



## MOTIONS OF THE DIOCESAN COUNCIL & FINANCE COMMITTEE TO BE RATIFIED BY SYNOD

### August 2018

- That the minutes of the meeting of the Diocesan Council of July 28th, 2018 be adopted.
- That the application to the Anglican Foundation by St. John Gualbert, Port McNeill be approved.
- That the nomination of Brenda Dhaene to the Educational Trusts Board be approved.
- That the following people be members of the Summer Properties Committee until the Diocesan Council meeting in October. The bishop, chancellor, clerical secretary, Clara Plamondon, Alastair McCollum, Lynn Schumacher, David Stewart, Gail Gauthier.

### October 2018

- That Amber Santarelli should be a guest at Diocesan Council meetings with voice but not vote.
- That Mr. Boyd Shaw be appointed by the Diocesan Council as a member of the Council.
- That Sue House be appointed recording secretary for the months of October and November with voice and no vote.
- That the minutes of the meeting of the Diocesan Council of August 24th, 2018 be adopted.
- That the minutes of the September 11, 2018 meeting of the Educational Trusts Board meeting be received.
- That the Financial Statements to the end of August 2018 and September 2018 be received.
- That the Diocesan Council approve the transfer of St. Barnabas' CTF account balances in their Memorial Garden Fund, Educational Fund and Thompson Memorial Fund to the Blue Heron Advisory Group (part of CIBC Wood Gundy) for investment as outlined in St. Barnabas' investment policy.
- That the Diocesan Council approve the withdrawal of \$25,000 from Mount Douglas Senior Housing CTF account for furnishing the lobby and the lounge.
- That the Diocesan Council approve a 2019 Cost of Living increase of 2.1% to the clergy of the diocese.
- That the Diocesan Council approve a 2019 Cost of Living increase of 2.1% to lay staff of the diocese.
- That the Diocesan Council approve Vision Grants to: Street Hope for RV repairs (\$2870.00); St. Philip Diocesan Contemplative Retreat (\$2500.00); Parish of Central Saanich Friday Soup's On (\$1500.00); Life Spirit Art Studio (\$1000.00); St. John, Gualbert [reserve] (\$5000.00); GVAT [reserve] (\$3500.00)
- That the Diocesan Council approve the decision to have the Vision Grant given to St. Dunstan for their child-care program redirected and used for capital expenditures required under building and health codes to operate a childcare facility.
- That the Diocesan Council approve a \$25,000 payment to St. Dunstan to honour an anticipated Vision Fund Grant from the net monies received from the sale proceeds of disestablished churches and the reversal of interest charged on the \$25,000 overdraft incurred.
- That the Diocesan Council approve the amendment of the land lease between the Anglican Synod of the Diocese of British Columbia and the St. Paul's Housing Society:
- Restart the land lease with St. Paul's Housing Society as a 99-year term commencing on January 1, 2019. This is conditional on St. Paul's Housing Society approval and commitment to subdivision of the land to

reduce parcel size as approved in zoning; subdivision to be done when approved by the Township of Esquimalt.

- The land lease rent to be set at \$46,500 per year for the first 15 years of the term, thereafter increased by the BC Consumer Price Index for each five years of the remaining term of the land lease.
- December 2018
- That the minutes of the meeting of the Diocesan Council of October 27, 2018 be adopted.
- That the minutes of the Canons and Constitutions Committee on November 15, 2018 be received by Diocesan Council.
- Resolved by Diocesan Council that Regulation 6.7.01 to Canon 6.7 of the canons of the diocese of British Columbia be amended by inserting the following as subsection e:
- e. An elector who is unable to attend a meeting in person may appoint, in writing, another elector to attend and vote on his or her behalf by proxy, provided that no elector may hold more than one proxy at any meeting. A proxy is valid only for the one meeting to which it refers.

Resolved by Diocesan Council that Regulation 6.7.01 to Canon 6.7 of the canons of the diocese of British Columbia be amended by inserting the following as subsections f, g, and h:

f. In a parish with 200 or fewer electors, the quorum for transacting any business at an annual or special meeting of parishioners shall be:

- i. the incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in-charge, if any,
- ii. at least one churchwarden or deputy warden, and
- iii. not fewer than ten of the electors of the parish, present in person [or by proxy].

g. In parishes with over 200 electors, the quorum for transacting any business at an annual or special meeting of parishioners shall be:

- i. the incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any,
- ii. at least one churchwarden or deputy warden, and
- iii. not less than ten percent of the electors of the parish, present in person [or by proxy].

h. If a quorum is present at the start of the transaction of business at a meeting, the meeting is validly constituted and remains so, notwithstanding any reduction in the number of attendees during the course of the meeting.

Resolved by Diocesan Council that Regulations 6.7.01 to Canon 6.7 of the canons of the diocese of British Columbia be amended by inserting the following as subsections i, j, and k:

i. If a quorum is not present within 30 minutes of the time set for the commencement of the meeting, the meeting shall stand adjourned to be resumed at the same time and place seven days following the date originally set. No further notice of adjournment of the meeting need be given under subsection d.

j. The electors present at the meeting at which no quorum was present may by simple majority vote choose a different time and place for the adjournment of the meeting, in which case the notice provisions of subsection d. apply.

k. The incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any, at least one churchwarden or deputy warden, the electors in attendance at the time and place fixed for a meeting adjourned under subsection i. or j. shall constitute a quorum.

Resolved by Diocesan Council that the existing subsection e and f of Regulation 6.7.01 be given new designations to follow immediately after such of the foregoing as are adopted.

Resolved by Diocesan Council that Regulation 6.8.01.c to Canon 6.8 of the Canons of the diocese of British Columbia be amended as follows.

(10) The following books or records are to be kept by the parochial authorities:

Register book or books of baptisms, confirmations, banns, marriages and burials;

A register of all services that take place in the church, with the names of the officiating ministers;

A register of Sunday attendance and attendance at festivals;

The minutes and resolutions of the vestry meetings and parish council;

The parish accounts;

The constitution, canons, and regulations of the diocese, to be retained permanently in the parish, in addition to any other copies required by the incumbent and other officers;

An inventory of all church goods and lands.

- That the minutes of the November 15, 2018 meeting of the Finance Committee be received.
- That the Financial Statements and Reports to the end of October 2018 and November 2018 be received.
- That the minutes of the November 13, 2018 meeting of The Educational Trust Board meeting be received.
- That Diocesan Council receive the Archivist's Report to Diocesan Council with thanks to Archivist Jacquie Nevins.

## December 2018

- That the Diocesan Council approve the withdrawal of \$12,100 from the Comox Glebe Fund CTF for repairs at St. John the Divine, Courtney and St. Andrew, Sandwick.
- That the Diocesan Council approve a parish grant to St. Mary's, Metchosin, for \$5000.
- That the Diocesan Council approve a 2019 distribution rate of 3.25% per unit owned. It will equate to \$0.46085 per unit based on the October 31, 2018 fair market value of \$14.18 per unit ( $3.25\% \times \$14.18 = \$0.46085$ ).
- That the Diocesan Council direct the Asset Manager to advise David Welsh the diocese does not wish to acquire his shares.
- That the Diocesan Council approve retroactively the now completed project at St. Andrew, Sidney, for \$34,900.
- That the Diocesan Council approves a church sites and parsonages loan to St. Dunstan, Victoria, at 4.25% for a period of 20 years in an amount up to \$320,000.
- Motions of the Finance Committee (December 13, 2018) ratified by Diocesan Council
- That Diocesan Council approve the withdrawal of all remaining funds held in the Mount Douglas Seniors Housing CTF account for the purchase of furnishings for the new building's common space.
- That Wendy Carriere replace Peter Daniel as a director of Bethlehem Investor Group.
- That Diocesan Council approves of the diocese of British Columbia investing up to \$165,000 for the rectory renovations of the first and second stories only, at St. Dunstan, subject to the parish agreeing that on the eventual sale of the rectory property, a proportional amount of the sale proceeds, based on the 2018 assessment, will be returned to the diocese rather than being included in the parish's rectory trust fund.

## January 2019

- That the minutes of the meeting of the Diocesan Council of December 13, 2018 be adopted.
- That the minutes of the December 15, 2018 meeting of the Finance Committee be received.
- That the minutes of the January 17, 2019 meeting of the Finance Committee be received.
- That the Financial Statements and Reports to the end of December 2018 be received.
- That Diocesan Council adopt the Privacy and Information Security Policy.
- That Diocesan Council adopt the Social Media Policy.
- Ratified motions of the Finance Committee

- That Diocesan Council approves that the 2019 income (approximately \$4,670) earned from the Sheltered Housing Fund be given to Threshold Housing.
- That Diocesan Council approves that the Finance officer be given general authority to apply for grants on behalf of the diocese.
- That Diocesan Council approves the receiving of the budget for 2019.
- That Diocesan Council approves that a minimum \$75,000 budget (to a maximum of \$100,000) be available for Vision Fund grants in 2019.
- That Diocesan Council approves that the unspent, undesignated balance of \$1.5 Million earmarked for Vision work be carried forward for initiatives in keeping with the original purpose of the funds.
- That Diocesan Council approves a \$5,000 grant be provided to St. Barnabas, Victoria for the River Preschool.
- That Diocesan Council agrees that conditional approval be given to Trinity Port Alberni for their project to upgrade access to the church and parish hall to cost up to \$150,000.
- The breakout of the project approval is as follows:
  - Payment to come from the diocesan Consolidated Trust Fund \$70,000
  - Rick Hansen Foundation grant \$20,000
  - Parish funds raised through Transforming Futures campaign up to \$60,000
  - Total project costs: up to \$150,000
  - Conditions applied:
    - Total pre-development cost (est. \$20,000)
    - \$20,000 funded from CTF
    - Rick Hansen Fund grant (\$20,000)
    - \$20,000 grant
    - Balance of funding from diocesan Consolidated Trust \$50,000—available on RH Foundation grant approval
    - Bridge financing from diocese—up to \$60,000 available on Transforming Futures campaign report success
    - Note: Asset Manager to report and request approval of bridge financing to Finance Committee and Diocesan Council.
- *That signing authority for the diocese be amended to add J. Barry Foster, executive officer for the diocese.*

## February 2019

- Minutes of January 26, 2019
- That the minutes of the meeting of the Diocesan Council of January 26, 2019 be adopted as corrected, adding "as received" to item 'c' on page 4.
- Motion to approve the appointment of Barry Foster, executive officer of the diocese of British Columbia
- That the appointment of Barry Foster as diocesan executive officer be approved, effective as of January 15th, 2019.
- Minutes of Finance meeting February 21, 2019.
- That the minutes of the February 21, 2019 meeting of the Finance Committee be received.
- Financial Statements to the end of January 2019
- That the Financial Statements and Reports to the end of January 2019 be received.
- Education Trust Board minutes from meeting of February 12, 2019. That the minutes of the February 12th, 2019 meeting of the Education Trust Board be received.
- Diocesan Refugee Committee – New Policy and Guidelines – DRC Reserve Fund presented by Tony Davis.
- That Diocesan Council receive the DRC Guidelines and Policy for the DRC Reserve Fund.
- The following motions of the Finance Committee were ratified:
  - To receive the minutes of the Investment Committee, February 8, 2019
  - That the minutes of the Investment Committee meeting Feb. 8, 2019 be received.
- That Diocesan Council approves of the Finance Committee's recommendation that the Investment Committee go to market to look at other investment advisors for the Consolidated Trust Fund portfolio.
- That Diocesan Council grants post-completion approval of St John the Divine, Victoria for the completed lighting project and upgrading their electrical system, at a cost of \$95,000 with the monies from their own funds.

- That Diocesan Council receive the Vision Fund 2.0 2019 and Beyond guidelines.

## March 2019

- Minutes of February 28, 2019 Diocesan Council meeting
- That the minutes of the meeting of the Diocesan Council of February 28, 2019 adopted as presented.
- Minutes of Finance meeting March 21, 2019.
- That the minutes of the March 21, 2019 meeting of the Finance Committee be received.
- Financial Statements to the end of February 2019
- That the Financial Statements and Reports to the end of February 2019 be received.
  - The following motions of the Finance Committee were ratified:
- To approve the application of St. John Gaulbert, Port McNeill to the Anglican Foundation to install a power assist door and a covered area for mobility scooters at the church buildings.
- That Diocesan Council approve and support the application of St. John Gaulbert, Port McNeill for funding from the Anglican Foundation and provide the required supporting documents to complete the application for April 1, 2019.
- To approve the application of St. Mary the Virgin, Metchosin to the Anglican Foundation to install a wheelchair ramp and to rectify the drainage on site to protect the heritage building (Old St. Mary's Church).
- That Diocesan Council approve and support the application of Parish of St. Mary the Virgin, Metchosin for funding from the Anglican Foundation and provide the required supporting documents to complete the application for April 1, 2019
- That Diocesan Council approves establishing a 5-year pilot project for pet memorial gardens conditional on the following recommendations by Asset Management in the parishes of St. Stephen's Central Saanich and St. Mary, Nanoose.
- When parish applications conform to diocesan guidelines which include regulations on marketing, management best practices, and business feasibility have been approved by a parish vestry meeting.
  - Where the cemetery area is defined, with scaled plans provided for the area to be fenced off and used only for the spreading of pet ashes.
  - Where memorial plaques would be allowed only if they are purchased from and provided by the parish (uniform size and type of plaque such as small bricks) and embedded in the fenced area.
  - When applications for establishing pet memorial gardens are approved by a parish and the diocese through the Asset Management office.
- And that the Parishes of St. Stephen's Central Saanich and St. Mary's Nanoose shall provide a comprehensive report to Diocesan Council on their Pet Memorial Gardens at the end of the Pilot Project.

## April 2019

- Minutes of March 30, 2019 Diocesan Council meeting
- Minutes of Finance Committee meeting April 25, 2019.
- That the Financial Statements and Reports to the end of March 2019 be received.
- That Diocesan Council receive the Canons Committee minutes for April 15, 2019.
- That Regulation 3.06 to Canon 3 of the canons of the diocese of British Columbia be amended by deleting subparagraphs ii, iii & iv
- iii, iv, v & vi so the Regulation will read as follows:
- The diocesan executive officer serves in the diocese by supporting and implementing the ministry and mission of both the bishop and the synod, and any commissions and committees established by them. Without infringing on the rights and duties of the bishop, licensed clergy, parish leadership, and officers of the Synod, the diocesan executive officer:
  - Is responsible for the implementation of requests from the bishop, and
  - acts as executive secretary to the bishop; and
  - assists in the recruitment and deployment of clergy
  - when requested, assists in difficult issues in parishes

- works with the director of deacons to support the ministry of deacons in the diocese;
- if appointed, acts as a commissary to the bishop.
- Is responsible for ensuring that the decisions of Synod and Diocesan Council are acted upon, and
- acts as executive secretary of Synod, with responsibility for ensuring that a record of proceedings is made at Synod and Diocesan Council; and
- ensures that the acts of Synod and Diocesan Council are implemented or tracked.
- chairs the Synod planning committee;
- provides support for the development of human resources policy;
- works with the canon pastor for the sexual misconduct policy;
- supervises the work of the diocesan finance officer, diocesan youth ministries coordinator, the manager of Camp Columbia, the editor of the Diocesan Post, the congregational development facilitator, and other diocesan staff that may be hired from time to time.
- Is responsible for the management of the diocesan office and office staff.
- That Regulation 6.3.05 to Canon 6.3 of the canons of the diocese of British Columbia be amended by inserting the following as subparagraph b.:
  - (1) Any capital project with a construction cost in excess of \$250,000 must be managed by an independent owner's representative who must not be a paid professional consultant such as an architect, construction manager or parish manager, but will be either the asset manager or an independent professional advisor approved by the asset manager (developer or project manager, for example).
  - (2) Any capital project of \$250,000 or less shall have an independent owner's representative if the Diocesan Council so directs, and
  - (3) The independent owner's representative shall be a paid owner's representative under contract for the project and shall be paid with project funds, as part of the project costs.
  - And by re-designating the existing subparagraph b. to subparagraph c.
- That subparagraph a. of Canon 6.5 of the canons of the diocese of British Columbia be amended to provide for not more than four parishioners to sit on a parish cemetery committee, so the Canon will read as follows:
- The incumbent and churchwardens shall have the responsibility for the management and control of the cemetery, subject to provincial legislation and regulation. This cemetery committee may add to its number not more than two four parishioners for the purpose of administration.
- The executive officer explained the benefits of utilizing the Consent Agenda model for dealing with routine and uncontentious agenda items. Any item which raises any question for a DC member will result in that item being removed from the consent agenda and being placed on the meeting agenda for further discussion and resolution.
- That Diocesan Council undertakes to complete a three-month trial of the Consent Agenda format for Diocesan Council proceedings, beginning with the May 2019 DC meeting and to then review its appropriateness for Diocesan Council proceedings in September 2019.
- That Diocesan Council receive the 2018 financial statements for Dawson Heights Housing Ltd.
- Christ Church Cathedral Education Society and St. Dunstan parish and the diocese of British Columbia transaction at St. Dunstan's Annex:
- That Diocesan Council approve the funding for the capital work to be undertaken at St. Dunstan Annex, at the project cost of \$155,000 without paying. In addition, the parish debt of \$95,000 is to be included, for a total of \$250,000, conditional on:
  - Parish approval of the transaction including approval of the lease terms and conditions between CCCES and the diocese of BC.
  - Confirmation that the lease rental will amortize the funding (principal and interest payments at interest rate of 4% for the first five (5) years, such rate to be reviewable every five (5) years) on terms acceptable to all parties being the parish, diocese and CCCES.
  - Confirmation of the lease between the diocese of BC and CCCES being executed and assigned to the parish
  - Confirmation of construction contracts executed between the Diocese and the Contractor.
- That Diocesan Council receive the 2018 financial statements for Bethlehem Investors Group Ltd. and the budget for 2019.

- That Diocesan Council supports the Bethlehem Investors Group Ltd. donating up to \$12,000 to the Bethlehem Society Capital Campaign.
- That Diocesan Council directs Wendy Carriere to advise Gillian Guy that the diocese does not wish to acquire her Bethlehem Investors Group Ltd. shares.

## May 2019

- Minutes of the Finance Committee meeting of May 23, 2019
- That Diocesan Council receive the Finance Committee minutes of May 23, 2019.
- That Diocesan Council receive the financial statements and reports to the end of April
- St. Mary, Mayne Island has asked to access monies retroactively from its CTF building maintenance fund for costs incurred in the past few years. Expenses of \$6,831.24 were incurred in 2017, and \$3,780.12 in 2018 for a total of \$10,611.36.
- That Diocesan Council approves of the withdrawal from St. Mary Magdalene, Mayne Island Building Maintenance CTF fund in the amount of \$10,611.36 to reimburse the parish for its 2017 and 2018 maintenance costs.
- St. John the Divine, Courtenay has installed new duct work and is putting insulation around it. This project and its withdrawal of funds from the Comox Glebe Trust were previously approved by Finance Committee and Diocesan Council. Some additional funds are required to meet the cost of their project.
- That Diocesan Council approves St. John the Divine, Courtenay, being permitted to withdraw up to \$2,500 from the Comox Glebe Trust for their existing capital project.
- The Anglican Synod of the Diocese of British Columbia annual Financial Statements.
- That Diocesan Council approve the financial statements for December 31, 2018.

## July 2019

- That the items listed as part of the consent agenda be approved as amended
- Minutes of Diocesan Council meeting April 27, 2019.
- Minutes of Finance Committee meeting May 23, 2019.
- Minutes of the Finance Committee meeting June 20, 2019.
- Ratification of motions arising from the Finance Committee meeting June 20, 2019
- Receiving of the results of the e-vote for ratification of motions arising from the Finance Committee Meeting May 23, 2019.
- Receiving of the Education Trust Board meeting minutes from May 7, 2019 and June 11, 2019.
- That Diocesan Council appoints Sandra Hounsell-Drover to the Finance Committee, effective immediately. The appointment will run concurrent with the term of the Diocesan Council ending in September 2020.
- That Diocesan Council appoints the chancellor, the treasurer, the executive officer, the dean, the finance officer and the archdeacon of Cowichan/Malaspina as members of the Summer Properties Committee for the diocese.
- That the financial statements and reports to the end of May 2019 be received.
- That Diocesan Council receive the Vision Jury report for June 2019
- That Diocesan Council approve s the five Vision Fund Jury recommendations for funding to the groups outlined in the Finance minutes June 20, 2019.
- St. Barnabas choir loft expansion (up to \$7,500)
- St. John the Divine Victoria crypt improvements (\$7,500)
- Church of the Wild (up to \$7,500)
- 4) Anglican Fellowship of St. Gregory of Nyssa, Salt Spring Island \$7,500)
- Pet Memorial Garden plots, St. Mary, Nanoose, St Stephen, Central Saanich (\$2,000 each)
- That the Sexual Misconduct Policy for the diocese of British Columbia be approved as presented and posted to the diocesan website on July 6, 2019.
- That the money from the sale of the Thetis Island property be moved into the Transforming Futures Fund for use in the following ministries:
- Youth and Families

- Emerging ministries
- Lay Leadership
- That Diocesan Council consents to the Emmaus Community, in consultation with the bishop, beginning a process of conversation and consultation with parishes and diocesan staff about integrated, intentional housing on diocesan property.

## September 2019

- *That the items listed as part of the consent agenda be approved.* 1) Approval of the minutes of Diocesan Council meeting July 6, 2019. 2) Receiving of the minutes of Finance Committee Meeting September 19, 2019.
- Receiving of the Financial Statements – June, July and August 2019 4) Receiving of the results of the e-vote for ratification of the motion arising from the Finance Committee (August, 2019) for approval of the Vision Grant to University of Victoria Chaplaincy Pilgrimage to Jerusalem (2020)
- That Diocesan Council approve the Finance Committee recommendation to implement a 2020 cost of living increase of 2.8% for clergy and lay staff, and that the Human Resources and Compensation Committee be asked to undertake a review of current compensation, practices and principles .
- That Diocesan Council approve the Finance Committee recommendation that starting January 1, 2020 the interest rate on St. Peter and St. Paul, Esquimalt's bank overdraft be reduced to a rate equal to the rate earned on deposits through linked banking
- That Diocesan Council approve the Finance Committee recommendation to reduce the loan interest rate on the St. Paul, Nanaimo, and St. Peter / St. Paul, Esquimalt Church Sites & Parsonages loans from 3% per annum to 1% per annum retroactive to January 1, 2019.
- That Diocesan Council receive the Canons Committee minutes for June 7, 2019
- That Diocesan Council approve the Canons Committee recommendations that Canons 1.2, 1.3, 1.4, 1.5 and 1.6 be repealed and in their place be enacted the following Canons 1.2, 1.3 and 1.4 as presented in the attached document to the Canons Committee minutes of June 7, 2019
- That Diocesan Council approves of the Canons Committee recommendation that the regulations enacted by these resolutions shall come into effect upon the adoption by Synod of the proposed amendments to Canon 1.
- That Diocesan Council approve the continuation of the production of the print publication of the Diocesan Post through at least June 2022, and that an ambitious transition plan to a fully digital news outlet for the diocese be executed and completed between now and July 1, 2022



## October 2019

- That the items listed as part of the consent agenda be approved.
- Minutes of Diocesan Council meeting September 26, 2019.
- Receiving of the minutes of Finance Committee meeting October 17, 2019.
- Receiving of the Financial Statements and Reports – September 2019
- Vision Grants approval
- Approval of Consolidated Trust Fund draw of greater than \$20,000 and approval of asset project over \$20,000 for Church of the Advent, Colwood/Langford
- Receiving of the Asset Management report for September 2019
- Approval of the recommendations from Finance Committee regarding the Fred Rudd
- Receiving the results of the e-vote sent to Diocesan Council October 18, 2019 including the following motions:
  - That Diocesan Council grants approval of a twenty-year lease with two further renewal terms of five years each with Christ Church Cathedral Educational Society for the Annex building at St. Dunstan.
  - Promissory Notes - St. Dunstan and Christ Church Cathedral Educational Society
  - That Diocesan Council grants approval of a \$95,000 loan to St. Dunstan at 3% per annum, for the first five years and a repayment period.
  - That Diocesan Council grants approval of a loan of up to \$155,000 to Christ Church Cathedral Educational Society at 3% per annum for the first five years and a repayment period of 18 years.
  - That Diocesan Council approves of the signing of a Memorandum of Understanding between the diocese and St. Dunstan outlining the repayment of loan and assignment of Christ Church Cathedral Educational Society lease.
  - That Diocesan Council appoints Fred Hayes to the board of directors of Rogers Court Housing Society effective October 26, 2019.
  - That Diocesan Council approves funding capital work, from bank overdraft or church sites and parsonage loans, to be undertaken by St Peter, Quamichan to replace their hall furnace at a project cost of up to \$25,000 plus applicable taxes. The acting property advisor will work with the parish to ensure the contractor has necessary insurance and WorkSafe BC coverage.

## November 2019

- That Diocesan Council thanks the members of the Reconciliation and Beyond team for their continued work. Council supports the mandate of the Reconciliation and Beyond team going forward and requests that they report to Diocesan Council in the next few months regarding their direction and the finances required in this ongoing work.
- Consent agenda approval
- Minutes of Finance Committee meeting November 22, 2019, ratifications by Diocesan Council for:
  - Financial statements and reports for October 2019.
  - Monthly activity report from asset management.
- Approval that the Parish of Salt Spring Island replace its heating system (over \$20,000) with the monies it has earmarked.
- Withdrawal from St. David by the Sea, Cordova Bay's Rectory Consolidated Trust Fund (CTF) for the heating system and soffits replacement.
- St. Mary, Nanoose subdivide the property to isolate the cemetery portion, with the diocese covering the cost of the subdivision (estimated cost \$10,000).
- St. Peter, Comox, have their bank overdraft reduced to \$25,000 effective December 1, 2019.
- St. David by the Sea, Cordova Bay be permitted to use \$36,521.38 from their Unrestricted Bequest CTF Fund to clear their bank overdraft.
- Approval of a 2020 CTF distribution of 3.50% per unit owned
- November 12, 2019 Educational Trust Board minutes
- That the items listed as part of the consent agenda be approved, as amended.
- Amendment to the minutes for October 26, 2019 Diocesan Council meeting.

- That the wording of the motion regarding St. Peter's Quamichan be amended by adding the words "from bank overdraft or church sites and parsonage loan" following "That Diocesan Council approves funding capital work", and before "to be undertaken by St Peter, Quamichan to replace...."
- That the minutes of the October 26, 2019 Diocesan Council meeting be approved as amended.
- Archives 2019 Report
- That Diocesan Council receive the 2019 Archives report.

## January 2020

- That the chancellor be instructed to file with the Registrar of Companies for British Columbia a declaration that the diocese of British Columbia adopts the business name "Diocese of the Islands and Inlets", and henceforth all Diocesan business and communications shall be carried on in that name. Provided that all formal episcopal acts shall continue to be done or made in the name of the Anglican Synod and the Diocese of British Columbia.
- A discussion followed regarding the feasibility of the scope of the meaning of the words regarding the name and the protection of the wording in legality, should the Diocese proceed with the change.
- That the wording "and henceforth all Diocesan business and communications shall be carried on in that name" be struck from the resolution.
- The amended motion then reads -
- That the Chancellor be instructed to file with the Registrar of Companies for British Columbia a declaration that the Diocese of British Columbia adopts the business name "Diocese of the Islands and Inlets". Provided that all formal episcopal acts shall continue to be done or made in the name of the Anglican Synod and the Diocese of British Columbia.
- That Diocesan Council thanks Judy Trueman for her years of service to the diocese.
- Consent agenda approval –
- November 28, 2019 Diocesan Council minutes
- From Finance Committee meetings December 12, 2019 and January 19, 2020, ratifications by Diocesan Council minutes of December 12, 2019.
- Minutes of January 16, 2020.
- Financial statements and reports for November and December 2019.
- That the items listed as part of the consent agenda be approved.
- That Diocesan Council approves the 2020 budget for the diocese of British Columbia, as circulated by the finance officer of the diocese.
- That the report from the asset manager be received and that Diocesan Council recommends that Bob Brandle continue in the role of asset manager till at least the end of 2020.

## March 2020

- Consent agenda approval
- January 25, 2020 Diocesan Council minutes (removed from consent agenda)
- From finance committee meetings held February 20, 2020 and March 19, 2020, including ratification of motions arising from the minutes of finance committee, by Diocesan Council:
- Minutes of February 20, 2020.
- Minutes of March 19, 2020.
- Financial statements and reports for January and February 2020.
- At the request of the chancellor, Bob Gill, the January 25, 2020 Diocesan Council minutes were removed from the consent agenda.
- That the items listed as part of the consent agenda be approved.
- January 25, 2020 Diocesan Council minutes: Under section 2b, the name of the diocese should read "Diocese of Islands and Inlets" and not "Diocese of the Islands and Inlets," as noted in the draft minutes.
- That the minutes of the January 25, 2020 Diocesan Council meeting be approved, as amended.

- That upon the secretaries certifying to the Metropolitan that the See is vacant, the Metropolitan be requested to defer any decision to proceed with an episcopal election until Diocesan Council determines, in the context of the current public health crisis, that it will be appropriate to summon an electoral synod.

#### May 2020

- That the agenda be received as circulated.
- That the items listed as part of the consent agenda be approved.
- That the Metropolitan be requested to direct, as soon as may be convenient after June 28, 2020, that a summons to an electoral synod be issued and made returnable at 10:00 am on Saturday, the 26th of September 2020.
- That the Canons Committee be instructed to prepare draft regulations to Canons 1 and 2 to permit attendance at any meeting of Synod, and to set out procedures for the holding of an episcopal election, by electronic means, and that the draft regulation be presented to the June, 2020 meeting of Diocesan Council for consideration and, if thought fit, adoption.
- That Diocesan Council approves the Education Trust Board recommendation to re-appoint Ian Alexander to the Education Trust Board for a term of three years beginning in May 2019 and ending May 2022.

#### June 2020

- That the items listed as part of the consent agenda be approved.
- That Diocesan Council approves the diocese of British Columbia financial statements for December 31, 2019 as reviewed by Grant Thornton.
- That the council enact regulations 2.1.05, 1.2.01A, 1.7.05, 3.02A and 6.7.02, and amend regulation 3.03, all in the form circulated with the Diocesan Council agenda for June 25, 2020.
- That the electoral synod to be held on Saturday, September 26, 2020 be held entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, and that the necessary arrangements be made by synod staff under the direction of the Episcopal Transition Planning Team.
- That Diocesan Council approves the Parish of Pender and Saturna Islands in conjunction with M'akola Development Services and Pender Island Housing Society's request to make application to BC Housing, for funding for the feasibility study, for a proposed 26-unit rental housing project on a subdivided portion of the Pender Island property.

#### August 2020

- That Diocesan Council approves the appointment of Canon Elaine Ellison as an officer of the diocese of Islands and Inlets (British Columbia), to the position of lay secretary until the next regular synod.
- That the items listed as part of the consent agenda be approved.
- That diocesan approves that the names of the seven candidates presented for consideration by the diocesan electoral synod as the 14<sup>th</sup> bishop of the diocese of British Columbia, be circulated to all synod delegates and active clergy on August 28 at noon, for their consideration and discernment.
- That Diocesan Council provide a letter of support for St. Mary, Nanoose Bay in support of their application to the Anglican Foundation for funding to replace the building roof.
- That Diocesan Council provide a letter of support for St. Christopher St. Aidan, Lake Cowichan in support of their application to the Anglican Foundation for funding to replace the hall roof.

## September 2020

- That the remaining items listed as part of the consent agenda were accepted.
- That Diocesan Council recommends to all parishes that they provide a 0.7% wage increase for each lay staff person for the year 2021.
- That Diocesan Council ratify the recommended motions as presented by the Finance Committee, September 17, 2020.
- That Diocesan Council approves signing an MOU between Island Crisis Care Society and the Synod of the Anglican Diocese of British Columbia so the society can apply for feasibility study funding from BC Housing.
- October 2020
- That the items listed as part of the consent agenda be accepted.

## November 2020

- That Diocesan Council accepts the resignation of Michael Murgatroyd as diocesan treasurer and as a member of Diocesan Council. With gratitude and great thanks, we acknowledge the contribution Michael has made to the life of the diocese of islands and inlets.
- That Diocesan Council appoints Barbara Underhill as diocesan treasurer and as a member of Diocesan Council until the next regular synod of the diocese of islands and inlets.
- That the amended list of items in the consent agenda be accepted.
- That the Commitment Authority document be accepted.
- That Diocesan Council reaffirms the commitment made in January 2017 to our participation in the construction project led by Rogers Court and funded by BC Housing at St Peter & St Paul, Esquimalt; our participation is comprised of the land on which the development is taking place and sufficient cash to meet the cost of the first floor ministry centre portion of the development, estimated to be \$2.5 million total project cost (land and cash); and,
- Diocesan Council approves the estimated additional expenditure of \$460,142 (\$710,142 estimated additional expense less \$250,000 previously committed and disbursed), and,
- Diocesan Council approves writing a letter to BC Housing confirming our willingness to accept unforeseen additional project costs associated with completing the ministry center.

## January 2021

- Consent agenda approval
- Receive the Diocesan Council minutes for the meeting held on November 26, 2020.
- 002-02 2. Motion THAT Diocesan Council name Brian White, P.Eng., a director of Christ Church Cathedral Buildings, Ltd.
- Finance Committee items: 003-01
- Receive the Finance Committee minutes for the meeting held on December 17, 2020, including:
  - Financial Statements and Reports as circulated.
  - To approve the Finance Committee recommendation to Diocesan Council permitting Trinity Port Alberni to withdraw \$15,134.89 from the parish's consolidated trust Rectory Fund for window replacement and electrical and plumbing upgrades.
  - Property advisor's activity reports for November 2020. 003-02
- Receive the Finance Committee minutes for the meeting held on January 21, 2021, including:
  - Financial Statements and Reports as circulated.
  - To approve the Finance Committee recommendation to Diocesan Council to approve giving the 2021 income earned from the Sheltered Housing Fund to the Threshold Housing Society.
  - Approve the Finance Committee recommendation to give general authority to the finance officer and the executive officer to apply for grants on behalf of the diocese of British Columbia.
- To approve the Finance Committee recommendation of revisions to the Diocesan Investment Policy.
- Property advisor's activity reports for December 2020.
- That the consent agenda be approved as amended.
- Canons Committee recommendations to Diocesan Council

- Changes to Canons to be presented at the 100<sup>th</sup> regular synod of the diocese of British Columbia.
- THAT the following amendments be made to the canons adopted by Council on September 26, 2019, and yet to be ratified by Synod:
  - Paragraph b. of Canon 1.4.3 be amended to read: The Nominations Committee will add to the list of candidates the name of any person not disqualified under Canon 1.4.3.c. for whom a written nomination has been received by the Nomination Committee no later than 20 days from the date of the summons referred to paragraph a. of Canon 1.4.2 above, provided the nomination has been supported by at least two lay members of Synod and two clerical members of Synod, and has been consented to in writing by the proposed candidate.
  - Paragraph f. of Canon 1.4.3 be amended by striking the word "nominate" and substituting the word "propose".
- Receive the Canons Committee minutes for December 3, 2020 and
- 005-03 6. Receive the Canons Committee minutes for January 14, 2021. 005-03 7. Resolution: THAT the proposed amendments to Canon 10 set out in the attached be adopted.
- RESOLVED that Canon 10 be amended as follows:
- By striking the definition of "Order Cycle" in Section 2, and replacing it with:
- "Order Cycle" means the period of time from one installation to another, which is expected to be, but not restricted to, every 2 years.
- By amending Clause (A) of Section 8 to provide that instruments of appointment to the Order shall be signed by the Secretary and Registrar of the Order, rather than by the bishop, so that Section 8 shall read:
  - Appointments to the Order shall be made by instrument signed by the Secretary and Registrar of the Order and sealed with the Seal of the Order.
- By amending Section 12 to clarify that the second investiture service, if held at the bishop's discretion, shall be held in a location in or north of Nanaimo, so that Section 12 shall read:
- There shall be an investiture service at the conclusion of each Order Cycle at which the bishop shall invest the new members of the Order or elevate a Member to the rank of Officer. At the bishop's discretion there may be two (2) investiture services; one in Victoria and the other in a location in or north of Nanaimo.
- By adding to Section 13 a new Cause (D), reading:
- D) upon termination of membership in the Order, as noted in B) or C) above, the regalia of the Order shall be returned to the Bishop. In the case of A) above, the insignia may be retained by the family. Such retention does not grant permission for another to wear the insignia.
- Resolution: THAT the proposed amendments to Regulation 10.1 set out in the attached be adopted
- RESOLVED by Diocesan Council that Regulation 10.1 be amended as follows:
- By adding to Clause 4 of the terms for eligibility of both an Officer and a Member in Section b. the following:
- Death of a nominee after the nomination has been accepted by the Council and approved by the Bishop in accordance with Section 7 of Canon 10, but before the investiture of said person, shall not be considered posthumous.
- By inserting the underlined words into Clause 2 of Section c:
- Once the window of time for nominations is open (expect it to be within the first two (2) months of a year in which an investiture is to occur) the appropriate nomination form is completed and signed then forwarded to the bishop's office, attention The Secretary of the Order, by the date published for that current "Order cycle". (usually around April 30th)
- Note: Please ensure that the correct form is used for either Officer or Member as they are different. The form may be modified from Order cycle to Order cycle so make sure the current one is used.
- By adding a new Clause 3 to Section c, as follows:
- Given there are only 5 Officer Awards in any Order cycle, it is strongly suggested that you DO NOT advise your nominee that you have submitted their name to avoid disappointment. If the nomination is approved by the bishop the secretary contacts the individual to seek their approval to proceed.
- and by re-numbering the existing Clauses 3, 4 and 5 accordingly.
- By striking Clause 2 of Section d, and replacing it with the following:

- The expectation is that there will be one investiture, usually on a Saturday in the fall, close to All Saints, at Christ Church Cathedral. However, the rules of the Order do allow for the Bishop to have two investitures, one at Christ Church Cathedral for the lower Island and another in a location in or north of Nanaimo.
- Resolution: THAT Regulation 6.8.01, paragraph c. (7) be amended by striking the words “belonging to” and substituting the words “under the stewardship of”.
- That Diocesan Council approves the diocesan budget for 2021 as presented.
- That Diocesan Council approve in principle a change in location of the learning pavilions proposed to be acquired by the Christ Church Cathedral Educational Society to the playground currently occupying the space between the south wall of the Memorial Hall and the north façade of the Deanery, with the remedial provision of lost play space, which would encroach upon 8 parking spaces at the south end of the Rockland parking lot.
- That the 100th session of Synod be held entirely by electronic means, and that it be held on Saturday, May 29, 2021.
- That Diocesan Council offer thanks to Ansley Tucker for her leadership as diocesan administrator during the past nine months.

## February 2021

- Consent agenda approval
- Receive the Diocesan Council minutes for the meeting held on January 28, 2021.
- Finance Committee Items: 003-01
- Receive the Finance Committee minutes for the meeting held on February 18, 2021, including:
  - a. Financial Statements and Reports as circulated.
  - b. Property Advisor’s activity reports for January 2021.
- That Diocesan Council directs the Canons Committee to prepare wording to reflect the following changes:
  - To Canon 3: the number of required meetings will be reduced to five per year with the ability of the bishop to call other meetings if required, either on their own motion or at the request of any two members; the membership will be comprised of Ex Officio positions and two members from each region, one clerical and one lay; the bishop and council may appoint up to three additional members; remove “youth delegate” as a category; remove from the Ex Officio list the management team chair of Camp Columbia.
  - To Canon 4: the number of required meetings will be reduced to five with the ability of the treasurer to call other meetings if required, either on their own motion or at the request of any two members; financial statements will be reviewed quarterly; Ex Officio members will be reduced to four by removing the Dean and one of the Secretaries; up to four additional members may be appointed by the bishop.
  - To Canon 7: appointed members of ETB be reduced to four from six, two clergy and two lay.”

### Refugee Sponsorship Program – ongoing funds

- That the diocesan financial contribution to the refugee sponsorship program be reduced in 2022 by \$20,000.00 and by a further \$20,000.00 in 2023.”
- That diocesan council establishes the IRCC application allocation for 2021 at 112 with new applications being submitted only after at least 50% of current pending applications are completed by family or individual settlement.”

### Real Estate issue – property on Milgard Ave.

That Diocesan Council directs the Bishop and the Clerical Secretary to sign the required documentation to remove the condition held by the diocese on the property located at 1821 Midgard Ave, Victoria BC.

## March 2021

- That the consent agenda be approved.
- THAT the Canons Committee minutes from March 8, 2021 be received.

- THAT Regulation 5.6.01, paragraph f. (5) be amended by striking all wording following the first sentence, so it shall read:

If members of the clergy are granted leave of absence of not more than one year's duration for educational purposes, the amount of any stipend received during the absence shall be determined by agreement with the salary paying source.

- THAT Canon 3 and Regulation 3.07 of the Canons of the Diocese of British Columbia be amended as set out in the attachment
- THAT Canon 4 of the Canons of the Diocese of British Columbia be amended as set out in the attachment – Appendix 3, with the added note that either the clerical secretary or the lay secretary is to take minutes.
- 1) THAT Regulation 4.2.01 to Canon 4.2 of the Canons of the Diocese of British Columbia be amended as set out in the attachment – Appendix 3.
- THAT Canon 7.1 of the Canons of the Diocese of British Columbia be amended as set out in the attachment – Appendix 3.
- That Canon 6.11 of the canons of the Diocese of British Columbia be amended – Appendix 4, by adding the following as paragraph c:
  - c. The diocesan council may make regulations governing the use of capital from the proceeds of the sale of property.
- That the following Regulation 6.11.01 be adopted:  
 REGULATION 6.11.01 – CAPITAL PROPERTY TRUSTS  
 In the case of rectory property, Appendix "L" applies unless express permission is given by the diocesan council.

If implemented, a further policy should still be added to add to Reg 6.11.01 to apply to capital property other than rectory trusts. This will have to be addressed in the future, until then, any such considerations would be left up to Diocesan Council under Canon 6.11.b.

- Canon 1.2.3b

That Canon 1.2.3b be amended to add the phrase "or the return of a bishop"

'The administrator shall account and report fully to the bishop, following upon the bishop's installation' be amended to add "or the return of a bishop".

- Capital Works, in excess of \$20,000 – two Anglican Foundation Grant tied applications
  - 1) Motion of approval for St. John the Baptist, Cobble Hill application for funding from the Anglican Foundation  
 That the Diocesan Council approves the Capitol Works project for re-roofing and approves the application of St John the Baptist, Cobble Hill, to the Anglican Foundation for funding (up to \$15,000 to replace its roof.
  - 2) Motion of approval for St. Stephen, Parish of Central Saanich application for funding from the Anglican Foundation  
 That the Diocesan Council approves the Capitol Works project to re-paint the church building exterior and approves the application of St Stephen, Parish of Central Saanich, to the Anglican Foundation for funding (up to \$15,000) to repaint the exterior of its church.
  - 3) St. Paul's Nanaimo – Outstanding CS&P loan \$358,000

That Diocesan Council approves the Finance Committee recommendation to forgive St. Paul's Nanaimo Church the outstanding balance of the CS&P loan in the amount of \$358,000 held by the Diocese of British Columbia as of March 25, 2021.

- 4) St. Mary's Oak Bay – Draw from the parish Rectory Trust Fund – funds to cover cost of upgrading the fire panel as an improvement to the building.

That Diocesan Council approves the Finance Committee recommendation for the Parish of St. Mary's Oak Bay to draw \$6866.30 from the Rectory Trust Fund (part of the Consolidated Trust Funds held by the Diocese of British Columbia for upgrades to the building fire panel, as a building improvement.



# ACTS OF 98<sup>th</sup> SYNOD (2018)

## **ACT OF SYNOD # 8—Five Year Plan**

That Synod adopt the Five-Year Financial Plan, as recommended by the Diocesan Council and presented to Synod, as the financial road map for the diocese for the five years from 2019 through 2023; and

- That Synod instruct the Treasurer and Diocesan Finance Committee to use the Five-Year Financial Plan as the basis for the preparation of annual budgets, making course corrections as necessary, and reporting regularly to Diocesan Council and Synod on the tracking of actual performance compared to the plan.
- That this motion be referred to the Diocesan Finance Committee, the Treasurer and the Diocesan Finance officer.

## **ACT OF SYNOD #9—First Nations Right to Self-Determination**

That the bishop, on behalf of the diocese, prayerfully consider and publicly and vigorously support the unanimous decisions taken by the First Nations with respect to industries placed and operated on their traditional territories within the diocese of British Columbia.

- That this motion be referred to the bishop.

## **ACT OF SYNOD # 10—Acknowledgement of Traditional Territories**

That the bishop, in consultation with the Canons and Constitutions Committee, discuss with the hereditary chiefs, elected chiefs and elders of First Nations on whose territories the diocese is located, how to continue the appropriate acknowledgement of those traditional territories.

- That this motion be referred to the Canons and Constitutions Committee.

## **ACT OF SYNOD #15—Funding for Cultural Change**

That the diocese provide resources to a maximum of \$5000.00 in the diocesan fiscal year 2019 to actively pursue cultural change in understanding structure and relationship between ordained and lay members, affirming the ministry of all the baptized and encouraging the formation of communities of disciples.

- That this motion be referred to the Finance Committee.

## **ACT OF SYNOD # 16—Single Use Plastics**

1. Parishes and synod office curtail the purchase of products with single use plastics, including rigid foam (Styrofoam and other brands), and to end such purchases by 2023; and

2. The Task Team Engaging God's World raise awareness with the members of the diocese and also advocate on behalf of the diocese. a) With manufacturers to seek and use alternatives to the use of single use plastics; b) With the food industry (restaurants and grocery stores) to eliminate the use of rigid foam in their packaging and 'take out'; and c) With the general public to reduce its use of single use plastics; d) With government to pass regulations that will lead to the elimination of the manufacture, sale and use of single use plastics.

3. Diocesan Council report back to the next sitting of synod on the steps taken to effect this motion and the effectiveness of those steps.

- That this motion be referred to the Engaging God's World Task Team.

- That the Engaging God's World Vision Implementation Team research and make recommendations to Diocesan Council as to how best to implement the 16th Act of the Synod of the Diocese of British Columbia 2018; and that they provide appropriate educational materials and information to be shared with parishes by Diocesan Council as to best practices, alternatives to commonly-used single-use plastic products, and sustainable non-petrochemical plastic products that may be appropriate to use. Upon receipt of said materials, it will be the responsibility of Diocesan Council to ensure this information is communicated to parishes, and to formulate a plan for review of implementation progress in the parishes and synod office.

#### **ACT OF SYNOD #21—Reconciliation**

That the Reconciliation and Beyond Team create a guide for ministry and discipleship in first nations contexts across our diocese, setting out guidance for how existing and emerging ministries can walk a new path with the first people of our islands and inlets, and shape the future of contextual and meaningful indigenous Anglican expression within our diocese; and That the bishop and members of the Reconciliation and beyond Team invite a circle of Elders to guide the principles and convictions of this framework and advise staff in this task; and That the Reconciliation and Beyond Team include, consult and be guided in this work by the National Indigenous Church and Sacred Circle directions and documents as they unfold.

- That this motion be referred to the Reconciliation and Beyond Task Team.
- That the minutes of the October 18, 2018 meeting of the Finance Committee be received.

#### **Constitution and Canons Committee**

That the following nominations for the Constitution and Canons Committee be approved:

Ex-officio: Robert Gill, chancellor

Chair: Nathan Lampard, registrar

Member: Gail Gauthier, finance officer

Member: John Steele

Re-appointment: Blair Haggart, Margaret MacKenzie

#### **Finance Committee**

That the nominations to Finance Committee be approved.

Lay: Ed Norman & Lynn Schumacher

Clergy: Dawna Wall & David Chillman