CANONS, BYLAWS

AND

REGULATIONS

of the Incorporated Synod of the Diocese of Ottawa
As Consolidated up to October 31, 2026

Volume 2: Bylaws

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BYLAW 1.

B.1.01
Citation

Bylaws enacted pursuant to the Canons of the Incorporated Synod of the Diocese of Ottawa may be cited as the "Bylaws of the Diocese of Ottawa".

B.1.02
Definitions and Interpretation

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

a) A **"cemetery"** means a body burial site or a site for the disposition of ashes and included, within its meaning, a scattering ground and a columbarium;

b) **"Cemetery Board"** means a board established pursuant to these Bylaws for the purposes of managing a cemetery adjacent to, or affiliated with, a Parish or a Congregation;

c) As regards a Parish or Congregation, **"Corporation"** means the Incumbent and the Churchwardens of a Parish or a Congregation acting together. For greater certainty a Deputy Churchwarden of a Parish or Congregation is not a member of the Corporation;

d) **"Deanery Clericus"** means a regular meeting, organized and chaired by the Regional Dean, of clergy appointed by the Bishop to serve in a deanery, for the purposes of:

i) mutual support and encouragement;
ii) communication with the officers of the Diocese;
iii) the transaction of such business as is deemed expedient;
iv) such other purposes as may be prescribed by Regulation.

e) **"Great Chapter"** means a meeting, organized and chaired by Regional Dean, of clergy, churchwardens and lay members of Synod in a deanery to consider and transact such business as may come before them;

f) A **"sitting of Synod"** means each uninterrupted meeting of Synod from the time that a meeting is called to order until adjournment and a "session of Synod" means all of the sittings of Synod for which Synod was called to meet by the convening notice;

g) As regards a Parish or Congregation, the **"Treasurer"** means an individual appointed by the Corporation to perform such duties with respect to the financial affairs of the Parish or Congregation as the members of the Corporation direct and as may be prescribed by Bylaw or Regulation;

h) **"Vestry Clerk"** means an individual appointed by the Corporation of a Parish or Congregation to serve as secretary of the meetings of Vestry and of Parish or Congregational Council; and

i) **"Worshipping Community"** means a community established pursuant to these Bylaws, which meets for Christian worship, formation and service under the direction of an Incumbent of a Parish but without parochial or congregational status.

2. In the Bylaws,

a) All headings and marginal notes as to contents of a particular Bylaw and paragraphs in the Bylaws are inserted only for convenience and are in no way to be construed as a part thereof or as a limitation or expansion of the scope of the particular paragraphs or bylaws to which they refer;

b) Where a number of days not expressed to be "clear days" is prescribed, the same shall be reckoned exclusively of the first day and inclusively of the last day; where the days are expressed to be "clear days" or where the term "at least" is used, both the first and last days shall be excluded.

B.1.03
Bylaw Amendments

1. Every enactment, repeal, amendment or re-enactment of a Bylaw or Regulation shall be reported to the annual meeting of the Synod next following, or to a special meeting of the Synod if called for the purpose of considering the same, and such report shall be contained as a separate item in the Convening Circular for that Synod.

2. Copies of every enactment, repeal, amendment, or re-enactment of a Canon, Bylaw or Regulation shall be made available to Parishes and to Diocesan Officers on a timely basis.

BYLAW 2.
THE BISHOP

B.2.01
Duties of Secretaries of Synod

Should either or both of the Secretaries of Synod be unable or unwilling for any reason to carry out

the duties assigned to them by Canon 2.02(2), those duties shall be assumed and undertaken jointly by the Director of Community Ministry and the Director of Financial Ministry.

B.2.02
Episcopal Pastoral Letters

1. The Bishop may from time-to-time issue Pastoral Letters to all licensed clergy in the diocese, which shall carry the pastoral authority of the Bishop.

2. Pastoral Letters shall be in effect unless amended or revoked by the Bishop and shall continue in effect into successive episcopacies until or unless amended or revoked by subsequent Bishops.

3. All Pastoral Letters shall be held on file in the episcopal office for reference.

B.2.03
Formal Questions for the Election of a Bishop

1. The Formal Questions shall be designed to:

   a) 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;

   b) permit the nominees to comment on their own talents and gifts that may be relevant to the office of Bishop.

2. The Formal Questions shall be developed by the Episcopal Election Committee in consultation with the Diocesan Profile Committee, and considering the Diocesan Profile.

3. The Episcopal Election Committee shall distribute a draft version of the Formal Questions to the Episcopal Officer and to Parishes and to the Diocesan Community Ministries for their review, inviting them to return comments on the proposed questions to the Committee no later than 10 days prior to the date of the Pre-Election Diocesan Council Meeting.

4. Following the above consultations, the Episcopal Election Committee shall finalize the Formal Questions and shall provide them to the Lay Secretary and the Clerical Secretary for tabling at the Pre-Election Diocesan Council Meeting.

5. The number of Formal Questions to be developed, and the establishment of any guidelines governing the format of responses, is at the discretion of each successive Episcopal Election Committee. Any such guidelines must remain consistent throughout the entire election process.

B.2.04
Diocesan Profile

1. The Diocesan Profile is a resource that shall assist the Diocese in the process of election of a Bishop.

2. The Diocesan Profile shall be a document approximately five pages in length, containing the following information about the Diocese of Ottawa:

   a) statistical information including:

      i) the number of parishes and their members (as in the annual statistical return);

      ii) non parochial ministries of the Diocese;

      iii) the number of active and retired clergy and licensed lay readers;

      iv) the most recent audited financial statements and current budget;

      v) geographical description; and

      vi) leadership support for the Bishop, including paid support staff;

   b) strengths of the Diocese;

   c) sources of conflict in the Diocese;

   d) challenges facing the Diocese in the near and more distant future; and

   e) priorities of the Diocese.

B.2.05
Duties of the Episcopal Election Committee

1. The duties of the Episcopal Election Committee shall include the following:

   a) to receive nominations, but the Episcopal Election Committee may not recruit nominees;

   b) to prepare, and to seek input from the diocese as a whole, the Questions for the candidates;

   c) 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;

d) to organize the regional Public Meetings;

e) to prepare and distribute written information about the nominees as required by the Canons; and

f) to make available, by way of the diocesan website or otherwise:

i) the most recent version of the Diocesan Profile, a list of gifts and talents that nominees may need;
ii) nomination forms;
iii) a copy of extracts from the Canons, Bylaws and Regulations pertaining to the election of a Bishop; and
iv) a schedule of dates, times and places for the Public Meetings.

2. The Episcopal Elections Committee shall invite any nominee whose nomination has been submitted by the First Nomination Deadline to provide a written response to the Formal Questions and to participate in the Public Meetings.

B.2.06
Role and Function of the Chaplain to the Nominees

1. Each nominee may appoint a personal Chaplain to provide pastoral and other support throughout the nomination process.

2. Each nominee should notify the Secretaries of Synod of the name of the Chaplain appointed under section 1 at least seven days prior to the Election Date.

3. Provided that the Secretaries of Synod have been duly notified under section 2, any person appointed as a Chaplain of a nominee who is not already a member of Synod may nevertheless attend the Electoral Synod as a non-voting observer.

B.2.06.1
Supplementary Nominations Committee

1. In carrying out its purpose under Canon 2, the duties of the Supplementary Nominations Committee shall include the following:

a) in consultation with the Secretaries of Synod;

   i) to solicit potential nominees for the office of Bishop from among eligible individuals who are not resident in the Diocese;
   ii) after making best efforts to carry out its duties under paragraph 1(a)(i), to solicit potential nominees for the office of Bishop from among eligible individuals who are resident in the Diocese; and
   iii) to solicit the advice of the members of the House of Bishops on potential nominees for the office of Bishop;

b) to prepare a slate of nominees for the office of Bishop in such form as may be prescribed by the Secretaries of Synod, and to submit that form to the Secretaries of Synod on or before the First Nomination Deadline; and

c) such other duties as may be assigned by the Diocesan Council.

2. In its written report submitted to Diocesan Council, the Supplementary Nominations Committee shall provide a summary of its decisions and an assessment of its ability to enhance the diversity of candidates in the electoral process.

B.2.07
Public Meetings Prior to the Election of a Bishop

1. The Episcopal Election Committee shall convene public meetings for the purpose of introducing nominees for the office of Bishop to the Diocese.

2. There shall be a minimum of four (4) Public Meetings at locations selected throughout the Diocese for the purpose of making the meetings accessible to the majority of members of the Electoral Synod.

3. The format for each of the four Public Meetings should be consistent.

4. The Public Meetings shall take place not earlier than 21 days and not later than 7 days before the date of the Election.

5. A nominee who is unable to attend a Public Meeting for any reason, including but not limited to the expense of travel, may be represented by a video presentation or by other electronic means.

6. Only those persons for whom a nomination has been submitted on or before the First Nomination Deadline may participate as a nominee for the office of Bishop in the Public Meetings.

7. In the event of a declaration of emergency by the government of the province of Ontario or Quebec having application to any part of the territory of the Diocese, the Episcopal Election Committee may reduce the number of Public Meetings convened for the purposes of this Bylaw and may direct that any such meetings shall be conducted

electronically.

B.2.08
Duties of the Moderator

1. Each Public Meeting shall be chaired by the Moderator, who shall introduce each nominee present and invite him or her to address the meeting and to respond to questions, including questions suggested by audience members, as appropriate.

2. The Moderator of each Public Meeting shall exert reasonable effort to prevent nominees from engaging in debate with one another or with members of the audience.

B.2.09
Deadlines Governing for Preparation for the Election of a Bishop

The deadlines for completing the procedures relating to an Episcopal Election that are set in column 1 of the table to this section are set out in column 2.

Table

Column 1	Column 2
1. The Diocesan Profile Committee reviews and, if necessary, updates the Diocesan Profile. 2. The Diocesan Council: a. appoints members of the Episcopal Elections Committee; b. appoints members of the Diocesan Profile Committee; c. appoints members of the Supplementary Nominations Committee; and designates the Pre-Election Diocesan Council Meeting	Within 30 days of the Date of the Call, being the day on which the Episcopal Officer summons the Electoral Synod pursuant to Canon 2.08.1

3. The Diocesan Profile Committee and the Episcopal Elections Committee meet to consider the Diocesan Profile, identify gifts and talents that nominees may need, and other matters, for the purpose of developing the Formal Questions 4. The Episcopal Elections Committee shall make the following documents available to Parishes and Diocesan Community Ministries and to the Episcopal Officer: a. the Diocesan Profile; b. a list of identified talents or gifts c. the nomination forms developed by the Episcopal Elections Committee; d. a copy of relevant provisions of Canons, Bylaws and Regulations relating to the election of a Bishop; e. planned dates for the Public Meetings; and f. draft versions of the Formal Questions.	Within 45 days of the Date of the Call
5. The Episcopal Elections Committee distributes draft version of the Formal Questions to the Episcopal Officer, Parishes and Community Ministries, and Parishes and Community Ministries submit comments on draft Questions to the Committee.	100 or more days before the Election Date
6. At the Pre-Election Diocesan Council Meeting, the Diocesan Council reviews and comments on the draft Formal Questions submitted by the Episcopal Elections Committee.	91 or more days before the Election Date
7. The Episcopal Elections Committee finalizes and provides the Formal Questions to the nominees.	61 or more days before the Election Date
8. The Episcopal Elections Committee shall invite any nominee, in respect of whom a nomination has been received by the end of day on this date – the First Nomination Deadline – to provide a written response to the Formal Questions and to participate in the Public Meetings.	35 days before the Election Date
9. All nominees whose nominations have been received on or before the First Nomination Deadline must submit their written responses to the Formal Questions to the Secretaries of Synod.	31 days before the Election Date

10. The Episcopal Election Committee must distribute to the Synod members and to the Episcopal Officer, and otherwise make available on the diocesan website, the names of all nominees whose nominations have been received on or before the First Nomination Deadline, their relevant biographical and professional information, and the written responses to the Formal Questions that have been provided by those nominees, as well as a reminder of the dates and locations of the Public Meetings.	Between 30 and 22 days before the Election Date
11. The Public Meetings are convened.	Between 21 and 7 days before the Election Date
12. Upon receipt of nominations following the adjournment of the last Public Meeting and before the calling to order of the Synod, the Secretaries of Synod distribute to Synod members and to the Episcopal Officer, and otherwise make available on the diocesan website, the names of all those nominees , as well as relevant biographical and professional information.	Between the day following the day of the last Public Meeting and the calling to order of the Election Date
13. Nominees must inform the Secretaries of Synod of the name of the chaplain they have appointed under B. 2.06 in order for that person to attend the Electoral Synod as a non-voting observer.	7 days before the Election Date

B.2.10
Episcopal Remuneration and Benefits

1. Subject to Bylaws 2.10(2) and 2.10(3) the remuneration and benefits provided to the Bishops shall be determined in the same manner as provided for stipendiary clergy under Bylaw 4.05(2) as if the Bishops were stipendiary clergy for the purposes of that Bylaw.

2. The remuneration of the Bishop shall include the following allowances:

   a) in lieu of housing provided by the Diocese, a housing allowance in the amount representing the maximum housing allowance rate established for stipendiary clergy under Bylaw 4.05(2);

   b) a transportation allowance comprising:

      i) an amount representing the basic transportation allowance established for stipendiary clergy under Bylaw 4.05(2); and

ii) a supplementary amount equal to fifty per cent of the amount referred to in subparagraph (i); and

c) such additional allowances as may be provided to the Bishop with the approval of the Diocesan Council, on the recommendation of the Director of Financial Ministry.

3. The Bishop shall not participate in any meeting of the Clergy Remuneration Board referred to in Bylaw 4.05 during which the remuneration of the Bishop is being discussed or determined and, during any such meeting, the Dean shall assume the responsibilities assigned to the Bishop under Bylaw 4.05(2)(e).

4. The Bishops shall be eligible for the General Synod Pension Plan referred to in Bylaw 4.08.

5. The Bishops shall be entitled to participate in The General Synod Group Life Insurance Plan referred to in Bylaw 4.09.

6. Subject to Bylaw 2.10(7), the Bishop-Elect shall be entitled, as of the 30th day after his or her election, to take leave with pay until such time as he or she is installed as Bishop.

7. In the event that the Bishop-Elect is not a clerical member of Synod, the Bishop-Elect shall be entitled, as of the 30th day after his or her election, to a salary equal to the current salary of the Bishop, payable on a prorated basis until such time as he or she is installed as Bishop, provided that the Bishop-Elect receives no other remuneration during that time.

BYLAW 3.
THE SYNOD

B.3.01
Lay Members of Synod

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.

3. Any Lay Member of Synod may resign his or her office by giving notice to that effect to the Incumbent of the Parish which elected him or her, and such Incumbent shall forthwith communicate such resignation to the Secretaries of Synod, and such resignation shall be effective upon receipt of such communication by the Secretaries of Synod.

4. Should a Lay Member die, resign or for any reason become disqualified or unable to

attend any Session of Synod or any sitting thereof, the Rector and Wardens of the Parish may designate to act at that session or sitting in the place and stead of that Lay Member one of the Alternate Lay Members elected by the Vestry that elected that Lay Member, or if no such Alternate Lay Member was so elected, another qualified person to so act.

5. Where the Incumbent of the Parish has, not later than the day preceding the first day of a Session of Synod, notified the Secretaries of Synod of a designation made pursuant to Section (4) and has provided the said Secretaries with the name and address of the Alternate Lay Member and of the Lay Member in whose place he or she is to act, the provisions of Sections (1) to (4) inclusive shall apply mutatis mutandis to an Alternate Lay Member designated as in this Bylaw provided.

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.

B.3.02
Credentials Committee

The Chancellor and the Secretaries of Synod shall examine certificates and statistical and other returns and shall prepare and submit to the Synod on the first day of its session the List of Clergy and Lay Members entitled by the Canons, Bylaws and Regulations to sit and vote in the Synod, and shall submit to the Synod a report upon any irregularities in connection with these or other matters that may affect the right of any member of the Clergy or Lay Member to a seat in Synod.

B.3.03
Chairperson of Sitting

The Bishop, or a person present and designated by him or her, shall be Chairperson of each sitting of a session of the Synod. If the Bishop be absent, and has not named a Chairperson, who is present, the Synod shall elect a Chairperson.

B.3.04
Election to General and Provincial Synods

1. In this Bylaw, "General Synod" means the General Synod of the Anglican Church of Canada and "Provincial Synod" means the Provincial Synod of the Anglican Church of Canada for the Ecclesiastical Province of Ontario.

2. The prescribed number of Clerical and Lay Members of the General Synod and of the Provincial Synod shall be elected by ballot at the regular annual Session of the Synod held in the calendar year immediately preceding the year in which the General or Provincial Synod is to meet, and for which they are to be elected. Those having the highest number of votes shall be the members, and those receiving the next highest number of votes shall be the alternates to take the place of any members who die or who from sickness or other cause are unable to serve. If no alternate is available, a

Clerical or Lay Member of the Diocesan Council, as the case may require, shall be designated by the Bishop to fill the vacancy.

3. At least 21 days prior to the meeting of the General Synod or Provincial Synod for which he or she is elected, the Secretaries of Synod shall notify each member that he or she is expected to attend the meeting of that Synod, and if he or she is unable to do so, the member shall declare this without delay. In case of the death or inability to attend of any member, the said Secretaries shall forthwith notify in a similar manner the alternate member entitled to fill the vacancy and continue such notifications until the full number of members is obtained.

4. Clerical members and Lay members of General and Provincial Synods and the Diocesan Council shall be elected by the Clergy and Lay Members of Synod voting together.

5. a) The election of the members shall be certified under seal by the hand of the Bishop (or in his or her absence by the Secretaries of Synod under the seal of the Synod) and the certificate shall be forwarded by the said Secretaries to the Secretaries of the Lower House of the General Synod or Provincial Synod, as the case may be, within 14 days of such election;

   b) In the event that any member mentioned in such certificate is unable to attend, a Certificate to this effect signed by the Bishop (or in his or her absence by the Secretaries of Synod) naming the member who is unable to attend and the person authorized to act in his or her stead shall be sent to the Secretaries of the Lower House of the General Synod or Provincial Synod as the case may require.

B.3.05
Senior Executives of the Diocese

1. DUTIES OF THE DIRECTOR OF FINANCIAL MINISTRY

The Director of Financial Ministry is the treasurer of the Diocese and, under the direction of the Bishop, is responsible for the financial and other business administration of the Diocese and, along with the Chairperson of the Property and Finance Committee, shall report and make recommendations from time to time to the Diocesan Council respecting such matters.

2. DUTIES OF THE DIRECTOR OF COMMUNITY MINISTRIES

The Director of Community Ministries has general oversight of the community ministries of the Diocese, under the direction of the Bishop.

B.3.06
Seal and Arms of Synod

The Archivist shall have custody of the Seal of the Synod and the Arms of Synod.

B.3.07
Diocesan Council Nominations Process

1. Nominations shall be based on established criteria which may be found in Diocesan policy guidelines, and which may from time to time be amended on consultation with the Diocesan Council.

2. Nominations to the Diocesan Council shall be sought from the following sources:

   a) by nomination of the Governance Committee;

   b) by nomination of the Archdeacons;

   c) by nomination of a member of Synod including Accompanying Statement of Support; or

   d) by self-nomination including Accompanying Statement of Support.

3. In an open meeting, the Governance Committee (or its subcommittee) shall review all nominees and based on a Council composition matrix, shall develop a slate of candidates for review and endorsement by the Diocesan Council. The full list of nominees shall also be available to the Diocesan Council.

4. Synod shall provide final confirmation of Council membership by majority vote.

B.3.08
Duties of the Diocesan Council

1. The Diocesan Council shall coordinate the work of all Committees and subject to any Bylaw or Regulation to the contrary shall appoint the members of all Committees.

2. In partnership with the Bishop, the Diocesan Council is accountable to Synod and has responsibility and authority for the diocese as defined in the Canons, Bylaws and Regulations. In particular, but not limited to, the Diocesan Council is accountable, either directly or through its committees for:

   a) developing long term goals and plans for the development of the diocese, as well as mechanisms to review progress against the strategic plan and other diocesan goals;

   b) providing overall strategic guidance to the diocese including endorsing the strategic direction, priorities and allocation of resources in line with the strategy;

   c) monitoring and assessing performance against key targets and objectives;

   d) developing and maintaining principles and processes for effective governance;

   e) ensuring there is effective management of finances and risk;

   f) providing advice on and assisting with the engagement of parishes and parishioners as well as members of the broader community; and

g) approving policies and practices for the diocese and recommending modifications to the Canons, Bylaws and Regulations to Synod.

3. **Meetings**

a) The Diocesan Council shall meet formally four to six times in the year at the call of the Bishop, and one such meeting shall be held within 30 days immediately following the last day of the Annual Session of Synod.

b) Special meetings of the Council may be called at any time by the Bishop.

c) All items for the agenda are to be provided to the Lay Secretary and the Clerical Secretary at least fourteen days prior to the date of the meeting.

d) At least one week's notice shall be given for the holding of meetings and a summary of the matters to be brought before the meeting shall be enclosed with the required notice.

e) Absence from more than three consecutive regular meetings of the Diocesan Council shall result in that member, other than an ex officio member, being deemed to have tendered his or her resignation to be effective upon acceptance thereof by the Diocesan Council.

4. **Quorum**

Eleven members shall form a quorum for the transaction of business.

5. **Vacancies**

When any member of the Diocesan Council other than an ex officio member or member appointed by the Bishop dies or resigns as a member of Diocesan Council, or when there is any vacancy in the membership of the Diocesan Council, the Diocesan Council, upon the advice of the Government Committee, may elect a successor or person to fill such vacancy who shall hold office as a member of the Diocesan Council for the duration of the unexpired term.

6. **Chairperson**

The Bishop shall be the Chairperson of the Diocesan Council. The Dean shall serve as Vice Chairperson.

7. **Decision-making Authority**

The Diocesan Council exercises the authorities granted to it in the Canons, Bylaws and Regulations. Council retains final decision-making power in these matters except where it has expressly delegated decision rights to one of its committees or a member of the Diocesan staff. Committees may not further subdelegate authorities without the permission of the Diocesan Council.

B.3.09
Committees of the Diocesan Council

1. There shall be the following standing committees of the Diocesan Council, which shall be constituted and have responsibilities, and whose members shall hold office, as in these Bylaws set forth namely:

    a) Audit Committee;
    b) Community Ministries Committee;
    c) Education Committee;
    d) Governance Committee;
    e) Partnership Committee;
    f) Property and Finance Committee; and
    g) Risk Management Committee.

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

1.2 The Diocesan Council may, by Regulation, confer responsibilities on each Standing Committee in addition to those responsibilities set out in these Bylaws. The Diocesan Council may, by Bylaw, Regulation or resolution, establish further or other committees thereof as may be considered expedient from time to time, and prescribe the constitution, duties, responsibilities and Terms of Reference of such committees.

2. **Composition of committees**

    Committees shall be composed of a set number of members as outlined in their respective Terms of Reference. According to their Terms of Reference, each committee shall be comprised of a combination of Diocesan Council members and non-Diocesan Council members, with at least two and not more than one-third of the committee being Diocesan Council members.

3. Committees shall, in their respective areas of activity, advise the Bishop and the Diocesan Council and, subject to this Bylaw and the Regulations, carry out other duties as may be assigned to them by the Diocesan Council. Any Committee may establish rules of procedure for its operation including establishing subcommittees, which are not contrary to the Canons, Bylaws and Regulations of the Diocese. Committees shall be generally responsible for the work of the subcommittees in reporting to the Diocesan Council.

4. Members of a Committee to be appointed thereto by the Diocesan Council shall be so appointed preferably at the first meeting of the Diocesan Council following each annual Session of Synod.

5. In the event of the death or resignation of an appointed member of a Committee, the Diocesan Council may appoint another qualified person to act in the place and stead of the member who has died or resigned for the unexpired term of that member's office as such member.

6. Sixty percent of the members of any Committee or subcommittee shall, except where otherwise provided by a Diocesan Bylaw or Regulation, form a quorum of that Committee

for the transaction of business at any meeting thereof; but in no event shall a quorum of any Committee consist of fewer than two members of that Committee.

7. A member of a Committee may be reappointed immediately upon the expiration of his or her term of office, provided that, except in the case of a person who is ex officio a member thereof, generally no person shall hold office as an appointed member of a Committee for more than two consecutive three-year terms.

8. Absence from more than three consecutive meetings of any Committee shall result in that member, other than an ex officio member, being deemed to have tendered his or her resignation to be effective upon acceptance thereof by that Committee.

9. The Bishop, or any Coadjutor, Suffragan or Assistant Bishops of Ottawa, or the Executive Archdeacon, may at his or her request be furnished with copies of the Agendas and Minutes of any meeting of any committee or organization of the Diocese.

10. The Director of Community Ministry and the Director of Financial Ministry may attend any meeting of any committee concerned with matters within their respective areas of responsibility for the purpose of supplying information and assistance.

B. 3.10
Audit Committee

1. The mandate of the Audit Committee is:

   a) to assist the Diocesan Council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal controls, internal audit, and processes for monitoring compliance with applicable laws;

   b) to ensure the Diocese has appropriate information for the management of risks and sound decision making; and

   c) to provide oversight with respect to financial risk assessments and accounting and financial reporting policies and practices of the Diocese.

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

   a) to monitor the quality and integrity of the accounting and financial reporting process, and the systems of internal control through discussions with management and the external auditors;

   b) to oversee the quality and objectivity of the financial statements and the independent audit thereof;

   c) to review the results of the external audit, any areas of financial risk as a result of a review of the internal controls, any significant problems encountered in performing the audit, and management's response or action plan related to any Management Letter issued by the external auditors and any significant recommendations contained therein; and

d) to act as a liaison between the independent auditors and the Diocesan Council.

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

   a) at least one member shall be clergy;

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

   c) at least one member shall be drawn from the rural regions of the Diocese; and

   d) at least one member shall be experienced in each of the following areas:

      i) accounting, and
      ii) all aspects of financial risk management.

4. The Audit Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least twice in each year.

5. The Audit Committee shall have the resources and authority appropriate for purposes of discharging its responsibilities, including the authority to consult with counsel and to retain such experts or consultants at the expense of the Diocese as the Committee deems necessary or appropriate to discharge those responsibilities.

B.3.11
Community Ministries Committee

1. The mandate of the Community Ministries Committee 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.

B.3.12
Education Committee

1. The mandate of the Education Committee is to provide educational resources and learning opportunities while encouraging innovative approaches to learning and aiming to provide equal access to resources across all parishes.

2. The Education Committee shall be composed of a maximum of ten members. Of these,

   a) at least two members and not more than three members shall also be members of the Diocesan Council;

   b) at least one member shall be clergy;

   c) at least one member shall be a lay person;

d) at least two members shall be drawn from the rural regions of the Diocese; and

e) at least one member shall be experienced in the areas of education or training.

3. The Education Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least four times in each year.

B.3.13
Governance Committee

1. As delegated by the Diocesan Council, the mandate of the Governance Committee, formerly known as the Governance and Communications Committee, is:

   a) to assist the Diocesan Council in ensuring it has efficient and effective governance practices in place;

   b) to be responsible for developing and maintaining principles and processes for effective governance; and

   c) to oversee activities related to governance, nominations, governance assessments and Committee mandates and profiles.

2. The Governance Committee shall be composed of a maximum of eight members. Of these,

   a) one shall be the Clerical Secretary and at least one other shall be clergy;

   b) one shall be the Lay Secretary and at least one other shall be a lay person;

   c) not more than one-third shall be voting members of the Diocesan Council;

   d) at least one shall be drawn from the rural regions of the Diocese; and

   e) at least one shall be experienced in the area of governance.

3. The Governance Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least four times in each year.

4. The Clerical Secretary and the Lay Secretary shall be the Chairperson and vice-chairperson, respectively, of the Governance Committee.

5. The following are subcommittees of the Governance Committee, whose membership and Terms of Reference shall be determined by Regulation:

   a) the Synod Management Subcommittee; and

   b) the Canon, Bylaws and Regulations Subcommittee.

B.3.14
Partnership Committee

1. The mandate of the Partnership Committee is to assist the Diocesan Council in coordinating the Diocese's engagement with the world through partnerships with external organizations.

2. For the purpose of this article B.3.14 and any related regulation,

   a) a "partnership" is a relationship established between the Diocese and any partner for the purpose of furthering the mission of the Diocese and supporting one or more of the Five Marks of Mission of the Anglican Communion;

   b) a "partner" is an entity, community or organization that is external to the Diocese, and that is not an individual, with whom the Diocese has chosen to be in an intentional and mutual relationship.

3. The Partnership Committee shall be composed of a maximum of six members. Of these,

   a) at least two and not more than three shall be members of the Diocesan Council;

   b) at least one shall be clergy;

   c) at least one shall be a lay person; and

   d) at least one shall be drawn from the rural regions of the Diocese.

4. The Partnership Committee may meet at any time the Chairperson considers it necessary, but shall meet formally at least twice each year.

B.3.15
Property and Finance Committee

1. The mandate of the Property and Finance Committee, formerly known as the Financial Affairs Committee, is:

   a) to assist the Diocesan Council in fulfilling its oversight responsibilities for the financial and administrative matters of the Diocese, including but not limited to matters related to property, investments, insurance and Parish Fair Share; and

   b) to ensure effective management of finances.

2. The Property and Finance Committee shall be composed of a maximum of ten members. Of these,

   a) at least two and not more than one-third shall be members of the Diocesan Council;

b) at least one shall be clergy;

c) at least one shall be a lay person;

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

d) at least two shall be drawn from the rural regions of the Diocese or small parishes; and

e) at least one member shall be experienced in each of the following areas:

i) finance,
ii) law,
iii) insurance,
iv) construction or project management, and
v) investments.

3. The Chancellor or a Vice Chancellor, the Director of Financial Ministry and the Director of Property and Asset Management are ex officio non-voting members of the Property and Finance Committee.

4. The Chairperson of the Audit Committee may attend all meetings of the Property and Finance Committee.

5. The Property and Finance Committee may meet at any time the Chairperson considered it necessary, but shall meet formally at least eight times each year.

6. All committee meeting documents shall normally be provided to members for review at least seven days in advance of the meeting date.

B.3.16
Risk Management Committee

1. The mandate of the Risk Management Committee is to assist the Diocesan Council in fulfilling its oversight responsibilities regarding the assessment and management of all areas of potential risk, including non-financial dimensions of risk, such as strategic risk, operational risk, reporting and disclosure risk and reputational risk.

2. The Risk Management Committee shall be composed of a maximum of eight members. Of these,

a) at least two and not more than three shall be members of the Diocesan Council;

b) at least one shall be clergy;

c) at least one shall be a lay person;

d) at least one shall be drawn from the rural regions of the Diocese; and

e) at least one shall be experienced in the area of risk management.

3. The Risk Management Committee may meet at any time the Chairperson considers it

necessary, but shall meet formally at least four times each year.

B.3.17
Unallocated

B.3.18
Appointment of Auditors

1. The members of Synod at each Annual Meeting thereof shall appoint an Auditor or Auditors who shall be Chartered Accountants duly licensed in the province in which they practice, and who shall be engaged upon terms to be fixed by the Diocesan Council, and who shall hold office until the end of the Annual Meeting of Synod next following the meeting thereof at which the appointment was made or until a successor is appointed.

2. The Auditor shall make such examinations as will enable him or her to report to the members of Synod as required under section (3) of this Bylaw.

3. The Auditor shall report to the members of Synod whether in his or her opinion the financial statements present fairly the financial position of the Diocese and the results of its operations for the period under review in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding period.

4. The Auditor shall include in the report to the members of Synod such statements as he or she considers necessary:

    a) if the financial statements of the Diocese are not in agreement with its accounting records;

    b) if he or she has not received all the information and explanation he or she has required, and

    c) if there are any matters in his or her opinion that should be brought before Synod.

B.3.19
Diocesan Budget

1. The Synod shall approve a budget, on the recommendation of the Diocesan Council, which shall show the estimates of revenues and expenditures for the ensuing year for, or for such other period not to exceed three years as may be determined by the Diocesan Council.

2. One or more motions may be moved for the adoption of the budget, but a motion or amendment that has the effect of increasing by an amount in excess of $l,000 the budget approved by the Diocesan Council shall before being voted upon be referred to the Diocesan Council or some other Committee for consideration, unless the motion or amendment that increases the budget also authorizes implementation of the budget, to be amended as

proposed if sufficient funds to allow for the increase can be found by the Diocesan Council.

B.3.20
Synod Accounts, Fiscal Agent, Banking Arrangements

1. All funds now or hereafter belonging to, or held by, or under the control of the Synod, and all investments and securities now or hereafter representing the same, whether belonging to any special trust or otherwise, and all income now or hereafter derived therefrom, and all collections of monies received for any of the voluntary funds or hereafter under the control of Synod shall be made payable to the Incorporated Synod of the Diocese of Ottawa and shall be delivered or sent to the attention of the Director of Financial Ministry who, on behalf of the Synod, shall hold and deal with the same under and in pursuance of the respective trusts under which the same are now or may hereafter be held or controlled by the Synod in accordance with any present or future Canons, Bylaws or Regulations of the Synod or the Diocesan Council of the Diocese, as the case may be.

2. All monies in the hands of, or under the control of, the Synod, whether capital or income, shall be paid out and dealt with in accordance with a resolution of the Synod, or of the Diocesan Council, or of any committee designated for that purpose by the Diocesan Council or the Synod, or of the Property and Finance Committee passed for such purpose.

3. The financial year of Synod shall begin on the first day of January and end on the thirty first day of December in each year.

4. The banking business of Synod shall be transacted with such banks, trust companies, or other firms or corporations as may from time to time be designated by or under the authority of the Diocesan Council. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegation of powers as the Diocesan Council may from time to time prescribe or authorize.

B.3.21
Borrowing

1. The Diocesan Council or the Synod may from time to time:

    a) borrow money on the credit of the Incorporated Synod of the Diocese of Ottawa and limit or increase the amount thereof to be borrowed;

    b) issue, sell, or pledge securities of the Synod;

    c) charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the Synod to secure any securities or any money borrowed, or other debt, or any other liability or obligation of the Synod; or

    d) authorize the Director of Financial Ministry, together with one of the Bishop, the Dean, the Executive Archdeacon, the Director of Community Ministry, or the Deputy

Director of Community Ministry, to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional security on any monies borrowed or remaining due as the Diocesan Council or the Synod may determine.

B.3.22
Parish Land and Buildings

1. No land, Church, rectory, or other parochial building shall be erected, purchased, sold, mortgaged, leased for a term in excess of two years, or otherwise acquired, encumbered or disposed of, or have structural alterations costing over $50,000 made thereto or be removed from one locality to another, without the consent of the Bishop and the Diocesan Council, and the authorization of the Vestry of the Parish or congregation interested therein.

2. All applications submitted for the approval of the Diocesan Council shall be accompanied by a copy of the Resolutions of the Vestry, certified by the Vestry Clerk.

3. Except as otherwise directed by the Diocesan Council:

   a) the proceeds of the sale of any parochial property shall be paid to the Synod in accordance with the applicable Statutes of Ontario and Quebec; and

   b) in the event that a mortgage is acquired in connection with such sale, the mortgage shall be taken in the name of the Incorporated Synod of the Diocese of Ottawa.

4. No designation of or reference to any persons shall be placed in any Church, rectory or other parochial building in such a way that it becomes a fixture to the premises, nor if so placed, removed therefrom, without the consent of the Bishop.

5. **Insurance**

   a) There shall be a comprehensive insurance policy for the Diocese to provide adequate coverage for all Church buildings and contents and boiler insurance throughout the Diocese. The policy will be held in the name of the Diocese which will pay the bulk premiums assessed therefore on the first day of January in each year, and each parish will be required no later than 31 days thereafter to reimburse the Diocese for its share of the bulk premiums as provided by the Regulations.

   b) The insurance coverage for Church buildings in the parishes under the policy shall be in accordance with one of the four categories following:

      i) repair or replace the total building; or
      ii) repair or replace to a dollar value; or
      iii) repair to a dollar value but do not replace; or
      iv) redundant - insured to a dollar value to provide for demolition and clearing of site.

c) There shall be a subcommittee of the Property and Finance Committee, known as the Insurance Committee, whose membership and Terms of Reference shall be determined by Regulation.

d) The Property and Finance Committee shall consider the requests of any Parish to review the category of insurance coverage to which it has been assigned, as well as an increase of the coverage provided, but the coverage provided shall not be changed substantially unless or until an overall review undertaken at the direction of the Synod or the Diocesan Council provides for such a change. Nevertheless, any Parish may negotiate at its own expense for such other coverage in addition to the Diocesan policy as it may determine.

B.3.23
Execution of Documents

1. The Bishop, or in his or her absence or inability to act, the Chancellor, or the Dean, or the Executive Archdeacon together with the Director of Financial Ministry, or in his or her absence, one of the Secretaries of Synod, are hereby authorized to execute all deeds and other documents which from time to time are to be executed on behalf of the Synod. The Diocesan Council may, by resolution, direct the manner in which, and the person or persons by whom, any particular deed or documents may or shall be executed. The Bishop or the Chancellor or the Executive Archdeacon or the Director of Financial Ministry or the Dean may cause the seal of the Synod to be affixed to all documents so signed.

2. All deeds and other documents heretofore executed in any manner on behalf of and acted upon by the Synod and sealed with the seal of the Synod are hereby acknowledged to have been duly executed on behalf of the Synod.

B.3.24
Consolidated Trust Fund

1. There shall be a fund which shall be known as the Consolidated Trust Fund which shall consist of all the personal property, securities and monies entrusted to the Synod, and comprising all specific funds held in trust and administered by the Synod, excepting only those funds which by special resolution of the Diocesan Council may be excluded therefrom.

2. The monies comprising the Consolidated Trust Fund shall be divided into units of $10.00 each for administration purposes, and all of the several principal accounts comprising the

said fund shall participate on an equal basis in the overall depreciation or appreciation of the asset value of the said fund from time to time.

3. Separate accounts shall be maintained for each trust comprising the Consolidated Trust Fund for which shall be shown the principal amount thereof and the number of units relating thereto. Interest, profit, and other increments received or accruing from time to time from all investments of Consolidated Trust Fund monies shall, after deducting therefrom proper expenses connected with the management, investment and administration of the Consolidated Trust Fund, be distributed at regular intervals and credited to the several trusts comprising the Consolidated Trust Fund on a pro-rated basis in accordance with the number of units represented by each such fund.

4. Subject to any provision to the contrary in the instrument creating the trust, all personal property, securities and monies received in trust by a congregation or parish on or after the first day of January, 1970, by the way of gift, bequest or in any other way, shall be remitted to the Synod for administration as part of the Consolidated Trust Fund; provided, that the Diocesan Council may exempt any congregation or parish or any portion of the property referred to herein from the provisions of this section.

5. The monies comprising the Consolidated Trust Fund shall be invested and reinvested from time to time in such investments and securities as are authorized in the Incorporated Synod of the Diocese of Ottawa Act 1950.

6. Subject to the authority of the Synod and of the Diocesan Council, the Property and Finance Committee shall be responsible generally for the administration of the Consolidated Trust Fund, and shall, without limiting the generality of the foregoing, have such responsibility and duties in connection therewith as may be prescribed by Regulation. In discharging its responsibility, the Property and Finance Committee may delegate the actual administration under its direction of any specific trust forming part of the Consolidated Trust Fund, except the Pension Fund of the Diocese, to a special subcommittee formed for the purpose.

B.3.25
Commissioner of Cemeteries

1. There shall be a Commissioner of Cemeteries who is appointed by the Bishop at pleasure.

2. The Commissioner is tasked by and reports through the Director of Property and Asset Management to the Bishop in all matters pertaining to cemeteries including the creation, transfer and disposition thereof according to law.

3. The Commissioner will:

    a) maintain in cooperation with the Director of Property and Asset Management an up-to-date list of all cemeteries presently in use, with the names and addresses of the treasurers of their respective Cemetery Boards;

b) maintain in cooperation with the Diocesan Archivist a list of abandoned or former Anglican cemeteries;

c) maintain an up-to-date file of the current laws of Ontario and Quebec pertaining to Cemeteries and be available to consult with representatives of Cemetery Boards as occasion may require;

d) maintain contact with the Office of the Metropolitan of the Ecclesiastical Province of Ontario with respect to cemeteries in Ontario and, where appropriate, maintain liaison with the Office of the Bishop of Montreal with respect to cemeteries in Quebec;

e) respond to queries from institutions or individuals with respect to diocesan cemeteries in the geographic boundaries of the Diocese;

f) make a report annually to the Property and Finance Committee; and

g) perform such other duties as may be conferred by Regulation.

B.3.26
Management of Cemeteries

1. Every cemetery adjacent to, or affiliated with, a Parish or a Congregation shall be managed by a Cemetery Board, which shall report to the Vestry of that Parish or Congregation.

2. Subject to section 4, should any Parish or Congregation fail to elect a Cemetery Board in a manner consistent with these Bylaws or any related Regulations, then the Incumbent and the Churchwardens shall be deemed to form the Cemetery Board for that Parish or Congregation.

3. There shall be a subcommittee of the Property and Finance Committee known as the Diocesan Cemeteries Subcommittee, whose membership shall be determined by Regulation.

4. The Diocesan Cemeteries Subcommittee shall:

   a) serve as the Cemetery Board for:

      (i) any cemetery adjacent to or affiliated with a Parish or Congregation that has been disestablished, where such cemetery does not have an ongoing Cemetery Board or has not been conveyed to a third party in a manner consistent with Bylaw 3.22; or

      (ii) any other cemetery which, in the determination of both the Bishop and the Property and Finance Committee, can no longer be properly managed by a Parish or Congregation; and

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

5. The Property and Finance Committee may, with the approval of the Bishop, transfer responsibility for the management of any cemetery from one Parish to a Congregation or another Parish, from one Congregation to a Parish or another Congregation, or from the Diocesan Cemetery Subcommittee to a Parish or a Congregation.

6. The Property and Finance Committee may approve policy guidelines regarding the operation and maintenance of diocesan cemeteries.

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

B.3.27
Meetings by Electronic Means

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

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

BYLAW 4.
THE CLERGY

B.4.01
Duties of the Dean

1. The Dean of Ottawa shall be a member of the Clergy in the Diocese next in precedence after the Bishop and any Suffragan, Coadjutor, or Assistant Bishop, and shall upon request of the Bishop represent him or her at meetings and other official proceedings in the Diocese and in the community at large.
2. The Dean of Ottawa shall serve as the Vice Chairperson of the Diocesan Council.
3. The Dean of Ottawa may also hold office as the Incumbent of the Cathedral Parish and if so shall have the responsibilities and duties and enjoy the privileges of such Incumbent.
4. The Dean of Ottawa shall also hold office as Regional Dean in connection with the Deanery of Christ Church Cathedral and shall have the responsibilities and duties and enjoy the

   privileges of such office.

B.4.02

Archdeaconries and regional deaneries

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.4.03
Unallocated

B.4.04
Unallocated

B.4.05
Clergy

1. a) For the good order and provision of priestly services throughout the Diocese, clergy shall be appointed and/or licensed as Incumbent or rector, assistant curate, priest in charge, deacon in charge, special licensee, Diocesan staff member, chaplain, and such other category as may be established from time to time.

   b) An Incumbent has charge of a parish, while an Incumbent is by custom referred to as rector in those parishes that are self-supporting.

   b.1) An Associate Incumbent is a cleric who is appointed to a parish and who, in agreement with the Incumbent of the parish, shares collegially with the Incumbent in fulfilling the canonical and pastoral duties required of an Incumbent.

   c) An assistant curate is a cleric who is appointed to a parish other than as an Incumbent or as a rector and includes a person who is non stipendiary and part time, or is retired and on pension, or is a stipendiary cleric, or is a deacon or a priest who is in receipt of stipend or otherwise and participating in a programme of training administered by the Diocese.

   d) A cleric so appointed and/or licensed may be drawn from the active list, or the leave list or the retired list of the clergy of the Diocese, or from the leave list or the retired list of other dioceses.

e) The clergy so appointed and/or licensed may be employed on a stipendiary or a non-stipendiary basis or on an honorary or a non-remunerative basis in accordance with the constitution and regulations by Canon or otherwise as apply to the various categories of clergy in the Church or under secular authority, and such clergy may serve on a full-time basis or part-time basis.

2. **Remuneration and Benefits**

a) In accordance with Canon 4.09, the remuneration of stipendiary clergy shall be provided under a salary structure. As well as stipend, they shall receive certain allowances and benefits, but the same shall not include fees, gifts, grants, honoraria or other similar kinds of income that are excluded from the income of the clergy as defined by the Church for pension purposes.

b) In accordance with Canon 4.09, the remuneration of clergy who are given part-time appointments, shall be determined by the Bishop, but having regard to the limits generally indicated by the salary structure for stipendiary clergy and such other Bylaws and Regulations as may apply. If the cleric is appointed to a parish on a part-time basis, the Bishop shall consult the members of the Corporation of the Parish, and if it is a non-parish appointment, then he or she shall consult such other authority or persons as seem appropriate to him or her respecting the remuneration of the appointee.

c) The remuneration and other benefits for stipendiary clergy in the Diocese shall consist of the following components:

i) stipend;
ii) transportation allowance, comprising:

A. basic rate; and
B. supplementary allowance;

iii) housing allowance, being either:

A. where housing in provided, an amount established for pension assessment in accordance with General Synod Canon VIII; or
B. where housing is not provided, an amount determined in accordance with the Regulations;

iv) a salary benefit to assist in payment of hospital insurance premiums; and
v) benefits consisting of payment of:

A. employer's share of assessment for General Synod Pension Fund,
B. employer's share of premiums for Church Group Insurance Plan,
C. employer's share of premiums and payments for mandatory pension plans, unemployment insurance and other such benefits, and
D. an allowance on relocation between appointments in the Diocese.

d) **Clergy Remuneration Board**

i) The annual stipend or salary for each clergy in the Diocese shall be determined by a Board known as the Clergy Remuneration Board (hereafter

called the "Board").

ii) The Board shall consist of five members: the Bishop; the Dean; the Director of Financial Ministry; the Director of Human Resources; and a fifth lay member to be appointed by the Bishop, based on that person's professional ability relevant to the task, to serve from year to year at the pleasure of the Bishop.

iii) The Board may, if it so wishes, have the benefit of the advice of any persons having specialized or technical knowledge to assist the Board in the performance of its responsibilities under this Bylaw.

iv) The Board shall meet at the call of the Bishop and shall operate by consensus of the members, while the responsibility to make the final decision shall belong to the Bishop, which decision shall be the decision of the Board.

v) A cleric shall have the right to have the decision of the Board re-reviewed in his or her presence. Following the decision of the Board, any such review and a decision thereon shall be made as quickly as possible to enable budget adjustments for the calendar year immediately following to be made and approved by the Diocesan Council, as provided for in the Regulations.

e) Transportation allowances and travel allowances for the Diocese shall be reviewed and determined annually by the Diocesan Council and the Synod in accordance with the Regulations.

f) Every cleric who is appointed to serve in the Diocese shall have the use of a rectory or shall have a housing allowance in lieu thereof, as provided for by the Regulations.

g) Other benefits and allowances shall be as provided for by this Bylaw and the Regulations.

3. **Equalized Cost of Priestly Services**

a) Equalized Cost of Priestly Services (ECOPS) assessments have two parts. In the first part, each parish is assessed a Base COPS amount, which is the base clergy stipend on the stipendiary scale for the year in question, plus the travel allowance (Ontario rates), and the correlative benefits, (such as CPP, EI, group health and disability plans, retirement allowance funds contributions and pension plan), which are assessed each year as a percentage of stipend and travel. Base COPS is assessed for each parish according to the number of full-time clergy or fraction of full-time clergy a parish has appointed for the coming year at the time of assessment. Base COPS does not include housing.

b) In the second part of ECOPS each parish is assessed an Equalization Amount. This amount is calculated as the Equalization Total multiplied by the parish's Equalization Ratio for the year of assessment. A Parish Equalization Ratio is the difference between the Diocesan Assessable Income, plus Incumbent Costs, divided by the Parish's three-year average Assessable Income, plus its Incumbent Costs for the same period. The Equalization Total for the year is the difference between the total actual COPS for all stipendiary clergy in the Diocese for the year in question minus the total

Base COPS assessed to parishes for the same year.

4. **Central pay**

a) The remuneration of clergy in the Diocese shall be centrally administered in the Synod Office by the Director of Financial Ministry in accordance with the Regulations.

b) All monies to be paid by a parish for Cost of Priestly Services including salary, benefits, travel, and such other payments as may be required by civil law in the Deanery of Clarendon for all stipendiary clergy (incumbent and/or assistant curates) shall be remitted in equal monthly payments to the Incorporated Synod of the Diocese of Ottawa as provided by Regulations.

c) All monies received by or credited to a parish from any endowment or other trust fund used or to be used to augment stipends shall likewise be remitted or credited by or for such parish to the Incorporated Synod of the Diocese of Ottawa.

B.4.06

Duties of the Incumbent

1. The Incumbent of each Parish shall:

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

c) place before the congregation or congregations the special appeals for contributions directed by Synod;

d) cooperate with the Synod in any and every effort to instruct the members of the Church in the work of its various programmes and to enlist their support of the same; and

e) forward to the Office of the Synod or any designated Office of Synod such records as may be prescribed by Bylaw or Regulation and within the time limits therein provided.

2. **Parish records**

The Incumbent shall keep proper records in books provided by the Churchwardens of all Services of Holy Communion and of Morning and Evening Prayer and other services, and shall keep an accurate record of Baptisms, Confirmations, Marriages and Burials, and perform such other duties as may be required of him or her under applicable Statutes of Ontario and Quebec.

3. **Leave of absence**

   a) The Bishop may give in writing leave of absence to a cleric from the charge or duties to which he or she is licensed.

   b) A cleric in full-time employment shall be entitled to annual holidays with pay in accordance with the Clergy Personnel Policies of the Diocese. With the consent of the Churchwardens of the parish where the cleric is serving, or of the Bishop as may be appropriate, a cleric may be absent from the charge or duties to which he or she is licensed for short additional periods of time.

   c) Except with the approval of the Diocesan Council, no leave of absence shall be granted for longer than two years.

   d) Leave granted for two years may be once renewed without requiring the approval of the Diocesan Council for a period not exceeding a further two years.

4. Notwithstanding Section B.4.06(3), leave of absence may be granted:

   a) for the purpose of work in mission fields of the Church, for an indefinite period; or

   b) to chaplains to the Armed Forces, for an indefinite period.

5. **Removal from the diocese**

   When any priest or deacon under the jurisdiction of the Bishop of the Diocese desires to remove from the Diocese, the procedures applicable shall be those provided by the Canons of General and Provincial Synods.

B.4.07
Unallocated

B.4.08
General Synod Pension Plan

From and after the first day of January 1967, the Diocese of Ottawa and all its clergy eligible therefore shall be members of the Pension Plan of the Anglican Church of Canada as created by Canon VIII of the General Synod, and all such clergy of the Diocese and all salary and stipend paying sources as from time to time prescribed in such Canon and any amendments thereto shall make such payments as may from time to time be required of them pursuant thereto.

B.4.09

Group Life Insurance Plan

1. The General Synod Group Life Insurance Plan is applicable to:

   a) every cleric who, when the Plan first was applied to the Diocese of Ottawa, elected to participate therein; and

   b) every clergy or lay person who has subsequently assumed office in the Diocese; and all such clergy or lay persons are subject to the provisions thereof.

2. The participation in the said Plan of each person referred to in subsection (1)(b) shall commence on the first day of January, April, July or October in any year, coinciding with or next following the date of which that person takes office in the Diocese.

3. Each person referred to in Section (1)(b) shall apply for membership in the said Plan and shall authorize deduction from his or her stipend or salary of a sum by way of partial payment of annual premium (the remainder thereof to be paid by the Diocese).

4. The Synod Office each month shall deduct from participants' salaries prescribed sums for group life insurance premium, pension assessment and clergy retirement and remit the same forthwith as required.

B.4.10
Licensed Lay Readers

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 license 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 licenses that are about to expire, and the evaluation of individual Licensed Lay Readers if renewal by the Bishop is being contemplated.

7. There shall be an Annual Gathering of Licensed Lay Readers, and other gatherings from time to time, arranged by the Warden of Licensed Lay Readers in consultation with the Bishop.

B.4.11
Retired Clergy and Spouses Association

1. For the purposes of this Bylaw only:

   a) “Retired Clergy of the Diocese” refers to those superannuated clergy on the Clergy List of the Diocese of Ottawa.

   b) “Retired Clergy in the Diocese” refers to all retired clergy resident in the Diocese of Ottawa.

2. There is an Association of Retired Clergy and Spouses in the Diocese of Ottawa. The purpose of the Association is to provide fellowship for all retired clergy living in the Diocese of Ottawa and their spouses regardless of the Diocese from which they retired. It also provides a link to the Diocese and Bishop.

3. The membership of the Retired Clergy and Spouses Association of the Diocese of Ottawa is open to all retired clergy of the Diocese of Ottawa and their spouses, and all other retired clergy and their spouses living in the Diocese.

4. There shall be an annual meeting of the Retired Clergy and Spouses Association in April at which a financial report will be presented and an activities report received, and the following officers from among its members shall be elected for the Association for a one-year renewable term:

   a) a Chairperson;

b) a Vice Chairperson; and

c) the Chairperson and Vice Chairperson will appoint a Treasurer and Secretary for the Association.

5. The Retired Clergy of the Diocese of Ottawa shall elect, from their number, delegates to attend an Electoral Synod for the Election of a Bishop. The Retired Clergy and Spouses Association shall be responsible for managing the election of delegates to attend the Electoral Synod. If the Retired Clergy and Spouses Association is inactive, the Secretaries of Synod shall be responsible for managing the selection of delegates authorized by this Bylaw.

6. The number of delegates shall not exceed 10% of the Retired Clergy of the Diocese of Ottawa as confirmed by the Diocesan Archivist at the time the election is called. In the event of a delegate being unable to serve, the Chairperson and the Vice Chairperson of the Association shall appoint a replacement. The Chairperson shall notify the Administration Office of the Diocese of Ottawa of the names and addresses of the chosen delegates within 45 days of the call of the Election. If the Retired Clergy and Spouses Association is inactive, and a delegate is unable to serve, the Secretaries of Synod shall arrange for a replacement and notify the Administration Office of the name and address within 45 days of the call of the Election.

BYLAW 5.
THE PARISH

B.5.01
Parish Boundaries

1. The whole of the Diocese shall be subdivided into Parishes, the boundaries of which shall be as provided in this Bylaw. The boundaries of each Parish in the Diocese, as such boundaries exist on the date of the enactment of this Bylaw, shall be the boundaries thereof until changed as provided in this Bylaw.

2. The Incumbent and Churchwardens of any Parish may hold a conference or conferences with the Incumbent and Churchwardens of an adjacent Parish, and by mutual agreement arrange and define the boundary common to both, and shall make a report to the Archdeacon having jurisdiction for his or her consideration, and who shall submit the same to the Bishop, with his or her remarks thereon; and if the Bishop and the Diocesan Council approve of the same, the boundaries so arranged and approved shall be declared to be the common boundaries of the Parishes aforesaid.

3. Where the boundary between two Parishes is disputed and cannot be arranged by mutual agreement, the Archdeacon having jurisdiction shall issue a Commission to two Clergy and one Lay representative, none of whom is connected with such Parishes, authorizing them to investigate the matter and report their decision to the Archdeacon for his or her consideration, who shall submit the same to the Bishop, with his or her remarks thereon; and if the Bishop approves of the same, the boundary, so arranged and approved, shall be declared to be the boundary common to the Parishes aforesaid.

4. The boundary of a Parish being once defined, approved and declared, may not be changed, except in the case of the formation of a new Parish, within five years thereafter, or at the direction of the Bishop.

B.5.02
Establishment of Parishes

1. Where a group of persons, not less than twenty of whom shall be Communicants of the Church, a majority of whom must be of the full age of eighteen years, residing in the Diocese, desire the erection of a new Parish, whether they reside:

   a) in an existing Parish; or

   b) in a district not belonging to any one Parish; or

   c) in adjoining Parishes;

   they may present a memorial to the Bishop to that effect, stating their reasons and the proposed boundaries of such a new Parish and describing the boundaries of the proposed Parish. On receipt of the memorial, the Bishop shall refer the same to the Archdeacon having jurisdiction for study and report. Where the Archdeacon having jurisdiction is the Incumbent of any Parish directly affected by the proposed division and settlement of boundaries, the proceedings under this Bylaw shall be referred to another Archdeacon or such other Clergy as the Bishop appoints. The said Archdeacon shall consider whether the provisions of the applicable Statutes of Ontario and Quebec have been complied with and whether the means for the worship of God will be adequately provided; then he or she shall report to the Bishop in respect thereof, who shall, on approval by him or her and by the Diocesan Council, notify in writing the Incumbents and Churchwardens of the Parishes affected, as to the boundaries of the proposed new Parish.

2. If any of the parties notified as aforesaid objects to the proposed new Parish, he, she or it shall, within 30 days of such notification, state to the Bishop in writing, the grounds of objection. The Bishop may thereupon refuse the request of the memorial, or may appoint a Commission which shall confer with the Incumbent or Incumbents of the Parish or Parishes affected and consider the objections made. The Commission shall then report its findings to the Bishop, and if such report is favourable to the erection of the Parish, and is confirmed, the Bishop may proceed to the erection thereof.

B.5.03
Amalgamation of Parishes

1. The Vestries of two or more Parishes may, by a resolution adopted by a majority of those

present at a special meeting of each Vestry called for the purpose of considering the matter, decide that it is expedient, for reasons to be stated in the resolution, that the Parishes should be amalgamated with one another. Upon receipt of each of the resolutions, the Bishop may, with the consent of the Diocesan Council, by way of an instrument in writing under the Bishop's hand and seal, approve the amalgamation of the Parishes on such terms as the Bishop may determine.

2. Whenever the Bishop shall consider it advisable to amalgamate two or more existing Parishes and a voluntary agreement between the Parishes cannot be reached, a Commission shall be appointed by the Bishop to consider the objections of those opposed to the amalgamation, and any other matters pertinent thereto, and to report thereon. If such report is in favour of the proposed amalgamation, and the proposal to amalgamate the Parishes has been confirmed by the Diocesan Council, the Bishop may proceed to amalgamate the existing parishes on such terms as the Bishop may determine. If the report of the Commission is unfavourable, further action shall be deferred for a period of at least one year from the date of such report.

3. If the Parish thus formed consists of more than one congregation, and the distribution of the financial obligations to be borne by each cannot be agreed upon by the congregations themselves, the Bishop shall appoint a Commission to consider the matter. Their report, after confirmation, shall be carried into effect, but the matter may be reconsidered at the end of each three-year period, if requested by the Churchwardens of any one of the congregations concerned.

4. Any Parish (the "Former Parish") that has been amalgamated into a newly-amalgamated Parish (the "New Parish") shall, upon amalgamation, become a congregation of the New Parish unless the Bishop, after consultation with Diocesan Council, declares in the instrument of amalgamation that the Former Parish shall be deemed (1) to be disestablished or (2) amalgamated with another Congregation in the New Parish.

B.5.04
Disestablishment of Parishes

1. The Vestry of any Parish may, by a resolution adopted by at least a two-thirds majority of those present at a special meeting thereof called for the purpose of considering the matter, decide that it is expedient, for reasons to be stated in the resolution, that the Parish should be disestablished. Upon the said resolution being approved by the Bishop in writing under his or her hand and seal, he or she shall, after consultation with the Diocesan Council, disestablish the Parish, and allot the territory to some adjacent Parish or Parishes.

2. If the Bishop deems it advisable that any Parish should be disestablished, he or she may confer with the Incumbent and Churchwardens of such Parish with a view to bringing about, if possible, a voluntary disestablishment under the preceding subsection.

3. If voluntary dis-establishment cannot be so arranged, the Bishop may appoint a Commission to investigate and report on the advisability, or otherwise, of the proposed disestablishment. If its report recommends disestablishment, and is confirmed by the Diocesan Council, the Bishop may thereupon declare in writing under his hand and seal that the said Parish is disestablished. If, however, the report be unfavourable to disestablishment, no further action

shall be taken at that time, and all interested authorities shall be notified to such effect.

4. Notwithstanding any other provisions of this Bylaw, before disestablishing a Parish, the Bishop shall require to be submitted to him or her a financial statement of the assets and liabilities of such Parish. If the liabilities are found to be greater than the assets, or if the current liabilities are found to be greater than the current assets, he or she shall submit the statement to the Diocesan Council which shall take such action as it deems necessary under the circumstances.

5. On disestablishment, the register and other books, records and documents, of the Parish shall be surrendered forthwith to the Office of the Synod.

6. On disestablishment, the capital assets of the Parish, of every nature or kind, and the place or places of worship therein shall be conveyed forthwith to and be under the control of the Synod.

7. The Churchwardens of such disestablished Parish shall continue in office for the purpose of winding up only and shall, within a period of not more than three months after the declaration of disestablishment has been issued, discharge all current financial liabilities so far as the current assets at their disposal will allow, and shall hand over to the Synod any balance remaining in their possession, together with an audited statement of receipts and disbursements of the said Parish since the end of its last financial year.

8. Once the remaining liabilities of the disestablished parish have been fully paid, any asset of the Parish received by Synod may be allocated in the manner determined by the Diocesan Council on the recommendation of the Bishop, whether the asset is capital or income.

9. At any time after a period of three months has elapsed following the day on which the declaration of disestablishment of a Parish was issued, either the Bishop or the Executive Archdeacon may execute any transfer of real property or immovables of the Parish to the Synod as if they were the incumbent of that Parish, and the Lay Secretary of Synod, the Director of Financial Ministry or the Director of Property and Asset Management may execute such a transfer as if they were the Churchwardens of that parish.

B.5.05
Establishment, Amalgamation, Disestablishment of Congregations

1. Each Parish, with the consent of the Bishop and of the Diocesan Council, may be subdivided into congregations. Any such congregation shall have its own Vestry.

2. The boundaries of each Congregation and the grouping of Congregations into one Vestry as such exist on the date of enactment of this Bylaw shall be the boundaries of groupings thereof until changed by resolution of the Diocesan Council and the declaration of the Bishop which resolution and declaration shall determine the division of all appropriate assets and liabilities in the case of the establishment of a new congregation and the distribution of all

appropriate assets and liabilities in the case of the disestablishment of a congregation.

3. Any boundary defined, established and declared under the authority hereof shall be entered and registered in a book to be kept in the Office of the Synod for that purpose, and a copy thereof shall be furnished to any person who applies, on payment of the required fee.

4. A congregation within a Parish may be disestablished, in which case the provisions of the Bylaws that relate to the disestablishment of Parishes shall apply, with necessary modifications, to the disestablishment of a congregation.

5. Congregations within a Parish may be amalgamated, in which case the provisions of the Bylaws that relate to the amalgamation of Parishes shall apply, with necessary modification, to the amalgamation of congregations.

B.5.06
Transfer of Congregations

1. The vestry of a congregation within a Parish may, by a resolution adopted by a majority of those present at a special meeting of Vestry called for the purpose of considering the matter, decide that it is expedient, for reasons to be stated in the resolution, that the congregation should be transferred to another existing Parish. Upon receipt of each of such resolution, the Bishop may, after consultation with the Incumbent and churchwardens of the Parish, and with the consent of the Diocesan Council, by way of an instrument in writing under the Bishop's hand and seal, approve the transfer of the congregation to another existing parish.

2. Whenever the Bishop shall consider it advisable to transfer a congregation to another existing Parish, and a voluntary agreement between the congregation and the affected Parishes cannot be reached, a Commission shall be appointed by the Bishop to consider the objections of those opposed to the transfer, and any other matters pertinent thereto, and to report thereon. If such report is in favour of the proposed transfer, and the proposed transfer has been confirmed by the Diocesan Council, the Bishop may proceed to transfer the congregation to the existing parish. If the report of the Commission is unfavourable, further action shall be deferred for a period of at least one year from the date of such report.

B.5.07
Worshipping Communities

1. The members of the Corporation may recognize a Worshipping Community, in consultation with the Bishop, and with the approval of the Parish Council or Congregational Council, as the case may be.

2. The members of the Corporation shall ensure that an annual report is presented to the Vestry outlining the current status of each recognized Worshipping Community.

3. Each Worshipping Community is subject to the oversight of the Vestry and the Bishop.

B.5.08
Governance of chapels

1. A Parish or a Congregation may apply to the Bishop for designation of a place of worship within its parish boundaries as a Chapel.

2. A Chapel within the meaning of this Bylaw is a building or a part of a building that is used for worship, and is supported by a community that does not have the normal responsibilities of a Parish or of a Congregation.

3. A Chapel shall have a sponsoring Parish or sponsoring Congregation (referred to in this Bylaw as the "Sponsor") which shall, with the consent of the Sponsor's Vestry, be responsible for payment of all financial obligations of the Chapel, including but not limited to the maintenance and repair of the building, and its insurance, and for the payment of the costs of priestly services relating to the Chapel.

4. The Bishop in consultation with the Diocesan Council may grant or refuse an application for designation as a Chapel and so advise the Sponsor.

5. At any time, the status of the Chapel may be revoked by the Bishop in consultation with the Diocesan Council and with the Incumbent and churchwardens of the Sponsor.

6. The Chapel shall be under the care of the Incumbent of the Sponsor. The duties of such Priest shall be limited to occasional public worship at the Chapel, and such additional pastoral services as are approved by the Sponsor and by the Bishop.

7. The Chapel may have a Steward, who is a person appointed from time to time by the Sponsor. The duties of the Steward are to represent and report on the Chapel to the Sponsor's Vestry no less than annually, and more frequently as may be required.

8. The Sponsor shall administer the finances of the Chapel and shall keep separate accounting records for the Chapel to the satisfaction of the Director of Financial Ministry.

9. All assets of a Chapel sponsored by a Parish or Congregation, including donations, form part of the property of that Parish or Congregation.

10. Donations made to the Sponsor for the Chapel during a calendar year that are surplus to the needs of the Chapel during that same year may be used by the Sponsor for its general purposes.

11. A Chapel is not entitled to elect or appoint members of Synod.

B.5.09
Parish Lists and Statistics

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.

B.5.10
Vestries

1. Subject to paragraph 5.10(2), the Annual Meeting of each Vestry shall be held not later than the last day of February in each and every year after due notice thereof given during Divine Service on the next two preceding Sundays.

2. The Annual Meeting of Vestry may, in special circumstances, be held on a day later than the last day in February, due notice having been given.

3. It shall be the duty of the Incumbent to convene the Annual Meeting of each Vestry, and it shall be in the power of the Incumbent of any Parish or of the Churchwardens thereof to call a Vestry meeting whenever they deem it desirable to do so, and it shall be their duty so to do on receipt of written request signed by at least ten members of the Vestry.

4. Upon failure of the Incumbent or Churchwardens to call a special meeting of the Vestry upon such written request, such members shall notify their Archdeacon or the Bishop (if the Archdeacon be the Incumbent), and such Archdeacon or the Bishop (if the Archdeacon be the Incumbent) may after giving the requisite notice, convene such meeting of the Vestry and shall preside thereat.

5. A special meeting of the Vestry shall be called by giving due notice thereof during Divine Service on the two Sundays next preceding the special meeting; provided that the Archdeacon may, in extraordinary circumstances and in writing, permit the giving of notice only on the Sunday next preceding; and all notice of special Vestry meetings shall state precisely the purpose for which the meeting is called, and no other business shall be dealt with at that meeting.

6. The Chairperson at all Vestry meetings shall be the Incumbent of the Parish or such person as the Incumbent shall appoint with the consent of the meeting or in the absence of such Incumbent, and any such appointee shall be such person as the majority present at such meeting shall elect. 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 Vestry shall name, shall be Secretary of such Vestry meeting, and the proceedings of such Vestry meeting shall be entered in a book to be kept for that purpose, and preserved in the custody of the Churchwardens. The Incumbent of a Parish shall present a report to the Annual Meeting of each Vestry on the state of the Church in the Parish and such other matters as he or she considers advisable.

7. Each Vestry may make rules for the regulation of their proceedings and the management of

the temporalities of the Parish or Congregation to which they belong, provided that the same shall not be repugnant to any law or Statute in force in the Provinces of Ontario or Quebec as the case may be or contrary to any Canon, Bylaw or Regulation.

8. Where there is more than one congregation in a Parish, a meeting of vestry of one congregation may be held jointly with the vestry of one or more other congregations in the Parish, provided that the requirements of the Canons governing vestries are met.

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
v) 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.

B.5.18
Lay Members of Synod

1. The aggregate number of persons that the Vestries of a Parish may elect as Lay Members of Synod shall be determined from time to time by the number of units, determined as herein provided, in that Parish, as certified by the Incumbent and Churchwardens, for the purpose of such election, as follows.

   Where the number of units in the Parish:

a) is not in excess of 300- 2 Lay Members elected;

b) exceeds 300 but is not in excess of 500- 3 Lay Members elected;

c) exceeds 500 but is not in excess of 800- 4 Lay Members elected;

d) exceeds 800 but is not in excess of 1200- 5 Lay Members elected;

e) and where the number is in excess of 1200- 6 Lay Members elected. For the purposes of this Section:

i) two or more persons of any age in the same household shall constitute a family, and a family shall equal two units;
ii) a person, who is not a member of a family, and is of the age of 16 years or over shall equal one unit; and
iii) "person" means one who attends and supports the Church in the Parish or who looks to the clergy of the Parish for spiritual ministration.

2. All persons elected Lay Members of Synod by the Vestry of a Parish shall be members of the congregation or congregations in that Parish and at least one of such persons shall be a Churchwarden. In electing other Lay Members, Parishes shall have regard to representation of both sexes and of young persons in the Church, provided always that such persons are available and otherwise qualified to serve.

3. The election of Lay Members of Synod shall be conducted in such manner as the Chairperson of the Meeting may deem proper.

4. When a Parish has more than one congregation and the number of Laity Members to which the Parish is entitled cannot be allotted to each congregation without exceeding the limit for the Parish, then the Lay Representatives shall be divided among the congregations as evenly as may be in proportion to the number of units in each congregation, or as may be otherwise agreed upon by the Incumbent and all the Churchwardens of the Parish.

5. Lay Members of Synod shall be elected for a period of two years. In the case of a first election, one Lay Member shall be elected for two years and one for one year. The first term of one Lay Member of three being elected, and of two of five, shall be for one year; one half of an even number of members being elected shall be for one and two years respectively.

6. **Alternate Lay Members**

Alternate Lay Members of Synod may be elected by a Vestry of a Parish, and such Alternate Lay Member may be designated to act in the place of a Lay Member who from any cause is unable to attend the Session or Sessions of the Synod or any sitting thereof during the period for which he or she has been elected.

7. An Alternate Lay Member of Synod shall serve only during the Session of the Synod for which he or she is reported to the Synod to act and shall not be eligible for election to any Committee of the Synod.

8. If a Lay Member of Synod dies, resigns, or ceases to be a Member of the Vestry which elected him or her, the office of Lay Member of Synod shall be vacated. Any such vacancy shall be filled by election at the next meeting of that Vestry.

9. The Court of the Diocese of Ottawa shall not disallow the election of any member of Synod on account of any irregularity in the preparation, signing and settling of the list of those entitled to vote at such election, or in the holding of the meeting of the Vestry for such election, provided that a majority of that Court is of the opinion that such irregularity has not affected materially the result of the election, and that the election was conducted fairly.

B.5.19
General

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 mail or by telephonic or electronic means.

BYLAW 6.
COURT OF THE DIOCESE

B.6.01
Diocesan Court

1. The Court of the Diocese of Ottawa, herein referred to as the "Court", shall consist of:

   a) the Bishop (or in the case of absence, the Commissary), who may decide on a discretionary basis, the degree of his or her involvement in each case, subject to the provisions in Sections (2) and (4) below;

   b) the Chancellor (or in the case of absence, the Vice Chancellor), ex officio, who must be present but not as a participating member of the court, and

   c) three members of the Clergy and two lay Members of Synod, to be appointed by the Diocesan Council to hold office for one year or until their successors have been appointed.

2. Three members of the Court shall form a quorum for any sitting thereof provided that one of these members is a senior clergy person. Neither the Bishop nor the Chancellor may form part of the quorum.

3. Any vacancy that may occur in the membership of the Court during the year due to death, resignation or other incapacity of a member, shall be filled by the Diocesan Council. A person so appointed to fill a vacancy so occurring shall hold office only during the remainder of the term of office of the person whose place as a member of the Court was so vacated.

4. The Court shall be presided over by a person appointed and designated in writing by the Bishop. Such person should be familiar with the structure of the Anglican Church of Canada. Neither the Bishop nor the Chancellor may preside over the Court.

5. There shall be a Registrar of the Court who shall be appointed by the Diocesan Council and who shall carry out such duties and have such responsibilities as may be assigned by the Court.

6. The Court may, from time to time, make such rules and prescribe such forms as the Court may deem expedient and are not inconsistent with this Bylaw for regulating the practice and procedure of the Court, in carrying out the objects of Canon 6.01, and of this Bylaw; and the Court may, from time to time, suspend, repeal, vary or revive such rules; and shall likewise determine the remuneration, if any, payable out of the funds of the Synod which the Registrar of the Court shall receive for services rendered as such Registrar.

7. **Jurisdiction**
   The Court shall have jurisdiction over any member of the Church within the Diocese pursuant to Canon 6.01(1) for offences against the provisions of the Constitution or Canons of the Diocese or of the Provincial Synod of Ontario, or of the General Synod of Canada, pursuant to Canon 6.01(3).

8. The Court shall also determine any questions which may be referred to it by the Bishop as to the sufficiency of his or her reason for refusing a Bene Decessit or Letters Testimonial to a Cleric on removal from the Diocese.

9. **Procedure**
   A charge may be preferred against a person referred to in Section (7) of this Bylaw for any of the offences therein mentioned, by any member of the Church, clerical or lay, provided that no charge in respect to preaching or teaching, or circulating erroneous doctrines, or the introduction of innovations or novelties in the performance of Divine Worship (other than such as may be authorized by the Bishop), shall be entertained against any Cleric unless the same shall be certified by at least three members of the Church, resident in the Diocese and being communicants of at least one year's standing, or the Bishop of the Diocese may prefer such a charge.

10. A charge preferred pursuant to Section (9) shall be in writing, shall be lodged with the Bishop and copy thereof forthwith transmitted to the accused.

11. If the party accused admit the truth of the charge, and requests the Bishop to deal with the same in a summary way, the Bishop may thereupon adjudge the party to be guilty, and shall award such punishment under this Bylaw as in his or her judgment and discretion the Bishop may think adequate to the offence and shall attach a record of the judgment and sentence and the answer, if any, of the party against whom the complaint is made, to the charge, and file the same for record purposes with the Registrar of the Court, who shall forthwith transmit to the complainant and the party charged a copy of such decision and sentence. Judgment and sentence pronounced pursuant to this Section shall be deemed the judgment and sentence of the Court.

12. If the party accused does not admit the charge, he or she may within 14 days lodge with the Bishop a written denial thereof. Should the party accused and the person or persons preferring the charge state in writing that they are willing to submit to the discretion of the Bishop touching the matter in such manner as he or she shall think fit, the Bishop shall

pronounce judgment, and shall issue such admonition, if any, as he or she may think proper; provided that such judgment so pronounced by the Bishop shall be considered as finally disposing of that particular charge but not determining any question of law or interpreting any Canon or Bylaw or Regulation thereunder.

13. If the charge be not admitted within 14 days after the same has been transmitted to the accused, or if a denial thereof has been lodged and there has been no submission to the discretion of the Bishop, as in Section (12), the Bishop shall forthwith, after the expiration of such fourteen days, transmit to the Registrar of the Court the charge and denial, if any; and the Registrar shall file the same on record, and shall notify the members of the Court of the date fixed for the session thereof when the charge shall be heard, and he or she shall provide each member of the Court with copies of the charge and the denial; and the Court shall proceed to try the matter in controversy. If the accused be acquitted, a judgment of acquittal shall be pronounced; and if he or she be convicted, the Bishop shall, after consultation with the other members of the Court, pass such sentence, and impose such punishment as to the Bishop shall, under the circumstances, seem proper.

14. **Investigation**
The Court may appoint two of its members to determine the sufficiency or insufficiency of the form in which the charge is presented, and of the answer thereto, and of any matter connected with the practice or procedure of the Court, subject to an appeal to the Court in all matters in which either party may be dissatisfied, provided, however, that the evidence to be taken on which the Court is to act, and the hearing and adjudication of the subject of the complaint shall, subject to Sections(11), (12) and (13), be given, heard and made before and by the Court.

15. **Witnesses**

    a) The witnesses at any trial shall be examined viva voce before the Court, and their evidence shall be taken down in shorthand and the witness shall be required to sign a declaration, in the form prescribed by the "Canada Evidence Act", to the following effect: "I declare that all answers made to questions asked me before the Court, are true and correct, and contain the truth, the whole truth, and nothing but the truth".

    b) **Commission Evidence**
    In case of absence from the Diocese of any witness, his or her evidence with leave of any two members of the Court may be taken by a Commission appointed by any two members of the Court.

16. **Counsel**
An accused person and the person preferring charges against him or her may appear upon any application to the Court by counsel duly admitted to practice in the Supreme Court of Justice of Ontario, or the Superior Court of Quebec.

17. **Decision**
The decision of the Court, and the sentence thereof, or of the Bishop, shall be in writing and shall be entered in a book to be kept by such Registrar for that purpose.

18. **Submissions as to Sentence**
Upon a plea of guilty, or submission to the Bishop, or after receipt of the decision of the Bishop's Court, and any recommendations that it may make, the Bishop may hear submissions as to sentence, along with such persons as the Bishop considers proper, and

after hearing such submissions, may proceed to pass sentence.

19. **Penalties**

a) All persons found to have committed an offence under Canon 6.01 are entitled to have the penalty imposed against them within 30 days of the determination that they committed an offence, subject to a stay of the imposition of a penalty in the event of an appeal.

b) All persons found guilty of an offence under Canon 6.01 shall be liable to:

i) admonition, either public or private;
ii) suspension from the exercise of his or her office;
iii) deprivation or deposition; or
iv) degradation from the Ministry.

20. **Suspension**
When the penalty of suspension is inflicted, the sentence shall specify on what terms and during what period the suspension shall continue. During the suspension a Cleric shall not exercise the functions of his or her ministry in his or her own congregation or elsewhere on pain of such further punishment or extension of the term of the suspension as the Bishop may determine; and during such suspension the Bishop may appoint another Cleric to supply the place of the suspended Cleric. When sentence of suspension is pronounced, the Bishop may cause such notice of it to be given to the Clergy and Laity of the Diocese as he or she shall think expedient.

21. **Deprivation**
When sentence of deprivation or removal from office is pronounced, the connection between the Cleric so deposed and his or her congregation shall be ipso facto terminated; and all offices, rents, issues, profits, and emoluments which he or she may have held by virtue of the office or ministry from which he or she has been removed, shall wholly cease and determine. The Bishop shall cause notice of such deprivation to be given to all the Clergy of the Diocese, all the Bishops of the Anglican Church of Canada and all Metropolitans of the Anglican Communion.

22. **Degradation**
Where a Cleric is degraded from the Ministry, he or she shall lose all status as a Cleric, and the Bishop shall cause notice of such degradation to be given to all the Clergy of the Diocese, all the Bishops of the Anglican Church of Canada and all Metropolitans of the Anglican Communion.

23. **Inhibition**
In every case in which, from the nature of the offence charged, it shall appear to the Bishop that it would not be in the best interest of the Church that the Cleric accused continue to perform the services of the Church while such charge is under investigation, the Bishop shall cause a notice to be served on the accused together with the copy of the charge, or at any time pending the proceeding, inhibiting him or her from performing any services of the Church during the investigation, or until the Bishop shall withdraw the inhibition.

24. **Appeal**

The decision of the Court and any sentence imposed in accordance with the provisions of this Bylaw shall, except as otherwise provided herein, be subject to appeal within 30 days of the decision and any sentence imposed, to the "Court of Appeal of the Metropolitan" of the Ecclesiastical Province of Ontario, or to the Supreme Court of Appeal of the Anglican Church of Canada in accordance with the Canons of the Provincial and General Synods constituting the said Courts.

25. No sentence imposed pursuant to this Bylaw or publication thereof shall be implemented until the time for appealing therefrom has expired, or if appeal is made, only in accordance with the decision of the Court to whom the appeal is made.

26. **Disputes**
The procedures for the trial of matters by the Court, and the rights of the parties and of the Court in respect of or arising therefrom, and which are not prescribed by Canon or Bylaw, shall be as prescribed by Regulation.

27. **Time limitations**
Every suit or proceeding against any priest, deacon or layperson, for any offence specified in the Canons of the Diocese of Ottawa, or against the provisions of the Statute constituting the Synod, or against the Constitution, Canons or Bylaws of the Synod, shall be commenced within one year from the time that the commission of the offence in respect of which the suit or proceedings is instituted shall have become publicly known and not afterwards; provided always, that whenever any such suit or proceeding is brought in respect of an offence for which a conviction has been obtained in any court of law, such suit or proceedings may be brought against the person convicted at any time within six calendar months after such conviction although more than one year may have elapsed since the time that the commission of the offence in respect of which such suit or proceedings is so brought, shall have become publicly known.

BYLAW 7.
DIOCESAN COMMUNITY MINISTRIES

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.

B.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.