

DISCIPLINE REVIEW COMMITTEE
REPORT TO CANADIAN YEARLY MEETING, JUNE 2021

The four members of Discipline Review Committee (DRC) are Ruth Pincoe (Toronto MM, clerk), Dawne Smith (Ottawa MM), Norman Smith (Yonge Street MM), and Carol Leigh Wehking (Hamilton MM). Our progress since March 2020 has been irregular. We cancelled our 2020 winter meeting and were mostly preoccupied with individual responsibilities at home, with our families, with our work, and elsewhere.

Since we all live in Ontario, we used to meet twice a year on a weekend, often sharing a meal on the evening before and sometimes working through part of the second day. We did individual work as well, but were accustomed to sitting around a table considering texts together. Our last two reports (written in February and May 2020) covered work largely completed in November 2019, and both these reports included texts to be considered for First or Second Readings. We presented the last two texts for consideration at the 4 July 2020 Representative Meeting (2.8 Minute of Record, 2nd Reading; and 6.7 Finance Committee, 1st Reading).

The fact that both texts were approved helped us to move forward through the summer. We had all gained online experience, and we met regularly online from August through to October, making significant progress. Our new schedule of two-hour meetings every three to four weeks is efficient but “homework” chores keep us busier in between. We miss our extended in-person discussions, and sometimes find it difficult to settle into proper discernment.

Representative Meeting adopted a similar schedule, meeting seven times between June and December 2020. With Monthly Meetings added into the mix, the triple cycle of preparation–attendance–reports/minutes required considerable patience and stamina. DRC had a second hiatus from November 2020 to early March 2021, but we are now back on schedule.

Items on our current task list include: a revision of 6.17 Archives Committee; a new section on fulfilling roles and responsibilities; queries on relationships with Indigenous peoples; and a new section on conflict transformation. We are aware that progress on some of these tasks has been slow. We move forward as we are able.

Meanwhile, the *Organization & Procedure* Rewrite Subcommittee has continued work. This committee consists of Carol Leigh Wehking (Hamilton MM), Donna Sassaman (Cowichan Valley MM), and Peter Stevenson (Interior British Columbia MM). The Committee considers their revision of the Preface complete, but proposes that the new *Organization and Procedure* might begin with a general land acknowledgement for all Canada, inserted before the Preface. Much of the updating of “Chapter 1: Historical Outline” has also been completed. Discipline Review Committee has proposed that this chapter might better be published as a separate companion pamphlet. The Rewrite Committee is now addressing the remaining chapters individually for revision and as a whole with a view to expanded cross-referencing and rational reorganization.

Discipline Review Committee will bring three texts forward for consideration at the CYM Meeting for Worship for Business on 12 June 2021. The full texts are given below. We hope to prepare additional items for the Representative Meeting in October, and we are also preparing for our Reporting and Clearness Session on 11 September 2021.

Proposed Changes to *Organization and Procedure*

Brought to CYM, 12 June 2021

CYM / RM Minutes	O&P section	Section title	Readings
RM 2020.2.14 (e)	2.17	Trustees	First Reading: CYM 12 June 2021
RM 2020.2.14 (e)	6.6	Canadian Yearly Meeting Trustees	First Reading: CYM 12 June 2021
CYM 2019.8.25 RM 2020.7.6	6.7	Finance Committee	First Reading: RM 5 July 2020 Second Reading: CYM 12 June 2021

— “*O&P*” refers to *Organization and Procedure*.

— The “Source” is the minute from Canadian Yearly Meeting (CYM) or Representative Meeting (RM). Minute references include the year, month, and minute number.

— Mark-up (for First Readings):

~~Strikethrough~~ indicates text removed from early version in *O&P*

Underline indicates new text added to *O&P*

Texts brought for Second Reading will not show mark-up.

2.17 Trustees – First Reading, CYM 12 June 2021 [text with markup]

SOURCE: RM Minute 2020.2.14(e): *CYM Trustees ask Discipline Review Committee to update Sections 2.17 and 6.6 of Canadian Yearly Meeting Organization and Procedure as the responsibilities of the Trustees are not up to date. We approve this work. Discipline Review Committee requests that CYM Trustees provide specific details regarding the updates.*

Those Meetings that hold property or hire employees ~~Meetings shall~~ should appoint members to serve as Trustees ~~of any property owned by the Meeting,~~ in accordance with the Trustees Act in their province; specific duties of Trustees are set forth in this legislation. ~~Religious Institutions Act or other statute of the provinces. Trustees and their successors will be appointed in such manner as may be specified in the conveyance, or other instrument creating the trust, and the Meeting may, by resolution and in the manner set forth in the conveyance, increase or decrease the number of trustees.~~ The Meeting should also approve the Trustees' terms of reference, and may increase or decrease the number of Trustees. The Trustees should make an annual report detailing their holdings and actions.

~~The duties of the trustees are set forth in the statutes but in general shall be: to Trustees hold title to all real estate and other property belonging to the Meeting. Deeds should be legally recorded and all records and documents preserved. Trustees ensure that the property is kept in good repair, is adequately insured, and is not improperly used. Actions proposed by the Trustees concerning the sale or lease of property must be approved by the Meeting. Trustees are also responsible for administration of trust funds and certain bequests. and to manage it on behalf of the Meeting; to keep property in repair; to guard property from injury or improper use; to keep all deeds legally recorded; to preserve all records and documents dealing with such properties and to make a detailed annual report to Meetings of all their holdings and actions as trustees. Trustees shall invest all funds and other personal property whether received by bequest, donations or otherwise and administer the same according to the direction of the donors. The Meeting must approve of any action proposed by the trustees concerning the sale or lease of property owned by the Meeting.~~

Trustees for Meetings that have employees should oversee the relevant personnel policies and ensure that appointments to remunerated positions are made in compliance with good employment principles and legislation. Trustees are responsible as a body for their trust and must not act individually, except within defined parameters. (For example, the Trustees' Treasurer may work individually to fulfil specific responsibilities.)

Responsibilities and functions specific to Canadian Yearly Meeting Trustees ~~of Yearly Meeting have additional functions which~~ are described in Section 6.6. ~~It is suggested that~~ Monthly Meetings are invited to consult with the Canadian Yearly Meeting Trustees in relation to the transfer of any property.

See also 6.6 Canadian Yearly Meeting Trustees.

2.17 Trustees – First Reading, CYM 12 June 2021 [text without markup]

Those Meetings that hold property or hire employees should appoint members to serve as Trustees, in accordance with the Trustees Act in their province; specific duties of Trustees are set forth in this legislation. The Meeting should also approve the Trustees' terms of reference, and may increase or decrease the number of Trustees. The Trustees should make an annual report detailing their holdings and actions.

Trustees hold title to all real estate and other property belonging to the Meeting. Deeds should be legally recorded and all records and documents preserved. Trustees ensure that the property is kept in good repair, is adequately insured, and is not improperly used. Actions proposed by the Trustees concerning the sale or lease of property must be approved by the Meeting. Trustees are also responsible for administration of trust funds and certain bequests.

Trustees for Meetings that have employees should oversee the relevant personnel policies, and ensure that appointments to remunerated positions are made in compliance with good employment principles and legislation. Trustees are responsible as a body for their trust, and must not act individually, except within defined parameters. (For example, the Trustees' Treasurer may work individually to fulfill specific responsibilities of the Trustees.)

Responsibilities and functions specific to the Canadian Yearly Meeting Trustees are described in Section 6.6. Monthly Meetings are invited to consult with the Canadian Yearly Meeting Trustees in relation to transfers of property.

See also 6.6 Canadian Yearly Meeting Trustees

6.6 Canadian Yearly Meeting Trustees – 1st Reading, CYM 12 June 2021 [text with markup]

SOURCE: RM Minute 2020.2.14(e): *CYM Trustees ask Discipline Review Committee to update Sections 2.17 and 6.6 of Canadian Yearly Meeting Organization and Procedure as the responsibilities of the Trustees are not up to date. We approve this work. Discipline Review Committee requests that CYM Trustees provide specific details regarding the updates. Note the addition of “Canadian Yearly Meeting” to the title of this section.*

Since the Yearly Meeting Office is located in Ontario, the Canadian Yearly Meeting Trustees are guided by the Trustee Act of Ontario. Canadian Yearly Meeting Trustees name their own new members. Appointments to the Canadian Yearly Meeting Board of Trustees are reported by Nominating Committee so that the names are recorded in the Yearly Meeting minutes. Since the Yearly Meeting is not incorporated, Canadian Yearly Meeting Trustees carry fiduciary responsibility for the Yearly Meeting. Canadian Yearly Meeting Trustees have three main areas of responsibility.

- The Trustees hold title over and exercise responsible stewardship of all property of the Yearly Meeting, including real estate and financial assets. The Yearly Meeting must approve any action proposed by the Trustees concerning the sale or lease of property owned by the Yearly Meeting.
- The Trustees assess and make recommendations to mitigate risks to Canadian Yearly Meeting and its members and volunteers.
- The Trustees oversee the Canadian Yearly Meeting’s Personnel Policy and employment by the Yearly Meeting.

Canadian Yearly Meeting Trustees report their decisions to Representative Meeting in an annual report detailing their holdings and actions. The audited financial statements also provide details of all holdings. Trustees review the draft audited financial statements of the Yearly Meeting and the audit findings letter, approve the audited financial statements, sign the audit representation letter, and appoint the auditor for the next year. Canadian Yearly Meeting Trustees also work in conjunction with Finance Committee and Contributions Committee to establish procedures and approaches that will place and maintain Canadian Yearly Meeting on a solid and sustainable financial footing.

Yearly Meeting authorizes the Clerk of Canadian Yearly Meeting Trustees, together with the Yearly Meeting Clerks and the Yearly Meeting Treasurer, to make decisions that need timely implementation between sessions of Yearly Meeting or Representative Meeting and are clearly in line with Quaker values and with previous work of the Yearly Meeting.

~~The status and duties of Trustees are detailed in Section 2.17: Trustees.~~ Trustees of Yearly Meeting Canadian Yearly Meeting Trustees may have the additional function of inspecting and perfecting, where necessary and if permitted by the Provincial statute, the titles to lands and other estates belonging to constituent Meetings of the Yearly Meeting, including the properties of Meetings that have been discontinued.

See also 2.17 Trustees; 4.22 Discontinuance of Meetings; 6.7 Finance Committee;
6.13 Contributions Committee

6.6 Canadian Yearly Meeting Trustees – 1st Reading, CYM 12 June 2021 [text without markup]

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See also: 2.17 Trustees; 4.22 Discontinuance of Meetings; 6.7 Finance Committee;
6.13 Contributions Committee

6.7 Finance Committee – Second Reading, CYM 12 June 2021

SOURCE: CYM Minute 2019.8.25: *Discipline Review Committee (DRC) was asked to revise the outdated description of Finance Committee. RM Minute 2020.7.6: Discipline Review Committee brought a revised draft forward for First Reading at Representative Meeting on 4 July 2020. The text was approved for First Reading. A number of suggestions were made from the floor and later sent to Discipline Review Committee.*

Finance Committee plays a vital role in promoting the stewardship of the financial health and integrity of Canadian Yearly Meeting. To this end Finance Committee works in conjunction with Contributions Committee and Canadian Yearly Meeting Trustees to establish procedures and practices that will place and maintain CYM on solid financial footing.

Finance Committee also works in consultation with relevant officers, staff, and committees of the Yearly Meeting. Finance Committee makes recommendations regarding revenue sources and policies affecting CYM expenses. Some of this revenue comes as contributions transferred from the constituent monthly meetings. Additional revenues come from individual contributions and from some trust funds and CYM investments.

Finance Committee is responsible for the preparation of an annual budget that covers the financial needs of Yearly Meeting to continue work on behalf of Friends in Canadian Yearly Meeting. Finance Committee presents the budget to Representative Meeting for review, amendment if needed, and approval.

Finance Committee and the CYM Treasurer support the work of the CYM Staff in preparation for the year-end financial statement for audit. Finance Committee reviews the draft audit and recommends the draft audited financial statements to Canadian Yearly Meeting Trustees. The Trustees review the audit findings letter, approve the audited financial statements, and sign the audit representation letter.

See also 6.6 Canadian Yearly Meeting Trustees; 6.13 Contributions Committee