



Anglican
Diocese of
Ottawa

Convening Circular of
the 143rd Session
of Synod

Incorporated Synod of the
Diocese of Ottawa
October 19-21, 2023

Convening Order One Hundred and Forty-Three

**The Right Reverend Shane Parker, Bishop of Ottawa,
has announced that the
Annual Meeting
of the Synod of the Diocese of Ottawa
will be held on October 19-21, 2022,
at the St. Elias Centre,
750 Ridgewood Ave. Ottawa**

**Registration will commence
at 7:30 am on October 20, 2023, at the St. Elias Centre.**

BY ORDER OF THE BISHOP

The Rev. Canon Stephen Silverthorne
Clerical Secretary

Margaret Porter
Lay Secretary

NOTE: The Convening Circular will not be made available in printed form. Please either print out a copy of your own or bring your device to access these documents at Synod.

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Glossary of Terms

Archdeacon

The title usually refers to a priest appointed by the Bishop to work with the clergy and people of a particular area of the Diocese known as a Deanery. The Diocese of Ottawa has eight Deaneries. Archdeacons have an important role in assisting the Bishop in a wide range of administrative and pastoral duties. An archdeacon can also be a person working on a diocese-wide level, such as the Executive Archdeacon.

Chair of Synod

The Canons, Bylaws and Regulations of the Diocese (the CBRs) state that the Bishop is to chair the meetings of the Synod. The Bishop has the option, however, to appoint another person to act on his/her behalf.

The Chancellor and Vice-Chancellor(s)

These terms refer to the members of the legal profession appointed by the Bishop to advise Synod on legal, procedural and other related matters. Currently, Canon Henry Schultz is the Chancellor and the Vice-Chancellor is Marian McGrath.

Convening Circular and Synod Journal

The convening circular is the formal notice of the calling of Synod and the package of information on the proposed business of Synod. The Synod Journal is the formal record of the proceeds of Synod. In recent years, the Synod Circular becomes the Synod Journal following Synod.

The Dean

This is the title of the Incumbent of Christ Church Cathedral who is also the Dean of Ottawa. The Dean is the most senior priest in the Diocese and often acts on behalf of the Bishop, e.g. chairs Synod, acts as Commissary when the Bishop is absent from the Diocese for any extended period of time. The Dean of Ottawa is currently the Very Rev. Beth Bretzlaff.

Minutes Review Committee

This committee is a sessional committee, appointed only for the duration of its task. Its responsibility is to review the minutes taken at Synod for accuracy and clarity. The committee ceases to exist once it has completed its review. Once reviewed by the committee, the minutes are presented to the next session of Synod for correction and approval.

Regional Deans

Each deanery of the Diocese has a regional Dean to work with the Archdeacon in facilitating the pastoral and administrative work of the deanery. The clergy - or *clericus* of the deanery - nominate a member of the clergy of that deanery to the Bishop to appoint as the regional dean.

Resolutions Committee

One of the committees appointed in the opening motion of the Synod is the Resolutions Committee. It is a sessional committee, and ceases to exist after the conclusion of each Synod. The primary role of the committee is to review all the motions prior to their being discussed by the Synod. The committee ensures that the motions make sense and will achieve what the mover and seconder of the motion intend.

Secretaries of Synod

There are two Secretaries of Synod. The Lay Secretary is elected by the Diocesan Council for a one-year renewable term to represent the Laity of the Diocese. Currently, the Lay Secretary is Margaret Porter. The Clerical Secretary is appointed by the Bishop to represent the Clergy of the Diocese. Currently, the Clerical Secretary is the Rev. Canon Stephen Silverthorne. The Secretaries work on our behalf to oversee the meeting of Synod and to follow up the motions and initiatives arising from the meeting of Synod. The Secretaries are also responsible for the work of the Diocesan Council which has the task of overseeing the work of the Diocese between the annual meetings of Synod.

Scrutineers Committee

The committee is led by the head of Scrutineers, and its membership is appointed at the beginning of each Synod. Scrutineers are responsible for counting votes cast at Synod, including votes taken by secret ballot. Scrutineers' term of service comes to an end at the conclusion of the Synod at which they were appointed.

Synod

The term refers to the meeting or council of the clergy and people of the Diocese. The term also refers to the legal name of the Diocese, the Incorporated Synod of the Diocese of Ottawa. In this alternative meaning we refer to the central office of the Diocese as Ascension House.

Synod Member

At the Annual Vestry meeting each parish elects a synod member or members to share in the deliberations of the Synod. Certain persons by virtue of their office, or

membership on Diocesan Council, are automatically members of Synod. The Bishop of Ottawa also has the right to appoint persons as members of Synod, as defined by the Canons, Bylaws, and Regulations of the Diocese. As a member of Synod, one is not a delegate from a parish representing the concerns and issues of that particular parish, but rather a member of the Body of Christ gathered at Synod under the guidance of the Holy Spirit to share the discussions and decisions of Synod as a whole.

A Vote by Orders

Occasionally at the meeting of Synod, a vote is by orders or by houses. For example, to pass a revision to a Canon of the Diocese or to elect a bishop, the vote ought to be recorded by order of deacons/priests AND by order of laity AND by order of Bishops. Each order is complementary to the other, and together they are the people of God. A vote by order is usually used for very weighty matters and the impact of the vote on each order can be very different. For a motion to be passed, it must have a majority in each order (or house).

Making and Discussing Motions at Synod

MAKING MOTIONS

1. Order

- a. Generally, a motion will be considered only if a twelve-hour-notice has been given in writing to one of the Secretaries of Synod. Members of the Resolutions Committee are to ensure motions brought to their attention are promptly shared with the Secretaries of Synod.
- b. Motions may be presented to Synod without notice only where the Bishop or presiding officer or the Synod itself consents.
- c. Motions may be withdrawn before Synod is asked to vote on them, as long as mover and seconder agree, and Synod agrees.
- d. Motions arising from Seminars (Regulation 3.12(14)):
 - i. Must be received by the Resolutions Committee not later than 12:30 pm on the last day of Synod.
 - ii. Must have a mover and seconder who are members of Synod and who were present at the Seminar.
 - iii. And when a Seminar motion is to be debated, the mover shall have five minutes, the seconder shall have three minutes and all other speakers shall have two minutes. The chair may limit the number of speakers.

2. Content

- a. If there are **financial implications** to the motion, those implications need to be stated plainly. For example: Is the funding already approved? If not, then how funding will be meet needs to be included in the motion. Regulation 3.14 of the Canons, By-Laws, and Regulations (CBRs) governs the handling of any motions that entail expenditures not already approved.
- b. If the **Synod circular** includes the particulars of the motion, then those pages should be referenced (e.g. "...the proposed budget on pages 78-93 of the Synod circular").
- c. If the motion involves prospective work, then the **appropriate governance body** needs to be named as the directed body to pursue and complete the work proposed. For example, if a motion were to be made that recommended the proposed budget be revised to include an increase to General Synod expenditures, then the Financial Affairs Committee must be named, as they are governance body who would be responsible for enacting the change.
- d. If the motion involves prospective work, then suitable **follow up requirements** should also be included in the wording of the motion.

GUIDELINES FOR WRITING MOTIONS

Motions should be clear, concise, and unambiguous. This is so the intent and specific course of action proposed in the motion can be properly considered. The following guidelines are offered to assist in the drafting process, beginning with a sample motion:

It is moved by The Rev. Jane Doe and seconded by John Smith that Synod approve the proposed budget for 2007-2009 on pages 78-93 of the Synod circular.

1. Every motion must have a mover (e.g. “The Rev. Jane Doe”) and a seconder (e.g. “John Smith”).
2. Motions should be in the active voice, i.e. with a subject (“that Synod approve” and not the passive “that the proposed budget for 2007-2009 ... be approved”).
3. Motions should be in the subjunctive mood, not the indicative (e.g. “approve,” not “approves”). In most verbs (except in the third person) the verb will look the same as in the present tense. The subjunctive mood is required because until a motion is passed it expresses only a proposal.
4. A well-formed motion is a complete sentence that follows standard grammatical rules for sentence construction.
5. Motions should be written in plain English. The Resolutions Committee will not accept draft motions that include “whereas” clauses. And there has also been a move away from using the phrase “be it resolved.” This has resulted in including the mover and seconder into the wording of the motion (see example above), because subordinate clauses cannot stand alone (e.g. were the following subordinate clause free-standing it would be ungrammatical: “That Synod approve the proposed budget for 2007-2009 on pages 78-93 of the Synod circular”).
6. Motions should be free of all jargon and unnecessary technical terms. If technical terms are required, they should be explained in writing and in the opening remarks of the mover or seconder when they speak to the motion.
7. The intent of the written motion should be easily understood and explicit. The substance of the motion and its implications must be transparent so that it can be properly considered and duly debated.

SPEAKING TO MOTIONS

1. **Declarations:** When speaking on a motion movers and seconders are to state their name and parish before moving or seconding the motion and speaking to the motion. When members speak to a motion they are also to state their name, parish, and whether they are speaking for or against the motion.
2. **Length of Speeches:** Regulation 3.12(6)(h) governs the length of speeches by members of Synod. The mover of a motion may speak for five minutes and the seconder may speak for three minutes and responders shall be granted three minutes. No member may speak more than once on the same motion, or more than once on an amendment, except that the mover of the original motion shall have the right of reply, which closes the debate.

VOTING ON MOTIONS

1. **Threshold to Pass Motions:** Canon 3.08 states that, except as provided in Canon 1.03 (Canon Amendments), Canon 2 (The Bishop), and elsewhere in this Canon, no act or motion of the Synod shall be valid or passed without the concurrence of a simple majority of the members present who vote on the motion.
2. **Methods of Voting:** Regulation 3.12(12) of the Canons, By-Laws, and Regulations sets out that voting is generally done by a show of hands called by the Chair, first for the affirmative, then for the negative.
3. **Voting by House:** Canon 1.03 requires voting by house when Synod adopts or agrees to changes to the Canon already approved by Diocesan Council.

ROLE OF THE RESOLUTIONS COMMITTEE

The purpose of the Resolutions Committee is to assist Synod by ensuring the motions moved on the floor of Synod are clear, concise, and unambiguous. The Committee is typically struck prior to the publication of the Synod circular by the Clerical Secretary and sits throughout the Synod session.

1. Draft motions for consideration at Synod are to be channeled through the Resolutions Committee.
2. Once a draft motion satisfies the guidelines (listed above) it is put forward as a new Notice of Motion. Any motion not submitted in time to be recorded in the Synod circular will be distributed to the Members of Synod.

3. In preparing additions to the Notice Paper, the Committee may identify motions likely to be approved without debate. Such motions can be put on a “no debate list” and be moved for immediate vote. Individual motions can be removed from this list at the request of just one Member of Synod, who desires to speak against the motion.

COMMON PROCEDURAL MOTIONS THAT DO NOT REQUIRE NOTICE

	Interrupt Speaker	Needs Secunder	Debatable	Amendable	Vote
Privileged Motions					
Amend Motion	No	Yes	Yes	Yes	Majority
Friendly Amendment	No	No	No	Yes	Mover and Secunder Rule
Add to Notice Paper	No	Yes	No	Yes	Majority
Table a Motion	No	Yes	No	No	Majority
Withdraw Motion (By the Mover)	No	Secunder Must Agree	No	No	Unanimous Consent
Subsidiary Motions					
Adjourn Meeting	No	Yes	No	No	Majority
Next Order of Business	No	Yes	No	No	Majority
Previous Question / Call the Question	No	Yes	Yes	No	Majority
Deferral	No	Yes	Only as to Time	No	Majority
Refer to Committee	No	Yes	Yes	Yes	Majority
Incidental Motions					
Point of Order	Yes	No	Only on Point	No	Chair Rules
Question of Privilege	Yes	No	No	No	Chair Rules
Request for Information	Yes, if Urgent	No	No	No	Chair Rules
Appeal Ruling of Chair	Yes	Yes	No	No	Majority
Suspend Rules	No	Yes	No	No	Majority

MOTIONS DISCUSSED

Add to Notice Paper

A motion to add to the Notice Paper is a request to add motions that have arisen after the deadline for reviewed Notices of Motion. This motion may be debated and amended, specifically to select which motions could be adequately debated without advanced review.

Adjourn Meeting

A motion to adjourn must be seconded. It is not debatable or amendable.

Amendments

When a substantive motion is being debated, a member may propose an amendment to it. The amendment must be relevant to the question at issue and no amendment can be made to change the intent of the motion. There is no limit to the number of amendments that can be proposed, but each amendment must be dealt with separately.

Deferral

Motions to defer are permissible, but uncommon. If circumstances arise, which make deferral for a certain period of time advisable, then a motion can be made. The question deferred cannot be discussed again until the specified time in the motion.

Friendly Amendments

Friendly amendments are amendments that both the mover and seconder assent to. They are not debatable and there is no motion to adopt them.

Next Order of Business

This motion is designed to set aside a question under discussion by moving that Synod address the next item on the agenda. It is moved by saying “I move that we turn to the next order of business,” or by calling for a reading of the orders of the day (i.e. the agenda). Curtailing prolonged or inconclusive debate can also be dealt with by referring the question to a committee for further review (see h. below). Referring a question differs in that the question is not dropped from formal consideration by Synod.

Previous Question

This motion is typically made in the following words: “I move that the question be now put,” or “I call for the question.” The purpose of this motion is to curtail

excessive amendments or force a vote on the main question. This is a debatable, but not an amendable, motion.

Refer to Committee

This is a motion to have the relevant committee continue the reflection

Table Motion

A motion to table a question is usually used to put aside a question so that more urgent business can be attended to. If a motion to table is carried, the main motion to which it is applied is laid aside, together with any amendments to it, but its consideration may be resumed at any time on a motion that the matter be taken from the table. The latter motion must be decided immediately without amendment or debate. If the intent is to quash a question, a motion to withdraw should be made.

Withdraw Motion

A mover may withdraw a motion only if the seconder and the meeting as a whole agree.

Synod Agenda

FRIDAY, OCTOBER 20, 2023

Morning

- 7:30 Registration (Reception Area) until 9:00
- 8:30 New Member Orientation (Lower Hall)
- 9:00 Opening Prayers
- 9:10 Announcements & Opening Omnibus Motion
- 9:20 Dean Sewell's First Reflection
- 9:40 Eleven Actions (SPMC) Situation Report
- 10:10 Refreshment Break & Displays (Lower Hall)
- 10:40 Action 10: A Plan for Parish Development
- 11:40 Financial Statements and Appointment of Auditors
- Noon Announcements, Grace, Lunch & Displays (Plenary Hall & Lower Hall)

Afternoon

- 1:15 Nominations Report
- 1:30 Actions 2 and 11
 - An Action Plan for Contextual Mission & New Worshiping Communities
 - Proposal for a Future Fund
- 2:30 Bylaw Amendments
- 3:00 Refreshment Break & Displays (Reception Area & Lower Hall)
- 3:30 Notices of Motion
- 3:50 Dean Sewell's Second Reflection
- 4:05 End of Day Announcements and Prayer

SATURDAY, OCTOBER 21, 2023

- 9:00 Morning Prayer
- 9:10 State of the Streets
- 9:25 2024-2026 Operating Budget
- 10:10 Refreshments & Displays (Lower Hall)
- 10:40 Listening for Divine Sparks in our Midst: A Time of Prayer
- 11:10 Notices of Motion
- 11:20 Dean Sewell's Third Reflection
- 11:40 Concluding Session
 - Election Results
 - Concurrence of the Bishop
 - Final Announcements
- 11:55 Thanksgiving

Minutes of the One Hundred and Forty-Second Session of Synod October 20-22, 2022

The 142nd Synod of the Anglican Diocese of Ottawa was held October 20-22, 2022, entirely face-to-face for the first time since 2019. Our primate, Archbishop Linda Nicholls, was the guest speaker. Rather than an opening speech, Archbishop Linda gave four reflections over the day and a half long meeting, mostly on the diocese's plans and commitments but also on the national church and other issues.

The Shape of Parish Ministry's three proposals dominated much of the Synod's Friday and Saturday sessions. Bishop Shane described them as an action-oriented approach to strengthen and nurture parish ministry, and to offer new approaches to engage with the community—in rural areas, villages, towns, and cities.

The three proposals are titled:

- Shape of parish ministry: strengthening for the future;
- Lifelong formation: nurturing parish ministry; and
- Engagement with the world: new worshipping communities and contextual mission.

Information on the ongoing work of the diocese was also presented and discussed.

Our six community ministries all saw a surge in demand during the pandemic, Director General of Community Ministries, the Rev. Canon Dr. Peter John Hobbs, told Synod they had faced some major setbacks including fires at two facilities.

Sanjay Grover, Director of Financial Ministry, reported 2021 revenue of \$7.02 million and expenditures of \$7.6 million for a deficit of \$576,000. However, that was offset by investment gains of \$469,000, bringing the deficit down to \$107,000.

The Ven. Chris Dunn of All Saints, Westboro presented a balanced one-year budget for 2023. Projected spending of \$4,255,341 is up roughly \$370,000 from 2022. Revenues are up in some areas, but down in others, resulting in a balanced budget.

Omnibus Motion

Moved by Kim Chadsey, Interim Lay Secretary

Seconded by The Rev. Stephen Silverthorne, Clerical Secretary

That Synod approve an omnibus motion that grants the privileges of the House, appoints Sessional Committees, adopts the Agenda, approves the 2021 Minutes, and receives the financial reports, as distributed in the Synod package.

Motion - Privileges of the House

That Synod grant the following people the privileges of the House:

- *Ann Chaplin*
- *Anne-Marie Clysdale*
- *Barbara Gagné*
- *Dr. Sarah Kathleen Johnson*
- *Paul Mugarura*
- *The Ordinands of the Diocese of Ottawa*
- *The Youth & Young Adult Observers*
- *Resource people assisting or making reports or presentations at Synod*

Motion — Sessional Committees

That Synod appoint the following sessional committees for the 142nd Session of Synod:

1. Committee to Review the Minutes

- *The Rev. Canon Catherine Ascah*
- *Kim Chadsey*

2. Resolutions Committee

- *Kim Chadsey*
- *The Rev. Dr. Mary-Cate Garden*
- *Marian McGrath*
- *Canon Henry Schultz*

3. Scrutineers Committee

- *The Ven. Patrick Stephens (Chair)*
- *The Rev. Claire Brama*
- *Meredith Brophy*
- *Marni Crossley*
- *Anne Graham*
- *Helene Goulet*
- *Phyllis Heeney*
- *Maya McDonald*
- *Rob Mellon*
- *Christine Ormsby*
- *Canon Henry Schultz*
- *Mike Scrim*
- *Ian Sinclair*
- *Norm Villegas*
- *Norma Wheeler*
- *Marianne Wilkinson*

- *The Rev. Margo Whittaker*

Motion — Synod 2022 Agenda

That Synod adopts the agenda found in the Synod package as the agenda for this session of Synod.

Motion — Synod 2021 Minutes

That Synod receive the 2021 Minutes and approve them for publication in the Synod Circular.

Motion — Financial Reports

That Synod receive the 2021 auditors' reports and the financial statements of The Incorporated Synod of the Diocese of Ottawa, the Consolidated Trust Fund of The Incorporated Synod of the Diocese of Ottawa, the Anglican Diocese of Ottawa Extension Fund Incorporated, the Cornerstone Housing for Women Foundation, and the Cathedral Hill Foundation and approve them for publication in the Synod Circular.

Carried

Motion 1 — Shape of Parish Ministry: Proposal 1A

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That relevant diocesan bodies and staff, under the direction of the Bishop, undertake the following before Synod 2023:

- 1. Develop a guide to be approved by Diocesan Council, defining and confirming the structures of parish ministry in our diocese, set out above, and the expectations related to their implementation, such as: clergy deployment, scope of ministry, governance (e.g., numbers of officers and councils), administration, property management and finances.*
- 2. Review the canons, bylaws and regulations to ensure completeness and coherence regarding the definition of parish structures, and requirements for parish membership, governance, management of buildings and real property, finances and other responsibilities.*
- 3. Develop protocols that apply to implementing and administering each of these parish structures.*
- 4. Establish mechanisms to monitor the application of the CBRs and protocols relating to the parish structures (e.g., regional deans to conduct an annual or biennial monitoring check-in).*

Carried

Motion 2 — Shape of Parish Ministry: Proposal 1B

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That Synod

- 1. Request a guide, authorized by the Bishop, for leaders of parishes to help discern when the time is right to move into a different parish structure; and*
- 2. Urge parish leaders who have discerned that the time is right to begin active conversations with the Bishop and their territorial archdeacon, in consultation with parish members, with a view to effecting the desired changes as soon as possible; and*
- 3. That a report on concrete actions taken be presented to Synod in 2023.*

Carried

Motion 3 — Shape of Parish Ministry: Proposal 1C

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That staff and relevant diocesan bodies, under the guidance of the Bishop, take action to stimulate innovation and collaboration between parishes, including a forum of clergy and lay leaders in order to share experiences and offer recommendations to the Bishop and to Diocesan Council.

Carried

Motion 4 — Shape of Parish Ministry: Proposal 1D

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That Diocesan Council strike a task force as soon as possible, with membership approved by the Bishop, to conduct a review involving input from parish leaders of the current method of calculating Parish Fair Share, and that any recommended changes be brought to Synod 2023 for approval.

Carried

Motion 5 — Shape of Parish Ministry: Proposal 1E

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That Synod approve the use of dividends from undesignated and Bishop's discretionary trusts held by our diocese in the Consolidated Trust Fund for the purpose of contributing to the overall, shared costs of parish ministry.

Carried

Motion 6 — Shape of Parish Ministry: Proposal 1 F

Moved by the Rev. Tim Kehoe

Seconded by the Rev. Dr. Jon Martin

That staff, under the direction of the Bishop and in consultation with relevant diocesan bodies, be tasked to develop plans to improve services and processes, including those identified below, and that the plans include associated costing, implementation, and evaluation considerations, to be approved by Diocesan Council.

Property and asset management

- 1. Standardization of rental licences or leases.*
- 2. Establishment of vendor lists and agreements for common services such as snow removal, landscaping and trades people.*
- 3. Central lists of all building inventory and maintenance and inspection reports.*
- 4. Subject expertise to support development projects.*

Finance

- 1. Diocesan-wide web-based financial system with better reporting.*
- 2. Streamlined statistical returns process that reflects decision-based data requirements.*
- 3. Accounting support.*

Human resources

- 1. Subject expertise and support in all search and recruitment processes as well as engagement contracts.*
- 2. Enhance the Human Resource Information System to create a database of talent.*

General administration

- 1. Maintain central lists of members of the diocese and other key data.*
- 2. Arrange purchase agreements with major vendors at discounted rates, so parishes don't have to find vendors or negotiate prices.*
- 3. Identify other common functions that could be centralized or regionalized.*

Carried

Motion 7 — Nominations Motion

Moved by the Rev. Canon Douglas Richards

Seconded by the Rev. Stephen Silverthorne, Clerical Secretary

It is moved that Synod approve the slates of candidates nominated by Diocesan Council, to serve on Diocesan Council and The Termination of Clerical Appointments Panel, as enumerated in the report of the Nominations Subcommittee.

Carried

Motion 8 — Amendment to Canons — Housekeeping

Moved by: Canon Henry Schultz, Chancellor

Seconded by: George Hodgkinson

WHEREAS a resolution, which contains the proposed amendments to the Canons of the Incorporated Synod of the Diocese of Ottawa that are set out immediately below, was considered and approved by the Diocesan Council at its meeting of September 13, 2022,

BE IT RESOLVED THAT, pursuant to Canon 1.03:

(1) Canon C.3.15 (MISCELLANEOUS) be amended to provide as follows [revised text being marked in bold font]:

C.3.15 MISCELLANEOUS

The following matters may be prescribed by Bylaw or Regulation:

- 1. the procedures and formalities regarding meetings of Synod and the Diocesan Council;*
- 2. the election of delegates to Provincial Synod and its boards and committees and of delegates to General Synod and its boards and committees; and*
- 3. the governance and administration of diocesan cemeteries.*

(2) Paragraph 3 of Canon 4.09 (STIPENDS AND SALARIES), including its heading, to be amended to provide as follows [revised text being marked in bold font]:

3. CLERGY REMUNERATION BOARD

*From and after the first day of January 1975, the salary for each stipendiary cleric shall be determined annually by the **Clergy Remuneration Board** as provided by Bylaws and Regulations. Every cleric shall have a right to have the cleric's salary award reviewed in the cleric's presence by the board and the decision of the Bishop shall be final.*

- (3) *Canon 4.10 (PENSIONS) to be amended to provide as follows [revised text being marked in bold font]:*

*The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law regarding pensions for clergy and lay workers in the Diocese and for their **spouses**, dependents and children, having regard to the requirements of General Synod.*

Carried

Motion 9 — Amendment to Bylaws — Housekeeping

Moved by: Canon Henry Schultz, Chancellor

Seconded by: George Hodgkinson

WHEREAS the Diocesan Council, at its meeting of September 13, 2022, recommended the enactment of the proposed amendments to the Bylaws of the Diocese of Ottawa and the Regulations of the Diocese of Ottawa that are set out immediately below,

BE IT RESOLVED:

- (1) *THAT, pursuant to Canon 1.04.1, Bylaw 3.05.9 (OTHER OFFICERS) of the Bylaws of the Diocese of Ottawa be amended to provide as follows [revised text being marked in bold font]*

(a) *The Bishop may, subject to paragraph (c), appoint:*

- (i) *a Director of Communications and Stewardship Development;*
- (ii) *a Director of Human Resources;*
- (iii) *a **Director of Property and Asset Management**; and*
- (iv) *such other officers as the Bishop considers necessary.*

- (2) *AND THAT, pursuant to Canon 1.05, the Regulations of the Diocese of Ottawa be amended to provide that every reference to the words “Bishop’s Salary Board” in the Regulations shall be replaced by the words “Clergy Remuneration Board”.*

Carried

Motion 10 — Amendment to Bylaws — Diocesan Cemeteries

Moved by Canon Henry Schultz, Chancellor

Seconded by Robert Hanson, Commissioner of Cemeteries

WHEREAS the Diocesan Council, at its meeting of September 13, 2022, recommended the enactment of the proposed amendments to the Bylaws of the Diocese of Ottawa and the Regulations of the Diocese of Ottawa that are set out immediately below,

BE IT RESOLVED:

(1) THAT, pursuant to Canon 1.04.1, the following amendments to the Bylaws of the Diocese of Ottawa be enacted:

(a) THAT Bylaw 1.02 be amended to provide, immediately following paragraph 6, as follows:

7. A “cemetery” means a body burial site or a site for the disposition of ashes and includes, within its meaning, (a) a scattering ground and (b) a columbarium.
8. “Cemetery Board” means a board established pursuant to these Bylaws or a related Regulation for the purpose of managing a cemetery adjacent to, or affiliated with, a Parish.

(b) THAT Bylaw 3.31 (COMMISSIONER OF CEMETERIES) be amended to provide as follows [revised text being marked in bold font]:

1. There shall be a Commissioner of Cemeteries who is appointed by the Bishop during pleasure.
2. The Commissioner is tasked by and reports through the **Director of Property and Asset Management** to the Bishop in all matters pertaining to cemeteries including **the creation, transfer and disposition thereof according to law.**
3. The Commissioner will:
 - a) maintain in cooperation with the **Director of Property and Asset Management** an up-to-date list of all cemeteries presently in use, with the names and addresses **of the treasurers of their respective Cemetery Boards;**
 - b) maintain in cooperation with the **Diocesan Archivist** a list of abandoned or former Anglican cemeteries;
 - c) maintain an up-to-date file of the current laws of Ontario and Quebec pertaining to Cemeteries and be available to consult with representatives of **Cemetery Boards** as occasion may require;

- d) *maintain contact with the Office of the Metropolitan of the Ecclesiastical Province of Ontario with respect to cemeteries in Ontario and, where appropriate, maintain liaison with the Office of the Bishop of Montreal with respect to cemeteries in Quebec;*
- e) *respond to queries from institutions or individuals with respect to diocesan cemeteries in the geographic boundaries of the Diocese;*
- f) *make a report annually to the Financial Affairs Committee; and*
- g) *perform such other duties as may be conferred by Regulation.*

THAT a new Bylaw 3.32 be enacted to provide that:

B.3.32 MANAGEMENT OF CEMETERIES

1. *Every cemetery adjacent to, or affiliated with, a Parish shall be managed by a Cemetery Board, which shall report to the Vestry of that Parish.*
2. *Subject to paragraph 4, should any Parish fail to elect a Cemetery Board in a manner consistent with these Bylaws or any related Regulation, then the Incumbent and the Churchwardens shall be deemed to form the Cemetery Board for that Parish.*
3. *There shall be a subcommittee of the Financial Affairs Committee known as the Diocesan Cemeteries Subcommittee, whose membership shall be determined by Regulation.*
4. *The Diocesan Cemeteries Subcommittee shall:*
 - a) *serve as the Cemetery Board for:*
 - (i) *any cemetery adjacent to or affiliated with a Parish that has been disestablished, where such cemetery does not have an ongoing Cemetery Board or has not been conveyed to a third party in a manner consistent with Bylaw 3.22; or*
 - (ii) *any other cemetery which, in the determination of both the Bishop and the Financial Affairs Committee, can no longer be properly managed by a Parish; and*

b) *perform such other duties as may be prescribed by Regulation.*

5. *The Financial Affairs Committee may, with the approval of the Bishop, transfer responsibility for the management of any cemetery from one Parish to another or from the Diocesan Cemetery Subcommittee to a Parish.*

6. *The Financial Affairs Committee may approve policy guidelines regarding the operation and maintenance of diocesan cemeteries.*

7. *Every Cemetery Board shall administer each cemetery for which it is responsible in accordance with: (a) applicable provincial legislation; (b) this Bylaw and any related Regulation; and (c) any policy guidelines approved by the Financial Affairs Committee for the purposes of this Bylaw.*

(2) AND THAT, pursuant to Canon 1.05, the following amendments to the Regulations of the Diocese of Ottawa be passed:

(a) THAT Regulation 3.38 (TERMS OF REFERENCE FOR SUBCOMMITTEES AND MANAGEMENT BOARDS) be amended to provide, immediately following paragraph 13:

13.1 *Diocesan Cemeteries Subcommittee*

a) *There shall be five voting members of the Diocesan Cemeteries Subcommittee, which shall include:*

- i) *the Commissioner of Cemeteries, who shall serve as Chair of the Diocesan Cemeteries Subcommittee;*
- ii) *the Executive Archdeacon, who shall serve as Vice-Chair of the Diocesan Cemeteries Subcommittee;*
- iii) *an individual, designated by the Bishop, with experience in cultural heritage or archaeology;*
- iv) *a Territorial Archdeacon or a Regional Dean, designated by the Bishop, having jurisdiction in Ontario; and*
- v) *a Territorial Archdeacon or a Regional Dean, designated by the Bishop, having jurisdiction in Quebec.*

b) *The Director of Property and Asset Management, the Diocesan Archivist, and the Chancellor or a Vice-Chancellor may each sit as a non-voting resource person.*

c) *The mandate of the Diocesan Cemeteries Subcommittee includes:*

- i) *The performance of responsibilities conferred under Bylaw B.3.32;*
- ii) *Recommending the adoption of policy guidelines for approval by the Financial Affairs Committee for the purposes of Bylaw B.3.32;*
- iii) *Making recommendations to the Financial Affairs Committee regarding the acquisition or disposal of a cemetery for the purposes of Bylaw 3.22;*
- iv) *The development of best practices for Cemetery Boards.*

(b) THAT Regulation 5.04 (CEMETERY LANDS) be amended to provide as follows [revised text being marked in bold font]:

Subject to the applicable laws of Ontario and Quebec:

1. *Where there is a **cemetery adjacent to or affiliated with a Parish**, the vestry thereof shall elect a Cemetery Board of not less than three or more than seven members, **not including the Incumbent who shall also sit as an ex officio member of the Board**. **The majority of Cemetery Board members shall be members of the Parish and be elected annually by the vestry to manage the affairs of the cemetery and any other buildings in connection therewith.***
2. ***The members of each Cemetery Board shall choose one of their members to serve as chair and another to serve as treasurer.***
3. *The Cemetery Board shall not enter into an agreement for the purchase or sale of land other than for the sale of **interment rights for burial plots or niches.***
4. ***Subject to paragraphs 5 and 6 immediately below, all monies received by a Cemetery Board shall be deposited in an account in the name of the Cemetery Board in a branch of any financial institution duly registered in Ontario or Quebec, and any withdrawals therefrom shall be duly authorized by both the treasurer and any other member of the Cemetery Board.***
5. ***In compliance with the provisions of the Ontario Funeral, Burial and Cremation Services Act relating to the “care and maintenance” of cemeteries, all monies received by a Cemetery Board that are to be used for the care and maintenance of a cemetery located in Ontario shall be held in a care and maintenance account in the name of that Cemetery Board with TD Canada Trust or any affiliate thereof, subject to the direction of the Director of Financial Ministry.***

6. *All monies received by a Cemetery Board that is to be used for care and maintenance of a cemetery located in Quebec, shall be held in the Diocesan Consolidated Trust Fund in the name of the parish having responsibility for the cemetery.*
7. *The operation, maintenance and closure of cemeteries is **subject to the direction of the registrar (or equivalent)** appointed under the relevant laws of Ontario and Quebec.*
8. *Questions pertaining to the application of this Regulation may be addressed to the **Commissioner of Cemeteries.***

Carried

Motion 11 – Amendment to Bylaws – Supplementary Nominations Committee (Episcopal Elections)

Moved by Canon Henry Schultz, Chancellor

Seconded by the Rev. Canon Doug Richards

WHEREAS the Diocesan Council, at its meeting of September 13, 2022, recommended the enactment of the proposed amendments to the Bylaws of the Diocese of Ottawa that are set out immediately below,

BE IT RESOLVED THAT, pursuant to Canon 1.04.1, the Bylaws of the Diocese of Ottawa be amended by adding the following provisions immediately following Bylaw B.2.06:

B. 2.06.1. DUTIES OF SUPPLEMENTARY NOMINATIONS COMMITTEE

1. *In carrying out its purpose under Canon 2, the duties of the Supplementary Nominations Committee shall include the following:*
 - a) *in consultation with the Secretaries of Synod,*
 - i) *to solicit potential nominees for the office of Bishop from among eligible individuals who are not resident in the Diocese;*
 - ii) *after making best efforts to carry out its duties under paragraph 1(a)(i), to solicit potential nominees for the office of Bishop from among eligible individuals who are resident in the Diocese; and*
 - iii) *to solicit the advice of the members of the House of Bishops on potential nominees for the office of Bishop;*

- b) *to prepare a slate of nominees for the office of Bishop in such form as may be prescribed by the Secretaries of Synod, and to submit that form to the Secretaries of Synod on or before the First Nomination Deadline; and*
 - c) *such other duties as may be assigned by the Diocesan Council.*
2. *In its written report submitted to Diocesan Council, the Supplementary Nominations Committee shall provide a summary of its decisions and an assessment of its ability to enhance the diversity of candidates in the electoral process.*

Carried

Motion 12 — Amendment to Bylaws – Meeting by Electronic Means

Moved by Canon Henry Schultz, Chancellor

Seconded by George Hodgkinson

BE IT RESOLVED THAT, pursuant to Canon 1.04.2, Synod hereby confirms the decision of the Diocesan Council, taken at its meeting of January 26, 2022, to amend the Bylaws of the Diocese of Ottawa as set out immediately below:

(1) *That Bylaw 3.10 of the Bylaws of the Diocese of Ottawa be amended to provide:*

1. *Any meeting of Synod or Diocesan Council, or any committee thereof, may be held, at the determination of the chair, by telephonic or electronic means. Voting at any such meeting may, at the determination of the chair, be conducted by mail or by telephonic or electronic means.*

2. *For greater certainty, any meeting of Synod or Diocesan Council, or any committee thereof, that has been held by telephonic or electronic means between March 14, 2020 and the effective date of this bylaw is deemed to have been held in a manner consistent with these Bylaws.*

(2) *That Bylaw 5.02 of the Bylaws of the Diocese of Ottawa be amended to provide, immediately after Bylaw 5.02.12:*

13. (a) *Any meeting of Vestry, or a parish council or committee in a given parish, may be held, at the direction of the Incumbent, by telephonic or electronic means. Voting at any such meeting may, at the determination of the Incumbent, be conducted by mail or by telephonic or electronic means.*

(b) For greater certainty, any meeting of Vestry or of a parish council or committee in a given parish that has been held by telephonic or electronic means between March 14, 2020 and the effective date of this bylaw is deemed to have been held in a manner consistent with these Bylaws.

Carried

Motion 13 — Budget

Moved by the Ven. Chris Dunn

Seconded by Canon Monica Patten

That Synod adopt the 2023 Parish Fair Share Budget for the Incorporated Synod of the Diocese of Ottawa as presented.

Carried

Motion 14 — Appointment of Auditors Motion

Moved by the Ven. Chris Dunn

Seconded by Canon Monica Patten

That Synod appoint the firm of Deloitte & Touche LLP as auditors for the 2022 financial statements of the Incorporated Synod of the Diocese of Ottawa.

Carried

Motion 15 — Shape of Parish Ministry: Proposal 2A

Moved by the Ven. Rhonda Waters

Seconded by Sarah Keeshan

That a working group, appointed and guided by the Bishop and accountable to Diocesan Council, be tasked to develop and implement a parish advancement program for consideration by Synod in 2023, including provisions for how it will be evaluated.

Carried

Motion 16 — Shape of Parish Ministry: Proposal 2B

Moved by the Ven. Rhonda Waters

Seconded by Sarah Keeshan

That the preparation of up-to-date resources and regular training sessions (using technology where possible) for parish leadership roles be undertaken by staff and

relevant diocesan bodies, under the direction of the executive archdeacon, prior to Synod 2023.

Carried

Motion 17 — Shape of Parish Ministry: Proposal 2C

Moved by the Ven. Rhonda Waters

Seconded by Sarah Keeshan

That a working group, appointed by the Bishop and collaborating with staff and relevant diocesan bodies, be tasked with the following responsibilities, to be completed and presented to Diocesan Council by March, 2023:

- 1. Establish the process by which a resource pod is to be formed;*
- 2. Create a template for the terms of reference to be used by resource pods, including how they will be led, supervised, and monitored;*
- 3. Create an initial set of resource pods to test and refine the concept;*
- 4. Identify or create an on-going structure of support for the development, maintenance, evaluation, and accountability of resource pods; and*
- 5. Work with the Communications Panel and staff to develop a means for sharing materials or key findings developed by resource pods with the wider diocese.*

Carried

Motion 18 — Shape of Parish Ministry: Proposal 3A

Moved by the Ven. Mark Whittall

Seconded by Donna Rourke

That Synod declare its commitment to the strategic priority of engagement with the world through developing new worshipping communities and contextual mission, and that a working group appointed by the Bishop to conduct one or two pilot projects in 2023 and prepare a detailed plan of action, including a time of intentional prayer and discernment, to be presented for adoption at Synod 2023.

Carried

Motion 19 — Shape of Parish Ministry: Proposal 3B

Moved by the Ven. Mark Whittall

Seconded by Donna Rourke

That resource pods (as defined in Proposal 2) concerning new worshipping communities and contextual mission be created in April 2023, with the purpose of gathering and sharing knowledge in these areas.

Carried

Motion 20 — Shape of Parish Ministry: Proposal 3C

Moved by the Ven. Mark Whittall

Seconded by Donna Rourke

That the existing “Second Century Fund” held by the diocese in the Consolidated Trust Fund be renamed the “Future Fund” and be dedicated to the funding of new worshipping communities and contextual mission, and that a proposal for how this fund is to be used and further developed be brought to Synod 2023.

Carried

Notices of Motion

MOTION: OMNIBUS MOTION

MOVED BY The Rev. Stephen Silverthorne, Clerical Secretary
SECONDED BY Canon Henry Schultz, Chancellor

That Synod approve an omnibus motion that grants the privileges of the House, appoints Sessional Committees, adopts the Agenda, approves the Minutes of the 142nd Session of Synod, and receives the financial reports, as distributed in the Synod package.

MOTION - PRIVILEGES OF THE HOUSE

That Synod grant the following people the privileges of the House:

- Gwynneth Evans
- Dr. Sarah Kathleen Johnson
- The Very Rev. Canon Richard Sewell
- The Youth & Young Adult Observers
- Resource People Assisting or Making Reports or Presentations at Synod

MOTION — SESSIONAL COMMITTEES

That Synod appoint the following sessional committees for the 143rd Session of Synod:

1. Committee to Review the Minutes
 - The Rev. Canon Catherine Ascah
 - Ron Brophy
 - Court Harkness
2. Resolutions Committee
 - Margaret Porter
 - The Rev. Canon Stephen Silverthorne
 - Marian McGrath
 - Canon Henry Schultz
3. Scrutineers Committee
 - The Rev. Dr. Alana McCord (Chair)
 - The Rev. Bob Albert
 - The Rev. Dr. Thomas Brauer
 - The Rev. Dr. Mary-Cate Garden
 - The Rev. Canon George Kwari
 - The Rev. Chung Yan (JoAnne) Lam
 - The Rev. Rosemary Parker
 - Jane Billings

- Marilyn Forsythe
- Nancy Gover
- Daphne Hall
- Bruce Kerr
- Paul Todd
- Carl Turner

MOTION — AGENDA OF THE 143RD SESSION OF SYNOD

That Synod adopts the agenda found in the Synod package as the agenda for this session of Synod.

MOTION — MINUTES OF THE 142ND SESSION OF SYNOD

That Synod receive the Minutes of the 142nd Session of Synod and approve them for publication in the Synod Circular.

MOTION — FINANCIAL REPORTS

That Synod receive the 2022 auditors' reports and the financial statements of The Incorporated Synod of the Diocese of Ottawa, the Consolidated Trust Fund of The Incorporated Synod of the Diocese of Ottawa, the Anglican Diocese of Ottawa Extension Fund Incorporated, the Cornerstone Housing for Women Foundation, and the Cathedral Hill Foundation and approve them for publication in the Synod Circular.

MOTION: COMMITMENT TO SOLIDARITY WITH THE SELF-DETERMINING INDIGENOUS CHURCH

MOVED BY The Rev. Michael Garner
SECONDED BY Audrey Lawrence

That Synod:

- endorses resolution number [C004 of General Synod 2023](#) and joyfully raises its hands in hearty congratulations, excited celebration, and loving support to Sacred Circle and the Anglican Council of Indigenous Peoples (ACIP) on their recent adoption of [The Covenant and Our Way of Life](#), ; and
- requests that the Bishop of Ottawa convey to Sacred Circle and ACIP the Anglican Diocese of Ottawa's commitment to walking in solidarity with the self-determining Indigenous church.

MOTION: ACTION PLAN FOR CONTEXTUAL MISSION AND NEW WORSHIPPING COMMUNITIES

MOVED BY
SECONDED BY

That Synod approve the Action Plan for Contextual Mission and New Worshipping Communities, as presented in pages 43-50 of the Synod Circular.

MOTION: A PLAN FOR PARISH DEVELOPMENT

MOVED BY The Rev. Kerri Brennan
SECONDED BY The Rev. Rosemary Parker

That Synod approve the Plan for Parish Development, as presented in pages 50-54 of the Synod Circular.

MOTION: PROPOSAL FOR A FUTURE FUND

MOVED BY
SECONDED BY

That Synod approve the Proposal for a Future Fund, as presented in pages 54-56 of the Synod Circular.

MOTION: BYLAW AMENDMENTS RELATED TO THE DISESTABLISHMENT OF PARISHES AND CONGREGATIONS

MOVED BY Canon Henry Schultz, Chancellor
SECONDED BY Garry Smith

BE IT RESOLVED THAT, pursuant to Canon 1.04.2 of the *Canons of the Diocese of Ottawa*, Synod hereby confirms the decision of the Diocesan Council, taken at its meeting of September 12, 2023, to amend the *Bylaws of the Diocese of Ottawa* as set out immediately below:

- (a) sections 5.01(16) to 5.01(18) of Bylaw 5.01 (PARISH BOUNDARIES) are amended to read as follows:

- (16) Once the remaining liabilities of the disestablished parish have been fully paid, any asset of the parish received by Synod may be allocated in the manner determined by the Diocesan Council on the recommendation of the Bishop, whether the asset is capital or income.
- (17) At any time after a period of three months has elapsed following the day on which the declaration of disestablishment of a parish was issued, either the Bishop or the Executive Archdeacon may execute any transfer of real property or immovables of the parish to the Synod as if they were the incumbent of that parish, and the Lay Secretary of Synod, the Director of Financial Ministry or the Director of Property and Asset Management may execute such a transfer as if they were the Churchwardens of that parish.
- (18) A congregation within a Parish may be disestablished, in which case the provisions of the Bylaws that relate to the disestablishment of Parishes shall apply, with necessary modifications, to the disestablishment of a congregation.
- (b) **Section 5.01(19) of Bylaw 5.01 (PARISH BOUNDARIES) is repealed.**
-

MOTION: BYLAW AMENDMENTS RELATED TO THE GOVERNANCE REVIEW

MOVED BY Canon Henry Schultz, Chancellor
SECONDED BY Garry Smith

BE IT RESOLVED THAT, pursuant to Canon 1.04.2 of the Canons of the Diocese of Ottawa, Synod hereby confirms the decision of the Diocesan Council, taken at its meeting of September 12, 2023, to amend the Bylaws of the Diocese of Ottawa as set out immediately below:

- (a) **Section B.3.09(1) (COMMITTEES OF THE DIOCESAN COUNCIL) is amended to read as follows:**
- (1) There shall be the following standing committees of the Diocesan Council, which shall be constituted and have responsibilities, and whose members shall hold office, as in these Bylaws set forth namely:
- a) Audit Committee;
 - b) Community Ministries Committee;
 - c) Education Committee;
 - d) Governance Committee;
 - e) Partnership Committee;
 - f) Property and Finance Committee; and
 - g) Risk Management Committee.

(b) The following sections B.3.09(1A) and B.3.09(1B) are included immediately after section B.3.09(1):

(1A) Each Standing Committee is accountable to Diocesan Council and has authority as delegated by the Diocesan Council on matters related to programs, services and budgets within the Committee's mandate.

(1B) The Diocesan Council may, by Regulation, confer responsibilities on each Standing Committee in addition to those responsibilities set out in these Bylaws.

(c) Article B.3.1.10 to Article B.3.16 are amended to read as follows:

B.3.10 AUDIT COMMITTEE

(1) The mandate of the Audit Committee is

- a) to assist the Diocesan Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal controls, internal audit, and processes for monitoring compliance with applicable laws;
- b) to ensure the Diocese has appropriate information for the management of risks and sound decision making; and
- c) to provide oversight with respect to financial risk assessments and accounting and financial reporting policies and practices of the Diocese.

(2) In addition to other responsibilities conferred under the Regulations, the responsibilities of the Audit Committee include the following:

- a) to monitor the quality and integrity of the accounting and financial reporting process, and the systems of internal control through discussions with management and the external auditors;
- b) to oversee the quality and objectivity of the financial statements and the independent audit thereof;
- c) to review the results of the external audit, any areas of financial risk as a result of a review of the internal controls, any significant problems encountered in performing the audit, and management's response or action plan related to any Management Letter issued by the external auditors and any significant recommendations contained therein; and
- d) to act as a liaison between the independent auditors and the Diocesan Council.

(3) The Audit Committee shall be composed of a minimum of four members. Of those,

- a) at least one member shall be clergy;
- b) at least one member shall be a lay person;

- c) at least one member shall be drawn from the rural regions of the Diocese; and
 - d) at least one member shall be experienced in each of the following areas:
 - i) accounting, and
 - ii) all aspects of financial risk management.
- (4) The Audit Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least twice in each year.
- (5) The Audit Committee shall have the resources and authority appropriate for purposes of discharging its responsibilities, including the authority to consult with counsel and to retain such experts or consultants at the expense of the Diocese as the Committee deems necessary or appropriate to discharge those responsibilities.

B.3.11 COMMUNITY MINISTRIES COMMITTEE

- (1) The mandate of the Community Ministries Committee, formerly known as the Community Ministry Development Committee, is
- a) to assist the Diocesan Council in strengthening, broadening and enriching the Diocese's ability to serve God's world; and
 - b) to provide leadership and oversight to the current and future programs of the Community Ministries.
- (2) The Community Ministries Committee shall be composed of a maximum of twelve members. Of these,
- a) at least two members and not more than one-third must also be members of the Diocesan Council;
 - b) at least one member shall be clergy;
 - c) at least one member shall be a lay person;
 - d) at least one member shall be drawn from the rural regions of the Diocese; and
 - e) at least one member shall be experienced in each of the following areas:
 - i) social work or social justice,
 - ii) fund raising,
 - iii) law,
 - iv) financial management,
 - v) government relations,
 - vi) human resources management, and
 - vii) operations management.
- (3) The Community Ministries Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least six times in each year.

- (4) The Community Ministry Directors and Executive Directors may normally attend committee meetings but shall attend in camera sessions only at the discretion of the Chairperson.

B.3.12 EDUCATION COMMITTEE

- (1) The mandate of the Education Committee is to provide educational resources and learning opportunities while encouraging innovative approaches to learning and aiming to provide equal access to resources across all parishes.
- (2) The Education Committee shall be composed of a maximum of ten members. Of these,
 - a) at least two members and not more than three members shall also be members of the Diocesan Council;
 - b) at least one member shall be clergy;
 - c) at least one member shall be a lay person;
 - d) at least two members shall be drawn from the rural regions of the Diocese; and
 - e) at least one member shall be experienced in the areas of education or training.
- (3) The Education Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least four times in each year.

B. 3.13 GOVERNANCE COMMITTEE

- (1) As delegated by the Diocesan Council, the mandate of the Governance Committee, formerly known as the Governance and Communications Committee, is:
 - a) to assist the Diocesan Council in ensuring it has efficient and effective governance practices in place;
 - b) to be responsible for developing and maintaining principles and processes for effective governance; and
 - c) to oversee activities related to governance, nominations, governance assessments and Committee mandates and profiles.
- (2) The Governance Committee shall be composed of a maximum of eight members. Of these,
 - a) one shall be the Clerical Secretary and at least one other shall be clergy;

- b) one shall be the Lay Secretary and at least one other shall be a lay person;
 - c) not more than one-third shall be voting members of the Diocesan Council;
 - d) at least one shall be drawn from the rural regions of the Diocese; and
 - e) at least one shall be experienced in the area of governance.
- (3) The Governance Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least four times in each year.
- (4) The Clerical Secretary and the Lay Secretary shall be the Chairperson and vice-chairperson, respectively, of the Governance Committee.
- (5) The following are subcommittees of the Governance Committee, whose membership and Terms of Reference shall be determined by Regulation:
- a) the Synod Management Subcommittee; and
 - b) the Canon, Bylaws and Regulations Subcommittee.

B.3.14 PARTNERSHIP COMMITTEE

- (1) The mandate of the Partnership Committee is to assist the Diocesan Council in coordinating the Diocese's engagement with the world through partnerships with external organizations.
- (2) For the purpose of this article B.3.14 and any related regulation,
- a) a "partnership" is a relationship established between the Diocese and any partner for the purpose of furthering the mission of the Diocese and supporting one or more of the Five Marks of Mission of the Anglican Communion;
 - b) a "partner" is an entity, community or organization that is external to the Diocese, and that is not an individual, with whom the Diocese has chosen to be in an intentional and mutual relationship.
- (3) The Partnership Committee shall be composed of a maximum of six members. Of these,
- a) at least two and not more than three shall be members of the Diocesan Council;
 - b) at least one shall be clergy;
 - c) at least one shall be a lay person; and
 - d) at least one shall be drawn from the rural regions of the Diocese.
- (4) The Partnership Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least twice each year.

B.3.15 PROPERTY AND FINANCE COMMITTEE

- (1) The mandate of the Property and Finance Committee, formerly known as the Financial Affairs Committee, is
 - a) to assist the Diocesan Council in fulfilling its oversight responsibilities for the financial and administrative matters of the Diocese, including but not limited to matters related to property, investments, insurance and Parish Fair Share; and
 - b) to ensure effective management of finances.
- (2) The Property and Finance Committee shall be composed of a maximum of ten members. Of these,
 - a) at least two and not more than one-third shall be members of the Diocesan Council;
 - b) at least one shall be clergy;
 - c) at least one shall be a lay person;
 - d) at least two shall be drawn from the rural regions of the Diocese or small parishes; and
 - e) at least one member shall be experienced in each of the following areas:
 - i) finance,
 - ii) law,
 - iii) insurance,
 - iv) construction or project management, and
 - v) investments.
- (3) The Chancellor or a Vice Chancellor, the Director of Financial Ministry and the Director of Property and Asset Management are ex officio non-voting members of the Property and Finance Committee.
- (4) The Chairperson of the Audit Committee may attend all meetings of the Property and Finance Committee.
- (5) The Property and Finance Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least eight times each year.
- (6) All committee meeting documents shall normally be provided to members for review at least seven days in advance of the meeting date.

B.3.16 RISK MANAGEMENT COMMITTEE

- (1) The mandate of the Risk Management Committee is to assist the Diocesan Council in fulfilling its oversight responsibilities regarding the assessment and management of all areas of potential risk, including non-financial dimensions of

risk, such as strategic risk, operational risk, reporting and disclosure risk and reputational risk.

- (2) The Risk Management Committee shall be composed of a maximum of eight members. Of these,
 - a) at least two and not more than three shall be members of the Diocesan Council;
 - b) at least one shall be clergy;
 - c) at least one shall be a lay person;
 - d) at least one shall be drawn from the rural regions of the Diocese; and
 - e) at least one shall be experienced in the area of risk management.
- (3) The Risk Management Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least four times each year.
- (d) Bylaw B.3.17 (Canons, Bylaws and Regulations Subcommittee) and Bylaw 3.29 (Audit Subcommittee) are repealed.**
- (e) Every reference in the Bylaws to the words “Financial Affairs Committee” shall be replaced by the words “Property and Finance Committee.”**
- (f) Every reference in the Bylaws to the words “Governance and Communications Committee” shall be replaced by the words “Governance Committee”.**

Notices of Election

Candidates for election are compiled by the Nominations Sub-committee, under the direction of the Governance Committee. Nominees for Diocesan Council are elected as a slate of candidates, while nominees for the Advisory Panel on Termination of Clerical Appointments and for Provincial Synod are elected individually by ballot. Biographical sketches of the nominees, as well as electoral ballots, are distributed with the registration package received by voting members.

SLATE OF NOMINEES FOR ELECTION TO DIOCESAN COUNCIL

Candidates have been nominated by Diocesan Council and are presented as a slate for election by Synod. Candidates are elected for a three-year term.

Term	Clergy	Lay
First	The Rev. Matthew Brown	Tracy Albert
	The Rev. Dr. Alana McCord	Marie Cheesman
	The Rev. Stephanie McWatt	
Second	The Rev. Canon George Kwari	Caroll Carkner

NOMINEES FOR ELECTION TO THE ADVISORY PANEL ON TERMINATION OF CLERICAL APPOINTMENTS

Synod elects three candidates to serve on this panel. Candidates are elected for a one-year term.

Clergy	Lay
The Rev. Canon Stephen Silverthorne	Marni Crossley
The Ven. Patrick Stephens	

NOMINEES FOR ELECTION TO PROVINCIAL SYNOD

Synod elects four candidates each from the clergy and from the lay nominees.

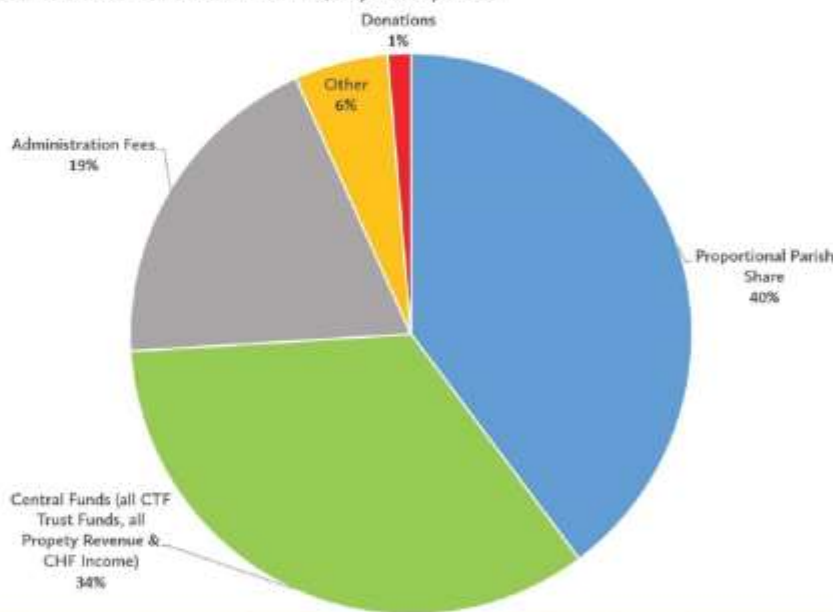
Clergy	Lay
The Rev. Adam Brown	Caroll Carkner
The Rev. Stephanie McWatt	Lily Frampton
The Rev. Canon Hilary Murray	Sandra Holmes
The Ven. Kathryn Otley	Audrey Lawrence
The Rev. Margo Whittaker	Garry Smith

Incorporated Synod of the Diocese of Ottawa

DRAFT BUDGETED REVENUE 2024 - 2026

- Parish Fair Share renamed to Proportional Parish Share (PPS).
- As indicated in the Action Items, Parish Fair Share was reviewed over the summer by a Panel, which included some experienced volunteers and clergy (the Bishop and Sanjay Grover). Based on the Panel's recommendation the Proportional Parish Share was reduced by \$460,000 (a reduction of about 22%).
- Currently PPS contributes 40% of total revenues of our Diocese. The remaining is generated internally through Diocesan operations (Central Funds).
- Reduction in PPS was replaced by additional revenues from our Diocesan Operations and Trusts (Central Funds).
- Sources of increased revenues are Diocesan share of distributions generated by CHF, and sale of properties.
- Overall budgeted revenue has increased by 5% in 2024 (from 2023) and is at the same level for the final two years of the cycle.

Budgeted Revenues 2024 - \$4,490, 012



REVENUE	2024 Budget \$	%	2025 Budget \$	%	2026 Budget \$	%
Proportional Parish Share	1,786,415	40%	1,786,415	40%	1,786,415	40%
Central Funds (all CTF Trust Funds, All Property Revenue & CHF Income)	1,537,430	34%	1,518,270	34%	1,429,110	32%
Administration Fees	863,811	19%	864,152	19%	914,540	21%
Other	242,356	5%	240,836	5%	244,330	6%
Donations	60,000	1%	60,000	1%	60,000	1%
TOTAL REVENUE	4,490,012	100%	4,469,673	100%	4,434,395	100%

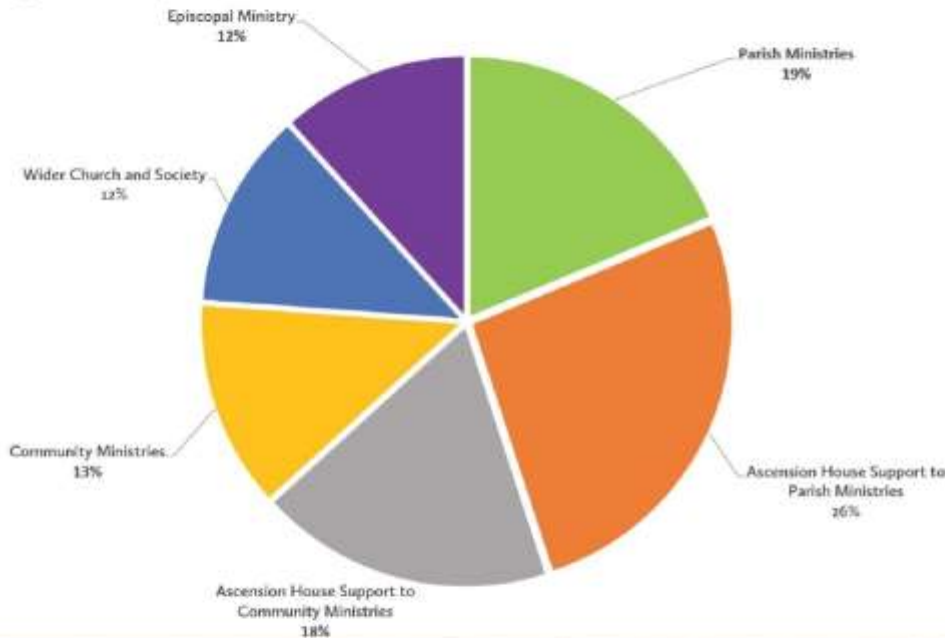
Budget 2024- 2026

- 2024 to 2026 cycle will have a Balanced Budget.
- As our Diocese goes through a significant amount of change, the budget reflects the financial impact of anticipated changes in the next cycle.
- Budget includes adjustments to financially account for Shape of Parish Ministry (SPMC) work and the resulting Action Items.

DRAFT BUDGETED EXPENSE 2024 - 2026

- In correlation with revenues, budgeted Diocesan expenses have increased by 5% from 2023 to 2024. For the balance of the budgetary cycle the expenses are stable at 2024 levels.
- Expense budget includes all staff of Ascension House, with a conservative yearly compensation increase of 2.5%.
- To support both Parish and Community Ministries more effectively; and taking into account the financial impact of the SPMC Eleven Action items, our Diocese is undertaking multiple initiatives by using tools (such as current software and web-based tools) where we have lagged behind industry minimum standards over the years. Contributing to the additional expenses.

Budgeted Expenses 2024 - \$4,490, 012



EXPENSES	2024 Budget \$	%	2025 Budget \$	%	2026 Budget \$	%
Parish Ministries	-840,708	19%	-842,351	19%	-792,848	18%
Community Ministries	-579,430	13%	-578,673	13%	-578,022	13%
Ascension House (AH) Support						
AH Support to Parish Ministries	-1,179,101	26%	-1,179,056	26%	-1,187,172	27%
AH Support to Community Ministries	-819,375	18%	-819,344	18%	-824,984	19%
Wider Church and Society	-547,900	12%	-515,900	12%	-505,900	11%
Episcopal Ministry	-523,498	12%	-534,348	12%	-545,469	12%
TOTAL EXPENSE	-4,490,012	100%	-4,469,673	100%	-4,434,396	100%

Budget 2024- 2026

- 2024 to 2026 cycle will have a Balanced Budget.
- As our Diocese goes through a significant amount of change, the budget reflects the financial impact of anticipated changes in the next cycle.
- Budget includes adjustments to financially account for Shape of Parish Ministry (SPMC) work and the resulting Action Items.

SPMC Eleven Actions Reports

An Action Plan for Contextual Mission and New Worshipping Communities

Action 2: Developing Strategies to Engage with the World

Introduction

Our Synod of 2022 unanimously approved Proposal 3 from the Shape of Parish Ministry Consultation and committed us to the vision of being a diocesan church in which contextual mission becomes a core component of our identity and a core competency of our lay and ordained leadership. Contextual mission is to be the animating praxis of our life together, or in other words, who we are and what we do.

At all levels of our diocesan church, we are committed to discovering new ways of being and doing church in response to the times in which we find ourselves.

This Action Plan is intended to support the people and parishes of our diocese as we embark on this journey together. It has been prepared by the following people, appointed in consultation with the Bishop: Archdeacon Mark Whittall (Lead), Maritsa Odabashian, Rev. Michael Garner, Paul Mugarura, Ryan Paulsen, Rev. Simone Hurkmans, Rev. Thomas Brauer.

What is Contextual Mission?

Contextual mission is the response we give to the question “how is God calling us to proclaim the good news in our time and place?” It means learning how to share the love of God in ways that are aware of the cultures and situations of people in the wider community. It is how we as a church respond to the Great Commission to “go and make disciples of all nations.” (Matthew 28.19).

We live in a multicultural country and every part of our diocese has its own diverse context. Every parish of our diocese is part of a local story that has history, hopes, needs, and fears. Contextual mission involves listening to the local story and understanding the situations of people who are not part of our church. It involves learning how to listen to God as we listen to and see what is happening around us—so we can share the love of God and the good news we have been entrusted with in ways that are responsive to our context.

Contextual mission requires us to listen, to collaborate, to adapt, to work with others and to build community. Contextual mission also involves becoming aware of the boundaries that prevent us from building meaningful relationships with people in the wider community (especially boundaries we have created). It requires developing openness and humbleness, and a willingness to change ways of speaking or acting in

order to reach others while being true to ourselves - and to do all this in collaboration with the people we would seek to serve.

It also requires taking time for a parish to become aware of the gifts and resources it possesses, and how they might be offered in new ways. As we listen to our neighbours and, with them, assess the needs of the communities we serve, we also assess the resources that we have which may help meet those needs. This will inform the planning we undertake to determine how we might partner with others in the community to meet the assessed needs together.

Any parish of any size in every part of our diocese—rural, village, town or city—can learn about and benefit from doing contextual mission.

Here's one example: one of our parishes has had a Christmas fair that focused on crafts for many years. However, a few years ago some members of the parish realized that the needs of their neighbours had shifted. They had lots of places to buy Christmas gifts, but they didn't have enough time to do everything they needed to do. So, after listening to their neighbours, the parish changed the focus of its Christmas fair from crafts to the provision of frozen meals, much to the delight of the neighbourhood.

Contextual mission can lead to a great variety of initiatives both large and small: anything from acts of loving service, to partnerships with other organizations (that may reach well beyond the local community), to new worshipping communities.

What do we mean by New Worshipping Communities?

One of the key expressions of mission in both the New Testament and the life of the Church over 2000 years is the establishment of new worshipping communities. The Great Commission is a call to baptize, including the incorporation of new believers into a worshipping community. One of Paul's strategies in response to his calling was to establish new worshipping communities. The whole of the book of Acts calls the Church in its apostolic inheritance to continue the work of forming and building new worshipping communities.

A new worshipping community (NWC) is a gathering of people where Christian faith is nourished and discipleship practised. When we talk about new worshipping communities, we mean this in a few specific ways:

- i) By 'new... community' we mean a community that may be born out of our inherited congregations and outreach programs or born out of a unique prompting of God (whether it is happening in a church building or not, led by lay or clergy).

- ii) By '...worshipping community' we mean that it is a community that nourishes and practices discipleship in Jesus Christ and has the capacity to evolve into a community of word, sacrament, and pastoral care.
- iii) By 'new worshipping community' we mean that it may be a new church plant within our Anglican heritage, or something else, new, and noticeably different from what we might expect of inherited, Sunday-morning-style expressions of worship and community.

NWCs may come together to express our faith in varied ways. NWCs can range from “Messy Church” gatherings to the launch of new congregations in new neighbourhoods. Pub churches, outdoor churches, dinner groups, intentional communities, or worship gatherings around a particular liturgical style or supporting a particular demographic may all be examples of new worshipping communities. In our diocese, St. James Perth created Skater Church, a NWC that gathered youth around a shared interest in skateboarding.

We have good news to share and we believe that we are called to share this good news in community with as many people as we can. Our Anglican tradition is life-giving and has much to offer those seeking community. Doing contextual mission sets the stage for creating new worshipping communities. We cannot presume to share our Christian faith without knowing and understanding people beyond our current membership, and what we are called to do in order to provide them with opportunities to find a spiritual home in which they can experience the life-changing good news of Jesus Christ.

There is reason to believe that creating new worshipping communities is a good way to foster thriving and renewal in many of our parishes: they best reach new generations, new residents, new groups; and they are agents of cultural change and aid in the renewal of the whole Body of Christ.

NWCs can be created by any parish of any size in every part of our diocese—rural, village, town or city—who has first done the basic work of contextual mission. Consider that creating NWCs is in our DNA as Anglicans in our diocese of Ottawa. Every parish in our diocese was once a NWC at some point over the past two hundred years.

Our Vision

We will be a Spirit-led Church equipped for contextual mission through the implementation of Shape of Parish Ministry Consultation (SPMC) actions to enable, support, resource, and nurture practical and spiritual renewal amongst the lay and clergy leadership of our parishes and congregations.

Every parish and congregation of our diocese will be engaged in contextual mission, with each one initiating or collaborating on at least one identifiable new venture by 2028.

By 2032, the 135th anniversary of the founding of our diocese, we will have created 35 new worshipping communities, in a great variety of shapes and sizes.

The Action Plan

A) A Time of Prayer - Listening for Divine Sparks in our Midst

Engagement in contextual mission (and the creation of new worshipping communities) across our diocese must be rooted in and will benefit from a significant and concerted effort of prayer by all members of our diocesan community.

- 1) We will launch a diocesan-wide initiative called “A Time of Prayer: Listening for Divine Sparks in our Midst” calling on all parishes, groups and individuals in our diocese to participate in regular prayer to discern where God wants us to act.
- 2) Our Bishop will appoint a working group to pray for, oversee, and implement “A Time of Prayer”.
- 3) We will identify a point person in each parish and group for “A Time of Prayer”
- 4) We will generate the prompts, resources and prayers to be used by parishes and groups as part of “A Time of Prayer”
- 5) We will share the opportunity to join quarterly diocesan-wide prayer groups with each parish. These facilitated prayer groups would involve time for communal prayer and a feedback mechanism for reporting back on any insights gleaned.
- 6) We will encourage the creation of small groups within parishes that pray specifically for divine sparks within the parish and our diocese.

B) Establishing and overseeing the practice of Contextual Mission

Our Bishop, Diocesan Council and other lay and clergy leaders will play an essential role in the support, monitoring, evaluation and communications related to contextual mission and new worshipping communities, consistent with our diocesan priority of communications and our practice of monitoring, reviewing and renewing our ministries and initiatives.

- 7) Diocesan Council will set up a Sub-committee for Contextual Mission (CMS) under the ADO Education Committee. The Appendix shows the proposed terms of reference for the CMS.
- 8) The CMS will champion, support, monitor and implement contextual mission and the creation of new worshipping communities across our diocese.
- 9) The work of the CMS will be reviewed by Diocesan Council in the fall 2024, to determine the additional resources required to implement the current action plan, and how these are to be funded.

- 10) The CMS will prepare a self-evaluation tool to be used by the leadership of contextual mission initiatives and NWCs, and, if applicable, their parish sponsors. Leaders of new initiatives will complete the self-evaluation and share with the CMS on a regular basis. This self-evaluation tool will be tested using pilot projects, modified and used for subsequent initiatives.
- 11) Our diocesan Director of Communications and Development will develop a communications plan for contextual mission and NWCs to be approved by the CMS which will ensure that there is regular and widespread promotion and reporting on contextual mission and NWC initiatives in our Diocese. Contextual Mission and NWCs will be highlighted on the ADO website.
- 12) The CMS will evaluate progress on parish participation, the initiation of new ventures and the implementation of the current action plan on a quarterly basis.

C) Supporting Leaders, Lay and Clergy

Contextual mission—and the creation of new worshipping communities—requires imagination, initiative, and leadership.

Leaders of Contextual Mission and NWCs must be supported, and the formation of leaders, both lay and clergy, is essential, and will include the following.

- 13) A Knowledge Network (see Action 1) for Contextual Mission and NWCs to provide leaders and potential leaders of new initiatives with peer support, informal mentoring, prayer support and curated resources.
- 14) Qualified coaches for leaders of Contextual Mission and NWC initiatives.
- 15) Symposia for lay and clergy leaders of Contextual Mission and NWC initiatives.
- 16) Opportunities to participate in courses and workshops in Missional Leadership (such as those offered by the Niagara School of Missional Leadership and by New Leaf Network).
- 17) Formation in Contextual Mission and NWCs will be required of all postulants of our diocese.
- 18) Formation in Contextual Mission and NWCs will be delivered as a module of the Fresh Start program to all clergy in new parish appointments.
- 19) Orientation to Contextual Mission and NWCs will be provided to all Licensed Lay Readers of our diocese.

D) Supporting Parishes and Congregations

Contextual mission and New Worshipping Communities will, in most instances, be initiated by the people of our parishes and congregations. We will support our parishes and congregations in the following ways:

- 20) A Step-by-step guide to engaging in Contextual Mission and New Worshipping Communities will be prepared for use by parishes and other interested groups

of our diocese. The ADO workbook “Serving God’s World” will be reviewed for use by parishes as a resource.

- 21) The Parish Advancement Program (see Action 10) will develop a training video which will serve to introduce parishes to Contextual Mission and New Worshipping Communities.
- 22) A team of facilitators will be identified and trained so that they can visit parishes and: a) lead interactive workshops on Contextual Mission and New Worshipping Communities; b) assist parishes in assessing potential new initiatives; c) advise parishes with respect to the resourcing of new initiatives. Facilitators may include graduates of the School for Parish Development
- 23) An appropriate multi-session course will be identified for the formation of our parishes in Contextual Mission and NWCs.

E) Financial Resources

Contextual mission and NWCs must be well resourced to thrive in our diocese. Necessary resources include funding, human resources, formation, prayer support and leadership development. Financial support is critical.

At Synod 2022 we approved this motion (known as Action 11: Funding Parish Engagement with the World): *“That the existing “Second Century Fund” held by the diocese in the Consolidated Trust Fund be renamed the “Future Fund” and be dedicated to the funding of contextual mission and new worshipping communities and that a proposal for how this fund is to be used and further developed be brought to Synod 2023.”* Please refer to the “Proposal for a Future Fund” coming to Synod for approval, to see how this important financial resource can be used and developed.

Many parishes are already doing contextual mission using existing budgets and donor support. We envision that there will be multiple sources of funding and other resources for contextual mission and NWCs in our diocese and call for the following:

- 24) Parish funds used to support new contextual mission initiatives and NWCs will be exempt from assessment for Proportional Parish Share.
- 25) Annual costs related to items 4, 14, 15, 16, and 23 above will be included in our Diocesan Operating Budget.
- 26) A microgrant program will be established to support contextual mission and NWCs, and will be financed from the Future Fund. Parishes and other groups will be eligible to apply for grants on a semi-annual basis.
- 27) Financial support for larger contextual mission and NWC opportunities will be decided on a case-by-case basis by the proposed Future Fund Panel (see “Proposal for a Future Fund” referred to above).

F) Timeline:

- a. A Time of Prayer - Listening for Divine Sparks in our Midst
 - Oct 2023 Launch
- b. Establishing and overseeing the practice of Contextual Mission
 - Nov 2023 CMS appointed
 - March 2024 First Quarterly Review of Contextual Mission and New Worshipping Communities
- c. Supporting Leaders, Lay and Clergy
 - Feb 2024 Courses and Workshops for Leaders available
 - April 2024 Launch Knowledge Network (peer support)
 - June 2024 Coaching for Leaders available
- d. Supporting Parishes
 - March 2024 Step-by-step Guide available
 - May 2024 Facilitators available
 - Sept 2024 Multi-session course available
- e. Financial Resources
 - May 2024 Launch first round of microgrants

Appendix: Terms of Reference for a Contextual Mission Sub-Committee

Context

Proposal 3 of the Shape of Parish Ministry Consultation committed us to the vision of being a diocesan church in which contextual mission becomes a core component of our identity and a core competency of our lay and ordained leadership. The Contextual Mission Sub-committee (CMS) shall undertake this task.

Mandate

To play an essential role in the monitoring, support, evaluation and communications related to contextual mission and new worshipping communities, consistent with our diocesan priority of communications and our practice of monitoring, reviewing and renewing our ministries and initiatives.

Accountabilities, Authority and Responsibilities

The CMS is a sub-committee of the Education Committee (EC) and is accountable through the EC to Diocesan Council.

The Education Committee has authority over CMS on matters related to programs, services, and budgets within its mandate.

The CMS will champion, monitor, support and implement contextual mission—and the creation of new worshipping communities across our diocese; including supporting parishes and Leaders of new initiatives. The CMS will prepare a self-evaluation tool to

be used by the leadership of contextual mission initiatives and NWCs, and, if applicable, their parish sponsors.

Membership and Composition

The CMS will include a diverse mix of clergy and lay members, as well as a Chair. Ideally, these roles will represent both urban and rural communities. Membership should also reflect expertise in the substantive and practical requirements of the PAS mandate.

Membership will be determined by the EC in consultation with the Bishop.

Meetings

The CMS will meet as required to meet its mandate.

A Plan for Parish Development *Action 10: Equipping Parishes to Thrive*

Introduction

Our ADO Synod of 2022 gave resounding approval to Proposal 2 from the Shape of Parish Ministry Consultation (SPMC). Proposal 2 called us to focus on our strategic priority of lifelong formation, and to meet our deep desire to nurture and honour the work of all the baptized, including lay people, deacons, priests, and bishops.

Nurturing the communities in which the baptized and seekers gather can happen through the work of parish development.

This document has been prepared by the following people, appointed in consultation with the Bishop: The Rev. Kerri Brennan (Lead); The Rev. Matthew Brown; Leslie Giddings; Heather Maclachlan; The Rev. Rosemary Parker; assisted by The Rev. Canon Dr. Peter John Hobbs.

What is Parish Development?

Parish development is about equipping congregations with core knowledge and skills that are essential to thriving—particularly during times of significant change. It is crucial we understand how healthy parishes work and how to work within our parishes. This knowledge and skill development applies to every parish and congregation, of whatever size, and in every part of our diocese: rural, towns and villages, suburban and urban.

The Plan

The accumulated knowledge and resources we gained from participating in the School for Parish Development for several years, in addition to new educational and training resources from other SPMC Actions, can be built on and expanded into a program of modules for parish development. This component of modules, as part of a collection of congregational development tools, will better equip individual parish or congregational councils, leaders, and their clergy to thrive.

The modules will be provided as short (maximum 30 minutes) videos, easily accessible from our ADO website, and would initially address five key areas such as parish governance, building healthy communities, visioning and priority-setting, effective stewardship, and engaging with the wider community. Because the knowledge and skills related to parish development are essential to thriving, it is expected the leadership teams (Corporations and Councils) of each parish and congregation will complete the modules. Modules will be reviewed, revised, or re-developed over time to ensure that current best practices are being made available and content remains relevant and up-to-date.

The modules will be one component of parish development in our diocese, and will be complemented by other activities such as occasional in-person and/online learning events. Ideally, the Learning Commons will set in place Resource Hubs and Knowledge Networks to provide additional parish development resources and support.

How will the Parish Development be Established?

Parish development will be the responsibility of a sub-committee of our ADO Education Committee. The subcommittee will be accountable to Diocesan Council through the Education Committee. The Appendix shows the proposed terms of reference for a Parish Development Sub-Committee (PDev).

PDev will work collaboratively with diocesan staff and other leaders and groups to produce modules. These modules will be short, cost-effective, slide-based, voice-over videos, which will be housed on our diocesan website. A built-in control will provide acknowledgement when modules are completed by individual parish or congregational councils, other key leaders, and their clergy. Each module will point to additional resources, include the ability to forward questions, and offer evaluative feedback to PDev.

PDev will also source or prepare additional parish development learning opportunities, including occasional in-person and online events.

The Initial Modules

Module 1: ADO Governance

Content will offer an overview of the structures of the governance within our Diocese.

- Our Diocese
 - Episcopal function
 - Synod, Diocesan Council, Standing Committees, CBRs
- Parish structure
 - Corporation and Vestry
 - Parish Council / Parish Central Committee / Congregational Councils

Module 2: Healthy Community

Content will explore the centrality of trust in building relationships for thriving ministry.

- Trust Development Theory
- Trust-Building Methods and Tools in Congregational Life
- Addressing Conflict
- Inter-Group Relations

Module 3: Parish Visioning and Priority-Setting

Content will introduce essential elements of, and the necessity for addressing strategic thinking, visioning, and priority setting.

- When to lead a visioning process?
- What format can your visioning take?
- Who to involve in the visioning process?
- Who facilitates the visioning process?

Module 4: Parish Stewardship

Content will complement and serve as introduction to content prepared by Sandra Hamway, Director of Communications and Development, and her Stewardship Team.

- What research tells us about Stewardship effectiveness
- Identifying the essential elements of an annual stewardship program
- When and how to run a stewardship campaign
- Addressing resistance

Module 5: Contextual Mission

Content will compliment and serve as introduction to work led by the Contextual Mission Sub-committee.

- What is Contextual Mission?
- Why is it needed and how is it relevant for today's Church in light of diverse contexts and demographics?

- What is meant by a New Worshipping Community?
- How does a parish begin the process of exploring Contextual Mission?

Budgetary Considerations

It is expected video content creation and communications efforts (to raise awareness and motivate ADO key audiences to participate) will be managed by the Parish Development Sub-Committee in consultation with Sandra Hamway. The five initial videos will be developed and released in 2024, and the total cost of video editing, based on local market research, is estimated at between \$4,500-5,000.

Timetable

Following approval by Synod 2023:

November 2023	Chair of PDev appointed by Bishop and membership approved by Diocesan Council.
June 2024	Modules 1, 2, 3 completed and posted. Linkages made with Learning Commons. Implement communications plan to raise awareness and motivate participation.
November 2024	Modules 4, 5 completed and posted.
March 2025	Evaluation and Report prepared for Diocesan Council Proposals for new/revised modules or learning events
April 2025+	Ongoing monitoring, refinement, and development

Appendix: Terms of Reference for Parish Development Sub-Committee

Context

Proposal 2 of the Shape of Parish Ministry Consultation called for the development and implementation of a parish development program that would be offered with flexible timing and formats to maximize accessibility for all parishes in our diocese. The Parish Development Sub-committee (PDev) shall undertake this work.

Mandate

To provide video modules and other opportunities for individual parish or congregational councils and their clergy, along with other key leaders, to acquire essential parish development knowledge and skills.

Accountabilities, Authority and Responsibilities

PDev is a sub-committee of the Education Committee (EC) and is accountable through the EC to Diocesan Council.

The Education Committee has authority over PDev on matters related to programs, services, and budgets within its mandate.

PDev is responsible for the development, implementation, and ongoing monitoring and evaluation of *the Plan for Parish Development approved by Synod 2023*. The Plan calls for equipping parishes and congregations with core knowledge and skills about parish development that are essential to thriving—and apply to every parish and congregation, of whatever size, and in every part of our diocese: rural, towns and villages, suburban and urban.

Membership and Composition

PDev will include a diverse mix of clergy and lay members, as well as a Chair. Ideally, these roles will represent both urban and rural communities. Membership should also reflect expertise in the substantive and practical requirements of the PDev mandate.

Membership will be determined by the EC in consultation with the Bishop.

Meetings

PDev will meet as required to fulfil its mandate.

Proposal for a “Future Fund”

Action 11: Funding Parish Engagement with the World

(Revised following feedback received after the pre-Synod meeting on October 11)

Introduction

The vision for a transformative funding resource in our diocese is a response to this motion from SPMC Proposal 3, unanimously approved at our 2022 Diocesan Synod:

That the existing “*Second Century Fund*” held by the diocese in the Consolidated Trust Fund be renamed the “*Future Fund*” and be dedicated to the funding of contextual mission and new worshipping communities and that a proposal for how this fund is to be used and further developed be brought to Synod 2023.

The Director of Financial Ministry, Sanjay Grover, and the Director of Communications and Development, Sandra Hamway, have prepared the following proposal for a new “Future Fund” to support parish engagement* with the world.

**For a complete description of how our diocese intends to approach parish engagement with the world, please see the Action 2 proposal called “An Action Plan for Contextual Mission & New Worshipping Communities.”*

Features of the Future Fund

The Future Fund will be a home for funds set aside for activities that strengthen, support, and serve contextual mission and new worshipping communities.

The Future Fund is intended to function as an endowment, so as to maintain its principal in perpetuity, while offering its dividends as accessible funds for a specified purpose. Our diocese will seek to grow or replenish the fund in order to increase and sustain our capacity to finance contextual ministry and new worshipping community initiatives.

A Minimum Balance

Although markets fluctuate, the **Future Fund** principal will not fall below an estimated \$1,000,000 CAD and the dividend total will carry an estimated minimum balance of \$62,000 CAD annually. It is the dividend balance that will be used to fund designated initiatives.

Occasional Drawdowns from the Principal

While maintaining a minimum balance, from time to time the funding of new opportunities may exceed the dividend balance. On a case-by-case basis, the proposed Future Fund Panel (see below) may seek permission from Diocesan Council to drawdown funds from the principal.

Future Fund Panel

A Future Fund Panel (accountable to the Bishop) will oversee the use and development of the fund, with due regard for assessing risk and maximizing value.

The Panel’s duties will include:

- Monitoring and evaluation of the Fund and its uses.
- Quarterly reporting to the Bishop and to Diocesan Council.
- Obtaining Diocesan Council approval for dividend allocations exceeding \$5,000 and for any drawdowns from the principal.
- Working collaboratively with the Contextual Mission Sub-committee to raise awareness of the fund and motivate parishes to develop innovative proposals.
- Developing the Fund to increase dividends or to replenish it if drawdowns are made to provide support for contextual mission and related initiatives.

The Future Fund Panel will be comprised of:

- The Director of Financial Ministry
- The Director of Communications and Development
- The Chair of the Contextual Mission Subcommittee
- The Executive Archdeacon
- One or two members appointed by the Bishop

The Panel will meet as required to fulfill its duties.

Implementation Timetable

Following approval by Synod 2023:

December 2023	Director of Financial Ministry initiates Consolidated Trust Fund renaming to Future Funds (FF) account. Future Fund Panel is established.
January 2024	FF account is operational. Develop and implement communications plan in collaboration with the Contextual Mission Subcommittee to raise awareness of FF. Account reports are set up and distributed to FF Panel.
February 2024	FF Panel is ready to receive funding requests
March 2024	Update to Diocesan Council
April 2024+	Ongoing use, development, and evaluation of FF.

Committee Reports

Diocesan Council Report

Diocesan Council is chaired by The Rt. Rev. Shane Parker (Bishop of Ottawa), with the Very Rev. Beth Bretzlaff (Dean of Ottawa) as Vice-Chair. In addition to the Chair and Vice-Chair, the Council consists of the following voting members:

- Tracy Albert;
- The Rev. Canon Catherine Ascah;
- Irene Barbeau;
- Caroll Carkner;
- The Rev. Dr. Mary-Catherine Garden;
- Robert Hanson;
- *George Hodgkinson;
- Heather Howley;
- The Rev. Simone Hurkmans;
- The Rev. Canon George Kwari;
- Audrey Lawrence;
- The Rev. Dr. Jon Martin;
- The Ven. Eric Morin;
- Christine Ormsby;
- Canon Henry Schulz (Chancellor);
- Garry Smith; and
- The Rev. Monique Stone.

The Lay Secretary of Synod, Margaret Porter, and the Clerical Secretary of Synod, the Rev. Canon Stephen Silverthorne, are ex officio (non-voting) members of Council.

We express our sorrow over the passing of one of our Diocesan Council members this year. George Hodgkinson passed away on July 17, 2023, at the age of 81 years. George had served on Council for several years, as well as other diocesan, parish, and municipal committees. We are grateful for his diligent service.

Diocesan Council, on behalf of Synod and in partnership with the Bishop, deals with all facets of the mission and life of the Church. It has the authority to act on behalf of Synod except in those matters which specifically require the action of the Synod in session. It is accountable to Synod directly or through its committees for:

- helping develop long term goals and plans for the development of the diocese and offering strategic guidance for their implementation;
- approving policies and practices for the diocese and recommending modifications to the Canons, Bylaws and Regulations to Synod;
- developing and maintaining principles and processes for effective governance;
- ensuring there is effective management of finances and risk; and

- providing advice on and assisting with the engagement of parishes and parishioners as well as members of the broader community.

Diocesan Council has met five times since the 142nd session of Synod, held in October 2022. The Council took action on the following during this period:

- approved disposition of funds from the Healing and Reconciliation Fund;
- approved parish consolidations, dissolutions, and renaming;
- endorsed membership of Diocesan Committees;
- approved the Anglican Diocese of Ottawa's inclusion in the Ontario Business Registry;
- approved Stipendiary Scale and Allowances for the 2023 financial year;
- approved Diocesan Building Exercise for parishes to conduct asset review;
- approved implementation of key elements of the Diocesan 11 Actions plan, including a Learning Commons, and Parish Fair Share Review Taskforce;
- endorsed membership of the Church Extension Fund; and
- approved applications to the Anglican Foundation of Canada for funds related to various projects.

A complete list of approved motions from this term is included as Annex 1 in this Convening Circular.

Margaret Porter, Lay Secretary to Synod

The Rev. Canon Stephen Silverthorne, Clerical Secretary to Synod

Audit Committee Report For the Audit Year Ending December 31, 2022

The Audit Committee Chair is John McBride. In addition to the Chair, it consists of the following members:

- The Rev. Bob Albert;
- Laurie Grice;
- Peter Hyde;
- Warren Trickey; and
- The Rev. Richard Vroom.

The Audit Committee is mandated to assist the Diocesan Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal controls, internal audit, and processes for monitoring compliance with financial laws and regulations.

The Audit Committee reviewed in detail:

- the draft audited Consolidated Financial Statements of the Incorporated Synod of the Diocese of Ottawa - qualified audit opinion;
- the draft audited Financial Statements of the Consolidated Trust Fund (CTF) of the Incorporated Synod of the Diocese of Ottawa - unmodified audit opinion;
- the Anglican Diocese of Ottawa Extension Fund Incorporated - unmodified audit opinion; and
- the Audit Committee recommended to the Diocesan Council that they receive and approve for presentation to Synod these Statements - approved by the Extension Fund Board.

The original audit opinions provided by Deloitte (the auditors) remained unchanged. The official audit opinion was based on the Auditor's inability to confirm cash donations/revenues or valuation of contributed assets. This is a standard qualification for Synod statements.

No unresolved issues were raised either by the Auditors nor Management for the 2022 audits. The Auditor confirmed that they received all required information from management during the audit. All matters during the audit were dealt with by management. No matters of fraud or error were discovered during the audit. No matters of fraud or error were noted by the Committee.

Some areas reviewed over the past year:

- as in past Reports by the Auditors, Management's ability to override controls primarily through journal entries is a risk;
- doubtful accounts and outstanding mortgages are being reviewed. The ability to use CTF is being reviewed;
- the co-mingling of Restricted Refugee funds with Diocesan cash was raised;
- there is agreement in principle on the tax liability with the City of Ottawa and The Cathedral Hill Foundation;
- there is a staffing risk in the concentration of work and knowledge in few Diocesan office staff;
- the Committee recommended the reappointment of Deloitte LLP for the ensuing year;
- the Committee welcomed new members, Laurie Grice and Reverend Bob Albert; and
- the Committee also thanked Warren Trickey who retired from the Committee after 13 years of commitment.

On behalf of the Diocese, I would like to thank all members of the Committee for their service.

John McBride, Chair of The Audit Committee

Community Ministries Committee Report

The Community Ministries Committee (CMC) is chaired by Canon Monica Patten. Its members include:

- Lynne Burritt;
- Mark Holzman;
- Lorraine Tell;
- Peggy Lister;
- Deacon Peter Cazaly;
- The Ven. Brian Kauk; and
- The Rev. Canon Catherine Ascah.

CMC's role is to assist the Diocesan Council by strengthening, enriching and broadening the Diocese's ability to serve God's world, and to provide leadership and oversight of Diocesan community ministries, both current and future.

The CMC's role includes:

- approving management board memberships (with the exception of Cornerstone Housing for Women, as this is a registered charity);
- approving 3-5-year strategic plans;
- receiving annual plans and regular reports and updates; considering issues that impact all community ministries;
- working with the Bishop around CMC adopting new ministries; and
- establishing occasional working groups to consider matters of shared importance.

CMC has met six times since the annual Synod in October 2022, including a full day retreat to reflect on the current environment and its implications for the future. In addition to the retreat and receiving regular reports, the Committee took the following actions:

- worked diligently to understand the context and environment in which all community ministries work, with significant consideration to the impact of Covid;
- received the annual plans for 2023 from each community ministry;
- considered communications, understanding that all ministries are integral to Diocesan identity, and agreed on the importance of linking to the new Diocesan brand;
- discussed advocacy and the role that community ministries can play with the Diocese;
- agreed to a formula to share T4T revenue; and
- kept abreast of related developments in the Diocese such as Hollyer House.

Following is a summary of each community ministry's year, based on the review of 2022/23 each presented to CMC in June 2023.

Belong Ottawa

(formerly Centre 454, The Well and St. Luke's Table)

(www.belongottawa.ca)

These three day programs launched a new name and website this past year. The ministry reported that the merger of staff, volunteers and the Management Board has proved a successful way to serve participants. 78,000 contacts/total visits were recorded and over 700 unique individuals were served in the past year.

Center 105

(www.center105.ca)

Over 17,000 breakfasts were served by Center 105 to people from the Cornwall area throughout the past year. This marks the highest number served since its inauguration just five years ago. Numerous relationships and partnerships have raised the Center's profile in the community, and, paradoxically, highlighted significant gaps in services in Cornwall.

Ottawa Pastoral Counselling Centre

(www.ottawapastoralcounsellingcentre.ca)

The Ottawa Pastoral Counselling Centre (OPC) continues to serve a growing number of clients, stretching itself to offer as much counselling as possible. Services were offered virtually in 2022, with a gradual shift to in-person, as well as virtual counselling beginning soon. Sharon York, OPC's long time Executive Director retired and Heather Fawcett has been named as her successor.

Cornerstone Housing for Women

(www.cornerstonewomen.ca)

The theme of Rebuild and Recover accurately describes Cornerstone's current situation. In spite of various challenges over the past year, all shelters and residences continue to provide their services. Plans to complete the building on Eccles Street for a 2024 move-in are on track. During the past year Cornerstone offered 316 women a place in the Shelter and 121 women supportive housing. They served 107,000 meals.

Refugee Ministry Office

(www.ottawa.anglican.ca)

Sixteen parish or community groups (known as Constituent Groups) have recently been approved by the Refugee Ministry Office (RMO) to take on refugees, some of whom are members of families who are already here. RMO is joining with other networks in making the case for a better and faster process to bring refugees to Canada. The Management Board has been working to ensure adherence to Immigration, Citizenship and Refugees Canada (IRCC) updated requirements for continuing as a Sponsorship Agreement Holder (SAH), a role the Diocese has had for several years.

All community ministries share the following themes:

- the recent years of weariness and worry, mostly as a result of Covid, have generally passed. There is hope and enthusiasm, new found energy and renewed commitment, all while understanding that challenges and risks remain;
- staff wellness has been identified as a challenge, prompting some ministries to develop wellness programs; and
- fundraising to date has been successful, but continues to require constant attention.

There is deep gratitude to the Diocese and its members, as well as many other donors, for ongoing support and encouragement.

Respectfully Submitted,
Monica Patten, C.M., Chair

Education Committee Report

Current committee members:

- Caroll Carkner - Chair; and
- The Rev. Gillian Hoyer - Learning Commons Coordinator

In our Diocesan By-law (B.3.12.), the Committee's mandate is to provide educational resources and learning opportunities while encouraging innovative approaches to learning and aiming to provide equal access to resources across all parishes.

Summary of Committee Actions

- The chair was selected by Bishop Shane Parker following the approval of the *Eleven Actions* at the 2022 Synod of our Diocese.
- The Rev. Gillian Hoyer agreed to assume the role of Learning Commons Coordinator in response to a request from the Parishes and Clergy asking interested parties to apply for the position.
- We continue to seek members from rural and urban parishes and encourage any future members of Laity and Clergy to contact the Chair to express their interest in joining the Education Committee.

Once we have recruited members, we will be working closely with the Diocesan Council and the Leads of the Eleven Actions.

We look forward to a very informative future for this committee.

Respectfully submitted,

Caroll Carkner, Chair

Governance Committee Report

The Governance Committee is chaired by Margaret Porter (Lay Secretary to Synod) and the Rev. Canon Stephen Silverthorne (Clerical Secretary to Synod). In addition to the Chairpersons, it consists of the following members:

- George Hodgkinson;
- Edward Livingstone;
- The Rev. Canon Douglas Richards;
- Canon Henry Schultz (Chancellor);
- Garry Smith; and
- Emmy Verdun.

We express our sorrow over the passing of one of our Governance Committee members this year. George Hodgkinson passed away on July 17, 2023, at the age of 81 years. George had served on this committee for two years, as well as on other diocesan, parish, and municipal committees. We are grateful for his diligent service.

The Governance Committee is tasked with assisting Diocesan Council in ensuring it has effective governance principles and practices in place, and with overseeing activities related to governance. This includes overseeing nominations, conducting governance assessments, and reviewing Committee mandates and profiles. It also oversees the Canons, Bylaws, and Regulations (CBR) Sub-committee, and the Nominations Sub-committee.

The Committee has met seven times since the October 2022 annual Synod, and has taken the following actions:

- undertook a comprehensive review of the Synod Convening Circular in order to
 - ensure compliance with CBR and legal requirements;
 - reflect recent changes to the diocesan governance structure;
 - improve ease of use to facilitate the efficient operation of Synod meetings
- helped provide goals and timeline for proposed CBR revisions;
- provided resources to the newly formed Partnerships Committee in preparing terms of reference and initial actions; and
- updated Diocesan Council's new members orientation handbook
 - updates reflected changes in the Diocesan governance structure, new diocesan branding guidelines, and minor housekeeping matters.

Canons, Bylaws, and Regulations Sub-committee

The CBRs Sub-committee is tasked with advising on and drafting proposed changes to the CBRs. This term, the Sub-committee took the following actions:

- drafting (including consultation) of Bylaw amendments relating to the disestablishment of parishes and congregation;
- drafting (including consultation) of Bylaw amendments relating to the implementation of recommendations following the 2022 governance review (mandates of standing committees); and
- completion of updated consolidation version of the Canons, Bylaws and Regulation.

Nominations Sub-Committee

The Nominations Sub-Committee is tasked with helping recruit qualified candidates to fill vacancies identified by Committees, to propose new members for Diocesan Council and other Diocesan Committees, and to present to Synod nominations for election by Synod to the Diocesan Council, as delegates to General and Provincial Synods, and any members of any boards or committees requiring elections of members by the Diocesan Synod.

This term, the Sub-committee procured nominees for the following:

- Advisory Panel on the Termination of Clerical Appointments;
- Audit Committee;
- Diocesan Council;
- Partnerships Committee; and
- Provincial Synod.

Margaret Porter, Co-chair and Lay Secretary to Synod

The Rev. Canon Stephen Silverthorne, Co-chair and Clerical Secretary to Synod

Partnerships Committee Report

The Partnerships Committee is chaired by Heather Howley with representation from lay and clergy, urban and rural, men and women. Members include:

- Bonnie Blenner-Hassett, Parish of the Lower Ottawa Valley - St John's Vankleek Hill;
- Elizabeth Kennedy, St Paul's Kanata;
- Francis Loughheed, Parish of St Lawrence, Trinity Cornwall;
- Ruth Stanton, Parish of the Lower Ottawa Valley - St Michael and All Angels Maxville; and
- The Rev. John Stopa, St Paul's Renfrew and Emmanuel Arnprior.

The Diocesan Partnerships Committee is a new committee that was established to create, review, and terminate partnerships, with the goal of managing Diocesan reputational risk, strengthen relationships, and considering overlaps between mission and need.

Three members (Heather Howley, Elizabeth Kennedy, and the Rev. John Stopa) met in May 2023 to develop the Committee's Terms of Reference and Policies and Procedures. These documents were used to draft new bylaw provisions that will be presented for endorsement at the September 2023 meeting of Diocesan Council.

The Committee's first meeting with all members present is planned for late September 2023. Meetings will take place at least twice a year.

The Committee Chair met with the Ottawa representative (the Rev. Patrick Stephens) of the Primate's World Relief and Development Fund (PWRDF) - a longtime Diocesan partner. Ms. Howley discussed the role of the Committee, expectations for partners, and Committee processes. Rev. Stephens described the work of PWRDF and its relationship with our Diocese via the Ottawa Working Group.

The Ottawa Working Group promotes PWRDF activities and encourages donations, but also engages in local activities. Examples of local engagement include:

- supporting a national PWRDF exercise called *Mapping the Ground We Stand On: An Interactive Workshop Exploring Indigenous and Settler Relationships*, which was held at St Columba in 2020;
- in 2021, hosted 'Celebration of Young Artists' in Ottawa in support of PWRDF's All Mothers and Children Count initiative - a program that benefited from a 6:1 match from the Government of Canada;
- providing seedlings in support of the Communion Forest Initiative; and
- providing presentations and briefs when requested by Global Affairs Canada.



The Committee looks forward to beginning our work and to meeting new and existing partners to grow and strengthen partnerships in our Diocese.

Respectfully submitted,
Heather Howley
Chair, Partnerships Committee

Property and Finance Committee Report

The Property and Finance (P & F) Committee is chaired by Tracy Albert, who assumed this position following the retirement of the Venerable Chris Dunn in March 2023. The Committee is deeply grateful for Chris' commitment and dedication to this important group. The Committee also thanked and said goodbye to its recording secretary, Heidi Pizzutto, who served diligently and faithfully for many years. The Committee welcomed Patricia Myles as its new recording secretary.

The Committee consists of the following members:

- Tracy Albert (Chair);
- The Rt. Rev. Shane Parker;
- Canon Henry Schultz (Chancellor);
- The Rev. Dr. Mary-Catherine (Mary-Cate) Garden (Chair, Real Estate Working Group);
- Robert Hanson (Chair, Cemeteries Working Group);
- Donna Howard (Chair, Investment Sub-Committee);
- Scott Kirby (Chair, Insurance Sub-Committee);
- The Rev. Canon George Kwari;
- Roxanne Latulippe;
- The Rev. Canon Gary van der Meer;
- Sanjay Grover (Director of Financial Ministry); and
- Joel Prentice (Director of Property and Asset Management).

The P&F Committee provides oversight for the financial and administrative matters of the Diocese, including property, investments, insurance, apportionment, pay and benefits, and effective financial management, including Synod's budget. The Committee also oversees the Insurance Sub-committee, the Investment Sub-committee, the Diocesan Cemeteries Working Group, and the Real Estate Working Group.

The Committee has met seven times since the October 2022 annual Synod, and has taken the following actions:

1. approved the financial plan presented by St. Paul's Hazeldean-Kanata to complete the repairs on its walkway, to replace degraded steel beams under their parish kitchen and rental space landing;
2. performed monthly reviews of the parish commitment report and worked with the Director of Financial Ministry to address shortfalls with affected parishes;
3. drafted both a commercial lease agreement and a licensing agreement for the use of rental space. These templates were made available on the diocesan website;
4. reviewed and approved the 2023 stipendiary scales and allowances;

5. worked with the St. John's Centretown Working Group (St. John the Evangelist Ottawa) on a plan to complete remedial work on the church related to safety issues;
6. approved a change in the asset mix of the consolidated trust fund to include a benchmark allocation to the RBC Canadian Core Real Estate Fund, an open-ended investment trust that invests in private equity investments in Canadian commercial real estate;
7. approved the financial plan put forth by Holy Trinity Pembroke to finance the construction of a 72-niche freestanding columbarium in Holy Trinity Cemetery in Pembroke;
8. approved the designation of St. Augustine's, Beachburg as a chapel, under the sponsorship of St. Stephen's, Micksburg;
9. transferred responsibility for the management of St. George's, Hawthorne, Cemetery from the Diocesan Cemetery Sub-committee to the Parish of St. Aidan's Anglican Church;
10. approved a sale price for St. George's Church, Fitzroy, and the Rectory at Fitzroy Harbour. The church conditionally sold in December 2022 with a March 31, 2023 closing date, which was then extended to end of May 2023. Unfortunately, the sale fell through, and the property was re-listed;
11. discussed the votes held by St. Martin's Ottawa and St. Luke's Ottawa to disestablish;
12. approved a kitchen renovation project at All Saints' Westboro subject to special vestry approval and periodic updates as the project progresses;
13. approved the recommendation of the Investment Sub-committee for a distribution payout of four percent (4%) of the average market value over the past five years;
14. established for St. John's, Innisville. The sale is subject to a Special Vestry to be held approving the sale of the property and final approval of the Bishop;
15. approved a project to repair and replace the East and West entrance steps on Sparks Street at Christ Church Cathedral;
16. proposed that Diocesan Council consider amending the provisions of the Bylaws related to the disestablishment of parishes;
17. discussed the restructuring and governance of the of the Church Extension Fund;
18. explored parish fair share (PFS) with a view to determining other sources of revenue to decrease the diocese's dependence on parishes for revenue;
19. authorized the Director of Financial Ministry and Director of Property and Asset Management to negotiate the sale of St. Martin's church, Ottawa, and its rectory for a price of \$4.3 million;
20. reviewed the results of the financial audit on the results of Diocesan operations; and
21. authorized an increase in the lower limit of the CTF Gift and Bequest and Project Approvals Framework from \$10,000 to \$15,000 and an increase in the upper limit from \$30,000 to \$50,000.

Insurance Sub-Committee

This Sub-Committee includes Scott Kirby (Chair), Josephine Hall, Sanjay Grover, and Joel Prentice. During the year, the Sub-committee negotiated insurance rates with the diocesan carrier and renewed its insurance policies. In addition, the group encouraged the use of a self-serve online module for groups who wish to rent parish property on a one-time basis. This effort has lightened the load for parish administrators.

Investment Sub-Committee

The Investment Sub-Committee is made up of Donna Howard (Chair), Margaret Dempster, Warren Trickey, Shelagh M’Gonigle, Sanjay Grover, Nicholas Galambos, Deacon Elizabeth December, Tracy Albert, and the Rt. Rev. Shane Parker. The group meets quarterly and monitors the investment performance of the CTF, which form the aggregate trust funds of the Diocese and its parishes.

The Sub-Committee employs professional investment management services to actively invest the assets of the CTF in accordance with its Investment Policy Statement. The statement outlines the Diocesan risk profile and includes a formal process by which the performance of the investment counsel will be evaluated on a regular basis (quarterly, annually and a comprehensive review at least every 5 years).

The portfolio is well diversified, and the Sub-Committee ensures that the portfolio is being managed in accordance with Environmental, Social, and Governance standards, which are commensurate with the values of the Diocese.

The market value of the CTF as of December 31, 2022 was \$56.4 million compared with \$66.5 million at the end of the previous year. This is the result of weaker capital markets and withdrawals from the fund.

Diocesan Cemeteries Working Group

This working group is composed of the Ven. Linda Hill, the Ven. Eric Morin, Robert Hanson, the Rev. Dr. Mary-Cate Garden, Dr. Glen Lockwood, Joel Prentice, the Rev. Matthew Brown, Canon Henry Schultz, and Sanjay Grover.

During the year, the working group oversaw the transfer of St. George’s, Hawthorne, Cemetery from the care of the Diocese to St. Aidan’s, Ottawa.



Real Estate Working Group

The Real Estate Working Group is led by the Rev. Dr. Mary-Cate Garden. During the year, the group established an infrastructure survey for parishes to complete.

A complete list of this term's approved motions is included as Annex 2 in this Convening Circular.

Respectfully submitted,
Tracy Albert, Chair

Risk Management Committee Report

The Risk Management Committee is comprised of:

- The Rev. Canon Catherine Ascah, Chair;
- The Ven. Linda Hill, Executive Archdeacon;
- Canon Henry Shultz, Chancellor;
- Marian McGrath, Vice-Chancellor
- Sanjay Grover, Director of Finance;
- The Rev. Canon Dr. Peter John Hobbs, Director General of Community Ministries;
- Scott Kirby, Chair, Insurance Sub-Committee;
- Paul Lex, Director of Human Resources; and
- Garry Smith, Diocesan Council.

Some areas of concern that were identified:

- because of the disparate nature of diocesan policies and procedures, it was hard to identify which policies were current, which were missing and which required updating;
- due to the lack of specific contract agreements for the variety of employees in parishes across the diocese, compensation in case of workplace injury was identified as a complication;
- the issue of cyber-security remains a subject of concern.

Summary of actions taken:

- continued to work on the Risk Registry that was first drafted in 2022 as a tool to assess and identify risk and mitigation measures for our diocese. This remains a working document for the committee;
- from December 2022 through March 2023, work was taken to inventory existing policies and determine where updates were needed. The committee recommended to the Diocesan Council that a system of review - either annually or bi-annually - would help to ensure policies remain current;
- the issue of workers' compensation will require addressing in the coming year to ensure just treatment of all staff going forward; and
- in order to better protect the parishes' electronic data from cyber-attacks, it is recommended that each parish, Community Ministry and Ascension House should have a reasonable and effective system in place.



The next steps will be the education of parish and Community Ministry leadership regarding policies that apply to their context. One avenue through which this may happen is through Action 8 (Training and Support for Parish Leaders) and Action 9 (Providing Services to Parishes) as set out in the Eleven Actions as approved by Synod, October 2022.

Respectfully submitted,

The Rev. Canon Catherine Ascah, Chair

Ascension House Report

Ascension House is located at 71 Bronson Avenue, Ottawa. It oversees key aspects of diocesan life and ministry, including Diocesan Administration and several ministries which report directly to the Bishop of Ottawa.

All My Relations Circle

The co-chairs of the All My Relations Circle (AMRC) are Audrey Lawrence and Gwynneth Evans. They can be reached at allmyrelations@ottawa.anglican.ca

The AMRC is a circle of about 15 Indigenous and non-Indigenous lay persons and clergy within the Diocese of Ottawa who work with others to learn, provide resources, share and understand the truth of our collective history in our journey to equity, healing and reconciliation. AMRC undertook the following:

- in March 2023, AMRC partnered with St. Paul University to co-sponsor the visit and lecture of Dr. Ray Aldred, Director of the Indigenous Studies Program at the Vancouver School of Theology. “Self-determination & Reconciliation: Reflections on the Indigenous Anglican Church” (*Crosstalk*, May 2023);
- members visited the new Seven Gifts art installation in Almonte; attended the opening of the Friendship trail in Chelsea (Church of St. Mary Magdalene); and the Open House at Cornerstone on Princeton Avenue;
- in June 2023, AMRC met at St. Margaret’s, Vanier, where the Rev. Aigah Attagusiak and the Rev. Colin McFarland were hosts. We also attended a service and Sunday lunch with parishioners;
- the book group, “Journeying with Allies,” continues at Julian of Norwich or on Zoom. Books are later donated to the library at Cornerstone’s Princeton Residence;
- we encouraged all parishes to observe National Indigenous History Month in June and Orange Shirt Day and National Day for Truth and Reconciliation on Sept. 30 by planning and attending ceremonies. Wearing an orange shirt honours Indigenous children who were forced to attend residential schools (day or boarding);
- two of our members, Audrey Lawrence and Karen Luyendyk, were trained in facilitating the PWRDF Mapping Exercise, which vividly demonstrates the effects of colonial settlement; and
- Audrey Lawrence stepped down as co-chair of AMRC.

DIOCESE OF OTTAWA HEALING AND RECONCILIATION FUND

The Healing and Reconciliation Fund is administered by AMRC. From late 2016 to mid 2023, the Healing and Reconciliation Fund supported many projects and provided funding to those approved. In the spring of 2023, the Rt. Rev. Shane Parker met with all four Indigenous advisers and AMRC's non-Indigenous co-chairs, (Debbie Gridale and Gwynneth Evans) as a way of discerning the next phase of AMRC's responsibilities.

Baptismal Ministries

Baptismal Ministries includes The Ottawa Anglican Cursillo Ministry, Licensed Lay Readers' Ministry, and the Anglican Fellowship of Prayer

OTTAWA ANGLICAN CURSILLO MINISTRY

Wayne Kauk is the Lay Director of the Ottawa Anglican Cursillo Ministry (OACM) and its Spiritual Directors are the Rev. Jan Staniforth and the Rev. Dr. Jon Martin.

The OACM is committed to enabling leaders in the model of Christ as servant leader. In so doing we help sustain and grow the Body of Christ in this beloved Anglican Church of ours. Over the past year, the OACM accomplished the following:

- ultreyas (Community Gatherings) were held throughout the year every second month, either by Zoom or in person. Ultreyas were celebrated within the framework of a Eucharist and include floating groups, a Lay Witness talk with a short reflection by clergy and Cursillo music;
- due to the risks of COVID in a residential setting, the Cursillo Secretariat decided in Oct. 2022 to postpone the 129th women's weekend until Sept. 2023. The men's 130th weekend was also postponed due to the withdrawal of the weekend Lay Rector, David Piercey, for family related illness, and we continue to hold his family in our prayers. The weekend is rescheduled for April 2024; and
- on May 6, 2023, we held a day of Reimagining Cursillo with about 30 attendees at St. James, Manotick. The Rev. Kerri Brennan facilitated our discussions. Bishop Shane Parker spoke of his support for Cursillo and his view of it as a key ministry of our Diocese.

LICENSED LAY READERS

The Warden of Lay Readers and the Licensed Lay Reader Association is the Rev. Canon Pat Martin.

Licensed by the Bishop, under the direction of the Incumbent, the Lay Reader conducts or assists in worship and takes on one or more of the following roles in the parish: pastoral care, adult education, administration. We currently have a total of 42 Licensed Lay Readers and Lay Readers in training.

The Warden of Lay Readers and the Licensed Lay Reader Association supports this ministry by organizing biannual meetings that provide: worship time together,

workshops and an opportunity to discuss the ongoing needs and opportunities of this ministry.

In conjunction with the Bishop's office, we help clergy and candidates navigate the process and the Lay Reader Manual (The Licensed Lay Reader Manual and application forms are found on the diocesan website). Together we help identify potential resources such as courses from Huron University College and Thorneloe University.

In May 2023, we gathered in person at St. John's, Kanata North, for a workshop on prayer led by Paul Dumbrille of the Anglican Fellowship of Prayer. We explored spiritual pathways that lead people to God, how God speaks to us, and how we listen to God, as well as Prayers of the People. On Sept. 15, 2023 we met with the Rt. Rev. Shane Parker via Zoom for a Q & A and to discuss next steps.

Thank you to Meredith Brophy, Marilyn Brownlee, and Joe Million for their continued support and assistance with our Lay Reader association and to the Rt. Rev. Shane Parker, the Ven. Linda Hill, Heidi Pizzuto and the Rev. Bob Albert for all their support.

ANGLICAN FELLOWSHIP OF PRAYER (CANADA)

Paul Dumbrille is the current Anglican Fellowship of Prayer (AFP) contact in our diocese, and can be reached at afp@ottawa.anglican.ca

Prayer is the foundation of Christian life, and the AFP exists to encourage Christian prayer in all its many aspects. The AFP has three major missions in its ministry: to encourage prayer in the life of the church; to be a teaching resource helping people to grow in the life of prayer; and to build links between praying people.

The AFP carries out its work in two ways:

- developing prayer resources and programs that are accessible to all - they are made available mainly through the AFP website www.anglicanprayer.ca; and
- establishing contacts in Dioceses, whose role is to advertise and make the resources available to the people in their Diocese.

During this year, the main AFP activities in our Diocese have been:

- using the Diocesan email list to provide information and internet links to the AFP monthly "Let us Pray" Zoom event, and other prayer resources;
- providing the Diocesan Crosstalk newspaper with articles on prayer;
- providing newly created content for the updated Diocesan website; and
- providing an information and resource table at Diocesan Synod.

Ecumenical Ministry

The Diocesan Ecumenical Officer is the Ven. Linda Hill.

A glimpse of the spiritual unity of the church is witnessed when Anglicans worship with those of other Christian traditions, whether in annual Week of Prayer for Christian Unity services or when marking significant community events, tragic or celebratory.

Our essential unity in Christ is also seen when we work together in ministry to the local community. Thus, much of the ecumenical ministry in our diocese is focussed on refugee work, support for food banks, spiritual care within hospitals and long-term facilities, or Christian education for children and youth.

The ecumenical officer of our diocese offers support to clergy and parish leaders when they have questions related to our relationship with other Christian traditions.

Interfaith

The Diocesan Interfaith Officer is the Rev. Canon Gary van der Meer.

Interreligious engagement over the past year included the following initiatives:

- involvement in the Capital Region Interfaith Council (CRIC). The Diocesan Interfaith Officer has been elected to the executive as president for a three-year term. Over the past year, this group has provided informal learning and appreciation sessions on a variety of themes, engaged in recognition of leaders in interfaith initiatives since the organization was founded, made connections with other interfaith bodies including Multifaith Housing and the Canadian Multifaith Federation;
- relationship-building through visits, informal parish tours, and seeking out assigned representatives of different faith groups, this year, notably among Jewish, Sikh and Hindu communities; and
- inviting participation of the Bishop's Office in occasions and events or to address issues raised in the media.

Communications and Development

The Diocesan Director of Communications and Development is Sandra Hamway.

COMMUNICATIONS

Communications, established as a diocesan priority, plays a vital role in unifying voices across platforms and fostering compassionate communities. Initiatives encompass the Anglican Diocese of Ottawa (ADO) website and new website development, social media, and our newspaper, attracting diverse demographics to build meaningful connections.

Developing the new ADO website, set to launch this fall, has been a major focus. The new site, using the current url at www.ottawa.anglican.ca, will include both a public facing website as well as a gated (password protected) portion. The goal is to optimize the public-facing section for a welcoming experience and for effortless, 'easy-to-find' information retrieval. The latter will be a secure place to share ADO resources and tools, including those that result from our Shape of Parish Ministry Consultation (SPMC) Eleven Actions, with parishes, community ministries and staff.

Providing guidance to our Diocese, parishes and community ministries strengthens relationships and our community bonds. This role advises leadership on audience engagement, media management, aligns internal communication, and prioritizes stewardship for parish development.

DEVELOPMENT

Our role involves guiding and empowering parishes with the necessary resources for success. This includes identifying profitable grant funding avenues and developing influential stewardship materials and aids, such as our creation of legacy giving resources and presentations for parishes to convey to their congregations.

Additional areas under investigation, and supporting our SPMC Eleven Actions, include discovering innovative training tools as well as implementing outreach activities via mainstream media to attract broader engagement.

In our pursuit of excellence, we recognize the opportunity to enhance donor relations. This includes refining our donor relationship management resources and processes to cultivate stronger, more mutually beneficial connections.

As Communications and Development Director, Sandra Hamway guides and supports parishes and ministries in advancing diocesan initiatives.

Youth Ministry

The Diocesan Animator of Youth Ministry is Donna Rourke.

This year, Donna travelled to many parishes to speak about strengthening and supporting youth ministry; both within the Youth Internship Program (YIP) and amongst those engaged in youth ministry.

Focusing on relationship building and communication, she has worked hard to provide opportunities for people to share ideas and inspiration. We have connected in a blend of in-person and online events, meetings and social events, nurturing relationships and modelling good practices for ministry.

This year, the Youth Ministry was involved in the following programs and events.

- **Youth Internship Program.** This offers youth and young people opportunities for work experience, mentorship and faith formation. This year, we have 12 new interns. Every second week, Donna invites all current and past interns to join her for coffee and conversation.
- **KAIROS Blanket Exercise.** This was attended by more than 40 young people. We thank the Anglican Foundation of Canada and its Say Yes to Kids Campaign for the funding for this work toward reconciliation and to St Aidan’s Anglican Church for sharing their space.
- **Youth Observers at Diocesan Synod 2022.** Seven young people attended, and with privileges of the House granted, made their voices heard.
- **Community Anti-Racism Day.** Brave & Safe: A Place for Courageous Conversations was a one-day anti-racism event featuring speakers from local Black, Indigenous, and Asian communities who shared their stories of racism and systemic barriers. This event was funded by the Canadian Race Relations Foundation with the Anglican Diocese of Ottawa and Julian of Norwich as partners.
- **Spiritual Care in Secondary Schools (SCSS).** The SCSS operates within the Ottawa Carleton District School Board (OCDSB) to provide spiritual care and emotional support for all secondary school students and staff in the OCDSB. Spiritual Care volunteers are a multi-faith group, and a new SCSS priority is to have all recognized faith communities of the OSCSB represented in the schools. There are currently four Anglican spiritual care volunteers.

The Diocesan Archives

The Diocesan Archivist and Registrar is Glenn J. Lockwood.

The Diocesan Archives at 414 Sparks Street and at (613) 680-8585 or archives@ottawa.anglican.ca is open to visitors on Monday/Tuesday from 10 a.m. to noon and 1 p.m. to 4 p.m.

The most important documents we collect are parish registers (with records of baptism, confirmation, marriage and burial), followed by vestry reports, statistical returns and property records. The Archivist thanks volunteers Carole and Donald Foster, Brian and Lynn Glenn, Josephine Hall, Beth Handley, Clair Kelso, Toni Larsen, Judy Marples, Elizabeth Taylor, and Leslie Worden for their work.

The COVID pandemic had an impact on the number of visitors coming to the Archives. The number of telephone inquiries has fluctuated. The overall demand for services has increased, thanks to a growing number of email requests.

Year	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Visitors	183	174	115	765	760	770	555	455	720	625
Correspondents	1,923	1,528	1,423	1,860	1,596	1,843	1,458	1,030	1,084	968
Tel. Calls	456	402	215	623	645	599	587	473	761	625
Total	2,562	2,104	1,753	3,248	3,001	3,212	2,600	1,958	2,579	2,218

In 2022, the demand for certificates continued to rebound from the first year of the pandemic.

Year	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Certificates Issued	54	39	18	67	60	52	53	52	57	71

The Ascension House Report was submitted by
Leigh Anne Williams
Staff Writer and Editor

Membership of Synod as of October 5, 2023

Bishop of Ottawa	The Rt. Rev. Shane A. D. Parker
Chancellor	Canon Henry Schultz
Vice-Chancellor	Marian McGrath
Dean of Ottawa	The Very Rev. Beth Bretzlaff
Executive Archdeacon	The Ven. Linda Hill
Clerical Secretary	The Rev. Canon Stephen Silverthorne
Lay Secretary	Margaret Porter
Director General of Community Ministries	The Rev. Canon Dr. Peter John Hobbs
Director of Financial Ministry	Sanjay Grover
Director of Communications & Development	Sandra Hamway
Director of Human Resources	Paul Lex
Director of Property and Asset Management	Joel Prentice

Members of Diocesan Council 2022-2023

The Rt. Rev. Shane Parker (Chair)
 The Very Rev. Beth Bretzlaff (Vice-Chair)
 Canon Henry Schultz (Chancellor)
 Margaret Porter (Lay Secretary of Synod, non-voting)
 The Rev. Canon Stephen Silverthorne (Clerical Secretary of Synod, non-voting)

Tracy Albert
 The Rev. Canon Catherine Ascah
 Irene Barbeau
 Caroll Carkner
 The Rev. Dr. Mary-Catherine Garden
 Robert Hanson
 George Hodgkinson (Deceased)
 Heather Howley
 The Rev. Simone Hurkmans
 The Rev. Canon George Kwari
 Audrey Lawrence
 The Rev. Dr. Jon Martin
 John McBride
 The Ven. Eric Morin
 Christine Ormsby
 Garry Smith
 The Rev. Monique Stone

Bishop's Appointees to Synod

Heather Fawcett
Kate Jackson
Rachel Robinson
Taylor Seguin

Parish Synod Members and Churchwardens

CATHEDRAL DEANERY

Parish	Clergy	Lay	Wardens
Christ Church Cathedral	The Very Rev. Beth Bretzlaff The Rev. Canon Doug Richards Deacon Jarrett Carty	Jane Morris Norm Villegas Madeleine Gomery Rob Mann	Jane Morris Katherine Spencer- Ross

DEANERY OF CENTRAL OTTAWA

Parish	Clergy	Lay	Wardens
St. John the Evangelist	The Rev. Canon Gary van der Meer	Rebecca Gregg Mike Scim Brian Cameron	Brian Cameron Stephen Giles
Church of the Ascension	The Rev. Victoria Scott	Kate Jordan Diana Partridge	Andrew Top Sarah Dingle
St. Matthew	The Rev. Geoff Chapman	Randi Goddard Charles Nixon Lisa Sheehy Leonard Surges	Charles Nixon Jim Lynes

St. Barnabas	The Rev. Canon Stewart Murray Deacon Steven Zyveld	Bruce Patterson Diane Roussel	Diane Roussel William Hallett
All Saints, Westboro	The Ven. Kathryn Otley The Rev. Chung Yan (JoAnne) Lam	Amy Castle Katy Burnett Ken McMillan	Amy Castle Katy Burnett
St. Mark	The Rev. Julian Campbell	John Hancock Michael Perkin	Suzanne Bisson John Hancock
Julian of Norwich	The Rev. Monique Stone Deacon Elizabeth December	Sevilla Leowinata Donna Rourke	Jillian Gauthier Eric Driscoll
St. Stephen	The Rev. Canon George Kwari	Leslie Worden Joann Collette	David Muirhead Shirley Brathwaite

DEANERY OF EAST OTTAWA

Parish	Clergy	Lay	Wardens
Trinity	The Ven. Mark Whittall	Travis DeCook Heather Maclachlan	Judith Richardson Myrna Rootham
St. Thomas the Apostle	The Rev. Tim Kehoe The Rev. Thomas Hubschmid	Jean Jordan Christian Wright Tom Bryant Derwyn Sangster	Cathy Munroe Jean Jordan
St. Aidan	The Rev. Rosemary Parker	Nancy Gover Chuck Adamson	Chuck Adamson Debbie Trickey
Epiphany	The Rev. Simone Hurkmans	Douglas Sherman Kitty Galt	Kitty Galt Heather Howley
St. Bartholomew	The Rev. Canon Catherine Ascah	Jane Billings Judy Wiesinger Gaye Moffett	Jane Billings Judy Wiesinger
St. Margaret, Vanier	The Rev. Colin McFarland The Rev. Canon Aigah Attagutsiak	Jane Waterston Jeannie Manning Catherine Keresztesi	Jane Waterston Jeannie Manning
St. Alban	The Rev. Michael Garner	Robyn Sulkko Leah Seabrook	Robyn Sulkko Michelle Sorenson
St-Bernard	The Rev. Dr. Caroline Ducros	Marie-Alice Bell Helene Goulet	Helene Goulet Marie-Alice Belle
St. Columba	Vacant	Diana Poitras Marie Chantal Ross	Jonathan Hammell Michael McCormack

St. James, Leitrim	Vacant	Carole Ladouceur Victor Wootton	Vic Wootton Glenn Clark
All Saints, Greely	Vacant	Laurie Brown Grace Jones	Laurie Brown Grace Jones

DEANERY OF WEST OTTAWA

Parish	Clergy	Lay	Wardens
Christ Church, Bell's Corners	Vacant	Sharron Hamilton Shirley Smith Eileen Chivers Sheila Coxworth	Sharron Hamilton Donna Bright
St. James, Manotick	The Rev. Kerri Brennan	Todd Sandrock Janet Harris- Campbell Ron Brophy	Laird Shutt Terry Tomkins
St. John, Kanata North	The Rev. Dr. Jon Martin	Caileen Dolan Lynn Laberge	Todd Sloan Sue Rivington
St. Paul, Kanata	The Rev. Canon Stephen Silverthorne	Bruce Kerr George Ingraham Cheryl Teeter Marcy Craig Anne Baker	Danielle Mackenzie Mark Stalter
St. Thomas, Stittsville	The Rev. Lee Lambert	David Dalloway William Passmore	Diane Clement John Bottriell
Huntley	The Rev. Dr. Mary- Cate Garden	Boyd Blackwell Tanja Puchala	Colin Puchala Margie Cox
West Carleton- March <i>St. Thomas, Woodlawn</i> <i>St. Mary, North March</i> <i>St. Paul, Dunrobin</i>	The Rev. Dr. Alana McCord	Suanne Dorion Martin Cleary	Sherry Wiedman Gloria Wilson Suanne Dorion Meg Colburn Ruth Goldthorp Sue Kittridge

DEANERY OF THE NORTHWEST

Parish	Clergy	Lay	Wardens
St. Barnabas, Deep River	The Ven. Patrick Stephens	Phyllis Heenev Carl Turner	Sian Thomas Richard Birchall
The Valley	The Rev. Matthew Brown	Alexis Anderson Lucy Buttle	Anita Boldt
<i>St. Anthony, Whitney</i>	The Rev. Gillian Hoyer	Jennifer Cross Lesley Lancaster	Dave Eagles Irene Lapenskie
<i>Epiphany, Barry's Bay</i>	The Rev. Nicholas Forte	Tom Smith	Sue Parks
<i>Ascension, Killaloe & St. John, Tramore</i>	The Rev. Claire Brama		Marilyn Hill Wendy Cayen
<i>St. John the Evangelist, Eganville</i>			Debbie McGinnis
<i>St. Thomas, Rankin</i>			Pat Leach Myles Buttle
<i>St. Stephen, Micksburg</i>			Johnny McLaren Patty Childerhose
<i>St Patrick, Lower Stafford</i>			Alice Ferguson Jim Munroe
<i>St Paul, Cobden</i>			Charles Cheesman Mike Johns
<i>Holy Trinity, Pembroke</i>			Bernard Raglin Kim Silkie Marion LeMottee Louise Doran
<i>St George, South Alice</i>			
<i>All Saints, Petawawa</i>			
St. Paul, Renfrew	The Rev. John Stopa	Joan Dick Rose Ann McLaren	Heather Hayman, Shirley Yach
Emmanuel, Arnprior	The Rev. John Stopa	Brian Gilhuly Richard Hunter	Charlotte Leitch Helen Hall
Mattawa - Rutherglen	Vacant		Bernard Gagne Thomas Rowe

DEANERY OF THE SOUTHWEST

Parish	Clergy	Lay	Wardens
St. James, Perth	The Rev. Canon Kenneth Davis	Jansen van Beek Barb Yorke	Terry St. Pierre Mary Perkins
St. John, Smith's Falls	The Rev. Dr. Thomas Brauer	Karen Bryan Terry Dillabough	Karen Bryan Paul Howard
St. Paul, Almonte	The Rev. Jonathon Kouri	Karen Masson Dean Zeeman	Catherine Gallagher Wendy Shaw
Mississippi Lake <i>St. James, Carleton Place</i> <i>St. James, Franktown</i> <i>Christ Church, Ashton</i>	The Ven. Brian Kauk The Rev. Jonathan Askwith	Brian Hull Geoff Nugent Greg Wright	 Paul Todd Geoffrey Nugent Greg Wright Jo-Ann Morin Wright Brian Hull Henry Troup
South Carleton <i>St. Paul, Osgoode</i> <i>St. John, Kars</i> <i>Holy Trinity, North Gower</i>	The Rev. Allan Budzin Deacon Tamara Connors	Dorothy Svendsen Paul Desbiens Robin Craig	 Paul Desbiens Joanne Swift Jane Willis Dwayne Besharah Alice Sturgeon
Richmond	The Rev. Allan Budzin Deacon Tamara Connors	Christine Ormsby John Vandenberg	Paul Langman Dick Salmon
Clayton	Vacant	Alison Wark	Lynne Bamford Debbie McMahon
Maberly-Lanark <i>St. Alban, Maberly</i> <i>St. John, Balderson</i>	Vacant	Anne Graham	 Anne Graham Stewart Bentley Anne Graham Debra Cox

<i>St. Paul, Lanark</i>			Anne Graham Debra Cox
<i>St. Stephen, Brooke</i>			Anne Graham Jim Tysick
Pakenham	Vacant	Karen Matt	Diane Lesway David Cornell

DEANERY OF EAST ONTARIO

Parish	Clergy	Lay	Wardens
<i>St. Helen, Orleans</i>	The Ven. Rhonda Waters The Rev. John Holgate	Debbie Tweedle Peter Humphries Anne Clarke	Debbie Tweedle Jeffrey McRae
Lower Ottawa Valley <i>Holy Trinity, Hawkesbury</i> <i>St. John's, Vankleek Hill</i> <i>St. Michael & All Angels, Maxville</i> <i>St. Matthew's, Grenville</i>	The Rev. Bob Albert	Donna McMillan Ruth Stanton	Eleanor Sides Rita Seguin Brent R Barton Norman MacCrimmon Bill Shields Wendy Shields Joyce Crooks David Jones
<i>St. Lawrence</i> <i>St. John, Lancaster</i> <i>Trinity, Cornwall</i> <i>Christ Church, Seaway</i>	The Rev. Adam Brown The Rev. Cynthia MacLachlan	Sally Dewey Daphne Hall Lloyd McDiarmid Josephine Sheppard Bill Wood	Charles Osborne Wendy Wert Daphne Hall Francis Loughheed Beth Helmer Tom Green
South Dundas	The Rev. Mark Lewis	Ann Barkley Sharon Lang	Sharon Lang Ann Barkley
North Dundas	The Rev. Stephanie McWatt	Arlene Armstrong	Jim Beckett Sandra Weagant

St. Mary, Russell	The Rev. Dr. Anne Quick	Kim Labelle Judith Thomas	Anne Mains Ray Scharf
Bearbrook, Vars, & Navan <i>St. Mary, Navan</i> <i>Trinity, Bearbrook</i>	Vacant	Anne-Marie Clydesdale Mark O'Donoghue	Neil Blaney John Ladds Sharon Armstrong Marilyn Lowe
Holy Trinity, Metcalfe	Vacant	Meredith Brophy Robin Kennedy	Kay Stanley Karen Talgoy

DEANERY OF WEST QUEBEC

Parish	Clergy	Lay	Wardens
Chelsea-Wakefield	The Rev. Canon Dr. Kevin Flynn	John Becvar Meg Sinclair	Jean Macnab Judy Stevens
Christ Church, Aylmer	Vacant	Marilyn Forsythe Diane Wood	Marilyn Forsythe Diane Wood
West Quebec <i>Holy Trinity, Radford</i> <i>St. Paul, Shawville</i> <i>Holy Trinity, Danford Lake</i>	The Ven. Eric Morin The Rev. Susan Lewis	Monica Dobson Jean Macnab	Doris Beck Mary McDowell-Wood Judy Stephens Jean Macnab Gisele Beaudoin-Peck Dorrie Tanner
St. James, Otter Lake	Vacant		

Clergy List

Bishop of Ottawa

The Rt. Rev. Shane A.D. Parker

Dean of Ottawa

The Very Rev. Beth Bretzlaff

Archdeacons

The Ven. Linda Hill

Vacant

The Ven. Brian Kauk

The Ven. Eric Morin

The Ven. Kathryn Otley

The Ven. Patrick Stephens

The Ven. Rhonda Waters

The Ven. Mark Whittall

Executive Archdeacon

Deanery of West Ottawa

Deanery of the Southwest

Deanery of West Quebec

Deanery of Central Ottawa

Deanery of the Northwest

Deanery of East Ontario

Deanery of East Ottawa

Canons of Christ Church Cathedral

CLERICAL CANONS

The Rev. Kenneth Davis

Canon of St. Deborah

(Canon for Interfaith Relations)

The Rev. George Kwari

Canon of St. Joanna

The Rev. Aigah Attagutsiak

Canon of St. Mary of Magdalene

The Most Rev. Hosam Naoum

Canon of St. James of Jerusalem

The Rev. Dr. John Gibaut

Canon of St. Anselm of Canterbury

(Canon Theologian)

The Rev. Catherine Ascah

Canon of St. Hilda of Whitby

The Rev. Kevin Flynn

Canon of the Name of Jesus

The Rev. Dr. Peter John Hobbs

Canon of St. Luke

(Canon for Social Justice)

The Rev. Gary van der Meer

Canon of St. Alban

The Rev. Stewart Murray

Canon of St. James

The Rev. Hilary Murray

Canon of St. John

The Rev. Doug Richards

Canon Residentiary

The Rev. Stephen Silverthorne

Canon of the Diocese

LAY CANONS

Sue Garvey

Monica Patten

Henry Schultz

Other Clergy Under the Jurisdiction of the Bishop of Ottawa

The Rev. Christina Guest
The Rev. Dan Howard
The Rev. Dr. Mishka Lysack
The Rev. Jason Pollick
The Rev. George Scharf

The Rev. William Simons
The Rev. Nash Smith
The Rev. Joseph Varkey
The Rev. Margo Whittaker
The Rev. Jessica Worden-Bolling

Retired Clergy

The Rev. Canon David Andrew
The Rev. Peter Barkway
The Rt. Rev. John A. Baycroft
The Rev. Canon J.H.F. Beall
The Rev. Canon Mary Ellen Berry
The Rt. Rev. Michael Bird
The Rev. J.A. Blackburn
The Ven. Paul Blunt
The Rev. Patricia Blythe
The Rev. C.J. Boole
The Rev. Canon Allen Box
The Rev. Canon John Bridges
The Ven. Mavis Brownlee
The Rev. William Byers
The Rev. Canon Keith Calder
The Rev. Robert H. Calderwood
Deacon Peter Cazaly
The Rt. Rev. John H. Chapman
The Ven. Susan Churchill-Lackey
The Rev. Canon Susan Clifford
The Rev. Canon David Clunie
The Rt. Rev. Peter R. Coffin
The Rev. Jim Collins
The Rev. Karen Coxon
The Ven. Peter Crosby
The Rev. Cathy Davis
The Ven. Rob Davis
The Rev. Michel Dubord
The Ven. Chris Dunn
The Rev. Richard Durrett
The Rev. Gale Edmondson
The Rev. Bruce Ferguson
The Rev. Canon Michael Fleming
The Ven. Dr. John H.R. Fowler
The Ven. Sally Gadd

The Rev. Michel Gagne
The Rev. Alan Gallichan
The Rev. Karen Galt
The Rev. Canon William Gilbert
The Rev. Canon Laurette Glasgow
The Ven. Ross Hammond
The Rev. Canon Gary Hauch
The Rev. Canon Robert Heard
The Rev. Herb Horsey
The Rev. Carol Hotte
The Rev. Dr. Ron Hunt
The Rev. Canon Jim Ibbott
The Ven. Rodney Ives
The Rev. Di Jaggassar
Deacon Christine Jannasch
The Rev. Dr. Dana Johnston
The Rev. Hallam Johnston
The Rev. Canon Pat Johnston
The Ven. Frank Kirby
The Rev. Jim Kirkpatrick
The Rev. Peggy Kuzmicz
The Rev. Canon Peter Lackey
The Rev. Dr. Robin Lee
The Rev. Jeannie Loughrey
The Rev. Canon Rhonda MacKay
The Rev. Canon Patricia Martin
Deacon Richard Matthias
The Rev. Barbara Maynard
The Rev. Cathy McCaig
The Rev. Jane McCaig
The Rev. Sue McCullough
The Ven. F. Allan McGregor
The Rev. Canon Todd Meaker
The Rev. David Mullin
The Rev. Nancy Murphy



The Rev. Canon Baxter Park
The Ven. (Brig.-Gen. Ret.) Gerald Peddle
The Rev. David Shields
The Rev. Ken Spear
The Rev. Jan Staniforth
The Ven. Michelle Staples
The Rev. Canon Roger Steinke
The Rev. Canon Jim Stevenson
The Rev. Sharron Tate

The Rev. Andrea Thomas
The Rev. Francois Trottier
The Rev. Donald Tudin
The Rev. David Vavasour
The Rev. Richard Vroom
The Rev. Katherine Wallace
The Rev. Linda Wheeler
The Rev. Canon John Wilker-Blakely
The Rev. Canon Roger Young

Annex 1

List of Diocesan Council Motions

November 2022 to July 2023

November 23, 2022

MOVED BY Canon Henry Schultz and seconded by Caroll Carkner that Diocesan Council close nominations and elect Margaret Porter as the Lay Secretary for 2022-2023.

Carried

MOVED BY Canon Henry Schultz and seconded by Audrey Lawrence that

1. The Parish of March is a three-point parish comprising three congregations: the Church of St John's Kanata North; the Church of St Mary's North March; and the Church of St Paul's Dunrobin.

2. Leaders in the Parishes of March and Fitzroy Harbour have proposed that St John's Kanata North should operate as a single-point parish under the name of the Parish of St John's, Kanata North and that the congregations of St Mary's North March and St Paul's Dunrobin should be transferred to the Parish of Fitzroy Harbour under the provisional name of the Parish of West Carleton-March.

BE IT RESOLVED THAT:

For the purposes of Bylaw 5.01, Diocesan Council hereby consents to:

(a) the transfer of the congregations of St Mary's North March and St Paul's Dunrobin to the Parish of Fitzroy Harbour;

(b) the provisional renaming of the Parish of Fitzroy Harbour as the Parish of West-Carleton -March

(c) the renaming of the Parish of March as the Parish of St John's Kanata North, on such terms, and at such times, as the Bishop may determine.

Carried

MOVED BY the Rev. Canon Catherine Ascah and seconded by the Rev. Canon George Kwari that

The members of the Parishes of St Helen's Orleans and of St Mary the Virgin Blackburn Hamlet have proposed, in joint discussion, and by separate, majority votes taken by the members of both congregations, that the two congregations be amalgamated.

BE IT RESOLVED THAT:

The amalgamation of the Parish of St Helen's Orleans and the Parish of St Mary the Virgin Black-burn Hamlet, under the name of the Parish of St Helen's Orleans, is approved for the purposes of Bylaw 5.01(7) of the Bylaws of the Diocese of Ottawa to take effect on a date to be determined by the Bishop.

Carried

MOVED BY Caroll Carkner and seconded by Garry Smith that

1. The members of the Parish of Prescott-North Glengarry, having taken a vote, have proposed that the name of the parish be changed to the Parish of Lower Ottawa Valley

BE IT RESOLVED THAT:

For the purposes of Bylaw 5.01, Diocesan Council hereby consents to the renaming of the Parish of Prescott-North Glengarry as the Parish of Lower Ottawa Valley at such time as the Bishop may determine.

Carried

MOVED BY Canon Henry Schultz and seconded by George Hodgkinson that WHEREAS the Church of St Augustine Beachburg (“St Augustine’s”) and the Church of St Stephen’s Micksburg (“St Stephen’s”) are both congregations in the Parish of the Valley (the “Parish”);

AND WHEREAS the members of St Augustine’s unanimously voted, at a meeting of Special Vestry that took place on August 22, 2022, to apply to the Bishop for designation of St Augustine’s as chapel under the sponsorship of the congregation of St Stephen’s;

AND WHEREAS the members of St Stephen’s unanimously voted, at a meeting of Special Vestry that took place on October 11, 2022, to serve as the sponsoring congregation of St. Augustine’s in the event that the Bishop agrees to designate St Augustine’s as a chapel;

AND WHEREAS the Incumbent of the Parish has submitted an application to the Bishop for designation of St Augustine’s as a chapel, in the form of the document attached as a Schedule to this motion;

BE IT RESOLVED THAT, for the purposes of Bylaw B.5.01.25, Diocesan Council hereby recommends that the Bishop designate St Augustine’s as a chapel under the sponsorship of St Stephen’s.

Carried

MOVED BY the Rev. Dr. Mary-Cate Garden and seconded by the Rev. Canon Catherine Ascah that Diocesan Council hereby authorizes the Chancellor to take all steps necessary to ensure that the Incorporated Synod of the Diocese of Ottawa is properly registered in the Ontario Business Registry.

Carried

MOVED BY Irene Barbeau and seconded by Heather Howley that Diocesan Council accept St. James' Manotick application to the Healing and Reconciliation Fund for \$9,905 to fund the project Learning and Partnerships to Support Reconciliation as a Spiritual Practice.

Carried

MOVED BY the Rev. Dr. Mary-Catherine Garden and seconded by the Rev. Simone Hurkmans, be it resolved that

1. Diocesan Council appoints the following individuals as members of the Risk-Management Committee:

- The Rev. Canon Catherine Ascah
- Canon Henry Shultz
- Garry Smith
- Scott Kirby
- Ringo Morella
- Sanjay Grover
- The Rev. Canon Peter John Hobbs
- The Ven. Linda Hill
- Marian McGrath
- Joel Prentice

2. Diocesan Council appoints the Rev. Canon Catherine Ascah as chair.

Carried

MOVED BY the Rev. Canon Catherine Ascah and seconded by Caroll Carkner, be it resolved that

1. Diocesan Council appoints the following individuals as members of the Governance Committee

- George Hodgkinson
- Edward Livingstone
- Margaret Porter
- The Rev. Canon Douglas Richards
- Henry Schultz
- The Rev. Stephen Silverthorne
- Garry Smith
- Emmy Verdun

2. Diocesan Council appoints the Rev. Stephen Silverthorne and Margaret Porter as co-chairs.

Carried

MOVED BY the Rev. Canon George Kwari and seconded by Irene Barbeau, be it resolved that Diocesan Council appoints Heather Howley as chair of the Partnerships Committee.

Carried

MOVED BY Garry Smith and seconded by Canon Henry Schultz, be it resolved that

1. Diocesan Council appoints the following individuals as members of the Audit Committee

- John McBride
- Warren Trickey
- Peter Hyde
- Rev'd Richard Vroom

2. Diocesan Council appoints John McBride as chair.

Carried

MOVED BY Christine Ormsby and seconded by Heather Howley, be it resolved that

1. Diocesan Council appoints the following individuals as members of the Community Ministries Committee

- Monica Patten
- The Rev. Canon Catherine Ascah
- The Ven. Brian Kauk
- Deacon Peter Cazaly
- Lorraine Tell
- Patricia Hassard
- Lynn Burritt
- Peggy Lister

2. Diocesan Council appoints Canon Monica Patten as chair.

Carried

MOVED BY George Hodgkinson and seconded by the Rev. Canon George Kwari, be it resolved that

1. Diocesan Council appoints the following individuals as members of the Property and Finance Committee

- Tracy Albert
- The Ven. Chris Dunn
- The Rev. Dr. Mary-Catherine Garden
- Robert Hanson
- Donna Howard
- Scott Kirby
- The Rev. Canon George Kwari
- Roxanne Latulippe
- The Rev. Gary van der Meer

2. Diocesan Council appoints the Ven. Chris Dunn as chair.

Carried

MOVED BY the Rev. Dr. Mary-Catherine Garden and seconded by Heather Howley that Diocesan Council approve the stipendiary scales and allowances as presented.

Carried

January 24, 2023

MOVED BY the Rev. Canon Catherine Ascah and seconded by the Rev. Dr. Mary-Cate Garden that Diocesan Council re-table the Resolution to Decarbonize item until its meeting on April 11, 2023 with the understanding that coordination and alignment will need to happen.

Carried

Recitals

1. On December 18, 2022, the members of the Parish of St. Luke's Anglican Church ("St. Luke's") decided, by a resolution adopted by a majority of more than two-thirds of those present at a special meeting of Vestry, that St. Luke's should be disestablished;
2. Before disestablishing a parish, the Bylaws of the Diocese of Ottawa require that the Bishop review a financial statement of the assets and liabilities of that parish;
3. St. Luke's has not yet submitted the financial statement required under the Bylaws;

MOVED BY Canon Henry Schultz and seconded by the Rev. Canon George Kwari that Diocesan Council recommends that, upon reviewing the financial statement to be submitted by St. Luke's, Ottawa, the Bishop disestablish St. Luke's in a manner consistent with the requirements of the Canons and Bylaws of the Diocese of Ottawa.

Carried

Recitals

1. On December 11, 2022, the members of the Parish of St. Martin's Anglican Church ("St. Martin's") decided, by a resolution adopted by a majority of more than two-thirds of those present at a special meeting of Vestry, that St. Martin's should be disestablished;
2. Before disestablishing a parish, the Bylaws of the Diocese of Ottawa require that the Bishop review a financial statement of the assets and liabilities of that parish;
3. St. Martin's has not yet submitted the financial statement required under the Bylaws;

MOVED BY Canon Henry Schultz and seconded by the Ven. Eric Morin that Diocesan Council recommends that, upon reviewing the financial statement to be submitted by St. Martin's, the Bishop disestablish St. Martin's in a manner consistent with the requirements of the Canons and Bylaws of the Diocese of Ottawa.

Carried

Recitals

1. On January 22, 2023, the members of the Parish of St. John's Anglican Church (Innisville) in the Parish of Mississippi Lake ("St. John's") decided, by a resolution

adopted by a majority of more than two-thirds of those present at a special meeting of Vestry, that St. John's should be disestablished;

MOVED BY Canon Henry Schultz and seconded by Christine Ormsby that Diocesan Council recommends that the Bishop disestablish St. John's in a manner consistent with the requirements of the Canons and Bylaws of the Diocese of Ottawa.

Carried

Recitals

1. The Parish of Holy Trinity Calumet ("Calumet") and the Parish of St. Mathew's Grenville ("Grenville") are parishes in the Anglican Diocese of Montreal;
 2. The Parish of Lower Ottawa Valley, formerly the Parish of Prescott-North Glengarry, is a parish in the Anglican Diocese of Ottawa;
 3. For over twenty years, the Diocese of Ottawa has provided priestly services to the parishioners of Calumet and Grenville on an informal basis;
 4. It is the will of the parishioners of Calumet, Grenville, and the Parish of Lower Ottawa Valley that the Diocese of Ottawa continue to provide those services.
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MOVED BY Canon Henry Schultz and seconded by George Hodgkinson that Diocesan Council recommends that the Bishop enter into a Memorandum of Understanding with the Bishop of Montreal that sets out the terms under which Calumet and Grenville are to be governed and administered as congregations in the Parish of Lower Ottawa Valley according to the provisions of both the Canons and Bylaws of the Diocese of Ottawa and diocesan policies of the Diocese of Ottawa.

Carried

MOVED BY Heather Howley and seconded by the Rev. Simone Hurkmans that Diocesan Council appoint Caroll Carkner Chair of the Education Committee.

Carried

April 11, 2023

MOVED BY Christine Ormsby and seconded by The Rev. Dr. Mary-Catherine Garden that in order to steward the asset portfolio of our Diocese in an environmentally sensitive manner, parishes will engage in the Diocesan Building Survey exercise, and submit responses no later than September 1st, 2023.

Carried

MOVED BY the Rev. Dr. Jon Martin and seconded by the Ven. Eric Morin that Diocesan Council approve the “Learning Commons” proposal, as presented, pertaining to Action 1 - Building Ministry Resources and Knowledge, and

a) request that the Education Committee immediately begin to implement the provisions for the governance and administration of the Learning Commons, including an annual timetable and the application process for establishing a resource hub and knowledge network—and provide a progress report to Diocesan Council in June 2023;

b) endorse the recommendations concerning:

i. the evaluation and disestablishment of resource hubs and knowledge networks; and

ii. the creation of the following resource hubs in response to current ministry priorities of our Diocese: New Worshipping Communities and Contextual Ministry; Rural Ministry; Children, Family, and Youth Ministry.

Carried

MOVED BY the Rev. Canon Catherine Ascah and seconded by Canon Henry Schultz that Diocesan Council

a) strike a task force (as provided for in Action 5 - Reviewing Parish Fair Share) to conduct a review, involving input from parish leaders, of the PFS system vis-à-vis our diocesan operating budget as a whole, and to bring any recommendations to Synod 2023 for approval, including identifying alternative sources of revenue that could decrease PFS; and

b) approve the nomination of the following individuals as members: Gwen Levesque, David Morgan, Andrew Taylor, and the Rev. Matthew Brown.

Carried

MOVED BY Canon Henry Schultz that Diocesan Council adjourn and convene as the Church Extension Fund Board.

Carried

MOVED BY the Very Rev. Beth Bretzlaff and seconded by Caroll Carkner that

a) the Bishop shall act as chairperson, and Henry Schultz shall act as secretary, of this meeting; and

b) the members of the Corporation waive notice of this meeting and consent to this meeting being held at this time and at this place.

Carried

MOVED BY Garry Smith and seconded by the Rev. Dr. Mary-Catherine Garden that the following individuals are elected members of the board of directors of the Corporation, effective May 1, 2023, for a term of three years unless otherwise indicated:

Clerical Directors

- The Bishop of Ottawa
- The Dean of Ottawa
- The Rev. Dr. Mary-Catherine Garden
- The Rev. Canon George Kwari (one-year term)
- The Rev. Canon Gary van der Meer (two-year term)

Lay Directors

- Tracy Albert
- Robert Hanson
- Donna Howard
- Scott Kirby (one-year term)
- Roxanne Latulippe (one-year term)
- Joel Prentice (two-year term)
- Henry Schultz (two-year term)

Carried

MOVED BY Canon Henry Schultz that the Church Extension Fund Board adjourn and reconvene as Diocesan Council.

Carried

MOVED BY Canon Henry Schultz and seconded by the Ven. Eric Morin that Diocesan Council appoint the Rt. Rev. Shane Parker as Interim Chair of the Property & Finance Committee.

Carried

MOVED BY Caroll Carkner and seconded by the Rev. Dr. Jon Martin that Diocesan Council appoint the following individuals as members of the Audit Committee:

- The Rev. Bob Albert
- Laurie Grice.

Carried

June 20, 2023

MOVED BY the Rev. Canon Catherine Ascah and seconded by Tracy Albert that Diocesan Council approve the 2022 financial statements as presented.

Carried

MOVED BY the Rev. Dr. Mary-Catherine Garden and seconded by Christine Ormsby that Diocesan Council approve the Anglican Foundation of Canada grant application of St-Bernard-de-Clairvaux.

Carried

MOVED BY Carol Carkner and seconded by the Rev. Canon Catherine Ascah that Diocesan Council approve the Anglican Foundation of Canada grant application of St. James, Perth.

Carried

MOVED BY the Rev. Dr. Mary-Catherine Garden and seconded by the Rev. Simone Hurkmans that Diocesan Council approve a donation of \$10,000 to the Sisterhood of Saint John the Divine's "Home for the Heart" campaign, to renovate and refurbish a spiritual direction room; and that the funds be drawn from the proceeds of the sale of the former Temple Pastures Retreat Centre.

Carried

MOVED BY Canon Henry Schultz and seconded by the Ven. Eric Morin that:

i. Diocesan Council consents to the transfer of all property held by the Parish of St. Luke's Anglican Church to the Incorporated Synod of the Diocese of Ottawa, including the Parish's interests in the following real property:

- a. the church building, including parking lot, located at 760 Somerset Street West, Ottawa;
- b. the Serson Clarke Apartment complex located at 762 Somerset Street West;
- and
- c. commercial space located at 764 Somerset Street West.

ii. Diocesan Council consents to the assignment, to the Diocese, of the rights and obligations of the Parish under any lease entered into by the Parish, including its lease dated March 1991 with the Serson Clarke Non-Profit Housing Corporation.

iii. The following individuals are authorized to execute, on behalf of the Parish, any legal documents or instruments relating to the disestablishment of the Parish, including documents or instruments relating to the transactions referenced in paragraphs 1 and 2 of this motion:

- The Executive Archdeacon
- The Director General of Community Ministries
- The Director of Property and Asset Management
- The Chancellor

iv. The following individuals are authorized to execute, on behalf of the Diocese, any legal documents or instruments relating to the disestablishment of the Parish

including documents or instruments relating to the transactions referenced in paragraphs 1 and 2 of this motion:

- The Bishop
- The Dean
- The Director of Financial Ministry

Carried

MOVED BY Caroll Carkner and seconded by Garry Smith that Diocesan Council endorses Tracy Albert as Chair of the Property & Finance Committee.

Carried

MOVED BY Audrey Lawrence and seconded by Canon Henry Schultz that Diocesan Council endorses the Rev. John Stopa, Elizabeth Kennedy, and Francis Lougheed as members of the Partnership Committee.

Carried

Annex 2

List of Property and Finance Committee Motions September 2022 to July 2023

September 14, 2022

MOVED BY Donna Howard and seconded by Tracy Albert that the Agenda of the September 14, 2022 meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY Mary-Cate Garden and seconded by Robert Hanson that the Minutes of the July 27, 2022 meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY Donna Howard and seconded by George Kwari that the Property & Finance Committee grant St. Paul's Hazeldean-Kanata approval to proceed with the walkway project to replace degraded steel beams under their parish kitchen and rental space landing by using: \$61,825 from CTF Funds (W.C. Bradley, Fund 2499; Orma Bradley, Fund 2447; E. Kavanaugh, Fund 2715; and J. Kuhlman, Fund 2723); \$17,000 profit realized from a grocery card fundraiser; and up to \$60,000 to be borrowed from the parish's remaining GIFT funds with the plan to repay it over five years

Carried with one abstension

MOVED BY Bishop Shane Parker and seconded by Robert Hanson that the Property & Finance Committee table the proposed 2023 Stipendiary Scales & Allowances until their October meeting so that Sanjay can update the document to include the Episcopal Remuneration and Salary Scale. Following anticipated Property & Finance approval in October, the document will then go to the November Diocesan Council meeting for approval there.

Carried

October 12, 2022

MOVED BY Tracy Albert and seconded by Scott Kirby that the Agenda of the October 12, 2022 meeting of the Property & Finance Committee be approved as amended.

Carried

MOVED BY Mary-Cate Garden and seconded by Gary van der Meer that the Minutes of the September 14, 2022 meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY Bishop Shane Parker and seconded by Mary-Cate Garden that the Property & Finance Committee table the proposed 2023 Stipendiary Scales & Allowances as presented until their next meeting after which they will be forwarded to Diocesan Council for approval at their November meeting. Carried

MOVED BY Tracy Albert and seconded by Donna Howard that the Property & Finance Committee approve proceeding with the urgent safety repairs to secure the belltower at St. John the Evangelist Ottawa, the final amount being subject to the approval of the Director of Financial Ministries, with the Diocese contributing fifty percent (50%) of the cost. Carried

November 9, 2023

MOVED BY Donna Howard and seconded by Gary van der Meer that the Agenda of the November 9, 2022 meeting of the Property & Finance Committee be approved as amended. Carried

MOVED BY George Kwari and seconded by Mary-Cate Garden that the Minutes of the October 12, 2022 meeting of the Property & Finance Committee be approved as amended. Carried

MOVED BY Tracy Albert and seconded by Scott Kirby that the Property & Finance Committee approve the sale of two parking spaces by St. John's Centretown at \$50,000 each in Somerset Garden's Condominium Corporation in order to test the market. The proceeds will be used towards the bell tower and electrical investigation projects. Carried with one abstention

MOVED BY Mary-Cate Garden and seconded by Robert Hanson that the Property & Finance Committee approve the proposed 2023 Stipendiary Scales & Allowances as presented to be forwarded to Diocesan Council for approval at their November meeting. Carried

MOVED BY Donna Howard and seconded by Tracy Albert that the Property & Finance Committee accept the Investment Subcommittee Minutes of July 20, 2022 as circulated. Carried

MOVED BY Tracy Albert and seconded by George Kwari that the Property & Finance Committee approve that the second term of Donna Howard, of St. John's, Smith Falls, on the Investment Subcommittee which expires March 2023 be extended for one year and that she remain as Chair thereof for the remainder of that term, and, consequently, as a voting member of the Property & Finance Committee; that the second term of Warren Trickey on the Investment Subcommittee which expires March 2023 be extended for one year; and that Shelagh McGonigle, be reappointed for a second term on the Investment Subcommittee, from April 2023 to April 2026." (*Note, Bishop Shane Parker has re-appointed Elizabeth December-Lovell to a second term from December 2022 to December 2025.*) Carried

MOVED BY Donna Howard and seconded by Roxanne Latulippe that the Property & Finance Committee approve the recommendation of the Investment Subcommittee that the Asset Mix of the Consolidated Trust Fund be expanded to include a benchmark allocation into the RBC Canadian Core Real Estate Fund, an open-ended investment trust that makes direct private equity investments in commercial real estate in Canada to act as a natural hedge against inflation relative to the bond portfolio and provide diversification-producing income stream and capital appreciation, and that the benchmark allocation be set at 5% plus or minus 5% (0-10%) offset by a reduction in the fixed income stream (including cash) from 40% to 35% within a range of 30-40%. Carried

MOVED BY Roxanne Latulippe and seconded by Tracy Albert that the Property & Finance Committee establish the Membership of the Diocesan Cemetery Subcommittee as including Robert Hanson, the Venerable Linda Hill, the Venerable Eric Morin, the Reverend Dr. Mary-Cate Garden, Dr. Glenn Lockwood, Joel Prentice, and Canon Henry Schultz. The Property & Finance Committee also appoints Robert Hanson as the Chair of the Diocesan Cemetery Subcommittee and the Venerable Linda Hill as Vice-Chair. Carried

MOVED BY Roxanne Latulippe and seconded by Scott Kirby that the Property & Finance Committee approve Holy Trinity Pembroke borrowing up to \$90,000 from the Holy Trinity Cemetery Perpetual Care and Maintenance Fund to finance the construction of a 72-niche freestanding columbarium in Holy Trinity Cemetery located at 383-381 James Street, Pembroke, and approves the repayment plan for the loan over a ten year period.

Carried with one abstention

MOVED BY Donna Howard and seconded by George Kwari that the Property & Finance Committee that in the event that the Bishop designates St. Augustine’s (hereinafter the “Church”) as a chapel under the sponsorship of St. Stephen’s (hereinafter the “Sponsor”):

- i. the Church’s two existing Rectory Trust Funds (#4011 and #4012) shall be transferred to the Sponsor for use by that congregation for the upkeep of the rectory of the Sponsor for the provision of clergy housing in the Parish; and
- ii. the Church’s holdings in the Consolidated Trust Fund (#2021, #2432, #2583, #2022, #2023, #2519) shall be consolidated into a single St. Augustine’s Beachburg Chapel Trust to be placed under the care of the Sponsor, to be used for the care and maintenance of the Church and its cemetery. Carried

December 14, 2022

MOVED BY Donna Howard and seconded by Robert Hanson that the Agenda of the December 14, 2022 meeting of the Property & Finance Committee be approved as amended. Carried

MOVED BY Roxanne Latulippe and seconded by Mary-Cate Garden that the Minutes of the November 9, 2022 meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY George Kwari and seconded by Robert Hanson that the Property & Finance Committee approve a withdrawal by Trinity Cornwall of \$47,720 from undesignated funds in the Consolidated Trust Fund (Sinfield Fund) to repay its prior years’ owing to the Diocese, and that said monies will be considered assessable. Carried

MOVED BY Robert Hanson, Commissioner of Cemeteries, and seconded by Mary-Cate Garden that for the purposes of Bylaw 3.32(5), this Committee hereby transfers responsibility for the management of St. George’s (Hawthorne) Cemetery from the Diocesan Cemetery Subcommittee to the Parish of St. Aidan’s Anglican Church, subject to (a) the decision of the Parish, by way of a meeting of Vestry, to be held in February 2023, to accept the transfer, and (b) the approval of the Bishop. Carried

January 11, 2023

MOVED BY Gary van der Meer and seconded by Tracy Albert that the Agenda of the January 11, 2023 meeting of the Property & Finance Committee be approved as amended. Carried

MOVED BY Donna Howard and seconded by Roxanne Latulippe that the Minutes of the December 14, 2022 meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY Donna Howard and seconded by Tracy Albert that the Property & Finance Committee approve the recommendation of the Investment Sub-Committee for a payout of four percent (4%) of the average market value over the past five years (calculated as the average of the twenty quarter-end unit market values ending with September 30, 2022) and has been rounded to 1.00. Carried

February 8, 2023

MOVED BY Scott Kirby and seconded by Roxanne Latulippe that the Agenda of the Feb. 8, 2023 meeting of the Property & Finance Committee be approved as amended. Carried

MOVED BY Mary Cate and seconded by Tracy Albert that the minutes of the January 11, 2023 meeting of the Property and Finance Committee be approved as circulated. Carried

MOVED BY George Kwari and seconded by Roxanne Latulippe, to approve kitchen renovation project from All Saints Westboro subject to special vestry approval and periodic updates as the project progresses. Carried

March 8, 2023

MOVED BY Donna Howard and **SECONDED BY** Robert Sicard that the Agenda of the March 8, 2023, meeting of the Property & Finance Committee be approved. Carried

MOVED BY Tracy Albert and **SECONDED BY** Roxanne LaTulippe that the Minutes of the February 8, 2023, meeting of the Property & Finance Committee be approved as circulated. Carried

MOVED BY George Kwari and **SECONDED BY** Robert Sicard that the Property and Finance Committee approves the setting of the sale price for St. John's Innisville and the Cemetery at 110 Ferguson Falls Road, Lanark Highlands, at \$225,000 upon the

recommendation of the Director of Property & Asset Management. The Sale is subject to a Special Vestry to be held approving the sale of the property and final approval of the Bishop. Carried

MOVED BY Mary Cate Garden and **SECONDED BY** Donna Howard that the Property and Finance Committee approves the project to repair and replace the East and West entrance steps on Sparks Street at Christ Church Cathedral at a cost of up to \$400,000 through funds held in the Fred Thorpe Bequest and money raised in a special fundraising appeal. Carried

MOVED BY Tracy Albert and **SECONDED BY** Mary Cate Garden that the Property and Finance Committee recommends that Diocesan Council consider amending the provisions of the Bylaws relating to the disestablishment of parishes, in the manner proposed in the document entitled *Bylaw B.5.01: Draft Bylaw Amendments – For Discussion dated March 4, 2023* Carried

MOVED BY Tracy Albert and **SECONDED BY** Robert Sicard that the Property and Finance Committee recommends that, in their capacity as members of The Anglican Diocese of Ottawa Extension Fund Incorporated, the members of Diocesan Council elect, from among the members (voting and non-voting) of the Property and Finance Committee, a new board of directors of the Church Extension Fund in a manner consistent with its letters patent and bylaws. Carried

May 10, 2023

MOVED BY Mary Cate Garden and **SECONDED BY** Gary van der Meer that the Property and Finance Committee approve an omnibus motion that extends the courtesies of the meeting, approves Minutes of the Property and Finance Committee meeting of 2023-03-08, and adopts the Agenda for its meeting of meeting of 2023-05-10. Carried

ACTION ITEMS To the Minutes of the Property & Finance Committee Meeting 2023-05-10

ACTION ITEM 1: Sanjay to provide a list of proposed write-offs for certain parishes, including those in Western Quebec.

ACTION ITEM 2- Sanjay will analyze the financial impact of 11 items and will ensure that the budget incorporates the impact of the changes.

June 14, 2023

MOVED BY Roxanne Latulippe and **SECONDED BY** Mary Cate Garden that the Property and Finance Committee accept the omnibus motion that extends the courtesies of the meeting, approves the minutes of the meeting on May 10, 2023 and adopts the agenda as amended for today's meeting, June 14, 2023. Carried

MOVED BY Gary van der Meer and **SECONDED BY** Scott Kirby that the Diocese pay fifty (50) % of the change order with respect to phase one of the masonry project at St. Alban's. Carried

MOVED BY Roxanne Latulippe and **SECONDED BY** Gary van der Meer, The Property and Finance Committee authorizes the director of Property and Asset Management as well as the Director of Financial Ministry to negotiate a sale of the St. Martin's church and rectory for a price of \$4.3 million. Carried

MOVED BY Scott Kirby and **SECONDED BY** Mary Cate Garden that the Property and Finance Committee recommend the 2022 financial statements be approved by Diocesan Counsel at their next meeting. Carried

MOVED BY Gary Van der Meer to temporarily adjourn the Property and Finance Committee meeting and reconvene as the Church Extension Fund Committee. Carried

Then reconvened back as P&F Committee:

MOVED BY Gary van der Meer and **SECONDED BY** Roxanne Latulippe that pursuant to bylaw 3.22 this Committee hereby consents to:

- a) The execution by the director general of community ministries and the director of Property and Asset Management of a second amending agreement dated April 28, 2023 between the Diocese and the City of Ottawa and entered into for

the purposes of amending a Contribution Agreement between the Diocese and the City of Ottawa dated 31-DEC-2019 as amended to increase financing for the Hollyer House Affordable Housing Project; and

- b) The securing of the increased financing provided under the Contribution Agreement by a collateral charge in the increased principal amount \$6,573,884.00 upon the property municipally known as 3865 Richmond Road, Ottawa

Carried

MOVED BY Mary Cate Garden and **SECONDED BY** Roxanne Latulippe that the committee authorize an increase in the lower limit of the CTF Gift and Bequest and Project Approvals Framework from \$10,000 to \$15,000 and an increase in the upper limit from \$30,000 to \$50,000. The committee also recommends the drafting of amendments to the Canons Bylaws and Regulations, as necessary. Carried