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# INTRODUCTION

At a meeting of the Joint Committee held on June 21, 1985 it was agreed that a Handbook on Joint Committee be prepared for the members. This was to include policies that have been implemented by the Committee since its first meeting June 19, 1976. A Handbook was prepared and was updated in 1987, 1989 and 1993.

This is not intended to be just an update of the 1993 edition but a new handbook with the information arranged in the following sections:

- (1) Structure of Joint Committee
- (2) Benefits
- (3) Funds, bequests and trusts
- (4) Programmes and other items
- (5) Insurance Regulations and Policies
- (6) Historical

This handbook is prepared in a loose-leaf format with a page or pages assigned to each sub-section. Future updates should require only the updating of the pages affected and the addition of pages for new sub-sections.

A thank you to the individuals who prepared the previous editions. Their work helped greatly in the research of the material contained in this edition.

# CHANGE TO JOINT COMMITTEE STRUCTURE

A MOTION WAS PASSED IN 2010 BY THE DIOCESAN SYNODS OF WESTERN AND  
CENTRAL NEWFOUNDLAND AND THE EXECUTIVE COUNCIL OF THE DIOCESE OF  
EASTERN NEWFOUNDLAND & LABRADOR THAT “ THE CANON ON JOINT  
COMMITTEE BE HELD IN ABEYANCE FOR THE PERIOD 1 JANUARY 2011 TO  
DECEMBER 31, 2012”

AND

THAT A NEW STRUCTURE OUTLINED IN A PAPER ENTITLED “THE WAY  
FORWARD” BE IMPLEMENTED AS OF 1 JANUARY 2011. THE NEW STRUCTURE TO  
BE KNOWN AS “THE TRI DIOCESAN MANAGEMENT COMMITTEE”

“THE WAY FORWARD” IS APPENDED IN CHAPTER 6 SECTION F AND HAS BEEN  
UPDATED TO INCLUDE DECISIONS MADE AT THE NOVEMBER 2010 JOINT  
COMMITTEE MEETING

## **MOTION**

*At the Tri Diocesan Management Committee held in Corner Brook on November 2<sup>nd</sup>, 2012*

*the following motion was approved:*

*“Considering the administrative success and financial savings of the Tri Diocesan Management Committee & Anglican Life for the period January 1, 2011 to December 31, 2012”*

*Moved “that the Canon on Joint Committee and the Anglican Life Committee continue to be held in abeyance until December 31, 2016 and that this motion would be sent to the three Diocesan Executives for confirmation”*

## **ADDENDUM**

*It should be noted that the Bishop of Eastern Newfoundland & Labrador will conclude his term as Chair effective 31 December 2012; the Bishop of Western Newfoundland will become Chair as of 01 January 2013 to 31 December 2014; the Bishop of Central Newfoundland will become Chair on 01 January 2015 to 31 December 2016*

*In consultation with Bishops Watton & Peddle it was agreed that Bishop Watton would continue as Chair of the Tri Diocesan Management Committee until 31 December 2018 and the Bishop of Eastern Newfoundland & Labrador would become Chair on 01 January*

*2019*

# CHAPTER ONE

## STRUCTURE OF JOINT COMMITTEE

### A. Purpose

The purpose of the Joint Committee shall be to recommend policy in matters of mutual concern such as administration, programme development and supervision. In any matters of mutual concern the Committee will speak on behalf of the three Dioceses through the Senior Bishop.

### B. Membership

The membership of the Joint Committee shall be:

- (1) The Diocesan Bishops
- (2) One cleric from each Diocese elected by its Synod for a two-year term (who shall be an ex-officio member of the Executive Committee of that Synod.)
- (3) One lay person from each Diocese elected by its Synod for a two-year term (who shall be ex-officio members of the Executive Committee of that Synod.)
- (4) One staff person appointed by each Diocese from its Diocesan Office.

There shall be alternates to the clerical and lay members who shall be elected by the Synods and who may attend meetings in the absence of regular members. Elected members are eligible for re-election for one successive two-year term.

Each Diocesan Executive Committee shall appoint a substitute staff person to attend meetings in the absence of regular appointed staff person

- (5) The Treasurer of the Joint Committee and the Provost of Queen's College are ex-officio non-voting members.

### **C. Officers**

- (1) The Joint Committee shall elect a Chair, Vice-Chair, and a Secretary who shall hold office for two years;
- (2) Every member is eligible for election to these offices;
- (3) Officers are eligible for re-election for one successive two-year term.

This was changed so all officers are from the same diocese and change in rotation every term.

### **D. Annual Meeting and Election of Officers**

At the November 2006 meeting it was agreed that since the Joint Committee:

- (1) now meets on one occasion per year;
- (2) and considering that the three Dioceses will elect new members at the 2007 Diocesan Synods;
- (3) and that members are elected to a two year term in the years ending in an odd number;

that we make the following changes

- (a) that the two year term commence in November of the year in which the Diocesan Synod elections take place. This will enable members to serve a full two year term.

At the meeting held in April 2006, the Central Diocese was asked to provide the Officers of Joint Committee. To bring the rotation in order; it will now be necessary for the Diocese of Central Newfoundland to provide the Officers until November 2009 followed, in November 2009, by the Diocese of Western Newfoundland and, in November 2011, by the Diocese of Eastern Newfoundland & Labrador.

### **E. Duties of the Secretary**

- (1) Record Minutes of the proceedings of Joint Committee and forward same to the Treasurer of Joint Committee for distribution.
- (2) Answer correspondence and contact members of other committees to invite them to Joint Committee meetings as requested.

### **F. Duties of the Treasurer**

In addition to finance and administration, the Treasurer will



- (1) be responsible for up-dating the text of the Joint Committee Canons and Handbook to reflect the various changes, additions and deletions made at the regular Joint Committee meetings;
- (2) be responsible for the distribution of the Joint Committee minutes;
- (3) be responsible for notifying Joint Committee members of meetings.
- (4) withdraw funds from various investments currently held by Anglican Joint Investments, on behalf and associated with the bank accounts for the Tri Diocesan Management Committee (Joint Committee) when there is a shortfall on current account.

#### **G. Meetings**

- (1) Meetings are held once a year; generally at St. Martin's Parish Centre, Gander, Diocese of Central Newfoundland.

#### **H. Agenda for Meetings**

- (1) Each Bishop shall submit to the Secretary any items for inclusion on the agenda and a copy shall be sent to the other two Bishops. (June 1976)
- (2) Concerns from individuals, parishes and deaneries should be channeled through their respective executives. (March 1984)
- (3) It was agreed that major reports be circulated to members before the Joint Committee meeting at which they are to be discussed. (December 1986)

#### **I. Funding of Joint Committee**

Joint Committee incurs expenses (cost of meetings, travel, supplies, etc.) but it generates no revenue. Investment income and interest is earned by and credited to the various funds under its administration. Prior to 1990 it was the practice to fund Joint Committee from this investment and interest income. It was agreed in September 1989 and ratified in December 1989 that beginning January 1990 each Diocese is asked to budget \$1,000.00 per year for Joint Committee expenses. If further funding is required it will be requested from the Dioceses on an equal basis.

Funding from the dioceses was subsequently discontinued until such a time as it was determined that future funding would be needed.

#### **J. Travel and Related Expenses**

It was agreed that members attending the Joint Committee meetings would be reimbursed for transportation and related expenses. The rate of reimbursement to be determined by the Joint Committee.

- (1) Accommodation with receipt.
- (2) Breakfast \$15.00; Lunch \$15.00; Dinner \$20.00 when attending meetings as well as meals to and from meetings (unless otherwise provided by the church).
- (3) The travel allowance as established by Joint Committee.

## **K.. Administration and Accounting**

It was agreed that the work involved with things common to the three dioceses would be rotated amongst Synod Offices as determined by the Joint Committee. The work would be done on a fee for service basis with costs charged to the income bearing funds namely; The Newfoundland Insurance Account; Anglican Joint Investments and Anglican Life.

## **L. Archives**

It was agreed that the Diocese of Eastern Newfoundland & Labrador would be responsible for archiving Joint Committee materials.

## **Sub-Committees of Joint Committee**

### **1. The Executive of Joint Committee**

The Joint Committee adopted a proposal (March 11, 1996) "that a standing committee be established to be known as the Executive Joint Committee, membership to include:

Chairperson of Joint Committee  
The appointed staff person of each diocese  
Treasurer of Joint Committee

The purpose of this Committee is to deal with the ongoing work of the Joint Committee between meetings and other duties as assigned at regular Joint Committee meetings.

### ***MOTION APPROVED RE ANGLICAN LIFE***

Considering that the work of Anglican Life Committee and its decisions are reported and approved at each meeting of Joint Committee and more recently at each meeting of the Tri Diocesan Management Committee....

**Moved** that effective January 1, 2015 that the Anglican life Committee as outlined in the Joint Committee Handbook be replaced with the following mechanism for administration, production and finance.

**A. ADMINISTRATION AND FINANCE**

1. That the Executive of Joint Committee/Tri Diocesan Management Committee meet prior to the Joint Committee/Tri Diocesan Management Committee meeting to deal with any matters which might be forthcoming for the approval of the Committee.
2. That the Editor of Anglican Life be an ex-officio member of the Joint Committee/Tri Diocesan Management Committee with non voting privileges;
3. That the day to day operations and finance be the sole responsibility of the Treasurer of Joint Committee/Tri Diocesan Management Committee in consultation with the Executive Committee and that all decisions, where necessary, be brought to Joint Committee/Tri Diocesan Management Committee at it's annual meeting;
4. Confirm our policy that the mailing list of Anglican Life will not be made available to any other group;
5. Confirm that notes of thanks are considered advertising and obituaries are considered editorial, meaning that they are at the discretion of the editor
6. Confirm that Anglican Life will accept pre-paid political advertising;
7. That the Editor will use his/her discretion when accepting advertising which might be contrary to Anglican Church doctrine and/or policy. A disclaimer may be used or advertising may be rejected;

**B. Production**

1. That the Editor work closely with all three dioceses in generating material covering special and regular events in the life of the diocese;
2. That the Editor be appointed for a two year period with the option that the appointment can be extended at the pleasure of the Joint Committee/Tri Diocesan Management Committee;
3. That the Editor keep a log of material received and contacts made to personnel in the three Newfoundland & Labrador Dioceses;
4. That the Editor encourage those submitting articles to include their telephone and /or fax number as well as their e.mail address (if applicable);
5. That the Editor be remunerated on the 15<sup>th</sup> of each month on a per issue basis or where benefits are to be paid, a mutual agreement can be worked out between the Treasurer of Joint Committee/Tri Diocesan Management Committee;

6. That the Editor present an annual written report but do it in person when meetings are held in St. John's.
7. Agreed that we would reinstate our participation in the Anglican Editors Association, pay our annual membership fee and encourage our Editor to attend the annual conferences.

**C. Accounting**

Accounting is the responsibility of the Treasurer of the Joint Committee/Tri Diocesan Management Committee. This includes annual budgets, accounts receivable for advertising, paid subscriptions, donations, grants and accounts payable as well as the general ledger. The Treasurer will also be responsible for labels in consultation with the Anglican Journal.

**3. ANGLICAN JOINT INVESTMENTS**

The Canon on Joint Committee 7 (J) - "The Joint Committee shall be responsible for setting up a Joint Investment Committee representative of the Synods of the three dioceses".

**I. Mandate**

- (a) There shall be a Joint Investment Committee which shall manage the investments of all funds which are now or hereafter held jointly by the Synods of the Diocese of Eastern Newfoundland and Labrador, the Diocese of Central Newfoundland and the Diocese of Western Newfoundland (hereafter called collectively "the three Newfoundland Dioceses") and delivered to it by:
  - (1) the Joint Committee
  - (2) any one of the Synods of the three Newfoundland Dioceses
  - (3) the Corporation of Queen's College
  - (4) the Anglican Charitable Foundation for Children
  - (5) any Parish, Congregation or other Anglican Organization, the operation of which has been approved by the Executive Committee of one of the three Newfoundland Dioceses.
- (b) All funds shall be managed and invested in the name of Anglican Joint Investment Trust.

**II. Membership**

- (a) The Committee shall consist of-

- (1) one representative to be named by the Executive Committee of each of the Synods of the three Newfoundland & Labrador Dioceses;
  - (2) a representative to be named by the Corporation of Queen's College;
  - (3) a representative to be named by the Anglican Charitable Foundation for Children;
  - (4) the Bishops of the three Dioceses to be ex officio members with non voting privileges;
  - (5) the Executive Officer of each of the three Dioceses;
  - (6) the Treasurer of the Joint Committee shall be the Treasurer of the Anglican Joint Investment Trust, so long as he/she is discharging duties on behalf of all three Newfoundland Dioceses; and,
- (b) Any member may be replaced from time to time by the body responsible for appointing such member.
- © Term of Office - Members to be appointed for a term of three years and shall be eligible for re-appointment for a further three year term.

### **III. Administration**

- (a) The Committee shall, in each calendar year, elect a Chairperson, Vice-Chairperson and Secretary.
- (b) The Committee shall meet at least two times each year and five members shall constitute a quorum.
- © It shall be the duty of the Committee and it shall have power to:
  - (1) manage the investment of all funds deposited with it,
  - (2) mutualize all such funds,
  - (3) engage a professional investment manager to assist in the on-going management of the Funds and assign to the manager such responsibilities as the Committee deems necessary,
  - (4) conduct an annual review of the performance of the professional manager and of the return on investments,
  - (5) submit reports annually to Joint Committee,
  - (6) insure that the distribution of income to the various funds and bodies is carried out in accordance with the rules and regulations,
  - (7) appoint auditors on an annual basis.
- (d) It shall be the duty of the Treasurer to give semi-annual reports to the Committee on the on-going management of the Trust.

- (e) It shall be the duty of the professional manager to:
  - (1) give monthly reports to the Treasurer,
  - (2) give quarterly reports to the members of the Committee, and,
  - (3) attend the semi-annual meeting of the Committee and report on the performance of the Trust.
- (f) The income shall, unless and until a contrary decision in writing is given by the Joint Committee, be delivered to the Treasurer of the Joint Committee for distribution in accordance with the direction given by the Joint Investment Committee. Such direction shall take into account all terms and conditions of any trusts involved and the proper proportions in accordance with funds deposited.

#### **IV By-Laws**

- (a) An investment register shall be maintained for all unit holders.
- (b) Complete accounting records shall be maintained.
- © Fractional units to three decimal points shall be issued.
- (d) Additional contributions to existing accounts and new funds deposited to new trusts and accounts shall be issued units at current market value. Units withdrawn shall be at current market value. Valuations shall be received monthly and unit values established by dividing the market value by the number of units outstanding.
- (e) Investments in the fund can be made at any time.
- (f) Withdrawals from the fund can be made at any time; however, withdrawals of more than \$25,000.00 shall require 30-day notice.
- (g) Distribution of all earned income less expenses shall be made annually with an interim payment on June 30, and final payment on December 31.
- (h) Distribution shall be made on the basis of net income divided by the number of units outstanding, except that additions to the fund shall receive pro rata share for the period the funds were invested.
- (I) A bank account shall be set-up to facilitate the distribution of income. The account shall be designated "Dividend Account'.

- (j) At least semi-annually, the A.J.I.T. accounts and investments shall be examined to ensure that the proper proportions of investment holdings are held in securities eligible for Trustee Investment.

## **V. Accountability**

- (a) The Joint Investment Committee is accountable to the Joint Committee of the Dioceses of Newfoundland & Labrador.
- (b) Accounting is performed for the Investment Committee by the Treasurer of the Joint Committee.
- © Bank Signing Officers are the Signing Officers in the Diocese to which the administration and finance of the Joint Committee has been assigned.

## **VII. Income**

The Committee has defined income for distribution to unit holders as income received in the form of interest and dividends. Realized capital gains are recorded as such and appear on the financial statements as undistributed earnings.

### **RECOMMENDATIONS APPROVED EFFECTIVE JANUARY 1, 2015**

1. That future investments accepted by Anglican Joint Investments be a minimum of \$5,000.00;
2. That present investments of less than \$500.00 be returned to the investor and these investments be handled by the investor;
3. In cases where a present investment less than \$500.00 can be combined with another investment over \$1,000.00 or where two or more present investments less than \$1,000.00 but collectively is more than \$1,000.00; recommend that they be combined into a single account providing that the account name/designation and the distribution are similar;
4. In cases where a new investment might be less than \$5,000.00 and there exists within our portfolio a similar account with the same name/designation and distribution that the investment be accepted and combined with the present investment;
5. In cases where we presently have investments less than \$5,000.00 with the same name/designation and distribution, recommend that they be combined into a single account;

6. It is to be understood that where present or future accounts are combined, that the treasurer of Anglican Joint Investments will under the account name/designation clearly list separately the names of each original bequest/investment along with the number of units contained in each individual investment

#### **4. INSURANCE COMMITTEE**

Joint Committee agreed to administer a common policy for the insurance of all properties of the three dioceses. It had been the policy of Joint Committee to appoint an Insurance Committee each time that a tender call for insurance had been placed. The members of this committee do an appraisal of the proposals received and made recommendations to Joint Committee as to acceptance of one proposal and recommendations of the rates to be charged. The Joint Committee appointed the three Diocesan Staff Persons and Treasurer of Joint Committee as members of the Insurance Committee to prepare the tender documents and to recommend to Joint Committee our insurance broker.

It was approved at the November 18, 2016 meeting of the Tri Diocesan Management Committee that the Preventive Maintenance Program be extended to 31 December 2017.

#### ***THE NEWFOUNDLAND INSURANCE ACCOUNT***

##### ***A PREVENTIVE MAINTENANCE GRANTS IN AID PROGRAM***

It has been acknowledged by our stakeholders and insurer that weather patterns have changed over the past number of years. At one time, fire was our greatest insured peril. However, over the past few years, windstorm and water damage have become our greatest insured perils. Subsequently, during the past policy year and again for the 2015-2016 policy, the deductible for the above two insured perils is \$20,000.00.

Several items have come to light in regard to the increased deductible. First, in respect to warranty work, particularly on roofs and siding, any warranty may be subject to wind speed. We understand that warranty may be voided if the wind speed exceeds 100 kms per hour when the damage re-occurred to an area previously repaired under an insurance claim. This stipulation is becoming more common, even with residential properties. And, where new roofs have been installed without the help of The Newfoundland Insurance Account or our insurer, damage has occurred to some of these Church buildings. As well, when warranty work is provided, the insured may be required to pay a service fee.

In order to help with warranty and to encourage preventive maintenance by installing new roofing, effective 01 January 2015 to 31 December 2016, and to be reviewed



annually thereafter, The Newfoundland Insurance Account is implementing the following “Preventive Maintenance Grants in Aid” program:

1. Subject to the determination of the assigned adjustor, The Newfoundland Insurance Account will provide a grant of \$2,500.00 less 50% of the HST where insured claims for windstorm or water damage are equal to or greater than the deductible;
2. Where warranty work has been provided for a fee for service, The Newfoundland Insurance Account will provide a grant of 50% of the service fee up to a maximum of \$1,000 less 50% of the HST;
3. Where warranty work is not provided for repairs previously made under an insurance claim, The Newfoundland Insurance Account will provide a grant of 50% for the cost of labor and materials up to a maximum of \$1,500 less 50% of the HST. This grant is to cover only the recurring damage to that portion of the Church building which was previously covered (repaired) under the insurance claim;
4. Where any Church building has been completely re-shingled in the last five years, under a regular maintenance program, and there is resulting damage not covered by our insurer, The Newfoundland Insurance Account will provide a grant of 50% of the cost of labor and materials up to a maximum of \$1,500.00 less 50% of the HST;
5. Where it is decided, under a regular maintenance program, to completely replace the existing shingles, The Newfoundland Insurance Account will provide a grant of \$2,500.00;
6. Where it is decided, under a regular maintenance program, to replace the existing roofing with metal roofing, The Newfoundland Insurance Account will provide a grant of \$5,000.00;
7. Where, since 01 January 2012, it was undertaken to re-shingle only one side of a Church building, under a regular maintenance program, if re-shingling the remaining portion is completed before 31 December 2016, The Newfoundland Insurance Account will provide a grant of \$1,250.00 less 50% of HST;
8. Where, since 01 January 2012, a Church building was re-shingled on only one single side, under an insurance claim, if re-shingling the remaining portion is completed before 31 December 2016, The Newfoundland Insurance Account will provide a grant of \$1,250.00 less 50% of HST;
9. Regarding Items 7 & 8, it is to be understood that, should the completion of the shingling a Church building be undertaken, the five year time period will commence as of the completion date of the additional shingling.

The following should be noted:

- (a) Where the present roofing is to be replaced under a regular maintenance program, the complete roofing is to be replaced;
- (b) Grants are for a one time occurrence for each Church building within a five year period commencing from the time of installation;
- (c) Documentation is to be provided to the Treasurer of the Tri-Diocesan Management Committee detailing the building location, the date the work was undertaken and completed, the cost of the initial repairs, and the cost of the new repairs;
- (d) Regarding claims after 01 January 2015, insured or non-insured, generally, only one grant will apply to a single occurrence. However, Articles 1 and 8 may be combined.
- (e) Where there are multiple claims from one event with a single deductible, grants will not apply unless the deductible is equal to or greater than \$7,500.00
- (f) Under this program, where preventive maintenance is undertaken, before any work begins, the Treasurer of the Tri-Diocesan Management Committee should be contacted for information and approval.

## **5. OTHER COMMITTEES**

There are other committees and organizations that report on a regular basis to Joint Committee.

- a. Queen's College
- b. Anglican Charitable Foundation for Children

### **A. THE CORPORATION OF QUEEN'S COLLEGE**

#### **(1) Relationship to Joint Committee**

- (a) The Canon on Joint Committee Section 7, Sub Section (g) reads:

“Maintaining a continuing concern for the effective operation of Queen's College, in keeping with the Act of Incorporation of Queen's College and to recommend changes in policy if and when considered necessary”. At the time of restructuring in 1976 Queen's College was not being used as a clergy training centre. In 1982 when preparation for ordination resumed, the Chancellors ruled that there is no legal relationship between Queen's College and Joint Committee but that they would expect Queen's College to refer any recommendations to Joint Committee for feedback.

- (b) The Joint Committee recommended that the three bishops and the provost be involved in the distributing of money for training persons for the ordained ministry and that women may be sponsored, accepted, trained and supported for ordained ministry in the same manner as men. (December 1976)

**(2) Theological Education**

- (a) In December 1977 a full report from the Ministry and Recruitment Commission was received by the Joint Committee in which it was recommended that Queen's College be used again for training for ministry. Queen's College subsequently reopened as a Theological Training Institution in September 1982.

The Provost of Queen's College is a non-voting member of Joint Committee and is required to present a written report of the activities at Queen's to each Joint Committee meeting.

**B. ANGLICAN CHARITABLE FOUNDATION FOR CHILDREN (ACFC)**

- (1) Under Section 7(h) of the Canon, the Joint Committee has the duty of:
  - (i) maintaining a continuing concern for the effective operation of the Anglican Charitable Foundation for Children in keeping with the Memorandum of Association of the Anglican Charitable Foundation for Children, and
  - (ii) recommending changes in policy if and when necessary.
- (2) Like Queen's College Corporation there is no legal relationship between ACFC and Joint Committee. However, since ACFC is a Corporation of the Anglican Church it would be expected that there would be a close relationship between ACFC and Joint Committee. To help provide for this relationship the three bishops are ex-officio members of the ACFC and representatives of the ACFC are invited to attend the June meeting of the Joint Committee.
- (3) The incomes at the disposal of the ACFC are the investment incomes from the capital realized from the sale of the Anglican Orphanages.
- (4) The Charity shall consist of the three Bishops or their designates and five members appointed by each of the three Dioceses.

The Board of Managers shall consist of the three Bishops or their designates, the three Trustee Chairs, one member from each of the three Dioceses, and the four Executive Officers elected to the Board.

There are three Trustee Committees, one for each diocese.

# **CHAPTER TWO**

## **Stipend/Travel/Other Benefits**

The Joint Canon reads that one of the duties of the Joint Committee Clause 7(d) is to “implement a policy for payment of clergy as provided in Clause 8 (B)

Clause 8 (B) Procedure for ensuring a common scale of clergy stipends and allowances;

1. After consultation with the Executive Committees of the three dioceses, the
2. Joint Committee shall annually fix a scale of stipend for clergy and a scale of traveling and moving expenses
3. Each Diocese shall accept these scales as the minimum to be paid to its clergy.

Joint Committee with this mandate, combined with the obligations for employee benefits that each of the three dioceses has, by being members of the General Synod of the Anglican Church in Canada and by Government regulations have in place a comprehensive benefits package.

## **A. Stipends/Salaries**

After consultation with the Executive Committees of the three dioceses, the Joint Committee annually fixes a scale of stipend to be paid to clergy. Each diocese accepts this scale as the minimum to be paid to its clergy. From the standpoint of clergy compensation no distinction is made between priest and deacon.

### Salaries - Lay Employees

Joint Committee has not established salary scales for lay employees. This has been left to the individual dioceses to decide.

## **B. Pensions**

1. The Diocese of Newfoundland entered into an agreement with the Pension Committee of the Anglican Church of Canada on January 1, 1949 for pension coverage for employees.

### **2. Who is eligible**

All ordained and lay employees of the three Dioceses automatically become members on the date of ordination or employment. Members of the clergy who are working in a non-stipendiary ministry are also permitted to join the plan. An application form must be completed. An employee may be excluded from the plan if:

- a. He or she is a part-time lay employee working under 700 hours each year or earning less than 35% of the year's maximum pensionable earning on which CPP contributions are made, or
- b. A special exemption from membership is granted by the Pension Committee, based on a written request for exemption. This request must define the grounds on which the exemption is sought and include a statement of consent from the employer.

### **3. Contributions**

The member and employer are required to contribute a percentage of pensionable salary as determined from time to time by the National Pension Committee.

4. **Retirement Benefits** - *Please see [www.anglicanpension.ca](http://www.anglicanpension.ca)*

### **C. Long-Term Disability**

The Long-Term Disability Plan was put in place by the Anglican Church of Canada.

The Long-Term Disability Plan provides benefits should the member become totally disabled as a result of an injury or sickness while he or she is enrolled in the plan.

**Benefits...***Please see [www.anglicanpension.ca](http://www.anglicanpension.ca)*

### **D. Continuing Education Fund**

For information please go to "The Anglican Church of Canada CEP Online"

## **E. RETIREMENT GIFT/SEVERANCE PAYMENTS**

### **SEVERANCE GUIDELINES**

**(Effective as of November 19,2003; Revised December 2010)**

- (1) Effective March 1996, an employee at retirement or transferring to a diocese other than one of the three Newfoundland & Labrador Dioceses, is eligible to receive severance pay if he or she has accumulated at least 10 years of full time employment in one of the three Newfoundland & Labrador Dioceses.
- (2) It is to be understood that any employee who has received severance and subsequently returns to full time employment in one of the three Newfoundland & Labrador Dioceses, will receive severance, at retirement or transferring to a diocese other than one of the three Newfoundland & Labrador Dioceses, for each year of full time employment exclusive of that for which the employee was previously compensated.
- (3) Effective November 19, 2003, a former employee having transferred to another diocese, other than one of the three Newfoundland & Labrador Dioceses, prior to March 1996; and, having received no severance; that employee, *having not retired from his/her present assignment*, on returning to one of the Newfoundland & Labrador Dioceses will then be eligible for severance based on his/her accumulated service of at least ten years within one of the three Newfoundland & Labrador Dioceses. Severance to be paid either at the time of retirement or transfer to another diocese other than one of the Newfoundland & Labrador Dioceses.
- (4) It is to be understood that an employee as outlined in 3 above, having not retired from his/her present assignment, will only be eligible for severance after completing at least three years service after his/her return to full time employment in one of the Newfoundland & Labrador Dioceses. This service of at least three years, along with

previous service, must equal at least ten years of accumulated service to be eligible for severance.

- (5) An employee having at least ten years accumulated service, going on permanent disability pension, will receive severance at the time of receiving the disability pension. It should be understood that in the event that the employee returns to full time employment in one of the three Newfoundland & Labrador Dioceses; he/she will receive severance for each year of full time employment exclusive of that for which the employee was previously compensated at the time of disability.
- (6) An employee having gone on permanent disability with less than ten years accumulated service and having received no severance at the time of disability; shall, in the event that the employee returns to full time employment in one of the three Newfoundland & Labrador Diocese, shall be eligible for severance after accumulating at least ten years of full time employment including the years of full time employment prior to going on permanent disability.
- (7) Employees approved for pensionable leave up to three years, shall be credited with full time service but not to exceed three years
- (8) Severance for part-time workers will be assessed on an individual basis by Joint Committee.
- (9) Non-stipendiary clergy, as it pertains to severance, will be assessed on an individual basis. An application will be made by their particular diocese. In cases of dispute, the matter will be referred to the Joint Committee.
- (10) Severance will be awarded to the estate of a person who dies while serving in one of the three Newfoundland & Labrador Dioceses.
- (11) Severance is to be calculated at \$200.00 for each year of accumulated service in one of the three Newfoundland & Labrador Dioceses.
- (12) The Severance Fund will be established by Joint Committee and funded as follows:
  - (a) annual payments to the fund from each of the three Newfoundland & Labrador Dioceses based on the number of full time units in each Diocese.
  - (b) annual payments to the fund from each of the three Newfoundland & Labrador Dioceses for each employee in their diocese on pensionable leave, not to exceed three years.
- (13) The actual payment of severance will be initiated by the diocese in which the individual is residing at the time of retirement or transfer to a diocese other than one



of the three Newfoundland & Labrador Dioceses. The request is to be in writing and to state the number of years of accumulated service.

- (14) Severance coverage includes full time clergy, diocesan and Queen's College staff. Severance, if any, for persons employed as camp staff, parish employees, cemetery employees, etc. is the responsibility of their immediate employer/paying source.
- (15) "Retirement" under these guidelines is as defined by the General Synod Pension regulations and refer to retirement from active service.

(16) **DEPOSIT AND WITHDRAWAL OF SEVERANCE FUNDS**

As our new Auditors recorded our Severance Liability in our 2014 Audited Financial Statements, and that this liability is to be recorded in each subsequent year, and considering the efforts of the Tri-Diocesan Management Committee to address the large unfunded liability that exists in the fund, be it resolved that:

- (a) Effective April 1, 2015, we transfer from the Retirement and Retraining General Trust, currently with Anglican Joint Investments, the amount of \$110,517.24 (7560.150 units) to a separate account to be named the Retirement & Retraining Severance Trust;
- (b) That the Treasurer of the Tri Diocesan Management Committee on receipt of the funds deposit same with the Retirement & Retraining Severance Trust invested with Anglican Joint Investments;
- © That the Treasurer of the Tri Diocesan Management Committee withdraw funds from the Retirement & Retraining Severance Trust when a request for payment is actually received;
- (d) Considering the volatility of the markets, moved that the Treasurer of the Tri Diocesan Management Committee be given the authority to make deposits and withdrawals as is most beneficial to the Retirement & Retraining Severance Trust.

**F. Group Life Insurance**

Under the National Pension Plan of the Anglican Church of Canada provision is made for active members to have coverage under the Group Life Insurance Plan. The three Newfoundland dioceses approved, September 1992 the following coverage for members:

Basic coverage of	\$100,000.00
Accidental death and dismemberment	\$100,000.00

Dependent life:

Death of spouse	\$ 5,000.00
Death of dependent children	\$ 2,500.00

Coverage under this plan ceases when the member retires. If the member continues employment after age 65 coverage is reduced by fifty percent. Premium costs are shared equally by the employer and employee.

Members may purchase additional coverage, if their applications(s) is approved by the Pension Office for themselves and their spouse premiums are based on the age of the applicant. The member is responsible for all premium costs for this additional coverage.

*Tri Diocesan Management Committee meeting 6 November 2013: Moved that we would "provide Life Insurance for Retired Clergy who return to work in parishes at a pro rated amount with the following stipulations:*

- a. *That the employee would be responsible for the total premium;*
- b. *It will be offered to contracted positions of no less than 20 hours per week and no less than 12 months...two six month contracts would not qualify, in which case there must be an interruption period of no less than 1 day;*
- c. *A waiver must be signed if the employee chooses to opt out;*
- d. *A standard form will be prepared for use in each diocese."*

## **G. Medical Insurance Coverage**

1. It was agreed that the three dioceses would have an extended Medical Care Plan for all employees. This coverage includes clergy, lay diocesan employees, non-stipendiary clergy and lay parish employees who work at least 25 hours per week. This coverage is compulsory unless the employee has coverage from some other source. Clergy on leave of absence are considered on an individual basis. The premiums for active clergy and lay employees are split with each paying 50% of the premiums.
2. Retired clergy and dependents are given the same coverage as provided active clergy. Retired clergy share the premium costs based on years of service as follows:
  - (a) Up to ten years service 100%

- (b) 10 years up to 20 years 75%
  - ©) 20 years or more of service 50%
  - (d) Clergy going on disability pay 50% of the premium costs.
  - (e) The spouse of a deceased member is entitled to the same financial arrangement as the deceased member would have received.
  - (f) It is understood that any employee on Long Term Disability, having reached the age of 65 years, will automatically be transferred to Division 100 Anglican Synods Retired Clergy, and premiums are to be based on actual years of full time service in one or more of the Dioceses in Newfoundland and Labrador, excluding years on Long Term Disability.
3. Retired lay employees of the three dioceses are entitled to the same benefits as clergy. The diocese that the lay employee retired from is responsible for the balance, if any, of the premium.
  4. A person retired from one of the three dioceses but not a member of the diocesan Pension Plan, will be given the opportunity to share in the medical plan on the same basis as other retired clergy.
  5. In the event of early retirement before the age of sixty, the retiree will be responsible for 100% of premium up to and including the month in which he/she reaches the age of sixty.
  6. Effective January 1<sup>st</sup> of each year, the Joint Committee shall renew our insurance coverage.
  7. Pamphlets are available from the three diocesan offices with details of all coverages.
  - 8 (a) The spouse of a priest who dies in service will pay 50% of the health care premiums and 100% of dental premiums up to age 65. At the age of 65, the spouse will pay health care premiums based on the actual years of service of the deceased priest prior to his/her death in one of the three Newfoundland & Labrador Dioceses;
  - (b) In the event that the spouse of a deceased priest remarries and seeks family coverage, he/she will be required to pay all premium costs in excess of those stated in 8 (a) above.

9. **NON PAYMENT HEALTH AND/OR DENTAL PREMIUMS (JOINT FUNDS)**

In consideration that the Tri Diocesan Management Committee have to pay all health & dental premiums in advance; and the Tri Diocesan Management Committees through the Retirement & Retraining Fund pay premiums for Division 100 (retired) and Division 4 (disabled); and further that the Tri Diocesan Management Committee deposit premiums received from participants on the first of each month to meet the first of the month requirement; and that the Tri Diocesan Management Committee prefers that the premiums be paid to Great West Life before or on the first of each month as requested:

Moved...

- (a) that in cases where annual premiums to participants have been requested through invoicing or in cases with new participants after 01 January through contact with the diocesan synod office concerned;
- (b) and where there has been further follow up to the participant without response;
- (c) and premiums through invoicing and contact have not been paid for two consecutive months;
- (d) and having not been advised by the participant or having received any information from the participant regarding any extenuating circumstances;
- (e) that the health and/or dental coverage be terminated effective the first of the third month;

Further Moved;

- (f) That in cases where on two consecutive years there has been a problem with a participant in respect to timely payment of premiums, that the third year and subsequent annual premiums be paid no later than the 16<sup>th</sup> of December in the year prior to the new policy year commencing 01 January.
- (g) That the participant be notified in writing and sent by registered mail of the action as outlined in (f) above and to be done as soon as possible after the two consecutive months outlined in (c) above.

## **H. Dental Coverage**

1. There is a dental insurance plan and coverage is compulsory for all employees unless the employee has coverage from some other source.
2. Coverage includes:
  - i. Preventative, diagnostic, emergency or palliative services
  - ii. Restorative and surgical procedures
  - iii. Prosthodontic procedures
  - iv. Orthodontic procedures
3. Premiums are cost shared equally between employer and employee.
4. Retired employees are not covered under this plan as it would require the participation of all the retired employees and this has not been acceptable to the majority of retirees.
5. Pamphlets are available from the three Diocesan Offices with details of all coverage.

### ***PROCEDURES FOR MEDICAL/DENTAL CLAIMS***

Each of the three dioceses is invoiced for the premiums for their employees and lay retirees and are responsible for any claims made by their employees. Joint Committee, through the Treasurer of Joint Committee is responsible for the retired employees, disabled employees and theological students.

## **I. Clergy Moving**

*Revised November 2012*

1. In the Diocese of Newfoundland prior to 1976 a policy for moving was in effect and that policy was continued after restructuring. Details of coverage and limits are negotiated with the Moving Company on a tri-diocesan basis but the internal arrangements are carried forward by the individual diocese. Tenders are called and a contract is signed with a moving company so that all moves are arranged through Synod Office and paid for by the Diocese.
2. When clergy move into the Diocese from within the Province of Newfoundland and Labrador, the payment shall be made in full from diocesan funds for the following:

*Updated February 2017*

- a. The cost of packing and transporting personal and household effects and providing comprehensive transit insurance, but that the move does not exceed 12,000 pounds. Anything over the 12,000 pounds shall be at the expense of the individual. Packing materials will be provided by the mover, and clergy are expected to pack all non-breakable items. Such items include but are not limited to: books, bedding, clothing, lampshades, drapes, etc.
  - b. Reasonable out of pocket personal travel costs incurred by the clergy and family in making such a move, i.e. air and boat fares, gas, meals, hotels, etc. up to \$1,000.00 . Receipts will be required.
  - c. For all moves from outside the province of Newfoundland and Labrador the Diocese will pay an amount up to the average cost within the diocese, with the parish to negotiate with the individual for the balance. Section b. above also applies.
3.
    - a. In the case of clergy who move into the Diocese from outside the Province of Newfoundland and Labrador, they shall be appointed to a parish on the understanding that should they leave such appointment within the Diocese, for an appointment outside the Diocese, they will be responsible for repayment of a pro rata share of moving expenses paid on their behalf by the Diocese and/or the Parish (*see Section 2c above*). Such repayment will be predicated upon a five year period of stay with 1/5<sup>th</sup> of the moving cost repayable for each year not served. However, consideration will be given in the case of positions terminated because of contractual arrangements, or other special circumstances, with the approval of the Bishop.
    - b. In the case of clergy from within the Province of Newfoundland and Labrador, except for the initial appointment after Seminary, which is a Bishop's appointment and not by application, the above pro rata repayment will apply for those who stay less than five (5) years in a position. Consideration will be given in the case of positions terminated because of contractual arrangements, or other special circumstances, with the approval of the Bishop.

If a move is at the request of a priest, and, in the opinion of the Bishop, there has been an unreasonably short period since the last move, the individual may be expected to pay the moving expenses but will be entitled to negotiate with the Executive Officer for unusual or special circumstances.
  4. When clergy retire within the province of Newfoundland and Labrador and have provided at least 5 years of active service to the Diocese, they shall have their moving expenses paid from diocesan funds as follows:

- a. The cost of packing and transporting personal and household effects and providing comprehensive transit insurance, not exceeding 12,000 pounds.
  - b. Out of pocket personal travel costs incurred by the clergy and family in making such a move, i.e. air and boat fares, gas, meals, hotels, etc. up to \$1,000.00. Receipts will be required.
5. When clergy retire to reside outside the province of Newfoundland and Labrador, and have provided at least 5 years of active service to the Diocese, they shall be reimbursed, from diocesan funds, toward the cost of the move, an amount not to exceed the cost of moving up to 700 km within the province (Trans Canada rates).
6. When a clergy person dies while employed, the Diocese shall be responsible for the following costs:
  - a. For a family moving within the Province of Newfoundland and Labrador, the regulation of paragraph 4, dealing with clergy retiring within the province shall apply.
  - b. For a family moving outside the province of Newfoundland and Labrador the regulation of paragraph 5, dealing with clergy retiring outside the province shall apply.
7. None of the preceding sections precludes the Executive Committee of the Diocese giving additional help in extenuating circumstances.
8. On the following pages are listed some extra household effects and responsibility for the moving costs of each. For any items not covered or questions concerning a move, please contact the Executive Officer at the Synod Office.

**MOVING EXPENSE POLICY  
HOUSEHOLD EFFECTS**

*Diocese of Western Newfoundland  
Diocese of Eastern Newfoundland and Labrador  
Diocese of Central Newfoundland*

<u><i>Item</i></u>	<u><i>Responsibility</i></u>
1. Second automobile, Travel Trailer, Van	Individual
2. Boat, Canoe, Snowmobile, etc (Prior approval is necessary but may be moved by Diocese if weight within permitted limits)	Diocese
3. Household appliances	
(a) Stove, refrigerator, freezer, portable dishwasher, washer, dryer, microwave oven provided these are within the weight limit for those moving into rectories. (appliances must be emptied & defrosted)	Diocese
(b) Disconnecting and reconnecting fees for all appliances (built in or portable)	Individual
2. Heavy equipment, glass greenhouses, etc	Individual
3. Lawn mower, snow blower, BBQ,	Diocese
4. Jewelry, coins, valuable documents, precious stones	Individual
5. Musical instruments, etc. (Piano, Organ, TV, Antenna, satellite dish, etc.)	Diocese
Dismantling and installing/connecting	Individual
6. Patio furniture (picnic table, swing, etc) Must be dismantled by the individual and be within the weight limits approved by the Diocese (Patio blocks and stones will not be moved)	Diocese
7. Pets (dogs, cats, birds, etc)	Individual
8. Plants	Individual



9. Rifles, shotguns, revolvers (firearms can only be carried without ammunition and must have appropriate certificates in accordance with current government regulations)	Individual
10. Rugs and draperies	Diocese
Alteration, installing, fitting	Individual
11. Second Home (eg. Summer cottage) contents	Individual
12. Storage-in-transit (not recommended unless individual cannot occupy housing immediately, and then storage negotiated with Diocese for one month only)	Diocese

**Special Notes:**

1. ***C.O.D. charges***

Movement of effects and services for the account of the individual is normally C.O.D. However the Diocesan Office may arrange with the Moving Company to pay such charges to the moving company and bill the individual directly.

2. ***Insurance***

Please note that the mover's basic liability is limited. Therefore the Diocese purchases additional valuation protection through the moving company.

3. ***Valuation of shipment***

Since additional valuation protection is purchased by the Diocese, the value of household effects and related items to be moved on the van **MUST** be declared and verified by the customer **PRIOR TO** commencement of the move.

4. ***Loss and damage***

Customers must sign the moving company check sheet and note any obvious damages at the time of delivery and/or unpacking of effects. Movers are not responsible for concealed damage when the unpacking is performed by the customer, excepting if special arrangements have been made in advance with the moving company.

5. ***Claims***

All claims must be reported to the destination office of the moving company as per the bill of lading. The office will supply the necessary claim forms for completion by the customer and proceed with the settlement in a satisfactory manner.

6. ***Unusual items***

Any items not listed above will be discussed at the time of the move and Diocesan approval received, where required.

7. ***Packing materials***

Individual is required to contact the movers for pick up of packing materials when unpacking is completed. These materials will be reused and help to reduce cost.

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# CHAPTER THREE

## FUNDS, BEQUESTS, TRUST, ETC.

Joint Committee is responsible for various funds and/or income from funds. The use and/or restriction on the use of these funds make it necessary to account for each on an individual basis.

These funds for this handbook have been divided in three categories.

- A. Investments and funds administered by Joint Committee. The use of these funds are at the discretion of Joint Committee.
- B. Income only received by Joint Committee. Other agencies are Trustees of the funds

### FUNDS ADMINISTERED BY JOINT COMMITTEE

#### 1. Anglican Joint Investment Trust

Joint Committee is responsible for setting up a Joint Investment Committee representative of the Synods of the three dioceses. This is done through a sub-committee known as the Anglican Joint Investment Trust Committee which reports to Joint Committee.

This trust has its own financial records and operates and reports independently from other Joint Funds. All money in this fund is owned by the investors and all deposits and withdrawals are made on the basis of market value.

#### 2. Tri-Diocesan Insurance Fund

Joint Committee agreed to administer a common policy for the insurance of all the properties of the three dioceses. Joint Committee pays the premiums on these policies and invoices the various parties at a price higher than charged by the insurance broker. This is done to cover the cost of administration and to provide the necessary funds to pay the premiums which has to be paid before the premiums are received from the three dioceses and parishes.

Part of this fund is invested with the Anglican Joint Investment Trust and the balance is included with the operating funds of Joint committee.

### **3. Newfoundland Pension Fund**

Prior to 1949 when it became part of the Anglican Church of Canada the Diocese of Newfoundland administered a pension plan for clergy known as the Newfoundland Pension Plan. In 1949 clergy came under the General Synod Pension Plan and part of the income from the Newfoundland Pension Fund was used to pay the pension liability to the General Synod Pension Plan. This income together with \$14,000.00 from the Hutchings Estate was sufficient to fully fund this liability on January 1, 1987.

The capital in the Newfoundland Pension Fund is invested in the Anglican Joint Investment Trust. Income from this Fund is paid to the Newfoundland Pension Fund Income and Expense Account. Also going in to this Income and Expense Account is money received from the Estate of the Rev. Isaac Mercer and a portion of the income, as determined annually by Joint Committee from Father Tom Hiscock Memorial Fund.

The disposal income in the Newfoundland Pension Fund Account has been used to benefit retired clergy, clergy widows and dependent children of retired clergy.

Joint Committee approved March 1996 that 10 percent of the investment income would be capitalized annually.

### **.4. Gertrude Dawe Retired Clergy Fund**

The Will of the Late Gertrude Dawe, who died on March 9, 1976 named Canada Permanent Trust Company as executor of her estate, instructed the executor to: "invest \$10,000.00, in trust, and to pay the income arising there from yearly to such ministers of the Anglican Church of Newfoundland as shall be on the list of superannuated or retired ministers of the Anglican Church of Newfoundland and entitled to superannuation allowance on the first day of January in each year in equal shares. The said payments are to be made upon the yearly certificate of the synod of the Anglican Church in Newfoundland showing names of the superannuated or retired ministers entitled to receive this income. Payments from the trust are to be in addition to any allowance now made to superannuated ministers and no payment under this trust shall be used to make up any amount to which any such minister is now or will be hereafter entitled as a superannuated minister.

Canada Trust, the successors to Canada Permanent Trust Company, requested the Diocese of Eastern Newfoundland and Labrador to become the trustee of this fund. This was done in March, 1993. The \$10,000.00 is now invested with the Anglican Joint Investment Trust.

**c. INCOME ONLY RECEIVED BY JOINT COMMITTEE  
(Funds are administered by others)**

**1. Father Tom Hiscock Memorial Fund**

History

The last Will and Testament of Father John Thomas Hiscock, who died August 24, 1950 appointed the Eastern Trust Company to be executor of this Will and Trustee and Administrator of the Fund created by this Will - to be known as "The Father Tom Hiscock Memorial Fund". He gave to his Executor and Trustee full powers, in its discretion, to retain any or all of the investments, of which he may die possessed, and the power also in investing and reinvesting any of his estate in such securities as it may deem secure and safe, without being restricted by the Trustee Act of Newfoundland or elsewhere.

The residue of his Estate to be dealt with as follows:

"The principal shall remain intact, and the net income thereof shall be divided equally into six parts to be apportioned half yearly as far as possible."

- (1) one-sixth of the yearly net income to be added to the principal yearly.
- (2 - 5) one-sixth of the yearly net income to each of three nieces and one other individual and after the death of each of these individuals the one-sixth to be added to the principal.
- (6) one-sixth of the net yearly income to be paid to the incumbent of the Church of England Mission of Catalina to be divided by him, in the first instance, equally between the "Church Property Repair Fund" and the "incumbents Stipend Fund". This shall continue until the portion allotted to the "Church Property Repair Fund" shall amount to two hundred dollars annually. Afterwards any excess over the two hundred dollars annually shall be added to the "Stipend Fund". When the proceeds from this Trust towards the Stipend Fund shall reach one thousand dollars, then the excess accruing from the Trust to the Catalina Mission shall be paid to the Executive Committee of the Diocesan Synod of Newfoundland for the Clergy Retirement Fund. If in the course of time the amount to be paid to the Clergy Retirement Fund shall be considered by the Bishop of Newfoundland and the Executive Committee of the synod to be more than is necessary to maintain the said Clergy Retirement Fund, then the said Bishop and the Executive Committee may apply it to the Clergy Sustentation Fund or the fund that may be doing the work of the Sustentation Fund., ie. providing Stipends for clergy at work in the Diocese of

Newfoundland.

The following codicil was added to his will: "that after the death of all the beneficiaries mentioned in items 2 - 5 then five-sixths of the net income shall be used for the carrying out of the bequests to Catalina Mission, the Clergy Retirement Fund, and the Clergy Sustentation Fund, mentioned on item 6 of his will"

Present Status: Canada Trust, successors to Eastern and Chartered Trust, is the Trustee and administers the Trust. All of the individuals named in his will are now dead. Five-sixths of the income, after making the payment to the Parish of Catalina, is paid by Canada Trust to the Dioceses of Newfoundland. Joint Committee decides how this income is used in accordance with the instructions contained in the will.

## **2. George LeMessurier Bequest (Referred to as the Hutchings Estate)**

An excerpt from the will of the late George LeMessurier: on the death of my wife I give and bequeath my shares of the "Hutchings Estate: to the Diocesan Synod of the Church of England in Newfoundland, absolutely".

His wife, Marion LeMessurier, died June 4, 1974. The Diocese received a cheque for \$24,052.90 representing capital payments that had been received by Canada Permanent Trust and not disbursed as Mrs. LeMessurier received only the income and not the proceeds from the sale of capital. The Diocese also received 24,301 shares of the Hutchings Estate Limited with a book value of one cent per share.

The Hutchings Estate Limited owned land in downtown St. John's which was leased under both household and commercial leases. There was, at that time, a considerable amount of land leased but the rental income was not very high.

The Hutchings Estate Limited is registered under the Companies Act, and as any company must pay income tax both on rental income and capital gains realized from the sale of land.

The Board of Directors - the dioceses have two elected members - have placed all of its land on the market, most of which is vacant and municipal tax is being paid on it. All sales in the past has been at fair market value but the sale of commercial land in downtown St. John's is very uncertain.

The Newfoundland Dioceses owns 24,301 of the 75,603 shares that have been issued and receives dividends when declared by the Board of Directors

Money received by the Joint Committee from the Hutchings Estate has been used in various ways:

- A. Transferred to Clergy Sustentation Fund
- B. Helped to retire the indebtedness to the General Synod Pension Plan
- C. Paid to each of the three dioceses
- D. Joint Committee meeting (May 13/14, 1998) agreed that for 1998 and for the next five years, any revenue received from the Hutchings Estate be placed in the Severance Fund to assist in offsetting the severance payments to retiring clergy.

### **3. Rev. J.J. Curling Bequest**

The last will and testament of the late J.J. Curling directed his Trustees to:

“Hold the sum of £10,000.00 hereinbefore bequeathed to them and the investments for the time being representing the same upon Trust to keep the capital thereof interest as a permanent Endowment Fund for the purposes hereinafter mentioned and to apply the annual income thereof in the promotion and extension of the work of the Church of England in the Diocese of Newfoundland including Labrador and particularly in or towards the support of a clergyman of the church of England in each of the missions of the Bay of Islands and Bonne Bay, and I empower my Trustees instead of personally applying or superintending the application of the said income to the purposes aforesaid to pay all or any part thereof to or permit the same to be received by the Church of England Bishop for the time being of the Diocese of Newfoundland. - I desire that such Bishop shall furnish annually to my Trustees a general (not in detail) statement of his expenditures of such income showing the sums applied annually towards the support of each of the clergymen aforesaid and towards the support of students and in stipends and on churches and parsonages and the Bishops Church Ship and in travelling expenses and miscellaneous of other similar heads of account”.

An annual payment is received from The Society for the Propagation of the Gospel - payable to the Diocesan Synod of Newfoundland - this amount is credited to the Joint Funds of the three dioceses and disbursed equally to the three dioceses.

#### **4. Peel Charities Fund**

##### History

The last Will and Testament of Thomas Peel appointed The Eastern Trust Company (now Canada Trust) as Trustees to hold the capital of his residuary estate and future income thereof and to pay and divide the yearly income in equal proportions among the following.

- a. The Church of England Orphanage
- b. Mount Cashel Orphanage
- c. The United Church Orphanage
- d. The Church of England Diocesan Fund
- e. Queen's College
- f. The Permanent Marine Disaster Fund

A court decision in 1985 ordered the Trustee to divide the part for the Permanent Marine Disaster Fund among the other five parties.

The parts for the Church of England Orphanage, Mount Cashel Orphanage and the United Church Orphanage is paid to the respective successors of these organizations .

The annual amount received for the Church of England Diocesan Fund is shared by the three Newfoundland Dioceses.

#### **5. Rev. Isaac Parsons Bequest**

The last will and testament of the late Rev. Isaac Parsons contained the following: "in the event of the income exceeding \$1,000.00 to pay the sum of \$100.00 annually to the Clergy Retirement Fund in the Diocese of Newfoundland.

Joint Committee received \$100.00 annually which is credited to the Newfoundland Pension Fund



# CHAPTER FOUR

## PROGRAMMES AND OTHER ITEMS

This chapter contains a variety of items that have been brought to Joint Committee meetings over the years. Most items were discussed and dealt with by the Committee. However, some would appear to be ongoing

### **A. Archives**

Each of the three dioceses has their own Archives with most of the records from the Diocese of Newfoundland with the Diocese of Eastern Newfoundland and Labrador. *It was agreed that the Diocese of Eastern Newfoundland & Labrador would be responsible for the archiving of Joint Committee material.*

### **B. Housing and Salary for Surviving Spouses on the Death of Married Clergy**

Upon the death of an active clergy person employed full-time in the diocese, the surviving spouse and family shall be provided with a minimum of three months use of the rectory, with utilities, or a continuation for a minimum of three months of the clergy's housing allowance.

Consultation and advice shall be provided by the Bishop or his representative to the surviving spouse of an active or retired clergy person to help with matters of wills, property, insurance, pension, etc.

The Bishop or his representative shall see that adequate pastoral support both ordained and lay is being provided by the parish and diocese.

Efforts too, will be made to include the surviving spouses in the life of the church in meaningful ways.

# CHAPTER FIVE

## INSURANCE REGULATIONS, POLICIES, ETC.

There are regulations that have been adopted by Joint Committee either by motions or through contracts that have been entered into.

- A, The contract for property, liability, etc. insurances contains rules and regulations and in addition Joint Committee has established rules for payment of premiums, filing of claims, additional coverage, cancellations etc.
- B. The contract for medical and dental insurance has its rules and regulations for obtaining benefits, coverage, filing claims, etc.

**A. 1. Property, Liability Insurance/Rules and Regulations**

The following rules and regulations have been approved by Joint Committee for the filing of claims under our property, liability etc. policy.

**a. Administration**

- i. The Treasurer of the Joint Committee administers the insurance account including claims on behalf of Joint Committee. The Treasurer will be the sole liaison between The Newfoundland Insurance Account and the insurer/broker. In the absence or unavailability of the Treasurer, the three Diocesan Executive Officers have been authorized to make representation to the insurer/broker on behalf of their own Diocese. It is understood that insured parties are not to contact either the insurer or the broker without the consent of the Treasurer of Joint Committee.
- ii. When insurance assessments are sent out, parishes will be requested to review the valuation of their properties with a view to increasing coverage.
- iii. A discount on early payment of premiums is determined from time to time by the Joint Committee.
- v. Arrears to be paid in full before a parish's request for additional coverage is granted.
- vi. Arrears, if any, to be deducted before any damages claim is settled with a parish.
- vii. No discount will be given to a parish if there are premium arrears from prior years for that parish.
- viii. In 2003 Joint Committee had appraisals done of all church property in the three Newfoundland & Labrador Dioceses. These appraisals were paid for by Joint Committee strictly on a one time basis because of the urgency and lack of notice from the insurer. It is understood that unless there are extenuating circumstances, all future appraisals will be the responsibility of the insured. In cases where there are questions or disputes re appraisals, the insured party will be asked to supply a new appraisal to The Newfoundland Insurance Account at their own expense.

**b.**

**c. Claims**

- i. Parishes are to deal directly with the Treasurer of the Joint Committee when reporting a claim. This report to be made as quickly as possible giving the following information:
  - ▶ The time of occurrence
  - ▶ Description of the damage and/or loss
  - ▶ Estimate of the value of damage and/or loss
  - ▶ Contact person with phone number.
- ii. All possible steps must be taken to secure the property and reduce the loss.
- iii. Report to police if criminal acts are suspected.
- iv. Cooperate with the adjuster. He will request a sworn statement from an official in the parish.
- v. The Treasurer of the Joint Committee will decide if it is necessary to send an adjuster. When an adjuster is sent he will be given the names and phone numbers of the contact officials in the parish. The adjuster will set up an appointment, make his visit and report back to the Treasurer of Joint Committee. The Treasurer of Joint Committee will discuss the report and recommendations from the adjuster with the diocesan and/or parish officials.
- vi. Payments of all claims are made payable by the insurance company through the Treasurer of the Joint Committee who in turn will deal with the parish.
- vii. The deductible on most claims has been set at \$2,500.00; windstorm \$5,000.00. This is not in agreement with some of the deductibles in the insurance policy. The claims for this “in house” coverage are paid from the insurance fund through the Treasurer of the Joint Committee with the help of the adjusters handling in house claims.
- viii. Parishes who insist on having an adjuster do an investigation and the result of that investigation is that there is no claim then the parish will be responsible for the adjusting fee.
- ix. Our policy does not cover oil spillages for underground tanks. Government regulations determine the procedures which must be followed if an oil spill occurs. Each diocese will be responsible for making this information known to the parishes in their diocese.

- x. In cases where insurance is to be downgraded, the Newfoundland Insurance Account will only accept changes which are authorized by the Executive Officer of each diocese.
- xi. It is understood that “Liability Only Coverage” will be accepted only for vacant &, deconsecrated buildings which are to be sold or demolished.
- xii. The following coverages are provided:
  - ◆ Property (on a replacement costs basis) and Liability Insurance.
  - ◆ Directors & Officers Insurance, which covers all organizations within the three Dioceses as well as the other entities who participate.
  - ◆ Libel & Slander for **Anglican Life** and parish bulletins.
- xi. Specifics of the policy coverage are contained within the Policy documents maintained at the Office of the Treasurer of the Joint Committee.
- xii. Annually each parish, through its Diocese, is provided with an Executive Summary of the Policy.

# CHAPTER SIX

- A. *Historical Background***
- B. *The Act to provide for the Restructuring of the Anglican Diocese of Newfoundland...December 19, 1975***
- C. *Canon on Joint Committee***
- D. *Report on Division of Synod Assets***
- E. *Common Heritage within Civil Province***
- F. *The Way Forward...Tri Diocesan Management Committee***

## A. HISTORICAL BACKGROUND

The Diocesan Synod of Newfoundland in 1969 agreed "that the President of Synod in consultation with the Executive Committee appoint a committee of eight members (four clergy and four lay members) with equal representation for Eastern and Western Newfoundland, to examine, study and project the implications and value of having two dioceses in Newfoundland, and to report its findings and recommendations to the next session of Synod".

In 1971 the presentation of the report of the above committee to Synod (which recommended that the existing diocese be divided into two) resulted in the setting up of a Task Force to make an overall study of the future shape and organization of the diocese, with a view to a fresh realization of the very purpose and mission of the Church, and a renewal of its life and faith, in worship and service to the world'.

A special Synod was held in 1973 to consider the Task Force report.

The following resolution was passed:

"Be it resolved that this Diocese be restructured into at least three Dioceses, looking forward in the future to setting up a fourth diocese in Labrador.

That this Synod set up a special committee to bring to the 1973 Biennial Synod definite propositions:

1. New concept of diocese
2. Boundaries of the three dioceses
3. Finances
4. Deployment
5. Others

That this special Synod ask Provincial Synod and General Synod to take all steps necessary to give effect to the restructuring of the Diocese into three Diocese."

Later at the regular 1973 Synod the report of the Restructuring Committee was presented with the following resolution resulting:

"Resolved that the report of the committee on restructuring the diocese be received and adopted generally and that the Diocesan Executive Committee be instructed to take such action as may be necessary to give effect to the recommendation".

It was also resolved that a diocesan programme committee be established with a Program Director. (Shortly after this synod regional programme committees were established for each proposed diocesan area.) Later again the Executive Committee asked the diocesan program committee to seek the assistance of the regional program

committees to take the initiative in developing the process to be followed in the re-organization of the diocese and to report to the Executive Committee of Synod.

The Provincial Synod of the Ecclesiastical Province of Canada met in St. John's in June, 1974 and gave its approval to the restructuring plan, having been assured that the plan was feasible. The General Synod of the Anglican Church of Canada also gave approval in June 1975.

At the Biennial Synod of the Diocese of Newfoundland an Act to provide for the Restructuring of the Anglican Diocese of Newfoundland was approved and referred to the Provincial Government of Newfoundland and Labrador who in turn endorsed it and brought it into force the first day of January, A.D. 1976.

At the same synod the Canon on Joint Committee was approved and the report on the Division of Assets was received. The Act to provide for the Restructuring of the Anglican Diocese of Newfoundland, the Canon on Joint Committee with its amendments and the report on the Division of Assets are given in full for historical purposes and to put the work of the committee into context.



**B. THE ACT TO PROVIDE FOR THE RESTRUCTURING OF THE ANGLICAN DIOCESE OF NEWFOUNDLAND...DECEMBER 19, 1975**

WHEREAS at the Biennial Session of the Diocesan Synod of Newfoundland held at St. John's in November 1973 a Resolution was adopted that the Diocese of Newfoundland be restructured into three separate and autonomous dioceses;

AND WHEREAS at the meeting of the Synod of the Ecclesiastical Province of Canada held at St. John's in June 1974 the said resolution was approved in principle;

AND WHEREAS the formal consent of the General Synod of the Anglican Church of Canada was granted at the meeting of the General Synod held in Quebec City in June 1975,

AND WHEREAS it has been agreed that the Diocese of Newfoundland be restructured into three separate and autonomous dioceses;

BE IT THEREFORE enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

1. This Act may be cited as The Restructuring of The Diocese of Newfoundland Act, 1975-76.
2. The Diocese of Newfoundland as it existed immediately prior to this Act is hereby restructured into the following three separate and autonomous dioceses, namely:
  - a. the Diocese of Eastern Newfoundland and Labrador to be composed of all that territory situate to the east and south of a straight line drawn from Swift Current River in Placentia Bay to Highway 1, just west of Goobies thence to Deep Bight in the Northwest Arm of Trinity Bay and extending eastward through Random Sound, together with the Territory of Labrador (with the exception of the Parish of Forteau);
  - b. the Diocese of Central Newfoundland to be composed of all that territory bounded on the east by a straight line drawn from Swift Current River in Placentia Bay to Highway 1, just west of Goobies thence to Deep Bight in the Northwest Arm of Trinity Bay and extending eastward through Random Sound, and on the west by a straight line drawn from Rencontre West to the west side of Hind's Lake thence to Middle Arm in Green Bay and along the north side of Green Bay; and
  - c. the Diocese of Western Newfoundland to be composed of the territory situate to the southwest and north of a straight line drawn from Rencontre West to the west side of Hind's Lake thence to Middle Arm

in Green Bay and along the north side of Green Bay, together with the Parish of Forteau (from Blanc Sablon to Red Bay, Labrador).

3. a. The diocesan synod of each of the three dioceses shall be constituted as a body corporate, having perpetual succession and being known and recognized by the names of:
  - i. The Diocesan Synod of Eastern Newfoundland and Labrador;
  - ii. The Diocesan Synod of Central Newfoundland; and
  - iii. The Diocesan Synod of Western Newfoundland respectively, and each shall have all the privileges and liabilities of a corporation and shall have a Common Seal with power to break and alter the same.
- b. The Diocesan Synod of each diocese shall be capable of suing and being sued in any of Her Majesty's Courts of Law.
4. Each diocesan synod shall be capable of acquiring, taking, holding and possessing lands, tenements and hereditaments, moneys and other property, whether real or personal, or any estate or interest therein, by grant, conveyance, deed, gift, devise, purchase, succession or otherwise, and shall be capable of being cestui qui trust or trustee in respect of same.
5. Subject to any restraint, reservation or condition contained in the document under which title is acquired, each diocesan synod shall be entitled to sell, mortgage, lease or otherwise dispose of and deal with all property which, for the time being, may be vested in or have been acquired by it.
6. All lands, buildings and other real or personal property located within the boundaries of the respective dioceses and at present legally held by or hereafter to be acquired by the Diocesan Synod of Newfoundland, shall vest absolutely in the Synod of the Diocese in which such lands, buildings or other properties are located, provided, however, that the same shall be subject to such trusts and conditions as may have been declared or set forth by or in any will, deed or other document.
7. Where, in
  - a. a statute or other law;
  - b. a grant, conveyance, lease, licence or assignment of any of them, or in a will or in any other instrument, or document, whether of the foregoing kind or not, bestowing, creating, transferring, confirming or evidencing any right or title in or to property of any kind;
  - c. an agreement; or
  - d. any other instrument or document whether of the foregoing kind or not,

there is reference to the Diocese of Newfoundland or the Diocesan Synod of Newfoundland, that reference is and shall be deemed to be to one or all three of the said dioceses, or their respective synods, as the context shall so admit.

8. The present Constitution, Canons, Rules and Regulations of the Diocesan Synod of Newfoundland shall be the Constitution, Canons, Rules and Regulations of each of the three diocesan synods until the same be annulled, altered or amended.
9. Each Diocesan Synod shall have authority to annul, alter or amend its Constitution, Canons, Rules and Regulations provided that the same are not at variance with the laws of Canada or this province.
10. This Act shall come into force on the first day of January, A.D. 1976.

**C.**

**CANON ON JOINT COMMITTEE**

***THE JOINT COMMITTEE***

1. The three dioceses, the Diocese of Central Newfoundland, the Diocese of Eastern Newfoundland and Labrador, and the Diocese of Western Newfoundland acknowledge that they share a common Anglican heritage and responsibility within the boundaries of the civil province, and a common loyalty as integral parts of the Anglican Church of Canada and of the Anglican Communion. They desire to develop this heritage and express this loyalty by a close collaboration in important aspects of diocesan life; and each diocese willingly commits itself to accept a Joint Committee as part of its structure, in order to express this common life in the Body of Christ.
2. Enactment, amendment or repeal of any part of this Canon may be made effective by a majority vote in the synod of each of the three dioceses, notice of motion to enact, amend or repeal having been given in writing to the appropriate Executive Committee at least thirty days before the synod session begins, by a proposer and seconder who are members of synod or from Joint Committee.
3. Purpose of Joint Committee shall be to recommend policy in matters of mutual concern such as administration, programme development and supervision. In any matter of mutual concern, the committee will speak on behalf of the three dioceses through the senior bishop.

***MEMBERSHIP***

4. The membership of the Joint Committee shall be:
  - a. The Diocesan Bishops
  - b. One clergy person from each diocese elected by its synod for a two year term (who shall be ex-officio member of the Executive of his/her Synod)
  - c. One lay person from each diocese elected by its synod for a two year term (who shall be ex-officio members of the Executive of their Synod)
  - d. There shall be alternates to the clerical and lay members who shall be elected by the Synods and who may attend meetings in the absence of the regular members.
  - e. Elected members are eligible for re-election for one successive two year term.

- f. One staff person from each synod office appointed by the respective Synod Executive Committee.

### **OFFICERS**

- 5.
  - a. The Joint Committee shall elect a Chairperson, a Vice-Chairperson and a Secretary who shall hold office for two years.
  - b. Every member is eligible for election to these offices.
  - c. Officers are eligible for re-election for one successive two-year term provided they meet the criteria as outlined in Sections 4 (b) © (d) (e).

### **MEETINGS**

- 6. The Joint Committee shall meet at least once a year.

### **DUTIES**

- 7. The Joint Committee shall be responsible for:
  - a. Providing a forum for the exchange of ideas among the three dioceses on matters affecting the life of the Church.
  - b. Developing and implementing a policy for recruitment and training for ministry in three dioceses.
  - c. Ensuring the mobility of the clergy in the three dioceses and implementing a policy for the appointment of clergy as provided in clause 8A of this canon.
  - d. Implementing a policy for payment of clergy as provided by clause 8B of this canon.
  - e. Developing policy for the use of personnel who may be shared for work in the three dioceses.
  - f. Maintaining general oversight of any tri-diocesan office which may be established from time to time.
  - g. Maintaining a continuing concern for the effective operation of Queen's College, in keeping with the Act of Incorporation of Queen's College and to recommend changes in policy if and when considered necessary.

- h. Maintaining a continuing concern for the effective operation of the Anglican Charitable Foundation for Children in keeping with the Memorandum of Association of the Anglican Charitable Foundation for Children and to recommend changes in policy if and when considered necessary.
- l. Setting up and maintaining policy guidelines for the publication of the *Tri Diocesan Church Newspaper*.
- j. Setting up a Joint Investments Committee representative of the synods of the three dioceses.
- k. Fulfilling other responsibilities which the Synod of the three Dioceses as their Executive Committee may assign to it.

### ***POLICY***

- 8. A.. Procedure when an incumbency or any clerical staff position is vacant:
  - xiii. The Bishop shall inform all clergy in the three dioceses of the vacancy.
  - xiv. Any clergy person may express an interest in the position.
  - xv. All applications from the three dioceses shall receive equal consideration.
  - xvi. Without limiting the generality of the foregoing, the bishop may invite applications from outside the three dioceses.
  - xvii. The appointment will be made by the bishop after any other requirements of the Canons of that diocese have been fulfilled.
- B. Procedure for ensuring a common scale of clergy stipends and allowances:
  - i. After consultation with the Executive Committees of the three dioceses, the Joint Committee shall annually fix a scale of stipend for clergy and a scale of traveling and moving expenses.
  - ii. Each diocese shall accept these scales as the minimum to be paid to its clergy.

## D. REPORT ON DIVISION OF SYNOD ASSETS

### 1. General

- a. Queen's College common to three dioceses.
- b. Anglican Charitable Foundation for Children common to three dioceses.
- d. Anglican Homes Incorporated:
  - i. operation under control of the Diocesan Synod of Eastern Newfoundland and Labrador. (Article of Association, Sec. 2)
  - ii. upon dissolution the distribution of assets shall be by agreement with the three dioceses. (Memorandum of Assoc., Sec.9)
  - iii. Notwithstanding (a) above, applications for admission to the Homes from all parts of the province shall continue to be received and considered.

### 4. Properties

- a. White's Farm the property of the Diocesan Synod of Western Newfoundland.
- b. Portland Creek the property of the Diocesan Synod of Western Newfoundland.
- c. Ball Diversion land the property of the Diocesan Synod of Western Newfoundland.
- d. Bishop's Lodge the property of the Diocesan Synod of Western Newfoundland.
- e. Cathedral the property of the Diocesan Synod of Eastern Newfoundland and Labrador.
- f. 156 Waterford Bridge Road the property of the Diocesan Synod of Eastern Newfoundland and Labrador.
- g. 157 University Avenue the property of the Diocesan Synod of Eastern Newfoundland and Labrador.
- h. Title to land known as Camp Artaban, Killdevil Camp and Mint Brook

Camp shall vest in the Synod of the diocese in which each is located under the provisions of the proposed Act, but the control, management and responsibility for operation of each shall be common to the three dioceses.

5. **Cash Assets**

- a. At December 31, 1975, the cash assets to the credit of White's Farm and Portland Creek property to be divided equally among the three camps.
- b. The surplus income of the Newfoundland Pension Fund over its annual liability to General Synod's Pension Fund to be distributed to retired clergy, widows and orphans on an equitable basis to be determined from year to year by the Joint Committee.
- c. The surplus fund (current cash account) of Synod to be divided equally among the three dioceses.
- d. The amount invested under "Diocesan Suspense" (being the proceeds from sale of house at Bishop's Falls) to the Diocesan Synod of Central Newfoundland. (Approx. \$15,000)
- e. That amount invested under "See Account Special" (being the proceeds from the sale of Bishop's Court) to the Diocesan Synod of Central Newfoundland. (Approx. \$56,000)

Note: Under items 4 & 5 above, the Diocesan Synod of Central Newfoundland may either avail of the funds in cash for the purpose of providing housing for diocesan personnel or retain the funds in their present form and use the income thereof to defray the cost of providing housing for diocesan personnel.

6. **Investments**

- a. The income on "Bishop's Visitation Voyage Fund" to be divided equally among the synods of the three dioceses.
- b. Combine "Diocesan Mission Fund" and "Missions Overseas Fund" and divide the income equally among the synods of the three dioceses.
- c. Combine (a) "Bishopric Maintenance Fund", and (b) the balance of "Bishop's Property Maintenance" (See Account Special), and © the "Bishopric Maintenance Fund" (formerly Endowment) into one fund to be known as "The Bishopric Endowment Fund". The income on the



"Bishopric Endowment Fund" to be divided equally among the synods of the three dioceses.

- d. The income on "The Clergy Sustentation Fund" to be divided equally among the synods of the three dioceses.
- e. The income on the "Marshall", "Watson" and "Davis" bequests to be divided equally among the synods of the three dioceses.
- f. The invested balance in "The Diocesan Suspense Account" (approx \$10,000) to be divided equally among the synods of the three dioceses.

This report on the Division of Synod Assets was referred to the three dioceses for their approval and was dealt with extensively at the first two meetings of Joint Committee. See Actions regarding Division of Assets on page [19](#).

## E. COMMON HERITAGE WITHIN CIVIL PROVINCE

### 1. Actions regarding Division of Assets

a. June 19, 1976

- i. Church Extension Fund, cash balance \$10,231.64, to be divided equally among the synods of the three dioceses, and each diocese shall likewise share equally with the other two dioceses as it receives payment on outstanding loans.
- ii. Income from Portland Creek (\$243.25) and White's Farm (\$1,779.99) to be divided among the three camps.
- iii. Diocesan Social Services Council to be divided equally among the synods of the three dioceses to be used at their discretion.
- iv. Bishop's Visitation Voyage Fund, \$6,155.13 to be divided equally among the synods of the three dioceses to defray each bishop's travelling costs.
- v. The Diocese of Eastern Newfoundland and Labrador to be requested to give \$750 to the Diocese of Central Newfoundland and \$250 to the Diocese of Western Newfoundland as their share of the inventory of the synod office, to assist them in setting up their offices.
- vi. The \$6,000 shared expense for the **Anglican Life** in 1976 to be transferred proportionately. Details concerning shared expenses for the first four months to be received at the next meeting, following which any surplus to be distributed.

### 2. December 10, 1976

The Diocese of Central Newfoundland reported that its Executive Committee had ratified the report presented by Rev. Martin Mate at the last meeting of the Joint Committee. Bishop Legge reported that the Diocese of Western Newfoundland Committee had not yet met, but if Central and Eastern were satisfied then he would be prepared to accept the report as final. The Diocese of Eastern Newfoundland and Labrador requested an amendment re Marshall Trust. It was carried that the Marshall Bequest remain capitalized at \$7,000 and the revenue be disbursed equally to the three bishops for their Discretionary Funds, to be used in accordance with the terms of the Bequest, and that the bishops be supplied with copies of the Trust. The Report of the Division of Assets was adopted as amended as the final report.

F.

## ***TRI DIOCESAN JOINT COMMITTEE***

### ***THE WAY FORWARD***

## **MOTION**

***AT A MEETING OF JOINT COMMITTEE HELD ON DECEMBER 2nd, 2009 A MOTION WAS PASSED RE THE FUTURE DIRECTION OF JOINT COMMITTEE. THE MOTION DIRECTED “THE JOINT COMMITTEE EXECUTIVE AND THE JOINT COMMITTEE TREASURER TO CONDUCT A STUDY OF THE FUTURE OF JOINT COMMITTEE AND REPORT THEIR FINDINGS, WITH RECOMMENDATIONS, TO THE 2010 MEETING OF JOINT COMMITTEE”.***

## **JOINT COMMITTEE FUTURE**

The present Canon on Joint Committee was drawn up in 1976 when the Diocese of Newfoundland restructured into three new dioceses...Eastern, Central & Western. The idea of the Canon on Joint Committee was to share or enshrine matters which would be common to all three Newfoundland & Labrador Dioceses. While there have been many changes in administration and finance over those thirty two years; other than some minor changes, the Joint Committee basically operates today the same as it did in 1976...the old model is obviously not working well today.

Over the past five years, the work of Joint Committee has been streamlined and the co-operation between the Treasurer of Joint Committee and the Executive Officers of the three dioceses has been well documented. No longer is it necessary for Joint Committee to meet every three months for two days. The Treasurer and Executive Officers (basically the Executive of Joint Committee) meet prior to each meeting to discuss and make recommendations to the Joint Committee for their discussion and approval.

In addition to this, many of the functions and responsibilities of Joint Committee are now handled exclusively (strictly on their own basis) by each of the three Newfoundland & Labrador Dioceses. However, there are some matters which clearly are beneficial with all dioceses participating...Newfoundland Insurance, Anglican Joint Investments, Anglican Charitable Foundation for Children, Health Care for Active, Retired and Disabled, Moving & Anglican Life. Most matters pertaining to ministry are now dealt with strictly on a diocesan basis without any input from Joint Committee. Joint Committee now meets but once a year; what are some of the pitfalls associated with its present compilation and membership?

## **CONCERNS**

- (1) The cost of travel, accommodation, etc for just one meeting a year;
- (2) The lack of continuity or belonging;
- (3) The requirement that members elected to Joint Committee are also members of Diocesan Executive/Council thus double cost;
- (4) What input can members elected to Joint Committee, attending only one meeting of Joint Committee per year, have on the Diocesan Executive/Council especially when one realizes that the Bishops & Executive/Financial Officers of the three dioceses are also members of Joint Committee and report regularly to their respective Diocesan Executive/Council;
- (5) There is a problem with attendance. Persons get elected but seem to have no idea of the commitment involved (Joint Committee & Diocesan Executive/Council) and thus seldom, if ever, is there a full quota even with alternates;
- (6) What happens when alternates attend meetings...how do they relate to serving on their Diocesan Executive/Council? If the idea is that members are expected to report directly to their Diocesan Executive/Council; then, how does one reconcile member versus alternate in respect to their attending Diocesan Executive/Council meetings;

## **WHAT ARE THE TASKS**

In respect to finances...

- (1) Newfoundland Insurance Fund.....we need tri diocesan participation so that we can have a sustainable insurance portfolio. It gives us more “clout” in negotiating a new policy. As well, it should be understood that with larger insured values we have ‘less risk’ and thus, less premiums and strain on the fund especially if there happens to be a major payout;
- (2) Anglican Joint Investments....While we are sure that any diocese could have their own portfolio, nevertheless, there is comfort in number (amounts) and it gives us an opportunity to have a mix of fund managers both in fixed income and equities;
- (3) Health/Dental Care Plan....we have very small numbers throughout the three Diocese and Queen’s College. The gap continues to narrow between active and retirees/disabled; individual diocesan plans would likely run into some real problems with claim/premium ratio;
- (4) Anglican Life...We now have a smooth running operation in respect to administration and finance. We would not be able to have the same quality of paper on an individual diocesan basis especially as it pertains to editorship, finance, content, etc. The Anglican Life Committee has been held in abeyance until November 2011. This

work for the next two years will come exclusively under the jurisdiction of Joint Committee.

- (5) Moving.....It is important that we continue to engage the services of an inter provincial/diocesan mover with depots both in the Newfoundland & Labrador sections of the Province. Of course, rates are always an important factor keeping in mind that our interests must be served in respect to mover insurance, etc.
- (6) Financial Reporting...It should be understood that at present all audited financial statements are presented/reported regularly to all three Diocesan Synods in Newfoundland & Labrador....
- (7) All financial matters affecting the life (budgets) of all three Newfoundland & Labrador Dioceses & Queen's College are discussed extensively and thoroughly by the three diocesan Executive Officers before presentation to Joint Committee for approval. The Executive Officers, in turn, present their budgets, with Joint Committee figures included, to their respective Diocesan Executives/Council for approval;

### **WHAT ARE OTHER TASKS WE DO**

- (1) University Chaplaincy...more and more this is becoming a negotiated item handled directly by the administrative staff of the three Dioceses in Newfoundland & Labrador. Joint Committee does not become involved with funding. In the past year, the three dioceses, through its Executive Officers (Administrative



Staff/Bishops) have taken leadership in making recommendations as to the future of chaplaincy at Memorial University. It is recognized that with the likelihood of Grenfell College obtaining its own status, that the Diocese of Western Newfoundland will be required to provide stipendiary chaplaincy to that institution. However, it has been already agreed, that over time these matters will be dealt with on a tri-diocesan basis by its administrative staff;

### ***HOW DO WE HANDLE TRI DIOCESAN REPORTING***

- (1) Queen's College...the college has no legal responsibility to report to the Joint Committee. However, it is certainly understood that the responsibility for the operation of Queen's College as a training facility for the ordination of persons to the Priesthood, is the responsibility of the three Newfoundland & Labrador Bishops. That responsibility comes from the understanding that they are the ones who ultimately decide who shall or shall not attend Queen's College. As well, there is no funding from Joint Committee but rather from the three Newfoundland & Labrador Dioceses. It is also understood that the membership of the Corporation of Queen's College is appointed from the three Newfoundland & Labrador Dioceses.

A recommendation might be as follows: To protect and ensure that the interest of each diocese is upheld, that the three Bishops & Executive Officers be named as members of the Corporation and not as appointees. As well, it should be understood that the Provost of Queen's College would present reports, as requested, to the three Executive Committees of the Dioceses of Newfoundland &

Labrador.

- (2) Anglican Charitable Foundation for Children...again we want to ensure that the three Bishops & the three Executive Officers are included in the membership of ACFC. It is the responsibility of the church to maintain and operate this Committee. The appointments are made by the three dioceses and as such, it needs to take an active role in ensuring that there is adequate reporting and that the Committee is functioning in accordance with its mandate.

A recommendation might be as follows: That the three Diocesan Bishops and the Executive Officer of each of the Dioceses be members of The Anglican Charitable Foundation for Children.

- (3) Chaplaincy Report....to be handled by the administrative staff of the three Dioceses in Newfoundland & Labrador. The funding for this ministry comes from the three Dioceses, not Joint Committee, and rightly needs to be taken ownership by the three Dioceses.

***(Minutes November 17<sup>th</sup>, 2010 Joint Committee..."approved that University Chaplaincy become the responsibility of the three Dioceses".)***

- (4) National Pension Report....there is no requirement that there be a National Pension Committee Report. This actual reporting originated because it happened that a representative from Newfoundland & Labrador, who happens to be a member

of Joint Committee, reported as a courtesy to Joint Committee.

- (5) Financial Matters - these are presently reported to each of the three Newfoundland & Labrador Dioceses for presentation at their synods.
- (6) Anglican Joint Investment Trust...that the terms of the Trust be changed to allow the three Newfoundland & Labrador Bishops to be ex officio members of the Trust with non voting privileges. As well, that the three Executive Officers of the Dioceses in Newfoundland & Labrador be members of the Trust with voting privileges. That the Trust, if necessary, report annually to the Executive Committee/Council of each Diocese.

If we are to maintain a governing body in respect to tri diocesan matters, then it might be prudent that the group to oversee these matters might include the Diocesan Bishops (on a rotating basis as at present), the three Diocesan Executive Officers and the Treasurer of the governing body. .

### **GOVERNING BODY**

- (1) The Diocesan Bishop as Chair (on a rotating basis as at present);
- (2) The three Diocesan Executive Officers;
- (3) The Treasurer

- (4) One Lay Representative from each diocese appointed by the Diocesan Bishop

### **RESPONSIBILITIES OF GOVERNING BODY**

1. To report regularly to the Diocesan Executive/Council of each Diocese in Newfoundland & Labrador;
2. Oversight of The Newfoundland Insurance Account;
3. Oversight of The Anglican Joint Investments;
4. Oversight of Tri-Diocesan & Queen's Health Care Plan;
5. Oversight of funds common to but not distributed to the three Dioceses in Newfoundland & Labrador;
6. Oversight of the work of the Treasurer;
7. (from the Canon on Joint Committee) Fulfilling other responsibilities which the Synod of the three Dioceses as their Executive Committee may assign to it;
8. Publication of the tri-diocesan newspaper; ***(As previously agreed, the Anglican***

*Life Editor will attend meetings with non voting privileges)*

**SUMMARY OF RECOMMENDATIONS TO DIOCESAN**

**EXECUTIVES/COUNCIL**

1. That for the period January 1, 2011 to December 31, 2012 that the Canon on Joint Committee be held in abeyance;
2. That for the above noted period, a Governing Body called “The Tri-Diocesan Management Committee” be established;
3. That the membership of “The Tri-Diocesan Management Committee” be as follows:
  - (a) The Diocesan Bishops (on a rotating basis as at present)
  - (b) The Three Diocesan Executive Officers;
  - © The current Treasurer of Joint Committee;
  - (d) One Lay Representative from each diocese appointed by the Diocesan Bishop;
4. That “The Tri- Diocesan Management Committee”;
  - (a) Report its decisions directly to the three Diocesan Executives/Councils in Newfoundland & Labrador;

- (b) Have direct responsibility for The Newfoundland Insurance Account; Joint Funds; the Tri-Diocesan/Queen's Health Care Plan; the finances of the Anglican Joint Investments; the Tri-Diocesan Newspaper; the work of the Treasurer; the Moving Contract and fulfilling other responsibilities which the Synod of the three Dioceses as their Executive Committee/Council may assign to it;
5. That the responsibility for University Chaplaincy be exclusively with the three Dioceses in Newfoundland & Labrador;
6. That the three Diocesan Bishops & Executive Officers of the three Dioceses be members of the Queen's College Corporation...other members to be appointed by their respective dioceses;
7. That the three Diocesan Bishops & Executive Officers of the three Dioceses be members of The Anglican Charitable Foundation for Children;
8. That the three Diocesan Bishops be ex-officio members of the Anglican Joint Investments Committee with non voting privileges;
9. That the three Diocesan Executive Officers of the three Dioceses be members of The Anglican Joint Investments Committee with voting privileges;