

1. Bylaw 9.2 amendment

That Bylaw 9.2 be amended by inserting the words “at least” so that it reads:

- 9.2 There shall be at least four (4) signing officers for cheques, one of whom shall be the Board Chair. Subject to 9.3, cheques may be signed by any two of the four. The Minister or Staff may not be signing officers for cheques.

2. That the following Ministry Policy on Affirming Vision be ratified:

###Title: Affirming Vision Statement

Type: Ministry

Board Adoption: October 20, 2021

Congregational Ratification:

Rationale:

At Lynn Valley United Church we celebrate the diversity of God's creation and affirm that all people of any gender identity or sexual orientation have a place of inclusion, worship, discipleship, and leadership.

Policy:

Lynn Valley United Church commits to the following:

- Offering worship that reflects the affirmation of Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Asexual, Two-Spirit and other affirmative ways in which people choose to self-identify (LGBTQIA2S+) people
- Supporting the full inclusion of LGBTQIA2S+ folks in all aspects of congregational life and work.
- Recognizing and unlearning our internalized biases, both as a congregation and as individuals
- Communicating our affirmation of LGBTQIA2S+ people in the community through words, symbols, and actions
- Offering and participating in ongoing social and educational activities as a congregation in support of LGBTQIA2S+ people
- Supporting initiatives at LVUC that promote safe spaces for LGBTQIA2S+ people
- Making educational resources (books, videos, etc.) available to people within and outside our congregation
- Maintaining membership with Affirm United, the United Church organization that supports the development of Affirming Congregations and networks across Canada.

3. That the following policy on Privacy be ratified:

Privacy

Type: Ministry
Adoption Date: April 13 2022
Ratification Date:

Rationale:

The BC *Personal Information Protection Act* (*PIPA* or “the Act”) requires all organizations, including churches, to explicitly develop and follow policies and practices that are necessary for the organization to meet the obligations under the Act, to develop a process to respond to complaints that may arise respecting the application of this Act, and make information available on request about the policies and procedures and the complaint process. (*PIPA* s 5)

An organization must designate one or more individuals to be responsible for ensuring that the organization complies with the Act. That person may delegate these duties to another individual. The organization must make available to the public the position name or title or title of those persons and their contact information. (*PIPA* s. 4)

This is consistent with LVUC Policy #301: Treatment of Beneficiaries, which requires the Minister to comply with privacy and personal information laws and not to disclose personal information without consent to persons outside of the United Church of Canada except when required or permitted by law.

This policy supplements and reflects the requirements of the Act but does not set out to repeat or paraphrase legal requirements.

Definitions:

“Individual” refers to the individuals whose personal information is referred to

“Church community” includes members, adherents, employees (including volunteers), donors, and beneficiaries.

Privacy Officer

The Minister shall be responsible for ensuring that the organization complies with the BC *Personal Information Protection Act*

The Minister may delegate duties to another person or persons to assist in meeting these responsibilities.

Purposes for collection of personal information

1. The church collects personal information for the following purposes:
 - a. To provide information for and about church programs and services
 - b. To maintain donor records and issue charitable tax receipts
 - c. To enable church staff and designated volunteers to contact others in the church community
 - d. To enable members and adherents of the church to contact each other (This requires explicit consent.)
 - e. To promote the mission and outreach services of the church and the larger United Church
 - f. To use in publication of church activities, subject to the direction of the individual,
 - g. To enable the church to meet individual needs
 - h. To enable the church to provide services that will meet the spiritual, educational, and human needs of the church community, including the conduct of services for planning purposes
 - i. To manage liability issues
 - j. To protect the safety and security of the building and the users
 - k. To verify the identity of members of the church community
 - l. To satisfy the United Church of Canada requirements for record-keeping and document retention, including the transfer of appropriate records to Regional Archives for archival and research purposes.
 - m. To manage event and program participation
 - n. To manage personnel functions.

2. The church will obtain individual consent to the collection, use, or disclosure of personal information for any new purpose, except when the Act indicates that consent is not required.

Consent

1. The church will obtain consent from individuals for collection, use, or disclosure of their personal information, except when the Act indicates that consent is not required.

2. Consent may be spoken, written (including electronically), or implicit as described in the Act. Consent can be implied when the church can reasonably infer consent based upon the action of the individual.

3. Consent can be withdrawn at any time on providing reasonable notice, unless withdrawal would make the church unable to fulfill a legal obligation.
4. Consent on behalf of those minors and vulnerable individuals who are not able to exercise their own privacy rights may be given by a legal guardian.

Collection, use, disclosure and retention of personal information

1. Personal information is collected only for purposes connected with the mission of the church. The church will not deceive or mislead anyone about the purposes of collecting personal information.
2. The church will not sell membership, adherent, or donor lists to third parties.
3. The church may provide membership, adherent and donor lists to other offices of the United Church in order for them to provide information of concern to the larger United Church.
4. Personal information will be retained in accordance with United Church of Canada standards.
5. Personal information in the historic membership roll or the baptismal, marriage and burial/ memorial registers is held permanently, in a permanent form.
6. The church will strive to ensure accuracy of information.
7. The church will protect personal information against loss or theft and safeguard the information from unauthorized access, disclosure, copying, use or modification.
8. The website will disclose what personal information is collected for LVUC through its website.
9. Records will be appropriately transferred to the United Church of Canada (Pacific Mountain Region) archives.

Openness and Access

1. This privacy policy is our public notification and our notice to members, adherents, visitors and supporters of the purposes for which we collect personal information. It will be made accessible on the Lynn Valley United Church website.

2. Personal information held by the church is the property of the church. Individuals may request confirmation and correction of their own personal information.

Recourse

1. In the event of a dispute with an officer of the church, staff member or volunteer over the handling of one's personal information held by the Church, the Minister will promptly investigate all complaints received and take appropriate measures.
2. If the complaint concerns the actions of the Minister, complaints may be taken to the Ministry and Personnel Committee.

Procedures

The Minister will develop written procedures to ensure privacy protection with regard to personal information contained in church records. Procedures will cover websites, personnel records, financial records, databases and mailing lists and any other repositories of personal information held by the church.

3. That the following amendment to Policy 313 Marriage Policy be ratified:

That the title be changed to Inclusive Rights to Marriage.

That the first paragraph be amended to read:

At Lynn Valley United Church we believe that all people are included in God's divine plan, and are part of God's gift of diversity in humanity. Lynn Valley United Church affirms the right of all couples of any combination of sexual orientation, gender identity, and gender expression to be married to each other and to be fully included in all aspects of church life.

5. Animals in Church

That the following new Executive Limitations Policy on Animals in Church be ratified:

Title: Animals in Church

Type: Executive Limitations

Date of Board Approval: September 8, 2021

Date of congregational ratification:

Rationale:

In order to fulfill its purpose in our community, Lynn Valley United Church must be a welcoming and safe place for all. Although many of us have a deep love for our pets, we recognize that there are many circumstances that would mean that the presence of dogs or other pets are alarming or even unsafe for others.

Worship services or other activities involving pets may be held out of doors.

The church recognizes and respects the needs of some people with disabilities to be supported in specific activities by trained guide or service dogs.

Policy

1. The Minister shall not:

1. Permit animals within the church building.
2. Fail to respect and abide by the church's legal obligation to give access to the church for events open to the public to guide dog teams, service dog teams, and dog-in-training teams, as required by British Columbia legislation, specifically the ***Guide Dog and Service Dog Act***.

(Note: This Act includes requirements that certified guide or service dogs be on leash and not be in any area where food is served or dispensed to the public.)

2. Exceptions may be made by the Minister or Building Manager for emergencies or brief informational visits, provided dogs are leashed.

References: *(note that links may change)*

Guide Dog and Service Dog Act, [SBC 2015] Ch. 17

Guide Dog and Service Dog Regulation, BC Reg. 223/2015

Guide Dog and Service Dog Certification,

<https://www2.gov.bc.ca/content/justice/human-rights/guide-and-service-dog>

6. That Policy #309 Memorial Gifts be repealed and replaced by the following policy:

- Memorial Gifts and Designated Gifts

Policy Type: Executive Limitations
Date of Board Approval: September 14, 2011
Date of Congregational Ratification: June 2012 (as part of Transitional Policy Manual)
Date of Board Modification : January 12, 2022
Congregational Ratification Date:

Rationale:

The church may receive memorial gifts either as a bequest in a will or as a gift by an individual to memorialize a loved one. Sometimes a donor may designate the intended use of the gift; more often an intended purpose is not specified.

When a purpose is not designated, the church needs to decide how to allocate the funds, for instance

- to support the long term sustainability of the church through the Legacy Fund;
- to support short term operational funding to compensate for the ending of regular donations; or
- to be used for special projects of a kind not generally provided for in the operational budget.

This policy addresses this question as well as requirements relating to designated gifts.

The policy also includes requirements applying to other gifts given to be used for a specific purpose beyond normal program requirements.

Policy:

A. Definitions:

1. A memorial donation is one that is received:
 - a. as a bequest in a will; or
 - b. as a gift to memorialize a deceased individual.
2. A designated gift is one in which the donor has specified in a legally binding fashion the intended use of the gift.
3. An acceptable gift is a designated gift that does not contravene the stipulations set out in this policy; and “acceptable” has a like meaning.

4. The Memorial Fund is the separate account established under this Policy to receive and maintain memorial donations.

B. Form of Donations

1. The Minister will not accept any non-monetary memorial donations.
 - a. Any offers of gifts in kind must be monetised before being accepted.
 - b. The Board, following the process in the Art and Building Design Modification Policy if applicable, may authorize exceptions.

C. Designated Gifts

1. The Minister will not accept any memorial or other donation for any designated purpose
 - a. that does not fit with LVUC's ministry priorities;
 - b. that might be disruptive to LVUC's ongoing operations or ministry plans;
 - c. that is not practicable or likely to be implementable within a reasonable length of time; or
 - d. that is surplus to the amount required to meet the designated purpose.
2. If a gift for a designated purpose is received but the gift will not be able to be used for its designated purpose for a lengthy or an indeterminate period or may become surplus to requirements for the designated purpose or for some other supervening reason may become unacceptable, the Minister shall not fail to seek authority from the donor to re-direct the funds in the event that the gift becomes unacceptable.
3. If a donation is not acceptable for the purpose for which it is offered, the Minister may
 - a. if practicable, discuss alternatives with the donor or donor's representative;
 - b. refuse the gift; or
 - c. seek legal advice about redirection of the gift.
4. Except as otherwise provided by this policy, the Minister will not fail to use a designated gift in accordance with its stated purpose. Designated gifts may be placed in separate accounts rather than being amalgamated into the Memorial Fund.

D. Undesignated Gifts

1. The Minister will only use funds from the Memorial Fund for:
 - a. Durable but not necessarily permanent items for church use or
 - b. Programs that can be expected to have a beneficial effect on church operations, the Congregation or the surrounding community.

2. The Minister shall not make any single expenditure exceeding \$3000 from the Memorial Fund without first obtaining consent of the board.
3. The Board of Trustees will annually review the balance accumulated in the Memorial Fund. The Board of Trustees may make transfers to the Legacy Fund at any time on the authority of the Minister or the Board.
4. For clarity, interest income attributable to the Memorial Fund is treated as part of general revenue.

E. Record-keeping:

1. The Minister shall will ensure that detailed records of all Memorial Donations are kept including:
 - a. the name of the donor and person being memorialised and the date of the donation;
 - b. the designated purpose for use of any donation, if applicable;
 - c. the date, amount and use of withdrawals or transfers from the Memorial Fund.
2. The Minister will ensure that:
 - a. memorial donations are recorded in a register
 - b. the Memorial Fund is separately accounted for in the accounting records of the Church.

7. That the Policy #312 Art Acquisition and Disposition be repealed and replaced by the following policy Art and Building Design Modifications:

- Art and Building Design Modifications

Policy Type: Executive Limitations

Adoption Date: October 20, 2021

Ratification Date: June 12, 2016

Modification Date: October 20, 2021

Congregational Ratification Date:

Purpose

The purpose of this policy is to identify criteria and process related to purchasing Art for the Church or the gifting of Art to the Church and deciding on modifications to the design elements of the church building including signage, other than temporary ones.

Definitions

Art - means any expression or application of creative skill and imagination that promotes beauty, emotion or spirituality in any physical medium, but does not include art for temporary display. It includes a baptismal font and communion table.

Design Committee – a standing committee appointed by the Board, consisting of up to three congregation members or adherents and the Minister or a staff member designated by the Minister.

Policy Objective

The objective of this Policy is to provide the Board, Minister and Congregation with direction and criteria on interior or exterior Church Art and modifications to design elements of the church building.

Overview

The purpose of Art is to evoke an emotional reaction or create a connection to feelings, establish a mood or create an ambiance. Art may also evoke controversy as it can be interpreted differently based on the viewers' perspectives.

As such, it is very important that all Church Art is purposively selected to support the physical design of the Church and to further its Mission.

Our building reflects who we are and aspire to be, both to ourselves and to the community around us. Although some changes to the building are purely functional and there is no need for congregational involvement, others are filled with meaning even if they are minor in nature. Sometimes these can stir controversy. In such cases, talking with each other is the best remedy.

Selection Objectives

All Church Art must meet the following objectives:

1. Art must complement the physical design and décor of the Church;
2. Art must enhance, enrich and complement the aura, mood, atmosphere of the Church and its spiritual offerings;
3. Art must support practical Church service delivery (i.e. furniture or spiritual equipment);
4. Art must be of professional standard and quality or have special meaning to the Congregation based on its history, sentiment or relationship to a significant event; and
5. Art must be practical and not cause any form of obstruction, barrier, maintenance, meaningful storage requirement, on-going costs or impediments with its use or use of the Church.

The same criteria apply to building modifications that affect design elements.

Approval Process

The Minister shall not permit Art acquisition or building design modification except in accordance with this Policy.

Proposals to acquire art or to make modifications to the design elements of the church building should be submitted to the Board including information on associated cost, funding, proposed location, ongoing maintenance needs, use criteria or restrictions and any storage needs as applicable.

The Board may refer the proposal to the Design Committee. That Committee will consider whether to bring in other resources for consultation and whether and how the congregation will be consulted. After carrying out its process, the Design Committee will make recommendations to the Board on the proposal. The Board will make the final decision.

Art Gifting

Generally the church does not accept Art donations in kind (other than commissions) except if the intended purpose includes sale.

Any offers of Art will be made to the Minister. Tax receipts will not be issued for any gifts of Art unless it is valued, in writing, by an authorized and credible person capable of accurately valuing the Art. Alternatively, new purchased Art with an original sales receipt from an arms-length seller that establishes the Art value, will be eligible for a Tax Receipt of the same value.

Gifts of Art (either in kind or purchased with donated funds specifically for that purchase) with a value greater than \$500 may be subtly acknowledged on or adjacent to the Art, as appropriate, and/or recognized in other ways, such as entry in an official record.

Art Retention, De-Accession and Disposition

The Church is empowered to retire and dispose of Art at the end of its useful lifespan or upon Board approval.

Any gifted Art that is damaged or earmarked for retirement will be: a) returned to the donor; b) if the donor does not want the Art returned or the Church is not able to contact the donor, the Art will be disposed through a 'sale donation'; c) if the Art cannot be returned to the donor or sold, it will be donated to a non-profit association that will benefit from it; and d) if the Art is damaged or destroyed, it will be disposed of in an appropriate method.

8. That Policy 402 on Governance Committees be repealed and replaced with the following new Policy on Governance Committees

Board of Governance Committees

Type: Governance Process
Board Adoption : September 2010
Modification Date (by Board:) April 13, 2013?
Ratification Date: (by Congregation): September 2013?
Amended by Board: November 10, 2021
Ratification of Amendment: :

Rationale:

The Board is empowered by bylaw 8.2 to appoint Committees, accountable to the Board, to assist it in carrying out its functions.

Policy:

- A. Board of Governance committees (as distinguished from Minister –appointed Teams) may be used to support the work of the Board, and will not interfere with the authority of the Minister.
- B. The Board of Governance will establish and appoint a Ministry and Personnel (M and P) Committee, in accordance with the requirements of the Manual.
 - 1. The responsibilities of the M and P Committee as set out in the Manual are modified to accord with LVUC's policy governance structure and are set out in the Bylaws.
 - 2. The M and P Committee is subject to Board of Governance policy and direction.

C. Policy Committee

The Board will establish a Standing Committee on Policy and make and terminate appointments as required or desired. The Policy Committee will include at least one member of the Board and may include congregational members or adherents.

D. Design Committee

The Board will establish a Standing Committee on Design to carry out responsibilities set out in the Policy on Art and Building Design

Modifications. The Board may make and terminate appointments as required or desired. The Board may appoint congregational members or adherents.

E. Ad Hoc Committees

The Board may from time to time appoint other committees, as it considers appropriate to assist in its work. The Board may appoint congregational members or adherents to such committees.

F. Minister's Role

The Minister is automatically a member of all committees except for:

1. a Search Committee
2. the Ministry and Personnel Committee
3. a Nominations Committee

(LVUC Bylaw 7.1)

9. That the following amendment to Policy 406 Chair's Role be ratified:

Delete par. 2(g) ~~The Chair appoints Ministry Liaisons, Nominating Committee Members and ad hoc Board of Governance Committees as required.~~

10. That the following new policy on Governance Succession Planning be ratified:

Governance Succession Planning

Policy Type: Governance Process
Adoption Date: October 20, 2021
Congregational Ratification Date:
Modification Date:

Rationale:

The process of recruiting members of the governance bodies of LVUC is much more than finding someone willing to attend the meetings. It is important for the health of the church that its elected officers understand and support their role in a policy governance system and bring gifts that support the functioning of the governance body. The Board can support this outcome by appointing a Nominating Committee prior to the AGM. Elections are not limited to those nominated by the Committee.

This outcome can also be supported by holding congregational workshops on church governance to educate members on the role of the Board of Governance and to inspire members to offer to serve in this way.

Policy:

1. No later than the Board meeting in April, the Board shall appoint a Nominating Committee consisting of two or more members of the congregation who do not intend to seek office at the next Annual General meeting. The Committee's role is to recruit sufficient candidates with appropriate skills and commitment to be effective officers and to fill all vacancies.
2. In each year, the Board shall consider holding a workshop for congregation members dealing with church governance and effective participation.

11. That the following new policy on Donations from the Legacy Fund be ratified.

Donations from Legacy Fund

Policy Type: Trustee
Board Adoption Date: April 13, 2022
Congregational Ratification Date:

Rationale :

Lynn Valley United Church is blessed with a Legacy Fund as a result of its development of the church property. Policy 500 sets out the purposes of the Legacy Fund : “to supplement the church’s other resources for future ministry and to assist the church in moving to a Sustainable Financial Future.”

In some instances, the mission and goals of LVUC can best be carried out through another organization. Since there are many organizations whose goals and mission are similar to ours, this policy is necessary to filter and define the special situations where LVUC would contribute out of the Legacy Fund to other organizations.

This policy operates in conjunction with the Legacy Fund Drawdown Policy #500. Under that policy, withdrawals in excess of those set out in policy require congregational approval.

Acceptable Donations:

The Board may choose to recommend to the congregation that it donate amounts from the Legacy Fund to other organizations subject to the following:

- The donation is for a capital campaign, not for general operating expenses
- The donation is for a purpose that is very closely aligned with LVUC goals and priorities.
- The donation is to another organization that is part of or related to the United Church of Canada.
- The donation would not significantly prejudice the long-term sustainability of the Fund or jeopardize the Fund’s ability to continue to support the mission and ministry of LVUC.

Process:

(1) Prior consultation and input: Before making a recommendation, the Board must ensure that consultation has taken place with:

- The Trustees,
- The Minister, and
- Relevant Ministry Teams

The Board shall consider any input received from these sources.

(2) Congregational approval. Any planned withdrawals in excess of the amounts set out in the Legacy Fund Drawdown policy are not in compliance with that policy so require congregational approval (at an Annual or Special General meeting) to waive that policy.

(3) Implementation

Following approval, the trustees may delay implementation as required to appropriately liquidate assets as necessary.

(4) Waiver of policy

A recommendation from the congregation that deviates from this policy may be brought to the congregation for approval without Board recommendation but with all consultation required of the Board, or with a Board recommendation that the policy be waived for that one occasion.