



**Minutes  
Parkminster United Church  
Church Council**

**Tuesday, March 16, 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*

Council Members		
Rev. Heather Power	Kathy Shortt – Past Chair	Sue MacQueen – Trustees
Rev. Joe Gaspar	Richard Jackson – Secretary	Doris Jakobsh – Community
Jennifer Allan – Chair	Gregg King – Treasurer	Sheila Rule – Connections
Deb Siertsema – Vice-Chair	Karen Schertzberg – M&P Chair	Sandi McMullen – Development
Guests		
Liz Forde – Inclusive Chair	Bruce Mutton – Stewardship Chair	Bert Blackburn – Property Chair

1. **Opening Prayer & Lighting of Candle** – Reverend Heather Power
2. **Reflection** – Jennifer Allan spoke about the importance of a warm welcome.
3. **Welcome to new Members** – Jennifer Allan introduced Deb Siertsema (Vice Chair) and Sandi McMullen (Development Liaison) and gave brief introductions to their different journeys that led them to Parkminster. Council members then introduced themselves.
4. **Approval of Agenda**  
**Moved** by Gregg King; seconded by Kathy Shortt; **passed**.
5. **Approval of Minutes of February**  
**Moved** by Sheila Rule; seconded by Karen Schertzberg; **passed**.
  - N.B. Bert Blackburn noted that the statement that the refurbishment of the Family Room will exceed the approved “total cost of \$2,500” contained within the February minutes. Fortunately, a donation will cover the excess.
6. **Reflect Discuss Learn: Becoming an anti-racist church**  
Jennifer Allan introduced this new topic to the Council meeting. As part of Parkminster’s commitment to becoming an anti-racist church, Church Council will partner with Inclusive Ministries Committee to make space in Council meetings for reflection, discussion and learning about anti-racism. Council was asked to watch Stephen Colbert’s interview with Dr. Ibram X. Kendi (see Appendix 2) and reflect on questions. Liz Forde (Inclusive Committee Chair) opened the conversation by providing her insights into becoming anti-racist. Council then discussed the questions. It was agreed that these discussions should continue at Council meetings.



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### 7. Liaison Reports

- (a) Community – Doris Jakobsh reported that the Resettlement Committee (RSC) have got Siham and her children are settling into their new place on Morgan Avenue. They are very happy to be there and are getting used to school routines. This is particularly new for the youngest ones who have never been to school. The administration and staff at their school have been wonderful about accommodation to help them in this transition. Efforts towards becoming both connected and independent in the community are in full swing — going to medical appointments, getting bus passes and library cards and meeting other moms at school are all part of the story. Relationships with the family are growing; Siham often comments about how happy the children are to see the people from Parkminster they are getting to know. They appreciated the Valentines, some of which are decorating their home. Siham's strength and positive attitude are inspiring, as is the commitment of the members of the RSC committee to engage with and support the family as we move through this next phase.
- (b) Development – Sandi McMullen indicated that Worship & Music will send the schedule for worship through April to Council for inclusion (see Appendix 3)
- (c) Connections – Sheila Rule reported that bulbs will be planted in the Peace Garden for those families who have lost loved ones in the past year. Sheila also reported that the possibility for social gatherings outside in the summer to reconnect with friends is on the mind of the Pastoral Care committee, which will submit a safety plan to Council if it believes we are ready to proceed to that stage.

#### Approval of Liaison Reports.

**Moved** by Deb Siertsema; seconded by Sue MacQueen; **passed**.

### 8. Business Arising from the Minutes

- (a) COVID-19 Working Group Report – Jennifer Allan  
The COVID-19 Working Group met on Tuesday, March 9<sup>th</sup> and discussed updates on renters, safety plans and church groups. They proposed a resolution to Council **THAT readers may record their reading in the Sanctuary and follow the protocols in the Safety Plan for Reader Recording in Sanctuary attached** (see Appendix 4).  
**Moved** by Doris Jakobsh; seconded by Gregg King; **passed**.

There was discussion about the protocol for social distancing in the parking lots and entering and exiting the church as contained in the Safety Plan for Reader Recording in Sanctuary. Bert Blackburn asked if this should be two metres not three metres when masks are not used. The consensus of Council was that, Kathy Shortt would seek advice from Barb Leask-Wynne of the COVID-19 Working Group and take the plan back to the COVID-19 Working Group for possible revision.

On Friday, March 12<sup>th</sup>, Jennifer emailed a request to the COVID-19 Working Group and Council to address an urgent proposal, which council members did because this proposal is an exception to our current COVID-19 restrictions. We will discuss an ongoing policy at the next COVID-19 Working Group meeting.



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Council approved a resolution to permit the family to hold the funeral for Peggy Nodder at Parkminster, organized and coordinated by Erb and Good, following all required COVID-19 protocols and safety plans. We will provide Erb and Good with our "Return to Worship Guidelines" and expect that they follow them.

Moved by Sue MacQueen; seconded by Doris Jakobsh; passed.

### (b) Status of Grants – Bruce Mutton

- Our **Bocce Ball grant** is already in the bank (~\$23,500) and is awaiting the reopening of the church and resolution of the storage area. We received an extension from Service Canada until March of 2022 for the implementation of Bocce Ball.
- The grant from **Embracing the Spirit** (UCC) is pending. We should know by the end of April. that grant is for (\$5,000) and is specific to cameras for streaming. UCC wants to see that sharing of these resources with other groups occurs. Bert Blackburn warned that the camera system is designed for use in the sanctuary and moving it around would be complicated and time consuming. Parkminster would have to operate the camera system not outside groups.
- The **Extension Council grant** (\$4,000) has been approved. Gregg King is our rep on the Council. Gregg noted that he was stepping down soon, but we would still have representation.
- The **New Horizons grant** (\$24,500) for the iPads and instructional resources (human resource component) has been approved and is specifically for the purchase of 35 tablets (iPads) for use by members of our church who do not have access to such devices for streaming.
  - Because the grant was received with the understanding that there would be a community component, we will be getting input from people in the church who work in health care to help identify people in facilities who could use an iPad to help with connecting to the community.
  - The iPads would be the property of Parkminster and would return to Parkminster once the participants were finished using them. The logistics will be worked out before the loan of the equipment is decided. Because some of the grant (\$5,000) can be used to pay someone to set them up and help with instruction, we will be looking for someone in the congregation to help with that.
  - Because Pastoral Care and Outreach were part of the application, Bruce will be communicating with them for help with the roll out process.
  - The grant period is from March 29, 2021 to March 28, 2022.
  - Kathy Shortt asked about protection of personal information in the distribution of the iPads. Bruce indicated that measures will be taken to ensure such protection when the iPads are set up with individual users.

### (c) New Plan for Bocce Ball Storage – Bert Blackburn

- The city was not helpful for us to build a storage shed on site because they wanted architectural plans that would have cost us \$50,000.
- Bert stressed that Property is not looking for more money.



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- We will give up half of the nursery for storage of tables and chairs currently stored in the gym. Cost is nothing except the minimal loss of potential rentals.
- The nursery space hasn't been used for years. Half will still be available for use, e.g., by the Pathfinders.
- This is no problem with Edge.
- Grant money can be used to purchase the bocce ball equipment and tables, dolly, etc. We will get rid of old square wooden tables and use some of the grant money to purchase folding square table. We would also replace the old dollies that are now holding the square tables.
- Whole gym would now be available. We will have to use the lift to bring the tables and chairs up but this will not be complicated because the new folding tables and chairs and the new dolly will have access to the lift.

### 9. New Business

#### (a) Hydro Easement – Bert Blackburn

- Requested by Waterloo Hydro North to upgrade power to 200 A service for Cardinal Crescent behind Parkminster. Our Norway pines occupy the preferred space, so the easement will be moved and need two metres by 260 metres of underground path.
- See the Easement Approval Form and other related documents, appendix 5.
- Council was asked to approve a resolution **THAT Parkminster Council direct the Trustees to seek consent of Regional Council (Western Waterways) for the Hydro Easement.**  
**Moved** by Sandi McMullen; seconded by Sheila Rule; **passed**.

#### (b) Financial Report – Gregg King

Gregg King reported that we have received the Extension Council grant (\$4,000). He noted that approximately \$14K is owed to Outreach, which is about two months-worth of offering. Refugee funds stand at \$184K and total equity is \$114K.

Member donations are reduced (~\$5K below budget) and we are some \$23K behind in revenue (Gross Profit). Government incentives should exceed \$5K for March with there being some indication of a continuation through June. For February YTD, we are behind budget by \$13K.

#### Approval of Financial Reports.

**Moved** by Karen Schertzberg; seconded by Deb Siertsema; **passed**.

#### (c) Signing Authority – Jennifer Allan

Council approved two resolutions so the Treasurer can advise the Credit Union regarding signing authorities.

**1: THAT Jennifer Allan and Deborah Siertsema be added to the list of those with signing authority for Parkminster United Church documents requiring such authority, and with respect to the Parkminster chequing and savings accounts at Your Neighbourhood Credit Union.**

**Moved** by Sue MacQueen; seconded by Doris Jakobsh; **passed**.



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**2: THAT Barb Leask-Wynne be removed from the list of those with signing authority for Parkminster United Church documents requiring such authority, and with respect to the Parkminster chequing and savings accounts at Your Neighbourhood Credit Union.**

**Moved** by Sandi McMullen; seconded by Gregg King; **passed**.

**10. Closing Prayer – Reverend Joe Gaspar**

**11. Next meeting: April 20, 2021 at 6:30 p.m.**

**APPENDICES**

1. Financials
2. Dr. Ibram X. Kendi interview
3. Schedule for Worship services through April
4. Safety Plan for Readers in the Sanctuary
5. Easement documents

**Appendix 1a: Parkminster United Church**  
**Balance Sheet**  
As of February 28, 2021

	<u>Total</u>
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
Chequing	52,692.39
Savings	351,330.18
<b>Total Cash and Cash Equivalent</b>	<b>\$ 404,022.57</b>
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	370.02
<b>Total Accounts Receivable (A/R)</b>	<b>\$ 370.02</b>
<b>Total Current Assets</b>	<b>\$ 404,392.59</b>
<b>Total Assets</b>	<b>\$ 404,392.59</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$ 0.00</b>
Accrued expenses	0.00
Due to Benevolent Fund	6,009.62
Due to Bocce League	23,308.00
Due to Capital Fund	53,389.93
Due to CE Fund	6,629.00
Due to Endowment Fund	0.00
Due to Inclusive Fund	100.00
Due to Outreach Fund	0.00
Broadview	-1,287.00
Emmanuel Wayside Cafe	-1,000.00
Foodbank	0.00
General Outreach	20,196.94
Mary's Place	-1,800.00
Nicaragua	69.75
Outreach - other	0.00
Plett	-2,059.48
<b>Total Due to Outreach Fund</b>	<b>\$ 14,120.21</b>
Due to Refugee Funds	
Due to refugee fund - Fadi	9,950.00
Due to Refugee Fund - Siham	23,710.91
Due to Refugee Support G5	4,593.75
Due to refugees - RSC contingency	5,698.60
Due to SAH Dabab	36,922.28
Due to SAH Mhd Talal Arab	34,616.03

Due to SAH Mohamed Alshaar		35,783.83
Due to SAH Mohammed Al Adawi		33,163.95
<b>Total Due to Refugee Funds</b>	<b>\$</b>	<b>184,439.35</b>
Due to the Local Fund		6,965.50
GST/HST Payable		-1,714.13
HST Payable		-2,648.65
<b>Total Current Liabilities</b>	<b>\$</b>	<b>290,598.83</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>290,598.83</b>
<b>Equity</b>		
Opening Balance Equity		68,927.00
Retained Earnings		47,388.59
Profit for the year		-2,521.83
<b>Total Equity</b>	<b>\$</b>	<b>113,793.76</b>
<b>Total Liabilities and Equity</b>	<b>\$</b>	<b>404,392.59</b>

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**Appendix 1b-Parkminster United Church**  
**Budget vs. Actuals: Budget 2021 - FY21 P&L**  
January - February, 2021

	Feb 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Endowment Fund Transfer	2,900.00	2,900.00	0.00	100.00%	2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	15,382.00	20,400.00	-5,018.00	75.40%	30,299.00	45,800.00	-15,501.00	66.16%
Assessment fees		1,110.00	-1,110.00	0.00%	90.00	2,310.00	-2,220.00	3.90%
Choral Scholar		100.00	-100.00	0.00%	0.00	200.00	-200.00	0.00%
Non-tax-receipt donations	5,478.23	4,372.96	1,105.27	125.28%	13,877.45	18,300.46	-4,423.01	75.83%
Total Members	<b>\$ 20,860.23</b>	<b>\$ 25,982.96</b>	<b>-\$ 5,122.73</b>	<b>80.28%</b>	<b>\$ 44,266.45</b>	<b>\$ 66,610.46</b>	<b>-\$ 22,344.01</b>	<b>66.46%</b>
Non-members		0.00	0.00		0.00	0.00	0.00	
Total Offerings	<b>\$ 20,860.23</b>	<b>\$ 25,982.96</b>	<b>-\$ 5,122.73</b>	<b>80.28%</b>	<b>\$ 44,266.45</b>	<b>\$ 66,610.46</b>	<b>-\$ 22,344.01</b>	<b>66.46%</b>
Other income			0.00		0.00	0.00	0.00	
Interest	27.55	100.00	-72.45	27.55%	58.03	200.00	-141.97	29.02%
Miscellaneous income		0.00	0.00		0.00	0.00	0.00	
Total Other income	<b>\$ 27.55</b>	<b>\$ 100.00</b>	<b>-\$ 72.45</b>	<b>27.55%</b>	<b>\$ 58.03</b>	<b>\$ 200.00</b>	<b>-\$ 141.97</b>	<b>29.02%</b>
Rental Income	140.00	1,200.00	-1,060.00	11.67%	1,030.00	2,000.00	-970.00	51.50%
Special Events			0.00		0.00	0.00	0.00	
Food Truck		0.00	0.00		0.00	0.00	0.00	
Special Events - other		0.00	0.00		0.00	0.00	0.00	
Total Special Events	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
Total Income	<b>\$ 23,927.78</b>	<b>\$ 30,182.96</b>	<b>-\$ 6,255.18</b>	<b>79.28%</b>	<b>\$ 48,254.48</b>	<b>\$ 71,710.46</b>	<b>-\$ 23,455.98</b>	<b>67.29%</b>
Gross Profit	<b>\$ 23,927.78</b>	<b>\$ 30,182.96</b>	<b>-\$ 6,255.18</b>	<b>79.28%</b>	<b>\$ 48,254.48</b>	<b>\$ 71,710.46</b>	<b>-\$ 23,455.98</b>	<b>67.29%</b>
<b>Expenses</b>								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security		0.00	0.00		19.88	0.00	19.88	
Computer/Internet/Phone	123.48	125.00	-1.52	98.78%	150.54	250.00	-99.46	60.22%
Elevator	216.25	0.00	216.25		216.25	0.00	216.25	
Gas	463.00	425.00	38.00	108.94%	463.00	850.00	-387.00	54.47%



Hydro	226.69	350.00	-123.31	64.77%	452.73	700.00	-247.27	64.68%
Janitorial Supplies	32.23	75.00	-42.77	42.97%	32.23	150.00	-117.77	21.49%
Repairs and Maintenance	865.17	500.00	365.17	173.03%	2,263.43	1,000.00	1,263.43	226.34%
Water		200.00	-200.00	0.00%	458.88	400.00	58.88	114.72%
<b>Total Facilities</b>	<b>\$ 1,926.82</b>	<b>\$ 1,675.00</b>	<b>\$ 251.82</b>	<b>115.03%</b>	<b>\$ 4,056.94</b>	<b>\$ 3,350.00</b>	<b>\$ 706.94</b>	<b>121.10%</b>
<b>Ministry Expenses</b>			0.00		0.00	0.00	0.00	
Christian Education		100.00	-100.00	0.00%	0.00	200.00	-200.00	0.00%
Communications	367.43	100.00	267.43	367.43%	367.43	200.00	167.43	183.72%
Inclusive Committee	101.21	50.00	51.21	202.42%	101.21	100.00	1.21	101.21%
Membership		10.00	-10.00	0.00%	0.00	20.00	-20.00	0.00%
Minister Travel		40.00	-40.00	0.00%	31.08	80.00	-48.92	38.85%
Music	698.75	700.00	-1.25	99.82%	1,006.42	1,400.00	-393.58	71.89%
Pastoral Care	205.22	75.00	130.22	273.63%	205.22	150.00	55.22	136.81%
Worship		150.00	-150.00	0.00%	75.00	300.00	-225.00	25.00%
<b>Total Ministry Expenses</b>	<b>\$ 1,372.61</b>	<b>\$ 1,225.00</b>	<b>\$ 147.61</b>	<b>112.05%</b>	<b>\$ 1,786.36</b>	<b>\$ 2,450.00</b>	<b>-\$ 663.64</b>	<b>72.91%</b>
<b>Office &amp; Administration</b>			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	99.98	100.00	-0.02	99.98%	214.21	200.00	14.21	107.11%
Business licences & Permits	140.50	75.00	65.50	187.33%	197.00	150.00	47.00	131.33%
Dues & Subscriptions		15.00	-15.00	0.00%	0.00	30.00	-30.00	0.00%
Insurance	497.06	500.00	-2.94	99.41%	994.12	1,000.00	-5.88	99.41%
Non-recoverable HST		0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
Office Supplies, Postage etc.	65.05	190.00	-124.95	34.24%	469.39	380.00	89.39	123.52%
Printing & Reproduction	367.18	300.00	67.18	122.39%	877.66	600.00	277.66	146.28%
<b>Total Office &amp; Administration</b>	<b>\$ 1,169.77</b>	<b>\$ 1,180.00</b>	<b>-\$ 10.23</b>	<b>99.13%</b>	<b>\$ 2,752.38</b>	<b>\$ 3,360.00</b>	<b>-\$ 607.62</b>	<b>81.92%</b>
<b>Salaries &amp; Benefits</b>			0.00		0.00	0.00	0.00	
Continuing Education		287.33	-287.33	0.00%	0.00	574.66	-574.66	0.00%
Employer paid benefits	4,506.35	4,506.00	0.35	100.01%	9,004.05	9,012.00	-7.95	99.91%
Staff Allowances	141.24	167.00	-25.76	84.57%	282.58	334.00	-51.42	84.60%
Staff Salaries	18,971.76	19,342.00	-370.24	98.09%	37,943.52	38,684.00	-740.48	98.09%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 23,619.35</b>	<b>\$ 24,302.33</b>	<b>-\$ 682.98</b>	<b>97.19%</b>	<b>\$ 47,230.15</b>	<b>\$ 48,604.66</b>	<b>-\$ 1,374.51</b>	<b>97.17%</b>
UCC Assessment Fee	3,156.25	0.00	3,156.25		3,156.25	3,156.00	0.25	100.01%
<b>Total Expenses</b>	<b>\$ 31,244.80</b>	<b>\$ 28,382.33</b>	<b>\$ 2,862.47</b>	<b>110.09%</b>	<b>\$ 58,982.08</b>	<b>\$ 60,920.66</b>	<b>-\$ 1,938.58</b>	<b>96.82%</b>
<b>Net Operating Income</b>	<b>-\$ 7,317.02</b>	<b>\$ 1,800.63</b>	<b>-\$ 9,117.65</b>	<b>-406.36%</b>	<b>-\$ 10,727.60</b>	<b>\$ 10,789.80</b>	<b>-\$ 21,517.40</b>	<b>-99.42%</b>
<b>Other Expenses</b>								

<b>Government incentives</b>	-2,634.72		-2,634.72		-8,205.77		0.00	-8,205.77	
<b>Total Other Expenses</b>	<b>-\$ 2,634.72</b>	<b>\$ 0.00</b>	<b>-\$ 2,634.72</b>		<b>-\$ 8,205.77</b>	<b>\$ 0.00</b>		<b>-\$ 8,205.77</b>	
<b>Net Other Income</b>	<b>\$ 2,634.72</b>	<b>\$ 0.00</b>	<b>\$ 2,634.72</b>		<b>\$ 8,205.77</b>	<b>\$ 0.00</b>		<b>\$ 8,205.77</b>	
<b>Net Income</b>	<b>-\$ 4,682.30</b>	<b>\$ 1,800.63</b>	<b>-\$ 6,482.93</b>	<b>-260.04%</b>	<b>-\$ 2,521.83</b>	<b>\$ 10,789.80</b>		<b>-\$ 13,311.63</b>	<b>-23.37%</b>

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**Appendix 2:**  
**Reflect Discuss Learn**  
**Working to Become an Anti-Racist Church**  
**March 16, 2021**

The following are quotes from the United Church's statement, **Working to Become an Anti-Racist Denomination**.

*"Public statements are not enough. Words are not enough. This is a moment for the United Church of Canada to wrestle with its white privilege, its role in systematizing anti-Black racism within its own policies, procedures and practices and its role within the wider Canadian context. There is a need to make becoming an anti-racist denomination dealing with anti-Black racism within our denomination a missional priority at all levels."*

*"Intentionality and Action means equipping leaders - the leaders of the denomination including clergy, senior staff, council need to be trained and equipped ..."*

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### **Intention**

Parkminster's Inclusive Ministries Committee and Church Council would like to partner to make space for reflection, discussion and learning about anti-racism in Council meetings. To do so, we will share links to resources (i.e., videos, articles, etc.) in the meeting package and ask that Council members watch or read and reflect, come to meetings prepared to discuss and learn both individually and collectively.

As Liz Forde says: "I think people might be shocked to think that they are racist. It is not vicious or conscious but to unlearn things that we do not even realize we have learned is a really good step."

### **Call to Action**

1. **PREPARE** by watching this 12-minute video prior to the March 16<sup>th</sup> Church Council meeting – Stephen Colbert interviews Dr. Ibram X. Kendi:  
[Dr. Ibram X. Kendi: Creating A More Equitable Society Is In White Americans' Self Interest - YouTube](#)
2. **REFLECT** on these questions individually:
  - What's the difference between being not racist and being anti-racist?
  - Can you be both racist and anti-racist at the same time?
  - How can we make it so that being anti-racist is in your own self interest?
3. During the meeting, **DISCUSS** the first two questions and, if time allows, the third.
4. **LEARN** about becoming an anti-racist, both individual and collectively.

### Appendix 3: Worship service through Easter

	March
Sunday the 21 <sup>st</sup>	Lent 5—Heather Preaching, M&S Video
Sunday the 28 <sup>th</sup>	Palm Sunday-Heather Preaching
	April
Thursday the 1 <sup>st</sup>	Maundy Thursday 7p.m. —Joint Waterloo UC service, Parkminster hosting on ZOOM
Friday the 2 <sup>nd</sup>	Good Friday—Joint Waterloo UC service, Emmanuel hosting
Sunday the 4 <sup>th</sup>	Easter Sunday—Joe preaching, Communion
Sunday the 11 <sup>th</sup>	1 <sup>st</sup> Sunday after Easter—Heather preaching, Joe vacation.
Sunday the 18 <sup>th</sup>	2 <sup>nd</sup> Sunday after Easter Earth Sunday—M&S Video-Joe Preaching, Heather vacation
Sunday the 25 <sup>th</sup>	Heather vacation 3 <sup>rd</sup> Sunday after Easter—Joe Preaching, Heather vacation.



## **APPENDIX 4: SAFETY PLAN FOR READER RECORDING IN SANCTUARY**

*This safety plan is in compliance with the current RED tier restrictions implemented by the Provincial Government on February 16, 2021.*

### **General Information**

The recording sessions will be less than 90 minutes. Screening, proper hand hygiene, use of hand-sanitizer, wearing of face coverings/masks, and respiratory etiquette will be required. Participants will use the Upper Hall washroom and will sanitize hands before entering and upon exiting the washroom. A designated person will sanitize high-touch surfaces, including high touch surfaces in the washroom if used, using disinfectant wipes supplied by Parkminster Church.

### **Before Arriving**

- Terry Ridgway to schedule recording times.
- Reader and Recording People will self-monitor for any of the COVID symptoms and remain home if they are unwell. They will contact Terry Ridgway if unable to attend.
- Masks are mandatory as per the Region of Waterloo Public Health bylaw and must be worn at all times when in the church building (except during the reading).
- No more than 10 people may be in the building according to the current RED tier restrictions. **Therefore recording cannot take place when our renters (Karate, Pitching Clinic, and K-W Klassics are in the building). Please contact Melanie Chisholm for the rental schedule.**

### **Upon Arrival and Before Meeting**

- Terry Ridgway will meet participants at the front entrance at the designated time to let them in.
- The church doors will be locked after the participants have entered.
- Upon entering the church, all will sign in for contact tracing and answer the screening questions. Information collected for contact tracing will be maintained for 30 days and then destroyed as per the Parkminster Policy.
- Participants will sanitize their hands as they enter the building.
- **Three meters is the minimum required space between individuals.** This social distancing space must be adhered to in the parking lot and in all areas of the building.
- All personal items, including coats, will be taken to the sanctuary as the coat racks will be out of bounds.

### **During Rehearsal**

- All participants will maintain a **social distance of three meters**
- The reader will only remove his/her mask to read and record but will put the mask back on when finished.
- The recording people will wear a mask at all times.

### **After Rehearsal**

- Participants will exit through the front entrance of the church using the sleeve of their arm to open the door. The door will close automatically.
- A designated person will sanitize high-touch surfaces using disinfectant wipes supplied by Parkminster Church.

### **In Conclusion**

All precautions will be taken to ensure the health and safety of the participants. As guidelines are constantly changing, this safety plan may be updated and reviewed with participants as needed.



## Appendix 5: Easement Docs

526 Country Squire Rd  
Waterloo ON N2J 4G8  
Telephone 519- 519-888-5158  
Fax 519-886-7049

### HYDRO EASEMENT APPROVAL

Date: February 25, 2021

Customer Name:

Customer Address: 275 Erb Street East

Waterloo, ON

Phone Number:

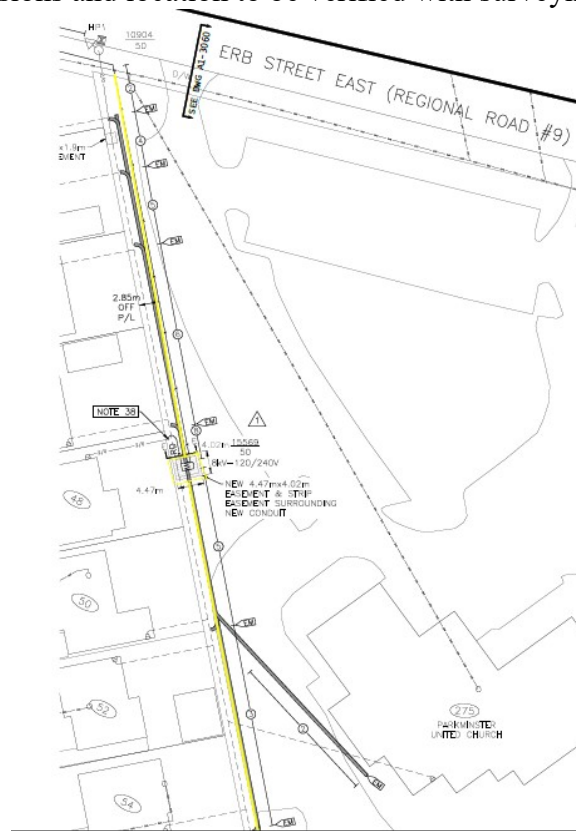
Solicitors Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Descriptions of Easements Requested: See yellow highlighted areas.

4.02m x 4.47m easement surrounding padmounted transformer vault and grounding grid.

Strip easement approximately 2m x 133m north of transformer vault and 2m x 127m south of transformer vault. Dimensions and location to be verified with surveying.



Attached Dwg# : \_\_\_\_\_

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

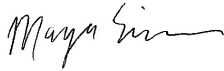
W.R. #: 13529 Print Name: \_\_\_\_\_

Eng. File #: WA-O14-15-S256 Date: \_\_\_\_\_

Your signature on this form is your agreement for our work to commence with the understanding that a formal easement will be granted to us and registered upon completion of the work. Survey and related costs will be paid for by Waterloo North Hydro Inc.

If you have any questions or concerns, please call the Engineering Department at 519-888-5552.

Sincerely,



\_\_\_\_\_  
**WATERLOO NORTH HYDRO INC.**

Maya Simmons

**PRINT NAME**

File Copy:

☐

Customer Copy:

☒



## **TERMS AND CONDITIONS OF THE EASEMENT**

1. The Transferor doth grant, convey and confirm unto the Transferee, its successors and assigns, and anyone authorized by the Transferee, in perpetuity, the right and easement at any time to enter upon the lands herein described for the purposes of constructing, laying down and installing hydro and communication wires, cables, anchors, fixtures and equipment together with all appurtenances thereto in, over, under, upon and along the said lands, with the further and continuing right to the said Transferee, its successors and assigns and its servants, agents and workmen and anyone authorized by the Transferee, to enter upon the said lands at any time to inspect, repair, alter, correct, operate, replace and keep and maintain at all times in good condition and repair the said hydro and communication wires, cables, anchors, fixtures and equipment and all appurtenances thereto, and for every such purpose the Transferee shall have access to the said lands and/or lands adjacent to the said lands, at all times by its agents, servants, employees, workmen and anyone authorized by the Transferee.
2. The Transferee covenants and agrees that, upon completion of any such work referred to aforesaid and undertaken hereunder, the Transferee will repair any damage done to the lands herein described and restore the surface of the lands and/or the Transferor's adjoining lands, to the same conditions as prior to the commencement of such work.
3. The Transferee hereby indemnifies and saves the Transferor harmless from any and all direct costs, losses, damages and claims arising from the negligence or willful misconduct of the Transferee in the use of the easement lands.
4. The Transferor covenants with the Transferee to keep the lands herein described free and clear of any trees, buildings, including building projections such as window sills, chimney breasts, cornices, eaves and other architectural features, swimming pools, structures or obstructions as may be necessary for the use, operation, repair, replacement or maintenance of the easement and to use the lands herein described only in a manner and for purposes not inconsistent with the exercise of the rights created by this indenture and, without limiting the generality of the foregoing, only as a yard, lawn, garden, flowerbed, roadway, driveway or parking area and the Transferor agrees to not do or suffer to be done anything which might injure any of the works of the Transferee thereon. Notwithstanding the foregoing, the Transferor shall have the right to use the said lands to install and/or construct dwellings and garages provided that the location and design of any future installations and/or construction of facilities will be approved in writing by the Transferee (at no cost to the Transferor) prior to construction of such facilities, which approval shall not be unreasonably withheld or delayed.
5. The Transferee, by the acceptance and registration of the within Easement, agrees to be bound by the terms and provisions contained herein.
6. The burden and benefit of this Agreement shall run with the lands herein described and shall extend to and be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.
7. This is an easement in gross.



# *Oldfield, Greaves, D'Agostino, Scriven*

PROFESSIONAL CORPORATION

Barristers and Solicitors

G. Edward Oldfield  
Lawrence K. Greaves  
Edward L. D'Agostino  
Robert W. Scriven  
Bryan M. Sansom

172 King Street South  
Waterloo, ON N2J 1P8  
Tel: 519-576-7200  
Fax: 519-576-0131  
Email: toldfield@watlaw.com

March 2, 2021

VIA EMAIL [jbbowman@rogers.com](mailto:jbbowman@rogers.com)

VIA EMAIL [revjoegaspar.parkminster@gmail.com](mailto:revjoegaspar.parkminster@gmail.com)

VIA EMAIL [jennifer.allan@rogers.com](mailto:jennifer.allan@rogers.com)

VIA EMAIL [bertblackburn@gmail.com](mailto:bertblackburn@gmail.com)

Hi Everyone:

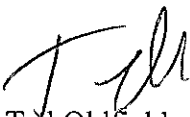
**RE: Hydro Easement**

Further to our email exchange last week, I contacted John Neff at Regional Council. He is away dealing with a personal matter and I was referred to Lynne Allin who was most helpful.

I explained the proposed easement to Ms. Allin. She advised me that the process for this matter would be as follows:

1. The Parkminster Council would pass a resolution directing the Trustees to seek consent of Regional Council.
2. The Trustees would meet by way of a "special meeting" which requires seven days of notice and assuming the Trustees are also in agreement, then the Trustees would sign a property resolution and direct the same to Regional Council for its consent.
3. The Western Ontario Waterways Regional Council has congregational support toolkits on its website. Toolkit 4 pertains to property matters and provides a template for the property resolution by the Trustees. I am attaching a copy of the template for your reference.
4. The Trustees then forward their certificate to Regional Council for its review and approval.
5. From there, the Trustees are granted authority by Regional Council to sign.

Yours very truly,



Ted Oldfield

Enclosure

IN THE MATTER OF [legal description of Real Property];  
AND IN THE MATTER OF [type of transaction] from [party] to [party].

CERTIFICATE OF SECRETARY OF BOARD OF TRUSTEES OF ... UNITED CHURCH  
TO RESOLUTION GIVING CONSENT

The United Church of Canada Act (1925)  
The Manual 2019, Section G. 2.3.2.9

I, ..., Secretary of the Board of Trustees of ... United Church, of ..., Ontario, do hereby certify and declare as follows:

1. That I am the Secretary of the Board of Trustees of ... United Church, a congregation of the ... pastoral charge of The United Church of Canada;
2. That the following is a just and true copy of a resolution duly passed by the said Board of Trustees at a special meeting held at [place of meeting], on the [day] day of [month], [year];

"Moved by [full name of mover], seconded by [full name of seconder], that the Board of Trustees of ... United Church of ... pastoral charge request ... Regional Council give its consent:

(1) to the [type of transaction] of certain Real Property, the legal description of which is [legal description of Real Property], and the municipal address of which is [municipal address of Real Property], pursuant to an agreement between the Trustees of [full name of congregation], a congregation of The United Church of Canada, as [capacity], and [other party], as [capacity], dated the [day] day of [month], [year], and subject to regional council approval, the terms of which are as follows:

[for a listing, the terms would include the agent, any exceptions, the commission rate, the asking price, the proposed possession date]

[for a sale, the terms would include the purchaser, the sale price, the deposit, the balance due, the terms of any mortgage back, conditions, warranties, the scheduled closing date]

[for a purchase, the terms would include the vendor, the purchase price, the deposit, the balance due, conditions, warranties, the scheduled closing date]

[for a mortgage, the terms would include the principal, the interest rate, the term, payments, prepayment privileges]

[for a lease, the terms would include premises and exclusive use premises, fixtures and chattels, rental, commencement date, term, responsibility for taxes, insurance, repairs, rights to assign or sublet, dispute resolution and arbitration, early termination, renewals, options]

(2) [in the case of transactions generating proceeds] to the following disposition of the proceeds arising from the transaction: [disposition of proceeds]

[for a purchase] the said Real Property to be held by the Trustees of [full name of congregation], a congregation of The United Church of Canada and part of the [full name of pastoral charge] Pastoral Charge, in trust for the use and benefit of the congregation of [full name of congregation] as a part of The United Church of Canada.”

3. [if true] The Real Property referred to in the above resolution is within the bounds of ... Regional Council;

3. (if involving property already held by congregation) The said Real Property is held by the Trustees of [full name of congregation], a congregation of The United Church of Canada and part of the [full name of pastoral charge] Pastoral Charge, in trust for [full name of congregation] as a part of The United Church of Canada;

Dated this [day] day of [month], [year]

Signature  
Secretary, Board of Trustees