

NOTICES OF MOTION

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.

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)

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- A. Paragraphs (f) to (h) of Section 1 of Canon 1.02 (Definitions and Interpretation) are repealed.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”.
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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.

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:
 - 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.

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:

- 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 in the 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.

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).

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:

- a) to provide that forms for certificates of election and Synod credentials shall be prescribed by the Secretaries of Synod and not by Regulation; and
- b) 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 (Archdeacons 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. 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 Licenced 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.

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 (Archdeaconries and Regional Deaneries)

The purposes of this amendment:

- To remove from the Bylaws the authority of the Bishop to establish Archdeaconries 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:
 - 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.

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.

¹ Paragraphs (a) and (b) of Bylaw 4.06(1) *currently* provide that the Incumbent of each Parish shall:

- a) prepare and forward to the Office of the Synod for the attention of the Secretaries of Synod the certificate of election of lay members of Synod and the certificate as to the basis on which the number of lay members of Synod from that Parish is determined and the names and

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

addresses of the Churchwardens for the current year. These shall be forwarded to the Office of the Synod within ten days after the Annual Meeting of the Vestry;

- b) prepare and forward, not later than the fifteenth day of March in each year, to the Office of the Synod all such statistical returns regarding the parish, as is required by Canon or Regulation;

- 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,

- 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;

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**
- **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

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.

**MOTION 11: MOTION ON A DECADE FOR PEOPLE OF AFRICAN
DESCENT (2015–2025) IN THE LIGHT OF THE GOSPEL**

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 (2015-2025) 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.

**BACKGROUND DOCUMENT TO MOTION 11 - A DECADE FOR PEOPLE OF
AFRICAN DESCENT (2015-
2025) 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

- i) 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.

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.