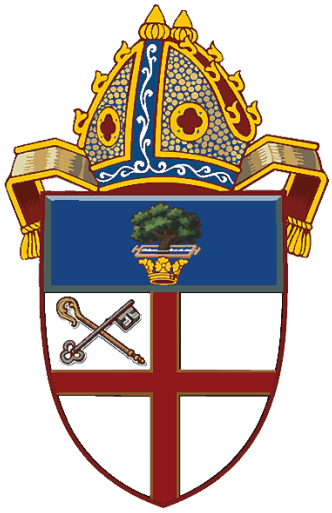
CANONS, BYLAWS

AND

REGULATIONS

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



Volume 3: Regulations

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REGULATION 3.
THE SYNOD

R3.01
Recording of Membership

1. No later than the last day of April in each year, the Executive Archdeacon, or a person designated by the Executive Archdeacon, shall provide to the Secretaries of Synod the Clergy List of the Diocese, all elected Lay and Alternate members of Synod, and all persons who are Members of Synod ex-officio, together with their contact information.

2. The Secretaries of Synod shall then provide to the Executive Archdeacon a list, subject to subsequent revision, of Parishes in respect of which no Certificates of Election of Lay Members have been received.

R3.02
Convening Circular

1. Upon receipt by the Secretaries of Synod of the information referred to in Regulation 3.01 and of other material and data necessary therefor, they shall cause notice of each Session of Synod to be given to all members thereof, such notice to be in the form of a Convening Circular and to contain the following information relating to that Session:

    a) agenda for the session of Synod referred to;
    b) draft minutes of the previous session of Synod;
    c) list of proposed members of the Resolutions Committee nominated by the Secretaries of Synod;
    d) list of proposed Scrutineers nominated by the Secretaries of Synod;
    e) list of Members of Synod and Churchwardens;
    f) the Clergy List of the Diocese;
    g) list of senior officers of Synod;
    h) list of Licensed Lay Readers;
    i) Diocesan Financial Statements;
    j) procedure for balloting, voting, and drafting motions at Synod;
    k) glossary of terms related to the operation of Synod;
    l) notices of Motion;
    m) notices of Election;
    n) budget, when applicable;
    o) changes made to the Canons, Bylaws and Regulations of the Diocese; and,
    p) Committee and other Reports as approved by the Diocesan Council for inclusion in the Convening Circular.

2. The Secretaries of Synod shall, not less than 14 days before the beginning of a Session of Synod, make the contents of the Convening Circular available to each member of Synod.

R.3.03

Annual Reports to Synod

1. Every Annual Report to be presented to the Annual Meeting of the Synod shall be delivered to the Secretaries of Synod not later than the first day of August in each year.

2. The chairperson of the committee or the president of the organization presenting the report, or some member deputed by him shall explain to the Synod the bearing of any portion of the Report, if requested by any member of Synod to do so.

R3.04
Synod Registration

1. The Secretaries of Synod shall, with the approval of the Bishop, determine the means by which Synod Members shall be registered for each Session of Synod.

2. The Secretaries of Synod shall, not less than 30 days before the beginning of the Session of Synod, give notice to all Members of Synod of the following:

    a) the means by which Members shall be registered for that Session of Synod;

    b) the times of registration for that Session of Synod; and,

    c) any registration costs associated with attendance at that Session of Synod.

3. No Member of Synod may participate in a Session of Synod unless they have been registered for that Session.

R3.05
Identification

Each registered member of Synod, before taking their seat in a Session of the Synod, shall produce their prescribed credential form, which shall be exchanged for an identity card.

R3.06
Synod Observers

1. Any person may request to the Secretaries of Synod that they attend a Session of Synod as an Observer.

2. The Secretaries of Synod, in consultation with the Chancellor or a Vice Chancellor, shall have authority to admit or deny any request to attend a Session of Synod as an Observer.

3. Any Observer may be removed from a Session of Synod, and may have their Observer status revoked, at the direction of the Chairperson of that Session of Synod.

R.3.07
Order of Business

1. The Synod may establish its own order of business. If not otherwise established by Synod, the order of business at the Annual Meeting of Synod shall, subject to variation from time to time by the Diocesan Council, be as follows:

    a) delivery of the Annual Charge by the Bishop. The text of this Charge shall be distributed to the Members as soon after delivery as possible;
    b) invitation of visitors to the floor of the house;
    c) reading, correcting and approving the Minutes of the previous Session;
    d) appointment of members of the Resolutions Committee;
    e) appointment of Scrutineers to take the vote in all elections to be held by ballot;
    f) appointment of Sessional Committees;
    g) presenting, reading and referring of Memorials, Petitions and Correspondence;
    h) reports and Notices of Motion considered by the Diocesan Council to be of special importance;
    i) other Notices of Motion;
    j) appointment of Auditors;
    k) election of members of Diocesan Council, pursuant to Canon 3.14;
    l) consideration of the reports of the General and Provincial Synods as may be required; and,
    m) such other business as the Chairperson may deem expedient.

2. Notwithstanding Section (1), motions of which notice has been given in the Convening Circular shall have precedence over all other business on the second day of the Session.

R.3.08
Time of Meetings

Subject to variation by resolution of the Synod, the Synod shall meet for business at the hours

specified in the notice calling it into Session. Should an evening sitting of Synod not be provided for in such notice, then no such resolution providing for an evening sitting may be passed after 4:00 p.m. on the same day.

R3.09
Minutes of Synod

1. At each Session of the Synod, the Secretaries of Synod (or one of them) of the last preceding Session, or someone on their behalf, shall submit for adoption a copy of the Minutes of the Proceedings of such Session except any portions thereof which were adopted at any sitting of such last preceding session. On the adoption of the Minutes so submitted, with such corrections as may be made thereto, the same shall be authenticated by affixing thereto the signatures of the Secretaries of Synod.

2. The copy of the Minutes so authenticated shall be deposited with the Diocesan Archivist, who shall arrange to have them available for reference at the Diocesan Archives. The same shall constitute and be received as the authentic and official record of the proceedings of such Session.

R3.10
Balloting

1. Ballot papers shall be prepared for election to such offices as may be required under Canon, Bylaw, or Regulation under the direction of the Secretaries of Synod, and only such ballots shall be counted by the Scrutineers.

2. The ballot papers shall list the names of the nominees in alphabetical order and shall be given to every voting Member of Synod at the time of the start of the Session of Synod.

3. A short biography of each nominee, including name of Parish or special category, and qualifications for service, shall be distributed to every voting member of Synod at the start of the Session of Synod.

4. A member may vote for as many nominees as they wish up to the number of positions to be filled, but “write in” nominees shall not be counted; and if more votes are cast than the number of positions required to be filled, then the ballot shall be considered to be spoiled.

5. Ballot boxes in which completed ballots may be placed shall be provided by the Scrutineers and shall be available for such time as may be set by the Secretaries of Synod, and with the concurrence of the Bishop.

6. The Synod Secretaries shall be responsible for the safekeeping of ballot boxes for the entirety of the session of Synod.

7. Upon completion of the counting of ballots, the Scrutineers shall hand over the ballot papers to the Synod Secretaries. The Secretaries shall preserve the papers until the close of the Session of Synod and shall ensure they are destroyed immediately thereafter.

8. The above instructions shall not apply to the election of a Bishop.

R3.11
Procedure at Meetings

1. When the Chairperson takes the chair, all members shall immediately come to order.

2. The Chairperson shall maintain order and decorum and shall decide questions of order subject to an appeal to the Synod.

3. When the Chairperson rises for the purpose of calling order or deciding any point of order or otherwise, no member shall remain standing.

4. Every member desiring to speak shall rise to their place and address the Chairperson.

5. When two or more members rise to speak at the same time, the Chairperson shall decide which member is entitled to the floor.

6. All motions and amendments shall be submitted to the Secretaries of Synod in writing or by electronic text, with the names of the mover and seconder thereon, and shall be read or displayed before being debated.

7. Except with the consent of the Chairperson, or of the Synod, and except a motion in course, no motion shall be considered unless notice of such motion shall have been given. Notices of Motion must be submitted to one of the Secretaries of Synod either during the first day of that session of Synod or before a meeting of Synod. The submission must be in writing or electronic text and must be consented to by both consent of the mover and seconder. Any Notice of Motion not recorded in the Convening Circular shall be displayed prominently at the place of meeting.

8. The Resolutions Committee of the Synod shall meet as needed during the Synod to receive motions.

9. All motions must be considered by the Resolutions Committee and will be distributed once the Resolutions Committee has approved them. Amendments to original motions must be taken note of by the individual Synod members.

10. Only one amendment shall be considered until disposed of. An amendment to the amendment may be proposed at any time, but only one such amendment shall be before the Synod at one time.

11. A member who has made a motion or moved an amendment may, with the concurrence of the person who seconded the motion, withdraw the same at any time before a vote has been taken thereon, unless the person presiding hears objection from one or more

members to withdrawal of the motion, and if they do so and the house consents, one of the objecting members may adopt such motion as their own, and the record shall be changed accordingly.

12. A member who wishes to speak to a motion or an amendment shall declare their position, whether in the affirmative or the negative, before commencing their argument.

13. No member shall speak more than once on the same motion, nor more than once on an amendment, except that the mover of the original motion shall have the right of reply.

14. Except with the consent of the house, the mover of a motion may not speak for more than five minutes and the seconder three minutes and each speaker thereafter three minutes and the mover three minutes in reply.

15. When a question is under consideration, no other motion shall be received, except to adjourn, to table it, to postpone it to a certain time, to postpone it indefinitely, to amend it, or with the consent of the Chairperson, to move that the question be now put; and motions for any of these purposes shall have precedence in the order here names.

16. A motion "that the question be now put" shall be put to the vote forthwith. If decided in the affirmative, a vote shall be taken at once on the motion before the Synod and without debate. If it be decided in the negative, the motion that "the question be now put" cannot again be proposed until a vote has been taken on the motion before the Synod. In taking a vote on a motion before the Synod, any amendments thereto then before the house are to be first disposed of in accordance with the prescribed procedure.

17. Motions to adjourn or to table shall be decided without debate.

18. Any member shall have the right, subject to the consent of the Chairperson, to require at any period of the debate that a question in discussion be read for their information.

19. In voting on amendments, the one last moved shall be put first, in every case, and not more than two amendments shall be under consideration at the same time.

20. When any question is being put from the chair, the members shall continue in their seats and shall not hold any private discourse; and when a motion is put, no member shall retire until such motion is disposed of.

21. The ordinary mode of voting shall be by the Chairperson's calling first upon those who vote in the affirmative to signify and thereafter those who vote in the negative to signify; and the number of members voting in each case counted by the Secretaries of Synod and reported to the chair, if so requested by any member of Synod present. At the discretion of the Chairperson signifying may be verbal, by show of hands, or by rising.

22. A question being once determined shall not be brought into discussion again in the same Session except with the sanction of the Chairperson and of the majority of the members present.

23. In any unprovided case, resort shall be had to the Rules of Order of the House of Commons of Canada for guidance.

R3.12
Synod Journal

1. The Synod Journal of each Session of Synod shall be assembled by the Secretaries of Synod and shall include:

    a) the Convening Circular of that Session;
    b) the draft minutes of that Session;
    c) the approved minutes of the previous Session;
    d) Diocesan statistics and,
    e) a table of contents.

2. At the conclusion of each session of Synod, the Secretaries of Synod shall provide printed copies of the Synod Journal to the Diocesan Archivist for filing in the Diocesan Archives, as soon as may conveniently be done after each Session of Synod.

3. A copy of the Synod Journal shall be made available to all Members of Synod as soon as may conveniently be done after each Session of Synod.

R.3.13
Motions Regarding Expenditures

1. Any motion or amendment that involves the spending of money not already provided for in the diocesan budget approved by the Diocesan Council should indicate the particular source of that money. Consideration of the matter by the Diocesan Council or some other Committee upon a request from the Synod shall include suitability and adequacy of the proposed source of that money, as well as other possible sources and steps to be taken to appropriate them and where necessary, a report back to the Synod with recommendations for action as soon as possible.

2. Any motion or amendment that has the effect of reducing all or a part of the budget approved by the Diocesan Council should not be considered by the Synod unless it identifies the particular item or items of expenditure to be reduced, or unless it gives particular instructions to the Diocesan Council about levels or types of reduction to be made and authorizes implementation of the budget, to be amended by the reductions as indicated if those reductions can be made by the Diocesan Council. Before such motion or amendment is voted upon by the Synod, the presiding officer may call upon the Director of Financial Ministry or some other person to address the Synod on the nature and consequences of the proposed reduction. In addition, the presiding officer may refer the motion or amendment to one of the Diocesan Committees for consideration of the nature and consequences of the proposed reduction and for a report with recommendations, as soon as possible, back to the Synod.

3. Reference of a motion or an amendment does not dispose of that motion other than to table it until a report back is made on the reference. In the meantime, other motions or amendments may be dealt with in the ordinary course, except that any motion to adopt the budget should be dealt with only after the motion or amendment that was referred has

been disposed of.

R.3.14
Motions Arising from Seminars

1. Motions arising from discussions in a seminar that has been scheduled in the agenda for the Session of Synod or has otherwise been established with the consent of the Synod, will be received by the Resolutions Committee not later than a time to be determined by the Secretaries of Synod.

2. Motions relating to a seminar must have a mover and a seconder who are members of Synod and who were present at the seminar,

3. Motions will be reproduced and distributed to members of Synod by the Secretaries of Synod.

4. Motions arising from a seminar will be identified for the purpose of a no-debate list. Any member of Synod may signify an intent to debate against the motion in which case the motion will be placed on the agenda. Motions not debated will receive formal approval in an omnibus motion at the end of the session.

5. When a seminar motion is to be debated, the mover shall have five minutes, the seconder shall have three minutes, and all other speakers shall have two minutes. The Chairperson may limit the number of speakers.

R3.15
Members of General Synod and Provincial Synod

1. The Diocese shall be responsible for all necessary expenses incurred by representatives of the Diocese to the General Synod, and to Committees of the General Synod, that are not provided by the General Synod.

2. The Diocese shall be responsible for all necessary expenses incurred by representatives of the Diocese to the Provincial Synod not provided by the Provincial Synod.

R.3.16

1. DUTIES OF THE EXECUTIVE ARCHDEACON

   Subject to the provisions of B.3.05, the Executive Archdeacon, if any, shall direct and be responsible for the work of the Director of Financial Ministry and of the Director of Community Ministry and shall be responsible to the Bishop for Diocesan Special Ministries. His or her role as personnel coordinator shall include special responsibility for

liaison with Archdeacons and Regional Deans, liaison with the Warden of the Lay Readers Association, diocesan theological students, postulants and candidates for ordination, administration of the Continuing Education Plan for clergy and lay workers, coordination of clergy supply in vacant parishes and elsewhere in cooperation with Archdeacons and Regional Deans, determination of salaries of diocesan lay employees, and shall be prepared to advise the Bishop on any matter relating to Clergy and Parishes.

2. DUTIES OF THE EXECUTIVE ASSISTANT TO THE BISHOP

There may be an Executive Assistant to the Bishop, appointed by the Bishop, who may be assigned by the Bishop the role of personnel coordination as aforesaid.

3. DUTIES OF THE DIRECTOR OF FINANCIAL MINISTRY

Subject to the provision of Bylaw 3.05(6), the Director of Financial Ministry shall advise and assist the Property and Finance Committee, attend meetings thereof, and implement decisions taken and policies approved by the Committee. The Director of Financial Ministry, more particularly, is responsible for recommending and implementing policies and procedures for the Diocese concerning:

a) preparation for and facilitating the work of the Synod;
b) accounting and auditing;
c) preparation of budget and administration of funds thereunder;
d) office administration including personnel changes and salaries;
e) loans and investments;
f) administrative services for the Bishop, Synod and Committees of the Diocese; and
g) publications.

He or she shall, together with the Chairperson of the Property and Finance Committee, provide advice and assistance to the Diocesan Council respecting the administration and financial affairs of the Diocese. The Director of Financial Ministry shall perform such added duties as from time to time may be assigned to that office.

R.3.17
Fiscal Agency

1. The Director of Financial Ministry shall keep such books of account, vouchers, records, papers or documents with respect to the monies belonging to, held by or under the control of Synod, as the auditors of the Synod may advise or the Diocesan Council or the Synod may determine. The Director of Financial Ministry shall maintain three accounts for the monies of the Synod, namely an interest-earning account for the deposit of Synod monies generally, a general or chequing account into which funds will be transferred from

time to time from the interest-earning account so that authorized disbursements may be made as may be necessary, and a salary account into which monies regularly received from Parishes for payment of clergy would be deposited as well as funds from the interest-earning account for the payment of other clergy and Synod Office staff salaries. A statement of all accounts is to be rendered monthly by the bank.

2. The Director of Financial Ministry may open such bank accounts as are required from time to time for special purposes and report the same to the Property and Finance Committee.

3. Deposits of monies of the Synod may be made by the Director of Financial Ministry, or the Accountant employed in the Diocesan Office. Statements, vouchers, bills of exchange or other negotiable instruments may be delivered to the Director of Financial Ministry or someone designated as his or her agent for that purpose.

4. All cheques, promissory notes, bills of exchange or other negotiable instruments, any orders for payment of money, contracts for letters of credit or forward exchange, and otherwise all instruments or documents for the purpose of binding or obligating the Synod in connection with accounts and transactions with the bank whether or not an overdraft is thereby created, shall be signed by the Director of Financial Ministry, and together with one of: the Bishop, the Dean, the Executive Archdeacon , the Director of Community Ministry, except that the Director of Financial Ministry alone is authorized to sign cheques in the sum of $500.00 or less; payroll cheques may be signed by any of the Bishop, the Executive Archdeacon, the Director of Financial Ministry, or the Bishop's Commissary, duly appointed. In the event of the absence of any of the foregoing persons for the purpose indicated, then with the advice in writing of either the Bishop or the Director of Financial Ministry, the Treasurer or the Assistant Treasurer may sign cheques, and the Clerical Secretary may countersign them.

R.3.18
Unallocated

R.3.19
Unallocated

R.3.20
Duties of the Secretaries of Synod

In addition to other duties that may be assigned to the Clerical Secretary and Lay Secretary by or pursuant to the Canons, Bylaws or Regulations, it shall be the duty of the Secretaries of Synod, under the direction of the Bishop:

a) to keep regular Minutes of the proceedings of the Session of the Synod; to preserve all papers, memorials, and documents pertaining to the Session; to conduct the correspondence and attest the public acts of the Session; to furnish daily during the Session, as may be necessary, a summary of the unfinished business and to deliver all records and documents relating to the Session to the Diocesan Archivist;

b) to nominate members of the Resolutions Committee for appointment by Synod;

c) to nominate Scrutineers for appointment by Synod;

d) to be responsible for the prescribing of forms and the printing and distribution of all notices, reports, minutes of proceedings, and other matters relating to a Session of the Synod;

e) to organize, when appropriate, information sessions in advance of a Session of Synod, for the benefit of Synod members; and

f) to engage persons and services for the purposes of ensuring the effective functioning of a Session of Synod.

R.3.21
Committees of the Diocese

1. Persons appointed by the Diocesan Council to any Committee shall hold office only until the end of the first meeting of the Diocesan Council following the next ensuing Session of Synod, or until their successors are appointed.

2. At the first meeting of each Committee following the first meeting of the Diocesan Council after an Annual Session of Synod, that Committee shall appoint a Secretary, who shall hold office until a successor is elected.

3. The Chairperson, or in his or her absence, the Vice Chairperson, shall preside at all meetings of each Committee, and it shall be the duty of the Secretary, at the direction of the Chairperson, to issue Notice of Meetings and keep minutes thereof. Each Committee may make such other rules respecting the conduct of meetings as it may deem expedient.

4. The Chairperson of each Committee or someone designated by him or her shall report to each regular meeting of the Diocesan Council, on matters coming before it.

R.3.22
Committee Nominations Process

1. Nominations shall be based on specific skill requirements for each Committee as are outlined in their respective Terms of Reference. A chart outlining the mandatory and desirable skills and characteristics for consideration and basic criteria exists for each of the Committees to inform the Committee nominations process. See Appendix A to these Regulations for an illustrative sample of the chart.

2. Allocation of Diocesan Council members to Committees is to be completed when new members join the Diocesan Council, as follows:

   a) the Governance Committee shall ask new Diocesan Council members to indicate those Committees on which they have an interest in serving;

   b) the Governance Committee shall then review this information, with reference to the chart for each Committee, to develop a proposed allocation of Diocesan Council members to Committees based on:

      i) council member interest;

ii) Committee requirements, and

iii) specific skill requirements.

c) The Governance Committee shall then present this proposed allocation to the Diocesan Council for modification and approval;

d) The Diocesan Council shall then make adjustments as necessary and approve the allocation of members to Committees.

3. Nominations for the remaining Committee membership are completed as vacancies arise, as follows:

a) each committee, in conjunction with the Governance Committee, shall review skill and characteristic requirements, using the chart, and identify the type of Committee member(s) required;

b) each Committee, with assistance from the Governance Committee, shall then identify and solicit nominations for additional Committee members from outside of the Diocesan Council;

c) each Committee shall then review all nominees and, based on the Committee chart, develop a proposed slate of candidates;

d) the Governance Committee shall review and provide feedback on the proposed candidates;

e) each Committee shall make revisions based on the feedback;

f) each Committee shall present the proposed slate of Committee candidates to the Diocesan Council for endorsement.

4. Committee Appointments

a) The Diocesan Council shall normally appoint the Committee chairperson from the Diocesan Council members appointed to the Committee.

b) The Vice Chairperson shall be selected by the Committee chairperson from the Committee membership and need not be a member of the Diocesan Council.

R.3.23
Common Committee Terms of Reference

1. **Responsibilities of Committee Members:**

a) all members of Committees have the basic fiduciary duty to discharge individual duties in good faith;

b) Committee members are responsible to act on behalf of the Diocese as a whole when making a decision;

c) members are required to address and report potential conflict of interest situations in accordance with Diocesan policy;

d) members are expected to prepare for and attend Committee meetings. 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;

e) all members of Committees shall act as partners with the Committee chairperson and work with other Committee members so that the Committee functions as a deliberative and participative body;

f) the committee chairperson is expected to facilitate effective and collaborative debate of the issues and suggestions brought forward to the Committee; and

g) whatever views and opinions are shared in Committee, members are expected to impartially represent the actions or decisions of the Committee to others outside of the Committee.

2. **Appointments, Nominations and Elections:**

Nominations and appointments to committees shall be according to the Committee Nominations Process.

3. **Terms:**

Members shall serve for a fixed term not to exceed three years, with a limit of two consecutive terms total (except where a specific role dictates the ongoing membership of a person on a Committee).

4. **Leadership:**

The chairperson shall normally be a member of the Diocesan Council selected by the Diocesan Council. The Vice Chairperson shall be selected by the chairperson from the Committee membership and need not be a member of the Diocesan Council.

5. **Committee Operations:**

a) Attendance: meetings shall require a quorum of 60% of the voting committee members to be present. Committee members are expected to actively participate in meetings including attending meetings, reviewing meeting documentation, evaluating reports, and reading minutes.

b) Administration: the agenda shall be set by the chairperson.

c) Documents: all Committee meeting documents shall normally be provided to members for review at least one week in advance of the meeting date. All items for the agenda are to be with the supporting staff member at least fourteen days prior to the date of the meeting.

d) Decision Making Authority: the Committee exercises the authorities granted to it in the Canons, Bylaws and Regulations, and authorities that may be granted to it at the discretion of the Diocesan Council and the Bishop. Committees may not further sub-delegate authorities without the permission of the Diocesan Council.

e) Reporting: committees report to the Diocesan Council through the chairperson.

f) Subcommittees: a general guideline of between three to six members for each subcommittee with the addition of ex officio members as required. Membership to be established by the Committee based on interest and specialized skill requirements.

Membership to consist of a mix of Committee and non-Committee members, with at least 50% of subcommittee members being Committee members.

g) Staff Attendance: staff shall be assigned to Committees to attend and provide support as required.

h) Additional Attendance: The Bishop is ex officio a member of all Committees and may attend as a member or otherwise. At the invitation of the Bishop, any Coadjutor, Suffragan or Assistant Bishop of Ottawa may likewise attend any Committee meetings.

i) Policies and Practices: as appropriate, Committees may establish internal rules and procedures, policies and practices for its operations.

j) Canons, Bylaws and Regulations: all Committees shall review the Canons, Bylaws and Regulations of the Diocese that pertain to matters of their respective Committee at least annually and recommend any changes to the Diocesan Council.

6. **Decision rights and delegation of authority:**

The Diocesan Council may approve processes to guide the delegation of decision-making authority, as well as considerations around decision principles and implementation. Any such frameworks may be found in Diocesan policy guidelines.

RESPONSIBILITIES OF COMMITTEES

R.3.24
Governance Committee

The Governance Committee is responsible for:

1. developing and maintaining policies and processes for effective governance consistent with the principles established;
2. reviewing and recommending changes to Council processes and procedures to optimize Council effectiveness;
3. maintaining current and applicable Terms of Reference for the Council, Committees, subcommittees and task forces;
4. reviewing special governance arrangements for major projects and initiatives;
5. maintaining and overseeing the execution of an orientation program for new Council and Committee members;
6. managing periodic assessment of Council and Committee structure and performance, and overall governance effectiveness; and
7. establishing and overseeing subcommittees as considered necessary by the Committee.

Nominations:

8. managing and maintaining the nomination process for Diocesan Council and Committees;

9. managing a governance recruitment strategy and tools for the recruitment and nomination of Council and Committee members to strategically attract new members;

10. identifying and soliciting candidates for nomination, and making nominations for Diocesan Council members;

11. maintaining the Council and Committee composition chart, reviewing the composition of the Council and Committees and ensuring there are sufficient nominees to meet required and desired profile; and

12. monitoring the term of office of all Council members and proactively confirming members who will be renewing their terms.

R.3.25
Community Ministry Committee

The Community Ministry Committee is responsible for:

1. ensuring programs and services are consistent with the mission and strategy of the Diocese and recommending changes, from time to time as needed, to individual programs and services (such as vision, goals, strategies);

2. overseeing programs and services within its mandate;

3. developing approaches to monitor the effectiveness of programs and services within its mandate and reporting to Council on program effectiveness;

4. providing advice and feedback to program leaders on program development and performance;

5. reviewing program and service requests and proposals, and providing them to the Diocesan Council as required;

6. providing oversight of related legal entities within its mandate;

7. working with community partners in identifying solutions to community issues;

8. identifying and promoting awareness of issues, trends and emerging needs in the broader community in concert with Diocesan policy and other Diocesan communication initiatives;

9. working in concert with the Risk Management Committee to provide oversight of key risks;

10. establishing and overseeing subcommittees as considered necessary by the Committee in collaboration with the Governance Committee.

R.3.26
Unallocated

R.3.27
Property and Finance Committee

The Property and Finance Committee is responsible for:

1. providing oversight and stewardship of the financial affairs of the Diocese;

2. advising and making recommendations to the Diocesan Council regarding its financial affairs and property matters;

3. conducting financial planning, including the preparation of annual budgets or other periodic estimates of the financial requirements of the Diocese;

4. conducting regular reviews of the financial standing of the Diocese in relation to the current budget;

5. reviewing the audited financial statements, and Auditor's Report in consultation with the Risk and Audit Committee;

6. establishing, reviewing and recommending changes to financial policy (e.g. investments, property, insurance, Parish Fair Share) and financial delegations;

7. considering and passing upon applications for special appeals to the Diocese for money;

8. considering and approving, or recommending to Diocesan Council, all matters related to Diocesan property and capital expenditures or purchases (e.g. building contracts, capital expenditures, building or structural alterations, property purchase, sale, lease, or mortgage, et cetera);

9. providing oversight of investments including the administration of the Consolidated Trust Fund (CTF) with such responsibilities and duties as may be prescribed by law;

10. providing oversight of benefits policies and administration (e.g. Retirement Allowance Fund; housing allowance); and

11. establishing and overseeing subcommittees as considered necessary by the Committee in collaboration with the Governance Committee.

R.3.28
Unallocated

R.3.29
Unallocated

R.3.30

Custodial Services

The Custodial Services for the Consolidated Trust Fund shall be provided by such financial institutions as are determined from time to time by the Director of Financial Ministry and the Treasurer of the Diocese.

1. The Main Branch of the Canadian Imperial Bank of Commerce at Toronto, Ontario, shall be and is designated as a subsidiary Bank of the Synod while the Treasurer and the Director of Financial Ministry shall maintain such bank accounts as are essential to the good order and operation of the Consolidated Trust Fund and to the management and custody of the portfolio of the securities thereof.

2. The Diocesan Solicitor shall be and is designated as trustee to have under his or her custody the commercial mortgage securities of the Synod.

3. The Synod, as trustee through its duly authorized agent, shall have under its custody other securities or trusts not otherwise herein specifically provided for.

R.3.31
Clergy Trust Fund

1. The source of the Clergy Trust Fund was the Commutation by the Clergy of the Diocese of Toronto (1885-1887) of their Clergy Reserve Stipends (amount received from the Government, £224,900 16s. 8d.). When the Diocese of Ontario was separated from that of Toronto, a proportion of the capital was transferred. On the formation of the Diocese of Ottawa, the Diocese of Ontario transferred the capital sum of about $125,000 to the Diocese of Ottawa.

2. The net annual income of the Clergy Trust Fund shall be divided into equal sums of $400 each (any surplus amount at the end of the calendar year being capitalized), and the sum of $400 shall be paid as an annuity each year to the number of Clergy senior in point of continuous service in the Diocese of Ottawa corresponding to the number of equal sums of $400. As soon as there is sufficient income to place an additional annuitant on the Fund, the Director of Financial Ministry shall proceed to do so.

3. When a Cleric has become an annuitant to this Fund, he or she shall remain such unless:

    a) the income of the Fund is not sufficient, having regard to his or her seniority referred to in Section (2), to pay the annuity;

b) he or she transfers to another diocese; or

c) he or she comes under ecclesiastical censure; but in the last case, the annuity may be restored at the discretion of the Bishop when and if such censure is lifted.

4. For the purpose of this Regulation, the seniority of a Cleric shall be considered to begin on the date on which he or she takes up actual duty in the Diocese of Ottawa; and any question of seniority or interpretation of this Regulation shall be decided by the Bishop, whose decision shall be final.

5. The Director of Financial Ministry shall maintain a list of Clergy in waiting for the Clergy Trust Fund.

a) For the purposes of this Regulation, Clergy in the Diocese of Ottawa become eligible for the waiting list for the Clergy Trust Fund upon:

i) ordination and taking up an appointment in a parish or Diocesan Ministry, or

ii) being received by the Bishop from outside the Diocese and taking up an appointment in a parish or Diocesan Ministry.

b) Clergy on the waiting list for the Clergy Trust Fund shall remain eligible so long as they are in continuous service in the Diocese.

c) Clergy on the waiting list for the Clergy Trust Fund may be removed from the waiting list upon entering full-time secular employment.

d) Clergy on leave from the Diocese for more than four consecutive years shall be removed from the waiting list. On returning to the Diocese and taking up an appointment in parish or Diocesan Ministry, the Cleric shall have his or her name put at the foot of the waiting list.

R.3.32
Divinity Students Fund

1. The Divinity Students Fund shall consist of the existing Divinity Students Fund and of all collections, subscriptions, donations and legacies given for assisting students in Divinity.

2. The Bishop may, at his or her discretion, when provided with the necessary funds, authorize a grant to any student in Divinity upon the following conditions:

a) The applicant shall declare in writing that he or she is actually in need of assistance and shall produce a certificate from a physician in good standing, duly approved by the Postulancy Committee or the Bishop, that he or she has no physical impediment, is in good health, and is free from organic disease.

b) He or she shall furnish such security personally, or with securities or otherwise as the Postulancy Committee may from time to time prescribe, that he or she will offer himself or herself for duty as a Lay Reader for such portion or portions of each year during his or her training as the Bishop may direct and that he or she will serve as a clergy in the Diocese of Ottawa for one year for each year that a bursary has been

received from the Divinity Students Fund up to a maximum of five years, and that in case of failure to offer himself or herself for ordination or to procure the necessary testimonials within such period as may be fixed in each case by the Diocesan Council, unless delayed from illness or other cause satisfactory to the Bishop, he or she will refund the full amount received from the Fund, together with interest thereon at such a rate, if any, as the Diocesan Council may specify but not exceeding the prime loaning rate of the Synod's Bankers; provided that in case of his or her removal from the Diocese before the expiration of five years of service therein, he or she will refund an amount proportionate to the time of service left unfulfilled with interest computed as aforesaid thereon.

3. The Diocesan Council may, at its discretion, make part or all of the grants to students in Divinity, by way of scholarships and award the same in accordance with the results of such examinations as they may prescribe.

4. The Diocesan Council may use part of the income of the Fund for the purpose of making loans to students in Divinity on such terms as the Committee may determine.

5. In this Regulation the phrase "students in Divinity" shall mean persons who are preparing for Holy Orders and have been accepted by the Bishop of the Diocese as candidates therefor.

R.3.33
Unallocated

R.3.34
Unallocated

R.3.35
Unallocated

R.3.36
Archivist

The duties of the Archivist are:

1. to be the custodian of the archival records and official acts of the Diocese, its Parishes and its Congregations, including, without limiting the generality of the foregoing:

   a) the Statutes;

   b) all Canons, Bylaws and Regulations certified under seal of the Synod by the Bishop and/or the Director of Financial Ministry which shall be deemed the original record thereof;

c) records of the election or appointment of church dignitaries and officers and the appointment of clergy in the Diocese including their admission into different Orders and the positions in which they may have served;

d) copies of Synod Journals and Directories;

e) Episcopal and Diocesan Office records and paper of the several offices and committees of Synod;

f) a description of the boundaries of the Diocese and, where available, of the several Archdeaconries, Regional Deaneries and Parishes therein;

g) copies of all grants, conveyances, and wills or all pertinent extracts therefrom in any way related to property granted, conveyed, bequeathed or devised for the benefit or use of the Anglican Church of Canada in the Diocese;

h) all completed or filled Registers of Baptisms, Confirmations, Marriages, and Burials, vestry minute books, reports to annual vestry by parish clergy, officers and committees or organizations, and all completed financial records;

i) records of Letters of Orders, Licenses, Induction Mandates and other similar instruments issued from time to time by the Bishop to the clergy of the Diocese;

j) records of the Clergy who have served in the Diocese of Ottawa;

k) records of Clergy who served in Dioceses and Deaneries parts of which now comprise the Diocese of Ottawa;

l) records of the Courts and Commissions of the Diocese of Ottawa;

m) records of prominent lay persons associated with the life and history of the Diocese;

n) a record of consecration of church buildings and burial grounds and of the revocation of a Sentence of Consecration; a record of all buildings and memorials dedicated by the Bishop;

o) records of closed parishes;

p) such other documents, records, photographs, and artifacts as may be considered to be of historical value to the Diocese;

2. to accession, arrange, and describe the holdings of the Diocesan Archives according to archival principles, and in the case of composite units of records and private papers to prepare more detailed finding aids;

3. to appraise (deem worthy of retention), select, and acquire for purposes of preservation and research such non-current records of historical interest including manuscripts, private papers, printed documents, audio-visual and graphic materials, and other documentation relating to the history of the Diocese of Ottawa including the papers of individuals associated with the Diocese and with Diocesan activities;

4. to provide research and reference service for the staff of the Diocesan Synod Office and to answer inquiries relating to the archival holdings and the history of the Diocese;

5. to provide access to the Archives of the Diocese on a regular basis, to instruct and assist researchers in the use of the Archives, and to answer mail, telephone and personal

inquiries;

6. to advise on access to archival records and to implement such guidelines as may be deemed appropriate. Records deposited in the Archives of the Diocese shall not be removed except under extraordinary circumstances and only with the written permission of the Archivist;

7. to prepare an annual operating budget and, as needed, a budget for capital expenditures; to report regularly to Synod on the additions to holdings as well as the services and activities of the Archives;

8. to promote among Diocesan Organizations and Parishes the regular and routine deposit of their non-current records to the Archives;

9. to provide consultation services on ways in which Parishes may implement appropriate arrangement and preservation of their records;

10. to encourage donations to and the use of the Wilfred H. Bradley Reference Library;

11. to issue under the seal of the Diocese copies of certificates of baptism, confirmation, and marriage as well as transcripts of burial;

12. to establish a rota of volunteers to assist in undertaking a variety of archival tasks for which their interests, training, and skills may be appropriate;

13. to encourage support of the archival program of the Diocese;

14. to promote an interest in Anglican Church history through research and the exhibit of church records;

15. to co-operate with the general Synod Archivist and with other Diocesan Archivists on the acquisition and diffusion of Anglican Church records through the exchange of finding aids, the microfilming of records, and the use of established procedures for the arrangement and description of such records;

16. to provide access to the archives for members of the general public for research and reference;

17. to levy and collect fees and other such charges as from time to time may be considered appropriate in accordance with a schedule of fees approved from time to time by the Property and Finance Committee.

R.3.37
Archives Advisory Committee

The duties of the Archives Advisory Committee shall include without limiting:

1. formulating and establishing policies for a continuing records management program for current records of the Synod, its officers, committees, and parishes in order to provide

for the subsequent archival retention of those items of enduring research and historical value;

2. overseeing the archival, reference, and heritage needs, both physical and operational, of the Diocese and recommending such measures as may be deemed advisable to advance the preservation and use of the historical records, documents, books, and artifacts held in the Diocesan Archives;

3. promoting the development and use of the Wilfred H. Bradley Reference Library as an integral part of the Diocesan Archives; and

4. co-operating with the Canadian Church Historical Society in promoting interest in the history of the Christian Church with specific emphasis on Canada and Anglicanism.

R.3.38
Terms of Reference for Subcommittees

The Committees of the Diocese are responsible for establishing and overseeing subcommittees as necessary for their function, and as provided for elsewhere in these Regulations. The subcommittees and management boards report directly to their respective Committees, who remain responsible for the work carried out by the subcommittees and management boards, and which forms part of the mandate of each Committee. Each subcommittee may have additional guidelines which amplify these Terms of Reference.

GOVERNANCE COMMITTEE

1. **Canons, Bylaws and Regulations Subcommittee**

   a) There shall be a subcommittee of the Governance Committee ("GCC") known as the Canons, Bylaws and Regulations ("CBRs") Subcommittee, which shall recommend its membership to the Committee to meet the requirements of the Terms of Reference.

   b) The Chancellor is the Officer of Synod ultimately responsible for the work of the CBRs Subcommittee which shall include two clergy, one being the Clerical Secretary, and three lay persons, one being the Lay Secretary, and another being a member of the Bar of the Province of Ontario.

   c) The CBRs Subcommittee shall advise on and draft proposed changes to the CBRs and more particularly shall:

      i) consider proposed changes to the CBRs referred to it by the Synod or by the

Diocesan Council and report thereon through the GCC to the Diocesan Council and thereafter to the Synod as required;

ii) review the CBRs from time to time and, as a result, report to the GCC and the Diocesan Council and thereafter to the Synod as required on any changes it considers necessary, and

iii) arrange for the distribution of duly approved changes to update copies of the CBRs held by the GCC, Diocesan Council, Parishes and by Diocesan Officers, and which may be either in hard copy or by electronic means.

2. **Nominations and Committee Development Subcommittee**

a) There shall be a subcommittee of the Governance Committee known as the Nominations and Committee Development Subcommittee, consisting of experienced clergy and laity with responsibilities to:

i) help recruit qualified candidates to fill vacancies identified by Committees;

ii) communicate with and reach out to all clergy and key laity on behalf of all committees in order to identify individuals who meet the profiles of people needed for various positions;

iii) propose new members for Diocesan Council and other synodical committees, for selection by Synod in accordance with established procedures;

iv) exercise oversight of the committee and subcommittee structure and propose to Diocesan Council such procedures and policies as are necessary for the effective and efficient functioning of the committee system;

v) prepare, in conjunction with the Communications Subcommittee and the Bishop, messages to all parishes on the recruitment policy and the need for volunteers;

vi) coordinate with Committee chairpersons to develop a long- and short- term list of upcoming needs and skills profile.

b) The Subcommittee shall be responsible to present to Synod nominations for election by Synod:

i) to the Diocesan Council;

ii) as delegates to General and Provincial Synods;

iii) members of any boards or committees requiring elections of members by the Diocesan Synod.

c) Not later than the month of January of each year, the GCC shall renew or update membership of the Nominations and Committee Development Subcommittee consisting of five to six members. One member shall always be a representative of

the GCC.

d) In the case of any candidates to be presented to Synod for approval or election, attention shall be paid to ensuring that Diocesan Council shall always benefit from a balance of skills and experience, and to ensuring diversity among nominees and Diocesan Council as a whole.

e) The GCC shall have discretion over the procedures, requirements and timelines associated with the Nominations processes, taking all factors into consideration.

3. **Synod Management Subcommittee**

a) There shall be a subcommittee of the Governance Committee known as the Synod Management Subcommittee ("SMSC"), which shall recommend its membership to the Committee to meet the requirements of the Terms of Reference.

b) The SMSC shall:

i) have responsibility for nominating members for the sessional committees necessary to fulfill its mandate for operational management of the Synods of the Diocese.

A) The required sessional committees include: Scrutineers, Resolutions, Credentials and Review of Minutes.

ii) make provision for regular Services of Worship during each Session of the Synod;

iii) ascertain which items of business shall be brought before the Synod;

iv) shall use as a framework the theme (annual or multi-year) and strategic direction of the Diocese, provided by the GCC and the Diocesan Council, in planning for the meeting of Synod;

v) establish the space, equipment, technical and meal requirements for Synod and to ensure that these needs are met;

vi) establish a schedule of submission deadlines and events leading up to Synod;

vii) establish guidelines for the preparation for and ordering of the business of Synod;

viii) be responsible for all planning for Synod;

ix) ensure the smooth functioning of Synod while Synod is in session;

x) be responsible for the financial operation of Synod by:

A) proposing a general budget and registration fee for approval by the GCC in consultation with the Director of Financial Ministry;

B) the Chairperson of the SMSC shall have the authority to sign a contract on behalf of the Diocese to secure a venue for Synod and for related services with the approved budget.

4. **Diocesan Cemeteries Subcommittee**

a) There shall be five voting members of the Diocesan Cemeteries Subcommittee, which shall include:

i) the Commissioner of Cemeteries, who shall serve as Chair of the Diocesan Cemeteries Subcommittee;

ii) the Executive Archdeacon, who shall serve as Vice-Chair of the Diocesan Cemeteries Subcommittee;

iii) an individual, designated by the Bishop, with experience in cultural heritage or archaeology;

iv) a Territorial Archdeacon or a Regional Dean, designated by the Bishop, having jurisdiction in Ontario; and

v) a Territorial Archdeacon or a Regional Dean, designated by the Bishop, having jurisdiction in Quebec.

b) The Director of Property and Asset Management, the Diocesan Archivist, and the Chancellor or a Vice-Chancellor may each sit as a non-voting resource person.

c) The mandate of the Diocesan Cemeteries Subcommittee includes:

i) The performance of responsibilities conferred under the Bylaws;

ii) Recommending the adoption of policy guidelines for approval by the Property and Finance Committee for the purposes of the Bylaws;

iii) Making recommendations to the Property and Finance Committee regarding the acquisition or disposal of a cemetery for the purposes of Bylaw 3.22;

iv) The development of best practices for Cemetery Boards.

5. **Insurance Subcommittee**

a) The Insurance Subcommittee shall be comprised of five members, with representation from clergy and lay. The Director of Financial Ministry sits as a non-voting resource person.

b) The purpose of the Insurance Subcommittee is to provide guidance and experience to the Diocesan administration in dealing with the insurance liability and property issues arising from the ownership, operations, responsibilities and insurance-related risk exposures facing the Diocese, on a day-to-day basis throughout the year.

c) In particular, the areas of concern which are regularly reviewed include:

i) Property and liability insurance issues and policies

ii) Building inspections and valuations, and content inventory of insured locations and operations

iii) Claims occurrences

iv) Policy coverages and premiums

v) Property rental procedures and agreements

vi) Construction, renovation and general maintenance updates

vii) Other related issues as they arise.

6. **Investment Subcommittee**

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

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

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

i) the Bishop, or the Bishop's designate;

ii) the Director of Financial Ministry, and

iii) one full-time priest appointed by the Bishop.

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

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

REGULATION 4.
THE CLERGY

R.4.01
Stipends and Salaries

1. The Property and Finance Committee shall, following publication of the Consumer Price Index as at April 30th in each year, arrange for the drafting of a table of stipend rates for the succeeding calendar year generally based upon the application of the year over year percentage increase in the Consumer Price Index to the stipend rates of the calendar year in progress.

2. The table of stipend rates thus arrived at shall be submitted for the approval of the Diocesan Council and once such approval is given, shall take effect as of the first day of January of the year in which the stipend table applies, subject only to the approval of the

Synod at its next regular meeting. The stipend table shall be included by the Diocesan Council in the reports submitted by it to the Synod for approval and shall be published in the Synod Journal.

3. **CLERGY REMUNERATION BOARD**

a) The Clergy Remuneration Board ("the Board") shall once a year assess and/or review the remuneration of the stipendiary clergy in the Diocese. This assessment and review normally would be undertaken in June each year. A stipend rate will be established for the clergy when the stipend table for the year to which the rate applies is available, and which rate may take account of any resulting increase in personal income tax.

b) The evaluation of clergy remuneration by the Board will be made primarily on the criteria of ability, experience, education, training and personal effectiveness, and the Bishop may be asked to furnish advice to the members of the Board based on his or her knowledge of each cleric and other data available to the Bishop, including without limitation, evaluation reports. In its deliberations, the Board shall be guided by the Task Force Report on Clergy Personnel and Emoluments approved by the Synod in 1972; the Clergy Benefits Report No. 4 (ref. Motion Paper in 1974 Synod Journal, pages 51-56) and the final Clergy Benefits Report No. 4 (published in the 1974 Synod Journal, pages 132-153) as approved by the Synod.

c) Those members of the Board who are appointed by the Bishop shall serve their terms in such a way as to ensure that one of them, at least, has been a member in the previous year, and it is not anticipated that the annual term of any member will be renewed more than twice, except to start the continuity and replacement cycle of Board membership.

d) There shall be no formal record kept of the discussions of the Board. The views of individual Board members will be treated as confidential, as will be the salaries of

individual clergy, except that Churchwardens of each Parish and others who require the information in the discharge of their duties shall be entitled to be advised of the salaries and any other benefits of the Incumbent and Assistant Curate, if any, as it concerns their respective Parishes.

e) When the Bishop, in consultation with the Board, has made his or her determination of salaries for the stipendiary clergy of the Diocese, the Bishop shall notify in writing not later than September 15th, each clergy of the salary awarded to him or her, and where the clergy is serving in a parish, the Treasurer and Churchwardens of that parish shall also be advised thereof by the Director of Financial Ministry:

i) to assist the parish in financial planning and budgetary preparation, and

ii) to provide opportunity for an appeal to be made against the decision of the Board.

f) The Clergy Remuneration Board shall consider the long-term yearly impact of salary changes (increased seniority, retirements, new clergy and transfers of clergy to and from other Dioceses) on the total Cost of Priestly Services.

4. **APPEALS**

a) Upon receiving written notice of the salary awarded, each clergy, and if he or she is

serving in a parish, then the Churchwardens of that parish also, is/are entitled to ask that the amount thereof be reviewed in his/her or their presence by the Board as hereafter provided; otherwise, the salary award is taken to have been accepted by those concerned.

b) Written notice of the appeal shall be received by the Bishop at the Synod Office within 10 days of the advice of the salary award having been received. The notice shall contain a concise statement of the grounds of the appeal.

c) Upon receipt of any such notice of appeal, the Bishop shall, as soon as conveniently possible, seek to convene the Board, upon reasonable notice to those concerned so that the amount of the award may be reviewed in their presence. In all cases, the decision of the Bishop in consultation with the Board shall be final, and the amount as determined shall, where the clergy is serving in a parish, be included as a first charge on income in the budget for that parish.

5. ALLOWANCES AND BENEFITS

The Property and Finance shall review allowances and benefits provided for clergy in the Diocese from time to time and its recommendations shall be reported to the Diocesan Council.

6. HEALTH BENEFITS

Stipendiary clergy shall have, as part of their remuneration, a contribution of 50% of the individual cost of premiums for Extended Health Benefits and Dental Benefits paid by the Synod, it being understood that no such benefit will be applicable to those who have chosen not to enroll in these plans.

7. TRANSPORTATION ALLOWANCE

a) The basic Transportation Allowance is based on the cost of operating a vehicle for the average of 9,000 miles/14,484 kilometres of a clergy travel on parochial duty, which amount is to be added to stipend in the calculation of pensionable income.

b) In the Deanery of Clarendon, a supplementary Transportation Allowance will be added to assist in payment of mandatory costs that are higher than comparable costs in Ontario.

c) A Supplementary Transportation Allowance will be added where the Incumbent and Churchwardens agree to a number of miles/kilometres in excess of 9,000 miles/14,484 kilometres that are required by parochial duties.

d) A Travel Allowance rate will be set for clergy and others in the Diocese who are not eligible for Transportation Allowances.

e) A Travel Allowance rate will be set for all who travel outside the Diocese in the business of the Church.

f) A Travel Allowance rate will be set for the particular circumstances where those in receipt of Transportation Allowances are also eligible for a Travel Allowance.

The rates for these allowances are set by the Property and Finance Committee and may be amended from time to time and shall be approved by the Diocesan Council as a part of the annual Clergy Benefits Report which is subsequently published in the Synod Journal.

8. HOUSING ALLOWANCE

Where a cleric does not occupy housing provided by the parish in which he or she serves or by the Diocese, the cleric shall receive an allowance for housing to be established on an individual basis by the Archdeacon and the Churchwardens in consultation with the cleric, having regard to those components described in the Clergy Personnel Policy approved by the Diocesan Council in 1998; and also having regard to housing allowance rates, if any, established from time to time by the Property and Finance Committee on the recommendation of the Clergy Benefits Subcommittee. Such rates may be reviewed periodically by the Diocesan Council or the Synod, having regard to the costs of housing where the clergy is located in the Diocese.

9. MOVING EXPENSES & RELOCATION ALLOWANCE

a) The Synod covers the moving costs of clergy between appointments within the Diocese, according to the procedures described in the Clergy Personnel Policy approved by the Diocesan Council in 1998.

b) All clergy, whether appointed from outside or from within the Diocese to a position in the Diocese, shall be entitled to certain relocation allowances. Seven hundred and fifty dollars is provided to relocating clergy to help offset the costs of setting up a new home. If the cleric is undertaking ministry in a new parish but is not moving residence, no housing relocation allowance is provided.

c) The Synod will also cover the moving costs of clergy upon retirement, according to the same procedures for covering moving costs of clergy between appointments within the Diocese, but only if the cleric is moving out of a Rectory and to within the Diocese of Ottawa.

d) A cleric may apply for payment of moving expenses in special circumstances not specifically covered by this regulation.

10. SPECIAL ALLOWANCE

Added remuneration may be granted to a cleric who, because of special circumstances has assumed temporarily additional responsibility or service, or has incurred additional expenses beyond those usually associated with his or her appointment. Such added remuneration shall be authorized by the Clergy Remuneration Board on the recommendation of the Bishop, or it may be based upon representation made on behalf of a parish priest by the Churchwardens of that Parish and concurred with by the Bishop. The amount of added remuneration awarded should not exceed 25% of the stipend already paid to the cleric and would be payable for the period of the additional responsibility or service, or of additional expenses incurred beyond those usually associated with his or her appointment. Such additional remuneration would not be pensionable under General Synod Canon 8, and in the case of a temporary appointment

normally would be issued in arrears at the termination of such an appointment; it would be taxable and subject to deductions for Canada Pension and Unemployment Insurance.

11. ESTABLISHMENT GRANT

a) The Establishment Grant is monies granted by the Diocese to assist a newly ordained Deacon or Priest in acquiring clothing, vestments, and other necessities to his or her Office and appointment in the Diocese. From and after January 1, 1979, such Grant shall be in the maximum amount of $2,000 to be made payable either:

   i) in the amount of $1,000 upon being ordained and appointed to an Assistant Curate or to a staff position in the Diocese, and in the remaining amount of $1,000 upon being appointed to his or her first Incumbency in the Diocese; or
   ii) if the first appointment is to an Incumbency, then the Grant in the amount of $2,000 may be paid at one time.

b) Upon receiving any monies from an Establishment Grant, the Deacon or Priest shall sign such undertaking, provide such security, or otherwise as the Diocese may require, and shall agree that if ordained, such person shall serve in Holy Orders in the Diocese as the Bishop may determine for three years; and that failure to do so may result in repayment to the Diocese of all monies received from an Establishment Grant, together with such interest and on such terms, if any, as the Diocesan Council shall specify.

c) Regardless of any other provision in this Regulation, if a Deacon or priest, following ordination is transferred at the invitation or with the consent of the Bishop to this or to some other Diocese and receives an appointment in that Diocese, reimbursement of such monies, as have been advanced from an Establishment Grant or similar grant in another Diocese, may be subject of negotiation between the Bishops of the Dioceses affected, but in no case would the amounts to be reimbursed exceed either:

   i) $1,000 at the time of appointment to an Assistant Curacy or to a staff position, or exceed an additional $1,000 where appointment is made to a first Incumbency; or
   ii) a maximum of $2,000.00 if the first appointment is to an Incumbency.

12. CLERGY CONTINUING EDUCATION PLAN

From and after 1977, each stipendiary clergy in the Diocese shall be a member of the Continuing Education Plan of the General Synod and shall be subject to the provisions of Canon XII of the General Synod and its regulations; except that those clergy who become eligible to be a member of the Plan after attaining the age of 60 years may choose not to be enrolled in the plan.

13. GROUP LIFE INSURANCE PLAN COVERAGE

Every active clergy of the Diocese and every lay employee of the Diocese from and after January 1, 1981, shall have group life insurance plan coverage under the General Synod Pension Plan in an amount of $100,000 for himself or herself, and the premiums for such coverage shall be borne entirely by the Synod from income from the Diocesan Benefits Trust Fund Account.

14. CENTRAL PAY

The remuneration of all clergy in the Diocese shall be paid out of the Parochial Pay Fund of the Diocese. All monies to be reimbursed by a Parish for the remuneration of the Cost of Priestly Services shall be remitted by Bank Order or by cheque to the Synod Office, for the attention of the Director of Financial Ministry, on or before the 25th day of each month or the last banking day before that date if it falls on a non-banking day. It is also required that Parishes receiving, or receiving credit for, monies from any endowment or other trust fund used or to be used to augment stipends or allowances for clergy shall deliver up or assign the same to The Incorporated Synod of the Diocese of Ottawa for the Parochial Pay Fund. All monies received from a Parish for support of clergy shall be credited and shown on the Parish Assessment Statement maintained by the Diocese.

15. CLERGY TRANSITION PERIODS

a) When the Incumbency of a Parish becomes vacant, and until an Incumbent shall have been licensed thereto, the Bishop may arrange full-time interim clergy for the parish. In such case the Churchwardens of the Parish would continue to remit to the Synod Office each month the same amount specified by the Synod Office for the Cost of Priestly Services that was remitted before the Incumbency first became vacant.

b) In the case that part-time clergy is appointed during the interim period, the parish shall continue to remit both the Equalization Portion of the Cost of Priestly Services and any additional sum required for the part-time clergy appointed, who shall be paid through the Synod Office.

16. EQUALIZED COST OF PRIESTLY SERVICES APPEALS

ECOPS Assessments may be appealed by parishes when those assessments have been affected by anomalies in their financial position or reporting. To do so, parishes may appeal their assessable income determination with the Fair Share Review Subcommittee (which meets in May each year). Otherwise, parishes should seek assistance through a support grant.

17. **NEWLY ORDAINED ASSISTANT CURATES**

Parishes receive a reduction of the Base COPS for assistant curates in the first three years of their ordination. Newly ordained assistant curates will be assessed at 85% Base COPS for their first year of ordination (this 15% reduction will be extended into the next full calendar year, if their appointment was made after June 1). 90% Base COPS in their second full calendar year, and 95% Base COPS in their third full calendar year.

R.4.02
Parish Pension Assessment

1. In this Regulation "Parish" means any charge, mission, congregation or office in the Diocese of Ottawa.

2. The rates and basis of assessment on behalf of the Clergy of the Diocese who are members of the General Synod Pension Plan shall be as required under the Regulations of that Plan.

3. The Assessment due from the paying source shall be remitted by the Parish monthly to the Synod Office as provided in this Regulation for the remuneration of the Clergy. Deduction of the assessment due from the member from his or her salary shall be made in the Synod Office, which is responsible for the forwarding of the proceeds of both assessments in payment of the contributions required to the General Synod Pension Fund.

REGULATION 5.
THE PARISH

R.5.01
Parish Lands and Buildings

1. Before calling a meeting of the Vestry to deal with any matter respecting lands and buildings, as provided for in this Regulation, in Bylaw 3.22, in Canon 3.13, or otherwise, the Incumbent and Churchwardens shall first consult with the Director of Financial Ministry, to discuss any proposal before it is made to the Vestry.

2. In order to facilitate approval by the Diocesan Council, the Incumbent and Churchwardens shall forward the following information and material to the Director of Financial Ministry; namely:

    a) Respecting purchases:

        i) certified copy of Vestry resolution;
        ii) general description of property (with sketch of location);
        iii) purchase price;

iv) method of financing purchase and statement of Parish's financial condition with respect to purchase;
v) some evidence as to value, preferably by a disinterested party;
vi) copy of offer (if available); and
vii) statement giving details of why the property is required.

b) Respecting sales:

i) certified copy of Vestry resolution;
ii) general description of property (with sketch of location);
iii) original Deed (or advice that Deed is on file at Synod Office);
iv) offer to purchase; if none, statement setting forth:

A) amount to be received;
B) name and address of any proposed purchaser;
C) terms of payment of purchase price; and
D) date of expected expiry of offer;

v) proposed disposition of proceeds;
vi) statement as to whether property is or is not consecrated;
vii) some evidence as to value, preferably by a qualified valuator; and
viii) statement giving details of why the property is to be sold.

b.1) Respecting the purchaser's need for a mortgage to facilitate a sale:

i) it is preferable to have the purchaser arrange the mortgage through a commercial source.
ii) only if the purchaser is unable to arrange a commercial mortgage and has requested a Parish to take back a mortgage which shall be a first mortgage:

A) The Parish is to ascertain as much information as possible concerning the purchaser e.g. the reason that the purchaser is unable to obtain a commercial mortgage, the intended use of the building, the associated business plans in cases where the property will be used for commercial purposes, etc.
B) The Parish shall arrange with the Director of Financial Ministry to obtain the credit rating of the purchaser.
C) Where a company is the purchaser, the Parish shall ensure there is a personal guarantee of the mortgage by the appropriate officers of the company.
D) The mortgage should be 70% or less of the purchase price, with the purchaser having put at least 30% cash as down payment against the purchase. The mortgage should be for as short a term as possible. The Parish must confer with the Director of Financial Ministry concerning appropriate provisions, including interest rate,

prior to bringing the application to sell and to take back a mortgage to the Property and Finance Committee for approval.

E) The purchaser will have to provide proof to the Parish that there is an insurance policy with respect to payment of the mortgage with the Parish as beneficiary. The Parish should arrange to see the certificate of insurance on an annual basis. The purchaser can arrange the insurance through the Diocesan broker, and in which case, the monthly premium can be paid together with the mortgage instalment to the parish, or Diocese, as the case may be.

F) The Parish will put arrangements in place for ensuring that the property stays in good repair, realty taxes are up to date, and that appropriate property insurance including 3rd party liability for the Bishop, Diocese and Parish is arranged and provide a report to the Director of Financial Ministry to that effect prior to finalizing the mortgage, and annually thereafter.

c) Respecting building or structural alterations:

i) First step (for approval in principle):

A) certified copy of Vestry resolution;
B) preliminary plans, concepts and drawings;
C) estimated cost;
D) method of financing; and
E) statement of why the building or alteration is required.

ii) Second step (for final approval):

A) certified copy of Vestry resolution;
B) final plans and specifications;
C) actual cost as established by a tender or conditional contract;
D) method of financing; and
E) particulars of any performance bond furnished by contractor.
F) All preliminary plans, concepts, drawings and estimates, and thereafter all final plans, specifications and actual costs, shall be forwarded to the Property and Finance Committee.

d) Respecting mortgages or loans:

i) certified copy of Vestry resolution;
ii) general description of property (with sketch of location);
iii) original Deed of property (or advice that Deed is on file at the Synod Office);
iv) amount, terms and interest rate;
v) name and address of mortgagee or lender;

vi) statement of intention of parish as to use of proceeds;
vii) statement outlining method of providing funds for repayment; and
viii) statement as to whether the property is or is not consecrated.

e) Respecting leases:

i) certified copy of Vestry resolution;
ii) general description of property (with sketch of location);
iii) terms of lease;
iv) rental;
v) proposed disposition of proceeds where Parish is to be the landlord and proposed method of financing where the Parish is to be the tenant, and
vi) statement giving details of why the leasing is required.

3. The total net proceeds of sale of all real property (that is, land and buildings), including all real property owned by the Synod or by a Parish shall be dispersed in accordance with the following provisions:

a) If the sale is by a Parish, the net proceeds shall forthwith be paid to the Synod.

b) Ten (10%) per cent of the net proceeds shall be paid by the Synod to the Church Extension Fund.

c) If the sale is by a Parish of real property that is not a Church building, including, without limitation a rectory, or land or building that is surplus to the needs of the Parish, the Synod shall deposit any balance not paid to the Church Extension Fund into the Consolidated Trust Fund in the name of the Parish, or, with the approval of the Property and Finance Committee, shall return the balance to the Parish for its immediate use for current capital projects.

d) If the sale is of a church, any balance not paid to the Church Extension Fund may be allocated by the Property and Finance Committee in consultation with the Bishop in response to applications from parishes to the Bishop to receive a portion of the net proceeds of sale for non-operational expenses relating to: the ongoing ministry of the parish (for example, in the case of the amalgamation of congregations or the continuation of multi point parishes); the support for the congregation(s) involved in ongoing support of those affected by a church closure; or a purpose in keeping with the objective of promoting the ministry of the Anglican Church of Canada within the Diocese of Ottawa.

e) If the sale is by the Synod, the payment to the Church Extension Fund shall be ten (10%)

per cent or such greater amount as approved by the Property and Finance Committee. Diocesan Council may allocate any balance not paid into the Church Extension Fund on the advice of the Property and Finance Committee.

f) Under exceptional circumstances, the Property and Finance Committee may waive all, or a portion of, the 10% net proceeds paid by the Synod to the Church Extension Fund.

4. **HERITAGE DESIGNATION**

No church, rectory or other parochial building shall be the subject of an application for designation under the Ontario Heritage Act (nor under similar heritage law in effect in the Province of Quebec), nor shall such property be encumbered by any agreements, easements, covenants or any other legal obligation whatever pursuant to such law, without the prior written approval of the Diocesan Council. Anyone seeking such approval shall apply to the Property and Finance Committee.

5. The Property and Finance Committee may recommend the approval of such application to the Diocesan Council if it is satisfied on all of the following points:

   a) that, in the case of a parish, the parish seeking such approval is financially self-sufficient and is able to meet its current and reasonably foreseeable future financial obligations, except for its obligation to restore or maintain the heritage structure for which approval is sought;
   b) that, without the approval, in the case of a parish, the parish will not have sufficient financial resources to restore or maintain the heritage structure for which approval is sought;
   c) that the proposed heritage structure is of exceptional architectural or historical value; and
   d) that the heritage designation and/or agreements, easements, covenants or other legal obligations will not constitute an unreasonable interference with the use of the subject lands and buildings by the relevant parish and/or the Diocese.

6. As regards every expenditure by a Parish for a withdrawal of a capital nature ("Capital Expenditure"), and for every application by a Parish for a withdrawal from the Consolidated Trust Fund or from a Rectory Trust Fund ("Withdrawal Request")":

   a) A Parish shall seek approval for each proposed Capital Expenditure and for each Withdrawal Request;
   b) The level of approval required shall depend on the amount of money proposed for a Capital Expenditure or Withdrawal Request;
   c) For a Parish with a three-year average assessable income below 100,000:

      i) A Capital Expenditure or a Withdrawal Request of $10,000, or less, requires the approval of the Incumbent Priest and Wardens;
      ii) A Capital Expenditure or a Withdrawal Request that exceeds $10,000 and is less than, or equal to, $30,000 requires the approval of the Parish Council, or Central Parish Committee, and the Archdeacon;
      iii) A Capital Expenditure or a Withdrawal Request that exceeds $30,000 requires the approval of the Vestry, the Archdeacon and the Property and Finance Committee;

   d) For a Parish with a three-year average assessable income ("Income") of $100,000, or more:

i) A Capital Expenditure or a Withdrawal Request of an amount that corresponds to 10%, or less, of Income requires the approval of the Incumbent Priest and Wardens;
ii) A Capital Expenditure or a Withdrawal Request that exceeds 10% of Income and is less than, or equal to, 30% of Income requires the approval of the Parish Council, or Central Parish Committee, and the Archdeacon;
iii) A Capital Expenditure or a Withdrawal Request that exceeds 30% of Income requires the approval of the Vestry, the Archdeacon and the Property and Finance Committee;

e) Approvals by the Property & Finance Committee shall be made by that Committee, but in the case of an Expenditure or a Withdrawal Request from a Rectory Trust Fund or the Consolidated Trust Fund of an amount greater than $30,000 and less than $50,000 an approval may be validly made by the Director of Financial Ministry, together with one member of the Property and Finance Committee, who shall report the decision to the next meeting of the Property and Finance Committee, provided that, in the opinion of the Director of Financial Ministry,

The Application and required supporting documents are complete;

i) The Application is credible;
ii) The Application has obvious merit;

f) The Property and Finance Committee may, from time to time, amend the threshold levels for approvals and shall report such amendments to the Director of Financial Ministry and the Diocesan Council.
This regulation is subject to any other requirement of the Canons, Bylaws and Regulations requiring approval for certain transactions by the Parish Vestry, the Diocesan Council or the Bishop, as the case may be.

R.5.02
Unallocated

R.5.03
Unallocated

R.5.04
Cemetery Lands

1. Subject to the applicable laws of Ontario and Quebec,

a) where there is a cemetery adjacent to, or affiliated with, a Parish or Congregation in the Diocese, the vestry thereof shall elect a Cemetery Board of not less than three or more than seven members, not including the Incumbent who shall also sit as an *ex officio* member of the Board;

b) the members of each Cemetery Board shall be elected annually by the vestry of the Parish or Congregation, as the case may be, to manage the affairs of the cemetery and any other buildings in connection therewith;

c) the majority of members of a Cemetery Board shall be members of a parish in the Diocese;

d) the members of each Cemetery Board shall choose one of their members to serve as chair and another to serve as treasurer;

e) the Cemetery Board shall not enter into an agreement for the purchase or sale of land other than for the sale of interment rights for burial plots or niches;

f) subject to paragraphs (g) and (h) immediately below, all monies received by a Cemetery Board shall be deposited in an account in the name of the Cemetery Board in a branch of any financial institution duly registered in Ontario or Quebec, and any withdrawals therefrom shall be duly authorized by both the treasurer and any other member of the Cemetery Board;

g) in compliance with the provisions of the Ontario *Funeral, Burial and Cremation Services Act* relating to the "care and maintenance" of cemeteries, all monies received by a Cemetery Board that are to be used for the care and maintenance of a cemetery located in Ontario shall be held in a care and maintenance account in the name of that Cemetery Board with TD Canada Trust or any affiliate thereof, subject to the direction of the Director of Financial Ministry; and

h) all monies received by a Cemetery Board that is to be used for care and maintenance of a cemetery located in Quebec shall be held in the Diocesan Consolidated Trust Fund in the name of the parish having responsibility for the cemetery.

2. The operation, maintenance and closure of cemeteries is subject to the direction of the registrar (or equivalent) appointed under the relevant laws of Ontario and Quebec.

3. Questions pertaining to the application of this Regulation may be addressed to the Commissioner of Cemeteries.

R.5.05
Orders of Business at Annual Vestry

Unless otherwise directed by the Incumbent and Churchwardens, the order of business at the annual Vestry meeting shall be as follows:

1. opening prayers;
2. election of Chairperson (if applicable);
3. announcement by the Churchwardens of their appointment of the Vestry Clerk, and if the Vestry Clerk is absent, the election of a member present to act as Secretary of the meeting;
4. reading, correction and confirmation of the Minutes of last annual meeting, and Minutes of any other meeting that have been confirmed;

5. Incumbent's report upon condition, progress and needs of the Parish;
6. presentation and adoption of Churchwardens' financial statement with Auditor's report;
7. adoption of the budget for the ensuing year, including a statement of the share of the Diocesan Budget for Maintenance and Mission;
8. report from Parish or Congregational Council and Parish Central Committee as applicable;
9. appointment and election of Churchwardens;
10. appointment or election of a Convenor of Sidespersons;
11. election Lay Members of Synod;
12. appointment and election of the Parish or Congregational Council;
13. election of one member to serve on multi-point Parish Central Committee (if applicable);
14. election of Auditors;
15. election of any other officers or committees;
16. receipt of reports of all parochial organizations;
17. general business; and
18. adjournment.

R.5.06
Auditors

1. The Vestry auditor shall make such examination of the financial statements and records of the Vestry as will enable him or her to report to the Vestry as required under Section (2) of this Regulation. Without limiting the generality of the foregoing, the auditor's examination shall include:

    a) a study and evaluation of the system of internal control as a basis for the reliance thereon and for determination of the resultant extent of their audit tests;

    b) an examination of the reconciliation of receipts issued for income tax purposes with cash receipts recorded in the accounts and an examination on a test basis of individual entries in these records;

    c) an examination on a test basis of vouchers and other related information in support of disbursements made;

    d) confirmation directly from the bank of all bank balances on hand at the end of the year, the balance of loans payable and the details of any security pledged or investments held in safekeeping;

    e) confirmation of the balances of all other loans and mortgages payable or receivable as at the end of the year; and

    f) an examination of the books, records and trust documents for funds held in trust by the Churchwardens to determine whether, in the opinion of the auditor, trust funds have been employed in accordance with the terms of the respective trusts.

2. The auditor shall report to the Vestry whether in his or her opinion the financial statements present fairly the financial position of the Church and the results of its operations for the period under review. When the auditor is able to express an opinion on the financial statements without qualification or exception, the report should be substantially as follows:

I have examined the balance sheet of the Churchwardens of [Parish or Congregation] as at December 31, [year] and the statement of financial activities (or receipts and disbursements) for the year then ended. My examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as I considered necessary in the circumstances. In my opinion, these financial statements present fairly the financial position of the Church as at December 31, [year] and the results of its financial activities for the year then ended, in accordance with generally accepted accounting principles applied on a basis consistent with that of the previous year.

3. The auditor shall include in the report to the Vestry such statements as he or she considers necessary where and,

a) if the examination has not been conducted in accordance with this Regulation shall state therein the reasons therefore; or

b) there are any matters which in his or her opinion should be brought before the Vestry.

4. A copy of the Churchwardens' accounts with the auditor's report thereon shall be forwarded to the Synod Office with the Churchwarden's Parochial Returns.

5. The Churchwardens shall furnish each Vestry auditor with a copy of this regulation prior to the making of the examination.

R.5.07
Parish Remittances to Synod

1. All monies received by the Clergy and/or Churchwardens as specific gifts for the Diocesan Budget or insurance or other diocesan purpose shall be remitted forthwith to the Synod Office.

2. Monies payable by parishes for the Cost of Priestly Services shall be remitted on a monthly basis on or before the 25th day of each month as is provided for in Regulation 5.

3. The Parish Fair Share of the Diocesan Budget assessed to each parish, so far as the same is drawn from general revenue by each parish, should be remitted on a monthly basis but shall be remitted at least once a quarter yearly to the Synod Office.

4. The share assessed to each parish of the bulk premiums due for the comprehensive insurance plan for the Diocese shall be remitted as provided for under Bylaw 3.22(5) and Regulation 5.12.

5. **DELAY AND DEFAULT**
   Any delay on the part of a parish in making remittances for the remuneration of the clergy shall be reported by the Director of Financial Ministry to the Archdeacon in whose archdeaconry that parish is found, for his or her investigation and such action as he or she considers appropriate. If the delay in remittance by any parish continues for three months, the same shall be reported forthwith by the Director of Financial Ministry to the Diocesan Council which with the concurrence of the Bishop, may consult the Archdeacon aforesaid, the principal officers of the parish concerned, the Diocesan Stewardship Consultants if any, and such other persons as the Diocesan Council considers appropriate, with the object of arriving at a decision about the future financing of the parish that is in default.

6. **ADDED PENALTY FOR DELAY AND DEFAULT**
   A rate of interest of 2% per month or 24% per annum shall be assessed against any parish for each day of delay if and to the extent that the bank order or cheque or monies required of any parish is dishonoured or is not received.

R.5.08
Parish Priorities

When in any year the income of a parish falls behind the budget that was approved by the Vestry of that parish for that year, the commitments of the parish shall be met according to the following scale of priorities:

1. Clergy and lay salaries, stipends, allowances and other benefits and pensions;
2. its share of premiums for the Diocesan insurance policy;
3. essential operating expenses of the parish, including emergency repairs, interest on committed and existing loans; and principal and interest when so contracted in blended payments;
4. its share of the Parish Fair Share;
5. repayment of debt/principal; and
6. capital maintenance or replacement, other expenses, and miscellaneous.

R.5.09
Sidespersons

1. At each annual meeting of the Vestry of a congregation, there shall be elected by the Vestry or appointed by the Churchwardens a Convenor of Sidespersons, whose duty it shall be establish a roster of Sidespersons for the ensuing year; and the Convenor of Sidespersons so elected or appointed shall hold office until the annual meeting of the Vestry next following his or her appointment.

2. Vacancies, due to death, removals, or neglect or refusal to act, may be filled by the Convenor of Sidespersons for the remainder of the vacated term of office.

3. In general, the duties of Sidespersons shall be to assist the Incumbent and Churchwardens and to discharge such duties as are assigned to them by the Vestry, the Incumbent and the Churchwardens.

4. The special duties of sidespersons shall be to assist the Churchwardens:

   a) in receiving and seating the congregation in the Church;
   b) in taking up the offering, and if requested by the Churchwardens, in counting the offering on the conclusion of the service.
   c) in maintaining order in and about the Church during divine worship.

R.5.10
Ministering in Vacant and Multiple Congregational Parishes

1. Except with the consent of the Diocesan Council, at no time, temporary or permanent, shall any Incumbent have charge of more than four organized congregations where each has a Church population of 20 or more confirmed members of 16 years and upwards.

2. Where a clergy, or a Licensed Lay Reader, is called upon to provide Sunday or weekday services in a parish where the incumbency is vacant, the minimum remuneration which he or she shall receive shall be the lesser of such fee per service or per Sunday as is determined from time to time by the Clergy Benefits Subcommittee with the concurrence of the Diocesan Council, plus a travel allowance in the performance of this work, to be at the same rate as clergy and others not eligible for Transportation Allowances in Regulation 4.01(7)(d). Such income and allowance shall be paid over and above the stipend and allowance already received by such clergy for the work whereunto he or she has been licensed by the Bishop, and shall form part of his or her income and allowance for that year, it being understood that all such payments shall be reported to the Synod Office when monthly remittances are made in accordance with Regulation 4.

R.5.11
Diocesan Parish Fair Share

1. The Diocesan Parish Fair Share means the amount required to be raised in a year by the Diocese and which is designated in the three-year Budget approved by the 2006 Synod as the "Budgeted Parish Fair Share" (hereafter referred to as "Budget" or "Diocesan Budget"), including assessments and Parish Fair Shares of the General Synod and the Provincial Synod, and funds for such other purposes as may be approved by the Diocesan Synod or Diocesan Council. Each parish shall pay its Fair Share of the Diocesan Budget as calculated by the Synod Office. A Parish's Fair Share of the Budget is the amount in dollars that is determined by multiplying the amount of the Diocesan Budget by a fraction that has as its numerator the average Assessable Income for the parish over the immediately preceding three years and its denominator the total of the average Assessable Income over the same three-year period for all parishes in the Diocese. The Director of Financial Ministry shall, no later than the last day of August in each year, notify the Incumbent and Church wardens of each parish of the parish's Fair Share amount for that Parish for the next ensuing calendar year.

2. Assessable income for a parish means the income of the parish from all sources, with the following deductions/exceptions being made:

   a) Cost of Priestly Services (COPS) for all stipendiary clergy (incumbent and assistant curates) being income used to pay the stipend, travel allowance, and other benefits, but not the housing allowance;

   b) in/out or flow through donations from parishioners for outreach projects such as: the Primate's World Relief and Development Fund (PWRDF); Community Ministries, including Centre 454, The Well/La Source, *et cetera*.; or any other instance where the donations constitute a trust which the parish cannot use for any other purpose;

   c) capital funds placed in the diocesan Consolidated Trust Fund (CTF). No other trust fund qualifies for exemption or deduction;

   d) borrowed money, but income raised to pay back any such loan is assessable unless such income is used for construction of a new church;

   e) the cost of professional fees as well as disbursements incurred for fundraising under a stewardship campaign or otherwise in a parish;

   f) other deductions which have been approved by the Property and Finance Committee, including those identified by the annual Statistical Return.

3. **ANNUAL RETURNS AND APPEALS PROCESS**

   a) To enable the assessable income of each parish/congregation to be determined, the Churchwardens (and treasurer) thereof shall on the date provided for by the Statistical Return in each year forward to the Synod Office a Statistical Return, also known as the parochial return, in the current form prescribed by the Synod Office. The Return is to be accompanied by copies of financial statements of the parish/congregation approved by the annual vestry meeting thereof held in January or February. If a parish has experienced an abnormal increase in its income that affects or is likely to affect its share of the diocesan budget for the following year, a letter from the parish should accompany the Return, giving full details for the consideration of the Director of Financial Ministry and reference to the Fair Share Review Subcommittee as hereafter defined.

   b) The Property and Finance Committee upon being advised that a parish has failed to file its Statistical Return may arbitrarily set the assessable income of the parish as well as its share of the Diocesan Budget and the Cost of Priestly Services to be paid by that parish.

   c) A subcommittee of the Property and Finance Committee known as the Fair Share Review Subcommittee attempts to assist those parishes in the calculation of their assessable income if an abnormal increase in income of the parish occurs which would have the effect of unfairly raising its share of the Diocesan Budget for the following year. Upon receiving a letter from a parish with its Statistical Return as aforesaid, the Director of Financial Ministry shall refer the letter to the ARC which will contact the parish, review the letter with them and seek to do what is possible to lessen the impact of the abnormal increase in income.

   d) The Director of Financial Ministry, so far as possible, shall have discussions with each

parish/congregation where the anticipated share of the Diocesan Budget is significantly higher or lower than its share in the previous year with a view to arriving at a satisfactory amount for the coming year and shall, to the extent possible by the last week of August in each year, give notice in writing to the Incumbent and Churchwardens of each parish of the Parish Fair Share amount based on assessable income as well as identifiable givers in that year, and for which it is responsible in the following year.

e) Upon receiving written notice of its fair share amount, the Incumbent and Church Wardens may, after serious reflection, research and discussion in the parish, appeal the amount in accordance with the following process, which shall take place entirely within the same calendar year as the notice of the fair share amount is issued, except in the case of an appeal to Diocesan Council which may take place the following year as herein provided.

i) Notice of Appeal shall be in writing and shall be delivered to the Archdeacon on or before the earlier of the following two dates: six weeks following the date on which the letter notifying the parish of the Fair Share amount was mailed, and October 15.
ii) The Notice of Appeal shall include reasons for the appeal and supporting documentary evidence.
iii) The Archdeacon shall forthwith investigate the appeal, including meeting with the Incumbent and Churchwardens and other interested leaders of the parish.
iv) The Archdeacon shall, on or before October 31, write and submit a report to the Director of Financial Ministry expressing the Archdeacon's findings and recommendations, including the Notice of Appeal and supporting documents. The Archdeacon shall deliver a copy of the report without enclosures to the Incumbent of the parish.
v) In his or her discretion, the Archdeacon may also deliver a copy of the Report to the Bishop, if in the opinion of the Archdeacon, some immediate action by the Bishop is warranted.
vi) The Director of Financial Ministry shall forthwith consider the Appeal and attempt to resolve it through further discussion with representatives of the parish.
vii) If the Appeal is not resolved, then it shall be considered at the November meeting of the Property and Finance Committee at which the Director of Financial Ministry and, if requested by the Parish or by the Director of Financial Ministry, the representatives of the parish shall make representations.
viii) The Property and Finance Committee shall give written notice of its decision to the Incumbent of the parish no later than November 30.
ix) The decision of the Property and Finance Committee is final, unless the parish appeals it to the Diocesan Council by delivering written notice of its intention to appeal delivered with supporting documents no later than December 15.

A) Immediately upon receipt of a notice of intention to appeal to Diocesan Council, the Director of Financial Ministry shall cause the matter to be listed on the agenda of the first sitting of the Diocesan Council in the following year.
B) That meeting of the Diocesan Council shall choose a subcommittee comprising three members, two of whom are laity and the third

member is a cleric, to hear the appeal. At least one member of the subcommittee shall be a member of Diocesan Council, who shall serve as Chair.

C) This subcommittee shall meet to hear the appeal as soon as is conveniently possible and shall hear representations and submissions from representatives of the parish and from officials of the Diocese as it sees fit.

D) The subcommittee shall render a written report within thirty days of its meeting and shall deliver a copy of its report to the Secretaries of Synod, who shall transmit it forthwith electronically to all the members of Diocesan Council who have provided the Secretaries of Synod with an e-mail address.

E) The report of the subcommittee is deemed to have been confirmed by Diocesan Council on the seventh day after it has been electronically sent to the members of Diocesan Council, unless a majority of the members of Diocesan Council object to the report by notice returned to one of the Secretaries of Synod either electronically or by written notice delivered within the same seven days.

F) If objection is so made by the majority of the members of the Diocesan Council, then the report of the subcommittee shall be referred to the next meeting of Diocesan Council for its consideration. The Diocesan Council may then refuse the report or may confirm it with or without variation.

G) The report once confirmed with or without variation by Diocesan Council is a final determination of the appeal.

x) If a parish fails to pay its Fair Share amount, and has not availed itself of the appeal process, the Director of Financial Ministry may request the Archdeacon to investigate the matter and report the result of the investigation to the Director of Financial Ministry, copied to the Incumbent of the parish. The report shall then be dealt with in the same manner as if an appeal had been made by the parish, in accordance with subsections (v) through (x) of the foregoing sub-paragraph, except that time limits are in the discretion of the Director of Financial Ministry in consultation with the Chancellor.

xi) The appeal process, whether initiated by the parish, or by the Director of Financial Ministry, may result in any of the following actions or recommendations, or others as appropriate:

A) Fair Share arrears be written off, but no changes can be made to Parish Fair Share or the values internal to its calculation;

B) a shortfall be made up from some other source of funds available to the parish;

C) a parish take a specific action to reduce costs or increase revenue or re-order its financial priorities;

D) the Bishop be asked to consider taking disciplinary action against a cleric;

E) the Bishop be asked to consider the disestablishment of a parish or

of a congregation.

F) As soon as possible and to the extent necessary, such appeals will be placed on the agenda of the Property and Finance Committee, and if requested, the parish shall be given an opportunity to speak summarily to the Committee before a determination is made.

G) Advice of the determination of the Property and Finance Committee shall be given in writing to the parish which, if it finds such determination unacceptable, may appeal to the Diocesan Council, providing notice thereof is given forthwith to the Clerical Secretary and grounds for the appeal are submitted in writing forthwith. Diocesan Council at its next regular meeting shall consider summarily whether such appeal has merit, and if the Committee so determines, then it may either dispose of the matter itself or refer it back to the Property and Finance Committee for review and disposition. The decision of the Diocesan Council in all respects shall be final.

4. PARISH FAIR SHARE ARREARS

a) Responsibility for the payment of the parochial share of the Diocesan Budget is vested in the Incumbent and Churchwardens for each parish.

b) If the Incumbent and Churchwardens for a parish do not remit to the Synod Office the full amount of that Parish Fair Share within thirty days of the end of the calendar year in which it was assessed, the same shall be reported by the Director of Financial Ministry to the Archdeacon for the Archdeaconry in which the parish is found for his or her investigation.

i) The Archdeacon shall make careful enquiry into the matter with the Incumbent and Churchwardens and such other persons in the parish he or she considers necessary.

ii) If upon such review and having regard to the representations made on behalf of the parish, it appears possible to revise the parish budget so as to enable a larger remittance to be made towards Parish Fair Share, such revision shall be effected forthwith by the parish, and such other steps taken as may seem appropriate to the Archdeacon and to the parish.

iii) If such a revision does not appear possible or if after three months more, remittance has not been made of the arrears of the Parish Fair Share, then the matter shall be reported to the Director of Financial Ministry and by him or her to the Diocesan Council which, with the concurrence of the Bishop may consult the Archdeacon aforesaid, the Diocesan Stewardship Officer, if any, the principal officers of the parish concerned, and such other persons as the Diocesan Council considers appropriate in order to arrive at a decision about the future financing of the parish in the Diocese.

R.5.12
Insurance

Each year, as soon as the bulk premium for the Diocese has been reported by the Insurance Subcommittee and approved by the Property and Finance Committee and by the Diocesan Council, each parish shall be notified of its share thereof. That share will have been pro-rated and assessed based upon the Parish Fair Share assessment for each parish; and as soon as possible after approval by the Diocesan Council and notification thereof is given, each parish shall pay its share of the bulk premium no later than the 31st day of January in each year, by remittance to The Incorporated Synod of the Diocese of Ottawa for the attention of the Director of Financial Ministry, Synod Office.

[This section may not agree with current practice and is under review]

REGULATION 6.
COURT OF THE DIOCESE

R.6.01
Rules of the Diocesan Court

PREAMBLE

All Christ's faithful, and especially Bishops, are to strive earnestly, with due regard for justice, to ensure that lawsuits among the people of God are as far as possible avoided and are settled promptly and without rancour.

The Ecclesiastical Court of the Diocese of Ottawa serves the Christian community. The Christian community is entrusted with the ministry of reconciliation. To that end, in harmony with scripture, members of the Christian community are to conduct ourselves without acrimony, malice or vengeance, trying to keep the best interests of all parties before the court at all times.

1. **STYLE**

   Any proceedings in the court shall be styled in the Diocesan Court with the names of the complainant(s) and the name of the respondent, or a short description of the cause or matter.

2. **PRELIMINARY INVESTIGATION**

   Where the court has been requested by the Bishop to conduct a preliminary investigation, the investigation may be conducted by two or more members of the court, as determined by the court or by the Bishop.

3. **FORM OF CHARGE AND HEARING BY COURT**

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 matter of the complaint, must be given, heard and made before and by the court.

4. **NOTICE OF HEARING**

A notice of hearing by the court shall include a statement of the time, place and purpose of the hearing and a reference to the authority under which the hearing will be held, and shall also include a statement that if any party notified does not attend at the hearing, the court may proceed in the absence of such party who will not be entitled to any further notice in the proceedings.

5. **SERVICE OF NOTICE OF HEARING**

Notice of hearing shall be served upon the respondent and other parties, or such service may be accepted by any party, and a party shall be given reasonable notice of the hearing, the question of reasonableness in any case to be solely determined by the court.

6. **PROCEDURE ON FAILURE TO ATTEND AFTER NOTICE**

Where notice of hearing has been given to a party and the party does not attend, the court may proceed in the absence of the party who will not be entitled to any further notice in the proceedings.

7. **FURNISHING INFORMATION TO PARTY WHERE CHARACTER OR CONDUCT IN ISSUE**

Where the good character, propriety of conduct or competence of a party is an issue in any proceedings, the party is entitled to be furnished prior to the hearing with reasonable information of any allegations with respect thereto.

8. **REPRESENTATION BY COUNSEL**

A party to the proceedings may be represented by counsel duly admitted to practice in the Ontario Court of Justice, or the Superior Court of Quebec, may call and examine witnesses and present arguments and submissions, and may conduct cross-examinations of witnesses, at a hearing reasonably required for full and fair disclosure of the facts, and where any person is not so represented, the court may appoint a representative when the court determines that such representation may be required in the interests of justice, and where any party is charged with any offence the court may appoint counsel to prosecute the charge.

9. **WITNESSES' RIGHTS**

A witness at a hearing is entitled to be advised by counsel as to such witness' rights, but such counsel may take no other part in the hearing without leave of the court, and where a

hearing is *in camera*, a counsel for a witness is not entitled to be present except when that witness is giving evidence.

10. **OPEN HEARINGS**

A hearing shall be open to the public except where the court is of the opinion that the desirability of avoiding disclosure in any interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the court may hold the hearing *in camera*.

11. **OATHS**

Any member of the court has power to administer oaths and affirmations with respect to any of its proceedings, and the court may require evidence before it to be given under oath or affirmation.

12. **POWER TO SUMMON WITNESSES**

The court may summon and examine witnesses, including any party, *viva voce* and in open court to give evidence under oath or by affirmation and to produce in evidence documents and things so specified by the court, and may for sufficient reason order any particular fact or facts to be proved by statutory declaration or allow the affidavit or statutory declaration of any witness to be read in evidence at the hearing, or may direct any witness to be examined before an examiner or commission or the Registrar of the court or other person authorized by the civil law of the province to examine witnesses or take statutory declarations.

13. **SERVICE OF SUMMONS**

The summons herein referred to shall be served personally in accordance with the rules of the Ontario Court of Justice. If personal service cannot be reasonably effected, the court may make such order for substituted or other service as it deems fit.

14. **INFERENCES**

The court shall be entitled to draw inferences from evidence accepted by it whether of fact or law which might have been drawn therefrom if proved at trial.

15. **CANADA EVIDENCE ACT**

A witness at a hearing shall be deemed to have objected to answer any question that may be asked of such witness on the grounds that it may tend to incriminate or be deemed to establish liability to civil proceedings, and no answer given by a witness shall be used or be receivable in evidence against that witness at any hearing or trial or other proceedings against such witness thereafter taking place other than a prosecution for perjury, and a witness shall be informed by the court of the provisions of the *Canada Evidence Act*.

16. **AFFIDAVIT EVIDENCE**

A witness at a hearing shall be examined *viva voce,* but the court may, at any time by sufficient reason, order particular evidence or facts to be proved by affidavit, or that the affidavit of a witness may be read at the hearing.

17. **DEPOSITIONS AND COMMISSION EVIDENCE**

The court may, whenever it appears necessary, make an order for the examination before a member of the court or any other person at any place and permit such deposition to be given in evidence, or the court may order the issue of a commission to take such testimony as approved in the form of the Ontario Court of Justice, and such testimony may be given in evidence.

18. **ADMISSION OF EVIDENCE**

The court may admit as evidence at a hearing, whether or not given or proven under oath or affirmation or admissible as evidence in court, any oral testimony or document or other thing relevant to the subject matter of the proceedings, but nothing is admissible in evidence which may be inadmissible in a Supreme or Superior Court by reason of any privilege under the law of evidence, or which would be inadmissible by statute.

19. **COPIES OF DOCUMENTS**

A copy of a document may be admitted as evidence where the court is satisfied as to its being a certified true copy, and where the document may be filed as evidence, the court may authorize a copy to be filed in evidence when certified to be a true copy by a member of the court.

20. **JUDICIAL NOTICE**

The court may take notice of facts which may be judicially noticed and take notice of any generally recognized scientific or technical facts, information or opinions within its scientific or specialized knowledge.

21. **DECISION IN WRITING**

The court shall give its final decision or order, if any, in writing, and shall give reasons in writing therefore if requested by any party.

22. **SERVICE OF DECISION**

The court shall send by first class mail addressed to the parties to any proceedings at their last known address a copy of the final decision or order, together with reasons where reasons have been given, and each party shall be deemed to have received a copy of the decision on the fifth day after the day of mailing unless a party acting in good faith did not receive the decision or order through absence, accident, illness, or other cause beyond the control of such party.

23. **FILING A DECISION WITH ONTARIO COURT OF JUSTICE**

A certified copy of a final decision or order may be filed by the court or any party in the office of the Registrar of the Ontario Court of Justice or the Superior Court of Quebec, and

it may be enforced at the instance of the court, or of such party in the name of the court, in the same manner as a judgement of the Ontario Court of Justice or the Superior Court of Quebec.

24. **RESCINDING OR VARYING A DECISION OR ORDER**

Where any decision or order is made rescinding or varying a decision or order previously made by the court which has been filed with the Registrar of the Ontario Court of Justice or the Superior Court of Quebec, the decision order rescinding or varying a former decision or order shall also be filed.

25. **RECORD**

The court shall compile a record of any proceeding before it which shall include the complaint, notice of hearing, the answer if any, any intermediate or interlocutory orders, all documentary evidence, transcripts if any of oral evidence, the decision of the court and reasons, where reasons have been given.

26. **MAINTENANCE OF ORDER**

The court may make such orders or take such proceedings as it considers necessary for the maintenance of order at the hearing.

27. **ABUSE OF PROCESS**

The court may make such orders or give such directions in proceedings before it as it considers proper to prevent abuse of its processes.

28. **LIMITATION OF CROSS-EXAMINATION**

The court may reasonably limit further cross-examination of a witness where it is satisfied that the cross-examination of a witness has been sufficient to disclose facts.

29. **ADJOURNMENT**

Any hearing may be adjourned from time to time by the court.

30. **NOTICE OF ORDER BY PUBLICATION**

Where the court is of the opinion that because the parties to any proceedings are so numerous, or for any other reason it is impracticable to send its decision and the material to all or any of the parties individually, the court may cause reasonable notice of the decision or order to be given to such parties by public advertisement, or otherwise as the court may direct.

31. **AMENDMENTS**

Amendments to any proceeding or document may be made by order of the court at any time.

32. **ADDING OR DELETING PARTIES**

The court may at any stage of the proceedings order that the name of any complainant or respondent improperly added be struck out and may also order that any persons who ought to have been joined, or whose presence is necessary, be added.

33. **APPLICATION TO ONTARIO COURT OF JUSTICE FOR DIRECTIONS**

The court may apply to the Ontario Court of Justice for such directions as it deems necessary or to enforce its orders with respect to evidence or for any other purpose, and the court may state a case to the Ontario Court of Justice, where permitted by law.

34. **ALTERNATIVE DISPUTE RESOLUTION**

Where appropriate, all forms of Alternative Dispute Resolution may be explored and are specifically encouraged.

35. **MATTERS NOT PROVIDED FOR**

As to all matters not provided for in these rules, the practice shall be regulated by analogy thereto and to the rules of practice of the Ontario Court of Justice, including costs and security for costs.

REGULATION 7.
DIOCESAN COMMUNITY MINISTRIES

R.7.01
Mandates of Diocesan Community Ministries

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

   a) The mandate of **Belong Ottawa** is to relieve poverty in the City of Ottawa by providing day programs and support services to vulnerable persons;

   b) The mandate of **Centre 105** is to relieve poverty in the City of Cornwall by providing day programs and support services to vulnerable persons;

   c) The mandate of the **Ottawa Pastoral Counselling Centre** is to provide professionally trained pastoral counselling, psychotherapy, clergy support, consultation and referral services to individuals living in the Diocese; and

   d) The mandate of the **Refugee Ministry Office** is to exercise the responsibilities of the Diocese as a sponsorship-agreement holder in federal Government programs relating to the private sponsorship of refugees in Canada.

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

   a) to relieve poverty by providing emergency shelter, affordable housing and support services to women at risk of homelessness;

   b) to promote the efficiency and effectiveness of the charitable programs of **The Incorporated Synod of the Diocese of Ottawa** of the Anglican Church of Canada, a registered charity under the *Income Tax Act* (Canada), by providing and maintaining property and facilities for this purpose and by providing management services related thereto; and

   c) to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part thereof and the income earned therefrom from time to time, for the benefit of the "Cornerstone Housing" program of the said **The Incorporated Synod of the Diocese of Ottawa** of the Anglican Church of Canada.

R.7.02
Composition of Advisory Boards

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

   a) a minimum of one voting member shall also be a member of the Community Ministries Committee;
   (b) a minimum of one voting member shall be clergy; and
   (c) half of whom shall be members of a vestry of a parish or congregation in the Diocese.

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

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

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

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