

Canons – Memo

Isabel Weeks, Chancellor

October 1, 2026

Memo to the 2026 Synod

From: Isabel Weeks, Chancellor, on behalf of the Canons Committee

Proposed Changes to Constitution, Existing Canons and Regulations

The 2024 Synod approved a comprehensive re-write of the canons and regulations of the diocese, along with related changes to the constitution. The idea was to “try on” the new canons and regulations to see whether they would better reflect the way we actually do the business of church, while leaving as much flexibility as is appropriate.

The current canons and regulations have been in force since January 1, 2025. Since then our work continues to evolve. Diocesan Council have made changes to some of the regulations to keep pace with our work together. The canons committee felt it was time to look at the canons and regulations and propose some changes which reflect current realities and priorities. The following are the highlights of the changes which have been approved at the meeting of Diocesan Council held on September 24th, 2026, with the recommendation that they be approved at this Synod.

Constitution- (approved at Synod 2024, now back for approval or “second reading”)

1. “Council” deleted, as the term throughout has been changed to diocesan council (proposed in the constitution, and throughout the canons and regulations)
2. “Dean” has been changed to include the point that the Bishop is the most senior cleric.
3. “Minister” is deleted as it is not synonymous with incumbent, and when the term is used, it specifies that it means an ordained person of another denomination.
4. “Order- Rules of” has been deleted, as it is unnecessary.
5. “Session” the “note” has been deleted as it is unnecessary.
6. “Session”- changed “annual” to “regular”

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7. Article II: deleted in entirety, replaced with:

"The Diocesan Synod may deliberate on all matters affecting the interests of the church in the Diocese; but, except as delegated by General Synod, shall have no competence to

(a) change doctrine or worship as set forth in the official formularies of the Anglican Church of Canada, or

(b) decide other matters assigned to the General Synod of the Anglican Church of Canada or the Synod of the Ecclesiastical Province of British Columbia and Yukon."

8. "Year" has been deleted as the diocesan council may wish in the future to change the year end for tax or other purposes, so it is left to the regulation rather than the constitution.

9. Article II has been amended to reflect the separate competences of General Synod and the Ecclesiastical Province of BC and the Yukon.

10. In Article III, President of Anglican Church Women has been deleted.

11. Articles V, IX, XI- deleted he/she, his/her, replaced with "they", "their" and paralleled the verb tenses.

12. Article X- added possibility of electronic notice.

13. Articles X, XIV, XV- changed "council" to "diocesan council".

Canons

Canon 1 - The Bishop

One minor change to clarify that jurisdiction of the bishop of our Anglican diocese is limited to Anglican parishes and congregations. Removing "or within" makes it clear that the geographic diocese includes other denominations and worship communities.

Canon 2 - Archdeacons

No changes.

Canon 3 - Clergy

1. Canon 3.1 is amended to clarify that only the bishop has the power to appoint clergy.

2. Canon 3.2 moves the word "summarily" for clarity.

3. Canon 3.4: The title of the canon has the addition of "...of incumbents" for clarity.

Canon 4 - Synod

1. Canon 4.2 A and C: The word "preferably" has been added to the required credentials for the chancellor and vice-chancellor. This provides potential flexibility in appointing either of these officers.

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2. Canon 4.3 B: Deleted as unnecessary. The Registrar is identified as an officer of synod (Canon 4.6 A 11) and their responsibilities include more than those described in Regulation R1.8.
3. Canon 4.4 D: The deleted text is unnecessary. Any new or amended official collections policy would go through the approval process described in Canon 10.2.

Canon 5 - Diocesan Council

There are two substantive changes.

1. Canon 5 A 1 h and i: According to Article XIV, the clerical and lay secretaries are elected by Synod, and their duties are determined by Diocesan Council. In recent times, these two officers have been required to attend several committee meetings, with voice but no vote, essentially taking notes as scribes. Most of these committee meetings are held in the middle of the day, which can make attendance difficult. The proposal is to make these two elected officers voting members of Diocesan Council, to allow for meaningful participation in the life and work of our diocese. If either wish to be appointed to serve on other committees, that would be an available option. The notetaking duties in the committees can be assigned either to staff or a committee member.
2. Canon 5 A 2: This Canon has been re-written to expand the pool of lay representatives eligible for election to Diocesan Council. Candidates for election now include a person who is eligible to be a member of the synod and who is nominated by their parish council.

Canon 6 - Regions

No changes

Canon 7 - Parish

1. Canon 7.4: New language which provides for the parishes to confirm the accuracy of property values stated in the insurance documents. The synod office will advise the parishes of the property values and their share of the insurance premium.
2. Canon 7.8 C: Suggested language which states more clearly how to deal with adding members of parish council.

Canon 8 - Finance and Trusts

1. Canon 8.5: Trust Funds. The changes to this Canon are mostly rearrangements and clarifications. Some details regarding individual trust funds have been moved to Regulation.

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2. Canon 8.6: Consolidated Trust Fund (CTF): Most of the changes to this Canon reflect work underway under the direction of the Finance Officer and the Treasurer. A transition to a new accounting software is underway which will improve tracking and reporting functions. During this transition, we are requesting that these changes be approved, but that they come into force on January 1, 2027 to align with the completion of the transition process.
3. Canon 8.6 E: This canon clarifies the eligibility requirements for entities (unitholders) who are permitted to invest in the CTF.

Canon 9 - Court of the Diocese

No changes.

Canon 10 - Regulations and Policy

1. Canon 10.2: The list of people who are entitled to propose a new or amended policy includes the Executive Officer.
2. 10.2 C: New or amended policies must be approved by the bishop, and ratified at the next meeting of diocesan council.

Canon 11 - Order of Diocese of British Columbia

No changes.

12 - Cemeteries

1. Canon 12.1: This Canon has undergone some refinement following the appointment of a diocesan cemeteries manager. A diocesan cemeteries policy has been produced which provides guidance on the legal and episcopal requirements.
2. Canon 12.1 B: This clarifies the requirement of a cemetery committee for any cemetery under the management of a parish.
3. Canon 12.1 C: This clarifies the requirement of a set of bylaws for the management of the cemeteries in the care of a parish.

Regulations (highlights only)

Archdeacons

- Regulation R2.1.1 Duties of Archdeacons: The deletion of four duties from the list of duties of archdeacons as outdated and unnecessary detail. The addition addresses the reintroduction of the office of regional dean, described in Regulation R2.2 below.
- Regulation R2.2: Regional Dean: This regulation reintroduces the role of regional dean, with new parameters.

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Clergy

- Regulation R3.5.1 E Clergy Benefits: Payment of BC Medical Services Plan premiums has been deleted as there are no such premiums anymore.
- Regulation R3.5.1 F 4: Annual Vacation: Clarification of calculation of annual vacation for clergy serving in a position for less than a calendar year.
- Regulation R3.1.5.1 H: Synod Pension Plan: Clarification that the pension plan is governed by the provisions of the General Synod Canons and its regulations.
- Regulation R3.5.1 J: Educational Leave: Clarification related to unpaid sabbatical leave.

Diocesan Council

- Regulation R5.1.8 A 3: Finance Committee: Remove the clerical secretary and lay secretary (See discussion above re Canon 5 A 1 h and I).
- Regulation R5.1.12: Lay and Clerical Secretary: Remove as the proposal is that both officers be members of diocesan council.

The Parish

- Regulation R7.6.2: Annual Parish Budget: For parishes with no incumbent, clarify that there is no specific timeframe for the bishop to appoint someone to consult on the parish budget.
- Regulation R7.6.3: Parish Stewardship: Remove detail of the stewardship plan.
- Regulation 7.7.1 C 12: Churchwardens: Since standard form contracts are in use and the synod office finance department controls the hiring process for both employees and service providers, new language is introduced to reflect current practice.
- Regulation 7.7.1 C 13 and 14: Approval of the chancellor has been deleted as standard forms approved by the chancellor are in use.
- Regulation 7.8.1 Parish Lay Employees and Service Providers: The proposed language reflects that standard forms approved by the chancellor are issued by the synod office.

Finance and Trusts

- Regulation R8.4.2 C: Parish Monthly Remittances: Edits to clarify that churchwardens are required to notify the synod office if their parish is not able to pay any of their financial obligations, not just apportionment.
- Regulation R8.4.3: Parish Grants: Edits clarifying criteria for parish grants.
- Regulation R8.4.4: Parish Capital Expenditures: Increase in the amount of capital expenditure allowed if parish is in arrears.
- Regulation 8.5.1 A: Educational Trusts Committee: Removed descriptions of the funds under the governance of this committee.

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- Regulation 8.5.1 B: Educational Trusts Committee: Remove The lay secretary and clerical secretary from membership as the proposal is that both officers be members of diocesan council.
- Regulation 8.5.2: Supplemental Pensions Committee: Remove the lay secretary and clerical secretary from membership as the proposal is that both officers be members of diocesan council.
- Regulation R8.5.4: John Albert Hall Committee: Remove The lay secretary and clerical secretary from membership as the proposal is that both officers be members of diocesan council.
- Regulation R8.5.5: Synod Administered Funds: This new regulation provides that the Finance Officer is responsible for oversight of trusts and funds not overseen by named committees.
- Regulation R8.6.2: Deposits into the CTF: This new regulation refers to the CTF Operating Policy, and will govern the process for deposits into the CTF, and is requested to come into force on January 1, 2027.
- Regulation R8.6.3: Withdrawals from the CTF: This new regulation refers to the CTF Operating Policy, and will govern the process for withdrawals from the CTF, and is requested to come into force on January 1, 2027.
- Regulation R8.6.4: Annual Report of CTF Activity: Clarifies the report to unitholders of the CTF.

Cemeteries

- Regulation R12.1.1: Regulation of Cemeteries: This regulation has been edited to more accurately describe the requirements of British Columbia law.

Appendix IIA - Changes to Regulations Approved at Diocesan Council meeting on 24 September 2026

NOTE: This document is an appendix to the motions of Diocesan Council for Synod 2026 (Appendix II). It outlines the changes to Regulations made at the Diocesan Council Meeting on 24 September 2026. These Regulation changes have already been approved by Diocesan Council. Synod is asked to ratify all motions of Diocesan Council, which include these changes.

REGULATION R2.1.1 DUTIES OF ARCHDEACONS

A. *The duties of an archdeacon may include, but are not limited to the following:*

5. Meeting with the cleric for an “end of ministry” interview when a ministry comes to an end.

7. Inspecting rectories during vacancies.

8. Conducting “transition days” in parishes.

9. Assisting in the worship and work of the cathedral.

12. Convening and chairing In the absence of a regional dean the archdeacon appointed for the region will convene and chair the regional chapter (Clericus), which consists of all of the active clergy within the region holding the licence of the Bishop.

REGULATION R2.2 REGIONAL DEANS

A. *The bishop may appoint regional deans to work collaboratively with the archdeacon appointed for their region. Regional deans will provide support to active clergy including community building, program planning and support within their region.*

REGULATION R3.5.1 SALARIES AND BENEFITS

E. *Health, Dental and Medical Benefits: The parish shall pay B.C. Medical Services Plan premiums, extended health and dental premiums on behalf of the member*

of the clergy and family, unless the clergy cleric chooses to opt out of the coverage.

- F. *Annual Vacation: The calculation of number of years' service will be made as of January 1 of each year regardless of the date of ordination. Unless the Bishop approves determines otherwise, annual vacation for members of the clergy shall be:*

4. *The calculation of number of years' service shall be made as of January 1 each year, regardless of the date of ordination. Clergy serving in a position for less than a full calendar year shall be entitled to prorated vacation in respect of that partial year.*

- H. *General Synod Pension Fund:*

1. *Every bishop and member of the clergy on the register of the diocese, in active service, who has been found medically fit qualifies for admission to the General Synod pension fund and are subject to the provisions of General Synod Canon VIII, and its regulations.*
3. *Diocesan council shall act as the diocesan authority referred to in regulation II, section 3, of General Synod canon VIII.*

- J. *Educational Leave:*

3. *By virtue of diocesan participation in the General Synod continuing education plan, all members of the clergy in employment in the diocese who are not in receipt of the General Synod Pension may apply for six weeks' study leave every five years (eight days per year). This leave is not cumulative and must be taken in a way that is mutually satisfactory to the Bishop, the salary paying source and the clergy member seeking leave. It is in addition to annual vacation and professional educational leave referred to in paragraph 2, above.*
5. *After six years of continuous employment at a single parish, a clergy member may propose an unpaid sabbatical leave for not more than six four months. The terms of such a sabbatical This leave is not cumulative and must be for an educational purpose and must be approved by the parish and by the Bishop taken in a way that is mutually satisfactory to the Bishop, the salary paying source and the clergy member seeking leave.*

REGULATION R4.6.2 RULES OF ORDER AT SYNOD

- O. No protest or dissent shall be entered on the minutes of the proceedings, but when required by any two members the number of the affirmative and negative votes and the names **of the dissenters** shall be recorded.

REGULATION R5.1.8 COMMITTEES

- A. Diocesan council at its first regular meeting shall ~~elect~~ **appoint** the following standing committees:

1. The Canons Committee

- a. The membership of which shall be determined by diocesan council in consultation with the Chancellor, **up to two of which members need not be members of diocesan council.**
- b. *The committee shall have the power to nominate additional members whose election must be confirmed at the next meeting of the diocesan council.*

3. The Finance Committee

- a. The membership of which shall consist of the following members:
- i. Ex-officio: the Bishop, the Chancellor, and the Treasurer, who shall be chair, **either the Clerical Secretary or the Lay Secretary.**

R5.1.12 (the amendment in March 2025 was to add this; now we are deleting it since the lay secretary and clerical secretary are proposed to be members of DC as per Canon 5A1):

~~REGULATION R5.1.12 LAY AND CLERICAL SECRETARY~~

~~The Clerical Secretary and the Lay Secretary are permitted to attend all meetings of Diocesan Council, with voice but no vote.~~

REGULATION R7.6.2 ANNUAL PARISH BUDGET

- B. For parishes that have no incumbent or are in transition between incumbents the bishop will appoint someone to consult on the proposed budget *prior to presenting it to parish council for approval.*

REGULATION R7.6.3 PARISH STEWARDSHIP

- B. In each parish there shall be annually a comprehensive canvas of parishioners, for the purpose of obtaining pledges of Christian services and financial commitment in the ensuing year to further the mission and stewardship of the church, *including*

- 1. meeting the financial needs of the parish,*
- 2. promoting and implementing the parish vision and the diocesan vision, and*
- 3. promoting the mission of the Anglican Communion.*

REGULATION R7.7.1 CHURCHWARDENS

- C. The duties of the churchwardens, whether chosen by the incumbent or the parishioners, shall be the same:
- 12. To seek prior review by the Chancellor of any employment contract, contract for services, facility use agreement or lease of the parish lands or buildings. To collaborate with the diocesan finance office on the process of employing any new employee or engaging any new service provider.*
 - 13. To execute leases or facility use agreements of parish lands or buildings with terms greater than one year or rental greater than \$10,000, having first received approval of parish council, the Chancellor and diocesan council.*
 - 14. To execute leases or facility use agreements of parish lands or buildings with terms equal to or less than one year and rental equal to or less than \$10,000, having first approval of the Chancellor and parish council.*

This regulation had been changed, proposed to be changed again:

REGULATION R7.8.1 - PARISH LAY EMPLOYEES AND SERVICE PROVIDERS

~~E. All contracts entered into between the parish and an employee or service provider shall first be approved by the Chancellor. All employment contracts shall be in a form approved by the chancellor and are issued by the synod office.~~

D. All employment contracts *are issued by the synod office.* shall be issued by the synod office in a form approved by the chancellor.

REGULATION R7.8.3 GENERAL DISPUTE RESOLUTION

- A. All questions of dispute between the incumbent and the churchwardens, or between the churchwardens and the meeting of parishioners, shall be reported to the Bishop for decision, or for such enquiry as the Bishop may consider necessary and the decision of the Bishop in each case shall be final.
- B. *Proceeds of the sale of any property by a parish are to be invested, and the capital is not to be used for current purposes, unless express permission is given by diocesan council.*
- C. *Diocesan council may make rules respecting the use of capital and any interest thereon from the proceeds of the sale of property by the diocese or the sale of property by a parish.*

REGULATION R7.8.4 GENERAL

In reference to Canon 7.8.C, parish council may appoint additional members: up to half of the difference between the number of elected members (other than ex-officio) and a total of 12, and the incumbent may appoint up to a similar number, as well.

REGULATION R8.3.1 TASKS

- A. The finance committee shall focus on the following tasks:

3. Budget

- a. *Solicit and receive* input from committees, parishes and individuals during budget preparation in the fall of each year;
- b. *Prepare, review* and recommend the annual operating budget to diocesan council no later than its January meeting;
- c. *Incorporate any changes made to the budget by diocesan council and prepare a final budget.*

4. Audit / Review

- c. Receive and review the draft written annual report of the external accountant *by May 31*, and present *to diocesan council* the final statements *no later than the June meeting of* to diocesan council;
- d. Receive and review the management letter (if any) and management's response to the recommendations contained therein;

REGULATION R8.4.1 DIOCESAN PLAN OF APPORTIONMENT

- A. The amount to be apportioned pursuant to Canon 8.4 shall be based on a percentage of the total parish income, using the most current reported financial information in the *PAR PFR* as the basis for determining income.
- B. *The following* Exemptions or deductions shall be applied in determining total parish income, *including but not limited to:*
 - 1. Money donated or raised for *charitable* appeals beyond the parish, *such as Anglican Appeal or PWRDF*,
 - 2. *All bequests which are not used in the year for parish operations. Funds allocated or used for large capital projects.*
 - 3. *Large capital projects that require major fund raising within parishes. Grants of financial assistance from the diocese or the Anglican Foundation of Canada.*
 - 4. *Grants of financial assistance from the diocese. All bequests, which may be apportioned at a lower rate.*
- C. Diocesan council shall review the existing work of the diocese and propose a level of spending and will determine the *actual rate for the* of apportionment, *as well as exemptions and deductions* for the coming year, *or years. Once parish financial statements have been received the next year's parish apportionments will be calculated and total income for diocesan, provincial and national purposes will be determined.*
- D. Parishes will submit in each year a PFR to the synod office which shall include all financial aspects of their prior year's operations in the form prescribed by *regulation* the Finance Officer and approved by the Finance Committee. The return shall include a calculation of their apportionment for the year following

the year of **reporting. submission.** The synod office shall confirm the apportionment calculation.

REGULATION R8.4.2 PARISH MONTHLY REMITTANCES

- A. To assist the diocesan, provincial and national churches in meeting their cash flow needs, diocesan apportionment **and funds for salary and benefits** shall be remitted by parishes to the diocese in equal monthly instalments.
- B. **Funds for salary and benefits shall be remitted by the parishes to the diocese semi-monthly.**
- C. If the churchwardens are aware that their parish will not be able to pay **any of its apportionment financial obligations within the month it is when they are** due, they shall **promptly** notify the synod office.
- D. If the situation **described as in C above** is likely to persist beyond the current month, the churchwardens shall advise the anticipated duration of payment interruption and what they are doing to remedy the situation.
- E. If the **apportionment** delinquency continues beyond three months, the incumbent and churchwardens shall present a written report to the finance committee addressing the delinquency and proposing a plan of action.
- F. The finance committee will review the proposed plan and communicate its recommendations to diocesan council. **including but not limited to financial assistance.**

REGULATION R8.4.3 ASSISTED PARISHES PARISH GRANTS

- A. Parishes may apply to **diocesan council the finance committee** for a **flat** cash grant to assist with parish operational or other funding requirements, **and upon approval of diocesan council, assisted parishes may receive a flat cash grant that year. The finance committee makes shall make recommendations to diocesan council regarding grant requests.**
- B. Except with the express permission of diocesan council, **no assisted parish shall establish a building fund or any reserve fund, any part of the capital of which is taken from ordinary parish revenue. grant funds must be applied to the purposes stated in the approval of the grant.**

- C. *Assisted parishes* **Parishes receiving grants** shall pay apportionments on the basis of the diocesan plan of apportionment.
- D. **All other requests for diocesan funding must be approved by diocesan council and shall contain a specific provision designating the proposed source of such funds.**
- E. **To obtain the approval of diocesan council, the individual or body requesting the funding shall submit their request to the finance committee. The decision of diocesan council respecting the request shall be final.**

REGULATION R8.4.4 PARISH CAPITAL EXPENDITURES

- A. *Parishes that are in arrears on any financial obligation to the diocese, (e.g., apportionment, loan repayments), must obtain clearance from diocesan council before undertaking any capital expenditures over \$1000 \$2,500.*

REGULATION R8.4.5 EXPENDITURES OF FUNDS

- A. *All requests for diocesan funding must be approved by diocesan council and shall contain a specific provision designating the proposed source of such funds.*
- B. *To obtain approval of diocesan council, the individual or body requesting the funding must comply with regulation R8.4.3 B. The decision of diocesan council respecting such request shall be final.*
- C. *To obtain the approval of diocesan council, the individual or body requesting the funding shall submit their request to the finance committee. The finance committee will report to diocesan council whether the money proposed to be spent is available and if not, what steps can be taken to provide such money. The decision of diocesan council respecting the request shall be final.*

REGULATION R8.4.6 TRAVEL ALLOWANCES

- A. *Travel expenses for clergy or lay persons for attendance at diocesan events and diocesan meetings when in-person attendance is required **expected** shall be reimbursed according to the travel allowance policy as approved by finance committee.*

- B. Additional travel allowances for *non-other* diocesan events or meetings may be available to clergy serving in geographically remote areas. A request for such additional allowances shall be made *in advance* to the Executive Archdeacon whose decision shall be final.

REGULATION R8.4.76 FINANCIAL REPORTING

- A. Parishes will provide the following reports to the synod office by March 15 31 of each year:
1. *Parish financial return PFR* for the previous calendar year;
 3. Financial reviewer's *independent financial assessment* report;
 6. *Report of externally restricted trust funds held by the parish (outside of the CTF) and providing the information required in R8.5.7;*
- B. *Report of externally restricted trust funds held by the parish (outside of the CTF) and providing the trust's starting and ending balances, meetings held, income received, and disbursements made by April 30th each year. By April 30th each year parishes will provide a report of externally restricted trust funds held outside of the CTF providing the trust's starting and ending balances, meetings held, income received, and disbursements made.*
- C. The *diocese synod office* may request or require annual reports from organizations that receive financial support from the diocese or its parishes.

REGULATION R8.5.1 JOHN ALBERT HALL TRUST

- A. *The John Albert Hall Trust shall be governed by a sub-committee ("J.A. Hall committee") comprised of the Bishop (who shall serve as chair), the Dean, the two senior canons of the cathedral chapter, the Chancellor, the Treasurer, all of whom shall have voice and vote, and the clerical secretary or the lay secretary both of whom shall have voice but no vote.*
- B. *The J.A. Hall Committee shall be responsible for administering the trust fund.*
- C. *The J.A. Hall Committee shall meet at the call of the chair. Quorum shall be a majority of voting members.*

REGULATION R8.5.21 EDUCATIONAL TRUSTS COMMITTEE

A. There shall be an Educational Trusts Committee which shall be responsible for evaluating applications made for educational funding under the:

1. C.H.G. Mann Fellowship *for training for the ministry of priest or deacon and for post-ordination academic study;*
2. Ellenor Swallow Trust for Lay Training, *including training in pastoral skills and care, theology, spiritual growth and refreshment, [Cuernavaca and similar training,] Christian leadership training and other lay training;*
3. Stanley Flitcroft Trust; *for the promotion and encouragement of serious and bona fide Christian education among lay persons of the diocese. Residue income if not used for lay persons may be used for ordained priests of the diocese.*
4. Fred Rudd Memorial Trust; *for a bursary or bursaries for any Anglican student studying for the sacred ministry with a preference to be given to students from the Saanich Deanery.*
5. Biddle-King Estate Fund; *for a scholarship to encourage and assist candidates for the Anglican priesthood who have real need for such help.*
6. Nicholas Addems Fund; *for education in business administration and allied subjects to assist students in administering their roles once they take Holy Orders.*
7. Diocesan Education Fund, *consisting of three accounts (Church of the Holy Spirit Rectory, E.C.L.M. Account and St. Mark's, Victoria) for educational use with preference for education and development of lay persons who are active in the diocese, congregational development, or other diocesan educational initiatives.*

B. Membership:

1. Ex officio:
 - a. The Chancellor
 - b. The Treasurer
 - c. The lay secretary or clerical secretary (both of whom shall have voice but no vote)

REGULATION R8.5.3 DEWDNEY-SCHOFIELD FUND

- A. The capital of the Dewdney-Schofield Fund shall be retained in investments and the income shall be divided annually into shares to be used for the following:*
- 1. A share each for each retired bishop of the diocese,*
 - 2. A share each for the spouse of each retired bishop,*
 - 3. A share each for each surviving spouse of each deceased bishop of the diocese,*
 - 4. One-half share for the provision of holiday money for needy clergy of the diocese.*
 - 5. One-half share to be used for the holding of retreats.*

REGULATION R8.5.4 ORDINATION CANDIDATES' FUND

- A. There shall be a fund known as the ordination candidates' fund consisting of:*
- 1. The open collections at services of confirmation and ordination in all parishes of the diocese;*
 - 2. Special collections, subscriptions, donations and legacies received for the purposes of the ordination candidates' fund;*
 - 3. Such amounts as by order of Synod or diocesan council shall be included in the parish apportionment from time to time.*
- B. The final choice of a recipient shall lie with the Bishop in consultation with their examining chaplains.*

REGULATION R8.5.5 EDITH TURNER TRUST FUND

- A. There shall be a fund consisting of units in the CTF designated as the Edith Turner Trust. The capital shall be held in trust and the income disbursed annually by decision of the Supplemental Pensions Committee.*

REGULATION 8.5.6 CHRIST CHURCH CATHEDRAL BUILDINGS FUND ("CCCB Fund")

- A. There shall be two funds known collectively as the CCCB Fund, comprised of the Wilson Endowment and the Building Fund.*

- B. The CCCB Fund shall be overseen by a committee chaired by the Dean of Christ Church Cathedral and comprised of the Dean and current wardens of the Cathedral (“the CCCB Committee”).*
- C. The CCCB Committee shall meet at the call of the chair.*
- D. Quarterly income from the CCCB Fund shall be paid to a separate bank account held by Christ Church Cathedral.*
- E. The CCCB Committee shall have discretion on the use of the Wilson Endowment and the Building Fund, subject to the following restrictions.*
 - 1. Capital withdrawals from the Wilson Endowment are not permitted.*
 - 2. Capital withdrawals from the Building Fund may be made by written request for approval from the CCCB Committee to diocesan council.*
 - 3. The income from the Wilson Endowment is restricted to expenditures related to maintenance of the cathedral, and the memorial hall.*
 - 4. Use of the income from the Building Fund is restricted to expenditures related to the buildings and grounds of the cathedral and the memorial hall, and not for programming or any other operating expenses.*
 - 5. Use of the income from either the Wilson Endowment or the Building Fund is subject to the requirements of Regulation R7.3.1 B but is exempt from the requirements of Regulation 7.3.1 A.*
- F. The CCCB Committee shall make annual reports as required by Canon 8.5 D to the Cathedral congregation and to diocesan council.*

REGULATION R8.5.72 SUPPLEMENTAL PENSIONS COMMITTEE

B. Membership:

The Clerical Secretary or the Lay Secretary,

- C. The committee shall meet at least once per year to review and approve disbursements from the following specific funds in accordance with their terms:*
 - 3. Surviving Clergy Spouse Fund (f/k/a Clergy Widows and Orphans Fund)*
 - 5. Clergy Wellness Fund (a/k/a Incapacitated Clergy Fund)*

REGULATION R8.5.3 CHRIST CHURCH CATHEDRAL BUILDINGS FUND (“CCCB Fund”)

- A. *There shall be two funds known collectively as the CCCB Fund, comprised of the Wilson Endowment and the Building Fund.*
- B. *The CCCB Fund shall be overseen by a committee chaired by the Dean and comprised of the Dean and current wardens of the Cathedral (“the CCCB Committee”).*
- C. *The CCCB Committee shall meet at the call of the chair.*
- D. *Quarterly income from the CCCB Fund shall be paid to a separate bank account held by Christ Church Cathedral.*
- E. *The CCCB Committee shall have discretion on the use of the Wilson Endowment and the Building Fund, subject to the following restrictions.*
 - 1. *Capital withdrawals from the Wilson Endowment are not permitted.*
 - 2. *Capital withdrawals from the Building Fund may be made by written request for approval from the CCCB Committee to diocesan council.*
 - 3. *The income from the Wilson Endowment is restricted to expenditures related to maintenance of the cathedral, and the memorial hall.*
 - 4. *Use of the income from the Building Fund is restricted to expenditures related to the buildings and grounds of the cathedral and the memorial hall, and not for programming or any other operating expenses.*
 - 5. *Use of the income from either the Wilson Endowment or the Building Fund is subject to the requirements of Regulation R7.3.1 B but is exempt from the requirements of Regulation 7.3.1 A.*
 - 6. *The CCCB Committee shall make annual reports as required by Canon 8.5.6 to the Cathedral congregation and to diocesan council.*

REGULATION R8.5.4 JOHN ALBERT HALL COMMITTEE

- A. *The John Albert Hall Committee shall be governed by a committee (“J.A. Hall Committee”) comprised of the Bishop (who shall serve as chair), the Dean, the two senior canons of the cathedral chapter, the Chancellor, the Treasurer, all of*

whom shall have voice and vote., and the clerical secretary or the lay secretary both of (whom shall have voice but no vote).

B. The J.A. Hall Committee shall be responsible for administering the trust fund.

C. The J.A. Hall Committee shall meet at the call of the chair. Quorum shall be a majority of voting members.

D. Quorum shall be a majority of voting members.

REGULATION R8.5.5 SYNOD ADMINISTERED FUNDS

A. The Finance Officer, in consultation with the Finance Committee, shall oversee all trusts and funds not overseen by any of the subcommittees named in Canon 8.5.

REGULATION R8.5.86 TRUST FUND SUBCOMMITTEES' ANNUAL REPORTS

A. Once per year, each subcommittee overseeing individual trust(s) identified in Canon 8.5, shall prepare and submit to the finance committee a summary report for each trust overseen. The report shall be submitted by April 30th and shall address the subcommittee's activities during the previous calendar year. At a minimum, each report shall include the trust's starting and ending balances, meetings held, income received, and disbursements made.

REGULATION R8.6.2 DEPOSITS INTO THE CTF

A. Deposits into the CTF may be made at any time, with the number of units assigned to the deposit calculated according to the CTF Operating Policy.

REGULATION R8.6.23 WITHDRAWALS FROM THE CTF

C Withdrawal requests shall be made at least:

- 1. 15 days before funds are required, or*
- 2. 30 days before funds are required if the request is for \$100,000 or more.*

[Amended March 27, 2025]

C. Determination of book value and market value of any withdrawal will be calculated according to the CTF Operating Policy.

REGULATION R8.6.34 ANNUAL REPORT OF CTF ACTIVITY

- A. *At least once per year and no later than July, the Investment Committee shall report to unitholders of the CTF on the fund's performance during the previous calendar year. As specified in the CTF Operation Policy, The investment Committee shall report annually to unitholders of the CTF on the overall fund's performance*

REGULATION R8.6.45 CHURCH SITES AND PARSONAGES

- B. *The capital of the church sites fund shall be under the control of diocesan council and shall be used to advance money from time to time by way of loans to parishes upon such security, at such rate of interest, and upon such terms and conditions as diocesan council shall approve, for the following purposes:*
4. *For other ecclesiastical and parochial purposes within the diocese as approved by DC.*

REGULATION R12.1.1 REGULATION OF CEMETERIES

- A. *At the time of sale of a burial plot right-to-inter a copy of canon 12 and this regulation, a copy of the cemetery committee's bylaws, and a receipt of payment shall be given to the family. The receipt of payment shall be signed by the incumbent or a churchwarden and shall be in the following form:*

At the time a 'Right-to-Inter' contract is made, a copy of R12.1.1 Regulation of Cemeteries, the Cemetery Bylaws, and a receipt of payment shall be given to the purchaser. The receipt of payment shall be signed by the Incumbent or Churchwarden and shall include the following statement within the receipt:

"Received this _____ day of _____ 20____ from A.B., of _____ the sum of _____ for the right to be interred in that piece of ground, part of the cemetery of the Anglican Synod of the Diocese of British Columbia at _____ numbered _____ on the map of the cemetery, in the custody the of the incumbent and churchwardens of _____. The right to the above piece of ground to be held by the said A.B. and their heirs, subject to the

diocese canons, regulations and cemetery bylaws for the time being in force for the management of the cemetery.”

- B. The interment or scattering of ashes within a cemetery, or the scattering of ashes by a cleric outside of a legal cemetery, shall be recorded by the cemetery committee in the **parish** burial register **of the parish**, indicating the general location of the interment or scattering.*
- C. Burial plots which are not to be used by the purchaser or the purchaser's heirs may be sold only to the parish at the original price.
Rights-to-Inter contracts which are no longer wished to be used by the purchaser or heir, may only be sold back to the parish at the original cost, less any administration fee noted in the cemetery bylaws, and in accordance with British Columbia law.*
- D. If a family decides not to erect a permanent memorial, the cemetery committee may place a permanent identification marker on the burial plot.*
- E. The removal of cremated remains that are in containers shall only be done with the permission of the cemetery committee and the family, or pursuant to an order of the Supreme Court of British Columbia.*
- F. The Regional Archdeacon **The Archdeacon for the Region or the Executive Officer** may examine the historical and financial records of the cemetery from time to time **at their discretion**.*
- G. For the interment of ashes or scatterings, a section of the cemetery may be divided into small plots.*

REGULATION R12.1.2 DISESTABLISHED **AND DECONSECRATED PARISHES WITH CEMETERIES**

- A. Where parishes recommended for disestablishment include cemeteries:
 - 1. After consultation with the cemetery committee, the Executive Officer will ensure that a local administrator of the cemetery is appointed.*
 - 2. Existing bank accounts of cemetery funds will be transferred to the diocese, retaining the local administrator as principal signatory.*
 - 3. Ongoing plot sales of right-to-inter, opening/closing for interments, and record keeping, will be overseen by the Executive Officer, or their appointee, in collaboration with the local administrator.**

4. Maintenance of the cemetery will be managed on a contract basis, administered by the Executive Officer or their delegate.
 5. The Executive Officer will explore possible local private sector or municipal government agencies to assume the operation of the cemetery.
 6. The Executive Officer, upon consultation with diocesan council, may revise cemetery bylaws and may appoint a local cemetery administrator and determine the administrator's responsibilities.
 7. If there is no Executive Officer at the time of disestablishment, the Bishop may appoint a person to fulfill the roles under this regulation of an Executive Officer.
- A. Where a parish with a cemetery has been deconsecrated or disestablished, the Executive Officer or their appointee shall be responsible for the administration and maintenance of the cemetery.