



# THE DIOCESAN SYNOD OF FREDERICTON

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Adopted September 25, 2021

## **MINUTES OF THE MEETING OF DIOCESAN COUNCIL**

29 May 2021

Videoconference

### **Pre-meeting circulation**

- Agenda
- Draft Minutes (February 20<sup>th</sup>, 2021)
- Diocesan Committee and Teams Report
- Chancellor's Report
- Finance Committee and Treasurer's Reports
  - April 30, 2021 Shared Ministry and Employment Assessment
  - April 30, 2021 Draft Financials
- Committee and Team Reports: HR, Mission and Outreach, and Spiritual Development
- Representative Reports: Camp Medley Director

### **Members Attending**

Kathy Asch, David Barrett, Eric Beek, David Bell, Ken Brien, Perry Cooper, David Edwards, Geoffrey Hall, Brent Ham, Heather Harris-Jones, Chris Hayes, Lionel Hayter, Susan Jack, Mary Anne Langmaid, Cathy Laskey, Bob LeBlanc, Coralie Losier, John Matheson, Rob Marsh, Keith Osborne, David Peer, Matthew Pitman, Ted Quann, Paul Ranson, Joni Richardson, William Ross, Kevin Stockall, Cheryl Young.

### **Members Regrets**

Linda Fury , Michael O'Hara and Robert Taylor

### **Members Absent**

Siobhan Laskey

### **Guests**

Shawn Branch (Zoom co-host), Cheryl Jacobs (Zoom co-host), Rosemarie Kingston (ACW Representative), and Gisele McKnight (NB Anglican).

### **Worship**

1. David Edwards welcomed everyone to the virtual conference room at 10:00 am and acknowledged that the land from which we gather to participate in this videoconference includes the unceded and unsurrendered lands of the Peskotomuhkati, Mi'kmaq, and Wolastoqey peoples. He noted that the Rev'd Canon Ginny Doctor died

unexpectedly earlier in the week and prayed for her family. Ginny was the Director of Indigenous Ministry for the Anglican Church of Canada.

2. David Edwards then led the council in Morning Prayer.

### **Call to Order**

3. David Edwards called the meeting to order at 10:20 am and noted the regrets of Michael O'Hara and Robert Taylor. No further regrets were received.

4. David Edwards asked Shawn Branch to review the process for voting that the hosts will use in the meeting.

5. David Edwards introduced the Agenda for the meeting and asked for any changes or additions. He added one item of new business on the Anglican Foundation of Canada as item 2. b) iv).

*MOTION 1: Ken Brien / Perry Cooper*

***That Diocesan Council accept the agenda as amended.***

*MOTION 1: Carried*

### **Minutes of the Last Meeting**

6. Diocesan Council reviewed the minutes of the last Diocesan Council meeting. David Peer reviewed changes to paragraphs 16 that more accurately reflect the record of the Chancellor's contribution to the discussion. Lionel Hayter identified a spelling error in Paragraph 12.

*MOTION 2: Mathew Pitman / Ted Quann*

***That Diocesan Council accept the minutes of the last meeting on February 20<sup>th</sup>, 2021, as amended.***

*MOTION 2: Carried*

### **Business Arising**

7. **Diocesan Committee and Team Structure.** David Peer updated Council on the work of the Ad Hoc group since the last meeting, and in particular the plan prepared for this meeting. The ad hoc group looking at Diocesan Committee and team structure has identified the governance challenge facing the Diocese, particularly the lack of a clear line of authority for missional activity. The committee recommends moving forward in three steps to improve the situation: 1) encourage the bishop to set up a missional life committee to support his work and to explore its relationship with current committees and teams that have a missional component. 2) Engage governance expertise to examine the problems and explore solutions and suggest better ways to organize our committees and teams. 3) Have Diocesan Council consider recommendations on and experience with governance and decide on the new structure.

8. David Edwards agreed to take under consideration the committee's recommendations for action and to keep the council apprised of developments at the next meeting.

9. **Commitment to guarantee funding for the Ho Medical Clinic.** Heather

Harris-Jones reported that enough contributions were received for the clinic, so the Diocesan Synod will not need to provide funding for the guarantee.

10. **Jurisdiction of the Finance Committee.** With the change to the minutes of the last meeting, David Bell considered the record satisfactory and that no further discussion was required.

11. **Anglican Foundation.** Cathy Laskey reported back on her work with David Bell to draft a motion for council consideration. During deliberation with the Seconder (Chris Hayes) and David Bell to craft a motion, the group came to a conclusion that a bottom-up approach might be better, and she will be working with Clyde Spinney, the representative of the Anglican Foundation of Canada for the Diocese, to reach out to parishes about the Foundation and the benefits of membership.

### **New Business**

12. **Acknowledgement of Diocesan Synod's 150<sup>th</sup> year of incorporation.** David Peer noted that this is the 150<sup>th</sup> anniversary year of the incorporation of the Diocesan Synod and suggested that if we were to hold a Synod this year it would be an appropriate theme or celebration at the Synod. The Secretary encouraged council members to send any ideas or suggestions on marking this anniversary to him.

### **Reports to Council**

13. The Archbishop asked for a motion to receive all reports sent in the pre-meeting package.

*MOTION 3: Lionel Hayter / Joni Richardson*

***That Diocesan Council receive all reports.***

*MOTION 3: Carried*

14. **Chancellor's Report.** David Bell reviewed recommended changes to Policy A-9 in his report (starting on page 15 of the pre-meeting package). Policy A-9 has returned to council for minor changes from the benefit of experience. The proposed amendments would extend the policy to cover non-routine building renovations (basically – costly renovations, renovations to address structural deficiencies, and renovations that make noticeable aesthetic change to a place of worship). When proposing to undertake such renovations, Parishes, the Cathedral or the Synod itself would put their plan before the Property Committee as a preliminary action before receiving permission to proceed from the Finance Committee. Experience shows that the Property Committee can give draft projects a fair bit of helpful comment. Diocesan Council is being asked to approve these changes.

*MOTION 4: David Bell / David Peer*

***That Diocesan Council approve Policy A-9, as presented.***

*MOTION 4: Carried*

*The full text of the new Policy A-9 is found in the Legislative Appendix to the minutes; a marked up version was included with the pre-meeting package.*

15. **Finance Committee.** Susan Jack reviewed the Financial Report and provided additional information on the Diocesan grants approved by the Finance Committee as well as the process used to arrive at the decision.
16. Heather Harris-Jones explained that the Diocesan Synod was able to award a significant volume of grants this year because savings from the impact of COVID-19 will be reallocated to grants. The experience of considering grants twice in a year has identified May as the time when Parishes are more able to prepare and submit grants. The demand for grant money and the timing of grant awards during the year will be considered during the development of next year's budget.
17. Heather Harris-Jones reviewed the grants that the Finance Committee recommends the Council approve for submission to the Anglican Foundation of Canada.

*MOTION 5: Rob Marsh / Coralie Losier*

***That Diocesan Council approve the recommendations of the Finance Committee for the Parish of Portland to apply for an Anglican Foundation Grant of \$15,000 for a lift /elevator project and Parish of Lancaster to apply for an Anglican Foundation Grant of \$10,000 for stained glass preservation.***

*MOTION 5: Carried*

18. **Treasurer's Report.** Heather Harris-Jones noted that although at the end of April the Diocesan Synod recorded \$46,000 in net income, she wanted to explain the large variances with Income. The investment income is down \$267,000, due to timing issues. The payouts from our PH&N investments occur quarterly and at the end of the year rather than monthly as our budget assumes. We are still on track with our returns. This issue will be corrected in next year's budget. The negative variance with the special purpose funds is mainly due to timing for the Ho Mobile Medical Clinic. The other revenue is for the sale of our two properties on Church St. and Brunswick St. It is not in the Budget because the sale was supposed to occur in December 2020 but did not occur until January 2021.
19. The Diocesan Synod expenses were less than budgeted, primarily due to reduced, delayed spends from COVID-19 which will offset overspends in grants. There were three areas of challenge on expenses: synod properties, particularly Camp Medley, Retired Clergy, and a new part time admin position in the Synod Office. This year she is monitoring expenses closely because Shared Ministry income is reduced and most of COVID-19 savings are allocated to grants. The intent is to continue to monitor spends to stay within the budget.
20. Brent Ham questioned whether the capital from the sale of buildings will be used for operations. Heather Harris-Jones replied that the capital will be used for future Synod office space.
21. In response to a question from Ken Brien about the government wage subsidy (CEWS), Heather Harris-Jones noted that it has been extended to September.
22. **Camp Medley Director's Report.** David Edwards noted that Camp Medley is working with the budget for 200 campers presented in February. Staff has been hired

and they are working on programs. Provided the Camp is in level Yellow residential camping will happen this summer.

**Other Items**

23. **St Michael's Youth Conference.** Kevin Stockall reported that St Michael's Youth Conference would not be held in 2021.

24. **Synod.** David Peer announced synod staff will begin planning in June for an in-person Synod in November. David Edwards stated his preference to hold the synod this year, provided there are no provincial restrictions on gatherings that would preclude Synod meeting in person.

25. **Rolling Meeting Schedule.** Our next meeting is planned for Sep 25<sup>th</sup>. We will reconsider in-person meetings when provincial health guidelines relax.

<p style="text-align: center;"><b>2021-2022</b> Saturday Sep 25 Friday Dec 3 to Saturday Dec 4 Saturday February 26, 2022 Saturday May 28<sup>th</sup></p>
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**Adjournment**

26. David Edwards closed the meeting in prayer at 1112 and asked for a motion to Adjourn.

*MOTION 6: Eric Beek*

***That this meeting of Diocesan Council be adjourned.***

Respectfully submitted,

The Most Rev David Edwards  
Archbishop and Chair

The Rev David Peer  
Secretary of Synod

## Legislative Appendix

### Changes to Policy A-9 – Purchase of Real Property and New Construction

#### **PURCHASE OF REAL PROPERTY AND NEW CONSTRUCTION OR RENOVATION**

##### **Purpose**

Policy A-9 assists applicant Corporations by ensuring that their acquisition of real property and their construction and renovation projects are planned carefully prior to substantial expenditure of money or other change of position by the Corporation. (Real property means land and things attached to land.) It helps the Bishop and Synod ensure that acquisitions and construction will further the mission of the Church and are otherwise prudent.

##### **General**

1. This Policy applies to **Parish Corporations**, the **Cathedral** and the **Synod** itself (referred to herein as Corporations) when

- purchasing real property, and when
- constructing **new** structures, **or when**
- **renovating or expanding existing structures attached to land.**

The Policy does **not** apply to **as like as kind** renewal of existing structures **or building components** (for example, replacing church roof or rectory windows; upgrading a heating system).

2. For greater certainty, Synod permission is required before undertaking new construction or renovation of any value that addresses structural deficiencies or that makes noticeable aesthetic changes to the interior or exterior of a place of worship.

3. Corporations have blanket permission to purchase real property of a cost **not exceeding \$10,000** and, subject to s. 2, to undertake new construction and renovations of a market value cost not exceeding \$10,000.

4. Corporations may purchase an interest in real property of a cost exceeding \$10,000 only with the express written permission of the Synod.

5. Corporations may undertake new construction or renovation/expansion projects of a market value cost exceeding \$10,000 only with the express written permission of the Synod.

6. Appended to this Policy is an application form that Corporations complete to seek Synod permission. Applications are directed to the **Property Committee**. The Property Committee examines them in appropriate detail and then passes the file and its recommendations to the Finance Committee.

7. The Finance Committee may also refer any other property-related proposal or policy to the Property Committee.

8. Acting on behalf of the Synod, the **Finance Committee** reviews the

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application and the Property Committee's assessment and grants or withholds the Synod's consent to the proposed purchase, renovation or new construction. On occasion, the Finance Committee may refer the matter to the Diocesan Council.

9. Purchase of an interest in real property of a cost exceeding \$10,000, and new construction or renovation projects of a market value cost exceeding \$10,000, also require the express written consent of **the Bishop**. The same application package considered by the Finance Committee on behalf of the Synod is considered by the Bishop. No separate application to the Bishop is necessary.

10. Corporations must take care that they do not commit themselves legally to contracts for purchase or construction before the required consents from the Synod and the Bishop are in place.

### Application Process and Requirements

11. Where the applicant is a Parish Corporation, it writes the Territorial Archdeacon to explain what is to be proposed.

12. Where the Corporation seeks permission to

- purchase real property of a cost exceeding \$10,000, or
- to undertake new construction or renovation/expansion to a fair market cost exceeding \$10,000, or
- to undertake any construction or renovation to address structural deficiencies or make noticeable aesthetic changes to the interior or exterior of a place of worship,

it **consults the Property Committee at the conceptual stage**, before there has been a substantial outlay of money or other substantial commitment by the Corporation.

13. In shaping and assessing the proposed project, the Property Committee considers the following:

- a. How the project relates to the Corporation's plan of mission
- b. Whether Safe Church issues have been addressed adequately
- c. Whether Human Resources issues have been addressed adequately (for example, when the project involves a rectory)
- d. Whether the project has heritage preservation implications
- e. Aesthetics
- f. Issues of accessibility, civic zoning and building code approvals
- g. Financial viability of the project in the particular Corporation context
- h. Any other aspect of the application that may be raised by the Finance Committee, Synod or the Bishop.

14. After consulting with the Property Committee in relation to the above issues, the Corporation makes formal application for Synod consent to undertake the purchase or construction by completing the form set out in Policy A-9 Appendix A.

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15. Formal applications for approval are submitted to the Property Committee in care of the Diocesan Synod office, or directly to [property@anglican.nb.ca](mailto:property@anglican.nb.ca)

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### Appendix

APPLICATION FOR PURCHASE, NEW CONSTRUCTION, OR RENOVATION

From (corporation name): \_\_\_\_\_

Regarding the proposed purchase of or new construction or renovation at: \_\_\_\_\_

\_\_\_\_\_ (location, PID and civic address of property)

We hereby apply to the Synod for approval to (check one):

Purchase the above-noted property at a price range of:

\$ \_\_\_\_\_ to \$ \_\_\_\_\_

Undertake construction or renovation at the above-noted property at a cost of:

\$ \_\_\_\_\_

We include the following documentation in support of this application:

1. Rationale for the purchase of the property or new construction or renovation in relation to the Corporation's mission;
2. Copy of the Corporation's resolution to act;
3. Copy of any tentative agreement to purchase, build or renovate;
4. Details as to price, terms and any similar information related to this application;
5. If a land purchase, an appraisal of the property's value, including a statement of the appraiser's qualifications;
6. If a land purchase and the property is listed for sale, a copy of the listing;
7. If a building is to be purchased, a building inspection report, including a statement of the inspector's qualifications;
8. Building and property plans for new construction or renovation;
9. Details of project finance in relation to the Corporation's finances; and,
10. Archdeacon's recommendation when the applicant is a Parish Corporation.

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

Names and signatures (as relevant to the applicant Corporation):

Incumbent: \_\_\_\_\_

Warden: \_\_\_\_\_

Warden: \_\_\_\_\_

## Financial Appendix

Parish Name	Requests	2021 Grant Allocated	Anglican Foundation	Mission Initiative	Purpose of Grant	Comments
Saint John	10,000	5,000			Steeple restoration	Phase 3 of project
Portland	35,000	20,000	15,000		St. Lukes Lift / Elevator Project	
Sussex	12,000	7,500			Roof Repairs	
St. Mary, York	3,000	-		3,000	Food Forest Project	Food security for community
Rothesay	5,788	5,500			Live Stream Ministry	
Coldbrook - St. Mary	10,000	7,500			Capital Support (Multi Year)	multi year request \$10K each year.
Lancaster	10,000	-	10,000		Stained Glass perservation	
Quispamsis	6,483	-			Parish Revitalization	
Woodstock	2,500	2,500			Live Stream Minstry Innovation	
St. Mark (SJ)	40,000	20,000			Stone Conversation Project	multi year request over two years totally \$80,000
The Nerepis and St. John	43,658	-			Support of Missions	
<b>TOTAL</b>	<b>178,429</b>	<b>68,000</b>	<b>25,000</b>	<b>3,000</b>		
Budget Remaining		16,150				
<b>SHORTFALL</b>		51,850				
Budget Reallocated		51,850				

