

ANNEX DOCUMENTS

Annex Document 1

Minutes of the 145th Session of Synod

Anglican Diocese of Ottawa

October 23, 2025 to October 25, 2025

Thursday, October 23, 2025

The 145th Session of the Synod of the Anglican Diocese of Ottawa opened with a service of Holy Eucharist held at Christ Church Cathedral, Ottawa, Ontario, on October 23rd, 2025, at 7:00 p.m.

The homily was given by The Rev. Canon Dr. Christopher Brittain, during which he conveyed three key themes/messages: be prepared to be redirected; accept and honestly share feelings related to disruption; remain rooted in God's word. The service included the installations of The Rev. Canon Dr. Jon Martin to the Cathedral Canonry of St. James; The Rev. Canon Dr. Christopher Brittain to the Cathedral Canonry of Saint Anselm of Canterbury and as Canon Theologian; and The Rev. Canon Dr. Sarah Johnson as an Honorary Canon of our Diocese.

The Rev. Dr. Thomas Brauer was commissioned, in absentia, as Regional Dean of the Southwest, and the Rev. Dr. Caz Ducros was commissioned as Regional Dean of West Quebec.

Friday, October 24, 2025

St. Elias Centre, 750 Ridgewood Ave., Ottawa, Ontario.

Doors opened 7:00 a.m.

Registration 7:30 a.m. - 9:00 a.m.

Orientation for New Members 8:30 a.m. (Lower Hall)

Attendance

The Secretaries of Synod noted the attendance.

VOTING MEMBERS

Voting Lay Members: **129**

Voting Clergy Members: **56**

Total in Attendance: **185**

Quorum was achieved

NON-VOTING MEMBERS

Diocesan Staff, Guests of Synod,
Observers, Officers of Synod: 17
Exhibitors: 28
Total non-voting attendees: 45

Total in Attendance: 230

Opening Prayers

The Venerable Linda Hill, Executive Archdeacon of Ottawa

Meeting was opened at 9:05 a.m. with a land acknowledgement.

Hymn: *As A Fire Is Meant for Burning*

Reading: *1 Corinthians 16: 13-24*

A remembrance of the departed members of Synod.

Introduction of the Chair

The Very Rev. Beth Bretzlaff, Dean of Ottawa

The Very Rev. Beth Bretzlaff introduced the Diocesan Administrator, The Rt. Rev. Michael Bird, who is leading the Diocese of Ottawa in the interregnum. His biography is in this year's Synod Circular.

Call to Order

The Rt. Rev. Michael Bird, Diocesan Administrator, called the meeting to order at approximately 9:10 a.m.

Preliminary Business

The Secretaries of Synod provided logistical details regarding the operation of the Synod. They also highlighted the display area in the lower hall, where various diocesan ministries and external organizations shared information about their services and ministries.

Announcements

Margaret Porter, Lay Secretary of Synod

The Lay Secretary explained the building layout and Synod timeline, provided general housekeeping information including where to find and how to understand the Synod Circular, and a reminder that the proceedings were being recorded and photographs may be taken. Anyone wishing to present a motion from the floor must submit it to the Resolutions Committee by end of day (Friday October 24, 2025).

Motions

The wording of each motion presented at Synod, and whether each motion was carried or defeated are detailed at the end of annex 1: Notices of Motion.

Omnibus - Motion 1

The Omnibus motion that grants the privileges of the House, appoints Sessional Committees, adopts the agenda, approves the Minutes of the 145th Session of Synod, the receiving of financial reports as distributed in the Synod package was presented, voted upon and unanimously carried.

First Reflection

The Rev. Canon Dr. Sarah Johnson

Learning about Local Engagement with Truth & Reconciliation in the Anglican Diocese of Ottawa

The Rev. Canon Dr. Sarah Johnson discussed her research into parish engagement with the ceramic feathers present in many Anglican churches in our diocese - their symbolism and meaning to various congregations.

The ceramic feathers, made by the Ottawa Guild of Potters and members of the public, were designed by a Belgian-born artist in consultation with the Native Friendship Centre and originally formed part of an installation at the Museum of Nature in Ottawa in 2017. The All My Relations Circle facilitated the distribution of the feathers in 2019. The feathers are a starting point for seeing how communities are engaged with Indigenous justice.

The feather, as a physical object, required parishes to consider what to do with it. Diverse communities responded differently to this. The feather can be considered as a symbol, which is more descriptive, imperfect, common, and also as a ‘germinal ritual’, which is more theological.

There is a suspicion about symbols, and while symbolic action alone is insufficient, it is not unimportant. Symbols are at the centre of Christian faith, and they have different kinds of meaning. The treatment of the ceramic feathers in the light of symbolism is one way to consider them.

Most feathers were on display on a stand or in a shadow box, sometimes with an explanation nearby. There is sometimes association with other objects - Indigenous and otherwise. Some parishes interact with the feather to varying degrees, including moving it from or around the altar or processing with it. Some churches have the feather featured prominently, and some have it to the side. Six feathers were in storage.

The dominant way participants refer to the feather is as a reminder of harm, the adoption of an attitude, and as a responsibility or commitment that is personal or corporate. There are participants who see the feather as an open acceptance towards indigenous spirituality and as a catalyst. It is also misinterpreted as representing Indigenous people accepting and forgiving

the church. The All My Relations Circle see the feather as a call to action to non-Indigenous Anglicans not as a statement on behalf of Indigenous peoples.

When speaking about the feathers, during the research participants seemed hesitant; they were anxious about giving the 'right' answers. Every church in the study incorporated a land acknowledgement in some way, at least some of the time. Other ways in which parishes interact with Indigenous justice is through education or land-based projects such as gardens. Parishes who interact with their ceramic feathers more thoroughly are also likely to be more involved with other actions of Indigenous justice - but correlation is not causation.

Feather as 'germinal ritual' sees a botanical intersection with the theological. Weaving together scripture, botany, ethnography and theory lets us construct a Christian theology of germinal ritual. The parables of Jesus grounded the theology of germinal ritual - these parables are The Parable of the Mustard Seed, The Parable of the Soils (also known as the Parable of the Sower), The Parable of the Weeds, and The Parable of the Growing Seeds. There is botanical imagery to these parables.

The All My Relations Circle viewed the feathers as a starting point, or catalyst. Germinal rituals are small and sown, like seeds. The place where the seed lands influences how it will grow. They may be swept away before taking root, or they may fall into good soil and produce new life. The soil matters. Germinal rituals are planted in impure fields; ceramic feathers exist in churches which are situated in colonial structures, the germinal rituals do not purify their communities. Germinal rituals may also begin in darkness before growing; feathers may be in dormant states, but this does not mean they will not grow. We must let go of the need to control the timeline of reconciliation, but to watch what emerges, trusting the creator.

Germinal ritual rejects that it is all that is needed. It is a starting point. There is a value in ritual. They are small beginnings, depend on human agency, and are seeds that we sow.

The Rev. Canon Dr. Sarah Johnson invited members of Synod to reflect on the feathers in their own churches.

Report From General Synod 2025

The Rev. Matthew Brown, The Rev. Canon Dr. Jon Martin, Kate Jordan, the Ven. Kathryn Otley

The Rev. Matthew Brown

2025 was the 44th session of General Synod, which meets every three years to conduct the work of the church national. This year, General Synod took place in London, Ontario from June 23, 2025, to June 29, 2025. The theme for General Synod was They Will Soar on Wings Like Eagles.

Our Diocese was represented by Archbishop Shane Parker, then Bishop, three lay members, Carol Carkner, Kate Jordan, and Katherine Spencer-Ross, and three members of clergy, The Ven. Kathryn Otley, The Rev. Canon Dr. Jon Martin and The Rev. Matthew Brown, as well as several volunteers and presenters from our diocese including The Ven. Monique Stone, The Ven. Linda Hill, and The Rev. Canon Dr. Sarah Johnson.

Kate Jordan and The Rev. Canon Dr. Jon Martin

Attendees did not feel pressured to compromise their values, positions, or lifestyles, to align with resolutions that were passed at General Synod. Contentious issues or motions, when they came up for discussion and voting, were met with generally intentional efforts to understand each other's viewpoints with no attempts to lash out. Concerns that were voiced were mostly spoken respectfully, and there was an effort to "make space" for each other.

The Ven. Kathryn Otley

Spoke of the "Shock and Awe" instilled by the election and installation of the new Primate, confirming that it was not surprising that the College of Bishops were asked for additional names to stand for election, but there was surprise that it was our bishop. Other dioceses had prepared for this possibility, but we had not. There is very little transition from Bishop to Primate - Archbishop Shane was in meetings as Primate-elect by the next day. The three lay Synod members and three clergy Synod members from our diocese who were present were given the honour of being part of Archbishop Shane's installation. Archbishop Shane did not speak a lot at Synod; when he spoke, he offered the strong and steady words that "It's not about surviving, it's about thriving".

A short video, prepared after General Synod, was shown.

Update on Episcopal Election

The Rev. Canon Stephen Silverthorne

The Clerical Secretary explained the process of an episcopal election, how our diocese has reached this point, and what will be happening in the coming months. The process of an episcopal election is outlined in greater detail in the Synod Circular.

Briefly, the election will take place on February 28, 2026. In addition to the Synod Secretaries, there are three committees, stipulated by our diocesan Canons, Bylaws and Regulations, that are involved in the election. The membership of these committees is listed in the Synod Circular, as well as on our diocesan website. They are the Diocesan Profile Committee, tasked with compiling a profile of our diocese that is approved by Diocesan Council, the Supplementary Nominations Committee, tasked, in consultation with the House of Bishops, with enhancing the diversity of the candidate pool, and the Episcopal Election

Committee, which manages the administrative election tasks, including preparing the nomination form and nominee consent form, arranging the Public Meetings, and compiling the Formal Questions for nominees, which will be approved by Diocesan Council at their November 25, 2025 meeting. There will be a nomination portal available for this election, as well as a paper nomination option, opening in early November 2025.

What's Still Ahead

There are deadlines for the Episcopal Election process; the First Nomination Deadline is January 24, 2026. Nominations received after this deadline will be accepted by the Episcopal Election Committee until the calling to order of the Electoral Synod, but nominees will only be given the opportunity to participate in the Public Meetings if they have their forms in by the First Nomination Deadline. Names of all the nominees will be posted after the First Nomination Deadline, and all will receive the same list of Formal Questions.

The Public Meetings will be held in four geographical areas of the diocese, as well as being streamed online. These sessions will give nominees the opportunity to answer questions, speak to topics of interest and meet members of Synod, as well as the general public. These meetings will be moderated by Jamie Tomlinson, a member of the Episcopal Election Committee.

Voting members of the Electoral Synod include current members of Diocesan Council, active clergy of the diocese, 10 select retired clergy (elected by the cohort of retired clergy), lay parish members elected to Diocesan Synod, or their lay alternates if they are unable to attend. Non-voting members who are welcome to attend include lay diocesan staff and Executive Directors of Community Ministries. Observers, including the press, are allowed by the approval of the Synod Secretaries in consultation with the Chancellor and Vice-Chancellor.

The Electoral Synod will be chaired by The Most Rev. Anne Germond. Ballots are counted by order - votes are taken separately for the house of clergy and the house of laity. An election is called at 50% + 1 in each house. Balloting is taken in successive rounds until a majority vote is achieved.

After the election, the Clerical Secretary to Synod will chair the Transition Advisory Committee. The bishop-elect will officially take office at the consecration and installation scheduled for May 9, 2026, at Christ Church Cathedral, Ottawa.

The floor was opened; there were no comments.

Video Greeting

The Very Rev. Canon Richard Sewell, Dean of St. George's College, Diocese of Jerusalem

Sent our diocese greetings from Jerusalem and reflected on his previous visit to Ottawa with his wife when they attended Synod as observers. So much needs to be done to bring elusive peace to their area of the world, and it will be a long and arduous work. They value our love and prayers and advocacy for them and are sustained by that thought and by our prayers. We are a diverse body but one in Christ, and they stand with us in our witness and testimony proclaiming Christ afresh in each and every generation and every context. They wish us the best in our Synod.

Announcements

The Rev. Canon Stephen Silverthorne, Clerical Secretary

Announced that quorum had been achieved.

Voting Lay Members: **129**
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Total in Attendance: **185**

The Rev. Canon Doug Richards had blessed oils available for pick up, which were made available to clergy during the breaks.

The Rev. John Holgate requested to speak to members of the Scrutineers Committee, during the break.

Refreshment Break & Displays

The refreshment break provided Synod members with an opportunity to explore the displays in the lower hall, to look at and add to the parish storytelling post-its on the wall, and to engage in networking.

Update on Triennial Cycle & Current Priorities

The Ven. Monique Stone

Introduced and described The Evaluation and Priority Setting Task Force, which has been focusing, for the past several months, on a consultation structure for evaluation and setting priorities for the next triennium (2027-2029), as well as reviewing the current triennium cycle of 2024-2026.

The Evaluation and Priority Setting Task Force is comprised of The Ven. Monique Stone (Chair), The Rev. Michael Garner, The Ven. Brian Kauk, Kate Jordan, Alec Simpson, and Jamie Tomlinson.

Our diocese is still absorbing the idea of a triennium. Synod members are encouraged to remember the journey of where they were and where they are now, the goals and objectives

established by the parishes, and that they are part of a larger story of the work of our diocese that is rooted in its infrastructure and action. This helps us to see the thread of continuous process, builds on what has gone before and will help us to move forward.

The Ven. Monique Stone spoke to the story of how the triennium planning was initiated. In 2014, our diocese began a process called Embracing God's Future, during which over 500 members of our diocese participated in a year-long journey to answer the question "What is God's Dream for the Church?"

Based on a review of 2500 comments from participants in the engagement process, a Diocesan Prayer and Road Map was developed for use in parishes. At that time, 5 priorities and several practices were developed. The priorities were:

- Building and the Shape of Parish Ministry
- Engagement with the World
- Lifelong Formation
- Worship and Hospitality
- Communications

The practices were:

- We will pray and listen for the prompting of the Spirit
- We will work collaboratively
- We will be courageous, embrace change and take risks
- We will monitor, review, and renew our ministries and initiatives
- We will budget to implement our priorities

After further exercises, in 2020, our diocese began building The Shape of Parish Ministry Plan. There was a commitment to guiding change, and to thriving rather than being changed by external factors. Every parish in our diocese participated in The Shape of Parish Ministry process, by completing profiles about their parish statistics and ministries. This resulted in four strategic priorities.

The Ven. Monique Stone invited tables to share their memories of this process amongst themselves for two minutes.

The work done by parishes resulted in three proposals: The Shape of Parish Ministry, Engagement with the World, and Lifelong Formation. From those three proposals, eleven actions that would shape the way in which we could live into the work that God called us to were developed. From those eleven actions, six results we aimed to reach were formed. Our diocese has determined that these six results are the priority of our triennium. They are as follows.

There will be less reliance on parish revenues to fund the operating budget of our diocese. Diocesan staff will provide increased assistance and support to parish leaders as they manage parish finances, properties, stewardship, communications, human resources, and administration.

Our Bishop will provide guidance to parishes facing major changes and will promote and enable innovation and collaboration.

Parish leaders will receive more training and learning opportunities; there will be a clear understanding of how parishes operate.

A Learning Commons and a Program for Parish Advancement will provide resources, knowledge, and practical instruction on all essential aspects of parish ministry.

We will learn how to practice contextual mission as we engage with the world and establish new worshipping communities.

Consultation process for planning for the next 3 years will start early next year, so that priorities for 2027-2029 can be set.

All My Relations Circle (Episcopal Panel)

Kathryn Fournier & Karen Luyendyk (co-chairs, All My Relations Circle)

Attendees watched a CBC video excerpt from September 30, 2022, of Murray Sinclair, whose spirit name, Mazina Giizhik Iban, means “He Who Speaks of the Pictures in the Sky”.

The presenters reviewed the history of the residential school system and the hopes for the National Day of Truth and Reconciliation, acknowledging that our country’s history is complicated and difficult to review.

Remembering that 2025 is the 10th anniversary of the Truth and Reconciliation Committee providing their report, attendees were asked to reflect on what their Anglican communities were doing in response to Call to Action 59.

Note for reference, Action 59 states: “We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church’s role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.”

Kimberly Johnson-Bruen, a Cree medicine woman and a volunteer at St. John the Evangelist, Ottawa, read the Call to Action 59 and shared memories of the ‘trail of tears’ from her family members’ experiences in residential schools.

The panel invited people to stand who had been involved in reconciliation projects, and then for Synod members to participate in a group reflection, asking themselves 1) What actions are we taking? 2) What might be holding us back from responding to the Calls of Action? 3) How might the All My Relations Circle support our work?

Invited participants to join with them on November 20, 2025, at 7 p.m. for a virtual gathering of the All My Relations Circle.

Motion 12: Recommitment to Action 59 of TRC, was presented, voted upon and the motion was carried.

Announcements

The Rev. Canon Stephen Silverthorne

Grace

The Rt. Rev. Michael Bird, Diocesan Administrator

Lunch Break & Displays (Plenary Hall & Lower Hall)

Nominations Report

The Rev. Bob Albert

A list of nominees for positions on Diocesan Council and for the Advisory Panel on Clerical Termination has been put forward. Their biographies have been distributed in the registration package given to each Member of Synod.

Motion 10 - Confirmation of Diocesan Council Candidates, was presented, voted upon and the motion was carried.

The Very Rev. Beth Bretzlaff took the chair and introduced Canon Henry Schultz, Chancellor

Canon Amendments

Canon Henry Shultz, Chancellor

**Votes on canons require that both houses vote separately, with 2/3 majority.”*

Motion 3 - Canon Amendment - Housekeeping, was presented, voted upon and the motion was carried in both the House of Clergy and the House of Laity.

Motion 4 - Canon Amendment - Archdeacons, Regional Deans, And Licensed Lay Readers, was presented. There were questions regarding the rationale for the changes and clarification were brought forward and explained. The motion was voted upon. The motion was carried in both the House of Clergy and the House of Laity.

Motion 5 - Canon Amendment - Community Ministries, was presented, voted upon and the motion was carried in both the House of Clergy and the House of Laity.

The Rt. Rev. Michael Bird, Diocesan Administrator, resumed the chair.

Learning Commons I – Parish Self Assessment

The Rev. Canon Dr. Jon Martin & The Rev. Simone Hurkmans (co-chairs, Parish Development Sub-Committee) and Carroll Carkner

Carroll Carkner introduced the Learning Commons. Workshops have been held and were well-received, based on evaluations. The Education Committee has tracked the work done on the Learning Commons by the Parish Development Sub-Committee, the Contextual Mission Sub-Committee, and the Stewardship Resource Hub.

Stemming from The Shape of Parish Ministry, and including additional parish feedback, the Thriving Parish Self-Assessment Tool was developed, and the new Learning Commons website offers introductory modules, training, internal and external resources and networks for each of the eight pillars.

Three introductory modules have been developed to date, and six more are in the works. Modules are now available in written form.

The co-chairs handed out the Thriving Parish Self-Assessment Tool and invited parish groups at Synod to complete it, spending 90 seconds per section, to familiarize themselves with the format and questions. After this exercise, participants were encouraged to relay this information to their parishes when they return.

The floor was opened; discussion was held.

Anglican Foundation of Canada

The Rev. Amy Hamilton, Diocese of Montreal

The Rev. Amy Hamilton has been acting Executive Director for the Anglican Foundation of Canada (AFC) for 4 months; prior to that she served on the board for 5 years, and for the last few years, she chaired the Grants Committee. She highlighted that the AFC is becoming more of a strategic partner, rather than just a granting organization.

Shared a video and overview of the new online grants portal and streamlined grants system, and highlighted the goal to focus more on "Investing in the Church of Tomorrow Today"

<https://www.anglicanfoundation.org/apply>

In 2024, for the 4th year in a row, the AFC distributed more than \$1 million in grants, spanning all 30 dioceses across the country.

- \$380,000 dispersed to 94 recipients for Community Ministries
- \$161,000 to 46 recipients for Leadership & Education
- \$380,000 to 35 recipients for Diverse Infrastructure
- \$62,000 to 8 recipients for Sacred Music & Liturgical Arts
- \$93,000 to 6 recipients for Indigenous Ministries
- \$190,000 to 44 recipients for Youth-Focused Grants

Rev. Hamilton introduced the Category C Grant

The *Say Yes! To Kids* grant is in its 5th year. In 2025, 30 teams participated across the country to raise \$161,503.05.

Community Ministry Partnerships was the focus for the 2025 Request for Proposals - 17 applications were received.

The AFC worked with the Diocese of Algoma to set up the Anne Germond Legacy Fund.

The AFC launched a new resource: Grow Your Legacy, accompanied by an online tool - The Legacy Talk Toolkit, and the Anglican Foundation Legacy Society has been set up to honour those who have chosen to partner with AFC in their legacy giving.

The Learning Commons will include updates from the recent AFC workshop in our Diocese.

Announcements

The Rev. Canon Stephen Silverthorne

Refreshment Break & Displays (Lower Hall)

Learning Commons II – Contextual Mission Sub-Committee

The Ven. Mark Whittall

The Ven. Mark Whittall provided an overview of contextual mission in our Diocese and the resources available through the Contextual Mission Sub-Committee.

Introduced the 8-month, 5 session Certificate in Missional Leadership offered by the Centre for Missional Leadership in the Diocese of Niagara, in collaboration with our diocese. In our diocese, groups have enrolled from Christ Church Cathedral, The Parish of the Lower Ottawa Valley, Ascension, St. Clare's, and St. Columba. The next session of this course will start in September 2026.

Carolyn Coffin-Caputo, Parish of the Lower Ottawa Valley

Carolyn shared her experience taking a course from the Niagara School for Missional Leadership called Reimagining Church and how it influenced From Vision to Action - the Lower Ottawa Valley parish vision-casting work. The parish concluded that they were being called to focus on the homeless community within Hawkesbury. After consulting with local organizations to avoid duplication of services, they announced the pending opening (on November 15, 2025), of 'Centre 440'. Centre 440 will serve as a community soup kitchen where people can get a warm meal and will run on Saturdays to encourage the attendance of children in the community. Their motto is Providing Lunch/Creating Community.

The Rev. Colin McFarland, St. Margaret's, Vanier

The Rev. Colin McFarland presented on a course prepared by the Contextual Missions Sub-Committee which is now available on our diocesan website, focused on The Unfolding Gospel by John Bowen, who worked with Inter-Varsity Christian Fellowship, taught at Wycliffe College and was a speaker throughout the world; this book is a capstone to Mr. Bowen's work and asks the reader to consider how they centre the good news, and how that reorients their priorities.

The Rev. John Holgate, St. James, Manotick

Presented on a new ministry called 'The Gathering' at St. James, Manotick. The church is located across the street from a retirement residence, and beside a seniors-only apartment building. 'The Gathering' is a free event that includes a hearty lunch and entertainment (usually music), that happens on the second Monday of every month. For the first event, 75 people registered. So far there have been 22 gatherings, and they are now within their third year. The church hall is decorated in seasonal themes, there are occasional special guests, and a free-will donation. 35% of attendees are non-parish members, and the event has an attendance of between 85-100 people each time; it is a self-sustaining ministry.

The Ven. Mark Whittall

Reminded attendees that Future Fund Grants aimed at contextual mission are offered up to \$10k, with a fast application response time and quick disbursement of funds. He introduced the Future Fund Panel.

The Rev. Dr. Thomas Brauer, St. John's, Smiths Falls

Presented on the church's Games Night event. This ministry was born of the parish's attempt to respond to the epidemic of loneliness. The church provides refreshments and opens the hall to the community on the first Friday of every month. The church received support from the Future Fund Grant. Play is central to who we are, and the Future Fund Grant supports this.

Ron Brophy (member of the Contextual Mission Sub-Committee & the Future Fund Panel)
Explained the process of applying for a Future Fund Grant.

Second Reflection

The Rev. Canon Dr. Sarah Johnson

Drawing from research based in the Diocese of Toronto, specifically the Cast The Net Strategic Visioning Process, The Rev. Canon Dr. Sarah Johnson reviewed 45 online listening sessions recorded during Spring 2023, involving 500 lay Anglicans, in which the diverse participants were invited to imagine their local church and diocese having new life 5 years in the future, and to consider how they might get there. The biggest theme was bringing in younger people to the church. In discussing young people, the participants expressed "an ecclesiology of survival", a vision for the church that focused on bringing people to maintain congregations.

This way of thinking about young people is not in keeping with the contemporary Canadian religious landscape, which consists of an aging population and immigration of non-Anglican and non-Christian groups. Each Canadian generation for over a century is also less religious. Therefore, it is not reasonable to expect that anyone can redirect these sweeping social forces.

There is a "transactional approach to mission" linked to this viewpoint, which says that if a congregation identifies and meets the needs of young people, they will come back to the church and, in turn, meet the needs of the church.

Leaders involved with youth participated in a focus group and offered a strong critique of this transactional approach.

An Ecclesiology of Survival and a Transactional Approach to Mission are also theologically problematic.

More than any other point, participants indicated that musical styles should be the focus of change, which appears to stem from a movement in the 1980's that associated specific musical styles with certain age groups. A focus on any style of music is problematic, regardless of the style. A focus on musical style is a red herring. There is a lack of research that listens to young people themselves.

With colleagues at Sanford University in Alabama, The Rev. Canon Dr. Sarah Johnson has begun a collaborative research project called “Young People in Christian Worship: Experiences, Stories and Values” that investigates how young people experience worship. The purpose is to listen to how young people experience public Christian worship in a range of liturgical expressions, and the goal is to amplify their voices and incorporate their insights to support their participation and enrich the experience for all.

Instead of asking transactional questions, the research is asking what we can learn from and with all generations.

While it is too soon to share results, researchers are hearing from young people about what they wish older people knew about younger people in Christian worship and finding that younger people reject the transactional response and the preconceived notions of what young people want, acknowledging that they are all different. Participants want to be heard, and be part of the community, not be token representatives. They want to be seen as present and active.

Announcements

The Rev. Canon Stephen Silverthorne

Prayer

The Ven. Linda Hill, Executive Archdeacon

Adjournment

The meeting adjourned at approximately 4:35 p.m.

Saturday, October 25, 2025

Synod was called to order at approximately 8:30 a.m.

Land Acknowledgement & Opening Prayer

The Ven. Linda Hill, Executive Archdeacon

- Hymn: *Sing a New Church*
- Reading: Luke 13: 1-8

Financial Update

Sanjay Grover, Director of Financial Ministry

Provided an overview/highlights of our Diocese's financial situation, including the following.

- Deficit within two of the five community ministries (~700k+ covered by reserves).
- Church Extension Fund has been integrated.
- Addition of new fixed assets (related to Hollyer House and Cornerstone Housing).
- Parish Proportional Share (PPS) of 12% of revenue is much less than previous 20%.
- Equalized Costs of Priestley Services (ECOPS) - 2026 letters to be distributed in early November 2025.
- Diocese is renegotiating insurance premiums re: property - quote pending.
- Current value of the Consolidated Trust Fund (CTF) is \$71M (of which \$67.6M is assets +\$4M is cash). The CTF has had a unit value increase of 11% from 2023 to 2024 based on ethical investing, has higher cumulative return than custom benchmark.

The floor was opened; there were no comments.

Motion 2 - *Appointment of Auditors*, was presented, voted upon and the motion was carried.

Community Ministries Update

The Rev. Canon Dr. P.J. Hobbs

- Brief introduction the five community ministries: *The Refugee Ministry Office*, *Cornerstone Housing for Women* (Ann-Marie Hopkins, new Executive Director as of early June 2025), *The Ottawa Pastoral Counselling Centre* (Heather Fawcett, Executive Director), *Centre 105* (Taylor Seguin, Executive Director), and *Belong Ottawa*, consisting of *Centre 454*, *The Well/La Source*, and *St. Luke's Tables* (Shauna-Marie Young, Executive Director).
- In 2024, *Belong Ottawa* had a 600k deficit. Their deficit wiped out their 500k reserve fund and left 100k remaining, which was covered by the diocese. Reasons for this include a failure to prioritize fundraising and donor development, inefficient staffing models, inaccurate forecasting, rising costs, especially of food, increased call for services, a reduction in the financial proportionate from our diocese, and the winding down of the "Today for Tomorrow" fundraising initiative.
- Shauna-Marie Young started at the end of Q3 2024 and inherited the deficit. As of the end of Q3 2025, with increased monitoring, strong leadership, and guidance, *Belong Ottawa* is already in a much better position.
- The *Centre 105* 2024 deficit was largely due to a capital project to install showers and washrooms. An increased demand for services in also a major contributor to the shortfall. Currently, approximately 1/3 of their revenue comes from individual donors, and they receive no funding from the City of Cornwall. Community Ministries is in discussion with the City of Cornwall to change this.
- There is also a task force looking into the long-term financial sustainability of *Centre 105*; it will be chaired by Monica Patten and will report directly to Diocesan Council.
- The Community Ministries review, led by Canon Henry Schultz, resulted in the Community Ministries budgets being approved by the Property & Finance Committee going forward.

- A new "Hearts of Compassion" Fund was established in the summer of 2025 to raise further revenue for our Community Ministries

Words of Thanks for The Rev. Canon Dr. P.J. Hobbs on His Retirement (as of February 2026)

The Very Rev. Beth Bretzlaff

Evaluating Triennium Results

Jaimie Tomlinson, the Ven. Monique Stone

- Invited tables to consider and respond to the following questions:
 - Which of the six results in our Diocese's current triennial plan resonates the most with the needs and hopes of your parish/ministry?
 - Have you undertaken projects that engage with any of the six results within your parish/ministry?
 - What more does your parish/ministry need to know about the six results? How could that best be shared with you?
 - Do you have any advice for the Evaluation Task Force?
- Table responses will be considered, and in late 2025, parishes will be invited to complete an Online Questionnaire regarding the six results and their impacts on parish life. This is a participatory and consultative process, and it is important to hear from all parish leaders. Ascension House directors and committee chairs will also be asked to discuss their engagement with the six results. In March 2026, a preliminary report will be presented to Diocesan Council. In May 2026, Great Chapters will be revived in our diocese. June to September 2026, the committee will report to Diocesan Council and then come to Synod 2026 to look at priorities for the next triennium (2027-2029).

Accessing Ascension House

Carole Breton, Director of Communications & Development

- The new director introduced herself and provided Synod with information about her background, and an overview of the role of the Communications and Development Department.
- Reinforced that parishes should never feel alone in their ministry; as per Result #2 of the six Triennium results, Ascension House is available to help and support all parishes, since "Every parish in our Diocese has a story worth telling".
- An entertaining quiz was given to illustrate situations in which a parish should call Ascension House to seek advice or support.

Learning Commons III – Financial Stewardship

Carole Breton, Director of Communications & Development

- Introduced the Stewardship Resource Hub.
- Through The Episcopal Network for Stewardship (TENS) parishes can access templates, campaign resources and webinars for stewardship resources.
- A reintroduction of a diocesan support program for Stewardship that will be anchored in the Learning Commons, offering webinars, workshops, templates, best practices,

testimonials and previous training sessions, etc. New platform launches in December 2025.

- Outlined the importance of shared leadership, building trust and gratitude, positive focus, and next steps.
- A webinar presentation by TENS on Tuesday October 28, 2025, on *Why Stewardship? An Anglican Perspective*.

Announcements

The Rev. Canon Stephen Silverthorne

Refreshments & Displays (Lower Hall)

The Very Rev. Beth Bretzlaff took the chair and introduced Canon Henry Schultz, Chancellor

Bylaw Amendments

Canon Henry Schultz, Chancellor

Motion 6 - Bylaw Amendment - *Miscellaneous*, was presented, voted upon and the motion was carried.

Motion 7 - Bylaw Amendment - *Archdeacons, Regional Deans & Licensed Lay Readers*, was presented, voted upon and the motion was carried.

Motion 8 - Bylaw Amendment - *Administration*, was presented, voted upon and the motion was carried.

Motion 9 - Bylaw Amendment - *Community Ministries*, was presented. Questions about and recommendations (including the suggestion of an independent periodic review of each of the five community ministries) for the motion were discussed and addressed. The motion was voted upon and the motion was carried.

The Rt. Rev. Michael Bird, Diocesan Administrator, resumed the chair.

Motion 11 - A Decade for People of African Descent (2015-2025) in The Light of the Gospel

The Rev. Canon Hilary Murray

- The motion was presented.
- Questions and concerns about the motion were discussed and addressed.
- The motion was amended to change the timeframe to the next ten years (2025-2035). The amended wording of the motion is noted in Annex 1, *Notices of Motion*.
- The motion was voted upon and the motion was carried.

Motion 13 - A Motion of Thanks and Support for Archbishop Shane Parker

- The motion was presented, voted upon and the motion was carried.

Third Reflection

The Rev. Canon Dr. Sarah Johnson

- An introduction to the Anglican Studies program at St. Paul's University, how it intersects with our diocese, and the goals of her own research and work there.
- Change is a theme of our time together. The church is always in a season of change, but this is true in a particular way in our diocese right now. We need to guide change and thrive, rather than be changed by external factors.
- We are anticipating change, but we don't know what that looks like yet. Botanical imagery and 'germinal theology' have followed us through Synod, and tables were invited to discuss what was one seed that had been planted for them during this Synod.
- The church is so much bigger than we can imagine, extending far into the past and the future. The church is also smaller than we imagine.
- In the words of both Amy McCreath and Wendell Berry, "What we need is here."
- Synod was led in song and prayer.

Thanks Given for Reflections

The Rev. Victoria Scott

- The Rev. Victoria Scott offered thanks from our diocese to The Rev. Canon Dr. Sarah Johnson for her reflections during Synod.

Election Results

The Rev. Canon Stephen Silverthorne

Advisory Panel on Clerical Termination

The following people were acclaimed on the *Advisory Panel on Clerical Termination* for a one-year term.

- The Rev. Al Budzin
- The Rev. Margo Whittaker
- Meredith Brophy

Diocesan Council

- Arlene Armstrong (lay member) was elected for a three-year term to *Diocesan Council*.

Episcopal Concurrence & Remarks

The Rt. Rev. Michael Bird, Diocesan Administrator

- The Rt. Rev. Michael Bird was asked if he concurred with the proceedings of Synod, to which he confirmed his concurrence.
- Our diocese is strong and full of hope and promise for the future and blessed by our ministries; the Diocesan Administrator agrees with the Rev. Canon Dr. Sarah Johnson that 'all we need is here'.

- Acknowledged that Synod was well served by our Chancellor, the Dean of the Cathedral, and Secretaries of Synod.
- Paid tribute to staff of Ascension House. Thanks for a gracious welcome and support. Thanks to Synod members for the privilege of serving as administrator. Our new bishop will find a well-resourced and spirit filled community.

Final Announcements

The Rev. Canon Stephen Silverthorne

- Thanks to registration, administration, display, and communications teams, to the Synod Management Working Group, to Graham Sheppard who provided fiddle music, and to the presenters.

Thanksgiving

The Ven. Linda Hill

- Hymn: *Your Hand, O God, Has Guided*

Episcopal Blessing

The Rt. Rev. Michael Bird, Diocesan Administrator

Adjournment

The meeting was adjourned at approximately noon.

Annex 1 - Notices of Motion**For the 145th Session of the Synod of Ottawa****MOTION 1: OMNIBUS MOTION**

MOVED BY: The Rev. Canon 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 144th 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:

- The Rev. Canon Dr. Sarah Johnson
- Resource People Assisting or Making Reports or Presentations at Synod

MOTION – SESSIONAL COMMITTEES

That Synod appoint the following sessional committees for the 14th Session of Synod:

1. Committee to Review the Minutes
 - The Rev. Rosemary Parker
 - The Rev. Susan Smandych
 - Court Harkness
 - Kate Jordan
2. Resolutions Committee
 - Marian McGrath
 - Margaret Porter
 - Canon Henry Schultz
 - The Rev. Canon Stephen Silverthorne
3. Scrutineers Committee
 - The Rev. John Holgate (Chair)
 - The Rev. Bob Albert
 - The Rev. Jonathan Askwith
 - The Rev. Lee Lambert
 - The Rev. Mark Lewis
 - The Rev. Christine Muise
 - The Rev. Rosemary Parker
 - Arlene Armstrong
 - Barbara Dransch
 - Mallory Green
 - Jean Lockett
 - Diana Partridge
 - Norm Villegas

MOTION – AGENDA OF THE 145th 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 144th SESSION OF SYNOD

That Synod receive the Minutes of the 144th Session of Synod and approve them for publication in the Synod Circular.

MOTION – FINANCIAL REPORTS

That Synod receive the 2024 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 Cornerstone Housing for Women

Foundation, and the Cathedral Hill Foundation and approve them for publication in the Synod Circular.

CARRIED.

MOTION 2: APPOINTMENT OF AUDITORS

MOVED BY: The Rev. Mary-Cate Garden

SECONDED BY: The Rev. Canon Gary van der Meer

That Synod appoint the firm of Deloitte as auditors for the 2025 financial statements of the Incorporated Synod of the Diocese of Ottawa.

CARRIED.

MOTION 3: CANON AMENDMENT - HOUSEKEEPING

Contents of Motion

- A. Repeal of paragraphs (f) to (h) of Canon 1.02(1) (Definitions and Interpretation)
- B. Renumbering of paragraphs (i) to (m) of Canon 1.02(1) (Definitions and Interpretation)
- C. Enactment of new paragraphs (f) to (h) of Canon 1.02(1) (Definitions and Interpretation)
- D. Renumbering of sections (2) to (5) of Canon 5.04 (Churchwardens)
- E. Enactment of new section (2) of Canon 5.04 (Churchwardens)
- F. Change of heading for Canon 5.07 (Finances et cetera)

CARRIED.

MOVED BY: Canon Henry Schultz, Chancellor

SECONDED BY: Robert Hanson

WHEREAS a resolution containing the proposed amendments to the Canons set out immediately below was considered and approved by the Diocesan Council at its meeting of September 18, 2025;

BE IT RESOLVED THAT, pursuant to Canon 1.03, the following amendments to the Canons of the Incorporated Synod of the Diocese of Ottawa are hereby enacted:

- A. Paragraphs (f) to (h) of Section 1 of Canon 1.02 (Definitions and Interpretation) are repealed.
- B. Paragraphs (i) to (m) of Section 1 of Canon 1.02 (Definitions and Interpretation) are renumbered as paragraphs (k) to (o) accordingly.
- C. The following paragraphs are added immediately after paragraph (e) of Section 1 of Canon 1.02 (Definitions and Remuneration):
 - (f) “Clergy Remuneration Board” means the board established under the Bylaws for the purpose of determining the remuneration of clergy.
 - (g) “Congregation” means a group of the Anglican Church of Canada who regularly meet together in a Parish for services of worship
 - (h) “Diocesan Community Ministry” means an organization of the Diocese that has been designated as such in accordance with the Canons.
 - (i) “Diocesan Council” means the Diocesan Council of the Synod established under the Canons;
 - (j) “Diocese” means the Diocese of Ottawa;
- D. Sections (2) to (5) of Canons 5.04 (Churchwardens) are renumbered as Sections (3) to (6) accordingly.
- E. The following is added immediately after Section 1 of Canons 5.04 (Churchwardens):
 - 2. A Churchwarden shall be not less than eighteen years of age and shall be a member in full communion of the Vestry of the congregation in which they regularly worship and are appointed to serve.
- F. The heading of Canon 5.07 is renamed “Parish Finance and Administration”.

CARRIED.

MOTION 4: CANON AMENDMENT - ARCHDEACONS, REGIONAL DEANS, AND LICENSED LAY READERS

Contents of Motion

- A. Repeal and replacement of Canons 4.03 (Archdeacons), 4.04 (Regional Deans) and 4.05 (Chapters and Great Chapters)
- B. Repeal and Replacement of Section 1 of Canon 4.11 (Licensed Lay Readers)

MOVED BY: Canon Henry Schultz, Chancellor

SECONDED BY: The Rev. Matthew Brown

WHEREAS a resolution containing the proposed amendments to the Canons set out immediately below was considered and approved by the Diocesan Council at its meeting of September 18, 2025;

BE IT RESOLVED THAT, pursuant to Canon 1.03, the following amendments to the Canons of the Incorporated Synod of the Diocese of Ottawa are hereby enacted:

- A. Canons 4.03 (Archdeacons), 4.04 (Regional Deans) and 4.05 (Chapters and Great Chapters) are repealed and replaced with the following:

C.4.03 ARCHDEACONS

1. Archdeacons shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.
2. An Archdeacon shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.
3. Archdeacons shall be formally installed at the Cathedral under the mandate of the Bishop.
4. As soon as an Archdeacon ceases to hold that appointment, he or she shall be deemed to have resigned as Archdeacon to the Bishop.
5. Each Archdeacon, on the death or retirement of the Bishop shall resign to the successor in the See.
6. The duties of an Archdeacon shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.03.1 DEANERIES

The Parishes of the Diocese are grouped into Deaneries, the boundaries of which shall be determined by the Bishop but may be readjusted by the Bishop at any time.

C.4.04 REGIONAL DEANS

1. A Regional Dean shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.
2. A Regional Dean shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.
3. As soon as a Regional Dean ceases to hold that appointment, he or she shall be deemed to have resigned as Regional Dean to the Bishop.
4. Each Regional Dean, on the death or retirement of the Bishop shall resign to the successor in the See.
5. The duties of a Regional Dean shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.05 GREAT CHAPTERS

In each Regional Deanery there shall be a Great Chapter of the Clergy and Lay persons, the constitution and functions of which may be set out in the Bylaws or Regulations.

C.4.05.1 DEANERY CLERICUS

In each Regional Deanery there shall be regular meetings of Clergy, to be known as the Deanery Clericus, the constitution and functions of which may be set out in the Bylaws or Regulations.

- B. Section 1 of Canon 4.11 (Licensed Lay Readers) is repealed and replaced by the following:

A person who has been baptized and confirmed and is a faithful member in full communion of the Anglican Church of Canada and who is recommended by the Incumbent of the parish of which that person is a member as to character and fitness to perform the office of Licensed Lay Reader may be licensed by the Bishop to hold office as a Licensed Lay Reader at the pleasure of the Bishop and to serve in a Parish under the direction of the Incumbent thereof. Such appointment shall be for five years or such period as the Bishop may determine.

CARRIED.

MOTION 5: CANON AMENDMENT - COMMUNITY MINISTRIES

Contents of Motion

- A. Enactment of Canon 7 (Diocesan Community Ministries)

MOVED BY: Canon Henry Schultz, Chancellor
SECONDED BY: Canon Monica Patten

WHEREAS a resolution containing the proposed amendments to the Canons set out immediately below was considered and approved by the Diocesan Council at its meeting of September 18, 2025;

BE IT RESOLVED THAT, pursuant to Canon 1.03, the following amendments to the Canons of the Incorporated Synod of the Diocese of Ottawa are hereby enacted:

- A. Canon 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

7.01 DESIGNATION OF A COMMUNITY MINISTRY

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate an organization of the Diocese as a Diocesan Community Ministry.
2. The Diocesan Council may make Bylaws and Regulations respecting the governance and administration of Diocesan Community Ministries.
3. Each Diocesan Community Ministry shall report to the Synod, the Bishop, the Diocesan Council, the Community Ministries Committee, any other standing committee of the Diocesan Council, and any Advisory Board established under the Bylaws, in such manner as may be prescribed by Bylaw or Regulation.

7.02 CORPORATE STATUS

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate as a Diocesan Community Ministry an organization:
 - b) that is a separate corporation established under federal or provincial not-for-profit corporation legislation, and
 - b) in respect of which the Diocese holds a membership interest.
2. The Diocesan Council may, on the recommendation of the Property and Finance Committee, authorize the provision of financial assistance, including loans and guarantees, to a Diocesan Community Ministry designated under section 1 of this Canon.

CARRIED.

MOTION 6: BYLAW AMENDMENT – MISCELLANEOUS

Contents of Motion

- A. Repeal and replacement of Bylaw 1.02 (Definitions and Interpretation)
- B. Repeal and replacement of sections (1) and (2) of Bylaw 3.01 (Lay Members of Synod)
- C. Repeal and replacement of section (6) of Bylaw 3.01 (Lay Members of Synod)
- D. Repeal of Sections (4) and (5) of Bylaw 3.07 (Diocesan Council Nominations Process)
- E. Renumbering of Sections (6) of Bylaw 3.07 (Diocesan Council Nominations Process)

MOVED BY: Canon Henry Schultz, Chancellor

SECONDED BY: Robert Hanson

BE IT RESOLVED THAT, pursuant to Canon 1.04(2) of the *Canons of the Diocese of Ottawa*, Synod hereby confirms the decisions of the Diocesan Council, taken at its meetings of June 17, 2025 and September 18, 2025, to enact the following amendments to the Bylaws of the Diocese of Ottawa:

A. Section 1 of Bylaw 1.02 (Definitions and Interpretation) is repealed and replaced with the following:

1. In the Bylaws and Regulations, unless otherwise specified therein:

- i) A “cemetery” means a body burial site or a site for the disposition of ashes and included, within its meaning, a scattering ground and a columbarium;
- i) “Cemetery Board” means a board established pursuant to these Bylaws for the purposes of managing a cemetery adjacent to, or affiliated with, a Parish or a Congregation;
- i) As regards a Parish or Congregation, “Corporation” means the Incumbent and the Churchwardens of a Parish or a Congregation acting together. For greater certainty a Deputy Churchwarden of a Parish or Congregation is not a member of the Corporation;
- i) “Deanery Clericus” means a regular meeting, organized and chaired by the Regional Dean, of clergy appointed by the Bishop to serve in a deanery, for the purposes of:
 - iv) mutual support and encouragement;
 - iv) communication with the officers of the Diocese;
 - iv) the transaction of such business as is deemed expedient;
 - iv) such other purposes as may be prescribed by Regulation.
- i) “Great Chapter” means a meeting, organized and chaired by Regional Dean, of clergy, churchwardens and lay members of Synod in a deanery in the deanery to consider and transact such business as may come before them
- i) A “sitting of Synod” means each uninterrupted meeting of Synod from the time that a meeting is called to order until adjournment and a “session of Synod” means all of the sittings of Synod for which Synod was called to meet by the convening notice;
- i) As regards a Parish or Congregation, the “Treasurer” means an individual appointed by the Corporation to perform such duties with respect to the financial affairs of the Parish or Congregation as the members of the Corporation direct and as may be prescribed by Bylaw or Regulation.
- i) “Vestry Clerk” means an individual appointed by the Corporation of a Parish or Congregation to serve as secretary of the meetings of Vestry and of Parish or Congregational Council; and,
- i) “Worshipping Community” means a community established pursuant to these Bylaws, which meets for Christian worship, formation and service under the direction of an Incumbent of a Parish but without parochial or congregational status.

B. Sections (1) and (2) of Bylaw 3.01 (Lay Members of Synod) are replaced by the following:

- 1. Within ten days after the election of a Lay Member of Synod at a meeting of the Vestry of any Parish, the Incumbent of that Parish or, in his or her absence, the

- Chairperson of that meeting, shall furnish to the Secretaries of Synod a certificate of such election in a form prescribed by the Secretaries of Synod.
2. Every person presenting himself or herself as a Lay Member at a Session of Synod, if requested to do so, shall produce his or her credentials in a form prescribed by the Secretaries of Synod, or a duplicate original thereof, and shall provide sufficient proof of his or her identity.
- C. Sections (6) of Bylaw 3.01 (Lay Members of Synod) is replaced by the following:
6. Where an Electoral Synod is held prior to the fifteenth day of June in any given year, the Lay Members of the Electoral Synod shall be the same persons as were Lay Members of Synod at the regular annual Session of Synod held in the immediately preceding calendar year. Those persons shall continue as Lay members of the Electoral Synod until such time as a Bishop is elected in a manner consistent with Canon 2.
- D. Sections (4) and (5) of Bylaw 3.07 (Diocesan Council Nominations Process) are repealed.
- E. Section (6) of Bylaw 3.07 (Diocesan Council Nominations Process) is re-numbered as Section (4).

CARRIED.

EXPLANATORY NOTE TO MOTION 6 - DEFINITIONS AND SYNOD PROCEDURES

Contents of Motion

- A. Repeal and replacement of Bylaw 1.02 (Definitions and Interpretation)
 - B. Repeal and replacement of sections (1) and (2) of Bylaw 3.01 (Lay Members of Synod)
 - C. Repeal and replacement of section (6) of Bylaw 3.01 (Lay Members of Synod)
 - D. Repeal of Sections (4) and (5) of Bylaw 3.07 (Diocesan Council Nominations Process)
 - E. Renumbering of Sections (6) of Bylaw 3.07 (Diocesan Council Nominations Process)
- A. Repeal and replacement of Bylaw 1.02 (Definitions and Interpretation)
- The purpose of this amendment is to add the following definitions to the list of defined terms in section 1 of Bylaw 1.02 (Definitions and Interpretation):
- “Deanery Clericus”
 - “Great Chapter”
 - “Treasurer” (of a Parish or Congregation)
 - “Vestry Clerk”
- B. Repeal and replacement of sections (1) and (2) of Bylaw 3.01 (Lay Members of Synod)

Sections (1) and (2) of Bylaw 3.01 currently provide as follows:

1. Within ten days after the election of a Lay Member of Synod at a meeting of the Vestry of any Parish, the Incumbent of that Parish, or in his or her absence the Chairperson of that meeting, shall furnish to the Secretaries of Synod a certificate of such election in form prescribed by Regulation.
2. The Chairperson of the Vestry meeting referred to in Section (1) shall furnish to each Lay Member a certificate similar to that to be forwarded by the Chairperson to the Secretaries of Synod. Every person presenting himself or herself as a Lay Member at a Session of Synod, if requested to do so, shall produce that certificate or a duplicate original thereof before taking his or her seat, and shall provide sufficient proof of his or her identity.

The purpose of this amendment:

- i. to provide that forms for certificates of election and Synod credentials shall be prescribed by the Secretaries of Synod and not by Regulation; and
- ii. to clarify and simplify the rules regarding the provision of credentials for attendance at Synod.

C. Repeal and replacement of section (6) of Bylaw 3.01 (Lay Members of Synod)

As a rule, Lay Members of Synod are chosen at annual meetings of parish vestry, which generally take place during the last week of February in each year. The aim of this amendment is to provide the Secretaries of Synod with sufficient time to confirm the list of Lay Members for the purposes of an Electoral Synod taking place soon after annual vestry meetings.

D. Repeal of Sections (4) and (5) of Bylaw 3.07 (Diocesan Council Nominations Process)

Sections (4) and (5) of Bylaw 3.07 provide a role for Great Chapters in the process of nominating members of Diocesan Council.

The purpose of this amendment is to acknowledge that Great Chapters have not performed this function for many years.

E. Renumbering of Sections (6) of Bylaw 3.07 (Diocesan Council Nominations Process)

This amendment provides merely for renumbering.

MOTION 7: BYLAW AMENDMENT - ARCHDEACONS, REGIONAL DEANS AND LICENSED LAY READERS

Contents of Motion

- A. Repeal and Replacement of Bylaw 4.02 (Archdeaconries and Regional Deaneries)
- B. Repeal of Bylaws 4.03 (Duties of Archdeacons) and 4.04 (Duties of Regional Deans)
- C. Repeal and Replacement of Bylaw 4.10 (Licensed Lay Readers)

MOVED BY: Canon Henry Schultz, Chancellor

SECONDED BY: The Rev. Matthew Brown

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 meetings of September 18, 2025, to enact the following amendments to the Bylaws of the Diocese of Ottawa:

- A. Bylaw 4.02 (Archdeaconries and Regional Deaneries) is repealed and replaced by the following:
- B. 4.02 DUTIES OF ARCHDEACONS AND REGIONAL DEANS
 - 1. Each Archdeacon shall:
 - i. assist the Bishop in his or her pastoral care and office, and shall watch, inquire into, and report upon whatever in his or her opinion may need the consideration and control of the Bishop;
 - ii. visit from time to time the Clergy and Churchwardens of parishes under his or her jurisdiction to provide the first line of outside advice in resolving their problems, and to be a pastor to the Clergy, especially to Incumbents who are new in the Diocese;
 - iii. be responsible, in parishes under his or her jurisdiction, for making arrangements for priestly services in the event of an emergency;
 - iv. exercise, when necessary, the responsibilities of an Incumbent in a parish under his or her jurisdiction in the event of a vacancy in the office;
 - v. give advice on clergy appointments and deployment in parishes under his or her jurisdiction;
 - vi. arrange a service of induction, or a celebration of new ministry, to mark the appointment of an Incumbent or Associate Incumbent to a Parish within the Archdeacon's jurisdiction; and
 - vii. perform such other duties as may be required by the Bishop or otherwise prescribed by Bylaw or Regulation.
 - 2. Each Regional Dean shall:
 - i. from time to time, organize, and chair, meetings of Great Chapter and of Deanery Clericus;

- ii. ensure that every Parish under his or her jurisdiction has, not later than the fifteenth day of March, submitted annual statistical returns to the Office of the Synod;
 - iii. as required, and in consultation with the Director of Property and Asset Management, visit each parish in the deanery and inspect the church, the rectory, other parish buildings and all church burial grounds, and such books of accounts, records, registers, returns or reports as are available, so that he or she may report thereon to the Office of Synod.
 - iv. meet with the Incumbent and Churchwardens or council in any parish or congregation in the deanery to seek to ensure compliance with civil and canonical law;
 - v. meet with appropriate officers of the Diocese to clarify matters of mutual concern to a Parish in the deanery, to the deanery as a whole, and to the Diocese; and
 - vi. perform such other duties as may be required by the Bishop or otherwise prescribed by Bylaw or Regulation.
- 3. Archdeacons and Regional Deans shall work collaboratively with each other in the performance of their respective duties, to ensure the well-being of Parishes in their respective jurisdictions.
- 4. There shall be regular meetings of the Archdeacons, which shall be chaired by the Bishop.
- 5. There shall be regular meetings of the Regional Deans, which shall be chaired by the Dean.
- C. Bylaw 4.03 (Duties of Archdeacons) and Bylaw 4.04 (Duties of Regional Deans) are repealed.
- D. Bylaw 4.10 (Licensed Lay Readers) is repealed and replaced by the following:
 - 1. There shall be a Warden of Licensed Lay Readers who shall be a priest on the Clergy List of the Diocese, and who shall be appointed, be responsible to, and hold office at the pleasure of the Bishop.
 - 2. The Bishop, in consultation with the Warden of Licensed Lay Readers, may establish policies specifying the procedures to be followed concerning:
 - i. the approvals required to establish a Licensed Lay Reader position or positions in a parish; and,
 - ii. the selection, training and licensing of a candidate or candidates to serve in a parish.

3. The Warden of Licensed Lay Readers shall implement and oversee the policies concerning Licensed Lay Readers; and shall prepare materials for the training and evaluation of Licensed Lay Readers.
4. No person shall be presented to the Bishop to be licensed as a Licensed Lay Reader unless
 - i. the position has been approved by the Bishop;
 - ii. they have been recommended by the Incumbent and churchwardens of the parish or congregation of which they are a member, and such recommendation has been approved by the Warden of Licensed Lay Readers; and
 - iii. they have taken such courses of study as the Bishop may require, or have otherwise fully met the standards required by the Bishop for this office.
5. Each Licensed Lay Reader shall receive their licence from the Bishop in a rite of commissioning approved by the Bishop and performed by the Incumbent of the Parish or the Warden of Licensed Lay Readers.
6. There shall be a Licensed Lay Readers' Association, of which all Licensed Lay Readers shall be members, of which the Bishop shall be the Patron, and the Warden of the Licensed Lay Readers the Chairperson. The Association shall appoint a Secretary and may appoint such other officers as it shall deem advisable. The Warden of Licensed Lay Readers, in consultation with the Secretary of the Association, shall be responsible for the review of those licences that are about to expire, and the evaluation of individual Licensed Lay Readers if renewal by the Bishop is being contemplated.
7. There shall be an Annual Gathering of Licensed Lay Readers, and other gatherings from time to time, arranged by the Warden of Licensed Lay Readers in consultation with the Bishop.

CARRIED.

EXPLANATORY NOTE TO MOTION 7 - ARCHDEACONS, REGIONAL DEANS AND LICENSED LAY READERS

Contents of Motion

- A. Repeal and Replacement of Bylaw 4.02 (Archdeaconries and Regional Deaneries)
- B. Repeal of Bylaws 4.03 (Duties of Archdeacons) and 4.04 (Duties of Regional Deans)
- C. Repeal and Replacement of Bylaw 4.10 (Licensed Lay Readers)

A. Repeal and Replacement of Bylaw 4.02 (Archdeacons and Regional Deaneries)

The purposes of this amendment:

- To remove from the Bylaws the authority of the Bishop to establish Archdeacons and Regional Deaneries. It is proposed that the authority of the Bishop to establish Regional Deaneries are to be set out in the Canons.
- To set out, in a single Bylaw, the respective authorities and responsibilities of Archdeacons and Regional Deans and, in particular to encourage collaboration between Archdeacons and Regional Deans in the performance of their duties.

B. Repeal of Bylaws 4.03 (Duties of Archdeacons) and 4.04 (Duties of Regional Deans)

Given that proposed Bylaw 4.02 (see above) will list the respective authorities and responsibilities of Archdeacons and Regional Deans, these provisions should be repealed.

C. Repeal and Replacement of Bylaw 4.10 (Licensed Lay Readers)

This provision updates the provisions relating to the governance of Licensed Lay Readers in our Diocese, with no substantive changes.

MOTION 8: BYLAW AMENDMENT - ADMINISTRATION

Contents of Motion

- A. Minor amendments to duties of Incumbents in Bylaw 4.06(1) (Duties of the Incumbent)
- B. Amendments to provisions regarding parish statistics (Bylaw 5.09)
- C. Amendments to Bylaws 5.11 to 5.17 regarding parish administration.
- D. Amendment to Bylaw 5.19 (General) regarding electronic meetings

MOVED BY: Canon Henry Schultz, Chancellor

SECONDED BY: The Rev. Canon George Kwari

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 18, 2025, to enact the following amendments to the Bylaws of the Diocese of Ottawa:

- A. Paragraphs (a) and (b) of Section (1) Bylaw 4.06 (DUTIES OF THE INCUMBENT) are repealed and replaced to provide that the Incumbent of each Parish shall:
 - b) prepare and forward to the Secretaries of Synod, no later than the 15th day of March in any given year, the certificate of election of lay members of Synod and

- the certificate as to the basis on which the number of lay members of Synod from that Parish is determined and the names and addresses of the Churchwardens for the current year;
- b) prepare and forward to the Office of the Synod all such statistical returns regarding the Parish, as required by the Executive Archdeacon or otherwise prescribed by Regulation;
- B. Bylaw 5.09 (PARISH LISTS AND STATISTICS) is repealed and replaced with the following:
1. Each Parish and Congregation shall maintain such records of its members and in such manner as may be specified by Regulation.
 2. Parish records not in actual use, title deeds, and similar documents shall be placed in the care of the Office of the Synod for safekeeping, except such documents in the Deanery of West Quebec which shall remain in the Deanery as Quebec law requires.
- C. Bylaws 5.11 to 5.17 are repealed and replaced with the following:
- B.5.11 PARISH AND CONGREGATIONAL COUNCILS
1. At each Annual Meeting of the Vestry of each congregation, there shall be established a committee of the Vestry to be known, where there is one congregation in the Parish, as the Parish Council, and, where there are two or more congregations in the Parish, each Council shall be known as the Congregational Council.
 2. Each Council shall consist of:
 - i. the Incumbent;
 - ii. any Associate Incumbent;
 - iii. the Churchwardens;
 - iv. the Deputy Churchwardens, if any;
 - v. the Parish or Congregational Treasurer, if any;
 - vi. the Lay Members of Synod from that congregation, if any; and,
 - vii. additional members as may be determined by the Annual Meeting of the Vestry elected in the manner provided for the election of Lay Members of Synod in these Bylaws.
 3. The Vestry Clerk, when there is one, and present, or in the case there be no Vestry Clerk, or he or she be absent, then such person as the Council shall name, shall be Secretary of each meeting of the Council.

4. The Secretary shall be responsible for preparing a record of the proceedings of each meeting and subsequently making it available, on demand, to members of the Parish or Congregation as the case may be.
5. The Council shall hold meetings on a regular basis.
6. The agenda for each meeting shall be prepared by the Chairperson of the Council, in consultation with the members of the Corporation.
7. The rights, powers and duties of the Council shall be:
 - i. to take appropriate action in connection with matters referred to it by the Vestry and in accordance with directions received relating thereto;
 - ii. to assist Incumbents in the development of policy for, and support of, the work of Christian education in the congregation;
 - iii. to receive from the members of the Corporation, at least quarterly, a written financial statement and to make recommendations thereon;
 - iv. to receive the budget to be submitted by the Churchwardens at the annual meeting of the Vestry, as prepared by the Treasurer and approved by the members of the Corporation, and to make recommendations thereon;
 - v. to make recommendations on any other matter affecting the parochial and extra parochial responsibilities of the Parish or Congregation, as the case may be; and,
 - vi. between meetings of the Vestry and, subject to any applicable Statutes of Ontario and Quebec and the provisions of the Canons, Bylaws and Regulations, to have all the rights, powers and duties of the Vestry.

B.5.12 PARISH CENTRAL COMMITTEE

1. In each Parish consisting of two or more congregations there shall be formed a committee to be known as the Parish Central Committee.
2. The Parish Central Committee shall be composed of:
 - i. the Incumbent, who shall be the Chairperson of the Committee;
 - ii. any Associate Incumbent;
 - iii. the Churchwardens of each Congregation; and
 - iv. the Lay Members of Synod.
3. A Vice Chairperson shall be elected annually by the Parish Central Committee.
4. The Parish Central Committee shall elect a secretary and a treasurer for the Committee from among the members of the Parish.

5. The secretary shall be responsible for preparing a record of the proceedings of each meeting of the Committee, and subsequently making it available, on demand, to members of the Parish.
6. The Parish Central Committee shall hold meetings at least four times during each calendar year.
7. The duties of the Parish Central Committee shall be:
 - i. to advise the Incumbent and Churchwardens in such matters as are of a parochial, deanery or Diocesan nature, but not those solely of an individual congregation;
 - ii. to consider any such matters referred to it by any of the several Vestries;
 - iii. to receive from the Churchwardens, at each regular meeting, a written financial statement of each congregation; and
 - iv. to prepare recommendations for the consideration of each Congregation of its share of responsibility with respect to:
 - assessable expenditure;
 - remittances to the Office of the Synod;
 - rectory maintenance, if any; and
 - other matters of parochial concern.

B.5.13 ORGANIZATIONS AND OTHER COMMITTEES

1. At each Annual Meeting of the Vestry of each congregation in a Parish there shall be appointed such committees as may be specified by Regulation.
2. The Vestry shall have control of all organizations in a Parish or Congregation. Each such organization shall present an annual report to the Vestry with a statement of its receipts and disbursements for the previous year in such form as may be specified by Regulation.
3. In case of disagreement between a Vestry and an organization, either shall have the right to appeal to the Territorial Archdeacon.

B.5.14 PARISH AUDITORS

1. The Vestry at each Annual Meeting thereof shall appoint an auditor or auditors of the Parish or Congregation, as the case may be, who shall, where such are available, be public accountants duly licensed in the Province in which they practice, and who shall hold office until the end of the next Annual Meeting of the

- Vestry, and if no such appointment is made, the auditor or auditors then in office shall continue to hold office until a successor is appointed.
2. The auditor or auditors shall examine the financial statements of the Parish or Congregation and its organizations and report thereon and make such other reports as may be specified by Regulation.
 3. Except where a single auditor is duly licensed, more than one person shall be appointed auditors of the Vestry.
 4. An auditor of a Parish or Congregation may not be a member of the Corporation of that Parish or Congregation.

B.5.15 CHURCH PROPERTY

1. The possession of all Church land and buildings, the Churchyard and any burying ground attached or belonging thereto, is vested in the members of the Corporation for the time being, and the care of the property is therefore their joint responsibility.
2. The members of the Corporation shall act jointly in matters concerning the use of the Church buildings and grounds and none shall act without the approval of the other.
3. The members of the Corporation shall be responsible for the care of the land and buildings, furnishings and effects belonging to the Church, and for keeping such buildings, furniture and effects insured under the provisions of the Comprehensive Insurance Policy of the Diocese as contained in Bylaw 3.22(5). The same shall not prevent reasonable other or additional amounts of insurance coverage being placed by the Churchwardens with respect to the Church or its property or the Incumbent or Churchwardens as such.
4. For the purposes of all applicable laws, the members of the Corporation are deemed to be the trustees of Church property for which they are responsible.
5. Where income is being derived from Church land and buildings for the benefit of the clergy of the parish, the same shall be remitted to the Office of the Synod in accordance with the provisions of Bylaw 4.05 and the Regulations, but any taxes assessed against such lands and buildings shall first be deducted from the income thereof.

6. For those Incumbents and Associate Incumbents who have the use of a rectory, the Parish shall pay expenses for fuel, water, electricity, telephone services and internet services.
7. The members of the Corporation shall be responsible for the keeping of records of all deeds, mortgages, insurance policies and other documents of importance pertaining to the Church buildings and lands, with full particulars regarding any trusts under which such property is held. Title Deeds and Mortgages shall be deposited at the Diocesan Archives for reference and for safekeeping.

B.5.16 PARISH FINANCES AND ADMINISTRATION

1. The members of the Corporation shall present a financial report for the previous fiscal year to the Vestry at its Annual Meeting in such form as may be specified by Regulation, together with a report thereon of the auditors appointed by the Vestry.
2. The Churchwardens shall also present at the annual Vestry a budget of the financial requirements for the current year, including the remittances to the Office of the Synod, prepared by the Treasurer and approved by the members of the Corporation. Such budget shall be presented to such bodies as may be specified by Regulation for review prior to the annual Vestry meeting. Such budget, as adopted, with or without amendment by the Vestry, shall govern the operations of the Parish or Congregation, as the case may be, during such year, unless changed at a subsequent meeting of either the Vestry or the Parish or Congregational Council, provided that, in a situation in which the members of the Corporation consider that the best interests of the Parish or Congregation will be served by a deviation from the budget, they may act according to their best judgement and report their action to the next meeting of the Parish Council or Congregational Council, as the case may be; and provided that the Council may authorize a departure from the budget which they shall explain at the next meeting of Vestry.
3. The members of Corporation shall make or cause to be made deposits of all monies coming into their possession for the Church to the credit of such Church in a chartered bank, or a trust or loan and savings company; and all payments shall be made by cheques on a chartered bank or trust company or by such other means, including the electronic transfer of funds, as may be approved by the Director of Financial Ministry or otherwise prescribed by Regulation.

4. All cheques shall be signed by two members of the Corporation or by one of them and either the Treasurer or another person designated for that purpose by the Vestry.
5. The financial returns required of a Parish or Congregation by Bylaw or Regulation shall be forwarded by the members of the Corporation to the Director of Financial Ministry or as he or she may direct at such times and in such manner as may be prescribed by Bylaw or Regulation.
6. The members of the Corporation are empowered to appoint the Treasurer, the Organist, the Vestry Clerk, and any other lay officers of the parish or congregation, as the case may be.
7. The financial year of each Vestry shall begin on the first day of January and end on the thirty first day of December in each year.
8. The books, including the financial records, of each Parish and Congregation shall be open to inspection by any member of the Vestry at all reasonable times.

B.5.17 ADDITIONAL RESPONSIBILITIES OF CHURCHWARDENS

1. In all matters not lying solely in the right and power of the Churchwardens by virtue of applicable Statutes of Ontario and Quebec, it is their duty to carry out all legitimate directions of the Synod and of the Vestry of the congregation which they represent.
2. The two Churchwardens cannot exercise their powers separately, and neither can act without the consent of the other.
3. On retiring from office, a Churchwarden shall pay and deliver over to his or her successors all monies, books, goods, chattels and other things belonging to the Church that are in his or her possession. In case of failure to comply with this within fourteen days of such retirement from office, the members of the Corporation shall take such measures as may be necessary to compel compliance.
4. The Churchwardens shall be responsible for the collection of the offering of the congregation at each service of the Church and for the recording and safe deposit of such offerings.

5. The Churchwardens, upon taking office, shall prepare, or if they are successors in office, shall secure, from their predecessors in office a true and proper inventory of all the real and personal property in the custody or care or in any way belonging to the congregation or congregations in respect of which they have been elected or appointed; and shall maintain the same and deliver a copy thereof, as so maintained to their successors in office.
6. In the case of difference of opinion among the Incumbent and the Churchwardens regarding their respective powers and duties, and the exercise thereof, the matter under dispute shall be referred to the Territorial Archdeacon for adjustment.

B.5.17.1 DEPUTY CHURCHWARDENS

1. The Vestry may elect, at its Annual Meeting one or two persons nominated by the members of the Corporation to act as deputy to the Churchwardens until the next Annual Meeting of the Vestry or until their successors are elected or appointed.
2. A Deputy Churchwarden shall have all responsibilities of a Churchwarden, except those responsibilities conferred on a Churchwarden as a result of his or her membership in the Corporation.
3. If a Deputy Churchwarden dies, resigns, or ceases to be a member of the Vestry which elected him or her, the office of that Deputy Churchwarden shall be vacated, and any such vacancy shall be filled, until the next Annual Meeting of the Vestry, either by election by the Parish or Congregational Council or by appointment by the members of the Corporation.

D. Bylaw 5.19 is repealed and replaced with the following:

Any meeting of Vestry, or a council or committee in a given parish or congregation, 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 telephonic or electronic means.

CARRIED.

EXPLANATORY NOTE TO MOTION 8 – PARISH ADMINISTRATION

Contents of Motion

- A. Amendments to paragraphs (a) and (b) of Bylaw 4.06(1)(Duties of the Incumbent)**
- B. Amendments to provisions regarding parish statistics (Bylaw 5.09)**
- C. Amendments to Bylaws 5.11 to 5.17 regarding parish administration.**
- D. Amendment to Bylaw 5.19 (General) regarding electronic meetings**

A. Amendments to paragraphs (a) and (b) of Bylaw 4.06(1) (Duties of the Incumbent)

The purpose of this amendment to Bylaw 4.06(1)^[1] is to clarify the responsibilities of Incumbents regarding the submission of (a) certificates of election of lay members of Synod and (b) parish statistical returns.

B. Amendments to provisions regarding parish statistics (Bylaw 5.09) (Parish Lists and Statistics)

The effect of this amendment is to leave Bylaw 5.09 unchanged except for the removal of the following provision:

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

C. Amendments to Bylaws 5.11 to 5.17 regarding parish administration

The purpose of these amendments is:

- to update the composition and responsibilities of Parish and Congregational Councils and of Parish Central Committees (proposed Bylaws 5.11 and 5.12);
- confirm that a Parish Auditor may not be a member of a Corporation of the Parish or Congregation of which they are the auditor (proposed Bylaw 5.14)
- to update the provisions of several bylaws - including bylaws relating to church property (proposed Bylaws 5.15) and parish administration and finance (proposed Bylaws 5.16) - by conferring responsibility on the members of the Corporation of a parish or congregation, rather than on the incumbent or the churchwardens;
- Clarifying the specific responsibilities of churchwardens and of deputy churchwardens (proposed Bylaws 5.17 and 5.17.1)

D. Amendment to Bylaw 5.19 (General) regarding electronic meetings

The purpose of this amendment is to provide for electronic meetings by parishes or congregations, and to remove specific references to electronic meetings during the time of the COVID pandemic.

MOTION 9: BYLAW AMENDMENT – COMMUNITY MINISTRIES

Contents of Motion

A. Enactment Of Bylaw 7 (Diocesan Community Ministries)

- BYLAW 7.01 DEFINITIONS
 - BYLAW 7.02 DESIGNATION OF A DIOCESAN COMMUNITY MINISTRY
 - BYLAW 7.03 ADVISORY BOARDS
 - BYLAW 7.04 MEMBERSHIP OF ADVISORY BOARDS
 - BYLAW 7.05 EXECUTIVE DIRECTORS
 - BYLAW 7.06 STRATEGIC PLANS
 - BYLAW 7.07 FINANCES
 - BYLAW 7.08 ANNUAL PLANS
 - BYLAW 7.09 AMALGAMATION
 - BYLAW 7.10 DESIGNATION OF A CORPORATE COMMUNITY MINISTRY
 - BYLAW 7.11 GENERAL
- B. Amendment of Bylaw 3.11 [Mandate and Composition of the] Community Ministries Committee
- C. Amendment of Section 2 of Bylaw 3.15 [Composition of the] Property and Finance Committee

MOVED BY: Canon Henry Schultz, Chancellor
SECONDED BY Canon Monica Patten

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 18, 2025, to enact the following amendments to the Bylaws of the Diocese of Ottawa:

- A. Bylaw 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

7.01 DEFINITIONS

For the purposes of this Bylaw,

1. “Advisory Board” means a board established under these Bylaws for the purpose of providing support, leadership and general oversight to a Diocesan Community Ministry;
2. “Corporate Community Ministry” means a Diocesan Community Ministry designated in a manner consistent with the provisions of Bylaw 7.10; and
3. “Executive Director” means the chief executive officer of a Diocesan Community Ministry, however called, appointed in a manner consistent with the provisions of these Bylaws.

7.02 DESIGNATION OF A DIOCESAN COMMUNITY MINISTRY

The Bishop may, with the approval of Diocesan Council, on the recommendation of the Community Ministries Committee, designate as a Diocesan Community Ministry any organization that meets the following criteria:

- i. it is a community-based organization of the Diocese that is guided by Anglican values;
- ii. it provides sustainable services to individuals with the goal of fostering self-respect, achieving social justice and affirming the dignity of every human being;
- iii. it provides services to those in need regardless of religious affiliation; and
- iv. it generally provides services
 - under a contractual relationship with an agency of government, or
 - that are licensed by a professional body regulated by the federal or a provincial government.

7.03 ADVISORY BOARDS

1. An Advisory Board shall be established for each Diocesan Community Ministry in a manner consistent with the provisions of this Bylaw and the Regulations.
2. Each Advisory Board of a Diocesan Community Ministry has the following responsibilities:
 - i. to assist the Diocesan Community Ministry in ensuring that its programs, and the services that it provides, are consistent with the mission and values that have been established by the Diocese for that Diocesan Community Ministry;
 - ii. to develop goals and objectives for the Diocesan Community Ministry through the strategic planning process described in Bylaw 7.06;
 - iii. to monitor the financial management of the Diocesan Community Ministry through the budget-approval process described in Bylaw 7.07;
 - iv. to assist the Executive Director in the annual planning process described in Bylaw 7.08;
 - v. to oversee, and to participate actively in, fundraising for the Diocesan Community Ministry;
 - vi. to oversee risk management in the Diocesan Community Ministry and to ensure the development of procedures and strategies to manage risk; and
 - vii. to exercise such further responsibilities as may be prescribed by Bylaw or Regulation.

7.04 MEMBERSHIP OF ADVISORY BOARDS

1. Subject to the provisions of the Bylaws,

- i. the composition of each Advisory Board shall be prescribed by Regulation; and
 - ii. the members of the Advisory Board of each Diocesan Community Ministry shall be appointed by the Community Ministry Committee in consultation with:
 - the Chairperson of the Advisory Board of the Diocesan Community Ministry;
 - the Chairperson of the Nominations and Committee Development Subcommittee of the Governance Committee;
 - the Director General of Community Ministries; and
 - such other individuals as the Bishop may direct.
2. The Director General of Community Ministries and the Director of Financial Ministry shall be entitled to attend any meeting of an Advisory Board or of a subcommittee of an Advisory Board.
3. The Executive Director of each Diocesan Community Ministry shall be an ex officio non-voting member of the Advisory Board of that Diocesan Community Ministry.

7.05 EXECUTIVE DIRECTORS

1. Subject to Bylaw 7.10(7), an Executive Director shall be appointed by the Bishop to oversee the day-to-day operations and administration of each Diocesan Community Ministry, on terms and conditions established by the Bishop or otherwise prescribed by Bylaw or Regulation.
2. Before appointing an Executive Director of a Diocesan Community Ministry, the Bishop shall consult with the Advisory Board of that Diocesan Community Ministry or the board of directors of that Corporate Community Ministry, as the case may be.
3. Each Executive Director reports to the Bishop or to another individual designated by the Bishop.

7.06 STRATEGIC PLANS

1. Subject to section 7 of this Bylaw, every three years the Executive Director of each Diocesan Community Ministry shall prepare, in collaboration with the Director General of Community Ministries and the Advisory Board, a strategic plan for that Diocesan Community Ministry.
2. The strategic plan for each Diocesan Community Ministry shall contain the following information about the Diocesan Community Ministry:

- i. the mission, vision and values of the Diocesan Community Ministry;
 - ii. key financial commitments; and,
 - iii. other matters prescribed by Regulation.
3. The strategic plan for each Diocesan Community Ministry must be approved by the Community Ministries Committee, on the recommendation of the Advisory Board of that Diocesan Community Ministry.
4. Once approved by the Community Ministries Committee, the strategic plan of each Diocesan Community Ministry shall be tabled for information at the next meeting of the Diocesan Council.
5. Any substantive changes to the strategic plan of a Diocesan Community Ministry shall be reported to the Diocesan Council.
6. Each Diocesan Community Ministry will conduct its affairs in a manner consistent with its strategic plan.
7. The Community Ministries Committee may authorize a Diocesan Community Ministry, in a given year, to extend the deadline referred to in section 1 for an additional period of up to one year.

7.07 FINANCES

1. By the fifteenth day of February in each year, the Executive Director of each Diocesan Community Ministry shall, in collaboration with the Director General of Community Ministries and the Director of Financial Ministry, prepare a budget showing the estimates of revenues and expenditures of that Diocesan Community Ministry for that financial year.
2. The budget for each Diocesan Community Ministry must be approved by the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry.
3. No financial commitment may be made by a Diocesan Community Ministry having a value in excess of five per cent of its previously-approved budget without the prior approval of the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry and the Director of Financial Ministry.

4. By the last day of May in each year, the Executive Director of each Diocesan Community Ministry shall, in collaboration with the Director General of Community Ministries and the Director of Financial Ministry, prepare annual financial statements for the previous financial year.
5. The annual financial statements for each Diocesan Community Ministry must be approved by the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry.
6. The Property and Finance Committee may require each Diocesan Community Ministry to provide additional financial reports on a regular basis, but no more than four times per financial year.
7. Once approved by the Property and Finance Committee, the budget and the annual financial statements of each Diocesan Community Ministries shall be tabled for information at the next meeting of the Diocesan Council and of the Community Ministries Committee.

7.08 ANNUAL PLANS

1. By the last day of May in each year, the Executive Director of each Diocesan Community Ministry, in consultation with
 - i. the Director General of Community Ministries, and
 - ii. the Advisory Board of that Diocesan Community Ministry or the board of directors of that Corporate Community Ministry, as the case may be,shall submit to the Community Ministries Committee an annual plan on the operations of the Diocesan Community Ministry for the current year.
2. The annual plan of a Diocesan Community Ministry shall include:
 - i. a copy of the annual budget of the Diocesan Community Ministry;
 - ii. a report on the extent to which the Diocesan Community Ministry met its objectives for the previous financial year and its plans for the current year; and
 - iii. such other information as may be prescribed by Regulation.
3. Following consideration by the Community Ministries Committee, each annual plan will be tabled for information at the next meeting of Diocesan Council.

7.09 AMALGAMATION AND TERMINATION OF A DIOCESAN COMMUNITY MINISTRY

The amalgamation or termination of any Diocesan Community Ministry, or any substantive change to the mandate of a Diocesan Community Ministry, requires the prior approval of the Diocesan Council, on the recommendation of the Community Ministries Committee and the Bishop.

7.10 DESIGNATION OF A CORPORATE COMMUNITY MINISTRY

1. The Bishop may, with the approval of the Diocesan Council, on the recommendation of the Community Ministries Committee, designate as a Diocesan Community Ministry an organization:
 - i. that is a separate corporation established under federal or provincial not-for-profit corporation legislation; and
 - ii. in respect of which the Diocese holds a membership interest.
2. Any Diocesan Community Ministry designated under this Bylaw must meet the criteria listed in Bylaw 7.02.
3. Bylaws 7.03 [Advisory Boards], 7.04 [Membership of Advisory Boards], 7.06 [Strategic Plans], 7.07 [Finances] and 7.09 [Amalgamation, etc.] do not apply to a Corporate Community Ministry.
4. The Bishop or an individual designated by the Bishop for the purposes of this Canon 7.10, (the “Diocesan Representative”), shall represent the Diocese at any membership meeting of a Corporate Community Ministry.
5. Following any membership meeting of a Corporate Community Ministry, the Diocesan Representative will subsequently provide a report to the Diocesan Council and to the Community Ministries Committee on all decisions taken by the members of the corporation at that meeting.
6. The Diocesan Representative will consult with the Diocesan Council and the Community Ministries Committee prior to any membership meeting involving a decision to amend the articles of incorporation of a Corporate Community Ministry.
7. The Executive Director of a Corporate Community Ministry shall be appointed by the Bishop in a manner consistent with the articles of incorporation and bylaws of that Corporate Community Ministry.

7.11 GENERAL

1. The mandate of each Diocesan Community Ministry shall be set out in the Regulations.
 2. Before the Community Ministries Committee provides a recommendation to Diocesan Council for the purposes of Bylaw 7.02(1) or Bylaw 7.10(1), the Chairperson of the Community Ministries Committee shall, on behalf of that Committee, consult with the Chairpersons of the Governance Committee and the Property and Finance Committee and with such other individuals as the Bishop may direct.
 3. The following Community Ministries are deemed to have been designated pursuant to Bylaw 7.02:
 - i. Belong Ottawa;
 - ii. Centre 105;
 - iii. Ottawa Pastoral Counselling Centre; and
 - iv. Refugee Ministry Office.
 4. The following Diocesan Community Ministry is deemed to have been designated pursuant to Bylaw 7.10:
 - a) Cornerstone Housing for Women.
 5. Any individual holding the office of Executive Director of a Diocesan Community Ministry, who is not already a voting member, shall be a non-voting member of the Synod.
 6. Any individual holding one of the following offices, who is not already a voting member, may, with prior notice to the Secretaries of Synod, attend any annual meeting of Synod as an observer:
 - i. the chair of an Advisory Board, and
 - ii. the chair of the board of directors of a Corporate Community Ministry.
- B. Bylaw 3.11 (Community Ministries Committee) is repealed and replaced by the following:
1. The mandate of the Community Ministries Committee is:
 - i. to monitor the effectiveness of the Diocesan Community Ministries and the services that they provide and to report to the Diocesan Council on program effectiveness;
 - ii. to develop guidelines, for consideration by Diocesan Council and the Bishop, regarding the designation of new Diocesan Community Ministries;

- iii. at the request of the Bishop, to prepare a recommendation regarding the designation of a Diocesan Community Ministry for the purposes of Bylaw 7.02 or Bylaw 7.10;
 - iv. to ensure that the Diocesan Community Ministries, and the services that they provide, are consistent with the mission and strategy of the Diocese and recommending changes, from time to time as needed;
 - v. to approve strategic plans for each Diocesan Community Ministry;
 - vi. to oversee the recruitment and appointment of members of Advisory Boards;
 - vii. to serve as a forum for discussion of common issues and concerns affecting all Diocesan Community Ministries; and
 - viii. such other responsibilities as may be set out in the Bylaws or the Regulations.
2. Subject to section 3 of this Bylaw, the Community Ministries Committee shall be composed of a maximum of twelve voting members, of whom:
- i. at least two members and not more than one-third must also be members of the Diocesan Council;
 - ii. at least one member must also be a member of the Property and Finance Committee;
 - iii. at least one member shall be clergy;
 - iv. at least one member shall be a lay person; and
 - v. at least one member shall be drawn from the rural regions of the Diocese.
3. In addition to the individuals identified in section 2 of the Bylaw, the following shall be voting members of the Community Ministries Committee:
- b) the Chair of each Advisory Board; and
 - b) the Chair of the board of directors of each Corporate Community Ministry.
4. The following shall be non-voting members of the Community Ministries Committee:
- i. the Executive Director of each Diocesan Community Ministry;
 - ii. the Chancellor or a Vice-Chancellor; and
 - iii. the Director General of Community Ministries.
5. 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.

- C. Section 2 of Bylaw 3.15, concerning the composition of the Property and Finance Committee, is amended by adding, immediately after paragraph (c) of that section, the following paragraph:
- c.1) at least one member must also be a member of the Community Ministries Committee;

CARRIED.

EXPLANATORY NOTE TO MOTION 9 – COMMUNITY MINISTRIES

Contents of Motion

A. Enactment Of Bylaw 7 (Diocesan Community Ministries)

- BYLAW 7.01 DEFINITIONS
- BYLAW 7.02 DESIGNATION OF A DIOCESAN COMMUNITY MINISTRY
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- BYLAW 7.05 EXECUTIVE DIRECTORS
- BYLAW 7.06 STRATEGIC PLANS BYLAW 7.07 FINANCES
- BYLAW 7.08 ANNUAL PLANS
- BYLAW 7.09 AMALGAMATION
- BYLAW 7.10 DESIGNATION OF A CORPORATE COMMUNITY MINISTRY
- BYLAW 7.11 GENERAL

B. Amendment of Bylaw 3.11 [Mandate and Composition of the] Community Ministries Committee

C. Amendment of Section 2 of Bylaw 3.15 [Composition of the] Property and Finance Committee

A. Enactment Of Bylaw 7 (Diocesan Community Ministries)

Proposed Canon 7 enables the Diocesan Council to make Bylaws and Regulations respecting the governance of Community Ministries. Most of the new rules governing Community Ministries will be set out the following provisions of the Bylaws.

For the most part, these rules of governance effectively codify existing practice in the manner in which Diocesan Community Ministries are governed. Any notable changes in practice will be identified below.

BYLAW 7.01 DEFINITIONS

This amendment provides for the use of three defined terms:

- “Advisory Boards” - This term replaces the term “Management Board” which has been in use since the inception of Community Ministries. The use of the term “Advisory Board” reflects the proper nature of these boards, which play a crucial role in the governance of Community Ministries, but do not have the authority of operational governance.
- “Corporate Community Ministry” - This term refers to any Diocesan Community Ministry that has been incorporated under provincial or federal legislation. Cornerstone Housing for Women is the only Corporate Community Ministry of the Diocese. Cornerstone does not have an Advisory Board. It is incorporated under the federal Not-for-profit Corporations Act, and is governed by a corporate board of directors.
- “Executive Director” means the CEO of any Diocesan Community Ministry.

BYLAW 7.02 DESIGNATION OF A DIOCESAN COMMUNITY MINISTRY

This provision sets out the criteria that must be met by all Diocesan Community Ministries.

It also confirms that the Bishop may designate a Diocesan Community Ministry, with the approval of Diocesan Council on the recommendation of the Community Ministries Committee.

BYLAW 7.03 ADVISORY BOARDS

This provision sets out the mandate of responsibilities of all Advisory Boards. Note that additional responsibilities may be conferred on Advisory Boards under the Regulations.

BYLAW 7.04 MEMBERSHIP OF ADVISORY BOARDS

These provisions governs the composition of Advisory Boards, the members of which are to be appointed by the Community Ministries Committee. Again, additional rules governing the composition of Advisory Boards may be prescribed under the Regulations.

BYLAW 7.05 EXECUTIVE DIRECTORS

This provision confirms that Executive Directors of Community Ministries are to be appointed by the Bishop. This provision also confirms that each Executive Director will report to the Bishop or to another individual designated by the Bishop (as a rule, the Director General of Community Ministries).

BYLAW 7.06 STRATEGIC PLANS

Consistent with current practice, this provision requires each Community Ministry to prepare and submit a strategic plan every three years for approval by the Community Ministries Committee.

BYLAW 7.07 FINANCES

This provision introduces a new element in the governance of Diocesan Community Ministries, in that it requires each Community Ministry to prepare to prepare a budget for approval by the Property and Finance Committee (“P&F”), and to seek authority from that Committee for any significant deviation from a previously-approved budget.

This provision also requires each Community Ministry to submit annual financial statements to P&F, as well as any other financial reports that P&F may require.

BYLAW 7.08 ANNUAL PLANS

Consistent with current practice, this provision requires each Community Ministry to prepare and submit an annual plan to the Community Ministries Committee on the operations of that Community Ministry.

BYLAW 7.09 AMALGAMATION

This provision required Diocesan Council approval for the amalgamation or termination, or substantive change in mandate, of a Diocesan Community Ministry

BYLAW 7.10 DESIGNATION OF A CORPORATE COMMUNITY MINISTRY

This provision enable the Bishop, with the approval of Diocesan Council on the recommendation of the Community Ministries Committee, to designate as a separately-incorporated entity as a Diocesan Community Ministry. These are to be known (under the Bylaws) as Corporate Community Ministries.

Corporate Community Ministries are governed by provincial or federal legislation. As such, this provision acknowledges that the following provisions of Bylaw 7 will not apply to Corporate Community Ministries, namely:

- Bylaws 7.03 and 7.04 regarding Advisory Boards
- Bylaw 7.07 regarding Finances
- Bylaw 7.09 regarding Amalgamation, etc.

All other provision of Bylaw 7 are intended to apply to Corporate Community Ministries.

This provision also contains mechanisms for ensuring that Diocesan Council is informed by significant decisions taken by Corporate Community Ministries

BYLAW 7.11 GENERAL

This provision contains a number of general rules relating to Diocesan Community Ministries.

B. Amendment of Bylaw 3.11 [Mandate and Composition of the] Community Ministries Committee

This provision sets out the mandate and composition of the Community Ministries Committee.

C. Amendment of Section 2 of Bylaw 3.15 [Composition of the] Property and Finance Committee

This provision (reflecting a similar provision in Bylaw 3.11) requires that at least one member of the Property and Finance Committee also be a member of the Community Ministries Committee.

MOTION 10: CONFIRMATION OF DIOCESAN COUNCIL CANDIDATES

MOVED BY: The Rev. Jonathan Askwith
SECONDED BY: Caroline Roberts

That Synod confirm the election of Arlene Armstrong to Diocesan Council.

CARRIED.

MOTION 11: MOTION ON A DECADE FOR PEOPLE OF AFRICAN DESCENT (2025–2035) IN THE LIGHT OF THE GOSPEL (AS AMENDED)

MOVED BY: The Rev. Canon Hilary Murray
SECONDED BY: The Ven. Kathryn Otley

That this Synod of the Anglican Diocese of Ottawa adopt the *Declaration for the Decade for People of African Descent (2025-2035) in the Light of the Gospel*, as presented in the Synod Circular, and that it commends it for use in the life and witness of our Diocese.

CARRIED.

BACKGROUND DOCUMENT TO MOTION 11 - A DECADE FOR PEOPLE OF AFRICAN DESCENT (2025-2035) IN THE LIGHT OF THE GOSPEL

In the name of Jesus Christ, who came that all may have life, and have it abundantly (John 10:10):

The wisdom of Ubuntu – *“I am because we are”* – echoes Christ’s teaching that our humanity is bound together, and that we discover our true selves in relationship with one another through God.

Remembering the story of the first documented child of African descent in 17th-century Canada. This child was called by his teacher “Indigenous” when he was black. This child’s name is “Oliver le Jeune”.

The legacy stories of leaders such as Lieutenant Governor John Graves Simcoe (18th century), the Honourable George Brown, Father of Confederation (19th century), and John Humphrey, OC, drafter of the UN Universal Declaration of Human Rights (20th century), together with the witness of individuals in our own communities, stand as enduring responses to the call for dignity, freedom, and equality.

The Holy Scripture teaches that every person is created in the sacred image and likeness of God (Genesis 1:27) and thus bears an inherent dignity that cannot be diminished.

The Church, as the Body of Christ, is called to be a sign of God’s justice, mercy, and peace in the world.

Therefore, We Proclaim

1. That the inherent dignity and worth of every human being is a sacred gift from God and the foundation of human rights.
2. That in Christ’s words – *“You are all brothers and sisters”* – we hear the call to uphold equality, rejecting all forms of domination, exclusion, or discrimination.
3. That in Christ’s command – *“Do to others as you would have them do to you”* – we recognize the foundation of human rights as mutual respect, compassion, and justice.
4. That in Christ’s judgment – *“I was hungry and you gave me food... I was a stranger and you welcomed me”* – we see the Gospel imperative to defend and serve the poor, the vulnerable, and the marginalized.
5. That the *Anglican Diocese of Ottawa* commits itself to building communities shaped by Ubuntu and the Gospel, where the image of God in every person is honored, protected, and cherished.

Conclusion

In unity with the global Church and in faithfulness to Christ’s mission, we affirm that human

rights are a living expression of the Gospel's call to justice and love. In defending the dignity of every person, we pledge to serve Christ himself.

MOTION 12: A RENEWAL OF COMMITMENT TO ACTION 59

MOVED BY: Kathryn Fournier
SECONDED BY: The Rev. Jonathon Kouri

WHEREAS this year is the tenth anniversary of the Truth and Reconciliation Commission Report; and,

WHEREAS its call to action 59 specifically calls the Anglican Church of Canada to educate its members on the legacy of Indian Residential Schools;

BE IT RESOLVED that

- ii) the Anglican Diocese of Ottawa renew its commitment to ongoing education to ensure its members learn about our church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary; and,
- ii) the All My Relations Panel report back to the annual Diocesan Synod in 2026 regarding activities that fulfil this commitment.

CARRIED.

MOTION 13: A MOTION OF THANKS AND SUPPORT FOR ARCHBISHOP SHANE PARKER

MOVED BY: The Very Rev. Beth Bretzlaff, Dean of Ottawa
SECONDED BY: Caroll Carkner

WHEREAS, following a process of prayerful and Spirit led discernment, the members of the 44th session of the General Synod called and elected the Most Reverend Shane A.D. Parker, formerly Bishop of Ottawa, to serve as the 15th Primate of the Anglican Church of Canada; and,

WHEREAS this is the first instance in the more than 125-year history of the Anglican Diocese of Ottawa where our diocesan bishop has been elected to be our Primate; and,

WHEREAS the clergy and people of the Anglican Diocese of Ottawa, gathered together in Synod in the nation's capital on the sacred homeland of the Anishnabe Algonquin, wish to

express our profound gratitude to Archbishop Shane for a lifetime of servant leadership in our diocese, assuring him of our constant prayers as he leads us as our Primate;

BE IT RESOLVED THAT the 145th session of Synod of the Anglican Diocese of Ottawa expresses its heartfelt thanks to the Most Reverend Shane A.D. Parker for the gift of his ministry of leadership, assures him of our support, and directs the Secretaries of Synod to convey the greetings of this Synod to our Primate.

CARRIED.

Annex Document 2

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 met 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 Second	Debatable	Amendable	Vote
Privileged Motions					
Amend Motion	No	Yes	Yes	Yes	Majority
Friendly Amendment	No	No	No	Yes	Mover and Second Rule
Add to Notice Paper	No	Yes	No	Yes	Majority
Table a Motion	No	Yes	No	No	Majority
Withdraw Motion (By the Mover)	No	Second 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.

Annex Document 3

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 (CBR) of the Diocese 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, 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.

Electoral Synod

This is a meeting of Synod summoned for the purpose of electing a Bishop.

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. Regional Deans are appointed by the Bishop.

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 three-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 meetings of Synod and to follow up on the motions and initiatives arising from Synod meetings. The Secretaries are also responsible for the work of the Diocesan Council which has the task of overseeing the work of the Diocese between 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 Anglican Diocese of Ottawa.

Synod Member

At the Annual Vestry meeting each parish elects a synod member or members to share in the deliberations of the Synod. Parish Incumbents, Associates, and Assistants are also included as members by virtue of their office. Members of Diocesan Council are also automatically members of Synod. The Bishop of Ottawa also has the right to appoint persons as members of Synod, as defined by the CBRs 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 a meeting of Synod, a vote is by orders (also known as 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.

Annex Document 4
List of Diocesan Council Motions
August 2025 to September 2026

August 6, 2025

WHEREAS:

- on June 26, 2025, the Right Reverend Shane A.D. Parker (the “Bishop”) was elected Primate of Canada by the members of the General Synod of The Anglican Church of Canada;
- on June 29, 2025, following his installation as Primate of Canada, the Bishop notified the Metropolitan of the Ecclesiastical Province of Ontario of his resignation from the office of Bishop of Ottawa, effective on a future date consistent with the provisions of the Canons of the General Synod of The Anglican Church of Canada, Canon III.4(b) of which provides:
 - As soon as practicable following election, but in any case not more than 90 days after the date of the election, the Primate shall resign any Episcopal and Metropolitan offices held at the time of the election to the Primacy; and,
- on June 30, 2025, the Most Reverend Anne Germond, Metropolitan of the Ecclesiastical Province of Ontario, notified the Diocese in writing that she had accepted the Bishop’s resignation.

MOVED BY Canon Henry Schultz and seconded by Caroll Carkner that the Right Reverend Michael A. Bird is hereby appointed as the Administrator of the Diocese as of September 21, 2025, pursuant to Canon 2.17 of the Canons of the Diocese of Ottawa, a copy of which is attached as an Appendix to this motion; and the Administrator’s remuneration shall be determined by the Clergy Remuneration Board at a meeting to be held in September 2025.

Carried

MOVED BY Canon Henry Schultz and seconded by Rev. Dr. Mary-Catherine Garden that pursuant to Canon 3.03(2), Diocesan Council hereby approves the Bishop’s appointment of Monica Patten and Jamie Tomlinson as Lay Members of Synod.

Carried

MOVED BY Robert Hanson and Rev. Canon George Kwari that, pursuant to Canon 2.06 of the *Canons of the Diocese of Ottawa*, the following are confirmed as members of the Episcopal Election Committee: Rev. Canon Stephen Silverthorne, Margaret Porter, Monica Patten, Tom

Green, Marie Cheesman, Rev. Canon Doug Richards, Rev. Canon Dr. PJ Hobbs, and Rev. Susan Smandych.

Carried

MOVED BY Kate Jordan and seconded by Kathryn Fournier that, pursuant to Canon 2.05 of the Canons of the Diocese of Ottawa, the following are hereby appointed as members of the Diocesan Profile Committee: Tracy Albert, Marian McGrath, Rev. Canon Dr. PJ Hobbs, and Rev. Gillian Hoyer.

Carried

MOVED BY Rev. Dr. Caroline Ducros and seconded by Marie Cheesman that, pursuant to Canon 2.07 of the *Canons of the Diocese of Ottawa*, the following be confirmed as members of the Supplementary Nominations Committee: Rev. Bob Albert (Chair), Katherine Spencer-Ross, Christine Ormsby, Rev. Geoff Chapman, and Rev. Rosemary Parker.

Carried

MOVED BY Ven. Monique Stone and seconded by Robert Hanson that whereas the selection of Superannuated Clergy for membership in the Electoral Synod is governed by Canon 2.02.3 of the *Canons of the Diocese of Ottawa* which specifies:

The members of the Electoral Synod shall be all the members of Synod within the meaning of Canon 3 and related Bylaws, with the exception that the Superannuated Clergy entitled to be members of the Electoral Synod shall only be those Superannuated Clergy who have been selected by the Retired Clergy Association for the purposes of this Canon, not exceeding in number ten (10%) per cent of the number of Superannuated Clergy.

And whereas the Retired Clergy Association is not currently active, this council endorses the following for the purposes of selecting Superannuated Clergy to serve as Members of the 2026 Electoral Synod:

1. For the purposes of the 2026 Electoral Synod, Superannuated Clergy shall consist of those persons on the List of Retired Clergy of the diocese as of the date of call for the Synod. The call date was August 1, 2025.
2. The Synod Secretaries shall invite Superannuated Clergy to nominate one person from among the List of Retired Clergy to serve as a member of the Electoral Synod. Persons can nominate themselves.
3. The Synod Secretaries shall convene a meeting of the Superannuated Clergy for the purpose of electing Electoral Synod members from among the nominees. The meeting shall be convened at a date no earlier than October 1, 2025 and no later than November 1, 2025.
4. If less than ten percent of the number of Superannuated Clergy are nominated, the nominees shall be automatically considered elected.

5. If more than ten percent of the number of Superannuated Clergy are nominated, the prescribed number of nominees shall be elected by ballot. Those having the highest number of votes shall be the members, and those receiving the next highest number of votes shall be the alternates to take the place of any members who die or who from sickness or other cause are unable to serve.

Carried

September 18, 2025

MOVED BY the Rev. Matthew Brown and seconded by the Rev. Adam Brown that Diocesan Council receive the diocesan profile document {25.09.18.14.01} to which Margaret Porter will have the noted corrections made.

Carried

MOVED BY Canon Henry Schultz and seconded by the Rev. Rosemary Parker that Diocesan Council authorize directors to initiate the sale of 760/762/764 Somerset St. West (former parish of St. Luke's, as well as a surface parking lot, commercial storefront, and the leased lands on which a multi-residential development sit), with terms to be confirmed through the Property & Finance Committee.

Carried

MOVED BY Robert Hanson and seconded by Lyoness Woodstock that this Council approve the draft budget for the 2025 Annual Synod as recommended by the Synod Management Working Group.

Carried

MOVED BY Rev. Dr. Caroline Ducros and seconded by the Ven. Monique Stone that this Council approve a \$100 registration fee for the 2025 Annual Synod as recommended by the Synod Management Working Group.

Carried

MOVED BY the Rev. Canon George Kwari and seconded by Kate Jordan that this Council nominate Arlene Armstrong to serve as a member of Diocesan Council, subject to confirmation by Diocesan Synod.

Carried

MOVED BY Canon Henry Schultz and seconded by Robert Hanson that pursuant to Canon 1.03 of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Canons are hereby approved for consideration at the next meeting of the Synod:

- A. Paragraphs (f) to (h) of Section 1 of Canon 1.02 (Definitions and Interpretation) are repealed.
- B. Paragraphs (i) to (m) of Section 1 of Canon 1.02 (Definitions and Interpretation) are renumbered as paragraphs (k) to (o) accordingly.
- C. The following paragraphs are added immediately after paragraph (e) of Section 1 of Canon 1.02 (Definitions and Remuneration):
- (f) “Clergy Remuneration Board” means the board established under the Bylaws for the purpose of determining the remuneration of clergy.
 - (g) “Congregation” means a group of the Anglican Church of Canada who regularly meet together in a Parish for services of worship.
 - (h) “Diocesan Community Ministry” means an organization of the Diocese that has been designated as such in accordance with the Canons.
 - (i) “Diocesan Council” means the Diocesan Council of the Synod established under the Canons;
 - (j) “Diocese” means the Diocese of Ottawa;
- D. Sections (2) to (5) of Canon 5.04 are renumbered as Sections (3) to (6) accordingly.
- E. The following is added immediately after Section 1 of Canon 5.04(1):
- 2. A Churchwarden shall be not less than eighteen years of age and shall be a member in full communion of the Vestry of the congregation in which they regularly worship and are appointed to serve.

2. The heading of Canon 5.07 is renamed “Parish Finance and Administration”.

Carried

MOVED BY Canon Henry Schultz and seconded by the Very Rev. Beth Bretzlaff that pursuant to Canon 1.03 of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Canons are hereby approved for consideration at the next meeting of the Synod:

- A. Canons 4.03 (Archdeacons), 4.04 (Regional Deans) and 4.05 (Chapters and Great Chapters) are repealed and replaced with the following:

C.4.03 ARCHDEACONS

- 1. Archdeacons shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.
- 2. An Archdeacon shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.
- 3. Archdeacons shall be formally installed at the Cathedral under the mandate of the Bishop.

4. As soon as an Archdeacon ceases to hold that appointment, he or she shall be deemed to have resigned as Archdeacon to the Bishop.
5. Each Archdeacon, on the death or retirement of the Bishop shall resign to the successor in the See.
6. The duties of an Archdeacon shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.03.1 DEANERIES

The Parishes of the Diocese are grouped into Deaneries, the boundaries of which shall be determined by the Bishop but may be readjusted by the Bishop at any time.

C.4.04 REGIONAL DEANS

1. A Regional Dean shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.
2. A Regional Dean shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.
3. As soon as a Regional Dean ceases to hold that appointment, he or she shall be deemed to have resigned as Regional Dean to the Bishop.
4. Each Regional Dean, on the death or retirement of the Bishop shall resign to the successor in the See.
5. The duties of a Regional Dean shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.05 GREAT CHAPTERS

In each Regional Deanery there shall be a Great Chapter of the Clergy and Lay persons, the constitution and functions of which may be set out in the Bylaws or Regulations.

C.4.05.1 DEANERY CLERICUS

In each Regional Deanery there shall be regular meetings of Clergy, to be known as the Deanery Clericus, the constitution and functions of which may be set out in the Bylaws or Regulations.

Carried

MOVED BY Canon Henry Schultz and seconded by Kathryn Fournier that pursuant to Canon 1.03 of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Canons are hereby approved for consideration at the next meeting of the Synod:

Section 1 of Canon 4.11 (Licensed Lay Readers) is repealed and replaced by the following: A person who has been baptized and confirmed and is a faithful member in

full communion of the Anglican Church of Canada and who is recommended by the Incumbent of the parish of which that person is a member as to character and fitness to perform the office of Licensed Lay Reader may be licensed by the Bishop to hold office as a Licensed Lay Reader at the pleasure of the Bishop and to serve in a Parish under the direction of the Incumbent thereof. Such appointment shall be for five years or such period as the Bishop may determine.

Carried

MOVED BY Canon Henry Schultz and seconded by Tracy Albert that pursuant to Canon 1.03 of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Canons are hereby approved for consideration at the next meeting of the Synod:

- A. Canon 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

7.01 DESIGNATION OF A COMMUNITY MINISTRY

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate an organization of the Diocese as a Diocesan Community Ministry.
2. The Diocesan Council may make Bylaws and Regulations respecting the governance and administration of Diocesan Community Ministries.
3. Each Diocesan Community Ministry shall report to the Synod, the Bishop, the Diocesan Council, the Community Ministries Committee, any other standing committee of the Diocesan Council, and any Advisory Board established under the Bylaws, in such manner as may be prescribed by Bylaw or Regulation.

7.02 CORPORATE STATUS

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate as a Diocesan Community Ministry an organization:
 - a) that is a separate corporation established under federal or provincial not-for-profit corporation legislation, and
 - b) in respect of which the Diocese holds a membership interest.
2. The Diocesan Council may, on the recommendation of the Property and Finance Committee, authorize the provision of financial assistance, including loans and guarantees, to a Diocesan Community Ministry designated under section 1 of this Canon.

Carried

MOVED BY Canon Henry Schultz and seconded by Lyoness Woodstock that pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Bylaws of the Diocese of Ottawa are hereby enacted:

A. Section 1 of Bylaw 1.02 (Definitions and Interpretation) is repealed and replaced with the following:

1. In the Bylaws and Regulations, unless otherwise specified therein:

- a) A “cemetery” means a body burial site or a site for the disposition of ashes and included, within its meaning, a scattering ground and a columbarium;
- b) “Cemetery Board” means a board established pursuant to these Bylaws for the purposes of managing a cemetery adjacent to, or affiliated with, a Parish or a Congregation;
- c) As regards a Parish or Congregation, “Corporation” means the Incumbent and the Churchwardens of a Parish or a Congregation acting together. For greater certainty a Deputy Churchwarden of a Parish or Congregation is not a member of the Corporation;
- d) “Deanery Clericus” means a regular meeting, organized and chaired by the Regional Dean, of clergy appointed by the Bishop to serve in a deanery, for the purposes of:
 - i) mutual support and encouragement;
 - ii) communication with the officers of the Diocese;
 - iii) the transaction of such business as is deemed expedient;
 - iv) such other purposes as may be prescribed by Regulation;
- e) “Great Chapter” means a meeting, organized and chaired by Regional Dean, of clergy, churchwardens and lay members of Synod in a deanery to consider and transact such business as may come before them;
- f) A “sitting of Synod” means each uninterrupted meeting of Synod from the time that a meeting is called to order until adjournment and a “session of Synod” means all of the sittings of Synod for which Synod was called to meet by the convening notice;
- g) As regards a Parish or Congregation, the “Treasurer” means an individual appointed by the Corporation to perform such duties with respect to the financial affairs of the Parish or Congregation as the members of the Corporation direct and as may be prescribed by Bylaw or Regulation;
- h) “Vestry Clerk” means an individual appointed by the Corporation of a Parish or Congregation to serve as secretary of the meetings of Vestry and of Parish or Congregational Council; and,
- i) “Worshipping Community” means a community established pursuant to these Bylaws, which meets for Christian worship, formation and service under the direction of an Incumbent of a Parish but without parochial or congregational status

Carried

MOVED BY Canon Henry Schultz and seconded by the Rev. Matthew Brown that pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Bylaws of the Diocese of Ottawa are hereby enacted:

- A. Bylaw 4.02 (Archdeaconries and Regional Deaneries) is repealed and replaced by the following:

B.4.02 DUTIES OF ARCHDEACONS AND REGIONAL DEANS

1. Each Archdeacon shall:

- a) assist the Bishop in his or her pastoral care and office, and shall watch, inquire into, and report upon whatever in his or her opinion may need the consideration and control of the Bishop;
- b) visit from time to time the Clergy and Churchwardens of parishes under his or her jurisdiction to provide the first line of outside advice in resolving their problems, and to be a pastor to the Clergy, especially to Incumbents who are new in the Diocese;
- c) be responsible, in parishes under his or her jurisdiction, for making arrangements for priestly services in the event of an emergency;
- d) exercise, when necessary, the responsibilities of an Incumbent in a parish under his or her jurisdiction in the event of a vacancy in the office;
- e) give advice on clergy appointments and deployment in parishes under his or her jurisdiction;
- f) arrange a service of induction, or a celebration of new ministry, to mark the appointment of an Incumbent or Associate Incumbent to a Parish within the Archdeacon's jurisdiction; and
- g) perform such other duties as may be required by the Bishop or otherwise prescribed by Bylaw or Regulation.

2. Each Regional Dean shall:

- a) from time to time, organize, and chair, meetings of Great Chapter and of Deanery Clericus;
- b) ensure that every Parish under his or her jurisdiction has, not later than the fifteenth day of March, submitted annual statistical returns to the Office of the Synod;
- c) as required, and in consultation with the Director of Property and Asset Management, visit each parish in the deanery and inspect the church, the rectory, other parish buildings and all church burial grounds, and such books of accounts, records, registers, returns or reports as are available, so that he or she may report thereon to the Office of Synod;
- d) meet with the Incumbent and Churchwardens or council in any parish or congregation in the deanery to seek to ensure compliance with civil and canonical law;
- e) meet with appropriate officers of the Diocese to clarify matters of mutual concern to a Parish in the deanery, to the deanery as a whole, and to the Diocese; and
- f) perform such other duties as may be required by the Bishop or otherwise prescribed by Bylaw or Regulation.

3. Archdeacons and Regional Deans shall work collaboratively with each other in the performance of their respective duties, to ensure the well-being of Parishes in their respective jurisdictions.

4. There shall be regular meetings of the Archdeacons, which shall be chaired by the Bishop.

5. There shall be regular meetings of the Regional Deans, which shall be chaired by the Dean.

B. Bylaw 4.03 (Duties of Archdeacons) and Bylaw 4.04 (Duties of Regional Deans) are repealed.

C. Sections 4 and 5 of Bylaw 3.07 (Diocesan Council Nominations Process) are repealed. Section 6 of Bylaw 3.07 (Diocesan Council Nominations Process) is re-numbered as Section 4.

Carried

MOVED BY Canon Henry Schultz and seconded by the Ven. Monique Stone that pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Bylaws of the Diocese of Ottawa are hereby enacted:

A. Paragraphs (a) and (b) of Section (1) Bylaw 4.06 (DUTIES OF THE INCUMBENT) are repealed and replaced to provide that the Incumbent of each Parish shall:

a) prepare and forward to the Secretaries of Synod, no later than the 15th day of March in any given year, the certificate of election of lay members of Synod and the certificate as to the basis on which the number of lay members of Synod from that Parish is determined and the names and addresses of the Churchwardens for the current year;

b) prepare and forward to the Office of the Synod all such statistical returns regarding the Parish, as required by the Executive Archdeacon or otherwise prescribed by Regulation;

B. Bylaw 5.09 (PARISH LISTS AND STATISTICS) is repealed and replaced with the following:

1. Each Parish and Congregation shall maintain such records of its members and in such manner as may be specified by Regulation.

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

C. Bylaws 5.11 to 5.17 are repealed and replaced with the following:

B.5.11 PARISH AND CONGREGATIONAL COUNCILS

1. At each Annual Meeting of the Vestry of each congregation, there shall be established a committee of the Vestry to be known, where there is one congregation in the Parish, as the Parish Council, and, where there are two or more congregations in the Parish, each Council shall be known as the Congregational Council.
2. Each Council shall consist of:
 - a) the Incumbent;
 - b) any Associate Incumbent;
 - c) the Churchwardens;
 - d) the Deputy Churchwardens, if any;
 - e) the Parish or Congregational Treasurer, if any;
 - f) the Lay Members of Synod from that congregation, if any; and
 - g) additional members as may be determined by the Annual Meeting of the Vestry elected in the manner provided for the election of Lay Members of Synod in these Bylaws.
3. The Vestry Clerk, when there is one, and present, or in the case there be no Vestry Clerk, or he or she be absent, then such person as the Council shall name, shall be Secretary of each meeting of the Council.
4. The Secretary shall be responsible for preparing a record of the proceedings of each meeting and subsequently making it available, on demand, to members of the Parish or Congregation as the case may be.
5. The Council shall hold meetings on a regular basis.
6. The agenda for each meeting shall be prepared by the Chairperson of the Council, in consultation with the members of the Corporation.
7. The rights, powers and duties of the Council shall be:
 - a) to take appropriate action in connection with matters referred to it by the Vestry and in accordance with directions received relating thereto;
 - b) to assist Incumbents in the development of policy for, and support of, the work of Christian education in the congregation;
 - c) to receive from the members of the Corporation, at least quarterly, a written financial statement and to make recommendations thereon;
 - d) to receive the budget to be submitted by the Churchwardens at the annual meeting of the Vestry, as prepared by the Treasurer and approved by the members of the Corporation, and to make recommendations thereon;
 - e) to make recommendations on any other matter affecting the parochial and extra parochial responsibilities of the Parish or Congregation, as the case may be; and
 - f) between meetings of the Vestry and, subject to any applicable Statutes of Ontario and Quebec and the provisions of the Canons, Bylaws and Regulations, to have all the rights, powers and duties of the Vestry.

B.5.12 PARISH CENTRAL COMMITTEE

1. In each Parish consisting of two or more congregations there shall be formed a committee to be known as the Parish Central Committee.
2. The Parish Central Committee shall be composed of:
 - a) the Incumbent, who shall be the Chairperson of the Committee;
 - b) any Associate Incumbent;
 - c) the Churchwardens of each Congregation; and
 - d) the Lay Members of Synod.
3. A Vice Chairperson shall be elected annually by the Parish Central Committee.
4. The Parish Central Committee shall elect a secretary and a treasurer for the Committee from among the members of the Parish.
5. The secretary shall be responsible for preparing a record of the proceedings of each meeting of the Committee, and subsequently making it available, on demand, to members of the Parish.
6. The Parish Central Committee shall hold meetings at least four times during each calendar year.
7. The duties of the Parish Central Committee shall be:
 - a) to advise the Incumbent and Churchwardens in such matters as are of a parochial, deanery or Diocesan nature, but not those solely of an individual congregation;
 - b) to consider any such matters referred to it by any of the several Vestries;
 - c) to receive from the Churchwardens, at each regular meeting, a written financial statement of each congregation; and
 - d) to prepare recommendations for the consideration of each Congregation of its share of responsibility with respect to:
 - i) assessable expenditure;
 - ii) remittances to the Office of the Synod;
 - iii) rectory maintenance, if any; and,
 - iv) other matters of parochial concern.

B.5.13 ORGANIZATIONS AND OTHER COMMITTEES

1. At each Annual Meeting of the Vestry of each congregation in a Parish there shall be appointed such committees as may be specified by Regulation.
2. The Vestry shall have control of all organizations in a Parish or Congregation. Each such organization shall present an annual report to the Vestry with a statement of its receipts and disbursements for the previous year in such form as may be specified by Regulation.
3. In case of disagreement between a Vestry and an organization, either shall have the right to appeal to the Territorial Archdeacon.

B.5.14 PARISH AUDITORS

1. The Vestry at each Annual Meeting thereof shall appoint an auditor or auditors of the Parish or Congregation, as the case may be, who shall, where such are available,

be public accountants duly licensed in the Province in which they practice, and who shall hold office until the end of the next Annual Meeting of the Vestry, and if no such appointment is made, the auditor or auditors then in office shall continue to hold office until a successor is appointed.

2. The auditor or auditors shall examine the financial statements of the Parish or Congregation and its organizations and report thereon and make such other reports as may be specified by Regulation.

3. Except where a single auditor is duly licensed, more than one person shall be appointed auditors of the Vestry.

4. An auditor of a Parish or Congregation may not be a member of the Corporation of that Parish or Congregation.

B.5.15 CHURCH PROPERTY

1. The possession of all Church land and buildings, the Churchyard and any burying ground attached or belonging thereto, is vested in the members of the Corporation for the time being, and the care of the property is therefore their joint responsibility.

2. The members of the Corporation shall act jointly in matters concerning the use of the Church buildings and grounds and none shall act without the approval of the other.

3. The members of the Corporation shall be responsible for the care of the land and buildings, furnishings and effects belonging to the Church, and for keeping such buildings, furniture and effects insured under the provisions of the Comprehensive Insurance Policy of the Diocese as contained in Bylaw 3.22(5). The same shall not prevent reasonable other or additional amounts of insurance coverage being placed by the Churchwardens with respect to the Church or its property or the Incumbent or Churchwardens as such.

4. For the purposes of all applicable laws, the members of the Corporation are deemed to be the trustees of Church property for which they are responsible.

5. Where income is being derived from Church land and buildings for the benefit of the clergy of the parish, the same shall be remitted to the Office of the Synod in accordance with the provisions of Bylaw 4.05 and the Regulations, but any taxes assessed against such lands and buildings shall first be deducted from the income thereof.

6. For those Incumbents and Associate Incumbents who have the use of a rectory, the Parish shall pay expenses for fuel, water, electricity, telephone services and internet services.

7. The members of the Corporation shall be responsible for the keeping of records of all deeds, mortgages, insurance policies and other documents of importance pertaining to the Church buildings and lands, with full particulars regarding any trusts under which such property is held. Title Deeds and Mortgages shall be deposited at the Diocesan Archives for reference and for safekeeping.

B.5.16 PARISH FINANCES AND ADMINISTRATION

1. The members of the Corporation shall present a financial report for the previous fiscal year to the Vestry at its Annual Meeting in such form as may be specified by Regulation, together with a report thereon of the auditors appointed by the Vestry.
2. The Churchwardens shall also present at the annual Vestry a budget of the financial requirements for the current year, including the remittances to the Office of the Synod, prepared by the Treasurer and approved by the members of the Corporation. Such budget shall be presented to such bodies as may be specified by Regulation for review prior to the annual Vestry meeting. Such budget, as adopted, with or without amendment by the Vestry, shall govern the operations of the Parish or Congregation, as the case may be, during such year, unless changed at a subsequent meeting of either the Vestry or the Parish or Congregational Council, provided that, in a situation in which the members of the Corporation consider that the best interests of the Parish or Congregation will be served by a deviation from the budget, they may act according to their best judgement and report their action to the next meeting of the Parish Council or Congregational Council, as the case may be; and provided that the Council may authorize a departure from the budget which they shall explain at the next meeting of Vestry.
3. The members of Corporation shall make or cause to be made deposits of all monies coming into their possession for the Church to the credit of such Church in a chartered bank, or a trust or loan and savings company; and all payments shall be made by cheques on a chartered bank or trust company or by such other means, including the electronic transfer of funds, as may be approved by the Director of Financial Ministry or otherwise prescribed by Regulation.
4. All cheques shall be signed by two members of the Corporation or by one of them and either the Treasurer or another person designated for that purpose by the Vestry.
5. The financial returns required of a Parish or Congregation by Bylaw or Regulation shall be forwarded by the members of the Corporation to the Director of Financial Ministry or as he or she may direct at such times and in such manner as may be prescribed by Bylaw or Regulation.
6. The members of the Corporation are empowered to appoint the Treasurer, the Organist, the Vestry Clerk, and any other lay officers of the parish or congregation, as the case may be.
7. The financial year of each Vestry shall begin on the first day of January and end on the thirty first day of December in each year.
8. The books, including the financial records, of each Parish and Congregation shall be open to inspection by any member of the Vestry at all reasonable times.

B.5.17 ADDITIONAL RESPONSIBILITIES OF CHURCHWARDENS

1. In all matters not lying solely in the right and power of the Churchwardens by virtue of applicable Statutes of Ontario and Quebec, it is their duty to carry out all legitimate directions of the Synod and of the Vestry of the congregation which they represent.

2. The two Churchwardens cannot exercise their powers separately, and neither can act without the consent of the other.
3. On retiring from office, a Churchwarden shall pay and deliver over to his or her successors all monies, books, goods, chattels and other things belonging to the Church that are in his or her possession. In case of failure to comply with this within fourteen days of such retirement from office, the members of the Corporation shall take such measures as may be necessary to compel compliance.
4. The Churchwardens shall be responsible for the collection of the offering of the congregation at each service of the Church and for the recording and safe deposit of such offerings.
5. The Churchwardens, upon taking office, shall prepare, or if they are successors in office, shall secure, from their predecessors in office a true and proper inventory of all the real and personal property in the custody or care or in any way belonging to the congregation or congregations in respect of which they have been elected or appointed; and shall maintain the same and deliver a copy thereof, as so maintained to their successors in office.
6. In the case of difference of opinion among the Incumbent and the Churchwardens regarding their respective powers and duties, and the exercise thereof, the matter under dispute shall be referred to the Territorial Archdeacon for adjustment.

B.5.17.1 DEPUTY CHURCHWARDENS

1. The Vestry may elect, at its Annual Meeting one or two persons nominated by the members of the Corporation to act as deputy to the Churchwardens until the next Annual Meeting of the Vestry or until their successors are elected or appointed.
2. A Deputy Churchwarden shall have all responsibilities of a Churchwarden, except those responsibilities conferred on a Churchwarden as a result of his or her membership in the Corporation.
3. If a Deputy Churchwarden dies, resigns, or ceases to be a member of the Vestry which elected him or her, the office of that Deputy Churchwarden shall be vacated, and any such vacancy shall be filled, until the next Annual Meeting of the Vestry, either by election by the Parish or Congregational Council or by appointment by the members of the Corporation.

D. Bylaw 5.19 is repealed and replaced with the following:

Any meeting of Vestry, or a council or committee in a given parish or congregation, 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 telephonic or electronic means.

Carried

MOVED BY Canon Henry Schultz and seconded by Carroll Carkner that pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Bylaws of the Diocese of Ottawa are hereby enacted:

- A. Bylaw 4.10 (Licensed Lay Readers) is repealed and replaced by the following:
1. There shall be a Warden of Licensed Lay Readers who shall be a priest on the Clergy List of the Diocese, and who shall be appointed, be responsible to, and hold office at the pleasure of the Bishop.
 2. The Bishop, in consultation with the Warden of Licensed Lay Readers, may establish policies specifying the procedures to be followed concerning:
 - a) the approvals required to establish a Licensed Lay Reader position or positions in a parish; and
 - b) the selection, training and licensing of a candidate or candidates to serve in a parish.
 3. The Warden of Licensed Lay Readers shall implement and oversee the policies concerning Licensed Lay Readers; and shall prepare materials for the training and evaluation of Licensed Lay Readers.
 4. No person shall be presented to the Bishop to be licensed as a Licensed Lay Reader unless
 - a) the position has been approved by the Bishop;
 - b) they have been recommended by the Incumbent and churchwardens of the parish or congregation of which they are a member, and such recommendation has been approved by the Warden of Licensed Lay Readers; and
 - c) they have taken such courses of study as the Bishop may require, or have otherwise fully met the standards required by the Bishop for this office.
 5. Each Licensed Lay Reader shall receive their licence from the Bishop in a rite of commissioning approved by the Bishop and performed by the Incumbent of the Parish or the Warden of Licensed Lay Readers.
 6. There shall be a Licensed Lay Readers' Association, of which all Licensed Lay Readers shall be members, of which the Bishop shall be the Patron, and the Warden of the Licensed Lay Readers the Chairperson. The Association shall appoint a Secretary and may appoint such other officers as it shall deem advisable. The Warden of Licensed Lay Readers, in consultation with the Secretary of the Association, shall be responsible for the review of those licences that are about to expire, and the evaluation of individual Licensed Lay Readers if renewal by the Bishop is being contemplated. There shall be an Annual Gathering of Licensed Lay Readers, and other gatherings from time to time, arranged by the Warden of Licensed Lay Readers in consultation with the Bishop.

Carried

MOVED BY Canon Henry Schultz and seconded by Tracy Albert that pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, the following amendments to the Bylaws of the Diocese of Ottawa are hereby enacted:

A. Bylaw 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

7.01 DEFINITIONS

For the purposes of this Bylaw,

- a) “Advisory Board” means a board established under these Bylaws for the purpose of providing support, leadership and general oversight to a Diocesan Community Ministry;
- b) “Corporate Community Ministry” means a Diocesan Community Ministry designated in a manner consistent with the provisions of Bylaw 7.10; and
- c) “Executive Director” means the chief executive officer of a Diocesan Community Ministry, however called, appointed in a manner consistent with the provisions of these Bylaws.

7.02 DESIGNATION OF A DIOCESAN COMMUNITY MINISTRY

The Bishop may, with the approval of Diocesan Council, on the recommendation of the Community Ministries Committee, designate as a Diocesan Community Ministry any organization that meets the following criteria:

- a) it is a community-based organization of the Diocese that is guided by Anglican values;
- b) it provides sustainable services to individuals with the goal of fostering self-respect, achieving social justice and affirming the dignity of every human being;
- c) it provides services to those in need regardless of religious affiliation; and
- d) it generally provides services
 - i) under a contractual relationship with an agency of government, or
 - ii) that are licensed by a professional body regulated by the federal or a provincial government.

7.03 ADVISORY BOARDS

1. An Advisory Board shall be established for each Diocesan Community Ministry in a manner consistent with the provisions of this Bylaw and the Regulations.
2. Each Advisory Board of a Diocesan Community Ministry has the following responsibilities:
 - a) to assist the Diocesan Community Ministry in ensuring that its programs, and the services that it provides, are consistent with the mission and values that have been established by the Diocese for that Diocesan Community Ministry;
 - b) to develop goals and objectives for the Diocesan Community Ministry through the strategic planning process described in Bylaw 7.06;
 - c) to monitor the financial management of the Diocesan Community Ministry through the budget-approval process described in Bylaw 7.07;

- d)to assist the Executive Director in the annual planning process described in Bylaw 7.08;
- e)to oversee, and to participate actively in, fundraising for the Diocesan Community Ministry;
- f)to oversee risk management in the Diocesan Community Ministry and to ensure the development of procedures and strategies to manage risk; and
- g)to exercise such further responsibilities as may be prescribed by Bylaw or Regulation.

7.04 MEMBERSHIP OF ADVISORY BOARDS

1. Subject to the provisions of the Bylaws,
 - a)the composition of each Advisory Board shall be prescribed by Regulation; and,
 - b)the members of the Advisory Board of each Diocesan Community Ministry shall be appointed by the Community Ministry Committee in consultation with:
 - i)the Chairperson of the Advisory Board of the Diocesan Community Ministry;
 - ii)the Chairperson of the Nominations and Committee Development Subcommittee of the Governance Committee;
 - iii)the Director General of Community Ministries; and
 - iv)such other individuals as the Bishop may direct.
2. The Director General of Community Ministries and the Director of Financial Ministry shall be entitled to attend any meeting of an Advisory Board or of a subcommittee of an Advisory Board.
3. The Executive Director of each Diocesan Community Ministry shall be an ex officio non-voting member of the Advisory Board of that Diocesan Community Ministry.

7.05 EXECUTIVE DIRECTORS

1. Subject to Bylaw 7.10(7), an Executive Director shall be appointed by the Bishop to oversee the day-to-day operations and administration of each Diocesan Community Ministry, on terms and conditions established by the Bishop or otherwise prescribed by Bylaw or Regulation.
2. Before appointing an Executive Director of a Diocesan Community Ministry, the Bishop shall consult with the Advisory Board of that Diocesan Community Ministry or the board of directors of that Corporate Community Ministry, as the case may be.
3. Each Executive Director reports to the Bishop or to another individual designated by the Bishop.

7.06 STRATEGIC PLANS

1. Subject to section 7 of this Bylaw, every three years the Executive Director of each Diocesan Community Ministry shall prepare, in collaboration with the Director General

of Community Ministries and the Advisory Board, a strategic plan for that Diocesan Community Ministry.

2. The strategic plan for each Diocesan Community Ministry shall contain the following information about the Diocesan Community Ministry:

- a) the mission, vision and values of the Diocesan Community Ministry;
- b) key financial commitments; and
- c) other matters prescribed by Regulation.

3. The strategic plan for each Diocesan Community Ministry must be approved by the Community Ministries Committee, on the recommendation of the Advisory Board of that Diocesan Community Ministry.

4. Once approved by the Community Ministries Committee, the strategic plan of each Diocesan Community Ministry shall be tabled for information at the next meeting of the Diocesan Council.

5. Any substantive changes to the strategic plan of a Diocesan Community Ministry shall be reported to the Diocesan Council.

6. Each Diocesan Community Ministry will conduct its affairs in a manner consistent with its strategic plan.

7. The Community Ministries Committee may authorize a Diocesan Community Ministry, in a given year, to extend the deadline referred to in section 1 for an additional period of up to one year.

7.07 FINANCES

1. By the fifteenth day of February in each year, the Executive Director of each Diocesan Community Ministry shall, in collaboration with the Director General of Community Ministries and the Director of Financial Ministry, prepare a budget showing the estimates of revenues and expenditures of that Diocesan Community Ministry for that financial year.

2. The budget for each Diocesan Community Ministry must be approved by the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry.

3. No financial commitment may be made by a Diocesan Community Ministry having a value in excess of five per cent of its previously-approved budget without the prior approval of the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry and the Director of Financial Ministry.

4. By the last day of May in each year, the Executive Director of each Diocesan Community Ministry shall, in collaboration with the Director General of Community Ministries and the Director of Financial Ministry, prepare annual financial statements for the previous financial year.

5. The annual financial statements for each Diocesan Community Ministry must be approved by the Property and Finance Committee on the recommendation of the Advisory Board of that Diocesan Community Ministry.

6. The Property and Finance Committee may require each Diocesan Community Ministry to provide additional financial reports on a regular basis, but no more than four times per financial year.

7. Once approved by the Property and Finance Committee, the budget and the annual financial statements of each Diocesan Community Ministries shall be tabled for information at the next meeting of the Diocesan Council and of the Community Ministries Committee.

7.08 ANNUAL PLANS

1. By the last day of May in each year, the Executive Director of each Diocesan Community Ministry, in consultation with

- a) the Director General of Community Ministries, and
- b) the Advisory Board of that Diocesan Community Ministry or the board of directors of that Corporate Community Ministry, as the case may be, shall submit to the Community Ministries Committee an annual plan on the operations of the Diocesan Community Ministry for the current year.

2. The annual plan of a Diocesan Community Ministry shall include:

- a) a copy of the annual budget of the Diocesan Community Ministry;
- b) a report on the extent to which the Diocesan Community Ministry met its objectives for the previous financial year and its plans for the current year; and
- c) such other information as may be prescribed by Regulation.

3. Following consideration by the Community Ministries Committee, each annual plan will be tabled for information at the next meeting of Diocesan Council.

7.09 AMALGAMATION AND TERMINATION OF A DIOCESAN COMMUNITY MINISTRY

The amalgamation or termination of any Diocesan Community Ministry, or any substantive change to the mandate of a Diocesan Community Ministry, requires the prior approval of the Diocesan Council, on the recommendation of the Community Ministries Committee and the Bishop.

7.10 DESIGNATION OF A CORPORATE COMMUNITY MINISTRY

1. The Bishop may, with the approval of the Diocesan Council, on the recommendation of the Community Ministries Committee, designate as a Diocesan Community Ministry an organization:

- a) that is a separate corporation established under federal or provincial not-for-profit corporation legislation; and
- b) in respect of which the Diocese holds a membership interest.

2. Any Diocesan Community Ministry designated under this Bylaw must meet the criteria listed in Bylaw 7.02.

3. Bylaws 7.03 [Advisory Boards], 7.04 [Membership of Advisory Boards], 7.06 [Strategic Plans], 7.07 [Finances] and 7.09 [Amalgamation, etc.] do not apply to a Corporate Community Ministry.
4. The Bishop or an individual designated by the Bishop for the purposes of this Canon 7.10, (the “Diocesan Representative”), shall represent the Diocese at any membership meeting of a Corporate Community Ministry.
5. Following any membership meeting of a Corporate Community Ministry, the Diocesan Representative will subsequently provide a report to the Diocesan Council and to the Community Ministries Committee on all decisions taken by the members of the corporation at that meeting.
6. The Diocesan Representative will consult with the Diocesan Council and the Community Ministries Committee prior to any membership meeting involving a decision to amend the articles of incorporation of a Corporate Community Ministry.
7. The Executive Director of a Corporate Community Ministry shall be appointed by the Bishop in a manner consistent with the articles of incorporation and bylaws of that Corporate Community Ministry.

7.11 GENERAL

1. The mandate of each Diocesan Community Ministry shall be set out in the Regulations.
2. Before the Community Ministries Committee provides a recommendation to Diocesan Council for the purposes of Bylaw 7.02(1) or Bylaw 7.10(1), the Chairperson of the Community Ministries Committee shall, on behalf of that Committee, consult with the Chairpersons of the Governance Committee and the Property and Finance Committee and with such other individuals as the Bishop may direct.
3. The following Community Ministries are deemed to have been designated pursuant to Bylaw 7.02:
 - a)Belong Ottawa;
 - b)Centre 105;
 - c)Ottawa Pastoral Counselling Centre; and
 - d)Refugee Ministry Office.
4. The following Diocesan Community Ministry is deemed to have been designated pursuant to Bylaw 7.10:
 - a)Cornerstone Housing for Women.
5. Any individual holding the office of Executive Director of a Diocesan Community Ministry, who is not already a voting member, shall be a non-voting member of the Synod.
6. Any individual holding one of the following offices, who is not already a voting member, may, with prior notice to the Secretaries of Synod, attend any annual meeting of Synod as an observer:
 - a)the chair of an Advisory Board, and
 - b)the chair of the board of directors of a Corporate Community Ministry.

B. Bylaw 3.11 (Community Ministries Committee) is repealed and replaced by the following:

1. The mandate of the Community Ministries Committee is:

- a) to monitor the effectiveness of the Diocesan Community Ministries and the services that they provide and to report to the Diocesan Council on program effectiveness;
- b) to develop guidelines, for consideration by Diocesan Council and the Bishop, regarding the designation of new Diocesan Community Ministries;
- c) at the request of the Bishop, to prepare a recommendation regarding the designation of a Diocesan Community Ministry for the purposes of Bylaw 7.02 or Bylaw 7.10;
- d) to ensure that the Diocesan Community Ministries, and the services that they provide, are consistent with the mission and strategy of the Diocese and recommending changes, from time to time as needed;
- e) to approve strategic plans for each Diocesan Community Ministry;
- f) to oversee the recruitment and appointment of members of Advisory Boards;
- g) to serve as a forum for discussion of common issues and concerns affecting all Diocesan Community Ministries; and
- h) such other responsibilities as may be set out in the Bylaws or the Regulations.

2. Subject to section 3 of this Bylaw, the Community Ministries Committee shall be composed of a maximum of twelve voting members, of whom:

- a) at least two members and not more than one-third must also be members of the Diocesan Council;
- b) at least one member must also be a member of the Property and Finance Committee;
- c) at least one member shall be clergy;
- d) at least one member shall be a lay person; and
- e) at least one member shall be drawn from the rural regions of the Diocese.

3. In addition to the individuals identified in section 2 of the Bylaw, the following shall be voting members of the Community Ministries Committee:

- a) the Chair of each Advisory Board; and
- b) the Chair of the board of directors of each Corporate Community Ministry.

4. The following shall be non-voting members of the Community Ministries Committee:

- a) the Executive Director of each Diocesan Community Ministry;
- b) the Chancellor or a Vice-Chancellor; and
- c) the Director General of Community Ministries.

5. 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.

C. Section 2 of Bylaw 3.15, concerning the composition of the Property and Finance Committee, is amended by adding, immediately after paragraph (c) of that section, the following paragraph:

c.1) at least one member must also be a member of the Community Ministries Committee;

Carried

MOVED BY Kathryn Fournier and seconded by Canon Henry Schultz that this Council endorse the All My Relations Panel Terms of Reference September 25, 2025 document as presented.

Carried

MOVED BY Kathryn Fournier and seconded by Archdeacon Monique Stone that this Council approve a donation to the Legacy of Hope Foundation in the amount of \$5,000. Further, that Diocesan Council endorses building relationships for collaborative action between AMR and Legacy of Hope in support of our mutual journey of reconciliation and healing

Carried

November 25, 2025

MOVED BY the Reverend Adam Brown and seconded by Caroll Carkner that this council receive the Formal Questions as provided by the Episcopal Election Committee, and that it approves them for use as prescribed by the Canons, Bylaws, and Regulations of the Anglican Diocese of Ottawa.

Carried

MOVED BY Lyoness Woodstock and seconded by the Reverend Canon George Kwari that this council receive the preliminary budget dated November 24, 2025 as provided by the Episcopal Election Committee.

Carried

MOVED BY the Reverend Matthew Brown and seconded by the Reverend Rosemary Parker that:

1. this Council authorizes the payment of the following expenses relating to the Electoral Synod scheduled for February 28, 2026:

- i. any reasonable travel and accommodation expenses incurred, for the purpose of attending the Electoral Synod, by
 - a. a nominee for the office of Bishop who is not a resident of the Diocese; and,
 - b. the spouse or other companion;
- ii. any reasonable travel expenses incurred, for the purpose of attending the public meetings specified in Bylaw 2.07, a nominee for the office of Bishop who is not a resident of the Diocese;

2. any payments made pursuant to this motion require the authorization of the Director of Financial Ministry following consultation with the Secretaries of Synod; and,
3. a report of payments made pursuant to this motion will be tabled for information at a meeting of Diocesan Council within four months of the date of the Electoral Synod.

Carried

MOVED BY The Reverend Dr. Caroline Ducros and seconded by Canon Henry Schultz that, pursuant to Bylaw 5.03(1) of the Bylaws of the Diocese of Ottawa, Diocesan Council hereby consents to the approval of the amalgamation of the Parish of Christ Church, Aylmer, the Parish of Chelsea-Lascelles-Wakefield and the Parish of West Quebec into a single parish under a name, and on such terms, as may be determined by the Bishop.

Carried

MOVED BY Canon Henry Schultz and seconded by The Reverend Dr. Mary-Cate Garden that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

A. Regulation 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

R.7.01 MANDATES OF DIOCESAN COMMUNITY MINISTRIES

1. Subject to section 2, the mandates of the Diocesan Community Ministries are as follows:

- a) The mandate of Belong Ottawa is to relieve poverty in the City of Ottawa by providing day programs and support services to vulnerable persons;
- b) The mandate of Centre 105 is to relieve poverty in the City of Cornwall by providing day programs and support services to vulnerable persons;
- c) The mandate of the Ottawa Pastoral Counselling Centre is to provide professionally-trained pastoral counselling, psychotherapy, clergy support, consultation and referral services to individuals living in the Diocese; and
- d) The mandate of the Refugee Ministry Office is to exercise the responsibilities of the Diocese as a sponsorship-agreement holder in federal Government programs relating to the private sponsorship of refugees in Canada.

2. The mandate of Cornerstone Housing for Women, as set out in its restated articles of incorporation dated December 14, 2017, is:

- a) to relieve poverty by providing emergency shelter, affordable housing and support services to women at risk of homelessness;
- b) to promote the efficiency and effectiveness of the charitable programs of THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA of the Anglican

Church of Canada, a registered charity under the Income Tax Act (Canada), by providing and maintaining property and facilities for this purpose and by providing management services related thereto; and

c) to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part thereof and the income earned therefrom from time to time, for the benefit of the “Cornerstone Housing” program of the said THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA of the Anglican Church of Canada.

R.7.02 COMPOSITION OF ADVISORY BOARDS

1. Each Advisory Board shall be composed of six to twelve voting members, of whom

- a) a minimum of one voting member shall also be a member of the Community Ministries Committee;

- b) a minimum of one voting member shall be clergy; and

- c) half of whom shall be members of a vestry of a parish or congregation in the Diocese.

2. The Community Ministries Committee will designate a chairperson from among the members of each Advisory Board, in consultation with the Nominations and Committee Development Subcommittee of the Governance Committee, the Director General of Community Ministries and such other individuals as the Bishop may direct.

3. The Community Ministries Committee may, on the recommendation of the Advisory Board of a Diocesan Community Ministry, amend the threshold set out in paragraph 1(c) of this Regulation as it pertains to that Diocesan Community Ministry.

4. The chair of the Community Ministries Committee shall inform the Bishop and the Diocesan Council as soon as reasonably possible of any decision taken under section 3 of this Regulation.

5. For greater certainty, this Regulation 7.02 does not apply to a Corporate Community Ministry.

Carried

MOVED BY Canon Henry Schultz and seconded by Marie Cheesman that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa and on the recommendation of the Property and Finance Committee, section 13 of Regulation 3.38 of the Regulations of the Diocese of Ottawa, is hereby repealed and replaced with the following:

- a) There shall be a subcommittee of the Property and Finance Committee known as the Investment Subcommittee, which shall oversee the management of the investments of the Consolidated Trust Fund of the Diocese.

- b) The Investment Subcommittee shall comprise a minimum of six, and a maximum of eight, voting members.

c)The Investment Subcommittee shall also include the following three non-voting members:

- i)the Bishop, or the Bishop's designate;
- ii)the Director of Financial Ministry, and
- iii)one full-time priest appointed by the Bishop.

d)Members shall be appointed for a three-year term, and may be reappointed for a further single three-year term.

e)The Subcommittee provides policy advice where appropriate and makes best efforts to ensure that the Consolidated Trust Fund is managed in a manner consistent with the policies set out in the Anglican Diocese of Ottawa Consolidated Trust Fund Investment Policy Statement and with all applicable legal requirements, including the Income Tax Act (Canada) and the Trustee Act (Ontario).

f)In particular, the Subcommittee shall:

- i)recommend, for approval by the Property and Finance Committee, the appointment of an Investment Advisor or Lead Manager;
- ii)monitor the investment performance of the assets of the Consolidated Trust Fund, and provide quarterly and annual reports thereon to the Property and Finance Committee;
- iii)recommend to the Property and Finance Committee an annual dividend to be paid to unit holders of the Consolidated Trust Fund, mindful of the financial needs of unit holders and of the need over time to avoid erosion of the capital of the Fund;
- iv)keep itself informed regarding the legal and regulatory requirements and constraints set out in the Anglican Diocese of Ottawa Consolidated Trust Fund Investment Policy Statement and in relevant legislation;
- v)provide the Investment Advisor or Lead Manager with adequate advance notice of any significant non-routine deposits or withdrawals, and review annually the Statement and recommend changes, if any, to the Property and Finance Committee.

Carried

MOVED BY Canon Henry Schultz and seconded by The Reverend Matthew Brown that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

- A. Regulation 3.18 (Rules of the Diocesan Court) be renumbered as Regulation 6.01 under the heading "Regulation 6 - Court of the Diocese";
- B. Regulation 3.19 (Duties of the Director of Community Ministries) be repealed;
- C. The heading "Communications" found immediately before section 8 of Regulation 3.24 (Governance Committee) be removed;
- D. Sections 12 to 16 of Regulation 3.24 (Governance Committee) be renumbered as Sections 8 to 12 respectively;

E. Section 2 of Regulation 3.25 (Community Ministries Committee) be repealed and replaced with the following: overseeing programs and services within its mandate;
F. Section 9 of Regulation 3.25 (Community Ministries Committee) be repealed and replaced with the following: working in concert with the Risk Management Committee to provide oversight of key risks;
G. Regulation 3.29 (Further Offices of Synod) be repealed;
H. Sections 3 and 4 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be renumbered as Sections 2 and 3 respectively;
I. The heading “Community Ministry Committee” and the paragraph immediately preceding section 5 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;
J. Sections 5 to 8 of of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;
K. Paragraph (d) of Section 12 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;
L. Sections 11, 12 and 13 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be renumbered as Sections 4, 5 and 6 respectively;
M. Sections 13.1 and 14 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed; and
The heading to Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be replaced with the following: “Terms of Reference for Subcommittees”.

Carried

MOVED BY The Reverend Dr. Caroline Ducros and seconded by The Reverend Dr. Mary-Cate Garden that Diocesan Council approve the Category B Anglican Foundation of Canada grant application of the Ottawa Pastoral Counselling Centre in the amount of \$12,000.

Carried

MOVED BY Canon Henry Schultz and seconded by The Reverend Rosemary Parker that Diocesan Council approve the Category A Anglican Foundation of Canada grant application of St. James Franktown in the amount of \$5,000.

Carried

MOVED BY the Reverend Matthew Brown and seconded by the Reverend Canon George Kwari that this council endorse the following as members of their respective committees:

- a) Audit Committee
 - John McBride (Chair)
 - Laurie Grice
 - The Rev. John Holgate
 - Peter Hyde

- b) Community Ministries Committee
 - Canon Monica Patten (Chair)
 - The Ven. Brian Kauk
 - The Rev. Michael Garner
 - The Rev. Canon Catherine Ascah
 - Mark Holzman
 - Lynne Burritt
 - Peggy Lister
 - Simon Kinsman
 - Maria Crosby
 - Canon Henry Schultz
 - The Rev. Canon Dr. PJ Hobbs
- c) Education Committee
 - Caroll Carkner (Co-chair)
 - The Ven. Linda Hill (Co-chair)
 - Michael Beall
 - Anne Graham
 - The Rev. Gillian Hoyer
 - The Rev. Simone Hurkmans
 - Meghan Kitt
 - The Rev. Canon Dr. Jon Martin
 - The Ven. Mark Whittall
- d) Governance Committee
 - The Rev. Canon Stephen Silverthorne (Co-chair)
 - Margaret Porter (Co-chair)
 - The Rev. Robert Albert
 - Canon Henry Schultz
- e) Partnership Committee
 - The Rev. Rosemary Parker (Chair)
 - Bonnie Blenner-Hassett
 - Kathryn Fournier
 - Christine Ormsby
- f) Property and Finance Committee
 - Tracy Albert (Chair)
 - The Rev. Dr. Mary-Catherine (Mary-Cate) Garden
 - Donna Howard
 - Scott Kirby
 - The Rev. Canon George Kwari
 - Marie Cheesman
 - The Rev. Canon Gary van der Meer
 - Shawn Scromeda
 - Josephine Hall

- g) Risk Management Committee
•Edward Livingston (Chair)

Carried

MOVED BY The Reverend Rosemary Parker and seconded by Kathryn Fournier that Diocesan Council approve the Anglican Fellowship of Prayer as a Diocesan Partnership with Paul Dumbille as the Diocesan Contact, subject to review every two years.

Carried

January 20, 2026

MOVED BY Canon Henry Schultz and seconded by The Reverend Matthew Brown that:

WHEREAS the Episcopal Election Committee has approved a Contingency Plan for the Public Meetings, to prepare for the potential cancellation of one or more of the Public Meetings that are scheduled to take place prior to the Electoral Synod, owing to weather or another emergency;

AND WHEREAS the Episcopal Election Committee has also approved a Contingency Plan for the Electoral Synod, to prepare for the potential cancellation of the Electoral Synod that is scheduled to take place on February 28, 2026, owing to weather or another emergency;

BE IT RESOLVED THAT the Contingency Plan for the Public Meetings, and the Contingency Plan for the Electoral Synod, both of which are summarized in the attachment to this motion entitled “Summary of Contingency Plans for the Public Elections”, are hereby approved.

Carried

MOVED BY Canon Henry Schultz and seconded by the Reverend Matthew Brown that:

WHEREAS a proposed budget of expenses relating to the Episcopal Election that is scheduled to take place on February 28, 2026 has been recommended for approval by the Secretaries of Synod, following consultation with the Episcopal Election Committee and with the Director of Financial Ministry,

BE IT RESOLVED THAT the budget relating to the Episcopal Election of 2026, which is presented as an attachment to this motion, is hereby approved.

Carried

MOVED BY Canon Henry Schultz and seconded by Tracy Albert that it be:

RESOLVED THAT, pursuant to Canon 1.04(1) of the Canons of the Incorporated Synod of the Diocese of Ottawa, and on the recommendation of the Property and Finance Committee, the provisions of Bylaw 3.26 (MANAGEMENT OF CEMETERIES) are repealed and replaced with the following:

1. Every cemetery adjacent to, or affiliated with, a Parish or a Congregation shall be managed by a Cemetery Board, which shall report to the Vestry of that Parish or Congregation.
2. Subject to paragraph 4, should any Parish or Congregation fail to elect a Cemetery Board in a manner consistent with these Bylaws or any related Regulations, then the Incumbent and the Churchwardens shall be deemed to form the Cemetery Board for that Parish or Congregation.
3. There shall be a subcommittee of the Property and Finance 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 or Congregation 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 Property and Finance Committee, can no longer be properly managed by a Parish or Congregation; and
 - b) perform such other duties as may be prescribed by Regulation.
5. The Property and Finance Committee may, with the approval of the Bishop, transfer responsibility for the management of any cemetery from one Parish to a Congregation or another Parish, from one Congregation to a Parish or another Congregation, or from the Diocesan Cemetery Subcommittee to a Parish or a Congregation.
6. The Property and Finance 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 Property and Finance Committee for the purposes of this Bylaw.

Carried

MOVED BY Canon Henry Schultz and seconded by Tracy Albert that it be:

RESOLVED THAT, pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

A. Regulation 5.04 (CEMETERY LANDS) is repealed and replaced with the following:

1. Subject to the applicable laws of Ontario and Quebec,
 - a) where there is a cemetery adjacent to, or affiliated with, a Parish or Congregation in the Diocese, 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;
 - b) the members of each Cemetery Board shall be elected annually by the vestry of the Parish or Congregation, as the case may be, to manage the affairs of the cemetery and any other buildings in connection therewith;
 - c) the majority of members of a Cemetery Board shall be members of a parish in the Diocese;
 - d) the members of each Cemetery Board shall choose one of their members to serve as chair and another to serve as treasurer;
 - e) 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;
 - f) subject to paragraphs (g) and (h) 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;
 - g) 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; and
 - h) 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.
2. 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.
3. Questions pertaining to the application of this Regulation may be addressed to the Commissioner of Cemeteries. ii. Repeal of Paragraph 15 of Regulation 3.38 [Insurance Subcommittee], being a duplicate version of Paragraph 5 of Regulation 3.38, is repealed.

Carried

March 17, 2026

MOVED BY The Very Reverend Beth Bretzlaff and seconded by Canon Henry Schultz that Diocesan Council accept the draft budget as presented for the 2026 consecration in the amount of \$25,000.

Carried

June 16, 2026

MOVED BY Henry Schultz, Chancellor, and seconded by The Rev. Dr. Mary-Catherine Garden That this Council

- a) accepts the resignation of Tracy Albert as a member, and as chairperson, of the Property and Finance Committee and thanks her for the services that she has provided to that Committee; and,
- b) effectively immediately, appoints the Venerable Chris Dunn as a member, and as chairperson, of the Property and Finance Committee.

Carried

MOVED BY Canon Henry Schultz, Chancellor, and seconded by The Rev. Matthew Brown

RECITALS:

1. The Serson Clarke Non-Profit Housing Corporation (the “Corporation”) was incorporated under the laws of Ontario in January 1990.
2. As set out in its letters patent, the objects of the Corporation are to “to provide and operate housing accommodation with or without any public space, recreational facilities, and commercial space or buildings appropriate thereto primarily for persons of low or modest income”.
3. On February 6, 1991, the Corporation entered into an agreement (the “Lease Agreement”) with the Parish of St Luke’s (the “Parish”) pursuant to which the Corporation leased Parish-owned lands located at 762 Somerset Street West (the “Lands”) so that the Corporation could “construct and operate a non-profit housing project of approximately forty-four (44) units on the Lands.”
4. The Corporation successfully constructed a non-profit housing project known as the Serson Clarke Apartments (the “Housing Project”) on the Lands and has been operating the Housing Project for over thirty years.
5. On June 22, 2023, the Parish of St Luke’s was disestablished in a manner consistent with the Canons and Bylaws of the Diocese, and the Diocese date assumed the liabilities of the Parish as of that date.
6. As a result of the disestablishment of the Parish, the Diocese assumed the obligations of the Parish under the Lease Agreement and become the landlord of the Housing Project.

7. Under the terms of the Lease Agreement, the lease will terminate on February 28, 2031, at which point the responsibility for operating the Housing Project will revert to the Diocese.

8. Clause 2.01 of Bylaw No. 2 (Organizational Bylaw) of the Corporation provides that: There will be no more than seven members, four of whom will be members of St. Luke's parish. Of these four, at least one must be the rector or one of the wardens, who is a member of the Corporation. Two members will be tenants. Individual tenants are eligible for membership if they have been selected to represent the residents on the Board. The seventh member will be the Diocesan Administrator, ex officio.

9. As a result of the disestablishment of the Parish, the Diocese has the authority, under the Bylaws of the Corporation, to identify four individuals to serve as members of the Corporation, in addition to the "Diocesan Administrator" who is a member ex officio. No tenants have currently "been selected to represent the residents on the Board".

BE IT RESOLVED THAT, effective immediately,

- A. the following individuals are designated as members of the Serson Clarke Non-Profit Housing Corporation:
 - The Right Reverend Kathryn Otley;
 - Sanjay Grover;
 - Henry Schultz; and,
 - The Reverend Victoria Scott.
- B. The Director of Property and Asset Management of the Anglican Diocese of Ottawa is confirmed as the "Diocesan Administrator" for the purposes of the letters patent and bylaws of the Serson Clarke Non-Profit Housing Corporation and, as such, is an ex officio member and director of the Corporation.
- C. The Director of Property and Asset Management, in consultation with the Director of Financial Ministry, shall present a status report on the corporate governance and financial health of the Serson Clarke Non-Profit Housing Corporation at each subsequent meeting of Diocesan Council until further notice.
- D. The Bishop may, in consultation with the Director of Financial Ministry, indemnify, on behalf of the Diocese, any member, director or officer of the Serson Clarke Non-Profit Housing Corporation against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative or other action or proceeding in which the individual is involved because of that association with the Corporation.

Carried

MOVED BY The Rev. Rosemary Parker and seconded by Arlene Armstrong

THAT Diocesan Council endorse the submission of separate grant applications to the Anglican Foundation of Canada by Church of the Epiphany, Barry's Bay, and St. Mary's Anglican Church, Navan.

Carried

MOVED BY Marie Cheesman and seconded by The Rev. Dr. Alana McCord

That this council endorse the following as members of their respective committees

a)Community Ministries Committee

- Josephine Hall

b)Education Committee

- Meaghan Kitt (co-chair)

Carried

September 22, 2026

MOVED BY Marie Cheesman and seconded by The Rev. Rosemary Parker

That this Council nominate the following to serve as members of Diocesan Council, subject to confirmation by Diocesan Synod:

- Kathryn Fournier
- Christine Ormsby
- Mike Strong
- The Rev. Matthew Brown
- The Rev. Dr. Jon Martin
- The Rev. Dr. Karen McBride
- The Rev. Dr. Alana McCord

Carried

MOVED BY The Rev. Dr. Caz Ducros and seconded by Arlene Armstrong

That this council approve the draft budget for the 2026 Annual Synod as recommended by the Synod Management Working Group.

Carried

MOVED BY Marie Cheesman and seconded by the Rev. Rosemary Parker

That this council approve a \$100 registration fee for the 2026 Annual Synod as recommended by the Synod Management Working Group.

Carried

MOVED BY Canon Henry Schultz, Chancellor and seconded by The Rev. Matthew Brown

BE IT RESOLVED THAT:

- A. Sections 3 through 7 of Bylaw 5.11 (Parish and Congregational Councils) are renumbered as sections 6 through 10; and:
- B. Sections 3 through 5 of Bylaw 5.11 are enacted as follows:
 3. Vacancies in the Council occurring between Vestry meetings may be filled by appointment by the members of the Corporation.
 4. Subject to section 5 of this Bylaw, the Chairperson of the Council shall be elected annually at the first meeting of the Council and shall act as Chairperson at meetings of the Council, and in his or her absence, one of the Churchwardens shall so act.

5. Should a Parish or Congregation fail to elect a Chairperson of the Council within 30 days following the date of the Annual Meeting of Vestry, the Chairperson of the Council shall be the Incumbent, or another member of the Council designated by the Incumbent.

Carried

MOVED BY The Rev. Canon George Kwari and seconded by Marie Cheesman

That this council approve the 2027 Diocesan Draft budget as recommended by the Property and Finance Committee.

Carried

MOVED BY Christine Ormsby and seconded by Arlene Armstrong

BE IT RESOLVED THAT, pursuant to Canon 3.03(2), Diocesan Council hereby approves the Bishop's appointment of the following as Lay Members of Synod:

- Owen Farrelly
- Colson Puchala

Carried

Annex Document 5
List of Property and Finance Committee Motions
September 2025 to July 2026

SEPTEMBER 10, 2025

St. Augustine's Church Hydro Easement
MOVED BY Donna Howard
SECONDED BY The Rev. Dr. Mary-Catherine Garden

BE IT RESOLVED THAT, pursuant to Bylaw 3.22(1), this Committee consents to the Congregation's decision of August 5, 2025, to grant an easement of Church lands to Hydro One Networks Inc.

Carried

St. John's, Kars CTF Withdrawal
MOVED BY Josephine Hall
SECONDED BY Marie Cheesman

BE IT RESOLVED THAT this Committee consents to the proposed repairs and upgrades at St. John's, Kars and to the withdrawal of \$75,000 from the parish consolidated trust funds for this purpose.

Carried

St. Paul's, Kanata CTF Withdrawal
MOVED BY The Rev. Dr. Mary-Catherine Garden
SECONDED BY Donna Howard

BE IT RESOLVED THAT this Committee consents to the replacement of the furnace at St. Paul's, Kanata and to the withdrawal of \$100,000 from the Patricia Kerray Consolidated Trust Fund for this purpose.

Carried

SEPTEMBER 2025**St. James the Apostle, Perth Rectory**

Approved the capital alterations to the rectory of St. James the Apostle, Perth.

Note: Reported to Diocesan Council in the November 25, 2025 P&F report.

Approved

750 March Road Hydro Ottawa Easement

Approved the granting of an easement at 750 March Road to Hydro Ottawa for the purpose of installing a switchgear.

Note: Reported to Diocesan Council in the November 25, 2025 P&F report.

Approved

St. John the Evangelist, Smiths Falls Organ Purchase

Approved the purchase of an organ for \$45,185 for St. John the Evangelist, Smiths Falls and the withdrawal of \$25,000 from CTF.

Note: Reported to Diocesan Council in the November 25, 2025 P&F report.

Approved

NOVEMBER 12, 2025**Christ Church, Aylmer Windows and Door Replacement**

MOVED BY The Rev. Dr. Mary-Catherine Garden

SECONDED BY The Rev. Canon Gary van der Meer

BE IT RESOLVED that the Property and Finance Committee consents to authorize the parish corporation of Christ Church, Aylmer to authorize Verdun Windows and Doors to undertake the replacement of 99 windows and 1 parish hall door, and to withdraw \$150,000, being cost plus 20% contingency, from their CTF for the purposes of this project.

Carried

Amendment of Regulation 3.38(13): Investment Sub-committee

MOVED BY Donna Howard

SECONDED BY Josephine Hall

BE IT RESOLVED THAT the Property and Finance Committee recommend to Diocesan Council that it repeal and replace Regulation 3.38(13), Mandate and Composition of the Investment Subcommittee, including provisions for a minimum of six and a maximum of eight voting members, three non-voting members, term limits, and responsibilities relating to investment advisor appointment, performance monitoring, annual dividend recommendations, legal and

regulatory compliance, notice of significant transactions, and annual review of the Investment Policy Statement.

Carried

Annual Dividend Distribution

MOVED BY Donna Howard

SECONDED BY The Rev. Canon George Kwari

MOTION: That the annual dividend distribution for the coming fiscal year be set at \$1.07.

Carried

Note: This motion was later reversed and revisited; the final 2026 CTF dividend was approved at \$1.08 per unit.

DECEMBER 10, 2025

2026 CTF Dividend Rate

MOVED BY Tracy Albert

SECONDED BY Robert Hanson

MOTION: That P&F approve the Investment Sub-Committee recommended dividend rate of \$1.08 per unit for 2026.

Carried

Diocesan Cemetery Bylaw and Regulation Amendments

MOVED BY Shawn Scromeda

SECONDED BY Robert Hanson

MOTION: That the Property and Finance Committee recommend to Diocesan Council that it amend the bylaws and regulations relating to diocesan cemeteries, including replacing references to “parish” with “parish or congregation” where appropriate and allowing cross-congregational board membership.

Carried

DECEMBER 2025 SPECIAL MEETING

Diocesan Insurance Renewal

Reviewed and approved the 2025 Diocesan Insurance Renewal from Ecclesiastical Insurance for the term December 31, 2025 to December 31, 2026, with a gross premium of \$901,355 and an overall increase of 2.89%.

Approved

Note: The Committee also directed follow-up actions regarding renewal timing and alternative insurance options.

JANUARY 14, 2026

Second Archivist Position

MOVED BY The Rev. Dr. Mary-Catherine Garden

SECONDED BY The Rev. Canon Gary van der Meer

MOTION: That the Property & Finance Committee approve a provisional budget of \$100,000 to be used in the hiring and training of a full-time, permanent archivist, and the equipping thereof, who shall be responsible for the digitization of diocesan records.

Carried

FEBRUARY 11, 2026

St. John's, Balderson Sale Authorization

MOVED BY The Rev. Dr. Mary-Catherine Garden

SECONDED BY Marie Cheesman

BE IT RESOLVED THAT the Incumbent and Churchwardens of the Parish of Maberly-Lanark are hereby authorized to negotiate and execute the sale of the Church, and all property pertaining to the Church, subject to such conditions as may be imposed by the Property and Finance Committee or the Bishop, at an asking price of \$150,000.

Carried

MARCH 11, 2026

Belong Ottawa 2026 Budget

MOVED BY The Rev. Dr. Mary-Catherine Garden

SECONDED BY Josephine Hall

BE IT RESOLVED that the Property & Finance Committee hereby approves the 2026 budget for

Belong Ottawa as presented in the documents Appendix A: 2026 Belong Ottawa Budget and Appendix B: Belong Ottawa 2026 Budget Notes.

Carried

St. Helen's Orleans Rectory Sale Authorization

MOVED BY Marie Cheesman

SECONDED BY Donna Howard

BE IT RESOLVED that the Property & Finance Committee hereby consents, for the purposes of Bylaw 3.22 of the Bylaws of the Incorporated Synod of Ottawa, to authorize the Director of Property & Asset Management and the Director of Financial Ministries on behalf of the Parish of St. Helen's Orleans to negotiate and execute the sale of their rectory, located at 2508 Autumn Hill Crescent, for the recommended listing price of \$535,000, with Russell Morrison of RE/MAX acting as broker.

Carried

APRIL 8, 2026

Ottawa Pastoral Counselling 2026 Budget

MOVED BY Scott Kirby

SECONDED BY Josephine Hall

BE IT RESOLVED that the Property & Finance Committee approve the proposed 2026 budget for Ottawa Pastoral Counselling as presented in Appendix A: OPC Proposed 2026 Budget.

Carried

MAY 2026

St. John the Evangelist, Smiths Falls Phase 1 Demolition and Abatement

Motion to approve contracting Inflector Environmental Services and withdrawing \$190,000 from the parish CTF for the proposed Phase 1 demolition and abatement project related to water ingress, mould, and designated substances in Nesbitt Memorial Hall.

Deferred

Note: The motion was deferred pending a revised bid and further information regarding exclusions and unknowns in the original bid.

St. James, Franktown Restoration Work

Approved continued restoration work at St. James, Franktown, including stained glass, sills, moulding, interior woodwork, and wainscoting, for a total project cost of \$52,262, and

consented to the related funding plan, including withdrawals from the parish CTF, an AFC grant, and parish restoration funds and donations.

Approved

Centre 105 2026 Budget

Approved the 2026 Centre 105 budget as presented, noting that the projected \$22,000 deficit will be covered by central funds.

Approved

JUNE 2026

Audit Report

Approved the audit report as presented.

Approved

St. Mary's, Russell Kitchen Renovation

Approved St. Mary's, Russell proceeding with a kitchen renovation in the parish hall at an estimated cost of \$65,000 and consented to the funding plan, including liquidating parish GICs, using an ACW grant, and community funding sources, including a grant from the Russell Police Village.

Approved

Whitney Union Cemetery Transfer

Approved the transfer of the Diocesan ownership interest in Whitney Union Cemetery to the Township of South Algonquin and consented to the transfer of the cemetery license to the Township.

Approved

Note: Bishop Kathryn Otley's approval and consent were noted.

Annex Document 6
Notice of Amendments to the
Anglican Diocese of Ottawa Regulations

Passed by Diocesan Council
Since Annual Synod 2025

NOVEMBER 25, 2025

MOVED BY Canon Henry Schultz and seconded by The Reverend Dr. Mary-Cate Garden that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

A. Regulation 7 is enacted, under the heading “Diocesan Community Ministries”, to provide as follows:

R.7.01 MANDATES OF DIOCESAN COMMUNITY MINISTRIES

1. Subject to section 2, the mandates of the Diocesan Community Ministries are as follows:

- a) The mandate of Belong Ottawa is to relieve poverty in the City of Ottawa by providing day programs and support services to vulnerable persons;
- b) The mandate of Centre 105 is to relieve poverty in the City of Cornwall by providing day programs and support services to vulnerable persons;
- c) The mandate of the Ottawa Pastoral Counselling Centre is to provide professionally-trained pastoral counselling, psychotherapy, clergy support, consultation and referral services to individuals living in the Diocese; and
- d) The mandate of the Refugee Ministry Office is to exercise the responsibilities of the Diocese as a sponsorship-agreement holder in federal Government programs relating to the private sponsorship of refugees in Canada.

2. The mandate of Cornerstone Housing for Women, as set out in its restated articles of incorporation dated December 14, 2017, is:

- a) to relieve poverty by providing emergency shelter, affordable housing and support services to women at risk of homelessness;
- b) to promote the efficiency and effectiveness of the charitable programs of THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA of the Anglican Church of Canada, a registered charity under the Income Tax Act (Canada), by providing and maintaining property and facilities for this purpose and by providing management services related thereto; and
- c) to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part thereof and the income earned therefrom from time to time, for the benefit of the “Cornerstone Housing” program of the said THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA of the Anglican Church of Canada.

R.7.02 COMPOSITION OF ADVISORY BOARDS

- 1. Each Advisory Board shall be composed of six to twelve voting members, of whom
 - a) a minimum of one voting member shall also be a member of the Community Ministries Committee;

- b) a minimum of one voting member shall be clergy; and
 - c) half of whom shall be members of a vestry of a parish or congregation in the Diocese.
2. The Community Ministries Committee will designate a chairperson from among the members of each Advisory Board, in consultation with the Nominations and Committee Development Subcommittee of the Governance Committee, the Director General of Community Ministries and such other individuals as the Bishop may direct.
3. The Community Ministries Committee may, on the recommendation of the Advisory Board of a Diocesan Community Ministry, amend the threshold set out in paragraph 1(c) of this Regulation as it pertains to that Diocesan Community Ministry.
4. The chair of the Community Ministries Committee shall inform the Bishop and the Diocesan Council as soon as reasonably possible of any decision taken under section 3 of this Regulation.
5. For greater certainty, this Regulation 7.02 does not apply to a Corporate Community Ministry.

Carried

MOVED BY Canon Henry Schultz and seconded by Marie Cheesman that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa and on the recommendation of the Property and Finance Committee, section 13 of Regulation 3.38 of the Regulations of the Diocese of Ottawa, is hereby repealed and replaced with the following:

- a) There shall be a subcommittee of the Property and Finance Committee known as the Investment Subcommittee, which shall oversee the management of the investments of the Consolidated Trust Fund of the Diocese.
- b) The Investment Subcommittee shall comprise a minimum of six, and a maximum of eight, voting members.
- c) The Investment Subcommittee shall also include the following three non-voting members:
 - i) the Bishop, or the Bishop's designate;
 - ii) the Director of Financial Ministry, and
 - iii) one full-time priest appointed by the Bishop.
- d) Members shall be appointed for a three-year term, and may be reappointed for a further single three-year term.
- e) The Subcommittee provides policy advice where appropriate and makes best efforts to ensure that the Consolidated Trust Fund is managed in a manner consistent with the policies set out in the Anglican Diocese of Ottawa Consolidated Trust Fund Investment Policy Statement and with all applicable legal requirements, including the Income Tax Act (Canada) and the Trustee Act (Ontario).
- f) In particular, the Subcommittee shall:
 - i) recommend, for approval by the Property and Finance Committee, the appointment of an Investment Advisor or Lead Manager;
 - ii) monitor the investment performance of the assets of the Consolidated Trust Fund, and provide quarterly and annual reports thereon to the Property and Finance Committee;
 - iii) recommend to the Property and Finance Committee an annual dividend to be paid to unit holders of the Consolidated Trust Fund, mindful of the financial

needs of unit holders and of the need over time to avoid erosion of the capital of the Fund;

iv)keep itself informed regarding the legal and regulatory requirements and constraints set out in the Anglican Diocese of Ottawa Consolidated Trust Fund Investment Policy Statement and in relevant legislation;

v)provide the Investment Advisor or Lead Manager with adequate advance notice of any significant non-routine deposits or withdrawals, and review annually the Statement and recommend changes, if any, to the Property and Finance Committee.

Carried

MOVED BY Canon Henry Schultz and seconded by The Reverend Matthew Brown that pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

A. Regulation 3.18 (Rules of the Diocesan Court) be renumbered as Regulation 6.01 under the heading “Regulation 6 - Court of the Diocese”;

B. Regulation 3.19 (Duties of the Director of Community Ministries) be repealed;

C. The heading “Communications” found immediately before section 8 of Regulation 3.24 (Governance Committee) be removed;

D. Sections 12 to 16 of Regulation 3.24 (Governance Committee) be renumbered as Sections 8 to 12 respectively;

E. Section 2 of Regulation 3.25 (Community Ministries Committee) be repealed and replaced with the following: overseeing programs and services within its mandate;

F. Section 9 of Regulation 3.25 (Community Ministries Committee) be repealed and replaced with the following: working in concert with the Risk Management Committee to provide oversight of key risks;

G. Regulation 3.29 (Further Offices of Synod) be repealed;

H. Sections 3 and 4 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be renumbered as Sections 2 and 3 respectively;

I. The heading “Community Ministry Committee” and the paragraph immediately preceding section 5 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;

J. Sections 5 to 8 of of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;

K. Paragraph (d) of Section 12 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed;

L. Sections 11, 12 and 13 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be renumbered as Sections 4, 5 and 6 respectively;

M. Sections 13.1 and 14 of Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be repealed; and

The heading to Regulation 3.38 (Terms of Reference for Subcommittees and Management Boards) be replaced with the following: “Terms of Reference for Subcommittees”.

Carried

JANUARY 20, 2026

MOVED BY Canon Henry Schultz and seconded by Tracy Albert that it be:

RESOLVED THAT, pursuant to Canon 1.05 of the Canons of the Diocese of Ottawa, the following amendments to the Regulations of the Diocese of Ottawa are hereby enacted:

A. Regulation 5.04 (CEMETERY LANDS) is repealed and replaced with the following:

1. Subject to the applicable laws of Ontario and Quebec,
 - a) where there is a cemetery adjacent to, or affiliated with, a Parish or Congregation in the Diocese, 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;
 - b) the members of each Cemetery Board shall be elected annually by the vestry of the Parish or Congregation, as the case may be, to manage the affairs of the cemetery and any other buildings in connection therewith;
 - c) the majority of members of a Cemetery Board shall be members of a parish in the Diocese;
 - d) the members of each Cemetery Board shall choose one of their members to serve as chair and another to serve as treasurer;
 - e) 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;
 - f) subject to paragraphs (g) and (h) 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;
 - g) 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; and
 - h) 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.
2. 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.
3. Questions pertaining to the application of this Regulation may be addressed to the Commissioner of Cemeteries. ii. Repeal of Paragraph 15 of Regulation 3.38 [Insurance Subcommittee], being a duplicate version of Paragraph 5 of Regulation 3.38, is repealed.

Carried

Annex Document 7
Clergy List
As of September 16, 2026

Bishop of Ottawa

The Rt. Rev. Kathryn Otley

Dean of Ottawa

The Very Rev. Beth Bretzlaff

Executive Archdeacon

The Ven. Linda Hill

Territorial Archdeacons

The Ven. Linda Hill (Acting)

The Ven. Mark Whittall

The Ven. Monique Stone

The Ven. Patrick Stephens

The Ven. Brian Kauk

The Ven. Rhonda Waters

The Ven. Linda Hill

Deanery of Central Ottawa

Deanery of East Ottawa

Deanery of West Ottawa

Deanery of the Northwest

Deanery of the Southwest

Deanery of East Ontario

Deanery of West Quebec

Cathedral Canons

The Rev. Canon Catherine Ascah

The Rev. Canon Christopher Brittain

The Rev. Canon Kevin Flynn

The Rev. Canon George Kwari

The Rev. Canon Dr. Jon Martin

The Rev. Canon Hilary Murray

The Rev. Canon Hosam Naoum

The Rev. Canon Doug Richards

The Rev. Canon Gary Van Der Meer

St. Hilda of Whitby

St. Anselm of Canterbury

Name of Jesus

St. Joanna

St. James

St. John

St. James of Jerusalem

Residentiary

St. Alban

Diocesan Canons

Canon Sue Garvey

The Rev. Canon Dr. Sarah Kathleen Johnson

Canon Monica Patton

Canon Henry Schultz

The Rev. Canon Stephen Silverthorne

Regional Deans

The Rev. Canon Gary van der Meer
The Rev. Rosemary Parker
The Rev. Canon Dr. Jon Martin
The Rev. Matthew Brown
Vacant
The Rev. Tom Hubschmid
The Rev. Caroline (Caz) Ducros

Deanery of Central Ottawa
Deanery of East Ottawa
Deanery of West Ottawa
Deanery of the Northwest
Deanery of the Southwest
Deanery of East Ontario
Deanery of West Quebec

Active Clergy

The Rev. Bob Albert
The Rev. Canon Catherine Ascah
The Rev. Jonathan Askwith
The Very Rev. Beth Bretzlaff
The Rev. Adam Brown
The Rev. Matthew Brown
The Rev. Canon Allan Budzin
The Rev. Robert Camara
Deacon Jarrett Carty
The Rev. Geoff Chapman
Deacon Elizabeth December-Lovell
The Rev. James Duckett
The Rev. Dr. Caroline (Caz) Ducros
The Rev. Canon Keith Flynn
The Rev. Nick Forte
Deacon Liana Gallant
The Rev. Dr. Mary-Cate Garden
The Rev. Michael Garner
The Rev. Amy Hamilton
The Ven. Linda Hill
The Rev. John Holgate
The Rev. Gillian Hoyer
The Rev. Dr. Tom Hubschmid
The Rev. Simone Hurkmans
The Rev. Dr. Sony Jabouin
The Ven. Brian Kauk
The Rev. Tim Kehoe

The Rev. Jonathon Kouri
The Rev. Canon George Kwari
The Rev. Chung Yan Lam
The Rev. Lee Lambert
The Rev. Susan Lewis
The Rev. Felix Longdon
The Rev. Cynthia MacLachlan
The Rev. Dr. Jon Martin
The Rev. Karen McBride
The Rev. Dr. Alana McCord
The Rev. Colin McFarland
The Rev. Eric Morin
The Rev. Christine Muike
The Rev. Canon Hilary Murray
The Rev. Maria Nightingale
The Rt. Rev. Kathryn Otley
The Rev. Rosemary Parker
The Rev. Canon Doug Richards
The Rev. Victoria Scott
The Rev. Canon Stephen Silverthorne
The Rev. R. Susan Smandych
The Rev. Nash Smith
The Ven. Patrick Stephens
The Ven. Monique Stone
The Rev. Canon Gary van der Meer
The Ven. Rhonda Waters
The Rev. Margo Whittaker
The Ven. Mark Whittall

Other Clergy Operating Under the Jurisdiction of the Bishop of Ottawa

The Rev. LCol. Catherine Askew	The Rev. Canon Col. Lisa Pacarynuk
The Rev. Canon Maj. Murray Bateman	The Rev. David Scharf
The Rev. Capt. Claire Bamma	The Rev. William Simons
The Rev. Lt. Col. Michael Gibbons	The Rev. LCdr. Matthew Squires
The Rev. LCol. Jennifer Gosse	The Rev. John Stopa
The Rev. Dan Howard	The Rev. Joseph Varkey
The Rev. Dr. Mishka Lysack	The Rev. Lt. (N) Katherine Walker
The Rev. Robert Lauder	The Ven. Pamela Yarrow
The Rev. Kerri Mooney	Deacon Steven Zytveld

Retired Clergy

The Rev. Canon David Andrews	The Rev. Jim Kirkpatrick
The Rev. Canon Aigah Attagutsiak	The Rev. Peggy Kuzmicz
The Rev. Peter Barkway	The Rev. Canon Peter Lackey
The Rt. Rev. John Baycroft	The Rev. Robin Lee
The Rev. Canon Jim Beall	The Rev. Mark Lewis
The Rev. Canon Mary Ellen Berry	The Rev. Jeannie Loughrey
The Rev. Joyce Blackburn	The Rev. Canon Rhondda MacKay
The Ven. Paul Blunt	The Rev. Canon Pat Martin
The Rev. Patricia Blythe	Deacon Richard Matthias
The Rev. Charles Boole	The Rev. Cathy McCaig
The Rev. Canon Allen Box	The Rev. Jane McCaig
The Rev. Canon John Bridges	The Rev. Susan McCullough
The Ven. Mavis Brownlee	The Ven. Allan McGregor
The Rev. Bill Byers	The Ven. Karl McLean
The Rev. Robert Calderwood	The Rev. Canon Todd Meaker
Deacon Peter Cazaly	The Rev. David Mullin
The Rt. Rev. John Chapman	The Rev. Nancy Murphy
The Ven. Susan Churchill-Lackey	The Rev. Canon Stewart Murray
The Rev. Susan Clifford	The Rev. Canon Baxter Park
The Rev. Canon David Clunie	The Rev. Canon Christine Piper
The Rt. Rev. Peter Coffin	The Rev. Carolyn Pollock
The Rev. Jim Collins	The Rev. Linda Posthuma
The Rev. Karen Coxon	The Rev. Canon Dr. William Prentice
The Ven. Peter Crosby	The Rev. Dr. Linda Privitera
The Rev. Cathy Davis	The Rev. Dr. Anne Quick
The Rev. Canon Ken Davis	The Rev. Kay Richardson
The Ven. Rob Davis	The Rev. Joan Riding
The Rev. Michel Dubord	The Rev. Canon Jim Roberts
The Ven. Chris Dunn	The Rev. Sharon Schollar
The Rev. Rick Durrett	The Rev. Carolyn Seabrook
The Rev. Gale Edmonson	The Ven. David Selzer
The Rev. Canon Michael Fleming	The Rev. William Sheppard
The Ven. John Fletcher	The Rev. David Shields

The Ven. Sally Gadd
The Rev. Michel Gagne
The Rev. Alan Gallichan
The Rev. Canon Laurette Glasgow
The Rev. Christina Guest
The Ven. Ross Hammond
The Rev. Canon Robert Heard
The Rev. Canon Dr. PJ Hobbs
The Rev. Carol Hotte
The Rev. Dr. Ron Hunt
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. Robert Sicard
The Rev. Ken Spear
The Rev. Jan Staniforth
The Ven. Michelle Staples
The Rev. Canon Roger Steinke
The Rev. Sharron Tate
The Rev. Andrea Thomas
The Rev. François Trottier
The Rev. Donald Tudin
The Rev. David Vavasour
The Rev. Rick Vroom
The Rev. Katherine Wallace
The Rev. Linda Wheeler
The Rev. Canon John Wilker-Blakley
The Rev. Canon Roger Young

Annex Document 8 Synod Members and Churchwarden

As of October 11, 2026

Officers of Synod

Position	Name
Chair	The Right Rev. Kathryn Otley
Co-Chair	The Very Rev. Beth Bretzlaff
Clerical Secretary	The Rev. Canon Stephen Silverthorne
Lay Secretary	Margaret Porter
Chancellor	Canon Henry Schultz
Vice-Chancellor	Marian McGrath
Recorder	Carolyn Cheer (Non-Voting)
Display Coordinator	Carol Nusum (Non-Voting)
Budget Advisor	Graham Sheppard (Non-Voting)
Site Manager	Caleb Ficner (Non-Voting)
Photographer	The Ven. Chris Dunn

Diocesan Staff

Position	Name
Executive Archdeacon	The Ven. Linda Hill
Director General of Community Ministries	The Rev. Canon Victoria Scott
Director General of Financial Ministry	Sanjay Grover (Non-Voting)
Director of Communications & Development	Carole Breton (Non-Voting)
Staff Editor & Writer	Leigh-Anne Williams (Non-Voting)
Director of Human Resources	Paul Lex (Non-Voting)
Director of Property & Asset Management	Joel Prentice (Non-Voting)
Donor Relations & Development Officer	Marcela Hurtado (Non-Voting)
Communications Officer	Ben Ralph (Non-Voting)
Human Resources Generalist	Emily Dobson (Non-Voting)
Diocesan Archivist	Glenn Lockwood (Non-Voting)
Digital Records Archivist	Meg Stewart (Non-Voting)

Members of Diocesan Council

The Right Rev. Kathryn Otley, Chair

The Very Rev. Beth Bretzlaff, Vice Chair

Canon Hery Schultz, Chancellor

Margaret Porter, Lay Secretary of Synod, non-voting

The Rev. Canon Stephen Silverthorne, Clerical Secretary of Synod, non-voting

Tracy Albert

Arlene Armstrong

The Rev. Adam Brown

The Rev. Matthew Brown

Caroll Carkner

Marie Cheesman

The Rev. Dr. Caroline (Caz) Ducros

Kathryn Fournier

The Rev. Dr. Mary-Catherine Garden

Kate Jordan

The Rev. Canon George Kwari

The Rev. Dr. Alana McCord

Christine Ormsby

The Rev. Rosemary Parker

Lyones Woodstock

Bishop's Appointees to Synod

Keza Azaelle

Quinn Falcone

Owen Farrelly

Sonia Johnson

Max Lemoine

Emmanuella Longdon

Colson Puchala

Clergy Serving in Other Ministries

Hillary Murray, Cornerstone Chaplain

Parish Synod Members and Churchwardens

Cathedral Deanery

Parish	Clergy	Lay	Wardens
Christ Church Cathedral	The Very Rev. Beth Bretzlaff The Rev. Canon Douglas Richards Deacon Jarrett Carty	Stephen Giles Corey Graham Daniel Jerusalemiec Norm Villegas	Stephen Giles Katherine Spencer-Ross

Deanery of Central Ottawa

Parish	Clergy	Lay	Wardens
St. John the Evangelist	The Rev. Canon Gary van der Meer	Barbara Dransch Rebecca Gregg	Barbara Dransch Monica Patten
Church of the Ascension	The Rev. Amy Hamilton	Mary Holding Diana Partridge	Mary Holding Derek Howes
St. Matthew's	The Rev. Geoff Chapman	Simon Creasy Elaine Gordon	John McBride Kevan Pipe

		John McBride Janice Messam	
St. Barnabas	The Rev. Canon George Kwari	Bruce Patterson Diane Roussel	William Hallet Diane Roussel
All Saints Westboro	The Rev. Chung Yan Lam	Barb Gillie Scott Hagerman Steve Sibbald	Stephen Sibbald Catrina Tapley
St. Mark's	The Rev. Dr. Mary- Cate Garden	Mike Duval Georgia Roberts	Joseph Amuah Janis Perkin
Julian of Norwich	Deacon Elizabeth December-Lovell The Rev. Karen McBride	Jillian Gauthier Sandy Holmes	Jillian Gauthier Sandy Holmes
St. Stephen's	The Rev. Lee Lambert	Hilary Dawson Ifeoluwa Olajide Rick Perley	Marilyn Brownlee JoAnn Collett

Deanery of East Ottawa

Parish	Clergy	Lay	Wardens
Trinity	The Ven. Mark Whitall	Travis DeCook Mallory Williams	Sally Clarke Cliff Thompson
St. Thomas the Apostle	The Rev. Tim Kehoe The Rev. Maria Nightingale	Josiah Davies Jean Jordan Cathy Munroe Derwyn Sangster	Jean Jordan Cathy Munroe
St. Aidan's	The Rev. Rosemary Parker	Phil Charko Lois Wynn	Ryan Dening Leah Seabrook
Epiphany	The Rev. Simone Hurkmans	Sylvie Pelletier Laurence Sianchuk	Catriona Galt Laurence Sianchuk
St. Bartholomew's	The Rev. Canon Catherine Ascah	Michael Beall Robert Orr Gina Watson	Rob Nelson Gina Watson
St. Margaret's Vanier	The Rev. Colin McFarland	Jeanie Kanayuk Jane Waterston	Malcolm McEwen Jane Waterston
St. Alban's	The Rev. Michael Garner	Ryan Dening Jennifer Parr	Ryan Dening Leah Seabrook
St-Bernard-de- Clairvaux	The Rev. Canon Kevin Flynn		Marie-Alice Belle Christine Boucher
St. Columba's	The Rev. Susan Lewis	Nicole Christie Jason Wright	Anne Stairs Jason Wright
St. James Leitrim	The Rev. Nash Smith	Carole Ladouceur Brian Raynard	Glenn Clark Victor Wooten
All Saints Greely	The Rev. Margo Whittaker	Jennifer Toye Grace Jones	Laurie Brown Grace Jones

Deanery of West Ottawa

Parish	Clergy	Lay	Wardens
Christ Church Bells Corners	The Ven. Monique Stone	Janice Bertrand Karen Daley Susan Whitton	Jennifer Hubbard Val Steeves
St. James Manotick	The Rev. John Holgate	Janet Harris-Campbell Todd Sandrock Jane Venus	Cheryl Sevigny Jane Venus
St. John's Kanata North	The Rev. Canon Dr. Jon Martin	Shannon Kennedy Lynn Laberge	Lynn Laberge Susan Rivington Chapman
St. Paul's Kanata	The Rev. Canon Stephen Silverthorne	Laura Pummell Debbie Randall Elizabeth Sabbagh Andrea Stuart	Robert Craig Kristen Vanderhoek
St. Thomas Stittsville	The Rev. Canon Eric Morin	Mary Attwell Pat McNally	Rick Anderson Pat McNally
Huntley	The Rev. Bob Albert	Boyd Blackwell Tanja Puchala	Laura Armstrong Jeff Poland Pam Ross
West Carleton-March	The Rev. Dr. Alana McCord	Suanne Dorion Margaret Hyland	Meg Colbourn Suanne Dorion Ruth Goldthorp Sue Kittridge Lorraine Madore Gloria Wilson

Deanery of the Northwest

Parish	Clergy	Lay	Wardens
St. Barnabas Deep River	The Ven. Patrick Stephens	Kevin Atkins Bob Cleland	Anne Audet Richard Birchall
The Valley	The Rev. Matthew Brown The Rev. Gillian Hoyer The Rev. Nicholas Forte The Rev. Christine Muise	Alexis Anderson Julie McMillan Bernard Raglin Bill Schroeder	Anita Boldt Myles Buttle Charles Cheesman Pattylyn Childerhose Louise Doran Merv Dunn David Eagles Alice Ferguson Jim Irvine Irene Lapenskie Patrick Leach Marion LeMottee Karen Mann

			Kathryn Marion Debbie McGinnis Johnny McLaren Julie McMillan Bernard Raglin Benjamin Savage Linda Schultz Kim Silkie Sam Sutton
St. Paul's Renfrew	The Rev. R Susan Smandych	Marg Bauer Steve Hibbins	Heather Hayman Shirley Yach
Emmanuel Arnprior	The Rev. R Susan Smandych	Brian Gilhuly Elva Brohart	Elva Brohart Reid Graham
Mattawa - Rutherglen			Ben Gagne Tom Rowe
Pakenham		Karen Matt Joan Wilson	T. Battiston Ron Timmins

Deanery of the Southwest

Parish	Clergy	Lay	Wardens
St. James Perth	Deacon Liana Gallant The Rev. Robert Camara	Deborah Folkes Ruth Geddes	David Kroetsch Brenda Price
St. John's Smiths Falls		Lois Arkell Brenda Ferguson	Lois Arkell Dan Willis
St. Paul's Almonte	The Rev. Jonathon Kouri	Claire Marson Maryanne Ryan	Catherine Gallagher Wendy Shaw
Mississippi Lake	The Ven. Brian Kauk	Henry Troup Helen Vandermeij Alison Wark	Lynne Bamford Gary Leach Deborah Holden McMahon Cora Nolan Holly Parkinson David Thorsell Ross Trimble Henry Troup
South Carleton	The Rev. Canon Allan Budzin	Robin Craig Paul Desbiens Dorothy Svendsen	Paul Desbiens Dorothy Svendsen
Richmond	The Rev. Canon Allan Budzin	Paul Langman	Elizabeth Mann Christine Ormsby
Maberly-Lanark	The Ven. Brian Kauk	Debra Cox	Debra Cox Anne Graham

Deanery of East Ontario

Parish	Clergy	Lay	Wardens
St. Helen's Orleans	The Ven. Rhonda Waters The Rev. James Duckett	Jean Lockett Brenda Reid Jina Rodas-Wright	Murray Hatt Jina Rodas-Wright
Lower Ottawa Valley	The Rev. Felix Longdon	Reg Harden Mike Strong	Bonnie Blenner-Hassett Joyce Crooks David Jones Norman MacCrimmon Diane Nixon Rita Seguin Bill Shields Wendy Shields Eleanor Sides
St. Lawrence	The Rev. Adam Brown The Rev. Cynthia MachLachlan	Janet Sturrock	Mike Cook Tom Green Daphne Hall Francis Loughheed Charlie Osborne Garry Smith
South Dundas	The Rev. Canon Patricia Martin	Jill Dumaresq Elizabeth Irwin	Wally Baker Jill Dumaresq
North Dundas	The Rev. Anne Quick	Caroline Roberts Sandy Weagant	Arlene Armstrong Sandy Weagant
St. Mary's Russell/Holy Trinity Metcalfe	The Rev. Tom Hubschmid	Meredith Brophy Patricia Halford David Langois Kay Stanley	Charlotte Brooks David Rogerson Kay Stanley Karen Talgoy
(St. Mary's Navan/Holy Trinity Bearbrook)	The Ven. Rhonda Waters	Andrew Beimers Mark O'Donoughue	Neil Blaney Mark O'Donoughue

Deanery of West Quebec

Parish	Clergy	Lay	Wardens
Holy Spirit	The Rev. Dr. Caz Ducros The Rev. Sony Jabouin	Deborah Bergeron Margaret Capelazo Will Daley Monica Dodson Nathan Durham Trevor Kerr	Stephanie Baker Gisele Beaudin Peck Doris Beck Deborah Bergeron Will Daley Nathan Durham Trevor Kerr Kathleen Lauder

			Jean Macnab Sandra Rutledge- Barber Judy Stephens
St. James Otter Lake			

Annex Document 9
Draft Minutes of the 146th Session of Synod
Anglican Diocese of Ottawa
February 28, 2026

The Episcopal Electoral Synod convened at Christ Church Cathedral 414 Sparks St., Ottawa. Doors opened at 7:30 a.m. and registration started at 8 a.m.

Service of Holy Eucharist

The 146th Session of the Synod of the Anglican Diocese of Ottawa opened with a Lenten Ember Day Holy Eucharist at 9:00 a.m.

- The Very Rev. Beth Bretzlaff
- The Rev. Canon Doug Richards
- Celebrant/Preacher - The Most Rev. Anne Germond
- Organist - James Calkin
- Readers - Norm Villegas and Katherine Spencer-Ross
- Intercessor - The Rev. Canon Catherine Ascah
- Duty Warden - Katherine Spencer-Ross

Refreshments were served in the Great Hall, following the end of the service.

Call to Order

The Most Rev. Anne Germond, Chair of the Electoral Synod, called the meeting to order at 10:50 a.m.

Nominations

The Most Rev. Anne Germond asked if there were any other nominations. None were received. Nominations were declared closed at 10:52 a.m.

Attendance

Total attendance at the Synod was reported as 129 voting lay members, 69 voting clergy members, and 49 non-voting attendees. The total in attendance was 246.

Quorum

The Rev. Canon Stephen Silverthorne reported that 129 registered Lay members and 69 registered Clergy members were present and eligible to vote.
The Chair declared that a quorum was present.

MOTION 1: OMNIBUS

MOVED BY: The Rev. Canon 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, and adopts the agenda as distributed in the Synod package.

Carried

MOTION - PRIVILEGES OF THE HOUSE

That Synod grant the following people the privileges of the house:
Resource People Assisting or Making Reports or Presentations to Synod.

MOTION - SESSIONAL COMMITTEES

That Synod appoint the following sessional committees for the 146th Session of Synod:

1. Committee to Review the Minutes

- Arlene Armstrong
- Court Harkness
- The Reverend Dr. Alana McCord

2. Resolutions Committee

- Marian McGrath
- Margaret Porter
- Canon Henry Schultz
- The Reverend Canon Stephen Silverthorne

3. Scrutineers Committee

- Heidi Fawcett (Chair)
- The Reverend Canon Doug Richards (Assistant Chair)
- Ann Chaplin
- Steve Chaplin
- Debbie Danson
- Richard Evans
- Lynn Glenn
- Deborah Rowan-Legg

MOTION - AGENDA OF THE 146TH SESSION OF SYNOD

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

Introductions

The Most Rev. Anne Germond introduced the head table.

- The Most Reverend Anne Germond, Chair
- The Rev. Canon Stephen Silverthorne, Clerical Secretary

- Margaret Porter, Lay Secretary
- Canon Henry Schultz, Chancellor

The Most Rev. Anne Germond presented the following Nominees for the election of the 11th Bishop of Ottawa.

- The Ven. Brian Kauk
- The Ven. Kathryn Otley
- The Ven. Monique Stone

Housekeeping Announcements

The Rev. Canon Stephen Silverthorne made some housekeeping announcements.

MOTION 2: MOTION TO CONFIRM THE SLATE OF NOMINEES

MOVED BY: The Rev. Canon Stephen Silverthorne, Clerical Secretary
SECONDED BY: Margaret Porter, Lay Secretary

That Synod confirm the slate of Nominees:

- The Venerable Brian Kauk
- The Venerable Kathryn Otley
- The Venerable Monique Stone

Carried

Balloting

- Canon Henry Schultz, Chancellor, explained the rules and process of voting/balloting.
- Voting is by Order, by successive ballots. A nominee is elected when they have received a majority of votes in each of the House of Clergy and House of Laity.
- Each eligible voting Clergy member and each eligible voting Laity member will fill out their ballot, proceed to the ballot boxes, where the scrutineers will check them in; the voter will place their ballot in the box and receive a blank ballot for the next vote, as required.
- Once balloting is closed, the scrutineers go to a separate room and count the ballots. The results of the round of balloting are delivered to the Most Rev. Anne Germond, who will advise the nominees of the results and then once they have returned to the nave, she will announce the results with Synod.
- Once a Bishop is elected, they will be Bishop-Elect, until their consecration and installation.

Ballot 1

- The Most Rev. Anne Germond offered a prayer, followed by a period of silence.
- The Most Rev. Anne Germond declared the ballot boxes:
 - o open at 11:12 a.m.
 - o closed at 11:35 a.m.

- Hymns were sung during the balloting.

Announcements

The Most Rev. Anne Germond announced that the Scrutineers will count ballots in the Wickstead Room, and they will then give her the results, where she will then share them with the nominees and their chaplains in the Lackey Room.

Lunch

Box lunches were provided in the Great Hall.

Results of Ballot 1

The Most Rev. Anne Germond read the results of the 1st ballot at 12:43 p.m.

Total Votes

129 Laity voted of 129 registered (65 votes needed for majority).

69 Clergy voted of 69 registered (35 votes needed for majority).

Nominee	Clergy Votes	Lay Votes	Meets Canonical Majority?
The Ven. Brian Kauk	11 Cast at 15.94%	16 Cast at 12.4%	No
The Ven. Kathryn Otley	31 Cast at 44.93%	59 Cast at 45.7%	No
The Ven. Monique Stone	27 Cast at 39.13%	54 Cast at 41.86%	No

We do not have a new Bishop at this time; no nominee received the required majority in each house. All 3 nominees are still on the ballot.

Prayers were said and a hymn was sung at 12:45 p.m.

Ballot 2

- The Most Rev. Anne Germond declared the ballot boxes:
 - o open at 12:47 p.m.
 - o closed at 1:03 p.m.
- Hymns were sung during the balloting. The Most Rev. Anne Germond read the Gospel reading for March 1, 2026.

Results of Ballot 2

The Most Rev. Anne Germond called Synod back to order at 1:44 p.m. and announced the following results of ballot 2 at 1:48 p.m.

Total Votes

129 Laity voted of 129 registered (65 votes needed for majority).

69 Clergy voted of 69 registered (35 votes needed for majority).

Nominee	Clergy Votes	Lay Votes	Meets Canonical Majority?
The Ven. Brian Kauk	4 Cast at 5.78%	11 Cast at 8.53%	No
The Ven. Kathryn Otley	37 Cast at 53.62%	65 Cast at 50.39%	Yes
The Ven. Monique Stone	28 Cast at 40.57%	53 Cast at 41.08%	No

- One candidate having received a majority of the votes in the House of Laity and a majority in the House of Clergy, Ottawa has a Bishop-Elect, the Venerable Kathryn Otley.
- The Most Rev. Anne Germond asked Bishop-Elect, The Venerable Kathryn Otley that the Diocese of Ottawa had duly elected her as the 11th Bishop and asked if she consented. The Bishop-Elect, The Venerable Kathryn Otley said, “I do”.
- The Most Rev. Anne Germond asked the Bishop-Elect if she would like to say a few words to Synod.
- Bishop-Elect, the Ven. Kathryn Otley spoke to Synod and said she was honoured that “along such gifted colleagues you have elected me to be your bishop, leading our Diocese at a time that is full of challenges, but I believe challenges that we can transform into opportunities together. We do that by calling on the sure and certain hope of our faith. And so, I just want to close with the words of Paul in Romans: ‘May the God of hope fill us with all joy and peace in believing that we may overflow with hope through the power of the Holy Spirit.’ Amen.”
- The Most Rev. Anne Germond announced that she will be informing the Provincial House of Bishops and asking them to concur with the results of the Electoral Synod.
- Bishop-Elect, The Ven. Kathryn Otley will be consecrated and installed as the 11th Bishop of Ottawa on May 9, 2026, at Christ Church Cathedral.

MOTION 3: MOTION FOR UNANIMOUS DECISION

MOVED BY: The Ven. Monique Stone
 SECONDED BY: The Ven. Brian Kauk

That the election of the Ven. Kathryn Otley as Bishop of Ottawa be declared a unanimous decision.

CARRIED.

MOTION 4: MOTION FOR THE DESTRUCTION OF BALLOTS

MOVED BY: The Rev. Canon Stephen Silverthorne, Clerical Secretary
 SECONDED BY: Margaret Porter, Lay Secretary

That all ballots cast in this election be destroyed.

CARRIED.

Remarks

The Most Rev. Anne Germond thanked the Synod Chaplain, the clergy of the Cathedral, the organist, and Cathedral staff for their service and support throughout the Synod. Gratitude was also extended to the Chancellor and Vice-Chancellor for their counsel and assistance, and to the nominees and their chaplains for their prayerful participation in this election process.

The Rev. Canon Stephen Silverthorne thanked the Most Rev. Anne Germond for her support and for chairing the Electoral Synod. Gratitude was extended to all members of the Election Committees, the Ascension House Staff, the Moderator, Site Manager, the parishes who hosted the Public Meetings, the Scrutineers, the Budget Advisor, the Minute-Taker, Meal managers, On-Site Registration team, and to all the clergy and laity of the Diocese for their contributions to the electoral process.

Announcements

The Rev. Canon Stephen Silverthorne noted several concluding announcements.

Concluding Blessing

The Ven. Kathryn Otley, Bishop-Elect, gave a closing blessing.

Adjournment

At 2:07 p.m., the Most Rev. Anne Germond announced that the Synod was adjourned.

Annex Document 10
List of Licensed Lay Readers

As of October 1, 2026

Arlene Armstrong	Peter Humphries
Lynne Bamford	Daniel Jerusalemiec
Clive Bebbington	Kim Jones
Marion Bebbington	Asenath Kannutaq
Deborah Bergeron	Edward (Ted) Livingstone
Bonnie Blenner-Hassett	Colin Lockie
Michael Blore	Marilyn Lowe
Meredith Brophy	Jean Macnab
Laurie Brown	Patrick McNally
Marilyn Brownlee	Bonnie McNally
Carol Bruce	Brenda Million
Caroll Carkner	David Moat
Wendy Cayen	Eileen Mortimer
Dennis Cole	Paul Mugarura
Wilburn Cowan	Thérèse Narbone
Debra Cox	Gary Newman
Martin David	Barbara Newman
Laurence Dickson	William Passmore
Monica Dodson	Shalini Raphael
Paul Dumbrille	Leah Seabrook
Sylvia Giles	Ruth Speer
Nancy Gover	Kay Stanley
Anne Graham	Randall Storey
Patricia J Halford	Janet Sturrock
Michael Harwood	Joanne Swift
William Helmer	Judith A Thomas
Derrill Henderson	Phil Whittall
Peter Hicks	Janice Wilson
Sandy Holmes	Bev York

Annex Document 11
Annual Diocesan Statistics
For the Years 2023 - 2025

STATISTICS FOR THE YEAR 2023

Deanery/Parish	# On Parish Roll	Avg. Sun. Attendance	Baptisms	Funerals
1. Christ Church Cathedral	482	209	6	10
2. Central Ottawa	2231	631	23	47
All Saints Westboro	659	129	4	18
Church of the Ascension	67	74	3	1
Julian of Norwich	220	55	0	6
St. Barnabas Ottawa	156	78	4	3
St. John the Evangelist	210	73	1	3
St. Mark's Ottawa	238	54	2	4
St. Matthew's Ottawa	366	101	7	4
St. Stephen's Ottawa	315	67	2	8
3. East Ottawa	1968	606	40	43
All Saints Greely	32	14	1	0
Church of the Epiphany	391	94	6	10
St. Aidan's	175	58	5	6
St. Alban's	131	45	5	0
St. Bartholomew's	319	82	4	2
St. Columba	53	28	1	0
St. James Leitrim	81	19	1	1
St. Margaret's Vanier	125	61	7	8
St. Thomas the Apostle Ottawa	341	83	5	14
St. Bernard de Clairvaux	31	14	0	0
Trinity Old Ottawa South	289	108	5	2
4. West Ottawa	1879	387	22	44
Christ Church Bells Corners	385	80	1	6
Huntley	x	x	x	x
St. James Manotick	531	84	12	13
St. John's Kanata North	x	x	x	x
St. Paul's Kanata	611	160	5	20
St. Thomas Stittsville	352	63	4	5
West Carleton-March	x	x	x	x
5. Northwest	1127	341	11	33

Emmanuel Arnprior	x	x	x	x
Mattawa-Rutherglen	144	27	1	0
Pakenham	x	x	x	x
St. Barnabas Deep River	139	44	0	1
St. Paul's Renfrew	56	20	0	2
The Valley	788	250	10	30
6. Southwest	1309	382	17	64
Maberly-Lanark	48	45	2	6
Mississippi Lake	339	116	5	10
South Carleton	141	27	3	12
St. James Perth	302	91	1	7
St. John's Richmond	241	30	0	8
St. John's Smiths Falls	238	73	6	21
St. Paul's Almonte	x	x	x	x
7. East Ontario	1757	503	19	50
Holy Trinity Metcalfe	92	21	0	0
St. Mary's Russell	151	34	2	2
Lower Ottawa Valley	174	102	2	7
North Dundas	75	28	5	1
South Dundas	180	54	2	0
St. Helen's + St. Mary the Virgin Blackburn	352	134	3	9
St. Lawrence	650	108	3	31
St. Mary's Navan + Holy Trinity Bearbrook	83	22	2	0
8. West Quebec	321	86	10	10
Chelsea Lascelles Wakefield	x	x	x	x
Christ Church Aylmer	186	43	6	7
St. James Otter Lake	x	x	x	x
West Quebec	135	43	4	3
Diocesan Total	11074	3145	148	301

x = Information not received

STATISTICS FOR THE YEAR 2024

Deanery/Parish	# On Parish Roll	Avg. Sun. Attendance	Baptisms	Funerals
1. Christ Church Cathedral	472	174	6	8
2. Central Ottawa	1858	535	21	28

All Saints Westboro	641	126	13	10
Church of the Ascension	135	84	0	0
Julian of Norwich	188	62	0	5
St. Barnabas Ottawa	x	x	x	x
St. John the Evangelist	x	x	x	x
St. Mark's Ottawa	229	58	7	3
St. Matthew's Ottawa	341	114	1	1
St. Stephen's Ottawa	324	91	0	9
3. East Ottawa	1544	550	35	56
All Saints Greely	32	14	0	1
Church of the Epiphany	398	102	3	8
St. Aidan's	170	57	6	8
St. Alban's	101	46	2	0
St. Bartholomew's	281	98	2	8
St. Columba	70	37	2	1
St. James Leitrim	54	16	4	2
St. Margaret's Vanier	121	62	0	11
St. Thomas the Apostle Ottawa	x	x	9	13
St. Bernard de Clairvaux	35	14	1	0
Trinity Old Ottawa South	282	104	6	4
4. West Ottawa	2508	618	26	55
Christ Church Bells Corners	428	103	2	5
Huntley	230	39	4	10
St. James Manotick	534	100	6	7
St. John's Kanata North	130	43	0	0
St. Paul's Kanata	615	191	11	22
St. Thomas Stittsville	344	71	0	6
West Carleton-March	227	71	3	5
5. Northwest	1303	392	7	38
Emmanuel Arnprior	135	44	0	4
Mattawa-Rutherglen	144	38	1	2
Pakenham	80	14	2	0
St. Barnabas Deep River	131	48	0	6
St. Paul's Renfrew	45	17	1	0
The Valley	768	231	3	26
6. Southwest	1405	413	9	86
Maberly-Lanark	40	10	0	14
Mississippi Lake	321	122	0	19
South Carleton	126	28	1	6
St. James Perth	285	90	3	7
St. John's Richmond	117	30	1	9

St. John's Smiths Falls	236	80	1	18
St. Paul's Almonte	280	53	3	13
7. East Ontario	1512	477	22	22
Holy Trinity Metcalfe	92	26	1	1
St. Mary's Russell	141	41	1	1
Lower Ottawa Valley	69	40	2	5
North Dundas	91	28	0	2
South Dundas	153	51	3	7
St. Helen's + St. Mary the Virgin Blackburn	232	141	6	4
St. Lawrence	646	114	7	18
St. Mary's Navan + Holy Trinity Bearbrook	88	36	2	3
8. West Quebec	386	83	3	6
Chelsea Lascelles Wakefield	171	38	0	3
Christ Church Aylmer	215	45	3	3
St. James Otter Lake	x	x	x	x
West Quebec	x	x	x	x
Diocesan Total	10988	3242	129	299

x = Information not received

STATISTICS FOR THE YEAR 2025

Deanery/Parish	# On Parish Roll	Avg. Sun. Attendance	Baptisms	Funerals
1. Christ Church Cathedral	480	185	5	6
2. Central Ottawa	2221	721	25	59
All Saints Westboro	636	134	6	13
Church of the Ascension	135	82	2	1
Julian of Norwich	193	61	1	5
St. Barnabas Ottawa	180	65	4	8
St. John the Evangelist	241	91	3	3
St. Mark's Ottawa	220	63	0	6
St. Matthew's Ottawa	295	140	5	11
St. Stephen's Ottawa	321	85	4	12
3. East Ottawa	2002	638	24	52
All Saints Greely	31	16	1	2
Church of the Epiphany	412	104	5	5
St. Aidan's	170	55	1	7

St. Alban's	95	44	3	1
St. Bartholomew's	303	112	2	11
St. Columba	72	37	0	0
St. James Leitrim	59	20	2	2
St. Margaret's Vanier	135	69	2	8
St. Thomas the Apostle Ottawa	387	83	2	12
St. Bernard de Clairvaux	x	x	x	x
Trinity Old Ottawa South	338	98	6	4
4. West Ottawa	2336	616	16	71
Christ Church Bells Corners	340	88	3	9
Huntley	187	59	5	9
St. James Manotick	534	100	4	5
St. John's Kanata North	128	46	1	3
St. Paul's Kanata	581	191	1	29
St. Thomas Stittsville	345	68	2	8
West Carleton-March	221	64	0	8
5. Northwest	1380	401	20	61
Emmanuel Arnprior	131	48	0	9
Mattawa-Rutherglen	144	38	1	3
Pakenham	170	40	3	0
St. Barnabas Deep River	135	48	3	3
St. Paul's Renfrew	54	9	2	7
The Valley	746	218	11	39
6. Southwest	940	285	13	33
Maberly-Lanark	40	x	1	1
Mississippi Lake	292	130	5	19
South Carleton	124	30	2	3
St. James Perth	271	88	2	6
St. John's Richmond	213	37	3	4
St. John's Smiths Falls	x	x	x	x
St. Paul's Almonte	x	x	x	x
7. East Ontario	1714	559	18	51
Holy Trinity Metcalfe	90	24	1	0
St. Mary's Russell	155	39	1	2
Lower Ottawa Valley	176	112	2	5
North Dundas	91	28	2	4
South Dundas	153	50	4	7
St. Helen's + St. Mary the Virgin Blackburn	396	149	6	7
St. Lawrence	571	116	1	20

St. Mary's Navan + Holy Trinity Bearbrook	82	41	1	6
8. West Quebec	519	141	5	16
Chelsea Lascelles Wakefield	107	32	0	6
Christ Church Aylmer	261	54	2	4
St. James Otter Lake	x	x	x	x
West Quebec	151	55	3	6
Diocesan Total	11592	3546	126	349

x = Information not received