

## AGENDA

AGENDA FOR THE MEETING OF THE BOARD OF  
SOUTHMINSTER-STEINHAUER UNITED CHURCH

**TUESDAY, June 17, 2025 at 6:30 pm** In-person/Zoom Meeting

Zoom Link: <https://us02web.zoom.us/j/86584389561?pwd=ang1WmZjb0lDN1ZFWi90V1NINjJkUT09>

Item No.	Topic	Presenter	Reference
1	Call to order		
2	Land Acknowledgement		
3	Mission Moment		
4	Adoption of Agenda		
5	Approval of the Minutes of May 20, 2025		Distributed
	New Business		
6	Review of Emergency Evacuation Plans	Karen Henderson	Distributed
7	Board vacancies – M&P	All	
8	Terms of Reference for Fundraising Committee	Maie Kellerman	Distributed
9	Reports: <ul style="list-style-type: none"><li>• CCC</li><li>• Finance</li><li>• M&amp;P</li><li>• Earth Charter</li></ul>	Maureen André Jacob K & Kim B	Distributed Distributed
10	Next Board Meeting – September 16, 2025. Board Reports for September 2025 meeting: Finance, Outreach/Ref/MFTR, Emberwood		
11	Adjournment		

# MEETING MINUTES



## BOARD MEETING

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Date: **Tuesday, June 24, 2025**

Time: 6:30 pm

### ATTENDEES

Role	Name	Present	Absent
Chair	Maie Kellerman	X	
Vice-Chair	Blair Anderson-Croft	X	
Treasurer	Kim Boyes	X	
Trustees	Pam Boutilier	X	
Minister	Christopher New	X	
Congregational Care	Maureen Andre	X	
Finance/Stewardship	Jacob Kellerman	X	
Outreach	Marg Hetherington	X	
Property Maintenance	Karen Henderson	X	
SSUC Saskatoon	Cliff/Deb Hansen	X	
Spiritual Gatherings	Marilyn Blackall	X	
Affirm	Eliana Parrado		x
M&P Representative	Joyce Madsen		X
Program & Affirming Animator	Dara Smith	X	

### 1. CALL TO ORDER – 6:36 PM

### 2. LAND ACKNOWLEDGEMENT

Maureen provided the land acknowledgement. She shared she has been learning more about Indigenous practices and learnings over the past 10 or so years. There were so many things not taught in schools. This will be a lifelong journey.

### 3. MISSION MOMENT

Marg shared her thank you message for the 100<sup>th</sup> anniversary celebration. There were about 60 names listed and this doesn't include the choir. This is an opportunity to celebrate who we are and the strength of our community.

#### **4. ADOPTION OF AGENDA**

The agenda was adopted with the following additions:

- Review of "In search of financial stability and long term viability" (Maie)
- Update on "Just Like Family" meeting. (Pam)
- Preparation for October's Engagement Month (Chris)

**Motion:**

Move to accept agenda: Pam. Seconded: Maureen  
All in favour, none opposed or abstained.

#### **5. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

Revised Board Meeting Minutes for May 20<sup>th</sup> were distributed in advance of today's meeting.

Page 2, 6.2, should read \$5250 where it currently says \$4500.

**Motion:**

Move to approve the minutes of the May 20 meeting with the identified correction: Maureen . Seconded: Pam.  
All in favour, none opposed or abstained.

### **NEW BUSINESS**

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#### **6. Review of Emergency Evacuation Plans**

These were distributed to the Board prior to the meeting for informational purposes.

Maureen suggested the fire wardens be able to take on the role e.g. have sufficient mobility. Karen said that, while this is the ideal, in the event of an emergency the fire warden may need to designate someone to take on the role should they feel they are unable to help. It depends who is on site at any given point.

Marg pointed out there should be readily available information for our address and phone number. It is currently on laminated paper above the kitchen phone.

The Board will review the information and provide Karen with any feedback. Blair shared a document with Karen on Emergency Response Plan Governance and Management Standards.

#### **7. BOARD Vacancies – M&P**

Lowell Christensen agreed to be part of the committee but wants to see changes to the current structure. Ian Kellogg has also expressed interest but does have some scheduling issues – Blair will follow up.

The Board discussed alternative dates to Tuesday evening for meetings but the schedule is quite full. It isn't necessary for the Board chair to attend as a committee representative can also be at the meeting.

## 8. Terms of Reference for Fundraising Committees

Maie distributed the "Policy on Fundraising" passed by the Board June 2001. Currently most of our fundraising goes towards operations with some targeted fundraising. A minimum of five percent of any funds raised should go to operations. Any event held at SSUC is utilizing our building, power, kitchen etc. and there are costs related to this.

Motion: The Policy on Fundraising be accepted with the included amendment that five percent of any funds raised be put toward operations.

Move to approve the document with amendment Moved: Maureen Seconded: Pam.  
All in favour, none opposed or abstained

The Terms of Reference were reviewed. Discussion was on the following

*"The Committee will prepare an annual budget for their activities which will be presented to the congregation for approval at the Annual Meeting. Joan MacDonald has suggested that this committee's budget could include the budgets for all fundraising events – the committee being responsible for disbursement of funds. We need to decide if this is the best approach."*

Joan expressed concern she had to spend her own money for the Thrifty Treasures event. It is possible Joan isn't aware of the various options to cover costs such as submitting expense claims as needed or using the church charge card. Also, the future Fundraising Committee could help address such concerns.

The Board agreed the highlighted section will be removed. Also, under Section 1, the date should be updated from 2001 to 2025

Motion: The Fundraising Terms of Reference be accepted with the identified amendments.  
Moted: Jacob Seconded: Blair.

All in favour, none opposed or abstained

## 9. BOARD REPORTS

- Congregational Care Committee (CCC) – Maureen sent out the report in advance of the meeting.
- Finance – Jacob referenced Kim's financial statements provided in advance of the meeting. The deficit is about \$26k so we are falling further behind and revenues are down. Fundraising is about \$3000 behind. Facility rentals are on par with the budget. Jacob and Kim need to review office expenses to ensure these are understood and can plan according for next year. The predicted deficit increased because of increased youth coordinator hours. Any funds raised by Evergreens should go to offset the costs of their contracts. The Board will also look at opportunities to help Wes reduce costs and raise funds (e.g. grant opportunities). In September, the Board will consider how to share these changes with the congregation. This is an important part of SSUC's outreach. Pam has experience in making grant applications and is willing to act as a resource. An important consideration is that people can donate to Evergreens directly and get a tax receipt.
- Ministry & Personnel – There was no representative at the meeting.

- Earth Charter – There was a meeting with those interested a few months ago to discuss future activities and steps. There were between eight and 10 people at the meeting and, while nothing was decided, people did share their hopes for supporting the Charter. An outcome would be the availability of online training about the Earth Charter and what it represents. Another suggestion is having a book study, perhaps in the fall. Going forward, there might be a sub-group to look at SSUC practices with regards to the Charter and what we can do in our offices and building. There would be value in sharing information for people to take home with them.
- Just Like Family Home Care– Pam provided an update. She asked the coordinators when we might see dividends from our initial investment. They said it likely would take five years and they are currently in year four. They are showing growth in franchises and appear to be moving in the right direction. They are looking for an investor who could take over their \$1 million debt load. They held their first national conference and it was well attended.
- In search of financial stability and long term viability – Maie created a table with action items from the Board's retreat and the Board worked at populating it with names of people willing to take on the work.
- Chris talked about last year's Engagement Month activities and how we could do a better job this year by putting in more preparation. In early October we could have a committee and group fun day. This could be held on a Saturday morning with an opportunity to have some fun, then break into individual committees. We could discuss what are plans are for the coming months, where help is needed, tasks to be undertaken, create sign-up sheets, and create a calendar. The smaller groups could then come back together as a larger group to discuss next steps. Suggested dates are October 11 or October 27 as these are currently available. Chris will work some more on this concept.

The following committees are scheduled to report at the next Board meeting:

Finance  
 Outreach/Refugees/MFTR  
 Emberwood

## **10. NEXT BOARD MEETING**

September 16, 2025 at 6:30 pm

## **11. ADJOURNMENT**

Motion: Kim

Seconded: Maureen

The meeting adjourned at 8:40 pm.

## Southminster Steinhauer United Church 2021 Income Statement 2025-01-01 to 2025-05-31

### REVENUE

#### GIVINGS

Local	134,638.75
Loose	647.30
M & S	13,350.00
Sundry	0.00
Non-Receiptable - Other Sources	8,076.22
<b>TOTAL GIVINGS</b>	<b>156,712.27</b>

#### OTHER REVENUE

Fundraising	10,177.81
Sundry	15.00
Facility Rental	16,111.80
Grants	0.00
<b>TOTAL OTHER REVENUE</b>	<b>26,304.61</b>

<b>TOTAL REVENUE</b>	<b>183,016.88</b>
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### EXPENSE

#### OPERATING EXPENSE

Furniture & Equipment	2,393.91
Photocopier Lease, Usage Cost	1,489.20
Supplies	1,174.91
Telephone	1,455.05
Sundry	3,860.84
SSUC-SK Admin./Rent	2,370.00
Office Expenses Sub-Total	12,743.91
Bank Charges	442.66
PayPal Fees	42.98
Insurance	4,704.55
Maintenance	32,936.23
Maintenance Reserve Funding	0.00
Power	5,473.82
Water & Sewage	3,100.15
Natural Gas	3,929.09
Utility Sub-Total	12,503.06
Board Expense	35.04
Trustees	0.00

Finance Committee	125.62
Ministry & Personnel	152.25
Archives	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>63,686.30</b>

**PERSONNEL EXPENSES**

Minister	55,165.05
Administrative Assistant	20,411.70
Program & Affirming Animator	19,385.19
<b>TOTAL PERSONNEL EXPENSE</b>	<b>94,961.94</b>

**COMMUNITY PROGRAM**

Spiritual Gatherings	2,696.60
Communications Coordinator	7,083.35
Congregational Care	585.80
Website	1,228.58
Publicity	500.40
Broadview	2,250.00
Earth Charter	0.00
Social	0.00
Library	0.00
<b>TOTAL COMMUNITY PROGRAM</b>	<b>14,344.73</b>

**DEVELOPMENT PROGRAM**

Adult Programming	0.00
Midweek Programming	0.00
Youth Programming	4,008.36
Summer Programs	0.00
kidSPIRIT	2,823.87
Congregational Development Sub-Tota	6,832.23
Affirm Initiatives	220.00
<b>TOTAL DEVELOPMENT PROGRAM</b>	<b>7,052.23</b>

**OUTREACH PROGRAM**

Bissell Centre	1,000.00
Families/SW Community Needs	0.00
Operation Friendship	1,000.00
Inner City High/Duggan Elem.	0.00
Social Justice/Kairos	200.00
Food Assistance	0.00
Affordable Housing/Ambrose Place	2,500.00
Camp Dragonfly	1,250.00
Emerging Issues	1,500.00
Emberwood	1,250.00

SSUC Sask Outreach	1,000.00	
Project Sub-Total		9,700.00
ICPM Lunch		618.11
<b>TOTAL OUTREACH PROGRAM</b>		10,318.11
 <b>WIDER CHURCH</b>		
Presbytery / Conference		8,718.38
Mission & Service Expense		10,633.00
<b>TOTAL WIDER CHURCH</b>		19,351.38
 <b>TOTAL EXPENSE</b>		 209,714.69
 <b>NET INCOME</b>		 -26,697.81

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## Southminster Steinhauer United Church 2021 Balance Sheet As at 2025-05-31

### ASSET

#### CURRENT ASSETS

Servus Chequing Account	221,279.29	
Servus GIC 1	138,798.00	
Servus GIC 2	89,377.50	
JLF Invested	50,000.00	
MVU Funds Invested	100,000.00	
Servus Savings Account	6,136.57	
Grocery Cards on Hand	23,878.50	
Petty Cash	400.00	
Total Cash		629,869.86
GST Reimbursable		1,377.90
Prepaid Regional Assessment		11,575.62
Membership in Servus		7,549.17
Patronage Rewards Payment		9.06
<b>TOTAL CURRENT ASSETS</b>		<b>650,381.61</b>

#### FIXED ASSETS

Investment in Land		288,588.53
Investment in Building		1,879,357.11
Investment in Furnishings		44,330.13
<b>TOTAL FIXED ASSETS</b>		<b>2,212,275.77</b>

<b>TOTAL ASSET</b>		<b>2,862,657.38</b>
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### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable		0.00
<b>TOTAL CURRENT LIABILITIES</b>		<b>0.00</b>

#### SPECIAL FUNDS

Special Causes Fund/SH Proceeds		135,987.74
SH Invested Interest Earned	19,894.09	
SH Funded Projects Sub-Total		19,894.09
MVU Funds Transferred		81,747.74
Maintenance Reserve Fund		21,986.50
Refugee Fund		10,820.86
Ananais Sponsorship Fund		10,388.43

Yemane Ghebretsadik Sponsorship		8,057.01
Siem Ghebretsadik Sponsorship		11,407.01
Christmas Eve Fund		75.00
Special Events		1,827.41
Evergreens GSA		2,981.94
Camp Dragonfly		33,530.66
Emberwood		32,207.12
Memorial Funds		27,556.55
M. Thomas Memorial Fund		500.87
Labyrinth Fund		35.00
Bequests		61,379.00
Caring Fund		4,312.43
Facility Improvement Fund		3,985.66
Yoga Fund		925.00
<b>TOTAL SPECIAL FUNDS</b>		<u>469,606.02</u>
<b>TOTAL LIABILITY</b>		<u>469,606.02</u>
<b>EQUITY</b>		
<b>EQUITY AND SURPLUS</b>		
Equity in Land	288,588.53	
Equity in Building	1,883,559.28	
Equity in Furnishings	<u>44,330.13</u>	
Total Equity in Fixed Assets		2,216,477.94
Equity in Membership		7,549.17
Equity in Patronage Payment		134.13
Equity in SH Invested Interest Earn		85,000.00
Previous Year Surplus/Deficit		110,587.93
Current Earnings		<u>-26,697.81</u>
<b>TOTAL EQUITY AND SURPLUS</b>		<u>2,393,051.36</u>
<b>TOTAL EQUITY</b>		<u>2,393,051.36</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>2,862,657.38</u></u>

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## **Congregational Care Report for SSUC Board Meeting June 17, 2025**

The Congregational Care Committee is comprised of 8 members: Maureen Andre, Chair, Paula Elliott, Jacqueline Switzer, Donna Hodgins, Tanis Eaker, Trudy Smith, Gioia Sallustio, and Lori Louhela. During the past year, we met monthly, except July-August.

During our CC meetings plans are made for those persons ill, housebound, or unable to attend regularly to receive a phone call or visit. Food prepared by volunteers is offered for those in need. Comfort blankets are offered to ill adults, and baby blankets are offered to families of new babies.

Memorial Service Receptions/Lunches are under the umbrella of CC. In November 2024 an ad hoc group initiated a review to revise the planning for Memorial Receptions. Bev Craig and Sandra Hildebrand offered to assist CC by reviewing the planning process and devised a written plan for Memorial Receptions. This was presented to C.C. and adopted as the guidelines for Memorial Receptions. There are 2 Convenors to lead other volunteers at each MR. One Coordinator/Liason for the Convenors to communicate between the office, the C.C. members, and the person contacting all the volunteer workers for each M.R. At this time Trudy Smith is the Coordinator/Liason, Donna Hodgins is the person recruiting Volunteer Convenors and workers, and two Convenors are scheduled for most of the remaining 2025. Bev Craig has agreed to consistently be one of these convenors, while another person will team with her each month. From January to June 2025 there has been one Memorial Reception. Thank you to all the organizers for this massive review and planning!!

Newcomer's Lunch April 27, 2025. Attendees included 14 newcomers – 10 adults and 4 children. Other congregation members attended – 15 adults and 3 children. Included in these numbers were Chris, plus some Board members. The lunch and fellowship were well received by those in attendance. Appreciation for all committee members plus volunteers involved in the planning as well as the event itself.

Caregiver Support Group – there was an expressed need for support within the SSUC community for Caregivers. Starting in October 2024 the group has met monthly (in person with the option of Zoom), co-facilitated by Gioia Sallustio and Maureen Andre. Gioia and Maureen have taken two courses through Caregivers Alberta – Care for the Caregiver, and Facilitators Training for Caregiver Peer Support Group. With the approval of the SSUC Board as well as C.C. a Memorandum of Understanding was entered with Caregivers Alberta to enable ongoing support for the Facilitators, plus more resources for the Caregivers. Initially there were 10 participants, now the consistent number of participants is 3-4. The participants have expressed appreciation for the support of this group.

Submitted by Maureen Andre

**SSUC: Southminster-Steinhauer United Church**  
**Terms of Reference**

**Fundraising Co-ordination Committee**

**1. Purpose**

To assume overall responsibility for co-ordinating and scheduling all SSUC fundraising activities and to provide support to individual Fundraising Committees. All activities of the committee should follow the Fundraising Policy of SSUC as passed by the Board in June 2001 and as may be amended from time to time. (Policy is attached as Appendix A.)

**2. Objectives**

- 2.1 To prepare and maintain an annual fundraising calendar;
- 2.2 To ensure that fundraising activities are spread out throughout the year to avoid volunteer burn-out;
- 2.3 To classify fundraising activities according to:
  - Target audience (e.g. attendees will be drawn mainly from our own community or from outside of our community);
  - Number of volunteers required;
  - Purpose of fundraiser (general funds, specific project or combination of both).The purpose of this exercise is to avoid overloading both the community in general and our volunteers in particular.
- 2.4 To assist the Finance Committee in developing a fundraising budget;
- 2.5 To assist individual Fundraising Committees with their activities. Note: The assistance to individual Fundraising Committees is expected to take the form of general guidance e.g.
  - Assist in preparing a request to the Board for permission to undertake a fundraiser;
  - Provide guidance on how many volunteers may be required for specific tasks;
  - Provide direction on the best way to recruit volunteers;
  - Provide direction on marketing and advertising;
  - Assistance with developing fundraising budgets.It is not expected of the Fundraising Co-ordination Committee to take control of fundraising events or even to serve on any individual Fundraising Committee although this should be at the discretion of the members of the Co-ordinating Group.

**3. Membership**

3 – 10 members, including a Chairperson who will become a de facto member of the Board, and who will be expected to attend Board meetings.

**4. Frequency of Meetings**

At the discretion of the Chairperson and members, and no less than 4 times per year. It is anticipated that initially more frequent meetings may be required.

**SOUTHMINSTER-STEINHAUER UNITED CHURCH**  
**POLICY ON FUND RAISING**

As passed by the Board, June 2001, updated June 2025

To assist those Committees and members considering fundraising projects, the approved guidelines are as follows:

1. All proposed Fundraising projects in the name of Southminster-Steinhauer United Church, to be undertaken by members of the Congregation or various Committees, must be approved by the Board.
2. The fundraising project should outline the purpose of the project, and the use of the monies raised to meet the Congregations Mission Statement.
3. The Fundraising proposal should be forwarded to the Finance Committee, who will advise the Board of all submitted Fundraising projects.
4. Fundraising monies [designated for special or designated causes] may be assessed an Operational Assessment Fee to assist the annual operational budget. The Fee percentage assessed will be at the direction of the Board, but suggested minimum 5%.
5. All monies received from Board approved Fundraising projects shall be deposited with the Treasurer into a Special Fund or Revenue Account. Donations accepted to Special Funds are to be used as designated.
6. The Treasurer shall keep records of all monies received and how they are spent.

**Southminster Steinhauer United Church (SSUC)  
Property Maintenance Team (PMT) Report  
Status of Church Gardens**

**Introduction**

For a number of years, the various gardens and plants around SSUC have been taken care of by church volunteers. Over time, some beds haven't had a dedicated volunteer, resulting in a deteriorating appearance. This report looks at the current state and recommendations for each of these areas.

**Issues**

The various church gardens were numbered into small allocations so that it would be possible for an individual (or two) to care for it and the time needed would not be overwhelming. Over time, fewer volunteers have stepped up to take on these tasks and some gardens have not been maintained.

There is a cost to obtain plants, soil, fertilizer etc. and the full impact of this doesn't necessarily fall to the church as some volunteers choose to cover the costs themselves as a gift to the church. However, it is reasonable going forward that these costs will eventually fall back to the congregation. Where possible, perennials should be planted, to help manage costs.

Currently the church doesn't have any type of irrigation system and the gardeners need to manage getting water to the garden areas on their own. This is less of an issue for those lots located near the church and the outdoor faucet, to which a hose can be attached. It, obviously, becomes more of an issue the further away you are from the main building.

**Rational for Getting Rid of Some Gardens**

Natural landscaping can create an inviting and warm environment. However, if that landscaping isn't maintained (as is the case for some of the gardens) the entire church appears unkept and not well-maintained. The church is also adding some new trees this year and these will require attention going forward (as will all of the trees on the property). It makes sense to commit limited resources to the natural resources most significant to the church.

Gardens that are not kept can either be seeded with grass or have decorative rock added. Existing trees would be kept and maintained.

Getting rid of some of the gardens and its foliage will

- limit the amount of time and labour needed to maintain them
- allow volunteers to focus efforts on the most important and visible gardens
- minimize the costs associated with maintaining the gardens
- ensure the church environment remains welcoming and well tended.




**Recommendations**





In total, the PMT is recommending that, of the 15 current garden areas (the labyrinth is being counted as a single garden), nine of these are modified to have permanent landscaping in the form of grass or decorative rocks.





Any well-established plant, such as trees, would be kept. Dead, dying or overgrown plants would be removed and replaced with the most suitable option (i.e. rock or grass).





**Current Status of Gardens**

The following reflects the status of each garden area as of June 5, 2025:

Garden #	Current Caretaker	Photo	Description	Keep Yes/No
1	Art & Sandra Hildebrand	 <p>main sign garden</p>	This garden has been well-maintained and is a focal point to the church property. This garden would benefit from the availability of an irrigation system.	<b>YES</b>
2	No one	 <p>garden left of sidewalk</p>	The area is overgrown and has quite a few weeds. It is also a fair distance from the church's water source.	<b>NO</b>
3	No one	 <p>garden right of sidewalk</p>	The area is overgrown and has quite a few weeds. It is also a fair distance from the church's water source.	<b>NO</b>

4	No one	 <p data-bbox="527 533 813 562">garden left of driveway</p>	The area is overgrown and has quite a few weeds. It is also a fair distance from the church's water source.	<b>NO</b>
5	No one	 <p data-bbox="527 932 716 1003">garden right of driveway</p>	The area is overgrown and has quite a few weeds. It is also a fair distance from the church's water source.	<b>NO</b>
6	No one	 <p data-bbox="527 1373 776 1444">Divider near church entrance</p>	The trees create a lot of shade, so plants don't grow well underneath them. The trees would be kept but the landscaping beneath them could be rocked in. This garden is a fair distance from the church water source.	<b>NO</b>
7	Blake MacDonald	 <p data-bbox="527 1793 737 1869">garden left of far driveway</p>	The trees are well established but the other landscape could be seeded in.	<b>NO</b>

8	Blake MacDonald	 <p data-bbox="529 531 751 594">garden right of far driveway</p>	The trees are well established but the other landscape could be seeded in.	<b>NO</b>
9	Blake MacDonald	 <p data-bbox="529 934 773 999">divider at far end of parking lot</p>	The tree is well established but the other plants are not flourishing.	<b>NO</b>
10	Blake MacDonald	 <p data-bbox="529 1323 805 1386">garden at entrance far end</p>	This garden is located at the entrance to the church. This is part of the “first impression” one gets as you come into the church.	<b>YES</b>
11	Blake MacDonald	 <p data-bbox="529 1701 800 1732">garden near bike rack</p>	This garden is located at the entrance to the church. This is part of the “first impression” one gets as you come into the church.	<b>YES</b>

12	Chris New	 <p data-bbox="526 493 760 562">garden under Chris' window</p>	This garden is located at the front of the church and helps to creating an inviting environment.	<b>YES</b>
13	No one	 <p data-bbox="526 877 760 911">roundabout</p>	The plants haven't been well maintained. This garden would actually benefit from permanent landscaping such as seeding or rocks. Such landscaping would help highlight the statue in the garden.	<b>YES</b>
14	Bill & Joyce Hibbard	 <p data-bbox="526 1243 760 1276">Memorial Garden</p>	The Memorial Garden is an important part of the church community and needs to be maintained. The Hibbards have advised they would appreciate some help with its maintenance.	<b>YES</b>
15-19	No one	 <p data-bbox="526 1612 760 1652">labyrinth</p>	The labyrinth hasn't been tended to since Charles Bidwell passed and has largely reverted back to grass. This is a labour intensive garden and would need a significant commitment to get it back to standard. The church has a cloth labyrinth which can be used as an alternative.	<b>NO</b>

**Southminster Steinhauer United Church (SSUC)**  
**EMERGENCY EVACUATION PROCEDURES**  
**10740 – 19 AVENUE NW**  
*(last updated May 23, 2025)*

## **1.0 INTRODUCTION**

These procedures are intended to outline the minimum requirements to be followed in case of an unforeseeable emergency at SSUC. This document covers two types of emergencies:

- Internal – fire. Triggers the complete and safe evacuation of the building.
- External – tornado or other inclement weather conditions. In most of these situations it is safer to shelter in place. Tornado or other external warnings may be communicated through the Alberta Emergency Alert system. These notifications will go directly to individual cellphones.

## **2.0 INITIATING AN EMERGENCY RESPONSE**

The church fire alarm can be activated either automatically by various smoke or heat sensors or manually. Manual fire alarm pull stations are situated at various locations throughout the building (near exits) and when activated will result in an audible electronic sound and flashing strobe lights. A fire alarm at SSUC will also alert the nearest fire hall.

**TO INITIATE A FIRE DRILL** Homotech Security needs to be advised at least 15minutes in advance (although more notice is preferable) so they can disarm the alarm for a period of time. They can be contacted at 1-866-662-3156.

## **3.0 EXIT ROUTES (see Floor Plan)**

**Main Floor.** Apart from the Main Entrance, there are five direct emergency exits from the main floor area:

- two are located at the front of the Large Hall leading East and West
- one is next to the chair storage room exiting North-East
- one is located next to eastern basement stairs (known as the East entrance) and,
- one is located inside the western staircase door exiting South.

All of these are clearly marked “EXIT”.

**Baby care room.** Whenever the baby care room is in use, the doors through the office area and into the front door hallway should be left unlocked to ensure an alternative escape route from that area.

**Lower Level.** The basement area can be evacuated to the main floor level via the staircases on either the East or West side. There are emergency exits directly at the top of each staircase.

**Note.** Under no circumstances may the elevator be used during an emergency.

## **4.0 FIRE WARDENS**

**Sunday Gatherings.**

**Chief Warden** A member of the Property Maintenance Team (PMT) will act as Chief Warden in the event of an emergency. This will be the chair, if present; otherwise it should fall to another PMT member. The Chief Warden is responsible for the overall evacuation process and is the point person for emergency personnel who are called to the scene. The Fire Wardens report to the Chief Warden.

**Fire Wardens** Two volunteer Fire Wardens will be selected from either the Welcome Team or the Coffee Crew (depending who is available) to assume the roles of Fire Wardens during normal Sunday Gatherings. Fire Warden hard hats and vests are available in the fire warden cabinet and should be worn during an emergency for easy identification and visibility. **A flashlight and spare batteries should be available in the same cabinet.**

It is the duty of volunteer Fire Wardens to familiarise themselves with these procedures and be prepared to supervise the safe evacuation of attendees.

**Other Users and Renters.** Anyone who uses the facilities without the presence of SSUC office staff must be informed about these procedures and confirm they are aware of the content of these procedures.

## **5.0 SAFE EVACUATION**

A fire alarm can be activated by anybody who is present in the building by triggering a fire alarm pull station. A local audible alarm will sound accompanied by strobe lights. This signal will also alert the nearest Fire Stations.

### **5.1 Responsibilities.**

#### **Administration**

The SSUC administrative personnel and the PMT are responsible for the following:

- Ensuring that clearly visible and legible signs are displayed throughout the building which indicate:
  1. Fire alarm pull stations
  2. All emergency exits
  3. Escape routes from anywhere in the building to the nearest emergency exit
  4. Muster point outside the building
  5. Signs on both floors at the entrance to the elevator to ensure that it is not to be used during emergency evacuations
  6. The location of all fire fighting equipment.
- Distributing the SSUC Emergency Procedures to all the users of our facilities.
- Ensuring that the basics of these procedures are regularly communicated to the attendees, by whoever is responsible for their safety.

#### **Wardens and Conveners**

The volunteer Chief and Fire Wardens for Sunday Gatherings will assume the responsibility for the safety of attendees at these gatherings. Rental users or the conveners of other gatherings in the building are responsible for the safety of all individuals while in the building. The responsible persons must ensure that

they are well versed with these guidelines and assume leadership to ensure that the building is safely evacuated.

Follow these steps:

- Establish the nature of the emergency. Note the safety of people are always a priority over the safety of a building.
- A small fire in the early stages can be extinguished using a fire extinguisher available in that area. When using a fire extinguisher, it should be aimed at the base of the fire (note: fire extinguishers only have a matter of seconds of fuel in them).
- **If the fire is advanced or people are at risk, immediately call 911** and report the fire. Even though a fire alarm will alert the closest Fire Stations, it is still important to call 911 to ensure that the automatic alarm was registered. Clearly state **your name** and **telephone number** as well as the **street address of the church**, the nature of the emergency and whether medical services are also required.
- Utilize any available means to communicate the nature of the threat and the need to evacuate to those present.
- Determine which emergency exits are safe to use.
- Ensure that less mobile individuals are supported.
- All areas of the building need to be check including
  - The main floor washrooms
  - Ministry personnel offices
  - Emberwood offices
  - Main hall
  - Baby care including the bathroom
  - Small hall
  - Kitchen
  - Basement music room
  - Basement small hall
  - Basement youth rooms
  - Basement janitor's closet
  - Any downstairs storage areas where the door is open. In the basement there is: the music room with a small storage space and small furnace room off of it; the Lower Hall with a storage space off of it; a small storage room behind the kitchenette; a small electrical room next to this; men's and women's washrooms; a janitor's closet; a small storage space where things are kept for the garage sale; a storage area with the large furnace room off of it, and; the large storage area. Many of these rooms are kept locked, but all should be checked. If the door is unlocked and open it is possible someone was working in there when the emergency was called.
- After each room has been cleared **THE DOORS SHOULD BE CLOSED**. This not only provides a visual clue that the space has been checked and cleared but also helps to slow the progression of a fire.

- Evacuees should be led to the indicated Muster Point (Eastern end of the parking lot close to the garden shed) and determine if any individuals are missing who were known to have been originally present.
- Wardens should ensure no one re-enters the building until it has been declared safe to do so. If the fire department has been called, this will be the decision of the emergency crew who will communicate it to the Chief Warden.
- The local Fire Department will take charge once they arrive on site. The Chief Warden must inform the Fire Chief of any relevant information regarding the emergency and any unaccounted individuals. Lay-out plans of the facilities which are attached to these procedures must be provided to the Fire Chief.
- The Wardens need to ensure nobody interferes with the fire fighters' efforts to control the emergency.
- The Chief Warden will contact the security response company (Hometech Security 1-866-662-3156) to keep them informed of the situation.

## **5.2 Disarming the fire alarm**

The fire alarm is situated in the main entrance area and can be silenced by carrying out the following procedure.

1. Use the key on top of the alarm panel to unlock and open the panel door.
2. Press the "Acknowledge" button.
3. Press the "Signal Silence" button.
4. Press "System Reset" button.

In the event of a false alarm call Hometech at 1-866-526-8222 (church's account number is 93-3841). There is no need to call them in the event of an actual emergency.

If the alarm has been triggered from a manual pull station or an automatic smoke/heat sensor the alarm panel will pulse a signal every 3 to 5 minutes.

To reset a manual pull station, a small screwdriver is required. Flip and pull the cover back to the normal position. Insert the screwdriver into the small hole at the top front of the device and turn the screw to lock the cover in place ensuring that the cover is completely closed. Withdraw the screwdriver and reset the fire alarm panel.

Once the fire alarm siren is silenced and reset it will be necessary to also silence the security alarm by entering the security code that disarms the security system.

## **6.0 SHELTER IN PLACE**

Tornado alerts or any other serious weather warnings will be conveyed by local authorities or through the Alberta Emergency Alert App on personal cellphones. It is suggested that individuals install the Alberta Emergency Alert App on their cellphones.

The Lower Hall in the basement is structurally the safest place when sheltering against a tornado threat.

Individuals who want to leave the premises are allowed to do so. Anybody who decides to stay in the building must proceed to the Lower Hall in the basement and follow directions from either the Chief or Fire Wardens.

### 6.1 Responsibilities

The Chief Warden, Fire Wardens or leaders are responsible for the safety of all individuals who decide to shelter in place. Their individual roles are outlined in Appendix 1. Action checklists are in Appendix 2.

In the event of an emergency, their roles are to

- Ensure that everybody who is present, is safely directed to the Lower Hall in the basement.
- Help individuals who need assistance.
- Ensure the elevator is not used.
- Do a head count if it is necessary to evacuate to the basement to assist search and rescue teams in the case of a building collapse. The basement area can be evacuated through the staircases on the Eastern and Western side of the building.
- Call 911 if the facilities are damaged or anybody is injured. Clearly state **your name and telephone number** as well as the **street address of the church**, the nature of the emergency and whether medical services are required.
- Follow the standard safe evacuation procedures If a fire breaks out during sheltering.
- Determine when it is safe to leave the building and assist everybody out.
- Evacuation routes are outlined in Appendix 3.

## Southminster-Steinhauer United Church

### Fire Safety Procedures (May 2025)

#### APPENDIX 1

#### Chief Warden Duties

1. Wear Chief Warden Hat and be visible.
2. Take control of and direct the Fire Evacuation. Act as the primary contact for the emergency as well as the primary contact for responding emergency personnel.
3. Ensure call to 911 has been made.
4. Assign assistants to ensure complete evacuation and to confirm with Fire Warden that all areas have been checked.
5. Act as the point person for responding emergency personnel.
6. Communicate the “all clear” to Fire Wardens once provided.
7. Ensure Hometech Security has been completed.
8. Ensure emergency panel has been reset.

#### Fire Warden Duties

1. Wear Fire Warden Hat to be identifiable and visible.
2. Ensure a sweep of the building has been completed including
  - Nursery (Babyfold) area including small washroom in area.
  - KidSpirit area (small hall and classrooms).
  - Washrooms, kitchen area and lounge.
  - Main hall, storerooms and office area.
  - All rooms in the lower floor including any space normally locked where the door is open.
3. If possible, determine the location, type and extent of fire and communicate this to the Chief Warden. Ensure that anyone needing additional assistance have been successfully evacuated and moved to the muster point. If possible, these individuals should be evacuated through the main entrance, if safe, as there are currently small steps at each of the north entrances.
4. When the Chief Warden calls the “all clear”, the alarm can be silenced as follows:
  - Open fire alarm panel with key (on top of panel)
  - Press “Acknowledge” button, then
  - Press “Signal Silence” button, then
  - Press “System Reset” button
5. If alarm has been triggered from a pull station or a heat detector, the alarm panel will pulse a signal every 3 to 5 minutes. To reset a pull station, a small screwdriver is required. Flip pull cover back to normal position, inset the screwdriver into small hole in top of station, close cover fully then withdraw the screwdriver. The alarm panel should then be reset. Once the fire siren is silenced and reset, it will be necessary to silence the security alarm by entering the security code that disarms the security system.

6. Determine the status of the situation in collaboration with the Chief Warden and fire fighters. The Chief Warden will take direction from emergency personnel as to when it is safe to re-enter the building.

**APPENDIX 2**  
**Chief Warden/Warden Checklist**

**Chief Warden Checklist**

Identify Fire Wardens \_\_\_\_\_

Ensure 911 has been called (if required) \_\_\_\_\_

Have Fire Wardens report on evacuation \_\_\_\_\_

Act as point person for emergency Responders \_\_\_\_\_

Communicate "all clear" \_\_\_\_\_

Call Hometech and Gardaworld \_\_\_\_\_

Ensure alarm system is reset \_\_\_\_\_

**Fire Wardens' Duties Checklist**

Call 911 (not necessary if it is a fire drill) \_\_\_\_\_

Nursery (Babyfold) clear \_\_\_\_\_

KidSpirit area clear \_\_\_\_\_

Kitchen area, washrooms, lounge clear \_\_\_\_\_

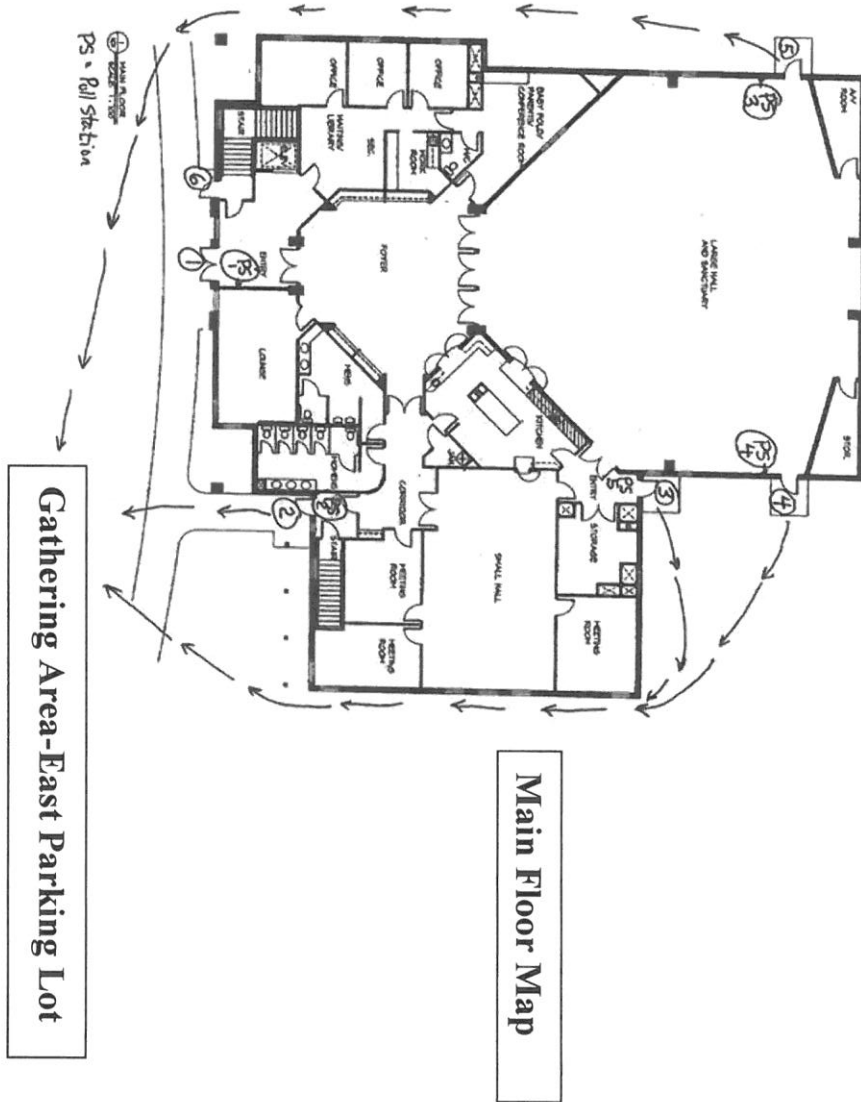
Large hall, storerooms and office area clear \_\_\_\_\_

Lower floor, all rooms clear \_\_\_\_\_

Fire location (if possible and only if safe) \_\_\_\_\_

Await all clear from Chief Warden and inform evacuees

APPENDIX 3  
Maps for  
Evacuation



# Lower Floor Map

