



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

Minutes of October 15, 2020 Finance Committee - ZOOM meeting @ 1:00 pm

EX OFFICIO

The Dean, the Very Rev. Ansley Tucker
The Registrar, Nathan Lampard **R**
The Chancellor, Bob Gill
The Treasurer, Michael Murgatroyd
The Clerical Secretary, the Rev. Paul Schumacher
The Lay Secretary, Canon Elaine Ellison

ELECTED FROM DIOCESAN COUNCIL

Lynn Schumacher
The Ven. Dr. Dawna Wall
Ed Norman

APPOINTED

The Rev. Canon Dr. John Steele
The Ven. Alastair Singh-McCollum
Joan Hoffman **R**
Michael Wolff

EXECUTIVE STAFF

Diocesan Finance Officer, Gail Gauthier
Executive Officer, Barry Foster

1. Opening Prayer

Michael Murgatroyd chaired the meeting; Barry Foster offered a prayer.

2. Regrets and agenda review

The Lay Secretary noted that one member, Joan Hoffman, had sent regrets for this meeting. The chair reviewed the meeting agenda; Gail added St John the Divine Courtenay to the information points in item 6. The agenda was accepted as amended.

3. Minutes of the meeting September 17, 2020

Bob asked that the second motion in item 12, 2021 Cost of living increase, reflect discussion at the last meeting and the motion approved at Diocesan Council. The amended motion would read: 'That Finance Committee recommends that Diocesan Council recommends to all parishes they provide a 2021 cost of living increase of 0.7% to lay staff.' This amendment was agreeable to members.

MOVED BY: Lynn Schumacher
SECONDED BY: Alastair Singh-McCollum
That the minutes of September 17, 2020 Finance Committee be received as amended.
THE MOTION WAS CARRIED

Lay Secretary Note following the meeting: One e-vote which occurred since the last meeting is recorded here for reference:

That Finance Committee recommends to Diocesan Council the engagement of South Island Property Management Ltd. to provide management services for 3937 St Peter's Road, Victoria (St Peter Lakehill rectory).

Moved by Dawna Wall and Seconded by Michael Murgatroyd. The motion was carried.

4. Finance report, monthly financial statement, overdrafts and assessments in arrears September 2020

The Finance Officer referred to the financial documents for September. The diocese continues to be up to date on payroll source deductions for the parishes, itself, and other entities it provides payroll services for. For the federal government wage subsidy, Gail reported that source deductions are expected to be remitted under new parish payroll account numbers effective the October 15th payroll. The next step is CRA transferring the January to September 2020 remittances into the new accounts. After that, application can be made under separate numbers for the Canada Emergency Wage Subsidy (CEWS).

Forecast adjustments have been made to the September statements to a few line items, including decreased salary and travel in the Bishop's office.

Gail reported that the CRA is doing an audit for the periods January 1/17 to December 31/18. This is to ensure deficiencies have been addressed from the previous audit of 2011/2012.

Gail noted that a replacement, Gillian Astbury, has been hired for Terry Mikkonen, who is retiring. Gillian began work on October 14th; training will take place in the coming weeks.

MOVED BY: Ed Norman
SECONDED BY: Michael Wolff

That the financial statement and reports for September 2020 be received as circulated.

THE MOTION WAS CARRIED

5. Minutes of September 29, 2020 Investment Committee meeting

Gail and Michael M provided an update on the RFP process; the investment committee/review team has met with Leith Wheeler and with Jarislowsky Fraser and met with RBC PH&N on October 14th. The committee hopes to meet next week to make a decision. Recommendations to Finance Committee will be presented shortly.

Bob raised as an optics concern that the committee appears a bit heavy with RBC related members and asked how that was dealt with. Michael M said no one currently works for RBC,

and that all connections were disclosed and recorded at the meeting; investment committee members are satisfied that there isn't any conflict of interest.

MOVED BY: Bob Gill

SECONDED BY: Ansley Tucker

That the minutes of September 29, 2020 Investment Committee be received as circulated.

THE MOTION WAS CARRIED

6. Property Advisor report

The September report was referenced and a question raised with the result that Bob will write to Bob Brandle about the status of St Mark Salt Spring's "Cemetery 2" property lines to ensure that the neighbor doesn't sell the property, which has some human remains on it, before checking with the diocese.

MOVED BY: Michael Wolff

SECONDED BY: Dawna Wall

That the September 2020 Property Advisor activity report be received as circulated.

THE MOTION WAS CARRIED

Information on three other capital work projects in excess of \$20,000 was presented:

- Information on St John the Divine Victoria grant

St John the Divine received a Rick Hansen Foundation (RHF) grant to support installation of a wheelchair ramp for their foodbank access recently. Previously an application to the Anglican Foundation for funding had been looked at. The RHF notified St John's that the federal government had created a short window (June 2 – July 13) to apply for enabling accessibility projects. Joan Huzar notified Gail July 7 of the opportunity for funding; Gail sent information to Bob Brandle to see if other parishes might want to apply. Unfortunately, the turnaround time was too tight to have other sites apply. St John's was able to submit the application and has been awarded \$100,000. The chancellor reviewed the agreement and St John's has signed the documents.

Alastair commented that there is a lot of space but not much of it is accessible. At least a third of the people using the food bank are not able to get downstairs. It is expected that the wheelchair ramp work will roll into the Transforming Futures work. The parish will still need to do some fundraising as quotes from two years ago were in the \$110,000 range. Bob Brandle is working with the parish to prepare a project brief which will come to a future Finance Committee meeting.

- Information on St Stephen applying for grant

St Stephen, Parish of Central Saanich, is planning to apply for a Unique Heritage Infrastructure grant for painting the church. This grant was announced by the provincial government September 24 and has a closing deadline of October 29. Heritage BC suggested St Stephen apply. If funds are received the building must be kept for five years. The application does not indicate it will trigger any heritage designations. Gail suggested it is uncertain if St Stephen will be successful in the

application due to several requirements: the project must be primarily for public use and benefit. As well, the building must be community and/or visitor-oriented, open for use to the public and not limited to a private membership. And, the project should support the creation of new, or returned, employment opportunities in applicant communities.

- Information on St John the Divine Courtney

The parish is planning to redesign the interior of the church for a new office and an improved washroom. Concept drawings for the three phase project have been approved by their Parish Council. Costs could range from \$50,000 to \$100,000; funds are available from the Willet Estate.

There was a general discussion of improvements to church properties and how planning needs to be done for a coordinated approach to ministry in regions and in the diocese. It was decided to wait for the new bishop to give direction on this issue.

7. Roger's Court/BC Housing update for St Peter and St Paul

Gail reported on behalf of Bob Brandle that on October 8, Stephen Martin confirmed that Provisional Project Approval (PPA) is awaited from BC Housing. The Diocese has reconfirmed our commitment to the project in the form of \$1,870,000 in land value, plus a cash contribution of \$250,000.

BC Housing Executive are currently reviewing the Provisional Project Approval request received from Roger's Court and Makola Development Services. Once funding approval is secured, temporary trailers for an office, washrooms, and a small meeting room will be installed, the existing 1958 hall will be demolished and the property subdivision will be completed. We will then be in a position to go to tender for the new 24 unit/Ministry Centre facility.

8. St Mary Oak Bay Canadian Heritage Arts Society lease amendment

The Canadian Heritage Arts Society, which operates a performing arts school at St Mary Oak Bay, has an amendment to its lease expiring May 31, 2023, to occupy a further 169 square feet effective July 1, 2019 for office space. Additional rent will be \$225 per month July 1, 2019 to May 31, 2020, \$260 per month June 1, 2020 to May 31, 2021, and \$300 per month June 1, 2021 to end of lease on May 31, 2023. Gail noted that the Chancellor assisted with the lease amendment.

MOVED BY: Ed Norman
SECONDED BY: Dawna Wall

That Finance Committee recommends to Diocesan Council the approval of an amendment to the lease with the Canadian Heritage Arts Society (at St Mary Oak Bay's premises) that effective July 1, 2019, an additional 169 square feet is added to the area under the lease and further Basic Rent is due monthly until the lease expires May 31, 2023 as per the amended lease.

THE MOTION WAS CARRIED

9. Other Business

No other business was raised.

10. Adjournment

A motion to adjourn was raised by Alastair Singh-McCollum at 1.53pm.

**NEXT SCHEDULED MEETING: THURSDAY, NOVEMBER 19, 2020
ON ZOOM**

FOR DIOCESAN COUNCIL RATIFICATION

That the financial statement and reports for September 2020 be received as circulated.

That the minutes of September 29, 2020 Investment Committee be received as circulated.

That the September 2020 Property Advisor activity report be received as circulated.

That Finance Committee recommends to Diocesan Council the approval of an amendment to the lease with the Canadian Heritage Arts Society (at St Mary Oak Bay's premises) that effective July 1, 2019, an additional 169 square feet is added to the area under the lease and further Basic Rent is due monthly until the lease expires May 31, 2023 as per the amended lease.