



CONVENING CIRCULAR

Diocesan Council's Report to Synod

Section B



Diocese of Toronto
Anglican Church of Canada

Report to the 158th Regular Session of Synod from Diocesan Council

Prepared by: Pamela Boisvert,
Secretary of Synod
September 27, 2018

Scope of Report

This is the report of Diocesan Council to the members of the 158th Regular Session of the Synod of the Diocese of Toronto, for the period July 1, 2017 through June 30, 2018. This report was approved by Diocesan Council on September 27, 2018.

This report includes:

- (I) A list of members of Diocesan Council,
- (II) a summary of all policy and major items discussed or approved by the Council, and
- (III) a summary of diocesan grants, loans and other funding.

(I) List of Members

Diocesan Council

The Most Rev. Colin Johnson (Chair), The Rt. Rev. Jenny Andison, Coadjutor Bishop-elect Andrew Asbil, Mr. Brian Armstrong, ODT, Ms. Joyce Badley, ODT, (until Nov. 2017), Mr. Stewart Ball (until Nov. 2017), Mr. Bob Baird, Mr. Lawrence Barker, Canon Paul Baston, The Rev. Canon Beth Benson (until Nov. 2017), Ms. Norah Bolton, ODT (until Nov. 2017), The Rev. David Bryant, Canon Clare Burns, The Rev. Greg Carpenter, The Rev. Canon Joan Cavanaugh-Clark, The Rev. Michelle Childs-Ward (until Nov. 2017), The Rev. Susan Climo (until Nov. 2017), The Rev. Dr. Stephen Drakeford, The Rt. Rev. Peter Fenty, Ms. Jean Glionna, ODT, Ms. Anita Gittens, ODT, The Rev. Canon Christopher Greaves (until Nov. 2017), Mr. Michael Gundy, Ms. Leslie Hajdu, ODT, The Rev. Canon David Harrison (until Nov. 2017), The Rev. Karen Hatch, The Rev. Tim Houghton, The Rev. Sherman Hesselgrave, Ms. Carolyn Kearns, Ms. Darleen Knowlton, The Rev. Keith Joyce, The Rev. Ian LaFleur, Ms. Suzanne Lawson, ODT, The Rev. Erin Martin, Mr. Stephen Masson, ODT, (until Nov. 2017), Mrs. Sarah McDonald, ODT, The Rev. Douglas Michael, The Rev. Lisa Newland, The Rev. Canon Dr. Barry Parker, The Rev. Jesse Parker, The Rev. Jason Prisley, Mr. Ryan Ramsden, The Rt. Rev. Kevin Robertson, The Rev. Mother Elizabeth Rolfe-Thomas, Ms. Susan Schuschu, ODT, The Rt. Rev. Riscylla Shaw, Ms. Beverley Sneyd, The Ven. Stephen Vail (since March 2018), The Rev. Canon Claire Wade (until Nov. 2017), Mr. Stephen Warner, Ms. Marilyn Yeung, ODT.

(II) Policy Items and Other Major Items

This section includes information on the following items:

- **Strategic Planning - *Growing in Christ***
- **Policy and Major Items Discussed** (in alphabetical order)
 - Building Condition Assessment Program
 - Carleton Fund
 - Clergy Moving Contribution
 - Cost of Living Adjustment (COLA)
 - Diocesan Centre – License Agreements
 - FaithWorks Goal
 - Financial Statements and Auditors
 - Internally Restricted Funds
 - Ministry Allocation Fund Tithe
 - Our Faith-Our Hope Grants
 - Pay-Direct Drug Card
 - Pregnancy & Parental Leave Policy
 - Rectories
 - Sexual Misconduct Policy Changes
- **Retirements and Elections of Bishops**
- **Parish Administration, Amalgamations, and other Arrangements**
- **Provincial Legislative Matters**

– **Strategic Planning – *Growing in Christ***

In June 2016, Diocesan Council approved *Growing in Christ* as the Diocesan Strategic Plan 2016-2021.

Working groups have been created for each of the five Focus Areas. The working groups are made up of Diocesan Council members and volunteers from the parishes, and are supported by staff. Reporting to Diocesan Council, the working groups help to achieve the strategic initiatives of the Focus Areas.

Our progress so far:

- An engagement survey was launched in January 2018 to collect feedback from Anglicans across the diocese. Resulting action plans, based on the survey, will be shared later in 2018.
- *Growing in Christ* was the theme of the Synod in November 2017. Synod heard from representatives of the working groups about their progress. At the end of the presentation, Synod members were asked to sit quietly for a moment and then write down on a notepad what impressed or interested them about the plan, and what they would like to take back to their parishes to pursue further.
- Some parishes have used the plan to start discussions at their vestry meetings – for example, how to develop leaders or implement a culture of continuous improvement. Area Councils have also started using the plan for planning and discussion purposes.

The Governance and Decision Making Working Group is making substantial progress in identifying models of governance that will streamline and facilitate the decision-making process.

In our quest to continually become better stewards of our human and property resources, we are pleased to report that by year's end we will present recommendations from our **Clergy Remuneration Working Group** that address remuneration concerns of our clergy that reflect our values.

The **Property Working Group** is focused on helping us to better track, manage and leverage our real estate resources. Our land use planning consultants, N. Barry Lyons Consultants Ltd., have recently completed a comprehensive inventory of our real property portfolio, and they are expected to deliver their written recommendations this Fall.

The **Trust and Culture Working Group** will soon undertake a case study to examine how we can improve trust and communication across the entire Diocese. Feedback from the Engagement Survey, already completed, together with additional input from our clergy and senior staff at the Diocesan Centre, will help to inform and corroborate the work of the Trust and Culture Working Group as it seeks ways to build a more collaborative and trusting culture in our Diocese.

The **Innovation Based on Evidence Working Group** is working on defining clear deliverables that will enable the Diocese to mitigate risk through adoption of best practices with respect to how data will be used to measure outcomes for continuous improvement.

The **Leadership and Formation Working Group** is in the early stages of defining deliverables that will enable us to develop the clerical and lay leaders who will lead our transformation efforts. The diocesan Postulancy Committee has reviewed its procedures for the identification of candidates for ordination and their formation.

– **Policy and Major Items Discussed** (in alphabetical order)

○ **Building Condition Assessment Program**

At its October meeting, Diocesan Council received a presentation from Diocesan staff regarding the initial development of an asset management plan for our property portfolio. The first step in that process is to ascertain the current condition of all our properties. Our current *Building Inspection Policy* (the “**Policy**”) delegates implementation and enforcement of the Policy to the four Episcopal Areas and then down to the congregations. The information from those Property Condition Assessments is not consistently shared with the Property Resources Department. Similarly, congregations are at liberty to retain any commercial building inspector they desire. As a result, there is no consistency or way for us to compare the data to develop a portfolio-wide Facility Condition Index (“FCI”).

Council was agreeable to suspending the current Policy for 2018. In January 2018, a *Request for Proposal* was put out to market for engineering consulting services to assist us with a Diocese-wide building condition assessment project. There was significant market interest in this proposed scope of work, however, the proponents requested very detailed information about each building in our portfolio to offer their most competitive pricing. As a result, Diocesan staff are working to acquire and implement the software infrastructure that will be necessary to aggregate and safeguard the ease of collecting congregational data (and to store the new property inventory, plus other building-related information and project management oversight as it is acquired). Once tender pricing has been received, approval by Diocesan Council will still need to be granted for this project to proceed. In the meantime, the current Policy remains in effect.

○ **Carleton Fund**

At its September 2017 meeting, Diocesan Council approved that \$150,000 be withdrawn from the Rectory Development Fund accrued income to supplement the funds currently available for distribution in the Carleton Fund in order to meet current grant applications.

- **Clergy Moving Contribution**
In October 2017, Diocesan Council approved that the maximum contribution for clergy moves in 2018 as set out in Canon 11, section 6 remain at \$1,500.
- **Cost of Living Adjustment (COLA)**
In October 2017, Diocesan Council approved the following COLA for the clergy minimum stipend scale, diocesan staff scale and unit amounts:
 - 2.1 % for 2018
- **Diocesan Centre – License Agreements**
In April 2018, Diocesan Council approved that the Executive Director and/or the Director of Property Resources be granted permission under Canon 6 to license meeting room space at 135 Adelaide St. East (the Diocesan Centre) for use by only Anglican-related third-party groups as approved by the Bishop. All such use shall be contracted using the Diocesan form of License Agreement, with proof of insurance in accordance with all Trusts Committee requirements to be received prior to occupancy. Such License Agreements shall be reported to the Trusts Committee on a quarterly basis.
- **FaithWorks Goal**
Council approved the FaithWorks Goal for 2018 of \$1,350,000.
- **Financial Statements for 2017 and Auditors**
On the recommendation of the Audit Committee, Council approved the Audited Financial Statements for the Incorporated Synod of the Diocese of Toronto and the Cemetery Fund of the Incorporated Synod of the Diocese of Toronto for the year ending December 31, 2017.

On the recommendation of the Audit Committee, Council appointed the firm of Grant Thornton LLP, Chartered Accountants, to conduct the audit of the Financial Statements of the Incorporated Synod of the Diocese of Toronto for the year ending December 31, 2018.
- **Internally Restricted Funds**
In May 2017, Diocesan Council approved the Designation and parameters of the Amalgamation, Closures and Property Support Fund.
- **Ministry Allocation Fund Tithe**
In September 2017, Diocesan Council approved a tithe from the Ministry Allocation Fund (MAF) in the amount of \$100,000 to the Anglican Healing Fund of the Anglican Church of Canada to support the “Giving with Grace” project.

In May 2018, Diocesan Council approved a tithe from the MAF in the amount of \$250,000 to the Anishnawbe Health Foundation to support the new “Anishnawbe Health Toronto” project.

- **Our Faith-Our Hope Grants**

In October 2017, Diocesan Council considered two requests brought forward from the Our Faith-Our Hope Allocations Committee. As a result, Diocesan Council approved:

- That grants from the OFOH fund terminate after the fall 2021 grant cycle with the remaining funds to be allocated in a fashion consistent with the OFOH Case as approved by Diocesan Council and investment of the OFOH fund be adjusted accordingly as determined by the Director of Finance.
- That the current OFOH fund reserve in the approximate amount of \$1,810,381 be reduced to \$750,000 and that the remaining balance of the fund be allocated to all funding categories in accordance with the target allocations previously approved by Diocesan Council.

- **Pay-Direct Drug Card**

In February 2018, Diocesan Council was notified of the decision to implement a Pay-Direct Drug Card for active members beginning on May 1, 2018.

- **Pregnancy & Parental Leave Policy**

In September and November 2017, Diocesan Council approved revisions to the *Pregnancy and Parental Leave Policy*.

- **Rectories**

In response to the number of requests that Executive Board has been receiving to sell rectories, and the poor condition that some of these are in, work has begun at looking at an alternate option for parishes. Currently parishes have four options with respect to dealing with their rectories: (i) clergy occupied, (ii) tenanted, (iii) vacant, (iv) sell the asset. There is a common concern that we need to do something before we reach a point where we regret the number of rectories and other properties that we have sold. The College of Bishops has concurred that we will no longer entertain requests regarding the sale of rectories and right now we are in a holding pattern. A fifth concept has been formulated for consideration, however, no action will be taken in respect to a detailed review by Diocesan Council until the recommendations of both the Clergy Remuneration Working Group, and Property Working Group, have been received on this topic as part of *Growing in Christ*.

- **Sexual Misconduct Policy Changes**

In June 2018, Diocesan Council approved revisions to the *Sexual Misconduct Policy*. Over the years, this policy has served as a model across the Canadian Church and other non-profit organizations.

– **Retirements and Elections of Bishops**

- On September 21, 2017, the Most Rev. Colin Johnson announced his plans to retire as of December 31, 2018 and requested that Diocesan Council give notice to the upcoming Synod that he will be asking for its concurrence in the election of a Coadjutor Bishop to be chosen next June 2018. Council members gave the Archbishop a standing ovation.
- On June 9, 2018, the Very Rev. Andrew Asbil was elected Coadjutor Bishop of Toronto. The Coadjutor Bishop-elect will be consecrated on September 29, 2018 at St. James Cathedral and will begin his duties on October 1, 2018.

– **Parish Administration, Amalgamations, Commissions, Joint Ministries, and Realignments**

The following is a summary of decisions made during the reporting period:

○ **Canon 24 – Diocesan Administration of Parishes**

○ **St. Andrew, Japanese**

In December 2017, Diocesan Council recalled the appointment of the Administrator effective December 18, 2017. The parish had been under diocesan administration since March 2017.

○ **St. Bartholomew**

The parish was placed under diocesan administration in 2012 pursuant to Canon 24. Council approved the re-appointment of Mr. Kevin Forrest as Administrator at its March 2018 meeting.

○ **St. George on Yonge**

In March 2018, Diocesan Council recalled the appointments of the Administrator and Assistant Administrators effective March 22, 2018. The parish had been under diocesan administration since November 2016.

○ **St. George-the-Martyr, Parkdale**

In September 2017, Diocesan Council recalled the Administrator in the Parish of St. George-the-Martyr, Parkdale according to Canon 24, section 13. The parish had been under diocesan administration since February 2017.

Also in September 2017, at the request of Diocesan Council, on the recommendation of the Administrator, the Parish of St. George-the-Martyr, Parkdale was designated a Diocesan Mission under Canon 25 effective September 21, 2017.

In April 2018, Diocesan Council was informed by Archbishop Colin Johnson that the parish should be known as St. George by the Grange from this point forward.

In June 2018, Diocesan Council approved the Board of Management of St. George by the Grange be comprised of the Rev. Canon Dr. Barry Parker, Chair (Incumbent of St. Paul, Bloor Street), Mrs. Joyce Badley, ODT, (Past Administrator of St. George by the

Grange, and Executive Director of St. Paul, Bloor Street), the Rev. Steve Shaw (Priest, Engineer and member of the Property Working Group), Mr. Rob Henderson (Professional Fundraiser), Mrs. Ruthia Pak Regis (Visual Artist) and three additional members yet to be confirmed. The aforementioned Board of Management is established pursuant to Canon 25, section 4.

- **St. George, Pickering Village (Ajax)**

In October 2017, Diocesan Council approved that St. George, Pickering Village be placed under Canon 24 effective immediately.

In November 2017, Mr. Ward McCance, ODT was appointed Administrator and Ms. Susan Tremayne-Moon, ODT was appointed Assistant Administrator to carry on the function of receiver and manager for the parish of St. George, Pickering Village (Ajax).

- **St. Peter, Scarborough**

The parish was placed under diocesan administration in 2017 pursuant to Canon 24. Council approved the re-appointment of Mr. Bob Saunders as Administrator at its May 2018 meeting.

- **San Lorenzo, Dufferin**

In December 2017, Diocesan Council recalled the appointment of the Administrator effective December 31, 2017. The parish had been under diocesan administration since 2012.

- **St. David Anglican-Lutheran, Orillia**

At its September 21, 2017 meeting, Diocesan Council approved the new Ministry Agreement between the Incumbent and Churchwardens of St. David Anglican Church, Orillia/Holy Cross Lutheran Church, the Incorporated Synod of the Diocese of Toronto and the Eastern Synod of the Evangelical Lutheran Church in Canada be entered into.

- **Canon 25 – Diocesan Missions**

- **St. Mary and St. Martha**

At the request of the Churchwardens and Vestry, the Parish of St. Mary and St. Martha was designated a Diocesan Mission under Canon 25 by Diocesan Council on May 19, 2016. A Board of Management assumed the governance responsibilities of the parish, and the Board appointed two of its members to function as Churchwardens. This governance structure supplements and augments the gifts of those in the parish. The Board submitted its annual report to Diocesan Council in May 2018.

- **New Hope Anglican Mission**
The New Hope Anglican Mission was designated a Diocesan Mission in 2013, and this arrangement was reviewed in March 2017. At its April 20, 2017 meeting, Council agreed that the New Hope Anglican Mission continue to be a Diocesan Mission pursuant to Canon 25, that the Board be re-constituted to assume the governance responsibilities, and further approved the membership of the Board.

- **Parish Amalgamations, Mergers, Closings, and other Arrangements**
 - **Parish of Batteau, Duntroon and Singhampton**
In September 2017, approval was given to amalgamate the vestries of Christ Church, Batteau, Redeemer, Duntroon, and St. Paul, Singhampton on a date that is mutually agreeable by the Churchwardens pursuant to Canon 13(3). The newly amalgamated parish was named Holy Trinity, Clearview.

 - **Trinity Church, Campbell's Cross**
In November 2017, Diocesan Council acknowledged that Trinity Church, Campbell's Cross be disestablished on a date that is mutually agreeable by the Churchwardens.

 - **St. Barnabas, Peterborough and St. John the Evangelist, Peterborough**
In November 2017, Diocesan Council approved the voluntary amalgamation of St. Barnabas, Peterborough and St. John the Evangelist, Peterborough according to Canon 13(3)1 on a date that is mutually agreeable by the Churchwardens. In June 2018, Diocesan Council received the Amalgamation Plan for the Parishes of St. Barnabas, Peterborough and St. John the Evangelist, Peterborough revised May 2018.

- **Provincial Legislative Matters**
The Diocese of Toronto has been active in working with the provincial synod office in dealing with legislative matters. The Provincial Synod's Priorities for the three years of 2015 to 2018 are (1) Homelessness, (2) Eldercare, and (3) work on Indigenous reconciliation and the Truth and Reconciliation Commission's "Calls to Action." Work on the Homelessness file involves policy development and advocacy and has been carried out jointly with the Dioceses of the Province and the General Synod. Between July 2017 and June 2018, this has included advocacy with the Federal Government on the legislative framework for the National Housing Policy, development and dissemination of resources for "Homelessness Sunday", and creation of resources focussing on homelessness and housing policy in preparation for the provincial election of June 2018. Work on the Reconciliation / TRC file is being done in collaboration with the Ontario Provincial Commission on Theological Education, and part of the focus is on the work of our four seminaries and three lay training colleges in the Province. The next session of Provincial Synod will be held in the second week of October in Ottawa, at which time the work of the last triennium will be reported on and reviewed, and priorities established for the next triennium.

(III) Diocesan Grants, Loans and Other Funding

This section contains a summary of grants, loans and other funding approved or provided by the Diocese during the reporting period of July 1, 2017 to June 30, 2018.

Ministry Allocation Fund Grants (MAF)	# of grants/loans	Amount
Tithing Gifts	3	\$370,807
Other Strategic or Urgent Needs of the Diocese	1	1,500,000
Anglican Diocese of Toronto Foundation	1	95,033
Congregational Growth	16	611,337
Real Estate Purposes	2	536,131
New Hope Mission Grants	6	100,066
New and/or Innovative Forms of Ministry	5	47,256
Reach Grants	9	38,982
Stretch Grants	1	10,000
TOTAL		\$3,309,612

Our Faith-Our Hope: Re-Imagine Church (OFOH)	# of grants/loans	Amount
Adaptive Re-Use of Parish Facilities	6	\$226,521
Communicating in a Wireless World	4	51,750
Enabling Parishes to Become Multi-Staffed	9	280,990
Leadership Development	5	52,360
Pioneering Ministry	3	420,500
Giving to Others	0	0
TOTAL		\$1,032,121

The Anglican Diocese of Toronto Foundation (ADTF)	# of grants/loans	Amount
Bishop of Toronto Endowment	1	335,000
FaithWorks Endowment	1	66,000
Clergy and Theological Education Funds	13	16,827
Robert Falby Endowment for Aboriginal Ministries	1	21,450
Archbishop Johnson Leadership Development	10	10,357
Samuel Chamberlain Fund	1	10,000
Former Anglican Community Development Fund	1	2,000
Unrestricted Fund	1	3,000
TOTAL		\$464,634

Other Grants	# of grants/loans	Amount
Baker Foundation	3	14,100
Carleton Fund Grants	9	75,600
Ferguson Grants	0	0
Area Council Grants	23	89,328
Area Resource Grants	>20	48,570
Curacy Grants	15	119,417
FaithWorks Grants	30	1,979,638
Bishop's Company Fund	24	54,050
Discretionary Medical and Dental Grants	5	6,966
Professional Development Grants	1	600
York Rectors Fund Grants	55	532,002
Etobicoke Glebe	12	7,200
TOTAL		\$2,927,471

Other Funds	# of grants/loans	Amount
Continuing Education Plan	3	2,980
Short Term Disability Reimbursement	4	9,550
Pregnancy and Parental Leave Fund	2	25,554
Clergy Moving Cost Reimbursement	16	27,755
Clergy Allowances & Post Retirement Funds	29	252,448
Widows and Orphans Benefactors	54	49,700
TOTAL		\$367,987

GRAND TOTAL **\$8,101,825**