



THE DIOCESAN SYNOD OF FREDERICTON

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MINUTES OF THE MEETING OF DIOCESAN COUNCIL

24 February 2022
Videoconference

Approved: May 28, 2022

Pre-meeting circulation

- Agenda
- Draft Minutes (Dec 3rd, 2021)
- AFC Presentation
- Chancellor's Report
- Finance Committee and Treasurer's Reports
 - December 31, 2021 Shared Ministry and Employment Assessment
 - January 31, 2022, Shared Ministry and Employment Assessment
 - December 31, 2021 Financial Statements
 - January 31, 2022 Financial Statements
 - Camp Medley Financial Statement December 31, 2021
 - Camp Medley 2022 Budget
- Committee and Team Reports: HR, Spiritual Development
- Representative Reports: Camp Medley Director
- Draft regulations 5-4, 7-2, and 7-3

Members Attending

Kathy Asch, David Barrett, Eric Beek, David Bell, Ken Brien, Perry Cooper, David Edwards, Brent Ham, Geoffrey Hall, Heather Harris-Jones, Chris Hayes, Susan Jack, Mary Anne Langmaid, Cathy Laskey, Siobhan Laskey, Coralie Losier, Rob Marsh, Michael O'Hara, Keith Osborne, David Peer, Matthew Pitman, Paul Ranson, Joni Richardson, Kevin Stockall, Robert Taylor, Cheryl Young.

Member Regrets

Linda Fury, Bob LeBlanc, and Ted Quann

Members Absent

John Matheson, and Lionel Hayter

Guests

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

Worship

1. David Edwards welcomed everyone to the virtual conference room at 6:00 pm and acknowledged the unceded and unsundered Wolastoquey, Mi'kmaq, and Peskotomuhkati peoples' territory on which we meet and thanked them for allowing

us to gather.

2. David Edwards then led the council in Evening Prayer, with the help of Kathy Ashe, Chris Hayes, and Robert Taylor.

Call to Order and Opening Presentation

3. David Edwards called the meeting to order at 6:15 pm and introduced two Anglican Foundation of Canada (AFC) representatives, Dr. Scott Brubacher, Executive Director and Michelle Hauser, Development & Communications Consultant. Scott and Michelle spoke to council and provided a presentation on the Say Yes! To Kids Campaign. They reviewed the funding they received for 2021 and their funding plans for 2022. Funding for children has been an intentional funding focus of the Anglican Foundation for a decade, but 2021 was a most exceptional year. Requests for support for kids was five times higher than expected: AFC was expecting \$100,000 and received \$500,000 in requests. What AFC learned is that the first missions to disappear in the Pandemic were missions directed to kids.

4. AFC received feedback that participants want future funding to stay local, that is contributors would like their contributions to help their local communities. AFC will be moving to a peer-to-peer funding model that will require applicants for funding to apply early and work with the AFC on funding. The AFC sees their support for funding as a ministry that supports local missional efforts.

5. David Edwards noted the regrets of Linda Fury, Bob LeBlanc, and Ted Quann. No further regrets were received.

6. David Edwards asked Shawn Branch to review online meeting norms for Zoom.

7. David Edwards introduced the agenda for the meeting and asked for any changes or additions. None were offered.

MOTION 1: Robert Taylor / Susan Jack

That Diocesan Council accept the agenda as proposed.

MOTION 1: Carried

Minutes of the Last Meeting

8. Diocesan Council reviewed the minutes of the last Diocesan Council meeting.

MOTION 2: Brent Ham / Joni Richardson

That Diocesan Council accept the minutes of the last meeting on December 3rd, 2021.

MOTION 2: Carried

Business Arising

9. There was no business arising.

Correspondence

10. **Letter of Thanks.** The Incumbent of the Parish of Portland wrote to the Diocesan Council to thank the Council for their financial support for the elevator project at St Luke's church building.

New Business

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

MOTION 3: Ken Brien / Robert Taylor

That Diocesan Council receive all reports.

MOTION 3: Carried

12. **Chancellor's Report.** The Chancellor updated the Diocesan Council on his work on Cemetery policy to standardize the management of cemeteries throughout the diocese. The feedback received so far indicates that cemetery maps are problematic. It is a delicate topic, and the Chancellor is going slowly and deliberately; revisions to the policy are needed. He thanked everyone who has provided comments already. He also noted that an initial report has been sent directly to members and he encouraged feedback. The next step after considering council members' feedback will be reaching out to parishes for their feedback. By the time cemetery policy returns to Diocesan Council for consideration and approval the policy should have experienced a thorough review and comment cycle.

13. **Finance Committee Report.** Susan Jack noted that shared ministry contributions from Parishes was at 96% in January. She reported on the outcome of the shared ministry relief and diocesan grant process, which was conducted concurrently again this year, and highlighted the results included in the premeeting package. Susan spoke to the Anglican Church Homes application and noted that it was the one AFC application that Finance recommends submitting in this six-month cycle.

MOTION 4: Heather Harris-Jones / David Peer

That Diocesan Council approve the recommendation of the Finance Committee for the Anglican Church Homes in Sussex to apply for an anglican foundation grant of \$15,000 for roofing repairs.

MOTION 4: Carried

14. Susan Jack next reported that the Synod office has received written confirmation from all parishes invested in the DCIF that they are willing to have their investments be governed by Regulation 5-3 Investor Transfers to the DCIF, rather than individual contracts. The investment regulation was previously approved at a council meeting on December 5th, 2020.

MOTION 5: Heather Harris-Jones / David Peer

That Diocesan Council proclaim that Regulation 5-3 Investor Transfers to the DCIF come into force on March 14, 2022.

MOTION 5: Carried

15. **Treasurer's Report.** Heather Harris-Jones reviewed the 2021 financials, noting that there will be a few smaller adjustments with the end-of-year statements. She noted that there was an outstanding receivable for the mortgage payments being made for the Parish of St George of \$17,360 which does not show

up on the financials. She reviewed the January 2022 financials next. No questions were raised.

16. Heather then reviewed Camp Medley's 2021 financials and the budget for next year. In 2021 Medley, had 275 campers, which was 75 campers more than in the budget. This led to higher income and expenses. The Camp Director took advantage of end-of-year discounts to buy water-based program equipment. The budget came in with a net income of \$21.6k. The 2022 Medley budget is based on 400 campers. It is essentially a balanced budget that the Finance Committee has approved.

17. **HR Committee Report.** The HR committee report recommended that Diocesan Council approve a new Regulation 5-4 on Payroll Administration which was previously a part of Regulation 7-2. It will increase visibility and clearly define Synod and parish responsibilities when it comes to the centralized payroll system. The report also recommended changes to two existing Regulations: 7-2 on Remuneration and Compensation and 7-3 on Housing Standards and Regulations. An overview of changes includes:

- Updates to the names of the regulations to be more concise.
- Changes to formatting and layout to make the regulations easier to follow and assist in searching for specific information and categories.
- Updates to terminology - "Incumbent" replaces "Rector". "Church-owned housing" replaces "Rectory".
- Include requirements for internet access and a dishwasher under housing standards.
- Extend the access to medical benefits to allow lay staff to access medical benefits upon retirement, assuming they are enrolled in the medical plan before they retire.

MOTION 6: Kathy Asch / David Peer

Moved that the Diocesan Council approve the changes to Regulation 7-2 Remuneration and Compensation, as presented by the Human Resource Committee.

MOTION 6: Carried

MOTION 7: Kathy Asch / David Peer

Moved that the Diocesan Council approve Regulation 5-4 Payroll Administration, as presented by the Human Resource Committee.

MOTION 7: Carried

MOTION 8: Kathy Asch / David Peer

Moved that the Diocesan Council approve the changes to Regulation 7-3 Housing and Relocation, as presented by the Human Resource Committee.

MOTION 8: Carried

The approved Regulations are appended to the minutes in a legislative appendix.

18. Council members requested the HR committee look at the wording of three clauses in Regulation 5-4 and report back at the next council meeting with a proposal to revise wording if recommended. The three clauses of concern are 3(2), 5(5), and 5(6).

19. In clause 3(2) Council requested the HR committee investigate if the Parish Advisory Committee is the appropriate group to meet with the Synod Office over payroll arrears, as it seems outside the mandate of the Parish Advisory Committee. In clauses 5(5) and 5(6) Council noted that a travel allowance is no longer paid and was replaced by the travel disbursement, which is not included in the calculation for Employment Insurance and Canada Pension Plan contributions. Council requested the committee review the text and determine whether travel allowance should be removed, or alternatively, to clarify that a travel allowance may be included when "paid in some special circumstances."

Other Items

20. 35 Park Ave. (formerly All Saints Church, East Saint John). Keith Osborne asked the Secretary for an update on the status of All Saints, East Saint John. The Secretary explained that the intent was to sell the building before the end of the year, but that plan has been upset by three events that have stalled the donation of the building to Outflow Ministries Inc. There were delays in the transfer of the building past the end of the year and in early January the sewer collapsed inside the building. As a contractor was repairing the sewer, oil was discovered in the groundwater and a water leak occurred in the upstairs washroom. Synod staff initiated an insurance claim. The work has been stalled while the insurance company investigates the source of the oil and whether the clean-up is covered under insurance. Meanwhile, the sewer has been fixed and Outflow are able to continue using the building for their outreach program on carpentry training. As soon as the oil situation is resolved the lawyers can complete the property transfer.

21. Rolling Meeting Schedule. Our next meeting is an in-person meeting Saturday, May 28th.

2022

Saturday May 28th, 2022 (In-Person)

Thursday September 29th, 2022 (Virtual)

Friday December 2nd to Saturday December 3rd

Adjournment

22. David Edwards closed the meeting in prayer at 1938 and asked for a motion to adjourn.

MOTION 9: Chris Hayes

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

REMUNERATION AND COMPENSATION

PART 1: GENERAL

- 1 Clergy remuneration comprises:
 - a) stipend;
 - b) car replacement allowance and travel reimbursement;
 - c) housing allowance or the deemed value of a provided residence; and
 - d) the employer's contribution to the Group Registered Retirement Savings Plan provided for under Regulation 7-6.but does not include the leave and other benefits set out in Regulations 7-4 to 7-9.
- 2 The following Clergy serving in a parish, chaplaincy, the diocese, or other special ministry are entitled to remuneration and other benefits according to their classification:
 - a) full-time regular clergy;
 - b) part-time clergy;
 - c) interim clergy;
 - d) retired clergy; and
 - e) Assistant Curates.

PART 2: FULL-TIME CLERGY

- 1 Stipend
 - 1(1) The Scale of Minimum Stipends set out as [Schedule A \(Scale of Minimum Stipends\)](#), is the minimum compensation to which regular full-time clergy, serving in a parish or special ministry, are entitled.
 - 1(2) A Parish Corporation may pay its cleric an amount above that required by the Scale of Minimum Stipends based on qualifications and experience.
 - 1(3) The stipend for the Diocesan Bishop is 150% of the top level of the Scale of Minimum Stipends, and the stipend for a Coadjutor Bishop or Suffragan Bishop is 140%.
 - 1(4) The Diocesan Bishop shall receive an increment of one thousand dollars (\$1000) per year of service in the role of Diocesan Bishop after the first year, with a maximum of ten (10) such increments.
 - 1(5) The stipend for the Executive/Episcopal Archdeacon is 125% of the top level of the Scale of Minimum Stipends.
- 2 Travel
 - 2(1) Full-time clergy are entitled to a car replacement allowance in an amount established by the Diocesan Council.
 - 2(2) Full-time clergy serving in a parish are entitled to travel reimbursement as set out in [Schedule B \(Travel Reimbursement Chart\)](#).
 - 2(3) Parishes reimbursing clergy driving on parish business in excess of the threshold number of kilometres per year may recover those costs from the travel pool set out in Schedule B (Travel Reimbursement Chart).

- 2(4) Full-time clergy on Synod staff who are in receipt of a car replacement allowance may claim for travel reimbursement at a rate set out in Category A of Schedule B (Travel Reimbursement Chart).
 - 2(5) Full-time parish clergy in receipt of a car replacement allowance and travel reimbursement shall report their mileage to the Synod Treasurer at the end of each month. The report shall certify the number of kilometres driven in that month on parish business.
 - 2(6) Clergy making a parish claim for travel reimbursement are responsible for keeping records distinguishing kilometres driven for personal use from kilometres driven on parish business.
 - 2(7) The Synod administers the pool of funds established to pay excess travel reimbursement claims. Each Parish Corporation shall pay equally into the pool in an amount specified in Schedule B (Travel Reimbursement Chart).
- 3 Housing
- 3(1) Regular full-time clergy are entitled to church-owned housing or a housing allowance in accordance with [Regulation 7-3 Housing Standards and Relocation](#).

PART 3: REGULAR PART-TIME CLERGY

- 1 Stipend
- 1(1) The stipend for regular part-time clergy is calculated pro rata from Schedule A (Scale of Minimum Stipends) on the basis that a full-time cleric is assumed to work 93.3 hours semi-monthly (43 hours per week).
- 2 Travel
- 2(1) Regular part-time clergy are entitled to travel reimbursement as set out in Schedule B (Travel Reimbursement Chart).
 - 2(2) Part-time parish clergy in receipt of a car replacement allowance and travel reimbursement shall report their mileage to the Synod Treasurer at the end of each month. The report shall certify the number of kilometres driven in that month on parish business.
 - 2(3) Clergy making a parish claim for travel reimbursement are responsible for keeping records distinguishing kilometres driven for personal use from kilometres driven on parish business.
- 3 Housing
- 3(1) Regular part-time clergy are entitled to either church-owned housing or a housing allowance on the pro-rata basis defined by the terms of the appointment.
- 4 Benefits
- 4(1) Regular part-time clergy are entitled, pro rata, to the same vacation benefits as regular full-time clergy.
 - 4(2) Regular part-time clergy working half-time or more (on the basis that a full-time cleric is assumed to work 93.3 hours semi-monthly) are required to participate in the regular clergy pension, medical, vision, dental and life insurance plans as provided in the General Synod Policy: 'Benefits for Employees on Short Term Contracts' as set out in Schedule C to this Regulation.

- 4(3) Regular part-time clergy working less than half-time are entitled to one week's educational leave per year and a \$300 education allowance.

PART 4: RETIRED CLERGY ("RETIREES")

- 1 Appointment
 - 1(1) The Bishop may appoint a retired member of the clergy ("Retiree") on a full-time or part-time interim (temporary) basis.
- 2 Stipend
 - 2(1) A retiree may negotiate a remuneration arrangement with the Synod or a Parish Corporation based on time expectations and workload rather than the Scale of Minimum Stipends.
- 3 Travel
 - 3(1) A retiree may claim travel reimbursement according to Category B of Schedule B (Travel Reimbursement Chart).
- 4 Housing
 - 4(1) A retiree is not entitled to church-owned housing or a housing allowance.
- 5 Benefits
 - 5(1) A retiree is not eligible to participate in the regular clergy pension, medical, vision, dental or life insurance plans, but shall normally participate in the Retired Clergy benefit plan. *(Include link to Pension Office retiree benefits site/brochure)*
 - 5(2) A retiree is entitled to two weeks paid vacation per year, to be paid at the regular weekly rate, or to 4% vacation pay in lieu thereof, the latter to be paid annually in June or at termination of appointment.
 - 5(3) A retiree working more than half-time is entitled to two weeks educational leave per year and a \$450 education allowance. A retiree working half-time or less is entitled to one week of educational leave per year and a \$300 education allowance.

PART 5: INTERIM NON-RETIRED CLERGY

- 1 The Bishop may appoint a non-retired member of the clergy in accordance with [Episcopal Directive 8.8.3 Interim Parish Ministry](#) (Schedule D).
- 2 A non-retired member of the clergy appointed as such on an interim basis is entitled to a pro rate stipend in accordance with the Scale of Minimum Stipends, a car replacement allowance and travel reimbursement, and to be provided with housing or a housing allowance.

PART 6: ASSISTANT CURATES

- 1 The Bishop may appoint an Assistant Curate to serve in a parish.
- 2 A Parish Corporation may employ an Assistant Curate or receive on in accordance with the Diocesan Training Curacy Program as set out in [Policy B-5 Diocesan Training Curacies](#) (Schedule E).

PART 7: VOCATIONAL DEACONS

- 1 Stipend
 - 1(1) A vocational deacon is not normally paid a stipend.
- 2 Travel
 - 2(1) A vocational deacon may claim travel reimbursement from the Parish Corporation according to Category B of Schedule B (Travel Reimbursement Chart).
- 3 Housing
 - 3(1) A vocational deacon is not entitled to church-owned housing or a housing allowance.
- 4 Benefits
 - 4(1) A vocational deacon is not eligible for participation in the regular clergy pension, medical, vision, dental or life insurance plans.
 - 4(2) A vocational deacon is entitled to up to four weeks of unpaid vacation per year.
 - 4(3) Parishes with vocational deacons functioning with a current covenant shall provide an annual contribution of \$450 to the Diocesan Continuing Education Fund for vocational deacons.

PART 8: HONORARIA FOR TAKING OCCASIONAL SERVICES

- 1 Clergy not established in a regular parish stipendiary ministry shall be paid at least \$100/service by the receiving Parish Corporation for taking a service.
- 2 Where a layperson or a member of the clergy who is established in a regular parish stipendiary ministry takes services in another parish, the receiving Parish Corporation is encouraged to pay an honorarium.

PART 9: CLERGY OUTFITTING GRANT

- 1 A newly ordained transitional deacon on first appointment is entitled to an outfitting grant in an amount established by the Diocesan Council.
- 2 A newly ordained bishop is entitled to an outfitting grant in an amount established by the Diocesan Council.

Revised
25 November 2010
24 February 2022

- Schedule A Scale of Minimum Stipends
- Schedule B Travel Reimbursement Chart
- Schedule C Benefits for Employees on Short Term Contracts
- Schedule D [Directive 8.8.3 Interim Parish Ministry](#)
- Schedule E [Policy B-5 Diocesan Training Curacies](#)

HOUSING STANDARDS AND RELOCATION

PART 1: HOUSING STANDARDS

1 Definitions

1(1) In this Regulation,

- "occupant" means a person who occupies housing by virtue of a position as Cleric and includes adult household members.
- "owner" means the Diocesan Synod or a Parish Corporation that owns or controls the housing, and includes an agent acting on behalf of the owner.
- "property" includes the housing or part thereof and includes accessory buildings and the land on which they are located.
- "church-owned housing" includes any residence provided for a Cleric.
- "standards" include all applicable municipal, provincial, and federal standards or regulations.

Purposes

2(1) The purposes of this Regulation are:

- a) To establish minimum standards to govern the condition, occupancy, and maintenance of housing.
- b) To provide safeguards for the safety, health and welfare of occupants and users of properties by requiring owners to repair and maintain them in accordance with established minimum standards, as set out below, and
- c) To establish standards for payment of utility bills.

3 General Rule

- 3(1) The Diocesan Synod or a Parish Corporation, as the case may be, shall provide housing or a housing allowance for the use of the occupant and the occupant's household.
- 3(2) A regular part-time Cleric is entitled to housing or a housing allowance on a pro rata basis, as defined by the terms of the appointment.
- 3(3) Church-owned housing shall have a kitchen, dining room, living room, a minimum of three bedrooms, a minimum of one full bath and a half-bath, a minimum of 25 square metres of dry storage space, and a study equipped with desk, chair, bookshelf, telephone, and internet connection. Payment for telephone and internet service is to be negotiated between the Cleric and employer.
- 3(4) The owner shall provide the housing with appropriate appliances and moveables, as specified in s. 8.

4 New Construction and Alterations

- 4(1) New buildings and additions or alterations must comply with any applicable municipal, provincial, and federal laws. Without limiting the generality of the foregoing, the owner shall ensure that they meet the standards set out in the current edition of the National Building Code of Canada.

- 4(2) The owner shall, before purchasing, constructing, adding to, or structurally altering housing, comply with Policy A-9 -- Purchase of Real Property and New Construction and Renovation.

5 Fire Prevention Measures

- 5(1) The installation of smoke alarms and smoke detectors shall conform to the National Fire Code of Canada. If two or more detectors are installed, there shall be one of each of the ionization and photoelectric types.
- 5(2) The occupant shall not permit hazardous liquids (e.g., petroleum products) and hazardous waste (e.g., oily or paint-soaked rags) to be stored in church-owned housing, nor shall the occupant permit the accumulation of combustible waste (e.g., paper, boxes, Christmas trees).
- 5(3) The owner shall ensure that every kitchen is equipped with a wall-mounted fire extinguisher of the dry chemical type suitable for Class A, B and C fires and no smaller than 1.59 kg. This unit shall be inspected and periodically recharged by the owner.
- 5(4) It is the responsibility of both the owner and the occupant to correct a fire hazard as soon as possible after such hazard comes to their attention.
- 5(5) The installation of all masonry or factory-built chimneys shall conform to the minimum standards as set forth in National Building Code.

6 Plumbing and Sewage

- 6(1) All church-owned housing should have safe running water. If the housing is on a well, testing should be carried out on a yearly basis.
- 6(2) Plumbing fixtures and sewage disposal shall, as a minimum standard, comply with the provisions of the National Building Code.

7 Electrical Facilities

- 7(1) Electrical installations, including the service capacity of the installation and the number and distribution of circuits, shall meet the requirements of the appropriate provincial or municipal laws, or, in the absence of such laws, shall conform to the Canadian Electrical Code.
- 7(2) Aluminum wiring shall not be used in any new installation or rewiring project. Where aluminum wiring is now installed in a property, the owner and/or occupant shall immediately notify the regional Archdeacon. An immediate inspection shall be arranged to eliminate possible fire hazards.

8 Owner's Responsibilities

- 8(1) In addition to any other owner responsibilities for church-owned housing included in this Regulation, the owner shall:
- a) Prohibit the occupation or use of any church-owned housing or part thereof that does not conform to the standards set out in this Regulation.

- b) Ensure that housing is in a clean, sanitary, and safe condition and free from infestation by insects, rodents, or other pests before occupation.
- c) Pay the electrical, heating and water and sewer bills and for any other utilities agreed between the owner and the occupant.
- d) Be responsible for normal repair and maintenance of the premises in accordance with the standards set out herein including, without limiting the generality of the foregoing, renewal of interior and exterior painting, floors, stoves, refrigerators and other appliances or fixtures.
- e) Provide snow-ploughing services so to permit access to driveways, parking areas, carports and entrances.
- f) Provide grounds-keeping services.
- g) Provide the following appliances and other movables:
 - i) An efficient kitchen stove in excellent working order.
 - ii) A refrigerator of not less than twelve cubic feet capacity in excellent working order.
 - iii) Automatic washer and dryer.
 - iv) Drapes or curtains for all dining and living rooms; and
 - v) Blinds for all bedroom and bathroom windows.
 - vi) A dishwasher in excellent working order.
- h) Carry out any direction given by the regional Archdeacon with respect to the housing.

9 Occupant's Responsibilities

- 9(1) In addition to any other occupant responsibilities included in this Regulation, the occupant shall:
- a) Secure tenant's insurance.
 - b) Maintain the property in a reasonably clean, sanitary and safe condition, free from infestation by insects, rodents and other pests.
 - c) Maintain lands and accessory buildings in a clean, sanitary and safe condition.
 - d) Remove kitchen waste at least once weekly.
 - e) Keep the grounds of the property reasonably neat at all times and not allow the property to be littered with unsightly material.
 - f) Maintain all plumbing, cooking and refrigeration fixtures and appliances, as well as other building equipment and storage facilities, in a clean and sanitary condition.
 - g) Keep all exits clean, safe and unobstructed.
 - h) Be financially responsible for damage to the property caused by negligence or misuse of the property by anyone on the property with permission of the occupant or his/her household member.
 - i) Cooperate with the owner to ensure that painters and other contractors and trades people have reasonable access to carry out normal maintenance.
 - j) Not alter any part of the property without the consent of the owner.

10 Access

- 10(1) With the exception of the provisions that follow, the owner shall not have access to occupied church-owned housing without the express consent of the occupant.
- 10(2) The owner shall have immediate access to occupied church-owned housing without the consent of the occupant in the case of an emergency involving the life or health of persons or damage or potential damage to property.
- 10(3) The occupant shall provide reasonable access to the owner at a time or times to be agreed on at least 24 hours in advance for the purpose of examination of the structure or systems of the property and their proper maintenance.
- 10(4) The occupant and owner shall agree on a date and time for an annual review of the property.
- 10(5) Either the owner or the occupant may, on reasonable notice, request an inspection of the property by the territorial Archdeacon.

11 Rental by Owner for Other than Rectory

- 11(1) Unoccupied church-owned housing may be rented only in accordance with Policy A-3 -- Disposition of Real Property and Demolition of Buildings.

PART 2: CLERIC-OWNED HOUSING

1 Where Church-Owned Housing Not Available

- 1(1) Where the Synod or a Parish Corporation does not own suitable housing, it shall provide a housing allowance to the Cleric.

2 Principles

- 2(1) The following principles apply:
 - a) The Synod or Parish Corporation shall provide a housing allowance, based on the equivalent fair rental value of an adequate property, including a fair value for the utilities and services that would be included if church-owned housing were provided. A fair rental value may be obtained from the Canada Mortgage and Housing Corporation or a licensed realtor.
 - b) If the cleric is employed on a permanent part-time basis, the housing allowance shall be determined on a pro rata basis.
 - c) If the cleric decides to purchase a home, the Parish Corporation shall not be responsible for real property taxes or property insurance. These two items are usually included in a fair rental value, and as such, are covered through the housing allowance.

3 Where Church-Owned Housing Available but Not Occupied by the Cleric

- 3(1) Where church-owned housing is available and conforms to the standards set out in this Regulation but the Cleric decides not to occupy it, the parties shall adhere to the following practice:

- a) The Synod or Parish Corporation and the Cleric shall negotiate an adequate housing allowance based on the fair rental value of the existing church-owned housing.
- b) The housing allowance shall include an allowance for heat and utility costs, which should not exceed the cost that would be incurred for these items if the church-owned housing were occupied.
- c) In order to recover its costs, the Synod or Parish Corporation may, subject to Policy A-3 -- Disposition of Real Property and Demolition of Buildings, rent the existing church-owned housing. In such a case, the rental income received, less any additional costs attributable to renting the rectory, shall form the basis of the negotiation of the housing allowance.
- d) Where church-owned housing is available, but the Cleric refuses to occupy it due to its physical condition, the regional Archdeacon is responsible to resolve the issue.

PART 3: MOVING EXPENSES

1 Moving from Outside New Brunswick

- 1(1) If a Cleric moves to the Diocese, moving expenses shall be negotiated with the Synod.
- 1(2) If a Cleric who has moved to the Diocese leaves his or her original ministry or a similar one within a three-year period after commencement, s/he shall repay the Synod a pro rata share of the moving expenses: one third of the moving cost repayable for each year not served.

2 Moving within New Brunswick - Eligible Expenses

- 2(1) Payment of moving expenses for a Cleric relocating within New Brunswick shall be shared between the Synod and the Cleric, based on the following considerations:
 - a) The Cleric shall use the moving company designated by the Synod.
 - b) The Synod shall pay the cost of moving, which shall include packing of breakable objects and insurance on contents, subject to the following exceptions:
 - The Cleric shall pack all non-breakable items (e.g., books, bedding, clothing, and kitchenware) in acceptable packages.
 - The Cleric shall be solely responsible for the cost of moving vehicles, including boats, trailers, snowmobiles and recreational vehicles.
 - c) The Cleric shall be solely responsible for the cost of insuring calculable valuables, (e.g., jewelry, furs, art, antiques and collectibles, valuable papers).

3 Moving Within a Parish

- 3(1) Where the Parish Corporation requires a Cleric to move, the Parish Corporation shall pay all relocation expenses, including packing.

4 Moving at Retirement

- 4(1) On providing receipts for expenditures as outlined in section 2(1b), the Synod shall reimburse the moving expenses of a retiring Cleric up to an amount established by the Diocesan Council.

Adopted 17 September 2008