



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

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
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

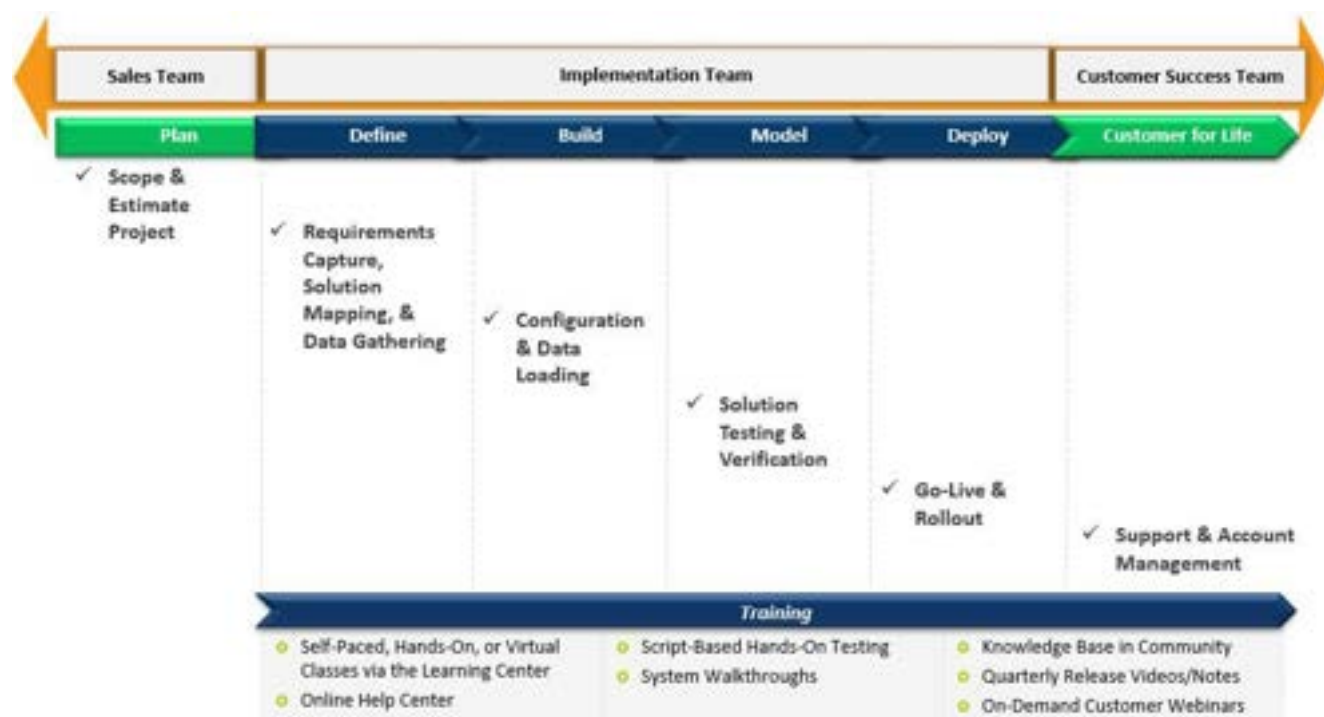
Our estimates for implementation and training are provided as ballpark figures, and the actual time will be billed accordingly.

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

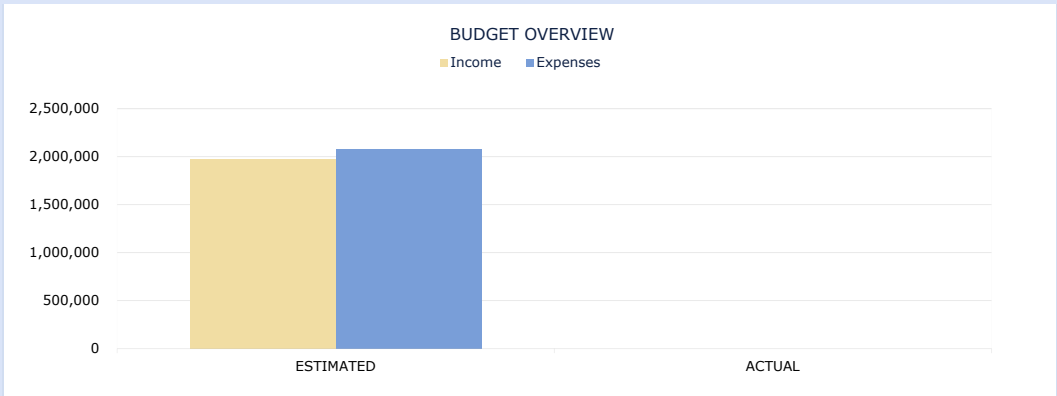
Informational trust reconciliation of proposed funds:

	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 Bucanner 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 ADBC 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 not have a 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	

<u>General contractor - estimates only</u>			Lighthouse Ventures... M. Hunsberger,
gutting the kitchen - to the dump	65	80	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
contactor'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:	Heat Pump Installation		
2. Job location:	St Peter and St Paul 1379 Esquimalt Road Victoria BC V9A3R4		
3. Estimated start date:	ASAP	Estimated finish date:	Two weeks after start
4. Project summary:	To install two heat pumps. A 4 ton outdoor heat pump unit with four miniwall units installed inside the upper level of the Memorial Hall. It would be installed at ground level on the east side of the hall. The main unit would be under the ramp. The second unit is a smaller outdoor heat pump with a unit inside for the lower level of the Memorial Hall It would be installed on the west side of the Hall at ground level		
5. Project cost (total):	\$42,700		

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

Title: Peoples Warden

Phone: 250-202-2189

Email: awaters@stpeterandpaul.ca

Project team members:

Name: Doug Bowen

Title: Parishioner

Email: dgbowen@shaw.ca

Name: Gail Rodger

Title: Incumbent

Email: admin@stpeterandpaul.ca

Name:

Title:

Email:

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
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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:				
	<ul style="list-style-type: none">• 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
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3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES <small>(but only with respect to the operations of the Named Insured)</small> ELECTRICAL CONTRACTOR Electrical wiring including fixtures and appliances Cable wiring - installation/service
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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. <p style="text-align: center;">LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</p>
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TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY <small>(Canadian dollars unless indicated otherwise)</small>		
				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		5,000,000
				- Each Occurrence	1,000	5,000,000
				Products and Completed Operations Aggregate		5,000,000
				<input type="checkbox"/> Personal Injury Liability		5,000,000
				<input checked="" type="checkbox"/> Personal and Advertising Injury Liability		
				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		
				Bodily Injury and Property Damage Combined		
				Bodily Injury (Per Person)		
AUTOMOBILE LIABILITY <input type="checkbox"/> Described Automobiles <input type="checkbox"/> All Owned Automobiles <input type="checkbox"/> Leased Automobiles ** <small>** All Automobiles leased in excess of 30 days where the insured is required to provide insurance</small>				Bodily Injury (Per Accident)		
				Property Damage		
				Each Occurrence		
				Aggregate		
EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/>						
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <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.
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6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS Thunderbird Insurance Brokers Ltd. 1032 Yates Street Victoria, BC V8V 3M7 BROKER CLIENT ID: SIRC01	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(Commercial general Liability - but only with respect to the operations of the Named Insured)</small> BRITISH COLUMBIA
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8. CERTIFICATE AUTHORIZATION							
Issuer	Thunderbird Insurance Brokers Ltd.			Contact Number(s)			
Authorized Representative	Rhonda Burns			Type	No	Type	No
Signature of Authorized Representative				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