

REPORTS

Diocesan Council

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

- Tracy Albert;
- The Rev. Adam Brown;
- The Rev. Matthew Brown;
- Caroll Carkner;
- Marie Cheesman;
- The Rev. Dr. Caz Ducros;
- Kathryn Fournier;
- The Rev. Dr. Mary-Catherine Garden;
- Robert Hanson;
- Kate Jordan;
- The Rev. Canon George Kwari;
- The Rev. Alana McCord;
- Christine Ormsby;
- The Rev. Rosemary Parker;
- Canon Henry Schultz (Chancellor);
- The Ven. Monique Stone; and,
- Lyoness Woodstock.

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

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

- helping develop long term goals and plans for the development of the diocese and offering strategic guidance for their implementation;
- approving policies and practices for the diocese and recommending modifications to the Canons, Bylaws and Regulations (CBR) to Synod;
- developing and maintaining principles and processes for effective governance;
- ensuring there is effective management of finances and risk; and,
- providing advice on and assisting with the engagement of parishes, parishioners as well as members of the broader community.

Diocesan Council met six times since the 2024 annual Synod. It took action on the following during this period:

- approved, subject to confirmation by Synod, CBR changes to diocesan governance including clarification of duties for several diocesan positions;
- approved, subject to confirmation by Synod, housekeeping amendments to the CBRs related to definitions, interpretations, numbering of clauses, and outdated clauses;

- approved, subject to confirmation by Synod, changes to the CBRs related to:
 - indemnification,
 - parish governance,
 - remuneration and benefits for clergy, and
 - Synod membership,
- initiated protocols mandated by the CBRs for the election of a diocesan bishop;
- endorsed membership of diocesan committees;
- approved grant applications to the Anglican Foundation;
- approved requests for the amalgamation of parishes;
- approved partnership requests with the Diocese of Ottawa, as recommended by the Partnerships Committee;
- revised regulations pertaining to the operation of Synod;
- reviewed and accepted the Diocese's 2024 financial statements; and,
- began implementation of CBR directives regarding episcopal election, including the appointment of a Diocesan Administrator and endorsement of membership for prescribed committees.

A complete list of approved motions from this term is included as *Annex Document 4, List of Diocesan Council Motions, August 2024 to July 2025*, in this Convening Circular.

Respectfully submitted,

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

Audit Committee
For the Audit Year Ended December 31, 2024

The Audit Committee consisted of the following members.

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

The Audit Committee is responsible for reviewing and confirming draft audited financial statements of the Incorporated Synod of the Diocese of Ottawa (standard - qualified audit opinion), and the draft audited Financial Statements of the Consolidated Trust Fund (CTF) of the Incorporated Synod of the Diocese of Ottawa - (standard unmodified audit opinion). The Audit Committee also reviews with management accounting processes and risk areas.

In a meeting with management and our auditors - Deloitte LLP - no unresolved issues were raised either by the auditors nor management for the 2024 audits. The auditor confirmed that they received all required information from management during the audit. All matters during the audit were dealt with by management. No matters of fraud or error were discovered during the audit. No matters of fraud or error were known by the committee.

The Audit Committee recommended to the Diocesan Council that they receive and approve for presentation to Synod these Financial Statements.

Please note the following highlighted comments.

- Filing an appeal with the Canada Revenue Agency over a \$500k HST rebate as a result over property transfer;
- reviewed the process of issuance of paper cheques vs \$ transfers, and approval process;
- investment portfolios out of line with investment guidelines. Investment Committee will consider leeway;
- the CTF management software needs to be updated. Current recording process needs to be documented;
- laptop computer backup process is being reviewed; and,
- work load for current staffing levels remains a risk.

The committee met in-camera with Deloitte LLP and then with management. Deloitte LLP confirmed that they received excellent support from management. The committee recommended the reappointment of Deloitte LLP for the upcoming year.

There are currently four members on the committee. It should be noted that two new members are urgently needed in light of pending retirements.

Respectfully submitted,

John McBride
Chair, Audit Committee

Community Ministries Committee

The role of the Community Ministries Committee (CMC) is to strengthen, broaden, and enhance the diocese's ability to serve in the community by providing support, leadership and oversight to current and developing community ministries.

The CMC is made up of the Chairs of management boards of each individual ministry; up to three Diocesan Council members or others active in the diocese; (non-voting) Executive Directors of each ministry; and the Director General of Community Ministries, the Rev. Canon Dr. Peter John Hobbs. The following are members of the CMC.

- Canon Monica Patten, Chair
- The Rev. Canon Catherine Ascah
- Lynne Burritt
- Maria Crosby
- The Rev. Michael Garner
- Mark Holzman
- The Ven. Brian Kauk
- Peggy Lister
- Canon Henry Schultz, Chancellor
- Lorraine Tell (resigned June 2025)

The following participate as non-voting resource persons.

- Heather Fawcett (Executive Director - Ottawa Pastoral Counselling Centre)
- The Rev. Canon Dr. Peter John Hobbs (Executive Director - Refugee Ministry Office and Director General - Community Ministries)
- Anne Marie Hopkins (Executive Director, Cornerstone Housing for Women)
- Taylor Seguin (Executive Director - Centre 105)
- Shauna Young (Executive Director - Belong Ottawa)

At present, there are five community ministries. While each is described separately below, they all have a common mission to serve those in need regardless of religious affiliation, and maintain a deep respect for diversity of background, gender, language, and political perspectives. Each ministry relies upon the oversight and collective resources of our diocese and is supported through a contractual relationship between the Anglican Diocese of Ottawa, various government and non-government funding groups, and the generosity of hundreds of corporate and individual donors. Fees for service cover some expenses as well.

Each community ministry has a management board. In the case of Cornerstone Housing for Women, which is a registered charitable organization, it has its own board of directors with our diocese being the sole member. They all develop some of their own policies (e.g. risk management) and comply with various diocesan policies (e.g. human resources). While each ministry clearly presents as an active part of the diocese through their branding and messaging, there is also room for each to develop their own "personality" and engage in their own fundraising.

Their collective budget is well over \$10 million in revenues and expenses, with Cornerstone and Belong Ottawa being the largest by far. Recent growth in budgets reflect both an increasing need among vulnerable populations around us, and a confidence within funding

groups that our diocese is capable and well worth supporting. This growth also reflects the challenges of the larger infrastructure required to manage the programs. Some of these complex challenges include:

- the need for more staffing as well as greater capacity within staff;
- more cost for food; and,
- more attention to basic needs including laundry and shower facilities, and for safe housing.

The following is a description of each ministry and a brief review of the past year.

Belong Ottawa

Belong Ottawa provides a safe space that connects people and creates community. It includes three programs: Centre 454 (located at St. Alban's), The Well (located at St. John the Evangelist on Elgin Street), and St. Luke's Table (housed at the Bronson Centre). Meals were provided to over 78,000 individuals, along with other basic services. Most importantly, they provide safety and respect in the midst of increasing turmoil on the streets of Ottawa. Evening and weekend hours were offered when proper staffing could be provided.

Core services have not changed in 2025. This year however, renewed focus has been on ensuring participant voice is heard on all matters, on encouraging and supporting staff resilience and effectiveness, making sure financial health and adequate resources are in place, and on supporting volunteer engagement.

Cornerstone Housing for Women

Cornerstone provides a continuum of housing and support for women and gender-diverse people that is inclusive and reduces barriers. Its shelters and supportive housing offered spaces for over 300 women in 2024. Over the past year it served 197,000 meals and recorded 3,800 volunteer hours.

In 2025, Cornerstone is evolving to accommodate unique needs, to connect individuals to community resources, to focus on a trauma-informed approach, and to build its own capacity for its work. In the spring of 2025, Anne Marie Hopkins was appointed Executive Director.

Ottawa Pastoral Counselling Centre

The counselling centre saw the continuation of counselling services through a hybrid model of in-person and virtual support. Some administrative procedures were refined, and a few staff changes occurred. For example, the administrator position became full-time. While some costs, such as for staffing, increased, fees were not changed. Very sadly, the former Executive Director, Sharon York, died early in 2025.

In 2025, the centre continues to: offer hybrid services, expand its reach in our diocese, ensure greater access to its Counselling Fund in support of those who cannot pay full fees, develop stronger communications through its website and social media plans, modestly refurbish its offices in the Bronson Centre, and implement a revitalized fundraising approach.

Centre 105

Located in Trinity Church, Cornwall, this ministry offers breakfast three mornings a week to a growing number of vulnerable people in the area. Participants can also access laundry facilities, emergency food hampers, a weekly mobile clinic, and support staff from the city

who make regular visits. In 2024, over 2,000 meals were served, facilities were enhanced, and community and partner relations blossomed. Centre 105 once again focused on successful fundraising, often through third parties.

In 2025, Centre 105 is working to expand some services (develop a quiet room, for example), invest in building its partnership with the City of Cornwall, maintain and develop new partnerships and strengthen the capacity of the management board. All this is happening amid a growing number of visitors to the centre.

Refugee Ministry Office

The office operates as a Sponsorship Agreement Holder with Immigration, Refugees, and Citizenship Canada (IRCC), participating in Canada's private sponsorship program. It works closely with community groups (called Constituent Groups) and family sponsors to bring refugees from around the world to safety in Canada. In 2024, 45 applications were in place, and 70 individuals arrived. Each application takes several years before a person can arrive. A person arriving in 2024 may have been waiting, likely in refugee camps, for a long time. In 2024, the Refugee Ministry Office (RMO) launched its *New Beginnings* newsletter, an informative tool to help our diocese understand its work in the somewhat mystifying world of refugee management.

In 2025, RMO continues to work toward welcoming refugees. It is focusing on improving operational capacity, communications and fundraising, ensuring compliance with IRCC, advocacy with partners and coalitions, and good governance.

The past year was one of familiar challenges and successes. At times it was difficult to find enough staff, and often staff were stressed. The crisis on the streets in our communities and neighbourhoods has deepened. Mental health issues remained prevalent, and gaps in funding for basic services such as housing continued. Bureaucracy, such as with IRCC, slowed down the hopes and dreams of individuals and families, while local governments, such as in Cornwall, were still considering their level of support for Centre 105.

Despite these challenges, our staff and volunteers continue tirelessly. We owe them deep gratitude for offering hope, security, comfort, and respect to anyone who walks through their doors. We are also grateful to our diocesan leadership and to our many financial supporters for their wisdom and generosity.

Respectfully submitted,

Canon Monica Patten
Chair, Community Ministries Committee

Education Committee

There have been two Learning Commons workshops held in the past year. *Property & Finance in the Parish* took place at Emmanuel Church in Arnprior on April 5, 2025. It was presented by Sanjay Grover, Director of Financial Ministry, and Joel Prentice, Director of Property and Asset Management. *Governance & Human Resources in the Parish* was held at Holy Trinity Church in Pembroke on May 3, 2025. It was presented by the Venerable Linda Hill, Executive Archdeacon, and Paul Lex, Director of Human Resources. Earlier versions of both workshops were held in 2024 in Ottawa. The workshops were recorded and will be posted in the Learning Commons section of our diocesan website.

One of the key accomplishments of the Education Committee was done in conjunction with the Parish Development subcommittee. *Helping Parishes Thrive* is a document that names the eight essential elements of a thriving parish ministry:

- worship;
- spiritual growth;
- community;
- pastoral care;
- contextual mission;
- leadership and governance;
- financial stewardship & management; and,
- property management & maintenance.

Diocesan Council affirmed the document as a valuable tool; it is attached to this report.

The committee will continue to oversee the production of a parish assessment tool by the Parish Development subcommittee. It aims to show parishes where they are most in need of Learning Commons resources. This assessment tool will be tested before it is made available to the entire diocese.

The committee also reviewed a Resource Hub application from the Diocesan Stewardship Committee. It recommended that Diocesan Council approve the establishment of a Stewardship Resource Hub, and Council agreed; motion carried. We are hoping that more resource hubs will be formed in the coming year, realizing that recruitment will be necessary. Archbishop Shane asked the Education Committee to be responsible for the Learning Commons, suggesting that the name of the committee be changed to reflect this responsibility. He encouraged the committee to create working groups from time to time to oversee specific aspects of this ministry.

Committee members have been vetting resources that were on the previous diocesan website to see if they are suitable for the Learning Commons. They will continue to gather and curate material to add to our online offerings. We encourage you to check the Learning Commons on our diocesan website regularly as new resources will be added as they are available. Thanks to the Ascension House staff and Archbishop Shane for making this committee the focus of one of the priorities of our diocese in this triennium.

Parish Development Subcommittee

Over the past year the subcommittee has gone through several changes, and taken on some interesting work.

The Rev. Simone Hurkmans came on board as the subcommittee co-chair, and the Rev. Geoff Chapman agreed to be a member of the team as well. Both have provided highly helpful leadership with the team, especially in the areas of technological skill, organization, creativity, and a pastoral lens through which to view our work.

With Archbishop Shane's decision to rebrand the Learning Commons the team spent a great deal of time developing a parish self-assessment tool (along with documentation around its use). The subcommittee also worked on solidifying the eight parts of thriving parishes, and on designing the Learning Commons matrix. This was to ensure that there would be a user-friendly guide to what resources were available for each of the eight elements, and to identify who was responsible for overseeing that particular source of information.

The subcommittee will now turn its attention back to developing introductory and best practice scripts on each of the eight elements of a thriving parish. It will be made available for use by parish councils across the diocese as they are invited to begin their work around parish development.

Education Committee Members

Caroll Carkner - Co-chair

The Ven. Linda Hill - Co-Chair

Michael Beall

Carole Breton - Director of Communications & Development

Anne Graham

The Rev. Gillian Hoyer - Resource Hubs

The Rev. Mark Lewis

The Rev. Canon Dr. Jon Martin - Parish Development Subcommittee

The Ven. Mark Whittall - Contextual Mission Subcommittee

Respectfully submitted,

Caroll Carkner, Co-chair

The Ven. Linda Hill, Co-chair

Education Committee

Governance Committee

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

- The Rev. Bob Albert;
- Edward Livingston;
- Canon Henry Schultz - Chancellor;
- Garry Smith; and,
- Emmy Verdun.

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

Canons, Bylaws, and Regulations Sub-committee

The CBR Sub-committee is tasked with advising on and drafting proposed changes to the CBRs. The Sub-committee is chaired by the Canon Henry Schulz, Chancellor of the Diocese. This term, the Sub-committee proposed and drafted changes to CBRs related to the operation of the annual Diocesan Synod and the General and Provincial Synods. Please refer to the annexes for specifics on the wording of all motions passed during the reporting period.

Nominations Sub-committee

The Nominations Sub-committee is tasked with helping recruit qualified candidates to fill vacancies identified by committees, to propose new members for Diocesan Council and other Diocesan committees and any members of any boards or committees requiring elections of members by the Diocesan Synod. The Sub-committee is chaired by the Rev. Bob Albert.

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

- Advisory Panel on the Termination of Clerical Appointments;
- Audit Committee;
- Diocesan Council;
- Education Committee;
- Investment Sub-committee;
- Partnerships Committee; and,
- Property and Finance Committee.

Also, a *Skills Inventory* initiative was undertaken to provide a clearer understanding of the skills and experience of both lay Synod members and clergy across the diocese. A *Skills Inventory* questionnaire was developed to gather this information, with the goal of helping to staff diocesan committees, ministry groups and other initiatives that serve our diocese.

A pilot was conducted with a small group of clergy and will expand, in the future, to include all clergy in the diocese, as well as lay leaders in parishes and community ministries.

All information will be kept strictly confidential and will be used solely by senior staff and clergy to identify and invite individuals with the relevant skills and experience to be part of the various committees and ministries.

Synod Management Working Group

The SMWG is co-chaired by the Secretaries of Synod. It meets regularly in the months leading up to the annual Synod. It is responsible for overseeing all logistical arrangements for Synods of the Diocese, including:

- nominating members for the sessional committees of Synod;
- helping ascertain which items of business shall be brought before the Synod and establishing the agenda;
- ensuring that the space, equipment, technical and meal requirements for Synod are met;
- preparing the Synod Budget for approval by Diocesan Council;
- preparing the Synod Convening Circular; and,
- overseeing communications related to Synods of the Diocese.

Respectfully submitted,

Margaret Porter, Co-chair and Lay Secretary to Synod

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

Partnership Committee

The Partnership Committee was established in 2023, to create, review, and terminate diocesan partnerships, with the goal of managing diocesan reputational risk, strengthening relationships, and considering overlaps between mission and need. The committee is chaired by the Rev. Rosemary Parker and the following members.

- Bonnie Blenner-Hassett
- Kathryn Fournier
- Christine Ormsby

The committee has met four times since Synod 2024. The committee reviewed three new partnerships and one legacy partner, which were all subsequently approved by Diocesan Council. Our broader discussions focused on:

- the long-term purpose of the committee;
- how the committee's work can continue to be meaningful once the majority of pre-existing community relationships have been formalized as diocesan partnerships;
- what a bi-annual review of partnerships would entail; and,
- when it would be appropriate to end a partnership.

Another area for further development by the committee is communications. We are grateful to our diocesan staff for creating a new partnerships page on the ADO website, with sections to highlight each partner and their work. In consultation with Archbishop Shane Parker, we are also establishing a communications plan for partners. This will ensure that our partners can more easily connect with our diocese, and that every partner has equal access to our diocesan platforms and resources.

Parishes are encouraged to engage and support our diocesan partners, who reflect the mission and values of our diocese, and help to further the gospel of Christ in our world. The following are Anglican Diocese of Ottawa's official partnerships, as of June 2025.

- Alongside Hope
- Anglican Foundation
- Communion Forest
- Compass Rose
- Episcopal Diocese of Jerusalem
- KAIROS Ottawa
- International Anglican Women's Network in Canada
- Multi-Faith Housing Initiative
- St Paul University

Respectfully submitted,

The Rev. Rosemary Parker
Chair, Partnership Committee

Property and Finance Committee

The Property and Finance Committee (P & F Committee) is chaired by Tracy Albert. The committee expresses sincere appreciation to all who generously devote their expertise, time, and effort to ensuring diligent and effective oversight of the diocese's property and financial affairs.

The committee consists of the following members.

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

The P & F Committee provides oversight of the financial and administrative affairs of the diocese, encompassing matters such as property, investments, insurance, apportionment, compensation and benefits, and the prudent management of finances, including the Synod budget. The committee further exercises oversight of the Insurance Sub-Committee, the Investment Sub-Committee, and the Diocesan Cemeteries Working Group.

The Committee met eight times since the October 2024 annual Synod, and has taken the following actions.

1. Reviewed the Parish Commitment Report (monthly) and any overdue payments.
2. Reviewed and agreed to update insurance regulations.
3. Received a report from the Insurance Sub-committee with regard to insurance renewal. While the numbers are still being reviewed, a high-level review indicated that in 2025, there would be a 3% increase in insured value, and premiums would not increase by more than 5%.
4. Received a report that St. John the Evangelist celebrated the completion of its building project.
5. Voted in favour of authorizing the Director of Property and Asset Management and the Director of Financial Ministries to negotiate and execute the sale of St. Andrew's Vars, including the Church, and all property pertaining to the Church, for the recommended listing price of \$309,900, with Jocelyn Lauzon and Russell Morrison of RE/MAX acting as the realtors.
6. Voted in favour of establishing the Consolidated Trust Fund (CTF) dividend payout for 2025 at \$1.04 per Registered Unit, and to be paid out to the Registered Unit Holders in four equal quarterly payments during 2025.
7. Reviewed the Parish Commitment Report and any overdue payments. The Director of Financial Ministry noted that he continues to work with parishes to meet their obligations in a timely manner.

8. Reviewed the audited financial statements for the year ended December 31, 2024. Issues/changes which could potentially affect the financials include the costs associated with the fire at St. Luke's, and the commencement of operations at Hollyer House. Some concern was expressed around the size of the organization's accounts receivable, mostly offset by the fact that the amounts owing are from related parties (parishes).
9. Received an update with respect to the insurance payout of \$480,000 claimed as loss of business income because of COVID. The payout will be added to the CTF.
10. Received a report from St. John's Elgin, who reported that its parking spaces have been sold. The P&F Committee approved the expenditure of \$80,900 for the first phase of renovations.
11. Approved a request by St. John's, Smiths Falls to withdraw \$100,000 from its CTF funds to support their operations.
12. Approved the authorization of the Incumbent and the churchwardens of Trinity Anglican Church, Cornwall, to extend the lease agreement with Beek Lindsay Senior Residences Cornwall for a further period of 25 years.
13. Approved the transfer of the parish hall of Holy Trinity Anglican Church, Danford Lake, Quebec, to its local municipality.
14. Reviewed the 2025 clergy stipendiary scales, with the next review to be scheduled for 2027.
15. Discussed the upcoming insurance renewal.
16. Received a report by St. John's, Elgin, who reported that work on the nave is done. The parish received a bequest totaling \$285,000. The parish would like to use some of these funds for the building of two flat roofs which will be used to house the air conditioning system, as well as for some contingency expenses. The P&F Committee approved a motion that \$190,000 of the bequest to be used for payment of the roof plan.
17. Approved the renewal of insurance package with Ecclesiastical Insurance for 2024/2025 at \$875,000 plus taxes.
18. Approved the nomination of the following people to the Investment Sub-committee:
 - a. Donna Howard as Chair for one year.
 - b. Warren Trickey as a member for one year.
 - c. Phil Charko as a member for a three-year term.
 - d. Nicholas Galambos for a second three-year term.
19. Reviewed the Parish Commitment Report and any overdue payments.
20. Received a report from the Cemetery Sub-Committee with regard to possible changes to religiously-run cemeteries in Ontario.
21. Received a report from the Director of Property and Asset Management:
 - a. The sale of St. Andrew's, Vars closed on January 30, 2025.
 - b. The sale of St. George's, Vernon was to close February 13, 2025.
 - c. We are looking at offers for the sale of St. Paul's, Fenaghvale.
22. Received a report from the Director of Financial Ministries with respect to an error by CRA around the double payment of HST rebates. The agency is now asking us to pay penalties and interest on the amount of the double payment. We are consulting with an HST specialist at Deloitte LLP to resolve the issue.

23. Approved the transfer of the Belong Ottawa accumulated reserve to the current deficit.
24. Approved the Belong Ottawa 2025 budget.
25. Approved the withholding of funds from the CTF for St. James, Carleton Place for the purpose of paying out the loan against the church hall.
26. Authorized the Director of Financial Management and the Director of Property and Asset Management to negotiate and execute the sale of the land at 2476 Old Montreal Road for a recommended listing price of \$50,000.
27. Received a report from the Cemeteries Sub-Committee which outlined discussions between the Ontario Anglican dioceses and the Bereavement Authority of Ontario (BAO), the Ontario cemeteries regulatory agency.
28. Affirmed that responsibility for the management of the historical, disused St. Peter's Cemetery in Alfred, Ontario lies with the Diocesan Cemeteries Subcommittee and that the Subcommittee shall serve as the Cemetery Board.
29. Received a report on the progress of the audit.
30. Reaffirmed and confirmed the approval of the Investment Policy Statement, effective November 2023.
31. Reviewed the property management contract for Hollyer House.
32. Received a report stating that the sale of the Fenaghvale chapel closed on May 8, 2025.
33. Reviewed upcoming Canon, Bylaw, and Regulation amendments that pertain to the following.
 - a. A requirement for a fiscal plan for Belong Ottawa.
 - b. A requirement that Diocesan Council and the Bishop approve parishes forming their own corporations of which the diocese or parish is a member or shareholder.
 - c. A requirement that P&F Committee approval would be necessary for the renewal of any lease that extends the term of that lease beyond two years.
34. Approved Epiphany Anglican Church's phased approach to restoring their building, as described in the presentation made on June 11, 2025. Epiphany shall return to the Property and Finance Committee after completion of the engineering study and receipt of request for proposals.
35. Consented to St. Matthew's, Glebe decision to authorize the Incumbent and Churchwardens of the Parish to enter into the Second Amending Agreement with Telus, subject to the following conditions:
 - a. The granting of an option to Telus to extend the term of the Lease for an additional ten-year period, until January 31, 2046;
 - b. The approval of technical plans developed by Telus regarding the installation of telecommunications equipment on the roof of the church belfry; and
 - c. An undertaking by Telus to pay for the renewal of the roof using a contractor approved by the Parish.
36. Approved the withdrawal of \$100,000 from the CTF to cover cost of repair/replacement of windows at Christ Church, Huntley.
37. Approved the appointment of a new member (Bob Orr) to the Investment Sub-Committee.

38. Received the results of the audit and a presentation by the Director of Financial Ministry.

Insurance Sub-Committee

This sub-committee includes Scott Kirby (Chair), Sanjay Grover, and Joel Prentice. During the year, the sub-committee negotiated insurance rates with the diocesan carrier and renewed its insurance policies.

Investment Sub-Committee

The Investment Sub-Committee is made up of Donna Howard (Chair), Warren Trickey, Sanjay Grover, Nicholas Galambos, Phil Charko, Bob Orr, Bruce Kerr, Robert Hanson, Archbishop Bishop Shane Parker, and Tracy Albert. The group meets quarterly and monitors the investment performance of the CTF, which forms the aggregate trust funds of the diocese and its parishes. The sub-committee employs professional investment management services to actively invest the assets of the CTF in accordance with its Investment Policy Statement.

The statement outlines the diocesan risk profile and includes a formal process by which the performance of the investment counsel will be evaluated on a regular basis (quarterly, annually and a comprehensive review at least every 5 years). The portfolio is well diversified, and the sub-committee ensures that the portfolio is being managed in accordance with Environmental, Social and Governance standards, which are commensurate with the values of the Diocese.

- The Annual Consolidated Trust Fund Dividend Payout was set at \$1.04 per unit.
- The market value of the CTF as at December 31, 2024 was \$67.5 million compared with \$58.7 million at the end of the previous year.

Diocesan Cemeteries Working Group

This working group is composed of the Ven. Linda Hill, the Ven. Eric Morin, Shawn Scromeda, Robert Hanson, the Rev. Dr. Mary-Cate Garden, Dr. Glen Lockwood, Joel Prentice, the Rev. Matthew Brown, Canon Henry Schultz, and Sanjay Grover. The working group deals with strategic issues regarding the organization and management of diocesan cemetery ministries.

A full list of motions approved by the P & F Committee is included as Annex 5 in this convening circular.

Respectfully submitted,

Tracy Albert
Chair, Property and Finance Committee

Risk Management Committee

The Risk Management Committee (RMC) is chaired by Edward (Ted) Livingstone. In addition to the Chair, it consists of the following members.

- The Rev. Canon Dr. Peter John Hobbs
- Melanie Martin
- Marian McGrath (Vice-Chancellor)
- The Rev. R. Susan Smandych
- Garry Smith

The RMC is tasked with examining and reporting to Diocesan Council on risk management issues within the diocese. More specifically, the committee examines risk management in the areas of diocesan administration, community ministries, and within parishes. Currently, there are no sub-committees.

The committee had an initial meeting in March 2025 and a subsequent meeting in May 2025. Work to date has focused on a discussion of the mandate for the Committee and developing terms of reference for its work moving forward.

Respectfully submitted,

Edward (Ted) Livingstone
Chair, Risk Management Committee

Ascension House

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

All My Relations Panel

Kathryn Fournier and Karen Luyendyk are interim co-chairs of the All My Relations Panel.

All My Relations (AMR) (<https://ottawa.anglican.ca/indigenous-justice>) is an **Episcopal Panel** of about 12 Indigenous and non-Indigenous lay people and clergy from within the Anglican Diocese of Ottawa. We continue to explore our collective history on the journey toward truth, healing and reconciliation called for by the Truth and Reconciliation Commission and to provide resources for parishes on this journey.

We would like to express our deep gratitude to the many parishes and individuals in the diocese walking and learning together; Bishop Shane Parker (now Archbishop) proposed we call all the parishes walking this path, the *AMR Circle*. So, we are all part of the AMR Circle; of course, a circle has the potential to grow, and we are convinced it will!

In fact, the AMR Circle began journeying together on May 10, 2025 at St. Thomas the Apostle in Ottawa, when representatives of several parishes came together to share their concrete actions in support of truth and reconciliation. It was a sacred time, and we all agreed we'd like to meet again, including for more challenging conversations about our shared history. The AMR Panel will continue to facilitate these gatherings.

The book club, "Journeying with Allies" continues at Julian of Norwich and online. Copies of difficult to find books are sometimes purchased to be lent to book group readers and then donated to Cornerstone's library for their residents. Everyone is welcome to join this group.

Two AMR members, Audrey Lawrence and Karen Luyendyk are trained to facilitate the Alongside Hope (formerly PWRDF) **Mapping the Ground We Stand On** exercise (<https://alongsidehope.org/mapping-exercise/>) where parishioners explore how they and their ancestors fit into the history of northern Turtle Island - now called Canada.

Kathryn Fournier and Karen Luyendyk recently became interim co-chairs of the AMR Panel when Gwynneth Evans stepped back after five years of being co-chair. Thank you, Gwynneth! You can reach Kathryn and Karen via allmyrelations@ottawa.anglican.ca or Kathryn via lou_daybreak@hotmail.com and Karen via kluyendyk1@gmail.com.

Baptismal Ministries

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

Anglican Fellowship of Prayer

Paul Dumbrille is the Anglican Fellowship of Prayer (AFP) contact for our Diocese.

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

- developing prayer resources and programs that are accessible to all - they are made available mainly through the AFP website <https://anglicanprayer.org/>; and,
- establishing contacts in dioceses, whose role is to advertise and make the resources available to the people in their diocese. Paul Dumbrille has been the AFP Diocesan Contact in our Diocese since 2006, and can be reached at afp@ottawa.anglican.ca.

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

- participating in the development and production of the materials for the diocesan “Time of Prayer” initiative;
- using the diocesan email list to provide information and Internet links to the AFP monthly “Let us Pray” Zoom event, and other prayer resources;
- providing the diocesan newspaper *Crosstalk* with articles on prayer; and,
- providing an information and resource table at diocesan Synod.

Licensed Lay Readers

The Warden of Lay Readers, the Rev. Bob Albert, together with an organizing committee, supports this ministry by coordinating biannual gatherings that include worship, workshops, and discussions on the ministry’s ongoing needs and opportunities. In collaboration with the Bishop’s office, they assist clergy and candidates in navigating the process and making use of the Lay Reader Manual.

The Licensed Lay Reader Manual and application forms are in draft form now and will soon be available on the diocesan website. Over the past year, the process for raising Lay Readers has been streamlined by creating separate manuals for operational and training procedures. This process has been distilled into clear, step-by-step guidance, offering incumbents sample texts, documents, and tools to help identify and meet the needs of their parish. Additionally, the Bishop has been involved in updating certain canons to address matters such as Lay Reader attire, commissioning practices, and support across parishes.

Under the direction of the Incumbent and with a license from the Bishop, Lay Readers lead or assist in worship and serve in various roles, including pastoral care, adult education, and parish administration. Currently, there are 50 Licensed Lay Readers, Lay-Readers-in-training and individuals interested in Licensed Lay Reader training sessions. In addition, five parishes are actively training and assessing candidates as they work toward becoming Licensed Lay Readers.

On October 19, 2024, we gathered for a session on pastoral care and prayer, led by Paul Dumbrille (a Licensed Lay Reader) and the Rev. Tamara Connors (a Deacon). On June 7, 2025 and June 21, 2025, we met in the East and then in the West to explore the theme of contextual mission. As always, we began each gathering with a distinctive form of morning

prayer and concluded by asking what tools the ministry needs to better serve the people of God. In our most recent discussions, we agreed that further training in preaching and sermon preparation would be valuable. To that end, we are planning a preaching-focused session in October 2025.

The Rev. Bob Albert extends his sincere thanks to Meredith Brophy, Marilyn Brownlee, and Paul Dumbille for their ongoing support and dedication to the Lay Reader ministry. He also expresses his gratitude to Joe Million for his years of service in helping to plan the group's activities, as Joe now steps down from his role on the organizing committee. He thanks Archbishop Shane Parker, the Ven. Linda Hill, and Heidi Pizzuto for their guidance and support. We look forward to continuing to support the parishes of our diocese in the years ahead through the Lay Reader ministry.

The Ottawa Anglican Cursillo Ministry

Kathy Gibb is Lay Director of the Ottawa Anglican Cursillo Ministry (OACM).

Cursillo is a short course in Christianity. The purpose is to present a method of living as a Christian in the world and to provide a method for continual, personal spiritual growth. A Cursillo is an encounter with Christ and an experience during which the participants live and learn that which is fundamental to being a Christian.

Cursillo Secretariat has continued to implement recommendations from the 2023 Re-imagining Cursillo for the 21st Century workshop. Key areas that were reviewed are group reunions, weekend scheduling, sponsorship/mentorship, communications/promotions, education, and inclusivity. The feedback from the focus groups has provided direction this year.

In September 2024, a few of us met with Bishop Shane Parker (now Archbishop) to outline our focus group feedback and to share our implementation plan for the upcoming year.

We created a new volunteer position, the Group Reunion Coordinator. A group reunion is a small group that meets regularly and is one way to stay connected to the Cursillo community. This coordinator contacts new Cursillistas after a weekend to determine the need for a group reunion and can also help link Cursillistas together to form a group reunion.

In November 2024, we celebrated the 131st Cursillo Weekend (Women), and in April 2025, the 132nd Cursillo Weekend (Men). We are looking forward to the 133rd Cursillo Weekend (Women) in April 2026. Our weekends take place at Galilee Centre in Arnprior, Ont. There are more weekends already booked for 2027.

We have added some information to our website. This link provides a snapshot of Cursillo: <https://oacm.ca/wp/curiousone/> It is a short summary of what to expect while attending a Cursillo Weekend. If you have not been on a Weekend, please consider attending.

We hosted an education day in May 2025, entitled *Who Is My Neighbour?* The theme of the day was the story of the Good Samaritan, which inspired many lively and invigorating discussions.

In June 2025, we welcomed the Rev. Jonathan Askwith as a spiritual director. We thank the Rev. Canon Dr. Jon Martin for his dedication to Cursillo. The Rev. Jan Staniforth continues as a spiritual director.

Secretariat has hosted Zoom Ultreya worship services and has hosted summer outdoor Ultreyas as well. We are hoping that some parishes will start hosting regional Ultreyas, so that in-person worship services expand beyond the city of Ottawa. If your parish is interested, please reach out to us. We are very happy to promote your event.

We are thankful for so many dedicated people who walk a faith-filled journey as part of Cursillo. We will continue to learn, laugh, and grow as a ministry of the Diocese of Ottawa.

Ecumenical Ministry

The Diocesan Ecumenical Officer is the Rev. Canon Catherine Ascah.

Ecumenism is the work and desire for Christian unity amongst the various Christian denominations. Grounded in Christ's wish for unity amongst his followers, developing respectful relationships amongst Christian denominations can also lead to increased capacity for mission and ministry in our local contexts and raise awareness and advocacy for matters of social justice and ethical decision making at the local, national and international level. Local ministerials (meetings amongst clergy of different denominations) occur across our diocese and offer everything from community fundraising, vacation Bible camps, carol and hymn sings, community gardens and other projects.

The Anglican Diocese of Ottawa is represented on the Christian Council of the Capital Area (CCCA) by Canon Ascah. The CCCA is the official ecumenical organization in the Ottawa region. Its members work to offer education opportunities to its member churches, and organize the annual Week of Prayer for Christian Unity service developed by the World Council of Churches. The upcoming year will be one where the Council discerns its future and ministry prospects. Canon Ascah has also been called upon to represent the Anglican Bishop of Ottawa at various events when he cannot attend, such as the ordination of the Roman Catholic Bishop of Pembroke in August of 2024 and the celebration of the United Church of Canada's 100th anniversary in June 2025.

As ecumenical officer of our diocese, Canon Ascah is available to support clergy and parish leaders when they have questions related to our relationship with other Christian traditions. She works with our Interfaith Officer the Rev. Canon Gary van der Meer to form the Bishop's Interreligious Panel.

Interfaith Report

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

The curiosity of people in our congregations is one of the great opportunities of interfaith engagement. If they know the Anglican tradition well, or if they are new to it, they may wonder, what makes us different, and what do we share? Opportunities to learn about other

traditions, and to befriend members of other communities not only work to decrease prejudice, but also encourages people to go deeper into knowing their own tradition. We compare in an appreciative way that helps us when we are ready to share our faith - in our congregations, with our friends, and with people who are firmly non-religious.

The role of the interfaith officer is to serve by helping to connect congregations of different faiths, to encourage mutual learning opportunities, to collaborate in outreach ministries, and through this sharing, to be a blessing to the wider community. The interfaith officer participates in wider community events that encourage tolerance and respect and that address anti-Semitism, Islamophobia and hate speech. In times of local and international crisis events, the interfaith officer supports and advises the diocesan bishop, especially where an Episcopal presence or statement would be appropriate.

As interfaith officer of our diocese, the Rev. Canon Gary van der Meer, serves as president of the Capital Region Interfaith Council and beginning this year, on the Mayor's Faith Council. He works with our Ecumenical Officer, the Rev. Canon Catherine Ascah, as part of diocesan Inter-religious relations.

Communications and Development

The Diocesan Director of Communications and Development is Carole Breton (since April 2025).

Early in 2025, it was determined that the time was right to reset the Communications and Development strategic direction and activities. Following this decision, Jamie Tomlinson assumed the role of Interim Director in February 2025, initiating the transition and guiding early changes. In April 2025, Carole Breton was appointed as the permanent Director of Communications and Development, bringing fresh focus and energy to the role. To further support this work, a new Communications and Development Panel has been established to provide guidance, collaboration, and strategic input going forward.

Under Ms. Breton's leadership, the Communications and Development department has focused on building stronger connections across our diocese, supporting parishes and community ministries in telling their stories, and improving the tools that help us communicate more effectively as well as engage with donors. This work has been grounded in listening, collaboration, and a shared desire to strengthen our mission together.

In the spring of 2025, Ms. Breton began a renewed effort to meet directly with clergy, wardens, lay leaders, and Community Ministry staff. Through deanery meetings, one-on-one conversations, and site visits, she listened to local challenges and opportunities. These conversations helped shape immediate priorities, including how to better support parish stewardship efforts, create accessible resources, and improve communications between Ascension House and local ministries.

At the same time, the department began strengthening internal systems to support long-term development success. The diocesan donor database, Raiser's Edge NXT by Blackbaud, is undergoing a full clean-up to improve accuracy, functionality, and donor engagement, with a

longer-term review underway to explore alternatives that may better serve the Diocese's needs.

In June 2025, Bishop Shane Parker was installed as Primate of the Anglican Church of Canada. The department supported this transition through coordinated messaging, communications planning, and collaboration with the Bishop's Office. As the episcopal election process unfolds, communications support will continue throughout this period of discernment and change, providing updates in eblasts, on the diocesan website, and in *Perspective*.

In connection with this transition, our Diocese launched the Hearts of Compassion Fund (HCF), a new fundraising initiative established in honour of Archbishop Shane Parker. Supporting our Diocese's five Community Ministries, the campaign began in September 2025 and will continue through December 2025, with an engaging campaign to raise awareness and funds, including in the *Ottawa Business Journal's* annual *Giving Guide*, as per its November 2025 strategy. Results will be evaluated in 2026, with a renewed development strategy to follow, ensuring ongoing engagement and sustainable funding.

Communications are being streamlined to make more effective use of the Diocese's existing channels and owned media, including *Perspective* and *Crosstalk*. Previously announced plans to end the distribution of *Crosstalk* in conjunction with the print edition of the *Anglican Journal* have been postponed pending restructuring at the national church. To clear up some confusion caused by having two names for our print and online editions, *Crosstalk* has been renamed. Beginning with the September 2025 issue, both editions are now published under the *Perspective* banner. The *Perspective* rate card was reviewed, and effective October 1, 2025, print and online advertising prices have been adjusted to be more affordable for parishes, organizations, and companies.

The diocesan website is also being updated, with changes focused on clarity, accessibility, and ease of navigation. A complete refresh is expected by June 2026. Foundational documents have been developed and made accessible across our diocese, including a diocesan social media strategy to help share more local stories and highlight the work of parishes and ministries, a social media guidance toolkit, and a crisis communications plan.

A major project requiring focused attention and communications expertise has been the Learning Commons, a new online platform launched in October 2025. It offers practical tools, formation resources, and shared learning opportunities through an open-access format—freely available, not password-protected, and designed for broad diocesan use. Developed with input from across our diocese, the Learning Commons reflects our commitment to supporting leadership, encouraging innovation, and sharing knowledge and experience more broadly.

The work of Communications and Development remains focused on serving our diocesan church with tools, strategies, and messages that reflect who we are and what we are called to do—together, in faith, hope, and shared purpose.

The Diocesan Archives

The Diocesan Archivist and Registrar is Dr. Glenn J Lockwood. The Associate Archivist is Judy Marples.

We are located at 414 Sparks Street in Ottawa and open to researchers on Mondays and Tuesdays from 10 a.m. to noon and from 1 p.m. to 4 p.m. Contact us at (613) 680-8585 or archives@ottawa.anglican.ca for information about our holdings and free indoor parking, or by mail at: Diocesan Archives, 71 Bronson Avenue, Ottawa, ON K1R 6G6.

We thank volunteers, Brian Glenn, Lynn Glenn, Beth Handley, Clair Kelso, Toni Larsen, Judy Marples, Elizabeth Taylor, and Leslie Worden.

The Diocesan Archives builds collections of clergy and property files for the Bishop's Office. We organize records of committees concerning insurance, investment and real estate, and we rely on the chairs of committees to forward minutes to the Archives on a timely basis. Our work is complicated by a growing emphasis on having committees and parishes provide digital records only, complicating the long-term and secure storage of statistical returns and vestry reports. We prefer vestry reports and statistical returns that are submitted in hard copy. We maintain clipping files on Anglicanism, Indigenous Truth and Reconciliation issues, 2SLGBT, and issues covered in *Crosstalk* and *Anglican Journal*.

In 2024, parish registers for Christ Church, Ashton; Saint James's, Carleton Place; Saint James's, Franktown; Saint John's, Innisville; Saint Bede's, Nolans Corners, Saint Paul's, Shawville were deposited in the Archives.

In addition to parish registers, we collect documents from each parish including vestry records; service registers (or vestry books); records of committees and organizations; financial records; property records; documented special services and events; correspondence; historiography; guest books; pew bulletins; news clippings; lists of parishioners; certificates and diplomas; parish newsletters; maps; such property records as deeds, architectural contracts and blueprints; graphic materials (posters and church plates); moving images; music; personnel records; scrapbooks, and photographs.

In 2024, the Archives received large collections concerning Good Shepherd Church, Barrhaven; Church of the Epiphany, Barry's Bay; Saint James's Church, Carleton Place; Saint Paul's Church, Cobden; Saint Paul's Church, Combermere; Saint George's Church, Fitzroy Harbour; Holy Trinity Church, Madawaska; Saint James's Church, Manotick; Saint Stephen's Church, Micksburg; Cathedral Hill, Ottawa; Saint Bartholomew's Church, Ottawa; Saint Luke's Church, Ottawa; Saint Mark's Church, Ottawa; Holy Trinity Church, Pembroke; Saint Thomas's Church, Rankin; Saint Paul's Church, Shawville; Saint Patrick's Church, Stafford; and Saint Anthony's Church, Whitney.

COVID, construction, and parking have combined to have an impact on the number of visitors in recent years. The number of telephone calls has fluctuated. The overall demand for services has increased, thanks to growing numbers of emails.

Year	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Visitors	290	165	183	174	115	765	760	770	555	455
Correspondents	1,835	1,715	1,923	1,528	1,423	1,860	1,596	1,843	1,458	1,030
Telephone Calls	377	381	456	402	215	623	645	599	587	473
Total	2,502	2,261	2,562	2,104	1,753	3,248	3,001	3,212	2,600	1,958

In 2024, the demand for certificates continued to rebound from the pandemic, despite the complications of being in a construction zone without available parking in recent years.

Certificates Issued	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
	49	42	54	39	18	67	60	52	53	52

Those seeking a full report of Archives activities in the year 2024 are advised to consult either the Diocesan website or a hard copy at the Diocesan Archives.

Human Resources Department

Paul Lex is Director of Human Resources.

Over the past year, the Human Resources (HR) Department has continued its transformation toward a more unified, strategic, and responsive function within the Diocese. Building on the foundation laid last year, we advanced several major initiatives that improved consistency, strengthened leadership, and increased our ability to support ministry through people-focused practices.

Leadership and Talent Development

A significant highlight this year was the appointment of new executive directors for two of our largest community ministries: Belong Ottawa and Cornerstone Housing for Women. These appointments marked a renewed commitment to strong, mission-aligned leadership at the highest levels of our ministries.

Internally, our HR business partner, Petra Ghazleh, was appointed Interim Director of HR at Cornerstone. This secondment reflects the strength and capacity of our internal team to lead beyond their original portfolios.

We also welcomed Emily Dobson, our new HR generalist, who has already brought valuable support across hiring, onboarding, and day-to-day operations.

Recruitment, Turnover, and Staffing Trends

In 2024-2025, the Diocese experienced continued movement in staffing. The HR Department processed 83 new hires and 68 terminations. Despite this high volume, the team remained agile and responsive, working closely with hiring managers to fill roles efficiently and with the right fit. We also continued to build out our recruitment infrastructure, ensuring equity, clarity, and professionalism in all our hiring processes.

Systems Transformation

This year marked the full transition from BambooHR to Dayforce, consolidating our HR and payroll systems into one platform. This move supports better data integrity, increased efficiency, and reduced administrative burden across all departments. The Dayforce rollout has been a major milestone, enabling us to better manage performance, recruiting, onboarding, and reporting from a centralized system.

Policies and Standardization

One of our ongoing priorities has been to build a more consistent and equitable employment experience across the Diocese. This year, we extended benefits and employment policies to cover all departments, including parishes and community ministries. This alignment enhances both legal compliance and the employee experience, while also simplifying administration for managers and leaders.

Looking Ahead

As the Diocese continues to evolve, the HR Department remains focused on building capacity, deepening consistency, and supporting leaders at all levels. We will continue refining our use of Dayforce, supporting strategic hiring, and reinforcing a culture rooted in professionalism, compassion, and mission alignment.

Property and Asset Management

Joel Prentice is Director of Property and Asset Management.

As director, Joel Prentice steers the property portfolio in alignment with diocesan triennial objectives. He also collaborates with parishes and community ministries on matters both transactional and strategic, ranging between providing guidance on property management concerns, urgent repairs and restoration efforts, property insurance, capital upgrades, major projects, and property disposition. As a resource member of our diocesan Property and Finance Committee, he encourages parishes to consult with him when contemplating major property initiatives requiring diocesan approvals.

The department emphasizes working with parish and lay leaders to develop tailored preventative maintenance programs in an effort to reduce the reactive maintenance requirements and insurance premiums of parishes. And we encourage those who are

interested in proactively setting up a preventative maintenance program to contact the director.

Notable Property & Asset actions since November 2024:

- Hollyer House brought a third-party property management firm onboard and has seen dozens of residents move in;
- the Ellwood House extension land lease was developed and approved by the Property & Finance Committee, and the City of Ottawa; and,
- the sales of St. George's Vernon, St. Paul's Fenaghvale, and St. Andrew's Vars have been finalized.

Youth Ministry and Young Adult Ministry

Anglican Diocese of Ottawa Youth

The Very Rev. Beth Bretzlaff, Dean of Ottawa animates the Anglican Diocese of Ottawa Youth (ADOy).

Gathered by our Bishop, animated by our Dean, and anchored by our Cathedral, ADOy launched in the fall of 2024. The first event, held in October 2024, focused on building connections, worshipping together, and learning about one another and our Cathedral. Several clergy helped to facilitate the day, and it was a great start to this new initiative! The second event planned for June 2025 in Wakefield did not draw enough registrations to proceed. So, in the fall of 2025, a review will take place to ascertain where parishes are at with youth ministry, what resources would be most helpful to parish clergy and adult leaders, and what might work best on a diocesan level.

Leigh Anne Williams
Staff Writer and Editor
Ascension House

Episcopal Election Report

The Episcopal Election Process is governed by the Canons, Bylaws, and Regulations (CBR) of the Anglican Diocese of Ottawa. The Canon and Bylaw provisions specifically referencing the election of a bishop can be found in Annex x of this circular. These CBR provisions establish a timeline and guidelines for the episcopal election process.

Timeline - June to September 2025

- **June 28, 2025.** Archbishop Shane tendered his resignation as the Bishop of Ottawa to the Most Reverend Anne Germond, Metropolitan of the Ecclesiastical Province of Ottawa.
- **June 29, 2025.** Archbishop Anne communicated her acceptance of the resignation to the Secretaries of Synod.
- **August 1, 2025.** Archbishop Anne Germond issued a summons for an Electoral Synod to take place on February 28, 2026.
- **August 6, 2025.** Diocesan Council met to:
 - appoint membership of the Diocesan Profile Committee, the Supplementary Nominations Committee, and the Episcopal Election Committee;
 - appoint the Rt. Rev. Michael Bird as Diocesan Administrator; and,
 - confirm the process for selecting superannuated clergy for membership in the Electoral Synod.
- **September 18, 2025.** Diocesan Council received and accepted the Diocesan Profile, as presented by the Diocesan Profile Committee.
- **September 24, 2025.** Diocesan Profile was published on the Diocesan Website.

Future Timeline

- **October 3, 2025.** Meeting of the Retired Clergy of the Diocese takes place. At this meeting, up to ten retired clergy are elected to serve as members of the Electoral Synod.
- **October 2025.** Episcopal Election Committee publishes Nomination Forms on the Diocesan Website and makes the draft version of the Formal Questions to the Nominees available to parishes and ministries for comment.
 - The nomination progress officially begins once the nomination forms have been publicized on the website.
 - The Formal Questions are designed to permit the nominees to express their thoughts and feelings on pastoral, liturgical, sacramental, social and operational matters pertinent to the life of the Anglican Church in the Diocese of Ottawa and beyond. These also permit the nominees to comment on their own talents and gifts that may be relevant to the office of Bishop.
- **November 2025.** Episcopal Election Committee finalizes the Formal Questions and submits them to Diocesan Council for reception. Nominees are invited to provide responses to these questions in advance of the Electoral Synod.
- **January 24, 2026.** The First Nomination Deadline. Nominees whose nominations are received on or prior to this date will be invited to participate in Public Meetings to introduce them to the Diocese. *Note: Nominees whose nominations are received after this date are not eligible to participate in the Public Meetings described below.*
- **February 2026.** Four Public Meetings are held in different areas of the Diocese. Each meeting is moderated by Jamie Tomlinson, and follows a consistent format.

- **February 28, 2026.** Electoral Synod is held at Christ Church Cathedral, Ottawa. At this meeting, a nominee is elected to serve as Bishop of Ottawa.
- **May 9, 2026.** Episcopal service of consecration is held at Christ Church Cathedral, Ottawa. The elected nominee is consecrated and becomes the Bishop of Ottawa.

COMMITTEES RELATED TO THE ELECTORAL PROCESS

Diocesan Profile Committee

The Diocesan Profile Committee (DPC) is an ad hoc committee of Diocesan Council, whose activities are prescribed by Canon 2.05 and Bylaw 2.04. It is tasked with preparing an up-to-date profile of the diocese in preparation for the episcopal election. This profile contains key statistical information, as well a description of the strengths of the Diocese, sources of conflict, challenges facing the Diocese in the near and more distant future, and priorities for the future.

As directed by the CBRs, the committee's membership is appointed by Diocesan Council. The DPC is comprised of equal numbers of clergy and lay members, and includes people from a diversity of skills, experience, and geographical background.

The DPC membership includes:

- Tracy Albert - *Chair of Property and Finance Committee*
- Marian McGrath - *Vice-Chancellor of the Diocese*
- The Rev. Canon Dr. P.J. Hobbs - *Director of Community Ministries*
- The Rev. Gillian Hoyer - *Associate Incumbent, Area Parish of the Valley*

The following serve as non-voting resource persons:

- Carole Breton - *Communications Director of the Diocese*
- Margaret Porter - *Lay Secretary to Synod*
- Heidi Pizzuto - *Executive Assistant to the Bishop*

Episcopal Election Committee

The Episcopal Election Committee (EEC) is an ad hoc committee of Diocesan Council, whose activities are prescribed by Canon 2.06, and Bylaws 2.05 and 2.09. It is tasked with several responsibilities in relation to the Episcopal Election Process, including:

- to receive nominations;
- to prepare, and to seek input from the diocese as a whole, the Questions for the candidates;
- to prepare and determine the content of nomination forms, including the written biographical, professional and personal information that is to accompany each submitted nomination form make available nomination forms;
- to organize the regional Public Meetings;
- to prepare and distribute written information about the nominees as required by the Canons; and,
- to make available:
 - the most recent version of the Diocesan Profile,
 - a list of gifts and talents that nominees may need;
 - nomination forms;
 - a copy of extracts from the Canons, Bylaws and Regulations pertaining to the election of a Bishop; and,
 - a schedule of dates, times and places for the Public Meetings.

As directed by the CBRs, the committee's membership is appointed by Diocesan Council. The EEC includes people from a diversity of skills, experience, and geographical background, and is chaired by the Secretaries of Synod. The following currently serve as members of the EEC:

- Margaret Porter (co-chair) - *Lay Secretary to Synod*
- The Rev. Canon Stephen Silverthorne (co-chair) - *Clerical Secretary to Synod*
- Marie Cheeseman - *Area Parish of the Valley*
- Tom Green - *Area Parish of the St. Lawrence*
- The Rev. Canon Dr. PJ Hobbs - *Director of Community Ministries*
- Canon Monica Patten - *Chair of Community Ministries Committee*
- The Rev. Canon Doug Richards - *Vicar, Christ Church Cathedral*
- The Rev. Susan Smandych - *Incumbent, Emmanuel Arnprior & St. Paul's, Renfrew*

The following are non-voting resource persons:

- Carole Breton - *Communications Director of the Diocese*
- Heidi Pizzuto - *Executive Assistant to the Bishop*
- Canon Henry Schultz - *Diocesan Chancellor*
- Jamie Tomlinson - *Moderator*

Supplementary Nominations Committee

The Supplementary Nominations Committee (SNC) is an ad hoc committee of Diocesan Council, whose activities are prescribed by Canon 2.07 and Bylaw 2.06.1. Its key responsibility is to nominate to the office of Bishop eligible individuals, including individuals who are not resident in the Diocese, in the interest of enhancing the diversity of candidates in the electoral process.

As directed by the CBRs, the committee's membership is appointed by Diocesan Council. The current membership of the SNC includes:

- The Rev. Bob Albert (chair) - *Incumbent, Parish of Huntley*
- The Rev. Geoff Chapman - *Incumbent, St. Matthew's, Glebe*
- Christine Ormsby - *St. John's, Richmond*
- The Rev. Rosemary Parker - *Incumbent, St. Aidan's*
- Katherine Spencer-Ross - *Christ Church Cathedral*

The following serve as non-voting resource persons:

- Marian McGrath - *Vice-chancellor of the Diocese*
- Heidi Pizzuto - *Executive Assistant to the Bishop*
- Margaret Porter - *Lay Secretary to Synod*

Respectfully submitted,

Margaret Porter, Lay Secretary to Synod

The Rev. Canon Stephen Silverthorne, Clerical Secretary to Synod

Nomination Report

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

SLATE OF NOMINEES FOR ELECTION TO DIOCESAN COUNCIL

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

Term	Clergy	Lay
First	None	Arlene Armstrong

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

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

Clergy	Lay
The Rev. Al Budzin	Meredith Brophy
The Rev. Margo Whittaker	

Respectfully Submitted,

The Rev. Bob Albert
Nominations Sub-committee Chair