

Gilmore Park United Church
Internal Monitoring Report

POLICY TYPE:

EXECUTIVE LIMITATIONS

POLICY TITLE:

GENERAL MINISTER LIMITATIONS

GLOBAL POLICY PROHIBITION: *The MINISTER shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the MANUAL or the United Church of Canada, or in violation of commonly accepted business and professional ethics.* REPORT:

This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, September 12, 2004.

_____, Rev. Anna S. Christie, MINISTER

I have become aware of a couple of activities or circumstances which I believe to be illegal. The first is that an illegal software program (MS Publisher) is sitting on Gail's computer, and has been used by myself and Kerry in recent months. When we purchase new computers and software in the next two weeks, this program will be legally purchased. Secondly, it is apparent that a number of parking spots belonging to the congregation were "given" to Gilmore Gardens for their use. This presents a problem not only in that it violates city bylaw for the number of spots required by the church, but also that the church often does not have enough parking. The situation is sensitive, as the spots were apparently given to GGSC in good faith, and are currently in use by residents. Some investigation into the matter will have to happen, and an agreement worked out to bring this into compliance over perhaps a period of time. I have not yet worked out how to solve this problem, or even broach it – I am awaiting clarification of our relationship with the Board of GGSC. **I am therefore reporting non-compliance.**

1. POLICY PROHIBITION 300-1: *No decisions shall be taken which properly belong to Council as provided by Sections 221 & 223 of the MANUAL.* REPORT: No such decisions have been made. **I am therefore reporting compliance.**
2. POLICY PROHIBITION 300-6: *There shall be no conflict of interest in awarding purchases, contracts or in making other decisions.* REPORT: To my knowledge, no such conditions have occurred. **I am therefore reporting compliance.**
3. POLICY PROHIBITION 300-7: *Information and advice to the Council will have no significant gaps in either timeliness, completeness or accuracy.* REPORT: To my knowledge, no such gaps have occurred. **I am therefore reporting compliance.**