

## Policy Committee Report to Coordinating Council 15 October 2021

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The Territory Policy Committee is comprised of the following members:

- Margaret Mitchell, Chair
- Suzanne Jackson, Counsel to the Bishop
- The Rev Canon Len Fraser, Territory Administrator

We have had one member resign and we have one vacancy.

Since Coordinating Council last met in May 2021, the Policy Committee has not met. The following policies are presented for your approval.

### **POLICY REVISION**

#### **1.11 Nominating and Electoral Procedure for the Election of a Bishop for the Territory of the People Anglican Church**

Following the Electoral Assembly in January 2020, recommendations were made to amend procedures within the policy. The basic premise of the policy is unchanged. See highlights for proposed revisions.

#### **1.3 Mandate of Administration Committee**

The mandate was discussed at Policy Committee and Administration Committee on April 22, 2021 with regard to the continuing relevance of the Ministry Fund and Capital Fund Grant Committees with the existing mandate of Administration Committee responsible for the final approval of both grant funding bodies.

On 22 April 2021 Administration Committee approved the following motions:

**Moved/Seconded: John Boyd / Jo Ann Hinter carried**

**BE IT RESOLVED THAT:**

Administration Committee approve Policy 1.3 Revision Draft #1 to expand the mandate of the Administration Committee

**Moved/Seconded: John Boyd / Angus Muir carried**

**BE IT RESOLVED THAT:**

The Ministry Fund Grant Allocation Committee be dissolved

**Moved/Seconded: John Boyd / Kay Honour carried**

**BE IT RESOLVED THAT:**

The Capital Fund Grant Committee be dissolved

Much discussion took place at the Administration Committee meeting of September 23, 2021 regarding the wisdom of dissolving the Capital Fund Committee and the Ministry Fund Grant Allocation Committee; a motion to reinstate both Committees was proposed and after much further discussion the motion was withdrawn. It was agreed the Administration Committee would complete one round of applications to both funds, following which, the Administration Committee will revisit the topic.

#### **2.3 Parish Mileage and Territory Meeting Travel Expense**

On the bi-annual cycle, 2021 is the year to review travel rates. Administration Committee reviewed the rates at their meeting on November 6, 2021 and the following revisions are recommended to Coordinating Council for approval:

- 2.3.11 3) and Travel Rate Sheet: addition of clarification regarding gratuities and alcohol.
- Travel Rate Sheet: per kilometre rate increased from .43 to .45 cents/kms effective January 1, 2022;
  - Next review due in November 2023

#### **POLICY UNDER REVIEW:**

##### **3.2 Clergy Housing and Utility Allowance**

Further research is to be undertaken regarding this policy in terms of clergy residing in a rectory.

##### **5.8 Capital Fund Loan Agreement**

We are awaiting proposed amendments from legal counsel regarding language in this policy relating to future liability

#### **NEW POLICIES**

Two new policies are being researched and drafted which hopefully will be presented to Coordinating Council for approval at the November 2021 meeting

3.11 Working Alone

3.12 Lay Employee Remuneration and Benefits

#### **FUTURE POLICIES**

We are diligent in ensuring policies are revised and created as and when necessary, and are open to suggestions for policy revision and new policy from Parishes, Administration Committee and Coordinating Council.

#### **POLICY MANUALS**

All new and revised policies are sent in hard copy to all policy manual holders semi-annually following Coordinating Council, for the manual holder to add the updated content. All revised/new policies and forms are uploaded to the Website. A new sub section on the Territory website has been developed which contains all Forms for ease of reference to users.

New Coordinating Council members will be assigned their own Policy Manual following the next Assembly, and a request made to the retiring Coordinating Council members to return their Policy Manual.

Respectfully submitted

Margaret Mitchell,  
Interim Chair, Territory of the People Policy Committee

Attachments