

**CANONS
BYLAWS
AND
REGULATIONS**

Incorporated Synod of the Diocese of Ottawa



2012 Edition

Volume 2: Bylaws

BYLAW 1

B.1.01

Bylaws enacted pursuant to the Canons of the Incorporated Synod of the Diocese of Ottawa may be cited as the "Bylaws of the Diocese of Ottawa".

B.1.02

In the Bylaws and Regulations of the Diocese of Ottawa unless otherwise specified therein:

1. Where a number of days not expressed to be "clear days" is prescribed, the same shall be reckoned exclusively of the first day and inclusively of the last day; where the days are expressed to be "clear days" or where the term "at least" is used, both the first and last days shall be excluded;
2. "Congregation" means a group of members of the Anglican Church of Canada or L'Eglise Anglicane du Canada who habitually meet together in a Parish with a minister authorized by the Bishop for services of worship at a place or places designated by the Bishop;
3. "Diocesan Bylaw" and "Bylaws" means a Bylaw of the Diocese of Ottawa;
4. All headings and marginal notes as to contents of a particular Bylaw and paragraphs in the Bylaws are inserted only for convenience and are in no way to be construed as a part thereof or as a limitation or expansion of the scope of the particular paragraphs or bylaws to which they refer;
5. "Regulations" means Regulations enacted pursuant to authority contained in the Canons of the Diocese of Ottawa;
6. A "sitting of Synod" means each uninterrupted meeting of Synod from the time that a meeting is called to order until adjournment and a "session of Synod" means all of the sittings of Synod for which Synod was called to meet by the convening notice;

B.1.03

1. Every enactment, repeal, amendment or re-enactment of a Bylaw or Regulation shall be reported to the annual meeting of the Synod next following, or to a special meeting of the Synod if called for the purpose of considering the same, and such report shall be contained as a separate item in the Convening Circular for that Synod.

2. Copies of every enactment, repeal, amendment, or re-enactment of a Canon, Bylaw or Regulation shall be made available to update copies of Canons, Bylaws and Regulations held by Parishes in accordance with Bylaw 5.04(3) and to Diocesan Officers.

BYLAW 2

THE BISHOP

B.2.01 DUTIES OF SECRETARIES OF SYNOD

Should either or both of the Secretaries of Synod be unable or unwilling for any reason to carry out the duties assigned to them by Canon 2.01(3), those duties shall be assumed and undertaken jointly by the Director of Community Ministry and the Director of Financial Ministry.

B.2.02 EPISCOPAL PASTORAL LETTERS

- a) The Bishop may from time to time issue Pastoral Letters to all licensed clergy in the diocese, which shall carry the pastoral authority of the Bishop.
- b) Pastoral Letters shall be in effect unless amended or revoked by the Bishop and shall continue in effect into successive episcopacies until or unless amended or revoked by subsequent Bishops.
- c) All Pastoral Letters shall be held on file in the episcopal office for reference.

B.2.03 QUESTIONS FOR THE ELECTION OF A BISHOP

1. The Questions shall be designed to:
 - a) permit the nominees to express their thoughts and feelings on pastoral, liturgical, sacramental, social and operational matters pertinent to the life of the Anglican Church in the Diocese of Ottawa and beyond;
 - b) permit the nominees to comment on their own talents and gifts that may be relevant to the office of Bishop.
2. The Questions shall be developed by the Episcopal Election Committee in consultation with the Diocesan Profile Committee, and considering the Diocesan Profile.
3. The Questions shall be circulated to parishes and to other Diocesan Community Ministries for their input.
4. The Episcopal Election Committee shall refer the Questions to Diocesan Council for its approval.

5. The number of questions to be presented and the guidelines [if any] for the length of responses is at the discretion of each successive Episcopal Election Committee. Any such guidelines must remain consistent throughout the entire election process.

B.2.04 DIOCESAN PROFILE

1. The Diocesan Profile is a resource that shall assist the Diocese in the process of election of a Bishop.
2. The Diocesan Profile shall be a document approximately five pages in length, containing the following information about the Diocese of Ottawa:
 - a) statistical information including:
 - i) the number of parishes and their members (as in the annual statistical return);
 - ii) non-parochial ministries of the Diocese;
 - iii) the number of active and retired clergy and licensed lay readers;
 - iv) the most recent audited financial statements and current budget;
 - v) geographical description; and
 - vi) leadership support for the Bishop, including paid support staff;
 - b) strengths of the Diocese;
 - c) sources of conflict in the Diocese;
 - d) challenges facing the Diocese in the near and more distant future; and
 - e) priorities of the Diocese.

B.2.05 DUTIES OF EPISCOPAL ELECTION COMMITTEE

1. The duties of the Episcopal Election Committee shall include the following:
 - a) to receive nominations, but the Episcopal Election Committee may not recruit nominees;

- b) to prepare, and to seek input from the diocese as a whole, the Questions for the candidates;
 - c) to prepare and make available nomination forms;
 - d) to organize the regional Public Meetings;
 - e) to prepare and distribute written information about the nominees as required by the Canons; and
 - f) to make available the Diocesan Profile to members of the Diocese and in particular to those persons who wish to make a nomination to the office of Bishop and to potential nominees.
2. In addition, the Episcopal Election Committee may invite parishes to submit in advance additional questions for use at regional Public Meetings.

B.2.06 ROLE AND FUNCTION OF THE CHAPLAIN TO THE NOMINEES

1. The primary role of the Chaplain to the nominees is pastoral and shall also include the following:
- a) to attend meetings of the Episcopal Election Committee; and
 - b) to be available to the nominees, particularly after the election.

B.2.07 PUBLIC MEETINGS PRIOR TO THE ELECTION OF A BISHOP

1. The Episcopal Election Committee shall convene public meetings for the purpose of introducing nominees for the office of Bishop to the Diocese.
2. There shall be a minimum of four (4) Public Meetings at locations selected throughout the Diocese for the purpose of making the meetings accessible to the majority of members of the Electoral Synod.
3. The format for each of the four Public Meetings should be consistent.
4. The Public Meetings shall take place not earlier than 30 days and not later than 7 days before the date of the Election.
5. A nominee who is unable to attend a Public Meeting for any reason, including but not

limited to the expense of travel, may be represented by a video presentation.

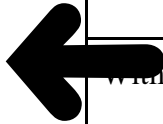
B.2.08 DUTIES OF THE MODERATOR

1. Each Public Meeting shall be chaired by a member of the Episcopal Election Committee [“the Moderator”] who shall introduce each nominee present and invite him or her to address the meeting and to respond to the Questions.
2. The Moderator of each Public Meeting shall exert reasonable effort to prevent nominees from engaging in debate with one another or with members of the audience.

B.2.09. TIME SCHEDULE FOR PREPARATION FOR THE ELECTION OF A BISHOP

**From Call to Electoral Synod
Timeline for the Election of a Bishop**

Call



Within 30 days	<ul style="list-style-type: none"> • Profile Review • Episcopal Election Committee elected by Diocesan Council (may require special meeting).
Within 45 days	<ul style="list-style-type: none"> • Profile and Episcopal Election Committees meet to: consider updated Profile, identify gifts and talents nominees may need, and develop Questions. • Episcopal Election Committee shall prepare first mailing, including but not limited to: Profile, Nomination Forms, copy of Election Regulations, planned dates for regional meetings, proposed Questions. Diocesan members will be invited to comment.
90 + 1 or more days before Synod	<ul style="list-style-type: none"> • Questions finalized. • Diocesan Council meets to approve the Questions.
60 + 1 or more days before Synod	<ul style="list-style-type: none"> • Questions sent to nominees by Secretaries of Synod.
60 days before Synod	<ul style="list-style-type: none"> • Closing date for nominations for which materials are to be circulated.
Between 60 and 31 days before Synod	<ul style="list-style-type: none"> • Synod members receive names of nominees, biographies, and written responses to the Questions posed, as well as a reminder of regional meeting dates and locations.
Between 30 and 7 days before Synod	<ul style="list-style-type: none"> • Four regional meetings convened.
Between 60 days and the calling to order of Synod	<ul style="list-style-type: none"> • Any nominee(s) raised up during this period are still eligible but their materials will not be circulated to Synod members.

Synod

N. B.

1. The actual date of the Synod will be determined by the Secretaries in consultation with the presiding Episcopal Officer but will reflect the above timeline.
2. The time from the first mailing to Synod members until the Diocesan Council meeting called to approve the questions for nominees is flexible. This allows for parish and other Diocesan input to the proposed questions. Allowing for surface mail delivery times and the processing of responses by the Episcopal Election Committee, the time will probably be a minimum of three weeks.
3. It is anticipated that an Electoral Synod may be held approximately 180 days from the Call.

BYLAW 3

THE SYNOD

B.3.01 LAY MEMBERS OF SYNOD

1. Within ten days after the election of a Lay Member of Synod at a meeting of the Vestry of any Parish, the Incumbent of that Parish, or in his or her absence the Chairperson of that meeting, shall furnish to the Secretaries of Synod a certificate of such election in form prescribed by Regulation.
2. The Chairperson of the Vestry meeting referred to in Section (1) shall furnish to each Lay Member a certificate similar to that to be forwarded by the Chairperson to the Secretaries of Synod. Every person presenting himself or herself as a Lay Member at a Session of Synod, if requested to do so, shall produce that certificate or a duplicate original thereof before taking his or her seat, and shall provide sufficient proof of his or her identity.
3. Any Lay Member of Synod may resign his or her office by giving notice to that effect to the Incumbent of the Parish which elected him or her, and such Incumbent shall forthwith communicate such resignation to the Secretaries of Synod, and such resignation shall be effective upon receipt of such communication by the Secretaries of Synod.
4. Should a Lay Member die, resign or for any reason become disqualified or unable to attend any Session of Synod or any sitting thereof, the Rector and Wardens of the Parish may designate to act at that session or sitting in the place and stead of that Lay Member one of the Alternate Lay Members elected by the Vestry that elected that Lay Member, or if no such Alternate Lay Member was so elected, another qualified person to so act.
5. Where the Incumbent of the Parish has, not later than the day preceding the first day of a Session of Synod, notified the Secretaries of Synod of a designation made pursuant to Section (4) and has provided the said Secretaries with the name and address of the Alternate Lay Member and of the Lay Member in whose place he or she is to act, the provisions of Sections (1) to (4) inclusive shall apply *mutatis mutandis* to an Alternate Lay Member designated as in this Bylaw provided.

B.3.02 CREDENTIALS COMMITTEE

The Chancellor and the Secretaries of Synod shall examine certificates and statistical and other returns and shall prepare and submit to the Synod on the first day of its session the List of Clergy and Lay Members entitled by the Canons, Bylaws and Regulations to sit and vote in the Synod, and shall submit to the Synod a report upon any irregularities in connection with these or other matters that may affect the right of any member of the Clergy or Lay Member to a seat in Synod.

B.3.03 CHAIRPERSON OF SITTING

The Bishop, or a person present and designated by him or her, shall be Chairperson of each sitting of a session of the Synod. If the Bishop be absent, and has not named a Chairperson, who is present, the Synod shall elect a Chairperson.

B.3.04 ELECTION TO GENERAL AND PROVINCIAL SYNODS

1. In this Bylaw, "General Synod" means the General Synod of the Anglican Church of Canada and "Provincial Synod" means the Provincial Synod of the Anglican Church of Canada for the Ecclesiastical Province of Ontario.
2. The prescribed number of Clerical and Lay Members of the General Synod and of the Provincial Synod shall be elected by ballot at the regular annual Session of the Synod held in the calendar year immediately preceding the year in which the General or Provincial Synod is to meet, and for which they are to be elected. Those having the highest number of votes shall be the members, and those receiving the next highest number of votes shall be the alternates to take the place of any members who die or who from sickness or other cause are unable to serve. If no alternate is available, a Clerical or Lay Member of the Diocesan Council, as the case may require, shall be designated by the Bishop to fill the vacancy.
3. At least 21 days prior to the meeting of the General Synod or Provincial Synod for which he or she is elected, the Secretaries of Synod shall notify each member that he or she is expected to attend the meeting of that Synod, and if he or she is unable to do so, the member shall declare this without delay. In case of the death or inability to attend of any member, the said Secretaries shall forthwith notify in a similar manner the alternate member entitled to fill the vacancy and continue such notifications until the full number of members is obtained.
4. Clerical members and Lay members of General and Provincial Synods and the Diocesan Council shall be elected by the Clergy and Lay Members of Synod voting together.
5.
 - a) The election of the members shall be certified under seal by the hand of the Bishop (or in his or her absence by the Secretaries of Synod under the seal of the Synod) and the certificate shall be forwarded by the said Secretaries to the Secretaries of the Lower House of the General Synod or Provincial Synod, as the case may be, within 14 days of such election.
 - b) In the event that any member mentioned in such certificate is unable to attend, a Certificate to this effect signed by the Bishop (or in his or her absence by the Secretaries of Synod) naming the member who is unable to attend and the

person authorized to act in his or her stead shall be sent to the Secretaries of the Lower House of the General Synod or Provincial Synod as the case may require.

B.3.05 SENIOR EXECUTIVES OF THE DIOCESE

1. EXECUTIVE ARCHDEACON

The principal objective of the appointment of an Executive Archdeacon is to free up the Bishop to pursue pastoral concerns. The Executive Archdeacon shall be responsible to the Bishop for general management of the Diocese, for coordination of its pastoral, programme and administrative activities, for developing in consultation with the Bishop a personnel policy for clergy throughout the Diocese and for personnel coordination therein, as well as such other duties as the Bishop may from time to time assign to him or her.

2. DIRECTOR OF FINANCIAL MINISTRY AND DIRECTOR OF COMMUNITY MINISTRY

In addition to the officers referred to in Canon 3.04, there shall be a Director of Financial Ministry and a Director of Community Ministry who shall be persons proposed by the Executive Archdeacon for nomination of the Bishop and the appointment of the Diocesan Council to hold office and to have such duties as may be provided for by Bylaws and Regulations. Each of the Directors shall *ex officio* be a member of the Synod.

3. DEPUTY DIRECTOR OF COMMUNITY MINISTRY

There may be a Deputy Director of Community Ministry who shall be a member *ex officio* of the Synod. The Deputy Director shall be appointed by the Director of Community Ministry in consultation with the appropriate persons.

4. TREASURER OF THE DIOCESE

The Diocesan Council shall, with the recommendation of the Executive Archdeacon and with the concurrence of the Bishop, appoint a Treasurer for the Diocese for such period and upon such terms as it shall determine. It shall be the duty of the Treasurer to advise the Bishop, the Diocesan Council, the Synod, the Executive Archdeacon and the Director of Financial Ministry in respect of the financial affairs of the Diocese and Synod, as well as being *ex officio* a member of the Diocesan Council and any other committee or organization of the Diocese concerned with or responsible for the expenditure of money, for the purpose of consultation and liaison. The Treasurer may be designated as Treasurer or Honorary Treasurer, and he or she shall be the Chairperson of the Committee of the Diocese known as the Financial Affairs Committee.

5. ASSISTANT TREASURER OF THE DIOCESE

An Assistant Treasurer, elected or appointed to office in accordance with the Regulations, shall assume the responsibilities of the Treasurer in his or her absence unless otherwise provided, and shall, in each year that he or she is a member of the Diocesan Council, also be a member *ex officio* of the Synod.

6. DUTIES OF THE DIRECTOR OF FINANCIAL MINISTRY

The Director of Financial Ministry shall be responsible for the financial and other business administration of the Diocese under the direction of the Executive Archdeacon and along with the Chairperson of the Financial Affairs Committee shall report and make recommendations from time to time to the Diocesan Council respecting such matters; and the Executive Archdeacon and the Chairperson of the Financial Affairs Committee as well as the Director of Financial Ministry shall ensure that the policy and other general directions of the Diocesan Council respecting such matters are fulfilled.

7. DUTIES OF THE DIRECTOR OF COMMUNITY MINISTRY

The Director of Community Ministry (or in his or her absence the Deputy Director of Community Ministry, unless otherwise provided) shall be responsible for the Christian work and programme activities of the Diocese under the direction of the Executive Archdeacon and along with the Chairperson of the Parish Ministry Development Committee shall report and make recommendations from time to time to the Diocesan Council respecting such matters. The Executive Archdeacon and the Chairperson of the Parish Ministry Development Committee, as well as the Director of Community Ministry, shall ensure that the policy and other general directions of the Diocesan Council respecting such matters are fulfilled.

8. SECRETARIES OF SYNOD

The Secretaries of Synod shall be the Honorary Secretaries of the Synod for the purposes of any Statutes of Ontario or Quebec relating thereto.

B.3.06 SEAL AND ARMS OF SYNOD

The Archivist shall have custody of the Seal of the Synod and the Arms of Synod.

B.3.07 DIOCESAN COUNCIL NOMINATIONS PROCESS

1. Nominations shall be based on established criteria which may be found in Diocesan

policy guidelines and which may from time to time be amended on consultation with the Diocesan Council.

2. Nominations to the Diocesan Council shall be sought from the following sources:
 - a) by nomination of the Governance and Communications Committee;
 - b) by nomination of the Archdeacons;
 - c) by nomination of a member of Synod including Accompanying Statement of Support, or
 - d) by self nomination including Accompanying Statement of Support.
3. In an open meeting, the Governance and Communications Committee (or its subcommittee) shall review all nominees and, based on a Council composition matrix, shall develop a slate of candidates for review and endorsement by the Diocesan Council. The full list of nominees shall also be available to the Diocesan Council.
4. The slate of candidates shall be published prior to Great Chapters meetings for review and feedback.
5. The Governance and Communications Committee shall make revisions to the slate based on feedback from the Great Chapters meetings.
6. Synod shall provide final confirmation of Council membership by majority vote.

B.3.08 DUTIES OF THE DIOCESAN COUNCIL

1. The Diocesan Council shall coordinate the work of all Committees and subject to any Bylaw or Regulation to the contrary shall appoint the members of all Committees.
2. In partnership with the Bishop, the Diocesan Council is accountable to Synod and has responsibility and authority for the diocese as defined in the Canons, Bylaws and Regulations. In particular, but not limited to, the Diocesan Council is accountable, either directly or through its committees for:
 - a) developing long term goals and plans for the development of the diocese, as well as mechanisms to review progress against the strategic plan and other diocesan goals;
 - b) providing overall strategic guidance to the diocese including endorsing the strategic direction, priorities and allocation of resources in line with the strategy;
 - c) monitoring and assessing performance against key targets and objectives;

- d) developing and maintaining principles and processes for effective governance;
- e) ensuring there is effective management of finances and risk;
- f) providing advice on and assisting with the engagement of parishes and parishioners as well as members of the broader community; and
- g) approving policies and practices for the diocese and recommending modifications to the Canons, Bylaws and Regulations to Synod.

3. MEETINGS

- a) The Diocesan Council shall meet formally four to six times in the year at the call of the Bishop, and one such meeting shall be held within 30 days immediately following the last day of the Annual Session of Synod.
- b) Special meetings of the Council may be called at any time by the Bishop.
- c) All items for the agenda are to be provided to the Lay Secretary and the Clerical Secretary at least fourteen days prior to the date of the meeting.
- d) At least one week's notice shall be given for the holding of meetings and a summary of the matters to be brought before the meeting shall be enclosed with the required notice.
- e) Absence from more than three consecutive regular meetings of the Diocesan Council shall result in that member, other than an *ex officio* member, being deemed to have tendered his or her resignation to be effective upon acceptance thereof by the Diocesan Council.

4. QUORUM

Eleven members shall form a quorum for the transaction of business.

5. VACANCIES

When any member of the Diocesan Council other than an *ex officio* member dies or resigns as a member of Synod or ceases to be a member of Synod, or when there is any vacancy in the membership of the Diocesan Council, the Bishop may appoint a successor or person to fill such vacancy who shall hold office as a member of the Diocesan Council until the next Annual Meeting of the Synod.

6. CHAIRPERSON

The Bishop shall be the Chairperson of the Diocesan Council. The Dean shall serve as Vice Chairperson.

7. DECISION-MAKING AUTHORITY

The Diocesan Council exercises the authorities granted to it in the Canons, Bylaws and Regulations. Council retains final decision-making power in these matters except where it has expressly delegated decision rights to one of its committees or a member of the Diocesan staff. Committees may not further subdelegate authorities without the permission of the Diocesan Council.

B.3.09 COMMITTEES OF THE DIOCESAN COUNCIL

1. There shall be the following standing committees of the Diocesan Council [“the Committees”] and shall be constituted and have responsibilities and whose members shall hold office as in these Bylaws set forth namely:

- a) Governance and Communications Committee
- b) Community Ministry Development Committee
- c) Parish Ministry Development Committee
- d) Financial Affairs Committee
- e) Risk and Audit Committee

2. The Diocesan Council may, by Bylaw, Regulation or resolution, establish further or other committees thereof as may be considered expedient from time to time, and prescribe the constitution, duties, responsibilities and Terms of Reference of such committees.

3. Composition of committees.

Committees shall be composed of a set number of members as outlined in their respective Terms of Reference. According to their Terms of Reference, each committee shall be comprised of a combination of Diocesan Council members and non-Diocesan Council members, with at least two and not more than one-third of the committee being Diocesan Council members.

4. Committees shall, in their respective areas of activity, advise the Bishop and the Diocesan

Council and, subject to this Bylaw and the Regulations, carry out other duties as may be assigned to them by the Diocesan Council. Any Committee may establish rules of procedure for its operation including establishing subcommittees, which are not contrary to the Canons, Bylaws and Regulations of the Diocese. Committees shall be generally responsible for the work of the subcommittees in reporting to the Diocesan Council.

5. Members of a Committee to be appointed thereto by the Diocesan Council shall be so appointed preferably at the first meeting of the Diocesan Council following each annual Session of Synod.
6. In the event of the death or resignation of an appointed member of a Committee, the Diocesan Council may appoint another qualified person to act in the place and stead of the member who has died or resigned for the unexpired term of that member's office as such member.
7. Sixty percent of the members of any Committee or subcommittee shall, except where otherwise provided by a Diocesan Bylaw or Regulation, form a quorum of that Committee for the transaction of business at any meeting thereof; but in no event shall a quorum of any Committee consist of fewer than two members of that Committee.
8. A member of a Committee may be reappointed immediately upon the expiration of his or her term of office, provided that, except in the case of a person who is *ex officio* a member thereof, generally no person shall hold office as an appointed member of a Committee for more than two consecutive three-year terms.
9. Absence from more than three consecutive meetings of any Committee shall result in that member, other than an *ex officio* member, being deemed to have tendered his or her resignation to be effective upon acceptance thereof by that Committee.
10. The Bishop, or any Coadjutor, Suffragan or Assistant Bishops of Ottawa, or the Executive Archdeacon, may at his or her request be furnished with copies of the Agendas and Minutes of any meeting of any committee or organization of the Diocese.
11. The Director of Community Ministry and the Director of Financial Ministry may attend any meeting of any committee concerned with matters within their respective areas of responsibility for the purpose of supplying information and assistance.

B.3.10 *UNALLOCATED*

B.3.11 GOVERNANCE AND COMMUNICATIONS COMMITTEE

1. MANDATE

- a) As delegated by the Diocesan Council, the mandate of the Governance and Communications Committee is to:
 - i) assist the Diocesan Council in ensuring it has efficient and effective governance practices in place;
 - ii) fulfill its oversight responsibilities for Diocesan communications activities;
 - iii) be responsible for developing and maintaining principles and processes for effective governance, and
 - iv) oversee activities related to governance and communications, such as communication planning and strategy, nominations, governance assessments and Committee mandates and profiles.

2. ACCOUNTABILITIES, AUTHORITY AND RESPONSIBILITIES

- a) The Governance and Communications Committee is accountable to the Diocesan Council.
- b) The Governance and Communications Committee has authority as delegated by the Diocesan Council on matters of governance, including Council and Committee nomination processes, and strategic Diocesan communications.
- c) The responsibilities of the Governance and Communications Committee may be found in the Regulations of the Diocese.

3. MEMBERSHIP AND COMPOSITION

The Governance and Communications Committee shall be comprised as follows:

- a) a maximum of eight members, of whom at least two and not more than one-third shall also be members of the Diocesan Council;
- b) the committee shall include both clergy and lay members;
- c) a minimum of one member shall be drawn from the rural regions of the Diocese;

- d) at least one member shall be experienced in each of the following areas:
 - i) governance and communications, and
 - ii) public relations.

4. MEETINGS

- a) The Governance and Communications Committee shall meet formally four to six times in each year.
- b) The Chairperson may request additional meetings if considered necessary.

B.3.12 **COMMUNITY MINISTRY DEVELOPMENT COMMITTEE**

1. MANDATE

- a) As delegated by the Diocesan Council, the mandate of the Community Ministry Development Committee is to:
 - i) assist the Diocesan Council in strengthening, broadening and enriching the Diocese's ability to serve God's world, and
 - ii) provide leadership and oversight to the community ministries, both current and future programs.

2. ACCOUNTABILITIES, AUTHORITY AND RESPONSIBILITIES

- a) The Community Ministry Development Committee is accountable to the Diocesan Council.
- b) The Community Ministry Development Committee has authority as delegated by the Diocesan Council on matters related to programs, services and budgets within its mandate.
- c) The responsibilities of the Community Ministry Development Committee may be found in the Regulations of the Diocese.

3. MEMBERSHIP AND COMPOSITION

The Community Ministry Development Committee shall be comprised as follows:

- a) a maximum of twelve members of whom at least two and not more than one-third

must also be members of the Diocesan Council;

- b) the committee shall include both clergy and lay members;
- c) a minimum of one member shall be drawn from the rural regions of the Diocese;
- d) at least one member shall be experienced in each of the following areas:
 - i) social work or social justice;
 - ii) fund raising;
 - iii) legal;
 - iv) financial management;
 - v) government relations;
 - vi) human resources management, and
 - vii) operations management.
- e) The Community Ministry Directors and Executive Directors may normally attend committee meetings but shall attend in camera sessions only at the discretion of the Chairperson.

4. MEETINGS

- a) The Community Ministry Development Committee shall meet formally at least six to eight times in each year.
- b) The Chairperson may request additional meetings if considered necessary.

B.3.13 **PARISH MINISTRY DEVELOPMENT COMMITTEE**

1. MANDATE

- a) As delegated by the Diocesan Council, the mandate of the Parish Ministry Development Committee is to:
 - i) assist the Diocesan Council in its oversight of programs and services that enhance the ability of parishes, clergy and lay leaders to meet the needs of their congregations, and to grow in faith, through personal and professional development for both paid staff and volunteers, parish planning and stewardship development.

2. ACCOUNTABILITIES, AUTHORITY AND RESPONSIBILITIES

- a) The Parish Ministry Development Committee is accountable to the Diocesan Council.
- b) The Parish Ministry Development Committee has authority as delegated by the Diocesan Council on matters related to programs, services and budgets within its mandate.
- c) The responsibilities of the Parish Ministry Development Committee may be found in the Regulations of the Diocese.

3. MEMBERSHIP AND COMPOSITION

The Parish Ministry Development Committee shall be comprised as follows:

- a) a maximum of ten members of whom at least two and not more than three must also be members of the Diocesan Council;
- b) the committee shall include both clergy and lay members;
- c) a minimum of one member shall be drawn from the rural regions of the Diocese;
- d) at least one member shall be experienced in each of the following areas:
 - i) stewardship;
 - ii) policy or program development, and
 - iii) education or training.

4. MEETINGS

- a) The Parish Ministry Development Committee shall meet formally four to six times each year.
- b) The Chairperson may request additional meetings if considered necessary.

B.3.14 FINANCIAL AFFAIRS COMMITTEE

1. MANDATE

- a) As delegated by the Diocesan Council, the mandate of the Financial Affairs Committee is to:

- i) assist the Diocesan Council in fulfilling its oversight responsibilities for the financial and administrative matters of the Diocese, including but not limited to matters related to property, investments, insurance and Parish Fair Share, and
- ii) ensure effective management of finances.

2. ACCOUNTABILITIES, AUTHORITY AND RESPONSIBILITIES

- a) The Financial Affairs Committee is accountable to the Diocesan Council.
- b) The Financial Affairs Committee has authority as delegated by the Diocesan Council on matters related to the finances of the Diocese.
- c) The responsibilities of the Financial Affairs Committee may be found in the Regulations of the Diocese.

3. MEMBERSHIP AND COMPOSITION

The Financial Affairs Committee shall be comprised as follows:

- a) a maximum of ten members of whom at least two and not more than one-third must also be members of the Diocesan Council;
- b) the committee shall include both clergy and lay members, and members from rural and small parishes;
- c) a minimum of two members shall be drawn from the rural regions of the Diocese or small parishes;
- d) at least one member shall be experienced in each of the following areas:
 - i) finance;
 - ii) legal (real estate);
 - iii) insurance;
 - iv) construction or project management, and
 - v) investments.
- e) The Director of Financial Ministry may normally attend all committee meetings.
- f) The Chairperson of the Risk and Audit Committee is *ex officio* a member of the Financial Affairs Committee.

4. MEETINGS

- a) The Financial Affairs Committee shall meet formally eight times each year.
- b) The Chairperson may request additional meetings if considered necessary.
- c) All committee meeting documents shall normally be provided to members for review at least one week in advance of the meeting date.
- d) All items for the agenda are to be with the supporting staff member at least seven days prior to the date of the meeting.

B.3.15 RISK AND AUDIT COMMITTEE

1. MANDATE

- a) As delegated by the Diocesan Council, the mandate of the Risk and Audit Committee is to:
 - i) assist the Diocesan Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal controls, internal audit, processes for monitoring compliance with laws and regulations;
 - ii) ensure the Diocese has appropriate information for the management of risks and sound decision making;
 - iii) provide oversight with respect to financial and business risk assessments, and accounting and financial reporting policies and practices of the Diocese;
 - iv) provide oversight to the assessment and management of all areas of potential risk, including non-financial dimensions of risk such as strategic risk, operational risk, reporting and disclosure risk and reputational risk.

2. ACCOUNTABILITIES, AUTHORITY AND RESPONSIBILITIES

- a) The Risk and Audit Committee is accountable to the Diocesan Council.
- b) The Risk and Audit Committee has authority as delegated by the Diocesan Council on matters of risk and internal control, and may administer a delegated budget.

- c) The responsibilities of the Risk and Audit Committee may be found in the Regulations of the Diocese.

3. MEMBERSHIP AND COMPOSITION

The Risk and Audit Committee shall be comprised as follows:

- a) The Risk and Audit Committee shall be composed of a maximum of eight members of whom two to three must also be members of the Diocesan Council;
- b) the committee shall include both clergy and lay members;
- c) a minimum of one member shall be drawn from the rural regions of the Diocese;
- d) at least one member shall be experienced in each of the following areas:
 - i) accounting, and
 - ii) all aspects of risk management.

4. MEETINGS

- a) The Risk and Audit Committee shall meet formally at least twice in each year.
- b) The Chairperson may request additional meetings if considered necessary.

B.3.16 SYNOD MANAGEMENT SUBCOMMITTEE

There shall be a subcommittee of the Governance and Communications Committee known as the Synod Management Subcommittee, whose membership and Terms of Reference shall be determined by Regulation.

B.3.17 CANONS, BYLAWS AND REGULATIONS SUBCOMMITTEE

There shall be a subcommittee of the Governance and Communications Committee known as the Canon, Bylaws and Regulations Subcommittee, whose membership and Terms of Reference shall be determined by Regulation.

B.3.18 APPOINTMENT OF AUDITORS

1. The members of Synod at each Annual Meeting thereof shall appoint an Auditor or Auditors who shall be Chartered Accountants duly licensed in the province in which they practice, and who shall be engaged upon terms to be fixed by the Diocesan Council, and who shall hold office until the end of the Annual Meeting of Synod next following the meeting thereof at which the appointment was made or until a successor is appointed.
2. The Auditor shall make such examinations as will enable him or her to report to the members of Synod as required under section (3) of this Bylaw.
3. The Auditor shall report to the members of Synod whether in his or her opinion the financial statements present fairly the financial position of the Diocese and the results of its operations for the period under review in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding period.
4. The Auditor shall include in the report to the members of Synod such statements as he or she considers necessary:
 - a) if the financial statements of the Diocese are not in agreement with its accounting records;
 - b) if he or she has not received all the information and explanation he or she has required, and
 - c) if there are any matters in his or her opinion that should be brought before Synod.

B.3.19 DIOCESAN COURT

1. The Court of the Diocese of Ottawa, herein referred to as the "Court", shall consist of:
 - a) the Bishop (or in the case of absence, the Commissary), who may decide on a discretionary basis, the degree of his or her involvement in each case, subject to the provisions in Sections (2) and (4) below;
 - b) the Chancellor (or in the case of absence, the Vice Chancellor), *ex officio*, who must be present but not as a participating member of the court, and
 - c) three members of the Clergy and two lay Members of Synod, to be appointed by the Diocesan Council to hold office for one year or until their successors have been appointed.
2. Three members of the Court shall form a quorum for any sitting thereof provided that one of these members is a senior clergy person. Neither the Bishop nor the Chancellor may

form part of the quorum.

3. Any vacancy that may occur in the membership of the Court during the year due to death, resignation or other incapacity of a member, shall be filled by the Diocesan Council. A person so appointed to fill a vacancy so occurring shall hold office only during the remainder of the term of office of the person whose place as a member of the Court was so vacated.
4. The Court shall be presided over by a person appointed and designated in writing by the Bishop. Such person should be familiar with the structure of the Anglican Church of Canada. Neither the Bishop nor the Chancellor may preside over the Court.
5. There shall be a Registrar of the Court who shall be appointed by the Diocesan Council and who shall carry out such duties and have such responsibilities as may be assigned by the Court.
6. The Court may, from time to time, make such rules and prescribe such forms as the Court may deem expedient and are not inconsistent with this Bylaw for regulating the practice and procedure of the Court, in carrying out the objects of Canon 3.11, and of this Bylaw; and the Court may, from time to time, suspend, repeal, vary or revive such rules; and shall likewise determine the remuneration, if any, payable out of the funds of the Synod which the Registrar of the Court shall receive for services rendered as such Registrar.

7. JURISDICTION

The Court shall have jurisdiction over any member of the Church within the Diocese pursuant to Canon 3.11(1) for offences against the provisions of the Constitution or Canons of the Diocese or of the Provincial Synod of Ontario, or of the General Synod of Canada, pursuant to Canon 3.11(3).

8. The Court shall also determine any questions which may be referred to it by the Bishop as to the sufficiency of his or her reason for refusing a *Bene Decessit* or Letters Testimonial to a Cleric on removal from the Diocese.

9. PROCEDURE

A charge may be preferred against a person referred to in Section (7) of this Bylaw for any of the offences therein mentioned, by any member of the Church, clerical or lay, provided that no charge in respect to preaching or teaching, or circulating erroneous doctrines, or the introduction of innovations or novelties in the performance of Divine Worship (other than such as may be authorized by the Bishop), shall be entertained against any Cleric unless the same shall be certified by at least three members of the Church, resident in the Diocese and being communicants of at least one year's standing,

or the Bishop of the Diocese may prefer such a charge.

10. A charge preferred pursuant to Section (9) shall be in writing, shall be lodged with the Bishop and copy thereof forthwith transmitted to the accused.
11. If the party accused admit the truth of the charge, and requests the Bishop to deal with the same in a summary way, the Bishop may thereupon adjudge the party to be guilty, and shall award such punishment under this Bylaw as in his or her judgment and discretion the Bishop may think adequate to the offence and shall attach a record of the judgment and sentence and the answer, if any, of the party against whom the complaint is made, to the charge, and file the same for record purposes with the Registrar of the Court, who shall forthwith transmit to the complainant and the party charged a copy of such decision and sentence. Judgment and sentence pronounced pursuant to this Section shall be deemed the judgment and sentence of the Court.
12. If the party accused does not admit the charge, he or she may within 14 days lodge with the Bishop a written denial thereof. Should the party accused and the person or persons preferring the charge state in writing that they are willing to submit to the discretion of the Bishop touching the matter in such manner as he or she shall think fit, the Bishop shall pronounce judgment, and shall issue such admonition, if any, as he or she may think proper; provided that such judgment so pronounced by the Bishop shall be considered as finally disposing of that particular charge but not determining any question of law or interpreting any Canon or Bylaw or Regulation thereunder.
13. If the charge be not admitted within 14 days after the same has been transmitted to the accused, or if a denial thereof has been lodged and there has been no submission to the discretion of the Bishop, as in Section (12), the Bishop shall forthwith, after the expiration of such fourteen days, transmit to the Registrar of the Court the charge and denial, if any; and the Registrar shall file the same on record, and shall notify the members of the Court of the date fixed for the session thereof when the charge shall be heard, and he or she shall provide each member of the Court with copies of the charge and the denial; and the Court shall proceed to try the matter in controversy. If the accused be acquitted, a judgment of acquittal shall be pronounced; and if he or she be convicted, the Bishop shall, after consultation with the other members of the Court, pass such sentence, and impose such punishment as to the Bishop shall, under the circumstances, seem proper.

14. INVESTIGATION

The Court may appoint two of its members to determine the sufficiency or insufficiency of the form in which the charge is presented, and of the answer thereto, and of any matter connected with the practice or procedure of the Court, subject to an appeal to the Court in all matters in which either party may be dissatisfied, provided, however, that the evidence

to be taken on which the Court is to act, and the hearing and adjudication of the subject of the complaint shall, subject to Sections(11), (12) and (13), be given, heard and made before and by the Court.

15. WITNESSES

a) The witnesses at any trial shall be examined viva voce before the Court, and their evidence shall be taken down in shorthand and the witness shall be required to sign a declaration, in the form prescribed by the "Canada Evidence Act", to the following effect: "I declare that all answers made to questions asked me before the Court, are true and correct, and contain the truth, the whole truth, and nothing but the truth".

b) COMMISSION EVIDENCE

In case of absence from the Diocese of any witness, his or her evidence with leave of any two members of the Court may be taken by a Commission appointed by any two members of the Court.

16. COUNSEL

An accused person and the person preferring charges against him or her may appear upon any application to the Court by counsel duly admitted to practise in the Supreme Court of Justice of Ontario, or the Superior Court of Quebec.

17. DECISION

The decision of the Court, and the sentence thereof, or of the Bishop, shall be in writing and shall be entered in a book to be kept by such Registrar for that purpose.

18. SUBMISSIONS AS TO SENTENCE

Upon a plea of guilty, or submission to the Bishop, or after receipt of the decision of the Bishop's Court, and any recommendations that it may make, the Bishop may hear submissions as to sentence, along with such persons as the Bishop considers proper, and after hearing such submissions, may proceed to pass sentence.

19. PENALTIES

a) All persons found to have committed an offence under Canon 3.11 are entitled to have the penalty imposed against them within 30 days of the determination that they committed an offence, subject to a stay of the imposition of a penalty in the event of an appeal.

- b) All persons found guilty of an offence under Canon 3.11 shall be liable to:
 - i) admonition, either public or private;
 - ii) suspension from the exercise of his or her office;
 - iii) deprivation or deposition; or
 - iv) degradation from the Ministry.

20. SUSPENSION

When the penalty of suspension is inflicted, the sentence shall specify on what terms and during what period the suspension shall continue. During the suspension a Cleric shall not exercise the functions of his or her ministry in his or her own congregation or elsewhere on pain of such further punishment or extension of the term of the suspension as the Bishop may determine; and during such suspension the Bishop may appoint another Cleric to supply the place of the suspended Cleric. When sentence of suspension is pronounced, the Bishop may cause such notice of it to be given to the Clergy and Laity of the Diocese as he or she shall think expedient.

21. DEPRIVATION

When sentence of deprivation or removal from office is pronounced, the connection between the Cleric so deposed and his or her congregation shall be *ipso facto* terminated; and all offices, rents, issues, profits, and emoluments which he or she may have held by virtue of the office or ministry from which he or she has been removed, shall wholly cease and determine. The Bishop shall cause notice of such deprivation to be given to all the Clergy of the Diocese, all the Bishops of the Anglican Church of Canada and all Metropolitans of the Anglican Communion.

22. DEGRADATION

Where a Cleric is degraded from the Ministry, he or she shall lose all status as a Cleric, and the Bishop shall cause notice of such degradation to be given to all the Clergy of the Diocese, all the Bishops of the Anglican Church of Canada and all Metropolitans of the Anglican Communion.

23. INHIBITION

In every case in which, from the nature of the offence charged, it shall appear to the Bishop that it would not be in the best interest of the Church that the Cleric accused continue to perform the services of the Church while such charge is under investigation,

the Bishop shall cause a notice to be served on the accused together with the copy of the charge, or at any time pending the proceeding, inhibiting him or her from performing any services of the Church during the investigation, or until the Bishop shall withdraw the inhibition.

24. APPEAL

The decision of the Court and any sentence imposed in accordance with the provisions of this Bylaw shall, except as otherwise provided herein, be subject to appeal within 30 days of the decision and any sentence imposed, to the "Court of Appeal of the Metropolitan" of the Ecclesiastical Province of Ontario, or to the Supreme Court of Appeal of the Anglican Church of Canada in accordance with the Canons of the Provincial and General Synods constituting the said Courts.

25. No sentence imposed pursuant to this Bylaw or publication thereof shall be implemented until the time for appealing therefrom has expired, or if appeal is made, only in accordance with the decision of the Court to whom the appeal is made.

26. DISPUTES

The procedures for the trial of matters by the Court, and the rights of the parties and of the Court in respect of or arising therefrom, and which are not prescribed by Canon or Bylaw, shall be as prescribed by Regulation.

27. TIME LIMITATIONS

Every suit or proceeding against any priest, deacon or layperson, for any offence specified in the Canons of the Diocese of Ottawa, or against the provisions of the Statute constituting the Synod, or against the Constitution, Canons or Bylaws of the Synod, shall be commenced within one year from the time that the commission of the offence in respect of which the suit or proceedings is instituted shall have become publicly known and not afterwards; provided always, that whenever any such suit or proceeding is brought in respect of an offence for which a conviction has been obtained in any court of law, such suit or proceedings may be brought against the person convicted at any time within six calendar months after such conviction although more than one year may have elapsed since the time that the commission of the offence in respect of which such suit or proceedings is so brought, shall have become publicly known.

B.3.20 SYNOD ACCOUNTS, FISCAL AGENT, BANKING ARRANGEMENTS

1. All funds now or hereafter belonging to, or held by, or under the control of the Synod, and all investments and securities now or hereafter representing the same, whether

belonging to any special trust or otherwise, and all income now or hereafter derived therefrom, and all collections of monies received for any of the voluntary funds or hereafter under the control of Synod shall be made payable to the Incorporated Synod of the Diocese of Ottawa and shall be delivered or sent to the attention of the Director of Financial Ministry who, on behalf of the Synod, shall hold and deal with the same under and in pursuance of the respective trusts under which the same are now or may hereafter be held or controlled by the Synod in accordance with any present or future Canons, Bylaws or Regulations of the Synod or the Diocesan Council of the Diocese, as the case may be.

2. All monies in the hands of, or under the control of, the Synod, whether capital or income, shall be paid out and dealt with in accordance with a resolution of the Synod, or of the Diocesan Council, or of any committee designated for that purpose by the Diocesan Council or the Synod, or of the Financial Affairs Committee passed for such purpose.
3. The financial year of Synod shall begin on the first day of January and end on the thirty-first day of December in each year.
4. The banking business of Synod shall be transacted with such banks, trust companies, or other firms or corporations as may from time to time be designated by or under the authority of the Diocesan Council. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegation of powers as the Diocesan Council may from time to time prescribe or authorize.

B.3.21 BORROWING

1. The Diocesan Council or the Synod may from time to time:
 - a) borrow money on the credit of the Incorporated Synod of the Diocese of Ottawa and limit or increase the amount thereof to be borrowed;
 - b) issue, sell, or pledge securities of the Synod;
 - c) charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the Synod to secure any securities or any money borrowed, or other debt, or any other liability or obligation of the Synod; or
 - d) authorize the Director of Financial Ministry, together with one of the Bishop, the Dean, the Executive Archdeacon, the Director of Community Ministry, or the Deputy Director of Community Ministry, to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to securities to be given therefore, with

power to vary or modify such arrangements, terms and conditions and to give such additional security on any monies borrowed or remaining due as the Diocesan Council or the Synod may determine.

B.3.22 PARISH LAND AND BUILDINGS

1. No land, Church, rectory, or other parochial building shall be erected, purchased, sold, mortgaged, leased for a term in excess of two years, or otherwise acquired, encumbered or disposed of, or have structural alterations costing over \$30,000 made thereto or be removed from one locality to another, without the consent of the Bishop and the Diocesan Council, and the authorization of the Vestry of the Parish or congregation interested therein.
2. All applications submitted for the approval of the Diocesan Council shall be accompanied by a copy of the Resolutions of the Vestry, certified by the Vestry Clerk.
3. Except as otherwise directed by the Diocesan Council:
 - a) the proceeds of the sale of any parochial property shall be paid to the Synod in accordance with the applicable Statutes of Ontario and Quebec; and
 - b) in the event that a mortgage is acquired in connection with such sale, the mortgage shall be taken in the name of the Incorporated Synod of the Diocese of Ottawa.
4. No designation of or reference to any persons shall be placed in any Church, rectory or other parochial building in such a way that it becomes a fixture to the premises, nor if so placed, removed therefrom, without the consent of the Bishop.
5. INSURANCE
 - a) There shall be a comprehensive insurance policy for the Diocese to provide adequate coverage for all Church buildings and contents and boiler insurance throughout the Diocese. The policy will be held in the name of the Diocese which will pay the bulk premiums assessed therefore on the first day of January in each year, and each parish will be required no later than 31 days thereafter to reimburse the Diocese for its share of the bulk premiums as provided by the Regulations.
 - b) The insurance coverage for Church buildings in the parishes under the policy shall be in accordance with one of the four categories following:
 - i) repair or replace the total building; or

- ii) repair or replace to a dollar value; or
 - iii) repair to a dollar value but do not replace; or
 - iv) redundant - insured to a dollar value to provide for demolition and clearing of site.
- c) There shall be a subcommittee of the Financial Affairs Committee, known as the Insurance Committee, whose membership and Terms of Reference shall be determined by Regulation.
 - d) The Financial Affairs Committee shall consider the requests of any Parish to review the category of insurance coverage to which it has been assigned, as well as an increase of the coverage provided, but the coverage provided shall not be changed substantially unless or until an overall review undertaken at the direction of the Synod or the Diocesan Council provides for such a change. Nevertheless, any Parish may negotiate at its own expense for such other coverage in addition to the Diocesan policy as it may determine.

B.3.23 EXECUTION OF DOCUMENTS

1. The Bishop, or in his or her absence or inability to act, the Chancellor, or the Dean, or the Executive Archdeacon together with the Director of Financial Ministry, or in his or her absence, one of the Secretaries of Synod, are hereby authorized to execute all deeds and other documents which from time to time are to be executed on behalf of the Synod. The Diocesan Council may, by resolution, direct the manner in which, and the person or persons by whom, any particular deed or documents may or shall be executed. The Bishop or the Chancellor or the Executive Archdeacon or the Director of Financial Ministry or the Dean may cause the seal of the Synod to be affixed to all documents so signed.
2. All deeds and other documents heretofore executed in any manner on behalf of and acted upon by the Synod and sealed with the seal of the Synod are hereby acknowledged to have been duly executed on behalf of the Synod.

B.3.24 CONSOLIDATED TRUST FUND

1. There shall be a fund which shall be known as the Consolidated Trust Fund which shall consist of all the personal property, securities and monies entrusted to the Synod, and comprising all specific funds held in trust and administered by the Synod, excepting only those funds which by special resolution of the Diocesan Council may be excluded

therefrom.

2. The monies comprising the Consolidated Trust Fund shall be divided into units of \$10.00 each for administration purposes, and all of the several principal accounts comprising the said fund shall participate on an equal basis in the overall depreciation or appreciation of the asset value of the said fund from time to time.
3. Separate accounts shall be maintained for each trust comprising the Consolidated Trust Fund for which shall be shown the principal amount thereof and the number of units relating thereto. Interest, profit, and other increments received or accruing from time to time from all investments of Consolidated Trust Fund monies shall, after deducting therefrom proper expenses connected with the management, investment and administration of the Consolidated Trust Fund, be distributed at regular intervals and credited to the several trusts comprising the Consolidated Trust Fund on a pro-rated basis in accordance with the number of units represented by each such fund.
4. Subject to any provision to the contrary in the instrument creating the trust, all personal property, securities and monies received in trust by a congregation or parish on or after the first day of January, 1970, by the way of gift, bequest or in any other way, shall be remitted to the Synod for administration as part of the Consolidated Trust Fund; provided, that the Diocesan Council may exempt any congregation or parish or any portion of the property referred to herein from the provisions of this section.
5. The monies comprising the Consolidated Trust Fund shall be invested and reinvested from time to time in such investments and securities as are authorized in the Incorporated Synod of the Diocese of Ottawa Act 1950.
6. Subject to the authority of the Synod and of the Diocesan Council, the Financial Affairs Committee shall be responsible generally for the administration of the Consolidated Trust Fund, and shall, without limiting the generality of the foregoing, have such responsibility and duties in connection therewith as may be prescribed by Regulation. In discharging its responsibility, the Financial Affairs Committee may delegate the actual administration under its direction of any specific trust forming part of the Consolidated Trust Fund, except the Pension Fund of the Diocese, to a special subcommittee formed for the purpose.

B.3.25 CANTERBURY HOUSE BOOKSTORE

1. The bookstore formerly operated by the Anglican Book Society was known as Canterbury House. This is an exclusive name belonging to the Anglican Diocese of Ottawa.
2. A Memorandum of Understanding in 2006 between the Anglican Diocese of Ottawa and

St Paul University, Ottawa, permanently transferred the operations of Canterbury House to the St Paul University Bookstore. Under that transfer St Paul University is permitted to use the name “Canterbury House” and to display the name prominently.

3. Two representatives of the St Paul University Bookstore Advisory Council shall be appointed by the Anglican Bishop of Ottawa to represent the views of the Anglican community. The Bishop shall appoint one lay person and one cleric to these positions.

B.3.26 PARISH FAIR SHARE BUDGET

1. There shall be a budget which shall show the estimates of revenues and expenditures for the ensuing year for the Diocese, provided that the total assessment shown in the budget to be raised by Parish Fair Share from the parishes of the Diocese shall be approved by the Diocesan Council and thereafter be approved with or without change by the Synod.
2. One or more motions may be moved for the adoption of the budget, but a motion or amendment that has the effect of increasing by an amount in excess of \$1,000 the budget approved by the Diocesan Council shall before being voted upon be referred to the Diocesan Council or some other Committee for consideration, unless the motion or amendment that increases the budget also authorizes implementation of the budget, to be amended as proposed if sufficient funds to allow for the increase can be found by the Diocesan Council.

B.3.27 TEMPLE PASTURES MISSION

1. There shall exist under the authority of The Incorporated Synod of the Diocese an organization known as Temple Pastures Mission (hereafter “Temple Pastures”) which is located in the Archdeaconry of Western Quebec and the Province of Quebec.
2. The purpose of Temple Pastures is to be a Retreat Centre open throughout the year to all who seek spiritual help on the way to God. The main objective of Temple Pastures is contained in the following Mission, Belief and Philosophy statements:

a) MISSION

Temple Pastures is a Holy Place where God renews mind, body and spirit. The Members of the Temple Pastures Management Board seek to serve God faithfully by fostering an environment conducive to the activity of the Holy Spirit.

b) BELIEF

We believe that Christians need a place set aside where they can spend some time resting, seeking, discovering, being affirmed, encouraged, strengthened and refreshed so that they may exemplify Christian life in their homes, churches, communities and occupations.

c) PHILOSOPHY

The Members of the Management Board lend assistance to all those who desire spiritual help on their way to God by offering throughout the year opportunities for spiritual growth and renewal through worship, prayer, study, direction, reflection and discussion. The Members of the Management Board are committed to working towards the unity of all Christians in the spirit and truth of Jesus Christ.

3. The Temple Pastures Management Board shall have 12 members, consisting of the following:

- a) the Chair of the Board;
- b) an appointee of the Bishop of Ottawa;
- c) the Archdeacon of Western Quebec;
- d) representation from the Anglican community and the broader community (This representation is based on expertise needed by the board.) and
- e) the Manager of Temple Pastures.

4. The Temple Pastures Management Board shall conduct the affairs of Temple Pastures according to its Mission, Belief and Philosophy statements. These affairs shall include programming, staffing, and the administration of the finances and the property of Temple Pastures.

- a) There shall be no acquisition or disposition of property, no borrowing on behalf of Temple Pastures and no construction or development of the grounds without first presenting the proposal to the Parish Ministry Development Committee for approval. If the proposal is accepted, it will then be taken to the Financial Affairs Committee.
- b) Temple Pastures operates under the general oversight of the Parish Ministry Development Committee. A report on Temple Pastures activities will be

presented at regular Parish Ministry Development Committee meetings. An annual report will be included in the Parish Ministry Development Committee annual report.

5. a) The Manager of Temple Pastures shall be appointed by the Bishop. The Manager of Temple Pastures is responsible to the Director of Community Ministry.
- b) Temple Pastures shall be staffed according to its needs and means and in keeping with the general policies of the Diocese of Ottawa.
- c) Temple Pastures staff shall be responsible to the Manager of Temple Pastures.
6. The St. Francis Day Celebration shall be the occasion for an annual celebration of the contribution that Temple Pastures makes to the Diocese of Ottawa and all who use the centre.
7. The Temple Pastures Management Board may from time to time, and subject to the provisions of this Bylaw, make such policy as it thinks fit for the better administration of Temple Pastures.

B.3.28 *UNALLOCATED*

B.3.29 *AUDIT SUBCOMMITTEE*

There shall be a subcommittee of the Risk and Audit Committee known as the Audit Subcommittee, whose membership and Terms of Reference shall be determined by Regulation.

B.3.30 *ADVISORY COMMITTEE OF THE ANGLICAN STUDIES PROGRAM*

1. There shall exist under the authority of the Synod and the Bishop an advisory committee known as the Advisory Committee of the Anglican Studies Program at St. Paul University. This Advisory Committee shall represent the Diocese to the University and the University to the Diocese in the implementation of the Anglican Studies Program.
2. The Advisory Committee shall consist of twelve members, as follows:
 - a) the Bishop or a proxy appointed by the Bishop;
 - b) the Director of the Anglican Studies Program;
 - c) the Director of the Field Education of the Anglican Studies Program;

- d) the Director of Music of the Anglican Studies Program;
 - e) a postulant, chosen by fellow Anglican postulants at St. Paul University;
 - f) a student, not a postulant, chosen by fellow students at St. Paul University;
 - g) a member of the Faculty, appointed annually by the Dean of Theology on the recommendation of the Director;
 - h) five members-at-large (of whom three shall be Lay) appointed annually by the Diocesan Council, one of their number to serve as Chairperson and one as Secretary.
3. The Advisory Committee shall have such responsibilities and carry out such duties as may be prescribed by Regulation.

B.3.31 COMMISSIONER OF CEMETERIES

- 1. There shall be a Commissioner of Cemeteries who is appointed by the Bishop during pleasure.
- 2. “Cemeteries” means body burial sites, sites for the disposition of ashes, and columbariums.
- 3. The Commissioner is tasked by and reports through the Director of Financial Ministry to the Bishop in all matters pertaining to cemeteries including creation, transfer and disposition thereof according to law.
- 4. The Commissioner will:
 - a) maintain in cooperation with the Diocesan Administrative Assistant an up-to-date list of all cemeteries presently in use, with the names and addresses of their respective treasurers;
 - b) maintain in cooperation with the Diocesan Archives a list of abandoned or former Anglican cemeteries;
 - c) maintain an up-to-date file of the current laws of Ontario and Quebec pertaining to cemeteries and be available to consult with representatives of parish cemetery boards as occasion may require;
 - d) maintain contact with the Office of the Metropolitan of the Ecclesiastical Province

of Ontario with respect to cemeteries in Ontario and shall maintain liaison with the Office of the Bishop of Montreal for cemeteries in Quebec;

- e) respond to queries from institutions or individuals with respect to diocesan cemeteries in the geographic boundaries of the Diocese of Ottawa; and
- f) make a report annually to the Financial Affairs Committee.

BYLAW 4

THE CLERGY

B.4.01 DUTIES OF THE DEAN

1. The Dean of Ottawa shall be a member of the Clergy in the Diocese next in precedence after the Bishop and any Suffragan, Coadjutor, or Assistant Bishop, and shall upon request of the Bishop represent him or her at meetings and other official proceedings in the Diocese and in the community at large.
2. The Dean of Ottawa shall serve as the Vice Chairperson of the Diocesan Council.
3. The Dean of Ottawa may also hold office as the Incumbent of the Cathedral Parish and if so shall have the responsibilities and duties and enjoy the privileges of such Incumbent.
4. The Dean of Ottawa shall also hold office as Regional Dean in connection with the Deanery of Christ Church Cathedral and shall have the responsibilities and duties and enjoy the privileges of such office.

B.4.02 ARCHDEACONRIES AND REGIONAL DEANERIES

The Parishes of the Diocese are grouped into Archdeaconries and into Deaneries and the Bishop shall set the geographical boundaries thereof from time to time and direct that a description of the Archdeaconries and the Deaneries be appended to the CBRs.

B.4.03 DUTIES OF ARCHDEACONS

1. Each Archdeacon shall:
 - a) assist the Bishop in his or her pastoral care and office in the Archdeaconry, and shall watch, inquire into, and report upon whatever in his or her opinion may need the consideration and control of the Bishop;
 - b) visit from time to time the Clergy and Churchwardens of parishes under his or her jurisdiction to provide the first line of outside advice in resolving their problems, and to be a pastor to the Clergy, especially to Incumbents who are new in the Archdeaconry;
 - c) be responsible for the provision of priestly services in vacant parishes and when called upon, shall give advice on clergy appointments and deployment in the

Archdeaconry;

- d) as appropriate, arrange a suitable service of Induction for an Incumbent newly appointed to the Archdeaconry, or a service of Introduction in the deanery for a Regional Dean newly appointed within the Archdeaconry;
- e) install a Regional Dean newly appointed within the Archdeaconry and shall assist and advise the Regional Dean(s) in his or her (their) duties, and
- f) once each year, visit or cause to be visited by the Regional Dean each Parish in the Archdeaconry so as to ensure the compliance of the Parish with civil and canonical law.

B.4.04 DUTIES OF REGIONAL DEANS

1. Each Regional Dean shall:

- a) from time to time, provide his or her Archdeacon with information on developments both ecclesiastical and secular that could affect the life of the Churches in the deanery;
- b) from time to time, provide for meetings of the Clergy in the deanery for mutual support and encouragement, for communication with the officers of the Diocese and the transaction of such business as was deemed expedient;
- c) from time to time, provide for meetings of clergy, churchwardens and lay members of Synod in the deanery to consider and transact such business as may come before them and, without limiting the generality of the foregoing, to meet in Great Chapter at least twice every year, one of which times shall be prior to the annual meeting of the Synod;
- d) encourage and support as may be deemed expedient or advisable the Incumbents and the churchwardens or parishes within the deanery in promotion of good stewardship including programmes of clergy visitations, lay visitations, diocesan and parochial financial appeals;
- e) obtain from every parish and forward to the offices of the Diocese not later than the 1st day of March in each year annual statistical returns of the parishes in the deanery together with his or her own annual report
- f) where the emergency requires it, make arrangements for priestly services in any parish in the deanery;

- g) during his or her term of office, visit each parish in the deanery and inspect the Church, rectory, other parish buildings and all church burial grounds and such books of accounts, records, returns or reports, as are available, so that he or she may report thereon to his or her Archdeacon. The Regional Dean may meet with the Incumbent and Churchwardens or parish council in any parish in the deanery to seek to ensure compliance with civil and canonical law; and further, the Regional Dean may meet with the appropriate officers of the Diocese in order to clarify matters of mutual concern to a parish in the deanery, or the deanery, and to the Diocese, and
- h) assist the Archdeacon so far as possible in the performance of his or her duties, and he or she shall be able to call upon the Archdeacon in the performance of any of the duties of a Regional Dean.

B.4.05 CLERGY

- 1. a) For the good order and provision of priestly services throughout the Diocese, clergy shall be appointed and/or licensed as Incumbent or rector, assistant curate, priest-in-charge, deacon-in-charge, special licensee, Diocesan staff member, chaplain, and such other category as may be established from time to time.
- b) An Incumbent has charge of a parish, while an Incumbent is by custom referred to as rector in those parishes that are self-supporting.
- c) An assistant curate is a cleric who is appointed to a parish other than as an Incumbent or as a rector, and includes a person who is non-stipendiary and part-time, or is retired and on pension, or is a stipendiary cleric, or is a deacon or a priest who is in receipt of stipend or otherwise and participating in a programme of training administered by the Diocese.
- d) A cleric so appointed and/or licensed may be drawn from the active list, or the leave list or the retired list of the clergy of the Diocese, or from the leave list or the retired list of other dioceses.
- e) The clergy so appointed and/or licensed may be employed on a stipendiary or a non-stipendiary basis or on an honorary or a non-remunerative basis in accordance with the constitution and regulations by Canon or otherwise as apply to the various categories of clergy in the Church or under secular authority, and such clergy may serve on a full-time basis or part-time basis.

2. REMUNERATION AND BENEFITS

- a) In accordance with Canon 4.09, the remuneration of stipendiary clergy shall be provided under a salary structure. As well as stipend, they shall receive certain allowances and benefits, but the same shall not include fees, gifts, grants, honoraria or other similar kinds of income that are excluded from the income of the clergy as defined by the Church for pension purposes.
- b) In accordance with the said Canon 4.09, the remuneration of non-stipendiary clergy who are given honorary or part-time appointments, shall be determined by the Bishop, but having regard to the limits generally indicated by the salary structure for stipendiary clergy and such other Bylaws and Regulations as may apply. If the honorary or part-time assistant is appointed to a parish, the Bishop shall consult the Incumbent and churchwardens, and if it is a non-parish appointment, then he or she shall consult such other authority or persons as seem appropriate to him or her respecting the remuneration of the appointee.
- c) The remuneration and other benefits for stipendiary clergy in the Diocese shall consist of the following components:
 - i) stipend;
 - ii) transportation allowance, comprising:
 - A) basic rate, and
 - B) supplementary allowance;
 - iii) housing allowance, being either:
 - A) amount established for pension assessment in accordance with General Synod Canon VIII where housing is provided, or
 - B) amounts paid where housing is not provided, as allowance towards the costs of rent or the use of owner-occupied accommodation;
 - iv) other allowances, if any, as may be agreed upon between the clergy and the salary paying source;
 - v) a salary benefit to assist in payment of hospital insurance premiums; and
 - vi) benefits consisting of payment of:

- A) employer's share of assessment for General Synod Pension Fund,
 - B) assessment for Retirement Allowance Fund,
 - C) employer's share of premiums for Church Group Insurance Plan,
 - D) employer's share of premiums and payments for mandatory pension plans, unemployment insurance and other such benefits, and
 - E) an allowance on relocation between appointments in the Diocese.
- d) The stipendiary or salary structure may be defined further as having the following components:
- i) There shall be a table indicating the range of stipends within years of ordained service groupings. The annual rates shall be approved by the Diocesan Council from time to time, generally based directly on the year-to-year movement of the Consumer Price Index, and may include an element to offset any increase in income tax resulting from a change from one taxable bracket to another.
 - ii) Annual stipendiary rates or other benefits shall be published in the Journal of Proceedings of the Annual Meeting of the Synod, as subject to the stipendiary component or other benefit being fixed by another authority that is outside the competence of the Synod.
- (e) BISHOP'S SALARY BOARD
- i) The annual stipend or salary for each clergy in the Diocese shall be determined by a Board known as the Bishop's Salary Board (hereafter called the "Board").
 - ii) The Board shall consist of seven members: the Bishop, the Director of Financial Ministry, and five members to be appointed by the Bishop based on their professional ability relevant to the task, to serve from year to year at the pleasure of the Bishop.
 - iii) The Board may, if it so wishes, have the benefit of the advice of persons holding the following offices, provided that none of these shall participate in any decision made by the Board unless he or she is otherwise a member thereof:
 - A) Archdeacons;

- B) Churchwardens, past and present, who have served with each clergy;
 - C) the Chancellor and Vice Chancellor;
 - D) the Director of Community Ministry; and
 - E) Regional Deans.
- iv) The Board shall meet at the call of the Bishop and shall operate by consensus of the members, while the responsibility to make the final decision shall belong to the Bishop, which decision shall be the decision of the Board.
 - v) A cleric shall have the right to have the decision of the Board re-reviewed in his or her presence. Following the decision of the Board, any such review and a decision thereon shall be made as quickly as possible to enable budget adjustments for the calendar year immediately following to be made and approved by the Diocesan Council, as provided for in the Regulations.
- f) Transportation allowances and travel allowances for the Diocese shall be reviewed and determined annually by the Diocesan Council and the Synod in accordance with the Regulations.
 - g) Every cleric who is appointed to serve in the Diocese shall have the use of a rectory or shall have a housing allowance in lieu thereof, as provided for by the Regulations.
 - h) Other benefits and allowances shall be as provided for by this Bylaw and the Regulations.

3. EQUALIZED COST OF PRIESTLY SERVICES

- a) Equalized Cost of Priestly Services (ECOPS) assessments have two parts. In the first part, each parish is assessed a Base COPS amount, which is the base clergy stipend on the stipendiary scale for the year in question, plus the travel allowance (Ontario rates), and the correlative benefits, (such as CPP, EI, group health and disability plans, retirement allowance funds contributions and pension plan), which are assessed each year as a percentage of stipend and travel. Base COPS is assessed for each parish according to the number of full-time clergy or fraction of full-time clergy a parish has appointed for the coming year at the time of assessment. Base COPS does not include housing.

- b) In the second part of ECOPS each parish is assessed an Equalization Amount. This amount is calculated as the Equalization Total multiplied by the parish's Parish Fair Share percentage for the year of assessment. The Equalization Total for the year is the difference between the total actual COPS for all stipendiary clergy in the Diocese for the year in question minus the total Base COPS assessed to parishes for the same year.

4. CENTRAL PAY

- a) The remuneration of clergy in the Diocese shall be centrally administered in the Synod Office by the Director of Financial Ministry in accordance with the Regulations.
- b) All monies to be paid by a parish for Cost of Priestly Services including salary, benefits, travel, and such other payments as may be required by civil law in the Deanery of Clarendon for all stipendiary clergy (incumbent and/or assistant curates) shall be remitted in equal monthly payments to the Incorporated Synod of the Diocese of Ottawa as provided by Regulations.
- c) All monies received by or credited to a parish from any endowment or other trust fund used or to be used to augment stipends shall likewise be remitted or credited by or for such parish to the Incorporated Synod of the Diocese of Ottawa.

B.4.06 DUTIES OF THE INCUMBENT

1. The Incumbent of each Parish shall:

- a) prepare and forward to the Office of the Synod for the attention of the Secretaries of Synod the certificate of election of lay members of Synod and the certificate as to the basis on which the number of lay members of Synod from that Parish is determined and the names and addresses of the Churchwardens for the current year. These shall be forwarded to the Office of the Synod within ten days after the Annual Meeting of the Vestry;
- b) prepare and forward, not later than the last day of February in each year, to the Regional Dean of the Deanery in which the Parish is located all such statistical returns regarding the parish, as the Regional Dean is required by Canon or Regulation to forward to the Synod. These shall be forwarded by the Regional Dean to the Office of the Synod not later than the first day of March in each year;
- c) place before the congregation or congregations the special appeals for contributions directed by Synod;

- d) cooperate with the Synod in any and every effort to instruct the members of the Church in the work of its various programmes and to enlist their support of the same; and
- e) forward to the Office of the Synod or any designated Office of Synod such records as may be prescribed by Bylaw or Regulation and within the time limits therein provided.

2. PARISH RECORDS

The Incumbent shall keep proper records in books provided by the Churchwardens of all Services of Holy Communion and of Morning and Evening Prayer and other services, and shall keep an accurate record of Baptisms, Confirmations, Marriages and Burials, and perform such other duties as may be required of him or her under applicable Statutes of Ontario and Quebec.

3. LEAVE OF ABSENCE

- a) The Bishop may give in writing leave of absence to a cleric from the charge or duties to which he or she is licensed.
- b) A cleric in full-time employment shall be entitled to annual holidays with pay in accordance with the Clergy Personnel Policies of the Diocese. With the consent of the Churchwardens of the parish where the cleric is serving, or of the Bishop as may be appropriate, a cleric may be absent from the charge or duties to which he or she is licensed for short additional periods of time.
- c) Except with the approval of the Diocesan Council, no leave of absence shall be granted for longer than two years.
- d) Leave granted for two years may be once renewed without requiring the approval of the Diocesan Council for a period not exceeding a further two years.

4. Notwithstanding Section B.4.06(3), leave of absence may be granted:

- a) for the purpose of work in mission fields of the Church, for an indefinite period;
or
- b) to chaplains to the Armed Forces, for an indefinite period.

5. REMOVAL FROM THE DIOCESE

When any priest or deacon under the jurisdiction of the Bishop of the Diocese desires to

remove from the Diocese, the procedures applicable shall be those provided by the Canons of General and Provincial Synods.

B.4.07 *UNALLOCATED*

B.4.08 GENERAL SYNOD PENSION PLAN

From and after the first day of January 1967, the Diocese of Ottawa and all its clergy eligible therefore shall be members of the Pension Plan of the Anglican Church of Canada as created by Canon VIII of the General Synod, and all such clergy of the Diocese and all salary and stipend paying sources as from time to time prescribed in such Canon and any amendments thereto shall make such payments as may from time to time be required of them pursuant thereto.

B.4.09 GROUP LIFE INSURANCE PLAN

1. The General Synod Group Life Insurance Plan is applicable to:
 - a) every cleric who, when the Plan first was applied to the Diocese of Ottawa, elected to participate therein; and
 - b) every clergy or lay person who has subsequently assumed office in the Diocese; and all such clergy or lay persons are subject to the provisions thereof.
2. The participation in the said Plan of each person referred to in subsection (1)(b) shall commence on the first day of January, April, July or October in any year, coinciding with or next following the date of which that person takes office in the Diocese.
3. Each person referred to in Section (1)(b) shall apply for membership in the said Plan and shall authorize deduction from his or her stipend or salary of a sum by way of partial payment of annual premium (the remainder thereof to be paid by the Diocese).
4. The Synod Office each month shall deduct from participants' salaries prescribed sums for group life insurance premium, pension assessment and clergy retirement and remit the same forthwith as required.

B.4.10 LICENSED LAY READERS

1. A person may be licensed by the Bishop to serve in a parish under the direction of the Incumbent thereof and to hold office as a Licensed Lay Reader for five years or such

period as the Bishop may determine.

2. There shall be a Warden of Licensed Lay Readers who shall be a priest on the Clergy List of the Diocese, and who shall be appointed, be responsible to, and hold office during the pleasure of the Bishop.
3. The Warden of Licensed Lay Readers shall supervise the Licensed Lay Readers and shall from time to time recommend the proper fees and travelling expenses payable to them.
4. There shall be a Licensed Lay Readers' Association, of which all Licensed Lay Readers shall be members, of which the Bishop shall be the Patron, and the Warden of the Licensed Lay Readers the Honorary Chairperson, and which shall appoint a Secretary and may appoint such other officers as it shall deem advisable. The Warden of Licensed Lay Readers, in consultation with the Secretary of the Association, shall be responsible for the review of those licences about to expire, and for the presentation of them to the Bishop for renewal.
5. No one shall be presented to the Bishop to be licensed as a Licensed Lay Reader unless he or she has been recommended by the Incumbent and churchwardens of the parish of which he or she is a member, and such recommendation has been approved by the Warden of Licensed Lay Readers, and unless such Licensed Lay Reader has taken such courses of study and passed such examinations as the Bishop may require, or has otherwise fully met the standards required by the Bishop for this office.
6. A Licensed Lay Reader shall be admitted to the Order by the Bishop or some other Minister appointed by the Bishop.
7. There shall be an Annual Gathering of Licensed Lay Readers at a time and place appointed by the Bishop on recommendation of the Warden of Licensed Lay Readers.

B.4.11 RETIRED CLERGY AND SPOUSES ASSOCIATION

1. For the purposes of this Bylaw only:
 - a) “Retired Clergy of the Diocese” refers to those superannuated clergy on the Clergy List of the Diocese of Ottawa.
 - b) “Retired Clergy in the Diocese” refers to all retired clergy resident in the Diocese of Ottawa.
2. There is an Association of Retired Clergy and Spouses in the Diocese of Ottawa. The purpose of the Association is to provide fellowship for all retired clergy living in the

Diocese of Ottawa and their spouses regardless of the Diocese from which they retired. It also provides a link to the Diocese and Bishop.

3. The membership of the Retired Clergy and Spouses Association of the Diocese of Ottawa is open to all retired clergy of the Diocese of Ottawa and their spouses, and all other retired clergy and their spouses living in the Diocese.
4. There shall be an annual meeting of the Retired Clergy and Spouses Association in April at which a financial report will be presented and an activities report received, and the following officers from among its members shall be elected for the Association for a one-year renewable term:
 - a) a Chairperson;
 - b) a Vice Chairperson; and
 - c) the Chairperson and Vice Chairperson will appoint a Treasurer and Secretary for the Association.
5. The Retired Clergy of the Diocese of Ottawa shall elect, from their number, delegates to attend an Electoral Synod for the Election of a Bishop. The Retired Clergy and Spouses Association shall be responsible for managing the election of delegates to attend the Electoral Synod. If the Retired Clergy and Spouses Association is inactive, the Secretaries of Synod shall be responsible for managing the selection of delegates authorized by this Bylaw.
6. The number of delegates shall not exceed 10% of the Retired Clergy of the Diocese of Ottawa as confirmed by the Diocesan Archivist at the time the election is called. In the event of a delegate being unable to serve, the Chairperson and the Vice Chairperson of the Association shall appoint a replacement. The Chairperson shall notify the Administration Office of the Diocese of Ottawa of the names and addresses of the chosen delegates within 45 days of the call of the Election. If the Retired Clergy and Spouses Association is inactive, and a delegate is unable to serve, the Secretaries of Synod shall arrange for a replacement and notify the Administration Office of the name and address within 45 days of the call of the Election.

BYLAW 5

THE PARISH

B.5.01 PARISH BOUNDARIES

1. The whole of the Diocese shall be subdivided into Parishes, the boundaries of which shall be as provided in this Bylaw. The boundaries of each Parish in the Diocese, as such boundaries exist on the date of the enactment of this Bylaw, shall be the boundaries thereof until changed as provided in this Bylaw.
2. The Incumbent and Churchwardens of any Parish may hold a conference or conferences with the Incumbent and Churchwardens of an adjacent Parish, and by mutual agreement arrange and define the boundary common to both, and shall make a report to the Archdeacon having jurisdiction for his or her consideration, and who shall submit the same to the Bishop, with his or her remarks thereon; and if the Bishop and the Diocesan Council approve of the same, the boundaries so arranged and approved shall be declared to be the common boundaries of the Parishes aforesaid.
3. Where the boundary between two Parishes is disputed and cannot be arranged by mutual agreement, the Archdeacon having jurisdiction shall issue a Commission to two Clergy and one Lay representative, none of whom is connected with such Parishes, authorizing them to investigate the matter and report their decision to the Archdeacon for his or her consideration, who shall submit the same to the Bishop, with his remarks thereon; and if the Bishop approves of the same, the boundary, so arranged and approved, shall be declared to be the boundary common to the Parishes aforesaid.
4. The boundary of a Parish being once defined, approved and declared, may not be changed, except in the case of the formation of a new Parish, within five years thereafter, or at the direction of the Bishop.

5. NEW PARISHES

Where a group of persons, not less than twenty of whom shall be Communicants of the Church, a majority of whom must be of the full age of eighteen years, residing in the Diocese, desire the erection of a new Parish, whether they reside:

- a) in an existing Parish; or
- b) in a district not belonging to any one Parish; or
- c) in adjoining Parishes;

they may present a memorial to the Bishop to that effect, stating their reasons and the proposed boundaries of such a new Parish and describing the boundaries of the proposed Parish. On receipt of the memorial, the Bishop shall refer the same to the Archdeacon having jurisdiction for study and report. Where the Archdeacon having jurisdiction is the Incumbent of any Parish directly affected by the proposed division and settlement of boundaries, the proceedings under this Bylaw shall be referred to another Archdeacon or such other Clergy as the Bishop appoints. The said Archdeacon shall consider whether the provisions of the applicable Statutes of Ontario and Quebec have been complied with and whether the means for the worship of God will be adequately provided; then he or she shall report to the Bishop in respect thereof, who shall, on approval by him or her and by the Diocesan Council, notify in writing the Incumbents and Churchwardens of the Parishes affected, as to the boundaries of the proposed new Parish.

6. If any of the parties notified as aforesaid objects to the proposed new Parish, he, she or it shall, within 30 days of such notification, state to the Bishop in writing, the grounds of objection. The Bishop may thereupon refuse the request of the memorial, or may appoint a Commission which shall confer with the Incumbent or Incumbents of the Parish or Parishes affected and consider the objections made. The Commission shall then report its findings to the Bishop, and if such report is favourable to the erection of the Parish, and is confirmed, the Bishop may proceed to the erection thereof.

7. AMALGAMATION

Whenever the Bishop shall consider it advisable to amalgamate two or more existing Parishes, and the Diocesan Council has expressed its approval by resolution, he or she shall seek the voluntary consent to such amalgamation by a conference of the Incumbents and Churchwardens of such Parishes.

8. If a voluntary agreement cannot be reached, a Commission shall be appointed by the Bishop to consider the objections of those opposed to the amalgamation, and any other matters pertinent thereto, and to report thereon. If such report is in favour of the proposed amalgamation, and has been confirmed by the Diocesan Council, the Bishop may proceed to carry it into effect by disestablishing the existing parishes and by erecting a new Parish in their stead. If the report of the Commission is unfavourable, further action shall be deferred for a period of not less than one year from the date of such report.
9. If the Parish thus formed consists of more than one congregation, and the distribution of the financial obligations to be borne by each cannot be agreed upon by the congregations themselves, the Bishop shall appoint a Commission to consider the matter. Their report, after confirmation, shall be carried into effect, but the matter may be reconsidered at the end of each three-year period, if requested by the Churchwardens of any one of the congregations concerned.

10. DISESTABLISHMENT

The Vestry of any Parish now or hereafter established may, by a resolution adopted by at least a two-thirds majority of those present at a special meeting thereof called for the purpose of considering the matter, decide that it is expedient, for reasons to be stated in the resolution, that the Parish should be disestablished. Upon the said resolution being approved by the Bishop in writing under his or her hand and seal, he or she shall thereupon disestablish the Parish, and allot the territory to some adjacent Parish or Parishes.

11. a) If the Bishop deems it advisable that any Parish now or hereafter established in the Diocese should be disestablished, he or she may, with the approval of the Diocesan Council, confer with the Incumbent and Churchwardens of such Parish with a view to bringing about, if possible, a voluntary disestablishment under the preceding subsection.
- b) If voluntary dis-establishment cannot be so arranged, the Bishop may appoint a Commission to investigate and report on the advisability, or otherwise, of the proposed disestablishment. If its report recommends disestablishment, and is confirmed by the Diocesan Council, the Bishop may thereupon declare in writing under his hand and seal that the said Parish is disestablished. If, however the report be unfavourable to disestablishment, no further action shall be taken at that time, and all interested authorities shall be notified to such effect.
12. Notwithstanding any other provisions of this Bylaw, before disestablishing a Parish, the Bishop shall require to be submitted to him or her a financial statement of the assets and liabilities of such Parish. If the liabilities are found to be greater than the assets, or if the current liabilities are found to be greater than the current assets, he or she shall submit the statement to the Diocesan Council which shall take such action as it deems necessary under the circumstances.
13. On disestablishment, the register and other books, records and documents, of the Parish shall be surrendered forthwith to the Office of the Synod.
14. On disestablishment, the capital assets of the Parish, of every nature or kind, and the place or places of worship therein shall be conveyed forthwith to and be under the control of the Synod.
15. The Churchwardens of such disestablished Parish shall continue in office for the purpose of winding up only and shall, within a period of not more than three months after the declaration of disestablishment has been issued, discharge all current financial liabilities so far as the current assets at their disposal will allow, and shall hand over to the Synod any balance remaining in their possession, together with an audited statement of receipts

and disbursements of the said Parish since the end of its last financial year.

16. Any assets, either capital or income, resulting from such disestablishment shall, upon receipt by the Synod, be held for a period of twelve months from the date on which the Bishop issued his or her declaration, except for the payment therefrom of any remaining liabilities of such disestablished Parish.
17. If, within the said period, a petition is presented to the Bishop by former members of the Vestry of the disestablished Parish expressing their desire to form a new Parish elsewhere, the Bishop may proceed to erect such new Parish in the manner hereinbefore provided.
18. If no such new Parish be erected within fifteen months after disestablishment has been declared, the said assets shall be dealt with and disposed of by and under a Commission appointed by the Diocesan Council. The award of such Commission, when confirmed, shall be binding on all parties.
19. The recommendation regarding the allocation of the territory formerly occupied by a disestablished Parish shall be made by a Commission appointed by the Bishop, after consultation with the Incumbents and Churchwardens of adjoining Parishes, and shall be reported to the Bishop and to the Diocesan Council. If the report of the Commission is confirmed by the Diocesan Council, the Bishop may proceed to effect such allocation by declaration.

20. CONGREGATIONS

Each Parish with the consent of the Bishop and of the Diocesan Council may be subdivided into congregations. With the consent of the Bishop and of the Diocesan Council, any such congregation may have its own Vestry or one or more of them may be grouped together as one Vestry. The boundaries of each congregation and the grouping of congregations into one Vestry as such exist on the date of enactment of this Bylaw shall be the boundaries of groupings thereof until changed by resolution of the Diocesan Council and the declaration of the Bishop which resolution and declaration shall determine the division of all appropriate assets and liabilities in the case of the establishment of a new congregation and the distribution of all appropriate assets and liabilities in the case of the disestablishment of a congregation.

21. Any boundary defined, established and declared under the authority hereof shall be entered and registered in a book to be kept in the Office of the Synod for that purpose, and a copy thereof shall be furnished to any person who applies, on payment of the required fee.

22. CHAPELS

A Parish or Congregation may apply to the Bishop for designation of a place of worship within its parish boundaries as a “Chapel ”.

23. A Chapel within the meaning of this Bylaw is a building or a part of a building that is used for worship, and is supported by a worshipping community that does not have the normal responsibilities of a parish or of a congregation.
24. A Chapel shall have a sponsoring parish or sponsoring congregation (referred to in this Bylaw as the “Sponsor”) which shall be responsible for payment of all financial obligations of the Chapel, including but not limited to the maintenance and repair of the building, and its insurance, and for the payment of the costs of priestly services relating to the Chapel.
25. The Bishop in consultation with the Diocesan Council may grant or refuse such application, and so advise the Sponsor.
26. At any time, the status of the Chapel may be revoked by the Bishop in consultation with the Diocesan Council and with the Sponsor.
27. The Chapel shall be under the care of a Priest who is the Incumbent of the Sponsor, or of another Priest designated by the Bishop. The duties of such Priest shall be limited to occasional public worship at the Chapel, and such additional pastoral services as are approved by the Sponsor and by the Bishop.
28. The Chapel may have a Steward, who is a person appointed from time to time by the Sponsor, or elected by the worshipping community of the Chapel. The duties of the Steward are to represent and report on the Chapel to the Priest responsible for the Chapel, to the Sponsor, to the Bishop, and to the Diocesan Council no less than annually, and more frequently as may be required.
29. The Sponsor shall administer the finances of the Chapel and shall keep separate accounting records for the Chapel to the satisfaction of the Director of Financial Ministry, including but not limited to recording donations and issuing tax receipts for eligible donations made to the Chapel in care of the Sponsor, and costs and expenses attributable to the Chapel.
30. Donations made to the Sponsor for the Chapel during a calendar year that are surplus to the needs of the Chapel during that same year, may be used by the Sponsor for its general purposes.
31. A Chapel is not entitled to elect or appoint members of Synod.

B.5.02 PARISH LISTS

1. Each parish shall maintain such records of its members and in such manner as may be specified by Regulation. Such records and certificates regarding the same shall have such effect as may be specified by Regulation.
2. The Court of the Diocese of Ottawa shall not disallow the election of any member of Synod on account of any irregularity in the preparation, signing and settling of the list of those entitled to vote at such election, or in the holding of the meeting of the Vestry for such election, provided that a majority of that Court is of the opinion that such irregularity has not affected materially the result of the election, and that the election was conducted fairly.
3. Each Vestry may make rules for the regulation of their proceedings and the management of the temporalities of the Church or Parish to which they belong, provided that the same shall not be repugnant to any law or Statute in force in the Provinces of Ontario or Quebec as the case may be or contrary to any Canon or to the Diocesan Bylaws or Regulations.

4. VESTRY ANNUAL MEETING

The Annual Meeting of each Vestry shall be held not later than the last day of February in each and every year after due notice thereof given during Divine Service on the next two preceding Sundays.

5. It shall be the duty of the Incumbent to convene the Annual Meeting of each Vestry, and it shall be in the power of the Incumbent of any Parish or of the Churchwardens thereof to call a Vestry meeting whenever they deem it desirable to do so, and it shall be their duty so to do on receipt of written request signed by at least ten members of the Vestry.
6. Upon failure of the Incumbent or Churchwardens to call a special meeting of the Vestry upon such written request, such members shall notify their Archdeacon or the Bishop (if the Archdeacon be the Incumbent), and such Archdeacon or the Bishop (if the Archdeacon be the Incumbent) may after giving the requisite notice, convene such meeting of the Vestry and shall preside thereat.

7. SPECIAL VESTRY MEETINGS

A special meeting of the Vestry shall be called by giving due notice thereof during Divine Service on the two Sundays next preceding the special meeting; provided that the Archdeacon may, in extraordinary circumstances and in writing, permit the giving of notice only on the Sunday next preceding; and all notice of special Vestry meetings shall

state precisely the purpose for which the meeting is called, and no other business shall be dealt with at that meeting.

8. CHAIRPERSON OF VESTRY

The Chairperson at all Vestry meetings shall be the Incumbent of the Parish or such person as he or she shall appoint with the consent of the meeting or in the absence of such Incumbent, and any such appointee shall be such person as the majority present at such meeting shall elect. The Vestry Clerk, when there is one, and present, or in the case there be no Vestry Clerk, or he or she be absent, then such person as the Vestry shall name, shall be Secretary of such Vestry meeting, and the proceedings of such Vestry meeting shall be entered in a book to be kept for that purpose, and preserved in the custody of the Churchwardens. The Incumbent of a Parish shall present a report to the Annual Meeting of each Vestry on the state of the Church in the Parish and such other matters as he or she considers advisable.

9. PARISH AUDITORS

The Vestry at each Annual Meeting thereof shall appoint an auditor or auditors of the Parish who shall, where such are available, be public accountants duly licensed in the Province in which they practice, and who shall hold office until the end of the next Annual Meeting of the Vestry, and if no such appointment is made, the auditor or auditors then in office shall continue to hold office until a successor is appointed. The auditor or auditors shall examine the financial statements of the Parish and its organizations and report thereon and make such other reports as may be specified by Regulation. Except where such auditor is so duly licensed, more than one person shall be appointed auditors of the Vestry.

10. PARISH ORGANIZATIONS

The Vestry shall have control of all organizations in a congregation. Each such organization shall present an annual report to the Vestry with a statement of its receipts and disbursements for the previous year in such form as may be specified by Regulation.

11. In case of disagreement between a Vestry and an organization, either shall have the right to appeal to the Regional Dean, and if the disagreement continues, then to the Diocesan Council, and the ruling of the Diocesan Council regarding the matter under dispute shall be final.

12. FISCAL YEAR

The financial year of each Vestry shall begin on the first day of January and end on the thirty-first day of December in each year.

B.5.03 CHURCH PROPERTY

1. The possession of all Church land and buildings, the Churchyard and any burying ground attached or belonging thereto, is vested in the Incumbent and Churchwardens for the time being, and the care of the property is therefore their joint responsibility. The Incumbent and the Churchwardens shall act jointly in matters concerning the use of the Church buildings and grounds and neither shall act without the approval of the other. In the case of difference of opinion between the Incumbent and the Churchwardens regarding their respective powers and duties, and the exercise thereof, the matter under dispute shall be referred to the Bishop for adjustment. Except where the difference is also one between the Incumbent and the parishioners, the decision of the Bishop in such matters shall be final. All expenses and liabilities connected with such properties (except as provided in the following paragraph) shall be borne by the Vestry.
2. Where income is being derived from Church land and buildings for the benefit of the clergy of the parish, the same shall be remitted to the Synod Office in accordance with the provisions of Bylaw 4.05 and the Regulations, but any taxes assessed against such lands and buildings shall first be deducted from the income thereof.
3. The Parish shall pay the Incumbent's expenses for fuel, water, electricity, telephone services and internet services; and may pay the same for other clergy attached to the Parish.

B.5.04 PARISH STATISTICS

1. CLERGY RETURNS

The Incumbent shall give necessary assistance to the Churchwardens in compiling the statistical returns to the Synod required from them.

2. PARISH RECORDS

Parish records not in actual use, title deeds, and similar documents shall be placed in the care of the Synod Office for safekeeping, except such documents in the Deanery of Clarendon which shall remain in the Deanery as Quebec Civil law requires.

3. Every parish is entitled to have received or to receive from the Diocesan Offices one copy of the Canons, Bylaws and Regulations of the Diocese of Ottawa free of charge, and it shall be the responsibility of the Parish to maintain this copy for the use and reference of the clergy, Churchwardens and lay members and other officials of the Parish. An electronic version of the current edition of the Canons, Bylaws and Regulations is also available on the website of the Diocese of Ottawa.

B.5.05 CHURCHWARDENS' QUALIFICATIONS

1. A Churchwarden shall be not less than eighteen years of age and shall be a member in full communion of the Vestry of the congregation in which he or she regularly worships and is appointed to serve.
2. For the purposes of the applicable Statutes of Ontario and Quebec, the Incumbent of the Church for the time being and the Churchwardens thereof are deemed to be the trustees.
3. In all matters not lying solely in the right and power of the Churchwardens by virtue of applicable Statutes of Ontario and Quebec, it is their duty to carry out all legitimate directions of the Synod and of the Vestry of the congregation which they represent.
4. The two Churchwardens cannot exercise their powers separately, and neither can act without the consent of the other.
5. The Churchwardens with the approval of the Incumbent are empowered to appoint the Sexton, the Organist, the Vestry Clerk, and any other lay officers of the Church.

6. CHURCHWARDENS' DUTIES

The Churchwardens shall present a financial report for the previous fiscal year to the Vestry at its Annual Meeting in such form as may be specified by Regulation together with a report thereon of the auditors appointed by the Vestry.

7. The books of the Churchwardens shall be open to inspection by any member of the Vestry at all reasonable times.
8. The Churchwardens shall also present at this meeting a budget of the financial requirements for the current year, including the Diocesan apportionment. Such budget shall be presented to such bodies as may be specified by Regulation for review prior to the annual Vestry meeting. Such budget, as adopted, with or without amendment by the Vestry, shall govern the operations of the Churchwardens during such year, unless changed at a subsequent meeting of the Vestry; provided that in a situation in which the Incumbent and Churchwardens consider that the best interests of the parish will be served by a departure from the budget, they may act according to their best judgement and report their action to the next meeting of the Parish Council; and provided that the Parish Council may authorize a departure from the budget which they shall explain at the next Vestry Meeting.
9. On retiring from office, a Churchwarden shall pay and deliver over to his or her successors all monies, books, goods, chattels and other things belonging to the Church that are in his or her possession. In case of failure to comply with this within fourteen

days of such retirement from office, the succeeding Churchwarden shall take such measures as may be necessary to compel compliance.

10. Churchwardens, or in their absence, their substitutes for the time being, assisted if necessary by the Sidesperson, shall collect the offering of the congregation at each service of the Church and shall count, enter and initial the amount of such offerings in the book provided for this purpose, as soon as reasonably possible, after such service, in the presence of the Incumbent or some witness. They shall also take charge of all the revenue of the Church.
11. The Churchwardens shall make or cause to be made deposits of all monies coming into their possession for the Church to the credit of such Church in a chartered bank, or a trust or loan and savings company; and all payments shall be made by cheques on a chartered bank or trust company. All cheques shall be signed by both Churchwardens, or by one of them and another person designated for that purpose by the Vestry.
12. The financial returns required of Churchwardens by Bylaw or Regulation shall be forwarded by them to the Director of Financial Ministry or as he or she may direct at such times and in such manner as may be prescribed by Bylaw or Regulation.
13. The Churchwardens shall keep a record of all deeds, mortgages, insurance policies and other documents of importance pertaining to the Church buildings and lands, with full particulars regarding any trusts under which such property is held. Title Deeds and Mortgages shall be deposited at the Synod Office for reference and for safekeeping.
14. The Churchwardens shall be responsible for the care of the land and buildings, furnishings and effects belonging to the Church, and for keeping such buildings, furniture and effects insured under the provisions of the Comprehensive Insurance Policy of the Diocese as contained in Bylaw 3.22(5). The same shall not prevent reasonable other or additional amounts of insurance coverage being placed by the Churchwardens with respect to the Church or its property or the Incumbent or Churchwardens as such.
15. The Churchwardens shall make provision for the conduct of the Services of the Church and for the provision of all necessary supplies therefore.
16. The Churchwardens shall take care that due reverence is observed both within and without the Church during Divine Service; shall be responsible for the heating, ventilation, and cleaning of the Church and its furnishings; and shall not allow it to be used for any profane purpose.
17. In the event of the Churchwardens being unable to agree regarding any question coming within the scope of their duties, the matter in dispute shall be referred by either of them or by the Incumbent to the Archdeacon for adjudication. Appeal from the decision of the

Archdeacon may be made to the Diocesan Council, and the decision and any consequential directions of the Diocesan Council shall be final and binding upon those concerned.

18. The Vestry may elect at its Annual Meeting, or any Parish Council established pursuant to Regulation may appoint, a person to act as Deputy to either or both of the Churchwardens, until the next Annual Meeting of the Vestry or until their successors are elected or appointed. A deputy to a Churchwarden shall in the absence of that Churchwarden have all the rights, privileges and duties of that Churchwarden, except those relating to or arising out of the corporate status of the Churchwardens.
19. The Churchwardens, upon taking office, shall prepare, or if they are successors in office, shall secure, from their predecessors in office a true and proper inventory of all the real and personal property in the custody or care or in any way belonging to the congregation or congregations in respect of which they have been elected or appointed; and shall maintain the same and deliver a copy thereof, as so maintained to their successors in office.

B.5.06 PARISH COMMITTEES

At each Annual Meeting of the Vestry of each congregation in a Parish there shall be appointed such committees as may be specified by Regulation.

B.5.07 LAY MEMBERS OF SYNOD

1. The aggregate number of persons that the Vestries of a Parish may elect as Lay Members of Synod shall be determined from time to time by the number of units, determined as herein provided, in that Parish, as certified by the Incumbent and Churchwardens, for the purpose of such election, as follows.

Where the number of units in the Parish:

- a) is not in excess of 300 - 2 Lay Members elected;
- b) exceeds 300 but is not in excess of 500 - 3 Lay Members elected;
- c) exceeds 500 but is not in excess of 800 - 4 Lay Members elected;
- d) exceeds 800 but is not in excess of 1200 - 5 Lay Members elected;
- e) and where the number is in excess of 1200 - 6 Lay Members elected.

For the purposes of this Section:

- a) two or more persons of any age in the same household shall constitute a family, and a family shall equal two units;
 - b) a person, who is not a member of a family, and is of the age of 16 years or over shall equal one unit; and
 - c) "person" means one who attends and supports the Church in the Parish or who looks to the clergy of the Parish for spiritual ministrations.
2. All persons elected Lay Members of Synod by the Vestry of a Parish shall be members of the congregation or congregations in that Parish and at least one of such persons shall be a Churchwarden. In electing other Lay Members, Parishes shall have regard to representation of both sexes and of young persons in the Church, provided always that such persons are available and otherwise qualified to serve.
 3. The election of Lay Members of Synod shall be conducted in such manner as the Chairperson of the Meeting may deem proper.
 4. When a Parish has more than one congregation and the number of Laity Members to which the Parish is entitled cannot be allotted to each congregation without exceeding the limit for the Parish, then the Lay Representatives shall be divided among the congregations as evenly as may be in proportion to the number of units in each congregation, or as may be otherwise agreed upon by the Incumbent and all the Churchwardens of the Parish.
 5. Lay Members of Synod shall be elected for a period of two years. In the case of a first election, one Lay Member shall be elected for two years and one for one year. The first term of one Lay Member of three being elected, and of two of five, shall be for one year; one half of an even number of members being elected shall be for one and two years respectively.
 6. **ALTERNATE LAY MEMBERS**

Alternate Lay Members of Synod may be elected by a Vestry of a Parish, and such Alternate Lay Member may be designated to act in the place of a Lay Member who from any cause is unable to attend the Session or Sessions of the Synod or any sitting thereof during the period for which he or she has been elected.
 7. An Alternate Lay Member of Synod shall serve only during the Session of the Synod for which he or she is reported to the Synod to act and shall not be eligible for election to any Committee of the Synod.

8. If a Lay Member of Synod dies, resigns, or ceases to be a Member of the Vestry which elected him or her, the office of Lay Member of Synod shall be vacated. Any such vacancy shall be filled by election at the next meeting of that Vestry.