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REGULATION 3

THE SYNOD

R.3.01 SYNOD LAY MEMBERS

The Certificates of Election of Lay Members of Synod provided pursuant to By-Law 3.01(1) shall be in accordance with Form 1 (“Certificate of Election of Lay Members of Synod”) and Form 2 (“Parish Assistants and Officers”).

R.3.02 RECORDING OF MEMBERSHIP

At least 60 days prior to each Annual or other Session of the Synod, the Director of Parish and Diocesan Services shall furnish to the Secretaries of Synod a complete list of all Clergy of the Diocese and all persons who are Members of Synod ex-officio, together with their mailing addresses; and the Secretaries of Synod shall pass the same to the Director of Administration, together with a list of the names and addresses of all Lay members of Synod as indicated on the Certificates of Election provided pursuant to Regulation 3.01. They shall also provide to the Director of Administration a list, subject to subsequent revision, of Parishes in respect of which no Certificates of Election of Lay Members have been received.

R.3.03 CONVENING CIRCULAR

Upon receipt by the Director of Administration of the information referred to in Regulation 3.02 and of other material and data necessary therefor, he or she shall cause notice of each Session of Synod to be given to all members thereof, such notice to be in the form of a printed Convening Circular and to contain information relating to that Session, including for the Annual Meeting of Synod:

1. Agenda for the Session of Synod referred to;
2. Composition of Agenda Committee and Resolutions Committee;
3. List of Members of Synod and Churchwardens;
4. Diocesan Financial Statement;
5. Procedure for balloting and voting at Synod;
6. Notices of Motion;

7. Apportionment Budget;
8. Canons, By-laws and Regulations changes; and
9. Committee and other Reports as approved by the Executive Committee for printing in the Convening Circular;

and shall, not less than 21 days before the beginning of the Session of Synod, mail a copy of the Convening Circular by prepaid post to each member of the Synod. Members shall be reminded that the contents of the reports contained in the Convening Circular are confidential and not for perusal by the general public prior to presentation to Synod.

R.3.04 ANNUAL REPORTS TO SYNOD

1. Every Annual Report to be presented to the Annual Meeting of the Synod shall be delivered to the Secretaries of Synod not later than the first day of August in each year
2. The Chairperson of the Committee or the President of the organization presenting the report or some member deputed by him shall explain to the Synod the bearing of any portion of the Report, if requested by any member of Synod to do so.

R.3.05 NOMINATIONS

1. Not later than the month of March in each year, the Executive Committee shall appoint a Nominating Committee consisting of three Clerical members and three Lay Members of Synod whose duty it will be to present to Synod nominations for election to the Executive Committee, as delegates to General and Provincial Synods and to any of their Boards or Committees requiring elected diocesan representation, and for election to all Diocesan elective bodies.
2. In preparing such nominations, the Nominating Committee shall select persons who, in its opinion, are well qualified and are prepared and willing to serve in the positions for which they are nominated.
3. A nomination paper in accordance with Form 4 appended hereto shall be enclosed with the copy of the Convening Circular sent to each member of Synod; and upon receipt of a nomination paper in proper form duly completed, together with a biographical sketch of the person nominated, the name of the person nominated shall be included in the report of the Nominating Committee.
4. All nominations received from members of Synod shall be accompanied by a brief

biographical sketch of the nominee and shall indicate that the nominee has been consulted and is willing to act in the event of his or her election, and shall be signed by two members of Synod as nominators.

5. Copies of the biographical sketches relating to all persons duly nominated as herein provided shall be made available to members of Synod upon registration.
6. The completed nomination paper referred to above, the address indicated thereon, must be received in the Synod Office at the address indicated thereon not later than 2:30 p.m. of the fourteenth day prior to the opening day of the Session of Synod referred to therein.
7. The names of all persons nominated for election to office at the ensuing Session of Synod, together with biographical sketches, if any, shall be mailed to all members of Synod at least ten days prior to the opening day of that Session.

R.3.06 IDENTIFICATION

Each member of Synod, before taking his or her seat in a Session of the Synod shall register and receive an Identity Card. Elected Lay Members shall produce their certificates of election Form 2 appended hereto, which shall be exchanged for Identity Cards by the Registrars. Clergy and non-elected members will receive Identity Cards on presentation of the written Registration Card.

R.3.07 REGISTRATION HOURS

1. Registration hours for the regular Session of Synod shall be:
 - a) for the first day of Synod, 8:30 a.m. to 3:00 p.m., unless the Session begins in the afternoon or in the evening, in which case the Registration hours shall be during one hour prior to the opening of Synod and the first two hours after the beginning of the Session; and
 - b) for the second and third days of Synod, one half hour immediately preceding the opening sitting and for one half hour following the noonday adjournment of the Synod.
2. No registrations may be made after Registration has closed; and only persons so registered shall be eligible to vote at any Session of Synod.

R.3.08 ORDER OF BUSINESS

1. The Synod may establish its own order of business. If not otherwise established by Synod, the order of business at the Annual Meeting of Synod shall, subject to variation from time to time by the Executive Committee, be as follows:
 - a) delivery of the Annual Charge by the Bishop. This shall be reproduced and copies distributed to the Members as soon after delivery as possible;
 - b) appointment of the Credentials Committee (if not previously appointed by the Executive Committee);
 - c) invitation of visitors to the floor of the house;
 - d) reading, correcting and approving the Minutes of the previous Session;
 - e) appointment of Scrutineers to take the vote in all elections to be held by ballot;
 - f) appointment of Sessional Committees;
 - g) presenting, reading and referring of Memorials, Petitions and Correspondence;
 - h) reports and Notices of Motion considered by the Executive Committee to be of special importance;
 - i) other Notices of Motion;.
 - j) appointment of Auditors;
 - k) consideration of the reports of Standing Committees;
 - l) consideration of reports by diocesan organizations and of the Committee on the Bishop's Charge;
 - m) election of members of Executive Committee, pursuant to Canon 3.10(3);
 - n) consideration of the reports of the General and Provincial Synods as may be required; and
 - o) such other business as the Chairperson may deem expedient.
2. Notwithstanding Section (1), motions of which notice has been given in the Convening Circular shall have precedence over all other business on the second day of the Session.

R.3.09 TIME OF MEETINGS

Subject to variation by resolution of the Synod, the Synod shall meet for business at the hours specified in the notice calling it into Session, and each sitting shall be opened with prayers chosen for the occasion by the Bishop. Should an evening sitting of Synod not be provided for in such notice, then no such resolution providing for an evening sitting may be passed after 5:00 p.m. on the same day.

R.3.10 MINUTES OF SYNOD

1. At each Session of the Synod, the Honourary Secretaries of Synod (or one of them) of the last preceding Session, or someone on their or on his or her behalf, shall submit for adoption a copy of the Minutes of the Proceedings of such Session except any portions thereof which were adopted at any sitting of such last preceding session. On the adoption of the Minutes so submitted, with such corrections as may be made thereto, the same shall be authenticated by affixing thereto the Seal of the Synod attested by the signatures of the Chairperson of the Synod and of the Honourary Secretaries for the time being.
2. The copy of the Minutes so authenticated shall be deposited with the Director of Administration, who shall arrange to have them bound and available for reference at the Synod Office, and the same shall constitute and be received as the authentic and official record of the proceedings of such Session.

R.3.11 BALLOTING

1. Ballot papers shall be prepared for election to the offices referred to in Regulation 3.05(1), under the direction of the Secretaries of Synod, and only such ballots shall be counted by the Scrutineers.
2. The ballot papers shall list the names of the nominees, with their initials only, in alphabetical order followed by the name of the Parish or special category and shall be given to members of Synod at the time of Registration.
3. A member may vote for as many nominees as he or she wishes up to the number of positions to be filled, but "write in" nominees shall not be counted; and if more votes are cast than the number of positions required to be filled, then the ballot shall be considered to be spoiled.
4. Ballot boxes in which completed ballots may be placed shall be provided by the Scrutineers for the ballot papers of the Clergy and Laity respectively and shall be available at the following hours:

- a) the first day of Synod - 9:00 a.m. to 5:30 p.m.
 - b) the second day of Synod - 9:00 a.m. to 12:30 p.m.
5. The Synod Secretaries shall arrange for the ballot boxes to be placed in safekeeping following the adjournment of Synod on the first day and shall be locked when turned over to the Scrutineers and remain locked until opened for counting of votes.
 6. The Scrutineers shall hand over the ballot papers to the Synod Secretaries whose duty it shall be to preserve them until the close of the Session of Synod and to see that they are then destroyed.
 7. The above instructions shall not apply to the election of a Bishop.

R.3.12 PROCEDURE AT MEETING

1. When the Bishop, or other person presiding, takes the Chair all members shall immediately come to order.
2. The Bishop, or other person presiding, shall maintain order and decorum and shall decide questions or order subject to an appeal to the Synod.
3. When the Bishop, or other person presiding, rises for the purpose of calling order or deciding any point of order or otherwise, no member shall remain standing.
4. Every member desiring to speak shall rise to his or her place and address the Chair.
5. When two or more members rise to speak at the same time, the Bishop, or other person presiding, shall decide which member is entitled to the floor.
6.
 - a) All motions and amendments shall be in writing and seconded, with the names of the mover and seconder thereon, and shall be read before being debated.
 - b) Except with the consent of the Bishop, or other person presiding, or of the Synod, and except a motion in course, no motion shall be considered unless notice of such motion shall have been given. Notices of Motion must be in writing and signed by the mover and seconder and filed in duplicate with one of the Secretaries of Synod either during or before a meeting of Synod. Any Notice of Motion not recorded in the Convening Circular shall be posted on a notice board at the place of meeting.
 - c) The Resolutions Committee of the Synod shall meet at designated times during

the Synod to receive motions in writing. The meeting times of the Resolutions Committee will be published in the Convening Circular and announced when the Synod convenes. The Resolutions Committee will also meet at the call of the Chair as needed.

- d) All motions must be considered by the Resolutions Committee, and will be printed and distributed once the Resolutions Committee has approved them. Amendments to original motions must be taken note of by the individual Synod members..
 - e) Only one amendment shall be considered until disposed of, but an amendment to the amendment may be proposed at any time, but so that only one such amendment shall be before the Synod at one time.
 - f) A member who has made a motion or moved an amendment may, with the concurrence of the person who seconded the motion, withdraw the same at any time before a vote has been taken thereon, unless the person presiding hears objection from one or more members to withdrawal of the motion, and if he or she does so and the house consents, one of the objecting members may adopt such motion as his or her own, and the record shall be changed accordingly.
 - g) A member who wishes to speak to a motion or an amendment shall declare their position, whether in the affirmative or the negative, before commencing their argument.
 - h) No member shall speak more than once on the same motion, nor more than once on an amendment, except that the mover of the original motion shall have the right of reply. Except with the consent of the house, the mover of a motion may not speak for more than five minutes and the seconder three minutes and each speaker thereafter three minutes and the mover three minutes in reply.
- 7.
- a) When a question is under consideration, no other motion shall be received, except to adjourn, to lay it on the table, to postpone it to a certain time, to postpone it indefinitely, to amend it, or with the consent of the Chairperson to move that the question be now put; and motions for any of these purposes shall have precedence in the order here names.
 - b) A motion "that the question be now put" shall be put to the vote forthwith. If decided in the affirmative, a vote shall be taken at once on the motion before the Synod and without debate. If it be decided in the negative, the motion that "the question be now put" cannot again be proposed until a vote has been taken on the motion before the Synod. In taking a vote on a motion before the Synod, any amendments thereto then before the house are to be first disposed of in

accordance with the prescribed procedure.

8. Motions to adjourn or to lay on the table shall be decided without debate.
9. Any member shall have the right, subject to the consent of the Chairperson, to require at any period of the debate that a question in discussion be read for his or her information.
10. In voting on amendments, the one last moved shall be put first, in every case, and not more than two amendments shall be under consideration at the same time.
11. When any question is being put from the Chair, the members shall continue in their seats and shall not hold any private discourse; and when a motion is put, no member shall retire until such motion is disposed of.
12. The ordinary mode of voting shall be by the Chairperson's calling first upon those who vote in the affirmative to signify and thereafter those who vote in the negative to signify; and the number of members voting in each case counted by the Secretaries of Synod and reported to the Chair, if so requested by any member of Synod present. At the discretion of the Chairperson signifying may be verbal, by show of hands, or by rising.
13. A question being once determined shall not be brought into discussion again in the same Session except with the sanction of the Chairperson and of the majority of the members present.
14. Motions arising from seminars:
 - a) Motions arising from discussions in seminars will be received by the Resolutions Committee not later than 12:30 pm on the last day of Synod.
 - b) Motions relating to seminars must have a mover and a seconder who are members of Synod and who were present at the seminar.
 - c) Motions will be reproduced and distributed to members of Synod prior to the beginning of the Saturday afternoon session.
 - d) Motions arising from seminars will be identified for the purpose of a no-debate list. Any member of Synod may signify an intent to debate against the motion in which case the motion will be placed on the agenda. Motions not debated will receive formal approval in an omnibus motion at the end of the session.
 - e) When a seminar motion is to be debated, the mover shall have five minutes, the

seconded shall have three minutes and all other speakers shall have two minutes.
The chair may limit the number of speakers.

15. In any unprovided case, resort shall be had to the Rules of Order of the House of Commons of Canada for guidance.

Amended Executive Committee June 2006

R.3.13 SYNOD JOURNAL

1. The Synod Journal shall be published forthwith after each annual Session of Synod and its contents shall include:
 - a) Alphabetical List of Clergy;
 - b) Clergy in order of seniority for the purpose of the Clergy Trust Fund;
 - c) List of Licensed Lay Readers;
 - d) Synod Office Bearers;
 - e) Composition of the Executive Committee and Standing Committees together with Synod delegates to extra-diocesan bodies;
 - f) List of Members of Synod and Churchwardens;
 - g) Proceedings of Synod;
 - h) Amendments to Canons, By-Laws and Regulations;
 - i) Statement of Parish Apportionments and Pension Assessments together with receipts for the previous year;
 - j) Statement of Costs of Priestly Services including support costs throughout the Diocese for the current year
 - k) Statement of Parish Apportionments and Pension Assessments for the current

year;

- l) Diocesan Deanery and Parochial Statistics;
 - m) Table of Contents; and
 - n) Index.
2. Each Incumbent shall each year make a return to the Secretaries of Synod in accordance with Form 2 (“Parish Assistants and Officers”) of the names and addresses of the Churchwardens, Licensed Lay Readers, Treasurers and Sunday School Superintendents in each Parish, and the names of the Lay Readers shall be printed in the Synod Journal after the Clergy List.
 3. A copy of each issue of the Synod Journal may be mailed to all clerical, lay and other members of Synod, as soon as may conveniently be done after each Session of Synod.

R.3.14 MOTIONS REGARDING EXPENDITURES

1. Any motion or amendment that involves the spending of money not already provided for in the Apportionment Budget approved by the Executive Committee 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 apportionment levied against the parishes for the apportionment budget, or whether by monies arising from some other particular source. Consideration of the matter by the Executive Committee 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 Apportionment Budget approved by the Executive Committee 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 Executive Committee 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 Executive Committee. Before such motion or amendment is voted upon by the Synod, the presiding officer may call upon the Director of Parish and Diocesan Services or the Director of Administration or some other person to address the Synod on the nature and consequences of the proposed reduction. In addition, the presiding officer may refer the motion or amendment to one of the Diocesan Standing Committees for

consideration of the nature and consequences of the proposed reduction and for a report with recommendations as soon as possible back to the Synod.

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 apportionment budget should be dealt with only after the motion or amendment that was referred has been disposed of.

R.3.15

1. MEMBERS OF GENERAL SYNOD

- a) General Synod assumes financial responsibility for transportation and meals en route according to the approved schedule.
- b) Subject to these Regulations, the Diocese will assume financial responsibility for accommodation as arranged by General Synod, or allowance if members choose to make their own arrangements for accommodation; and General Synod assumes financial responsibility to members of National Executive Council and members of General Synod Committees for transportation and meals en route in accordance with the approved schedule; and subject to these Regulations, the Diocese will be responsible for all other necessary accommodation and living expenses during the period of required attendance.

2. MEMBERS OF PROVINCIAL SYNOD

The Diocese will be responsible for all necessary expenses incurred by Members of Provincial Synod not provided by the Provincial Synod.

3. REPRESENTATIVES TO TRINITY COLLEGE

The Diocese will be responsible for necessary expenses for its appointed representatives to the Corporation of Trinity College while attending official and semi-annual meetings of the Corporation of Trinity College.

R.3.16

1. DUTIES OF THE DIOCESAN EXECUTIVE OFFICER

Subject to the provisions of B.3.05, the Diocesan Executive Officer, if any, shall direct

and be responsible for the work of the Director of Administration and of the Director of Parish and Diocesan Services and shall be responsible to the Bishop for Diocesan Special Ministries. His or her role as personnel co-ordinator shall include special responsibility for liaison with Archdeacons and Regional Deans, liaison with the Warden of the Lay Readers Association, diocesan theological students, postulants and candidates for ordination, administration of the Continuing Education Plan for clergy and lay workers, co-ordination of clergy supply in vacant parishes and elsewhere in cooperation with Archdeacons and Regional Deans, determination of salaries of diocesan lay employees, and shall be prepared to advise the Bishop on any matter relating to Clergy and Parishes.

2. DUTIES OF THE EXECUTIVE ASSISTANT TO THE BISHOP

There may be an Executive Assistant to the Bishop, appointed by the Bishop, who may be assigned by the Bishop the role of personnel coordination as aforesaid.

3. DUTIES OF THE DIRECTOR OF ADMINISTRATION

Subject to the provision of By-law 3.05(6), the Director of Administration shall advise and assist the Administration and Finance Committee, attend meetings thereof, and implement decisions taken and policies approved by the Committee. The Director of Administration, more particularly, is responsible for recommending and implementing policies and procedures for the Diocese concerning:

- a) preparation for and facilitating the work of the Synod;
- b) accounting and auditing;
- c) preparation of apportionment budget and administration of funds thereunder;
- d) office administration including personnel changes and salaries;
- e) loans and investments;
- f) administrative services for the Bishop, Synod and Standing Committees of the Diocese; and
- g) publications.

He or she shall, together with the Chairperson of the Administration and Finance Committee, provide advice and assistance to the Executive Committee respecting the administration and financial affairs of the Diocese. The Director of Administration shall perform such added duties as from time to time may be assigned to that office.

R.3.17 FISCAL AGENCY

1. The Director of Administration shall keep such books of account, vouchers, records, papers or documents with respect to the monies belonging to, held by or under the control of Synod, as the auditors of the Synod may advise or the Executive Committee or the Synod may determine. The Director of Administration shall maintain three accounts for the monies of the Synod, namely an interest-earning account for the deposit of Synod monies generally, a general or chequing account into which funds will be transferred from time to time from the interest-earning account so that authorized disbursements may be made as may be necessary, and a salary account into which monies regularly received from Parishes for payment of clergy would be deposited as well as funds from the interest-earning account for the payment of other clergy and Synod Office staff salaries. A statement of all accounts is to be rendered monthly by the bank.
2. The Director of Administration may open such bank accounts as are required from time to time for special purposes and report the same to the Administration and Finance Committee.
3. Deposits of monies of the Synod may be made by the Director of Administration, or the Accountant employed in the Diocesan Office. Statements, vouchers, bills of exchange or other negotiable instruments may be delivered to the Director of Administration or someone designated as his or her agent for that purpose.
4. All cheques, promissory notes, bills of exchange or other negotiable instruments, any orders for payment of money, contracts for letters of credit or forward exchange, and otherwise all instruments or documents for the purpose of binding or obligating the Synod in connection with accounts and transactions with the bank whether or not an overdraft is thereby created, shall be signed by the Director of Administration, and together with one of: the Bishop, the Dean, the Diocesan Executive Officer, the Director of Parish and Diocesan Services, except that the Director of Administration alone is authorized to sign cheques in the sum of \$500.00 or less; payroll cheques may be signed by any of the Bishop, the Diocesan Executive Officer, the Director of Administration, or the Bishop's Commissary, duly appointed. In the event of the absence of any of the foregoing persons for the purpose indicated, then with the advice in writing of either the Bishop or the Director of Administration, the Treasurer or the Assistant Treasurer may sign cheques, and the Clerical Secretary may countersign them.

R.3.18 RULES OF THE DIOCESAN COURT

PREAMBLE

All Christ's faithful, and especially Bishops, are to strive earnestly, with due regard for justice, to ensure that lawsuits among the people of God are as far as possible avoided, and are settled promptly and without rancour.

The Ecclesiastical Court of the Diocese of Ottawa serves the Christian community. The Christian community is entrusted with the ministry of reconciliation. To that end, in harmony with scripture, members of the Christian community are to conduct ourselves without acrimony, malice or vengeance, trying to keep the best interests of all parties before the court at all times.

1. STYLE

Any proceedings in the court shall be styled in the Diocesan Court with the names of the complainant(s) and the name of the respondent, or a short description of the cause or matter.

2. PRELIMINARY INVESTIGATION

Where the court has been requested by the Bishop to conduct a preliminary investigation, the investigation may be conducted by two or more members of the court, as determined by the court or by the Bishop.

3. FORM OF CHARGE AND HEARING BY COURT

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 matter of the complaint, must be given, heard and made before and by the court.

4. NOTICE OF HEARING

A notice of hearing by the court shall include a statement of the time, place and purpose of the hearing and a reference to the authority under which the hearing will be held, and shall also include a statement that if any party notified does not attend at the hearing, the court may proceed in the absence of such party who will not be entitled to any further notice in the proceedings.

5. SERVICE OF NOTICE OF HEARING

Notice of hearing shall be served upon the respondent and other parties, or such service may be accepted by any party, and a party shall be given reasonable notice of the

hearing, the question of reasonableness in any case to be solely determined by the court.

6. PROCEDURE ON FAILURE TO ATTEND AFTER NOTICE

Where notice of hearing has been given to a party and the party does not attend, the court may proceed in the absence of the party who will not be entitled to any further notice in the proceedings.

7. FURNISHING INFORMATION TO PARTY WHERE CHARACTER OR CONDUCT IN ISSUE

Where the good character, propriety of conduct or competence of a party is an issue in any proceedings, the party is entitled to be furnished prior to the hearing with reasonable information of any allegations with respect thereto.

8. REPRESENTATION BY COUNSEL

A party to the proceedings may be represented by counsel duly admitted to practise in the Ontario Court of Justice, or the Superior Court of Quebec, may call and examine witnesses and present arguments and submissions, and may conduct cross-examinations of witnesses, at a hearing reasonably required for full and fair disclosure of the facts, and where any person is not so represented, the court may appoint a representative when the court determines that such representation may be required in the interests of justice, and where any party is charged with any offence the court may appoint counsel to prosecute the charge.

9. WITNESSES' RIGHTS

A witness at a hearing is entitled to be advised by counsel as to such witness' rights, but such counsel may take no other part in the hearing without leave of the court, and where a hearing is *in camera*, a counsel for a witness is not entitled to be present except when that witness is giving evidence.

10. OPEN HEARINGS

A hearing shall be open to the public except where the court is of the opinion that the desirability of avoiding disclosure in any interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the court may hold the hearing *in camera*.

11. OATHS

Any member of the court has power to administer oaths and affirmations with respect to

any of its proceedings, and the court may require evidence before it to be given under oath or affirmation.

12. POWER TO SUMMON WITNESSES

The court may summon and examine witnesses, including any party, *viva voce* and in open court to give evidence under oath or by affirmation and to produce in evidence documents and things so specified by the court, and may for sufficient reason order any particular fact or facts to be proved by statutory declaration or allow the affidavit or statutory declaration of any witness to be read in evidence at the hearing, or may direct any witness to be examined before an examiner or commission or the Registrar of the court or other person authorized by the civil law of the province to examine witnesses or take statutory declarations.

13. SERVICE OF SUMMONS

The summons herein referred to shall be served personally in accordance with the rules of the Ontario Court of Justice. If personal service cannot be reasonably effected, the court may make such order for substituted or other service as it deems fit.

14. INFERENCES

The court shall be entitled to draw inferences from evidence accepted by it whether of fact or law which might have been drawn therefrom if proved at trial.

15. *CANADA EVIDENCE ACT*

A witness at a hearing shall be deemed to have objected to answer any question that may be asked of such witness on the grounds that it may tend to incriminate or be deemed to establish liability to civil proceedings, and no answer given by a witness shall be used or be receivable in evidence against that witness at any hearing or trial or other proceedings against such witness thereafter taking place other than a prosecution for perjury, and a witness shall be informed by the court of the provisions of the *Canada Evidence Act*.

16. AFFIDAVIT EVIDENCE

A witness at a hearing shall be examined *viva voce*, but the court may, at any time by sufficient reason, order particular evidence or facts to be proved by affidavit, or that the affidavit of a witness may be read at the hearing.

17. DEPOSITIONS AND COMMISSION EVIDENCE

The court may, whenever it appears necessary, make an order for the examination before a member of the court or any other person at any place and permit such deposition to be given in evidence, or the court may order the issue of a commission to take such testimony as approved in the form of the Ontario Court of Justice, and such testimony may be given in evidence.

18. ADMISSION OF EVIDENCE

The court may admit as evidence at a hearing, whether or not given or proven under oath or affirmation or admissible as evidence in court, any oral testimony or document or other thing relevant to the subject matter of the proceedings, but nothing is admissible in evidence which may be inadmissible in a Supreme or Superior Court by reason of any privilege under the law of evidence, or which would be inadmissible by statute.

19. COPIES OF DOCUMENTS

A copy of a document may be admitted as evidence where the court is satisfied as to its being a certified true copy, and where the document may be filed as evidence, the court may authorize a copy to be filed in evidence when certified to be a true copy by a member of the court.

20. JUDICIAL NOTICE

The court may take notice of facts which may be judicially noticed, and take notice of any generally recognized scientific or technical facts, information or opinions within its scientific or specialized knowledge.

21. DECISION IN WRITING

The court shall give its final decision or order, if any, in writing, and shall give reasons in writing therefor if requested by any party

22. SERVICE OF DECISION

The court shall send by first class mail addressed to the parties to any proceedings at their last known address a copy of the final decision or order, together with reasons where reasons have been given, and each party shall be deemed to have received a copy of the decision on the fifth day after the day of mailing unless a party acting in good faith did not receive the decision or order through absence, accident, illness, or other cause beyond the control of such party.

23. FILING A DECISION WITH ONTARIO COURT OF JUSTICE

A certified copy of a final decision or order may be filed by the court or any party in the office of the Registrar of the Ontario Court of Justice or the Superior Court of Quebec, and it may be enforced at the instance of the court, or of such party in the name of the court, in the same manner as a judgement of the Ontario Court of Justice or the Superior Court of Quebec.

24. Where any decision or order is made rescinding or varying a decision or order previously made by the court which has been filed with the Registrar of the Ontario Court of Justice or the Superior Court of Quebec, the decision order rescinding or varying a former decision or order shall also be filed.

25. RECORD

The court shall compile a record of any proceeding before it which shall include the complaint, notice of hearing, the answer if any, any intermediate or interlocutory orders, all documentary evidence, transcripts if any of oral evidence, the decision of the court and reasons, where reasons have been given.

26. MAINTENANCE OF ORDER

The court may make such orders or take such proceedings as it considers necessary for the maintenance of order at the hearing.

27. ABUSE OF PROCESS

The court may make such orders or give such directions in proceedings before it as it considers proper to prevent abuse of its processes.

28. LIMITATION OF CROSS-EXAMINATION

The court may reasonably limit further cross-examination of a witness where it is satisfied that the cross-examination of a witness has been sufficient to disclose facts.

29. ADJOURNMENT

Any hearing may be adjourned from time to time by the court.

30. NOTICE OF ORDER BY PUBLICATION

Where the court is of the opinion that because the parties to any proceedings are so numerous, or for any other reason it is impracticable to send its decision and the material to all or any of the parties individually, the court may cause reasonable notice of the decision or order to be given to such parties by public advertisement, or

otherwise as the court may direct.

31. AMENDMENTS

Amendments to any proceeding or document may be made by order of the court at any time.

32. ADDING OR DELETING PARTIES

The court may at any stage of the proceedings order that the name of any complainant or respondent improperly added be struck out and may also order that any persons who ought to have been joined, or whose presence is necessary, be added.

33. APPLICATION TO ONTARIO COURT OF JUSTICE FOR DIRECTIONS

The court may apply to the Ontario Court of Justice for such directions as it deems necessary or to enforce its orders with respect to evidence or for any other purpose, and the court may state a case to the Ontario Court of Justice, where permitted by law.

34. ALTERNATIVE DISPUTE RESOLUTION

Where appropriate, all forms of Alternative Dispute Resolution may be explored and are specifically encouraged.

35. MATTERS NOT PROVIDED FOR

As to all matters not provided for in these rules, the practice shall be regulated by analogy thereto and to the rules of practice of the Ontario Court of Justice, including costs and security for costs.

Adopted Executive Committee June 2003

R.3.19 DUTIES OF THE DIRECTOR OF PARISH AND DIOCESAN SERVICES

1. Subject to the provisions of By-law 3.05(7), the Director of Parish and Diocesan Services shall advise and assist the Parish and Diocesan Services Committee and attend meetings thereof. He or she shall implement and coordinate programmes and policies approved by that Committee and coordinate existing diocesan and regional programmes. He or she shall also plan and arrange for training of Diocesan Lay Readers, assist diocesan organizations by assisting in planning and implementing programmes, consult with clergy about Parish programmes, and respond to parochial requests for help in development of parish life and ministry. The Director of Parish and Diocesan Services shall give direction to the programme staff and to Parish and Diocesan Services subcommittees as well as to special Diocesan Ministries and project groups. He or she is responsible for matters of Christian education and for matters of stewardship.
2. The Director of Parish and Diocesan Services shall also have prepared and submitted to the Administration and Finance Committee each year a budget of estimates of proposed expenditures for implementing diocesan programmes, and he or she shall present the budget to the Annual Meeting of the Synod for approval. Together with the Director of Administration, the Director of Parish and Diocesan Services shall be responsible for preparing for and facilitating the work of Diocesan Synods according to the requirements of the Canons, By-Laws and Regulations. As well, he or she shall administer any diocesan programme for the co-ordination and integration of the activities of the Anglican Book Society, the Anglican Church Women, the Brotherhood of Anglican Churchmen, the Ottawa Association for Promoting Retreats, Youth Organizations, and other existing organizations as well as other organizations that may be established within the Diocese from time to time; and ex officio, he or she shall be at liberty to attend meetings of all such organizations for the purpose of providing advice and maintaining liaison.

R.3.20 DUTIES OF THE SECRETARIES OF SYNOD

In addition to other duties that may be assigned to the Clerical Secretary and Lay Secretary by or pursuant to the Canons or these By-Laws, it shall be the duty of the Secretaries of Synod, under the direction of the Diocesan Executive Officer:

1. to keep regular Minutes of the proceedings of the Session of the Synod; to preserve all papers, memorials, and documents pertaining to the Session; to conduct the correspondence and attest the public acts of the Session; to furnish daily during the Session, as may be necessary, a summary of the unfinished business and to deliver all records and documents relating to the Session to the Director of Administration; and

2. to be responsible for the printing of all notices, reports, minutes of proceedings, and other matters relating to a Session of the Synod, arrangements for such printing to be made by the Director of Administration.

R.3.21 STANDING COMMITTEES

1. Persons appointed by the Executive Committee to any Standing Committee shall hold office only until the end of the first meeting of the Executive Committee following the next ensuing Session of Synod, or until their successors are appointed.
2. At the first meeting of each Standing Committee following the first meeting of the Executive Committee after an Annual Session of Synod, that Committee shall elect a Chairperson and a Vice-Chairperson and appoint a Secretary, each of whom shall hold office until a successor is elected.
3. The Chairperson, or in his or her absence, the Vice-Chairperson, shall preside at all meetings of each Standing Committee, and it shall be the duty of the Secretary, at the direction of the Chairperson, to issue Notice of Meetings and keep minutes thereof. Each Standing Committee may make such other rules respecting the conduct of meetings as it may deem expedient.
4. The Chairperson of each Standing Committee or someone designated by him or her shall report to each regular meeting of the Executive Committee, on matters coming before it.

R.3.22 LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee, if such is appointed, shall be responsible on a continuing basis for reviewing and evaluating the chief objectives of the Church in the Diocese, making recommendations in respect thereof, and with respect to the priorities to be assigned thereto, shall review planning processes designed to enable the Church to fulfil its objectives from time to time in an ordered, disciplined, democratic and responsible manner, considering and recommending organizational and legislative modifications as may be deemed expedient with regard to changing priorities and functions.

R.3.23 PARISH AND DIOCESAN SERVICES COMMITTEE

1. Generally speaking, all non-parochial ministries in the Diocese not specifically reserved to some other office, body or committee fall under the aegis of the Parish and Diocesan Services Committee (the "Committee").

2. All non-parochial ministries under the aegis of the Parish and Diocesan Services Committee shall be organized into appropriate management boards approved by the Committee.
3. The mission of the Parish and Diocesan Services Committee in the Anglican Diocese of Ottawa is to provide services that: support ministry in the parishes, meet needs that may be too large to be met by any one parish, serve the whole diocese, do the work requested of it by Synod, and in so doing serves: individuals, congregations, groups, and parish ministries, diocesan ministries, the diocese as a whole, and when appropriate, the broader community.
 - a) The Committee shall consider and act on any matters referred to it by the Bishop, the Synod of the Diocese, the Executive Committee, the deaneries, parishes, the management boards and the Parish and Diocesan Services staff.
 - b) The Committee shall propose ministries in all areas of diocesan life under its aegis and shall seek budgetary authority as needed.
 - c) The Committee may refer matters to management boards, work units or work groups and/or to deaneries, parishes or individuals for action.
 - d) The Committee shall invite the Bishop to share with the Committee at least once in each year.
 - e) The Committee shall ensure that all ministries under its aegis shall be evaluated on a regular basis.
 - f) The Committee shall provide information, advice and support to parishes concerning all parish and diocesan services and resources in the area under its authority.
 - g) The Committee shall, through the Director of Parish and Diocesan Services and the Chairperson of the Parish and Diocesan Services Committee, report on a regular basis to the Executive Committee of the Diocese.
 - h) The Committee shall consider and make recommendations concerning the annual Parish and Diocesan Services Committee budget to the Director of Parish and Diocesan Services for referral to the Diocesan Budget Preparation Team for presentation to the Administration and Finance Committee.
 - i) The Committee may establish such subcommittees as are appropriate for its work, with membership and terms of reference approved by the Committee and the Director of Parish and Diocesan Services.

4. a) Meetings may be held monthly or as necessary and in no case less than four times a year.
- b) One meeting shall always be held within 30 days following the Annual Meeting of the Synod of the Diocese.

5. a) CHAIRPERSON OF THE PARISH AND DIOCESAN SERVICES COMMITTEE

The Chairperson shall advise and consult with the Director of Parish and Diocesan Services and the Chairpersons of the management boards in preparation for duty as chair. He or she shall chair all meetings of the Parish and Diocesan Services Committee and such subcommittees as directed by the Committee.

- b) VICE-CHAIRPERSON OF THE PARISH AND DIOCESAN SERVICES COMMITTEE

The Vice-Chairperson shall work closely with the Chairperson, fulfil any duties assigned, and act as Chairperson when required for duty as Chairperson, in preparation for duty as chairperson.

- c) REPRESENTATIVES OF MANAGEMENT BOARDS

The representatives from the management boards shall consult with and report to the Parish and Diocesan Services Committee.

6. MANAGEMENT BOARDS

- a) TERMS OF REFERENCE

Terms of reference shall be drawn up by the individual management boards, work units and work groups for the approval of the Parish and Diocesan Services Committee. These shall be reviewed on a regular basis.

Amended Executive Committee January 2008 (R.3.23(1) to (6))

R.3.24 ADMINISTRATION AND FINANCE COMMITTEE

1. The Administration and Finance Committee shall consider the financial affairs of the Diocese and make recommendations with respect thereto to the Executive Committee, advise the Executive Committee respecting major or significant financial and property matters and regularly review the financial position of the Diocese and prepare annual or other periodic estimates of the financial requirements of the Diocese.
2. In addition to its advisory responsibilities to the Executive Committee, the Administration and Finance Committee shall, unless the same are by resolution assumed directly by the Executive Committee, possess and carry out the following executive functions and responsibilities:
 - a) receive, consider and report to the Executive Committee on semi-annual reports from the Church Extension Corporation;
 - b) provide the assurance that adequate financial resources can be made available for programmes submitted by the Director of Parish and Diocesan Services before they are initiated;
 - c) provide a regular review (normally each quarter) of the financial standing of the Diocese in relation to the current budget. This review would include an examination of receipts and expenditures;
 - d) confirm financial arrangements relating to all real property purchases and sales within the Diocese; also approve all building contracts and capital expenditures in excess of \$30,000 or more within the Diocese regardless of whether Synod is involved financially or not;

Amended Executive Committee June 2008 (R.3.24(2)(d))
 - e) receive reports by the Investment Subcommittee regarding its financial

operations annually and whenever a policy change is involved;

- f) initiate and recommend policy concerning the whole basis of apportionment and assessment, including the regular collection thereof;
- g) provide a review of the annual financial statements and Auditor's Report;
- h) consider and report to the Executive Committee on the disposition or use of funds received by way of devises, bequests, grants or gifts to the Diocese, whether in trust or not, and also consider the means to be employed to encourage gifts and bequests;
- i) set up project groups, supporting boards and subcommittees to examine particular aspects of Diocesan Administration as may be required, and consider their reports;
- j) shall have general supervision of the business administration of the Diocese within established policy, and shall in consultation with the Diocesan Executive Officer, establish open salary scales for the job functions performed in the Synod Office, and also annual increments for each scale;
- k) shall from time to time fix the rate of assessment to be made on the income of the several funds and properties held by the Synod in trust, for the expenses of management thereof;
- l) shall recommend an apportionment budget annually, for the Executive Committee, which shall include a statement of the aggregate of the Assessable Income of the Parishes, and of the requirements for the ensuing year for the purpose of Diocesan Apportionment and Assessment, including the regular collection thereof; and make recommendations regarding rates for the same and the distribution of the apportionment among the various departments of the Church's activities;
- m) shall consider and pass upon applications for special appeals to the Diocese for money, but no appeal shall be issued until it has been approved by the Bishop or by the Executive Committee;
- n) shall consider and deal with grants from funds at the disposal of the Executive Committee for the purpose, or any other committee of the Synod for this purpose, to parishes and/or clergy of the Diocese in need of financial assistance;
- o) shall procure each year, from the Incumbents and Churchwardens of the Diocese, such information as is required by the Bishop and the Synod regarding

Church population, confirmations, baptisms, marriages, burials, financial receipts and disbursements, debts, property and other similar facts, and prepare the same in tabular form for insertion in the Synod Journal;

- p) shall provide for the payment of diocesan accounts;
- q) shall have supervision of the See House property and shall be responsible for its use, upkeep and insurance. Capital expenditures to cost in excess of \$8,000.00 shall receive the approval of the Executive Committee before being made;
- r) shall deal with such other matters as are from time to time referred to it by the Executive Committee;
- s) shall consider and report to the Executive Committee on applications from parishes to purchase, sell, lease, or mortgage their property or to incur any financial obligation not expected to be liquidated within two years;
- t) shall consider and report to the Executive Committee on plans and applications for the building of or structural alterations to the property of parishes where the cost thereof will be in excess of \$30,000 or more;

Amended Executive Committee June 2008 (R.3.24(2)(t))

- u) shall make recommendations to the Executive Committee regarding the remuneration to be paid to the Auditor or Auditors;
- v) shall examine the report of the Auditor or Auditors and report to the Executive Committee its findings on items in the financial statements on which action should be taken;
- w) shall make recommendations to the Executive Committee regarding banking arrangements, the system of accounting, the care of securities, and other matters relating to the finances of the Synod as may be deemed advisable;
- x) shall arrange for the Auditors of Synod to prepare in November of each year an estimate of Revenue and Expenses for the Consolidated Trust Fund in order that the dividend rate for the current year may be authorized at the November meeting of the Executive Committee. This statement of estimated Revenues and Expenses may be augmented by other statements as and when required by the Director of Administration and/or the Administration and Finance Committee;
- y) arrange for the annual financial statements of the Diocese to be prepared and reported on by the Auditors and which statement shall be in a form decided upon by the Director of Administration and/or the Administration and Finance Committee. Financial statements shall not be released by the Auditors until

they have been reviewed by the Administration and Finance Committee or a subcommittee thereof, by the Director of Administration and by the Treasurer, if any; and

- z) shall establish such subcommittees as are appropriate for its work, with membership and terms of reference approved by the Committee and the Director of Administration.

R.3.25 UNALLOCATED

R.3.26 FURTHER OFFICERS OF SYNOD

The Executive Committee may elect or appoint persons, who may, but need not be, members of the Executive Committee, to any or all of the following offices of Synod with such duties and responsibilities and for such terms of office as the Executive Committee may determine:

1. an Assistant Treasurer,
2. an Assistant Lay Secretary,
3. a Diocesan Medical Officer.

R.3.27 CUSTODIAL SERVICES

The Custodial Services for the Consolidated Trust Fund shall be provided by such financial institutions as are determined from time to time by the Director of Administration and the Treasurer of the Diocese.

1. The Main Branch of the Canadian Imperial Bank of Commerce at Toronto, Ontario, shall be and is designated as a subsidiary Bank of the Synod while the Treasurer and the Director of Administration shall maintain such bank accounts as are essential to the good order and operation of the Consolidated Trust Fund and to the management and custody of the portfolio of the securities thereof.
2. The Diocesan Solicitor shall be and is designated as trustee to have under his or her custody the commercial mortgage securities of the Synod.
3. The Synod, as trustee through its duly authorized agent, shall have under its custody other securities or trusts not otherwise herein specifically provided for.

R.3.28 CLERGY TRUST FUND

1. The source of the Clergy Trust Fund was the Commutation by the Clergy of the Diocese of Toronto (1885-1887) of their Clergy Reserve Stipends (amount received from the Government, £224,900 16s. 8d.). When the Diocese of Ontario was separated from that of Toronto, a proportion of the capital was transferred. On the formation of the Diocese of Ottawa, the Diocese of Ontario transferred the capital sum of about \$125,000 to the Diocese of Ottawa.
2. The net annual income of the Clergy Trust Fund shall be divided into equal sums of \$400 each (any surplus amount at the end of the calendar year being capitalized), and the sum of \$400 shall be paid as an annuity each year to the number of Clergy senior in point of continuous service in the Diocese of Ottawa corresponding to the number of equal sums of \$400. As soon as there is sufficient income to place an additional annuitant on the Fund, the Director of Administration shall proceed to do so.
3. When a Cleric has become an annuitant to this Fund, he or she shall remain such unless:
 - a) the income of the Fund is not sufficient, having regard to his or her seniority referred to in Section (2), to pay the annuity;
 - b) he or she transfers to another diocese; or
 - c) he or she comes under ecclesiastical censure;but in the last case, the annuity may be restored at the discretion of the Bishop when and if such censure is lifted.
4. For the purpose of this Regulation, the seniority of a Cleric shall be considered to begin on the date on which he or she takes up actual duty in the Diocese of Ottawa; and any question of seniority or interpretation of this Regulation shall be decided by the Bishop, whose decision shall be final.
5. The Director of Administration shall maintain a list of Clergy in waiting for the Clergy Trust Fund.
 - a) For the purposes of this Regulation, Clergy in the Diocese of Ottawa become eligible for the waiting list for the Clergy Trust Fund upon:
 - i) ordination and taking up an appointment in a parish or Diocesan Ministry, or

- ii) being received by the Bishop from outside the Diocese and taking up an appointment in a parish or Diocesan Ministry.
- b) Clergy on the waiting list for the Clergy Trust Fund shall remain eligible so long as they are in continuous service in the Diocese.
- c) Clergy on the waiting list for the Clergy Trust Fund may be removed from the waiting list upon entering full-time secular employment.
- d) Clergy on leave from the Diocese for more than four consecutive years shall be removed from the waiting list. On returning to the Diocese and taking up an appointment in parish or Diocesan Ministry, the Cleric shall have his or her name put at the foot of the waiting list.

Amended Executive Committee March 2003

3.29 DIVINITY STUDENTS FUND

1. The Divinity Students Fund shall consist of the existing Divinity Students Fund and of all collections, subscriptions, donations and legacies given for assisting students in Divinity.
2. The Bishop may, at his or her discretion, when provided with the necessary funds, authorize a grant to any student in Divinity upon the following conditions:
 - a) The applicant shall declare in writing that he or she is actually in need of assistance and shall produce a certificate from a physician in good standing, duly approved by the Committee or the Bishop, that he or she has no physical impediment, is in good health, and is free from organic disease.
 - b) He or she shall furnish such security personally, or with securities or otherwise as the Committee may from time to time prescribe, that he or she will offer himself or herself for duty as a Lay Reader for such portion or portions of each year during his or her training as the Bishop may direct and that he or she will serve as a clergy in the Diocese of Ottawa for one year for each year that a bursary has been received from the Divinity Students Fund up to a maximum of five years, and that in case of failure to offer himself or herself for ordination or to procure the necessary testimonials within such period as may be fixed in each case by the Executive Committee, unless delayed from illness or other cause satisfactory to the Bishop, he or she will refund the full amount received from the Fund, together with interest thereon at such a rate, if any, as the Executive Committee may specify but not exceeding the prime loaning rate of

the Synod's Bankers; provided that in case of his or her removal from the Diocese before the expiration of five years of service therein, he or she will refund an amount proportionate to the time of service left unfulfilled with interest computed as aforesaid thereon.

3. The Executive Committee may, at its discretion, make part or all of the grants to students in Divinity, by way of scholarships and award the same in accordance with the results of such examinations as they may prescribe.
4. The Executive Committee may use part of the income of the Fund for the purpose of making loans to students in Divinity on such terms as the Committee may determine.
5. In this Regulation the phrase “students in Divinity” shall mean persons who are preparing for Holy Orders and have been accepted by the Bishop of the Diocese as candidates therefor.

R.3.30 CLERGY RETIREMENT ALLOWANCE

1. The Clergy Retirement Fund ceases to exist as of June 30, 1989.
2. The Retirement Allowance Fund (hereafter RAF) is established as of July 1st, 1989, for all clergy of the Diocese of Ottawa who are current contributors to the General Synod Pension Plan through the Diocese and they shall constitute the members of the RAF. An equal amount to 1 percent of pension assessable salary shall be contributed by each Parish of other salary paying source.
3. Vesting in the RAF will be immediate for those persons in the Clergy Retirement Fund (R.3.30 - June 1984) as of June 30th, 1989, and after that date for those coming onto the central payroll system of the Diocese of Ottawa.
4. The present surplus in the Clergy Retirement Fund (per R.3.30 - June 1984) will be allocated to the members on a pro-rata basis based on what each member has in the Fund at June 30th, 1989.
5. The members’ personal contributions to the Clergy Retirement Fund under former R.3.30 (June 1984), together with any monies allocated under section R.3.30 (4) above will be returned to the member at June 30th, 1989, or within thirty (30) days of that date.
6. The RAF comes into operation on July 1st, 1989. This will be funded by the Parish share plus accumulated interest on both individual and parish contributions remaining in the former Clergy Retirement Fund after the payout of contributions to the Fund have been completed.

7. Pursuant to R.3.25 (1)(c), the RAF shall be administered by the Benefits Committee.
8. Contributions to the RAF shall be remitted monthly by the salary paying source to the Director of Administration at the Office of the Synod.
9. The RAF shall be included in the Consolidated Trust Fund of the Diocese and credited with the annual Diocesan dividend as declared from year to year, and the normal administration fee structure of the Diocese shall be applied to the RAF, payable in the first instance from amounts of principal and interest not credited to the account of any member.
10. All clergy who are members of the RAF will receive an annual statement of their holdings as of 31 December each year.
11. The administration of the RAF shall be reviewed each year by the Benefits Subcommittee and a report made to the Administration and Finance Committee.
12. Benefits shall be paid subject as hereafter provided, effective July the first, 1989:
 - a) On retirement members will receive the value of their account and the method of payment (cash or payment directly to an RRSP) will be determined between the member and the Director of Administration.
 - b) In the event of death of a member, or upon retirement for disability or ill health, or if a member leaves active service in the Diocese, then the beneficiary of the member, or the member as the case may be, shall receive the value of the member together with interest thereon to the date of payment out.
 - c) Upon leaving active service in the Diocese, members shall be entitled to a return of the value of their account to date of payment out, less an administration fee to be determined by the Administration and Finance Committee from time to time.
13. Payments from the RAF upon the death of a member will be made to the beneficiary named under the Group Life Insurance Policy unless otherwise stated, in writing, to the Director of Administration.
14. Members proceeding on leave of absence from the Diocese will have their account frozen until they return to the employ of the Diocese when it will be re-activated.
15. Any amount of principal or interest remaining in the RAF that is not credited to any member shall be dealt with as determined by the Executive Committee on the recommendation of the Administration and Finance Committee.

16. Reciprocal transfer agreements with respect to the Retirement Allowance Fund may be made with other Dioceses, subject to the approval of the Administration and Finance Committee as to terms.

Amended by Executive Committee June 1989, Motion from Executive Committee March 2006 to include 1989 amendment in the CBRs - 2004 Edition.

R.3.31 EPISCOPAL FUND

The income arising from the monies and securities belonging to the Episcopal Fund, after

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defraying incidental expenses, shall be applied to the stipend of the Bishop.

R.3.32 DIOCESAN MISSION FUND

1. The Diocesan Mission Fund shall comprise all collections for Diocesan Mission purposes made in parishes in the Diocese and the portion parochial apportionments applicable to Diocesan Missionary purposes and of the interest from the trust fund known as the Diocesan Mission Sustentation Fund and of all donations and legacies for such purpose (regard, however, being paid to the direction of the donor or testator) and of any money that the Synod may authorize to be transferred or paid into the Diocesan Mission Fund.
2. By means of Equalization Grants to parishes as hereafter provided for, the Diocesan Mission Fund shall be used to assist in providing for stipend and transportation allowances for parish clergy, and for this purpose, the annual income of the Diocesan Mission Sustentation Fund and the Gatineau Mission Fund shall be transferred quarterly to the Equalization Grant Account. This Fund may also be used to assist with expenditures for moving grants to parishes, for Establishment Grants to newly ordained clergy and for miscellaneous expenditures for mission purposes, and the same shall be administered by the Synod Office.

R.3.33 EQUALIZATION GRANTS

1. Pursuant to By-law 4.03(3), the Clergy Benefits Subcommittee shall receive annually from parishes unable to meet the salary and support costs of the Incumbent established by the Bishop's Salary Board an application for an Equalization Grant (Fin. Form 2). Such application shall be submitted in writing to the Director of Administration no later than September 1st each year, and shall provide a three-year financial report of the Parish in brief form, indicating collection income, total income, apportionment assessed, apportionment paid, and a total of all other expenditures, including cost of rectory maintenance, but excluding the Cost of Priestly Services centrally administered by the Synod Office. The report shall include the preceding year, the current year as projected, and the upcoming year forecast. The application will also provide a statement of the average weekly giving for the year just closed based on the identifiable givers, the annual income from endowments, trusts etc., and some detail on the recent history of financial campaigns and visitations in the Parish. During September and October each year, the Clergy Benefits Subcommittee shall meet with the applicants, review their situation and prepare a report for the Administration and Finance Committee, setting up a financial analysis for the grants recommended, and after deducting the projected income from endowments, shall calculate the amount to be assessed on parishes, pro-rated according to the apportionment assessed for the ensuing

year.

2. The Administration and Finance Committee shall, prior to the meeting of the Executive Committee held in the month of November in each year, consider the report of the Clergy Benefits Subcommittee, come to a decision about the grant that shall be made to each parish for the ensuing year commencing on the first day of January, and report the same to the Executive Committee. All such grants shall be made only with the approval of the Executive Committee.
3. The Administration and Finance Committee shall be responsible to see that parishes are notified of their grants and assessments for the following year subject to any adjustments ordered by the Executive Committee at its meeting in November.
4. The Clergy Benefits Subcommittee shall conduct such mid-year or other periodic review of the Equalization Grants as may be required.
5. Subject to the approval of the Administration and Finance Committee, the Clergy Benefits Subcommittee may negotiate a two-year block grant provision with parishes willing to accept a challenge and prepare for future self-support.
6. Regardless of the foregoing provisions, the Administration and Finance Committee at any time, on the recommendation of the Bishop and with the approval of at least two-thirds of the members present at a meeting of the Committee called for that purpose, may make a special Equalization Grant to any deanery or deaneries or parish as a matter of urgency.

R.3.34 SYNOD MANAGEMENT COMMITTEE

The Synod Management Committee shall have the following duties and responsibilities:

1. make provision for regular Services of Worship during each Session of the Synod;
2. ascertain which items of business shall be brought before the Synod;
3. draw up a draft agenda of Synod to be approved by the Bishop and Executive Committee;
4. establish the space and equipment requirements for Synod and work with the Local Arrangements Committee to ensure that these needs are met;
5. establish a schedule of submission deadlines and events leading up to Synod;

6. establish guidelines for the preparation for and ordering of the business of Synod;
7. be responsible for all planning for Synod;
8. be responsible for the financial operation of Synod by:
 - a) proposing a budget and registration fee for approval by the Executive Committee;
 - b) vesting spending authority with the treasurer of the Local Arrangements Committee; and
 - c) maintaining and submitting financial records to the Director of Administration.

R. 3.35 ADVISORY COMMITTEE OF THE ANGLICAN STUDIES PROGRAM

The Advisory Committee of the Anglican Studies Program at St. Paul University shall have the following duties and responsibilities:

1. to review, advise on and recommend changes in the academic program for students in the Anglican Studies Program;
2. to review, advise on and recommend changes in the program of field education and internship;
3. to advise on the definition and exercise of the responsibilities of the Coordinator of the Anglican Studies Program; and
4. to report annually to the Bishop and Synod of the Diocese.

R.3.36 ARCHIVIST

The duties of the Archivist are:

1. to be the custodian of the archival records and official acts of the Diocese, its Parishes and its Congregations, including, without limiting the generality of the foregoing:
 - a) the Statutes;
 - b) all Canons, By-laws and Regulations certified under seal of the Synod by the Bishop and/or the Director of Administration which shall be deemed the original

- record thereof;
- c) records of the election or appointment of church dignitaries and officers and the appointment of clergy in the Diocese including their admission into different Orders and the positions in which they may have served;
 - d) copies of Synod Journals and Directories;
 - e) Episcopal and Diocesan Office records and paper of the several offices and committees of Synod;
 - f) a description of the boundaries of the Diocese and, where available, of the several Archdeaconries, Regional Deaneries and Parishes therein;
 - g) copies of all grants, conveyances, and wills or all pertinent extracts therefrom in any way related to property granted, conveyed, bequeathed or devised for the benefit or use of the Anglican Church of Canada in the Diocese;
 - h) all completed or filled Registers of Baptisms, Confirmations, Marriages, and Burials, vestry minute books, reports to annual vestry by parish clergy, officers and committees or organizations, and all completed financial records;
 - i) records of Letters of Orders, Licences, Induction Mandates and other similar instruments issued from time to time by the Bishop to the clergy of the Diocese;
 - j) records of the Clergy who have served in the Diocese of Ottawa;
 - k) records of Clergy who served in Dioceses and Deaneries parts of which now comprise the Diocese of Ottawa;
 - l) records of the Courts and Commissions of the Diocese of Ottawa;
 - m) records of prominent lay persons associated with the life and history of the Diocese;
 - n) a record of consecration of church buildings and burial grounds and of the revocation of a Sentence of Consecration; a record of all buildings and memorials dedicated by the Bishop;
 - o) records of closed parishes;
 - p) such other documents, records, photographs, and artifacts as may be considered to be of historical value to the Diocese;

2. to accession, arrange, and describe the holdings of the Diocesan Archives according to archival principles, and in the case of composite units of records and private papers to prepare more detailed finding aids;
3. to appraise (deem worthy of retention), select, and acquire for purposes of preservation and research such non-current records of historical interest including manuscripts, private papers, printed documents, audio-visual and graphic materials, and other documentation relating to the history of the Diocese of Ottawa including the papers of individuals associated with the Diocese and with Diocesan activities;
4. to provide research and reference service for the staff of the Diocesan Synod Office and to answer inquiries relating to the archival holdings and the history of the Diocese;
5. to provide access to the Archives of the Diocese on a regular basis, to instruct and assist researchers in the use of the Archives, and to answer mail, telephone and personal inquiries;
6. to advise on access to archival records and to implement such guidelines as may be deemed appropriate. Records deposited in the Archives of the Diocese shall not be removed except under extraordinary circumstances and only with the written permission of the Archivist;
7. to prepare an annual operating budget and, as needed, a budget for capital expenditures;
8. to report regularly to Synod on the additions to holdings as well as the services and activities of the Archives;
9. to promote among Diocesan Organizations and Parishes the regular and routine deposit of their non-current records to the Archives;
10. to provide consultation services on ways in which Parishes may implement appropriate arrangement and preservation of their records;
11. to encourage donations to and the use of the Wilfred H. Bradley Reference Library;
12. to issue under the seal of the Diocese copies of certificates of baptism, confirmation, and marriage as well as transcripts of burial,
13. to establish a rota of volunteers to assist in undertaking a variety of archival tasks for which their interests, training, and skills may be appropriate;
14. to encourage support of the archival program of the Diocese;

15. to promote an interest in Anglican Church history through research and the exhibit of church records;
16. to co-operate with the general Synod Archivist and with other Diocesan Archivists on the acquisition and diffusion of Anglican Church records through the exchange of finding aids, the microfilming of records, and the use of established procedures for the arrangement and description of such records;
17. to provide access to the archives for members of the general public for research and reference;
18. to levy and collect fees and other such charges as from time to time may be considered appropriate in accordance with a schedule of fees approved from time to time by the Administration and Finance Committee.

R.3.37 ARCHIVES ADVISORY COMMITTEE

The duties of the Archives Advisory Committee shall include without limiting:

1. formulating and establishing policies for a continuing records management program for current records of the Synod, its officers, committees, and parishes in order to provide for the subsequent archival retention of those items of enduring research and historical value;
2. overseeing the archival, reference, and heritage needs, both physical and operational, of the Diocese and recommending such measures as may be deemed advisable to advance the preservation and use of the historical records, documents, books, and artifacts held in the Diocesan Archives;
3. promoting the development and use of the Wilfred H. Bradley Reference Library as an integral part of the Diocesan Archives; and
4. co-operating with the Canadian Church Historical Society in promoting interest in the history of the Christian Church with specific emphasis on Canada and Anglicanism.

REGULATION 4

THE CLERGY

R.4.01 STIPENDS AND SALARIES

1. The Administration and Finance Committee shall, following publication of the Consumer Price Index as at April 30th in each year, arrange for the drafting of a table of stipend rates for the succeeding calendar year generally based upon the application of the year over year percentage increase in the Consumer Price Index to the stipend rates of the calendar year in progress.
2. The table of stipend rates thus arrived at shall be submitted for the approval of the Executive Committee and once such approval is given, shall take effect as of the first day of January of the year in which the stipend table applies, subject only to the approval of the Synod at its next regular meeting. The stipend table shall be included by the Executive Committee in the reports submitted by it to the Synod for approval and shall be published in the Synod Journal.
3. BISHOP'S SALARY BOARD
 - a) The Bishop's Salary Board (hereafter called "the Board") shall once a year assess and/or review the remuneration of the stipendiary clergy in the Diocese. This assessment and review normally would be undertaken in June each year. A stipend rate will be established for the clergy when the stipend table for the year to which the rate applies is available and which rate may take account of any resulting increase in personal income tax.
 - b) The evaluation of clergy remuneration by the Board will be made primarily on the criteria of ability, experience, education, training and personal effectiveness, and the Bishop may be asked to furnish advice to the members of the Board based on his or her knowledge of each cleric and other data available to the Bishop, including without limitation, evaluation reports. In its deliberations, the Board shall be guided by the Task Force Report on Clergy Personnel and Emoluments approved by the Synod in 1972; the Clergy Benefits Report No. 4 (ref. Motion Paper in 1974 Synod Journal, pages 51-56) and the final Clergy Benefits Report No. 4 (published in the 1974 Synod Journal, pages 132-153) as approved by the Synod.
 - c) Those members of the Board who are appointed by the Bishop shall serve their terms in such a way as to ensure that one of them, at least, has been a member in the previous year, and it is not anticipated that the annual term of any member will

be renewed more than twice, except to start the continuity and replacement cycle of Board membership.

- d) There shall be no formal record kept of the discussions of the Board. The views of individual Board members will be treated as confidential, as will be the salaries of individual clergy, except that Churchwardens of each Parish and others who require the information in the discharge of their duties shall be entitled to be advised of the salaries and any other benefits of the Incumbent and Assistant Curate, if any, as it concerns their respective Parishes.
- e) When the Bishop, in consultation with the Board, has made his or her determination of salaries for the stipendiary clergy of the Diocese, the Bishop shall notify in writing not later than September 15th, each clergy of the salary awarded to him or her, and where the clergy is serving in a parish, the Treasurer and Churchwardens of that parish shall also be advised thereof by the Director of Administration:
 - i) to assist the parish in financial planning and budgetary preparation;
 - ii) to enable the parish to make application for an equalization grant, if warranted; and
 - iii) to provide opportunity for an appeal to be made against the decision of the Board.

4. APPEALS

- a) Upon receiving written notice of the salary awarded, each clergy, and if he or she is serving in a parish, then the Churchwardens of that parish also, is/are entitled to ask that the amount thereof be reviewed in his/her or their presence by the Board as hereafter provided; otherwise, the salary award is taken to have been accepted by those concerned.
- b) Written notice of the appeal shall be received by the Bishop at the Synod Office within 10 days of the advice of the salary award having been received. The notice shall contain a concise statement of the grounds of the appeal.
- c) Upon receipt of any such notice of appeal, the Bishop shall, as soon as conveniently possible, seek to convene the Board, upon reasonable notice to those concerned so that the amount of the award may be reviewed in their presence. In all cases, the decision of the Bishop in consultation with the Board shall be final, and the amount as determined shall, where the clergy is serving in a parish, be included as a first charge on income in the budget for that parish.

5. ALLOWANCES AND BENEFITS

The Administration and Finance Committee shall review allowances and benefits provided for clergy in the Diocese from time to time and its recommendations shall be reported to the Executive Committee.

6. HEALTH BENEFITS

Stipendiary clergy shall have, as part of their remuneration, a contribution of 50% of the individual cost of premiums for Extended Health Benefits and Dental Benefits paid by the Synod, it being understood that no such benefit will be applicable to those who have chosen not to enroll in these plans.

7. TRANSPORTATION ALLOWANCE

- a) The basic Transportation Allowance is based on the cost of operating a vehicle for the average of 9,000 miles/14,484 kilometres of a clergy travel on parochial duty, which amount is to be added to stipend in the calculation of pensionable income.
- b) In the Deanery of Clarendon, a supplementary Transportation Allowance will be added to assist in payment of mandatory costs that are higher than comparable costs in Ontario.
- c) A Supplementary Transportation Allowance will be added where the Incumbent and Churchwardens agree to a number of miles/kilometres in excess of 9,000 miles/14,484 kilometres that are required by parochial duties.
- d) A Travel Allowance rate will be set for clergy and others in the Diocese who are not eligible for Transportation Allowances.
- e) A Travel Allowance rate will be set for all who travel outside the Diocese in the business of the Church.
- f) A Travel Allowance rate will be set for the particular circumstances where those in receipt of Transportation Allowances are also eligible for a Travel Allowance.

The rates for these allowances are set by the Administration and Finance Committee and may be amended from time to time, and shall be approved by the Executive Committee as a part of the annual Clergy Benefits Report which is subsequently published in the Synod Journal.

8. HOUSING ALLOWANCE

Where a cleric does not occupy housing provided by the parish in which he or she serves

or by the Diocese, the cleric shall receive an allowance for housing to be established on an individual basis by the Archdeacon and the Churchwardens in consultation with the cleric, having regard to those components described in the Clergy Personnel Policy approved by the Executive Committee in 1998; and also having regard to housing allowance rates, if any, established from time to time by the Administration and Finance Committee on the recommendation of the Clergy Benefits Committee. Such rates may be reviewed periodically by the Executive Committee or the Synod, having regard to the costs of housing where the cleric is located in the Diocese.

9. MOVING EXPENSES & RELOCATION ALLOWANCE

The Synod covers the moving costs of clergy between appointments within the Diocese, according to the procedures described in the Clergy Personnel Policy approved by the Executive Committee in 1998.

All clergy, whether appointed from outside or from within the Diocese to a position in the Diocese, shall be entitled to certain relocation allowances. Seven hundred and fifty dollars is provided to relocating clergy to help offset the costs of setting up a new home. If the cleric is undertaking ministry in a new parish but is not moving residence, no housing relocation allowance is provided.

The Synod will also cover the moving costs of clergy upon retirement, according to the same procedures for covering moving costs of clergy between appointments within the Diocese, but only if the cleric is moving out of a Rectory and to within the Diocese of Ottawa.

A cleric may apply for payment of moving expenses in special circumstances not specifically covered by this regulation.

10. SPECIAL ALLOWANCE

Added remuneration may be granted to a cleric who because of special circumstances has assumed temporarily additional responsibility or service, or has incurred additional expenses beyond those usually associated with his or her appointment. Such added remuneration shall be authorized by the Bishop's Salary Board on the recommendation of the Bishop, or it may be based upon representation made on behalf of a parish priest by the Churchwardens of that Parish and concurred with by the Bishop. The amount of added remuneration awarded should not exceed 25% of the stipend already paid to the cleric and would be payable for the period of the additional responsibility or service, or of additional expenses incurred beyond those usually associated with his or her appointment. Such additional remuneration would not be pensionable under General Synod Canon 8, and in the case of a temporary appointment normally would be issued in arrears at the termination of such an appointment; it would be taxable and subject to deductions for Canada Pension and Unemployment Insurance.

11. ESTABLISHMENT GRANT

- a) The Establishment Grant is monies granted by the Diocese to assist a newly ordained Deacon or Priest in acquiring clothing, vestments, and other necessities to his or her Office and appointment in the Diocese. From and after January 1, 1979, such Grant shall be in the maximum amount of \$2,000 to be made payable either:
 - i) in the amount of \$1,000 upon being ordained and appointed to an Assistant Curate or to a staff position in the Diocese, and in the remaining amount of \$1,000 upon being appointed to his or her first Incumbency in the Diocese; or
 - ii) if the first appointment is to an Incumbency, then the Grant in the amount of \$2,000 may be paid at one time.
- b) Upon receiving any monies from an Establishment Grant, the Deacon or Priest shall sign such undertaking, provide such security, or otherwise as the Diocese may require, and shall agree that if ordained, such person shall serve in Holy Orders in the Diocese as the Bishop may determine for three years; and that failure to do so may result in repayment to the Diocese of all monies received from an Establishment Grant, together with such interest and on such terms, if any, as the Executive Committee shall specify
- c) Regardless of any other provision in this Regulation, if a Deacon or priest, following ordination is transferred at the invitation or with the consent of the Bishop to this or to some other Diocese and receives an appointment in that Diocese, reimbursement of such monies, as have been advanced from an Establishment Grant or similar grant in another Diocese, may be subject of negotiation between the Bishops of the Dioceses affected, but in no case would the amounts to be reimbursed exceed either:
 - i) \$1,000 at the time of appointment to an Assistant Curacy or to a staff position, or exceed an additional \$1,000 where appointment is made to a first Incumbency; or
 - ii) a maximum of \$2,000.00 if the first appointment is to an Incumbency.

12. CLERGY CONTINUING EDUCATION PLAN

From and after 1977, each stipendiary clergy in the Diocese shall be a member of the Continuing Education Plan of the General Synod and shall be subject to the provisions of Canon XII of the General Synod and its regulations; except that those clergy who become eligible to be a member of the Plan after attaining the age of 60 years may choose not to be enrolled in the plan.

13. GROUP LIFE INSURANCE PLAN COVERAGE

Every active clergy of the Diocese and every lay employee of the Diocese from and after January 1, 1981 shall have group life insurance plan coverage under the General Synod Pension Plan in an amount of \$100,000 for himself or herself, and the premiums for such coverage shall be borne entirely by the Synod from income from the Diocesan Benefits Trust Fund Account.

14. CENTRAL PAY

The remuneration of all clergy in the Diocese shall be paid out of the Salaries Account of the General Fund of the Diocese. All monies to be reimbursed by a Parish for the remuneration of its own clergy, and for the Equalization Grant assessed to the Parish, shall be remitted by Bank Order or by cheque to the Diocesan Offices, 71 Bronson Avenue, Ottawa, K1R 6G6, 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 (exclusive of Equalization Grants) 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 Salaries Account. All monies received from a Parish for support of clergy shall be credited to the Parish Assessment Statement maintained by the Diocese.

15. VACANT PARISHES

When the Incumbency of a Parish becomes vacant, and until an Incumbent shall have been licensed thereto, the Bishop may arrange with the Churchwardens of such Parish to continue to remit to the Synod Office each month an amount specified by the Bishop, and in the absence of such specification, then the same amount for salary and other benefits, if any, and for equalization grant assessed as was remitted when the Incumbency first became vacant. Generally, any balance of such remittances after paying the expenses of intervening ministrations and any amount due on assessments shall be refunded to the Churchwardens after an Incumbent has been licensed thereto.

Amended Executive Committee March 2006

R.4.02 PARISH PENSION ASSESSMENT

1. In this Regulation "Parish" means any charge, mission, congregation or office in the Diocese of Ottawa.
2. The rates and basis of assessment on behalf of the Clergy of the Diocese who are members of the General Synod Pension Plan shall be as required under the Regulations

of that Plan.

3. The Assessment due from the paying source shall be remitted by the Parish monthly to the Synod Office as provided in this Regulation for the remuneration of the Clergy. Deduction of the assessment due from the member from his or her salary shall be made in the Synod Office, which is responsible for the forwarding of the proceeds of both assessments in payment of the contributions required to the General Synod Pension Fund.

Amended Executive Committee March 2006

R.4.03 CLERGY SPOUSES

1. There shall be paid to the spouse of any clergy listed in Schedule G to Appendix 2 to the By-laws who continued without a break in the service of the Diocese of Ottawa and who at the time of his or her death was a member of the Pension Fund of the Anglican Church of Canada and under the ecclesiastical jurisdiction of the Bishop of Ottawa, such amount, if any, per month as shall, when added to the General Synod Pension,

cause the total benefit to be not less than \$100 per month.

2. The benefits paid under this Regulation shall be paid at the same time and in the same manner and subject to the same terms and conditions as the pensions to which they are supplementary.

R.4.04 PARISH PENSION ASSESSMENT

1. In this Regulation "Parish" means any charge, mission, congregation or office in the Diocese of Ottawa.
2. The rates and basis of assessment on behalf of the Clergy of the Diocese who are members of the General Synod Pension Plan shall be as required under the Regulations of that Plan. The method of collection shall be as provided under Regulation 4 of Canon XXVI as it existed on December 31, 1966, which, for the purpose of the By-law, shall be interpreted to read as follows:
3. The Assessment of the paying source shall be remitted by the Parish monthly to the Synod Office as provided in this Regulation for the remuneration of the Clergy. Deduction of the assessment of the member from his or her salary shall be made in the Synod Office, which is responsible for the forwarding of the proceeds of both assessments in payment of the contributions required to the General Synod Pension Fund.

REGULATION 5

THE PARISH

R.5.01 PARISH LANDS AND BUILDINGS

1. Before calling a meeting of the Vestry to deal with any matter respecting lands and buildings as provided for in this Regulation, in By-law 3.19, in Canon 3.13, or otherwise, the Incumbent and Churchwardens shall first consult with the Bishop to discuss any proposal before it is made to the Vestry.
2. In order to facilitate approval by the Executive Committee, the Incumbent and Churchwardens shall forward the following information and material to the Director of Administration; namely:
 - a) Respecting purchases:
 - i) certified copy of Vestry resolution;
 - ii) general description of property (with sketch of location);
 - iii) purchase price;
 - iv) method of financing purchase and statement of Parish's financial condition with respect to purchase;
 - v) some evidence as to value, preferably by a disinterested party;
 - vi) copy of offer (if available); and
 - vii) statement giving details of why the property is required.
 - b) Respecting sales:
 - i) certified copy of Vestry resolution;
 - ii) general description of property (with sketch of location);
 - iii) original Deed (or advice that Deed is on file at Synod Office),
 - iv) offer to purchase; if none, statement setting forth:
 - A) amount to be received;

- B) name and address of any proposed purchaser;
 - C) terms of payment of purchase price; and
 - D) date of expected expiry of offer;
 - v) proposed disposition of proceeds;
 - vi) statement as to whether property is or is not consecrated;
 - vii) some evidence as to value, preferably by a qualified valuator; and
 - viii) statement giving details of why the property is to be sold.
- c) Respecting building or structural alterations:
- i) First step (for approval in principle):
 - A) certified copy of Vestry resolution;
 - B) preliminary plans, concepts and drawings;
 - C) estimated cost;
 - D) method of financing; and
 - E) statement of why the building or alteration is required.
 - ii) Second step (for final approval):
 - A) certified copy of Vestry resolution;
 - B) final plans and specifications;
 - C) actual cost as established by a tender or conditional contract;
 - D) method of financing; and
 - E) particulars of any performance bond furnished by contractor.
 - F) All preliminary plans, concepts, drawings and estimates, and thereafter all final plans, specifications and actual costs, shall be forwarded to the Administration and Finance Committee.

- d) Respecting mortgages or loans:
 - i) certified copy of Vestry resolution;
 - ii) general description of property (with sketch of location);
 - iii) original Deed of property (or advice that Deed is on file at the Synod Office);
 - iv) amount, terms and interest rate;
 - v) name and address of mortgagee or lender;
 - vi) statement of intention of parish as to use of proceeds;
 - vii) statement outlining method of providing funds for repayment; and
 - viii) statement as to whether the property is or is not consecrated.

- e) Respecting leases:
 - i) certified copy of Vestry resolution;
 - ii) general description of property (with sketch of location);
 - iii) terms of lease;
 - iv) rental;
 - v) proposed disposition of proceeds where Parish is to be the landlord and proposed method of financing where the Parish is to be the tenant; and
 - vi) statement giving details of why the leasing is required.

- 3. The net principal proceeds of the sale of real property that is no longer used (redundant) for church purposes within the Diocese shall as soon as possible following the completion of the sale be paid over to the Capital Fund of the Church Extension Corporation of the Diocese.

- 4. No church, rectory or other parochial building shall be the subject of an application for designation under the Ontario Heritage Act (nor under similar heritage law in effect in the Province of Quebec), nor shall such property be encumbered by any agreements, easements, covenants or any other legal obligation whatever pursuant to such law,

without the prior written approval of the Executive Committee. Anyone seeking such approval shall apply to the Administration and Finance Committee.

5. The Administration and Finance Committee may recommend the approval of such application to the Executive Committee if it is satisfied on all of the following points:
 - a) that, in the case of a parish, the parish seeking such approval is financially self-sufficient and is able to meet its current and reasonably foreseeable future financial obligations, except for its obligation to restore or maintain the heritage structure for which approval is sought;
 - b) that, without the approval, in the case of a parish, the parish will not have sufficient financial resources to restore or maintain the heritage structure for which approval is sought;
 - c) that the proposed heritage structure is of exceptional architectural or historical value; and
 - d) that the heritage designation and/or agreements, easements, covenants or other legal obligations will not constitute an unreasonable interference with the use of the subject lands and buildings by the relevant parish and/or the Diocese.

6. APPROVAL LIMITS FOR CAPITAL PROJECTS

A parish may undertake a capital project for the improvement of property or construction of a building without seeking approval from any diocesan authority outside the parish where the cost of the capital project is less than \$10,000. A parish may undertake a capital project for the improvement of property or construction of a building if the cost of the project is \$10,000 or more but less than \$30,000 only with the prior written approval of the Archdeacon, who shall decide to give or withhold approval on the basis of the Archdeacon's opinion of the benefit of the project to the parish, and the parish's ability to pay for the project. In the case of a capital project costing \$30,000 or more, the parish shall seek the prior approval of the Executive Committee as provided in the Regulations.

Amended Executive Committee June 2008

R.5.02 PARISH COUNCIL

1. At each Annual Meeting of the Vestry of each congregation, there shall be established a committee of the Vestry to be known, where there is one congregation in the Parish, as the Parish Council, and where there are two or more congregations in the Parish, each Council shall be known as the Congregational Council.

2. MEMBERSHIP

Except as provided in Section (7), each Council shall consist of:

- a) the Incumbent;
- b) the Churchwardens;
- c) the Parish or Congregational Treasurer, if any;
- d) the Lay Members of Synod, from that congregation, if any; and
- e) additional members as may be determined by the Annual Meeting of the Vestry

elected in the manner provided for the election of Lay Members of Synod in By-law 5.07(5).

3. VACANCIES

Vacancies in the Council occurring between Vestry meetings may be filled by appointment by the Incumbent.

4. CHAIRPERSON

The Chairperson of the Council shall be elected annually at the first meeting of the Council and shall act as Chairperson at meetings of the Council, and in his or her absence, one of the Churchwardens shall so act; and the Council shall elect a Secretary; and the proceedings of each meeting shall be entered by the Secretary in a book to be kept for the purpose.

5. MEETINGS

The Council shall hold regular meetings, monthly if possible.

6. DUTIES

The rights, powers and duties of the Council shall be:

- a) to take appropriate action in connection with matters referred to it by the Vestry and in accordance with directions received relating thereto;
- b) to assist Incumbents in the development of policy for and support of the work of Christian education in the congregation;
- c) to receive from the Churchwardens at least quarterly a written financial statement and to make recommendations thereon;
- d) to receive the budget to be submitted at the annual meeting of the Vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon;
- e) to make recommendations on any other matter affecting the parochial and extra-parochial responsibilities of the Parish;
- f) to assist the Sidespersons in securing the regular attendance of Church members at the services of the Church;

- g) between meetings of the Vestry and subject to any applicable Statutes of Ontario and Quebec and the provisions of the Canons, By-laws and Regulations, to have all the rights, powers and duties of the Vestry.
7. The Vestry shall have the right by resolution to change the membership, structure and duties of the Council as specified in Sections (2) and (6) provided a true copy of such resolution is filed with the Director of Administration.

R.5.03 PARISH CENTRAL COMMITTEE

1. In each Parish consisting of two or more congregations there shall be formed a committee to be known as the Parish Central Committee, herein after called “the Committee”.

2. MEMBERSHIP

The Committee shall be composed of:

- a) the Incumbent;
- b) the Churchwardens;
- c) two lay people from each congregation, one to be appointed by the Incumbent, and one elected by the Vestry; and
- d) the Lay Members of Synod.

3. MEETINGS

- a) The Chairperson of the Committee shall be the Incumbent.
- b) A Vice-Chairperson shall be elected annually by the Committee.
- c) The Committee shall elect a Secretary and a Treasurer, and the proceedings of each meeting shall be entered in a book to be kept for that purpose.
- d) The Committee shall hold meetings at least four times during each calendar year.

4. DUTIES

The duties of the Committee shall be:

- a) to advise the Incumbent and Churchwardens in such matters as are of a parochial, deanery or Diocesan nature, but not those solely of an individual congregation;
- b) to consider any such matters referred to it by any of the several vestries;
- c) to receive from the Churchwardens or Treasurers at each regular meeting a written financial statement of each congregation; and
- d) to prepare from time to time recommendations for the consideration of each congregation of its share of responsibility with respect to:
 - i) assessable expenditure;
 - ii) remittances to the Synod Office for the Incumbent's salary, transportation allowances, if any, and benefits;
 - iii) rectory maintenance, if any; and
 - iv) other matters of parochial concern.

R.5.04 CEMETERY LANDS

Subject to the applicable Statutes of Ontario and Quebec:

1. Where there is a burial ground or a columbarium owned by a parish, the vestry thereof shall elect a Cemetery Board of not less than three or more than seven members who shall be members of that parish and be elected annually by the vestry to manage the affairs of the cemetery and any other buildings in connection therewith.
2. The Cemetery Board shall not enter into an agreement for the purchase or sale of land other than for the sale of burial plots or niches.
3. All monies received by a Cemetery Board shall forthwith be deposited in a trust account in the name of the Cemetery Board in a branch of any chartered bank, trust company or credit union duly registered in Ontario or Quebec, and any withdrawals therefrom by cheque or otherwise shall carry the signatures of any two members of the Cemetery Board.
4. Subject as hereafter provided respecting other monies received on capital account, all monies received by a Cemetery Board on the Ontario side of the Diocese that is to be used for care and maintenance (formerly known as perpetual care) or for pre-need cemetery supplies or services shall in the manner provided for by the Cemeteries Act (Revised) and Regulations, be held in trust in the name of that Cemetery Board with TD Canada Trust presently located at 45 O'Connor Street, Ottawa, Ontario K1P 1A4. All

monies received by a Cemetery Board on the Quebec side of the Diocese that is to be used for care and maintenance (also known as perpetual care) or for pre-need supplies or services as provided for in Ontario, shall continue to be held in the Diocesan Consolidated Trust Fund in the name of the parish having responsibility for the cemetery or columbarium. All other money received on capital account by a Cemetery Board shall be deposited in the Diocesan Consolidated Trust Fund.

The income of the trust funds net of trustees fees in each case shall be paid out to the Cemetery Board from time to time for the upkeep of the cemetery grounds or columbarium, markers and other structures therein as required by statute.

5. No monies held on capital account for a Cemetery Board shall be expended without its approval and the approval of the Incumbent and of the Administration and Finance Committee.
6. The operation, maintenance and closure of cemeteries or columbariums is under the direction of the registrar appointed under the relevant statutes of Ontario and Quebec.
7. Questions pertaining to this Regulation may be addressed to the Commissioner of Cemeteries who in turn may refer the matter to the Diocesan Solicitor.

Amended Executive Committee January 2005

R.5.05 ORDERS OF BUSINESS AT ANNUAL VESTRY

Unless otherwise directed by the Incumbent and Churchwardens, the order of business at the annual Vestry meeting shall be as follows:

1. opening prayers;
2. election of Chairperson (if applicable);
3. announcement by the Churchwardens of their appointment of the Vestry Clerk, and if the Vestry Clerk is absent, the election of a member present to act as Secretary of the meeting;
4. reading, correction and confirmation of the Minutes of last annual meeting, and Minutes of any other meeting that have been confirmed;
5. Incumbent's report upon condition, progress and needs of the Parish;
6. presentation and adoption of Churchwardens' financial statement with Auditor's report;
7. adoption of the budget for the ensuing year, including a statement of the share of the Diocesan Budget for Maintenance and Mission;
8. report from Parish or Congregational Council and Parish Central Committee as applicable;
9. appointment and election of Churchwardens;
10. appointment or election of a Convenor of Sidespersons;
11. election Lay Members of Synod;
12. appointment and election of the Parish or Congregational Council;
13. election of one member to serve on multi-point Parish Central Committee (if applicable);

14. election of Auditors;
15. election of any other officers or committees;
16. receipt of reports of all parochial organizations;
17. general business; and
18. adjournment.

R.5.06 AUDITORS

1. The Vestry auditor shall make such examination of the financial statements and records of the Vestry as will enable him or her to report to the Vestry as required under Section (2) of this Regulation. Without limiting the generality of the foregoing, the auditor's examination shall include:
 - a) a study and evaluation of the system of internal control as a basis for the reliance thereon and for determination of the resultant extent of their audit tests;
 - b) an examination of the reconciliation of receipts issued for income tax purposes with cash receipts recorded in the accounts and an examination on a test basis of individual entries in these records;
 - c) an examination on a test basis of vouchers and other related information in support of disbursements made;
 - d) confirmation directly from the bank of all bank balances on hand at the end of the year, the balance of loans payable and the details of any security pledged or investments held in safekeeping;
 - e) confirmation of the balances of all other loans and mortgages payable or receivable as at the end of the year; and
 - f) an examination of the books, records and trust documents for funds held in trust by the Churchwardens to determine whether, in the opinion of the auditor, trust funds have been employed in accordance with the terms of the respective trusts.
2. The auditor shall report to the Vestry whether in his or her opinion the financial statements present fairly the financial position of the Church and the results of its operations for the period under review. When the auditor is able to express an opinion on the financial statements without qualification or exception, the report should be

substantially as follows:

I have examined the balance sheet of the Churchwardens of [Parish or Congregation] as at December 31, [year] and the statement of financial activities (or receipts and disbursements) for the year then ended. My examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as I considered necessary in the circumstances. In my opinion, these financial statements present fairly the financial position of the Church as at December 31, [year] and the results of its financial activities for the year then ended, in accordance with generally accepted accounting principles applied on a basis consistent with that of the previous year.

3. The auditor shall include in the report to the Vestry such statements as he or she considers necessary where and,
 - a) if the examination has not been conducted in accordance with this Regulation shall state therein the reasons therefore; or
 - b) there are any matters which in his or her opinion should be brought before the Vestry.
4. A copy of the Churchwardens' accounts with the auditor's report thereon shall be forwarded to the Synod Office with the Churchwarden's Parochial Returns.
5. The Churchwardens shall furnish each Vestry auditor with a copy of this regulation prior to the making of the examination.

R.5.07 PARISH REMITTANCES TO SYNOD

1. All monies received by the Clergy and/or Churchwardens as specific gifts for the Diocesan Budget for Maintenance and Mission or insurance or other diocesan purpose shall be remitted forthwith to the Synod Office.
2. Monies payable by parishes for salary or stipend, allowances and other benefits, for pensions assessments and the Equalization Grant assessment shall be remitted on a monthly basis on or before the 25th day of each month as is provided for in Regulation 4.
3. The share of the Diocesan Mission Budget assessed to each parish, so far as the same is drawn from general revenue by each parish likewise, should be remitted on a monthly basis but shall be remitted at least once a quarter yearly to the Synod Office.

4. The share assessed to each parish of the bulk premiums due for the comprehensive insurance plan for the Diocese shall be remitted as provided for under By-law 3.18(5) and Regulation 5.12.

5. DELAY AND DEFAULT

Any delay on the part of a parish in making remittances for the remuneration of the clergy shall be reported by the Director of Administration to the Archdeacon in whose archdeaconry that parish is found, for his or her investigation and such action as he or she considers appropriate. If the delay in remittance by any parish continues for three months, the same shall be reported forthwith by the Director of Administration to the Executive Committee which with the concurrence of the Bishop, may consult the Archdeacon aforesaid, the principal officers of the parish concerned, the Diocesan Stewardship Consultants if any, and such other persons as the Executive Committee considers appropriate, with the object of arriving at a decision about the future financing of the parish that is in default.

Amended Executive Committee January 2007

6. ADDED PENALTY FOR DELAY AND DEFAULT

A rate of interest of 2% per month or 24% per annum shall be assessed against any parish for each day of delay if and to the extent that the bank order or cheque or monies required of any parish is dishonoured or is not received.

Amended Executive Committee January 2007

R.5.08 PARISH PRIORITIES

When in any year the income of a parish falls behind the budget that was approved by the Vestry of that parish for that year, the commitments of the parish shall be met according to the following scale of priorities:

1. Clergy and lay salaries, stipends, allowances and other benefits, insurances, pensions and Equalization Grant assessments;
2. its share of bulk premiums for the Diocesan insurance policy;
3. essential operating expenses of the parish, including emergency repairs, interest on committed and existing loans; and principal and interest when so contracted in blended payments;
4. its share of the Diocesan apportionment;
5. repayment of debt/principal; and
6. capital maintenance or replacement, other expenses, and miscellaneous.

R.5.09 SIDESPERSONS

1. At each annual meeting of the Vestry of a congregation, there shall be elected by the Vestry or appointed by the Churchwardens a Convenor of Sidespersons, whose duty it shall be establish a roster of Sidespersons for the ensuing year; and the Convenor of Sidespersons so elected or appointed shall hold office until the annual meeting of the Vestry next following his or her appointment.
2. Vacancies, due to death, removals, or neglect or refusal to act, may be filled by the Convenor of Sidespersons for the remainder of the vacated term of office.
3. In general, the duties of Sidespersons shall be to assist the Incumbent and Churchwardens and to discharge such duties as are assigned to them by the Vestry, the Incumbent and the Churchwardens.
4. The special duties of sidespersons shall be to assist the Churchwardens:

- a) in receiving and seating the congregation in the Church;
- b) in taking up the offering, and if requested by the Churchwardens, in counting the offering on the conclusion of the service.
- c) in maintaining order in and about the Church during divine worship.

R.5.10 MINISTERING IN VACANT AND MULTIPLE CONGREGATIONAL PARISHES

- 1. Except with the consent of the Executive Committee, at no time, temporary or permanent, shall any Incumbent have charge of more than four organized congregations where each has a Church population of 20 or more confirmed members of 16 years and upwards.
- 2. Where a clergy, or a Licensed Lay Reader, is called upon to provide Sunday or weekday services in a parish where the incumbency is vacant, the minimum remuneration which he or she shall receive shall be the lesser of such fee per service or per Sunday as is determined from time to time by the Clergy Benefits Committee with the concurrence of the Executive Committee, plus a travel allowance in the performance of this work, to be at the same rate as clergy and others not eligible for Transportation Allowances in Regulation 4.01(12)(d). Such income and allowance shall be paid over and above the stipend and allowance already received by such clergy for the work whereunto he or she has been licensed by the Bishop, and shall form part of his or her income and allowance for that year, it being understood that all such payments shall be reported to the Synod Office when monthly remittances are made in accordance with Regulation 4.

R.5.11 DIOCESAN APPORTIONMENT

- 1. The Diocesan Apportionment means the amount required to be raised in a year by the Diocese and which is designated in the three-year Budget approved by the 2006 Synod as the “Budgeted Parish Fair Share” (hereafter referred to as “Budget” or “Diocesan Budget”), including assessments and apportionments of the General Synod and the Provincial Synod, and funds for such other purposes as may be approved by the Diocesan Synod or Executive Committee. Each parish shall pay its Fair Share of the Diocesan Budget as calculated by the Synod Office. A Parish’s Fair Share of the Budget is the amount in dollars that is determined by multiplying the amount of the Diocesan Budget by a fraction that has as its numerator the average Assessable Income for the parish over the immediately preceding three years and its denominator the total of the average Assessable Income over the same three year period for all parishes in the Diocese. The Director of Administration shall, no later than the last day of August in each year, notify the Incumbent and Church wardens of each parish of the parish’s Fair Share amount for that Parish for the next ensuing calendar year.

Amended Executive Committee November 2006

2. Assessable income for a parish means the income of the parish from all sources, with the following deductions/exceptions being made:
 - a) Cost of Priestly Services (COPS) for the Incumbent only, being income used to pay the stipend, travel allowance, and other benefits, but not the housing allowance. Income used to pay any other remuneration, including that of an assistant curate, is not exempt;
 - b) grants received by parishes to be used in the training of (new) assistant curates;
 - c) in/out or flow through donations from parishioners for outreach projects such as: the Primate's World Relief and Development Fund (PWRDF); Community Ministries, including Centre 454, The Well/La Source, etc.; the Residential Schools Settlement Fund; or any other instance where the donations constitute a trust which the parish cannot use for any other purpose;
 - d) capital funds placed in the diocesan Consolidated Trust Fund (CTF). No other trust fund qualifies for exemption or deduction;
 - e) borrowed money, but income raised to pay back any such loan is assessable unless such income is used for construction of a new church;
 - f) the cost of professional fees as well as disbursements incurred for fundraising under a stewardship campaign or otherwise in a parish;
 - g) other deductions which have been approved by the Administration and Finance Committee (A & F), including those identified by the annual Statistical Return and Guide for its completion;
3. ANNUAL RETURNS AND APPEALS PROCESS
 - a) To enable the assessable income of each parish/congregation to be determined, the Churchwardens (and treasurer) thereof shall on the date provided for by the Statistical Return in each year forward to the Synod Office a Statistical Return, also known as the parochial return, in the current form prescribed by the Synod Office. The Return is to be accompanied by copies of financial statements of the parish/congregation approved by the annual vestry meeting thereof held in January

or February. If a parish has experienced an abnormal increase in its income that affects or is likely to affect its share of the diocesan budget for the following year, a letter from the parish should accompany the Return, giving full details for the consideration of the Director of Administration and reference to the Apportionment Review Committee as hereafter defined.

- b) The Administration and Finance Committee upon being advised that a parish has failed to file its Statistical Return may arbitrarily set the assessable income of the parish as well as its share of the Diocesan Budget and the Cost of Priestly Services to be paid by that parish.
- c) A subcommittee of the Administration and Finance Committee known as the Apportionment Review Committee (ARC) attempts to assist those parishes in the calculation of their assessable income if an abnormal increase in income of the parish occurs which would have the effect of unfairly raising its share of the Diocesan Budget for the following year. Upon receiving a letter from a parish with its Statistical Return as aforesaid, the Director of Administration shall refer the letter to the ARC which will contact the parish, review the letter with them and seek to do what is possible to lessen the impact of the abnormal increase in income.
- d) The Director of Administration, so far as possible, shall have discussions with each parish/congregation where the anticipated share of the Diocesan Budget is significantly higher or lower than its share in the previous year with a view to arriving at a satisfactory amount for the coming year and shall, to the extent possible by the last week of August in each year, give notice in writing to the Incumbent and Churchwardens of each parish of the parish's apportionment amount based on assessable income as well as identifiable givers in that year, and for which it is responsible in the following year.
- e) Upon receiving written notice of its fair share amount, the Incumbent and Church Wardens may, after serious reflection, research and discussion in the parish, appeal the amount in accordance with the following process, which shall take place entirely within the same calendar year as the notice of the fair share amount is issued, except in the case of an appeal to Executive Committee which may take place the following year as herein provided.
 - i) Notice of Appeal shall be in writing and shall be delivered to the Archdeacon on or before the earlier of the following two dates: six weeks following the date on which the letter notifying the parish of the Fair Share amount was mailed, and October 15.
 - ii) The Notice of Appeal shall include reasons for the appeal and supporting documentary evidence.

- iii) The Archdeacon shall forthwith investigate the appeal, including meeting with the Incumbent and Churchwardens and other interested leaders of the parish.
- iv) The Archdeacon shall, on or before October 31, write and submit a report to the Director of Administration expressing the Archdeacon's findings and recommendations, including the Notice of Appeal and supporting documents. The Archdeacon shall deliver a copy of the report without enclosures to the Incumbent of the parish.
- v) In his or her discretion, the Archdeacon may also deliver a copy of the Report to the Bishop, if in the opinion of the Archdeacon, some immediate action by the Bishop is warranted.
- vi) The Director of Administration shall forthwith consider the Appeal and attempt to resolve it through further discussion with representatives of the parish.
- vii) If the Appeal is not resolved, then it shall be considered at the November meeting of the Administration and Finance Committee at which the Director of Administration and, if requested by the Parish or by the Director of Administration, the representatives of the parish shall make representations.
- viii) The Administration and Finance Committee shall give written notice of its decision to the Incumbent of the parish no later than November 30.
- ix) The decision of the Administration and Finance Committee is final, unless the parish appeals it to the Executive Committee by delivering written notice of its intention to appeal delivered with supporting documents no later than December 15.
- x) Immediately upon receipt of a notice of intention to appeal to Executive Committee, the Director of Administration shall cause the matter to be listed on the agenda of the first sitting of the Executive Committee in the following year. That meeting of the Executive Committee shall choose a subcommittee comprising three members, two of whom are laity and the third member is a cleric, to hear the appeal. At least one member of the subcommittee shall be a member of Executive Committee, who shall serve as Chair. This subcommittee shall meet to hear the appeal as soon as is conveniently possible, and shall hear representations and submissions from representatives of the parish and from officials of the Diocese as it sees fit. The subcommittee shall render a written report within thirty days of its meeting, and shall deliver a copy of its report to the Secretaries of Synod, who shall transmit it forthwith electronically to all the members of Executive Committee who have provided the Secretaries of Synod with an e-mail address. The report of the subcommittee is deemed to have been confirmed by Executive Committee on the seventh day after it has been

electronically sent to the members of Executive Committee, unless a majority of the members of Executive Committee object to the report by notice returned to one of the Secretaries of Synod either electronically or by written notice delivered within the same seven days. If objection is so made by the majority of the members of the Executive Committee, then the report of the subcommittee shall be referred to the next meeting of Executive Committee for its consideration. The Executive Committee may then refuse the report or may confirm it with or without variation. The report once confirmed with or without variation by Executive Committee is a final determination of the appeal.

- xi) If a parish fails to pay its Fair Share amount, and has not availed itself of the appeal process, the Director of Administration may request the Archdeacon to investigate the matter and report the result of the investigation to the Director of Administration, copied to the Incumbent of the parish. The report shall then be dealt with in the same manner as if an appeal had been made by the parish, in accordance with subsections (v) through (x) of the foregoing sub-paragraph, except that time limits are in the discretion of the Director of Administration in consultation with the Chancellor.
- xii) The appeal process, whether initiated by the parish, or by the Director of Administration, may result in any of the following actions or recommendations, or others as appropriate:
 - A) Fair Share arrears be written off;
 - B) a Fair Share amount be reduced;
 - C) a shortfall be made up from some other source of funds available to the parish;
 - D) a parish take a specific action to reduce costs or increase revenue or re-order its financial priorities;
 - E) the Bishop be asked to consider taking disciplinary action against a cleric;
 - F) the Bishop be asked to consider the disestablishment of a parish or of a congregation.

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- f) As soon as possible and to the extent necessary, such appeals will be placed on the agenda of the Administration and Finance Committee, and if requested, the parish shall be given an opportunity to speak summarily to the Committee before a determination is made.

- g) Advice of the determination of the Administration and Finance Committee shall be given in writing to the parish which, if it finds such determination unacceptable, may appeal to the Executive Committee, providing notice thereof is given forthwith to the Clerical Secretary and grounds for the appeal are submitted in writing forthwith. Executive Committee at its next regular meeting shall consider summarily whether such appeal has merit, and if the Committee so determines, then it may either dispose of the matter itself or refer it back to the Administration and Finance Committee for review and disposition. The decision of the Executive Committee in all respects shall be final.

4. PAROCHIAL APPORTIONMENT 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 apportionment 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 parochial apportionment, 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 apportionment, then the matter shall be reported to the Director of Administration and by him or her to the Executive Committee 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 Executive Committee 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 Administration and Finance Committee and by the Executive Committee, each parish shall be notified of its share thereof. That share will have been pro-rated and assessed based upon the apportionment assessment for each parish; and as soon as possible after approval by the Executive Committee 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.

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