

TERMS OF REFERENCE
FOR SUBCOMMITTEES AND MANAGEMENT BOARDS

R.3.38

The Committees of the Diocese are responsible for establishing and overseeing subcommittees as necessary for their function, and as provided for elsewhere in these Regulations. The subcommittees and management boards report directly to their respective Committees, who remain responsible for the work carried out by the subcommittees and management boards, and which forms part of the mandate of each Committee. Each subcommittee may have additional guidelines which amplify these Terms of Reference.

GOVERNANCE AND COMMUNICATIONS COMMITTEE

1. **Canons, Bylaws and Regulations Subcommittee**

- a) There shall be a subcommittee of the Governance and Communications Committee (“GCC”) known as the Canons, Bylaws and Regulations (“CBRs”) Subcommittee, which shall recommend its membership to the Committee to meet the requirements of the Terms of Reference.
- b) The Chancellor is the Officer of Synod ultimately responsible for the work of the CBRs Subcommittee which shall include two clergy, one being the Clerical Secretary, and three lay persons, one being the Lay Secretary, and another being a member of the Bar of the Province of Ontario.
- c) The CBRs Subcommittee shall advise on and draft proposed changes to the CBRs and more particularly shall:
 - i) consider proposed changes to the CBRs referred to it by the Synod or by the Diocesan Council and report thereon through the GCC to the Diocesan Council and thereafter to the Synod as required;
 - ii) review the CBRs from time to time and, as a result, report to the GCC and the Diocesan Council and thereafter to the Synod as required on any changes it considers necessary, and
 - iii) arrange for the distribution of duly approved changes to update copies of the CBRs held by the GCC, Diocesan Council, Parishes and by Diocesan Officers, and which may be either in hard copy or by electronic means.

2. **Communications Subcommittee**

- a) There shall be a subcommittee of the Governance and Communications Committee known as the Communications Subcommittee, composed of those members that the Committee deems necessary to meet the requirements of the Terms of Reference.
- b) The Chairperson of the GCC shall appoint the Chairperson of the Subcommittee, and in addition to the Chairperson there shall be at least one clergy member and one lay member. The Bishop and the Chairperson of the GCC shall both be *ex officio* members of the Subcommittee.
- c) The Communications Subcommittee shall:
 - i) provide support to the Bishop and the Diocesan Council in fostering a culture of two-way communication and information exchange within the Diocese of Ottawa, and which advances the mission, vision and ministries of the Diocese;
 - ii) provide advisory and consultative guidance and support to Diocesan committees and to parishes in the implementation of their respective roles and responsibilities, in particular to ensure coordinated Diocesan internal and external communications;
 - iii) provide advice and oversight to all Diocesan communications activities, ensuring materials are consistent and responsive to the overall communications strategy and needs of the Diocese;
 - iv) regularly consult with parishes to hear their communications concerns and obtain their ideas;
- d) The Communications Subcommittee may undertake surveys and studies, in cooperation with other Diocesan committees and ministries as appropriate, to determine the effectiveness of the Diocesan communications objectives, and shall recommend amendments as necessary.
- e) There may from time to time be a Communications and External Relations Officer, whose major role and responsibility would be to assist the Bishop and the Communications Subcommittee in implementing the communications policy and strategic communications plan of the Diocese, and in the daily operational implementation of the annual communication plans and activities.

3. **Nominations and Committee Development Subcommittee**

- a) There shall be a subcommittee of the Governance and Communications Committee known as the Nominations and Committee Development

Subcommittee, consisting of experienced clergy and laity with responsibilities to:

- i) help recruit qualified candidates to fill vacancies identified by Committees;
 - ii) communicate with and reach out to all clergy and key laity on behalf of all committees in order to identify individuals who meet the profiles of people needed for various positions;
 - iii) propose new members for Diocesan Council and other synodical committees, for selection by Synod in accordance with established procedures;
 - iv) exercise oversight of the committee and subcommittee structure and propose to Diocesan Council such procedures and policies as are necessary for the effective and efficient functioning of the committee system;
 - v) prepare, in conjunction with the Communications Subcommittee and the Bishop, messages to all parishes on the recruitment policy and the need for volunteers;
 - vi) coordinate with Committee chairpersons to develop a long- and short-term list of upcoming needs and skills profile.
- b) The Subcommittee shall be responsible to present to Synod nominations for election by Synod:
- i) to the Diocesan Council;
 - ii) as delegates to General and Provincial Synods;
 - iii) members of any boards or committees requiring elections of members by the Diocesan Synod.
- c) Not later than the month of January of each year, the GCC shall renew or update membership of the Nominations and Committee Development Subcommittee consisting of five to six members. One member shall always be a representative of the GCC.
- d) In the case of any candidates to be presented to Synod for approval or election, attention shall be paid to ensuring that Diocesan Council shall always benefit from a balance of skills and experience, and to ensuring diversity among nominees and Diocesan Council as a whole.
- e) The GCC shall have discretion over the procedures, requirements and timelines associated with the Nominations processes, taking all factors into consideration.

4. **Synod Management Subcommittee**

- a) There shall be a subcommittee of the Governance and Communications

Committee known as the Synod Management Subcommittee (“SMSC”), which shall recommend its membership to the Committee to meet the requirements of the Terms of Reference.

b) The SMSC shall:

- i) have responsibility for nominating members for the sessional committees necessary to fulfill its mandate for operational management of the Synods of the Diocese.
 - A) The required sessional committees include: Scrutineers, Resolutions, Credentials and Review of Minutes.
- ii) make provision for regular Services of Worship during each Session of the Synod;
- iii) ascertain which items of business shall be brought before the Synod;
- iv) shall use as a framework the theme (annual or multi-year) and strategic direction of the Diocese, provided by the GCC and the Diocesan Council, in planning for the meeting of Synod;
- v) establish the space, equipment, technical and meal requirements for Synod and to ensure that these needs are met;
- vi) establish a schedule of submission deadlines and events leading up to Synod;
- vii) establish guidelines for the preparation for and ordering of the business of Synod;
- viii) be responsible for all planning for Synod;
- ix) ensure the smooth functioning of Synod while Synod is in session;
- x) be responsible for the financial operation of Synod by:
 - A) proposing a general budget and registration fee for approval by the GCC in consultation with the Director of Administration;
 - B) the Chairperson of the SMSC shall have the authority to sign a contract on behalf of the Diocese to secure a venue for Synod and for related services with the approved budget.

COMMUNITY MINISTRY DEVELOPMENT COMMITTEE

The Management Boards are Subcommittees of the Community Ministry Development Committee (“CMDC”) and are accountable to the CMDC. The Management Boards have authority as delegated by the CMDC on matters related to programs, services and budgets within their mandates.

5. Centre 454 Management Board

- a) The Centre 454 Management Board shall be composed of six to ten members, of whom a minimum of one member shall also be a member of the CMDC. The Director of Centre 454 shall be an *ex officio* member.
- b) The mandate of the Centre 454 Management Board is to provide support, leadership and oversight to Centre 454. In particular the Management Board is responsible for:
 - i) ensuring programs and services are consistent with the mission and values that have been established by the Diocese for Centre 454 and recommending changes, from time to time, in the strategic direction of Centre 454;
 - ii) overseeing and monitoring the financial and operational management of Centre 454;
 - iii) developing approaches to monitor the effectiveness of programs and services within its mandate and reporting to the CMDC on program effectiveness;
 - iv) providing advice and feedback to Centre 454 leaders on program development and performance;
 - v) reviewing program and service requests and proposals and reporting on them to CMDC as required;
 - vi) working with community partners in identifying solutions to community issues, and
 - vii) overseeing risk management and ensuring development of procedures and strategies to manage risk, in accordance with the policies of CMDC and the Risk and Audit Committee.

6. Cornerstone Management Board

- a) The Cornerstone Management Board shall be composed of six to ten members, of whom a minimum of one member shall also be a member of the CMDC. The Director of Cornerstone shall be an *ex officio* member.
- b) The mandate of the Cornerstone Management Board is to provide support, leadership and oversight to Cornerstone. In particular the Cornerstone Management Board is responsible for:
 - i) ensuring programs and services are consistent with the mission and values that have been established by the Diocese for Cornerstone, and recommending changes, from time to time, in the strategic direction of Cornerstone;

- ii) overseeing and monitoring the financial and operational management of Cornerstone;
- iii) developing approaches to monitor the effectiveness of programs and services within its mandate and reporting to the CMDC on program effectiveness;
- iv) providing advice and feedback to Cornerstone leaders on program development and performance;
- v) reviewing program and service requests and proposals and reporting on them to CMDC as required;
- vi) working with community partners in identifying solutions to community issues, and
- vii) overseeing risk management and ensuring development of procedures and strategies to manage risk, in accordance with the policies of CMDC and the Risk and Audit Committee.

7. **Ottawa Pastoral Centre Management Board** (otherwise known as the Ottawa Pastoral Counselling Centre)

- a) The Ottawa Pastoral Centre (“OPC”) Management Board shall be composed of six to eight members, of whom a minimum of one member shall also be a member of the CMDC. The Executive Director of OPC shall be a member.
- b) The mandate of the OPC Management Board is to provide support, leadership and oversight to OPC. In particular the OPC Management Board is responsible for:
 - i) ensuring programs and services are consistent with the mission and values that have been established by the Diocese for OPC, and recommending changes, from time to time, in the strategic direction of OPC;
 - ii) overseeing and monitoring the financial and operational management of OPC;
 - iii) developing approaches to monitor the effectiveness of programs and services within its mandate and reporting to the CMDC on program effectiveness;
 - iv) providing advice and feedback to OPC leaders on program development and performance;
 - v) reviewing program and service requests and proposals and reporting on them to CMDC as required;
 - vi) working with community partners in identifying solutions to community issues, and
 - vii) overseeing risk management and ensuring development of procedures and strategies to manage risk, in accordance with the policies of CMDC and the Risk and Audit Committee.

8. **The Well Management Board**

- a) The Well Management Board shall be composed of six to ten members, of whom a minimum of one member shall also be a member of the CMDC. The Co-Directors of The Well shall be *ex officio* members.
- b) The mandate of The Well Management Board is to provide support, leadership and oversight to The Well. In particular The Well Management Board is responsible for:
 - i) ensuring programs and services are consistent with the mission and values that have been established by the Diocese for The Well, and recommending changes, from time to time, in the strategic direction of The Well;
 - ii) overseeing and monitoring the financial and operational management of The Well;
 - iii) developing approaches to monitor the effectiveness of programs and services within its mandate and reporting to the CMDC on program effectiveness;
 - iv) providing advice and feedback to The Well leaders on program development and performance;
 - v) reviewing program and service requests and proposals and reporting on them to CMDC as required;
 - vi) working with community partners in identifying solutions to community issues, and
 - vii) overseeing risk management and ensuring development of procedures and strategies to manage risk, in accordance with the policies of CMDC and the Risk and Audit Committee.

PARISH MINISTRY DEVELOPMENT COMMITTEE

9. **Baptismal Ministry Formation Subcommittee**

- a) The Baptismal Ministry Formation Subcommittee shall be composed of between five to seven members, with a balance between lay and ordained, gender and age as required to carry out the work of the Subcommittee. Two staff members may be appointed to attend meetings as needed, as resource persons.
- b) The primary tasks of the Baptismal Formation Subcommittee are to oversee those aspects of ministry in the Diocese with respect to the baptismal ministry of both lay and ordained persons. Specifically this Subcommittee is not directly responsible for the professional training of clergy.

- c) The guiding principles of this Subcommittee are those of the Diocesan mission, vision and goal, together with the key phrase “How do the waters of Baptism run through this ministry?”.
- d) The Subcommittee shall meet up to four times each year, or more often as needed, in support of Diocesan staff and volunteer ministries.

10. **Congregational Development Subcommittee**

As a gathered group of Christians we are called:

- a) to provide practices and programs which empower congregations to be healthy, vibrant communities of worship;
- b) to provide a range of resources to congregations;
- c) to provide opportunities for congregations to gather for dialogue and learning in areas such as stewardship, hospitality, leadership, *et cetera*;
- d) to be accessible easily to congregations and their parishioners;
- e) to meet five times each year as a subcommittee, and
- f) to report to Diocesan Council through the Parish Ministry Development Committee.

FINANCIAL AFFAIRS COMMITTEE

11. **Benefits Subcommittee**

- a) There shall be a minimum of five members of the Benefits Subcommittee, with representation from clergy and lay. The Director of Administration sits as a non-voting resource person.
- b) The Benefits Subcommittee deals with issues of pay and benefits for clergy as well as other Diocesan employees. In particular, the areas of concern which are regularly reviewed include:
 - i) Clergy Stipendiary Scales
 - ii) Clergy Travel, Housing and Other Allowances
 - iii) Travel Reimbursement Rates
 - iv) Supply Ministry and Per Diem Rates

- v) Group Health and Insurance Benefit Plans
 - vi) Pension Plans
 - vii) Clergy Personnel Policies Manual
 - viii) Synod Office Lay Staff Personnel Policies
 - ix) Synod Office Lay Staff Salary Scales
 - x) Synod Staff Performance Review Program
 - xi) Employee Assistance Program
 - xii) Continuing Education Plan
 - xiii) Retirement Preparedness Information
 - xiv) Parish/Lay Staff Benefits issues
 - xv) Other pertinent and related issues
- c) All motions passed by the Subcommittee are reported to the Financial Affairs Committee as recommendations and can only be implemented by the Financial Affairs Committee.

12. **Fair Share Review Subcommittee**

- a) There shall be four to six members on the Fair Share Review Subcommittee with representation from clergy and lay. The Director of Administration sits as a non-voting resource person.
- b) The annual meeting of the subcommittee shall be held in May.
- c) The Fair Share Review Committee oversees issues related to the Parish Fair Share and in particular:
 - i) oversees the Statistical Return document, modifying it when required to arrive at the best collection of data;
 - ii) assists the Director of Administration in reviewing the Statistical Returns received from parishes, and
 - iii) considers appeals by parishes for Fair Share adjustments arising from anomalies in income and approves adjustments after considering the parish's unique situation and the importance of consistency in the application of the Parish Fair Share calculation for all parishes.
- d) All motions passed by the subcommittee are reported to the Financial Affairs Committee as recommendations and can only be implemented by the Financial Affairs Committee.

13. **Investment Subcommittee**

- a) The Investment Subcommittee shall have a maximum of six members plus three non-voting members appointed by virtue of their office, being:
 - i) the Bishop, or the Bishop's designate;
 - ii) the Director of Administration, and
 - iii) one full-time priest appointed by the Bishop.
- b) The remaining members need not be office holders of the Ottawa Diocese.
- c) Members shall be appointed for a three-year term, and may be reappointed for a further three-year term.
- d) The Investment Subcommittee oversees the management of the investments of the Consolidated Trust Fund ("Fund") of the Diocese.
- e) The subcommittee also provides policy advice where appropriate and ensures that the Fund is managed consistent with the policies set out in the Anglican Diocese of Ottawa Consolidated Trust Fund Investment Policy Statement ("Statement") and with all applicable legal requirements, including the *Income Tax Act* (Canada) and the *Ontario Trustee Act*.
- f) In particular, the subcommittee shall:
 - i) recommend for the Financial Affairs Committee (FAC) approval an Investment Advisor or Lead Manager and, where required, a Custodian;
 - ii) monitor the investment performance of Fund assets, and provide quarterly and annual reports thereon to the FAC;
 - iii) recommend to FAC an annual dividend to be paid to Fund unit holders, mindful of the financial needs of unit holders and of the need over time to avoid erosion of the capital of the Fund;
 - iv) keep itself informed regarding the legal and regulatory requirements and constraints set out in the Statement and in applicable trust, securities and other legislation;
 - v) provide the Investment Advisor or Lead Manager with adequate advance notice of any significant non-routine deposits or withdrawals, and
 - vi) review annually the Statement and recommend changes, if any, to FAC.

RISK AND AUDIT COMMITTEE

14. **Audit Subcommittee**

- a) The Audit Subcommittee shall be composed of a minimum of four members appointed by the Risk and Audit Committee. At least one member of the Subcommittee must have an accounting designation and all members must be financially literate. Executive Officers of the Diocese are excluded as members.
- b) The Subcommittee shall meet at least twice each year, or as necessary, and may hold special meetings as circumstances require.
- c) The purposes of the Subcommittee are to:
 - i) monitor the quality and integrity of the accounting and financial reporting process, and the systems of internal control through discussions with management and the external auditors;
 - ii) oversee the quality and objectivity of the financial statements and the independent audit thereof;
 - iii) review the results of the external audit, any areas of financial risk as a result of a review of the internal controls, 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, and
 - iv) act as a liaison between the independent auditors and the Risk and Audit Committee.
- d) Duties and powers: to carry out the purposes specified above, the Subcommittee shall have the following duties and powers to
 - i) recommend to the Risk and Audit Committee the selection of the independent auditors, on the condition that the independent auditors are ultimately responsible to Synod and that the Diocesan Council 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 Synod approval;
 - ii) recommend to the Risk and Audit Committee the appropriate audit fees;
 - iii) meet with the independent auditors, including private meetings as necessary, to
 - A) review the arrangements for and scope of the annual audit of the Diocese and any special audits;
 - B) 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);

- C) 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
 - D) to review the form of the opinion the auditors propose to render to Synod and members of the Diocese.
- iv) review such other matters or information that the Subcommittee believes may be relevant to the auditors, the audit engagement, the financial policies and procedures, or internal accounting controls of the Diocese;
 - v) report its activities to the Risk and Audit Committee and to make such recommendations to the Risk and Audit Committee with respect to the above and other matters as the Subcommittee may deem necessary or appropriate, and
 - vi) authorize the right of appointed auditors to call a meeting with the Subcommittee or participate in Subcommittee meetings when they deem it necessary.
- e) Resources and authority. The Subcommittee shall have the resources and authority appropriate for purposes of discharging its responsibilities under these Terms of Reference, 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;
 - f) The Subcommittee shall review the Terms of Reference and the CBRs that pertain to financial matters at least annually and recommend any changes to the Risk and Audit Committee.

15. Insurance Subcommittee

- a) The Insurance Subcommittee shall be comprised of five members, with representation from clergy and lay. The Director of Administration sits as a non-voting resource person.
- b) The purpose of the Insurance Subcommittee is to provide guidance and experience to the Diocesan administration in dealing with the insurance liability and property issues arising from the ownership, operations, responsibilities and insurance-related risk exposures facing the Diocese, on a day-to-day basis throughout the year.
- c) In particular, the areas of concern which are regularly reviewed include:

- i) Property and liability insurance issues and policies
 - ii) Building inspections and valuations, and content inventory of insured locations and operations
 - iii) Claims occurrences
 - iv) Policy coverages and premiums
 - v) Property rental procedures and agreements
 - vi) Construction, renovation and general maintenance updates
 - vii) Other related issues as they arise.
- d) All motions passed by the Subcommittee are reported to the Risk and Audit Committee as recommendations and can only be implemented upon approval by the Risk and Audit Committee.

ECOPS
COMPILATION OF NEW ECOPS STRUCTURE AS REFLECTED IN THE CBRs

CANONS

C.4.09

2. EQUALIZED COST OF PRIESTLY SERVICES

From and after the first day of January 2011, parishes shall be assessed their Cost of Priestly Services according to the Equalized Cost of Priestly Services model approved by Synod 2010. The Equalized Cost of Priestly Services is the yearly calculation of the Cost of Priestly Services for each parish that integrates equalization (the sharing by parishes of the yearly seniority costs of stipendiary clergy) into its assessments. Parishes are informed of their Cost of Priestly Services by notice from the Director of Administration (Form 2) itemizing the monthly parish remittances to the Diocese.

BYLAWS

B.4.05

3. EQUALIZED COST OF PRIESTLY SERVICES

- a) Equalized Cost of Priestly Services (ECOPS) assessments have two parts. In the first part, each parish is assessed a Base COPS amount, which is the base clergy stipend on the stipendiary scale for the year in question, plus the travel allowance (Ontario rates), and the correlative benefits, (such as CPP, EI, group health and disability plans, retirement allowance funds contributions and pension plan), which are assessed each year as a percentage of stipend and travel. Base COPS is assessed for each parish according to the number of full-time clergy or fraction of full-time clergy a parish has appointed for the coming year at the time of assessment. Base COPS does not include housing.
- b) In the second part of ECOPS each parish is assessed an Equalization Amount. This amount is calculated as the Equalization Total multiplied by the parish's Parish Fair Share percentage for the year of assessment. The Equalization Total for the year is the difference between the total actual COPS for all stipendiary clergy in the Diocese for the year in question minus the total Base COPS assessed to parishes for the same year.

4. CENTRAL PAY

- b) All monies to be paid by a parish for Cost of Priestly Services including salary, benefits, travel, and such other payments as may be required by civil law in the

Deanery of Clarendon for all stipendiary clergy (incumbent and/or assistant curates) shall be remitted in equal monthly payments to the Incorporated Synod of the Diocese of Ottawa as provided by Regulations.

REGULATIONS

R.4.01

3. f) The Bishop's Salary Board shall consider the long-term yearly impact of salary changes (increased seniority, retirements, new clergy and transfers of clergy to and from other Dioceses) on the total Cost of Priestly Services.

R.4.01

14. CENTRAL PAY

The remuneration of all clergy in the Diocese shall be paid out of the Parochial Pay Fund of the Diocese. All monies to be reimbursed by a Parish for the remuneration of the Cost of Priestly Services shall be remitted by bank draft or by cheque to the Synod Office, for the attention of the Director of Administration, on or before the 25th day of each month or the last banking day before that date if it falls on a non-banking day. It is also required that Parishes receiving, or receiving credit for, monies from any endowment or other trust fund used or to be used to augment stipends or allowances for clergy shall deliver up or assign the same to The Incorporated Synod of the Diocese of Ottawa for the Parochial Pay Fund. All monies received from a Parish for support of clergy shall be credited and shown on the Parish Assessment Statement maintained by the Diocese.

15. CLERGY TRANSITION PERIODS

- a) When the Incumbency of a Parish becomes vacant, and until an Incumbent shall have been licensed thereto, the Bishop may arrange full-time interim clergy for the parish. In such case the Churchwardens of the Parish would continue to remit to the Synod Office each month the same amount specified by the Synod Office for the Cost of Priestly Services that was remitted before the Incumbency first became vacant.
- b) In the case that part-time clergy is appointed during the interim period, the parish shall continue to remit both the Equalization Portion of the Cost of Priestly Services in the same amount specified by the Synod Office for the Cost of Priestly Services that was remitted before the Incumbency first became vacant and any additional sum required for the part-time clergy appointed, who shall be paid through the Synod Office, whether that is as a proportion of Base COPS or on a *per diem* basis.

16. EQUALIZED COST OF PRIESTLY SERVICES APPEALS

ECOPS Assessments may be appealed by parishes when those assessments have been affected by anomalies in their financial position or reporting. To do so, parishes may appeal their assessable income determination with the Fair Share Review Subcommittee (which meets in May each year). Otherwise, parishes should seek assistance through a support grant.

17. NEWLY ORDAINED ASSISTANT CURATES

Parishes receive a reduction of the Base COPS for assistant curates in the first three years of their ordination. Newly ordained assistant curates will be assessed at 85% Base COPS for their first year of ordination (this 15% reduction will be extended into the next full calendar year, if their appointment was made after June 1); at 90% Base COPS in their second full calendar year, and at 95% Base COPS in their third full calendar year.

R.5.07 PARISH REMITTANCES TO SYNOD

2. Monies payable by parishes for the Cost of Priestly Services shall be remitted on a monthly basis on or before the 25th day of each month as is provided for in Regulation 4.

R.5.11 DIOCESAN PARISH FAIR SHARE

2. a) Cost of Priestly Services (COPS) for all stipendiary clergy (incumbent and assistant curates) being income used to pay the stipend, travel allowance, and other benefits, but not the housing allowance;

3. ANNUAL RETURNS AND APPEALS PROCESS

e) xi) A) Fair Share arrears be written off, but no changes can be made to Parish Fair Share or the values internal to its calculation;

COMPILATION OF SECTIONS OF CBRs REFERRING TO PARISH FAIR SHARE,
Amendments approved Synod 2011

C.3.02

2. VOTING IN SYNOD

Clergy on the Clergy List shall have seats and vote in all meetings of the Synod, except that motions to adopt or amend the budget of the Diocese may be voted upon only by those Clergy who are currently appointed by the Bishop to a full-time or part-time service and hold the Bishop's License within the Diocese.

B.3.26 PARISH FAIR SHARE BUDGET

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

B.5.05 CHURCHWARDENS

8. The Churchwardens shall also present at this meeting a budget of the financial requirements for the current year, including the Diocesan Parish Fair Share. 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.

R.3.14 MOTIONS REGARDING EXPENDITURES

1. Any motion or amendment that involves the spending of money not already provided for in the Budget approved by the Diocesan Council should indicate the particular source of that money, whether by reduction of an item of expenditure already proposed for the budget, or whether by expansion of assessment for Parish Fair Share levied against the parishes for the budget, or whether by monies arising from some other particular source. Consideration of the matter by the Diocesan Council or some other Standing Committee upon a request from the Synod shall include suitability and adequacy of the proposed source of that money, as well as other possible sources and steps to be taken to appropriate them and where necessary, a report back to the Synod with recommendations for action as soon as possible.
2. Any motion or amendment that has the effect of reducing all or a part of the Budget approved by the Diocesan Council should not be considered by the Synod unless it identifies the particular item or items of expenditure to be reduced, or unless it gives particular instructions to the Diocesan Council about levels or types of reduction to be made and authorizes implementation of the budget, to be amended by the reductions as indicated if those reductions can be made by the Diocesan Council.
3. Reference of a motion or an amendment does not dispose of that motion other than to table it until a report back is made on the reference. In the meantime, other motions or amendments may be dealt with in the ordinary course, except that any motion to adopt the budget should be dealt with only after the motion or amendment that was referred has been disposed of.

R.5.11 DIOCESAN PARISH FAIR SHARE

4. PARISH FAIR SHARE ARREARS
 - a) Responsibility for the payment of the parochial share of the Diocesan Budget is vested in the Incumbent and Churchwardens for each parish.
 - b) If the Incumbent and Churchwardens for a parish do not remit to the Synod Office the full amount of that Parish Fair Share within thirty days of the end of the calendar year in which it was assessed, the same shall be reported by the Director of Administration to the Archdeacon for the Archdeaconry in which the parish is found for his or her investigation. The Archdeacon shall make careful enquiry into the matter with the Incumbent and Churchwardens and such other persons in the parish he or she considers necessary. If upon such review and having regard to the representations made on behalf of the parish, it appears possible to revise the parish budget so as to enable a larger remittance to be made towards Parish Fair Share, such revision shall be effected forthwith by the parish, and such other steps taken as may seem

appropriate to the Archdeacon and to the parish. If such a revision does not appear possible or if after three months more, remittance has not been made of the arrears of Parish Fair Share, then the matter shall be reported to the Director of Administration and by him or her to the Diocesan Council which, with the concurrence of the Bishop may consult the Archdeacon aforesaid, the Diocesan Stewardship Officer, if any, the principal officers of the parish concerned, and such other persons as the Diocesan Council considers appropriate in order to arrive at a decision about the future financing of the parish in the Diocese.

R.5.12 INSURANCE

Each year, as soon as the bulk premium for the Diocese has been reported by the Insurance Subcommittee and approved by the Financial Affairs Committee and by the Diocesan Council, each parish shall be notified of its share thereof. That share will have been prorated and assessed based upon the Parish Fair Share assessment for each parish; and as soon as possible after approval by the Diocesan Council and notification thereof is given, each parish shall pay its share of the bulk premium no later than the 31st day of January in each year, by remittance to The Incorporated Synod of the Diocese of Ottawa for the attention of the Director of Administration, Synod Office.

This section may not agree with current practice and is under review.

AMENDMENT TO CANON 3.10

C.3.10(3) The Diocesan Council shall be composed of nineteen (19) members as follows:

- a) Three (3) Senior Officers of Synod: The Bishop, the Chancellor (*or the Vice Chancellor in the absence of the Chancellor*) and the Dean;