



Parkminster United Church  
Council Meeting, January 19, 2021

**AGENDA**  
**PARKMINSTER UNITED CHURCH COUNCIL**  
**TUESDAY, JANUARY 19, 2021 - 6:30 PM**  
**VIA ZOOM VIDEO CONFERENCING**

*God is calling us to be an evolving community of faith inspired to embrace  
our future as we:*

- *Deepen our commitment to each other*
- *Nurture our spiritual vitality and growth*
- *Live a life of loving influence in the world.*

Chair: Kathy Shortt

Present: Present via Zoom remote conferencing: Rev. Joe Gaspar, Rev. Heather Power, Sue MacQueen, Jennifer Allan, Barb Leask-Wynne, Maureen Crawford, Doris Jakobsh, Richard Jackson (Secretary), Gregg King, Sheila Rule and Karen Schertzberg. Bert Blackburn represented the Property Committee.

A Welcome from Kathy Shortt, the Chair:

I want to thank everyone for giving your time to be here this evening. As we continue to live out this pandemic, it doesn't seem to get any easier. I personally would like to thank Joe and Heather for providing a safe space at the service on Sunday where people felt comfortable sharing their laments. This exercise was helpful to many people. Thanks to Jennifer as well for suggesting the webinar, *Mourning Our Losses During the Pandemic*, which was posted in our What'sUp. I attended this webinar and the facilitators also stressed the importance of naming our losses. As a coping mechanism the facilitators mentioned the importance of tapping into our spirituality to help us through these trying times. To link that to Parkminster, I have had many positive comments about how meaningful our online services are. These services are definitely helping people cope and allowing us to connect spiritually. I would also like to thank Neil for continuing to find ways to enrich the service musically and to thank Melanie for creating such meaningful slides. I am so grateful for our Parkminster Community.

1. Opening Prayer & Lighting of Candle - Heather Power
2. Reflection - Jennifer Allan reflected on Sunday's theme of lamenting as presented by Heather Power and Joe Gaspar
3. Approval of Agenda



Parkminster United Church  
Council Meeting, January 19, 2021

- a. Sue MacQueen is going to be leaving early, so the agenda item, Review of Building Use During the Stay-at-Home Order, to after the approval of the minutes so that Sue can be a part of this discussion. Under AOB, Jennifer is going to talk about the Sunday Plus.
  - b. The approval of the agenda, as amended, was **moved** by Gregg King and seconded by Sue MacQueen. **Carried**
4. Approval of Minutes of the December 15th Council Meeting
- a. Gregg King **moved** that the minutes be accepted. The motion was seconded by Doris Jakobsh. **Carried.**
5. Review of Building Use During the Stay-At-Home Order by Kathy Shortt
- a. As you are well aware, Ontario declared a second provincial emergency to address the COVID-19 crisis and issued a stay-at-home order. This stay-at-home order states that people are only to go out for essential trips, otherwise they are to stay at home with exceptions for permitted purposes or activities, such as going to the grocery store or pharmacy, accessing health care services, for exercise or for work where the work cannot be done remotely. The province stated that this order and other new and existing public health restrictions are aimed at limiting people's mobility and reducing the number of daily contacts with those outside an immediate household. In addition to limiting outings for these purposes, all businesses must ensure that any employee who can work from home, does work from home. These new public health measures are to help stop the spread of COVID-19 by reducing concerning levels of mobility as the province continues its vaccine rollout and ramps up to achieve mass vaccination when the federal government is able to provide the necessary supplies to do so. However, the brevity of this stay-at-home order has caused some confusion.
  - b. The Ontario Executive Ministers of the United Church consulted with legal counsel for clarification. They found out that the legislation requires that work be done at home if it can be. Custodial staff may need to be on-site for snow removal, checking the building and cleaning. Following the provision of childcare, mental health and addiction services such as AA, NA or emergency response such as community meals, volunteers are permitted to travel to provide these services. Western Ontario Waterways Regional Council also states that "they value the commitment to compliance. The United Church has a history of supporting medical work and, in this



Parkminster United Church  
Council Meeting, January 19, 2021

*case, we are doing that in a new way: by taking action to reduce the strain on a stressed medical system and to support the well-being of all connected with us. What is the best way to do that? Is it better to live stream the service from the sanctuary as the music and images of the space provide strength and comfort or is it better to do this from home to model the essence of the legislation? There is no single right answer; there is only the right answer for each community of faith."*

- c. The statistics for Waterloo Region today - new cases of Covid-19 are down to 102. Active cases dropped below 900 for the first time since Jan. 6. However, hospitalizations are up with 53 in hospital and 15 in ICU. The positivity rate is 5.5%. The provincial cases are down considerably but they say this is due to underreporting because of a technical issue with Toronto Public Health.
- d. So tonight we need to make a few decisions regarding our building. During the first lockdown, the building was closed to all renters except the Sustainable Market (SM) because it was essential. All church activities were cancelled. Allen Switzer continued to work as we had the SM, which was an essential service and Allen was required to disinfect and clean after the SM. All key holders, save for the SM, staff and a designated finance representative were asked to refrain from entering the building as much as possible. A sign was placed on the front doors stating that there was restricted access to the building. If a key holder (except for staff, the designated finance person or the SM) needed to get into the building, they were to contact a Parkminster representative. We need to decide: Should the church building be closed? Who would be allowed into the building (property checks, maintenance, repair)? Is Allen's work essential and should Allen be going to work in the building? There was considerable discussion but unanimity in that Church services in the sanctuary should not resume and that entries by the congregation and church staff should be strictly limited.
- e. Therefore, the following **Motion** was moved by Jennifer Allan: The Church is closed with the exception of representatives of the Property and Finance Committees, who are required to perform an essential service for the Church from time to time. Allen Switzer will continue to do maintenance in the Church as directed by the Property Committee. Seconded by Doris Jakobsh. **Carried**.



- f. Liaison Reports
  - i. Community - Doris Jakobsh reported:
    - The **ReSettlement Committee**: Jim Bowman and Nancy Dykstra indicated that the Quarantine period for Siham and her family successfully ended on December 30, at which time they immediately joined the rest of Ontario in lockdown. They appear to understand and are obeying the rules. Siham and all of her children are looking forward to learning English and the children are looking forward to being able to attend school. The RSC is busy getting all the necessary documentation completed and getting ready for the family's move to Morgan Ave on February 6
    - Liz Forde of **Inclusive** asked that we remain mindful as to what systemic racism is and that we continue to become anti-racist.
  - ii. Development - Maureen Crawford indicated nothing to report
  - iii. Connections - Sheila Rule only had a report from Nominating
    - The Nominating Committee reported that all positions have been filled by volunteers.
  - iv. Sheila Rule **moved** that the liaison reports be accepted. The motion was seconded by Barb Leask-Wynne. **Carried.**
6. Business arising from the Minutes
  - a. Report on Let's Get Together Computer Allocation (Kathy Shortt)
    - i. Glenn Harper wanted us to know that "Let's Get together" appreciated the use of PUC when Communitel was closed.
    - ii. During the 4-hour period of time close to 48 computers were handed out. Glenn procured 3 computers for the RSC family these are going to be well used by the 7 children!
    - iii. Glenn also procured 5 other computers for needy students at Howard Robertson P.S. and Wilson Avenue P.S.
  - b. Update from the Property Committee (Bert Blackburn)
    - i. The street sign has been temporarily repaired with a damaged panel to be replaced in the near future



Parkminster United Church  
Council Meeting, January 19, 2021

- c. Kitchener Classic's Baseball Safety Plan (Kathy Shortt)
  - i. This activity can only begin when we are permitted to have such activities by the Provincial Government.
  - ii. Jennifer Allan **moved** that the plan (see Appendix 2) be accepted. Seconded by Barb Leask-Wynne. **Carried.**

7. New Business

- a. Financial Report and 2021 Budget (Gregg King)
  - i. The year-end financial statements are attached as Appendix 1
  - ii. Parkminster has a net operating deficit in 2020 of \$43,605, fortunately the Federal Government's wage subsidy eliminates this loss. We will need revenue of \$354,333 in 2021 to break even.
  - iii. During FY2020, the Canada Emergency Wage Subsidy provided us with nearly \$91,000, yielding a surplus of \$47,389. We have reserves of approximately \$116,000 however we may suffer from some financial 'clawback' by the CRA.
  - iv. Jack Reynolds and Gregg King recommend that no additional Refugee Fund Accounts be created due to the number we already have and the work and commitments involved with managing these funds.
  - v. John Dippell, CPA, vouched for the financial statements as being a proper reflection of the financial position of Parkminster United Church as at December 31, 2020.
  - vi. Gregg King **moved** that the Financials be accepted and the 2021 Budget approved; Barb Leask-Wynne seconded the motion. **Carried.**
- b. Walking Group Safety Plan (Kathy Shortt)
  - i. I did receive an email from someone in the walking group who was grateful that we were looking at creating a safety plan for the walking club. She sent some information which I forwarded to our expert Barb Leask-Wynne. Barb looked carefully at the Safety Plan and had some more suggestions that are shown in quotations below. Our thanks to Barb for her work on this:
    - at the end of BEFORE ARRIVING add: "*or are aware that they have been exposed to Covid 19 within the last 2 weeks*"



Parkminster United Church  
Council Meeting, January 19, 2021

- In the last paragraph after the word masks add: *"which will cover their nose, mouth and chin."*
  - Instead of practice social distancing put: *"try to maintain a distance of 2 meters"*
  - At the very end add: *"It would be advisable that each participant carry a second mask with them. Masks are less efficient at blocking the spread of the virus when wet."*
  - Add *"Medical paper masks are the most efficient but cotton masks can be very effective if they have a minimum of 2 layers."*
  - These amendments are incorporated in the final safety plan in Appendix 3.
- ii. **Motion:** Doris Jakobsh moved that Council accept the Walking Group Safety Plan allowing the walking group to continue its walks with the amendments identified in quotes above. Seconded by Maureen Crawford.  
**Carried.**
- c. RSC Safety Plan (Kathy Shortt)
- i. The Resettlement Committee's Safety Plan was read and discussed and generally accepted. It appears as Appendix 4 to these minutes. Note: The furniture is stored at the Al Mohammed residence.
  - ii. It was **moved** by Sheila Rule that Council accept the RSC's Covid-19 Safety Plan with the amendment that, concerning Visit nr.2, clothing items to be removed be placed in bags and other items to be removed, clearly identified. Seconded by Jennifer Allan. **Carried.**
- ci. Annual Meeting Protocols (Kathy Shortt)
- i. The Annual meeting will be held over Zoom on Sunday, February 21st after the church services. Heather, Joe and I have been discussing how this will work. I will need to give people direction on how to use the voting system with the different devices. I will work this out and I am hoping Sue MacQueen will help me ensure my instructions are good. Other challenges are how to ensure we have quorum when only one name is listed on a device?



Parkminster United Church  
Council Meeting, January 19, 2021

How do we manage questions? How do we manage making a motion, seconding a motion?

- ii. Jennifer Allan is waiting on a few individuals for their annual reports
  - iii. **ACTION:** Kathy Shortt, Jennifer Allan and Sue MacQueen will prepare a report to Council asking for input on these protocols.
- e. Legacy Giving (Joe Gaspar)
- i. two workshops are planned for Sunday to be presented by Jessica Smith of the Philanthropy unit of the UCC on Sunday January 31st at 8:30 am and 11:30 am via Zoom
- f. The Sunday Plus Newsletter 2021 Workplan from Jennifer Allan:

Content Requested	Newsletter Published
February 15, 2021	February 26, 2021
May 24, 2021	June 4, 2021
September 27, 2021	October 8, 2021
November 22, 2021	December 3, 2021

The closing prayer was offered by Joe Gaspar.

**NEXT MEETINGS:**

COVID-19 WG - FEBRUARY 9, 2021 AT 6:30 PM (ZOOM)

COUNCIL - FEBRUARY 16, 2021 AT 6:30 PM (ZOOM).

AGM - FEBRUARY 21, 2021 FOLLOWING CHURCH SERVICE (ZOOM).



## **APPENDICES**

1. Financials
2. Kitchener Classic's Baseball Safety Plan
3. Walking Group's Safety Plan
4. Resettlement Committee's Safety Plan



## APPENDIX 1

### Church Finances

#### Local Fund - Statement of Revenues and Expenses and Proposed Budget

(in \$)

	For the year ending Dec 31, 2020			2019	2021
	Actual	Budget	Better (Worse)	Actual	Budget
<b>Income</b>					
Offerings	265,657	322,000	(56,343)	305,943	337,233
Special Events	1,110	4,800	(3,690)	9,739	700
Rental Income	14,400	28,000	(13,600)	24,960	15,000
Other Revenue	1,190	6,000	(4,810)	6,614	1,400
Total	285,257	360,800	(75,543)	347,256	354,333
Event Expenses	100	5,000	4,900	3,943	0
<b>Net Operating Revenue</b>	285,157	355,800	(70,643)	343,313	354,333
<b>Expenses</b>					
Salaries and benefits	281,814	288,000	6,186	277,887	291,979
Ministry	10,770	15,100	4,330	14,036	15,150
Pastoral Charge Assessment	12,625	12,600	(25)	12,625	12,624
Facilities	17,463	25,000	7,537	25,307	22,300
Office/Other	8,990	18,000	9,010	17,179	15,180
Total	331,662	358,700	27,038	347,034	357,233
<b>Net Operating Surplus (Deficit)</b>	<b>(46,505)</b>	<b>(2,900)</b>	<b>(43,605)</b>	<b>(3,721)</b>	<b>(2,900)</b>
Endowment Transfer	2,900	2,900	-	7,760	2,900
Canadian Emergency Wage Subsidy CEWS	90,994	-	90,994	-	-
<b>Surplus (Deficit)</b>	<b>47,389</b>	<b>-</b>	<b>47,389</b>	<b>4,039</b>	<b>-</b>

#### Independent Review

As required by Section 4.4 of the United Church Manual, I have reviewed the balance sheet and income statement of the general operating fund of Parkminster United Church, as of and for the year ended December 31, 2020. These financial statements have been prepared by the Treasurer and approved by the Finance Committee. While I have not confirmed the accuracy of the general offerings or other revenue, I have reviewed the recorded transactions and compared them to appropriate bank records. I have tested the payroll, and other disbursements for validity and accuracy. I have concluded that these financial statements are a proper reflection of the financial position of Parkminster United Church as at December 31, 2020.

...John Dippell, CPA

## Local Fund - Statement of Financial Position

As at December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
<b>Assets</b>		
Cash and short-term investments	445,100	359,625
Accounts receivable	10,601	-
Total	<u>455,701</u>	<u>359,625</u>
<b>Liabilities</b>		
Accounts payable and accruals	1,055	3,139
Due to Parkminster Refugee Fadi Fund	9,950	-
Due to Parkminster Refugee Siham Fund	35,303	30,466
Due to Parkminster Refugee Support G5 Fund	3,896	-
Due to Parkminster Refugee RSC Contingency Fund	5,092	-
Due to SAH <sup>1</sup> Group – Mhd Talal Arab Refugee Fund	34,616	34,207
Due to SAH Group – Dabab Refugee Fund	36,922	36,486
Due to SAH Group – Mhd Alshaar Refugee Fund	35,784	35,361
Due to SAH Group – Mhd Adawi Refugee Fund	33,164	36,364
Due to Benevolent Fund	6,941	9,693
Due to Miscellaneous Refugee Support	-	1,225
Due to Capital Fund	63,866	48,239
Due to Outreach Fund	27,798	31,699
Due to Bocce Ball League	23,308	-
Due to Christian Education Fund	6,545	6,036
Due to Local Fund	15,144	17,783
Total	<u>339,384</u>	<u>290,697</u>
<b>Reserves</b>		
Accumulated reserves - beginning of the year	68,927	64,889
Net surplus for the year	47,389	4,038
Accumulated reserves - end of the year	<u>116,317</u>	<u>68,927</u>
Total Liabilities and Reserves	<u>455,701</u>	<u>359,625</u>

The *Due to Bocce Ball League* is grant money received from the government to fund equipment, etc. for a community bocce league at Parkminster. It is unspent as yet because of COVID-19.

<sup>1</sup> SAH stands for Sponsorship Agreement Holder. These are refugee sponsorships through the United Church of Canada which are externally funded but for which Parkminster has banking and oversight responsibilities.

## Capital Fund - Statement of Revenues and Expenses

For the years ending December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
<b>Income</b>		
Offerings	21,334	18,345
<b>Expenses</b>	<u>5,707</u>	<u>10,655</u>
<b>Net Surplus</b>	<u>15,627</u>	<u>7,690</u>

## Capital Fund - Statement of Financial Position

As at December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
<b>Assets</b>		
Due from Local Fund	<u>63,866</u>	<u>48,239</u>
<b>Reserves</b>		
Accumulated reserves - beginning of year	48,239	40,549
Net surplus (deficit) for the year	<u>15,627</u>	<u>7,690</u>
Accumulated reserves - end of year	<u>63,866</u>	<u>48,239</u>

## Benevolent Fund – Due to Benevolent Fund Held in Local Fund Bank Account

As at December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
Opening Balance, January 1	9,693	6,992
Offerings and Men's Breakfast Donations	<u>580</u>	<u>4,810</u>
Total	<u>10,273</u>	<u>11,802</u>
Transfers to Benevolent Bank Account for use by Ministers	2,500	-
Expenses paid directly from the fund (taxis, Zehrs cards)	<u>832</u>	<u>2,109</u>
Closing Balance, December 31	<u>6,941</u>	<u>9,693</u>

## Benevolent Bank Account

As at December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
Opening Balance, January 1	724	1,864
Transfers to the Account from the Benevolent Fund	<u>2,500</u>	<u>-</u>
Total	<u>3,224</u>	<u>1,864</u>
Monies disbursed by Ministers for Benevolent Purposes	<u>2,631</u>	<u>1,140</u>
Closing Balance, December 31	<u>593</u>	<u>724</u>

## Christian Education Fund – Statement of Revenue and Expenses

For the years ending December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
<b>Income</b>		
Offerings and fund-raising revenue	509	348
Grocery card sales	-	16,300
Total	<u>509</u>	<u>16,648</u>
<b>Expenses</b>		
Grocery card purchases less change in grocery card inventory	-	15,572
Expenses	-	2,157
Total	<u>-</u>	<u>17,729</u>
<b>Net Surplus (Deficit)</b>	<u>509</u>	<u>(1,081)</u>

## Christian Education Fund - Statement of Financial Position

As at December 31, 2020 and 2019 (in \$)

	<u>2020</u>	<u>2019</u>
<b>Assets</b>		
Due from Local Fund	6,545	6,036
Total	<u>6,545</u>	<u>6,036</u>
<b>Reserves</b>		
Accumulated reserves - beginning of year	6,036	7,117
Net surplus (loss) for the year	509	(1,081)
Accumulated reserves - end of the year	<u>6,545</u>	<u>6,036</u>

## Refugee Funds - Statement of Revenues and Expenses

For the years ending December 31, 2020 and 2019 (in \$)

	2020	2019
<b>Parkminster Re-Settlement Fund</b>		
Balance in the Fund at the start of the year	-	23,977
Donations	-	-
	-	23,977
Expenses	-	23,977
Balance in the Fund	-	-
<b>Refugee Fund Siham</b>		
<b>Formerly Parkminster Refugee Fund</b>		
Balance in the Fund at the start of the year	30,466	31,245
Donations	6,971	885
Move funds from Refugee Fund Fadi	2,593	
	40,030	32,130
Expenses	4,727	1,664
Balance in the Fund	<b>35,303</b>	<b>30,466</b>
<b>SAH-Mhd Talal Arab Refugee Fund</b>		
Balance in the Fund at the start of the year	34,207	33,379
Donations	-	-
Interest Income	409	828
	34,616	34,207
Expenses	-	-
Balance in the Fund	<b>34,616</b>	<b>34,207</b>
<b>SAH – Dabab Refugee Fund</b>		
Balance in the Fund at the start of the year	36,486	35,616
Donations	-	-
Interest Income	436	828
	36,922	36,486
Expenses	-	-
Balance in the Fund	<b>36,922</b>	<b>36,486</b>
<b>SAH – Mhd Alshaar Refugee Fund</b>		
Balance in the Fund at the start of the year	35,361	34,511
Donations	-	-
Interest Income	423	850
	35,783	35,361
Expenses	-	-
Balance in the Fund	<b>35,783</b>	<b>35,361</b>
<b>SAH – Mhd Al Adawi Refugee Fund</b>		
Balance in the Fund at the start of the year	36,364	35,616
Donations	-	-
Interest Income	400	868
	36,764	36,484
Expenses	3,600	120
Balance in the Fund	<b>33,164</b>	<b>36,364</b>

**Refugee Fund - Fadi**

Balance in the Fund at the start of the year	-	-
Donations	13,085	-
Move funds to Refugee Fund Siham	-2,593	-
Move funds to Refugee Fund RSC Contingency	-392	-
	<u>10,100</u>	-
Expenses	150	-
Balance in the Fund	<u>9,950</u>	-

**Refugee Fund – RSC Contingency**

Balance in the Fund at the start of the year	-	-
Donations	4,700	-
Move funds from Refugee Fund – Fadi	392	-
	<u>5,092</u>	-
Expenses	-	-
Balance in the Fund	<u>5,092</u>	-

**Refugee Fund – Support G5****Formerly Miscellaneous Refugee Support**

Balance in the Fund at the start of the year	1,225	-
Donations	15,000	-
	<u>16,225</u>	-
Expenses	12,329	-
Balance in the Fund	<u>3,896</u>	<u>1225</u>

The Refugee Support G5 fund is associated with the SAH Funds. It is also externally funded and being used to provide support for two of the sponsored refugee families awaiting emigration.

The Refugee RSC Contingency Fund is for use by the Parkminster Resettlement Committee as needed with respect to the two Parkminster refugee sponsorships. For Siham and family, and for Fadi.

Certain donations initially directed to the Parkminster Fadi Fund were moved to the Siham Fund, and also used to establish a Resettlement Contingency Fund, consistent with the \$40,000 and \$10,000 targets set for the Siham and Fadi Funds.

## To be Updated

### Outreach Financial Report

For the years ending December 31, 2019 and 2018 (in \$)

	<b>2019</b>
	<b>Actual</b>
<b>Budgeted Inflows</b>	
Weekly Offerings – Regular Outreach	69,936
Food Trucks	1,732
Community and Other Outreach Projects **See below	6,728
Broadview (formerly the Observer)	1,330
	<b>79,726</b>
Special Appeals (Not in budget)	14,448
<b>Total Inflows</b>	<b>94,174</b>
<b>Budgeted Outflows</b>	
Mission and Service Fund/World Development and Relief	53,844
Broadview (101 subscriptions)	2,525
Honoraria/Calendars/Mandate/Miscellaneous	313
Community and Other Outreach Projects (see below)	23,044
	<b>79,726</b>
Special Appeals (not in budget)	16,286
<b>Total Outflows</b>	<b>96,012</b>
<b>Community and Other Outreach Projects</b>	
Plett Meal Centre, South Africa	3,593
Five Oaks	1,200
Reaching Our Outdoor Friends (ROOF)	1,020
House of Friendship	2,200
Mary's Place (Y.W.C.A. hostel)	2,493
Lincoln Heights	1,400
Fridays at First (formerly Out of the Cold)	1,000
The Food Bank of Waterloo Region	2,207
Supportive Housing of Waterloo (SHOW)	4,270
Outreach Travel Fund	500
Debaj: Faith and Common Good	1,000
Reception House	1,100
Wayside	1,060
	<b>23,044</b>
<b>Special Appeals</b>	
Nicaragua – building project	15,456
TCOW	1,840
	<b>17,296</b>

Note: Some totals may be off due to rounding.

Note: The Inflow and Outflow totals do not match as there was a carry-over from 2018.

Prepared By: Jim Bowman, Treasurer, Outreach

## To be Updated

### Outreach 2020 Budget

(in \$)

<b>Budget Item</b>	<b>2020</b>
Mission and Service Fund	56,000
Broadview	2,600
Honoraria/Contingency/Resource Fund	300
<i>Community and Other Outreach Projects</i>	21,100
Five Oaks	
House of Friendship	
Lincoln Heights Breakfast Program	
Mary's Place (Y.W.C.A. Hostel)	
Fridays at First (formerly Out of the Cold)	
Plett Meal Centre (South Africa)	
Reception House	
Reaching Our Outdoor Friends (oneROOF)	
Supportive Housing of Waterloo (SHOW)	
Waterloo Wayside	
DEJAB Story Telling Project	
The Food Bank of Waterloo Region	
Outreach Travel Fund (max. 2,500 per year)	
<b>Totals</b>	<b>80,000</b>

Offerings to Parkminster's *Outreach Fund* are shared—approximately 75% of undesignated funds goes to the *Mission and Service Fund* and 25% goes to other charities, mostly in our local community.

Prepared By: Jim Bowman, Treasurer, Outreach



## APPENDIX 2:

### Kitchener Classics U14 Team

### Proposal for Indoor Training at Park Minister United Church

#### 1. **Activities: concerns about bringing outdoor training indoors.**

Our indoor training in the winter has always taken place in school gyms. We have specific equipment for indoor use as to not damage the property.

#### Equipment Used:

Gloves, Pancake Gloves, ladders, cones, Tees and Nets, Soft Indoor Whiffle Balls, Tennis Balls, Lite Flite Foam Balls, Soft Indoor training softballs and small ping pong sized training balls.

#### Activities:

General Conditioning – exercise, stretching, short game drills that teach aspects of the game

Fielding Drills – catching balls in different scenarios, hand-eye drills, fitness exercises geared to positions

Pitching – using nets behind a live catcher, pitchers work on techniques using indoor training balls or other training aids

Catchers Training – hand eye coordination drills, indoor balls used to simulate situations.

Batting – using tees, whiffle balls or foam ball and training aids – hitting into a net 2 feet in front of the tee. Indoor batting drills are meant to teach muscle memory and technique using balls that do not really go anywhere.

#### 2. Sundays would be best for us; we can nail down exact times once we know this is approved.

#### 3. Safety Protocols:

- All teams must be placed in cohorts. Cohorts will be no larger than 10 people. Cohorts will train together for the duration of the off season.
- Cohorts will arrive and leave at separate times, we can have a 30 minute buffer between sessions to allow the first group to leave before the second group arrives.
- Face masks must be worn by all players and coaches for the entire time while at team activities.
- All equipment must be cleaned after every training session.
- No spectators will be allowed at team indoor training (drop off and pick up only)

- The KMGSA wellness document must be completed by every player and coach before every team activity.
- All players and coaches will have their temperature taken before all activities
- All players and coaches will use hand sanitizer before they start any team activities and use it when needed.
- No sharing of personal equipment (bats, helmets, gloves etc)
- All personal equipment must be kept 6ft apart from others belongings
- Shared equipment is sanitized between users. All equipment is cleaned between cohorts.

#### Sanitization of the rental space:

We have commercial grade sanitizing cleansers provided by KMGSA. We will clean bathrooms if used during the session. We typically find the girls are only there for one hour and don't need to go but we can mandate that an adult clean the bathrooms if used.

High touch points like door handles can be wiped with sanitizer on exit of the building.

## APPENDIX 3

### Walking Group Safety Plan

#### **Request for Council:**

In the current stay-at-home order, people are allowed to go outside for exercise and people are allowed to have outside gatherings of up to 5 people. The Parkminster Walking Group is requesting that they be able to continue meeting on Wednesday mornings at 9:00 am to walk for exercise (1-2 hours).

**Motion:** Dorothy Jacobsh moved that Council accept the Walking Group Safety Plan (see Appendix 4) allowing the walking group to continue its walks with the amendments identified in quotes above. Seconded by Maureen Crawford. **Carried.**

#### **Before Arriving:**

- There are 5-10 participants each week.
- Participants will be asked to monitor themselves for any COVID-19 symptoms and asked to stay home if they are exhibiting any symptoms or are aware that they have been exposed to Covid 19 within the last 2 weeks.

Symptoms of COVID – 19 may include:

- fever above 38°C, a new cough or worsening cough, headache, sore throat, runny nose, fatigue, muscle pain, diarrhea, loss of sense of taste, loss of smell, and purple markings on the fingers and toes.

#### **Upon Arriving:**

- Attendance will be taken for contact tracing.
- Participants will be asked to answer yes or no to the screening questions.
- When meeting in a parking lot, the first five will move out of the “greeting area”.
- If more people arrive, the group can re-organize into the fast walkers and slower walkers.
- The group of fast walkers will depart first and the second group will wait 3-5 minutes before departing so that the two groups are distinct.
- All participants will continue to wear masks which will cover their nose, mouth and chin.
- Participants will try to maintain a distance of 2 meters as much as possible.
- It would be advisable that each participant carry a second mask with them. Masks are less efficient at blocking the spread of the virus when wet.
- Medical paper masks are the most efficient but cotton masks can be very effective if they have a minimum of 2 layers.

## APPENDIX 4

### RSC Covid-19 Safety Plan

**Request for Council:** There is a significant amount of clothing and household items for Siham Al Mohamad that is being stored in the youth room. In anticipation of moving Siham and family to their rental unit on February 6, the Resettlement Committee (RSC) would ask for permission for two visits, most likely involving three individuals each time.

Visit #1: Siham (possibly with one daughter) would come with Cobie Love to “shop” and identify items that they want from all the items that have been stored in the youth room. This visit is tentatively scheduled for Monday January 25 at 10:30 am.

Visit #2: On February 6, three visitors including members of RSC would come and remove any identified household and clothing items to be taken to Siham's new residence.

1. There will always be at least one member of the RSC as part of these visits.
2. Masks will be worn at all times by any participants.
3. Social distancing rules of 2 meters will be adhered to.
4. All visitors will answer the screening questions that are on the table and sign the contact tracing sheet.
5. All visitors will use the hand sanitizer provided when they enter the church.
6. All visitors will have access to the first washroom across from the gym.
7. When finished at Parkminster, members of the RSC will clean any surfaces that have been touched such as door handles and the high touch surfaces in the washroom.