



North Shore
UNITARIAN
CHURCH

*Belong with heart.
Thrive in spirit.
Act in service.*

370 Mathers Avenue
West Vancouver, BC V7S 1H3
Tel: 604.926.1621
Email: info@northshoreunitarians.ca
Website: northshoreunitarians.ca

Notice of Congregational Meeting Sunday, January 29, 2017

Time: 12:15 p.m.

Location: Church Sanctuary
370 Mathers Avenue
West Vancouver, BC

Purpose: To consider and vote on the matters listed in the enclosed or attached Agenda for the meeting, including, among other items:

- The annual budget for 2017
- Amendment of the Development Agreement with Darwin
- Revision of NSUC's Bylaws to comply with the New Societies Act
- Appointment of delegates to the CUC Annual General Meeting

Also enclosed or attached are the resolutions to be presented at the meeting, related explanatory materials, including the proposed 2017 budget, and a suggested form of proxy. Additional copies of the proposed 2017 budget will be made available at the meeting.

All members and friends may attend the meeting, but in accordance with the Church's Bylaws, only members in good standing for at least 90 days prior to January 29, 2017 may vote at the meeting. This means that you (and any member for whom you vote a proxy) have signed the membership book before October 31, 2016 and made a contribution of record for the current year or a pledge to do so.

Please print and/or bring with you the agenda, draft 2017 budget, proposed revised Bylaws, language of the resolutions, proxy form or other documents if you wish to have them at the meeting. Although a limited number of these will be available at the meeting, your co-operation in this matter will help reduce printing costs.

Sandwiches will be offered for sale and childcare can be provided (if you require childcare, please call Lynn Sabourin at 604-926-1621 or email her at lsabourin@northshoreunitarians.ca).

On behalf of the Board of Trustees,
Beverly Grice, Secretary



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Congregational Meeting Sunday, January 29, 2017

Agenda

1. Chalice lighting
2. Call to order; verify quorum
3. Approve agenda
4. Approve minutes of the May 29, 2016 Annual General Meeting.
5. CUC Delegates 2017
6. Extension of "Initial Development Period" under the Development Agreement with Darwin
7. Annual Budget for 2017
8. Revision of NSUC Bylaws
9. Chalice extinguishing and adjournment



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Congregational Meeting Sunday, January 29, 2017

Proposed Resolutions

Approve minutes of May 29, 2016 Annual General Meeting:

“**RESOLVED**, that the minutes of the May 29, 2016 Annual General Meeting, as presented at the meeting, be approved.”

Appointment of CUC Delegates 2017:

“**RESOLVED**, that the members of the North Shore Unitarian Church hereby appoint, as delegates of NSUC to the Annual General Meeting of the CUC in May of 2017, the candidates recommended to the congregation at the meeting.”

Amendment of Development Agreement with Darwin to Extend Initial Development Period [Requires 66 ²/₃% majority vote]:

“**RESOLVED**, that the Members of North Shore Unitarian Church hereby authorize an amendment to the Amended and Restated Development Agreement, dated February 1, 2014, with Darwin Properties Ltd. (the “Development Agreement”), as amended, to extend until December 31, 2017, the Initial Development Period, as defined in section 1.1(m) of the Development Agreement; and

FURTHER RESOLVED, that the President or any Vice President of the church is authorized to execute and deliver the amendment agreement or other legal document necessary or advisable to carry out the foregoing amendment to the Development Agreement.”

Annual Budget for 2016:

“**RESOLVED**, that the members of the North Shore Unitarian Church hereby approve the 2017 Budget as presented by the Treasurer at the Meeting.”

Revised NSUC Bylaws [Requires 66 ²/₃% majority vote]:

“**RESOLVED**, that the members of the North Shore Unitarian Church hereby approve and adopt the Amended Bylaws dated January 29, 2017.”



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**Draft Minutes of NSUC
Annual General Meeting
Sunday, May 29, 2016 at 12:15 pm
NSUC Sanctuary**

- 1. Chalice lighting** was done by Interim Minister the Rev. Fran Dearman.
- 2. Call to order** at 12:20 and quorum verified with 51 present and 13 proxies.
- 3. Agenda approval**
M/S Pat Brand/ Gordon Latter Approved
- 4. Approval of Minutes from May 1, 2016 Special General Meeting**
RESOLVED, that the Minutes of the Congregational Meeting held on May 1, 2016, be approved as presented.
M/S Brain Welwood/ John Slattery Approved
- 5. Moment of Silence in memory of those who have passed away since our last AGM.**
Reverend Fran Dearman led us in a moment of silence to recognize those who have passed away this past year:
 - Mary Epps
 - Dorothy Beck
 - Shirley Carter
 - Isabel Ennis
 - Lorraine Bates
- 6. Treasurer's Report and appointment of auditors: Wayne Hanna**
Wayne presented a synopsis of the audited financial reports that were circulated to all members.
RESOLVED, that the audited financial reports circulated to all members be accepted.
M/S Wayne Hanna/ Roy Brand Approved
RESOLVED, that the congregation of NSUC authorizes the Board of Trustees and its officers to appoint Culver & Co. Chartered Accountants as auditors for the 2016 fiscal year.
M/S Wayne Hanna/ Maurice Gibbons Approved
- 7. Mid Year Canvass: Wayne Hanna**
Wayne reported that we are on course but there is still a predicted significant deficit because of extra expenses and no government grant. The deficit is as expected from the budget we approved

in January. We discussed having a 1-week mini canvass and agreed that the canvass committee will help with this during the month of June. Wayne thanked the congregation for their feedback.

8. Re-appointment of lay chaplains: Karen Epp, Chair of the Lay Chaplain Committee

Our current lay chaplains are Barbara Moore (whose 6 year term finishes next year) and Lindsay Hindle.

RESOLVED, that the congregation of NSUC, on advice from the Lay Chaplaincy Committee, re-affirms Barbara Moore and Lindsay Hindle as Lay Chaplains until our next AGM.

M/S Alice McSherry/ Jasha Ramsay-Latter Approved

9. Update from New Building Task Force: John Biasucci

Since the rezoning of our property in November, the committee has been working with the developer to look at new properties. There are two properties under active review but John is not able to discuss specifics until there is more certainty about a potential deal. John described the next steps as stated in our contract with Darwin Construction: first, the congregation must approve the site location and schematic configuration for the new building; second, the congregation must approve the details of the new building; thirdly, the congregation needs to approve the go ahead for the construction. Then Darwin has 18 months to complete any construction. This process is expected to take 2-3 years before we will be moving.

10. Outgoing President's Address: Leslie Gibbons

Leslie gave her address expressing her thanks for all the years of service on the Board and looking to the future.

11. Election of Officers, Trustees and Member of Nominating Committee: Karen Epp

Karen presented the report of the nominating committee. This year they also assisted with finding chairpersons for the following committees:

Act in Service Committee: Pat Meyer

Membership Committee: Sue and Barry Forbes will co-chair this committee

Social Responsibility Committee: Erin McNeill and Jacky Coates will co-chair this committee

Regarding Election of 2016/2017 Officers and Board Members

“RESOLVED, that the following slate of candidates presented by the Nominating Committee be elected as the Officers and Trustees of the NSUC for 2016-2017:

President (1-year term) John Biasucci

Vice President Congregational (1-year term) Marcia Stephenson

Vice President Denominational (1-year term) Elaine Duvall

Secretary (1-year term) Beverly Grice

Treasurer (1-year term) Wayne Hanna

Member at Large (2-year term) Lindsay Hindle

Member at Large (2-year term) John Duffy

Member at Large (2nd year of 2 year term) Tricia Edgar

Member at Large (2nd year of 2 year term) Lesley Giroday

M by Karen Epp Approved

Regarding the Nominating Committee: RESOLVED, that Kay Welwood be approved as a member (2-year term) of the Nominating Committee for 2016-2017. Also on the 2016-2017 Nominating

Committee will be Nominating Committee Chair (2nd year of 2-year term) Karen Epp and Nominating Committee Member (Past President) Leslie Gibbons

M by Karen Epp Approved

12. Incoming President's Address

John Biasucci gave us an overview of his perspective of the coming year starting with preparing to welcome our new co-ministers and hopefully planning for the new building in addition to our work on the task force for the future. Gifts of appreciation for their contributions to the board of trustees were given to Malcolm Mallory, Pat Meyer and Leslie Gibbons. John also reminded us it was very important to make time to enjoy being together.

13. Other Business

John announced that Rev. Emily and Marcus Hartlief are expecting to be in town by mid-July and ready to start work on August 1, 2016.

14. Rev. Fran extinguished the chalice

15. Meeting adjourned at 1:40 p.m.



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Memorandum

To: NSUC Congregation
From: New Building Task Force
Date: January 9, 2017
Re: Need for extension of “Initial Development Period” under the Development Agreement with Darwin

Background

Just over a year ago, the District of West Vancouver Council approved, at long last, the rezoning of our Mathers Avenue property to permit our development partner, Darwin Properties Ltd., to develop the property for multifamily housing. Achieving that rezoning was a vital step toward our long-term dream of moving from Mathers Avenue to a newly built church building on a new site elsewhere on the North Shore.

Since the rezoning was approved, NSUC, through the New Building Task Force, and Darwin have been actively searching on the North Shore for a new site on which to build our new church building. Finding the right site is the next vital step, of course, toward accomplishing our long-term dream.

During the first 8 months of 2016 we and Darwin investigated many possible leads on potential building sites, but were unable to find any that we felt was right for us and that we could afford – although we did look in depth at one site we particularly liked, and explored it as a possibility with the site owner, planning officials, and other stakeholders. Unfortunately, we eventually concluded that acquisition of that particular site would be extremely complicated, not likely to happen for years, and not worth pursuing further.

Then in late August Darwin made us aware of a major transaction in which it will be acquiring and developing land on the North Shore a part of which might well be an excellent site on which to build our new church. Because Darwin is still in the midst of making this major transaction happen – including confidential negotiations with major stakeholders and interested parties – we cannot yet provide the Board or the congregation with any details about the land or other parties involved. It is also too early in the process for us to have worked out with Darwin the details about what portion of the land we would acquire and on what terms, or to do any preliminary design work on the building we would put on it.

We are hopeful, however, that by the spring of 2017 Darwin will have made enough progress on this major acquisition and development project so that we can share details about it with the Board, and that later in the year we can work out with Darwin a proposal to take to the Board for acquiring a part of the land, and building our new building on it. Any such proposal, of course, would be subject to approval by the congregation.

Need for Extension of Initial Development Period

Under our development arrangement with Darwin, time limits are set by which certain development milestones must be reached in order for the arrangement to continue unless extended by mutual agreement. In particular, the arrangement specifies an “Initial Development Period” by which NSUC and Darwin must accomplish the following major things:

1. Selection of a new site for the new building
2. Preliminary design of the new building
3. NSUC congregational approval of the site selection and preliminary design
4. Rezoning of the new church site if necessary
5. Agreement on construction budget, plans and specifications, and construction contract for the new building
6. NSUC congregational approval of the final design and authorization to enter into the construction contract with Darwin

To help the Board and the congregation keep track of the project and stay in the decision making loop, the Initial Development Period has always been kept short and set on an annual cycle. At last year’s congregational budget meeting, which was held on January 31, 2016, the congregation approved an Initial Development Period that ends December 31, 2016. This gave Darwin and NSUC a year to accomplish items 1 through 6. As stated in the Board’s memorandum to the congregation at the time, however, it was understood that December 31, 2016:

“will be a realistic target date only if all goes smoothly and quickly, and if rezoning of the new church site (item 4) is not necessary. It will probably not be realistic if items take longer than anticipated, or if rezoning of the new site is necessary. In such event a further extension would be needed.”

Because of the difficulty we have had in finding a suitable site at a suitable cost on the North Shore, this target date has turned out to be not realistic, and a further extension is needed.

The New Building Task Force continues to be satisfied with Darwin’s level of commitment and effort to help NSUC succeed in our long-term project of finding a new site and building a new building. We are also hopeful that the new major project of land acquisition and development, mentioned above, that Darwin is undertaking will result in a good site for us on which we can build our new church. The Task Force therefore recommends that the congregation extend the Initial Development Period for another year – that is, to December 31, 2017. At its December Board meeting, the Board agreed with the Task Force and recommended that the congregation adopt the following resolution at its January 29 congregational meeting:

PROPOSED CONGREGATIONAL RESOLUTION EXTENDING THE INITIAL DEVELOPMENT PERIOD UNTIL DECEMBER 31, 2017

RESOLVED, that the Members of North Shore Unitarian Church hereby authorize an amendment to the Amended and Restated Development Agreement, dated February 1, 2014, with Darwin Properties Ltd. (the “Development Agreement”), as amended, to extend until December 31, 2017, the Initial Development Period, as defined in section 1.1(m) of the Development Agreement; and

FURTHER RESOLVED, that the President or any Vice President of the church is authorized to execute and deliver the amendment agreement or other legal document necessary or advisable to carry out the foregoing amendment to the Development Agreement.



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Memorandum

To: NSUC Congregation
From: Lesley Giroday, Chair
Board Bylaw Subcommittee

Date: January 9, 2017
Re: Proposed Changes to NSUC Bylaws

Introduction

On November 28, 2016, a new Societies Act came into force in British Columbia. The old Act was almost 40 years old and needed modernizing to reflect the broad purposes and mandates of current societies. The new Act modernizes society governance and provides flexibility for societies while ensuring transparency and accountability for members and the public, particularly for those societies that receive public funds to operate.

Compliance with the new Act requires some changes to NSUC's bylaws. Making these required changes presented an opportunity to make both these and other changes to update and improve our bylaws. Attached to this memo are two versions of NSUC's proposed revised bylaws, one in track changes so that you can see the recommended revisions to the bylaws, and one clean version for ease of reading. Also attached is the proposed special resolution approving the revised bylaws that members will be asked to vote on at our January 29th General Meeting.

Bylaw Revision Process

The Board appointed an ad-hoc Bylaw Subcommittee last year to review the new Societies Act and determine what NSUC needed to do to be compliant with the new Act. Compliance primarily requires changes to our existing bylaws, but also includes one revision to our constitution and transitioning to the new Act under the provincial government's new electronic records and reporting system after the new bylaws are approved by our members. The Subcommittee (Lesley Giroday, John Biasucci, Wayne Hannah, Michael Watson) reviewed the new Act and several primers on the Act prepared by various interest groups, attended workshops on the new Act, met several times to discuss and draft proposed changes to NSUC's bylaws, and exchanged several drafts of the bylaws as they were revised.

The Board, at their December meeting, approved in principle the attached revised bylaws recommended by the Subcommittee, subject to such further revisions as the Subcommittee might recommend based on member input. The Board also directed the Subcommittee to prepare a mail-out on the revisions for members to review in preparation for both the January 22nd Town Hall meeting which will provide an opportunity for interested members to discuss and ask questions about the revised bylaws, and the vote to approve the revised bylaws at the January 29th General Meeting. This

memo and the attached bylaws constitute the mail-out for member review. John Biasucci also provided information to members on the proposed bylaw changes in his President's report in NSUC's January 2017 newsletter.

The Subcommittee welcomes your comments and questions on the proposed changes to the bylaws at the January 22nd Town Hall meeting. If necessary, further changes may be made to the bylaws based on comments received at that meeting. A final version of the proposed revised bylaws will then be prepared for consideration and approval by members attending the General Meeting. It is important to note that the vote approving the revised bylaws will be by special resolution. While our existing bylaws call for a 75% vote to amend the bylaws, the vote at the January 29th General Meeting can only require a 66% vote. This is because the new Act, which is now in force, trumps our bylaws and requires only a 66% vote for a special resolution. As a result, our January vote must be consistent with the new Act's requirements.

Below is summary information on the revisions to the bylaws recommended by the Subcommittee. All of these will be reviewed at the Town Hall meeting and discussed as necessary at the General Meeting.

Proposed Revisions (all section references in this memo are to the revised version of the bylaws)

A. Changes required by the new Act

1. **Section 2.3(a):** Eliminating the provision requiring membership for a year to vote on real estate and dissolution matters.
2. **Section 3.4:** Confirming that the appointment of a proxy holder for voting at General Meetings of members must be in writing.
3. **Section 3.5:** To avoid the implications of allowing members to participate in General Meetings by phone or other communications medium (eg. having to provide the technical support necessary for this to occur, unfair for those who cannot participate in this way), restricting participation to attendance at meetings or by written proxy.
4. **Section 3.6(a):** Revisions noting that the text of any special resolutions that will be put forward at General Meetings must be provided with the notice of the meetings.
5. **Section 5.13:** Limiting the access of members to Board records of in-camera meetings due to the sensitive nature of these discussions (eg. re employee performance evaluations).
6. **Section 5.14:** Providing indemnities (and the insurance to cover this) for Trustees and Ministers who, in the course of their work, attract liability, subject to the limitations set out in the Act.
7. **Section 5.15:** Setting out the process which Trustees and Ministers must follow to avoid conflicts of interest.
8. **Section 16.1:** Clarifying that the Minister is an advisor to the Board and setting out that the Minister is a senior manager within the meaning of the Act.
9. **Section 10.2:** Requiring the Nominating Committee to obtain the written consent of all nominees seeking election to the Board.
10. **Section 18.1:** Article 18 regarding "location" must appear in our bylaws as it has been removed from NSUC's constitution, consistent with the requirements of the new Act, and must now appear in its original form in our bylaws. We have been informed our application to transition to a society under the new Act will be rejected unless this clause appears exactly as it is in our new bylaws.

B. Changes encouraged/enabled by the new Act

1. **Section 3.6(a):** Adopting a reduced time for providing notice of General Meetings to members.
2. **Section 3.7:** Including email as an allowable form of providing notice of General Meetings to members.
3. **Section 5.9(b):** Enabling the Board to conduct meetings by phone or other communications medium.

C. Changes to make bylaws easier to read and use

1. **Table of contents:** Adding a table of contents (page 1).
2. **Definitions:** Adding a definitions section to the bylaws (section 1.1) and using the defined terms therein throughout the bylaws (eg. Annual Meeting is changed to AGM).
3. **Subheadings:** Adding sub-headings throughout the bylaws enabling members to access relevant information easily (eg. Qualifications sub-heading for section 2.2).
4. **Moving and regrouping:** Moving some sections to different places in the bylaws so that sections dealing with similar matters are grouped together (eg. 2.3(b) re voting members, section 3.1(b) re AGMs, and the sections on Chaplains now follows the sections on the Minister).

D. Changes made to update the bylaws

1. **Special Resolution definition:** NSUC's current bylaws refer to special resolutions (with no definition as to the required threshold for that vote) and to votes requiring 66% and 75% support. The revised bylaws define a Special Resolution as requiring at least 66% of the votes.
2. **Section 2.2(a)(iii):** The words "and Covenant" have been deleted because NSUC does not currently have a general Covenant.
3. **Section 2.4:** Clarifying the process regarding the Board's discretion to terminate membership if the relevant member has not made a contribution to cover CUC denominational dues by revising and updating the language in section 2.4 (eg. there is no minimum contribution set by the Board annually and there are currently no direct newsletter costs).
4. **Section 3.2:** Deleting language in section 3.2 to reflect that business other than that set out in the meeting notice may be discussed at meetings of the members.
5. **E.g., Sections 5.3(a), 5.4 & 5.5:** Updating sections to clarify and better reflect current Board practices.
6. **Section 6.2:** Consistent with current practice, enabling the Nominating Committee to fill vacancies that may arise on a Ministerial Search Committee.
7. **Section 11.1:** Removing a lengthy section on organizations that might seek to be affiliated with NSUC and replacing it with much simpler language enabling these affiliations should the need arise.
8. **Section 12.1:** Removing a reference to the UUA as NSUC is no longer a member of that organization as we don't qualify.

The Board Bylaw Subcommittee looks forward to a discussion with members on these proposed changes to NSUC's bylaws.

Thank you.



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Proposed New Bylaws (Clean Version)

(Revised January 29, 2017)

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ARTICLE 1 INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires:

- (a) “Act” means the Societies Act of British Columbia;
- (b) “AGM” means the Annual General Meeting of the Members of the Church;
- (c) “Board” means the Board of Trustees;
- (d) “Church” means the North Shore Unitarian Church;
- (e) “Committees” means any and all committees, task forces, teams, working groups or other such entities which undertake the work of the Church;
- (f) “Day” means a calendar day unless otherwise noted;
- (g) “General Meeting” means a general meeting of the Members of the Church;
- (h) “Member” means a person who becomes and remains a Member of the Church in accordance with section 2.2;

- (i) "Member in Good Standing" means a Member of the Church who has the right to vote under section 2.3(a);
- (j) "Membership Book" means the register of those persons who have become Members of the Church by signing the Membership Book;
- (k) "Minister" means either Minister or Co-Ministers;
- (l) "Ordinary Resolution" means a resolution passed at a General Meeting by a simple majority of the votes cast by the voting Members, whether cast in person or by proxy;
- (m) "Special Resolution" means a resolution passed at a General Meeting by at least 2/3rds of the votes cast by the voting Members, whether cast in person or by proxy;
- (n) "Trustees" means the Directors within the meaning of the Act.

ARTICLE 2 MEMBERSHIP

2.1 The Members of the Church are the applicants for incorporation of the Society, and those persons who subsequently have become Members, in accordance with the Bylaws in effect at the time, and who, in either case, have not ceased to be Members.

Qualifications

2.2 Procedures for becoming a Member of the Church are:

- (a) Any person 16 years of age or over who -
 - (i) is in general agreement with the aims and objectives of the Church;
 - (ii) has had opportunities to become familiar with the Constitution and Bylaws and current Mission of the Church; and
 - (iii) is aware of the responsibility of each Member to support the Church financially;
 may become a Member by signing the Membership Book in the presence of a member of the Board or a Minister of the Church.
- (b) A former Member who, in writing, requests restoration of membership, may be readmitted by vote of the Board upon evidence that a financial contribution has been made by the applicant, who shall not be required to sign the Membership Book again.

Voting Rights

- 2.3 (a) A Member is in good standing for the privilege of voting at General Meetings, if he/she has been a Member for 90 days prior to the meeting and has made a contribution of record to the current year's operating fund or has submitted to the Treasurer by way of a pledge an intention to make such a contribution.
- (b) Members of the Church for the purposes of any census of the congregation shall be deemed to be only those persons who qualify as voting Members at June 30 in each year.

Minimum Contribution to Maintain Membership

- 2.4 (a) Any Member who has not, by the end of the fiscal year, made a contribution of record of the minimum contribution necessary to cover the cost of denominational dues, may be notified that if a minimum contribution is not received within 60 days, the Board may, at its discretion, terminate membership, in which event, such person shall cease to be a Member.

Expulsion

2.5 A Member may be expelled by a Special Resolution passed at a General Meeting. The notice calling the meeting shall be accompanied by a brief statement of the reason or reasons for expulsion. The person who is the subject of the resolution shall be given an opportunity to be heard at the General Meeting before the Special Resolution is put to a vote. A person expelled pursuant to this section may not be readmitted to membership except by a Special Resolution of the Members.

Termination

2.6 Membership in the Church shall terminate:

- (a) upon the death of the Member,
- (b) when a Member resigns by notice in writing to the Board,
- (c) when Membership is terminated pursuant to Section 2.4 above, or
- (d) when a Member is expelled pursuant to Section 2.5 above.

ARTICLE 3 MEETINGS

Annual General Meeting

- 3.1 (a) The AGM of the Members of the Church shall be held in the North Shore area each year, in the month of May or June, at such hour, day and place as is designated by the Board.
- (b) The annual report of the President, the financial statements and the report of the Treasurer shall be presented to the Members at the AGM.

General Meeting

3.2 General Meetings of the Members may be called at any time by resolution of the Board, and it shall be the duty of the Board to call a General Meeting of the Members forthwith upon receiving a written petition signed by 10% of the voting Members. All General Meetings shall be held in the North Shore area.

Quorum

3.3 For the transaction of business at all General Meetings of the Members, a quorum shall consist of ten percent of the Members eligible to vote, but never less than three persons.

Voting

3.4 Each Member shall have one vote and votes shall be cast either in person or by proxy. No person present may cast more than one proxy vote and no person shall be entitled to vote as a proxy unless qualified by membership to vote at such meeting. The appointment of a proxy holder must be in writing.

No Participation by Electronic Means

3.5 No Member may participate in a General Meeting by telephone or other communications medium.

Meeting Notice

3.6 (a) At least seven days' notice of all General Meetings shall be given by sending to each Member notice in accordance with section 3.7, such notice to include the hour, date and place of such meeting and the purpose for which it is to be held, including, in the case of Special Resolutions to be submitted to the meeting, the text of the Special Resolution and, in the case of any Ordinary Resolutions, the substance of any Ordinary Resolution to be presented. Where several Members in a single family reside together, one notice sent to their common address shall satisfy the requirement of notice to each, unless a

written request for an individual notice has, before the date notice was sent, been filed with the Secretary.

- (b) The notices of the AGM shall be accompanied by the report of the Nominating Committee.
- (c) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any Member shall not invalidate the proceedings at any meeting. The chairperson of the meeting shall determine whether any omission to give notice is accidental.

Notices to Members

3.7 Notices, including written notices required to be given to any Member under these Bylaws or the Act, may be given personally, or be sent by mail to the Member's address on the records of the Church, or by fax to the Member's fax number on the records of the Church, or by email to the Member's email address on the records of the Church. A notice sent by mail is deemed to have been given on the second day (other than a weekend or holiday) following the day on which the notice is deposited for mailing with Canada Post.

Presiding Officer

3.8 If the President and Vice Presidents of the Board are not in attendance at a General Meeting, a presiding officer shall be elected at the meeting to preside at the meeting.

ARTICLE 4 OFFICERS

4.1 The Officers shall consist of a President, a Vice President Congregational, a Vice President Denominational, a Secretary and a Treasurer. They shall hold office for one year and until their successors have been elected at the next following AGM. The Officers shall be eligible for re-election.

The President

4.2 The President shall preside at meetings of the Board and of the Members and shall work for the progress of the Church in all its objectives. The President shall have also such other duties as are usually performed by a president, or as may be assigned by the Board or the Members.

The Vice Presidents

4.3 The Vice President Congregational shall preside at all meetings of the Board and General Meetings in the absence of the President and shall assume such other duties as the President shall delegate. The Vice President Denominational shall preside at all meetings of the Board and General Meetings in the absence of the President and the Vice President Congregational and shall assume such other duties as the President shall delegate.

The Secretary

4.4 The Secretary shall be responsible for the keeping of accurate minutes of all meetings of the Members and of the Board, shall ensure notices of General Meetings are sent as directed by the Board, receive and reply to correspondence as directed by the Board, maintain an accurate list of Members of the Church qualified to vote, and shall perform such other duties as may be prescribed by the Board. The Secretary shall have charge of all records, documents and papers belonging to the Church, except the financial records.

The Treasurer

4.5 The Treasurer shall have charge of all monies received by the Church, and shall be responsible for disbursement of funds to the satisfaction of the Board under its direct approval or that of persons designated by the Board for specific purposes, who shall be responsible to the Board for disbursements approved by them. The Treasurer shall have custody of the financial records, including receipts, disbursements, and ledger accounts. The Treasurer shall present a written financial report to each regular meeting of the Board, and after the end of each fiscal year shall prepare a statement duly audited for submission to the AGM.

ARTICLE 5 BOARD OF TRUSTEES

- 5.1 The Board shall consist of the Officers and four Trustees-at-Large, each of whom shall have been a Member in Good Standing of the Church for a period of at least six calendar months prior to the date of election.

The Trustees-at-Large

- 5.2 At each AGM, two Trustees-at-Large, other than Officers, shall be elected to the Board for a term of two years. No Trustee, other than Officers, shall be a member of the Board for more than four consecutive years, but may be re-elected after the expiration of two years.

Replacing a Trustee

- 5.3 (a) In the event of the death or resignation of a Trustee, or the failure of a Trustee to remain a Member in Good Standing, or in the event a Trustee is unable to or fails to act for a continuous period of three months without excused absence, the Board shall have the power to declare the position vacant. The Nominating Committee shall then be requested to submit the names of candidates from whom the Board shall appoint a successor for the vacant position until the next AGM, when a successor shall be elected by the members to serve the unexpired portion of the term, if any.
- (b) Members of the Board may be removed by a Special Resolution of the Members who may elect a successor to complete the unexpired portion of the term of the outgoing member of the Board.

Duties and Powers

- 5.4 The Board shall manage, or supervise the management of the activities and affairs of the Church. Without limiting the generality of the foregoing, the Board is responsible for all matters of governance, management, administration, employment, and operations of the Church, and shall have general charge of the Church properties and the conduct of all its business affairs. The Board may delegate to the Minister such duties and powers of the Board as it deems necessary or advisable.
- 5.5 The Board shall have the power to adopt investment policies and guidelines pursuant to which the funds of the Church may be invested.

Borrowing Powers and Limitations

- 5.6 The Board may at any time raise or borrow or otherwise obtain or secure any sum or sums of money for the purposes of the Church, subject to the provisions of the Act, and may authorize such officers as they may designate to execute any mortgage or bill of sale, promissory note, bill of exchange, or other negotiable instrument or other security, whether on real or personal property of the Church and to sign, seal and deliver the same. In the case of any amounts in excess of five thousand dollars (\$5,000.00), prior approval of such borrowing shall be required from a General Meeting of the Members.

Purchase or Sale of Real Property

- 5.7 A purchase or sale of real property by the Church shall not be completed by the Board without the prior approval of the Members by Special Resolution.

Use of Buildings and Facilities

- 5.8 The Board shall have sole power to grant the use of buildings or facilities of the Church to persons or organizations not affiliated with the Church, and to lay down conditions governing such use.

Board Meetings

- 5.9 Meetings of the Board shall be held as follows:
- (a) One regular monthly meeting, except in July and August, and additional meetings as may be required;

- (b) A meeting, including a meeting conducted by telephone or other communications medium, may be convened at any time by the President, upon forty-eight hours' notice to all members of the Board, and shall be so called upon the written request of any three Officers or Trustees-at-Large. The Trustees may, by unanimous consent in writing given before, during or after a meeting of the Board, waive or reduce the period of notice required for such meeting. Notwithstanding the foregoing, in the event of an emergency that threatens physical injury to persons or property, an emergency meeting of the Board may be convened by the President on such shorter notice as the President deems appropriate in the circumstances, provided a reasonable effort is made to notify all members of the Board of such a meeting; and
- (c) A majority of the Board shall constitute a quorum at any meeting.

No Remuneration

5.10 No Officer or Trustee-at-Large shall be entitled to any remuneration in respect of work done in this capacity.

Participation of Minister and Employees

5.11 The Minister, and such other persons in the employ of the Church as the Board may determine, shall be entitled to participate in all meetings of the Board, but the President shall have the right to request their absence from meetings at such times as matters affecting their position are under discussion.

Resolutions by Unanimous Consent

5.12 A resolution consented to in writing, whether by document, fax, email or any other method of transmitting legibly recorded messages, by all voting members of the Board, is as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted. Such consent resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing.

Board Records

5.13 The records of the Board, including minutes of Board meetings and Board resolutions, will be made available to Members for review, except for those records associated with in-camera meetings of the Board as these meetings deal with sensitive issues such as employee performance evaluation or legal matters.

Indemnities of Trustees and Minister

- 5.14 (a) Subject to the provisions of the Act, the Church shall indemnify any member of the Board and the Minister against any liability asserted against such person and incurred in the course and scope of his or her duties or functions within the Church to the extent permitted by the Act.
- (b) The Congregation shall maintain insurance for Trustees and the Minister as appropriate.

Duty to Avoid Conflict of Interest

5.15 Trustees and the Minister shall avoid conflicts of interest. A conflict of interest arises when a Trustee or the Minister has a direct or indirect material interest in the result of a decision made by the Board or the Church. In the case of a conflict of interest, a Trustee and the Minister must fully and promptly disclose the nature and extent of his/her interest, abstain from voting on the decision, and leave any meetings where the relevant decision is discussed or voted on, and refrain from any action intended to influence the discussion or vote. This disclosure must be evidenced in the minutes of the meeting.

ARTICLE 6 MINISTER

Duties

6.1 The duties of the Minister shall be as prescribed by the Board, and agreed to by the Minister in writing. In general the Minister shall provide overall religious and spiritual leadership and guidance in accordance with the established purposes of the Church, and supervise the staff. The Minister shall be guaranteed freedom of the pulpit. The Minister is an ex officio and non-voting advisor to the Board, and, unless otherwise provided by the Board, of all Committees other than the Nominating Committee and the Ministerial Search Committee. The Minister shall supervise the Committees directly related to his or her responsibility for religious and spiritual leadership and guidance. The Minister will be employed under written contract which clearly stipulates the duties, compensation and other conditions of employment. The Minister is a senior manager within the meaning of the Act.

Ministerial Search Committee

6.2 Upon notification of an immediate or future vacancy of the ministerial office, a Ministerial Search Committee shall be established to carry out the task of finding suitable candidates to recommend to the congregation. The Committee shall consist initially of seven Members elected by the congregation at the AGM or a General Meeting of the congregation. Nominations for membership on the Ministerial Search Committee shall be made by the Nominating Committee in accordance with Article 10. If vacancies on the Committee occur due to the resignation or other inability of a member to continue serving, such vacancies may be filled, at the request of the remaining members of the Committee, by new members elected by the congregation from candidates nominated by the Nominating Committee.

Approving a Candidate for Minister

6.3 After a Ministerial Search Committee has recommended a candidate, a General Meeting shall be called for the purpose of considering:

- (a) the desirability of the candidate, and
- (b) the general terms of the proposed agreement with the Minister.

A Special Resolution is required for approval of the candidate and the general terms of the proposed agreement.

Resignation

6.4 The Minister shall give at least 90 days' notice of resignation.

Dismissal

6.5 The Minister may be dismissed by a Special Resolution passed at a General Meeting, and in this event the Minister's salary shall be continued at the level immediately preceding such vote for three months thereafter.

Reporting to AGM and Board

6.6 It shall be the duty of the Minister to make a full report to the AGM and to bring to the attention of the Board any matters which seem pertinent to the general welfare of the Church, together with such recommendations as may seem proper to the Minister, but the final decision in matters of policy and procedure shall remain with the Board or a properly called General Meeting.

Interim Ministers

6.7 During any period in which the position of Minister is vacant, the Church may from time to time hire one or more Interim Ministers to minister to the congregation during the vacancy period. Interim Ministers shall be hired by the Board on behalf of the congregation, from candidates recommended to the Board by an Interim Minister Search Committee or task force appointed by the Board for that purpose. Each Interim Minister may be hired for one or more terms, provided the total term of service by such Interim Minister does not exceed two years.

ARTICLE 7 CHAPLAINS

- 7.1 The Church may elect one or more chaplains for the purpose of officiating at weddings, funerals, memorial services, infant naming and dedications and other rites of passage.
- 7.2 Chaplains shall be elected at a General Meeting for a period of one year. They shall be eligible for re-election but the total years of appointment of any one person as a Chaplain shall not exceed the maximum number of years set by the Canadian Unitarian Council.
- 7.3 In the event a Chaplain resigns or is unable to continue as a Chaplain, the Board may appoint a Chaplain to fill such vacancy. Such appointment shall be effective until the next General Meeting and the Chaplain so appointed shall be eligible for election at such meeting.
- 7.4 A Chaplain must have been a Member of the Church for a period of at least six months prior to election.
- 7.5 At the request of the Board, a Chaplain shall provide a written report of all services performed during the Chaplain's term of office.
- 7.6 The amount of fees for services performed by Chaplains shall be set by the Board.

ARTICLE 8 AUDITOR

- 8.1 An Auditor shall be appointed at each AGM who may or may not be a Member, but shall not be a member of the Board. The Auditor shall hold office until the next AGM, and shall conduct such examinations of the accounts of the Church as are necessary to report on the annual financial statement of the Church. The Auditor shall report to the Members at the next AGM.

ARTICLE 9 COMMITTEES

- 9.1 The Board may, for the purposes of carrying out the objects of the Church, appoint such Committees from time to time as it may deem advisable, and the Board may delegate to such Committees such power as it may deem necessary. Such Committees shall be under the control and supervision of the Board, or, if so delegated by the Board, under the control and supervision of the Minister. In addition, the Minister may, for purposes of carrying out his or her duties under section 6.1, appoint such Committees from time to time as he or she may deem advisable to assist the Minister, such Committees to be under the control and supervision of the Minister.

ARTICLE 10 NOMINATIONS AND ELECTIONS

Nominating Committee Members

- 10.1 Nominations for elective office of the Church shall be made by a Nominating Committee which shall consist of two elected members whose terms shall be for two years and the immediate Past President whose term shall be for one year. The elected members shall be elected at each AGM, one in odd-numbered years and one in even-numbered years. Any Member of the Church except present staff and Trustees (other than the immediate Past President) may serve on the Nominating Committee. In the event of a vacancy on the Nominating Committee, the Board shall appoint a Member until the position can be filled at the next AGM.

Nominating Committee Nominations

- 10.2 The Nominating Committee shall elect its own chairperson. The Nominating Committee shall nominate Members for election as Officers, Trustees-at-Large, Ministerial Search Committee Members and Nominating Committee Members. Names of all nominees, along with background information, shall be included in the notice of the applicable AGM or General Meeting. The Nominating Committee shall also obtain from each nominee seeking election to the Board their written consent to serve as a Trustee.

Nominations from the Floor

10.3 Additional nominations of Members for the positions of Officers, Trustees-at-Large, Ministerial Search Committee Members and Nominating Committee Members may be made from the floor at the applicable AGM or General Meeting, with the written consent of the nominees.

Elections Process

10.4 In the event of a contest for any elected office, the vote shall be by secret ballot.

- (a) Each Member may vote for nominees up to the number of positions to be filled;
- (b) A candidate must receive a majority of votes cast to be elected;
- (c) Should no nominee receive a majority of votes cast, the candidate with the fewest votes shall be dropped, and another vote held; and
- (d) The presiding officer shall appoint at least two tellers to count the votes.

ARTICLE 11 AFFILIATED ORGANIZATIONS

- 11.1 (a) The Board may admit to affiliated status those independently constituted and operated organizations whose purposes and intentions it finds to be consistent with the principles of the Church, and may terminate such affiliations upon deciding that the organization no longer meets the foregoing qualifications or is not in compliance with the Act or such other requirements as relate to such organizations.
- (b) The Board shall make rules for the implementation of (a) above and more particularly for admission to and retention of affiliate status, and for an annual contribution to the Church.

ARTICLE 12 DENOMINATIONAL AFFILIATIONS

12.1 The Church shall be a member of the Canadian Unitarian Council, or its successor. Other affiliations shall be as the Members shall from time to time determine at a General Meeting.

ARTICLE 13 FISCAL YEAR

13.1 The fiscal year of the Church shall close on the 31st day of December of each year.

ARTICLE 14 SEAL

14.1 The seal of the Church shall remain in the custody of the Secretary and shall not be used except by authority of a resolution of the Board previously given, and then in the presence of the Officers prescribed in such resolution.

ARTICLE 15 RULES OF PROCEDURE

15.1 The rules of procedure contained in Robert's Rules of Order Revised shall be followed at all meetings, except where inconsistent with the Constitution and Bylaws of the Church.

ARTICLE 16 AMENDMENTS

16.1 The Bylaws may be amended or repealed by a Special Resolution of the Members. The text of any proposed changes to the Bylaws shall be included in the notice of the General Meeting.

ARTICLE 17 DISSOLUTION

17.1 If upon the winding up or dissolution of the Church there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be distributed among Canadian charities registered pursuant to the Income Tax Act.

ARTICLE 18 LOCATION

- 18.1 The objects of the Church shall be pursued chiefly in the City of North Vancouver, District of North Vancouver, Municipality of West Vancouver, and Village of Lions Bay and their vicinity, being the area known as the North Shore, in the Province of British Columbia. This provision is alterable.

NOTE:

**For the Redlined Version of the Bylaw Revisions,
Click [HERE](#).**



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Proposed 2017 Budget

Dear Members of NSUC,

The annual congregational meeting to discuss and approve the budget for the coming year will take place on Sunday, January 29th at 12:15pm. Everyone is welcome to attend and participate, although voting is limited to members in good standing.

The Proposed 2017 Budget is attached, along with a draft Balance Sheet as of December 31, 2016. Wayne Hanna, Treasurer, will make a presentation on the proposed budget at the meeting on January 29, and answer questions at that time.

At present, Wayne is out of the country, scheduled to return on January 24. If, prior to his return, you have any questions about the budget that you'd like to discuss in advance of the meeting, please contact Marge Zieroth, Financial Administrator, at mzieroth@telus.net or 604-988-0493.

After January 24, you may contact Wayne with your questions (email hwaynehanna@shaw.ca or phone 604-649-0042).

Marge Zieroth,
Financial Administrator

Proposed 2017 Budget

Item	Acct #	2016 Budget	2016 Actual (draft)	2017 Proposed	<i>Diff between Proposed & 2016 Actual</i>
REVENUE					
Identified Contributions					
Contributions - Operating	4020	\$ 225,000	\$ 250,461	\$ 235,000	-\$15,461
Received on Prior Year Pledges	4040	\$ -	\$1,400		-\$1,400
Canada Helps Donation			\$160		-\$160
Total Identified Contributions		\$225,000	\$252,021	\$235,000	-\$17,021
Other Revenue					
Art Sales	4240	\$250	485	\$ 250	-\$235
Bidnight/FUNdFEST	4260	\$ 25,000	\$ 28,179	\$ 25,000	-\$3,179
Total Chaplaincy		\$700	\$ 264	\$ 500	\$236
Choir Concert	4350	\$5,000	\$3,386	\$ 1,000	-\$2,386
Youth Groups Fees	4375	\$0	\$0		\$0
Fund Raising - Other	4390	\$0	\$171	\$ -	-\$171
Grant Revenue - Province of BC		\$10,000	\$11,160	\$ 30,000	\$18,840
Misc. Income	4430	\$0	\$2,681	\$ -	-\$2,681
Kitchen Account (Net of Expenses)	4440	\$ -	\$877	\$ -	-\$877
Outreach/inreach	4455	\$ 8,000	\$ 14,211	\$ 8,000	-\$6,211
Rentals - Chelsea House	4470	\$ 36,000	\$ 36,000	\$ 36,000	\$0
Rentals - Kuddles	4490	\$ 47,520	\$ 47,520	\$ 47,520	\$0
Rentals - Other	4510	\$ 2,000	\$ 3,819	\$ 2,000	-\$1,819
Total Other Revenue		\$134,470	\$148,752	\$150,270	\$1,518
TOTAL REVENUE		\$359,470	\$400,774	\$385,270	-\$15,504
EXPENSE					
Personnel Costs					
Administration - Office	5010	\$ 34,320	\$ 35,301	\$ 35,469	\$168
Administration - Financial	5020	\$ 8,870	\$ 8,913	\$ 9,453	\$540
Custodian	5025	\$ 9,020	\$ 7,498	\$ 9,307	\$1,809
Interim Minister - Salary	5040	\$ 29,170	\$ 29,167	\$ -	-\$29,167
Interim Minister - Housing	5050	\$ 14,600	\$ 14,583	\$ -	-\$14,583
Interim Minister-Prof Expenses	5060	\$ 4,800	\$ 6,480	\$ -	-\$6,480
Minister - Salary	5080	\$ 27,100	\$ 24,445	\$ 59,371	\$34,926
Minister - Housing	5100	\$ 10,400	\$ 12,222	\$ 29,685	\$17,463
Minister - Prof. Expenses	5110	\$ 3,750	\$ 3,026	\$ 8,905	\$5,879
Music & Choir - Accompanist	5130	\$ 9,200	\$ 8,748	\$ 9,200	\$452
Music & Choir - Director	5140	\$ 23,365	\$ 23,408	\$ 23,890	\$482
Director of Lifelong Learning	5150	\$ 51,348	\$ 51,348	\$ 52,588	\$1,240
DLL-Prof Expenses	5160	\$ 2,822	\$ 1,768	\$ 2,822	\$1,054
Children's Ed - Assistant	5170	\$ 3,527	\$ 3,583	\$ 3,570	-\$13
Youth Program Coordinator	5190	\$ 14,603	\$ 14,603	\$ 14,776	\$173
Youth Coordinator - Prof. Expenses	5192	\$ 325	\$ 326	\$ 425	\$99
Total Employee Benefits		\$36,251	\$ 37,296	\$ 41,635	\$4,339
Total Personnel Cost		\$283,471	\$282,715	\$301,096	\$18,381

Item	Acct #	2016 Budget	2016 Actual (draft)	2017 Proposed	Diff between Proposed & 2016 Actual
Programs and Activities					
Act in Service		\$50	\$17	\$ 50	\$33
HMS - Heart, Mind, Spirit	5410	\$150	\$102	\$ 150	\$48
Board Approved Expenses	5420	\$1,000	\$1,940	\$ 1,000	-\$940
Canvass			\$235	\$ 700	\$465
Care & Concerns Expenses	5440	\$50	\$46	\$ 50	\$4
Child Care / Nursery Expenses	5450	\$1,150	\$620	\$ 2,360	\$1,740
Children's School Expenses	5460	\$3,400	\$2,224	\$ 5,525	\$3,301
Conference & Training			\$1,041	\$ -	-\$1,041
Denominational Support - CUC Dues	5480	\$18,000	\$18,270	\$ 16,500	-\$1,770
Hospitality (Kitchen supplies)			\$734	\$ -	-\$734
Installation/50thAnniversary				\$ 3,000	\$3,000
Lay Chaplaincy Committee	5491	\$150	\$375	\$ 150	-\$225
Library	5492	\$150	\$60	\$ 200	\$140
Minister Search	5502	\$18,000	\$14,724	\$ -	-\$14,724
Minister Moving Exp			\$14,257	\$ -	-\$14,257
Membership Committee Expenses	5510	\$1,000	\$413	\$ 970	\$557
Music & Choir	5515	\$3,000	\$2,234	\$ 2,500	\$266
New Building Task Force		\$500	\$0	\$ 500	\$500
Sunday Collection - Outreach	5530	\$ 4,000	\$7,647	\$ 4,000	-\$3,647
OWL - Our Whole Lives	5532	\$ 1,350	\$764	\$ 1,350	\$586
Partner Church	5535	\$ 250	\$211	\$ 250	\$39
Sunday Services	5565	\$ 3,300	\$538	\$ 3,375	\$2,837
Young Adult Program				\$ 150	\$150
Youth Coffee Program		\$ 2,086	\$490	\$ 1,900	\$1,410
Youth Program	5590	\$ 2,060	\$689	\$ 2,090	\$1,401
Total Programs & Activities Expense		\$ 59,646	\$ 67,630	\$ 46,770	-\$20,860
Facilities / General & Admin.					
Bank Charges			\$146	\$ 150	\$4
Insurance	5730	\$ 9,200	\$9,184	\$ 9,900	\$716
Legal & Audit	5740	\$ 4,000	\$5,783	\$ 4,000	-\$1,783
Maintenance - Building & Grounds	5745	\$ 7,000	\$4,156	\$ 8,000	\$3,844
Office & Misc.Expenses	5770	\$ 10,000	\$8,364	\$ 10,000	\$1,636
[PROJECTOR SYSTEM - see Special Capital Budget]		\$ 100	\$0	\$ -	SEE NOTE 1
Telephone, Internet	5780	\$ 800	\$890	\$ 1,300	\$410
Utilities	5790	\$ 16,000	\$11,332	\$ 12,500	\$1,168
Total Facilities / General & Admin		\$ 47,100	\$ 39,855	\$ 45,850	\$5,995
Finance Expenses					
CWT Mortgage Interest/Group RSP loan Interest		\$ 4,600	503	\$ -	
CWT/Group RSP Trustee Fees		\$ 3,000	3040.27	\$ -	
Total Finance Expenses		\$ 7,600	\$ 3,543	\$ -	
Amortization of Capital Assets					
Amortization Expense - Buildings					
Total Amortization - Capital Assets					
TOTAL EXPENSE		\$ 397,817	\$ 393,744	\$ 393,716	
NET INCOME		(\$38,347)	\$7,030	(\$8,446)	-\$15,476

**NOTE 1: SPECIAL CAPITAL BUDGET
TO PAY FOR PROJECTOR SYSTEM FOR SANCTUARY**

2017

Cost of projector sy stem for Sanctuary	\$ 15,000	
Capital funds raised so far for Projector system*	\$ 7,500	*on matching basis
Remaining capital funds needed for Projector system	<u>\$ 7,500</u>	

*On matching basis up to \$7,500 from anonymous donor



North Shore
UNITARIAN
CHURCH

*Belong with heart.
Thrive in spirit.
Act in service.*

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Draft Balance Sheet as of December 31, 2016

ASSET

Current Assets

Petty Cash	125.00	
TD General Account	108,172.69	
TD \$US Account	627.43	
Exchange on TD \$US Acct	20.71	
TD Gaming Acct	(1.95)	
TD Waterhouse Investments	<u>104,260.00</u>	
Total Cash		213,203.88
Credential /Endow & Special Funds		629,173.81
Accounts Receivable	500.00	
GST Recoverable	<u>538.53</u>	
Total Receivable		<u>1,038.53</u>
Total Current Assets		<u>843,416.22</u>

Capital Assets

Land		255,000.00
Church Building	251,015.43	
Roof Renewal	154,206.62	
Rod Stewart Building	663,318.41	
Accumulated Amortization - Bldgs	<u>(396,574.85)</u>	
Buildings - Net of Amortization		<u>671,965.61</u>
Total Capital Assets		<u>926,965.61</u>

TOTAL ASSET 1,770,381.83

LIABILITY

Current Liabilities

Accounts Payable	6,522.06	
Misc Accts Payable & Accruals	368.27	
WCB Payable	715.42	
Prepaid Pledges	54,014.29	
Security Deposits from Tenants	<u>5,500.00</u>	
Total Current Liabilities		<u>67,120.04</u>

Restricted Funds	
Bequest from Lois Kennedy	135,541.35
Kennedy Fund Unspent Income- Choir	3,129.64
Bequest from Rose Naumann	80,065.76
Bequest from Sandra Reid	458,834.93
Sandra Reid Income	1,008.75
Total Restricted Funds	<u>678,580.43</u>
Bequests & Special Gifts	
Special Gifts and Bequests	23,457.87
Endowment Fund	59,525.15
Total Bequests & Special Gifts	<u>82,983.02</u>
Deferred Revenue	
Gifts - Designated Small Gifts, PDF	12,110.24
Hospitality Special Fund (kitchen)	3,834.70
Joe Fischer Fund (Youth)	1,547.24
Lay Chaplain Special Fund	673.82
Library Fund	4,040.98
Partner Church	48.69
Retreats - Children's	(728.61)
Retreats - Choir	(59.00)
Retreats - Children's Teachers	1,524.33
Theatre Production	702.09
Youth Group Fundraising	547.07
Youth Group	2,888.49
Womens' Fed/Soup Fund	1,425.23
Total Deferred Revenue	<u>28,555.27</u>
TOTAL LIABILITY	<u>857,238.76</u>
EQUITY	
Capital Contributions	
Building Fund (Original)	350,789.00
Unamortized Roof Grant	61,682.66
Capital Campaign - RE Bldg	303,577.53
Save The Lot Donations	175,547.70
Total Capital Contributions	<u>891,596.89</u>
Retained Earnings	
Retained Earnings - Previous Year	14,516.06
Current Earnings	7,030.12
Total Retained Earnings	<u>21,546.18</u>
TOTAL EQUITY	<u>913,143.07</u>
LIABILITIES AND EQUITY	<u><u>1,770,381.83</u></u>



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PROXY

For the Congregational Meeting on January 29, 2017

I, _____, hereby give my proxy to
[print name of member giving proxy]

_____ to vote on all matters that may
[print name of member who will hold proxy]

come before the Congregational General Meeting of the North Shore Unitarian Church on Sunday,

January 29, 2017, for which both the proxy holder* and I are entitled to vote.

By: _____
[signature of member giving proxy]

*To vote, both the member giving the proxy and the member holding the proxy must have been members in good standing for at least 90 days prior to the Congregational Meeting.