



**Agenda
Parkminster United Church
Church Council**

**Tuesday, February 15, 2022 - 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	Richard Jackson – Secretary & C-19 WG	Wendy Ridgway – Community
Rev. Joe Gaspar	Kathy Shortt – Past Chair & C-19 WG	Sheila Rule – Connections
Jennifer Allan – Chair & C-19 WG	Sue MacQueen – Trustees	Sandi McMullen – Development
Deb Siertsema – Vice-Chair	Karen Schertzberg – M&P Chair	Jack Reynolds – Finance
Guests		
Liz Forde - Inclusive	Clare Klingenberg – Capital Projects	Bert Blackburn - Capital Projects Committee
John Watson - Capital Projects Committee	Kristopher Tavella - UPRC	Heather Watts - Finance
Bruce Mutton - Stewardship		

- 1) **Welcome** - Jennifer
Jennifer welcomed the guests.
- 2) **Opening Prayer & Lighting of Candle** - Reverend Heather
- 3) **Reflection** – Deb on compassion
- 4) **Approval of Agenda** - Jennifer
Motion: THAT the Agenda be approved. Moved by Kathy Shortt; seconded by Deb Siertsema; **passed**.
- 5) **Approval of Minutes** - Jennifer
Motion: THAT the Minutes be approved. Moved by Richard Jackson; seconded by Sheila Rule; **passed**.
- 6) **Anti-Racism Reflections** – Sandi McMullen on bringing up Travis
- 7) **Business Arising from the Minutes**
 - a) COVID-19 Working Group passed a number of motions on February 2nd:
 - 1 THAT church services will be in the hybrid format starting February 13th with the exception of February 27th which will be remotely broadcast because the Annual Congregational Meeting on that date will also be remotely broadcast.
 - 2 THAT as of February 10th the Voices United Choir rehearsals may resume for videotaping in the sanctuary following their most recent safety plan with choir members wearing masks.



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- 3 THAT as of February 9th the Bell Choir may resume their activities in the choir loft while following their safety plan and wearing masks.
- 4 THAT vaccinations are not required for under 12-year-old children to attend tenant or group meetings assuming that the relevant safety plans are approved and that they remain subject to provincial government mandate.
- 5 THAT all current tenants and other groups with approved safety plans can return to the Church in accordance with those safety plans.

On February 4th, Council approved the first three motions.

Motion: THAT Council accept the COVID-19 Working Group report from the February 2, 2022 meeting.

Moved by Sandi McMullen; seconded by Wendy Ridgway; **passed.**

8) New Business

a) UPRC Update –

Clare Klingenberg introduced Kris Tavella of the United Property Resource Corporation who presented UPRC's preliminary analysis (see Appendix 1). It was agreed by Council that a discussion must take place first on this matter

Action: Clare Klingenberg is to go back to the Capital Projects Steering Committee with this preliminary analysis in order to prepare recommendations to Council that will initiate a discussion of the analysis.

- #### b) Boccia Invitation Letter - Bruce Mutton requested permission to send a letter to local UCC churches to determine their interest in joining the Bocce League as a team (see Appendix 2: Boccia Invitation Letter). He indicated that Stewardship is required to report to Service Canada on the disposition of the funds for this item by March 17th.

Motion: THAT Council approve the sending of a letter to local UCC churches enquiring of their interest in joining a Boccia League. Moved by Kathy Shortt, seconded by Sue MacQueen; **passed.**

- #### c) Financial Reports - Jack Reynolds reviewed the Balance Sheet and the Profit & Loss statement through January (see Appendix 3: Financials).

Motion: THAT Financial Reports are approved. Moved by Karen Schertzberg; seconded by Sue MacQueen; **passed.**

- #### d) Trustee Update - Sue MacQueen reported that the Trustees met on Feb 8, 2022 and determined that the 2022 disbursement from the Endowment Fund would be \$12,000.00. This includes \$500 for the card ministry and \$2400 for Minister/Housing Support. We need to renew our insurance for the church and property and this is underway.

9) Liaison Reports

- #### a) Development – Sandi provided the Worship calendar for February, Black History Month, which is attached as Appendix 4a. Also attached as Appendix 4b is a selection of books for Black History Month.
- #### b) Community – Wendy reported on events from the Inclusive Ministries, Property and Outreach committees;
- i) Inclusive Committee provided the congregation with a calendar of reflections and a calendar of community events for Black History Month. Donations are needed for the Land Back lunch fund.
 - ii) Inclusive and Outreach Committees continue discussions on how to make PUC's outreach more equitable.
 - iii) Outreach Committee has received thanks from some of the organizations to which Parkminster Outreach monies were donated. Wendy read a thank you from the Fridays at First program, run by First United Church, one of our WOW partners here in KW.



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- iv) Bert Blackburn from the Property Committee referred everyone to the minutes of the most recent Property meeting for work done by Property
- c) Connections - Sheila Rule reported that the Membership & Pastoral Care committee had delivered 24 Valentine gift bags to shut ins and friends.

Motion: THAT the Liaison Reports be approved. Moved by Deb Siertsema; seconded by Sandi McMullen; passed.

10) Any Other Business

- a) Thanks – Jennifer offered her appreciation to Gregg King and Richard Jackson for their services to the Council. Gregg has contributed a great deal over the past year and always made the finances understandable and straightforward. Richard was thanked for his service as secretary over the past 2 years.

11) Next meeting:

March 15 at 6:30 pm

12) Closing Prayer - Reverend Joe

13) Appendices

- 1 Parkminster UPRC Preliminary Analysis
- 2 Boccia Invitation Letter
- 3 Financial Statements
- 4 Worship Calendar and Books for Black History Month



Appendix 1

The United Church of Canada

Parkminster United Church

Preliminary Analysis
January, 2022

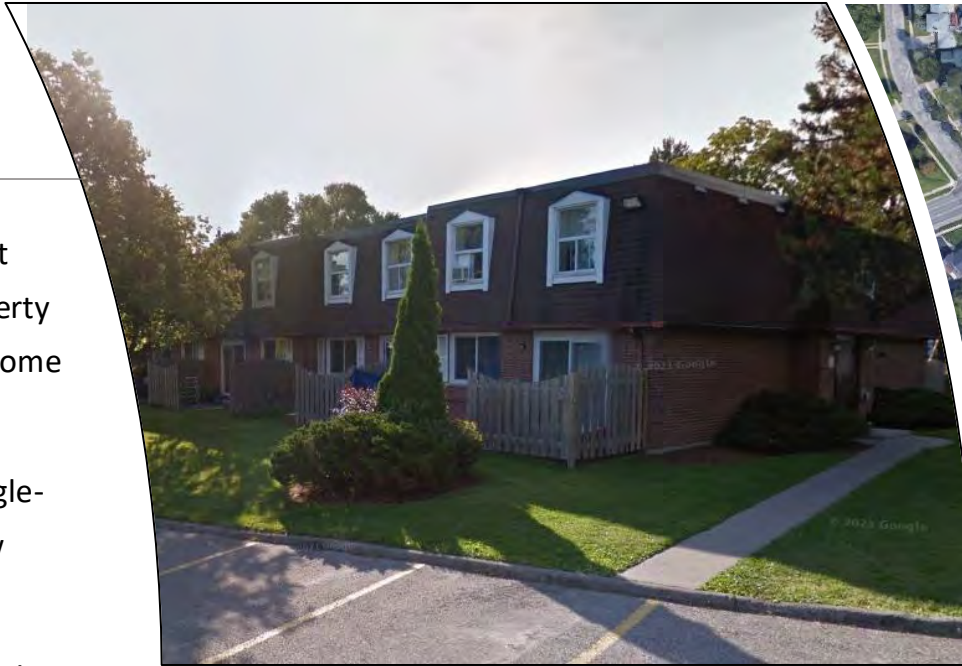
United Property Resource Corporation

STRICTLY CONFIDENTIAL

Site & Surrounding Area

Parkminster United Church is municipally located at 275 Erb Street East, in Waterloo, Ontario. The property is currently occupied by the Church structure and some surface parking.

- Surrounding the property is a predominately single-detached family homes and medium density row housing to the north
- The subject site is proximate to several amenities in the area including
 - Recreational facilities like Breithaupt Centre
 - Retail shops like Bridgeport Plaza, with stores including Sobeys, Shoppers Drug Mart and a Walmart Supercentre.
 - Lastly, the subject site is less than a 15 minute bike (10 minute drive) from the University of Waterloo, Laurier University and Conestoga College



Market Analysis

One of the newer actively renting townhouse project is located on the edge of Waterloo & Kitchener (374 Prospect Park). At the time there were six units available:

- Ranging in price from \$1,850 to \$2,150 per month for units between 850 square feet and 1,050 square feet. Also dependent on an upper or lower unit.
- All these rents are exclusive of utilities.
- Parking was an additional \$50 per month

Additional private leases include:

- 64 Prince Albert Boulevard, the 1,700 square foot 3-bedroom townhouse rented for \$2,750 per month.
- 465 Beechwood Place, the 1,160 square foot 3-bedroom townhouse rented for \$2,250, exclusive of hydro, per month.

There were several leases for apartment units across Waterloo, some noteworthy locations include:

- 55 Dunbar Road South, a new triplex with the 850 square foot top floor unit renting for \$2,095 per month exclusive of utilities
- 201 Saint Leger Street, a new four-storey apartment building has a 650 square foot one bedroom unit renting for \$1,725 per month exclusive of utilities and parking
- 157 Ahrens Apartments (managed by Onyx Property Group) has a 505 square foot one bedroom unit available for \$1,395 per month, exclusive of utilities. This unit does not include in suite laundry.



Draft Site Plan & Financials

The image to the right is a conceptual massing, the purpose of which is to understand the density that may be accommodated on the property. The design, location and placement of the units, right of way and parking stalls are subject to change. The conceptual drawing has the following features:

- 46 new dwelling units and the retention of the existing church building
 - There are 11 walk-up buildings (33 total units 3/floor) and 13 two-storey townhouses. Of these units which 14 would be “affordable” at the CMHC rental rates below and 32 market rate rental units. Based on CMHC’s Co-Investment model of 70% market and 30% affordable rental.
- Greenspace surrounding the development which be animated with some pathways and outdoor amenity space.
- The existing Church and surrounding greenspace can be retained.
- There are 40-50 parking spaces shown surrounding the Church and 50-60 parking stalls for residential uses.
- Affordable Rents range from \$888 to \$1,067 per month depending on the unit type, while market rents range from \$1,855 to \$2,150 per month.
 - Affordable units are rented at 79% of Median Market Rent as defined by CMHC for the local area

This development scenario would require at minimum a **Zoning By-law Amendment and a Site Plan Approval Application**.

Both the conceptual drawing and financial analysis are preliminary and subject to change based on surveys and further due diligence.



Draft Site Plan & Financials

The image to the right is a conceptual massing, the purpose of which is to understand the density that may be accommodated on the property. The design, location and placement of the units, right of way and parking stalls are subject to change. The conceptual drawing has the following features:

- 62 new dwelling units and the retention of a portion of the existing church building
 - There are 15 walk-up buildings (45 total units 3/floor) and 17 two-storey townhouses. Of these units which 20 would be “affordable” at the CMHC rental rates below and 42 market rate rental units. Based on CMHC’s Co-Investment model of 70% market and 30% affordable rental.
- Greenspace surrounding the development which be animated with some pathways and outdoor amenity space.
- A portion of the existing Church and surrounding greenspace can be retained.
- There are 30-40 parking spaces shown surrounding the Church and 60-70 parking stalls for residential uses.
- Affordable Rents range from \$888 to \$1,067 per month depending on the unit type, while market rents range from \$1,855 to \$2,150 per month.
 - Affordable units are rented at 79% of Median Market Rent as defined by CMHC for the local area

This development scenario would require at minimum a **Zoning By-law Amendment and a Site Plan Approval Application**.

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Example Renderings



Thank you!
Questions?

Appendix 2

Hello and Welcome Back to an in person social gathering you won't want to miss.

My name is Bruce Mutton, and I am a member at Parkminster United Church. Several months ago Parkminster applied for a "New Horizons for Seniors" grant to set up a Boccia League for our community. At this point we are restricting the leagues to adults however as we become established, we can look at teams of children and youth. COVID-19 has slowed the process down, however as our Province prepares to re-open, we are now in a position to offer our church as a location for an intramural Boccia League.

We are just asking churches to consider getting a Boccia team or teams together for some good old fashioned fun, Boccia style. Teams can be as small as 2 or as large as 4 per end. It is an indoor game with 4 lanes so we can accommodate several teams. We have also made allowances for those who need to sit to play as we have a ramp and some push sticks. This is a perfect way to come back to a group setting as COVID-19 has made it challenging to socialize. We recognize that some restrictions are still in place, so physical distancing and masking is required for the time being. Parkminster has also mandated that everyone who enters the building be fully vaccinated.

We are excited about this project, so we invite you to respond with your team and a contact person for your group. We will let you know when we are ready to begin the friendly competition. Remember it doesn't matter what the weather is like because this is an indoor game. So come join the fun and fellowship with Boccia and get a team together! Please reach out to me by email with your questions and contact names for your team. We would appreciate hearing from you by the end of February if you are interested or just curious. We hope to have the program up and running by April. On behalf of Parkminster United Church we look forward to your entry!

Bruce Mutton
mutton.bruce@gmail.com

Appendix 3a:
Parkminster United Church
Balance Sheet
As of January 31, 2022

	As of Jan. 31, 2022	Total As of Jan. 31, 2021 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
Chequing	43,465.00	63,177.26	-19,712.26
Savings	300,026.67	351,302.63	-51,275.96
Total Cash and Cash Equivalent	\$ 343,491.67	\$ 414,479.89	-\$ 70,988.22
Accounts Receivable (A/R)			
Accounts Receivable (A/R)	4,600.00	7,771.05	-3,171.05
Total Accounts Receivable (A/R)	\$ 4,600.00	\$ 7,771.05	-\$ 3,171.05
Prepaid expenses	0.00		0.00
Total Current Assets	\$ 348,091.67	\$ 422,250.94	-\$ 74,159.27
Total Assets	\$ 348,091.67	\$ 422,250.94	-\$ 74,159.27
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
Accounts Payable (A/P)	-0.80	0.00	-0.80
Total Accounts Payable (A/P)	-\$ 0.80	\$ 0.00	-\$ 0.80
Accrued expenses	0.00	0.00	0.00
Due to Benevolent Fund	4,472.02	6,075.87	-1,603.85
Due to Bocce League	21,707.40	23,308.00	-1,600.60
Due to Capital Fund	68,050.49	64,643.56	3,406.93
Due to CE Fund	7,091.00	6,587.00	504.00
Due to Endowment Fund	96.00	0.00	96.00
Due to Inclusive Fund	61.17		61.17
Due to iPad Grant	4,818.04		4,818.04
Due to Outreach Fund	0.00	0.00	0.00
Broadview	-5,022.00	-1,287.00	-3,735.00
Emmanuel Wayside Cafe	-2,100.00	-1,000.00	-1,100.00
Foodbank	0.00	0.00	0.00
General Outreach	19,781.03	14,085.51	5,695.52
Nicaragua	-1.25	69.75	-71.00
Outreach - other	300.00	0.00	300.00
Plett	-4,089.48	-2,059.48	-2,030.00
SHOW	-2,300.00		-2,300.00
YW Emergency Shelter	-3,750.00	-1,800.00	-1,950.00
Total Due to Outreach Fund	\$ 2,818.30	\$ 8,008.78	-\$ 5,190.48
Due to Refugee Funds			0.00
Due to refugee fund - Fadi	7,274.92	9,950.00	-2,675.08

Due to Refugee Fund - Siham	0.00	27,769.09	-27,769.09
Due to Refugee Support G5	2,451.50	7,245.00	-4,793.50
Due to refugees - RSC contingency	1,648.76	5,091.60	-3,442.84
Due to SAH Dabab	3,743.18	36,922.28	-33,179.10
Due to SAH Mhd Talal Arab	34,922.40	34,616.03	306.37
Due to SAH Mohamed Alshaar	36,100.29	35,783.83	316.46
Due to SAH Mohammed Al Adawi	33,457.24	33,163.95	293.29
Total Due to Refugee Funds	\$ 119,598.29	\$ 190,541.78	-\$ 70,943.49
Due to the Local Fund	3,175.02	6,965.50	-3,790.48
GST/HST Payable	0.00	0.00	0.00
HST Payable	-445.24	-2,328.31	1,883.07
Total Current Liabilities	\$ 231,441.69	\$ 303,802.18	-\$ 72,360.49
Total Liabilities	\$ 231,441.69	\$ 303,802.18	-\$ 72,360.49
Equity			
Opening Balance Equity	68,927.00	68,927.00	0.00
Retained Earnings	49,250.68	47,388.59	1,862.09
Profit for the year	-1,527.70	2,133.17	-3,660.87
Total Equity	\$ 116,649.98	\$ 118,448.76	-\$ 1,798.78
Total Liabilities and Equity	\$ 348,091.67	\$ 422,250.94	-\$ 74,159.27

Monday, Feb. 07, 2022 06:22:15 a.m. GMT-8 - Accrual Basis

Appendix 3b

Parkminster United Church

Profit and Loss

January 2022

	TOTAL		
	JAN. 2022	JAN. 2021 (PY)	CHANGE
INCOME			
Offerings			
Members	15,018.00	14,917.00	101.00
Assessment fees	120.00	90.00	30.00
Choral Scholar	500.00		500.00
Non-tax-receipt donations	11,097.43	8,399.22	2,698.21
Total Members	26,735.43	23,406.22	3,329.21
Non-members	200.00		200.00
Total Offerings	26,935.43	23,406.22	3,529.21
Other income			
Interest		30.48	-30.48
Miscellaneous income	0.00		0.00
Total Other income	0.00	30.48	-30.48
Rental Income		890.00	-890.00
Total Income	\$26,935.43	\$24,326.70	\$2,608.73
COST OF GOODS SOLD			
Cost of Goods Sold			
Event Expenses			
Funeral expense	0.00		0.00
Total Event Expenses	0.00		0.00
Total Cost of Goods Sold	0.00		0.00
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00
GROSS PROFIT	\$26,935.43	\$24,326.70	\$2,608.73
EXPENSES			
Facilities			
Building & Property Security		19.88	-19.88
Computer/Internet/Phone	152.94	27.06	125.88
Elevator	216.25		216.25
Gas	1,129.55		1,129.55
Hydro		226.04	-226.04
Repairs and Maintenance	1,013.42	1,425.56	-412.14
Water	696.36	458.88	237.48
Total Facilities	3,208.52	2,157.42	1,051.10
Ministry Expenses			
Minister Travel	20.52	31.08	-10.56
Ministry Expenses - Other	25.65		25.65
Worship		75.00	-75.00
Total Ministry Expenses	46.17	106.08	-59.91
Office & Administration			
Bank & Payroll Service Charges	127.13	114.23	12.90
Business licences & Permits	307.64	364.17	-56.53
Insurance		497.06	-497.06

Parkminster United Church

Profit and Loss

January 2022

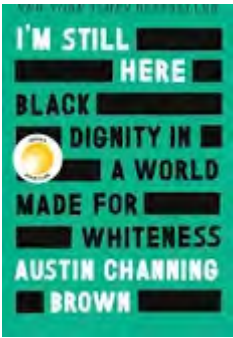
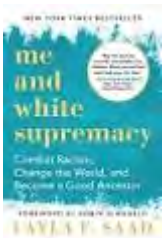


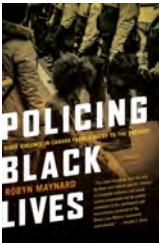
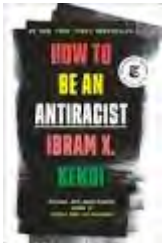


	TOTAL		
	JAN. 2022	JAN. 2021 (PY)	CHANGE
Office & Administration - other	32.74		32.74
Office Supplies, Postage etc.	27.16	404.34	-377.18
Printing & Reproduction	277.46	510.48	-233.02
Total Office & Administration	772.13	1,890.28	-1,118.15
Salaries & Benefits			
Employer paid benefits	4,865.50	4,497.70	367.80
Staff Allowances	181.65	141.34	40.31
Staff Salaries	19,389.16	18,971.76	417.40
Total Salaries & Benefits	24,436.31	23,610.80	825.51
Total Expenses	\$28,463.13	\$27,764.58	\$698.55
OTHER EXPENSES			
Government Wage Subsidy		-5,571.05	5,571.05
Total Other Expenses	\$0.00	\$ -5,571.05	\$5,571.05
PROFIT	\$ -1,527.70	\$2,133.17	\$ -3,660.87

Appendix 4a:

Worship Calendar

February 2022	
Sunday the 6 th	<p>Black History Month- Becoming An Anti-Racist Disciple—Rev. Paul Walfall (Day 1—https://united-church.ca/sites/default/files/2021-10/antiracism-40_day01.pdf, https://www.youtube.com/watch?v=WnaDCDM2ct4)</p> <ul style="list-style-type: none"> • Scripture: John 13: 31-35 (everyone will know you are my disciples if you love one another). The service will rely heavily on video excerpts of Rev. Walfall from his discussion with Adele Halliday. The reflection will focus on the compatibility of Christian faith and the anti-racist journey.
Sunday the 13 th	<p>Black History Month- Building Beloved Community—Dianne Hope (Day 5—https://united-church.ca/sites/default/files/2021-10/antiracism-40_day05.pdf)</p> <ul style="list-style-type: none"> • Sandi McMullen will speak on her anti-racist journey as a white parent raising a Black child. • Scripture: Matthew 15: 21-28 (Jesus' encounter with the Canaanite woman ("Yes, Lord, yet even the dogs eat the crumbs that fall from their masters' table.")). Focus on how Jesus' prejudices are exposed, he changes and the woman's life and her child's life is changed for the better. Focus from Dianne Hope on being called not just to oppose something but to build toward something, the beloved community.
Sunday the 20 th	<p>Black History Month- Racial Fatigue—Rev. Mitchell Anderson (Day 7—https://united-church.ca/sites/default/files/2021-10/antiracism-40_day07.pdf, https://www.youtube.com/watch?v=phrqAS1f6vl)</p> <ul style="list-style-type: none"> • Scripture: Various short snippets emphasizing rest and renewal as part of the life of faith. We'll look at racial fatigue from the perspective of racialized and non-racialized people. For racialized people it's about finding ways to deal with the impact of trauma and the energy required to just exist in a world designed by and for non-racialized people. For non racialized people it's about staying engaged when energy is hard to come by when people are overwhelmed by the enormity of the issue, by guilt, by fear of making mistakes, by unlearning and learning. It's about staying engaged when the temptation sometimes is to use white privilege to back away.
Tuesday the 27 th	<p>Black History Month— Concluding the 40 Days or Now What?—Adele Halliday (Day 40—https://united-church.ca/sites/default/files/2021-11/antiracism-40_day40.pdf)</p> <ul style="list-style-type: none"> • Scripture: Acts 2: 41-47 (The new community of believers is defined by new priorities and behaviours). Building on Adele Halliday's and Paul Walfall's writing the focus will be on anti-racism not as a destination or end point ("Hooray we've solved racism!") but rather as a new way of being in the world with others, about transformed relationships.

Appendix 4b: Books for Black History Month

Great Reading			
 <p>I'm Still Here: Black Dignity in a World Made for Whiteness by Austin Channing Brown</p>	 <p>Me and White Supremacy Book by Layla Saad</p>	 <p>Why I'm No Longer Talking to White People About Race Book by Reni Eddo-Lodge</p>	 <p>Waking Up White: And Finding Myself in the Story of Race Book by Debby Irving</p>
 <p>Policing Black Lives State Violence in Canada from Slavery to the Present <i>By Robyn Maynard</i></p>	 <p>How to Be an Antiracist Book by Ibram X. Kendi</p>	 <p>The Skin We're In Book by Desmond Cole</p>	 <p>So You Want to Talk About Race Book by Ijeoma Oluo</p>