clients call local phone numbers in every city across Canada for local service. No 1-800-ANONYMUS



**No Recycling Surcharge.**



**No Admin Fees.** No administration or any other fees on top of your monthly invoice.



**Temporary Fuel Surcharge.**



**No Permanent Withdraw.** When you decide to destroy a box, we only charge you for the box destruction.



## Client Information

**Name**  
Prairie to Pine Regional Council/  
United Church Archives

**Phone**  
**Number**  
204-783-  
0708

**Prepared by**  
**RECORDXPRESS**  
George Koutroubis  
204-995-6292

**Erin Acland**

[georgek@recordxpress.ca](mailto:georgek@recordxpress.ca)

**Address**  
515 Portage Ave  
Winnipeg, MB.  
R3B 2E9

**Term**  
60 Months

[ucarchives@webmailuwinnipeg.onmicrosoft.com](mailto:ucarchives@webmailuwinnipeg.onmicrosoft.com)

## Pricing

Description	Quantity	Unit	Price	Total
Standard Pickup	1	Trip	\$150.00	\$150.00
Handling Fee	1000	Box	\$3.00	\$3000.00
Receiving and Entry – New Box Add	1000	Box	\$3.50	\$3500.00
Initial move in cost			WAVED	\$6650.00
Monthly Storage Fee	1000	Box	\$0.58	\$580.00

**NOTE; Present Monthly cost with Iron Mountain is \$1302.69/month. Yearly cost \$15,632.28. Perm Out Fee is about \$14,000. RECORDXPRESS Monthly Cost \$580.00/month. Yearly cost \$6960.00. Savings per year with RECORDXPRESS is \$8672.28.**

## Contract Terms and Conditions

- The terms and conditions of this proposal are available for acceptance by Prairie to Pine Regional Council/United Church Archives, until October 31/23.
- All taxes are extra. Prices are per month.
- This proposal is based in standard 1.2 banker boxes
- We do **NOT** have Recycling Surcharge, Permanent retrieval fee or any administration fee.
- The submission is exclusively for and limited to Prairie to Pine Regional Council/United Church Archives

46 per cubic feet.



## Schedule A

<b>Company Name:</b>	<b>Prairie to Pine Regional Council</b>	<b>Customer No.</b>	
<b>Billing Address:</b>	<b>515 Portage Ave</b>	<b>Contact Name</b>	<b>Erin Acland</b>
	<b>Winnipeg, MB.</b>	<b>Phone</b>	<b>204-783-0708</b>
	<b>R3B 2E9</b>	<b>Email</b>	

### STORAGE

<b>Document Storage</b>	\$0.52 per letter/legal box per month, based on maintaining a minimum deposit volume of 166 letter/legal boxes. Box Size: 16" x 12.5" x 10.25"
<b>Minimum Storage Fee</b>	\$100.00

### SERVICES – NEW ENTRY

<b>Receiving and Entry</b>	Order by 4:00 pm – Pickup by 5:00 pm Next Business Day-
Pickup	\$40.00 per pickup + \$3.00 per item transport handling fee.
New Add	\$3.50 per box – Scan barcode, description upload, box shelving.
	\$5.00 per file – Scan barcode, description upload, placing into existing box.
	\$6.00 per document – Scan barcode, description upload, placing into existing file within a box.
<b>Indexing &amp; Data Entry</b>	<b>Optional</b>
Box Level	\$2.50 per box – Barcode – Box contents description. (Limitations apply)
File Level	By quotation based on specific client requirements.
Importing	Free when inventory is provided.

### RETRIEVAL – DELIVERY SERVICES

<b>Regular</b>	Order by 4:00 pm – Delivered by 5:00 pm next Business Day.
Retrieval	\$4.50 per box. \$5.50 per file from box. \$6.50 per document from file.
Transportation (200 Boxes)	\$40.00 per delivery + \$3.00 per item transport handling fee.
<b>Half Day Delivery</b>	Order by 4:00 pm – Delivered by 12:00 pm next Business Day. Order by 11:00 am – Delivered by 5:00 pm same Business Day.
Retrieval	\$6.00 per box. \$7.00 per file from box. \$8.00 per document from file.
Transportation (200 Boxes)	\$55.00 per delivery + \$3.00 per item transport handling fee.
<b>Rush Delivery</b>	Delivery within 3 hours of Order (order to be received by 5:30 pm)
Retrieval	\$9.00 per box \$10.50 per file from box \$12.00 per document from file
Transportation (200 Boxes)	\$115.00 per delivery + \$3.00 per item transport handling fee
● Weather & Safety Permitting	
<b>After-Hours Delivery</b>	Order between 4:00 pm and 9:00 am or Weekends/ Holidays - Delivery within 4 hrs.
Retrieval	\$12.00 per box \$14.00 per file from box \$16.00 per document from file
Transportation (200 Boxes)	\$190.00 per delivery + \$3.00 per item transport handling fee
<b>REFILE &amp; PICKUP TRANSPORTATION</b>	
<b>Re-file Service</b>	Order by 4:00 pm – Pickup by 5:00 pm next Business Day
Refile	\$4.50 per box \$5.50 per file to box \$6.50 per document to file
Transportation (200 Boxes)	\$40.00 per Pickup Transportation+ \$3.00 per item transport handling fee

### TRANSPORTATION

<b>Local Pickup (50 km)</b>	\$40.00 Standard Panel Van (200 Boxes)
	\$130.00 per 3-ton truck (320 Boxes)
	\$160.00 per 5-ton truck (480 Boxes)

● Transportation cost is per trip.

### STORAGE BOX & REPACKING

<b>New Letter/Legal Box</b>	\$4.00 per box, packaged in bundles of 10, plus transportation fee.
<b>Box Repacking</b>	\$8.50 per box includes labor and a new letter/legal box.

## OTHER SERVICES

<b>Scan-on-Demand</b>	\$25.00 first 50 pages (8.5"x11" single-sided page), \$0.30 per additional (8.5"x11" single-sided page) plus file retrieval and refile fees.
<b>Labor</b>	\$30 per 30 minutes interval. (Minimum 30 minutes)
<b>Destruction</b>	\$7.50 per letter/legal box, including retrieval fee.
<b>Permanent Retrieval</b>	\$0.00 per box, a retrieval fee at the current fee.
<b>Administration Fee</b>	\$0.00
<b>Fuel Surcharge</b>	Will be added to all Transportation costs according to the Freight Carriers Association of Canada.
<b>City Limits</b>	\$1.50 per km after the 50 km radius.

## ADDITIONAL MATTERS

<b>Invoicing</b>	Storage will be billed in advance; other services will be billed in arrears.
<b>Taxes</b>	Applicable taxes are extra.
<b>Overdue Accounts</b>	Payments are due within 30 days of the invoice date. Late charges apply at the rate of 8% per annum, and the Client shall also be liable for all collection expenses incurred by <b>RECORDXPRESS</b> , including reasonable legal fees.
<b>Early Cancellation</b>	Early cancellation is charged when the Client terminates the contract with <b>RECORDXPRESS</b> before the current term is completed. The Client will need to pay <b>RECORDXPRESS</b> the storage fees for the remaining months plus the regular retrieval charges.
<b>Terms</b>	This agreement shall have an initial term of five (5) years, commencing from the date of completion of the initial move. Unless written notice is delivered by either party to the other prior to 90 days of the expiration of this agreement, this agreement shall automatically renew for successive one-year terms.

## ACCEPTANCE OF SCHEDULE A OF THE AGREEMENT

Prairie to Pine Regional Council

RecordXpress, A Division of StorageVault Canada Inc.

George Koutroubis

Business Development Executive

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

345 Higgins Ave. Winnipeg, MB. R3A 0V4

Toll Free. 1 (877) 581-5357 | Office. (204) 306-9350 | Mobile. (204) 995-6292 | Fax. (204) 306-9351

Website. [www.recordxpress.ca](http://www.recordxpress.ca) | Email. [danielt@recordxpress.ca](mailto:danielt@recordxpress.ca)

Toronto • Ottawa • Kitchener • Sudbury • Montreal • Winnipeg • Edmonton • Red Deer • Calgary



ERIN ACLAND  
UNITED CHURCH ARCHIVES  
5C03A, LIBRARY UOFW-515 PORTAGE AVEN  
WINNIPEG, MB R3B 2E9  
CANADA



Dear Valued Customer,

Thank you for continuing to trust Iron Mountain with your storage and information management needs. Due to continued extraordinary economic market conditions, we are compelled to increase our rates in order to continue to offer the world-class services on which you have come to depend. Your new Iron Mountain Pricing Schedule (Schedule A) is enclosed and outlines your updated rates for Records Management storage and services, effective September 1, 2023.

Our customers rely on us to protect what they value and help unlock its potential. This is why we strive to continuously improve your customer experience, providing you with industry-leading solutions and services tailored to your business needs:

- **Transformative Solutions:** Our investments are leading the way in bridging the gap between physical and digital information.
  - With **Iron Mountain InSight®**, our information management and content services platform, we help automate your document-centric processes and put your data to work so you can make informed business decisions.
  - With our **Image on Demand (IOD)** service, we provide quick, contactless digital delivery enhancing your chain of custody, security and safety.
- **Sustainability:** Environmentally-conscious information management is possible. We create innovative business solutions that make a positive environmental and social impact and ensure we do business with integrity and in a way that creates value for all of our stakeholders.
- **Industry Knowledge:** Leave the research to us. We stay current on the latest industry trends and regulatory changes, making it easy for you to find what you need. Our comprehensive InfoGoTo site - <http://infogoto.com> offers you a robust catalog of knowledge and advice from industry thought leaders.

Looking to do more? Our Customer Support and Information Center is your 24/7 resource where you have the personalized flexibility to manage your account, pay your bill, and view helpful FAQs. You can also learn more information on storage and service descriptions, terminology, and billing protocols. Please visit us at: <https://www.ironmountain.com/support>.

Thank you for your business and for placing your trust in Iron Mountain. If you have any questions or require additional information, please reach out to us at: [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)

Regards,

Stephen Quimby  
Territory Business Director

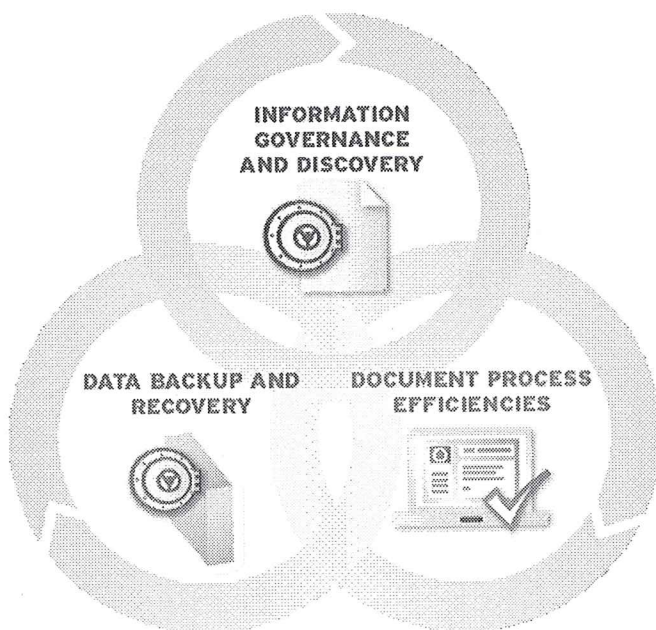


# Iron Mountain Overview

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. The company's solutions enable customers to protect and better use their information — regardless of its format, location or lifecycle stage — so they can optimize their business and ensure proper recovery, compliance and discovery. Founded in 1951, Iron Mountain manages billions of information assets, including business records, electronic files, medical data, emails and more for organizations around the world. Visit [www.ironmountain.ca](http://www.ironmountain.ca) for more information.

## Solution Categories

Iron Mountain offers a comprehensive array of information management solutions that help companies reduce costs, risks and inefficiencies associated with managing their paper and digital data.



### Information Governance and Discovery

- Records Management
- Secure Shredding
- Compliant Records Management
- Compliant Information Destruction
- Health Information Services
- Energy Data Services

### Data Backup and Recovery

- Offsite Tape Vaulting Services
- Online Vaulting Services, including:
  - Server Backup powered by Autonomy LiveVault
  - PC Backup powered by Autonomy Connected
- Consulting Services
- Value Added Services, including:
  - Disaster Recovery Testing
  - Library Moves
  - Media Destruction

### Document Process Efficiencies

- Document Management Solutions
- Business Process Management





# Renewal Schedule A:

## PROGRAM PRICING SCHEDULE

---

### Records Management

This Records Management Pricing Schedule is incorporated into and made part of the Customer Agreement ("Agreement") between Iron Mountain Canada Corporation, (the "Company" or "Iron Mountain") and UNITED CHURCH ARCHIVES, (the "Customer").

Please see our Customer Information Centre at [cic.ironmountain.ca](http://cic.ironmountain.ca) for a Glossary with definitions of the terms used in this Pricing Schedule and more detail regarding our services, standard processes, and billing practices. In addition, restrictions apply to volume and/or stated timeframes for some service transaction types and these may be found in the Glossary under each service type.

Customer acknowledges that certain capitalized terms used in this Agreement and in Schedule A hereto are used with the meanings ascribed to them in the Glossary, which may be found at [cic.ironmountain.ca](http://cic.ironmountain.ca).

This Records Management Pricing Schedule supersedes and terminates any prior Records Management Pricing Schedule and/or Schedule A existing between Iron Mountain and the Customer for the accounts noted below. All other Records Management services not specifically listed on this Schedule A will be charged at Iron Mountain's then current rates.

#### UNITED CHURCH ARCHIVES

District Name/Number: Winnipeg / WC | A7130

Effective Date: September 1, 2023



## Pricing for Core Services

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.ca/en/records/glossary/">http://cic.ironmountain.ca/en/records/glossary/</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$1.481	Cubic Foot
■ Receiving and Entry - Carton	\$7.65	Carton
■ Regular Retrieval - Carton	\$8.97	Carton
■ Regular Retrieval - File from Carton	\$12.01	File
■ Regular Refile - Carton	\$8.97	Carton
■ Regular Refile - File to Carton	\$12.01	File
■ Archival Destruction – Carton	\$12.70	EA plus Regular Retrieval and Handling Charges
■ Open Shelf Storage	\$2.649	Linear Foot
■ Open Shelf Storage - X-Ray	\$3.642	Linear Foot
■ Receiving and Entry - Open Shelf File	\$16.38	Linear Foot
■ Regular Retrieval - File from Open Shelf	\$8.83	File
■ Regular Refile - File to Open Shelf	\$8.83	File
■ Archival Destruction - Open Shelf	\$8.71	File plus Regular Retrieval Charge
■ Standard Delivery	\$75.45	Visit plus Handling Charge
■ Regular Pickup	\$75.45	Visit plus Handling Charge
■ Handling Charge	TBD	Carton
■ RFID T Label	\$1.59	Each
■ RFID Z Label	\$1.57	Each
■ File Tracking Storage	TBD	Each

<b>PREMIUM STORAGE &amp; SERVICES</b> (see <a href="http://cic.ironmountain.ca/en/records/glossary/">http://cic.ironmountain.ca/en/records/glossary/</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$20.59	Carton
■ Rush Retrieval - File from Carton	\$33.74	File
■ Regular Interfile - Carton	\$13.18	Each
■ Trip Charge, Metro	\$95.45	Visit plus Handling Charge
■ Trip Charge, Metro NY	\$95.45	Visit plus Handling Charge
■ Trip Charge, Zone 2	\$101.45	Visit plus Handling Charge
■ Trip Charge, Zone 3	\$122.45	Visit plus Handling Charge
■ Trip Charge, Zone 4	\$140.45	Visit plus Handling Charge
■ Trip Charge, Zone 5	\$156.45	Visit plus Handling Charge
■ Rush Delivery - Half Day	\$105.63	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$191.98	Visit plus Handling Charge
■ Rush Delivery - After Hours	\$384.87	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$191.98	Visit plus Handling Charge
■ Archival Destruction – File from Carton	\$16.72	File plus Regular Retrieval and Handling Charges
■ Rush Retrieval - File from Open Shelf	\$19.58	File
■ Regular Interfile - Open Shelf	\$15.08	Each
■ Miscellaneous Services - Labour	\$181.75	Hour
■ Re-Boxing Charge	\$19.14	Labour plus New Carton Cost
■ Re-Lidding Charge	\$2.65	Labour plus New Lid Cost

\* Trip charges are applied in accordance with the transportation policy found here: <http://cic.ironmountain.ca/>.

*TBD: To be determined, call for quote*





**OTHER PROGRAM FEES** (see <http://cic.ironmountain.ca/en/records/glossary/> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$74.95	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$74.95	Account ID per Month
■ Fuel Surcharge	*	Transportation Visit

\*A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by MJ Ervin and Associates, a company that monitors fuel prices across Canada daily. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at [cic.ironmountain.ca/en/shredding/fuel/](http://cic.ironmountain.ca/en/shredding/fuel/).

## Custom Pricing

**CUSTOM STORAGE & SERVICES** (see <http://cic.ironmountain.ca/en/records/glossary/> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	TBD	File
■ Open Shelf Individual Listing	\$2.09	File
■ Storage Minimum	\$302.44	Month
■ Minimum Service Order Charge	\$45.18	Order
■ Permanent Withdrawal - Carton	\$11.20	EA plus Regular Retrieval and Handling Charges
■ Permanent Withdrawal – File from Carton	\$8.99	File plus Regular Retrieval and Handling Charges
■ Permanent Withdrawal - Open Shelf	\$9.39	File plus Regular Retrieval Charge
■ Outside Courier/Customer Representative Handling	\$13.32	Each
■ Computer Record Change - Ind File	\$1.65	Each

**Image on Demand Services** (see <https://www.ironmountain.ca/en/support/how-it-works> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Image on Demand – Digital Images Scanned (in excess of the first 50 images)	\$0.390	Image
■ Image on Demand – Imaging Minimum (includes first 50 images)	\$36.00	Order
■ Image on Demand – Hourly Labor	\$94.01	Hour

Note: Image on Demand is not available in all markets. If the customer's requirements differ from those described in Image on Demand – Overview within the Glossary of the Customer Information Center (<https://www.ironmountain.ca/en/support/how-it-works/records-management/glossary/>), then custom services are available and must be described in an agreed upon statement of work.

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.ca/en/additionalservices](http://cic.ironmountain.ca/en/additionalservices).

*TBD: To be determined, call for quote*

