

TABLE OF CONTENTS: BY-LAWS

THE BISHOP B3
DUTIES OF SECRETARIES OF SYNOD B3
BISHOP'S ADVISORY COUNCIL B3
QUESTIONS FOR THE ELECTION OF A BISHOP B4
DIOCESAN PROFILE B4
DUTIES OF NOMINATION COMMITTEE B5
PUBLIC MEETINGS PRIOR TO THE ELECTION OF A BISHOP B5
TIME SCHEDULE FOR PREPARATION FOR THE ELECTION B6

THE SYNOD B8
LAY MEMBERS OF SYNOD B8
CREDENTIALS COMMITTEE B8
CHAIRPERSON OF SITTING B9
ELECTION TO GENERAL AND PROVINCIAL SYNODS B9
SENIOR EXECUTIVES OF THE DIOCESE B10
SEAL AND ARMS OF SYNOD B12
EXECUTIVE COMMITTEE DEANERY REPRESENTATIVES B12
DUTIES OF THE EXECUTIVE COMMITTEE B12
STANDING COMMITTEES AND OTHER COMMITTEES B14
LONG-RANGE PLANNING COMMITTEE B15
ADMINISTRATION AND FINANCE COMMITTEE B16
SYNOD MANAGEMENT COMMITTEE B17
CANONS, BY-LAWS AND REGULATIONS COMMITTEE B17
APPOINTMENT OF AUDITORS B18
DIOCESAN COURT B19
SYNOD ACCOUNTS, FISCAL AGENT, BANKING ARRANGEMENTS B24
BORROWING B25
PARISH LAND AND BUILDINGS B25
EXECUTION OF DOCUMENTS B27
CONSOLIDATED TRUST FUND B27
ANGLICAN BOOK SOCIETY B28
APPORTIONMENT BUDGET B29
TEMPLE PASTURES MISSION B30
ANGLICAN SOCIAL SERVICE CENTRE B32
OTTAWA PASTORAL CENTRE B32
ADVISORY COMMITTEE OF THE ANGLICAN STUDIES PROGRAM B33
COMMISSIONER OF CEMETERIES B33
AUDIT COMMITTEE B33a
INDEMNIFICATION B33d

THE CLERGY B34
DUTIES OF THE DEAN B34
ARCHDEACONRIES AND REGIONAL DEANERIES B34

DUTIES OF ARCHDEACONS	B34
DUTIES OF REGIONAL DEANS	B35
CLERGY	B36
DUTIES OF THE INCUMBENT	B41
UNALLOCATED	B43
GENERAL SYNOD PENSION PLAN	B43
GROUP LIFE INSURANCE PLAN	B43
LICENSED LAY READERS	B43
RETIRED	B44
THE PARISH	B46
PARISH BOUNDARIES	B46
PARISH LISTS	B50b
CHURCH PROPERTY	B52
CHURCHWARDENS' QUALIFICATIONS	B53
PARISH COMMITTEES	B55
LAY MEMBERS OF SYNOD	B56

BY-LAW 1

B.1.01

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

B.1.02

In the By-laws 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 By-law" and "By-laws" means a By-law of the Diocese of Ottawa;
4. All headings and marginal notes as to contents of a particular By-law and paragraphs in the By-laws 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 by-laws 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 By-law 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, By-law or Regulation shall be made available to update copies of Canons, By-laws and Regulations held by Parishes in accordance with By-law 5.04(3) and to Diocesan Officers.

BY-LAW 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 Parish and Diocesan Services and the Director of Administration.

B.2.02 BISHOP'S ADVISORY COUNCIL

1. There shall be a council to be known as “The Bishop's Advisory Council” which shall consist of:
 - a) the Bishop who, when present, shall act as Chairperson,
 - b) the Dean,
 - c) the Chancellor,
 - d) the Diocesan Executive Officer,
 - e) the Chairperson of the Administration and Finance Committee,
 - f) the Chairperson of the Long-Range Planning Committee,
 - g) the Chairperson of the Parish and Diocesan Services Committee,
 - h) the Director of Parish and Diocesan Services,
 - i) the Director of Administration, and
 - j) such other persons as the Bishop may from time to time appoint.

The purpose of the Bishop's Advisory Council is to advise and assist the Bishop in exercising his or her responsibility for directing the implementation of policy and to offer an expeditious medium for interpreting policy, coordinating operations, discussing plans and exchanging information.

2. The Bishop's Advisory Council shall meet at the call of the Bishop.

3. Other councils, committees, bodies or individuals may be appointed from time to time to such tasks as the Bishop shall determine, and he or she may designate such councils, bodies or individuals whose members shall be able to substantiate a claim for travel allowance from time to time.

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 Nomination 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 Nomination Committee shall refer the Questions to Executive Committee for its approval.

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 NOMINATION COMMITTEE

1. The duties of the Nomination Committee shall include the following:
 - a) to prepare, in consultation with the Profile Committee, the Questions for the candidates;
 - b) to prepare and make available nomination forms;
 - c) to organize the Public Meetings;
 - d) to prepare and distribute written information about the nominees as required by the Canons; and
 - e) 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.

B.2.06 PUBLIC MEETINGS PRIOR TO THE ELECTION OF A BISHOP

1. The Nomination 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 three 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 Public Meetings shall take place not earlier than 30 days and not later than 7 days before the date of the Election.
4. 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.
5. Each Public Meeting shall be chaired by a member of the Nomination Committee who shall introduce each nominee present and invite him or her to address the meeting and to respond to the Questions.
6. The Chair 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.2.07. 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 • Nomination Committee elected by Executive Committee (may require special meeting).
Within 45 days	<ul style="list-style-type: none"> • Profile and Nomination Committees meet to: consider updated Profile, identify gifts and talents nominees may need, and develop Questions. • Nomination 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 Executive Committee 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.

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"> • Three regional meetings convened.

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 Executive 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 Nomination Committee, the time will probably be a minimum of three weeks.
3. It is anticipated that an Electoral Synod may be held approximately 160 days from the Call.

BY-LAW 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 By-law 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, By-laws 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 By-law, "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 Executive Committee, 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 Executive Committee 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. DIOCESAN EXECUTIVE OFFICER

The principal objective of the appointment of the Diocesan Executive Officer is to free up the Bishop to pursue pastoral concerns. The Diocesan Executive Officer 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. DIRECTORS OF ADMINISTRATION AND PARISH AND DIOCESAN SERVICES

In addition to the officers referred to in Canon 3.04, there shall be a Director of Administration and a Director of Parish and Diocesan Services who shall be persons proposed by the Diocesan Executive Officer for nomination of the Bishop and the appointment of the Executive Committee to hold office and to have such duties as may be provided for by By-laws and Regulations. Each of the Directors shall ex officio be a member of the Synod.

3. DEPUTY DIRECTOR OF PARISH AND DIOCESAN SERVICES

There may be a Deputy Director of Parish and Diocesan Services who shall be a member ex officio of the Synod. The Deputy Director shall be appointed by the Director of Parish and Diocesan Services in consultation with the appropriate persons.

*Amended Executive Committee January 2008
Confirmed Synod October 2008*

4. TREASURER OF THE DIOCESE

The Executive Committee shall, with the recommendation of the Diocesan Executive Officer 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 Executive Committee, the Synod, the Diocesan Executive Officer and the Director of Administration in respect of the financial affairs of the Diocese and Synod, as well as being ex officio a member of the Executive Committee 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 Standing Committee of the Diocese known as the Administration and Finance 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 Executive Committee, also be a member ex officio of the Synod.

6. DUTIES OF THE DIRECTOR OF ADMINISTRATION

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

7. DUTIES OF THE DIRECTOR OF PARISH AND DIOCESAN SERVICES

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

8. SECRETARIES OF SYNOD

The Secretaries of Synod shall be the Honourary 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 Director of Administration, or if the office of the Director of Administration is vacant, the Director of Parish and Diocesan Services, shall have custody of the Seal of the Synod and the Arms of Synod.

B.3.07 EXECUTIVE COMMITTEE DEANERY REPRESENTATIVES

1. Each Deanery, at the Annual Meeting of the Great Chapter thereof held in the same year as and prior to the first Session of the Synod in that year, in the manner prescribed by the Chairperson of that Chapter, shall elect from amongst the members of the Chapter, one member of the clergy or one lay person of that Deanery who is a member of Synod to be a member of the Executive Committee.
2. A member of the Executive Committee elected pursuant to Section (1) shall hold office until the conclusion of the Annual Meeting of the Chapter of the Deanery referred to in Section (1) next following the Annual Meeting at which he or she was so elected, or until his or her successor is elected. Deanery representatives should remain in office for more than one year.
3. The Chairperson of the Chapter of each Deanery shall, forthwith after the election of a member of the Executive Committee pursuant to section (1), give notice in writing to the Director of Administration of the name and address of the person so elected.

B.3.08 DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall coordinate the work of all Standing Committees and subject to any By-law or Regulation to the contrary shall appoint the members of all Standing Committees.
2. The Executive Committee shall:
 - a) deliberate and decide on policy matters;
 - b) approve diocesan plans and consider and approve diocesan financial statements

and auditor's report, including budgets, and refer the same to the Synod, as required;

- c) review progress in the execution of diocesan plans and of budgets, and where necessary, authorize payments of money under the control of the Synod;
- d) authorize programme matters, organization and establishment changes, and financial transactions, all sufficiently important to warrant review of the Committee;
- e) approve and recommend to the Synod as required, long-range plans and aims and priorities for the Diocese;
- f) approve and recommend to the Synod constitutional and canonical changes as required;
- g) consider and deal with real and personal property given to the Synod;
- h) consider and deal with any matters referred to the Committee by the Synod; and
- i) be responsible for all necessary arrangements for meetings of the Synod including:
 - i) preparation in due form of reports, notices, memorials, and other matters to come before the Synod at the request of the Bishop, or the Synod, or any member of the Synod; and all reports from Committees, memorials or notices of motion duly received shall be referred to the Executive Committee and thereafter be included as authorized in the Convening Circular;
 - ii) ensuring the making of nominations for all offices to be filled by ballot at the annual meeting of the Synod.

3. MEETINGS

The Executive Committee shall meet on at least four occasions 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. Special meetings of the Committee may be called at any time by the Bishop. At least ten days' 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.

4. QUORUM

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

5. VACANCIES

When any member of the Executive Committee 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 Executive Committee, the Bishop may appoint a successor or person to fill such vacancy who shall hold office as a member of the Executive Committee until the next Annual Meeting of the Synod.

6. CHAIRPERSON

The Bishop or the Bishop's nominee shall be the Chairperson of each meeting of the Executive Committee. If the Bishop be absent and has not named a Chairperson who is present, the meeting shall elect a Chairperson.

B.3.09 STANDING COMMITTEES AND OTHER COMMITTEES

1. There shall be the following subcommittees of the Executive Committee which shall be known as Standing Committees and shall be constituted and have responsibilities and whose members shall hold office as in these By-laws set forth namely:
 - a) the Administration and Finance Committee,
 - b) the Long-Range Planning Committee, and
 - c) the Parish and Diocesan Services Committee.
2. The Executive Committee may, by By-law or Regulation or resolution, establish such further or other subcommittees thereof as may be deemed expedient from time to time, and prescribe the constitution, duties and responsibilities of such subcommittees.
3. Standing Committees shall, in their respective areas of activity, advise the Bishop and the Executive Committee and, subject to this By-law and the Regulations, carry out such other duties as may be assigned to them by the Executive Committee. Any standing Committee may establish rules of procedure for its operation which are not contrary to the Canons, By-laws and Regulations of the Diocese.
4. Members of a Standing Committee to be appointed thereto by the Executive Committee shall be so appointed preferably at the first meeting of the Executive Committee

following each annual Session of Synod.

5. In the event of the death or resignation of an appointed member of a Standing Committee, the Executive Committee 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.
6. Twenty-five percent of the members of any Standing Committee or other Committee shall, except where otherwise provided by a Diocesan By-law 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.
7. A member of a Standing 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 Standing Committee for more than two consecutive three-year terms. Absence from more than three consecutive meetings of any Standing 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.
8. The Bishop, or any Coadjutor, Suffragan or Assistant Bishops of Ottawa, or the Diocesan Executive Officer, 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.
9. The Director of Parish and Diocesan Services and the Director of Administration 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 LONG-RANGE PLANNING COMMITTEE

1. The Long-Range Planning Committee (which in the Canons, By-laws and Regulations may be referred to as the L.R.P.C.) shall consist of not more than nine persons, at least one-third of whom shall be lay persons, all of whom shall be appointed by the Executive Committee. The L.R.P.C. shall have such responsibilities and carry out such duties as may be prescribed by Regulation.
2. There shall be a Statistics Committee as a subcommittee of the Long-Range Planning Committee. The Statistics Committee shall have such membership and such responsibilities and shall carry out such duties as may be prescribed by Regulation.

B.3.11 PARISH AND DIOCESAN SERVICES COMMITTEE

1. The Parish and Diocesan Services Committee shall consist of:
 - a) the Bishop(s),
 - b) the Director of Parish and Diocesan Services,
 - c) a Chairperson,
 - d) a Vice-Chairperson, if the committee deems it necessary,
 - e) the Chairpersons of the management boards or their representative(s),
 - f) five members-at-large, selected from across the Diocese,
 - g) an Archdeacon.
2. The Chairperson, the Vice-Chairperson, the Chairpersons of the management boards and the members-at-large shall be nominated by the Parish and Diocesan Services Committee for a period of three years, renewable for one additional term, for ratification by the Executive Committee.

Amended Executive Committee January 2008
Confirmed Synod October 2008 (B.3.11(1)(e)(g) and B.3.11(2))
3. The Committee shall have such responsibility and carry out such duties as may be prescribed by Regulation.

B.3.12 ADMINISTRATION AND FINANCE COMMITTEE

The Administration and Finance Committee shall consist of:

1. the Bishop,
2. the Suffragan Bishop,
3. the Dean of Ottawa,
4. the Treasurer,
5. the Chancellor,
6. the Vice-Chancellor,
7. the Director of Administration,

8. the Director of Parish and Diocesan Services,
9. the Archdeacons (two of whom only may vote at a meeting), and
10. a minimum of eight other members nominated by the Administration and Finance Committee and appointed by the Executive Committee, including chairpersons of the Administration and Finance Committee and of its various subcommittees, provided that there must be no fewer than eight lay members of the Administration and Finance Committee. The appointment of each of these shall be for an initial period of four years and thereafter for a maximum additional period of two years.

B.3.13 SYNOD MANAGEMENT COMMITTEE

1. There shall be a subcommittee of the Executive Committee of the Diocese known as the Synod Management Committee (hereafter the "Committee"). The membership of the Committee shall consist of a chairperson, three members of the Clergy and three members of the Laity, nominated by the Clerical and Lay Secretaries of the Synod and appointed by the Executive Committee at its first regular meeting following the Annual Meeting of the Synod. Ex officio members of the Committee shall be the Bishop, the Diocesan Executive Officer, the Directors of Parish and Diocesan Services and Administration, the Clerical and Lay Secretaries of the Synod, and the Chairperson of the Synod Resolutions Committee. The duties and responsibilities of this Committee shall be as prescribed by Regulation.
2. During regular sessions of the Synod, there shall be a committee known as the Synod Management Steering Committee which shall act as a working group to provide advice to the Chairperson of the Synod on matters relating to the agenda of Synod. The Steering Committee shall consist of the Chairperson of the Synod Management Committee, the Clerical and Lay Secretaries of the Synod, the Chairperson of the Synod Resolutions Committee and one delegate from the Local Arrangements Committee.

B.3.14 CANONS, BY-LAWS AND REGULATIONS COMMITTEE

1. There shall be a Committee of the Synod known as the Canons, By-laws and Regulations Committee (CBRs Committee), the regular membership of which shall be elected annually at the meeting of the Executive Committee immediately following the annual meeting of the Synod.
2. The Chancellor shall be responsible generally for the work of the CBRs Committee

which shall consist of two clergy, one being the Clerical Secretary, and of three lay persons, one being the Lay Secretary, and another being a member of the Bar of the Province of Ontario. A vacancy occurring between annual elections may be filled by the appointment of the Bishop.

3. The Committee shall advise on proposed changes in Canons, By-laws and Regulations and more particularly shall:
 - a) consider the proposed changes referred to it by the Synod or by the Executive Committee and report thereon to the Executive Committee and thereafter to the Synod as required;
 - b) review the CBRs from time to time and, as a result, may report to the Executive Committee and thereafter to the Synod as required on any changes it considers necessary; and
 - c) arrange for the distribution of duly approved changes to update copies of the CBRs held by Parishes and by Diocesan Officers.

B.3.15 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 Executive Committee, 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 By-law.
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.3.16 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 Executive Committee 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 Executive Committee. 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 Executive Committee 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 By-law for regulating the practice and procedure of the Court, in carrying out the objects of Canon 3.11, and of this By-law; 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 By-law 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 By-law 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 By-law 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 By-law 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 By-law 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 By-law, 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 By-laws 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.

Amended Executive Committee June 2003

Confirmed Synod October 2003

B.3.17 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 Administration 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, By-laws or Regulations of the Synod or the Executive Committee 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 Executive Committee, or of any committee designated for that purpose by the

Executive Committee or the Synod, or of the Administration and Finance 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 Executive Committee. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegation of powers as the Executive Committee may from time to time prescribe or authorize.

B.3.18 BORROWING

1. The Executive Committee 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 Administration, together with one of the Bishop, the Dean, the Diocesan Executive Officer, the Director of Parish and Diocesan Services, or the Deputy Director of Parish and Diocesan Services, 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 Executive Committee or the Synod may determine.

B.3.19 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 or more made

thereto or be removed from one locality to another, without the consent of the Bishop and the Executive Committee, and the authorization of the Vestry of the Parish or congregation interested therein.

Amended Executive Committee June 2008
Confirmed Synod October 2008

2. All applications submitted for the approval of the Executive Committee shall be accompanied by a copy of the Resolutions of the Vestry, certified by the Vestry Clerk.
3. Except as otherwise directed by the Executive Committee:
 - 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) A subcommittee of the Administration and Finance Committee, known as the Insurance Committee shall review periodically the specifications for the policy, call insurance tenders and make recommendations with respect thereto, whenever necessary, consider and recommend, as appropriate, further or optional insurance coverage, and shall undertake such other tasks as the Administration and Finance Committee or the Executive Committee may consider appropriate. The membership of the subcommittee shall be as determined by Regulation.
- d) The Administration and Finance 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 Executive Committee 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.3.20 EXECUTION OF DOCUMENTS

1. The Bishop, or in his or her absence or inability to act, the Chancellor, or the Dean, or the Diocesan Executive Officer together with the Director of Administration, 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 Executive Committee 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 Diocesan Executive Officer or the Director of Administration 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.3.21 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 Executive Committee 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 Executive Committee 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 Executive Committee, the Administration and Finance 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 Administration and Finance 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 committee formed for the purpose.

B.3.22 ANGLICAN BOOK SOCIETY

1. There shall continue to exist, under the authority of the Synod and of the Executive Committee, an organization of the Diocese of Ottawa to be known as the Anglican Book Society (hereafter the "Society"), the aim of which shall be to "reveal Christ through books."

2. The Society shall be the instrument of the Diocese for making available Christian literature and supplies; shall maintain and operate a suitable bookstore, presently known as and hereafter referred to as "Canterbury House", in one or more locations in the Diocese; and may further an intellectual outreach of Christian matters through lectures, films and other means of communications.
3. There shall be a Board of Directors of the Society (hereafter the "Board") responsible for directing its affairs, for appointing the General Manager of Canterbury House and for providing him from time to time with guidance and advice, as well as for reporting to the Executive Committee and to the Synod.
4. The members of the Society shall consist of the membership of the Board, of the General Manager of Canterbury House and of such other individuals as are admitted to membership as the Board shall determine.
5. The Board shall consist of nine directors who shall be appointed by the Bishop, each for a term of two years. A chairperson shall be appointed by the Bishop in consultation with the former chairperson and the general manager of Canterbury House, and he or she shall be a director by reason of his or her office as chairperson of the Board.
6. The Board shall conduct an annual meeting in February which shall consider and approve a report and financial statements for the Executive Committee and the Annual Meeting of Synod in each year.
7. The Board may from time to time make such regulations as it shall think fit for the better management and operation of the affairs of the Society.

B.3.23 APPORTIONMENT BUDGET

1. There shall be an apportionment 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 apportionment monies from the parishes of the Diocese shall be approved by the Executive Committee and thereafter be approved with or without change by the Synod.
2. One or more motions may be moved for the adoption of the apportionment budget, but a motion or amendment that has the effect of increasing by an amount in excess of \$1,000 the apportionment budget approved by the Executive Committee shall before being voted upon be referred to the Executive Committee or some other Standing 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 Executive Committee.

B.3.24 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.
3. 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 and Diocesan Services Committee for approval. If the proposal is accepted, it will then be taken to the Administration and Finance Committee.
 - b) Temple Pastures operates under the general oversight of the Parish and Diocesan Services Committee. A report on Temple Pastures activities will be presented at regular Parish and Diocesan Services Committee meetings. An annual report will be included in the Parish and Diocesan Services 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 Parish and Diocesan Services.
 - 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 By-law, make such policy as it thinks fit for the better administration of Temple Pastures.

*Amended Executive Committee June 2004
Confirmed Synod October 2004*

B.3.25 ANGLICAN SOCIAL SERVICE CENTRE

1. There shall exist under the authority of the Synod and of the Executive Committee, an organization of the Diocese to be known as the Anglican Social Service Centre (hereafter "Centre 454"). Centre 454 shall be an instrument of the Diocese for providing and maintaining a place where those in need can receive guidance and support counselling and, as required, food and clothing.
2. A Director shall be appointed by the Bishop to coordinate and supervise the ministry and financial affairs of Centre 454, and whose further duties and responsibilities shall be as prescribed by Regulation.
3. A Management Board shall be appointed which shall be responsible for proposing goals and objectives for Centre 454 and for the development and overall management of the priorities in ministry arising therefrom. The Board shall also oversee the financial affairs of Centre 454 on behalf of the Diocese within terms and conditions delegated to it by the Executive Committee. The Board shall have such further duties and responsibilities as may be prescribed by Regulation.

B.3.26 OTTAWA PASTORAL CENTRE

1. There shall exist under the authority of the Synod and of the Executive Committee, an organization of the Diocese to be known as the Ottawa Pastoral Centre (hereafter "OPC"). OPC shall be an instrument of the Diocese for providing professionally trained pastoral care services for individuals with personal, marital and family concerns.
2. A Director shall be appointed by the Bishop to coordinate and supervise the ministry and financial affairs of OPC, and whose further duties and responsibilities shall be as prescribed by Regulation.
3. A Management Board shall be appointed which shall be responsible for proposing goals and objectives for OPC and for the development and overall management of the priorities in ministry arising therefrom. The Board shall also oversee the financial affairs of OPC on behalf of the Diocese within terms and conditions delegated to it by the Executive Committee. The Board shall have such further duties and responsibilities as may be prescribed by Regulation.

B.3.27 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 Executive Committee, one of their number to serve as Chair and one as Secretary.
3. The Advisory Committee shall have such responsibilities and carry out such duties as may be prescribed by Regulation.

*Amended Executive Committee September 2003
Confirmed Synod October 2003*

B.3.28 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 Administration 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 Administration and Finance Committee.

Enacted Executive Committee November 2004

Confirmed Synod October 2005

B.3.29 AUDIT COMMITTEE

1. There shall be a subcommittee of Executive Committee known as the Audit Committee, which shall have the following purposes:
 - a) To provide oversight of the actions of the Director of Administration in the establishment and maintenance of appropriate systems for accounting and internal controls, and of the external auditors in the planning and carrying out of a proper audit;

- b) To monitor the quality and integrity of the accounting and financial reporting process, and the systems of internal control through discussions with the Director of Administration and with the external auditors;
 - c) To oversee the quality and objectivity of the financial statements and the independent audit thereof;
 - d) To review the results of the external audit, any significant problems encountered in performing the audit, and management's response and/or action plan related to any Management Letter issued by the external auditors and any significant recommendations contained therein;
 - e) To consider any areas of financial risk as a result of a review of the internal controls or as a result of an analysis of areas of potential financial risk of which the Diocese may be exposed;
 - f) to review the Canons, By-Laws and Regulations of the Diocese that pertain to financial matters at least annually and recommend any changes to the Executive Committee; and
 - g) To act as a liaison between the independent auditors and the Executive Committee.
2. The Audit Committee shall be composed of a minimum of four members appointed by the Bishop with the approval of the Executive Committee. At least one member of the Committee must be licenced to practice public accounting in the province of Ontario and all members must have a basic knowledge and understanding of financial accounting. The following officers are excluded from membership in the Audit Committee: the Bishop, the Executive Assistant to the Bishop, the Dean, the Chancellor, a Vice-Chancellor, a Secretary of Synod, the Director of Administration, the Treasurer or Honourary Treasurer, the Diocesan Executive Officer, and such other officers as may also be excluded by Regulation.
 3. The Audit Committee shall report at least annually to the Executive Committee and regularly to the Administration and Finance Committee.
 4. The Audit Committee shall meet regularly at least twice a year, and more often as necessary, and is may convene special meetings as circumstances require.
 5. The Audit Committee shall have the following duties and powers:
 - a) To recommend to the Executive Committee the selection of the independent auditors, on the condition that the independent auditors are ultimately responsible to Synod and that the Executive Committee shall have the authority

and responsibility to select, evaluate and, where appropriate, replace the independent auditors (or to nominate the outside auditor to be proposed for member approval), and to recommend to the Executive Committee the appropriate audit fees;

- b) To meet with the independent auditors, including private meetings as necessary:
 - i) to review the arrangements for and scope of the annual audit of the Diocese and any special audits;
 - ii) to discuss any matters of concern relating to the financial statement, including any adjustments to such statements recommended by the auditors, regulatory and tax compliance matters considered in the preparation of the financial statements, or other results of said audit(s);
 - iii) to consider the auditors' comments with respect to the financial policies and procedures and internal accounting controls of the Diocese, and management's responses thereto; and
 - iv) to review the form of the opinion the auditors propose to render to Synod and members of the Diocese.
 - c) To meet as required with the Director of Administration of the Diocese to discuss any matters addressed herein that the Committee believes should be raised with said officer, including adequacy of staffing for accounting and financial responsibilities, and compliance to statutory obligations;
 - d) To review such other matters or information that the Committee believes may be relevant to the auditors, the audit engagement, the financial policies and procedures, or internal accounting controls of the Diocese;
 - e) To report its activities to the Executive Committee and to make such recommendations to the Executive Committee with respect to the above and other matters as the Committee may deem necessary or appropriate; and
 - f) To permit the appointed auditors to call a meeting with the Committee or participate in Committee meetings when they deem it necessary.
6. The Committee shall have the resources and authority appropriate for purposes of discharging its responsibilities, including the authority to consult with counsel and/or to retain such experts or consultants as the Committee deems necessary or appropriate to fulfill such responsibilities at the expense of the Diocese, and subject to the approval of Executive Committee.

Adopted Executive Committee June 2006
Confirmed Synod October 2006

B.3.30 INDEMNIFICATION

1. Subject to the provisions of any applicable legislation, The Incorporated Synod of the Diocese of Ottawa (hereinafter called the “Synod”) shall indemnify every Bishop, Suffragan Bishop, Coadjutor Bishop and Assistant Bishop (hereinafter collectively called a “Bishop”), every former or retired Bishop, every officer, member and employee of the Synod and every person who is elected or appointed to any committee or subcommittee of the Synod or who acts as a trustee for the Synod or acts as a trustee for any members of the Synod in their capacity as such (including all former officers, members, employees, committee members, subcommittee members and trustees), and every officer of a parish, and his or her respective heirs and legal representatives, from and against all costs, charges and expenses, including any amount paid to settle an action or to satisfy a judgement, reasonably incurred by him or by her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Bishop, officer, member, or employee of the Synod, officer of a parish, or committee member or trustee if:
 - a) he or she acted honestly and in good faith with a view to the best interest of the Synod, its Clergy and laity and the advancement of the Kingdom of God; and
 - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that he or she had reasonable grounds for believing that his or her conduct was lawful in the circumstances.
2. The Synod shall also indemnify any such person in such other circumstances as the law permits or requires.
3. Nothing in this By-law shall limit the right of any person entitled to indemnity hereunder to claim indemnity apart from the provisions of this By-law to the extent permitted by law.
4. The Synod may also purchase insurance for the benefit of all persons intended to be indemnified hereunder.

*Adopted Executive Committee January 2008
Confirmed Synod October 2008*

BY-LAW 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 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.
3. 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;
- 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; and
- g) be a member of the Executive Committee, and of the Administration and Finance Committee and of the Parish and Ministries Planning Committee.

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;
- 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; and
- i) be a member of the Parish and Diocesan Services Committee and be responsible for implementation of diocesan programme activity in the deanery.

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 By-laws 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) employer's share of assessment for Clergy Retirement 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) Stipend structure is a clergy profile development of a chart of percentile relationship of stipends from ordination to 35th year on a horizontal progression based on service and qualifications and

vertically based on effectiveness and other criteria. The chart, approved by the Synod in 1974, is set out in the Regulations.

- ii) A table indicating the range of stipends within years of ordained service groupings is calculated from the stipend structure chart and indexed to 31 December 1973. The annual rates shall be approved by the Executive Committee 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.
- iii) 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 Administration, 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 Parish and Diocesan Services; 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 Executive Committee, as provided for in the Regulations.
- f) Transportation allowances and travel allowances for the Diocese shall be reviewed and determined annually by the Executive Committee 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 By-law and the Regulations.

3. EQUALIZATION GRANTS

Where a parish establishes to the satisfaction of the Administration and Finance Committee, that having regard to its scale of income, it is unable to provide the necessary remuneration for clergy appointed to work therein, such parish may be credited with a grant called an Equalization Grant from the funds for that purpose realized from a levy made against all parishes in the Diocese in accordance with the apportionment formula and from certain endowments designated for support of clergy. Such a grant will enable the clergy to receive the salary and other benefits to which he or she is entitled. Application will be made for Equalization Grants at such times and under such terms and conditions provided in Regulations.

4. CENTRAL PAY

The remuneration of clergy in the Diocese shall be centrally administered in the Synod Office by the Director of Administration in accordance with the Regulations.

All monies to be paid by a parish for salary and benefits (including such other payments as may be required by civil law in the Deanery of Clarendon) for the incumbent and/or assistant curate, if any, appointed to the parish, as well as the assessment to the parish to provide for Equalization Grants shall be remitted in equal monthly payments to the Incorporated Synod of the Diocese of Ottawa as provided by Regulations.

Except for an Equalization Grant made or credited to a parish, all monies received by or credited to a parish from any endowment or other trust fund used or to be used to augment stipend 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 By-law 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 Executive Committee, 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 Executive Committee 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.

*Adopted Executive Committee March 2003
Confirmed Synod October 2003*

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. The term of office shall be for three years, renewable at 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 licenses 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.

*Amended Executive Committee June 2008
Confirmed Synod October 2008*

B.4.11 RETIRED CLERGY AND SPOUSES ASSOCIATION

1. For the purposes of this By-law 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 Chair;
 - b) a Vice-Chair; and
 - c) the Chair and Vice-Chair 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 By-law.

Amended Executive Committee June 2006
Confirmed Synod October 2006

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 Chair and the Vice-Chair of the Association shall appoint a replacement. The Chair 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.

Amended Executive Committee June 2006
Confirmed Synod October 2006

BY-LAW 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 By-law. The boundaries of each Parish in the Diocese, as such boundaries exist on the date of the enactment of this By-law, shall be the boundaries thereof until changed as provided in this By-law.
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 Executive Committee 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 By-law 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 Executive Committee, 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 Executive Committee 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 Executive Committee, 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 Executive Committee, 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 dis-establishment, and is confirmed by the Executive Committee, 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 dis-establishment, 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 By-law, 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 Executive Committee 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 Executive Committee. 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 Executive Committee. If the report of the Commission is confirmed by the Executive Committee, the Bishop may proceed to effect such allocation by declaration.

20. CONGREGATIONS

Each Parish with the consent of the Bishop and of the Executive Committee may be subdivided into congregations. With the consent of the Bishop and of the Executive Committee, 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 By-law shall be the boundaries of groupings thereof until changed by resolution of the Executive Committee 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 By-Law 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 By-Law 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 Executive Committee 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 Executive Committee 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 Executive Committee 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 Administration, 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.5.01(22) to B.5.01(31) Adopted Executive Committee March 2006
Confirmed Synod October 2006*

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 By-laws 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

Executive Committee, and the ruling of the Executive Committee 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 By-law 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.

*Enacted Executive Committee October 2005
Confirmed Synod October 2005*

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 three copies of the Canons, By-laws and Regulations of the Diocese of Ottawa free of charge, and it shall be the responsibility of the Parish to maintain such copies for the use and reference of the clergy, Churchwardens and lay members and other officials of the Parish.

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 By-law or Regulation shall be forwarded by them to the Director of Administration or as he or she may direct at such times and in such manner as may be prescribed by By-law 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 By-law 3.19(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.

13. The Churchwardens shall make provision for the conduct of the Services of the Church and for the provision of all necessary supplies therefore.
14. 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.
15. 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 Executive Committee, and the decision and any consequential directions of the Executive Committee shall be final and binding upon those concerned.
16. 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.
17. 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 Standing 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.

INDEX

Administration and Finance Committee	
Bishop's Advisory Council, Chair is a member of	B3
Consolidated Trust Fund, responsible for	B28
Executive Committee, Standing Committee of	B14
Insurance Committee	B27
Membership	B16
Terms of office	B15
Anglican Book Society	
Aim	B28
Board of Directors	B29
Anglican Studies Programme	
Advisory Committee	B33
Archdeacon	
Duties	B34
Arms of the Diocese	
Custody	B12
Audit Committee	
Meetings	B33b
Membership	B33b
Reporting to Executive and A&F	B33b
Responsibilities	B33a
Subcommittee of Executive	B33a
Bishop	
Administration and Finance Committee, member of	B16
Bishop's Advisory Council, member of	B3
Execution of documents	B27
Parish and Diocesan Services Committee, member of	B16
Bishop's Salary Board	
Membership	B39
Buildings	
Consent of the Bishop and the Executive Committee required	B26
By-law	
Synod, enactments, repeals & amendments reported to	B1
Canons, By-laws and Regulations Committee	
Duties	B18
Cemeteries	B33a
definition	B33
Centre 454	
See Anglican Social Service Centre	B32
Chancellor	
Administration and Finance Committee, member of	B16

Bishop's Advisory Council, member of	B3
Canons, By-laws and Regulations Committee, responsible for	B17
Execution of documents	B27
Chapels	
Designation	B50
Finances	B50
Members of Synod, election	B50a
Sponsoring parish	B50
Status, revoked	B50
Churchwarden	
Church property, vested in	B52
Dis-establishment of parish, duties	B49
Duties	B53
Qualifications	B53
Clergy	
Leave of absence	B42
Licensing	B36
Remuneration and Benefits	B37
Retired Clergy and Spouses Association	B44
Utilities and internet service	B52
Commissioner of Cemeteries	
Duties	B33a
Congregation	
definition	B1
Consolidated Trust Fund	
Administration and Finance Committee, responsible for	B28
definition	B27
Dean	
Administration and Finance Committee, member of	B16
Bishop's Advisory Council, member of	B3
Duties	B34
Execution of documents	B27
Deanery Representatives of Executive Committee	
Director of Administration, written notice to be given to	B12
election	B12
Diocesan Executive Officer	
Bishop's Advisory Council, member of	B3
Directors of Administration and Parish and Diocesan Services	B10
Execution of documents	B27
Objective of the appointment	B10
Director of Administration	
Administration and Finance Committee, member of	B16
Bishop's Advisory Council, member of	B3

Bishop's Salary Board, member of	B39
Diocesan Executive Officer, proposed by	B10
Execution of documents	B27
Responsibilities	B11
Standing Committees, may attend meetings of	B15
Director of Parish and Diocesan Services	
Administration and Finance Committee, member of	B17
Bishop's Advisory Council, member of	B3
Deputy Director	B10
Diocesan Executive Officer, proposed by	B10
Parish and Diocesan Services Committee, member of	B16
Responsibilities	B11
Standing Committees, may attend meetings of	B15
Execution of Documents	B27
Executive Committee	
Duties	B12
Meetings	B13
Finances	
Apportionment Budget	B29
Banking business	B25
Borrowing	B25
Consolidated Trust Fund	B27
Financial year	B25
Synod Accounts	B24
Incumbent	
Church property, vested in	B52
Duties	B41
Rector, when referred to as	B36
Indemnification	B33d
Insurance	
Group life insurance plan	B43
Policy for the Diocese	B26
Lay Members of Synod	
Alternates, election	B57
Alternates, Incumbent's Duties	B8
Certificate of election	B8
Resignation	B8
Units in Parish	B56
Licensed Lay Readers	B43
Lay Readers Association	B44
Warden of Lay Readers	B43
Long Range Planning Committee	
Bishop's Advisory Council, Chair is a member of	B3
Executive Committee, Standing Committee of	B14
Membership	B15
Terms of office	B15

OPC	
See Ottawa Pastoral Centre	B32
Organizations of the Diocese	
Anglican Book Society	B28
Anglican Social Service Centre	B32
Ottawa Pastoral Centre	B32
Temple Pastures Mission	B30
Parish	
Amalgamation	B47
Parish List	B50b
Records not in actual use	B53
Parish and Diocesan Services Committee	
Bishop's Advisory Council, member of	B3
Executive Committee, Standing Committee of	B14
Terms of office	B15
Pensions	
General Synod Pension Plan	B43
Pension fund	B43
Regional Dean	
Duties	B35
Regulation	
Synod, enactments, repeals & amendments reported to	B1
Retired Clergy and Spouses Association	
Annual Meeting	B45
Membership	B45
Seal of Synod	
Custody	B12
Session of Synod	
definition	B1
Sitting of Synod	
definition	B1
Synod	
Auditors, appointment of	B18
Chair of sitting	B9
Credentials Committee	B8
Temple Pastures Mission	
Management Board	B30
Manager of Temple Pastures	B31
Treasurer	
Administration and Finance Committee, member of	B16
Duties	B10
Vestry	
End of February, annual meeting to be held by	B50b
Vice-Chancellor	
Administration and Finance Committee, member of	B16