

The Presbytery of Westminster
Regular Meeting at Gordon Presbyterian Church, 7457 Edmonds Street, Burnaby, B.C.
January 15, 2019 at 7:00pm.

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The Presbytery of Westminster met in Regular Session on Tuesday, January 15, at 7:00 p.m. within Gordon Presbyterian Church, New Westminster, BC. Worship was led by Rev. Heinrich Botha.

CONSTITUTION

The Moderator, Miklos Szigeti, opened with recognition of the traditional First Nation lands upon which the Presbytery was meeting, called the meeting to order at 7:35 p.m. and then constituted the Court with prayer.

The Moderator welcomes Ron Harry Alternate Coquitlam, Shirley Carlton (alternate for St. Aidan's), Markus Arseneault (candidate for ordination recently received from the presbytery of Halifax/Lunenburg).

DOCKET

It was moved by Victor Kim, seconded by Paddy Eastwood, that the consent agenda below be adopted.

CARRIED

Consent Agenda:

- that the Docket be as indicated,
- that the attendance be recorded as noted in the Roll Record Book,
- that regrets and requests for permission to withdraw be noted as sent to the clerk of presbytery,
- that the minutes of the regular meeting held on December 4, 2018 be adopted,
- that the correspondence be dealt with as indicated,
- that reports without recommendations be received "for information."
- that reports with recommendations be received and their recommendations considered,
- that the presbytery treasurer be permitted to speak to financial issues.

If the Court is agreed, these motions will be adopted at the beginning of the meeting. Any member may ask for an issue on the consent agenda to be withdrawn from this list before the agenda is adopted.

ROLL

Constituent Roll:

H. Botha, B. Childs, L. Deacon, P. Dutcher-Walls, P. Eastwood, M. Fontaine, B. Fraser, D. Howard, V. Kim, J. Lin, C. MacLeod, G. Sinclair, B. Skelding, J. Smith, M. Szigeti, W. van de Wall, M. Wong.

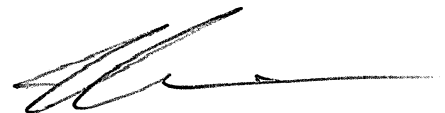
S. Carleton (Alternate for St. Aidan's), B. Dennehy, I. Evans, B. Feick, L. Gorman, R. Harry (Alternate for Coquitlam), D. Jennings, A. Lin, H. McClelland, R. McClelland, K. Patrick, K. Sewell, G. Shields, S. Stacey, R. Steward, R. Wensler, E. Wilson, A. Wong, P. Wong, L. Yen, G. Youdan.

Appendix:

B. McLagan, R. Ross, T. Siversns, R. Watson

Students:

Y.T. Choi, A. Perrett



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REGRETS

Regrets were received from:

S. Goble, G. Jay, R. Lockhart, B. Ogdon, B. Paul, R. Simpson, R. Topping, W. van der Westhuizen

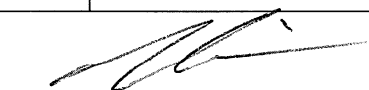
N. Abramson, A. Beattie, J. Christopherson, D. Schindell, B. Shepansky

S. Cleland, G. Davis, B. Garvin, K. Jordon, J.H. Kouwenberg, W. Sosnowsky

CORRESPONDENCE

Presbytery Correspondence received from November 29, 2018 to January 8, 2019.

11-29-18	Jonah Lin	Opportunity to support Amazing Grace United Taiwanese Church with pulpit supply	Referred to Ministry Committee
11-29-18	George Robertson	Request for Study Leave for Cal MacLeod	Referred to Ministry Committee
11-29-18	Paddy Eastwood	Haney PC response to GA questions on unity and diversity	Received and shared with presbytery as a possible guide for presbyter's responses to the referral from GA
11-30-18	Bruce Cairnie	Stated Supply Contract for Brentwood PC	Noted
12-01-18	Willem van der Westhuizen	Application for study leave in 2019	Referred to Ministry Committee
12-01-18	Susan Stacey	Kerrisdale PC response to strategic priorities	Forwarded to Strategic planning
12-02-18	Larry Eastwood	POW financials for December Presbytery meeting	Received
12-03-18	Larry Eastwood	POW Proposed Budget items for 2019	Received
12-05-18	Larry Eastwood	2019 Presbytery Assessment	Received
12-06-18	Vancouver School of Theology	At A Glance - Advent - December 2018	Circulated
12-06-18	Larry Eastwood	2019 Summer Jobs program has dropped Attestation	Noted
12-06-18	Laurie Deacon	Chaplain Opportunity at Good Samaritan Delta View	Circulated
12-11-18	Larry Eastwood	December 2018 Minutes: request to remove unnecessary attachments	Noted
12-12-18	Woldy Sosnowsky	Announcement that Tam Corbett passed away on December 11, 2018.	Circulated
12-12-18	Jennifer Astop	2019 Grant Application Deadlines announced	Circulated



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12-14-18	Bev Shepansky	Central PC's Response to the Six Priorities	Forwarded to SPC
12-16-18	Larry Yen	VTPC response to the Six Priorities will be submitted before December 31	Noted
12-16-18	Keith Leishman	Questions regarding Trust Deed for St. John's White Rock	Responded
12-16-18	Janette McIntosh	Requesting a copy of the announcement of Tam Corbett's passing	Responded
12-17-18	Donna McIlveen	Information on Tam Corbett for memorial preparation	Received and shared
12-17-18	Maggie Leung	WE November 2018 Presbyterians Sharing update	Circulated
12-17-18	Bradley Childs	Regional grants availability for Knox to attend Stewards by Design	Received, will be brought to Coordinating Committee for recommendation
12-17-18	Larry Eastwood	Looking for contact for Synod	Responded
12-17-18	Gordon Kouwenberg	Vancouver Island Presbytery Meeting Minutes for November 2018	Received
12-18-18	Neil Abramson	Request for Clerk to forward MOGC Grant application; MOGC Guidelines as WVPC computer currently not working	Circulated
12-18-18	Keith Leishman	Submission of Trust Deed (in two separate files)	Received
12-19-18	Gareth Youdan	Application for a grant so that four members of Knox may attend Stewards by Design Conference in 2019	Will be considered at Coordinating Committee
12-20-18	Janet Eastwood	Camp Douglas staff applications are open	Received and noted
12-27-18	Brad Childs	Clarification on Interim Moderators duties at Knox	Responded
01-01-19	Larry Eastwood	Request email address for Synod Clerk – Gavin Robertson	Responded
01-01-19	Shannon Tennant	Confirming email and contact information of Presbytery clerk to United Church of Canada	Responded
01-01-19	Larry Eastwood	POW December 2018 Financial Statements submitted	Received
10-12-19	Kathryn Muir	Updated list of Clerks for Synod and Presbyteries	Received


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01-03-19	Don Muir	General Assembly Personnel changes	Received
01-04-19	Ann Blane	Central Committee of Diakonia inviting the Moderator of POW to speak at conference in August.	Received and responded
01-04-19	Markus Arseneault	Enquiring about the status of his transfer to POW	Responded, have received notice of transfer from Halifax-Lunenburg. Will forward to Student Certification Committee
01-05-19	Sandy McDonald	Confirmation that Markus Arseneault transfer is approved by the Presbytery of Halifax and Lunenburg	Received
01-05-19	Miklos Szigeti	Will be on holidays from 01-16 to 01-31-2019	Noted
01-06-19	Miklos Szigeti	First Hungarian PC response on the question of unity and diversity duly submitted	Received, will bring to Coordinating Committee for consideration of next steps
01-07-19	Hannah Cho	Presbytery Statistical Information for 2018	Responded
01-07-19	Rev. Barbara Piloow Clerk - Presbytery of Winnipeg	Re-evaluating the remuneration packages: requesting some documentation regarding Hummingbird Ministries	Responded
01-08-19	Brian Fraser	Grant Applications for 2019 for Brentwood PC	Forwarded to Mission and will bring to Coordinating if necessary

REPORTS

COORDINATING COMMITTEE REPORT

Report was presented by Paddy Eastwood, Coordinating Committee Convener.

All motions were moved by Paddy Eastwood, seconded by Isabel Evans.

Coordinating Committee Report – January 15, 2019

The Committee received a request from the Session of Knox Church, New Westminster, for use of the Regional Resourcing Grant (RRG) for 2018 to help fund participants to attend the Stewards by Design (SBD) conference in 2019. Knox is planning to send 4 participants to the conference and is asking for \$2400.00. Currently the funds from the RRG have been designated for presbytery visioning work and the support of the Christian Urban Camps ministry of the Collaborating Churches of Burnaby and New West. There is a current balance of \$5191.00 in the RRG, but some of that will be needed for the presbytery visioning day on February 9, 2019.



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The Committee also understands that most congregations that attend SBD must also send their minister. Since Knox is without a current minister, we strongly encourage the Interim Moderator, Brad Childs, to consider attending the conference with the representatives from Knox. Given that presbytery has requested a proposal for the future of Knox in due course, it would make sense that SBD could be a good resource to help the leadership at Knox in their future discernment, but it would also make sense that the presbytery leadership working with Knox also be familiar with the conference and how it may impact the future planning for Knox.

We also understand that this is the final year of SBD in its current context due to the retirement of Kennon Callahan, the long time facilitator. If Knox attends and is supported by the RRG funds, we would ask that they give a short report to the presbytery on their experience and learning from attending the conference.

- **Recommendation 1** That presbytery approve up to \$2400.00 from the Regional Resourcing Grant money for 2018 to be used by Knox Church, New Westminster, in sending participants to the Stewards By Design Conference for 2019. If Knox can also receive other grants from the national church, the amount paid from the RRG would be less. **CARRIED**
- **Recommendation 2** That Knox Church report on their experience and learning from the Stewards by Design Conference to the presbytery upon their return. **CARRIED**

Richard Watson had been named as Moderator-Elect for the presbytery for 2019-2020. Due to his resignation from Knox Church, Richard is now on the appendix to the roll and cannot be elected as Moderator of Presbytery. The presbytery will need to name a new Moderator-Elect for 2019-2020.

- **Recommendation 3** That the Nominating Committee of Presbytery bring a recommendation for Moderator-Elect to the March meeting of presbytery. **CARRIED**

Richmond Church has agreed to host the Presbytery Visioning Day.

- The February 9 Visioning Day will take place from 9 a.m. to 3 p.m. and lunch will be included. The Clerk received correspondence from Rev. Jim Smith that Central Presbyterian Church would like to invite the presbytery to hold a Service of Dedication for their new building on Sunday, February 24, in the evening. Central has also contacted Galilee Korean Presbyterian Church, who share the facilities and have invited them to participate. It would be hoped that the Presbytery of Western Han-Ca would be present and that this dedication of Central Church would be a wonderful opportunity to celebrate this unique relationship.

- **Recommendation 4** That the Presbytery of Westminster hold a Service of Dedication for the new Central Presbyterian Church building on the evening of Sunday, February 24, details of the service to be left in the care of the Moderator, Clerk and the minister of Central Presbyterian Church. **CARRIED**


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Respectfully submitted,

Paddy Eastwood
Coordinating Committee Convener

REPORT OF PROPERTY AND FINANCE COMMITTEE

Report was presented by David Jennings, Property and Finance Committee Convener.
All motions were moved by David Jennings, seconded by Emily Wilson.

REPORT OF PROPERTY AND FINANCE COMMITTEE

January 15, 2019 Presbytery Meeting


Since the last Presbytery meeting, the Property & Finance Committee has continued to receive congregational materials, corresponded with those enquiring about potential property matters, had communicated with one another by email, and held a meeting by conference call. In addition, P&F met with VCPC's property development committee and Session for a lengthy application meeting. P&F wishes to report to Presbytery on the following matters:

A. Vancouver Chinese Presbyterian Church- Application Proposal

Presbytery will be asked to consider recommendations at this Meeting to permit VCPC to advance its redevelopment application for Presbytery approval. Those recommendations and supporting rationale are set out below and in Exhibit A. However, given both the length of time the application process has taken to reach this point and some inaccurate assertions made by certain persons to Presbytery, it is relevant to provide a brief overview of the actions taken over the past 15 months.

Actions Taken to Date

- In October 2017 Presbytery learns that VCPC had been engaged in significant property redevelopment plans with the City of Vancouver. This was without Presbytery knowledge or involvement
- On October 31, 2017 P&F advises orally and then on November 1, 2017 in writing to a VCPC representative that "...Until presbytery decides about this project, CPC must not enter into contracts, send project items out to tender, incur debt, or sell the duplexes or other assets. Any discussion with or correspondence to third parties about the project must note that Presbytery approval is required, which is not under the control of CPC and may not be provided."



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- On November 2, 2017 VCPC representatives execute sale documents for the sale of its duplex properties for \$27.3 million and remove all subject conditions on November 5, 2017 without Presbytery knowledge or approval
- Through November 2017 voluminous correspondence occurs between P&F and VCPC regarding the sale of the properties and addressing the consequences of unwinding the land sale. P&F requests a meeting with VCPC to discuss situation
- On December 4, 2017 P&F meets with VCPC to address the sale of the duplex properties and more generally the redevelopment project. VCPC is advised by P&F that the information package provided is not sufficient for an application, which will be reviewed after the escrow arrangement is finalized
- On December 5, 2017 Presbytery permits the sale of the duplexes (rather than require the cancellation of the sale contract) subject to the creation of an escrow to hold the proceeds of that sale until and if the redevelopment proposal (as presented or as amended) was approved by Presbytery
- On January 16, 2018 an escrow agreement dated January 3, 2018 is prepared by P&F and forwarded to VCPC. VCPC does not execute the escrow agreement until June 19, 2018 (the "Escrow Agreement")
- On June 21, 2018 requirements for a redevelopment application were provided by P&F to VCPC
- On September 10, 2018 VCPC submits a request for the release from escrow of \$1.7 million, representing past (~\$450,000) and anticipated (~\$1.25 million) expenses for the proposed redevelopment project.
- On September 11, 2018 P&F responds to VCPC that the escrow release request is premature and that P&F will not review the request until VCPC creates the required escrow account and VCPC places all required escrow funds into the account (mid October, 2018) and a formal redevelopment application for the project itself is received from VCPC
- On October 21, 2018 VCPC submits a substantially-completed application
- In November 2018 P&F meets three times to review the application with VCPC and separately to consider the VCPC redevelopment application
- On December 7, 2018 a written proposal ("Proposal") by P&F to VCPC is presented for the purpose of setting out a process by which the VCPC redevelopment project could be advanced and how past VCPC expenditures related to preparing for the redevelopment could be reimbursed
- On December 31, 2018 VCPC requests a meeting with P&F prior to the January Presbytery meeting to discuss the Proposal



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- On January 3, 2019 a meeting between VCPC and P&F occurs and discussion around the Proposal occurs
- On January 7, 2019 VCPC submits to P&F written amendments to the Proposal
- On January 7, 2019 P&F meets to review VCPC's proposed amendments and agrees to some wording changes. That revised Proposal is attached to this report as Exhibit A

Advancing the Application

P&F has concluded that given the size and complexity of the proposed redevelopment project, professional assistance is required by both Presbytery and VCPC to test the assumptions used in the application and provide analysis on various matters including the management of project risks. P&F at this time does not have sufficient information or analysis to recommend the proposed VCPC redevelopment project, but hopes the retainer of professional assistance will provide the necessary input for such a recommendation.

As such, the Proposal requires the retaining of a project manager with expertise in large construction projects, as well as a construction manager and suitable legal counsel. Those persons would be retained jointly by VCPC and Presbytery, with VCPC taking on the day-to-day interactions and Presbytery having an oversight role. The Proposal requires an initial project review by the retained consultants and, subject to subsequent Presbytery approval of the redevelopment project based on that review, an ongoing project review through the redevelopment of the property.

In addition, a CPA with construction project experience can provide an independent review of past expenses incurred by VCPC and make a recommendation to the escrow parties about the release of funds from escrow for reimbursement. Those released funds are not to be used by VCPC to advance the redevelopment project unless and until Presbytery approves the proposed redevelopment project.

Recommendation No. 1

BE IT RESOLVED THAT Presbytery authorizes the release of funds from escrow pursuant to the Escrow Agreement for the fees and expenses of a qualified, independent project manager, construction manager and legal counsel retained jointly by both Presbytery and VCPC as set out in the Proposal and as authorized by Property and Finance Committee from time to time for the "Initial Project Review" (as defined in the Proposal) and related work in order for Presbytery to properly consider the VCPC redevelopment application;

Power to Issue for Reimbursement of Expenses

VCPC is anxious to have past expenses related to the redevelopment project reimbursed as soon as possible from the funds held pursuant to the Escrow Agreement. P&F believes that such reimbursement is appropriate after customary review and certification of those claimed expenses are provided by the project manager or a designated independent party. Given that



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the next regularly scheduled meeting of Presbytery is not until March 5, 2019, P&F requests being granted power to issue for approving prior to that Presbytery meeting the proper reimbursement of those redevelopment expenses from funds held in escrow pursuant to the Escrow Agreement.

CARRIED

Recommendation No. 2

BE IT RESOLVED THAT Presbytery grant power to issue to Property and Finance Committee to approve both (i) the reimbursement of expenses incurred by VCPC in connection with its proposed redevelopment project, with such reimbursement to be from funds held in escrow pursuant to the Escrow Agreement, subject to VCPC not incurring any additional expenses not explicitly approved by Presbytery unless and until Presbytery approves the proposed redevelopment project; and (ii) the fees and expenses of the independent CPA who certifies the above-referenced expenses and recommends their payment.

CARRIED

Motion by Brad Childs, seconded by Morgan Wong, that George Sze be allowed to sit and correspond.

CARRIED

Moved by Morgan Wong, seconded by Jim Smith to remove the third sentence from the first paragraph of *Section A. Vancouver Chinese Presbyterian Church-Application Proposal* which starts with the word "however" from the report.

DEFEATED

Moved by Morgan Wong, seconded by Adrian Wong that the Nominating Committee, in its wisdom, appoint one or two clergy to the Property and Finance Committee.

CARRIED

B. Congregational Trust Deeds

Despite 15 months of announcements, the following congregations are the only ones who have submitted their congregational trust deeds:

Abbotsford – Calvin	Central	Cooke’s – Chilliwack	Coquitlam
Fairview	First Church – NW	Gordon	Haney
Kerrisdale	Knox	Langley	Mission
Richmond	St. Aidan’s	SASS	St Andrews – Newton
St. Columba	Vancouver Chinese	West Point Grey	



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As a reminder, **P&F will not provide any approvals of any congregational requests unless we have received and reviewed the congregation's trust deed.** It is an exceptionally important document and it is our concern that many congregations don't have one (or it is deficient) despite the legal obligation for such a deed. **Please email those executed trust deeds and supporting minutes of the congregation approving the adoption of the trust deed ASAP directly to Greg Toll at tollhouse@telus.net.** It would be greatly appreciated if the Subject line of the congregation's email and the attached document could reference both the congregation's name and a reference to the trust deed to make identification easier.

If congregations did not adopt a trust deed (or it was not in a form provided by the Presbytery) please contact Greg Toll to obtain a template that could be adopted at a special congregational meeting.

C. 2018 Presbytery Financial Statements

The Treasurer has prepared the annual financial statements for Presbytery and they have been sent out for review. Once reviewed, the statements will be presented to Presbytery. Based on the present statements, Presbytery had a surplus of approximately \$14,400, due to the collection of 2016 and 2017 Presbytery dues in 2018 of approximately \$7,000, miscellaneous and interest revenue of about \$2,000 and underspending of budgeted amounts of approximately \$5,000.

D. New Committee Members

P&F has experienced a significant increase of committee work over the past 18 months, has lost one committee member due to a move out of the Presbytery (Greg Toll) and may soon lose another committee member. Given the specialized nature of work of the committee, two engineers with vast project development work, Ian Rokeby (elder, Gordon) and Graham Finlayson (elder, SASS) were approached and both agreed to serve on the committee. The CVs of the proposed committee members are attached as Exhibit B to this report.

Recommendation No. 3

BE IT RESOLVED THAT Presbytery appoints Graham Finlayson PhD, P.Eng, and Ian Rokeby P.Eng., MBA as members of the Property & Finance Committee, effective immediately. **CARRIED**

Respectfully Submitted,
David Jennings, Convener



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EXHIBIT A to Presbytery Report

Proposal for Development Co-ordination of the Redevelopment
of Vancouver Chinese Presbyterian Church

Current Status

The Session of the Vancouver Chinese Presbyterian Church (VCPC) over the past several years has engaged the Congregation in a visioning strategy around unlocking the value in land assets to support a greater missional strategy that they trust will inspire growth and vitality and respond to the significant planned growth for the neighbourhood.

The VCPC congregation has been in existence for 123 years as a testimony to God's grace and faithfulness. VCPC's move to the current Oakridge site in the early 1980s, and subsequently acquired two nearby properties. These actions allowed the congregation to plan for the current development. From 2000 to 2016 the Session of VCPC has been refining its Vision and Mission with the support of their congregation. The Vision is to nurture, invigorate, and to build up the congregation by sharing God's mercy and love. The Mission is to reach out to the local community of Oakridge, developing members and adherents through existing and future Christian education programs. In addition to their regular church activities, programs such as a daycare, preschool, and Chinese school are proposed for the new facility.

With the redevelopment of the Oakridge community, and the expected exponential growth of the population along the Cambie corridor, the VCPC congregation prayerfully sought God's guidance to fulfil their Vision and Mission and to rebuild their facility on-site.

To that end VCPC engaged in 2014 an architect to explore their needs assessment and translate the congregation's stated needs into programming areas (block/floor plans) and then led them through the various real estate options. The Congregation concluded that the option that best suited their missional strategy was to re-develop the current location at 6137 Cambie Street, Vancouver.

VCPC, with the approval of Session and the congregation, engaged GBL (and various other consultants) to conceptualize and budget this program. VCPC also had Ventana Construction provide a comparison budget in 2017 and had an updated budget and construction management proposal from Bird Construction in December 2018.

To fund this proposed project, VCPC in October 2018 sold its two duplex properties at 6435 and 6459 Cambie Street for an aggregate of \$27,300,000. Those sale proceeds are held in an escrow account administered jointly by VCPC and the Presbytery of Westminster (Presbytery).

VCPC has asked Presbytery to approve release of funds from that account to reimburse VCPC and pay for work completed to date and for new funds required to engage the next level of project professionals and related development fees and expenses for the next phase of redevelopment.



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Notwithstanding there is much anticipation from VCPC to get the construction phase of the project started, the Property & Finance Committee, on behalf of Presbytery, only received an initial information package in November 2017 and the redevelopment application in late October, 2018. Since that time Property & Finance Committee has met with VCPC twice to discuss the application and an earlier draft of this Proposal. Property & Finance Committee has a fiduciary responsibility to review the economic modelling and risk assessment for the entire project and as such requires more information to perform that task.

Project Description

The redevelopment project on 6137 Cambie Street is for a 41,919 sf mixed use, seven-storey structure with a three-storey below grade 32,233 sf parking lot for 53 stalls. It is proposed that the sanctuary and related spaces together with the proposed daycare and preschool (20,247 sf) will be located on the first three storeys, with the floors four through seven being residential rental apartments (20,813 sf) and an additional rooftop facility (860 sf).

Stakeholders


VCPC: VCPC, through its Session and property redevelopment committee, has been working on the evolution of this project for several years and feel they are ready to enter the final stages of pre-construction and commence construction of the new building.

Presbytery of Westminster: The Presbytery has the dual role of encouraging and supporting the ministry of the Church as well as the fiduciary responsibility of ensuring investments or risks undertaken by an individual congregation have an independent review...much like a Bank loan committee reviews a project ahead of its project approval.

Proposal from Property & Finance Committee

The Property & Finance Committee wishes to see the proposed redevelopment of VCPC proceed in a manner that honours the congregation's missional calling and the Presbytery's duty to ensure proper oversight. For this reason, Property and Finance Committee would recommend to Presbytery that:

- A. VCPC and Presbytery jointly retain an independent, experienced professional development consultant to provide an initial project development review (including design, financial, market, regulatory, and cost matters) for the benefit of VCPC and Presbytery based on the Terms of Reference set out in Schedule A, and subsequently on a monthly basis, to receive and review project reports on behalf of both VCPC and Presbytery; and
- B. VCPC and Presbytery jointly retain legal counsel by to review on behalf of VCPC and Presbytery legal risks and recommend mitigation strategy associated with the proposed development project, including but not limited to the liabilities of day care and pre-school operations, rental apartments, charitable status of VCPC and title issues as they relate to VCPC and the Presbytery. The joint retainer is required to avoid the problem of the legal counsel not being able to share information with non-clients or acting in the best interests of both VCPC and Presbytery.


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The cost of the development consultant and legal counsel would be paid out of the funds held at present in escrow.

The goals of this recommendation are as follows:

- (a) expedite the Presbytery review and approvals needed to discharge its fiduciary duties and provide the necessary level of assurances required by Presbytery;
- (b) identify tangible risk reduction strategies and procedures to assist the project's economic and missional outcomes;
- (c) provide appropriate transparency and payment certification on historical and anticipated project expenses for release from escrow funds; and
- (d) provide ongoing project oversight for both VCPC and Presbytery.



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SCHEDULE A

Terms of Reference for Development Oversight

Based on the provision of current conceptual plans, hard and soft cost assumptions, as well as the summary pro forma financial report provided to Property and Finance Committee, this consultant shall

- A. test the assumptions used and provide comments to VCPC and Presbytery. The analysis will include:
 - design review regarding the market for rental apartments and design efficiencies,
 - review of the regulatory approvals received to date and anticipated approvals needed with a view to reducing project risk and cost,
 - review of pro forma financials to obtain comfort respecting revenue and cost line items, ensuring all soft costs are included, and that a sufficient contingency is proposed.
- B. review the escrow funds release request from VCPC to provide customary oversight for a construction project of this type, and recommend what payments should be released from escrow in a timely manner.
- C. assist VCPC prepare a post-construction operating budget for the life cycle of the building to ensure sufficient capital reserves for the physical building needs and cash flow needs.

The scope of work shall include:

- 1. An initial project review
- 2. An ongoing project review on behalf of Presbytery and VCPC interests on the project team with reporting to both groups. Ongoing instructions to the consultant will be prepared in writing by VCPC and reviewed by Property and Finance Committee with Presbytery granting power to approve promptly

Initial Project Review

Project Overview & Document Review

The Consultant shall review the current project documents to gain an understanding of the project to date, technical investigations completed, permits granted and/or applications in process, encroachment agreements, economic assumptions used, current legal arrangements, and generally project readiness.

Evaluate Adequacy of Market Risk and Provide Recommendations

- Comment on the strategy and selling price for the air rights defining the market housing component.


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- Comment on revenue and absorption assumptions of the revenue generating market housing. Comment on the renter profile, vacancy, and rent rates and how these affect the selling price.
- Comment on the design (layout configuration) of market rentals. Will they impact selling price?

Evaluate Financial Risk and Provide Recommendations

- Review the desired outcome resulting from the use of the current equity. Does the current financing model deliver the best investment outcome? Is there another debt/equity option VCPC could consider?
- Develop a fresh proforma, discounted cash flow, and sensitivity analysis, including
 - Understand or establish with VCPC and Presbytery, the expected returns target. Advise if the project meets those metrics.
 - Review/comment on the Discounted Cash Flow
 - Review/comment on Source of Funds/Use of Funds
 - Review/comment on Financing assumptions and risks
 - Construction Loan
 - Financing fees
 - Interest rates used/risks
- Review a construction cash flow forecast developed by the construction manager and using that, develop a total project cash flow that can inform both VCPC and Presbytery of funds usage that will require their approval.
- Propose and monitor a total project cost report (cost & forecasted cost vs budget) that can be reviewed monthly by VCPC building committee.
- Review of proposed approvals process.
 - Payment certification
 - Transparency

Evaluate Cost Risk and Provide Recommendations

- Review of hard cost budget with the construction manager including cost escalation
- Review of present and anticipated consultants costs
- Review with construction manager how VCPC has considered construction risks
- Review how VCPC has considered the following:
 - Geotechnical & Foundation Design
 - Hazardous material assessment and removal if any
 - Environmental
 - Utilities to site
- Review of municipal/provincial fees
- Review of costs of financing
- Constructability review of architectural design with construction manager and Architect
- Review of pro forma financials to obtain comfort respecting revenue and cost line items, ensuring all soft costs are included and that sufficient contingency is proposed



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- Review budget planned for interim Ministry costs with Presbytery and VCPC

Evaluate Regulatory Risk and Provide Recommendations

- Legal
 - Confirm that VCPC has received legal advice and meet with them to review (with P&F)
- Accounting and Tax
 - Confirm that VCPC has received accounting/tax advice and meet with them to review (with P&F)
- Municipal
 - Review of the regulatory approvals received to date and anticipated approvals needed with a view to reducing project risk and cost.

Escrow Funds Release Procedure

- Review the escrow funds release request from VCPC to provide customary oversight for a construction project of this type, and recommend what payments should be released from escrow in a timely manner

Assist in Preparation of Post-Construction Operating Budget

- Assist VCPC prepare a post-construction operating budget for the life cycle of the building to ensure sufficient capital reserves for the physical building needs and cash flow needs

Consolidated Report

- Provide a complete written report consolidating and integrating the information provided and collected in response to the preceding listed tasks and related matters.

Ongoing Project Review

1. The consultant will provide oversight and advice to VCPC and Presbytery by working closely with VCPC's building committee on operational matters and reviewing and providing to VCPC and Presbytery timely written commentary on a monthly report from the construction manager (CM). The CM report should include:
 - Construction cost/forecast to complete vs budget
 - Consultants costs/forecast to complete vs budget
 - Regulatory Fees cost/forecast to complete vs budget
 - Other costs as laid out in the proforma cost/forecast to complete vs budget
 - CM review of project schedule
 - CM comment on current project stressors and risks and mitigation actions underway
2. The Consultant will review independently and provide payment certification for progress payment requests as submitted by the CM. The Consultant and the CM will advise and


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review the payment requests with the VCPC's building committee and provide Presbytery and VCPC with certified written payment requests to withdraw funds held in escrow.

3. Consultant's role is to, with Presbytery in an oversight role, provide advice to VCPC's building committee and maintain peer to peer review of the CM with respect to fulfilling their duties as per standard industry practices and contract requirements.
4. Consultant's term is to the completion of the project and if the strategy changes from selling air rights to a VCPC-related entity managing the market housing, the term would be extended through income stabilization. No termination of the consulting services may occur without the approval of both VCPC and Presbytery.



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EXHIBIT B TO PRESBYTERY REPORT

Graham D. FINLAYSON

Dr. Finlayson is a Senior Civil Engineer and Consultant with a wide range of experience in the design and project management of hydroelectric facilities, dams and other power-based projects. Dr. Finlayson's knowledge encompasses the detailed design and construction of dams and hydroelectric developments, as well as dam safety inspections, studies, deficiency investigations and condition assessments.

Dr. Finlayson's graduate studies and early experience revolved around river engineering and sediment transport. After passing his ICE examinations on the basis of structural design, he held numerous in-charge, onsite positions, as well as positions in design offices in Canada, Britain, Africa and Asia, where he was generally responsible for major hydroelectric, irrigation, road and coastal engineering projects. His career spans over 40 years and includes over 25 years in project management.

EDUCATION

1973	Ph.D., Queen's University, Canada
1969	M.Sc. (Eng.), Natal University, South Africa
1968	B.Sc. (Eng.), Natal University, South Africa
	Class Honours – Structural Analysis
	H.A. Smith Memorial Prize for dissertation on flood control
	R. Samuel McLaughlin Fellow

EXPERIENCE

Since 1991 **SNC-LAVALIN INC., Vancouver, British Columbia, Canada**

VP Engineering, Project Manager/Design Manager/Senior Hydrotechnical Engineer

- ◆ Project Manager for Karebbe Hydroelectric Project design and construction services, which includes a 70 m high roller compacted concrete dam and 130 MW hydro-combine powerhouse on the Laron River in Sulawesi, Indonesia.
- ◆ Project Manager for a confidential project to decrease head loss in a power tunnel in Northern British Columbia by linking it to a parallel tunnel. The Project included conceptual design, risk analysis, preliminary design and contractor's cost estimate.
- ◆ Design Manager for Brilliant Expansion Project, which will add a 120 MW powerhouse to an existing dam on the Kootenay River in British Columbia.


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- ◆ Design Manager for Peace Cascade, a study of the feasibility of constructing a cascade of low consequence dams to develop the hydroelectric potential in a 70 km reach of the Peace River in Northern British Columbia.
- ◆ Civil Engineer for dam safety reviews of Long Spruce Generating Station and Limestone Generating Station in Northern Manitoba.
- ◆ Project Manager for a review of the seismic withstand capability of structures and operating equipment at Peace Canyon Dam on the Peace River in northern British Columbia.
- ◆ Civil/Hyrotechnical Engineer for Independent Review of Oldman River Dam in southern Alberta.
- ◆ Project Manager and database-applications developer for the Bang Lang ADAS project. The project gathers remote data and provides flood warning for operators of the Electricity Generating Authority of Thailand, at Bang Lang Dam.
- ◆ Project Engineer for the 2000-2001 Dam Safety Review of Grand Rapids Generating Station, for Manitoba Hydro.
- ◆ Review Engineer for the 2000-2001 Dam Safety Review of Aberfelde, Spillimacheen and Duncan dams, for BC Hydro.
- ◆ Senior Civil/Structural Engineer for Srinagarind Dam Safety Review. Review of spillway and other concrete appurtenances to the rockfill dam, for the Electricity Generating Authority of Thailand (EGAT).
- ◆ Senior System Planner for Srinagarind Condition Assessment and Unit Upgrade for EGAT. This involved simulation of the reservoir and the existing Francis turbines and pump-turbines.
- ◆ Senior Civil/Hyrotechnical Engineer for the Dam Safety Development Project for the Royal Irrigation Authority of Thailand (RID).
- ◆ Design Manager for final design and construction services for the Balambano Dam project. Also responsible for simulation of reservoir operation and the automatic control logic for the Balambano spillway gates.

1991-1999

KLOHN-CRIPPEN CONSULTANTS LTD., British Columbia, Canada

System Manager/Project Manager/Design Manager

- ◆ Senior Systems Planner for preparation of a comprehensive generation simulation model for Keenleyside Project. The model was reviewed and approved by BC Hydro and became part of the Agreement between Columbia Power Corporation and BC Hydro.
- ◆ Design Manager for the tender design, final design and construction services for the 100-metre-high Balambano roller compacted concrete dam and 137 MW surface powerhouse.


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- ◆ Design Manager for the tender design of the Karebe roller compacted concrete dam and 102 MW underground powerhouse complex.
- ◆ Design Manager for pre-feasibility study and feasibility study of the Balambano and Karebe hydroelectric projects on the Lower Larona River on the Indonesian Island of Sulawesi. Responsible for the initial power studies for development of the Lower Larona River.
- ◆ Senior Civil/Structural reviewer for the comprehensive inspection and review (dam safety inspection) of Strathcona, Ladore, John Hart and Alouette dams for BC Hydro.
- ◆ Project Manager for preparation of an EPC bid for Mamquam Hydroelectric Project in partnership with two construction companies. Responsible for the power studies leading to the selection of the number and characteristics of the proposed turbines.
- ◆ Project Manager for preliminary design of the diversion, desilting facilities, pump station and water supply pipeline to the Kiani Kertas pulp mill in the Indonesian province of East Kalimantan on the island of Borneo.

1988-1991

CRIPPEN CONSULTANTS, Division of H. A. Simons Ltd., British Columbia, Canada

Project Manager

- ◆ Managed the company's multidiscipline task force engaged in the final engineering, preparation and evaluation of bids, issue of construction drawings and vendor document review for the penstock, 540 MW underground powerhouse and tailrace of the Kemano Completion Project, northern British Columbia.
- ◆ Managed the civil and structural engineering team during the preliminary design phase for the penstock, powerhouse and tailrace of the Kemano Completion Project.
- ◆ Provided evaluations of alternative powerhouse locations and penstock routes. Devised procedures for point optimization of penstock diameter, based on energy revenues and capital costs.
- ◆ Responsible for evaluation of information systems on a project investigating the privatization of the VAK (water and sewerage board) of Bratislava, Slovakia.
- ◆ Developed a database application used by Ontario Hydro for storing and searching Quality Bulletins as part of their process of continuous design improvement.

1987-1988

CRIPPEN CONSULTANTS, Division of H. A. Simons Ltd., British Columbia, Canada

Project Manager

- ◆ Responsible for Pelly River Flood Study, Yukon Territory and Kol Dam Hydroelectricity Project, India. Carried out financial and economic analyses for Kol power generation in Government of India formats. Also carried out hydrotechnical design for canal dredging at Nicola Lake, British Columbia, design of emergency water supply for Blueberry Creek Irrigation District, British Columbia, studies related to the augmentation of the water supply for a pulp mill at Woodfibre, British Columbia and Elm Creek flood diversion for a pulp mill on the Peace River.


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1980-1987 CRIPPEN INTERNATIONAL LTD., Sri Lanka

Project Manager

- ◆ Project Manager of the Maduru Oya Reservoir Project from October 1984. Technical Advisor from November 1984 to the newly formed Headworks Administration Operations and Maintenance (HAOM) Division of the Mahaweli Authority of Sri Lanka, a division was set up to manage the irrigation headworks built under the Accelerated Mahaweli Development Project at a cost of more than \$1 billion.
- ◆ Assisted in setting up the organization of the HAOM Division, developing standard procedures, training staff in calibration of water release facilities and computer use, gathering information on the control of aquatic weeds and computerizing many routine tasks of the division, including generation of reports, a database for hydrometric data from the Mahaweli headworks, a suite of BASIC language programs for computing flows, control gate settings, flow tables, etc., and computerization of the HAOM Division payroll and annual budget estimates. This work ended with three six-week technical visits to Sri Lanka in 1987.
- ◆ Under a separate contract to the Government of Canada, carried out an evaluation and ranking of numerous alternative irrigation rehabilitation schemes in order to select those which offered the greatest overall benefits.
- ◆ Design Manager responsible for feeder canal, access roads, spillway and outlet works associated with the NDK Dam. In addition to supervising the design and production of construction drawings prepared by Sri Lankan engineers and drafters, he performed all hydrologic, hydraulic and drainage studies related to the Project.

1981-1983 CRIPPEN CONSULTANTS, North Vancouver, British Columbia, Canada

Senior Design Engineer

- ◆ Assigned to Hydrotechnical Department for hydrological and hydraulic investigations for a variety of projects, including the pre-feasibility study for development of additional storage on Nicola Lake, British Columbia (now constructed). This study involved evaluation of floods, reservoir regulation for irrigation, computer studies of river channel before and after improvement, consideration of alternative types of control gate, hydraulic design of a new control structure and preliminary structural design of the control structure.
- ◆ Member of design review team that visited Sri Lanka from October to December 1982 to evaluate the design for the Maduru Oya Right Bank Irrigation system and prepare drawings and documents for tendering NDK Dam and Feeder Canal.
- ◆ Team Leader for a hydrological review of the Churchill River Basin in Saskatchewan, Canada. This three-month computer study was carried out in Regina for the Saskatchewan Power Corporation using the provincial computer network. Historical records from Water Survey of Canada data tapes were checked for errors and corrected where possible and short records were extended by correlation. Regulation models of the Churchill River basin and operating rules for the existing basin storage were developed.



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- ◆ More than 20 of the most promising storage alternatives were investigated for maximizing recoverable energy. As there were no suitable proprietary programs available on the provincial system, all the required computer programs were written by Dr. Finlayson and a colleague.

1980-1981 CRIPPEN INTERNATIONAL, Sri Lanka

Senior Design Engineer

- ◆ Leader of design team for the Link Tunnel, Left Bank Outlet Works and half of the Right Bank Outlet Works of the Maduru Oya Reservoir complex – part of the Mahaweli Development Scheme in Sri Lanka.
- ◆ Work involved leading a group of Sri Lankan design engineers in the final design and checking of construction drawings and preparation of material/bar lists of all hydraulic structures.
- ◆ Also carried out programming, progressing and performance control for project design staff.

1980 CRIPPEN CONSULTANTS, North Vancouver

Hydroelectric Design Engineer

- ◆ Stationed in North Vancouver supervising design of the Link Tunnel and Left Bank Outlet Works of the Maduru Oya Project of the Mahaweli Development Scheme.
- ◆ Checked structural steel and bridge designs for the Kemano Completion Project Power Station, British Columbia, Canada.

1978-1980 SIR ALEXANDER GIBB AND PARTNERS, Reading, UK

Design Team Leader

- ◆ Headed team designing the Apron, Training Walls and River Diversion Works for the Victoria Dam, of the Mahaweli Development Scheme in Sri Lanka.
- ◆ Headed team producing design, working drawings and bid documents for the marine channels and breakwater of the seawater cooling system now constructed at Jubail Industrial Complex, Saudi Arabia.

1975-1978 GIBB HAWKINS AND PARTNERS, South Africa

Section Engineer on Site

- ◆ In charge of all shafts, upper level tunnels and surface works for the main contract of the 1,000 MW Drakensberg Pumped Storage Scheme. Also carried out flood studies on small catchments for sizing of all site road culverts.
- ◆ Engineer in joint charge of pressure testing (to failure) of a well-instrumented 30-metre length of concrete-lined penstock tunnel.

Design Engineer, Resident Engineer – Quarry Haul Road



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- ◆ Drakensberg Pumped Storage Scheme. Headed team producing bid drawings for the main contract.

Vanderkloof Power Station at P.K. Le Roux Dam

- ◆ Responsible for civil and structural design of surface ancillary building and main operating floor of the P.K. Le Roux Dam.

1973-1975

NATIONAL RESEARCH INSTITUTE OF OCEANOLOGY, Stellenbosch, South Africa

Project Leader, Coastal Engineering and Hydraulics Division

- ◆ Hydraulic and mathematical model study of alternative methods of beach improvements for Swakopmund, Namibia. Computer study and field investigation on the potential thermal pollution of Saldanha Bay due to a proposed steel semis plant. Richards Bay Harbour Development, South Africa; Hydraulic model study of tide and flood control structure.

1970-1973

QUEEN'S UNIVERSITY, Kingston, Canada

Graduate Student and Part-time Teaching Assistant

- ◆ Laboratory and computer studies on the variation of suspended sediment profiles downstream of structures and in stilling basins, leading to Ph.D.

1969-1970

DEPARTMENT OF CIVIL ENGINEERING, NATAL UNIVERSITY, South Africa

Temporary Lecturer

- ◆ Taught two undergraduate courses on a regular weekly schedule. Carried out construction and testing of movable bed hydraulic model for determining scour around the piers of adjacent rail and highway river crossings.
- ◆ Graduate Studies leading to M.Sc. (Eng.) degree. Research, development and construction of system for radio telemetry of river parameters from remote site to basin station, in addition to part-time teaching at the University.

PUBLICATIONS AND PRESENTATIONS


"Karebbe hydro-combine failsafe spillway", International Water Power and Dam Construction, June 2012.

"Design and Construction of a Roller Compacted Concrete Hydro Dam," presented to the Engineering Institute of Canada and Canadian Society for Engineering Management, December 2000.

"Power for Processing," (Design and Construction of Balambano RCC Dam). International Water Power and Dam Construction, June 2000.

"Development of a Method for Telemetry of Remote River Data," Dissertation, Natal University, South Africa, 1969.

"On the Velocity Distribution of a Flow containing Sediment in Suspension," Symposium


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to honour H.A. Einstein. With Prof. M.S. Yalin, 1971.

"On the Distribution of Suspended Sediment in Transitional Regions," IAHR Congress, Istanbul. With Prof. M.S. Yalin, 1973.

"Distribution of Suspended Sediment in Transitional Regions," Ph.D. Dissertation. Queen's University, Canada, 1973.

PROFESSIONAL ASSOCIATIONS

Registered Professional Engineer, Engineers and Geoscientists of British Columbia

Chartered Engineer, Great Britain & European Engineer, Institution of Civil Engineers

Life Member, American Society of Civil Engineers

Member, Canadian Dam Association



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IAN ROKEBY, P.Eng., MBA

Principal

Ian Rokeby has more than 30 years of experience in the management and execution of a wide range of planning, feasibility, design and construction projects for transportation infrastructure in British Columbia: major highway programs, transit systems, and marine terminals. He has extensive experience in the effective coordination of multi-disciplinary teams executing major transportation projects.

Ian Rokeby's professional experience has included over 20 years in decision and execution support for major capital investments. His effectiveness in alternative procurement and delivery strategies is supported by a broad, multi-disciplinary approach to his work, incorporating training and experience in:

- Transportation economics and planning, project cost-benefit analysis and other evaluation tools
- Investment strategy planning
- Project development and procurement
- Program management and project control systems
- Alternative procurement and delivery strategies

Ian's broad professional interests include project management and engineering design; economics and the role of transportation infrastructure; organizational behavior; construction law; and communications theory.

Summary of Select Major Project Involvement

Project Director for Roberts Bank Terminal 2; Port of Vancouver; Delta, BC; \$3 billion; P3; 2015-present. Ian is providing strategic and tactical leadership and senior review in project management, conceptual design, procurement strategy, risk management and assessment and schedule development to the RBT2 Program Management Team and workstream leads. Program workstreams include Risk Management; Land Acquisition; Road & Rail; Terminal Operator Procurement; Technical; Infrastructure Developer (P3) Procurement; Environmental Assessment, Permitting & First Nations; Business Case and Finance. The Project comprises 200 Ha of reclaimed land, a 1300 m long caisson wharf, automated container handling equipment and an 8 track, 1.7 km long rail intermodal yard served by wide-span Rail-Mounted Gantries RMGs), extensive habitat compensation, access road network, and complete site servicing.



Education

- M.Eng., Civil Engineering, 1997, University of British Columbia
- MBA, Finance, 1983, University of British Columbia
- B.A.Sc., Civil Engineering, 1979, University of Toronto

Employment History

- 2014 - : Collings Johnston Inc.
- 2003-2014: CH2M HILL
- 1998-2003: Reid Crowther & Partners Ltd/Earth Tech
- 1994-1998: Klohn-Crippen Consultants Ltd

Professional Affiliations

- Professional Engineer, BC, Ontario

Years of Experience

- 35 years professional engineering experience

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TRANSIT

Project Manager for Business Case Development for Waterfront Toronto East Bayfront LRT project. Ian led the team that provided technical inputs to the P3 Canada Business Case in pursuit of a potential funding agreement to cover this \$400 million LRT extension from Bay Street to Parliament along Toronto's east waterfront.

AFP Team Lead for Metrolinx LRT Program; City of Toronto, 2011. Ian Rokeby led the team of P3 delivery specialists responsible for managing the development of the AFP contract procurement documentation. Mr. Rokeby's responsibilities included providing executive-level advice to the client on program definition documentation, business case development, program delivery model, risk assessment, management, and transfer, interface definition and management strategies.

Technical Advisor for Edmonton Southeast, Downtown, and West Light Rail Transit Project; City of Edmonton; Alberta; 2010 to 2011. Ian led the team that provided a comprehensive suite of technical inputs to the business case development process carried out by the City, including risk assessment and analysis, development of public sector and alternative PPP project delivery models, cost estimate development and refinement, and identification of key performance indicators for a potential PPP contract.

Project Manager/Lead Consultant for Evergreen Line Rapid Transit Project – Owner's Engineer Services; BC MoT; Greater Vancouver, British Columbia; 2008 to 2009. Ian Rokeby led the Owner's Engineer team for this 11.5 km extension to the existing Greater Vancouver SkyTrain system. In addition to participating as a senior member of the overall Project Management Team, Ian provided Executive Leadership to the Evergreen Owner's Engineer Program, taking responsibility for producing the necessary technical deliverables to support project development and procurement tasks, including: strategy development and support, project definition, schedule development, advancement of initial procurement activities, and facilitation of key decisions.

HIGHWAYS AND BRIDGES

Deputy Project Manager for Technical Advisors for Highway 407 East Extension Project; Infrastructure Ontario; 2010 to 2014. Mr. Rokeby's responsibilities included: development and maintenance of the project risk register, risk mitigation activities, project technical definition, preparation of project-specific output specifications, and participation in the Infrastructure Ontario project procurement team.

Principal Program Manager for Technical Advisors for Windsor Essex Parkway Project; Infrastructure Ontario; Windsor, Ontario; 2009 to 2014. Ian led the team that developed this first-in-class project agreement, performance-based project specifications, and procurement process to structure this long-term agreement to deliver the project on time and on budget.

Project Director; Policy Development Support for Greenhouse Gas (GHG) Reductions for BC's Transportation Sector; BC MoT; British Columbia; 2007 to 2008. In 2007, BC's Provincial Government made headlines with a commitment to address climate change by reducing GHG emissions. As part of this directive, each Provincial Government Ministry has been mandated to develop measures to address the overall Provincial commitment. Ian worked closely with BC MoT Climate Action Program staff to assess the availability and effectiveness of initiatives to address transportation GHG emissions.


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STRATEGIC PLANNING COMMITTEE

Report was presented by David Jennings, Strategic Planning Committee Member.

All motions were moved by David Jennings, seconded by Martin Baxter.

REPORT OF STRATEGIC PLANNING COMMITTEE

January 15, 2019 Presbytery Meeting

Strategic Priorities and Standing Orders

At the May meeting of Presbytery, Presbytery, for the purpose of “**Inspiring Leadership For Transformation**”, adopted the Strategic Plan of the PCC to be the strategic plan of the Presbytery and established the following six strategic priorities for the Presbytery:

1. Engage in biblical theological reflection and education that deepens understanding of and commitment to God, the church, and its place in Christ’s ministry and mission,
2. Engage in evangelism, outreach and discipleship
3. Embrace a missional culture that nurtures initiative and risk taking
4. Discern, prepare and support leaders – lay, youth and young adults and clergy – for faithful and fruitful ministry
5. Create, encourage and support communities of faith
6. engage in healing and reconciliation between indigenous and non-indigenous peoples

Presbytery determined that each committee of Presbytery, each Session of a congregation within the bounds of Presbytery, and each specialized ministry of Presbytery study the adopted Strategic Plan and six strategic priorities and report in writing to the Strategic Planning Committee how (i) it believes it can implement the six strategic priorities into its activities and (ii) how it will know if it has been effective in such implementation, for the purpose of assisting the Strategic Planning Committee in assessing the success of achieving the six strategic priorities.

The Strategic Planning Committee received responses addressing the above issues from (i) four committees of Presbytery (Ministry, Property & Finance, Social Justice, and Student Certification) (ii) ten Sessions (Brentwood, Central, Haney, Kerrisdale, Langley, Richmond, SASS, St. Columba, St. Paul’s Mission); and (iii) no specialized ministries:

As noted earlier to Presbytery, the responses are important for two reasons. First, Presbytery is looking to revise its standing orders to promote and focus on the strategic priorities. Second, the Strategic Planning Committee wishes to have a special Strategic Planning Day of Presbytery on February 9, 2019 at Richmond Presbyterian Church and needs to have the responses from all groups so that materials could be prepared for participants.

While only a third of the Sessions of Presbytery and half of Presbytery committees having responded, some common themes and responses arose. It was clear that most congregations believe they are:

- good at implementing Priority #1 (through preaching, Bible study, small groups, Sunday School);
- good at discipleship for Priority #2 but not very good at direct evangelism and outreach;
- confused at what a missional culture would look like or what risk-taking might entail for Priority #3;


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- unsure of who is a leader and how to identify and enable such leadership, other than through Camp Douglas and supporting theological education in response to Priority #4;
- confused if Priority #5 relates to their existing congregation or something different and consider donations to other groups a method of achieving that priority;
- Priority #6 is achieved largely through support of Hummingbird Ministries or through awareness campaigns.

It was a general observation that most reports attempted to explain how present activities were achieving the strategic goals rather than noting shortfalls or other priorities. One could conclude from reading the responses that congregations were generally satisfied with the present situations in which they find themselves in order to achieve the priorities. That conclusion seems at odds with the general sense that most congregations are in crisis (this may be a problem of only receiving a one-third response rate) and radical change at the congregational level is required.

Presbytery committees largely recognize that they are being more reactive than proactive and that their standing orders do not encourage missional thinking or strategic planning. There appear to be no plans to assist congregations to achieve strategic success or knowing what to do with congregational failures. Some committees believe they are effective in their strategic work but do not have the resources or congregational support to achieve successful outcomes. SPC observes that many feel Presbytery is mostly about what we feel obligated to do, not about what opportunities are before us and how we are to be the best possible stewards of that opportunity. Presbyters want to change the culture of what we understand Presbytery to be and how it functions to best equip, encourage and enable the ministries under its care.

Both congregations and Presbytery committees ask that Presbytery provide resources to enable strategic planning and implementation (education, providing people with specific skill sets, and financial assistance were the most often noted inputs) and share stories of success and challenges of other Presbyteries and congregations so that lessons can be learned and people encouraged.

At the Presbytery Meeting, it is proposed time be set aside for a general discussion about what is working well at the congregational and Presbytery level and what needs to be changed or improved. This discussion will assist the preparation of the February 9, 2019 Strategic Planning Day agenda.

Presbytery Strategic Planning Day

In planning for the Presbytery Strategic Planning Day, the SPC is hopeful that we might be able to address the following issues:

The SPC is planning to present to the presbytery a first draft of new Standing Orders for the presbytery that may align with the work that the presbytery has done over the past few years around the vision and direction of the presbytery on February 9. The responses of the congregations and committees may help inform the committee as they attempt to draft standing orders that will better allow the presbytery to do what we have said we wish to do, primarily to be a presbytery that encourages, enables and equips vital, flourishing congregations.

SPC is also hoping that in conjunction with the new standing orders, the presbytery will use a portion of the Strategic Planning Day to define short term and long term goals, aligned with our vision for vital, flourishing congregations, that will allow the presbytery to engage in evaluation and accountability.



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In addition, the SPC will also endeavour to present to the presbytery a draft regarding a position description and terms of reference for a possible General Presbyter, along with ideas about how that position may be funded.

While these recommendations are intended to engage the presbytery in further discussion and discernment, it is also the conviction of the SPC that the time has come to begin making decisions that will materially affect the direction, work and outcomes of our presbytery and to begin a process that will lead to embedded structural changes in the way presbytery functions.

West Point Grey Presbyterian Church

As Presbytery is aware, WPGPC decided to conclude its ministry in 2018 and informed Presbytery that it wished to see the congregation's assets used for the Church to provide WPGPC with a legacy of missional innovation. The Strategic Planning Committee along with other Presbytery committees have attempted since that announcement to develop a plan to utilize the assets of WPGPC in a manner to honour WPGPC's legacy, but to date have not reached any definitive conclusions.

While the final worship service at WPGPC was held in September 2018, the Session and trustees of WPGPC magnanimously offered in late Spring 2018 to remain in place while the Presbytery determined the best manner of using the WPGPC assets. With the length of time it has taken Presbytery to move ahead on this matter, Strategic Planning Committee believes Presbytery should offer, at the request of WPGPC, to name elders and trustees to relieve the Session and trustees of WPGPC of ongoing duties and responsibilities. WPGPC will be holding its annual meeting at the end of January and should be informed of Presbytery's intentions by that time.

Recommendation No. 1

BE IT RESOLVED THAT Presbytery hereby grants power to issue to the Moderator, upon request from the Session of WPGPC, to name assessor elders and trustees of WPGPC for the purpose of maintaining the legal existence of WPGPC and then, at Presbytery's instruction, to take necessary actions to wind up WPGPC in a manner determined by Presbytery to honour the legacy of WPGPC and to further the strategic priorities of the Presbytery.

CARRIED

Respectfully Submitted,
David Jennings, Convener

Victor Kim, Clerk

MINISTRY COMMITTEE REPORT TO PRESBYTERY

The Ministry Committee report was presented by Martin Baxter, Ministry Committee Convener.
All motions were moved by Martin Baxter, seconded by Brad Childs.

Ministry Committee Report to Presbytery January 15 2019

1. Ministers' Study Leave

We would like to remind all ministers and sessions that it is the practice of our presbytery to follow the PCC's "Continuing Education Regulations." As such once a minister has received the support of their session for a study leave they should request that the relevant extract from the Session's minutes along with supporting documentation in regards to the study leave be sent to the Convener of the Ministry Committee. The Ministry Committee have "power to issue" in approving study leave.

REMINDER to those who have not yet responded ...At this time we are asking all ministers to email the following information, **by Dec 31st 2018**, to pastorbaxter@gmail.com

1. As of Jan 1st 2019 how much study leave allowance have you accumulated – both finance and number of days
2. Please send us a summary of the study leave you have taken in the last FIVE years. Just a one line title of the study leave is sufficient.

The Following Study Leave requests have been received, reviewed and approved by the Ministry Committee

- Rev. Brad Childs – January 22-28, 2019; to attend the Cyclical Cascadia Assessment at St. Andrew's Hall
- Rev. Willem van der Westhuizen – May 26-June 10, 2019; to attend the Israel Institute of Biblical Studies.

2. First Presbyterian, New Westminster

Following the dissolution of the pastoral tie in August 2015 Rev. Dr. Hans Kouwenberg was appointed as Interim Moderator at First, and Rev. Guy Sinclair has been serving as their Stated Supply since March 2016.

Dr. Kouwenberg has notified the Ministry Committee of his desire to resign as Interim Moderator due to ongoing health issues. The Ministry Committee would like to acknowledge and thank Dr. Kouwenberg for his faithful service at First and in many other capacities in our Presbytery for many years.

Recommendation 1: the Rev. Dr. Hans Kouwenberg be dismissed from his role as Interim Moderator to First Church, NW, with thanks, effective January 15, 2019. **CARRIED**

The Ministry Committee, having power to issue, has appointed Rev. Laurie Deacon as the interim Interim Moderator, to oversee the renewal of Rev. Guy Sinclair's Stated Supply Contract.



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3. Knox Presbyterian, New Westminster

Following the resignation of Rev. Richard Watson, Rev. Bradley Childs was appointed as Interim Moderator at Knox, effective January 1 2019.

Respectfully submitted,
Rev. Martin Baxter
Convener

VISIATION COMMITTEE REPORT

The Visitation Committee report was presented by Bev Feick, Visitation Committee Convener.
All motions were moved by Bev Feick, seconded by Dennis Howard.

Presbytery of Westminster Visitation Report January 2019

2018 Visits

St Paul's Mission was visited November 24 by the team of Pam Wong (Lead) & Rev. Laurie Deacon.
St Andrew's Newton was visited November 21 by the team of Gordon Shields (Lead) & Rev. Dennis Howard

Regular 2019 Visits

Burnaby Taiwanese regular visit was delayed from 2017. After the 2017 one year visits, Assessor Elders began to serve with BTPC Session in January 2018.

St Andrew's St Stephens's regular visit will be scheduled for April.

Coquitlam's regular visit will be scheduled in December.

One year Visits

West Vancouver will be scheduled in March.

Haney will be scheduled in June.

Exit Visit

Knox will be visited in January 2019 by the team of Rev Bob Garvin & Bev Feick (Lead).

Visitation Committee Report

St. Andrew's - Newton Presbyterian Church, Surrey BC

Committee members: Gordon Shields –Haney Church (Lead) / Rev. Dennis Howard- Langley Church

Date: November 21 2018

Visitation Committee members Gordon Shields and Dennis Howard met with Rev. Geof Jay, and separately with seven Session members and eight Board members, as well as one adherent in the congregation.

Prior to the visit we reviewed information from the annual reports, financial statements and 22 completed questionnaires.


Victor Kim, Clerk

The Presbytery of Westminster

Regular Meeting at Gordon Presbyterian Church, 7457 Edmonds Street, Burnaby, B.C.

January 15, 2019 at 7:00pm.

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St. Andrew's – Newton is a suburban congregation with approximately 150 members and adherents. It is situated on a large lot at a major intersection in Surrey, with prominent signage and visibility to the surrounding community. Some twenty-five years ago, a large section of the church property was sold for development, resulting in a consolidated fund of significant size from which interest is received yearly. The congregation celebrated its 100th anniversary this past year, with a number of planned events that were much enjoyed. As part of the celebration, there was a focus on what the next 100 years could bring, with God's help. To focus the congregation on the importance of evangelism, the Session has recently adopted a mission statement based on the Great Commission as stated in Matthew 28:19-20. Rev. Geof Jay has been the minister for the past sixteen years, and is very much loved and respected in his role. Judging from the questionnaire responses and opinions voiced at the visitation meeting, Rev. Jay also has a strong pastoral connection to his church family, and provides very caring ministry to the congregation.

Rev. Jay expressed that he is very thankful for his church family, and that they strongly support his ministry in many tangible ways. He is concerned with the loss of a number of key members through illness and death over the past couple of years, as this has put some stress on church programming and finances. Both Rev. Jay and the congregation are optimistic that other people in the congregation will be called by God to serve, and that the congregation will be able to overcome to loss of these key people. The worship service is fairly traditional in style, which appears to suit the majority of the congregation. The recent acquisition of an audiovisual system will bring some changes, with the expectation that the projection of visuals and hymns at the front of the church will offer some new opportunities for enhancing worship.

Christian Education for children and youth is well established, with approximately twenty-five children on the roll, but there was some discussion that adult education in the form of bible studies could be enhanced, as some people in the congregation are looking for more opportunities to take part. The congregation has incurred deficits of approximately \$15,000 for the past two years at least. There was some discussion that more education of the congregation with regard to stewardship would be a good thing. There has been a reliance on using the interest from the consolidated fund to balance the budget, and there is a desire to move away from this practice. The congregation is generous in support of local outreach programs in the surrounding community, including the Surrey food bank and local school lunch programs.

Church administration is generally very good, with Rev. Jay and several people mentioning the great work done by the church secretary. Some concerns were raised about the implementation of Leading with Care in the congregation, with a feeling that it could be handled better.

In summary, the congregation at St. Andrew's Newton is healthy and faithful, and is working to overcome the challenges stemming from the loss of some key members.

Recommendation: To commend Rev. Geof Jay, the Session, and Board Managers, for their faithful stewardship of and dedication to the work of Christ at St. Andrew's – Newton Church. In Christ's service, Gordon Shields and Rev. Dennis Howard, Visitation Team. **CARRIED**



Victor Kim, Clerk

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Respectfully submitted
Bev Feick
Convenor Visitation Committee
Westminster Presbytery

MISSION COMMITTEE

Report was presented by Isabel Evans, Mission Committee Convenor.
All motions were moved by Isabel Evans, seconded by Richard Watson.

January 2019 Mission Committee to Presbytery.

Mission Committee met via e-mail communication this month. This was to review the grant application requests from the Christian Urban Camps of the Collaborating Churches in New West and Burnaby, Brentwood Presbyterian Church and Hummingbird Ministries.

Recommendation #1: that Presbytery approve that the Christian Urban Camps of the Collaborating Churches in New West and Burnaby may apply to:

- a) Regional Resourcing Grant for \$3,000.
- b) Cooke's Fund for \$1,000.
- c) West Van Mission and Outreach Fund \$1,000.

CARRIED

Recommendation #2: that Presbytery approve that Brentwood Church may apply to:

- a) West Van Mission and Outreach Fund for \$500 to support a consultation on Mission, with the Rev. Stuart Macdonald helping them consider strategies for education and evangelism in the face of secularization in Canada.

The Consultation on Mission will take place on Mar 8-10, 2019 and will cost about \$2,500. Brentwood is contributing \$1,000, St. Andrew's Hall \$250, interested individuals \$250 so far, and registration fees will cover the rest. Stuart is an accomplished singer/songwriter in the Scottish folk tradition and will offer a concert on the Saturday night. He will be preaching at central on the Sunday.

- b) Avondbloem Experimental Fund for \$2,000 to support The Sanctuary Sessions, a missional outreach to the jazz community in Vancouver that explores in some depth the theological significance of their favourite music in a small group setting over a five week series of gatherings for musicking and conversing.

Brentwood is contributing \$1,000 for the Sanctuary sessions. The funding pays for two musical mentors for each of the three sessions they hope to offer.

All of these grant applications were approved at a regularly called meeting of the congregation on Dec 30, 2018. Please note also that Brentwood's Trust Deed is being submitted to Presbytery this week.

CARRIED



Victor Kim, Clerk

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Recommendation #3: that Presbytery approve that Hummingbird Ministries may apply to:

- | | |
|--|----------|
| a) Cooke's Fund for | \$10,000 |
| b) West Van Mission and Outreach Fund for | \$2,000 |
| c) BC Synod Grant | \$8,000 |
| d) Presbytery Grant | \$8,000 |
| e) Conference Grant | \$5,000 |
| f) Creative Ministry with Children & Youth | \$7,000 |
| g) Special Projects | \$6,000 |
| h) Chisholm Fund | \$5,000. |

I think both Synod and Presbytery have already approved in their 2019 budgets the requested amounts of \$8,000.

CARRIED

Recommendation #4: that Presbytery approve that Langley Presbyterian Church for the ministry of Shepherd's House may apply to:

- a) Cooke's Fund for \$6,000.

Langley have applied for and received this for the past three years.

CARRIED

Respectfully submitted,
Isabel Evans.

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HUMMINGBIRD MINISTRIES

Grant Application Permissions for 2019



For the operations of Hummingbird Ministries and the Prayer Circles, the special and annual events and the Arts Projects of 2019

Cooke's Fund	\$10,000
West Van Mission & Outreach Fund	\$ 2,000
BC Synod Grant	\$ 8,000
Presbytery Grant	\$ 8,000
Conference Fund	\$ 5,000
Creative Ministry with Children and Youth Fund	\$ 7,000
Special Projects	\$ 6,000
Chisholm Fund	\$ 5,000

A handwritten signature in black ink, appearing to read 'Victor Kim'. The signature is fluid and cursive.

Victor Kim, Clerk

- The Cooke's fund is not a project grant for Hummingbird. Cooke's fund administrators have agreed to help cover much needed overall operations expenses for the ministries. The grant requires all the AGM documents which are prepared for March Presbytery.
- The BC Synod and the Presbytery grants are applied to the general operations of the ministries.
- The Conference Fund is proposed for our bi-annual Indigenous Wisdom healing conference event.
- The Chisholm Fund is proposed for the 10th annual Peace through the Arts Festival reunion celebration.
- The Creative Ministry with Children and Youth Fund is proposed to run the children's arts programs in dance, music and drama to train them in the arts and to prepare them for performances including the annual Christmas play and Hummingbird and ecumenical partnerships events.
- West Van Mission and Outreach fund is proposed to pay for music teachers to teach underprivileged Indigenous children how to play guitar, keyboard and ukulele.
- The Special Projects Fund is proposed for the Reconciliation film.
- Other income sources to be requested include regional and national WMS grants, and church, ecumenical and individual donations.

We will also apply for non-church grants in partnership with the Kekinow Native Housing Society to cover costs of the bi-annual Indigenous Wisdom conference and the 10th annual Peace through the Arts Festival reunion celebration. We will also be looking for grants to supplement the cost of completing "*The Light of the North Star*" a docudrama based on the 1994 Confession of the PCC. *Please note: the AGM projected budget presented here may differ slightly from the one we present at the AGM due to the factoring in of the details of the project plans for 2019. That is, the allocated amounts of each project fund may be shifted but the overall budget amount is not likely to change.*

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The 2019 proposed budget was submitted to Canadian Ministries in September 2018, with the approval of Presbytery, the Hummingbird Ministries Council and the Mission Committee. The grant was approved for \$67,000 for 2019. The document is attached as Appendix 1.

Hummingbird's 2019 annual events include: The 10th annual Peace through the Arts Festival Nov. 2 or 9, in Tsawwassen of Richmond, depending on venue availability; the annual Indigenous Peoples Day celebration with the Mosaic Church, in Vancouver, June 15th; the Indigenous Wisdom bi-annual conference, at VST, July 12-13; the Christmas Circle, Dec. 14th at TFN or Richmond; the Christmas play, Surrey or Richmond, Dec. 1 or 8, depending on venue availability.

The prayer/teaching circles and arts projects begin after Feb. 22 in preparation for special performances by the children. 2019 Performances include: The Talking Stick Festival, March 2nd Vancouver; the Regional WMS conference on March 29, Surrey; The DIAKONIA DOTAC Conference, UBC, Aug. 18. There may be other invitations by our ecumenical church partners.



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Appendix 1 – Proposed Hummingbird Ministries Budget for 2019

Appendix 2 – Grant proposal and budget for West Van Mission and Outreach Fund

Notice of Motion:

Moved by Laurie Deacon, seconded by Cal MacLeod,

“I will move or cause to be moved that Presbytery reconsider its policy on the use of manse funds at our next presbytery meeting.”

ANNOUNCEMENTS

ADJOURNMENT

Moved by Jim Smith, seconded by Patricia Dutcher-Walls, that the presbytery be adjourned. **CARRIED**

The next **regular meeting** of presbytery will be on **March 5, 2019**, at **West Vancouver Presbyterian Church, 2893 Marine Drive, West Vancouver**, beginning with dinner at 6:00pm. Hummingbird Ministries will lead worship and the Annual General Meeting of Hummingbird Ministries will be held at this meeting.

The presbytery is reminded of our Vision Retreat on **February 9, 2019** at Richmond Presbyterian Church, 7111 No. 2 Road, Richmond, BC from 9:00am-3:00pm.

The Moderator closed the court at 9:30pm with prayer and a benediction.



Miklos Szigeti, Moderator



Victor Kim, Clerk