



**THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH
COLUMBIA
DIOCESAN COUNCIL**

Minutes of the meeting of January 23, 2025 on Zoom

EX-OFFICIO

Bishop	The Right Reverend Anna Greenwood-Lee (chair)
Chancellor	Isabel Weeks
Dean	The Very Reverend Jonathan Thomas
Executive Archdeacon	The Venerable Eric Partridge
Treasurer	Joel Hefty
Clerical Secretary	The Reverend Heather Robinson
Lay Secretary	Susan Rand

ELECTED REGIONAL REPRESENTATIVES

The Rev. Trish Vollman-Stock	Ed Norman
The Rev. Marion Edmondson	Marjorie Aitken
The Rev. Kelly Duncan	Helen Love
The Ven Craig Hiebert	Cory Herrera

APPOINTED

The Rev. Denise Doerksen

STAFF

Brendon Neilson - Executive Director
The Rev. Canon Jenny Replogle, Canon for Lay-Led Parishes and Parishes in Transition

GUESTS (with voice, no vote)

Faith in Foundation: Asset Management • Financial Resources • Effective Communication • Current Ministries • Shared and Remote Ministries

RENEWED **HEARTS** RENEWED **SPIRITS** RENEWED **PEOPLE**

Welcome

Bishop Anna Greenwood-Lee opened the meeting at 10:00 AM with an opening prayer. As an opening exercise, Jenny invited us to talk about the Group Needs model joining self to group to world (Appendix 1).

#1 Agenda for this diocesan council meeting:

Bishop Anna indicated that the agenda remains as presented (Appendix 2)

#2 Regrets for Absence - The clerical secretary noted no regrets for absence from this meeting. The clerical secretary declared that there was a quorum present, with 15 voting members in attendance from a total of fifteen having a vote on council.

#3 Consent agenda approval (Appendix 3.1, 3.2, 3.3, 3.4, 3.5, 3.6)

1. The minutes of the Diocesan Council meeting of November 28, 2024 (Appendix 3.1), be approved as circulated (appendices attached to the September minutes).
2. Operations Committee Dec 11 minutes (Appendix 3.2)
3. Operations Committee Dec 24 e-vote record (Appendix 3.3)
4. Finance Committee Jan 15 minutes (Appendix 3.4)
5. Supplemental Pensions Committee Dec 10 minutes (Appendix 3.5)
6. Educational Trusts Committee Jan 14 minutes (Appendix 3.6)

MOVED BY: Isabel Weeks

SECONDED BY: Eric Partridge

That the consent agenda be approved.

THE MOTION WAS CARRIED

#4 Synod Office Staff Changes

Bishop Anna listed numerous changes in the diocesan office. Shantal Hetlinger is taking over as the executive assistant to the bishop and has already begun that position. Justine Sales is the new part time archivist. Naomi Racz will move into an expanded communications role within the diocese. Eric Partridge has announced his retirement as of the end of August 2025.

#5 Finance Update

Joel Hefty spoke about the 2025 budget process with the idea that there will be a zoom budget presentation when it is ready. Bishop Anna asked us to consider growing the First Nations Reconciliation (FNR) fund by adding its strength to the consolidated trust funds.

MOVED BY: Isabel Weeks
SECONDED BY: Trish Vollman-Stock

"That the FNR fund be used to offset budgeted expenses associated with ministry in the north in 2025."

THE MOTION WAS CARRIED

MOVED BY: Craig Hiebert
SECONDED BY: Jonathan Thomas

"That the remaining amount in the FNR fund be put into the consolidated trust fund for use in future years as determined by DC and consistent with the FNR fund's expressed intent."

THE MOTION WAS CARRIED

#6 Parish Grants (Appendix 4.1, 4.2)

MOVED BY: Helen Love
SECONDED BY: Marjorie Aitken

That Diocesan Council approve a grant of \$2400 for Spanish ministry at Church of the Advent in Colwood.

THE MOTION WAS CARRIED

MOVED BY: Marjorie Aitken
SECONDED BY: Ed Norman

That Diocesan Council authorize a grant of \$8000 to the parish of St Anne and St Edmund in Parksville.

THE MOTION WAS CARRIED

#7 Canons Committee (Appendix 5)

Chancellor Isabel Weeks announced two typographical corrections of errors to the Canons, and offered these five amendments to the regulations:

MOVED BY: Helen Love

SECONDED BY: Marion Edmondson

That Diocesan Council approve the replacement of subparagraph 1a of Regulation R5.1.8 A with:

“1. The Canons Committee

- a. The membership of which shall be determined by diocesan council in consultation with the Chancellor, up to two of which members need not be members of diocesan council.”*

That Diocesan Council approve the addition of this section to Regulation R7.6.2:

“H. In the period between December 31 of any year and the approval of a new budget for the following year, wardens are empowered to continue to apply the budget from the previous year, with the necessary changes to accommodate raises in salaries of clergy and parish employees and service providers, as if that previous budget was a new budget for the new year.”

That Diocesan Council approve the amendment of the title of Regulation R7.8.1 so that it reads:

“Parish Lay Employees and Service Providers”

That Diocesan Council approve the amendment of Regulation R7.8.1 E by adding the words “or service provider” so that it reads:

“All contracts entered into between the parish and an employee or service provider shall first be approved by the Chancellor.

That Diocesan Council approve the deletion of Regulation R10.1 as it is now entirely covered by Canon 10.2.

THE MOTION WAS CARRIED

MOVED BY: Isabel Weeks

SECONDED BY: Marion Edmondson

That Diocesan Council approve the amendment of Regulation R7.6.2 by inserting the words “in consultation with the incumbent” into paragraph A, and adding a new paragraph B and renumbering paragraphs C through F such that the regulation reads:

A. The churchwardens and parish treasurer in consultation with the incumbent shall prepare a draft annual parish budget and will present that draft to parish council for consideration before presenting it to the annual meeting of parishioners for approval.

B. For parishes that have no incumbent or are in transition between incumbents the bishop will appoint someone to consult on the proposed budget prior to presenting it to parish council for approval.

C. If parish council suggests amendments to the draft budget, the churchwardens and the treasurer will consider the proposed amendments and will make the final decision regarding the terms of the draft budget that is to be presented to the annual meeting of parishioners

D. The vestry, at the annual meeting of parishioners may accept the draft budget or return it to the churchwardens and treasurer for further consideration. If the draft budget is not approved by the annual meeting of the parishioners, the process set out in paragraphs A, B, and C above, shall be repeated, and a special meeting of parishioners shall be called to consider a new draft budget.

E. If a second draft budget is not approved at the special meeting of parishioners, the churchwardens may either repeat the process set out in paragraphs A, B, and C above, until a draft budget is approved by a special meeting of parishioners or may refer the draft budget to the Executive Archdeacon, whose decision shall be final.

F. During the year between annual meetings of parishioners, any amendment to the approved budget that increases the total expenditures by more than 10% may only be made by a special meeting of parishioners.

G. During the year between annual meetings of parishioners, any amendment to the approved budget that increases the total expenditures by 10% or less may only be made with the approval of parish council.

THE MOTION WAS CARRIED

Break 11:10

Re-convene 11:25

#8 HR Working Group (Appendix 6.1, 6.2, 6.3, 6.4, 6.5, 6.6)

MOVED BY: Marjorie Aitken

SECONDED BY: Marion Edmondson

That Diocesan Council approve the amended version of the HR Policy Manual as presented.

THE MOTION WAS CARRIED

MOVED BY: Ed Norman

SECONDED BY: Cory Herrera

That Diocesan Council approve necessary research of affected employees' payroll records to provide a recommended average of hours worked.

THE MOTION WAS CARRIED

MOVED BY: Ed Norman
SECONDED BY: Marjorie Aitken

That Diocesan Council authorize preparation of amendments to existing employees' employment agreements to incorporate averaging agreement provisions, and insertion of averaging provisions into the standard form employment agreements for newly hired employees, such provisions to be reviewed and approved by Diocesan Council before being implemented.

THE MOTION WAS CARRIED

MOVED BY: Isabel Weeks
SECONDED BY: Jonathan Thomas

That Diocesan Council approve the amended version of the Respectful Conduct Policy as presented.

THE MOTION WAS CARRIED

#9 Refugee Program Update (Appendix 7)

Brendon Neilson let council know that there are still 76 people who have been waiting for three years to come to Canada as refugees under our diocesan program.

MOVED BY: Marjorie Aitken
SECONDED BY: Isabel Weeks

That Diocesan Council approve using \$46,220 from the refugee contingency fund to cover the 2025 Refugee Sponsorship Coordinator salary.

THE MOTION WAS CARRIED

#10 Property Updates (Appendix 8.1, 8.2, 8.3)

Brendon Neilson gave a short update on all the current property projects.

- St Dunstan's
- St John the Baptist, Duncan lease agreement
- Fanny Bay proceeds of sale

- Bethlehem Investor's Group – RFP has gone out

Site: Fanny Bay (418 Ships Point Rd)	
Total received by diocese:\$475,817.18	
Reciprocity payment(\$7,700 is the BC policy calculation)	\$10,000 (Fanny Bay is the traditional territory of thePentlatch)
Pressing Need:	\$200,000-2024 operational budget commitment.
Ministry Context: A) St. John the Divine Courtenay B) Fanny Bay OAP	a) \$20,000 Request for funds to support kitchen renovation project b)\$10,000 Request for donation in support of their caretaking and preservation of the site over the last 30 years
Remainder:	\$235,817.18
Future Ministries:	\$100,000Reconciliation Fund
Internal investments:	\$67,908.59 Property Redevelopment Fund \$67,908.59 Synod General CTF

Marjorie Aitken and Marion Edmondson offered to recuse themselves from this vote but the bishop declared that it would not be necessary.

MOVED BY: Helen Love
SECONDED BY: Jonathan Thomas

That Diocesan Council recommend allocating the funds from the sale of 418 Ship's Point Road according to the above table, with the exception of the two internal investments on the bottom row which will be deferred to a later date.

THE MOTION WAS CARRIED

#11 Bishop's Dinner

February 5, 2025, in support of North Island ministries.

Closing

The Bishop thanked everyone in attendance for their commitment to the life of the Diocese.

The Bishop left at 12:30 pm and Jenny Replogle led us in a time of debriefing.

Next Scheduled Diocesan Council meeting
Thursday, March 27, 2025, at 10:00 am, in-person at St. John the Baptist, Duncan

The Group Needs Model



Adapted from “The Group Needs Model: A Tool for Creating Extraordinary Groups” by Geoffery M. Bellman and Kathleen D. Ryan



**Think of the most extraordinary
group you've ever been part of...**



Put your thoughts in the chat....

What did that group do that helped make it so fantastic?

How did the group feel because of what they did together?



The questions we are considering with this model...

- Why do some groups achieve amazing results while most do not?
- What do extraordinary groups have in common that sorts them from others?
- How might we create these terrific results more often?



An Extraordinary Group...

Achieves outstanding results while
members--

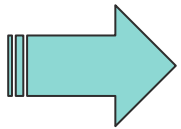
individually or collectively--

experience a profound shift in how they see
their world.



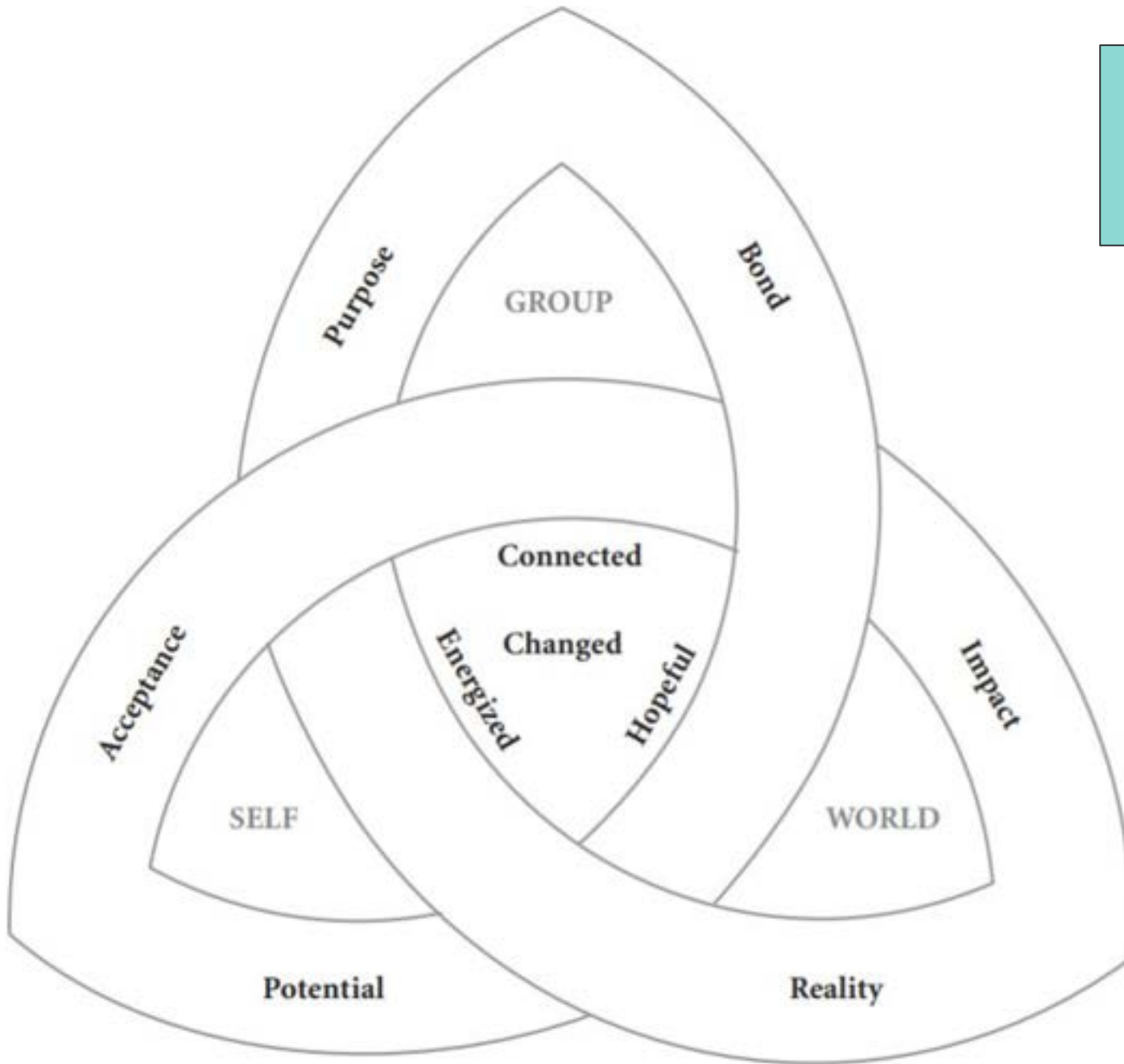
Groups in Human History

- 200,000+ years of living in groups
- 5,000+ years of large organizations
- Survive together, perish alone
- Genetically informed to group



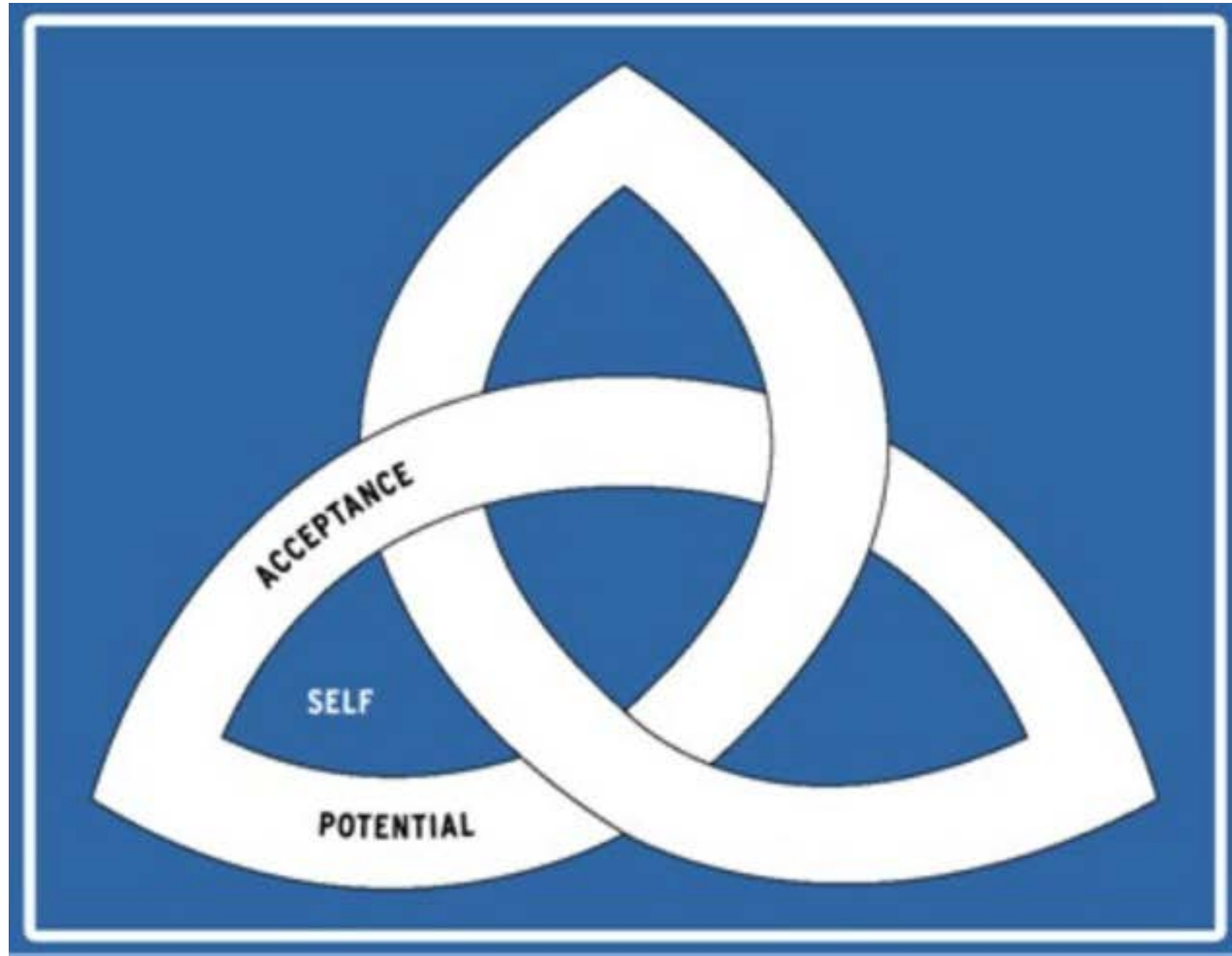
We come to groups with ancient and instinctive needs that we long to meet in a group experience – whether we know it or not.

The Group Needs Model



ACCEPTANCE:
Knowing and
accepting
ourselves for who
we are.

POTENTIAL:
Sensing and
growing into our
fuller and better
selves.

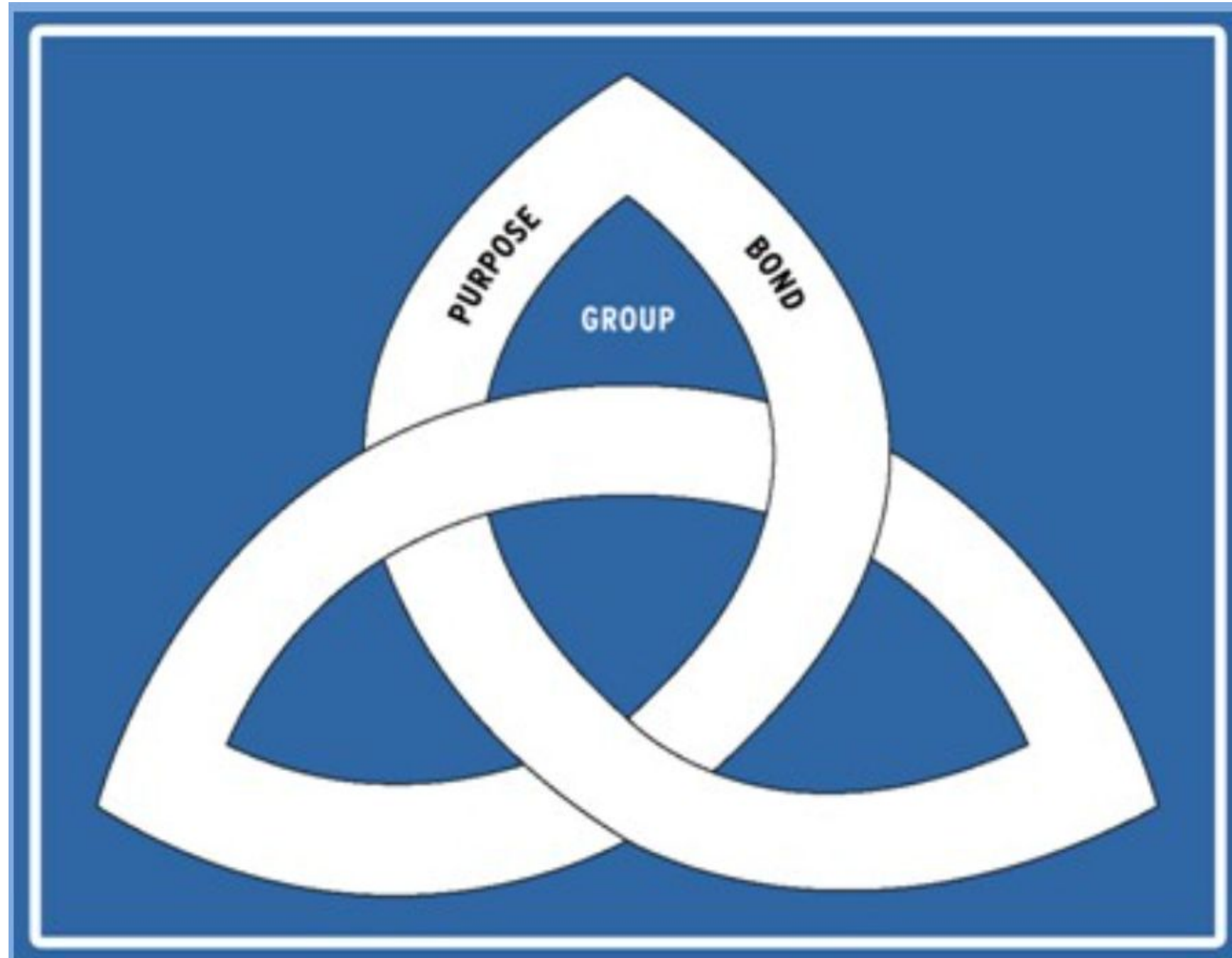


BOND:

The connections among us that create a shared sense of identity and belonging.

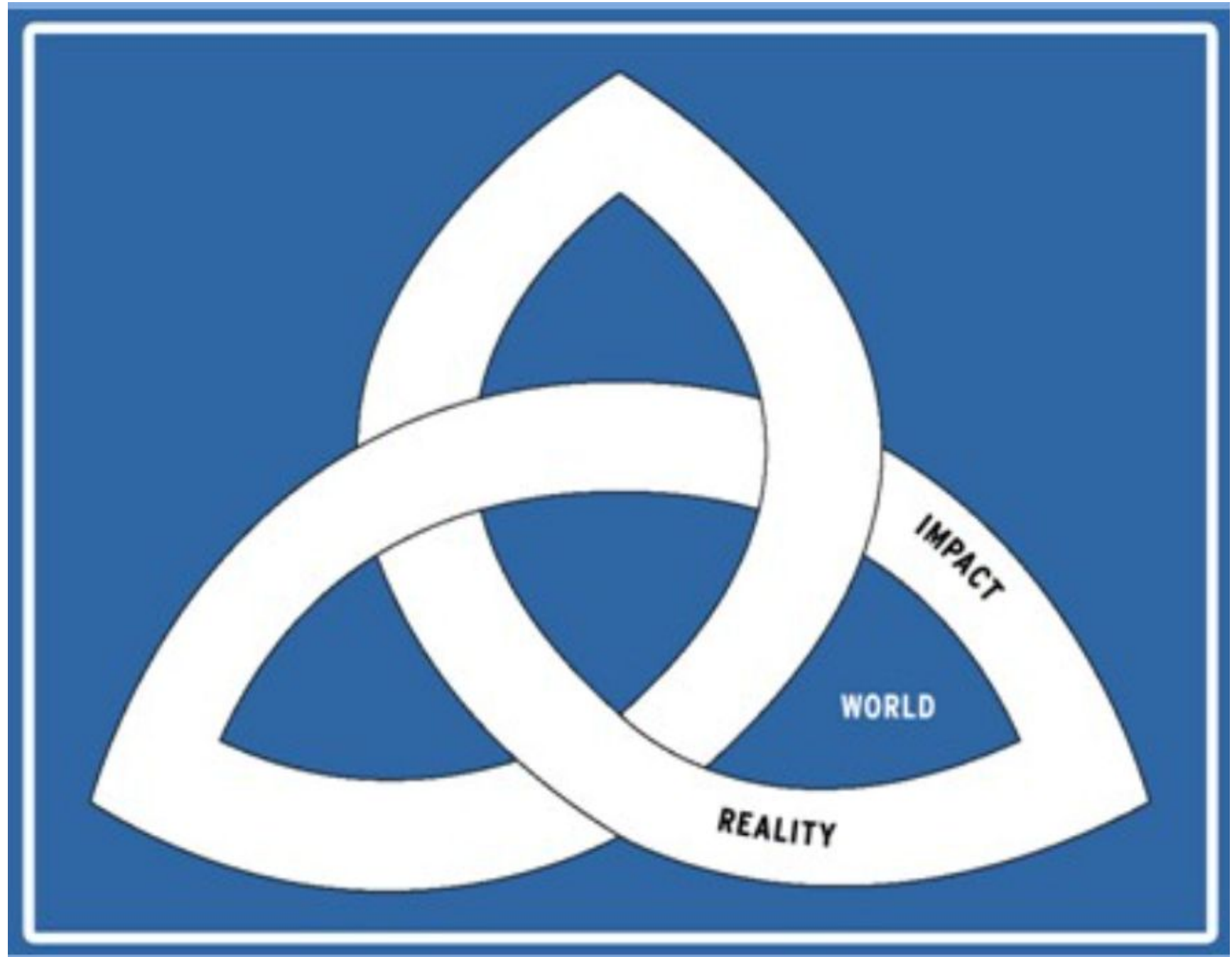
PURPOSE:

The reason why we come together.



REALITY:
Understanding
and accepting
the world as it
is and how it
affects us.

IMPACT:
Our intention
to make a
difference and
our readiness
to act.





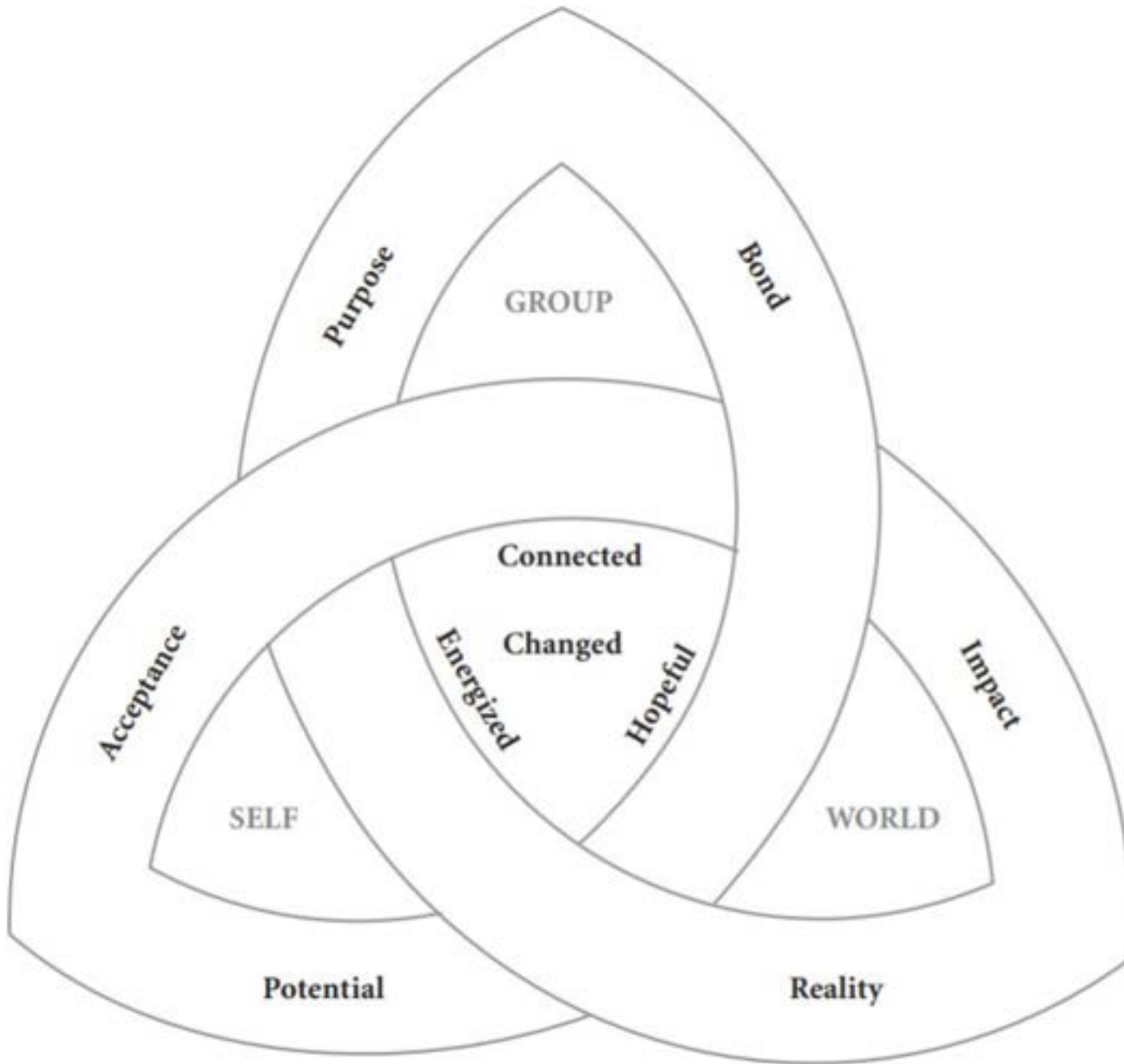
Four Feelings at the Heart of Transformation:

ENERGIZED!

CONNECTED!

HOPEFUL!

CHANGED!



Did this experience **energize** you or your group?

Do you feel more **connected** to your group, purpose, self, or the world?

Are you more **hopeful** about yourself, your group, or your world?

Do you feel **changed** by this group experience?

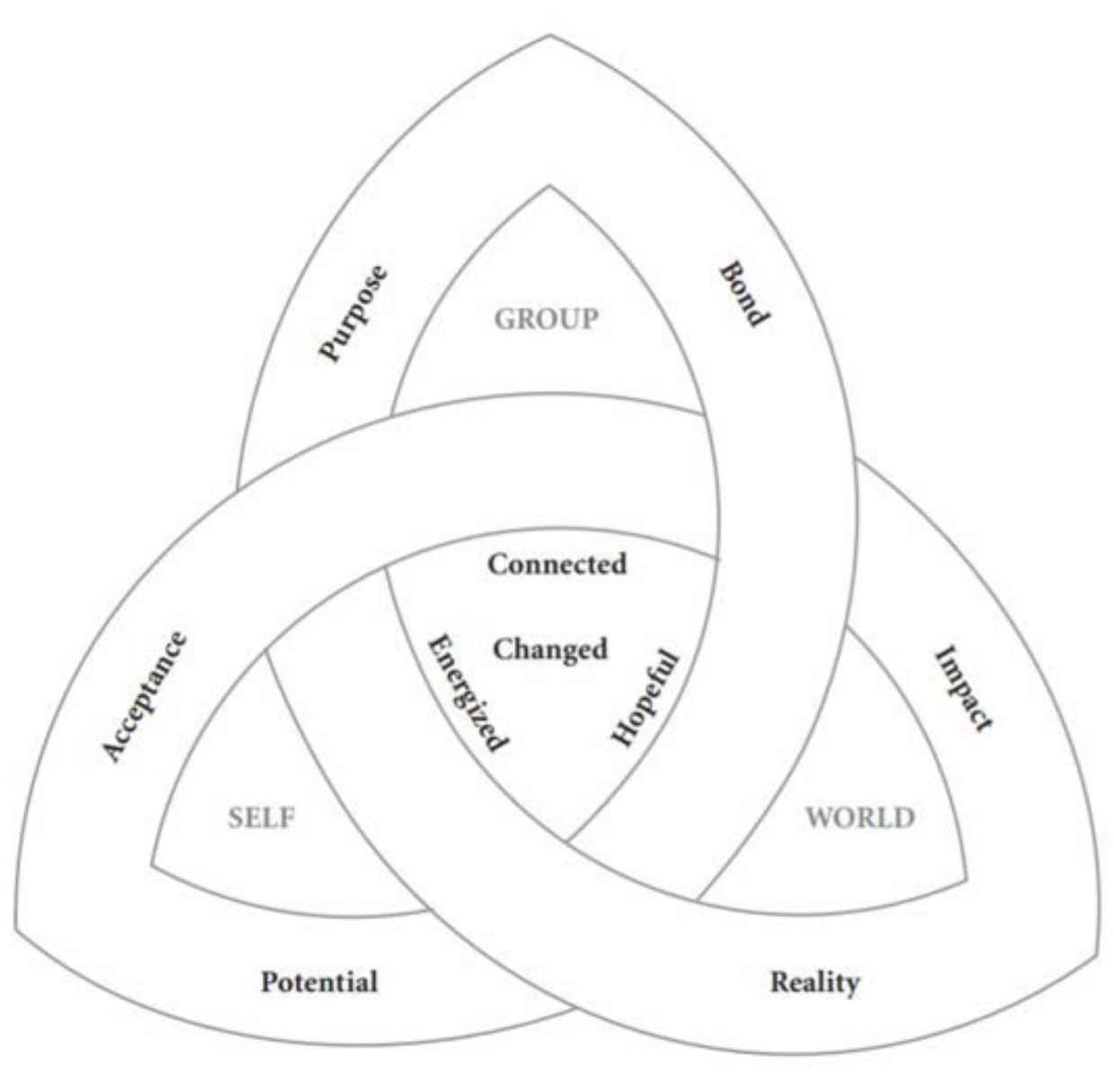


Use this model to...

- Design a meeting
- Debrief a group experience
- Pursue Transformation
- Shape a group purpose
- Assess group leadership needs
- Motivate a group
- Set a foundation for the group and its world
- Highlight the value of relationships
- Support creative disagreement

As Diocesan Council...

- How will we show **acceptance** to each other?
- How will we recognize each other's gifts, and encourage them to use them to reach their **potential**?
- How will nurture relationships with one another in our group? What practices will we implement during group time to help us **bond** as a group?
- What is the group's **purpose**? How will we know when we've reached it? What behaviors will express our desire to reach our purpose?
- How will this group attempt to be in touch with the **reality** of the world?
- How does the group desire to have an **impact** on the Diocese or the world?



Adaptive Work Calls for Leadership

Leader's Responsibility	Type of Situation	
	Technical or Routine	Adaptive
Direction	Define problems and provide solutions	Identify the adaptive challenge and frame key questions and issues
Protection	Shield the organization from external threats	Let the organization feel external pressures within a range it can stand
Orientation	Clarify roles and responsibilities	Challenge current roles and resist pressure to define new roles quickly
Managing Conflicts	Restore Order	Expose conflict or let it emerge
Shaping Norms	Maintain norms	Challenge unproductive norms

In the course of regulating people's distress, a leader faces several key responsibilities and may have to use his or her authority differently depending on the type of work situation.



**THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH
COLUMBIA
DIOCESAN COUNCIL**

Minutes of the meeting of November 28, 2024 – St Peter's, Quamichan

EX-OFFICIO

Bishop	The Right Reverend Anna Greenwood-Lee
Chancellor	Isabel Weeks
Dean	The Very Reverend Jonathan Thomas
Registrar	Michael Wolff
Lay Secretary	Susan Rand
Clerical Secretary	The Reverend Heather Robinson
Treasurer	Joel Hefty

ELECTED REGIONAL REPRESENTATIVES

The Rev. Trish Vollman-Stock	Ed Norman
The Rev. Marion Edmondson	Marjorie Aitken
The Rev. Kelly Duncan	Helen Love
The Ven Craig Hiebert	Cory Herrera

APPOINTED

The Rev. Denise Doerksen

STAFF

Brendon Neilson - Executive Director
The Venerable Eric Partridge - Executive Officer
The Rev. Canon Jenny Replogle, Canon for Lay-Led Parishes and Parishes in Transition

GUESTS (with voice, no vote)

Canon Ian Alexander, outgoing Diocesan Council member

Faith in Foundation: Asset Management • Financial Resources • Effective Communication • Current Ministries • Shared and Remote Ministries

RENEWED **H E A R T S** RENEWED **S P I R I T S** RENEWED **P E O P L E**

Welcome

Bishop Anna Greenwood-Lee opened the meeting at 10:00 AM and welcomed the new and outgoing members of Diocesan Council with an opening prayer. As an opening exercise, she asked us to discuss a personal conversation that changed us. Brendon Neilson spoke about Scott Sharman's Synod Primer (Appendix 1) and asked us to reflect upon where we found synodality in our parish lives.

#1 **Agenda for this diocesan council meeting:**

Bishop Anna indicated that the agenda remains as presented (Appendix 2)

#2 **Regrets for Absence** - The clerical secretary noted the regrets for absence from this meeting. There was one voting member absent. The clerical secretary declared that there was a quorum present, with 14 voting members in attendance from a total of fifteen having a vote on council.

#3 **Consent agenda approval** (Appendix 3.1, 3.2, 3.3, 3.4, 3.5, 3.6)

1. The minutes of the Diocesan Council meeting of September 26, 2024 (Appendix 3.1), be approved as circulated (appendices attached to the September minutes).
2. Operations Committee Oct 9 minutes (Appendix 3.2)
3. Finance Committee Oct 21 minutes (Appendix 3.3)
4. Operations Committee Oct 30 minutes (Appendix 3.4)
5. Diocesan Council Nov 7 e-vote (Appendix 3.5)
6. Finance Committee Nov 13 minutes (Appendix 3.6)

MOVED BY: Helen Love

SECONDED BY: Trish Vollman-Stock

That the consent agenda be approved.

THE MOTION WAS CARRIED

#4 **Motion to receive Correspondence** (Appendix 4)

Brendon Neilson introduced the Report for Anglicans.

MOVED BY: Craig Hiebert

SECONDED BY: Marion Edmondson

That the "Report for Anglicans" be received by Diocesan Council.

THE MOTION WAS CARRIED

#5 Motion to add Committee Members

MOVED BY: Marion Edmondson
SECONDED BY: Helen Love

That Joel Hefty be added to the Operations Committee.

THE MOTION WAS CARRIED

MOVED BY: Heather Robinson
SECONDED BY: Marion Edmondson

That Diocesan Council approve the addition of Helen Love, Rob Hosie, Evan Hazel, Barbara Myers, Brendon Neilson and Mark Oldnall to the Asset Management Committee.

THE MOTION WAS CARRIED

MOVED BY: Joel Hefty
SECONDED BY: Marjorie Aitken

That Diocesan Council approve the addition of clerical members Mona Smart and Allen Doerksen and lay members Walter Stewart and Darcy Garneau to the Educational Trusts Board.

THE MOTION WAS CARRIED

#6 Finance Update (Appendix 5.1, 5.2)

Joel Hefty let council know that Baker Tilley is continuing the search for a diocesan finance officer. He presented the 3rd quarter financial statement and the first draft budget for 2025.

MOVED BY: Isabel Weeks
SECONDED BY: Helen Love

That Diocesan Council receive the 3rd quarter report for 2024 and the draft budget for 2025.

THE MOTION WAS CARRIED

Parish Annual Operation Grants (Appendix 5.3)

MOVED BY: Helen Love

SECONDED BY: Trish Vollman-Stock

That Diocesan Council approve the following grants:

- St Columba, Tofino - \$2,634.74
- St Columba, Port Hardy and St John, Port Alice - \$16,000
- St Peter and St Paul, Esquimalt - \$10,000
- St Peter, Quamichan - \$5,400
- Christ Church Cathedral, Victoria - \$90,000
- AbbeyChurch, Victoria - \$10,000

THE MOTION WAS CARRIED

MOVED BY: Helen Love

SECONDED BY: Marion Edmondson

That Diocesan Council authorize \$50,000 in unallocated grants in the budget for 2025.

THE MOTION WAS CARRIED

Payroll

Joel Hefty explained vacation pay changes for salaried and hourly paid staff.

Break 11:28

Re-convene 11:45

#7 HR Working Group (Appendix 6)

MOVED BY: Marjorie Aitken

SECONDED BY: Trish Vollman-Stock

That Diocesan Council approve the harmonization of the maternity/parental leave plan and the short term disability plan by reducing the latter from 90% to 80% starting January 1, 2025.

THE MOTION WAS CARRIED

MOVED BY: Marion Edmonson

SECONDED BY: Marjorie Aitken

That Diocesan Council create a fund of \$20,000 in the 2025 diocesan budget to assist with the parental and sick leave top-up.

THE MOTION WAS CARRIED

#8 Canons Committee (Appendix 7)

MOVED BY: Marjorie Aitken

SECONDED BY: Craig Hiebert

That Diocesan Council approve the correction of Regulations R5.1.8 A and R5.1.8 A (3) (c) - delete the word "elect" and "elected" and replace with the words "appoint" and "appointed" respectively.

THE MOTION WAS CARRIED

MOVED BY: Helen Love

SECONDED BY: Marion Edmondson

That Diocesan Council approve the correction of Regulation R7.5.1 G (3) - amend the subparagraph by adding the words "ten percent" so that the subparagraph reads:

"3. Not fewer than ten percent of the electors, present in person or by proxy."

THE MOTION WAS CARRIED

MOVED BY: Craig Hiebert

SECONDED BY: Marjorie Aitken

That Diocesan Council approve the addition to Regulation R3.5.1 F by adding as subparagraph 4 the following:

"4. The calculation of number of years' service will be made as of January 1 of each year, regardless of the date of ordination."

THE MOTION WAS CARRIED

Lunch Break 12:10

Re-convene 1:00

#9 Earthquake Insurance (Appendix 8)

Brendon Neilson presented the list of parishes that have requested to drop the premium for earthquake insurance. After discussion, it was agreed that parishes with long term

tenant leases would not be permitted to drop the earthquake coverage at this time, pending further review.

MOVED BY: Marjorie Aitken

SECONDED BY: Cory Herrera

That Diocesan Council allow the following parishes to drop the earthquake insurance premium for 2025:

- *Christ Church Cathedral*
- *Holy Trinity, North Saanich*
- *St John the Divine, Victoria – church and office only*
- *St Matthias – church and hall only*
- *St Andrew, Sidney*
- *St Margaret, Galliano*
- *St Mary the Incarnation, Metchosin*
- *St Mary the Virgin, Metchosin*
- *St John the Baptist, Duncan*
- *St Philip, Cedar*
- *St Christopher & St Aidan, Lake Cowichan*
- *St Peter, Quamichan*
- *Christ Church, Alert Bay*

THE MOTION WAS CARRIED

#10 Property Updates (Appendix 9.1, 9.2, 9.3, 9.4, 9.5)

Brendon Neilson gave a short update on all the current property projects.

- St Dunstan's
- St John the Baptist, Duncan MOU
- Parish of Salt Spring Island
 - o St Mark's
 - o All Saints Kitchen Project
- St Peter & St Paul, Esquimalt
- Bethlehem Investor's Group

MOVED BY: Isabel Weeks

SECONDED BY: Marjorie Aitken

Heather Robinson recused herself.

That Diocesan Council authorize listing St. Dunstan's for sale with a commercial real estate firm, and to negotiate a contract of purchase and sale on two conditions:

- 1. That the sale price be at least \$7,100,000, and*
- 2. That the seller's obligations under the contract be conditional upon approval of Diocesan Council.*

THE MOTION WAS CARRIED

MOVED BY: Helen Love

SECONDED BY: Marjorie Aitken

That Diocesan Council authorize Brendon Neilson to sign the updated version of the Memorandum of Understanding with Duncan Housing Society.

THE MOTION WAS CARRIED

MOVED BY: Craig Hiebert

SECONDED BY: Cory Herrera

That Diocesan Council approve the project "Driveway to the former St. Mark's Church".

THE MOTION WAS CARRIED

MOVED BY: Marjorie Aitken

SECONDED BY: Joel Hefty

That Diocesan Council approve the "All Saints kitchen project" revised budget at \$133,763.

THE MOTION WAS CARRIED

MOVED BY: Marion Edmondson

SECONDED BY: Heather Robinson

That Diocesan Council approve the user agreement between St. Peter and St. Paul and Capital City Baptist Church subject to final approval of the Chancellor.

THE MOTION WAS CARRIED

MOVED BY: Craig Hiebert

SECONDED BY: Helen Love

That Diocesan Council approve the project "Heat Pump Installation" at St. Peter & St. Paul Esquimalt.

THE MOTION WAS CARRIED

MOVED BY: Susan Rand

SECONDED BY: Trish Vollman-Stock

That Diocesan Council endorse the direction of Bethlehem Investors Group to release a Request For Proposals to sell the property at 2371 & 2393 Arbot Road.

THE MOTION WAS CARRIED

#10 Remarks from Canon Jenny

Jenny Replogle gave an update on parishes in transition.

#10 Bishop's Dinner

February 5, 2025, in support of North Island ministries.

#11 Thank you

Bishop Anna thanked outgoing Diocesan Council members for their time and service.

Closing

The Bishop thanked everyone in attendance for their commitment to the life of the Diocese.

The Bishop closed with an Advent blessing at 2:25 pm.

Next Scheduled Diocesan Council meeting
Thursday, January 23, 2025, at 10:00 am, online via Zoom



**THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA
DIOCESAN COUNCIL**

Minutes of the meeting of Sept 26, 2024 – St Peter's, Quamichan

EX-OFFICIO

Bishop	The Right Reverend Anna Greenwood-Lee
Chancellor	Isabel Weeks
Dean	The Very Reverend Jonathan Thomas
Registrar	Michael Wolff
Lay Secretary	Susan Rand R
Clerical Secretary	The Reverend Paul Schumacher
Treasurer	Joel Hefty

ELECTED REGIONAL REPRESENTATIVES

The Rev. Trish Vollman-Stock	Laura Dey
The Rev. Marion Edmondson R	Canon Ian Alexander
The Rev. Juli Mallett R	Helen Love
The Rev. Heather Robinson	Elizabeth Murphy R

APPOINTED

The Hon. Timothy Ray
The Ven. Craig Hiebert **R**

STAFF

Brendon Neilson - Executive Director
The Venerable Eric Partridge - Executive Officer **R**

GUESTS (with voice, no vote)

The Rev. Canon Jenny Repogle

RENEWED **HEARTS** RENEWED **SPIRITS** RENEWED **PEOPLE**

Welcome

Bishop Anna Greenwood-Lee opened the meeting at 10:00 AM and welcomed the members of Diocesan Council with an opening prayer. Brendon Neilson led us in an opening exercise about what we have achieved in this incarnation of Diocesan Council.

#1 **Agenda for this diocesan council meeting:**

Bishop Anna indicated that the agenda remains as presented (Appendix 1)

#2 **Regrets for Absence** - The clerical secretary noted the regrets for absence from this meeting. There were six voting members absent. The clerical secretary declared that there was a quorum present, with 10 voting members in attendance from a total of sixteen having a vote on council.

#3 **Consent agenda approval** (Appendix 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13)

1. The minutes of the Diocesan Council meeting, June 13, 2024 (Appendix 2.1), be approved as circulated (appendices attached to the June minutes).
2. Educational Trust Board June 11 minutes (Appendix 2.2)
3. Finance Committee June 26 minutes (Appendix 2.3)
4. Operations Committee June 26 minutes (Appendix 2.4)
5. Diocesan Council July 17 e-vote (Appendix 2.5)
6. Diocesan Council July 29 e-vote (Appendix 2.6)
7. Operations Committee July 24 minutes (Appendix 2.7)
8. Finance Committee July 31 minutes (Appendix 2.8)
9. Operations Committee Aug 15 e-vote (Appendix 2.9)
10. Educational Trust Board Sept 10 minutes (Appendix 2.10)
11. Finance Committee Sept 11 minutes (Appendix 2.11)
12. Diocesan Council Sept 17 e-vote (Appendix 2.12)
13. Diocesan Council Sept 18 e-vote (Appendix 2.13)

MOVED BY: Laura Dey

SECONDED BY: Helen Love

That the consent agenda be approved.

THE MOTION WAS CARRIED

#4 Finance Update (Appendix 3.1)

Joel Hefty joined on zoom from Ghana to go over the year end financial statements. Bishop Anna would like better transparency in the statements and Joel told council that there would be 'Treasurer's Notes' accompanying the Financial Statements which will share more details than the statements alone. Kent Fullerton of Grant Thornton Limited also joined online and recommended quarterly reviews to maximize clarity.

Work on restructuring the Consolidated Trust Funds continues. The Diocesan office has hired the firm of Baker Tilley to provide operational guidance and assist in the search for a new Finance Officer with the departure of Gillian Astbury-Heinke in July.

MOVED BY: Laura Dey

SECONDED BY: Isabel Weeks

That the financial statements be approved as presented.

THE MOTION WAS CARRIED

Break 11:15

Re-convene 11:30

#5 St Dunstan's RFP (Appendix 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7)

A period of discussion followed.

- KANG purchase proposal (Appendix 4.1)
- RFP results memo (Appendix 4.2)
- Property history (Appendix 4.3)
- VIIF Letter of Intent (Appendix 4.4)
- VIIF Property Plan Use (Appendix 4.5)
- Appraisal Sept 2023 (Appendix 4.6)
- Appraisal April 2024 (Appendix 4.7)
-

The Rev. Heather Robinson recused herself from the following motions.

MOVED BY: Isabel Weeks

SECONDED BY: Helen Love

That Diocesan Council ask Kang for a 60-day extension as we are negotiating with another party.

THE MOTION WAS CARRIED

MOVED BY: Ian Alexander

SECONDED BY: Trish Vollman-Stock

That Diocesan Council express interest in the VIIF offer and authorize staff and the asset management committee to open discussions with them to expand on their offer, and report back at the end of October.

THE MOTION WAS CARRIED

Lunch Break 12:20

Re-convene 1:00

#6 Anglican Foundation Diocesan Representative – Marjorie Aitken

MOVED BY: Isabel Weeks

SECONDED BY: Helen Love

That Diocesan Council appoint Marjorie Aitken as Diocese of Islands and Inlets representative to the Anglican Foundation of Canada for the term required.

THE MOTION WAS CARRIED

#7 HR Working Group Update

Isabel spoke about the new clergy compensation plan and parental leave top-up, and the need for updates on the transportation allowance/reimbursement, and the respectful conduct policy.

MOVED BY: Isabel Weeks

SECONDED BY: Ian Alexander

That Diocesan Council approve the recommendation of the Finance Committee of a cost of living allowance increase of 2.8% for 2025 for synod staff and clergy, and that this amount be recommended to parishes as an appropriate increase for their staff.

THE MOTION WAS CARRIED

#8 Property Updates (Appendix 5.1, 5.2, 5.3)

Brendon Neilson gave a short update on all the current property projects.

- St John the Baptist, Duncan
- Fanny Bay
- Cowichan Station
- Bethlehem Investor's Group
- Building for the Future
- Metchosin
- St Peter, Quamichan (Appendix 5.1, 5.2, 5.3)

MOVED BY: Laura Dey

SECONDED BY: Helen Love

That Diocesan Council approve the cell phone tower on the St Peter's Quamichan site.

THE MOTION WAS CARRIED

#9 Synod 2024

Bishop Anna reminded council that our next meeting would be of both outgoing and incoming members.

Next Diocesan Council meeting – November 28, 2024 - In-person meeting at St Paul's Nanaimo

Closing

The Bishop thanked everyone in attendance for their commitment to the life of the Diocese.

The Bishop closed with the doxology at 2:10 pm.

Next Scheduled Diocesan Council meeting

Thursday, November 28, 2024, at 10:00 am, In-person meeting at St Paul, Nanaimo



**Minutes
Operations Committee Meeting
Wednesday, October 9th at 1pm on Zoom**

Present: Anna Greenwood-Lee, Elizabeth Murphy, Isabel Weeks, Joel Hefty, Helen Love, Eric Partridge

Regrets: Brendon Neilson, Timothy Ray

1. Parish of Salt Spring Island (memo attached from Chancellor Isabel Weeks)

St. Mark's:

Isabel moved and seconded by Elizabeth that we authorize termination of the current litigation regarding the St. Marks property. Carried.

This was passed because we are going to proceed with building a new driveway instead of trying to get work with the neighbour for access.

Margaret Mather Bequest:

Moved by Isabel and seconded by Helen that \$25,000 of the bequest from Margaret Mather go to Salt Spring Island for a heat pump at St. Mary's, and that the balance of the funds be deposited in the CTF as Isabel works with the executrix on how to use those funds. CARRIED

This brought us to a discussion of Canon 8.5 and the need for a policy and communication around what parishes should do when they receive trusts and bequests.

2. CTF accounting update and \$25k request (memo attached from Treasurer Joel Hefty)

Moved by Isabel and seconded by Elizabeth that we authorize spending up to \$25,000 for development, installation, training, and first-year licensing of Sage 300 software and associated utilities management. Carried.



900 Vancouver Street,
Victoria BC, V8V 3V7
Telephone: 250-386-7781

October 4, 2024

Memo to Operations Committee

RE: Parish of Salt Spring Island

Dear committee members:

I request approval of two proposals related to the above-noted parish.

First, regarding the former St. Mark's church, which was deconsecrated in 2022 and approved for sale. Complications arose regarding legal access to the property from the road, leading us to pursue easements with two neighbours. Bob Gill successfully completed an agreement with one of the neighbours, and \$5,000 was paid to complete that process. The other neighbour has been unreasonably greedy leading to Bob's and my recommendation that we abandon that process and pursue an alternate access to the property. This involves creating a new driveway which will cost at least \$35,000 according to Mark Oldnall who recently visited the site. The other step which needs to be taken is to terminate the lawsuit that was filed in an effort to get the neighbours to the bargaining table. I quote from Bob's recent email:

- **To apply, in the name of the diocese, for all necessary Ministry of Transportation approvals to construct the new driveway. If this step requires cost projections, the Parish should proceed to get one or more quotes. It is my understanding that there is only one suitable contractor on the island, and that quotes from off-island will be prohibitive due to transportation costs for equipment.**
 - The Parish will need to confirm that funds are available, from the trusts we have discussed, to cover construction costs.
 - It remains to be seen if I can submit the application to the Ministry, or if it needs to come from you as Chancellor, or maybe from Eric. Once I see the link in the email Walter received, I may have a better idea.
 -
- **To authorize me to terminate the outstanding litigation. This will require 2 steps, in this order:**

- **First, a release of the CPL on title. I can draft the necessary letter for your signature, and we can then get Amy (or Nate?) to draft the Form C release and register. I think we can do this without notice to the respondents (the Form C will simply show the party entitled as "Registered owner").**
- **Immediately after registration of the CPL release, I can file and serve a notice of discontinuance of the petition proceeding in BC Supreme Court.**

(Notes: This approach is intended to forestall any activity by the other side that might result in a claim for recoverable court costs. The CPL must be released before the discontinuance can be filed, due to an anomalous provision in the Land Title Act that requires you as counsel to certify in the CPL release that the proceeding has "neither been discontinued nor dismissed" at the timing of your signing.)

The second issue involves estate funds received by the parish but not designated or handled appropriately. I have been in touch with various people in parish leadership with very unsatisfactory results. I was originally told that a distribution in the amount of \$165,000 from the estate of Margaret Mather had not been received. After the executrix advised me that she had confirmation that it had in fact been received, including a copy of the receipt for tax purposes, it came to light that the funds had been received. Unfortunately there was no awareness of the source of the funds or any restrictions on their use. Apparently, they did not have a file including such important documents as the will, probate, correspondence from the estate solicitor etc. I received those from the executrix.

I have had a good conversation with the executrix about the terms of her friend's will. It provides for 15% of the residue of the estate to be given to the Parish of Salt Spring Island, to be used in three thirds: one third for the general maintenance and upkeep of St. Mark's church, one third for the general maintenance and upkeep of the church and cemetery of St. Mary's and one third for the maintenance and upkeep of the organ in All Saints. There are several problems with honouring these gifts. St. Mark's was deconsecrated in 2022, and the property will (hopefully) be sold. The organ in All Saints was replaced in 2015, and needs no maintenance.

Since the gift in the will is a portion of the residue, no other beneficiaries need to be sought for approval of changes to the distribution of the bequest to the parish. The executrix has the power to authorize changes to the use of the funds given to the parish. The executrix has very clear ideas about her friend's wishes. She would be very happy if funds earmarked for St. Mark's could be used to preserve and eventually display the stained-glass windows at St. Mark's which was her home parish. The stained-glass windows were very precious to her, and she would favour using some of her money to remove and preserve them. She is buried, along with her brother, in the cemetery at St. Mary's. The executrix indicated that she would be open to the idea of contributing to the replacement of the heating system at St. Mary's with an energy

efficient heat pump. We have cost estimates for a heat pump and associated upgrades to the electrical supply at St. Mary's. Based on information currently available, I would be comfortable allowing the parish to retain \$25,000 of the estate funds for the heat pump project. Finally, the executrix indicated that her friend would not be disappointed if no money were used at All Saints, her least favourite of the three.

To summarize, I have successfully mended the fence with the executrix, on the basis that I will be involved in the management of her friend's bequest. Here is an excerpt from an email received earlier today:

Thank you for your phone call this morning, Isabel. I am very happy that you will be involved in this matter and that we will be able to come to an agreement that will satisfy the legalities of Margaret's Will, her wishes as well as the needs of the church.

As a result of these events, I have no confidence in this parish's ability to manage the funds from Margaret Mather's estate and I would like to ensure that the funds are held and used appropriately. I am therefore requesting that we authorize the parish to retain \$25,000 for the heat pump project and that the remaining \$140,000 of funds from the Mather estate be sent to the diocese, to be invested in the CTF in a new fund called the Mather estate. This fund would be held and then used for the safe removal, storage and eventual relocation of the stained-glass windows. Timing for distribution of funds would probably be in conjunction with the sale of the St. Mark's property. Flexibility should be included in the final document outlining the terms of the fund as there may be more money than needed for the stained-glass window project.

All of which is respectfully submitted.

Isabel Weeks
Chancellor



MEMORANDUM

Date: 8 October 2024
To: **Finance Committee, for approval**
Operations Committee, as information
From: Joel Hefty, Treasurer
Subject: **Request for Funding – Consolidated Trust Fund accounting system and utility**

As discussed during previous meetings, I have been working with Steve Koning from our Finance and Investment Committees to find and recommend a more effective way of recording transactions and reporting to unitholders in the consolidated trust fund (CTF). Following consultation finance officers from the Diocese of Toronto ("Toronto") and the Diocese of Huron ("Huron"), I offer a recommendation and a request for funding.

Current situation

CTF holdings are tracked and maintained using an Excel spreadsheet. The risks of human error in the preparation and maintenance of the spreadsheet are considerable. It is difficult to see transactions from previous periods or to track contra entries (the other side of a specific transaction). Unitholders in the \$30 million fund and members of the finance team need a system that is transparent, reliable, easily reconciled, and protected from avoidable error. Also, there is no process to track and reinvest dividend earnings that are not spent in the current year in a way that allows the funds to keep earning and be available for spending in the future.

Investigation

Huron uses New Views accounting software and employs a person in the finance department whose focus is primarily the CTF. Toronto uses Sage accounting software combined with a utility that calculates unitization, determines accounting entries, and updates the Sage database. Toronto offered access to its utility and a referral to its developer which could speed the preparation of a similar utility for our diocese.

Proposal / Recommendation

The Sage + Utility (Toronto's method) offers the functionality and protection for data needed. Development costs are front-loaded, and ongoing costs are reasonable. Once developed and tested for accuracy, it would require limited staff time to run and to check, and the Sage system would offer needed reliability, security, flexibility, and transparency.

- Sage 300 annual licenses (2) + SQL database access licenses (2) = \$3350 annually + GST
- Fee for development, installation, training on utility = \$16500 one-time + GST
- The synod would maintain the database on its servers.

I recommend and request a budget of up to \$25,000 for development, installation, training, and first-year licensing along with an ongoing budget of up to \$4000 per year thereafter. Additional approval authority allows for any potential cost overruns.

--Attachment--

ADSS Global

Statement of Work



OCTOBER 3



HARVEY WANG, MACC, CIMA

ADSS Global



Founded in 1981, ADSS Global is one of the largest, most comprehensive and most experienced Sage Business Partners in the world with over 80 certified professionals in locations in the East Coast, West Coast, Gulf Coast, Midwest, Pacific Region, Caribbean, and in Canada and Europe. We represent over 3,750 companies in more than 20 different countries. Our staff is multilingual speaking and fluent in more than six languages and many of our staff hold certifications as CPA's, MCSE's, and CITP's.

Diocese of British Columbia

Tech Stack: QuickBooks

Data migration – not required

Customization

Program Review and Modification - 80 Hours

- Comprehensive code review to check on feasibility for Program changes to allow book value and formulas into the program
 - ADSS developers will do a deep dive code review to get our team fully familiarized with the source code
- Optimize current code to improve efficiency and functionality to meet current Sage standards
- Upgrade to latest Microsoft libraries
- Added functionality to existing macros to accommodate Book Values to go along with Market Value
 - Add in formula calculations for Book Value – Book Value to be stored in Optional Fields
 - Add in additional columns to the grid based on provided formulas to factor in Book Value amounts
 - Update Grids, Reports and Transactions to factor in Book Values
 - Estimate subject to change – will be better confirmed once we receive the Book Value Formulas

ADSS standard rate is \$185 per hour, which equates to \$14,800 for this customization project.

Licensing + Implementation Cost

		Number of users being purchased:		2
Sage 300cloud Premium Essentials Silver Users:				
1-5 Users	1,468.00	2	2,936.00	
6-10 Users	1,328.00		0.00	
11-25 Users	1,259.00		0.00	
Over 25 Users	1,118.00		0.00	
Essentials Bundle Includes:				
System Manager	Included			
General Ledger	Included			
Accounts Payable	Included			
Accounts Receivable	Included			
Optional (Custom) Fields	Included			
Credit Card Processing	Included			
Multi-Currency	Included			
Sage Intelligence Report Designer Module	Included			
Inventory Control	n/a			
Serialized Inventory & Lot Tracking	n/a			
Order Entry /Sales Order	n/a			
Purchase Order	optional add-on			
GL Consolidation	n/a			
Intercompany Transactions	n/a			
Project & Job Costing	optional add-on			
Sage CRM				
Sage CRM Server	Included	1	0.00	
Sage CRM Named Users 1 included with Silver Business Care	Included	1	0.00	
		Additional Sage CRM Named users being purchased		
1-10 additional Sage CRM Named Users (Per user)	551.00			
11-25 additional Sage CRM Named Users (Per user)	504.00			
26-50 additional Sage CRM Named Users (Per user)	472.00			
Over 50 additional Sage CRM Named Users (Per user)	441.00			
			Sage CRM: 0.00	
			Initial Payment: 0.00	
Description	Unit Price	Quantity	Annual Total	
Sage 300cloud Premium Add-Ons:				
Sage Intelligence:				
Report Manager 1 user included w/ Silver Business Care	Included	1	0.00	
Report Manager additional Users (per User)	783.00			
Report Viewer (per User)	158.00			
Connector Module	469.00			
Payroll - Canada	1,337.00			
EFT Direct Payroll (for CA Payroll only)	704.00			
Crystal Reports (per User)	300.00			
Uni Sales Analysis	1,956.00			
National Accounts Management	3,521.00			
Project & Job Costing	1,565.00			
Purchase Order	1,858.00			
Microsoft SQL Server runtime (per CAL)	165.00	2	330.00	
Sage 300cloud Premium Add-Ons:			330.00	

		Qty	Unit Price	Total
Sage 300 Implementation and Installation	Hours	5	\$ 185.00	\$ 925.00
Sage 300 Training	Hours	4	\$ 185.00	\$ 740.00

Additional Notes

Implementation and Training Estimates

Our estimates for implementation and training are provided as ballpark figures, and the actual time will be billed accordingly.

Sage 300 Installation and Database Setup

The quoted time frame of 5 hours is dedicated to setting up the initial workstation. ADSS Global offers comprehensive training for your IT team to manage subsequent installations. If you prefer our consultant to handle all installations, each additional workstation will be invoiced at 1 hour per station.

Optional Sage 300 Training

Choose between 10-20 hours of optional training or take advantage of anytime learning videos from Sage University. Additionally, 4-6 hours are usually reserved for Q&A training sessions.





THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA
Finance Committee Meeting

Minutes of October 21, 2024 Finance Committee - ZOOM meeting

EX OFFICIO

The Bishop, the Rt. Rev. Anna Greenwood-Lee
The Registrar, Michael Wolff
The Chancellor, Isabel Weeks
The Treasurer, Joel Hefty (chair)
The Lay Secretary, Susan Rand (scribe) R

APPOINTED

Diocesan Council Rep, Canon Ian Alexander
Diocesan Council Rep, the Rev. Marion Edmondson
The Rev. Canon Dr. John Steele R
Steve Koning

EXECUTIVE STAFF

Executive Officer, the Ven. Eric Partridge
Executive Director, Brendon Neilson

GUEST

Claire Percival from Baker Tilly

1. Call to order

The meeting was called to order by Joel at 10:03am and Marion opened the meeting with prayer.

2. Regrets for this meeting

Joel noted that he had received regrets from Susan Rand and John Steele.

3. Review and acceptance of agenda

MOVED BY: Steve

SECONDED BY: Ian

That the agenda for the meeting be accepted as circulated.

THE MOTION WAS CARRIED

4. Review and approval of previous meeting minutes

MOVED BY: Isabel

SECONDED BY: Marion

That the minutes of September 11, 2024 be adopted as circulated.

THE MOTION WAS CARRIED

5. Review and receipt of Investment Committee minutes

MOVED BY: Marion

SECONDED BY: Steve

That the minutes of the Investment Committee meeting of October 15, 2024 be accepted as circulated.

THE MOTION WAS CARRIED

6. Review and approval of recommendations from IC

Joel provided an update that the proposed dividend is recommended to be \$.03 more per unit held than in 2024. In the past, 4.25% of book value has been used. An explanation of this change in focus from percentage yield on book value to cents per unit held, will be provided to unit holders.

MOVED BY: Isabel

SECONDED BY: Steve

That the dividend payments for 2025 be \$0.66 per year per unit held or \$0.165 per quarter per unit held (as opposed to \$.63 in 2024)

THE MOTION WAS CARRIED

MOVED BY: Steve

SECONDED BY: Marion

That the Investment Policy Statement be approved as amended (redline version attached)

THE MOTION WAS CARRIED

MOVED BY: Marion

SECONDED BY: Ian

That Jarislowsky Fraser Limited (JFL) be retained as the synod's investment advisor

THE MOTION WAS CARRIED

7. Review of request to proceed with Consolidated Trust Fund unitholder database transformation (memo attached)

The change will not be made until the new finance director is onboard and agrees with the decision, with the change expected to begin later in November. The CTF database will not be interfacing with the QB financials. There are not a significant number of transactions in the CTF.

MOVED BY: Isabel

SECONDED BY: Marion

That Finance Committee approve a budget request of up to \$25,000 for development, installation, training, and first-year licensing along with an ongoing budget of up to \$4000 per year thereafter.

THE MOTION WAS CARRIED

8. Review of Christ Church Cathedral request for \$75,000 withdrawal from Howe Fund (memo attached)

MOVED BY: Bishop Anna

SECONDED BY: Steve

That Finance Committee approve a withdrawal request of \$75,000 from the Howe Fund for use by Christ Church Cathedral.

THE MOTION WAS CARRIED with 2 recusals

9. Review of year-to-date operating statement through September 2024

There are a few errors on the statements that will be corrected

MOVED BY: Bishop Anna

SECONDED BY: Isabel

That the Q3 statements are received.

THE MOTION WAS CARRIED

10. Update on finance director position

The new finance director is Gregory Ptolemy, CPA, relocating from Ottawa, and he will begin work with us on November 1, 2024.

11. Estate of Margaret Mather bequest to Parish of Salt Spring Island

MOVED BY: Ian

SECONDED BY: Isabel

That a new fund be created in the CTF on behalf of the Parish of Salt Spring in the amount of \$140,000. Requests for withdrawal from the new fund will first be approved by the Chancellor and the two wardens of the parish, subject to any other applicable approvals.

THE MOTION WAS CARRIED

12. The next meeting of the Finance Committee is set for November 13 at 10:00am.

13. The meeting was closed with prayer by Eric



Minutes
Operations Committee Meeting
Wednesday, October 30th at 1pm on Zoom

<https://bc-anglican-ca.zoom.us/j/87487036264>

Present: Anna Greenwood-Lee, Elizabeth Murphy, Isabel Weeks, Joel Hefty, Eric Partridge, Brendon Neilson, Gregory Ptolemy,
Regrets: Helen Love, Timothy Ray
E-vote: Helen Love

Anna opened the meeting in prayer.

1. Project Approval - St. Mary, Salt Spring Island Heat Pump (document attached)

Brendon explained that Mark has signed off on this project in his role as building advisor. The operations committee has previously signed off on the funds for this project so that this point we are only in need of approving the project.

Moved by Isabel and seconded by Elizabeth that we authorize this project as outlined.

2. Memo re: transparency on perception of conflict in refugee case Eliyas Abagojane (document attached)

We thanked Brendon for creating transparency and a paper trail around this.

3. St. Dunstan's Update re: Kang offer

Brendon reminded us that we passed a motion at DC to explore with the Vancouver Island Islamic Foundation about sale of the property. Due diligence revealed that working with this organisation long term was brought more risk than we are comfortable with.

4. St. Andrew, Sidney

Brendon confirmed that Mark has been on site and talked with those working on those projects.

Moved by Isabel and seconded by Elizabeth that we authorize this project as outlined.

Moved by Isabel and seconded by Elizabeth that we authorize a withdrawal of up to \$18 000 from their rectory trust in the order to pay for the solar panel project.

Diocesan Council E-vote Record
E-vote distributed November 7th by Eric Partridge
Deadline

DC members shall normally have no less than 48 hours to consider the item, the rationale, and to cast their ballots.

Rationale: In the DC file folder is a memo that explains why and how these motions are required by the canons (both old and new). We are presently still under the old canons (until January 1), but these motions will fit within the requirements of both the old and the new canons.

Motion: That Bishop Anna's nomination of Denise Doerksen as a member of diocesan council be approved, and
That Kelly Duncan, Marion Edmonson, and Steve Koenig be appointed as members of finance committee, and
That Ed Norman, Helen Love and Jonathan Thomas be appointed as members of Operations Committee, and
That Gregory Ptolemy be appointed as Finance Director, and
That Bishop Anna's nomination of Gregory Ptolemy as finance officer and Eric Partridge as executive officer be approved.

	Member	In Favour	Not In Favour	Mover, Seconder, Abstained
1	Anna Greenwood-Lee	y		
2	Jonathan Thomas	y		
3	Isabel Weeks	y		
4	Joel Hefty	y		
5	Heather Robinson	y		
6	Susan Rand	y		
7	Ed Norman	y		
8	Trish Vollmann-Stock	y		
9	Helen Love			
10	Kelly Duncan			
11	Marion Edmondson	y		
12	Marjorie Aitken	y		
13	Cory Herrera	y		
14	Craig Hiebert	y		
15	Denise Doerksen	y		

Motion Carried

13 voted in favour
0 voted not in favour
0 abstained
2 no vote was recorded

Provided that at least two-thirds of the members of diocesan council cast ballots, a measure supported by the majority of positive ballots shall be considered adopted by diocesan council.



THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA

Finance Committee Meeting

Minutes of November 13, 2024 Finance Committee - ZOOM meeting

EX OFFICIO

The Bishop, the Rt. Rev. Anna Greenwood-Lee
The Registrar, Michael Wolff
The Chancellor, Isabel Weeks
The Treasurer, Joel Hefty (chair)
The Lay Secretary, Susan Rand (scribe)

APPOINTED

Diocesan Council Rep, Canon Ian Alexander
Diocesan Council Rep, the Rev. Marion Edmondson
The Rev. Kelly Duncan R
The Rev. Canon Dr. John Steele R
Steve Koning

EXECUTIVE STAFF

Executive Officer, the Ven. Eric Partridge
Executive Director, Brendon Neilson R
Finance Director, Gregory Ptolemy

GUEST

Claire Percival from Baker Tilly

1. Call to order

The meeting was called to order by Joel and Anna opened the meeting with prayer.

2. Regrets for this meeting

Joel noted that he had received regrets from Kelly Duncan and John Steele.

3. Review and acceptance of agenda

MOVED BY: Isabel

SECONDED BY: Ian

That the agenda for the meeting be accepted as circulated.

THE MOTION WAS CARRIED

4. Review and approval of previous meeting minutes

MOVED BY: Isabel

SECONDED BY: Marion

That the minutes of October 21, 2024 be adopted as circulated.

THE MOTION WAS CARRIED

5. Projects underway in the Finance Department

Joel and Gregory shared the list of active project work:

- Accumulated leave
- Revising the Chart of Accounts
- Investigating a different payroll system
- Improve the record keeping ability for the CTF

6. Rectory fund withdrawal request from St. Andrew's, Sidney

MOVED BY: Steve

SECONDED BY: Marion

That the request to withdraw \$10,000 immediately be authorized, and that St. Andrew's is also authorized to withdraw an additional \$8,000 if needed.

THE MOTION WAS CARRIED

7. Appointments to Investment Committee

MOVED BY: Isabel

SECONDED BY: Anna

That the following individuals are appointed to Investment Committee – Marion Edmonson, Steve Koning, Peter Malcolm, Evan Hazel, Michael Murgatroyd.

THE MOTION WAS CARRIED with 2 recusals

8. The final version of the 2023 financial statements were provided to the committee.

9. 2024 Operating Result through Sep 30, 2024

MOVED BY: Steve

SECONDED BY: Isabel

That the Jan – Sep 2024 financial statements be received and accepted.

THE MOTION WAS CARRIED

10. 2025 First Draft Operating Budget

MOVED BY: Isabel

SECONDED BY: Marion

That the preliminary 2025 operating budget be received.

THE MOTION WAS CARRIED

11. 2025 Grant Requests & Bishop's Recommendations

MOVED BY: Steve

SECONDED BY: Isabel

That the 2025 Grants report be received.

THE MOTION WAS CARRIED

12. Asset Management Update

MOVED BY: Marion

SECONDED BY: Isabel

That the Asset Management report be received.

THE MOTION WAS CARRIED

13. Finance Committee Membership

The outgoing members – Ian and Michael – were thanked for their service to the committee and diocese. All members were asked to share advice, expectations and areas of interest with each other and the incoming member – Kelly.

14. Financial Controls Framework Update

MOVED BY: Marion

SECONDED BY: Isabel

That the Financial Controls Framework document has been reviewed and is approved as an interim document.

THE MOTION WAS CARRIED

15. Finance Committee 2025 Meeting Dates

The committee will meet on January 15, March 12, June 4, September 10 and November 12.

16. **The meeting was closed with prayer by Marion.**

Memo re: Report for Anglicans

Since the conversation began last year regarding the potential sale of the property at St Mathias, Mary Doody Jones from the parish of St. Mathias has been concerned about the process. She has delivered copies of a report and we will have them for you at our upcoming meeting.

Mrs. Jones claims we have not followed our canons, and her report details the ways that we have erred and questions the legality and ethical implications of discerning a sale. She concludes with 8 recommendations.

The Chancellor and Executive Archdeacon have reviewed the report and are confident that we have followed our canons and regulations throughout this process and that the bodies who have been empowered to discuss and decide on behalf of the diocese have done so faithfully.

We ask that you receive this report and give it the attention it deserves.

Respectfully,

Brendon Neilson

Executive director

Description	2023 Annual Operating Budget	2024 Annual Operating Budget	Q1-3 2024 Actual	Q1-3 2024 Budget	Actual to Budget %	Variance (Actual to Budget)	Q1-3 ETB	Q1-3 Synod	Q1-3 Vision Fund	Q1-3 Sale of Properties	Q1-3 Net Operating Result	Maximum offsets per budget
Income												
Parish Apportionment	1,284,426	1,245,000	1,041,645	933,750	112%	107,895					1,041,645	
Donations (incl. JFL)	12,190	10,000	12,902	7,500	172%	5,402					12,902	
CTF Income	221,007	228,000	175,372	171,000	103%	4,372					175,372	
Bank and loan interest, dividends	8,501	1,200	8,463	900	940%	7,563					8,463	
CS&P Loan Interest	12,932	12,560	13,062	9,420	139%	3,642					13,062	
Sundry Income	20,210	16,000	17,852	12,000	149%	5,852					17,852	
Rental (F. Bay) - property now sold *	1,500	500	(420)	375	-112%	(795)					(420)	
Rental (St. P Housing)	38,700	38,700	31,000	29,025	107%	1,975					31,000	
Gain on property of Fanny Bay	(250)		281,609	-						123,133	158,476	max 200k
Realized gain on investments			119,034									
Faith Tides income (other charity)			6,710									
* \$365 was paid out each month to St. John the Devine and collected \$500 from tenants. Payments after May 2024 have not been received therefore negative balance												
Income	1,599,216	1,551,960	1,707,230	1,163,970	147%	135,907	-	-	-	123,133	1,458,353	
Expenses												
General Synod Apportionment	221,638	227,000	168,750	170,250	99%	(1,500)					168,750	
Provincial Synod Apportionment	27,030	28,000	20,273	21,000	97%	(728)					20,273	
Apportionments	248,668	255,000	189,023	191,250	99%	(2,228)	-	-	-	-	189,023	
Asset Management (Asset Mgr contract and salary)	12,346	20,000	14,286	15,000	95%	(714)				14,286	-	
Asset Mgmt Database hosting fees *	1,500	1,800	1,620	1,350	120%	270				1,620	-	
Asset Mgmt Legal & Appraisal **	9,465	30,000	23,911	22,500	106%	1,411				23,911	-	
Cemetery contract	10,737	12,900	12,242	9,675	127%	2,567				12,242	-	
Property Requirements (est) ***	-	68,000	11,074	51,000	22%	(39,926)				11,074	-	
Depreciation Report (est) ****	-	12,000	-	9,000		(9,000)				-	-	
Asset Mgmt & Property	34,048	144,700	63,133	108,525	58%	(45,392)	-	-	-	63,133	-	max 140k
* Includes domain name for asset management website (beginning of the year expense)												
** Includes charges (\$12,772) related to St Mark's Salt Spring - may be recouped when sold												
*** Includes hydro, insurance and property taxes for Cowichan Stations - to be recouped												
**** none to be reported as of 10/21/2024												
Synod Office Salaries	460,775	465,000	357,460	348,750	102%	8,710				60,000	297,460	max 60k
Admin Salaries & Benefits	314,471	465,000	331,621	348,750	95%	(17,129)					331,621	
Deacons	13,750	15,000	12,759	11,250	113%	1,509					12,759	
Canon Pastor	831	-	-	-							-	
Archives salary & benefits	22,126	22,000	16,291	16,500	99%	(209)					16,291	
Congregational Development Coordinator **	-	18,000	-	13,500	0%	(13,500)		-			-	max 18k
UVIC Chaplain *	-	38,000	44,666	28,500	157%	16,166		38,000			6,666	max 38k
Salaries and benefits	811,953	1,023,000	762,797	767,250	99%	(4,453)	-	38,000	-	60,000	664,797	
* Uvic Chaplain - salary offset through Synod fund												
** Jenny began in Sept 2024, salaries are lumped into Synod Office Salaries												
Consultant & Contractor Allowance *	25,188	25,000	19,790	18,750	106%	1,040					64,581	
*Accounting and finance related assistance												

Description	2023	2024	Q1-3 2024	Q1-3 2024			Q1-3	Q1-3	Q1-3	Q1-3	Q1-3	Maximum offsets per budget
	Annual Operating Budget	Annual Operating Budget	Actual	Budget	Actual to Budget %	Variance (Actual to Budget)	ETB	Synod	Vision Fund	Sale of Properties	Net Operating Result	
Discernment Committee	-	1,000	-	750	0%	(750)					-	
Chancellor License & Fees	10,700	10,000	-	7,500	0%	(7,500)					-	
Archdeaconry expense	3,000	5,000	4,451	3,750	119%	701					4,451	
Archives conservation	1,100	1,100	510	825	62%	(315)					510	
Archives atmospheric control	450	500	239	375	64%	(136)					239	
Archives - subscriptions *	250	300	150	225	67%	(75)					150	
Archives - Misc *	350	400	275	300	92%	(25)					275	
Interim clergy costs	10,500	1,000	-	750	0%	(750)					-	
Finance Officer dues **	1,000	1,000	1,061	750	141%	311					1,061	
Synod-specific Costs	27,350	20,300	6,685	15,225	44%	(8,540)	-	-	-	-	6,685	
** CPA dues for 2024 (GAH)												
We Together Conference	-	10,000	4,719	7,500	63%	(2,781)		4,719			-	max 10k
Clergy continuing education & travel ¹	17,000	42,000	29,104	31,500	92%	(2,396)	29,104				-	max 40k
Lay continuing education & travel ²	-	7,000	7,532	5,250	143%	2,282	7,000				532	max 7k
Conferences	17,000	59,000	41,355	44,250	93%	(2,895)	36,104	4,719	-	-	-	
¹ Clergy, parish support for those who cannot afford travel												
² Treasurer/Wardens day expense support for parishes												
Safe Church Program	2,600	2,700	1,593	2,025	79%	(432)					1,593	
Payroll Expenses	12,000	13,500	11,924	10,125	118%	1,799					11,924	
Synod Office Bldg Insurance	11,000	15,000	8,656	11,250	77%	(2,594)					8,656	
Legal Fees	10,000	12,000	4,425	9,000	49%	(4,575)					4,425	
Accounting Fees	15,000	15,000	25,216	11,250	224%	13,966					25,216	
Internet & IT contract *****	22,000	23,000	5,058	17,250	29%	(12,192)					5,058	
Photocopier	4,000	2,000	1,776	1,500	118%	276					1,776	
Office Expense ⁰	9,000	13,000	22,142	9,750	227%	12,392					22,142	
Bank Service Charges	7,200	9,000	7,358	6,750	109%	608					7,358	
Training *	6,000	6,000	6,418	4,500	143%	1,918					6,418	
Water / Sewer (Utilities)	3,500	4,500	1,855	3,375	55%	(1,520)					1,855	
Hydro	6,000	7,000	3,154	5,250	60%	(2,096)					3,154	
Postage **	4,000	4,000	2,539	3,000	85%	(461)					2,539	
Telephone & Fax	3,500	3,500	-	2,625	0%	(2,625)					-	
Repairs & Maintenance ***	24,000	26,000	19,976	19,500	102%	476					19,976	
Rental Expense	-	-	1,975	-	0%	1,975					1,975	
Technology (Zoom, Vimeo, Office 365) ****	12,000	26,000	11,552	19,500	59%	(7,948)					11,552	
Website design	500	-	3,481	-	0%	3,481					3,481	
Faith Tides contractors	13,400	13,500	16,335	10,125	161%	6,210					16,335	
Faith Tides income (other charity)	(2,500)	(2,500)	-	(1,875)	0%	1,875					-	
Faith Tides - Layout / design	3,000	3,000	-	2,250	0%	(2,250)					-	
Faith Tides - Misc	1,300	1,300	-	975	0%	(975)					-	
Faith Tides transfer from SPF	(5,600)	(5,600)	-	(4,200)	0%	4,200					-	
Memberships	5,600	5,600	-	4,200	0%	(4,200)					-	
Office, building and communication expenses	176,500	197,500	155,433	148,125	105%	7,308	-	-	-	-	155,433	
⁰ Office expense includes monthly subscription - Quickbooks, office desks, supplies for payroll employee												
* Includes Thriving for Non Profits (+A, BN, JH) & CPA courses (GAH)												
** Includes billable postage to be recouped from Cathedral and Cathedral School												
*** Includes shared precinct costs for 2023 not billed by the Cathedral to the diocese (\$4,253.46)												
removal of damaged Arbutus tree												
**** Includes Zoom licences and vimeo recovered from parishes												
***** telephone/emails/IT												

Description	2023 Annual Operating Budget	2024 Annual Operating Budget	Q1-3 2024 Actual	Q1-3 2024 Budget	Actual to Budget %	Variance (Actual to Budget)	Q1-3 ETB	Q1-3 Synod	Q1-3 Vision Fund	Q1-3 Sale of Properties	Q1-3 Net Operating Result	Maximum offsets per budget
Vision Funding North Island*	160,000	100,000	45,144	75,000	60%	(29,856)			45,144		-	max 100k
Parish Grant - CCC **	15,000	90,000	73,032	67,500	108%	5,532			50,000		23,032	max 50k
Parish Grant - CCC - Dean Search	-	15,000	9,921	11,250	88%	(1,329)					9,921	
Parish Grant - Alert Bay	20,000	-	-	-	0%	-					-	
New England grant funding	(20,000)	(20,000)	(20,000)	(15,000)	133%	(5,000)					(20,000)	
Parish grant - Mayne Island	20,000	-	-	-	0%	-					-	
Parish grants - unallocated ***	30,000	50,000	40,785	37,500	109%	3,285			40,785		-	max 50k
Parish grant - St. P & St. P	4,000	6,000	4,500	4,500	100%	-					4,500	
Parish grant - Trinity PA	10,000	-	-	-	0%	-					-	
Parish grant- Port Hardy	25,000	16,000	12,000	12,000	100%	(0)					12,000	
Grants - VST	10,020	-	-	-	0%	-					-	
Parish grant - Port McNeill	-	11,730	8,798	8,798	100%	-					8,798	
Parish Grants	274,020	268,730	174,179	201,548	86%	(27,369)	-	-	135,929	-	38,250	
New England Grant funding received in Q2												
* Alert Bay funding												
** pending adjustment on June 15th to adjust for overbilled amount by CCC in Q4 2023												
*** Grants for - Church of the Advent, St Anne/St Edmund, St. Matthias, St. Dunstan, Tofino												
Asst. Refugee Coordinator	40,000	40,000	63,243	30,000	211%	33,243	-	-	-		30,000	
** Vision fund monies discussed to cover portion of costs												
Bishop's Travel & Costs *	25,000	30,000	22,980	22,500	102%	480					22,500	
Clergy Conf & Meeting Travel	9,500	-	-	-	0%	-					-	
DC Travel & Meal Expense	2,000	4,500	232	3,375	7%	(3,143)					3,375	
Travel EO and EA	4,000	7,000	598	5,250	11%	(4,652)					5,250	
Meeting Costs	500	-	-	-	0%	-					-	
General Synod Costs (for 2025)	16,000	16,000	5,975	12,000	50%	(6,026)					12,000	
extra for Lambeth	2,500	-	-	-	0%	-					-	
All Travel	59,500	57,500	29,785	43,125	69%	(13,340)	-	-	-	-	43,125	
* expected reimbursement of \$1,168.75 from House of Bishops												
Contingencies	6,000	6,500	-	4,875	0%	(4,875)					4,875	
Program Contingencies	3,500	3,500	-	2,625	0%	(2,625)					2,625	
Contingencies	9,500	10,000	-	7,500	0%	(7,500)	-	-	-	-	7,500	
Expenses	1,723,727	2,100,730	1,505,422	1,575,548	96%	(70,125)	36,104	42,719	135,929	123,133	1,199,394	
Income Vision Monies - Parish Grants	200,000	-	-	-	-	-	-	-	-	-	-	
Deficit/Gain	75,489	(548,770)	201,808	(411,578)	-49%	206,033	(36,104)	(42,719)	(135,929)	-	258,959	

max 47k max 66k max 200k max 200k

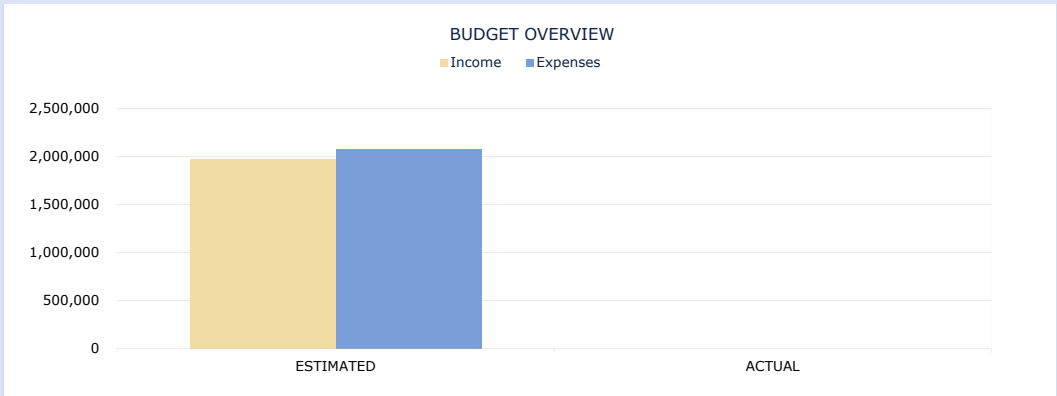
Informational trust reconciliation of proposed funds:

	ETB	Thetis	Vision	
Fund Bal Q4 2023	1,547,286	2,153,150	1,504,256	
Unused earnings	269,874	130,614	154,770	from 2022/2023
Est. 2024 earnings	88,508	74,935	72,429	
Planned approx. pymts	(90,000)			
Operating budget offset	(47,000)	(66,000)	(200,000)	
Est. 2024 yr-end	1,768,669	2,292,700	1,531,455	

ANGLICAN DIOCESE

2025 ANNUAL BUDGET

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Income	1,972,903.60	0.00	-1,972,904
Expenses	2,078,619.46	0.00	2,078,619
Balance (income minus expenses)	-105,715.86	0.00	105,716



WHAT ARE MY TOP SIX HIGHEST OPERATING EXPENSES?

EXPENSE	AMOUNT	% OF EXPENSES	
Senior Leadership	\$ 471,391	22.7%	
Finance	\$ 317,533	15.3%	
Programs	\$ 279,480	13.4%	
Apportionments	\$ 255,000	12.3%	
Administration	\$ 238,340	11.5%	
Property	\$ 235,626	11.3%	
Total	1,797,369.46	86.5%	

ANGLICAN DIOCESE

INCOME

INCOME	ESTIMATED	Offset
Apportionment	1,348,646	
Investment Income	232,057	
Other (Rents, Grants)	92,200	
Fund Receipts (Vision, Thetis, ETB,etc)	300,000	Funds will be allocated to specific expenses as outlined in expense tab. Potentially \$420k identified as suitable.
Total Income	1,972,904	0

ANGLICAN DIOCESE

EXPENSES

PROGRAM EXPENSES	ESTIMATED	Offset
Apportionments	255,000	
General Synod Apportionment	225,000	
Provincial Synod Apportionment	30,000	
Events	56,000	
We Together	10,000	Synod
Clergy Conferences	20,000	ETB
Wardens & Treasurers Day	8,000	ETB
Diocesan Meetings (council and other)	2,000	
General Synod Meetings	16,000	
Other Events	0	
Programs	279,480	
Archives	27,500	
Congregational Development	24,908	
Deacons	20,010	
Faithtides	15,300	
North Island Ministry	108,322	Vision Fund
Parish Grants	200,000	Vision Fund
University Chaplaincy	83,439	Vision Fund
Synod Specific Costs	10,000	
Administration	238,340	
Administrative Salaries	218,040	
Fees & Memberships	2,800	
Hospitality	7,500	
Training	10,000	
Finance	317,533	
Finance Salaries	317,533	
Travel	0	
Property	235,626	
Property Salaries	170,176	
Building Condition Reports (BCR)	20,000	
Property Projects	40,450	
Travel	5,000	
Senior Leadership	471,391	
Senior Leadership Salaries	431,391	
Travel	40,000	
Synod Office	215,250	
Fees & Memberships	11,800	
Insurance & Cleaning	17,700	
Professional Services	53,000	
Postage	4,000	
Rentals	4,000	
Repairs & Maintenance	26,000	
Software & Tech support	68,250	
Supplies	2,500	
Utilities	15,000	
Other	13,000	
Travel & Training	6,000	
Other	38,864	
Total Expenses	2,078,619	



2025 Parish Annual Operations Grants

Parish	Requested amount 2025	Received in 2024	Received in 2023
St Columba, Tofino	\$2,634.74	n/a	n/a
St Margaret of Scotland, Galiano	\$10,000	\$0	n/a
St Anne & St Edmund, Parksville	\$6,800	\$0	n/a
St Columba, Port Hardy and St John, Port Alice	\$16,000	\$16,000	\$25,000 (received \$5K grant from Victoria Foundation)
St Peter and St Paul, Esquimalt	\$20,000	\$6,000	\$5,926
St Peter, Quamichan	\$5,400	n/a	n/a
Christ Church Cathedral, Victoria	\$90,000	\$90,000	\$15,000 regular grant \$35,000 additional grant in May 2023
AbbeyChurch	10,000	\$10,000	\$2,145
Trinity Anglican + Lutheran Church	n/a	\$0	\$10,000 + \$3,866 payroll grant
St Mary Magdalene, Mayne Island	n/a	\$0	\$20,000
St John Gualbert, Port McNeill	n/a	\$11,730	\$12,444
Christ Church, Alert Bay	n/a	n/a	\$20,000
Holy Trinity, Sooke	n/a	n/a	\$8,400

Totals: \$ 160,834.74 \$ 133,730.00 \$ 157,781.00

St. Columba, Tofino

Mid-North Island

Jeanne Forte at jforte@bc.anglican.ca

Requested amount: \$2,634.74

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

The establishment of a Clergy Respite Ministry had two purposes: First, to supply clergy with a beautiful, well-appointed place of respite in one of the most beautiful places. Secondly, to ensure good worship in a congregation that is unable to sustain full time ministry but is enjoying a small but energetic ministry. The cost of this ministry cannot be borne by this small congregation.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

The grant request is for compensation with gas, electricity, cleaning experts, and initially, the purchase of appropriate beds for the ministry.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

St. Columba is in the process of updating its financial practices. New policies are now in place. Finances will be much more transparent going forward, with regular updates from our new Treasurer and regular parish council meetings.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

This fund, the Parish Annual Operations Grant is the only fund explored. However, we are currently reaching out to guests and visitors, and particularly former members of the congregation to occasionally support the church and this ministry.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

As soon as possible, we will have a list of congregational addresses where we will reach out occasionally (Christmas, Easter, Congregational Patronal anniversary) informed people, past and present what ministries we are engaged in and asking for their continued support.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

Arriving in Finance's email.

Incumbent (or warden, if parish is vacant):

Jeanne Forte

Warden(s):

Canon Warren Bernard

St Margaret of Scotland, Galiano Island

Western and Gulf Islands

Garth Walmsley, gwalmsley@stmargaretsgaliano.com, 250-539-2722

Requested amount: \$10,000

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

insufficient donations, cost of clergy

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

Grant would contribute to the cost of clergy and their travel. Without the grant we would have to use licensed lay ministers every Sunday, no Eucharist.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

The financial statements are reviewed quarterly by parish council and posted in the narthex.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

None of the funding resources appear to support operational costs. Funding for specific projects such as community outreach initiatives would be considered.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

Funding resources don't appear to support operational costs.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

Will send by email.

Incumbent (or warden, if parish is vacant):

Garth Walmsley, rector's warden

Warden(s):

Lyndsay Fukushima, people's warden; Garth Walmsley

St. Anne & St. Edmund, Parksville

Mid-North Islands

wardens@oneopencircle.org 250-248-3114

Requested amount: 6,800.00

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

Declining attendance due to attrition of an ageing congregation that is comprised primarily of seniors over the age of 70 who are on fixed incomes.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

without the grant, we would have to cut back on our musician and/or reduce the work hours of our Parish Administrator.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

Our annual stewardship letter was signed on 3 October 2024 and packages were handed out to parishioners attending worship on Sunday, 6 October 2024. The remaining stewardship packages will be either hand-delivered or mailed out within the upcoming week. The stewardship letter indicates a requested pledge return date of 3 November 2024 and the results will be reported to the Executive Archdeacon no later than 17 November 2024 in accordance with Regulation 6.10.05.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

We no longer have a Rectory Trust fund and our parish funds are limited. We have scaled back our discretionary spending to the maximum extent possible and have made marginal efforts to increase our rental income. Our new incumbent was hired at a 30% because that is all we could realistically afford.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

We have continued with our traditional fundraising initiatives of an annual Plant Sale in the spring and our Christmas Bazaar is scheduled for 7 December 2024. We are exploring the feasibility of resuming St. Anne's Day festivities as a fundraiser and applying for various grants under the Vancouver Foundation umbrella.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

Will send our 2024 budget to you by-email. Our 2025 budget is being drafted but we don't yet know how the "New Clergy Compensation Model" will impact us and we have not yet been informed of how much our 2025 diocesan assessment will be. For the latter we can only estimate the amount of 26,946.00 based on the PFR we submitted in March 2024. As we were provided a 2024 grant amounting to 25.2% of our annual assessment, we will ask for the same percentage of our 2025 estimate.

Incumbent (or warden, if parish is vacant):

The Rev. Kirsten Evenden

Warden(s):

Joan Mercer, Rector's Warden and Betty Endersby, People's Warden

St Columba, Port Hardy and St John, Port Alice

Mid-North Island

Robert Fyles, rfyles@stcolumbaporthardy.ca, (250) 949 1176

Requested amount: \$16,000

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

For the last 5 years we have received a generous grant from the Pacific Mountain Regional Council (PMRC) LeaderShift Program which has covered 20% of our priest's salary as well as Indigenous Ministry programs. This source has now been used up. Our priest moved to a new parish at the end of August and our profile and search committee has prepared a proposed budget for 2025 that indicates we could seek to hire a ½ time priest if the current grants from the Diocese and PMRC are renewed.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

The grant will be applied to the general fund to match a grant that has been applied for from the United Church. This matching of support for our Shared ministry from our two parent bodies is of long standing. If we do not receive these grants our ability to pay our minister would be drastically reduced. This would lead first to a reduction in building operational costs as much as possible but would inevitably include a reduction in pastoral care and worship services with the reduction of our priest's time to a small fraction of full time.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

A narrative budget was prepared and distributed to the parishioners to engage their support for the programs of the parish. Pledge forms were distributed to the congregation and returned data was analysed. Given our previous experience the data supported the budgeted amount of local givings in our 2025 budget.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

We currently receive the interest from the Consolidated Trust Fund generated by funds raised in the sale of our rectory. Our original deposit has book value of \$215,680 and has grown over time to \$288,758 (2023 value) In 2024 the interest paid out to our general fund will be about \$11800.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

We have received a food security grant from the United Way in support of our Indigenous Ministry work for \$11,000. We have applied to the United Church Foundation for \$10,000 from their United We grant which will also be used to support Indigenous Ministry. We anticipate that \$16,500 will remain of previous year funds from the LeaderShift Church Plant and we have been approved to retain these funds and spend them in support of Indigenous Ministry work. We are also applying for a United Church Mission Support Grant of \$14,000 for our general account.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

In a separate email I will include a current 2024 budget and a Proposed 2025 budget as well as a September 2024 financial statement showing our current position.

Incumbent (or warden, if parish is vacant): Rev. Sheila Cook

Warden(s): Robert Fyles, Heather Jones

St Peter and St Paul, Esquimalt
Greater Victoria
Gail Rodger

Requested amount: \$20,000

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall: At the beginning of 2023 we had operational working cash of \$10,000 by the beginning of 2024 we had \$7,000. Each month overall giving (receipted and non receipted) have been short by about \$850. We had expected the newly formed Esquimalt Seniors Community Center Society to be able to pay some rent, which they have not be able to yet.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?): It would be used for general operations. We have four large expenses which are: incumbent (part time) salary; organist contract; diocesan assessment; and insurance. The grant would cover or partially cover one of these expenses. We have waived furnace and roof maintenance on the building in the current year in order to save money however no maintenance leads to larger problems.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon: We have had a stewardship campaign every year and regular appeal letters since the current incumbent has arrived. In 2020 just prior to Covid19 shutdown we adopted a 3 year strategy. The plan was to reduce grants to zero. Each year reducing the grant, while asking for an increase in givings in order to maintain a balanced budget. In question number 4, we talked about how it began to fail in 2023. This year, the first two weeks of SPSP's stewardship campaign were about the nature of charity and the definitions provided by Rabbi Maimonides. In week three, a formal presentation was done by the wardens, treasurer, and incumbent, laying out a strategy to be off of grants. There is a strong sense that after four years of asking for increases in offerings, the parish needs to look at building capacity for fundraising and more rental options. The presentation from week 3 will be emailed to finance@bc.anglican.ca following the submission of the grant application.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.): Within the calendar year, we have borrowed from our building memorial fund for operational expenses, and to prevent defaulting with the bank. We have no other investments to draw on for operations. And while there is still money in the building memorial fund, using this fund up entirely for operations means we cannot handle any emergency building repair. As previously mentioned, we have put off maintenance and need this fund for any future emergencies. We have a fiduciary duty to hold the building memorial fund money for major church repair as this is the purpose of the fund and the policy of the parish and diocese. For example, this year we used building memorial fund money to repair the ramp going into the hall. We have already begun our strategy of trying to obtain more rent by renovating a small room in the hall so it is available all year. Our main hall currently has no heat and is unavailable to rent Sept 15th to May 15th.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.): We have Buaner Days bake sale. a garage sale (new this year), Christmas Fair. We attempted to have a table at the Esquimalt Market but were refused. Guest organist for concert by donation. We are developing a partnership with the Esquimalt Senior Community Center Society, in order that they may apply for grants to pay the Parish rental income.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca: The financial statements to August 2024 will be emailed to finance@bc.anglican.ca upon submission of the grant application. The budget for 2025 will be emailed to finance@bc.anglican.ca as soon as available. It has not been completed.

Incumbent (or warden, if parish is vacant): Gail Rodger

Warden(s): Peoples' Warden Adora Waters and Treasurer Judy Ingram.

St. Peter, Quamichan
Cowichan/Mid-Vancouver Island
Mark Oldnall

Requested amount: \$5,400

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

Keeping the Rectory empty for a potential new Rector. These rental funds are integral to keeping our overall finances out of deficit as other operational funds would need to be re-allocated.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

Offset Rectory operational expenses

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

The Parish receives regular financial updates and parish finances are available freely through the parish office for viewing. Wardens and Treasurer have made it known that all financial questions are welcome and responses are timely.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

The un-budgeted temporary expense to the parish is because of the lack of rectory rental income due to Clergy health and now anticipated retirement. Rectory needs to be kept empty as to be available for new Clergy. We do not have appropriate other parish funds to make up for this loss of income. A special stewardship campaign took place this summer to offset a potential operational deficit. This was successful, however, the Wardens do not wish to go back to parish for more funds so soon after completing the summer campaign.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

none

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

Will submit as email

Incumbent (or warden, if parish is vacant):

Rev. Jim Holland

Warden(s):

Mark Oldnall, Liz Williams

Christ Church Cathedral
Greater Victoria
Anthony Danda / 250 812 8549

Requested amount: \$90,000

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

Christ Church Cathedral (CCC) has been operating at a deficit in recent years. Expenses have outpaced income. The approved budget for 2024 was in deficit by approximately \$355,000, which includes the Cathedral's portion of the Building for the Future invoices. Declining offerings and donations are a major contributor to the deficit.

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

The grant will be applied to facilities, payroll and diocesan assessment to reduce these expenses.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

CCC will implement a rolling stewardship campaign throughout 2025 that covers multiple dimensions of stewardship. The financial component of stewardship will include a campaign to obtain pledges and financial commitments. These donations are a significant contributor to total revenues allowing CCC to meet our financial needs as best as possible and help promote the parish and diocesan vision.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

- CCC receives dividends from the CTF quarterly. The quarterly dividend this year is \$3,992.
- The management team of the parish has begun an analysis to identify opportunities to increase revenue and cut costs.
- CCC has initiated conversations with neighbouring parishes to investigate sharing expenses.
- CCC has also been accessing the Line of Credit set up for CCC by the Diocese through TD Canada Trust. To date, CCC has accessed \$250,000 of the \$500,000 available.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

CCC is active in seeking external revenue channels to support our operations:

- Our facilities usage generated over \$180,000 last year and we will be close to that for 2024.
- We regularly partner with external music organizations and self-present concerts. This activity generates approximately \$30,000-\$50,000 net revenue per annum.
- We regularly apply for provincial and municipal grants to offset costs of specific projects.
- CCC has installed tap machines to accept card donations from casual and event visitors. We have collected \$15,000 through the machines YTD and expect another \$5,000 in donations over Advent.
- CCC has begun accepting Interac e-Transfers as a form of payment for givings. The new payment method appeals to donors who prefer to provide donations on their own schedule vs a fixed date with pre-authorized debits.
- CCC receives grants from the Victoria Foundation for both the music program and operating expenses. Grants YTD are \$29,000.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:

Sent to Finance

Incumbent (or warden, if parish is vacant):

Jonathan Thomas, Dean and Rector

Warden(s):

Marilyn Taylor, Ian Alexander, Stephen Calderwood, Sue Simpson, Anthony Danda

AbbeyChurch

Greater Victoria

Rev. Matt Humphrey mhumphrey@bc.anglican.ca 250-208-7296

Requested amount: 10,000

Please describe the MAIN factors in your parish/congregation that have led to the operational shortfall:

Throughout 2024, AbbeyChurch has continued to grow in mission and ministry. We have seen a new wave of folk drawn into our worship and witness in the North Park Neighbourhood and ample opportunity for ongoing partnership. (In 2024 this included with Our Place, North Park Neighbourhood Association, QomQem street outreach, and more...)

We have kept a fairly detailed list of those who come and go at the AbbeyChurch. Our weekly email newsletter goes out to just over 200, while our more focused list of locals who participate more than 4 times annually is just over 100. And of course the weekly average attendance at the AbbeyChurch is 40-50, including often close to 10 children. What we are finding is that we are a place of safety for folk who have been disaffected by church or society and something about the unique nature of worship is welcoming and safe place for them to participate. However, many of these folk are not in a position to contribute towards our operating costs, even while they are just the sort of people Jesus is calling us to shepherd in this time and place.

Further, our growing gaggle of children and youth have been without strong leadership as we have been in transition between leaders over the last year. We have recently remedied that by hiring a youth minister part time and a children's ministry intern, thanks to some generous one time gifts. But we would like to provide stability to these positions as we head into 2025 and beyond.

2024 has also been a rich time of folk embracing their own journeys into ministry. In addition to the Rev. Matt Humphrey serving as incumbent, we continue to have the Rev. Meagan Crosby and the Rev. Ernest Morrow serving as honorary clergy, and contributing their gifts to our ministry. The Rev. Lynn Mills and the newly ordained Rev. Reba Yeo continue to worship with us weekly and offer their gifts to our community. On the United Church side of our ministry, the Rev. Michelle Slater and the Rev. Rob Shearer are appointed VAM (voluntary associate ministers), by the United Church Region and offer their gifts to our community. This is a wonderful team with great depth, and each of these folk have other full time work, so the opportunity for us to be a place of ongoing nurture to those called into ordained life, and to welcome and form folk in and through their discernment has been part of the legacy of AbbeyChurch and indeed Emmaus Community since its founding in 2016. Our hope in 2025 is to continue to nurture this group and to be able to offer a more consistent honorarium, which has become more consistent thanks to the recent appointment of Rev. Lynn Mills as our treasurer.

We have also achieved a long term goal of gaining our own status with the CRA as the Emmaus Community. We have seen some small increased giving since this has occurred and, along with our treasurer and newly emerging AbbeyCouncil, see this year ahead as a time of great growth in good governance to support this emerging ministry!

Describe how the grant would be applied (i.e., what areas of operational ministry would suffer if the parish did not receive this grant?):

This grant would be principally applied to help secure the ongoing roles of youth minister and children's ministry intern. It will be further used as part of our other stewardship work over the coming months to solicit increased giving among our regular gathered community.

In order to be considered for a grant, please review Canon 6.10.04 on Parish Stewardship and describe the parish's plans to fulfill this Canon:

Our 2024 financials as well as proposed 2025 budget will be posted publicly and presented to an annual meeting of our community (and potluck) on Reign of Christ Sunday - November 24, 2024.

Describe actions taken to explore additional sources of diocesan or parish funds to address the operational shortfall (for example, the Consolidated Trust Fund, etc.):

We have had a generous one time gift come in the Fall of 2024, which we intend to use to raise matching funds from some of our regular gathered community who do not regularly give.

We have some continuing funding from the United Church of Canada, which will continue into 2025.

Describe actions taken to explore external sources of funding (grants, fundraising, etc.):

See above.

Please provide your total parish budget (copy/paste into box below) or email a spreadsheet of your budget to finance@bc.anglican.ca:
emailed.

Incumbent (or warden, if parish is vacant):

Rev. Matt Humphrey

Warden(s):

TBD (we haven't had folk in those traditional roles, but are in final stages of a plan to roll out in consultation with the Bishop!)

November 28, 2024

Memo to: Diocesan Council

From: Isabel Weeks, Chancellor

RE: Supplements to Employment Insurance Benefits

I suggest a change to one of two programmes which assist employees when they are away from work.

First, the so-called “Top Up” for people who are expanding their family. Under the BC *Employment Standards Act*, employees have rights to unpaid leave. The federal employment system provides for benefits, summarized as follows:

Employment Insurance maternity and parental benefits provide financial assistance to:

- people who are away from work because they're pregnant or have recently given birth
- parents who are away from work to care for their newborn or newly adopted child

Payment is 55% of the employee's earnings, up to a maximum of \$668 a week.

Employers can offer supplemental payments to maternity, parental (including adoption) or caregiving benefits (including compassionate care, family caregiver benefit for children and family caregiver benefit for adults). These plans do not have to be registered with Service Canada. The top-up amounts are not considered as earnings and are not deducted from the employees' EI benefits when certain requirements are met.

Requirements that must be met

The supplement is not deducted from the employees' EI benefits if the plan meets the following 2 conditions:

- when the payment is added to the employee's EI weekly benefits, the combined amount does not exceed the employee's normal weekly earnings from employment— 100% of gross salary

- the payment is not used to reduce other accumulated employment benefits such as banked sick leave, vacation leave credits, or severance pay

Employers are not required to register plans used to supplement EI maternity, parental, compassionate care or family caregiver benefits with Service Canada.

However, records still have to be kept to show the effective date of the plan and that it meets the 2 conditions previously mentioned.

The supplement can be paid during the EI waiting period without affecting the start of the EI benefits.

The following motion was passed at the Operations Committee meeting and approved by Diocesan Council at the meeting on September 26th:

Ops committee July 24, 2024

Maternity and Parental Leave Top-up (memo attached)

Moved by Isabel and seconded Elizabeth

To approve the pregnancy and parental leave policy (attached) to be funded by the Diocese.

Carried.

That the Pregnancy and Parental Leave Policy circulated be approved, that funding for the top-up be provided by the diocese, and that sustainable funding of \$10k to 20k be included in the budget starting in 2025.

The pertinent excerpt of the memo is:

The diocese provides employees on maternity or parental leave who are in receipt of EI benefits, a Supplemental Unemployment Insurance Benefit Plan that augments employees' eligible income from Employment Insurance to a limit of 80% of normal gross pay for up to 24 weeks.

There is currently one employee on this programme and is receiving benefits.

Second, there is a programme, called the **Supplemental Unemployment Benefit Plan (SUB)**. This plan allows employers to increase their employees' weekly earnings when they are unemployed due to a temporary stoppage of work, training, illness, injury or quarantine.

Payments from SUB plans **that are registered with Service Canada** are not considered as earnings and are not deducted from EI benefits (pursuant to [subsection 37\(1\)](#) of the EI Regulations).

The diocese is currently registered with Service Canada with a programme that provides for 90% of the employee's normal weeks earnings, combining the gross amount of EI benefit with the employer's contribution. This benefit can be paid for the

period between the expiry of any unused sick time and eligibility for long term disability coverage (119 days following the first day absent due to illness).

This plan must be registered with Service Canada and any changes to the plan must be reported to Service Canada.

This suggestion has been discussed and approved by the Human Resources Working Group. **I now seek approval of this council to harmonize the two plans by reducing the amount of the SUB benefit for illness from 90% to 80% so that it is the same as the maternity/parental leave plan.**

In order to fund both of these plans, the cost could be shared with all parishes. A fund could be created for both the pregnancy and the illness plans. The HR Working Group discussed the source and structure of the funding for these plans. We were joined by Gregory Ptolemy, our new Finance Director who made helpful suggestions. The source of funds could be from contributions from each parish, of a suggested amount of \$10 or \$20 per employee calculated monthly and payable annually. Another source could be from the apportionments and accounted for and adjusted as needed.

However structured, this program would support employees who need to be away from work but still pay the bills. It is suggested that the diocese start the fund with seed money of \$10K or 20K for 2025 and that parish funding start in 2026.

All of which is respectfully submitted.

November 28, 2024

Memo to: Diocesan Council

From: Isabel Weeks, Chancellor

As the new canons and regulations come into force on January 1, 2025, the canons committee requests edits to the following regulations:

Regulation R5.1.8 A(3) (c)- delete the word “elected” and replace with the word “appointed”.

Regulation R7.5.1 G (3)- amend the subparagraph by adding the words “ten percent” so that the subparagraph reads:

“3. Not fewer than ten percent of the electors, present in person or by proxy.”

The committee also wishes to coordinate the changes in vacation allowance with the change in salary for clergy so that both will be adjusted on January 1 of each year rather than on the date of ordination.

The present system gave clergy increases in vacation allowance when the cleric completed certain numbers of years’ service after their ordination. These increases occurred at the date of ordination. The proposal is that the increases be calculated as of January 1 of each year.

This proposal will have the effect of creating a minor inequity among only a few clergy as a person who is ordained earlier in the year will need to wait longer than a person ordained later in the year for the January 1 increase in numbers of weeks’ vacation. However, it parallels the recent move to having salary increases all occur on January 1, and would reduce the requirement of synod staff to make changes in vacation allotments throughout the year.

The proposed new section of Regulation R3.5.1 F would be by adding as subparagraph 4 the following:

“4. The calculation of number of years’ service will be made as of January 1 of each year, regardless of the date of ordination.”

All of which is respectfully submitted.



900 Vancouver Street
Victoria BC V8V 3V7
p 250.386.7781 tf 1.800.582.8627
bc.anglican.ca

To: Diocesan Council
From: Zena McCreary, insurance administrator
Date: November 22, 2024
Re: Annual Parish Applications to Delete Earthquake

In following the DC motion passed in January 2024 allowing parishes to apply annually for permission for the removal of the earthquake insurance, please find following 13 applicants, listed on page 2.

For your review, I have also attached the information sheet sent to the parishes to assist them in considering whether to continue with earthquake insurance (page 3).

Please note that the single * asterisk indicates where permission to remove earthquake was provided in the previous insurance term. The double ** asterisk indicates where there is a long-term tenant with an active lease.

Once diocesan council has made their decision, please provide instructions and I will relay the results to the parishes.

Please feel free to contact me directly for further information.

Kind regards,

Zena McCreary
insurance@bc.anglican.ca
250.386.7781, x.249

	<u>Parish</u>	<u>Building Type</u>	<u>Yr Built</u>	<u>Construction</u>	<u>Building Insured</u> <u>Value</u>	<u>Contents</u> <u>Insured Value</u>	<u>EQ</u> <u>Premium</u>	<u>EQ Deductible</u>
*	Christ Church Cathedral	Church	1929	Fire Resistive	\$ 47,900,000	\$ 245,000	\$ 48,130	15% ded = \$7.18m
*	Christ Church Cathedral	Deanery	1939	Frame	\$ 1,350,000	\$ 76,500	\$ 1,424	\$250,000 minimum
*	Christ Church Cathedral	Sheds	2020	Frame	\$ 25,000	\$ 17,000	\$ 42	\$250,000 minimum
*	Holy Trinity - North Saanich	Church	1885	Frame	\$ 814,000	\$ 41,955	\$ 599	\$250,000 minimum
*	Holy Trinity - North Saanich	Hall	1940	Frame	\$ 895,000	\$ 54,433	\$ 665	\$250,000 minimum
	St John the Divine - Victoria	Church	1964	Fire Resistive	\$ 17,430,797	\$ 1,305,106	\$ 18,736	15% ded = \$2.61m
	St John the Divine - Victoria	Office	1920	Fire Resistive/Frame	\$ 3,112,352	\$ 86,064	\$ 3,198	15% ded - \$467k
**	St John the Divine - Victoria	Hall	1951	Fire Resistive	\$ 1,895,382	\$ 42,442	\$ 1,938	15% = \$284k
**	St Mary the Virgin - Oak Bay	Church & Hall	1959	Fire Resistive/Frame	\$ 9,472,474	\$ 788,229	\$ 10,261	15% ded = \$1.42m
	St Matthias - Victoria	Church	1956	Fire Resistive	\$ 3,088,117	\$ 257,089	\$ 2,342	15% ded = \$463k
	St Matthias - Victoria	Hall	1957	Frame	\$ 2,991,244	\$ 135,858	\$ 2,189	15% ded = \$449k
**	St Matthias - Victoria	Rectory	1958	Frame	\$ 890,893	\$ 17,021	\$ 636	\$250,000 minimum
	St Andrew - Sidney	Church	1910	Frame	\$ 1,163,882	\$ 176,844	\$ 939	\$250,000 minimum
	St Andrew - Sidney	Hall	1964	Fire Resistive/Frame	\$ 1,280,000	\$ 117,896	\$ 979	\$250,000 minimum
	St Andrew - Sidney	Office	1950	Frame	\$ 248,177	\$ 17,021	\$ 186	\$250,000 minimum
	St Margaret - Galiano Island	Church	1953	Frame	\$ 711,561	\$ 33,742	\$ 522	\$250,000 minimum
	St Mary the Incarnation - Metchosin	Church	1991	Fire Resistive/Frame	\$ 2,171,140	\$ 202,068	\$ 1,661	15% ded = \$326K
	St Mary the Virgin - Metchosin	Church	1873	Frame	\$ 541,435	\$ 23,429	\$ 395	\$250,000 minimum
	St Mary the Virgin - Metchosin	Hall	1953	Frame	\$ 572,490	\$ 39,496	\$ 428	\$250,000 minimum
	St Mary the Virgin - Metchosin	Furnace Room	1953	Fire Resistive	\$ 23,793	\$ 11,025	\$ 21	\$250,000 minimum
	St John the Baptist - Duncan	Church	1906	Frame	\$ 1,540,591	\$ 309,594	\$ 1,850	\$250,000 minimum
	St John the Baptist - Duncan	Hall	1944	Frame	\$ 569,790	\$ 107,285	\$ 677	\$250,000 minimum
	St Philip - Cedar	Church	1908	Frame	\$ 1,421,773	\$ 47,158	\$ 734	\$250,000 minimum
	St. Christopher & St Aidan - Lk Cowichan	Church	1950	Log/Frame	\$ 417,215	\$ 37,307	\$ 455	\$250,000 minimum
	St. Christopher & St Aidan - Lk Cowichan	Hall	1950	Frame	\$ 1,042,363	\$ 49,021	\$ 1,091	\$250,000 minimum
	St Peter - Quamichan	Church	1877	Frame	\$ 1,610,090	\$ 229,190	\$ 1,839	\$250,000 minimum
	St Peter - Quamichan	Hall	1965	Frame	\$ 2,666,457	\$ 34,041	\$ 2,701	15% ded = \$400k
	St Peter - Quamichan	Rectory	1945	Frame	\$ 122,919	\$ 15,279	\$ 138	\$250,000 minimum
	St Peter - Quamichan	Workshop	1999	Frame	\$ 866,686	\$ 17,021	\$ 884	\$250,000 minimum
	Christ Church - Alert Bay	Church	1879	Frame	\$ 642,715	\$ 52,714	\$ 487	\$250,000 minimum
	Christ Church - Alert Bay	Chapel	1925	Frame	\$ 515,445	\$ 35,369	\$ 386	\$250,000 minimum
	Christ Church - Alert Bay	Rectory	1950	Frame	\$ 89,106	\$ 8,722	\$ 68	\$250,000 minimum

* Earthquake removed in prior insurance term.

**Locations with long term lease.



900 Vancouver Street
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bc.anglican.ca

To: Clergy, Wardens and Treasurers
From: Greg Ptolemy
Date: November 5, 2024
Re: Application Process to Delete Earthquake Coverage 2025

As we approach the annual insurance renewal cycle, we invite you to consider your coverage. Last year Operations Committee welcomed conversation with parishes regarding the removal of earthquake insurance from your annual insurance certificate.

Key Considerations:

- **Cost:** Please review your past annual earthquake premium on your 2024 synod office invoice. While we anticipate no significant increases, inflation may affect building and contents replacement values, thus a slight increase in premium.
- **Deductible:** The current deductible is 15% or \$250,000 minimum, whichever is greater.
- **Coverage Impact:** Removing earthquake insurance affects all buildings and contents listed on your parish insurance certificate.
- **Fire Coverage:** Note that fire following an earthquake remains mandatory under Canadian law.

You may apply for either the continued deletion of this coverage or to remove it for the first time effective December 31, 2024, after you have considered all these factors.

Action Required:

If your parish wishes to apply for the removal of earthquake insurance, please have a warden email Zena with your request, cc'ing the incumbent and parish treasurer. All requests must be received by **November 13th** to be considered at the upcoming committee meeting. No late submissions will be reviewed for the new renewal cycle after this date.

Please contact Zena McCreary with any questions at 250.386.7781, ext. 249 or by email, insurance@bc.anglican.ca.

Memorandum of Understanding Version 3.0

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made effective the ____ day of _____, 2024 (the “Effective Date”) between:

Duncan Housing Society, a BC Society with society number S0010958 and an address of 280 First Street, Duncan, BC V9L 4T3 (“DHS”)

and

The Anglican Synod of the Diocese of British Columbia, with an address of 900 Vancouver Street, Victoria, BC V8V 3V7 (“ADBC”)

(each a “Party” and together the “Parties”)

Background:

- A. The Duncan Housing Society (DHS) was selected as a successful proponent in the Community Housing Fund (CHF) call for submissions in January 2021. The objective of the CHF program is to develop affordable rental homes for middle and low-income families, independent seniors, and individuals in BC.

- B. The ADBC is the landowner of:

486 JUBILEE ST: LOT 1, BLOCK 1, PLAN VIP798, SECTION 18, RANGE 6, QUAMICHAN LAND DISTRICT; LOT 2, BLOCK 1, PLAN VIP798, SECTION 18, RANGE 6, QUAMICHAN LAND DISTRICT; LOT 14, BLOCK 17, PLAN VIP2070, SECTION 17, RANGE 6, QUAMICHAN LAND DISTRICT. PID 008-462-569, 008-462-593, 006-707-424

162 FIRST ST: LOT 3, BLOCK 1, PLAN VIP798, SECTION 18, RANGE 6, QUAMICHAN LAND DISTRICT PID: 008-462-623

447 TYEE ST: LOT 7, BLOCK 17, SECTION 17, RANGE 6, QUAMICHAN DISTRICT, PLAN 2070 PID: 006-705-499

(together, the “Lands”).

- C. The ADBC is interested in collaborating with DHS to redevelop the Lands to include new affordable rental housing units to be operated and managed by DHS, and a new church hall for ADBC parishioners;

NOW THEREFORE, the Parties agree as follows:

Part 1 - Purpose of this MOU:

1. The Purpose of this MOU is:

- (a) To express the commitment of the Parties to pursue mutually agreeable terms for the proposed development of affordable rental housing units and a new church hall on the Lands (the “**Project**”). The Parties agree that the existing St. John’s Parish church on the Lands will be retained.
- (b) To identify high priority issues to be resolved between the Parties, with the intent of leading to binding final or definitive agreements to proceed with the Project. The Parties agree that to advance the Project effectively their relationship will be defined by a series of agreements that will be negotiated as required by all relevant parties involved and as the necessary information becomes available.
- (c) To inform discussions regarding BC Housing funding requirements and the proposed building design and schedule.
- (d) To inform discussions regarding the future lease of the Lands or a portion thereof from ADBC to DHS.
- (e) To identify the timing of the Project that meets the needs of the Parties, taking into account any funding requirements from BC Housing.

Part 2 - High Priority Issues

- 2. The Parties have set out in Schedule “1” to this MOU, a series of high priority issues to be diligently resolved between them once this MOU has been executed.

Part 3 - Binding Provisions

- 3. In consideration of the covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree that the following provisions are legally binding upon them and shall enure to the benefit of and be enforceable by the Parties, and their respective successors and permitted assigns, pursuant to the terms and conditions of this MOU:

- (a) Term

The term of this MOU will be from the Effective Date until the Parties execute a binding final or definitive agreement or until two (2) years from the Effective Date, whichever is earlier, unless otherwise extended by mutual agreement or terminated early in accordance with section 3(b) of this MOU (the “**Term**”).

- (b) Termination

This MOU may be terminated, for any reason:

- (i) immediately with the mutual written agreement of both Parties; or

- (ii) by one Party, upon thirty (30) days' written notice to the other Party;

Once terminated, neither Party shall have any obligations to the other Party except as expressly provided herein.

(c) Confidentiality

The Parties agree that this MOU and the transactions and work referred to herein, and any information provided by either Party to the other with respect to this MOU, shall be kept strictly confidential, and no public announcements will be made in respect thereof without the advance written agreement of both Parties, provided, however, that either Party may give such information on a confidential basis to their employees, officers, directors, advisors and consultants, who have a clear need to have sight or knowledge thereof for the purposes of this MOU, and may disclose such information as may be required by applicable laws.

This confidentiality provision shall survive the Term of this MOU.

(d) Exclusivity and Good Faith Obligations

The Parties agree that during the term of this MOU their relationship is exclusive. ADBC shall not develop or seek to develop the Lands with any third party, and DHS shall not use or seek to use the funding from BC Housing for any other project. The Parties further agree that during the Term, they shall act diligently and in good faith towards achieving the objectives set out herein and shall provide each other with all reasonable support in connection with the same.

(e) Assignment

Neither Party may assign its rights and/or obligations under this MOU without the written consent of the other Party.

(f) No Partnership

The Parties expressly disclaim any intention to create a partnership and nothing in this MOU shall constitute or be deemed to constitute a Party as partner, agent or legal representative of the other Party. This MOU shall not create the relationship of a partnership between the Parties, and no act done by any Party pursuant to the provisions hereof shall operate to create such a relationship.

Part 4 - Non-Binding

4. Except for the provisions set out in section 3, this MOU constitutes a memorandum of understanding only and is not contractual in nature and is not intended to bind either of the Parties or create any legal obligations relating to the Lands or otherwise.

Except as set out in section 3, no binding agreement will exist between the Parties unless and until the Parties have executed a final or definitive agreement. The Parties acknowledge that they are not required to enter into any final or definitive agreement until they are satisfied, in their sole, subjective and unreviewable discretion, that such agreement is satisfactory.

This Agreement has been read, understood, and agreed to by the Parties, as evidenced by their signatures below, as of the Effective Date.

**THE ANGLICAN SYNOD OF THE DIOCESE OF
BRITISH COLUMBIA, by its authorized signatory**

Brendon Neilson, Executive Director

Date

**DUNCAN HOUSING SOCIETY, by its authorized
signatory**

Cheryl Jones, Board Chair

Date

SCHEDULE “1”

Table 1: Priority Items

- (a) The Parties acknowledge and agree that Schedule 1 is not comprehensive, is not set out in order of importance, and is limited to those issues identified as of the Effective Date.
- (b) The Parties recognize that other issues will arise as the Project proceeds.
- (c) The Parties acknowledge and agree that as issues in Schedule 1 have been resolved to their mutual satisfaction, further binding agreements may be executed that confirm or modify the resolutions set out in Schedule 1.
- (d) This Schedule 1 may be modified by the mutual agreement of the Parties in writing from time to time.

	High Priority Issue	Objectives	Resolution/Next Step	April 2023 Update	Feb 2024 Update	Nov 2024 Update
1.	Agreements	<p>Staged agreements will be required throughout this process subsequent to this MOU in order to proceed with the Project, including a development agreement and long-term lease.</p> <p>These agreements will provide clarity on scheduling, roles and responsibilities, alignment with municipal processes, associated outlays of costs and the obligations of each Party, including in the event a Party withdraws from the Project.</p>	<p>Draft development agreement to be executed prior to execution of a long-term lease.</p> <p>The Parties will execute any other agreements, instruments and documents that are required to facilitate the Project and the promises contained in the above-referenced definitive agreements.</p>	<p>The parties agree that the construction of the new church hall, payment of church hall utilities, and provision of ongoing site maintenance and landscaping is to be viewed as fair compensation for the lease of the Lands and the replacement of the existing church hall.</p> <p>To secure additional Preliminary Development Funds (PDF) to help advance the project, the funds will need to be registered on title as security.</p> <p>ADBC agrees to permit the registering of Preliminary Development Funds (PDF) on the titles of the ADBC owned lots known as the Lands.</p>	<p>A draft operational cost sharing summary to be drafted for review by both parties.</p>	<p>A revised operational cost sharing has been drafted and is being reviewed by both parties</p>
2.	Lands Due Diligence	<p>ADBC agrees to allow DHS to complete required due diligence on the Lands to inform the site plan and proposed development for the Project. DHS will</p>	<p>DHS to draft a schedule for required due diligence items as required by the City of Duncan and BC Housing. Due diligence may include</p>	<p>DHS has procured and completed site due diligence items including geotechnical studies, topographic survey, and arborist inspection on the site. These site reports</p>	<p>An Environmental Site Assessment (ESA) Phase 1 will be completed on the site in March/April 2024.</p>	<p>Due diligence is complete on the site.</p>

		be solely responsible for costs incurred in relation to this due diligence.	geotechnical, environmental, hazardous materials investigation, and topographic survey work.	will be used to help ensure the constructability of the site and update the proposed building designs and site plan and the Diocese and parish have access to this information as Owners.		An Environmental professional from Active Earth will be present during excavation to monitor the soil conditions due to the historical fire on the site.
3.	Design	<p>At this point, the Project is proposed to include a 6-storey residential building and a new church hall. The existing church will be retained.</p> <p>ADBC will provide feedback to DHS on a site plan that addresses the needs of the ADBC.</p> <p>As the funding partner, BC Housing has strong guidance and authority over a variety of design (including materials, energy performance and accessibility) targets. These targets will be considered during design development for both residential and non-residential spaces.</p>	<p>DHS to provide updated site plans to ADBC based on conversations to date.</p> <p>Iterative functional program development process to occur between DHS and ABDC at key design stage milestones (schematic, working drawings, construction drawings, tender).</p>	<p>No update - The Project is proposed to include a 6-storey residential building and a new church hall. The existing church will be retained.</p> <p>Conceptual drawings have been shared with ADBC. Updated drawings to be shared with ADBC, City of Duncan, Parish Council, and St. John's parishioners in May 2023.</p>	<p>Updated rezoning/development permit drawing package attached. These drawings have been updated based on feedback received from the City of Duncan Planning and Building/ Engineering staff, the ADBC, and St. John's Parish Council and parishioners.</p> <p>City staff will review and likely provide additional comments for consideration prior to presenting the proposed project at a Committee of the Whole meeting.</p>	<p>Iterative design reviews and approvals have occurred with the Parish Council and Diocese; building permit plans are attached based on City submission in November 2024.</p>
4.	Schedule	DHS has received Project funding through BC Housing's Community Housing Fund and needs to develop new affordable housing for seniors, families, and persons living with disabilities. DHS is seeking a development schedule that provides new housing units as soon as possible.	An outline of the proposed full development schedule will be provided by DHS and included in the development agreement.	An updated development schedule provided by DHS will be shared with ADBC in May 2023.	An updated development schedule provided by DHS will be shared with ADBC in May 2024.	A revised development schedule has been provided to ADBC in November 2024.
5.	Public Communications	DHS and ADBC each agree not to make any public announcements or issue any other forms of public communication without the knowledge and consent of the other and BC Housing	Communications plan agreed upon by both Parties that covers both pre-development and development phases; to be included in the development agreement.	DHS has been informed by BC Housing that no public announcements regarding the proposed project will be issued until the land tenure details identified in this MOU are resolved and the project proceeds into the public realm via municipal applications.	Engagement/Communications Since pre-development conversations, additional conversations and meetings with the parish have occurred. The primary concerns expressed by the parishioners	Additional clarifications to the Parish and Diocese since the spring and associated responses include:

		Whenever possible, the Parties will make joint public announcements and communications to third parties.			<p>and the project team responses are as follows:</p> <p>#1</p> <ul style="list-style-type: none">• Parish: Questions/comments about the size and layout of the new hall• Project team response: A separate hall specific package has been prepared for Parish Council. Ongoing discussions has resulted in a larger hall space and more functional layout. <p>#2</p> <ul style="list-style-type: none">• Parish: Concerns over reduction in parking spaces for parish• Project Team response: continuing to explore parking in CVRD lots, Island Savings, and the existing Duncan Manor parking lot for Sundays and special events; Dedicated underground parking spaces for parishioners; retention of street parking on Jubilee through re-design that includes bike lane and parking <p>#3</p> <ul style="list-style-type: none">• Parish: Concerns about the potential for a temporary	<p>#1</p> <ul style="list-style-type: none">• A separate hall specific package has gone through multiple design iterations to reflect comments received from Parish Council <p>#2</p> <ul style="list-style-type: none">• Wiser has coordinated the temporary usage of the CVRD parking lot on Sundays for parishioners during construction. The parking license agreement is currently with the Diocese for review and execution.• Shared parking agreement and covenant to be included in subdivision application to the City <p>#3</p> <ul style="list-style-type: none">• A detailed construction schedule has been
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					<p>closure of church/existing hall space during construction</p> <ul style="list-style-type: none">• Project Team Response: A Construction Manager (CM) will join the project team in March. The CM will provide a detailed project schedule and additional details regarding potential closures.	<p>drafted by the Construction Manager outlining the upcoming key milestones including demolition of the existing hall space. This document has been provided to ADBC in November 2024.</p>
					<p>#4</p> <ul style="list-style-type: none">• Parish: Concerns about security during construction and post-construction• Project Team Response: The CM will be responsible for securing the site during construction and providing regular communications/updates with all parties. The building, once constructed, will include fob access and security measures that comply with BC Housing’s stringent design guidelines. More details will be available at the Building Permit stage.	<p>#4</p> <ul style="list-style-type: none">• Construction Manager drafting security and traffic plan for activities during and post-construction.• DHS is working on detailing security options for the site, including installation of security cameras in residential and hall space areas. The building entrances will require fob access.
6.	City of Duncan Approvals	DHS is solely responsible for ensuring the Lands are appropriately zoned for the proposed Project, including all related fees.	DHS and ADBC shall document their agreed-on roles and responsibility for associated costs in the subsequent approval stages for the Project, as follows:	The parties agree that the three ADBC owned lots will be consolidated into a single lot prior to the issuance of the Building Permit.	Land The parties agree that the three ADBC owned lots will be consolidated into a single lot prior to the issuance of the	Land The lot consolidation is completed and registered at the LTSA.

		<p>The Lands owned by ADBC will need to be consolidated to facilitate the future registration of a mortgage on title for the Project.</p>	<ul style="list-style-type: none">• Lot Consolidation• Rezoning• OCP amendment• Development Permit• Subdivision Plan• Building Permit• Construction• Post-construction• Occupancy <p>DHS to work with City of Duncan to confirm process and timing for lot consolidation.</p>	<p>An OCP amendment, and concurrent Rezoning/ Development Permit application will be submitted to the City of Duncan. was submitted to the City of Duncan in October 2023.</p>	<p>Building Permit–Development Permit (revised Feb 7, 2024)</p> <p>Upon completion of the lot consolidation, an Air Space Proposal (ASP) subdivision is being proposed. The ASP process would commence after the lot consolidation and be finalized prior to issuance of Building Permit.</p> <p>The underground parking may not be considered in the ASP process. A separate nominal lease agreement between the DHS and ADBC would be drafted for the leasing and permanent use of underground parking spaces from DHS to the ADBC.</p> <p>Rationale for ASP</p> <p>The Leasing of the consolidated lands is viewed as joint ownership by CMHC</p> <p>CMHC’s mortgage insurance/ take-out financing requires an Air Space Parcel (ASP) approach to consolidated lands</p> <p>Land Use Update An OCP amendment, and concurrent Rezoning/ Development Permit application will be submitted</p>	<p>ASP</p> <p>An Air Space plan (ASP), ASP easement and ASP covenant, are currently under legal review by legal representatives from BC Housing, DHS, and the Diocese.</p> <p>A Certified Professional Report is being finalized by the project architect detailing that the proposed development will comply with the Duncan Building Bylaw, BC Building Code, and Fire and Life Safety Systems.</p> <p>Land Use</p> <p>Rezoning and development permit approvals occurred in 2024. A Building Permit submission was made in</p>
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					<p>to the City of Duncan, was submitted to the City of Duncan in October 2023.</p> <p>The City of Duncan staff is proposing the zoning to remain as a “Community” zone with site-specific uses. The proposed site plan and building design conform with the site-specific regulations provided by the City.</p>	<p>November 2024 with an anticipated January 2025 issuance.</p> <p>Parking A separate shared parking agreement and covenant is being drafted and is anticipated to be ready for review by mid-November.</p>
7.	Servicing	The Lands have nearby servicing that is expected to meet the needs of the proposed Project. These assumptions will need to be confirmed by DHS during the Rezoning and Development Permit (the “ DP ”) process.	Confirmation of site servicing needs prior to DP issuance.	No update – these conversations will occur with City staff and the design team during the preparation of the rezoning and DP application.	A site servicing plan has been included in the rezoning/DP application to the City of Duncan. The servicing plan is currently under review.	The servicing plan has been approved by all parties with the final version being included in the Building Permit submission.
8.	Form of Ownership	<p>It is expected that ADBC will retain ownership of the Lands and ADBC will lease the Lands in whole or in part to DHS who will construct the Project.</p> <p>DHS will be solely responsible for the construction of the Project.</p> <p>Following construction, DHS will be solely responsible for the on-going operation and maintenance of the residential rental units following construction. ADBC will be solely responsible for the on-going operations and maintenance of the new church hall, with a sublease from DHS.</p>	<p>DHS will sign a long-term lease (60 years) with ADBC. DHS will be responsible for securing a mortgage on the consolidated Lands.</p> <p>ADBC (or the appropriate entity) will sign a sublease with DHS for the new church hall. * (Revised April 26, 2023)</p> <p>An operational plan will be outlined in the development agreement to ensure rental units will be appropriately managed to community benefit, and a housing agreement pursuant to section 483 of the <i>Local Government Act</i> will likely be registered on title. Opportunities for operational efficiencies for the entire site will be</p>	<p>The parties agree that a long-term lease (estimated at 60 years) of the lands is the preferred path forward. DHS will be responsible for securing a mortgage on the consolidated Lands.</p> <p>The parties agree that ADBC will retain ownership of the Lands and will lease the Lands in whole to the DHS who will construct the Project.</p> <p>ADBC agrees to register a Section 219 covenant on the lands with an Option to Purchase (OTP).</p> <p>ADBC to include the old and new church hall in the lease to the Society while S219, OTP and mortgages will register against the entire lease.</p>	<p>The long-term lease may be with CMHC or BC Housing.</p>	<p>A Lease Agreement is a tri-partite agreement between the Diocese, DHS, and BC Housing. This document is currently under review by all legal representation.</p>

			<p>explored through this plan to minimize long-term costs and efforts for the ADBC.</p>	<p>* A sub-lease of the church hall cannot be provided as fractional ownership does not meet CMHC’s lending guidelines. The proposed sublease will need to be replaced with a property management agreement.</p> <p>The parties agree to use a property management agreement for the on-going operations and maintenance of the new church hall.</p>		
9.	Rental Housing Cost and Construction	DHS has full control over the cost of the proposed residential rental housing.	DHS will be responsible for cost estimates to determine total project costs as they relate to the residential rental housing units.	No update	<p>Construction Management Construction Manager (CM) at Risk to join project team in March 2024. The CM will provide services throughout pre-construction, construction, and post-construction phases of development. Once procured, a parish meeting will be held to provide a more detailed forecast of pre-construction works, construction management plan and communications during construction.</p> <p>Tenant Selection DHS will explore priority options for housing of parishioners in the new build after DHS tenants are housed.</p>	<p>Construction Management A construction manager was engaged in mid-2024 and has been in communication with the Parish directly and conducted a variety of site visits. During the Building Permit review, a Parish meeting will be held to review the pre-construction plans and schedule with the CM.</p> <p>Tenant Selection All future prospective tenants will be required to register on BC Housing’s housing waitlist. DHS will continue to collaborate with the Parish to prioritize parishioners interested in residing in the new development.</p>

10.	Shared Costs on Lands	It is anticipated that there will be a variety of future shared costs once the Project has been construction and the facilities are operational. These may include parking, landscaping, security, and common utilities.	Outlined estimate of shared operational costs in operational plan early to provide all parties an estimate of long-term carrying costs.	To date, pre-development costs for the project have been borne by DHS.	<p>A draft operational cost sharing summary has been included for both parties to review.</p> <p>DHS will lease the hall space to the ADBC at a nominal rate of \$1/year.</p>	This has been reviewed by both parties and accepted.
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900 Vancouver Street
 Victoria BC V8V 3V7
 p 250.386.7781
 w bc.anglican.ca

Project Brief Form for projects over \$20,000

As the diocese is the legal owner of all our properties, projects of over \$20,000 must be approved by the diocesan finance committee and diocesan council, **prior to a bid being accepted and a contract being signed**. In order to submit a request to start a project please fill out the following form.

Submit this form to Brendon Neilson, Executive Director at bneilson@bc.anglican.ca.

Please keep in mind that finance committee and diocesan council only meet once every couple of months. While we will endeavor to work with you to meet any deadlines you might have the more lead time you can give us the better.

1. Project name:
2. Job location:
3. Estimated start date: Estimated finish date:
4. Project summary:

The current access to the former St. Mark's Church is across a neighbour's land. Bob Gill, Isobel Weeks, and Walter Stewart have been attempting to negotiate permanent access either through purchase of land or permanent easement. They have been unsuccessful at any kind of a reasonable cost. Lacking legal access is preventing the listing of the property for conversion to a residence. Our property does abut the road at another location. Both the current contractor with whom we are working and Bob Brander's brother-in-law a former road builder pronounce a new driveway entirely feasible at a cost well below the \$50K required for an easement. The efforts to negotiate access have continued since 2022.
5. Project cost (total):

PROJECT OVERVIEW

6. Desired outcomes:

The creation on independent access to the former church entirely over the church's property.
7. Project plan (overall approach and procurement):

We have tried a number of contractors without success with the exception of Bradley Excavating. They have provided a quote and a number of references from well-known residents of Salt Spring. I followed on two of the referees, one who is someone I now and trust gave them a first-rate reference. "They will do what they say they will do, and do it well." The other was equally complimentary.

8. Projected schedule (include milestones):

Beginning late November. The contractor says he can start within three weeks of our confirmed order

9. Projected budget (cost breakdown):

Please see attached email for breakdown of work for \$35,450

10. Funding breakdown of budget (sources of funding):

Within the parish accounts there is more than \$50K from bequests that stipulated they were to be spent on capital costs at St. Mark's.

PROJECT TEAM (SUPERVISION AND RISK MANAGEMENT)

11. Project team contact information:

Project management lead:

Name: Walter Stewart

Phone: 250-930-6311

Title: Parishioner

Email: wstewart@bc.anglican.ca

Project team members:

Name: Bob Gill

Email: bgill@bc.anglican.ca

Title: Chancellor Emeritus

Name: Isabel Weeks

Email: chancellor@bc.anglican.ca

Title: Chancellor

Name:

Email:

Title:

12. Contractor contact information:

Company:	Bradley Excavating	Contact:	Ryan Bradley
Phone:	250-653-9910	Email:	bradleyexcavating@shaw.ca
Company:		Contact:	
Phone:		Email:	
Company:		Contact:	
Phone:		Email:	
Company:		Contact:	
Phone:		Email:	

13. Are your contractors covered by Insurance and WorkSafe BC?

- ☒ I have contacted the diocesan insurance administrator to confirm whether this project requires additional insurance.
- ☒ I will provide proof of the contractor's CGL policy coverage.
- ☒ I will provide a copy of a WorkSafe BC clearance letter showing that the contractor's registration is in good standing.


14. Does the project require a Hazardous Materials report (ex. asbestos, lead, other heavy or toxic metals and materials) to be completed?

- ☒ No ☐ Yes, we will submit a report

15. Has this project been discussed at parish council?

- ☐ No ☒ Yes, please specify meeting date: Multiple meetings 2022-2024

16. Warden's approval:

Signature:	
Name:	Ruth Seltner
Title:	Bishop's Warden
Date:	November 12, 2024

Walter Stewart - Chair

From: bradleyexcavating@shaw.ca
Sent: November 4, 2024 11:34 AM
To: Walter Stewart - Chair
Subject: old church driveway

Hi Walter, Here is your quote as requested.

Driveway Quote 961 North End (St. Marks Church) Salt Spring Island

- ~Deliver machines
- ~Take down trees and remove stumps and logs off site
- ~Install culverts in ditch at public road
- ~Future driveway and shape driveway to follow lower property line then swing up hill to join existing parking
- ~Strip soils off driveway
- ~Possible blasting or rock breaking depending what we find in ditch line or driveway grades
- ~Use a combination of existing material and sourced material to build subgrade compaction
- ~Build subgrade with 3 Inch Crush Gravel
- ~Cap with C.P.R. gravel
- ~Final cap 3/8 crush
- ~Compact driveway between materials laid and at end.

I can supply the driveway as Walter Stewart has requested but I supply no guaranties or warranties regarding land survey ,driveway site lines, or steep grade of hill into parking

Quote
\$35,450 plus tax

Bradley Excavating Ltd.

Ryan Bradley
250-653-9910

References

Walter Stewart - Chair

From: bradleyexcavating@shaw.ca
Sent: November 11, 2024 5:16 PM
To: Walter Stewart - Chair
Subject: RE: old church driveway
Attachments: WCB Clearance Letter.pdf

Hi there,

We have Commercial Insurance thru Westland Insurance. It automatically renews November 13th 2024 to November 13th 2025

Policy number is 040313321

WCB is in the pdf above.

Thank You

Laurie Bradley

Bradley Excavating Ltd.
185 Kitchen Road
Salt Spring Island, B.C.
V8K 2B3
250-653-9910



WORKING TO MAKE A DIFFERENCE

Assessment Department Location

Mailing Address

PO Box 5350
Station Terminal
Vancouver BC V6B 5L5

6951 Westminster Highway
Richmond BC
V7C 1C6
www.worksafebc.com

Clearance Section

Telephone 604 244 6380
Toll Free within Canada
1 888 922 2768
Fax 604 244 6390

Bradley Excavating Ltd
185 Kitchen Road
SALT SPRING ISLAND, BC V8K 2B3

November 11, 2024

Person/Business : BRADLEY EXCAVATING LTD
Account number : 656383

This letter provides clearance information for the purposes of Section 258 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **January 01, 2025**.

This firm has had continuous coverage with us since December 08, 2000.

Employer Service Centre
Assessment Department

Clearance Reference # : C135262122
CLRAAA

For more information about Section 258 and clearance letters visit WorkSafeBC.com

Please refer to your account number in your correspondence or when contacting the Assessment Department

To alter this document constitutes fraud.

Walter Stewart

From: Breysen, Tara MOTI:EX <Tara.Breysen@gov.bc.ca>
Sent: October 30, 2024 4:06 PM
To: Walter Stewart
Subject: RE: Zoning for 961 North End Road SSI

Hi Walter

I wasn't able to talk to Owen as his daughter was born and he is now off!

I did however discuss the scenario with a coworker and we both agree that, due to the fact that the church was decommissioned in 2019 and the property will be sold as residential, the property will not require a permit to build a primary access for 961 North End Road in the proposed location as submitted in permit file number 2024-05149. Please be guided by the Residential Access guidelines in the link below.

<https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/highway-design-survey/driveways>

Thank you

Tara Breysen

From: Breysen, Tara MOTI:EX
Sent: Wednesday, October 23, 2024 8:19 AM
To: Walter Stewart <wstewart@bc.anglican.ca>
Subject: RE: Zoning for 961 North End Road SSI

Thank you for the information Walter. My thought is that as long as the Operations Manager is ok with the proposed location, a permit will not be required based on the revised purpose of the property. I need to discuss this with our Operations Manager. He is out of the office any day now for 2 weeks (waiting for the birth of this daughter) but will send him an email today and will let you know his response when he is able to review the proposal.

Thank you

From: Walter Stewart <wstewart@bc.anglican.ca>
Sent: Tuesday, October 22, 2024 4:17 PM
To: Breysen, Tara MOTI:EX <Tara.Breysen@gov.bc.ca>
Subject: Zoning for 961 North End Road SSI

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

I have had confirmation from the Islands' Trust that a single family dwelling is permitted at 961 North End Road.

Walter

All Saints Kitchen Renovation - cost estimate

Appliances - commercial quality				Russell Hendrix - ref. quote from Dale Postnikoff, Oct 29, 2024 - we have specification for each of these items
2 well sink 24x36	1	1,066		
4" pantry deck mount	1	271		
wall mount hand sink with faucet	1	139		
high temp dishwasher MD2000HT	1	12,665		
24"dishwasher sink 2 comp	1	1,079		
clean dish table 48" right mount	1	459		
35"condensate hood	1	939		
wall shelf 14" x 60"	1	106		
wall shelf 14"x72"	1	129		
pre-rinse 8" centers add-on faucet	1	539		
1000W commercial microwave oven	1	733		
microwave shelf 18"x24"	1	141		
24x96 open base work table	1	339		
s/s work table 24x36" c/w galvanized undershelf	1	279		
24" drawer work table	1	188		
single door reach in cooler	1	2,595		27in refridgerator- looking at larger one?
dish caddy 5 columns spec grey	2	2,132		
		23,799		
sales tax	12%	2,856		
		26,655		
Delivery of above appliances:		1,000		
Flooring				Benjamin Moore, Salt Spring, Shane Hubenig, etc. including installation
width	25.5 ft			
depth	13.75 ft			
total area	350.6 sqft			
flooring cost/sqft	15 \$/sqft	5,259		
New double swing entry/exit door with window				2,000
Roll-down blind for the serving window between the kitchen and hall				1,000
Stainless steel counter tops and backsplashes				1,000 Millstone Heating & Sheetmetal, Duncan
IKEA Kitchen cabinets incl hardware				
Upper kitchen cabinets, etc.		15,000		John will purchase for delivery to Saanich
Lower kitchen cabinets, simplified layout		3,000		pickup point
Delivery		1,000		
Lighting, electrical				TBD in consultation with the electrician
new overhead flourescents with LEDs		2,000		
new electrical plugs, switches, etc.		1,000		
General contractor - estimates only				Lighthouse Ventures... M. Hunsberger, John's estimates - to be confirmed with Mike
gutting the kitchen - to the dump	65 \$/h	80 hours	5,200	
preparing floor (floor installation by Shane)	65	40	2,600	
moving stoves to balcony, temporarily - gasfitter	130	20	2,600	
plumbing	100	80	8,000	
electrical	130	80	10,400	
kitchen cabinet assembly and installation	65	60	3,900	
installing countertops/backsplashes	65	80	5,200	
painting	65	80	5,200	
reinstalling stoves - gasfitter	130	20	2,600	
			45,700	
contractor's management	15%		6,855	
			52,555	
		sub-total:	111,469	
contingency, unforeseens, etc.	20%		22,294	
		TOTAL:	133,763	



900 Vancouver Street,
Victoria BC, V8V 3V7
Telephone: 250-386-7781

Parish Facilities Use Agreement

This Agreement is between:

**the Anglican Synod of the Diocese of British Columbia
(the "Diocese") and**

**Parish of St Peter and St Paul and
(the "Parish")**

**Capital City Baptist Church
(the "Occupant")**

and consists of:

Part One: Summary page;

Part Two: Terms and conditions of this agreement; and

Part Three: Description of the space to be used (the "Premises")

**PART ONE
SUMMARY PAGE**

Date: November 6, 2024

Occupant: Capital City Baptist Church

Contact person: Lead Pastor

Full name: Timothy Janzen

Address:

Telephone:

E-mail:

Parish: St Peter and St Paul

Contact person: Incumbent

Full name: Gail Rodger

Address: 1379 Esquimalt Road

Telephone: 250-386-6833 (church) 250-507-9941 (Gail's cell)

E-mail: admin@stpeterandpaul.ca

Premises: See Part 3

Fee: \$36,000 per annum. Please see attached for details.

Term: 8 years

Commencement Date: January 1 2025 or upon occupancy whichever is later.

Expiry Date: December 31 2032 or for a term of eight full years whichever is later.

Use of Premises: To be used for what is considered all normal church related activities, including: worship; preparing for worship (i.e. rehearsals); Bible Study; fellowship groups; fundraising events; and unique life events of congregational members. (i.e. weddings and funerals of congregational members only). All non-congregational weddings or funerals are not included in this agreement and need to be negotiated with the Parish.

The use is for the lower and upper hall and the sunshine room for all day Sunday and two evenings during the week from 6 pm forward. (currently Wednesdays and Fridays unless otherwise arranged). The kitchen and washroom are always shared. The administrative office room downstairs is available for the occupant's sole use whenever needed. The downstairs hall is to be solely used by the

occupant and all other users are only in coordination with the Occupant and the Parish.

The upper hall may be booked other days free of charge, on a first come first served basis.

The fee includes the use of ½ the parking lot, and it is expected that spots would be marked.

The fee includes the use of a room to be built in the back of the lower hall to be used for storage. Some equipment or items for church use are permitted to remain in the upper or lower hall throughout the week, as long as no other renters have booked the space per verbal agreement.

PART TWO
TERMS AND CONDITIONS OF USE OF PREMISES

This Facilities Use Agreement is made on the date shown in Part One: The Summary Page.

Between: **the Diocese**

And: **the Parish**

And: **the Occupant**

In consideration of the mutual covenants contained in this agreement, the receipt and adequacy of which is hereby acknowledged by all parties, the parties agree as follows:

1. Grant of Use of Premises

The Diocese hereby grants a non-exclusive licence of the Premises to the Occupant on the terms and conditions described in this Agreement, including Part One: Summary Page, Part Two: Terms and Conditions, and Part Three: the Premises

2. Term of Licence

The term is as described on the Summary Page (the "**Term**").

3. Fee

(a) The Fee is payable monthly, on the first day of the month. See attachment for full disclosure.

(b) The Fee is payable to the Parish.

4. Occupant's Covenants

The Occupant covenants with the Diocese and the Parish as follows:

(a) to pay the Fee as described in Paragraph 3 above;

(b) to use the Premises as described on The Summary Page;

(c) to use the Premises in a way that does not disturb the quiet enjoyment of the Premises of other users;

- (d) to leave the Premises in the same condition as it was found, including putting away tables, chairs, equipment and supplies;
- (e) to leave the Premises clean and tidy and free from debris;
- (f) to comply at its own expense with all municipal, provincial, and federal sanitary, fire, and safety laws, bylaws, regulations, and requirements pertaining to the use of the Premises;
- (g) to collaborate with the Parish on all marketing and advertising material to related to the activities of the Occupant on the Premises; and
- (h) not to do, omit to do, or permit to be done or omitted to be done upon the Premises anything which would cause the Diocese's cost of insurance to be increased or which would cause any policy of insurance to be subject to cancellation.

5. Insurance

5.1 The Occupant will take out and maintain throughout the Term:

- (a) all risk property insurance to insure its contents in an amount equal at all times to the full replacement value, coverage for business interruption for their loss of income, and insurance for loss due to equipment breakdown;
- (b) comprehensive general liability insurance with respect to the Occupant's use of the Premises in an amount no less than \$1,000,000 per occurrence; and
- (c) when requested by the Parish, abuse coverage.

5.2 The Diocese will take out and maintain throughout the Term insurance for the Premises against all risk of loss or damage caused by or resulting from fire or such additional perils as are commonly included in a commercial fire and extended coverage insurance policy.

5.3 All insurance required to be maintained by the Occupant shall be on terms and with insurers to which the Diocese has no reasonable objection and shall provide that such insurers shall provide to the Diocese 30 days' prior written notice of cancellation or material alteration of such terms. The Occupant will furnish to the Diocese certificates or other reasonable evidence as to the insurance from time to time required to be effected and its renewal or continuation in force.

5.4 All insurance hereunder shall name the Diocese as additional named insured.

6. Limitation of Liability

(a) The Occupant agrees that the Diocese shall not be liable for any bodily injury to or death of, or loss or damage to any property belonging to, the Occupant or its employees, invitees, or licensees or any other person in, on, or about the Premises, or for any interruption of any business carried on in the Premises,

(b) the Occupant releases, discharges and indemnifies the Diocese from any and all actions, causes of action, losses, costs, damages and liabilities arising out of the Occupant's use or occupation of the Premises.

7. Default. Each of the following will constitute an "Event of Default" by the Occupant:

(a) Default in payment of the Fee which default remains uncured after 10 days' written notice by the Diocese to the Occupant specifying same and requiring its rectification;

(b) Default in performance or observance of any provision set out in this Facilities Use Agreement other than the provisions referred to in Subparagraph (a) above, on the part of the Occupant to be performed or observed, which default remains after 30 days' written notice by the Diocese to the Occupant specifying same and requiring its rectification provided if rectification is not possible within such period then provided the Occupant is diligently engaged in completing such rectification then the said period shall be extended for so long as is reasonable to enable the Occupant to complete such rectification.

8. Default Remedy. Upon occurrence or existence of an Event of Default, the Diocese will be entitled to terminate this Facilities Use Agreement.

9. Entire Agreement. This Facilities Use Agreement constitutes the entire agreement between the Diocese, the Parish and the Occupant regarding the Premises and the Use as described on The Summary Page. It supersedes any and all previous understandings, communications, representations and agreements between them, whether oral or written.

10. Behavior. The Occupant acknowledges the Diocese's Respectful Conduct Policy and covenants with the Diocese that the Occupant will comply with such policy or has a policy prohibiting any unlawful or inappropriate behavior by its employees or agents while occupying the Premises.

[remainder of page intentionally left blank]

**Financial Details included in the
Parish Facilities Use Agreement**

This Agreement is between:

**the Anglican Synod of the Diocese of British Columbia
(the "Diocese") and**

**Parish of St Peter and St Paul and
(the "Parish")**

**Capital City Baptist Church
(the "Occupant")**

Total Fee:

The per annum cost is \$36,000. The monthly fee to be paid to the parish is to be \$3000 (plus additional monthly cost as outlined below). A minimum six months notice period is set for every party of the agreement to terminate the agreement.

Capital Improvement as hall fee:

For one or two years, depending upon final cost, the Parish will accept the fee in the form of capital improvements of supplying and installing heat pumps in the upper hall in lieu of monthly payments as long as the total value received remains at \$36,000 per annum.

Example One: if the total cost is 36,000, the first year no payment is due. After one year the per annum costs revert to the monthly rental payment in full.

Example Two: If the total cost is 28,000 the first year. The annual payment to make the per annum cost is \$8,000 and must be made in equal monthly payments. After one year the per annum costs revert to the monthly rental payment in full.

Example Three: if the total cost is greater than \$36,000, the amount is split evenly over two years. For example, total cost is \$42,000. The agreement is that \$21,000 (1/2 of total cost) is taken in lieu over two years. In this example a monthly payment making up the difference of \$15,000 per annum would be needed for the first two years.

After two years, the per annum cost reverts to a monthly rental payment in full.

Other costs:

Hydro:

The Occupant will be charged for 50% of the total electricity used for the hall. The Parish will invoice the Occupant, based on the BC Hydro invoice received. A copy of the BC Hydro invoice will be included in the Parish's invoice to the Occupant and payment is due within 10 days of receipt of invoice.

Cleaning:

The Parish is responsible for the cleaning, and determining the acceptable level of clean. The Parish will invoice the Occupant for 50% of the cleaning costs each month.

11. **Acceptance.** The Occupant hereby accepts this Facilities Use Agreement on the conditions, restrictions and covenants described above.

IN WITNESS WHEREOF the Diocese, the Parish and the Occupant have executed this Facilities Use Agreement as of the date and year first above written.

THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA

Authorized Signatory

Print name

Title

Authorized Signatory

Print name

Title

PARISH

Authorized Signatory

Print name

Title

Authorized Signatory

Print name

Title

OCCUPANT

Authorized Signatory

Print name

Title

Authorized Signatory

Print name

Title

Project Brief Form

for projects over \$20,000

As the diocese is the legal owner of all our properties, projects of over \$20,000 must be approved by the diocesan finance committee and diocesan council, **prior to a bid being accepted and a contract being signed.** In order to submit a request to start a project please fill out the following form.

Submit this form to Brendon Neilson, Executive Director at bneilson@bc.anglican.ca.

Please keep in mind that finance committee and diocesan council only meet once every couple of months. While we will endeavor to work with you to meet any deadlines you might have the more lead time you can give us the better.

1. Project name:
2. Job location:
3. Estimated start date: Estimated finish date:
4. Project summary:
5. Project cost (total):

PROJECT OVERVIEW

6. Desired outcomes:

1. The Memorial Hall is currently closed from Sept 15 to May 15 each year due to no heat in the building. Once heat is installed, a number of rental agreements can be pursued and therefore add to the sustainability of the parish through some rental income. 2. The hall sitting cold and empty is not good for the building as a whole and raises maintenance costs. 3. It would assist in parish life for events when the church is too small or a large kitchen is needed. 4. It would add value to the community life of Esquimalt as a place to run organizations that support local residents.

7. Project plan (overall approach and procurement):

We have received a quote from Triton Heating and Cooling Ltd. to supply and install Fujitsu Heat pumps. (attached)
We have received a quote from Sirco Electrical Contracting Ltd. to do the electrical needed to install the pumps. (attached)
We have confirmed both companies have worksafe and liability insurance (attached)
We have confirmed size of heat pump is appropriate through Mark Olenoff, Diocesan asset manager.
Capital City Baptist have offered to pay for the upgrades in lieu of rent for a long term contract. (8 years)
We have a signed agreement between SPSP and Capital City Baptist Church for the long term use of the Memorial Hall. The agreement has been submitted and is waiting on Diocesan approval. The agreement is valid only on the condition that the project is completed.
Once approval is received, a down payment from Capital City would be asked and the work would begin.

8. Projected schedule (include milestones):

We would proceed immediately upon final approval of the user agreement and the project agreement from the Diocesan Council. The quotes we have received are good until for one month, generally the first week of December 2024. We would expect the work to begin as soon as the pumps are received, which may be as early as two weeks or as long as three months.

9. Projected budget (cost breakdown):

The upper hall heat pump is a 4 tone with 4 mini splits = \$25,116
The lower hall heat pump is one smaller unit = \$7,612
Electrical to do both including permit = \$2,652
Contingency fee 20% of total above: \$7,076
Total budget \$42,456
The cost would be (25,116 (upper hall) + 7,612.50 (lower hall) + 2,651.25 (electrical) X 1.2 = 42,456 = rounded \$42,700. This would mean the entire building, with the exception of the entrance way would be temperature controlled

10. Funding breakdown of budget (sources of funding):

The funding is provided by Capital City Baptist Church - see attached letter.
Included is the financing according to the user agreement - based on final cost. Any amount over the \$42,700 would need to be covered by the Parish. We have \$15,000 in reserve for building fund emergencies.

PROJECT TEAM (SUPERVISION AND RISK MANAGEMENT)

11. Project team contact information:

Project management lead:

Name: Adora Waters
Phone: 250-202-2189

Title: Peoples Warden
Email: awaters@stpeterandpaul.ca

Project team members:

Name: Doug Bowen
Email: dgbowen@shaw.ca

Title: Parishioner

Name: Gail Rodger
Email: admin@stpeterandpaul.ca

Title: Incumbent

Name:
Email:

Title:

12. Contractor contact information:

Company: Triton Heating and Cooling Ltd.

Phone: 250-812-1266

Contact: Huxley Fisher

Email: tritonheatcool@gmail.com

Company: Sirco Electrical Contracting Ltd.

Phone: 250-686-6116

Contact: Chad Sima

Email: info@sircoelectric.com

Company:

Phone:

Contact:

Email:

Company:

Phone:

Contact:

Email:

13. Are your contractors covered by Insurance and WorkSafe BC?

☐ I have contacted the diocesan insurance administrator to confirm whether this project requires additional insurance.

☒ I will provide proof of the contractor's CGL policy coverage.

☒ I will provide a copy of a WorkSafe BC clearance letter showing that the contractor's registration is in good standing.

14. Does the project require a Hazardous Materials report (ex. asbestos, lead, other heavy or toxic metals and materials) to be completed?

☒ No

☐ Yes, we will submit a report

15. Has this project been discussed at parish council?

☐ No

☒ Yes, please specify meeting date: November 14 2024

16. Warden's approval:

Signature: Adora Waters

Name: Adora Waters

Title: Peoples Warden

Date: Nov 18 2024



Triton Heating and Cooling LTD.

4524 Cheeseman Road | Victoria, British Columbia V8Z 5M9
250-812-1266 | tritonheatcool@gmail.com | Tritonheatcool.com

RECIPIENT:

Douglas Bowen

1379 Esquimalt Road
Victoria, British Columbia V9A 3R4

Quote #1310

Sent on Oct 30, 2024

Total \$25,116.00

Product/Service	Description	Qty.	Unit Price	Total
Multi-Zone heat Pump	<p>Scope of Work:</p> <ul style="list-style-type: none">-Supply and install a 4-ton Fujitsu multi-zone outdoor unit (Model: AOU45RLXFZ).-Supply and install four 12k BTU high wall units for the nave (Model: AGU12RLF). <p>Includes:</p> <ul style="list-style-type: none">-Mounting the slim duct unit in the attic.-Mounting the low wall units (two per side).-Levelling and securing the outdoor unit on back side of church.-Wiring connections between the outdoor and indoor units.-Installing line sets from the outdoor to indoor units. Far lines to be routed through basement ceiling or nave attic.-Covering exposed line sets with Fortress line set covers.-Routing of condensate to drain or outdoors.-Conducting a walkthrough of the equipment with management.	1	\$23,920.00	\$23,920.00

A deposit of \$7,534.80 will be required to begin.

Quote Exclusions:

- The quote does not include the electrical connection from the panel to the outdoor disconnect. We recommend scheduling a site visit with Sirco Electrical to estimate the electrical run.
- The quote does not include any asbestos abatement if required.

Heat Loss Calculation:

- Before starting work, we recommend having a heat loss calculation performed by Shoreline Building Performance to accurately determine the required heat pump size to adequately heat and cool the space.

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$23,920.00
GST (5.0%)	\$1,196.00
Total	\$25,116.00



Triton Heating and Cooling LTD.

4524 Cheeseman Road | Victoria, British Columbia V8Z 5M9
250-812-1266 | tritonheatcool@gmail.com | Tritonheatcool.com

RECIPIENT:

Douglas Bowen

1379 Esquimalt Road
Victoria, British Columbia V9A 3R4

Quote #1311

Sent on Oct 30, 2024

Total \$7,612.50

Product/Service	Description	Qty.	Unit Price	Total
Fujitsu 24k Single zone mini split	<p>-Supply and install Fujitsu indoor unit in basement area ASUH24LPAS</p> <p>-Supply and install Outdoor unit AOUH24LPAS1</p> <p>Includes:</p> <ul style="list-style-type: none">-Mounting indoor unit in main basement area-Mounting outdoor unit on anti-vibration pad near back wall-Line set from outdoor to indoor unit-Control wiring from outdoor to indoor unit-Condensate routing to outside-Fortress to cover exposed line set-Commissioning system-Walkthrough of equipment functions with management	1	\$7,250.00	\$7,250.00

A deposit of \$2,283.75 will be required to begin.

Quote Exclusions:

- The quote does not include the electrical connection from the panel to the outdoor disconnect. We recommend scheduling a site visit with Sirco Electrical to estimate the electrical run.
- The quote does not include any asbestos abatement if required.

Heat Loss Calculation:

- Before starting work, we recommend having a heat loss calculation performed by Shoreline Building Performance to accurately determine the required heat pump size to adequately heat and cool the space.

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$7,250.00
GST (5.0%)	\$362.50
Total	\$7,612.50

Sirco Electrical Contracting Ltd.
4190 Interurban Rd
Victoria BC V8Z 4X1
2505143116
info@sircoelectric.com
www.sircoelectric.com
GST/HST Registration No.:
811103845RT0001



Quote

ADDRESS
Huxley Fisher
Triton Heating and Cooling
4524 Cheeseman Rd
Saanich BC V8Z 5M8

QUOTE # 1846
DATE 11/05/2024
EXPIRATION DATE 12/04/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Permit Fee	Re: 1379 Esquimalt Rd	1	310.00	310.00
	Electrical Work	Supply and install wiring for 20 amp Heat pump including; Disconnect, whip, surge protector, wire and breaker.	1	2,215.00	2,215.00
		Supply and install wiring for 30 amp Heat pump including; Disconnect, whip, surge protector, wire and breaker.			
		-As Discussed with Douglas, wires to be surface mounted inside basement.			
		-Hammer drill out above panel.			
		Office notes: SDS Hammer drill required Quad 15/30 Quad 15/40			

SUBTOTAL 2,525.00
GST @ 5% 126.25
TOTAL \$2,651.25

Accepted By

Accepted Date

Assessment Department

Mailing Address

PO Box 5350
Station Terminal
Vancouver BC V6B 5L5

Location

6951 Westminster Highway
Richmond BC
V7C 1C6
www.worksafebc.com

Clearance Section

Telephone 604 244 6380
Toll Free within Canada
1 888 922 2768
Fax 604 244 6390

St Peter and St. Paul's Anglican Church
1379 Esquimalt Road
VICTORIA, BC V9A 3R4

November 14, 2024

Person/Business : TRITON HEATING AND COOLING LTD.
Account number : 200827135

This letter provides clearance information for the purposes of Section 258 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **January 01, 2025**.

This firm has had continuous coverage with us since December 16, 2021.

Employer Service Centre
Assessment Department

Clearance Reference # : C135269056
CLRAAA

For more information about Section 258 and clearance letters visit WorkSafeBC.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.

To alter this document constitutes fraud.

**Assessment Department****Mailing Address**

PO Box 5350
Station Terminal
Vancouver BC V6B 5L5

Location

6951 Westminster Highway
Richmond BC
V7C 1C6
www.worksafebc.com

Clearance Section

Telephone 604 244 6380
Toll Free within Canada
1 888 922 2768
Fax 604 244 6390

Sirco Electrical Contracting Ltd
4190 interurban rd
VICTORIA, BC V8Z 4X1

November 14, 2024

Person/Business : SIRCO ELECTRICAL CONTRACTING LTD.
Account number : 986930

This letter provides clearance information for the purposes of Section 258 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **January 01, 2025**.

This firm has had continuous coverage with us since October 01, 2016.

Employer Service Centre
Assessment Department

Clearance Reference # : C135269619
CLRAAA

For more information about Section 258 and clearance letters visit WorkSafeBC.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.

To alter this document constitutes fraud.

Certificate of Insurance

This is to confirm to: To Whom it may concern

4524 Cheeseman Rd
Victoria, British Columbia, V8Z 5M8

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

That policies of insurance as herein described have been issued to the Insured named below and are in force at this date.

The limits shown below may have been reduced by paid claims and are in Canadian dollars.

Policy Information	Policy Number 4001606015		Effective Date: April 20, 2024		Expiry Date: April 20, 2025	
	Primary Insured Name					
	TRITON HEATING AND COOLING LTD					
	Address					
	4524 CHEESEMAN RD					
	City	Province		Postal Code		
	VICTORIA	BC		V8Z 5M8		
Policy Operations	Operations to which this certificate applies:					
	Description					
	Heating/ air conditioning - oil or gas installation - Contractors Air conditioning equipment installation - incl. heat pumps - Contractors					
Location 1 Information	Location to which this certificate applies:					
	Address					
	4524 Cheeseman Road					
	City	Province		Postal Code		
	VICTORIA	BC		V8Z 5M8		
Liability Information	Liability Coverages to which this certificate applies:					
	Commercial General Liability Policy - Occurrence Basis		Co-insurance	Deductible	Limit	
	Bodily Injury And Property Damage Liability					
	Each Occurrence Limit				\$5,000,000	
	Products-Completed Operations Aggregate Limit				\$5,000,000	
	Each Occurrence Deductible - Property Damage			\$1,000		
	Personal And Advertising Injury Liability				\$5,000,000	
	Tenants' Legal Liability Limit - Any One Premises				\$2,000,000	
	Deductible - Each Occurrence			\$1,000		
	Medical Expense Limit (Any one person)				\$25,000	
CGL Included Coverages	Liability Coverages to which this certificate applies:					
	Commercial General Liability Policy - Occurrence Basis includes the following:					
	Bodily Injury and Property Damage including: • Broad Form Products and Completed Operations • Broad Form Property Damage • Blanket Contractual Liability • Contingent Employers Liability • Additional Insured as required by contract • Other Insurance Clause - Primary and Non-contributory if agreed by a written contract for the additional insured. • Owners and Contractors Protective • Severability of Interests, Cross Liability					
Non-Owned Automobile Liability	Liability Coverages to which this certificate applies:					
	Non-Owned Automobile Liability		Co-insurance	Deductible	Limit	
	Legal Liability For Damage To Hired Vehicle Endorsement			\$1,000	\$100,000	
	Non-Owned Automobile Liability				\$2,000,000	
	Contractual Liability Endorsement					
	Excluding Long Term Leased Vehicle Endorsement					
Endorsements	Liability Endorsements to which this certificate applies:					
	Endorsements		Co-insurance	Deductible	Limit	
	Limited Pollution Liability Endorsement			\$2,500	\$1,000,000	

Representative
of the Insurer

Date: September 13, 2024
Authorized Representative of the Insurer: CO-OPERATORS AO28164
Agency Office: CO-OPERATORS AO28164

130 MACDONELL STREET
GUELPH ON N1H 6P8
PHONE (519) 824-4400
FAX (519) 826-0925
www.cooperators.ca



CERTIFICATE OF LIABILITY INSURANCE

This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	2. INSURED'S FULL NAME AND MAILING ADDRESS
	SIRCO ELECTRIAL LTD 4190 INTERURBAN ROAD VICTORIA, BC V8Z 4X1

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
ELECTRICIAL CONTRACTOR Electrical wiring including fixtures and appliances Cable wiring - installation/service

4. COVERAGES This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made OR <input checked="" type="checkbox"/> Occurrence <input checked="" type="checkbox"/> Products and/or completed operations <input type="checkbox"/> Employer's Liability <input type="checkbox"/> Cross Liability <input type="checkbox"/> Waiver of Subrogation <input checked="" type="checkbox"/> Tenants Legal Liability <input type="checkbox"/> Pollution Liability Extension <input checked="" type="checkbox"/> Employee Benefits Liab <input checked="" type="checkbox"/> Contractor Voluntary Pay <input type="checkbox"/> Non-Owned Automobiles <input type="checkbox"/> Hired Automobiles	Wawanesa Mutual Insurance Co. 35958130	2024/ 3 / 15	2025/ 3 / 15	Commercial General Liability Bodily Injury and Property Damage Liability - - General Aggregate - Each Occurrence	 1,000	5,000,000 5,000,000
				Products and Completed Operations Aggregate		5,000,000
				<input type="checkbox"/> Personal Injury Liability <input checked="" type="checkbox"/> Personal and Advertising Injury Liability		5,000,000
				Medical Payments		10,000
				Tenants Legal Liability		500,000
				Pollution Liability Extension		
				Employee Benefits Liab	1,000	1,000,000
				Contractor Voluntary Pay	1,000	
				Non-Owned Automobile		
				Hired Automobiles		
AUTOMOBILE LIABILITY <input type="checkbox"/> Described Automobiles <input type="checkbox"/> All Owned Automobiles <input type="checkbox"/> Leased Automobiles ** ** All Automobiles leased in excess of 30 days where the insured is required to provide insurance				Bodily Injury and Property Damage Combined		
				Bodily Injury (Per Person)		
				Bodily Injury (Per Accident)		
				Property Damage		
EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/>				Each Occurrence		
				Aggregate		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
--

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial general Liability - but only with respect to the operations of the Named Insured)
Thunderbird Insurance Brokers Ltd. 1032 Yates Street Victoria, BC V8V 3M7 BROKER CLIENT ID: SIRC01	 BRITISH COLUMBIA

8. CERTIFICATE AUTHORIZATION			
Issuer	Thunderbird Insurance Brokers Ltd.		
Authorized Representative	<i>Rhonda Burns</i>		
Signature of Authorized Representative	<input checked="" type="checkbox"/>		
Contact Number(s)	Type No Type No		
Type Phone	No (250) 385-9795	Type Fax	No (250) 385-9780
Date	2024 11 14		
EEmail Address	lcraggs@thunderbirdinsurance.com		



Dear Anglican Synod of the Diocese of British Columbia,

November 17, 2024

Re: Assurance of Payment for heat pumps installation at Esquimalt Memorial Hall

This is to assure the payment of \$ 42,700 to the Parish of St Peter and St Paul by Capital City Baptist Church for the purpose of installing heat pumps in the upstairs hall and the downstairs hall of the Esquimalt Memorial Hall at 1379 Esquimalt Road, Esquimalt, BC. This payment is a rental fee payment in the form of capital improvements of the heat pumps as per the Financial Details outlined in the Parish Facilities Use Agreement between the Anglican Synod of the Diocese of British Columbia, and the Parish of St Peter and St Paul, and the Capital City Baptist Church.

Sincerely,

Pastor Timothy Janzen



Minutes
Operations Committee Meeting
Wednesday, December 11, 2025 at 1pm on Zoom

<https://bc-anglican-ca.zoom.us/j/87487036264>

Present: Anna Greenwood-Lee, Isabel Weeks, Joel Hefty, Brendon Neilson, Steve Koning, Helen Love

Regrets: Jonathan Thomas, Ed Norman, Eric Partridge

1. St. Peter, Campbell River Floor Replacement

Moved by Isabel and seconded by Joel that we approve a \$5k loan to be advanced to St. Peters Campbell River after January 1, 2025 for their project. The loan will be zero interest if it is paid back before December 31, 2025. If it is not paid back by December 31, 2025 annual interest of 5% will begin from the day of the advance. Carried.

2. St. Anne & St. Edmund, Parksville

There was a discussion about St. Anne and St. Edmund, Parksville and their projected deficit and need for a grant. We will have further discussions with the parish and revisit this in the new year.

Operations Committee E-vote Record
Evote distributed on Dec 23, 2024 at 6:36pm
No deadline

Rationale:

With apologies for emailing at this time of year but can we please have an evite to ask our insurance broker to remove earthquake insurance for all the buildings at St Matthias and all the buildings at St Dunstons and also for Memorial Hall on the precinct. They have requested this and if we are able to make this decision before year end that would make it a clean calculation.

Motion:

I therefore suggest that we hold an e-vote on the request from the school, that we instruct our insurance broker to remove earthquake insurance coverage from: The Memorial Hall, All buildings at St. Matthias, All buildings at St. Dunstan's

Member	Yes	No	Mover, Seconder, Recused
Bishop Anna			
Ed Norman	x		
Helen Love	x		
Isabel Weeks	x		mover
Joel Hefty	x		seconder
Jonathan Thomas	x		

Motion Carried



THE ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA

Finance Committee Meeting

Minutes of January 15, 2025 Finance Committee - ZOOM meeting

EX OFFICIO

The Bishop, the Rt. Rev. Anna Greenwood-Lee
The Chancellor, Isabel Weeks
The Treasurer, Joel Hefty (chair)
The Lay Secretary, Susan Rand (scribe)

APPOINTED

The Rev. Marion Edmondson
The Rev. Kelly Duncan
Steve Koning R

NON-VOTING

Executive Officer, the Ven. Eric Partridge
Executive Director, Brendon Neilson

1. Call to order

The meeting was called to order by Joel and Anna opened the meeting with prayer.

2. Quorum and regrets for this meeting

Joel noted that he had received regrets from Steve and that quorum was achieved.

3. Review and acceptance of agenda

MOVED BY: Isabel

SECONDED BY: Anna

That the agenda for the meeting be accepted as updated.

THE MOTION WAS CARRIED

4. Review and approval of previous meeting minutes

MOVED BY: Anna

SECONDED BY: Susan

That the minutes of November 13, 2024 be adopted as circulated.

THE MOTION WAS CARRIED

The Supplemental Pensions memo of Jan 5, 2025 included 7 items that were approved by Finance Committee evote.

MOVED BY: Isabel

SECONDED BY: Anna

That the materials of the Supplemental Pensions committee be received.

THE MOTION WAS CARRIED

5. Finance manager / officer / director recruitment timeline

Details of the recruitment process and timeline will be presented to Diocesan Council next week.

6. Finance team disclosures to Finance Committee

MOVED BY: Marion

SECONDED BY: Kelly

That the Finance Team affiliations and disclosures report be received.

THE MOTION WAS CARRIED

7. Projects underway in the Finance Department

- Accumulated leave
 - Accrued vacation monitoring will be the responsibility of the parishes
 - Communications to impacted parishes will go out within a week
- Revising the Chart of Accounts
 - The updated COA will be used as of Jan 1, 2025
- Investigating a different payroll system – on hold for now
- Improve the record keeping ability for the CTF
 - Underway - waiting on Sage database to be installed on a remote server

8. Upcoming proposal to Diocesan Council (DC) for “averaging” salary for non-exempt staff

- The proposal for fixing some of the inconsistencies in practice and reporting will be presented to DC next week

9. Proposal to DC to reduce or eliminate apportionment on maintenance fund

MOVED BY: Isabel

SECONDED BY: Marion

That starting for fiscal year 2025, the diocesan reporting calculation be modified to allow deduction from apportionment for all funds deposited into a parish property maintenance fund, provided that the fund be separately accounted for by the parish, and provided that the fund deposits and expenditures be provided in support of the apportionment calculations. Further, that the fund be used for required repairs and capital improvements.

THE MOTION WAS CARRIED

10. Budget 2025 process sequence

- Reconcile December and finalize accruals
- Close 2024 fiscal records
- Map old to new chart of accounts
- Provide comparison of preliminary budget previously circulated for review
- Convene Finance Committee to review and approve

11. Government’s “intent” to allow longer donations tax receipt year

- <https://www.canada.ca/en/services/taxes/charities.html>
- If CRA provides the decision that donations made by Feb 28, 2025 can be reported on 2024 receipts

MOVED BY: Susan

SECONDED BY: Isabel

That parishes will be advised to provide receipts including donations received until Feb 28, 2025 along with 2024 receipts, but there is to be no changed to fiscal year end reporting, i.e., donations received in 2025 are to be reported as 2025 contributions.

THE MOTION WAS CARRIED

12. Asset Management Update

MOVED BY: Anna

SECONDED BY: Isabel

That the request from St. David's by the Sea to withdraw \$7600 from the CTF rectory fund is approved.

THE MOTION WAS CARRIED

13. Other business

MOVED BY: Anna

SECONDED BY: Isabel

To create an internally-restricted reconciliation fund to help the diocese live out its ongoing commitment to reconcile with indigenous people, that will be administered by Diocesan Council.

THE MOTION WAS CARRIED

14. Next Finance Committee Meeting

The next meeting will be at the call of the chair to review year end 2024 and budget 2025, otherwise March 12.

15. The meeting was closed with prayer by Kelly.



Date: 5 January 2025
From: Joel Hefty, Treasurer
To: Supplemental Pensions Committee
Subject: Supplemental Pensions Funds payments year-end 2024 and 2025

Attached for your **review and e-vote approval** please find:

1. Minutes from 2023 pensions board meeting.
2. Minutes from 2024 pensions board meeting.
3. Payments for Q4 2024 Garrod and Stoneham including proposed a Christmas bonus.
4. Proposed 2024 annual payments for lay supplemental pension recipients.
5. Proposed 2024 annual payments for Clergy Widows and Orphans fund recipients.
6. Bishop's proposal for distribution Edith Turner Fund 2024 earnings to St. Luke's Parish.
7. Proposal that 2025 payments be determined at a meeting after 2024 results are available.

Each payment request includes a box showing the 2024 CTF payout rate (4.25% of book value) and the 2025 CTF payout rate (\$0.66 per unit held). Neither estimate is perfect as dates and data are not well aligned, but each is a useful benchmark to guide payout amounts.

3. Garrod and Stoneham, the request is only for the "Christmas bonus" of \$400 per recipient (vs \$800 in 2023). Other payments will continue as authorized for 2024. Beneficiaries of both funds are treated the same. Garrod fund distributes less than it earns, and Stoneham fund distributes more than it earns.

4. Lay supplemental pensions annual payments are based on \$10 per year of service. New recipients must have 10-or-more years. The fund payouts are sustainable at the current rates and recipients.

5. Clergy widows' payout is proposed at \$750 (vs \$800 in 2023). Fund currently appears sustainable.

6. Edith Turner Fund 2024 CTF earnings of \$2556 are proposed for distribution to St. Luke's parish as it begins a senior's program.

7. Proposal for 2025: I propose waiting until the final 2024 results are available for each fund's holdings before setting distribution amounts for 2025. This will mean another **meeting in February or March to propose the 2025 distributions** for each fund with programmed payments to recipients near the end of each quarter, or annual payments in December.

Please reply with your e-vote for each of the seven items above. The finance team would appreciate receiving your vote **by noon of business Tuesday, January 7, 2025**, so that payments may be finalized that day. Please call if you have questions or concerns.



SUPPLEMENTAL PENSIONS COMMITTEE

Minutes of the December 10, 2024 meeting held by Zoom Video Conferencing at 10:30 am

Present: The Right Rev. Anna Greenwood-Lee, Bishop; Brendon Neilson, Executive Director; Isabel Weeks, Chancellor; Steve Koning, Diocesan Interim Finance Officer; Joel Hefty, Diocesan Treasurer; Susan Rand, Diocesan Lay Secretary

Regrets: The Ven. Eric Partridge

1. Opening Prayer and Welcome

Joel chaired the meeting and Bishop Anna opened with prayer.

2. Prior Meeting Minutes

MOVED BY: Isabel

SECONDED BY: Steve

That acceptance of the minutes of December 12, 2023 be deferred to an evote.

THE MOTION WAS CARRIED

3. Scope of Responsibility

Joel reviewed the following funds which are within the scope of the Supplemental Pensions Committee:

1. Dewdney-Schofield > Retired bishops and spouses
2. Garrod > Retired clergy N of Malahat – living clergy or their spouses, 4 x per year payments
3. Stoneham > Retired clergy S of Malahat – living clergy or their spouses, 4 x per year payments
4. Lay Retirement > Retired laity with 10+ years of service in diocese
5. Clergy Widows & Orphans > a list of recipients is maintained
6. Clergy Wellness (f/k/a Incapacitated Clergy) - allocated at the Bishop's discretion
7. Edith Turner > aged, indigent Anglicans in Victoria

MOVED BY: Anna

SECONDED BY: Isabel

That payments can be made using the same assumptions as last year for all funds except for Clergy Wellness and Edith Turner. The Clergy Wellness fund will be retained and used at the Bishop's discretion and the Bishop will present a proposal for the use of the Edith Turner funds.

THE MOTION WAS CARRIED

- The Bishop will review the lists and amend them as needed.
- Joel will provide a list of payments and request approval by evote.

MOVED BY: Steve

SECONDED BY: Anna

That no new names will be added to the Stoneham and Garrod supplementation pension fund lists.

THE MOTION WAS CARRIED

4. Adjournment

The meeting was adjourned at 10:58am.



Educational Trust Committee Meeting Minutes

January 14, 2025 • 11:00am • via Zoom

EX OFFICIO

The Chancellor, Isabel Weeks

The Treasurer, Joel Hefty

The Lay Secretary, Susan Rand (scribe, voice but no vote))

APPOINTED

The Rev. Canon Jenny Replogle (chair)

Walter Stewart

Darcy Garneau

The Rev. Mona Smart

The Rev. Allen Doerksen

NON-VOTING

The Bishop, the Rt. Rev. Anna Greenwood-Lee

1. Jenny called the meeting to order at 11:02 and Bishop Anna opened with prayer. Each member introduced themselves.
2. **Orientation of new members, future vision for the committee**
 - Bishop Anna stated that she would like the trusts to be used to support the needs of the church as a whole, and while there will be continued support for individuals pursuing education, there should be better use of funds to support and proactively fund programs. Isabel indicated that there is still work to be done to itemize the internal and external restrictions on each fund to ensure that the expenditures are in accordance with the external (i.e., wills) preferences of the giver.
3. **Financial report**
 - A complete financial report on the funds was not available for the committee due to resourcing challenges in the finance department.
 - Joel provided the following estimates of income for 2025: Mann - \$60,525; Flitcroft - \$4,611; Swallow - \$1,692
 - Jenny presented a proposed spending plan to be funded by ETC:

Wardens and Treasurers Day	\$8,000
Clergy Conference	\$20,000
We Together	\$10,000

Invite Welcome Connect	\$3,000
Offset Juli Mallett salary	\$24,908
Congregational Development School	\$20,000
Total	\$85,908

- MOVED (Walter) / SECONDED (Darcy)
that the Committee accepts in principle the spending plan outlined, that individual grants be paid from current year earnings, that funds required to satisfy the spending plan be spent from current year earnings first, then spent from prior year surplus if needed, and specifically that the portion of spending that supplements the participation of other dioceses for the Congregational Development School (CDS) be paid from prior year surpluses if current year earnings are not sufficient.

THE MOTION WAS CARRIED

4. Applications Lay Training Funds (Stanley Flitcroft Bursary Fund, Ellenor Swallow Trust, Diocesan Education Fund)

- MOVED (Walter) / SECONDED (Mona)
that \$279.31 be allocated to Jessica Ziakin-Cook from the Lay Training Fund.

THE MOTION WAS CARRIED

5. Applications CHG Mann Fellowship

- Bishop Anna presented a request from Rob James of VST to support his annual retreat for students.
- MOVED (Mona) / SECONDED (Walter)
that \$3,000.00 be allocated to VST to support the retreat, from the CHG Mann Fellowship Fund.

THE MOTION WAS CARRIED

6. New Business

- Jenny will provide dates for the 2025 meetings.

7. Adjournment

- The meeting was adjourned at 12:15pm.



Anglican Church of the Advent
510 Mt View Ave
Victoria V9B 2B1
250-474-3031
www.colwoodanglican.ca
admin@colwoodanglican.ca

January 13 2025

Request for partial funding for Spanish Language service 2025

Dear Bishop Anna,

This time last year, the Church of the Advent, Colwood had a vision for ministry to the growing Spanish-speaking community on the West Shore of Victoria – a community that largely comprises refugees from countries such as Columbia and El Salvador.

With the financial support of the Diocese of British Columbia, the Church of the Advent was able to launch a monthly Saturday evening Spanish-language Anglican service, beginning at the end of February 2024. We partnered with Father Dimas Canjura, who has a passion for this ministry. At that point, the Church of the Advent had just increased its Administrator and Custodian salaries substantially, and its budget had been significantly impacted. The Diocese covered the cost of the honorarium for Fr. Dimas for 2025, while the Church of the Advent covered all other costs. We are very thankful for that support. This is the only Anglican, and possibly protestant, Spanish-language service on the West Shore. While Fr. Dimas also served a community in downtown Victoria, that congregation has transferred to the Church of the Advent and now attends our service.

The Spanish-language service has been a great success. The size of the congregation has grown dramatically, from ten people in February to between 35 and 45 people by the end of the year. This includes families with small children. We had to move from the chapel into the main worship space in order to accommodate these numbers. Each service ends with a joyful and enthusiastic potluck fellowship in the parish hall, which is a powerful way to build community. Members of the other services at the Church of the Advent also attend, to ensure integration between services.

A year on, after a successful stewardship appeal, The Church of the Advent is now in a position to contribute towards the cost of the services. A stewardship campaign with the Spanish congregation itself is planned for February, to increase their giving, if possible, as it is low. This may well be because of financial constraints. We will explore this sensitively.

Funding Request

The vision for 2025 is to increase the giving by the congregation at the Spanish service, so that we can move to having two Spanish services a month. It would be very helpful if the Diocese could provide funding towards Fr. Dimas' honorarium while we navigate this transition.

Our request is for partial support of \$200 monthly for 2025, with the goal of becoming entirely self-sufficient by the end of the year. Again, our heartfelt thanks to the Diocese for making this important ministry possible.

Sr. Ingrid Andersen

The Anglican Parish of Parksville, British Columbia
Saint Anne & Saint Edmund



January 9, 2025

Dear Bishop Anna,

Thank you for taking time to chat with us on Thursday, Jan. 9. We appreciate your encouragement! You asked for further explanation of our Financial Information regarding how it influences our Apportionment Assessment.

As I had briefly explained in my letter last year, one issue is the 125th Anniversary Fundraising Campaign, which is still carrying forward into the 2023 Financial Report. Thankfully this is the last year that Campaign is "on the books"!

Most of the 125th Anniversary Campaign income was posted on the Balance Sheet and did not appear on the Income Statement until it was transferred there later on in chunks over 2 or 3 years. So, a final transfer in 2023 of \$45,012 from the Anniversary Campaign was made to the Income Statement. That was nothing more than a paper transaction.

To calculate a fair request:

Gross Revenue	\$195,435
Non-Cash Transfer -	<u>45,012</u>
Revised Gross	150,423
Total Deductions -	<u>32,124</u>
Revised Assessment Base	118,299

Regular Assessment 16.5% \$19,519.

Reported Apportionment - 26,946

Difference - 7,427.

With these numbers in mind, we humbly request that the Diocese Grant to the Parish of St. Anne & St. Edmund the amount of \$8000. to deflect assessment of long-ago fundraising. A little extra would allow us to put a small amount of seed money into a separate account to start a Cemetery Account to get our accounting back on the right track.

We do our best to serve the Diocese in whatever ways we can. We are honoured to share our space and hospitality for the Diocesan Clergy Conference and the Mid-North Island Regional Meetings each year, which incurs a small amount of lost revenue from Rental and hospitality costs.

We thank you for your consideration of our situation.

Yours in Christ,

Joan K. Mercer
Rector, s Warden



January 23, 2025

Memo to: Diocesan Council

From: Isabel Weeks, Chancellor

Since the new canons and regulations came into force on January 1, 2025, several minor amendments have been noted. There are some typos which were not caught in the proofing process, and others are fine tuning. The canons committee requests the following edits:

Two edits of Canons, which we feel do not need to be approved by Synod as they are typos:

Canon 4.3 B the reference should be to R1.8 (not R1.2 and R4.1)

Canon 8.2A, in the third sentence replace “shell” with “shall”.

Turning to Regulations, we recommend the following:

Regulation R5.1.8 A, delete subparagraph 1 a. and replace with:

1. The Canons Committee

a. The membership of which shall be determined by diocesan council in consultation with the Chancellor, up to two of which members need not be members of diocesan council.

Regulation R7.5.1 G (3) amend the subparagraph by adding the word “percent” so that the subparagraph reads:

3. Not fewer than ten percent of the electors, present in person or by proxy.

Amend Regulation R7.6.2 by adding:

G. In the period between December 31 of any year and the approval of a new budget for the following year, wardens are empowered to continue to apply the budget from the previous year, with the necessary changes to accommodate raises in salaries of clergy and parish employees and service providers, as if that previous budget was a new budget for the new year.

Amend the title of Regulation R7.8.1 so that it reads: **“Parish Lay Employees and**



Service Providers”.

Amend Reg R7.8.1 E by adding the words “or service provider”, so it reads:

E. All contracts entered into between the parish and an employee or service provider shall first be approved by the Chancellor.

Delete Regulation R10.1 as that is covered entirely by Canon 10.2.

All of which is respectfully submitted.

Respectful Conduct Policy

I GENERAL PROVISIONS

1. The Diocese of British Columbia undertakes to ensure that all activities and work in which it is engaged uphold the values of love, truth and justice proclaimed in the Gospel of Jesus Christ.
2. The Diocese welcomes diversity and strives to provide an environment in which each individual is treated fairly and with dignity and respect.
3. Each employee and volunteer has the right to work in an atmosphere which promotes equal opportunity, prohibits discriminatory practices and is free from bullying, harassment, discrimination and sexual misconduct.
4. Violations of this policy (including bullying and harassment, discrimination and sexual misconduct) will not be tolerated and all reasonable complaints will be investigated.
5. In all responses, the Diocese will recognize the vulnerability of those involved and will act with empathy, trustworthiness and transparency.
6. Pastoral care is available to any complainants, respondents, their families, or others affected within the diocesan community.
7. It is not the intention of this policy to prohibit normal social interaction, nor to prevent the Diocese from exercising, in good faith, its normal managerial/supervisory rights and responsibilities.
8. This policy applies to every bishop, priest, deacon, or lay person under the jurisdiction of the Bishop of the Diocese of British Columbia. The Canons of the Diocese of British Columbia, the Ecclesiastical Province of British Columbia and Yukon, and of the General Synod of the Anglican Church of Canada which have been, or shall be from time to time, passed, as these bear on Oaths, Licensing, Discipline, and the Exercise of Ministry, along with Appendix G and Appendix Z of the Canons of the Diocese of British Columbia, and the Bishop's Letter of Appointment and License govern the discharge of this policy.
9. All clergy, employees and volunteers are required to be familiar with this policy, and to agree in writing to adhere to it. Other organizations functioning in the name of the Church or on its property are required to adhere to this policy or an equivalent one.
10. When new clergy are appointed or diocesan and parish staff are hired, agreement to comply with all personnel policies of the church including this respectful conduct policy is required in writing as a condition of employment or appointment.
11. When volunteers for diocesan or parish boards or committees or other councils are chosen, agreement in writing to comply with this respectful conduct policy is required as a condition of volunteering.
12. The Bishop's office oversees the orientation and ongoing training of clergy and synod office employees and volunteers concerning the workplace issues of harassment, discrimination,

sexual misconduct and ethical behaviour. Churchwardens and incumbents of parishes and those in charge of other diocesan ministries are responsible for ensuring that lay employees and volunteers consent to adhere to this policy.

13. This policy statement will be reviewed every year. All employees and volunteers will be provided with a copy.
14. Any word or phrase not defined below has the same meaning as used in the Constitution, the Canons and Regulations.

II PROCEDURE

1. Reports of incidents or complaints of workplace bullying and harassment, or discrimination may be made orally or in writing. Allegations of sexual misconduct should generally be made in writing.
2. It is the responsibility of the Diocese to investigate all complaints and will do so in a fair and impartial manner, providing both the Complainant and Respondent fair and equal treatment in evaluating the allegations. Allegations of conduct contrary to this policy and involving persons who are not employees or volunteers of the Diocese will be addressed on a case-by-case basis.
3. Investigations will be trauma informed, aimed to create an environment of safety and respect.

III BULLYING AND HARASSMENT

1. Bullying and harassment

- a) includes any inappropriate conduct or comment by a person towards another that the person knew or reasonably ought to have known would cause the other to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or volunteers, or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, or harmful hazing, initiation practices, vandalizing personal belongings, and spreading malicious rumors.

Bullying and harassing behavior does not include expressing differences in opinion; offering constructive feedback, guidance or advice about work-related behavior; and reasonable action taken relating to the management and direction of employees or volunteers (e.g., managing performance, taking reasonable disciplinary actions, assigning work).

2. Employees and volunteers must:

- not engage in the bullying and harassment of others
- report if bullying and harassment is observed or experienced

3. Application

This policy statement applies to all employees, including permanent, temporary, casual, contract, student workers, and to volunteers. It applies to interpersonal and electronic communications, such as email.

Individuals found guilty of bullying or harassment will be disciplined. Discipline may include suspension or dismissal and barring from attendance at any property in the diocese for a defined term or indefinitely.

4. Reporting and Investigation Procedures

The investigation process and reporting procedures are described in the link provided. Additional resources can be found at www.worksafebc.com/bullying/.

IV DISCRIMINATION

1. Discrimination includes differences in treatment of individuals on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, gender expression, gender identity, indigenous identity or criminal conviction that is unrelated to the employment of the individual.
2. The Diocese is committed to maintaining a fair and just work environment with employment equity. The Diocese strives to eliminate discrimination in all levels of employment.
3. Individuals will be entitled to be considered for employment, hired, trained, and promoted in a way that is free of discrimination that is unrelated to employment, including any systemic or deliberate practices and policies that may discriminate.

V SEXUAL MISCONDUCT

Definitions

Complaints Intake Officer

The Complaints Intake Officer is appointed by the Bishop and coordinates investigations of complaints received under this sexual misconduct policy.

Complainant and Respondent

“Complainant” and “Respondent” are terms which describe the person bringing the complaint and the person who is accused of sexual misconduct.

Consent

Consent means giving permission for something to happen. Consent must be voluntary. Consent has not been given if an individual agrees to any sexual activity under threat, or if consent is obtained by fraud or through the influence of a person in authority over that person. Children cannot give consent. Consent for sexual activity is not possible in a pastoral or fiduciary relationship.

Pastoral Relationship

A pastoral relationship is a fiduciary relationship carried out in the name of or on behalf of the Diocese, Parish Church, or place of ministry, as the case may be, between a member of the Clergy, Lay Employee or Volunteer and any person to whom such Clergy, Lay Employee or Volunteer provides pastoral counselling, pastoral care, instruction in sacred music, spiritual direction, spiritual guidance or from whom the Clergy, Lay Employee or Volunteer has received confession, or confidential or privileged information. In assuming responsibility for such a relationship, the Clergy, Lay Employee or Volunteer acknowledges responsibility for the well-being of the other person, intends to respect that individual's personal integrity and determines not to abuse the power inherent in the relationship. Any sexual activity or conduct in which a person in a pastoral relationship with another takes advantage of the vulnerability of the person under their pastoral care or other guidance or leadership, regardless of who appears to have initiated it, shall be deemed to be sexual misconduct.

Safe Church

The Safe Church program is administered by the synod office staff in collaboration with parish safe church liaisons. Safe Church training is proactive in prevention by offering resources and education that covers relevant subject matter, including but not limited to sexual misconduct and/or harassment, bullying, abuse, and social media safety. The Safe Church program also includes a screening process which requires specific persons to obtain a Police Information Check with a Vulnerable Persons Sector check and provide it to the synod office.

Sexual Assault

Sexual assault is any intentional use of force or threat of use of force and involving some form of sexual activity against another person without his/her consent. Sexual assault may be criminal in nature

Sexual Exploitation

Sexual exploitation is any form of sexual contact or invitation to sexual contact, with any person by a professional person, cleric or anyone in a position of authority, trust or power over that person whether or not there is consent from the individual (please see Consent). It may be a criminal offence. Sexual exploitation refers to the act of taking advantage of the vulnerability of a person, with whom there is a fiduciary and/or pastoral relationship (please see Pastoral Relationship), for one's own pleasure/gain.

Sexual Harassment

Sexual harassment includes engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment is behaviour that has the effect of undermining, coercing, intimidating, humiliating or demeaning an individual on the basis of gender. It may have the effect of creating a place of ministry or workplace which is hostile or offensive. Such behaviour may consist of a single incident or several incidents over a period of time. The harasser could be of the same or different gender as the person harassed and may be a supervisor, co-worker/minister, client, parishioner, volunteer or an external person providing service. Sexual harassment can occur in or outside the office or church building but is not limited to a work-related activity.

Examples:

- threats or verbal abuse
- unwelcome sexual remarks, jokes, innuendo or taunting about a person's body or sexual orientation
- distribution by mail, fax or other electronic means of material of a sexual nature which potentially could be offensive
- displaying sexist, pornographic or derogatory pictures
- unwelcome invitations or requests or sexually suggestive remarks
- leering or other sexual gestures
- unnecessary physical contact, such as patting or pinching

Sexual Misconduct

Sexual misconduct for the purposes of this Policy is sexual exploitation, sexual harassment, or sexual assault.

Principles

1. All employees, volunteers, parishioners and others participating in parish or diocesan activities or events have the right to an environment that is free of sexual misconduct.
2. Clergy and those responsible for liturgical, pastoral, educational or recreational activities in the Diocese of British Columbia are expected to maintain ethical standards of mutual respect, responsibility and caring, as well as modelling wholeness and healthy sexuality in all their relationships with those for whom they have responsibility.
3. Professional counsellor/client relationships must be respected and maintained by all clergy and other professionals in the service of the diocese or parish in every pastoral or counselling situation. Exploitation of this trust through sexual activity, touching for sexual purposes, or the suggestion or depiction of any such activity, will not be tolerated.
4. An accused person is presumed innocent until proven guilty. The fact that either formal or informal procedures have been initiated does not create an inference of guilt.

5. As a first principle, every effort will be made on the part of all parties concerned to hold in confidence information obtained in the process of a complaint made under this policy.
6. Preserving the safety and well-being of a complainant, or others who might be affected, is a priority.
7. Whenever possible, the Diocese is committed to a trauma-informed approach to all complaints. In all responses, the Diocese will recognize the vulnerability of those involved and will act with empathy, trustworthiness and transparency.
8. Anonymous complaints will generally not be investigated or acted upon. The Bishop, however, may initiate an investigation under the procedures of this policy into any situation where there is reasonable suspicion of sexual misconduct, whether or not a complaint has been made.

Prevention

1. This sexual misconduct policy is intended
 - a. to help prevent sexual misconduct from occurring;
 - b. to provide workable and fair procedures for responding to complaints of sexual misconduct; and
 - c. to provide a basis and framework for ongoing training and education on issues of sexual misconduct and the implementation of the policy.
2. The Diocese of British Columbia actively strives to prevent sexual misconduct and deal with every accusation promptly, seriously and systematically, in cooperation with the proper authorities, where appropriate. We co-operate with investigations being undertaken under the Criminal Code, B.C. Human Rights Code, or the Child, Family and Community Service Act. Nothing will be done to interfere with any of these investigations.
3. Appropriate Safe Church training and screening must be completed by all clergy and all paid parish staff. Lay persons wishing to volunteer must complete Safe Church training and screening according to their volunteer role. These roles include but are not limited to: parish council members; wardens; choir director or organist and choral scholars; treasurer, envelope secretary and all others who handle money; children and youth workers, camp leaders and volunteers; honorary assistants; pastoral visitors; refugee volunteers; volunteers at parish events; volunteers in leadership roles; and social media assistants and tech support.

Procedure

1. ¹

¹ Any complaint against the Bishop should be addressed to the Metropolitan of the Ecclesiastical Province of British Columbia and Yukon.

Any person with a complaint, is encouraged to come forward or seek advice, without fear of retaliation or reprisals.

2. The Bishop may initiate an investigation under the relevant procedures of this policy where there is reasonable suspicion of sexual misconduct, whether or not a complaint has been made.
3. If a person wishes to make a formal complaint under this Sexual Misconduct Policy, they must notify the Complaints Intake Officer in writing.¹
4. All complaints under this policy are dealt with confidentially,. However, confidentiality may be limited as necessary for the administration of this policy, or as required by law, or where anyone is at risk, or if confidentiality is waived by the parties.
5. This policy is not intended to preclude a complainant from seeking legal counsel or seeking a criminal or civil remedy.
6. No person or persons shall knowingly make a false or vexatious complaint.
7. Generally, the Complaints Intake Officer appoints an independent investigator who submits a report to the Bishop. The Bishop reviews the investigative report and makes the final decision. An appeal of the Bishop's decision may be initiated to the diocesan court within thirty days.¹
8. Individuals found guilty of sexual misconduct will be disciplined. Discipline may include suspension or dismissal and barring from attendance at any property in the diocese for a defined term or indefinitely.
9. The nature and type of discipline are determined by the Bishop.
10. Sexual misconduct may be criminal in nature and will be dealt with seriously.
11. Where a person suspects on reasonable grounds that a child is or may be in need of protection, this suspicion must be reported to child protection authorities.
12. Where the complaint involves abuse that allegedly occurred when the adult complainant was a child, no report will be made pursuant to paragraph 12 above without the consent of the complainant unless either there is suspicion that other children are currently being abused or the person receiving the report has grave concerns for the safety of other persons.



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Respectful Conduct Policy

I GENERAL PROVISIONS

1. The Diocese of British Columbia undertakes to ensure that all activities and work in which it is engaged uphold the values of love, truth and justice proclaimed in the Gospel of Jesus Christ.
2. The Diocese welcomes diversity and strives to provide an environment in which each individual is treated fairly and with dignity and respect.
3. Each employee and volunteer has the right to work in an atmosphere which promotes equal opportunity, prohibits discriminatory practices and is free from bullying, harassment, discrimination and sexual misconduct.
4. Violations of this policy (including bullying and harassment, discrimination and sexual misconduct) will not be tolerated and all reasonable complaints will be investigated.
5. In all responses, the Diocese will recognize the vulnerability of those involved and will act with empathy, trustworthiness and transparency.
6. Pastoral care is available to any complainants, respondents, their families, or others affected within the diocesan community.
7. It is not the intention of this policy to prohibit normal social interaction, nor to prevent the Diocese from exercising, in good faith, its normal managerial/supervisory rights and responsibilities.
8. This policy applies to every bishop, priest, deacon, or lay person under the jurisdiction of the Bishop of the Diocese of British Columbia. The Canons of the Diocese of British Columbia, the Ecclesiastical Province of British Columbia and Yukon, and of the General Synod of the Anglican Church of Canada which have been, or shall be from time to time, passed, as these bear on Oaths, Licensing, Discipline, and the Exercise of Ministry, along with Appendix G and Appendix Z of the Canons of the Diocese of British Columbia, and the Bishop's Letter of Appointment and License govern the discharge of this policy.
9. All clergy, employees and volunteers are required to be familiar with this policy, and to agree in writing to adhere to it. Other organizations functioning in the name of the Church or on its property are required to adhere to this policy or an equivalent one.
10. When new clergy are appointed or diocesan and parish staff are hired, agreement to comply with all personnel policies of the church including this respectful conduct policy is required in writing as a condition of employment or appointment.
11. When volunteers for diocesan or parish boards or committees or other councils are chosen, agreement in writing to comply with this respectful conduct policy is required as a condition of volunteering.
12. The Bishop's office oversees the orientation and ongoing training of clergy and synod office employees and volunteers concerning the workplace issues of harassment, discrimination,

Updated: ~~January 2025~~ November 2022

sexual misconduct and ethical behaviour. Churchwardens and incumbents of parishes and those in charge of other diocesan ministries are responsible for ensuring that lay employees and volunteers consent to adhere to this policy.

13. This policy statement will be reviewed every year. All employees and volunteers will be provided with a copy.
14. Any word or phrase not defined below has the same meaning as used in the Constitution, the Canons [and Regulations](#) and [Appendix G to the Canons](#).

II PROCEDURE

1. Reports of incidents or complaints of workplace bullying and harassment, or discrimination may be made ~~orally~~ [verbally](#) or in writing. Allegations of sexual misconduct should generally be made in writing.
2. It is the responsibility of the Diocese to investigate all complaints and will do so in a fair and impartial manner, providing both the Complainant and Respondent fair and equal treatment in evaluating the allegations. Allegations of conduct contrary to this policy and involving persons who are not employees or volunteers of the Diocese will be addressed on a case-by-case basis.
3. Investigations will be trauma informed, aimed to create an environment of safety and respect.

III BULLYING AND HARASSMENT

1. Bullying and harassment

- a) includes any inappropriate conduct or comment by a person towards another that the person knew or reasonably ought to have known would cause the other to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or volunteers, or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, or harmful hazing, initiation practices, vandalizing personal belongings, and spreading malicious rumors.

Bullying and harassing behavior does not include expressing differences in opinion; offering constructive feedback, guidance or advice about work-related behavior; and reasonable action taken relating to the management and direction of employees or volunteers (e.g., managing performance, taking reasonable disciplinary actions, assigning work).

2. Employees and volunteers must:

- not engage in the bullying and harassment of others
- report if bullying and harassment is observed or experienced

3. Application

This policy statement applies to all employees, including permanent, temporary, casual, contract, student workers, and to volunteers. It applies to interpersonal and electronic communications, such as email.

Individuals found guilty of bullying or harassment will be disciplined. Discipline may include suspension or dismissal and barring from attendance at any property in the diocese for a defined term or indefinitely.

4. Reporting and Investigation Procedures

The investigation process and reporting procedures are described in the link provided. Additional resources can be found at www.worksafebc.com/bullying/.

IV DISCRIMINATION

1. Discrimination includes differences in treatment of individuals on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, gender expression, gender identity, indigenous identity or criminal conviction that is unrelated to the employment of the individual.
2. The Diocese is committed to maintaining a fair and just work environment with employment equity. The Diocese strives to eliminate discrimination in all levels of employment.
3. Individuals will be entitled to be considered for employment, hired, trained, and promoted in a way that is free of discrimination that is unrelated to employment, including any systemic or deliberate practices and policies that may discriminate.

V SEXUAL MISCONDUCT

Definitions

Complaints Intake Officer~~Canon Pastor~~

The Complaints Intake Officer~~Canon Pastor~~ is appointed by the Bishop and coordinates investigations of complaints received under this sexual misconduct policy~~is responsible for the administration of this policy.~~

Complainant and Respondent

“Complainant” and “Respondent” are terms which describe the person bringing the complaint and the person who is accused of sexual misconduct.

Consent

Consent means giving permission for something to happen. Consent must be voluntary. Consent has not been given if an individual agrees to any sexual activity under threat, or if consent is obtained by fraud or through the influence of a person in authority over that person. Children cannot give consent. Consent for sexual activity is not possible in a pastoral or fiduciary relationship.

Pastoral Relationship

A pastoral relationship is a fiduciary relationship carried out in the name of or on behalf of the Diocese, Parish Church, or place of ministry, as the case may be, between a member of the Clergy, Lay Employee or Volunteer and any person to whom such Clergy, Lay Employee or Volunteer provides pastoral counselling, pastoral care, instruction in sacred music, spiritual direction, spiritual guidance or from whom the Clergy, Lay Employee or Volunteer has received confession, or confidential or privileged information. In assuming responsibility for such a relationship, the Clergy, Lay Employee or Volunteer acknowledges responsibility for the well-being of the other person, intends to respect that individual's personal integrity and determines not to abuse the power inherent in the relationship. Any sexual activity or conduct in which a person in a pastoral relationship with another takes advantage of the vulnerability of the person under their pastoral care or other guidance or leadership, regardless of who appears to have initiated it, shall be deemed to be sexual misconduct.

Safe Church

The Safe Church program is administered by the synod office staff in collaboration with parish safe church liaisons. Safe Church training is proactive in prevention by offering resources and education that covers relevant subject matter, including but not limited to sexual misconduct and/or harassment, bullying, abuse, and social media safety. The Safe Church program also includes a screening process which requires specific persons to obtain a Police Information Check with a Vulnerable Persons Sector check and provide it to the synod office.

Sexual Assault

Sexual assault is any intentional use of force or threat of use of force and involving some form of sexual activity against another person without his/her consent. Sexual assault may be criminal in nature

Sexual Exploitation

Sexual exploitation is any form of sexual contact or invitation to sexual contact, with any person by a professional person, cleric or anyone in a position of authority, trust or power over that person whether or not there is consent from the individual (please see Consent). It may be a criminal offence. Sexual exploitation refers to the act of taking advantage of the vulnerability of a person, with whom there is a fiduciary and/or pastoral relationship (please see Pastoral Relationship), for one's own pleasure/gain.

Sexual Harassment

Sexual harassment includes engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment is behaviour that has the effect of undermining, coercing, intimidating, humiliating or demeaning an individual on the basis of gender. It may have the effect of creating a place of ministry or workplace which is hostile or offensive. Such behaviour may consist of a single incident or several incidents over a period of time. The harasser could be of the same or different gender as the person harassed and may be a supervisor, co-worker/minister, client, parishioner, volunteer or an external person providing service. Sexual harassment can occur in or outside the office or church building but is not limited to a work-related activity.

Examples:

- threats or verbal abuse
- unwelcome sexual remarks, jokes, innuendo or taunting about a person's body or sexual orientation
- distribution by mail, fax or other electronic means of material of a sexual nature which potentially could be offensive
- displaying sexist, pornographic or derogatory pictures
- unwelcome invitations or requests or sexually suggestive remarks
- leering or other sexual gestures
- unnecessary physical contact, such as patting or pinching

Sexual Misconduct

Sexual misconduct for the purposes of this Policy is sexual exploitation, sexual harassment, or sexual assault.

Principles

1. All employees, volunteers, parishioners and others participating in parish or diocesan activities or events have the right to an environment that is free of sexual misconduct.
2. Clergy and those responsible for liturgical, pastoral, educational or recreational activities in the Diocese of British Columbia are expected to maintain ethical standards of mutual respect, responsibility and caring, as well as modelling wholeness and healthy sexuality in all their relationships with those for whom they have responsibility.
3. Professional counsellor/client relationships must be respected and maintained by all clergy and other professionals in the service of the diocese or parish in every pastoral or counselling situation. Exploitation of this trust through sexual activity, touching for sexual purposes, or the suggestion or depiction of any such activity, will not be tolerated.
4. An accused person is presumed innocent until proven guilty. The fact that either formal or informal procedures have been initiated does not create an inference of guilt.

5. As a first principle, every effort will be made on the part of all parties concerned to hold in confidence information obtained in the process of a complaint made under this policy.
6. Preserving the safety and well-being of a complainant, or others who might be affected, is a priority.
7. Whenever possible, the Diocese is committed to a trauma-informed approach to all complaints. In all responses, the Diocese will recognize the vulnerability of those involved and will act with empathy, trustworthiness and transparency.
8. Anonymous complaints will generally not be investigated or acted upon. The Bishop, however, may initiate an investigation under the procedures of this policy into any situation where there is reasonable suspicion of sexual misconduct, whether or not a complaint has been made.

Prevention

1. This sexual misconduct policy is intended
 - a. to help prevent sexual misconduct from occurring;
 - b. to provide workable and fair procedures for responding to complaints of sexual misconduct; and
 - c. to provide a basis and framework for ongoing training and education on issues of sexual misconduct and the implementation of the policy.
2. The Diocese of British Columbia actively strives to prevent sexual misconduct and deal with every accusation promptly, seriously and systematically, in cooperation with the proper authorities, where appropriate. We co-operate with investigations being undertaken under the Criminal Code, B.C. Human Rights Code, or the Child, Family and Community Service Act. Nothing will be done to interfere with any of these investigations.
3. Appropriate Safe Church training and screening must be completed by all clergy and all paid parish staff. Lay persons wishing to volunteer must complete Safe Church training and screening according to their volunteer role. These roles include but are not limited to: parish council members; wardens; choir director or organist and choral scholars; treasurer, envelope secretary and all others who handle money; children and youth workers, camp leaders and volunteers; honorary assistants; pastoral visitors; refugee volunteers; volunteers at parish events; volunteers in leadership roles; and social media assistants and tech support.

Procedure

1. This sexual misconduct policy is administered by the Canon Pastor.¹

¹ Any complaint against the Bishop should be addressed to the Metropolitan of the Ecclesiastical Province of British Columbia and Yukon.

~~2-~~ Any person with a complaint, is encouraged to come forward or seek advice, without fear of retaliation or reprisals.

~~3-2.~~ The Bishop may initiate an investigation under the relevant procedures of this policy where there is reasonable suspicion of sexual misconduct, whether or not a complaint has been made.

~~4-3.~~ If a person wishes to make a formal complaint under this Sexual Misconduct Policy, they must notify the Complaints Intake Officer ~~Canon Pastor or diocesan executive officer~~ in writing.¹

~~5-4.~~ All complaints under this policy are dealt with confidentially, ~~within the stated guidelines~~. However, confidentiality may be limited as necessary for the administration of this policy, or as required by law, or where anyone is at risk, or if confidentiality is waived by the parties.

~~6-5.~~ This policy is not intended to preclude a complainant from seeking legal counsel or seeking a criminal or civil remedy.

~~7-6.~~ No person or persons shall knowingly make a false or vexatious complaint.

~~8-7.~~ ~~Details of the procedure for investigation of complaints of sexual misconduct are available on request to the Bishop's office.~~ Generally, the Complaints Intake Officer ~~Canon Pastor~~ appoints an independent investigator ~~or a team who~~ which submits a report to the Canon Pastor. ~~The Canon Pastor submits the report to the Bishop. The Bishop appoints an assessment panel, to review the investigative report and prepare recommendations for action. The Bishop makes the final decision. An appeal of the Bishop's decision may be initiated to the diocesan court within thirty days.~~

~~9-8.~~ Individuals found guilty of sexual misconduct will be disciplined. Discipline may include suspension or dismissal and barring from attendance at any property in the diocese for a defined term or indefinitely.

~~10-9.~~ The nature and type of discipline are determined by the Bishop, ~~on the advice of the Bishop's assessment panel.~~

~~11-10.~~ Sexual misconduct may be criminal in nature and will be dealt with seriously.

~~12-11.~~ Where a person suspects on reasonable grounds that a child is or may be in need of protection, this suspicion must be reported to child protection authorities.

~~13-12.~~ Where the complaint involves abuse that allegedly occurred when the adult complainant was a child, no report will be made pursuant to paragraph 12 above without the consent of the complainant unless either there is suspicion that other children are currently being abused or the person receiving the report has grave concerns for the safety of other persons.

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Human Resources Policy Manual Diocese of British Columbia



Updated: January 2025

DIOCESE OF BRITISH COLUMBIA
Human Resources Policy Manual

- I GENERAL PROVISIONS
- II CLERGY
- III LAY EMPLOYEES
- IV VOLUNTEERS
- V DEFINITIONS
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I GENERAL PROVISIONS

1. The Diocese is a local expression of the Anglican Church of Canada ministering on Vancouver Island, across the Gulf Islands of the Salish Sea (Strait of Georgia), Broughton Archipelago and Kingcome Inlet.
2. This manual includes the current policies of the Diocese regarding the terms and conditions of employment of Clergy and Lay Employees. The Diocese is committed to compliance with all applicable laws and regulations of Canada and British Columbia. The Diocese is also committed to compliance with the Canons and Regulations of the General, Provincial and Diocesan Synods of the Anglican Church of Canada, concerning employment standards, compensation and related procedures.
3. The Diocese is committed to maintaining a fair and just work environment with employment equity. The Diocese strives to eliminate discriminatory employment barriers in all levels of employment.
4. Individuals will be entitled to be considered for employment, hired, trained and promoted in a way that is free of barriers, including any systemic or deliberate practices and policies that may discriminate.
5. All employees are expected to conduct themselves in a manner consistent with the values of the Anglican Church of Canada, including normally accepted principles of honest and ethical behavior. Conduct of Clergy is expected to be consistent with their ordination vows and oaths.
6. All employees are required to review the Respectful Conduct Policy of the Diocese.
7. All employees are required to review the Information Security Policy, the Privacy Policy and the Social Media Policy.
8. All employees must exercise all reasonable care to ensure files and other documents or information within their control are secure, in compliance with the Information Security Policy.
9. All employees must exercise the utmost discretion with regard to matters which are properly confidential. Any employee who violates confidentiality shall be subject to disciplinary action up to and including immediate dismissal.
10. This manual may be amended or updated from time to time. All employees of the Diocese are bound by the manual as amended or updated and on the date of the amendment or updating. The current edition of this manual is available on the Diocesan Website.
11. The Diocese provides a written offer of employment (the "Offer Letter") describing the specific terms of employment including position description, compensation and related details.
12. Every employee is given a copy of this policy manual at the time an offer of employment is made or at the time a contract is executed (as the case may be) and is required to [acknowledge receipt](#).
13. Statutory and other Paid Holidays: Employees are entitled to paid time off on Statutory Holidays as determined by the *Employment Standards Act* of British Columbia. Lay Employees (other than those holding management positions) who are required to work on Statutory Holidays are entitled to statutory holiday pay according to the provisions of the *Employment Standards Act* of British Columbia. In addition to statutory holidays, the Diocese provides paid time off on Paid Holidays. Clergy are expected to be available on some Statutory Holidays and Paid Holidays as required by their work.
14. Maternity leave: The Diocese is committed to supporting its employees in their work and family life and recognizes the unique situation brought about by pregnancy. Pregnant employees will be granted maternity leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three

months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.

15. Parental leave: The Anglican Diocese is committed to supporting its employees in their work and family life. The church recognizes the unique situation brought about by new parenthood and provides leave for new parents. Clergy will be granted parental leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.
16. The diocese provides employees on maternity or parental leave who are in receipt of EI benefits, a Supplemental Unemployment Insurance Benefit Plan that augments employees' eligible income from Employment Insurance to a limit of 80% of normal gross pay for up to 24 weeks.

II CLERGY

1. RECRUITMENT

Clergy are recruited in a process established by the Bishop from time to time, and by the authority of the Bishop.

A probationary period of three months will apply to Clergy who are newly hired in the Diocese, as described in the Offer Letter.

2. HOURS OF WORK

The average working hours for full-time Clergy are forty (40) hours per week. Clergy may work more than an average work week from time to time due to the nature of the work being undertaken and are expected to work the hours required to complete their work. It is the responsibility of the Bishop, the Regional Archdeacons and the Churchwardens to provide guidance on Clergy workloads in order to avoid situations where the workload becomes unreasonable. Clergy are managers within the meaning of the *Employment Standards Act* of British Columbia and are therefore exempt from overtime requirements.

3. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Clergy are expected to take their full vacation entitlement each year.
- (b) Clergy are entitled to paid vacation each year based on years of service as determined by the Bishop. Factors considered include date of ordination into Holy Orders in the Anglican Church of Canada and active service in licensed ministry.
- (c) The minimum vacation entitlement for Clergy is four weeks each year; effective 2023 increasing to five weeks after five years of service and increasing again to six weeks after ten years of service. Vacation may be taken at any time during the year, provided advance written notice has been given. The Diocese reserves the right to designate times of the year when vacations may or may not be taken.
- (d) Clergy proposing vacation should take into consideration the responsibilities of their position and must consult the Churchwardens in their Parish and the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed vacation.

(e)

- (f) If an employee becomes ill during a period of annual vacation, the vacation can be converted to sick leave on presentation of a validating doctor's certificate (if the employee has available sick time).

4. SICK LEAVE

Clergy are entitled to accumulate sick leave with pay at a rate of one week per quarter year of employment to a maximum accumulation of one month. A doctor's certificate may be required. In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits must be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

5. EDUCATIONAL LEAVE

- (a) All full-time clergy are licensed to ministry by the Bishop are entitled to one week of paid professional educational leave each year in addition to annual vacation. Continuing education leave is non-cumulative and does not include participation in mandatory diocesan educational events. Clergy proposing educational leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed educational leave.
- (b) By virtue of diocesan participation in the General Synod continuing education plan, all members of the clergy in employment in the diocese who are not in receipt of the General Synod Pension may apply for six weeks' study leave every five years (eight days per year). This leave is not cumulative and must be taken in a way that is mutually satisfactory to the Bishop, the salary paying source and the clergy member seeking leave. It is in addition to annual vacation and professional educational leave. Clergy proposing study leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months before the start of any proposed extended study leave. (c)
- (d) After six years of continuous employment at a single parish, a clergy member may propose an unpaid sabbatical leave for not more than six months. The terms of such a sabbatical leave must be for an educational purpose and must be approved by the parish and by the Bishop. A sabbatical leave shall not be taken in the same 12-month period as any educational or study leave.
- (e) Clergy employed part-time are entitled to proportional study and sabbatical leave in accordance with their contract of employment.

7. TRAVEL

Clergy's salary includes the cost of normal parish-related travel. The cost of operating a motor vehicle on parish business may be deducted for income tax purposes as described in the *Income Tax Act*. Clergy who are required to travel more than usual parish business as part of assigned responsibilities are entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other expenses incurred during the course of travel, providing they are deemed reasonable.

8. SUPPORT AND REVIEW

The Bishop meets with Clergy to discuss the mission, goals and objectives of their Parish Church, and to discuss any challenges or difficulties encountered during the year. Archdeacons assist the Bishop in the oversight of the Diocese, including consultation, supervision, guidance and pastoral support to all Clergy in their respective Regions.

The Archdeacon in each Region holds periodic regional meetings, giving the Archdeacon and the Clergy in the Region an opportunity to provide support and exchange ideas.

9. RETIREMENT

Clergy may retire upon three months' written notice to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

III LAY EMPLOYEES

1. RECRUITMENT

Parish Churches recruit Lay Employees based on merit. Job descriptions and salaries are consistent with guidelines established by the Diocese.

2. PROBATION

At the end of three months probationary period, Lay Employees receive a written evaluation and notice of having:

- (a) satisfactorily completed the probationary period,
- (b) their employment terminated, or
- (c) been placed on a further three months probationary period.

3. HOURS OF WORK

Regular working hours are detailed in the offer of employment. Working hours may be adjusted or increased in the event of increases in workload or emergency. Notice of any adjustment in working hours will be provided as much as possible in the circumstances.

Regular hours of employment may be adjusted, or flexible work schedules established to better suit the work to be performed. Any changes to regular working hours will be set in consultation with the Lay Employee.

4. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Lay Employees are encouraged to take their full vacation entitlement each year.
- (b) The Diocese provides Lay Employees with at least as much vacation pay and time off for vacation as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.
- (c) Lay Employees arranging vacations should take into consideration the responsibilities of their position. Prior approval is required for the proposed scheduling of vacation. Form L-1 must be completed and provided to the employee's Supervisor, at least two weeks before the start of any proposed vacation.

5. SICK LEAVE

Regular full-time Lay Employees are entitled to sick leave with pay on the basis of one and one-half days per month of employment to a maximum of eighteen days per year. Unused sick days can accumulate to a maximum of ten days the first year and a maximum of thirty days after three years.

Part-time Lay Employees are entitled to sick leave prorated according to hours worked, or at least as much sick leave as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.

In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits may be completed and sent to the payroll office.

A doctor's certificate may be required of an employee absent from work due to illness.

6. PROFESSIONAL DEVELOPMENT LEAVE

Lay Employees are entitled to up to one week of paid job-related professional development leave annually. Lay Employees requesting professional development leave must complete and provide Form L-1 to their Supervisor at least two weeks prior to the proposed leave, including a written description of the course of study/workshop/project intended to be undertaken. Proof of completion may be required.

7. TRAVEL

Lay Employees who are required to travel as part of their assigned responsibilities will be entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other reasonable expenses incurred during the course of travel.

Travelling time shall be considered as working hours and shall be compensated on an hour for hour basis providing that the employee worked during the day in which the travel occurred or on the day previous.

IV VOLUNTEERS

- (a) Volunteers are entitled to the same respect and ethical treatment as paid employees.
- (b) Volunteers are expected to comply with all policies referred to in this manual. Volunteers are given a copy of this policy manual and are required to [acknowledge receipt](#).

V DEFINITIONS

Any word or phrase not defined below has the same meaning as used in the Constitution and the Canons.

Archdeacon	A priest appointed by the Bishop and assigned to one of the Regions in the Diocese
Bishop	The bishop elected by the Diocesan Synod of the Diocese of British Columbia
Canons	the Constitution, Canons and Regulations of the Diocese as amended and updated from time to time; the current version of which is on the Website
Clergy	as defined in the Constitution, including all persons ordained to religious service who hold the licence of the Bishop, including curates, deacons, priests, incumbents and archdeacons

Compensation includes Salary for Clergy and Lay Employees, and benefits as described in the offer of employment

Diocese	The Anglican Synod of the Diocese of British Columbia, also referred to as the Diocese of Islands and Inlets
Incumbent	a member of the Clergy who is responsible for a parish church
Information Security Policy	the Diocesan policy on information security; the current version of which is on the Website
Lay Employee	a person who is not ordained occupying a position established in the Diocese who is fulfilling the duties of the position and who has accepted a written offer of employment and is receiving Compensation for services rendered
Offer Letter	a letter describing the specific terms of employment including position description, compensation and related details
Paid Holidays	Easter Monday and Boxing Day
Parish Church	one of the churches in the Diocese
Priest	member of the Clergy appointed by the Bishop.
Privacy Policy	the Diocesan policy on privacy; the current version of which is on the Website
Region	currently one of four regions in the Diocese, namely: Cowichan Mid-Vancouver Island; Western, Peninsula & Gulf Islands; Greater Victoria; and, Mid-North Islands
Respectful Conduct Policy environment, encompassing	the Diocesan policy on creating and maintaining a safe and respectful work environment, encompassing the topics of sexual misconduct, discrimination, bullying and personal harassment; the current version of which is on the Website
Salary	money paid to an Employee for services rendered as outlined in the offer of employment
Social Media Policy	the Diocesan policy on social media; the current version of which is on the Website
Statutory Holiday	New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day
Stipend	Salary paid to Clergy
Supervisor	the person to whom a Lay Employee reports, as described in the Offer Letter
Volunteer	a person filling a position for which no Compensation is offered or received
Website	the Diocesan website found at www.bc.anglican.ca

VI FORMS
(continued on pages 9-11)

900 Vancouver Street
Victoria BC V8V 3V7
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FORM C-1
CLERGY ABSENCE REQUEST

Name: _____

Parish: _____

Check:	Short absences:	Proposed start date and end date:
	Vacation	
	Continuing Education	
Check:	Long-term absences:	Proposed start date and end date:
	Maternity*	
	Parental*	
	Extended Medical Leave*	
	Extended Study*	

*The bishop's office will arrange and appoint appropriate parish coverage for long-term absences.

For short absences, please describe your parish coverage plan:

--

Clergy Signature: _____

Date: _____

Please submit to your Regional Archdeacon and the bishop's office for approval at least four (4) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date for long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Approval by Regional Archdeacon

Archdeacon name: _____ Date: _____

Signature: _____

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Victoria BC V8V 3V7
p 250.386.7781 **tf** 1.800.582.8627
w bc.anglican.ca

FORM L-1
LAY EMPLOYEE ABSENCE REQUEST

Name: _____

Parish: _____

Check:	Type of planned absence:	Proposed start date and end date:
	Vacation	
	Professional Development	
Check:	Long-term absences:	Proposed start date and end date:
	Extended Medical Leave*	
	Maternity*	
	Parental*	

*The incumbent and/or wardens will arrange appropriate parish coverage for long-term absences.

For short absences, please describe your parish coverage plan:

--

Employee Signature: _____ Date: _____

Please submit to your Supervisor for approval at least two (2) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date of long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Approval by Supervisor

Supervisor name: _____ Date: _____

Signature: _____



900 Vancouver Street
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FORM A-1
DIOCESAN POLICY ACKNOWLEDGMENTS

By initialing beside the policies listed below, I, _____
(PRINT CLEARLY) acknowledge that I have received and reviewed these policies in their entirety. I understand the scope, intent and principles outlined in the policies and will, to the best of my ability, adhere to them in all respects.

Initial:

_____	Human Resources Policy Manual
_____	Respectful Conduct Policy
_____	Information Security Policy
_____	Privacy Policy
_____	Social Media Policy

Signature

Witness

Signed on (month/day/year): _____

Human Resources Policy Manual

Diocese of British Columbia



Updated: ~~January 2025~~ June 2022

**DIOCESE OF BRITISH COLUMBIA
Human Resources Policy Manual**

- I GENERAL PROVISIONS
- II CLERGY
- III LAY EMPLOYEES
- IV VOLUNTEERS
- V DEFINITIONS
- VI FORMS

I GENERAL PROVISIONS

1. The Diocese is a local expression of the Anglican Church of Canada ministering on Vancouver Island, across the Gulf Islands of the Salish Sea (Strait of Georgia), Broughton Archipelago and Kingcome Inlet.
2. This manual includes the current policies of the Diocese regarding the terms and conditions of employment of Clergy and Lay Employees. The Diocese is committed to compliance with all applicable laws and regulations of Canada and British Columbia. The Diocese is also committed to compliance with the Canons and Regulations of the General, Provincial and Diocesan Synods of the Anglican Church of Canada, concerning employment standards, compensation and related procedures.
3. The Diocese is committed to maintaining a fair and just work environment with employment equity. The Diocese strives to eliminate discriminatory employment barriers in all levels of employment.
4. Individuals will be entitled to be considered for employment, hired, trained and promoted in a way that is free of barriers, including any systemic or deliberate practices and policies that may discriminate.
5. All employees are expected to conduct themselves in a manner consistent with the values of the Anglican Church of Canada, including normally accepted principles of honest and ethical behavior. Conduct of Clergy is expected to be consistent with their ordination vows and oaths.
- ~~6. All employees are required to review the Respectful Conduct Policy of the Diocese, which appears in Appendix E of the Canons.~~
6. All employees are required to review the Information Security Policy, the Privacy Policy and the Social Media Policy.
8. All employees must exercise all reasonable care to ensure files and other documents or information within their control are secure, in compliance with the Information Security Policy.
9. All employees must exercise the utmost discretion with regard to matters which are properly confidential. Any employee who violates confidentiality shall be subject to disciplinary action up to and including immediate dismissal.
10. This manual may be amended or updated from time to time. All employees of the Diocese are bound by the manual as amended or updated and on the date of the amendment or updating. The current edition of this manual is available on the Diocesan Website.
11. The Diocese provides a written offer of employment (the "Offer Letter") describing the specific terms of employment including position description, compensation and related details.
12. Every employee is given a copy of this policy manual at the time an offer of employment is made or at the time a contract is executed (as the case may be) and is required to [acknowledge receipt](#).
13. Statutory and other Paid Holidays: Employees are entitled to paid time off on Statutory Holidays as determined by the *Employment Standards Act* of British Columbia. Lay Employees (other than those holding management positions) who are required to work on Statutory Holidays are entitled to statutory holiday pay according to the provisions of the *Employment Standards Act* of British Columbia. In addition to statutory holidays, the Diocese provides paid time off on Paid Holidays. Clergy are expected to be available on some Statutory Holidays and Paid Holidays as required by their work.
14. Maternity leave: The Diocese is committed to supporting its employees in their work and family life and recognizes the unique situation brought about by pregnancy. Pregnant employees will be granted maternity leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to

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the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.

15. **Parental leave:** The Anglican Diocese is committed to supporting its employees in their work and family life. The church recognizes the unique situation brought about by new parenthood and provides leave for new parents. Clergy will be granted parental leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.

- 15-16. The diocese provides employees on maternity or parental leave who are in receipt of EI benefits, a Supplemental Unemployment Insurance Benefit Plan that augments employees' eligible income from Employment Insurance to a limit of 80% of normal gross pay for up to 24 weeks.

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II CLERGY

1. RECRUITMENT

Clergy are recruited in a process established by the Bishop from time to time, and by the authority of the Bishop.

A probationary period of three months will apply to Clergy who are newly hired in the Diocese, as described in the Offer Letter.

2. HOURS OF WORK

The average working hours for full-time Clergy are forty (40) hours per week. Clergy may work more than an average work week from time to time due to the nature of the work being undertaken and are expected to work the hours required to complete their work. It is the responsibility of the Bishop, the Regional Archdeacons and the Churchwardens to provide guidance on Clergy workloads in order to avoid situations where the workload becomes unreasonable. Clergy are managers within the meaning of the *Employment Standards Act* of British Columbia and are therefore exempt from overtime requirements.

3. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Clergy are ~~encouraged-expected~~ to take their full vacation entitlement each year.
- (b) Clergy are entitled to paid vacation each year based on years of service as determined by the Bishop. Factors considered include date of ordination into Holy Orders in the Anglican Church of Canada and active service in licensed ministry.
- (c) The minimum vacation entitlement for Clergy is four weeks each year; effective 2023 increasing to five weeks after five years of service and increasing again to six weeks after ten years of service. Vacation may be taken at any time during the year, provided advance written notice has been given. The Diocese reserves the right to designate times of the year when vacations may or may not be taken.
- (d) Clergy proposing vacation should take into consideration the responsibilities of their position and must consult the Churchwardens in their Parish and the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed vacation.

- (e) ~~Clergy wishing to carry over any unused vacation must seek the prior consent of the Bishop. Any carry over vacation must be taken by December 31st of the following year and must be taken prior to the current year's vacation entitlement.~~
- (f) If an employee becomes ill during a period of annual vacation, the vacation can be converted to sick leave on presentation of a validating doctor's certificate (if the employee has available sick time).

4. SICK LEAVE

Clergy are entitled to accumulate sick leave with pay at a rate of one week per quarter year of employment to a maximum accumulation of one month. A doctor's certificate may be required. In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits must be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

5. ~~CONTINUING EDUCATION LEAVE & EXTENDED STUDY~~EDUCATIONAL LEAVE

- (a) ~~All full-time c~~Clergy are ~~licensed to ministry by the Bishop are~~ entitled to one week of paid ~~professional continuing~~ educational leave each year in addition to annual vacation. Continuing education leave is non-cumulative and does not include participation in mandatory diocesan educational events. Clergy proposing educational leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed educational leave.
- (b) ~~By virtue of diocesan participation in the General Synod continuing education plan, all members of the clergy in employment in the diocese who are not in receipt of the General Synod Pension may apply for six weeks' study leave every five years (eight days per year). This leave is not cumulative and must be taken in a way that is mutually satisfactory to the Bishop, the salary paying source and the clergy member seeking leave. It is in addition to annual vacation and professional educational leave. Clergy are also entitled to six weeks of paid extended study leave every five years.~~ Clergy proposing extended study leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months before the start of any proposed extended study leave.
- (c) ~~Clergy are entitled to education leave and extended study leave in addition to annual vacation.~~
- (d) ~~After six years of continuous employment at a single parish, a clergy member may propose an unpaid sabbatical leave for not more than six months. The terms of such a sabbatical leave must be for an educational purpose and must be approved by the parish and by the Bishop. A sabbatical leave shall not be taken in the same 12-month period as any educational or study leave.~~
- (e) Clergy employed part-time are entitled to proportional study and sabbatical leave in accordance with their contract of employment.

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6. CONTINUING EDUCATION PLAN

~~All permanent Clergy participate in the General Synod Continuing Education Plan which provides funding for continuing education. Contributions are made as required by the plan administrator.~~

7. TRAVEL

Clergy's salary includes the cost of normal parish-related travel. The cost of operating a motor vehicle on parish business may be deducted for income tax purposes as described in the *Income Tax Act*. Clergy who are required to travel more than usual parish business as part of assigned responsibilities are entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other expenses incurred during the course of travel, providing they are deemed reasonable.

8. SUPPORT AND REVIEW

The Bishop meets with Clergy to discuss the mission, goals and objectives of their Parish Church, and to discuss any challenges or difficulties encountered during the year. Archdeacons assist the Bishop in the oversight of the Diocese, including consultation, supervision, guidance and pastoral support to all Clergy in their respective Regions. The Archdeacon in each Region holds periodic regional meetings, giving the Archdeacon and the Clergy in the Region an opportunity to provide support and exchange ideas.

9. RETIREMENT

Clergy may retire upon three months' written notice to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

III LAY EMPLOYEES

1. RECRUITMENT

Parish Churches recruit Lay Employees based on merit. Job descriptions and salaries are consistent with guidelines established by the Diocese.

2. PROBATION

At the end of three months probationary period, Lay Employees receive a written evaluation and notice of having:

- (a) satisfactorily completed the probationary period,
- (b) their employment terminated, or
- (c) been placed on a further three months probationary period.

3. HOURS OF WORK

Regular working hours are detailed in the offer of employment. Working hours may be adjusted or increased in the event of increases in workload or emergency. Notice of any adjustment in working hours will be provided as much as possible in the circumstances.

Regular hours of employment may be adjusted, or flexible work schedules established to better suit the work to be performed. Any changes to regular working hours will be set in consultation with the Lay Employee.

~~Lay Employees (other than those holding management positions) who may be required to work overtime will be compensated in compliance with the provisions of the *Employment Standards Act* of British Columbia.~~

4. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Lay Employees are encouraged to take their full vacation entitlement each year.

- (b) The Diocese provides Lay Employees with at least as much vacation pay and time off for vacation as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.
- (c) Lay Employees arranging vacations should take into consideration the responsibilities of their position. Prior approval is required for the proposed scheduling of vacation. Form L-1 must be completed and provided to the employee's Supervisor, at least two weeks before the start of any proposed vacation.

5. SICK LEAVE

Regular full-time Lay Employees are entitled to sick leave with pay on the basis of one and one-half days per month of employment to a maximum of eighteen days per year. Unused sick days can accumulate to a maximum of ten days the first year and a maximum of thirty days after three years.

Part-time Lay Employees are entitled to sick leave prorated according to hours worked, or at least as much sick leave as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.

In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits may be completed and sent to the payroll office.

A doctor's certificate may be required of an employee absent from work due to illness.

6. PROFESSIONAL DEVELOPMENT LEAVE

Lay Employees are entitled to up to one week of paid job-related professional development leave annually. Lay Employees requesting professional development leave must complete and provide Form L-1 to their Supervisor at least two weeks prior to the proposed leave, including a written description of the course of study/workshop/project intended to be undertaken. Proof of completion may be required.

7. TRAVEL

Lay Employees who are required to travel as part of their assigned responsibilities will be entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other reasonable expenses incurred during the course of travel.

Travelling time shall be considered as working hours and shall be compensated on an hour for hour basis providing that the employee worked during the day in which the travel occurred or on the day previous.

IV VOLUNTEERS

- (a) Volunteers are entitled to the same respect and ethical treatment as paid employees.
- (b) Volunteers are expected to comply with all policies referred to in this manual. Volunteers are given a copy of this policy manual and are required to [acknowledge receipt](#).

V DEFINITIONS

Any word or phrase not defined below has the same meaning as used in the Constitution and the Canons.

Archdeacon	A priest appointed by the Bishop and assigned to one of the Regions in the Diocese
Bishop	The bishop elected by the Diocesan Synod of the Diocese of British Columbia
Canons	the Constitution, Canons and Regulations of the Diocese as amended and updated from time to time; the current version of which is on the Website
Clergy	as defined in the Constitution, including all persons ordained to religious service who hold the licence of the Bishop, including curates, deacons, priests, incumbents and archdeacons

Compensation includes Salary for Clergy and Lay Employees, and benefits as described in the offer of employment	
Diocese	The Anglican Synod of the Diocese of British Columbia, also referred to as the Diocese of Islands and Inlets
Incumbent	a member of the Clergy who is responsible for a parish church
Information Security Policy	the Diocesan policy on information security; the current version of which is on the Website
Lay Employee	a person who is not ordained occupying a position established in the Diocese who is fulfilling the duties of the position and who has accepted a written offer of employment and is receiving Compensation for services rendered
Offer Letter	a letter describing the specific terms of employment including position description, compensation and related details
Paid Holidays	Easter Monday and Boxing Day
Parish Church	one of the churches in the Diocese
Priest	member of the Clergy appointed by the Bishop.
Privacy Policy	the Diocesan policy on privacy; the current version of which is on the Website
Region	currently one of four regions in the Diocese, namely: Cowichan Mid-Vancouver Island; Western, Peninsula & Gulf Islands; Greater Victoria; and, Mid-North Islands
Respectful Conduct Policy	the Diocesan policy on creating and maintaining a safe and respectful work environment, encompassing the topics of sexual misconduct, discrimination, bullying and personal harassment; the current version of which is on the Website
Salary	money paid to an Employee for services rendered as outlined in the offer of employment
Social Media Policy	the Diocesan policy on social media; the current version of which is on the Website
Statutory Holiday	New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day
Stipend	Salary paid to Clergy
Supervisor	the person to whom a Lay Employee reports, as described in the Offer Letter
Volunteer	a person filling a position for which no Compensation is offered or received
Website	the Diocesan website found at www.bc.anglican.ca

VI FORMS
(continued on pages 9-11)



Name: _____ Parish: _____

Check:	Short absences:	Proposed start date and end date:
	Vacation	
	Continuing Education	
Check:	Long-term absences:	Proposed start date and end date:
	Maternity*	
	Parental*	
	Extended Medical Leave*	
	Extended Study*	

For short absences, please describe your parish coverage plan:

--

Please submit to your Regional Archdeacon and the bishop's office for approval at least four (4) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date for long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Archdeacon name: _____ Date: _____

Signature: _____



Name: _____ Parish: _____

Check:	Type of planned absence:	Proposed start date and end date:
	Vacation	
	Professional Development	
Check:	Long-term absences:	Proposed start date and end date:
	Extended Medical Leave*	
	Maternity*	
	Parental*	

*The incumbent and/or wardens will arrange appropriate parish coverage for long-term absences.

For short absences, please describe your parish coverage plan:

--

Employee Signature: _____ Date: _____

Please submit to your Supervisor for approval at least two (2) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date of long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Approval by Supervisor

Supervisor name: _____ Date: _____

Signature: _____



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w bc.anglican.ca

FORM A-1
DIOCESAN POLICY ACKNOWLEDGMENTS

By initialing beside the policies listed below, I, _____
(PRINT CLEARLY) acknowledge that I have received and reviewed these policies in their entirety. I understand the scope, intent and principles outlined in the policies and will, to the best of my ability, adhere to them in all respects.

Initial:

_____ Human Resources Policy Manual
_____ Respectful Conduct Policy
_____ Information Security Policy
_____ Privacy Policy
_____ Social Media Policy

Signature

Witness

Signed on (month/day/year): _____

Agreements to average hours of work

37 (1) Despite sections 35, 36 (1) and 40 but subject to this section, an employer and employee may agree to average the employee's hours of work over a period of 1, 2, 3 or 4 weeks for the purpose of determining the employee's entitlement, if any, to overtime wages under subsections (4) and (6) of this section and wages payable under subsection (8) or (9) (b).

(2) An averaging agreement under subsection (1) is not valid unless

(a) the agreement

(i) is in writing,

(ii) is signed by the employer and employee before the start date provided in the agreement,

(iii) specifies the number of weeks over which the agreement applies,

(iv) specifies the work schedule for each day covered by the agreement,

(v) specifies the number of times, if any, that the agreement may be repeated, and

(vi) provides for a start date and an expiry date for the period specified under subparagraph (iii),

(b) the schedule in the agreement under paragraph (a) (iv) is in compliance with subsection (3), and

(c) the employee receives a copy of the agreement before the date on which the period specified in the agreement begins.

(3) A work schedule in an agreement under this section must not provide for more than the following hours of work for the employee:

(a) 40 hours, if the agreement specifies a 1 week period under subsection (2) (a) (iii);

(b) an average of 40 hours per week, if the agreement specifies more than a 1 week period under subsection (2) (a) (iii).

(4) An employer under this section who requires, or directly or indirectly allows, an employee to work more than 12 hours a day, at any time during the period specified in the agreement, must pay the employee double the employee's regular wage for the time over 12 hours.

(5) An employer under this section who requires, or directly or indirectly allows, an employee to work more than an average of 40 hours a week within the period

specified in the agreement must pay the employee 1 1/2 times the employee's regular wage for the time over 40 hours.

(6) An employer under this section who requires, or directly or indirectly allows, an employee to work more than the hours scheduled for a day during the period of the agreement must pay the employee

- (a) 1 1/2 times the employee's regular wage for,
 - (i) if fewer than 8 hours were scheduled for that day, any time worked over 8 hours, or
 - (ii) if 8 or more hours were scheduled for that day, any time worked over the number of hours scheduled, and
- (b) double the employee's regular wage for any time worked over 12 hours that day.

(7) For the purpose of calculating average weekly hours for an employee under subsection (5),

- (a) only the first 12 hours worked by the employee in each day are counted, no matter how long the employee works on any day of the week, and
- (b) if subsection (6) applies, the time that the employee works beyond the scheduled hours and for which the employee is paid in accordance with that subsection, is excluded.

(8) Section 36 (1) applies in relation to an averaging agreement if the period specified in the agreement is 1 week.

(9) If the period specified in an averaging agreement is more than 1 week, the employer must either

- (a) ensure that for each week covered by the agreement, the employee has an interval free from work of 32 consecutive hours, whether the interval is taken in the same week, different weeks or consecutively any time during the weeks covered by the agreement, or
- (b) pay the employee 1 1/2 times the regular wage for time worked by the employee during the periods the employee would otherwise be entitled to have free from work under paragraph (a).

(10) At the employee's written request, the employer and employee may agree to adjust the work schedule referred to in subsection (2) (a) (iv) provided that the total number of hours scheduled in the agreement remain the same.

(11) The parties to an averaging agreement under this section are bound by that agreement until the expiry date set out in the agreement or a later date provided in

an agreement to repeat the averaging agreement, as the case may be, and the provisions of the averaging agreement apply for the purpose of determining the employee's entitlement, if any, to overtime wages under subsections (4) and (6) and wages payable under subsection (8) or (9) (b).

(12) Subsections (2) to (11) are deemed to be incorporated in an averaging agreement under this section as terms of the agreement.

(13) An employer must retain an averaging agreement under this section for 4 years after the following, as applicable:

- (a) the expiry date set out in the averaging agreement, unless paragraph (b) applies;
- (b) the expiry date set out in one or more agreements to repeat the averaging agreement, whichever date is the latest.

(14) The application and operation of an averaging agreement under this section must not be interpreted as a waiver described in section 4.



January 23, 2025

Memo to: Diocesan Council

From: Isabel Weeks, Chancellor

RE: Updates to HR Policy Manual and Respectful Conduct Policy

HR Policy Manual

First, the HR Working Group are suggesting updates to the HR Policy Manual. These suggestions are intended to reflect changes to the Canons and Regulations, approved changes to policy and also to reflect current practice in the diocese.

The proposed amended document is attached. Below is a summary of highlights:

Incorporate in the Policy Manual the “**Top Up**” approved by DC in July 2024, a benefit for employees who are expanding their family. Under the BC *Employment Standards Act*, employees have rights to unpaid leave. The federal employment system provides for a benefit of 55% of the employee’s earnings, currently up to a maximum of \$668 a week. DC approved a Top Up whereby the diocese provides employees on maternity or parental leave who are in receipt of EI benefits, a Supplemental Unemployment Insurance Benefit Plan that augments employees’ eligible income from Employment Insurance to a limit of 80% of normal gross pay for up to 24 weeks.

Amendment to what we call Short Term Disability benefit. Service Canada allows for registration of a **Supplemental Unemployment Benefit Plan (SUB)**. This plan allows employers to increase their employees’ weekly earnings when they are unemployed due to a temporary stoppage of work, training, illness, injury or quarantine. Diocesan Council has approved harmonizing the Short Term Disability Benefit with the Maternity or Parental Leave by reducing the amount of the SUB benefit for illness from 90% to 80% so that it is the same as the maternity/parental leave plan.

Under Clergy, it is suggested that vacation be expected to be taken, rather than encouraged to be taken each year, without any reference to carry-over.

Continuing under Clergy, we have amended section 5, (Continuing Educational Leave and Extended Study Leave) to comply with the new regulations (Regulation R3.5.1 J.)

We are working on the travel expense provisions and will provide recommended changes to the next meeting of DC.

Averaging Agreements

We are recommending approval to work towards implementation of “Agreements to Average Hours of Work”, referred to as Averaging Agreements, pursuant to Section 37 of the *Employment Standards Act* of British Columbia (“the Act”), a copy of which is attached for reference. There are two pieces of work in preparation for approval of Averaging Agreements.

Background:

Under the *Employment Standards Act*, employees are eligible for overtime pay if they are required to work more than eight hours a day or 40 hours a week. There are exemptions, one of which is for employees who are “managers”. The diocese categorizes all parish clergy as managers and therefore exempt from overtime pay. With very few exceptions, lay employees working in the parishes are not exempt.

Confusion has arisen with the language we use to categorize employees. In the HR world, employees who are exempt are often referred to as “salaried”. It has come to light that many people in the payroll world refer to non-exempt employees as “salaried” if they have regular hours of work. Lay employees who do not have regular hours have been keeping track of their time and submitting timesheets. These employees have been referred to as “hourly”. This has led to confusion which we hope to dispel.

In fact, there are only two types of employees for these purposes:

exempt: all clergy and a few lay management employees, and

non-exempt: most lay employees.

The diocese has traditionally not paid overtime pay. If an employee is required to work more than their usual schedule, arrangements are made for “time off in lieu”.

The recommendation is that we implement Averaging Agreements. The most obvious impact will be the elimination of timesheets. Employees who were categorized as hourly will be asked to agree to averaging their hours and therefore their pay. Essentially, they will be paid the same way as those who are currently categorized as salaried.

Additionally, we will be in full compliance with the Employment Standards Act, regarding overtime. Averaging Agreements eliminate the need for overtime pay, as long as the employee is not required to work more than 12 hours in a day or average more than 40 hours in a week.

The first phase of work is determining the average hours worked by existing “hourly” employees. This could be researched by the synod office payroll staff, or perhaps the impacted parishes could supply us with that information. The second phase of the work

is having existing employees sign a one-page addendum to their employment agreement. Additional provisions would be added to the standard form agreements for all new employees.

Respectful Conduct Policy

As with the HR Policy Manual, we are suggesting updates to the Respectful Conduct Policy. Again, these suggestions are intended to reflect changes to the Canons and Regulations, approved changes to policy and also to reflect current practice in the diocese.

The proposed amended document is attached.

Proposed Motions:

- 1. Moved that Diocesan Council approve the amended version of the HR Policy Manual as presented.**
- 2. Moved that Diocesan Council approve necessary research of affected employees' payroll records to provide a recommended average of hours worked.**
- 3. Moved that Diocesan Council authorize preparation of amendments to existing employees' employment agreements to incorporate averaging agreement provisions, and insertion of averaging provisions into the standard form employment agreements for newly hired employees, such provisions to be reviewed and approved by Diocesan Council before being implemented.**
- 4. Moved that Diocesan Council approve the amended version of the Respectful Conduct Policy as presented.**

All of which is respectfully submitted.

Refugee Program Plan 2025

Background: Since making the decision to wrap up our operations as a SAH and stop submitting any new applications for sponsorships we have been working through the many applications that had been submitted from 2018-2022. The past two years (2023,2024) we have attempted to move toward a more shared model of work with Jibril Mohamed being the provincial coordinator and supporting each of the three SAH's in our ecclesiastical province. This has worked slightly, and the cost sharing arrangements are not stable and have proven difficult to fulfil. We have contributed \$40,000 over that time period and have covered the difference from what the ecclesiastical province and dioceses have transferred to us.

Current Situation: Our program currently has 83 people from 30 families in their settlement year. And another 76 people from 23 families still in process awaiting approval. We have recently received the resignation of long time program volunteer Tony Davis who was managing the files in Nanaimo. Jibril will now take over coordinating both North and South files.

Proposal: The Diocese of Kootenay has indicated that they are still interested in having Jibril support their program in a diminished capacity, and think they can contribute some to the cost of his salary. I am awaiting confirmation of how much they are thinking.

Over the course of our program we have been intentionally setting aside a contingency account for unexpected expenses newcomers have, and for additional program expenses. After the administrative errors were paid out of this fund there remains approximately \$75,000 in the fund. What I propose is that we continue to contribute \$40,000 in our operating budget, and pay the remainder of salary with the contingency fund. This would leave \$28,779 in the fund to cover unexpected costs with the remaining sponsorships. If funds come in from other dioceses and they would like Jibril to support their program those funds will be used to replenish the contingency fund.

Motion: That DC approve using \$46,220 from the refugee contingency fund to cover the 2025 Refugee Sponsorship Coordinator salary.

“church communities must always offer the invitation to live and build a different kind of life, one that renders property a transparency to connected and flourishing life together.” – Willie James Jennings. (Foreword to *Gone for Good: Negotiating the Coming Wave of Church Property Transition*)

Background: 418 Ships Point Rd in Fanny Bay was held by the diocese for many years and it had been rented by the OAP as a community hall. The rent was modest and it was shared between the diocese and St. John Courtenay who was the parish with oversight of the site. There were multiple discussions with OAP about the possible purchase of the property, but ultimately that was not an option. It was sold in the Spring of 2024 to the Comox Valley Regional District and the intention was for it to continue being the home of the OAP.

We discussed in general the use of funds prior to the sale, and now we are needing to allocate these funds.

One feature that had general consensus was to dedicate some funds off the top to the First Nation(s) who had traditional stewardship and ancestral belonging to that land.

In this particular case, the Fanny Bay OAP have requested that DC think of them and their care for that property and investment in the property as our tenants over the last 30 years.

St. John the Divine, Courtenay has also made a request that they have \$20,000 from these funds for the kitchen renovation they are planning.

Framework for use of funds from property dispossession:

Looking back:

Reciprocity payment – for the traditional stewards, those whose ancestral land the parcel is on. A low rate (provincial land transfer rate, or similar?) be donated to the band and/or organization of choice to the local nation. This takes the necessary step in our movement from symbolic to structural reconciliation.

Ministry/narrative context: What is our history and ministry of this place? Who has cared for this land on our behalf while we have held it? Is there a portion of the funds that ought to be allocated to them?

Pressing need – Is there an immediate need that requires access to a portion of these funds?

Looking forward:

Future ministries – How best can we invest in our long-term ministry?

Internal investments – adding to our internally designated funds to support ongoing operational and ministry needs.

Site: Fanny Bay (418 Ships Point Rd)	
Total received by diocese: \$475,817.18	
Reciprocity payment (\$7,700 is the BC policy calculation) ¹	\$10,000 (Fanny bay is the traditional territory of the Pentlatch)
Pressing Need:	\$200,000 - 2024 operational budget commitment. ²
Ministry Context: A) St. John the Divine Courtenay B) Fanny Bay OAP	a) \$20,000 Request for funds to support kitchen renovation project b) \$10,000 Request for donation in support of their caretaking and preservation of the site over the last 30 years.
Remainder:	\$235,817.18
Future Ministries:	\$100,000 Reconciliation Fund*
Internal investments:	\$67,908.59 Property Redevelopment Fund \$67,908.59 Synod General CTF

Motion: That DC recommend allocating the funds from the sale of 418 ships point Rd according to the above table.

¹ In BC the land transfer tax is calculated at 1% on the first \$200,000; 2% on the amount between \$200,000 and \$2,000,000; and 3% on the amount above \$2,000,000. This is used as a precedent calculation.

² This was included and spent in the 2024 budget.

* Once formally created by DC.