CANONS, BYLAWS

AND

REGULATIONS

of the Incorporated Synod of the Diocese of Ottawa
As Consolidated up to October 23, 2026

Volume 1: Canons

Table of Contents

CANON 1 THE CONSTITUTION, INTERPRETATION AND ENACTMENT OF CANONS, BYLAWS AND REGULATIONS 4

C.1.01 ENACTMENT 5
C.1.02 DEFINITIONS AND INTERPRETATION 5
C.1.03 CANON AMENDMENTS 6

C.1.04 Bylaw Amendments 7
C.1.05 Regulation Amendments 7

CANON 2 THE BISHOP 8

C. 2.01 Definitions 8
C.2.02 Vacancy 8
C.2.03 Discernment and the Election Process 9
C.2.04 The Election Process – General Principles 9
C.2.05 Diocesan Profile Committee 10
C.2.06 Episcopal Election Committee 10
C.2.07 Supplementary Nominations Committee 11
C.2.08 Election Preparation 11
C.2.09 Nomination Process 14
C.2.10 Distribution of Written Materials 13
C.2.11 The Public Meetings 14
C.2.12 The Electoral Synod 14
C.2.13 Coadjutor Bishop 15
C.2.14 Suffragan or Assistant Bishop 15
C.2.15 Transition Advisory Committee 16
C.2.16 Episcopal Commissary 17
C.2.17 Administrator of the Diocese 17
C.2.18 Episcopal Retirement 17
C.2.19 Attendance at Meetings 18
C.2.20 Episcopal Remuneration and Benefits 18

CANON 3 THE SYNOD 20

C.3.01 Membership 20
C.3.02 Clergy List 19
C.3.03 Lay Members 19
C.3.04 Chancellor, Vice Chancelors 20
C.3.05 Executive Archdeacon 20
C.3.06 Secretaries of Synod 21
C.3.07 Other Officers of Synod 21
C.3.08 Remuneration of Officers of Synod 22

C.3.09 Synod Solicitors 22
C.3.10 Meetings 22
C.3.11 Quorum 22
C.3.12 Voting 23
C.3.13 Seal and Arms 23
C.3.14 Diocesan Council 23
C.3.15 Financial Transactions 25
C.3.16 Land Transactions 25
C.3.17 Execution of Deeds and Documents 25
C.3.18 Indemnification 25
C.3.19 Anglican Diocese of Ottawa Archives 26
C.3.20 Archivist 26
C.3.21 Archives Advisory Committee 26
C.3.22 Miscellaneous 27

CANON 4 CLERGY AND LAY READERS 27

C.4.01 Cathedral Chapter 27
C.4.02 The Dean 28
C.4.03 Archdeacons 31
C.4.03.1 Deaneries 31

C.4.04 Regional Deans 32
C.4.05 Chapters and Great Chapters 32
C.4.05.1 Deanery Clericus 32
C.4.06 Clerical Appointments 29
C.4.07 Incumbents 35
C.4.07.1 Associate Incumbents 36
C.4.08 Assistant Curates 32
C.4.09 Stipends and Salaries 33
C.4.10 Pensions 37
C.4.11. Licensed Lay Readers 34

CANON 5 THE PARISH 34

C.5.01 THE PARISH AND BOUNDARIES 34
C.5.02 VESTRY 35
C.5.03 MEETINGS 39
C.5.04 CHURCHWARDENS 36
C.5.05 BUILDINGS 37
C.5.06 LAY MEMBERS OF SYNOD 37
C.5.07 FINANCES ET CETERA. 41
C.5.08 APPLICATIONS/CONTRACTS WITH THIRD PARTIES 37

CANON 6 COURT OF THE DIOCESE 42

C.6.01 DIOCESAN COURT 42

CANON 7 DIOCESAN COMMUNITY MINISTRIES 38

C.7.01 DESIGNATION OF A COMMUNITY MINISTRY 43
C.7.02 CORPORATE STATUS 43

CANON 1.
THE CONSTITUTION, INTERPRETATION AND ENACTMENT OF CANONS, BYLAWS AND REGULATIONS

C.1.01
Enactment

Whereas by "an Act to Incorporate the Synod of the Diocese of Ottawa in connection with the Church of England in the Dominion of Canada" (being 59 Victoria Chapter 117 as amended by 61 Victoria Chapter 73 of the Statutes of Ontario), the Synod was given power and authority to adopt its constitution and regulations by Canon or otherwise and to add to, repeal or vary its Canons.

It is hereby enacted as a Canon of the said Synod that its constitution and regulations shall be as from time to time set forth and provided in Canons enacted by the said Synod and all Canons and regulations heretofore enacted and passed by it are hereby repealed and that the Synod of the Diocese of Ottawa shall be composed and consist of such persons as from time to time may be specified in its Canons subject to the terms thereof.

C.1.02
Definitions and Interpretation

1. In all Canons, Bylaws and Regulations of the Diocese of Ottawa unless otherwise specified therein:

   a) **"Act of Incorporation"** means an Act to Incorporate the Synod of the Diocese of Ottawa in Connection with the Church of England in the Dominion of Canada, 1896 Statutes of Ontario 594, as amended;

   b) **"Bishop"** means the Bishop of Ottawa and any Coadjutor, Suffragan or Assistant Bishop of Ottawa and any Bishop appointed by the Bishop to preside at any meeting of Synod during its session;

   c) **"Bylaw"** means a Bylaw enacted pursuant to the Canons;

   d) **"Canon"** means an enactment of the Synod declared so to be upon its adoption;

   e) **"Clergy"** and **"cleric"** means every person in Holy Orders who is licensed by the Bishop;

   f) **"Clergy Remuneration Board"** means the board established under the Bylaws for the purpose of determining the remuneration of clergy;

   g) **"Congregation"** means a group of the Anglican Church of Canada who regularly meet together in a Parish for services of worship;

   h) **"Diocesan Community Ministry"** means an organization of the Diocese that has been designated as such in accordance with the Canons;

   i) **"Diocesan Council"** means the Diocesan Council of the Synod established under the Canons;

   j) **"Diocese"** means the Diocese of Ottawa;

   k) **"A member in full communion"** means a person who has been baptized by water and in the name of the Holy Trinity, is a regular and frequent communicant in the Anglican Church of Canada, and subscribes to the doctrine, worship and discipline of the Anglican Church of Canada;

   l) **"Parish"** means a defined area in the Diocese that has been set apart by the Bishop in accordance with the Canon on Parishes, having within it one or more congregations under one Incumbent, one at least of which has a regular organized Vestry, with the right to elect members of the Synod;

   m) **"Regulation"** means a Regulation enacted pursuant to the Canons;

   n) **"Synod"** means the Incorporated Synod of the Diocese of Ottawa of the Anglican Church of Canada; and

   o) **"Vestry"** means a meeting of the members of a congregation which is chaired by the Incumbent.

2. In all Canons, Bylaws and Regulations,

   a) the expressions "shall" and "must" are to be construed as imperative and the expression "may" as permissive;

   a) whenever the context shall so require, the singular shall include the plural, and the plural shall include the singular; and

   b) words and phrases shall be interpreted in their plain and literal sense, provided always

that words of an ecclesiastical meaning shall have their proper ecclesiastical meaning, words of a financial meaning shall be construed in their specific sphere as shall other words having any technical meaning.

C.1.03
Canon Amendments

No Canon shall hereafter be replaced or amended and no new Canon shall be enacted, unless the resolution containing the proposed repeal or amendment or the proposed new Canon shall have first been considered at a meeting of the Diocesan Council called for the purpose of considering such resolution and shall have been duly passed at the next ensuing meeting of the Synod called for the purpose of considering such resolution by the votes of not less than two thirds of each Order of the Clergy and of the Lay Members present. The proposed repeal, amendment or new Canon shall become effective upon the passing of such resolution or upon such other date as may be specified in such resolution.

C.1.04
Bylaw Amendments

1. The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law to regulate such matters as are not dealt with by Statute or Canon and such matters as may be authorized by any Canon to be dealt with by Bylaw.
2. A Bylaw enacted by the Synod or the Diocesan Council may be repealed, amended or reenacted by the Synod or the Diocesan Council but if enacted by the Diocesan Council, then unless in the meantime confirmed at a meeting of the Synod called for the purpose of considering the same, it is effective only until the next annual meeting of the Synod unless confirmed thereat or at an intervening special meeting of the Synod and, in default of such confirmation, ceases to have effect at and from such next annual meeting, and in that case no new Bylaw of the same or like substance has any effect until enacted or confirmed at a meeting of the Synod.

C.1.05
Regulation Amendments

1. The Synod and the Diocesan Council or either of them may pass Regulations consistent with the Canons and Bylaws to regulate such matters as are not dealt with by Statute or Canon or Bylaw and such matters as may be authorized by a Canon or Bylaw to be dealt with by Regulations.
2. Any Regulation passed by the Synod or the Diocesan Council may be repealed or amended by either the Synod or the Diocesan Council.

CANON 2.
THE BISHOP

C. 2.01
Definitions

1. In this Canon and in related Bylaws and Regulations,
   (a) **"Bishop Elect"** means the person who has been elected as Bishop but has not been installed.
   (b) **"Date of the Call"** means the day on which the Episcopal Officer summons an Electoral Synod pursuant to Canon 2.08(1).
   (c) **"Diocesan Profile"** means the profile of the Diocese prepared pursuant to Canon 2.05(3)
   (d) **"Diocesan Profile Committee"** means the ad hoc committee of Diocesan Council established under Canon 2.05.
   (e) **"Election Date"** means the date of the Electoral Synod as determined by the Episcopal Officer pursuant to Canon 2.08.
   (f) **"Election Notification"** means the notification provided to the Metropolitan, pursuant to Canon 2.02(2), of the need to summon an Electoral Synod.
   (g) **"Electoral Synod"** means a meeting of Synod summoned for the purpose of electing a Bishop pursuant to this Canon.
   (h) **"Episcopal Commissary"** means a person appointed by the Bishop pursuant to Canon 2.16.
   (i) **"Episcopal Election Committee"** means the ad hoc committee of Diocesan Council established under Canon 2.06.
   (j) **"Episcopal Officer"** means the Metropolitan, but if the Metropolitan neglects or refuses to act in response to the Election Notification for a period of twenty (20) days, then the Episcopal Officer shall be the most senior bishop of the Ecclesiastical Province of Ontario who is able and willing to act or to continue to act and, if no such bishop is able and willing to act or to continue to act, the Episcopal Officer shall be any Canadian bishop selected by the Secretaries of Synod who accepts the appointment.
   (k) **"First Nomination Deadline"** means 35 days before the Election Date.
   (l) **"Formal Questions"** means a series of formal questions developed by the

Episcopal Election Committee in accordance with Canon 2.08 and related bylaws.

(m) **"Incidence of Vacancy"** means:

i) the deemed resignation of the Bishop pursuant to Canon 2.18 by reason of the Bishop's attaining 70 years of age;

ii) the mental or physical incapacity of the Bishop to perform the Bishop's work as confirmed upon written certification by two qualified medical practitioners;

iii) the death of the Bishop; or

iv) in the event of the voluntary resignation by the Bishop, the provision of a written notice to the Diocese by the Metropolitan that the Bishop's resignation has been accepted.

(n) **"Moderator"** means the non-voting member of the Episcopal Election Committee who is responsible for moderating the Public Meetings.

(o) **"Metropolitan"** has the same meaning as in the Provincial Canons.

(p) **"Pre-Election Diocesan Council Meeting"** means the meeting of Diocesan Council designated for the purposes of Canon 2.08(3)(a).

(q) **"Provincial Canons"** means the Canons of the Provincial Synod of the Ecclesiastical Province of Ontario.

(r) **"Public Meetings"** means the regional public meetings convened by the Electoral Elections Committee as part of the electoral process pursuant to Canon 2 and related Bylaws.

(s) **"Retired Clergy Association"** means the association of retired clergy of the Diocese established pursuant to the Bylaws.

(t) **"Superannuated Clergy"** means clergy on the Clergy List of the Diocese who are superannuated.

(u) **"Supplementary Nominations Committee"** means the ad hoc committee of Diocesan Council established under Canon 2.07.

(v) **"Transition Advisory Committee"** means the ad hoc committee of Diocesan Council established under Canon 2.15.

2. References to the "Metropolitan" in this Canon, and in related Bylaws and Regulations, are to be read, as necessary, to include references to the "Acting Metropolitan", as that term is used in the Provincial Canons.

C.2.02

Vacancy

1. In the event of a vacancy in the See, a Coadjutor Bishop of the Diocese shall, without further delay or action taken by any person or body, become and be the Bishop of the Diocese.

2. If there is no Coadjutor Bishop of the Diocese at the time of an Incidence of Vacancy, then there shall be an Electoral Synod, which shall be initiated in the following manner: the Secretaries of Synod (or such other officers as may be designated by Bylaw) shall, within one week of the Incidence of Vacancy, provide notification to the Metropolitan of the need to summon an Electoral Synod.

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

C.2.03
Discernment and the Election Process

1. The Diocese of Ottawa hereby affirms the principle that the election of a Bishop is a process in which we individually and corporately attempt to discern God's will.

2. We further affirm our belief that God's will may be discerned in the nomination of candidates for Bishop and in the election itself through prayer and reflection, through consideration of the texts of the Services of Ordination, and through the exchange of information.

3. We affirm our commitment to an electoral process that is free from electioneering and partisanship that may characterize elections to political office.

C.2.04
The Election Process – General Principles

1. The Episcopal Officer shall summon an Electoral Synod, with the assistance of the Diocesan Council, the Secretaries of Synod, the Diocesan Profile Committee, and the Episcopal Election Committee.

2. Nominees for the office of Bishop shall be introduced to members of the Diocese by means of the Public Meetings and by the distribution of written materials by the Episcopal Election Committee, in accordance with this Canon and the Bylaws.

3. Nominees for the office of Bishop shall be invited to respond to the Formal Questions in written form, and orally at the Public Meetings, in accordance with this Canon and the Bylaws.

4. Where no specific time is specified in this Canon for an event or action to take place, the time shall be that stipulated in the Bylaws.

5. All communications concerning any episcopal election shall be distributed electronically, including by way of posting on the Diocesan website, unless the Secretaries of Synod decide otherwise.

C.2.05
Diocesan Profile Committee

1. There shall be an ad hoc committee of Diocesan Council known as the Diocesan Profile Committee, the regular membership of which shall be appointed by the Diocesan Council.

2. The Diocesan Profile Committee shall comprise equal numbers of clergy and laity; shall include representatives from the Diocesan Council, the Parish Ministry Development Committee, and the Financial Affairs Committee; and shall include members of both rural and urban parishes.

3. The Diocesan Profile Committee shall prepare a profile of the Diocese in accordance with the Bylaws.

C.2.06
Episcopal Election Committee

1. The Episcopal Election Committee shall be an ad hoc committee of the Diocesan Council comprising:
   a) both Secretaries of Synod, who shall serve as co-chairs;
   b) three lay members of Synod and three clerical members of Synod nominated by the Secretaries of Synod; and
   c) up to two lay members of Synod and up to two clerical members of Synod as Diocesan Council may appoint.
2. The Episcopal Election Committee shall also include the following non-voting members:
   a) the Moderator;
   b) the Chancellor or a Vice Chancellor; and
   c) any person or persons designated by the Secretaries of Synod to provide secretarial or technical support.

3. The Episcopal Election Committee shall perform those duties assigned to it by Bylaw.

4. No member of the Electoral Elections Committee may be nominated, or may nominate another individual, to the office of Bishop.

C.2.07
Supplementary Nominations Committee

1. The Supplementary Nominations Committee shall be an ad hoc committee of the Diocesan Council comprising:
   a) the chair of the Nominations and Committee Development Subcommittee established under the Regulations, who shall also be the Chair of this Committee;
   b) in addition, two lay members of Synod and two clerical members of Synod nominated by the Secretaries of Synod, at least one of whom shall be a representative of the Diocese to either the General Synod or the Provincial Synod; and
   c) up to two lay members of Synod and up to two clerical members of Synod as Diocesan Council may appoint.

2. The purpose of the Supplementary Nominations Committee is to nominate to the office of Bishop eligible individuals, including individuals who are not resident in the Diocese, in the interest of enhancing the diversity of candidates in the electoral process.

3. The Supplementary Nominations Committee shall perform those duties assigned to it by Bylaw.

4. No member of the Supplementary Nominations Committee may be nominated, or may nominate another individual, to the office of Bishop.

5. In the event that the chair of the Diocesan Nominations and Committee Development Subcommittee is unable to participate in this Committee, the members of the Diocesan Nominations and Committee Development Subcommittee shall designate another member of Synod who shall serve as Chair.

6. The Supplementary Nominations Committee shall submit a written report of its activities to Diocesan Council within six months of the final adjournment of the Electoral Synod.

C.2.08
Election Preparation

1. The Episcopal Officer shall, on a day within 30 days from the date of the Election Notification, summon an Electoral Synod in the form of a notice to the Diocese, which

shall be posted on the diocesan website as soon as reasonably possible.

2. The Electoral Synod shall take place at Ottawa within a reasonable time, on a date that is not less than six months from the occurrence of the Incidence of Vacancy.

3. Within a reasonable time after the Date of the Call, and within such specific times as may be stipulated by Bylaw:

a) the Diocesan Council (meeting specifically for this purpose if necessary) shall:

i) appoint the members of the Episcopal Election Committee, the Diocesan Profile Committee and the Supplementary Nominations Committee; and

ii) designate a subsequent meeting of Diocesan Council (meeting specially for the purpose if necessary) prior to the First Nomination Deadline to consider matters pertaining to the Election;

b) the Diocesan Profile Committee shall meet, review and, if necessary, update the Diocesan Profile;

c) the Episcopal Election Committee shall develop a series of formal questions in accordance with the Bylaws, for review and consultation by the Diocesan Council at the Pre-Election Diocesan Council Meeting;

d) the Episcopal Election Committee shall also:

i. organize, plan and convene the Public Meetings; and

ii. prepare and distribute, in addition to those documents required by the Canons or the Bylaws, such documents as the Episcopal Election Committee may consider to be appropriate; and

e) the Supplementary Nominations Committee shall meet for the purpose of nominating individuals to the office of Bishop.

2. Any persons who have been nominated to the office of Bishop must recuse themselves from any session of Diocesan Council relating to the Episcopal Election for which that person has been nominated.

C.2.09

Nomination Process

1. A person is eligible for nomination to the office of Bishop if he or she meets the requirements of the Provincial Canons and the Canons, Bylaws and Regulations of the Diocese of Ottawa, as amended from time to time.

2. All nominations shall be in writing, accompanied by the written consent of the nominee. Each nomination shall be accompanied by written biographical, professional and

personal information and shall be submitted to the Secretaries of Synod in a form prescribed by the Electoral Elections Committee.

3. A nomination may be made by not fewer than ten and not more than 15 persons who are eligible to vote at the Electoral Synod, at least five of whom shall be lay persons and at least five of whom shall be clerics. No person shall nominate themselves.

4. Each person may only sign the nomination papers of one nominee.

5. One or two nominations may be made by the Supplementary Nominations Committee. For greater certainty, persons nominated under this provision must meet all requirements regarding nominations, including applicable deadlines, that are set out in the Canons and Bylaws, with the exception of Canon 2.09(3).

6. Nominations may be submitted to the Secretaries at any time either:
   (a) on or before the First Nomination Deadline; or
   (b) between the adjournment of the last Public Meeting and the day before the Electoral Synod.

Nominations may also be received on the floor of the Electoral Synod at any time prior to the meeting being called to order.

C.2.10

Distribution of Written Materials

The Episcopal Election Committee shall:

(a) distribute the Formal Questions to all nominees whose nominations are received on or before the First Nomination Deadline;

(b) invite nominees whose nominations have been received by the First Nomination Deadline to submit to the Secretaries of Synod a written response to the Formal Questions; and

(c) subsequently distribute to the members of the Electoral Synod and to the Episcopal Officer, and make available on the Diocesan website, in a manner consistent with the Bylaws:

   i) the names of all nominees, together with the written information that each nominee has submitted pursuant to Canon 2.09(2);

   ii) the written responses to the Formal Questions that have been submitted under paragraph (b) above; and

   iii) the schedule for the Public Meetings.

C.2.11

The Public Meetings

Only those nominees whose nominations have been received by the First Nomination Deadline shall be introduced to the Diocese at the Public Meetings convened in accordance with the Bylaws.

C.2.12

The Electoral Synod

1. A quorum of the Electoral Synod shall comprise half of the Lay Members registered and entitled to vote and half of the Clerical Members registered and entitled to vote.

2. The Electoral Synod shall be chaired by the Episcopal Officer.

3. The Secretaries of Synod shall report at the beginning of the Electoral Synod on the number of Lay Members and Clerical Members who are in attendance and duly registered.

4. If the report of the Secretaries of Synod indicates that there is not a quorum present, the Electoral Synod shall be adjourned without debate to a date within the next ensuing three months.

5. Voting shall be by Order, by successive ballots. A nominee is elected when he or she has received a majority of votes in both Orders. The Chair shall not have a vote.

6. If after three ballots no nominee has been elected, then the nominee who has attained the lowest combined percentage, determined by adding A + B, for each candidate, shall be dropped for each succeeding ballot until a nominee is elected or the number of nominees has been reduced to two. For making this determination:
   a) A is the percentage of Clergy votes that a candidate has received; and
   b) B is the percentage of Lay votes that a candidate has received.

7. If during the course of the Electoral Synod the number of persons who are present and vote in either Order (but not both Orders), as confirmed by the Secretaries of Synod, falls below 50% but not less than 20% of those registered and entitled to vote (the "Deficient Order"), the Electoral Synod shall proceed, but on the basis that a nominee is elected when he or she has received at least two-thirds of the votes in the Deficient Order and a majority of votes in the remaining Order.

8. If during the course of the Electoral Synod the number of persons who are present and vote in either Order falls below 20% of those registered and entitled to vote, or the number of persons who are present and vote in both Orders falls below 50% of those registered and entitled to vote, as confirmed by the Secretaries of Synod, then the Electoral Synod shall be adjourned without debate to a date within the next ensuing three

months as appointed by the Chair.

9. If during the course of the Electoral Synod the number of nominees on the ballot remains two, throughout three successive ballots, then the Episcopal Officer may in his or her discretion adjourn the Electoral Synod to a date within the next ensuing three months as appointed by the Chair.

10. If an Electoral Synod is adjourned because it has lost quorum or because it has failed to elect a nominee, then a new Electoral Synod shall take place following the same procedures as though the former meeting had not taken place.

11. If during the course of the Synod the number of nominees remaining on the ballot is one, then that person shall be considered to have been elected once a further vote is taken on the question "Is it your will that this person become the Bishop of Ottawa?" and the vote is in the affirmative based upon votes cast according to the percentage provided for in this Canon.

12. If a nominee cannot be present for the election, the nominee may, by written notice to the Secretaries of Synod, delegate a person to be present on their behalf, but such person shall not have voting privileges unless a member of the Synod in their own right. A nominee who is elected must personally give consent to the election to the Chair.

13. Before the Electoral Synod is adjourned the newly-elected bishop is welcomed and all who have offered themselves for this discernment process are thanked.

14. Any nominee for the office of Bishop who is not a member of Synod is entitled to vote in the Electoral Synod, provided that the name of the nominee has not been dropped from the ballot in a manner consistent with this Canon.

C.2.13
Coadjutor Bishop

In the case of an election of a Coadjutor Bishop pursuant to the Provincial Canons, the election shall be proceeded with in the manner provided for the election of a Bishop of the Diocese, with such changes as may be necessary, except that, if present, the Bishop, or the Bishop's appointee, shall preside at such election. If the Synod or the Diocesan Council so directs, such election may be postponed until the next annual meeting of the Synod.

C.2.14
Suffragan or Assistant Bishop

In the case of an election of a Suffragan or Assistant Bishop pursuant to the Provincial Canons, the

election shall be proceeded with in the manner provided for the election of a Bishop of the Diocese, with such changes as may be necessary, except that, if present, the Bishop, or the Bishop's appointee, shall preside at such election. If the Synod or the Diocesan Council so directs, such election may be postponed until the next annual meeting of the Synod.

C.2.15

Transition Advisory Committee

1. For the purposes of this Canon, the "Transition Period" is the period beginning with the adjournment of an Electoral Synod that has elected a Bishop and ending upon the installation of the newly elected Bishop.
2. Subject to Canon 2.15(3), the Transition Advisory Committee shall be an ad hoc committee of the Diocesan Council comprising:

    a) The Dean;
    b) The Executive Archdeacon;
    c) The Secretaries of Synod;
    d) The Chancellor;
    e) The Director of Financial Ministry; and
    f) The Director of Human Resources.

3. The Clerical Secretary of Synod shall be the chair of the Transition Advisory Committee. In the event that the Clerical Secretary is unable, the Lay Secretary of Synod shall be the chair of the Committee.

4. The Transition Advisory Committee shall advise the Bishop-Elect during the Transition Period on the following matters:

    a) Diocesan finances;
    b) Administrative matters;
    c) Human Resource issues in the Diocese; and
    d) Such other matters as the Diocesan Council or the Bishop-Elect may request.

5. During the Transition Period, neither the Bishop nor a person appointed as an Episcopal Commissary or as Administrator of the Diocese may exercise any power conferred on the Bishop under the Canons or Bylaws without first consulting with the Bishop-Elect.

6. The Transition Committee shall report to the first Diocesan Council meeting following the installation of the new Bishop on the matters on which the Committee advised during the Transition Period.

C.2.16
Episcopal Commissary

1. The Bishop may appoint an Episcopal Commissary who would have, in the absence of the Bishop, all the executive rights and functions of the Bishop.
2. The Episcopal Commissary shall be selected from among the Coadjutor Bishop, the Suffragan Bishop, the Dean, the Executive Archdeacon, and the Territorial Archdeacons in order of seniority.

C.2.17
Administrator of the Diocese

1. In the event of a vacancy in the See caused by the death or resignation of the Bishop, or in the event of the mental or physical incapacity of the Bishop to perform the Bishop's duties, whether temporary or permanent, as certified by two qualified medical practitioners, the Diocesan Council may, by resolution passed at a meeting called forthwith for such purpose, appoint an Administrator of the Diocese. Such Administrator shall hold office until the Bishop has recovered from the incapacity, as certified by two medical practitioners, or until a successor to the Bishop has been elected and installed, as the case may be.

2. The Administrator shall have all the powers of the Bishop of the Diocese as are generally possessed by an Episcopal Commissary, including without limitation the execution of deeds and documents.

3. The production of a copy of the resolution of the Diocesan Council appointing the Administrator, certified by any two officers of the Synod, shall be sufficient evidence of appointment and the power to perform all duties delegated to the said Administrator, including the execution of deeds and documents.

4. Certified copies of all medical certificates provided for the purposes of this Canon 2.17 shall be forwarded to the Metropolitan.

5. The Administrator may not be a nominee for the office of Bishop.

C.2.18
Episcopal Retirement

Subject to the provisions of the Canons of the General Synod and of the Provincial Canons, the

Bishop and Coadjutor, Suffragan and Assistant Bishop of the Diocese on attaining the full age of seventy years shall be deemed to have resigned from such office to the appropriate authority or body.

C.2.19

Attendance at Meetings

The Bishop is ex officio a member of all standing committees and may attend as a member or otherwise any meeting of any committee or organization of the Diocese. At the invitation of the Bishop, any Coadjutor, Suffragan or Assistant Bishops of Ottawa may likewise attend any meeting of any committee or organization of the Diocese.

C.2.20

Episcopal Remuneration and Benefits

1. The Bishops shall be paid a salary under a distinct salary structure approved by the Synod, with rates for the component elements of the salary structure determined annually by the Diocesan Council as provided by Bylaw and Regulation.

2. The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law regarding pensions and other benefits for the Bishops and for their spouses, dependents and children, having regard to the requirements of General Synod.
3. The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law regarding remuneration for the Bishop-Elect.

CANON 3.
THE SYNOD

C.3.01

Membership

1. The Synod shall consist of:
    a) the Bishop of Ottawa;
    b) any Coadjutor, Suffragan and Assistant Bishops of Ottawa;
    c) all other Clergy on the Clergy List of the Diocese;
    d) the Chancellor;
    e) any Vice Chancellor;
    f) the Lay Secretary of Synod;
    g) the members of the Diocesan Council; and
    h) such other persons as may be prescribed members of Synod by Canon or Bylaw.

2. **Presiding Officer**

The Bishop may appoint with full or limited powers another Bishop to preside at any meeting of the Synod during its session. Such Bishop so appointed shall be by virtue of appointment a member of the Synod during its session, subject to the powers granted by the Bishop of the Diocese; and all business transacted and Canons passed or confirmed at such Session shall have the same effect and validity as if the Bishop of this Diocese had presided.

C.3.02
Clergy List

1. Clergy on the Clergy List of the Diocese are those Clergy of the Anglican Church of Canada who are under the jurisdiction of the Bishop of the Diocese of Ottawa and:

a) who are appointed by the Bishop to a regular and full time parochial charge, or to an official position under the Synod; or

b) who are superannuated; or

c) who are on leave from the Diocese; or

d) who are appointed by the Bishop as Chaplain to public institutions in the Diocese; or

e) who hold a general license from the Bishop to officiate within the Diocese and who are not members of another Diocesan Synod of the Anglican Church of Canada; or

f) who being resident in the Diocese, have, on the nomination of the Bishop and the Diocesan Council, had their names placed upon the said Clergy List by the Synod. The Synod, however, may by resolution at a regular session rescind its action in approving any name for inclusion upon the Clergy List in this manner.

2. **Voting in Synod**

Clergy on the Clergy List shall have seats and vote in all meetings of the Synod, except that motions to adopt or amend the apportionment budget of the Diocese may be voted upon only by those Clergy who are currently appointed by the Bishop to a full-time or part-time service and hold the Bishop's License within the Diocese.

C.3.03
Lay Members

1. Lay Members of Synod shall be elected in each Parish at a meeting of the Vestry as

provided by Canon.

2. The Bishop with the approval of the Diocesan Council may appoint not more than 15 Lay Members of Synod in addition to those elected in each Parish provided that those so appointed are qualified for Lay Membership, and such members shall hold office until the completion of the next annual session of Synod or until death, resignation or failure to be or continue to be qualified for Lay Membership whichever is the earlier.

3. To be qualified for Lay Membership of Synod, a person must be the full age of 16 years, a member in full communion of the Anglican Church of Canada of at least one year's standing and who shall have received and shall receive the Sacrament of the Lord's Supper at least three times during the year preceding election or appointment and in each year during holding of such office. Qualification for Lay Membership of Synod shall be proved in such manner as from time to time may be specified by Bylaw and/or Regulation.

4. The procedures regarding the recording of the Lay Members of Synod shall be as from time to time specified by Bylaw.

C.3.04

Chancellor, Vice Chancellors

1. There shall be a Chancellor, and there may be one or more Vice Chancellors, who shall be appointed by the Bishop and shall hold office at the pleasure of the Bishop.

2. Each of the Chancellors and any Vice Chancellors shall be:

    a) a member of at least ten years' standing of the Bar of the Province of Ontario or of the Province of Quebec; or a Judge of a Court of Record;

    b) resident in the Diocese;

        a. a member of the Vestry of one of the Parishes in the Diocese; and if the person shall cease to be so qualified, the person shall be deemed to have resigned to the Bishop and shall thereafter be entitled to be known as Chancellor Emeritus.

3. The duties of the Chancellor and any Vice Chancellors shall be to advise the Bishop and Synod in all matters of discipline, difficulty, or doubt, and to perform such other duties as may be prescribed by Canon, Bylaw or Regulation.

C.3.05

Executive Archdeacon

1. The Bishop may appoint a priest on the Clergy List of the Diocese as Executive Archdeacon, who shall hold office at the pleasure of the Bishop.

2. An Executive Archdeacon shall have the duty of assisting in the pastoral and administrative functioning of the Diocese under the authority of the Bishop, to whom is due primary

responsibility.

3. The Executive Archdeacon shall have such additional duties as may be provided for by the Canons, Bylaws or Regulations or as may be determined by the Bishop.

C.3.06
Secretaries of Synod

1. There shall be the following two Secretaries of Synod:

   a) the Clerical Secretary, who shall be a cleric appointed as such by the Bishop, to hold office at the pleasure of the Bishop; and

   b) the Lay Secretary, who shall be elected by the Diocesan Council for a renewable term not to exceed three years.

2. The duties of the Secretaries of Synod shall be described in the Canons, Bylaws and Regulations and shall include, but are not limited to, aspects of the following:

   a) the Episcopal Election process;

   b) regular and special meetings of the Synod; and

   c) regular and special meetings of Diocesan Council.

C.3.07
Other Officers of Synod

1. The Bishop may appoint the following additional officers of Synod, who shall hold office at the pleasure of the Bishop:
   a) the Director of Financial Ministry;
   b) the Director of Community Ministries;
   c) senior officers with responsibility for the following matters:
      i) communications and development,
      ii) human resources,
      iii) property and asset management, and
   d) such other officers as the Bishop considers necessary, to hold office and to have such duties as may be provided for by the Bylaws or Regulations or as may be determined

by the Bishop.

2. Any lay person appointed as an officer under this provision shall be a non-voting member of the Synod.

3. Any appointment made under this provision that necessitates an increase in the budget must be approved by the Diocesan Council.

C.3.08
Remuneration of Officers of Synod

Officers of Synod may be required by the Bishop or by the Synod or a committee of the Synod from time to time in the course of their duties to provide services for which remuneration may be paid, and this remuneration shall be determined by the Bishop in consultation with the Director of Financial Ministry and the officer concerned.

C.3.09
Synod Solicitors

The Diocesan Council may appoint a Solicitor or Solicitors who shall perform such legal services under the direction of the Chancellor as may from time to time be required by the Synod or the Diocesan Council.

C.3.10
Meetings

1. The Synod shall meet annually in the Diocese at such place and at such time in each year as the Bishop may direct or in the absence of such direction as the Diocesan Council may by resolution direct.
2. Other meetings of Synod in the Diocese may be convened at such place and at such time as the Bishop may direct or in the absence of such direction as the Diocesan Council may by resolution direct.

C.3.11
Quorum

Two members of Synod personally present shall constitute a quorum for any meeting of Synod for the adjournment of the meeting. For all other purposes, a quorum for any meeting of Synod shall be not less than one fifth of the Clergy and not less than one fifth of the Lay Members who have

registered for attendance at that meeting of Synod. No business shall be transacted at any sitting of the meeting of Synod unless the requisite quorum be present at the commencement of the business at that sitting, and if such quorum is so present, then that sitting may continue to do business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

C.3.12

Voting

1. Except as provided in Canon 1.03, Canon 2 and elsewhere in this Canon, no act or resolution of the Synod shall be valid or passed without the concurrence of a simple majority of the members who vote on the resolution.
2. On the requisition of the Chair or of four clerical members and four lay members, the votes of the Clergy and Laity shall be taken separately and the act or resolution of the Synod shall not be valid or passed unless it receives the concurrence of a simple majority of both the Clergy and the Laity. The Lay members shall in all cases vote as individuals.
3. Each member of the Synod present at a meeting shall have one vote on all matters coming before it and, unless otherwise specifically provided by Canon and Bylaw, the Chair shall have a second or casting vote on votes of both the Clergy and the Lay Members.

C.3.13

Seal and Arms

1. **Seal of Synod**

   The Seal, an impression of which appears as the frontispiece to this volume, is and shall be the common seal of the Incorporated Synod of the Diocese of Ottawa, and the care and custody of the said Seal shall be entrusted to such officer of Synod as may be designated by Bylaw or Regulation.

2. **Arms of the Diocese**

   The Arms of the Diocese shall be the Coat of Arms shown on the Grant of Arms made by the College of Arms on 24 November 1949, a photographic reproduction of which shall be properly displayed at meetings of the Synod.

C.3.14

Diocesan Council

1. There shall be a standing committee of the Synod known as the Diocesan Council, which is the “executive committee” of the Synod for the purposes of all applicable legislation including, without limitation, the Act of Incorporation.
2. When the Synod is not in session the Diocesan Council shall, on behalf of Synod, deal with all facets of the mission and life of the Church and may do and perform all acts in respect

thereof which might be done at a meeting of the Synod, including filing of vacancies among elected members, except those matters which specifically require the action of the Synod in session.

3. The Diocesan Council shall be composed of nineteen (19) voting members and two (2) non-voting members as follows:

   a) Three (3) Senior Officers of Synod: The Bishop, the Chancellor (or the Vice Chancellor in the absence of the Chancellor) and the Dean;

   b) Eight (8) Clergy representatives;

   c) Eight (8) Lay representatives;

   d) Lay and Clerical Secretaries of Synod (non-voting).

4. The Council shall include a minimum of four (4) members drawn from the rural regions of the diocese. In addition, at least one member shall be experienced in each of the following areas:

   a) financial management;

   b) communications / public relations; and

   c) strategic planning.

5. Positions on the Diocesan Council shall be filled as follows:

   a) five (5) by virtue of position;

   b) twelve (12) shall be confirmed by Synod;

   c) four (4) shall be appointed by the Bishop within one month after Synod.

6. Any baptized member in good standing of the Diocese of Ottawa may be nominated for a position on the Diocesan Council.

7. Appointments, nomination and elections process shall be conducted as may be prescribed by the Bylaws or Regulations of the Diocese.

8. The Lay Secretary and the Clerical Secretary shall attend all meetings of the Diocesan Council.

9. Members of Diocesan Council shall become members of Synod for the duration of their term on Diocesan Council.

10. The Executive Archdeacon, the Director of Financial Ministry and the Director of Community Ministry shall be invited to attend all meetings of the Diocesan Council. Other persons may also be requested to attend as resource persons from time to time, and any person may attend any meeting at the invitation of the Diocesan Council.

11. The agenda shall be set by the Chairperson and supported by the Lay Secretary and Clerical Secretary.

12. The Diocesan Council may enact Bylaws for the purpose of:

    a. appointing, and establishing terms of reference for standing committees of the Council;

b. delegating its authority to one or more of its standing committees; and

c. appointing, and establishing terms of reference for other committees of Council.

C.3.15
Financial Transactions

All monies, investments and funds now or hereafter belonging to or held by or under the control of the Synod, either personally or as trustee or both, shall be invested, administered and controlled as may be prescribed by Bylaw.

C.3.16
Land Transactions

Subject to the applicable Statutes of the Provinces of Ontario and Quebec and subject to such procedures as may be prescribed by Bylaw, land shall not be sold, mortgaged, leased for a term in excess of two years, or otherwise encumbered, without the consent of the Bishop and the Diocesan Council and of the Vestry of any Parish or Congregation which has an interest in such land.

C.3.17
Execution of Deeds and Documents

All deeds and documents requiring execution by the Synod shall be signed by such persons as may be prescribed by Bylaw or Regulation.

C.3.18
Indemnification

1. Subject to the provisions of applicable legislation, The Incorporated Synod of the Diocese of Ottawa shall indemnify every Bishop, Suffragan Bishop, Coadjutor Bishop and Assistant Bishop (collectively a "Bishop", for the purpose of this provision), every former or retired Bishop, every officer, member and employee of the Synod and every person who is elected or appointed to any committee or sub-committee of the Synod or, who acts as a trustee for the Synod or, acts as a trustee for any members of the Synod in their capacity as such (including all former officers, members, employees, committee members, sub-committee members and trustees), and every officer of a parish, and his or her respective heirs and legal representatives, from and against all costs, charges and expenses, including any amount paid to settle an action or to satisfy a judgment, reasonably incurred by him or by her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Bishop, officer, member or employee of the Synod, officer of a parish or committee member or trustee if:

a) he or she acted honestly and in good faith with a view to the best interests of the Synod, its Clergy and laity and the advancement of the Kingdom of God; and

b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that he or she had reasonable grounds for believing that his or her conduct was lawful in the circumstances.

2. The Synod shall also indemnify any such person in such other circumstances as the law permits or requires.
3. Nothing in this Canon shall limit the right of any person entitled to indemnity hereunder to claim indemnity apart from the provisions of this Canon to the extent permitted by law.
4. The Synod may also purchase insurance for the benefit of all persons intended to be indemnified hereunder.

C.3.19
Anglican Diocese of Ottawa Archives

There shall be an Anglican Diocese of Ottawa Archives whose purpose is to provide a secure place for deposit of all records, documents, books, and artifacts of historical significance to the Diocese, its parishes, and its congregations, and to provide a centre for the collection and conservation of the heritage of the Diocese and its members. The operation and management of the Diocese of Ottawa Archives may be prescribed by Bylaw or Regulation.

C.3.20
Archivist

1. There shall be an Archivist of the Anglican Diocese of Ottawa who shall be appointed by the Bishop on such terms as the Bishop may determine.
2. In the event that the position of Diocesan Archivist becomes vacant, the Executive Archdeacon, or another Officer of Synod designated by the Bishop, shall be the proper and authorized custodian of the Archives of the Diocese and of such archives of the several parishes thereof as may from time to time be committed to the charge of the Archivist.
3. The Archivist shall be a non-voting member of the Synod of the Diocese.
4. The Archivist, in consultation with the Executive Archdeacon, may appoint an Archival Assistant or Technician to perform any, or all of the duties in respect of the keeping of records and the provision of research services.
5. The duties of the Archivist may be prescribed by Bylaw or Regulation.

C.3.21
Archives Advisory Committee

1. An Anglican Diocese of Ottawa Archives Advisory Committee may be appointed by the

Diocesan Archivist, in consultation with the Executive Archdeacon, for the purpose of assisting the Diocesan Archivist in unifying and developing the archival, reference library, and heritage activities of the Church in the Diocese.

2. The duties of the Archives Advisory Committee may be prescribed by Bylaw or Regulation.

C.3.22
Miscellaneous

The following matters may be prescribed by Bylaw or Regulation:

a) the procedures and formalities regarding meetings of Synod and the Diocesan Council;

b) the election of delegates to Provincial Synod and its boards and committees and of delegates to General Synod and its boards and committees; and

c) the governance and administration of diocesan cemeteries.

CANON 4.
CLERGY AND LAY READERS

C.4.01
Cathedral Chapter

1. The Chapter of Christ Church Cathedral shall consist of the Dean, the Archdeacons and eight Canons to be from time to time appointed by the Bishop from the clergy resident in and licensed in the Diocese.
2. The duties of the Chapter shall be to:
   a) advise the Bishop in matters pertaining to the welfare of the Diocese which do not fall within the scope of Synod and to assist the Bishop to sustain the unity of the Diocese;
   b) perform such other duties as may be provided by Bylaw and/or Regulation; and
   c) advise the Dean in matters pertaining to the use of the Cathedral for special services and the forms of service proposed for such special services.
3. Members of the Chapter shall hold office during their active ministry in the Diocese and shall have a stall in the Cathedral. Upon retirement they shall retain their honorary titles but shall cease to be members of the Chapter and shall deliver up their stalls to their successors.
4. The Bishop may act as or appoint the Dean of the Chapter and may appoint from the Chapter whatever officers the Bishop considers necessary.

5. The Bishop may appoint minor Canons for such purpose or for such period or subject to such conditions as the Bishop may decide.

C.4.02

The Dean

The Bishop may appoint the Rector for the time-being of Christ Church Cathedral as the Dean of Ottawa who shall hold office at the pleasure of the Bishop and shall perform such duties as may be required by the Bishop and as may be prescribed by Bylaw.

C.4.03

Archdeacons

1. Archdeacons shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.

2. An Archdeacon shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.

3. Archdeacons shall be formally installed at the Cathedral under the mandate of the Bishop.

4. As soon as an Archdeacon ceases to hold that appointment, he or she shall be deemed to have resigned as Archdeacon to the Bishop.

5. Each Archdeacon, on the death or retirement of the Bishop, shall resign to the successor in the See.

6. The duties of an Archdeacon shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.03.1

Deaneries

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

C.4.04

Regional Deans

1. A Regional Dean shall be appointed by the Bishop to or for such jurisdictions as the Bishop may determine and shall hold office at the pleasure of the Bishop.

2. A Regional Dean shall receive such emoluments of office and reimbursement for travelling expenses incidental thereto as the Diocesan Council, with the approval of the Bishop, may determine from time to time and as may be prescribed by Bylaw or Regulation.

3. As soon as a Regional Dean ceases to hold that appointment, he or she shall be deemed to have resigned as Regional Dean to the Bishop.

4. Each Regional Dean, on the death or retirement of the Bishop shall resign to the successor in the See.

5. The duties of a Regional Dean shall be such as are required by the Bishop and as may be prescribed by Bylaw or Regulation.

C.4.05

Great Chapters

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

C.4.05.1

Deanery Clericus

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

C.4.06

Clerical Appointments

1. The appointment of all Clergy to all offices within the jurisdiction of the Diocese of Ottawa shall be vested in the Bishop, but before the appointment of an Incumbent or an Associate Incumbent is made to a Parish, the Bishop shall consult with the Churchwardens and the Lay Members of Synod of that Parish, as a committee.

2. Appointments to diocesan staff positions, chaplaincies, additional assistants in parishes and other positions, whether honorary, non remunerative or stipendiary, shall be made on the authority of the Bishop as further provided for in Bylaws and Regulations.

3. **Retirement or Resignation**

   A cleric may retire from any position to which that cleric has been appointed by the

Bishop, with pension accumulation determined by participation under the Pension Plan of the General Synod as provided under Canon IV and Regulations thereof.

4. **Termination of Clerical Appointments**

Clerical appointments may be terminated as follows:

a) retirement of the cleric under this Canon;

b) upon the Bishop accepting the written resignation of the cleric;

c) withdrawal of the cleric's license or appointment by the Bishop as a matter of discipline in accordance with C.3.11 and B.3.19;

d) termination in accordance with the terms of the appointment;

e) upon accepting a new appointment, a cleric will be deemed to have resigned from his or her current appointment, unless the appointments are intended to be served concurrently; or

f) non disciplinary termination of appointment in accordance with C.4.06.(5).

5. **Non Disciplinary Termination of Appointment**

a) **Termination by the bishop in writing**

The Bishop may terminate the appointment of a cleric in accordance with the provisions of this subsection, upon notice to the cleric in writing;

b) **Circumstances of termination**

Circumstances which may lead the Bishop to terminate the appointment of the cleric include, but are not limited to: financial difficulties within a parish, decline in parish membership, redeployment of human resources, and the inability of the cleric to carry out his or her ministry;

c) **Preliminary Steps Required of Bishop**

When the Bishop considers that there are circumstances within a parish or within some other ministry which may require the termination of an appointment, the Bishop will first meet with the cleric and, where appropriate, with the churchwardens and other members of the parish, or with representatives of the ministry involved:

i) to review the particular circumstances within the parish or the ministry;

ii) to advise the cleric and lay members of the parish or representatives of the ministry of his or her concerns;

iii) to consider the views of the cleric and lay members of the parish or representatives of the ministry;

iv) to consider possible alternatives to the termination of the appointment including other appointments within the Diocese, a leave of absence, further education or professional development;

v) to provide, financial, pastoral, vocational, or other assistance to the cleric, parish or ministry as may be appropriate; and

vi) to provide information about the procedure for the termination of clerical appointments, including the responsibilities of the Bishop, the Advisory Panel and the Arbitration Board, as hereafter described.

d) **Advisory panel on termination of clerical appointments ("advisory panel")**

i) The Advisory Panel shall consist of three members of Synod elected by the members of Synod including at least one lay and one clerical representative. The elected members shall hold office from the conclusion of the meeting of Synod until the conclusion of the next regular session of Synod. The members shall elect a Chair from amongst them;

ii) In the event of the resignation or death of an elected member, the Chancellor shall appoint a replacement to complete the term of office.

e) **Termination procedures**

If the Bishop after meeting with the cleric intends to proceed with the proposed termination, the Bishop shall advise in writing the cleric and the Advisory Panel of the proposed termination along with the reasons therefor. The Advisory Panel shall consider the circumstances surrounding the proposed termination of appointment and provide the Bishop with its advice. The Bishop and the cleric shall meet with members of the Advisory Panel to review the matter, and the Panel shall provide the Bishop and the cleric with its advice on the proposed termination of appointment within 60 days of the receipt of the Bishop's advice. The Advisory Panel may in its discretion make public its advice and the reasons of the Bishop.

f) **Offer of reasonable notice or remuneration**

In the event that the Bishop decides to terminate a clerical appointment and is not in a position to provide a further appointment to the cleric, the Bishop will as soon as possible offer the cleric in writing reasonable notice of the termination of the appointment, or remuneration and benefits in lieu of notice.

g) **Establishment of arbitration board**

In the event that the cleric is not satisfied with the amount of notice or remuneration and benefits in lieu of notice offered by the Bishop, the cleric may notify the Bishop in writing of his or her desire to submit the matter to arbitration and the notice shall contain the name of the cleric's appointee to the Arbitration Board. The Bishop shall within 14 days inform the cleric of his or her appointee to the Arbitration Board. The two appointees so selected shall within 14 days of the appointment of the second of them appoint a third person who shall be the Chair. If the Bishop fails to appoint an Arbitrator, or if the two appointees fail to agree upon a Chair within the time, the appointments shall be made by the Chancellor of the Ecclesiastical Province of Ontario.

h) **Arbitration procedures**

The Arbitration Board shall provide an opportunity to the cleric and the Bishop to make submissions to it in writing and to respond to the submissions of the other party. It shall determine the amount of notice or payment and benefits in lieu of notice to be given to the cleric including, where appropriate, financial and vocational counseling and shall take into account prevailing practices within the secular community. The decision of the Arbitration Board, which shall be in writing, is final and binding on the cleric and the Bishop.

i) **Authority of arbitration board**

Notwithstanding subsection (h), the Arbitration Board, however, shall have no authority to change a decision by the Bishop to terminate an appointment.

j) **Right of the cleric to be accompanied by an advisor or counsel**

Once the cleric has been made aware of the possibility of termination, he or she may, if so desired, be accompanied by an advisor or counsel in any or all subsequent proceedings under this subsection.

k) Before the Bishop proceeds with the proposed termination, he or she shall consult with the Chancellor or other appropriate legal advice:

i) to ensure that any action taken adheres to applicable federal and provincial legislation; and

ii) to be fully informed of the legal consequences of any proposed action.

l) **Cleric in good standing**

The termination of an appointment under this Canon does not affect the good standing of the cleric within the Diocese.

C.4.07

Incumbents

1. The Incumbent of a parish shall have charge of and be responsible for the ordering of the services, including the musical part thereof, and the use of the organ, and the fixing of the hour of service, the ringing of the bell, and such like matters.

2. The Incumbent of a parish shall be responsible for the work of Religious Education in the parish, for its initiation, character, organization, and control; and the superintendent of the Sunday School, and all other similar officers, shall act under the Incumbent's direction. The Incumbent shall have supervision of all organizations having as their purposes the care or adornment of the Sanctuary, the Chancel or other similar portions of the Church building and of organizations for devotional, social or athletic purposes, carried on in the name of the Church or upon its property.

3. The Incumbent of a parish shall report from time to time to the appropriate Archdeacon or Regional Dean on the state of the Church in the parish and shall perform such other duties as may be required by the Bishop and by the Archdeacon and as may be prescribed by Canon, Bylaw or Regulation.

4. The Incumbent of a parish shall be responsible for the keeping of such records and the making of such reports as may be prescribed by Bylaw and/or Regulation.

5. In the absence of the Incumbent, or in the event of a vacancy in the office, the responsibilities of the Incumbent of a Parish may be exercised by the Archdeacon or by another priest designated by the Bishop.

C.4.07.1

Associate Incumbents

The Associate Incumbent of a parish may, in agreement with the Incumbent of that parish, exercise any of the responsibilities conferred on the Incumbent.

C.4.08

Assistant Curates

1.

a) Subject as hereafter provided in subsection (b), a newly ordained cleric shall serve in such places in the Diocese and for such length of time as the Bishop shall determine, and without limiting the generality of the foregoing, the service of the cleric may include an appointment or appointments in one or more parishes as Assistant Curate on a stipendiary basis.

b) No Assistant Curate shall be appointed to a parish, unless the Churchwardens of the parish have authorized such position and the cleric to be appointed has been nominated by the Incumbent after consultation with the Churchwardens.

2.

a) An Assistant Curate shall be deemed to have resigned as such Assistant Curate to the Bishop upon the cure becoming vacant.

b) The employment of an Assistant Curate may be terminated at any time by the Bishop or by notice in writing, which notice may be given by the Incumbent. The Assistant Curate may in like manner terminate the engagement at any time by giving notice in writing to the Incumbent or, if the cure is vacant, to the Churchwardens. In the absence of other provisions in the Bylaws and/or Regulations, such notice shall be given at least ninety days before its effective date.

3. On ordination, a person shall be entitled to stipend and salary unless that person has agreed to waive entitlement and place in the stipend structure for clergy in the Diocese.

C.4.09

Stipends and Salaries

1. From and after the first day of January 1975, stipendiary clergy shall be paid a salary under a Salary Structure approved by the Synod, and with rates for the component elements of the salary structure determined annually by the Diocesan Council as provided by Bylaw and Regulation.

2. **Equalized Cost of Priestly Services**

   From and after the first day of January 2011, parishes shall be assessed their Cost of Priestly Services according to the Equalized Cost of Priestly Services model approved by Synod 2010. The Equalized Cost of Priestly Services is the yearly calculation of the Cost of Priestly Services for each parish that integrates equalization (the sharing by parishes of the yearly seniority costs of stipendiary clergy) into its assessments. Parishes are informed of their Cost of Priestly Services by notice from the Director of Financial Ministry (Form 2) itemizing the monthly parish remittances to the Diocese.

3. **Clergy Remuneration Board**

   From and after the first day of January 1975, the salary for each stipendiary cleric shall be

determined annually by the Clergy Remuneration Board as provided by Bylaws and Regulations. Every cleric shall have a right to have the cleric's salary award reviewed in the cleric's presence by the Board and the decision of the Bishop shall be final.

4. A cleric who is other than stipendiary and is appointed to full-time or part-time service shall be entitled to such stipend, honorarium or other remuneration as may be provided for by Bylaw or Regulation.

C.4.10

Pensions

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

C.4.11

Licensed Lay Readers

1. A person who has been baptized and confirmed and is a faithful member in full communion of the Anglican Church of Canada and who is recommended by the Incumbent of the parish of which that person is a member as to character and fitness to perform the office of Licensed Lay Reader may be licensed by the Bishop to hold office as a Licensed Lay Reader at the pleasure of the Bishop and to serve in a Parish under the direction of the Incumbent thereof. Such appointment shall be for five years or such other period as the Bishop may determine.
2. When requested by the Bishop, or the Bishop's representative, a Licensed Lay Reader may serve in a parish other than that of the Licensed Lay Reader, with the approval of the Incumbent of the Licensed Lay Reader's parish and the Incumbent of the other parish.
3. The duties of a Licensed Lay Reader shall be:
   a) to assist the Incumbent in the conduct of public worship and in the discharge of pastoral and catechetical duties in any way which the Incumbent may direct and to conduct public worship in the Incumbent's absence, when so directed; and
   b) to perform such other duties as may be required by the Bishop and as may be prescribed by Bylaw and/or Regulation.

CANON 5
THE PARISH

C.5.01

The Parish and Boundaries

1. The Diocese of Ottawa is subdivided into such parishes as have been declared to be parishes by the Bishop and the respective boundaries of which are as have been recorded in the Synod Registers. Subject to the provisions of the applicable Statutes of the Provinces of Ontario and Quebec and subject to such procedures as may be prescribed by Bylaw, the boundaries of existing parishes may be varied, and parishes may be amalgamated, and new parishes and new congregations may be created by declaration of the Bishop, which declaration shall include a definition of the boundaries thereof and be recorded in the Synod Registers.
2. Pursuant to the Waterloo Declaration of 2001, the Bishop is specifically authorized to declare a new parish in the Diocese of Ottawa that is organized and governed as a separate incorporation or otherwise, and that is also recognized as a congregation within the Evangelical Lutheran Church in Canada. Such new Parish shall be fully a Parish within the meaning of the Canons, Bylaws and Regulations of the Diocese of Ottawa.

C.5.02
Vestry

1. In all Churches or places of worship of the Anglican Church of Canada within the Diocese in which a Vestry shall have been organized before this Canon takes effect, such Vestry shall consist of the following members: All persons who are qualified and willing to sign the Declaration below, before voting or being elected to any office in the said Church, or to membership in the Synod of the Diocese and who sign the same if required to do so by any member of the Vestry.

   "I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I am a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; and I am a supporter of this congregation by regular contributions to its maintenance."
2. Whenever a new congregation of the Church is organized in the Diocese, the first Vestry thereof shall be formed of those members of the congregation who are qualified and willing to sign the declaration below:

   "I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I intend to be a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; I intend to be a supporter of this congregation by regular contributions to its maintenance."
3. No one shall be qualified for the offices of Churchwardens, or deputy Churchwardens or otherwise to be a signing officer for any congregation who is less than 18 years of age.

C.5.03
Meetings

There shall be an annual meeting of each Vestry and such special meetings thereof as may be desired, the rights, duties and responsibilities and formalities of which shall be as may be prescribed by Bylaw.

C.5.04
Churchwardens

1. At the annual Vestry meeting or any adjournment thereof, one Churchwarden shall be appointed by the cleric in charge of the Parish to which the said Church belongs, and one other shall be elected by a majority of those present and entitled to vote at such Vestry meeting. If the cleric being present and entitled to vote at such Vestry meeting declines or neglects to nominate a Churchwarden, or if the said cleric being absent from such meeting neglects to appoint in writing a Churchwarden, then both the Churchwardens for the current year shall be elected by the members of the Vestry present; and if the members of such Vestry neglect at such Vestry meeting to elect a Churchwarden, both such Churchwardens for the current year shall be appointed by the cleric.
2. A Churchwarden shall be not less than eighteen years of age and shall be a member in full communion of the Vestry of the congregation in which they regularly worship and are appointed to serve.
3. As a general rule, no person shall be eligible for the office of Churchwarden except a member of such Vestry residing within twenty miles from such Church; and the Churchwardens shall hold office for one year from the time of their appointment, or until the nomination or election of their successors.
4. If any Churchwarden declines to accept office, or to act when called on by the cleric or Vestry, or is deprived of office, or resigns in writing to the cleric, or changes residence to twenty miles or more from the Church of which he or she was chosen Churchwarden, or becomes incapable to act, or is convicted of any indictable offence, or ceases to be a member of the Anglican Church of Canada, or of the Church or congregation for which he or she has been elected, or ceases to attend public worship in such Church or congregation for the space of six months, or dies, such office shall become vacant, and a Vestry meeting shall be called within one month in the manner provided for in this Canon for the nomination by the cleric or for the election by the said Vestry, as the case may be, of a new Churchwarden in place of the one whose office is vacated for any of the causes aforesaid, provided always that in any case of such new appointment by the cleric, such cleric may, if the cleric thinks fit, instead of a Vestry meeting being called for the purpose, nominate and appoint another Churchwarden during Divine Service on any Sunday within the time specified for making such appointments.
5. Where there is more than one congregation in a parish, one Vestry must be established for each congregation in the parish, and in the case of more than one Vestry, Churchwardens must be appointed for each congregation.
6. The responsibilities and duties of the Churchwardens and any Deputy Churchwardens shall be as are from time to time prescribed by Statute, Canon, Bylaw and Regulation.

C.5.05
Buildings

Church buildings and rectories shall be erected, bought, leased, maintained and used as may be prescribed by Bylaw except that no sale, rent or lease of the right to use of pews during services shall take place in the Diocese.

C.5.06
Lay Members of Synod

1. Each parish shall be entitled to elect such of its members as may be prescribed by Bylaw and who are qualified therefore as Lay Members of Synod provided that each parish shall be entitled to elect not less than a total of two and not more than a total of six members in all.
2. The method of election of Lay Members of Synod and substitutes, therefore, their terms of office, the filling of vacancies and all other matters regarding Lay Members of Synod and their representation of the Parish shall be as may be prescribed by Bylaw.

C.5.07
Parish Finances and Administration

All matters regarding the finances of the Parish, the keeping of records therein, the making of reports, the rights and responsibilities and of the dealings between the members and the Incumbent shall be as may be prescribed by Bylaw.

C.5.08
Applications/Contracts with Third Parties

In the absence of the approval of the Synod or of the Diocesan Council, no congregation or parish shall act in such a way as to alter its status in relation to the Diocese, or to place the use, management or disposition of its temporalities beyond the control of that congregation or parish or of the Diocese; and any action taken or agreement entered into that affects status or use, management or disposition of temporalities as aforesaid shall be invalid unless or until approval of the Synod or the Diocesan Council is conveyed in writing to the Congregation or Parish concerned. Temporalities are taken to include real property as well as personal property, or moveables and immoveables.

CANON 6
COURT OF THE DIOCESE

C.6.01
Diocesan Court

1. **Jurisdiction**

There shall be a Court of this Diocese called "The Court of the Diocese of Ottawa" having ecclesiastical jurisdiction with respect to the discipline of:

a) priests and deacons who carry out their ministry in the Diocese and who are registered on the register of the Diocese, for any ecclesiastical offence, wherever committed;

b) subject to the provisions of the Discipline Canon of the General Synod of Canada, priests and deacons of The Anglican Church of Canada not registered on the register of the Diocese, in respect of any ecclesiastical offence committed in the Diocese;

c) lay persons who have been appointed, elected or commissioned to an office, appointment or responsibility in a parish of the Diocese or the Diocesan Synod, for any ecclesiastical offence which they may commit in the Diocese;

d) lay persons who have been appointed, elected or commissioned to an office, appointment or responsibility in a provincial synod, or the General Synod, for any ecclesiastical offence which they may commit in the Diocese; and

e) priests, deacons and lay persons of any other diocese when a direction is made pursuant to the provisions of the Discipline Canon of the General Synod of Canada.

2. Such Court shall consist of such persons as may be prescribed by Bylaw.

3. **Ecclesiastical Offences**

All persons who are subject to ecclesiastical jurisdiction in the Diocese shall be liable to discipline for any of the following offences:

a) conviction of an indictable offence;

b) immorality;

c) disobedience to the Bishop to whom such person has sworn canonical obedience;

d) violation of any lawful Constitution or Canon of the Church, whether of a diocese, province or the General Synod by which the person is bound;

e) willful or habitual neglect of the duties of any office or position of trust to which the person has been appointed or elected;

f) teaching or advocating doctrines contrary to those accepted by the Anglican Church of Canada;

g) contemptuous or disrespectful conduct towards the Bishop in matters pertaining to the administration of the affairs of the Diocese or a parish.

4. The procedure of and in such Court and of bringing cases before it and the right of such Court to make judgments and award costs and the effect of such judgments and the right of appeal if any from such judgments shall be as may be prescribed by Bylaw which may extend to any matter relating to such Court not provided by the Canons.

CANON 7
DIOCESAN COMMUNITY MINISTRIES

C.7.01
Designation of a Community Ministry

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate an organization of the Diocese as a Diocesan Community Ministry.

2. The Diocesan Council may make Bylaws and Regulations respecting the governance and administration of Diocesan Community Ministries.

3. Each Diocesan Community Ministry shall report to the Synod, the Bishop, the Diocesan Council, the Community Ministries Committee, any other standing committee of the Diocesan Council, and any Advisory Board established under the Bylaws, in such manner as may be prescribed by Bylaw or Regulation.

C.7.02
Corporate Status

1. Subject to the provisions of this Canon and related Bylaws, the Bishop may, with the approval of the Diocesan Council, designate as a Diocesan Community Ministry an organization:

   a) that is a separate corporation established under federal or provincial not-for-profit corporation legislation; and

   b) in respect of which the Diocese holds a membership interest.

2. The Diocesan Council may, on the recommendation of the Property and Finance Committee, authorize the provision of financial assistance, including loans and guarantees, to a Diocesan Community Ministry designated under section 1 of this Canon.