

**Prairie to Pine Executive Minutes
December 5, 2023 via Zoom**

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|--|---|
| EXECUTIVE PRESENT | <p>Erica Wittevrongel (Chair), Pat Bird (Past chair), Jennifer Pakula; Craig Miller, James deBeer, Lynne Sanderson, Ken DeLisle, Tricia Gerhard</p> <p>A quorum was present</p> |
| REGRETS | <p>Meghan Chorney,</p> |
| CORRESPONDING MEMBERS PRESENT | <p>Joan, George</p> |
| STAFF PRESENT | <p>Shannon McCarthy (Executive Minister); Julie Graham (Justice & Communications Minister); Heather Dootoff (Finance Administrator), Chantal Winslow (Executive Assistant & Recording Secretary), Judy Hare (Pastoral Relations Minister); Erin Ackland (Archivist),</p> |
| CALL TO ORDER | <p>Erica called the meeting to order at 6:03 pm. Tricia led us in check in and prayer.</p> |
| APPROVAL OF AGENDA | <p>We reviewed the agenda.</p> |
| APPROVAL OF MINUTES 013-2023/2024 | <p>It was agreed by consensus: That Prairie to Pine Executive approve the minutes of October 3, 2023 and November 6, 2023 as distributed.</p> |
| ORDER OF THE DAY Archives Report | <p>Erin joined us to speak to her submitted report.</p> <p>Prairie to Pine Archives Storage Report Update November 30th, 2023 Submitted to: Prairie to Pine Regional Council Executive By: Erin Acland, Keeper of the Archives This is an update to the Archives Storage Report submitted November 2, 2023.</p> <p>Westworth United Church On November 22nd, I met with the Property Committee (Bruce, Keith, and Dianne) and facilities person (Paul) of Westworth United Church. They showed me four rooms in their basement, and I believe that three of them would be adequate for archival record storage.</p> <p>Observations:</p> <ul style="list-style-type: none">• All three rooms had working sprinklers (fire prevention), and appeared to have concrete floors, walls, and ceiling• The floors were sloped and likely they would need to be levelled before the installation of shelving. Westworth seemed confident that this could be done in a couple of different ways. Cost and responsibility was not discussed. |

- The ceilings were low and there were some pipes present. Relatively low shelving (perhaps 5ft. high) would need to be purchased to suit the space. The decrease of vertical storage would need to be compensated for. Lower shelving does increase staff safety.
 - No elevator access to the basement. There is a stairwell that immediately leads to the outside. There is direct access to the Archives space for loading/ unloading of boxes (no need to drag boxes through the Church). The door is alarmed.
 - Last year, mice were found in a room adjacent to the potential Archives space. Westworth has procedures for mice and pests and those procedures were followed. No additional mice have been detected. Mice and pests do happen in nearly any building, and I'm pleased that they seem to have effective procedures.
 - The Property Committee does not believe that there has been water damage to the rooms, and few water spots were visible.
 - One room is currently being used as a music room, and the other two rooms are being used as children's spaces. If the Archives rented the space, then the music room would have to be moved. The children's spaces are no longer adequate for their current use, and the Archives would likely not disrupt any Church programming if we rented those two rooms.
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- Paul has measurements of the space, and believes that either the "music room" or the two "children's spaces" would be adequate for our initial need, and we could then grow into the other space as needed.
 - The "music room" lacks a door, and one would need to be installed. Every Archive room would need to be lockable.
 - Westworth does nightly security walkthroughs to ensure that the Church is empty and as it should be. We could be added to their walkthrough.
 - While there are no temperature and humidity controls in the space, both are fairly stable year round. Stable with no big fluctuations would be my preference for any space.
 - They could likely lend me some type of office space or space in the library and wi-fi on days when I needed to be at Westworth. An arrangement could be made for me or for volunteers to set up an office on occasion.
 - The Church appeared to be extremely well kept, neat, and clean.

Next Steps:

- Westworth has had a busy last 18 months, and would prefer to resume any conversation not before January or February, 2024.
- If the Prairie to Pine Executive wanted to pursue Westworth as an option, then Westworth would have to consult with their community. So far the Property Committee has been involved, but few others. The Board and broader community would need to agree in order to move forward. It's unknown what the pace of this would be, and no one should feel rushed. However, the Property Committee of Westworth understands that we are eager to find a new home for the Archives as soon as possible.

- If Westworth is pursued as an option, then appropriate shelving would need to be determined. General Council Archives has used *Spacesaver* for their past moves, and their current one.
- If anyone on the Executive has property experience, or can recommend someone, then they are welcome to be in touch with me. Educated opinions on space and square footage are very welcome!
- As costs become known, then I can pursue grants within the United Church and also external sources of funding.

Recommendations

Both RecordXpress and pursuing storage at a local United Church (ex. Westworth) are good, reasonable options, and both have significant pros and cons. However, after much consideration, I'd recommend that the Executive seriously consider renting archival storage space from Westworth United Church or another appropriate local United Church.

Ultimately, I'm excited about what storing our records locally at a Church will do for access. I'm excited that I would be able to physically see any and all of our records whenever necessary. It would be much easier to access records for researchers, to tackle our extensive backlog of unprocessed (undescribed) records, and simply to know what we have. Often, it is very useful to be able to just look into a box.

Westworth also presents a new possibility for possible volunteer projects. Currently, I've not had a sustained volunteer program at the Archives located at the University of Winnipeg. However, Westworth has free parking, is more accessible, and is less intimidating than the U of W for some folks. I'm not sure that I would pursue a volunteer program, but it feels a bit more possible at Westworth.

The Archives located at U of W would continue to be my main base, and the most critical records would remain on-site at U of W. The Archives has benefitted tremendously by being at the U of W, and I hope this relationship continues indefinitely. However, if there was a reason why we could no longer be at the U of W, and would need to find a new "home," then Westworth is a good backup plan. The Archives could create a new home with relatively minimal disruption.

There are absolutely risks involved, but there are risks regardless of what we decide to do. Ultimately, I am excited about the possibilities that Westworth presents, and those possibilities cannot be replicated by RecordXpress or another off-site storage company.

Erin wanted it noted that the moving costs would be at least \$14,000. That is the "hostage" fee to remove our materials from Iron Mountain. There would also be a handling fee on top of any other moving costs.

We discussed.

It was agreed that we would continue to pursue Westworth and see if they would be willing to allow us to use their space. We will also look into what the initial costs would

be to proceed with using Westworth. We will need to look into shelving, moving etc. We will discuss again in the new year.

BUSINESS ARISING

NA

CORRESPONDENCE

NA

FINANCE

Budget Approval

Heather reported:

I've updated the budget, but also revised the structure of it in Mission and Ministry, hoping to provide clarity, although in the short term perhaps confusion.

I am trying to balance a number of considerations, which unfortunately are not always in alignment

- Our revenue comes in different categories – governance, mission and ministry and restricted/designated
- My reporting to CRA requires reporting of certain items – travel, gifts to other charities, etc and also an indication of what was spent on administration and what was spent on charitable activities, so I have to be able to pull both kinds of information from my reports
- The auditors want explanations for the areas of spending that differ significantly from the budget

As a result of this I've tried to be clearer that I report some of what the governance committees do under mission and ministry, where the activities would be deemed charitable in nature, for example providing support and/or education as opposed to conducting the business of the committee and planning. I have also separated what was planned giving to other charities (the mission support grants) as opposed to unplanned giving (eg money that is sent to the region from property sales, but is passed on to indigenous ministries for example).

I am also showing the surplus/deficit in the year to date, without including the restricted funds, since these funds cannot be used for general operations and therefore it is somewhat misleading to include them in the total.

014-2023/2024

It was agreed by consensus:

That Prairie to Pine Regional Council Executive approve the 2024 budget as presented.

Honorarium Policy

Heather has revised the Honorarium policy and presented us the updated copy.

The amount may need to be adjusted at a future date. However, we would like to have something in place so we are ready to approve today.

014-2023/2024 **It was agreed by consensus:**
That Prairie to Pine Regional Council Executive approve the Honorarium policy as presented.

COMMITTEE REPORTS

Co-chairs Quiet November. A few emails about letters going out regarding weekly news.

Community of Faith Support
015-2023/2024 **It was agreed by consensus:**
That Prairie to Pine Regional Council Executive approve that effective January 1, 2024 the congregations of (Emerson) St. Andrew's United Church and Dominion City United Church be amalgamated according to the terms in the Dominion City - (Emerson) St. Andrew's Amalgamation Agreement dated October 30, 2023; and That the January 1, 2024 Covenant of Mutual Commitment, Accountability and Support between Dominion City United Church and Prairie to Pine Regional Council be accepted and acknowledged.

Emerson will be holding a final service in February. The documents that we have will be filed with the Regional Council Office.

Continuing to work with Communities of Faith on their self assessments.

Whereas Korean United Church of Winnipeg has ceased to be an active Community of Faith, have dispersed their assets, archived their records, transferred memberships as per Regional Council expectations, have completed final CRA forms and UCC statistical reports and now request to be disbanded as a United Church Community of Faith, It is proposed that Prairie to Pine Regional Council Executive approve the disbanding of the Korean United Church of Winnipeg effective Dec 31, 2023.

016-2023/2024 **It was agreed by consensus:**
That Prairie to Pine Regional Council Executive approve the disbanding of Korean United Church of Winnipeg effective December 31, 2023.

Equity and Diversity NA

YAAY Nothing new to report since last meeting.

Property NA

Incorporated Ministries **It was agreed by consensus:**
That Prairie to Pine Regional Council Executive take the following actions:

Prairie to Pine United Church Development Inc.
...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Prairie to Pine United Church Development Inc. 2023-2024 Board of Directors
Dennis Butcher

Andrew Fletcher-Cook
Stuart Fletcher-Cook
Gordon Goossen
Spencer Libbrecht
Lisa Lix
Sheron Miller
Teresa Moysey
Dwight Rutherford
Warren Thompson
Betty Young

This is based on the draft Minutes of the Annual General Meeting of June 15, 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.

United Church Halfway Homes Inc.

... pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the United Church Halfway Homes Inc. 2022-2023 Board of Directors
Crystal Lynn Adams

*Paul Campbell
J. Carlos Clark
James Dixon
Edward Johnson
Kendra Kinley
Duncan Michie
Anne Walker

*Paul Campbell, Secretary, passed away July 5, 2023.

This is based on the draft Minutes from Annual General Meeting of December 15, 2022, the 2022 board member approval form, the board 2

contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.

****NB.** At this and previous annual meetings the board was not actually elected, but the work was done to confirm the members and the T3010 has been submitted to CRA and copy on file. The intent was there to approve the board members. This IM is working on its by-laws so at its next members meeting the tasks required of the annual meeting should be completed.

For information, we are getting very close on a final severance agreement with Fred Douglas. They have had a change of CEO. We are hoping that things will come together in the new year.

Nominations

NA

Lay Leadership Support

Don Chau sends regrets.
Judy Hare submitted a report (below)

**Pastoral Relations
Commission**

NA

Other

STAFF REPORTS

Executive Minister

Staff Gathering was held in Saskatoon in November with a focus on creating a 3 year plan for building community, engaging volunteers, and communication. We talked about ways to encourage clusters and encourage people to gather. We hope to hold events across the RC with worship, education, and community building components.

The moderator booked The Fairmont for her Flourishing event that was postponed and subsequently cancelled. If Prairie to Pine can use it in March 2024 for an event that would include catering etc. then we could get it for free since it was already paid for. Is there something that we would like to do that day to make use of the space at no cost?

I spoke with Jordan Cantwell, she is willing to host the 'town hall' conversation in the new year but would like to meet with some members of the executive to get a clear picture of what we would like to happen.

Remit numbers are increasing, staff are working on finding ways to connect to PC's who haven't voted (reminder that it is Pastoral Charges that vote not Congregations) so that we can keep on top of things in the New Year and ensure that we get as many Pastoral Charges to vote as possible. Thanks to all who attended the Zoom Remit gathering – and thanks to Julie and other staff who put it together.

I am working from Ontario to be with my sister as her son has major surgery on Wednesday, so I may be less available in the next week or so. I will try to respond to things as quickly as possible.

**Pastoral Relations
Minister**

**Report from the Pastoral Relations Minister to Regional Council Executive on
December 05, 2023**

Update from last report on November 07, 2023:

The Pastoral Relations Commission met on November 14, 2023 As Pastoral Relations Minister. Some conversations underway with the Chief Financial Officer of the UCC to clarify his understanding of specific financial linkages between two bodies in one location. We made arrangements to consult with others on November 29, 2023 about the struggle in recruiting Pastoral Charge Supervisor in a time of every increasing need for them. Background for the conversation included comments from all of the other Regional Councils and their current policies and practises related to pastoral charge supervision. We discussed the reasons current PCS took on their roles, perceived barriers to others be willing to take on the role, whether the Regional Council has made all possible adjustments within the scope of the Regional Council to make the role as flexible as possible and whether there may be need for changes to the General Council policy as it current stands . It was a good discussion and the notes will go to

Pastoral Relations Commission and Committee on Community of Faith Support for next steps. In the conversation the practises and policies of the other Regional Councils were considered . One thing that several other Regional Councils do in various ways using various rates is to provide some financial remuneration for those in the role of Pastoral Charge Supervisor either to them or the Pastoral Charges where they are in ministry. Those involved in the consultation **did not** perceive this as likely to help in any way with the recruitment issue and a “fee for service “ for this role may even do some harm in fostering a sense of caring and connection between communities of faith within the UCC. Thus there is no recommendation about this matter at this time which might have effected the 2024 Budget request.

The Committee on Lay Ministry /Lay Leadership Support met on November 29,2023. Plans are in process for a online **sacraments elders training** at a Saturday in January, 2024. 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. An email survey to all functioning as **Licensed Lay Worship Leaders(21)** resulted in the **arrangement of a ZOOM gathering for lay worship leaders on the evening of December 14, 2023** and **plans to arrange a face to face gathering of LLWLs in the spring, 2024** for networking ,support and potential education. No motions to come before this meeting from CLMLLS.

The Committee on Community of Faith Support met on November 23, 2023 and there is a least one matter for action that they will be bringing to this meeting of the executive. Consultation took place between the Pastoral Relations Minister and Erik Matheisen, the Chief Financial Officer for UCC in an attempt **to clarify processes related to CRA forms to be filed by Pastoral Charges while in the disbanding process.** This is in an attempt avoid any unnecessary forms or complexities in this process for the many pastoral charges/communities of faith engaged in it.

A second meeting with various staff members in **Indigenous Ministries and Justice** , the Pastoral Relations Minister and Executive Minister of Prairie to Pine on November 27 ,2023 resulted in some next steps in approaching the Indigenous Ministries Council about **testing the transitioning of the pastoral relations functions related to Keewatin Circle Communities of Faith and Ministry Personnel** from Prairie to Pine Regional Council Pastoral Relations Commission to Indigenous Ministry staff, most likely the Community Capacity Development Coordinator .We hope this might be in place by the fall of 2024 so that appointment renewals for 2025 can test out this new process.

The Executive Minister and I also met with **Jordan Cantwell , the new Growth Animator for the Prairie Regions** and **Cam Fraser the National Coordinator** to discuss communication strategies and potential coordination of Jordan’s work with that of this Regional Councils. More to come on that.

This month I am involved in **a diversity training/cultural** orientation session with the people at MacGregor Pastoral Charge and Trinity United Church, Portage La Prairie as they prepare to welcome their Admission Minister from Zambia on December 21, 2023. Time is also being utilized in assisting a few ministry personnel and ministry

sites as clergy transition to **Medical Absence** and navigate the Restorative Care Plan processes. I have also attended at a few **funerals** of lay members active in the former Conference of Manitoba and Northwestern Ontario and its presbyteries. Advent /Christmas is a busy time of year for Ministry Personnel and Communities of Faith. May we remember them all in our thoughts and prayers especially those for whom this is a time of transition, struggle or challenge around their futures.

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

Justice & Communications

A Three-four month report attached.

Equity and diversity met a month ago. They are very busy and hoping to bring in new members. Continuing to work with nominations.

Nominations had a very lengthy meeting and went through the directory to find new possibilities.

There was a small group who met regarding the climate divestment movement that was passed at the annual gathering.

Two biggest items are Search the landfill and Remit.

On September 5 church leaders went to Camp Morgan. Julie has been in discussion with those people who have been supporting Camp Morgan in particular. There has been some discussion that the Camp has felt frustrated that the leaders met and then there hasn't been much follow up. Trinity United has been coordinating donation drop offs. There has been a general feeling of there is something more that we can do to push this into a definitive call to search.

Julie has drafted a document. She proposes that it goes out to the regional council. An update on what is happening, and an invitation as individuals to send a Christmas card to their local MLA's asking for them to search. Suggesting that the Ontario folks to write the premier. It also includes information about drop off to Trinity United as well as cash donations (which will not be receipt-able). As well as an invitation to visit the Camp. Erica and Shannon will sign. Julie will circulate it.

OTHER

Remit

List of who has not voted. We can start a phone out campaign in January. Targeting those who are less likely to vote or most likely to vote against. If we are already doing the call out, we could add more questions or information if another committee wanted to include anything.

Lots of material and resources are out there, linked to our websites.

People need the space to think this through in the company of others. Learning circles have started. The one held in November had 176 registered with 146 attended. We have two more planned to happen in the new year.

Reminder that it is the pastoral charge that votes, not the community of faith itself.

**Land
Acknowledgement**

Metis nation had requested a wording change. Julie needs to follow up to sort that out.

Use of the land acknowledgement. Consensus from various communities. Should not be using it in a wrote way. What we have written is a baseline and foundation. Rather it should be adaptable. It is much more meaningful to not use a script.

How can we do this different.
Moving forward in this body, Erica will try to use the written Land Acknowledgement as baseline but try to not read it verbatim.

Proposal 2

We are looking for other executive members who may wish to join a task group to meet with Jordan Cantwell to start this discussion. Jennifer and Erica are happy to join this effort. If there is anybody else who is willing to join them, please email Erica or Chantal.

**Online Annual
Gathering in 2024**

Need to host a meeting so that we can elect our commissioners for GCE 2025.

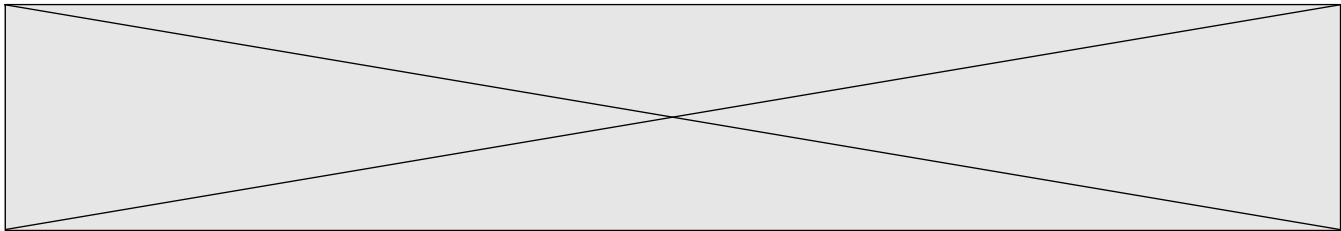
NEXT MEETING

Next meeting will be February 6.
Expect an email to pass some motions for Community of Faith support in January.

ADJOURNMENT


Erica Wittevrongel, Chair


Shannon McCarthy, Executive Minister



PRAIRIE TO PINE REGIONAL COUNCIL
Financial Report for Dec 5, 2023

| | Actual 2022 | 2023 Budget | Actual to 21-Nov | Projected 2023 | 2024 Budget | |
|--|----------------|------------------|---------------------|-------------------|------------------|---|
| GOVERNANCE | | | | | | |
| Grants: | | | | | | |
| Governance and shared services (from assessments) | 325,000 | 325,000 | 273,271 | 325,000 | 325,000 | GC to Oct 31 |
| GC Ex Minister and Asst Salary Grant | 101,475 | 67,000 | 55,833 | 67,000 | 67,000 | increasing in 2024? |
| Total grants | 426,475 | 392,000 | 329,104 | 392,000 | 392,000 | |
| Other income Governance | 31,441 | 50,000 | 51,592 | 51,592 | 20,000 | 2023 includes AM reg'n |
| TOTAL GOVERNANCE INCOME | 457,916 | 442,000 | 380,696 | 443,592 | 412,000 | |
| Expenses: Governance | | | | | | |
| Office Expenses | | | | | | |
| Office rent/maintenance | 30,000 | 30,960 | 28,435 | 31,020 | 32,974 | 6.3% increase |
| Office costs (insurance, supplies, phone, wifi etc.) | 4,884 | 8,000 | 6,918 | 7,547 | 8,000 | |
| Shared services General Council | 9,742 | 9,500 | 10,626 | 12,751 | 13,125 | GC to Oct 31 |
| Website | 1,054 | 1,050 | 1,132 | 1,132 | 1,250 | |
| Archive Costs | 9,630 | 9,000 | 14,667 | 15,167 | 25,000 | |
| Audit/Legal | 13,848 | 13,000 | 19,210 | 19,210 | 19,000 | |
| | 69,158 | 71,510 | 80,988 | 86,827 | 99,349 | |
| Shared staff costs | | | | | | |
| Shared EM, Asst and Finance Staff | 93,296 | 108,500 | 86,340 | 103,608 | 105,680 | GC to Oct 31 |
| Shared staff office (office space, other office costs) | 949 | 2,000 | 960 | 2,000 | 2,000 | |
| Shared staff travel | 2,386 | 7,000 | 8,381 | 9,000 | 9,000 | |
| | 96,631 | 117,500 | 95,681 | 114,608 | 116,680 | |
| Staffing | | | | | | |
| Regional staff - Governance | 207,794 | 213,946 | 174,772 | 210,454 | 214,663 | 2022 - archivist working project hours |
| Staffing related costs | 8,656 | 12,000 | 8,550 | 8,000 | 12,000 | |
| | 216,450 | 225,946 | 183,322 | 218,454 | 226,663 | |
| Governance: committee and structure | | | | | | |
| Regional gathering | 6,535 | 75,000 | 46,690 | 46,690 | 20,000 | 10K for alternative event, 10K to set aside for AM fund |
| All other Governance costs | 2,056 | 37,300 | 3,494 | 5,000 | 18,600 | Committee "events" moved to M&M budget |
| | 8,591 | 112,300 | 50,184 | 51,690 | 38,600 | |
| TOTAL GOVERNANCE COSTS | 390,830 | 527,256 | 410,175 | 471,579 | 481,293 | |
| Amortization (not recorded monthly) | 406 | - | | | | |
| NET INCOME (LOSS) GOVERNANCE | 66,680 | (85,256) | (29,479) | (27,987) | (69,293) | |
| MISSION AND MINISTRY | | | | | | |
| Grants | | | | | | |
| M & M GC Grant (from M&S) | 240,000 | 240,000 | 240,000 | 240,000 | 180,000 | 25% cut in 2024 |
| Other income Mission and Ministry | 471,097 | 10,000 | 59,902 | 59,902 | 10,000 | |
| TOTAL MISSION AND MINISTRY INCOME | 711,097 | 250,000 | 299,902 | 299,902 | 190,000 | |
| Expenses Mission and Ministry | | | | | | |
| Salaries and benefits | 143,875 | 165,792 | 142,888 | 170,966 | 174,385 | GC to Oct 31 |
| Mission support grants/grant to Qualified Donees | 359,288 | 129,000 | 129,000 | 129,000 | 99,000 | Oct 3 decision |
| Flow through property sales/closures | | | 31,232 | 31,232 | | corresponding revenue |
| Clusters/networks/external program grants | 10,798 | 20,000 | 7,152 | 7,152 | 11,500 | 3500 already committed for 2024 |
| Internal Committee events | | | 19,040 | 19,040 | 19,500 | some revenue in 2022 and 2023 against this cost |
| Mission and Ministry committee costs | 2,722 | 6,000 | 2,887 | 4,000 | 4,300 | 2024 includes Gov Cttee events |
| TOTAL MISSION AND MINISTRY COSTS | 516,683 | 320,792 | 332,199 | 361,390 | 308,685 | |
| NET INCOME (LOSS) MISSION AND MINISTRY | 194,414 | (70,792) | (32,297) | (61,488) | (118,685) | |
| NET INCOME (LOSS) GOV AND M & M | 261,094 | (156,048) | (61,776) | (89,475) | (187,977) | |
| RESTRICTED FUNDS | | | | | | |
| Restricted Fund Income | 26965 | | 30694 | 30694 | | |
| Restricted Fund Expenses | -2500 | | -6805 | -6805 | | |
| NET INCOME RESTRICTED FUNDS | 24465 | | 23889 | 23889 | | |

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

PRAIRIE TO PINE REGIONAL COUNCIL
Financial Report Nov 21, 2023

| | Actual 2022 Budget | Actual 2022 31-Dec | 2023 Budget | Actual to Nov 21 2023 | Projected 2023 | |
|--|--------------------------|--------------------------|------------------|-----------------------------|-------------------|--------------------------------|
| GOVERNANCE | | | | | | |
| Grants: | | | | | | |
| Governance and shared services (from assessments) | 325,000 | 325,000 | 325,000 | 273,271 | 325,000 | to Oct 31 |
| GC Ex Minister and Asst Salary Grant | 67,000 | 101,475 | 67,000 | 55,833 | 67,000 | to Oct 31 |
| Total grants | 392,000 | 426,475 | 392,000 | 329,104 | 392,000 | |
| Other income Governance | 15,000 | 31,441 | 50,000 | 51,592 | 51,592 | |
| TOTAL GOVERNANCE INCOME | 407,000 | 457,916 | 442,000 | 380,696 | 443,592 | |
| Expenses: Governance | | | | | | |
| Office Expenses | | | | | | |
| Office rent/maintenance | 25,000 | 30,000 | 30,960 | 28,435 | 31,020 | |
| Office costs (insurance, supplies, phone, wifi etc,) | 8,000 | 5,881 | 8,000 | 6,918 | 7,547 | |
| Shared services General Council | 10,000 | 9,742 | 9,500 | 10,626 | 12,751 | to Oct 31 |
| Website | 1,050 | 1,054 | 1,050 | 1,132 | 1,132 | |
| Archive Costs | 9,000 | 9,630 | 9,000 | 14,667 | 15,167 | price increases |
| Audit | 12,000 | 13,848 | 13,000 | 19,210 | 19,210 | price increases plus legal |
| | 65,050 | 70,155 | 71,510 | 80,988 | 86,827 | |
| Shared staff costs | | | | | | |
| Shared EM, Asst and Finance Staff | 92,000 | 93,296 | 108,500 | 86,340 | 103,608 | to Oct 31 |
| Shared staff office (office space, other office costs) | 3,500 | 949 | 2,000 | 960 | 2,000 | |
| Shared staff travel | 7,000 | 2,386 | 7,000 | 8,381 | 9,000 | |
| | 102,500 | 96,631 | 117,500 | 95,681 | 114,608 | |
| Staffing | | | | | | |
| Regional staff - Governance | 167,000 | 207,794 | 213,946 | 174,772 | 210,454 | to Oct 31 |
| All staff meeting | | | | 5,679 | 3,000 | |
| Staffing related costs | 12,000 | 8,655 | 12,000 | 2,871 | 5,000 | |
| | 179,000 | 216,449 | 225,946 | 183,322 | 218,454 | |
| Governance: committee and structure | | | | | | |
| Regional gathering | 10,000 | 5,293 | 75,000 | 46,690 | 46,690 | |
| All other Governance costs | 37,300 | 2,438 | 37,300 | 3,494 | 5,000 | |
| | 47,300 | 7,731 | 112,300 | 50,184 | 51,690 | |
| TOTAL GOVERNANCE COSTS | 393,850 | 390,966 | 527,256 | 410,175 | 471,579 | |
| Amortization (not recorded monthly) | - | 406 | | | | |
| NET INCOME (LOSS) GOVERNANCE | 13,150 | 66,544 | (85,256) | (29,479) | (27,987) | |
| MISSION AND MINISTRY | | | | | | |
| Grants | | | | | | |
| Other income Mission and Ministry (mostly grants/donation) | 239,000 | 240,000 | 240,000 | 240,000 | 240,000 | to Oct 31 |
| | 8,000 | 471,097 | 10,000 | 59,902 | 59,902 | 2022 mostly Central |
| TOTAL MISSION AND MINISTRY INCOME | 247,000 | 711,097 | 250,000 | 299,902 | 299,902 | |
| Expenses Mission and Ministry | | | | | | |
| Salaries and benefits | 136,000 | 143,875 | 165,792 | 142,888 | 170,966 | to Oct 31 |
| Mission support grants/grant to Qualified Donees | 126,000 | 359,288 | 129,000 | 160,232 | 160,232 | 2022 includes Central UC gifts |
| Clusters and events | 20,000 | 11,660 | 20,000 | 26,192 | 26,192 | |
| Mission and Ministry committee costs | 6,000 | 1,725 | 6,000 | 2,887 | 4,000 | |
| TOTAL MISSION AND MINISTRY COSTS | 288,000 | 516,548 | 320,792 | 332,199 | 361,390 | |
| NET INCOME (LOSS) MISSION AND MINISTRY | (41,000) | 194,549 | (70,792) | (32,297) | (61,488) | |
| RESTRICTED FUNDS | | | | | | |
| Restricted Fund Income | | 178,671 | | 30,694 | 30,694 | |
| Restricted Fund Expenses, Bursaries | | 2,500 | | 6,805 | 6,805 | |
| NET INCOME RESTRICTED FUNDS | - | 176,171 | - | 23,889 | 23,889 | |
| NET INCOME (LOSS) ALL FUNDS | (27,850) | 437,264 | (156,048) | (37,887) | (65,586) | |
| Grant to CDI | | | | | | |

* In 2022 archivist has been working increased hours due to grants received

* 2023 budget includes approved increases to MS grants and regional staffing hours, adjustments to annual meeting budget and corrections to errors in the draft budget (lighter blocks)



Honorarium Policy

| | |
|---------------------|-----|
| Effective Date: | tbd |
| 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".

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.**



Policy (cont.)

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.

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

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, for annual totals over \$500, 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.

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) | |
| <i>* 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.</i> | |

| Payment Method | |
|---|---|
| E-transfer Password if no auto-deposit: _____ | Send to: __ email address: _____ __ cell phone: _____ __ both (fill in both lines) |
| Cheque | |



Prairie to Pine Regional Council

THE UNITED CHURCH OF CANADA L'ÉGLISE UNIE DU CANADA

____ mail to address above

Or mail to:

Justice and communications report- Summer and Fall 2023

Greetings to all three Executives! I'm going to give you one report covering all three Regional Councils, as well as shared projects. – Julie Graham, Regional Minister, November 2023

Fall is always intense for everyone, but this one was exceptional, hence my radio silence and skipping Executive meetings. We're back to in-person events, fundraising in person is back in full swing, as evidenced by our community of faith calendars, and in general everyone in the networks I support has been shockingly busy. In the midst of this, we have seen important United Church local presence at some difficult moments this fall, particularly alongside targeted communities, and for that I am so grateful. In the moments when all we can see is scarcity, I think we need to celebrate that deep and spirit-ed commitment to our ministry in our communities.

Cross-regional work

National Indigenous Spiritual Gathering: I was honoured to attend this gathering in Edmonton in July. I was present to listen and, as it turned out, to help with photos. This was a very important space in which to listen, and to sit with questions and plans regarding the Remit (next section) and the importance of urban as well as on reserve churches and spiritual communities.





Remit on an autonomous Indigenous organization

This is a crucial piece that has passed to communities of faith now that our three Regional Council votes in May and June passed. It will be a priority through the end of March 2024. We have a resource page for each website as of mid October, and at least two and hopefully three open learning sessions online are planned. The admin team pulled together new contact sheets prioritizing pastoral charge governing body contacts, and we sent out a letter to all pastoral charges. It is likely we will need to join all other Regional Councils in phoning campaigns early in 2024. While this will be a lot of work, it does allow us to be in touch with communities of faith who are not regularly in touch with the Regional Council, and to check in with them.



Western Intercultural Ministries Network gathering

For the first time in four years, this network held an [in-person gathering](#) of about 33 people in St Albert AB, from all five Western Regional Councils. It was a very rich time of singing and worship, ceremony and sharing in meals, and honest conversation about the intercultural church we long for. I wish more people had come; this gathering felt to me like the church as it could be, and like the renewal we all long for. It was worth the hours of work, but we clearly have to think through the sheer number of events happening. I was grateful for Chantal, Chloe, and Heather's help with some of the logistics and the tangled finances.

Dealing with very public transphobia: Affirming work got off to a fast start with the country-wide September 21 transphobic demonstrations against inclusive school curricula and lenses, dubbed the "Million Person Marches". Counter demonstrations and messaging were organized across the country too, and included extensive United Church participation, including in our Regional Councils. This was the latest expression of a now years-long sharp increase in hate movements targeting 2SLGBTQIA+ and, particularly, gender-diverse people.



The disturbing difference in September was the presence of many children brought by their parents, and of many Muslims and Sikhs, despite the known Christian supremacist bias of some of the local organizers. While there was concern that this new branch of the overall hate movement might gain significant traction, when a second round of demonstrations was held in October, there was far less take up. This was in part due to Muslim organisers pulling back in the wake of the attacks and violence in Israel and the Occupied Territories, but infighting appears to be a factor too. That said, we know school boards,

librarians, teachers, and administrators will continue to be targeted by a movement striving to mimic strategies honed in the US. *(Photo: UCC people at the Saskatoon "Million Person March counter demonstration.)*

In all three Regional Councils, the Affirming work is at an awkward leadership transition time, with less take up for the work than we would have liked despite a lot of Nominations work during and after our

Regional meetings. I called a tri-Region meeting of the Affirming networks to try to support local action against these demonstrations.



Sixty people came out at short notice, and many excellent ideas and commitments were shared. I cannot express how grateful I am to our local Affirming leadership (wherever they are or are not in the formal process.) Extensive social media commentary indicated that United presence was noted by many non-church people attending the counter demonstrations, though many would have liked to see more, or assumed the UCC was not present unless it clearly self identified. Our Public, Intentional, and Explicit commitments do have a wider public impact in their presence or absence.

(Photo: St Andrew's College staff at the Saskatoon "Million Person March counter demonstration.)

I want to stress the impact this is having in our communities of faith, whether for trans members, their loved ones, their supporters, or for governance bodies and ministers who find themselves in very insistent and disruptive one-sided conversations about the threat 2SLGBTQIA rights pose. We have heard this from a number of different sources. I am struggling to know how the Regional Councils can address this given the few people who have been able to step forward for Affirming leadership.

Palestine and Israel: October and November have seen a lot of communications work about this desperate situation. I have mostly just worked with national communications, but also created a post to our websites [highlighting the ceasefire call](#) following some requests. Generally, in all three Regional Councils only a dedicated handful of people work on this situation, mostly in Living Skies. Relationships with local synagogues and rabbis add complexity to this work, especially in Winnipeg. We rarely hear requests to prioritize this work. This makes it a lower priority amongst the many other justice needs we try to address, which is a hard truth to accept when we see the scale of the violence and the number of human rights violations that Palestinians live with day to day.

Communications

All of the above involves communication. A lot of my work in this area also involves Regional newsletters and newsletters and contact management for networks I support. Occasional consulting with local coalitions or committees who want to know what channels we can use to support them, or how best to set up their own channels, is always fun and a good learning space. Site maintenance and media tracking run in the background all the time, as does feeding and tending to the social media beasts.

A need for a style guide and best practices for language regarding disabilities and other diverse identities has become clear. Related to this, yet bigger: **Inclusive and accessible meetings and the need for guidelines/ resources:** this came up following all three in-person regional meetings. There is a lot we can and must do to help meetings of all sizes and formats be fully accessible, and a lot of interest in working on this. We need some reminders and guides pulled together in one place.

Cluster development: this perennial need is getting more urgent. At our November staff planning we talked about the need to form teams and prioritise initial Cluster meetings, complete with a free lunch, mileage, and worship. One aspect of this work needs to be creating contact lists within the Cluster area- a need that is very pressing in urban areas.

Northern Spirit



Affirming/ Celebration of Ministries: The Affirming celebration that is the final step in our formal process was planned alongside the Celebration of Ministries service in October. It was postponed because of mixed messages about who was responsible for leading on this, and low capacity for fast-paced work at a very busy time of year. I will consult with the past task group; in the absence of a functioning permanent Affirming committee (see below), we need to find a planning group who can carry this important last step in a way that includes the whole Region.

But- Affirming was very much a part of the celebration of ministries service, thanks to liturgist Helen and

decorators Louise and Larry. We will get to our celebration, and move into continuing to live into being Affirming.

Being Good Relations Network: I was asked to facilitate a visioning for the future with the leadership circle, and we had a very good conversation about the dilemmas confronting ongoing truth-telling/ listening work, right relationships, and engaging our congregations and communities in advocacy. A face to face gathering in 2024 is a priority for the group.

Areas that need some attention are:

Nominations: staffing support and more members needs to be sorted out.

Affirming: We didn't receive sufficient interest at the regional meeting to successfully form a new committee to carry our commitments.

Anti racism: we keep struggling to find a meeting time and enough people. A

Living Skies

Decolonization conference, Saskatoon Theological Union: In June I was honoured to co-facilitate a decolonization workshop at this conference, working with my Mennonite Central Committee colleague Amanda Dodge. The group was large, very engaged, and very thoughtful as we talked about

strategies and commitments for decolonizing church theology, structures, and advocacy. I was able to carry some of the learnings into a KAIROS Prairies North workshop in October, where we had further discussion about getting at the roots of settler-colonial structures and culture. Part of our ongoing work on the Decolonization Committee is the racist/ land grab roots of the Alberta and Saskatchewan “Sovereignty

Ochapowace and Cachacas culture camp and apology: We were invited by Ochapowace First Nation to offer an in-person apology at an August culture camp on the site of the former Camp McKay and Round Lake Residential School. Good Spirit Presbytery sold the camp to the First Nation for lower than market rate some years ago, and Ochapowace has been reclaiming the site. Rev Sarah Beynon Giles and Rev Jo Mader are fairly local to the area and offered to carry the apology on behalf of the Regional Council. We did some work on wording and protocol, and they spent the day at the intergenerational culture camp, along with Anglican, Presbyterian, and Catholic representatives. Thank you to both of them for stepping into a rich and complex commitment.

Justice Cttee: people have been very stretched and we finally had our first meeting in late November. More as this develops! There is a lot of good potential here.

Affirming: We had hoped to have a fall transition meeting to move from a task group to a committee that would work with our new Affirming status, which officially starts with our celebration, planned for May or June at the annual meeting. However, we do not currently have enough people for a new committee.

Regional meeting 2024: with the planning committee, I am working on the question of moving the dates so that the Moderator’s Flourishing project visit can be combined with the Regional meeting for better accessibility and connecting, especially for those making the effort to travel for the meeting. This would also allow us to welcome the Moderator for our meeting, Service of Praise, and Affirming Celebration.

Prairie to Pine

Search the landfill(s) and church leaders’ visit

In August the Moderator arranged for her fellow national church leaders to visit Camp Morgan, located at the Brady landfill near Winnipeg. This was done in light of the clear refusal of the then-provincial government to search the landfill, despite funding from other levels of government and a task force report that said the search was risky but feasible. It is worth noting here that by late summer, it was clear that the Conservative government had staked part of its re-election strategy on not searching. To say this was profoundly hurtful and racist is a gross understatement, and all involved were well aware that the church leaders wished to push back on this.

Regional staff worked to support this, using our channels to invite all in the Region who could come to Winnipeg to join the leadership of Camp Morgan and the church leaders the day after Labour Day. Media liaison work was done out of the General Council office with onsite assistance from Regional staff. At least 200 people came out from the community, despite it being a work day and despite a very strong and cold wind. The participation was very diverse and included many United Church people.



Since that time, camp leaders have been concerned by what they have felt is no church follow up. We know that a number of Winnipeg people have visited the camp, brought food, and donated. Yet most are likely not self identifying as church members in any of those actions. This remains an overall dilemma with our public presence as church, and we've seen the same pattern in Affirming work. If we don't clearly self-identify, people assume we aren't there. But we hesitate to self-identify, because often the communities we are with are targeted, and we don't want our presence to be about us. After consulting with some Winnipeg supporters, I will be requesting that the Executive or chairperson send a letter to the people of the Regional Council,

encouraging them to donate, to visit, and to write their MLA, since a search is far better supported by the new government but is not confirmed even now.

Moderator visit: [Flourishing project](#). This is the Moderator's main project for her term, and Winnipeg events launched the work. Regional Councils are not involved in planning or deciding on locations and schedule, but we help promote the opportunities. Around 70 ministry personnel came

Partner Council visit: This is a General Council body that gives space for the voices and experiences of our global partners. We had no say in proposed dates for a partner visit, and after consultation with possible hosts in Brandon, we informed General Council that the visit could not work. Illness in the partner's family also meant that coming to the Prairies was not ideal for him. We hope we can host a longer partner visit in 2024 or 2025, with a focus that can include rural communities.

Climate justice: Following the annual meeting proposal to work on divestment, we need to create a group to carry this work, as staff alone cannot and should not carry it. I have been working with a few people on this, and we hope to make connections with youth and young adults, especially following the great work done by the three Climate Youth Motivators this summer.

Equity and Diversity Committee: this committee is re-forming and has extremely busy members- after a lot of work we found a common time to meet. Nominations poured a lot of work into finding new members, and despite that work was unable to find members who are Black, Indigenous, or people of colour. We will continue to work on how to connect with BIPOC people and communities.

Structures document: this beast of a project is slowly coming to completion thanks to Teresa Melnychuk and Pat Bird. We are tackling the job descriptions (part 3 of the document); these are intended to help the Nominations committee and anyone considering a position.

| | | | | | | |
|---|---------------|---------------|---------------|---------------|--------------------------------|--|
| Governance Committee and Structure Details | | | | | | |
| 2024 BUDGET | 2022 | 2023 | 2023 | 2024 | | |
| | Actual | Actual | Budget | Budget | | |
| From Governance Committee mtg and admin | | | | | | |
| Committee on Lay Leadership Support | | \$ - | \$ 6,840 | 5,000 | | |
| Committee on Ministry Personnel Support | 604 | | 9,000 | 1,400 | | |
| Pastoral Relations Commission, inc liaison work | 782 | 60 | 10,000 | 4,500 | | |
| Committee of Faith Support | 604 | 860 | 2,500 | 2,700 | | |
| Property Commission | | | - | - | | |
| Nominating Committee | | | - | - | | |
| Regional Council Executive | | 163 | 5,000 | 5,000 | | |
| Annual meeting planning committee | | 781 | 2,000 | - | | |
| | \$ 1,990 | \$ 1,864 | \$ 35,340 | 18,600 | 2023 is 37300 in final budget | |
| | | | | | | |
| From Ministry and Mission mtg and admin | | | | | | |
| Equity and Diversity Committee | 1,000 | 2,557 | 3,200 | 3,500 | | |
| YAAY planning | | 284 | 800 | 800 | | |
| | | | | | | |
| | \$ 1,000 | \$ 2,841 | \$ 4,000 | 4,300 | | |
| | | | | | | |
| Internal Ministry and Mission Event budget | | | | | | |
| YAAY events | 8390 | 8,656 | 5,000 | 9,000 | The budget figure was "net", I | |
| Committee on Ministry Personnel Support | | 2,400 | - | 8,000 | Previously in Committee Meet | |
| Committee on Faith Support | | | 6,000 | 2,500 | | |
| | | 11,056 | 11000 | 19,500 | | |
| | | | | | | |
| Cluster/Network/Program | | | | | | |
| United Church Rural Ministry | | 250 | | 250 | Ongoing annual | |
| Rural Connect (cell costs for satellites) | 1,189 | 1,600 | | 1,000 | Ongoing annual | |
| Wpg Free Press | 250 | 250 | | 250 | Ongoing annual | |
| WIMN | | 4,000 | | | will this be annual? | |
| Emmanuel St. Chad | | 1,000 | | | | |

| | | | | | | |
|--------------------------|-------|-------|-------|--------|------------------|--|
| North Wpg Cluster | 180 | 300 | | | | |
| Racism resources | 298 | | | | | |
| Church Administrators | | | | 2,000 | approved in 2023 | |
| Available for allocation | | | 9,000 | 8,000 | | |
| | 1,917 | 7,400 | 9,000 | 11,500 | | |

[illegible]

Prairie to Pine Archives Storage Report Update

November 30th, 2023

Submitted to: Prairie to Pine Regional Council Executive

By: Erin Acland, Keeper of the Archives

This is an update to the Archives Storage Report submitted November 2, 2023.

Westworth United Church

On November 22nd, I met with the Property Committee (Bruce, Keith, and Dianne) and facilities person (Paul) of Westworth United Church. They showed me four rooms in their basement, and I believe that three of them would be adequate for archival record storage.

Observations:

- All three rooms had working sprinklers (fire prevention), and appeared to have concrete floors, walls, and ceiling
- The floors were sloped and likely they would need to be levelled before the installation of shelving. Westworth seemed confident that this could be done in a couple of different ways. Cost and responsibility was not discussed.
- The ceilings were low and there were some pipes present. Relatively low shelving (perhaps 5ft. high) would need to be purchased to suit the space. The decrease of vertical storage would need to be compensated for. Lower shelving does increase staff safety.
- No elevator access to the basement. There is a stairwell that immediately leads to the outside. There is direct access to the Archives space for loading/ unloading of boxes (no need to drag boxes through the Church). The door is alarmed.
- Last year, mice were found in a room adjacent to the potential Archives space. Westworth has procedures for mice and pests and those procedures were followed. No additional mice have been detected. Mice and pests do happen in nearly any building, and I'm pleased that they seem to have effective procedures.
- The Property Committee does not believe that there has been water damage to the rooms, and few water spots were visible.
- One room is currently being used as a music room, and the other two rooms are being used as children's spaces. If the Archives rented the space, then the music room would have to be moved. The children's spaces are no longer adequate for their current use, and the Archives would likely not disrupt any Church programming if we rented those two rooms.

- Paul has measurements of the space, and believes that either the “music room” or the two “children’s spaces” would be adequate for our initial need, and we could then grow into the other space as needed.
- The “music room” lacks a door, and one would need to be installed. Every Archive room would need to be lockable.
- Westworth does nightly security walkthroughs to ensure that the Church is empty and as it should be. We could be added to their walkthrough.
- While there are no temperature and humidity controls in the space, both are fairly stable year round. Stable with no big fluctuations would be my preference for any space.
- They could likely lend me some type of office space or space in the library and wi-fi on days when I needed to be at Westworth. An arrangement could be made for me or for volunteers to set up an office on occasion.
- The Church appeared to be extremely well kept, neat, and clean.

Next Steps:

- Westworth has had a busy last 18 months, and would prefer to resume any conversation not before January or February, 2024.
- If the Prairie to Pine Executive wanted to pursue Westworth as an option, then Westworth would have to consult with their community. So far the Property Committee has been involved, but few others. The Board and broader community would need to agree in order to move forward. It’s unknown what the pace of this would be, and no one should feel rushed. However, the Property Committee of Westworth understands that we are eager to find a new home for the Archives as soon as possible.
- If Westworth is pursued as an option, then appropriate shelving would need to be determined. General Council Archives has used *Spacesaver* for their past moves, and their current one.
- If anyone on the Executive has property experience, or can recommend someone, then they are welcome to be in touch with me. Educated opinions on space and square footage are very welcome!
- As costs become known, then I can pursue grants within the United Church and also external sources of funding.

Recommendations

Both RecordXpress and pursuing storage at a local United Church (ex. Westworth) are good, reasonable options, and both have significant pros and cons. However, after much consideration, I’d recommend that the Executive seriously consider renting archival storage space from Westworth United Church or another appropriate local United Church.

Ultimately, I'm excited about what storing our records locally at a Church will do for access. I'm excited that I would be able to physically see any and all of our records whenever necessary. It would be much easier to access records for researchers, to tackle our extensive backlog of unprocessed (undescribed) records, and simply to know what we have. Often, it is very useful to be able to just look into a box.

Westworth also presents a new possibility for possible volunteer projects. Currently, I've not had a sustained volunteer program at the Archives located at the University of Winnipeg. However, Westworth has free parking, is more accessible, and is less intimidating than the U of W for some folks. I'm not sure that I would pursue a volunteer program, but it feels a bit more possible at Westworth.

The Archives located at U of W would continue to be my main base, and the most critical records would remain on-site at U of W. The Archives has benefitted tremendously by being at the U of W, and I hope this relationship continues indefinitely. However, if there was a reason why we could no longer be at the U of W, and would need to find a new "home," then Westworth is a good backup plan. The Archives could create a new home with relatively minimal disruption.

There are absolutely risks involved, but there are risks regardless of what we decide to do. Ultimately, I am excited about the possibilities that Westworth presents, and those possibilities cannot be replicated by RecordXpress or another off-site storage company.