

CANON B1

ELECTION AND STIPEND OF A BISHOP

Vacancy in the Office of Bishop

1. On the death, retirement, or resignation of the Diocesan Bishop, or on the Bishop's election to and acceptance of the office of Primate, the Coadjutor shall succeed directly to the office of Diocesan Bishop. If there is no Coadjutor, the office of Diocesan Bishop shall become vacant.

Electoral Meeting

2. When a vacancy occurs in the office of Diocesan Bishop, the President of the Synod (see Canon A1, Section 3) shall communicate with the Metropolitan within ten days. If the Metropolitan is absent or does not respond within twenty days, the President of the Synod shall notify the senior Bishop of the Ecclesiastical Province of Ontario who is willing to act, requesting this Bishop to summon an electoral meeting at the Cathedral City of this Diocese for the sole purpose of electing a successor.
3. Persons eligible to vote at the electoral meeting shall consist of suffragan bishops, active priests, transitional deacons, vocational deacons and lay members of the Synod. Retired clergy do not have a vote at an electoral meeting.
4. The electoral meeting shall be held within sixty days after the Metropolitan or senior Bishop is notified of the vacancy in the office of Diocesan Bishop.
5. The Metropolitan or Bishop calling the meeting shall preside over it. If the Bishop who called the meeting is unable to preside for any reason, then the Bishop next in order of seniority who is willing to act shall preside.
6. The Diocesan Executive Officer shall give at least thirty days' notice of the time and place of the meeting to all members of the Synod.
7. The provisions of Canon A1, Section 6, shall apply to any contested seats at this electoral meeting.

Nominating Committee

8. Within ten days after the occurrence of the vacancy, the Synod Council shall meet and elect a Nominating Committee of two clergy and three lay members of the Synod.
9. The Nominating Committee shall communicate with all members of the Synod, and ask for nominations for the office of Diocesan Bishop to be received no later than thirty days before the date of the electoral meeting.
10. On receiving a nomination, the committee shall ensure that the nominee is qualified for the office of Bishop under the laws of the Church and, having done so, shall prepare a brief curriculum vitae of the person.
11. If a nominee appears unqualified, the committee shall communicate this decision to the nominator.
12. The Nominating Committee shall notify each nominee that he or she has been nominated. Any nominee may withdraw his or her name by notifying the Diocesan Executive Officer in writing.
13. At least fifteen days before the electoral meeting, the committee shall send a list of qualified nominees and curricula vitae to each member of the Synod. The curricula vitae shall also be posted on the Diocesan website.

Voting Procedures

14. After the opening of the meeting, the Nominating Committee shall report the list of nominees, and the Diocesan Executive Officer shall report the names of any who have withdrawn. Those in acceptance shall be placed in nomination for the office.
15. Further nominations may be made at the meeting. The nominator, or other members having the necessary information, shall give in writing a brief curriculum vitae of each person at the time of nomination.
16. No speeches for or against any nominee shall be made.
17. The election shall be by ballot with the Order of Clergy and the Order of Laity voting separately. For election, a majority of those voting in each order is required.
18. After each ballot, nominees shall be given an opportunity to withdraw.
19. If, after a reasonable number of ballots, no nominee has received a majority of votes in both the lay and clerical orders, the presiding Bishop may either call for further

nominations or adjourn the meeting for a period of not more than thirty days, and provide for further nominations in the interim.

20. When one nominee has received a majority of the votes cast in each order, the meeting shall be temporarily adjourned and the nominee shall be asked whether he or she will accept the office. If the nominee agrees to do so, he or she shall be declared elected. If not, the election shall be continued. Any additional nominations shall be received as outlined in Sections 14 to 18. All those previously nominated shall again be in nomination, unless they withdraw their names.

Stipend of the Bishop

21. Any member of the clergy who holds any preferment or benefice when elected Bishop shall resign that position before his or her consecration.
22. The stipend and allowances of the Bishop shall be fixed by the Synod Council.

CANON B2

ELECTION AND STIPEND OF A COADJUTOR OR SUFFRAGAN BISHOP

1. A Coadjutor or Suffragan Bishop may be elected at the request of the Bishop or, if the Bishop has become incapacitated, at the discretion of Synod Council. A Coadjutor has the right of succession, whereas a Suffragan Bishop has no right of succession.
2. The Bishop may approach the Metropolitan or Senior Bishop of the Province, and the Synod Council, for permission to hold an election for a Coadjutor Bishop.
 - (a) If the Metropolitan or Senior Bishop and the Synod Council concur, an electoral meeting shall be called.
 - (b) If the Synod Council denies the Bishop's request, the Metropolitan, or the Senior Bishop in the Province if there is no Metropolitan, shall hear both sides of the case and render a decision. This decision shall be final.
3. An election of a Coadjutor or Suffragan Bishop shall proceed in the manner provided for the election of a Bishop, except that
 - (a) in the election of a Coadjutor Bishop, the Metropolitan or Senior Bishop shall preside;
 - (b) in the election of a Suffragan Bishop, the Diocesan Bishop may preside;
 - (c) when the election is held because the Bishop is incapacitated, the Metropolitan or Senior Bishop shall preside.
4. The stipend of the Coadjutor or Suffragan Bishop shall be fixed by the Synod after considering the recommendation of the Synod Council.

CANON B3

THE BISHOP'S COMMISSARY

1. The Bishop may appoint a priest or bishop to be the Bishop's Commissary.
2. The duties of the Bishop's Commissary, subject to the terms of appointment by the Bishop, shall be to perform the administrative functions of the Bishop during the Bishop's absence from the diocese or inability to act, including serving as
 - (a) President of the Synod
 - (b) Administrator of the Diocese
 - (c) Member of the Synod Council, and
 - (d) Member of all Synod Committees.
3. In the absence or incapacity of the Bishop, the Commissary shall exercise the powers and perform the functions and acts assigned to the Bishop by the statutes and canons of the Synod of the Diocese of Ontario, the Synod of the Ecclesiastical Province of Ontario, and the General Synod, subject to any limitations expressed in the mandate or in the Commissary's order of ministry as a priest or bishop.
4.
 - (a) On returning to the diocese or recovering the ability to act, the Bishop may terminate the Commissary's authority.
 - (b) If a question of the Bishop's ability to act arises, the Diocesan Executive Officer shall convene and preside over a special meeting of the Synod Council during which the evidence will be considered and a decision made.
5. If no Commissary is in office during the Bishop's absence from the diocese or inability to act, the Dean, if available, or otherwise the Territorial Archdeacon senior by appointment, shall exercise the powers and perform the functions of the Bishop's Commissary.
6. On the installation of a new Diocesan Bishop, any Commissary appointed by the former Bishop shall be deemed to have tendered his or her resignation.

CANON B4

APPOINTMENT AND RESPONSIBILITIES OF ARCHDEACONS

1. The Bishop shall appoint Archdeacons to hold office at the Bishop's pleasure.
2. An Archdeacon is a priest who assists the Bishop with personnel and administrative matters, and represents the Bishop at various events as requested.
3. Should the office of the Bishop fall vacant, the Archdeacons shall continue to hold office until appointments are made by the new Bishop.
4. The Archdeacons are members of the Bishop's Advisory Committee.
5. Each Archdeacon receives compensation for expenses as determined by the Synod Council.
6. The principal duties of Archdeacons are to
 - (a) provide support to the Bishop for parish-related issues;
 - (b) lead the process in the preparation of parish profiles by Selection Committees at the time of clergy vacancies (as outlined in the Regulations pursuant to Canon C4, Section 5);
 - (c) ensure that all parish registers (vestry minutes, births, baptisms, and burials) in their territories are kept current by conducting an inspection at least annually either in person or via a nominee; and
 - (d) ensure the removal of artefacts in a decommissioned church for appropriate relocation.
7. There shall be three Territorial Archdeacons in the Diocese of Ontario with responsibilities within a territory assigned by the Bishop. Their appointment shall cease when they move from that territory.

CANON B5

OFFICE OF A REGIONAL DEAN

1. There shall be a Regional Dean within every Deanery in the Diocese.
2. Procedures for the election, term of office, functions and other matters related to fulfillment of the Office of a Regional Dean shall be as set out in the Regulations pursuant to this Canon.

REGULATIONS PURSUANT TO CANON B5

OFFICE OF A REGIONAL DEAN

1. There shall be four Regional Deans covering the areas of Leeds-Grenville, Frontenac, Quinte, and Hastings. If changes occur to the area or number of Deaneries, the Synod Council may increase or decrease the number of Regional Deans.

Election Procedures

2. When the Office of a Regional Dean becomes vacant, the Territorial Archdeacon shall call a meeting of the clergy in the Deanery to elect a new one.
3. Any priest, resident in the Deanery and a member of Synod (see Canon A1, Section 1d), is eligible to vote, but only those priests who are incumbents, full- or part-time, are eligible to stand for election. For clarification purposes, Priests-in-Charge, interim or full-time, as well as those in specialized ministries are not able to stand for election.
4. The Territorial Archdeacon shall preside at the election meeting where a quorum of two-thirds of those eligible to vote shall apply.
5. The Archdeacon shall call for nominations for the position of Regional Dean. Once nominations have been closed, a vote by secret ballot shall take place until one candidate has received a minimum of fifty-one percent of the votes cast.
6. The Archdeacon shall advise the Bishop of the election, at which time the appointment shall take effect.

Term of Office and Compensation

7. A Regional Dean shall hold office for three years and may be re-elected for one more term.
8. A Regional Dean who no longer fulfills the eligibility requirements indicated in Section 3 of these regulations shall immediately resign.
9. Each Regional Dean shall receive compensation for expenses as determined by the Synod Council.

Functions

10. The functions of a Regional Dean are to
 - (a) call together the clergy of the Deanery at least four times per year to promote sharing and spiritual growth;
 - (b) be an advocate for clergy members of the Deanery and their families;
 - (c) assist parishes with obtaining clergy replacements to cover short-term vacancies of one to two weeks for sickness or vacation;
 - (d) conduct exit interviews with clergy leaving a parish in the Deanery;
 - (e) establish a communication network within the Deanery, including retired clergy and those in specialized ministries (incumbents or Priests-in-Charge shall be responsible for advising appropriate lay people in the parishes as needed);
 - (f) carry out other functions that may be necessary or desirable for the fulfillment of the Office of Regional Dean; and
 - (g) with his or her consent, to carry out other functions requested by the Bishop or Territorial Archdeacon.

CANON B6 OFFICERS OF THE SYNOD

Part I Chancellor, Vice Chancellor, and Solicitors

1. The Bishop shall appoint a Chancellor for the diocese, and may also appoint a Vice Chancellor.
2. The Bishop shall appoint solicitors for the diocese in consultation with Synod Council.
3. The Chancellor, Vice Chancellor, and solicitors shall be resident in this diocese and shall hold office at the pleasure of the Bishop. In the event of the death, incapacity, or resignation of the Bishop, they shall continue in office until appointments by a new Diocesan Bishop are made.
4. The Chancellor and Vice Chancellor shall be barristers or judges of a Court of Record, active or retired, in good standing.
5. The Chancellor and Vice Chancellor shall advise the Bishop, or the officer exercising the powers and performing the functions of the Bishop in the Bishop's absence or inability to act on all legal matters pertaining to Canon Law, including issues of discipline, submitted to them.
6. The Chancellor and Vice Chancellor shall perform duties assigned to them by the Bishop subject to enactments concerning their office, rights, and privileges that may be made at any time by the Synod.
7. The solicitors shall perform the duties assigned to them by the Bishop or the Synod Council subject to enactments concerning their office, rights, privileges, and remuneration that may be made at any time by the Synod.

Part II Diocesan Executive Officer

1. The Diocesan Executive Officer serves as administrative officer for the diocese, assists the Bishop in his or her executive, pastoral and administrative responsibilities, and interprets and supports the Synod and Bishop's vision for the diocese.

Appointment

2. On nomination by the Bishop, supported by a search committee of clergy and laity appointed by the Synod Council, and with the concurrence of the Synod Council, the Bishop shall appoint and, if a priest, license the Diocesan Executive Officer. Remuneration and term of office shall be mutually agreed upon by the Bishop, the Synod Council, and the Diocesan Executive Officer.

Responsibilities

3. The responsibilities of the Diocesan Executive Officer include
 - (a) arranging and preparing for all meetings of the Synod and the Synod Council, ensuring that decisions of these bodies are carried out and that appropriate records are kept;
 - (b) providing administrative support for all diocesan committees;
 - (c) receiving and transferring to the Archivist for custody and safekeeping all documents and records of the Synod, including materials entrusted to the Synod by the Bishop and other officers of the Synod and parochial authorities;
 - (d) supporting and supervising non-parochial diocesan staff, including specialized ministries;
 - (e) managing diocesan properties;
 - (f) assisting the Bishop in matters related to staff and issues of public concern;
 - (g) serving as Diocesan Registrar (see Part V of this Canon); and
 - (h) liaising with the Diocesan Chancellor on the interpretation of church law and with the solicitors on all legal matters relevant to the diocese and its parishes.

Working Relationships

4. The Diocesan Executive Officer shall be
 - (a) responsible to the Bishop,
 - (b) an officer of the Synod with the right to attend meetings with voice and, if Anglican, a voting member of the Synod, and
 - (c) a non-voting member of the Synod Council and all committees of the diocese.
5. The Diocesan Executive Officer works closely with the appointed and elected officers of the Synod and the chairs of committees.
6. The position description may be amended as needed by resolution of the Synod Council.

Part III
Diocesan Financial Officer

1. The Diocesan Financial Officer performs the functions of Treasurer to the Synod and other diocesan agencies, and serves as financial adviser to the Bishop, the Synod and its committees, Synod officers, and other diocesan agencies.

Appointment

2. The Diocesan Financial Officer shall be appointed by the Bishop at the recommendation of the Synod Council, on terms of remuneration and period of service as may be mutually agreed upon.

Responsibilities

3. The responsibilities of the Diocesan Financial Officer shall be to
 - (a) manage the financial affairs of the Synod and other diocesan agencies as directed by canon or resolution of the Synod or by resolution of the Synod Council;
 - (b) keep adequate records;
 - (c) conduct the banking operations of the Synod and other diocesan agencies in such bank or banks as the Synod Council may designate;

- (d) ensure that all diocesan accounts, including Camp Hyanto, are reconciled monthly;
- (e) ensure, under the direction of the Synod Council, the safekeeping of current funds of the Synod and other diocesan agencies and see to the investment of funds available for that purpose, and have the custody and ensure the safekeeping of the securities for these funds;
- (f) develop and monitor, under the direction of the Synod Council, the budget of the Synod and prepare financial statements and reports from time to time as required;
- (g) interpret the financial requirements and budgeting processes of the Synod and other diocesan agencies within the appropriate structures of the church in and beyond the diocese;
- (h) see to the auditing of the accounts of the Synod and other diocesan agencies, including Camp Hyanto, and the presentation of annual and other auditor's reports in cooperation with the auditors appointed by the Synod Council;
- (i) develop and promote diocesan and parish gift and bequest programs; and
- (j) encourage the development of positive relationships between members of the Diocese of Ontario and the financial officers and agencies of the Provincial and General Synods.

Working Relationships

4. The Diocesan Financial Officer shall be
 - (a) responsible to the Bishop, working in close relationship with the Bishop and other diocesan staff under the general supervision of the Diocesan Executive Officer,
 - (b) a member of the Synod during his or her term of office, if not otherwise a member, and
 - (c) a member of the Synod Council.
5. The Diocesan Financial Officer shall supervise the work of the financial support staff.
6. The Diocesan Financial Officer shall give security for the due performance of duties and the safekeeping of funds and securities through an insurance policy in an amount to be approved by the Synod Council. Premiums for the policy shall be paid by the Synod.

Part IV
The Honorary Secretaries

1. The Honorary Clerical Secretary and the Honorary Lay Secretary shall be individually elected by the Synod by a majority vote of members present.
2. The Honorary Secretaries shall assist the Diocesan Executive Officer in keeping the minutes of the Synod and the Synod Council, execute deeds and documents requiring their signatures, and perform other duties that may be assigned by the Synod or the Synod Council.

Part V
The Diocesan Registrar

1. Unless another Registrar is appointed by the Bishop, the Diocesan Executive Officer shall perform the functions of the Registrar.
2. The Registrar shall keep a record of all important matters affecting the Church and the Synod in the diocese including official acts of the Bishop, officers of the Synod, and other dignitaries of the Church, in particular
 - (a) the granting and termination of commissions,
 - (b) the granting of letters of orders,
 - (c) the granting, suspension, renewal, and termination of licences,
 - (d) the granting of Letters *Bene Decessit*,
 - (e) the granting leaves of absence to clergy,
 - (f) the issuing induction mandates and results, and
 - (g) the issuing other official instruments.
3. A certified statement of any official act that must be recorded shall be sent to the Registrar by the officer who performed it.
4. At the request of authorized parties and on payment of fees to the Synod as set by Synod Council, the Registrar shall provide certified copies of baptisms, marriages, or burials entered in any parish or congregational register in the Archives.
5. The Registrar shall have access to the registers and records necessary for the performance of the above functions.
6. The Registrar shall assist the Archivist in the performance of his or her functions on request.

Part VI The Archivist

1. The Archivist shall be appointed by the Bishop and be accountable to the Diocesan Executive Officer.
2. The Archivist shall receive from the Diocesan Executive Officer and have charge of all documents, records, and papers of the diocese and its officers, and of the parishes, corporations, organizations, and agencies connected or associated therewith, having continuing historical value as a matter of record, hereinafter called the Archives.
3. The Diocesan Executive Officer and the Archivist shall be responsible for the preservation and safekeeping of the Archives.
4. (a) The Archivist shall, as circumstances, staff, and resources permit, arrange, describe, and make available the archival material for consultation and research purposes.
(b) The Archivist shall establish policies for an ongoing program for the management of current records of the diocese, its officers, committees, and parishes, in order to provide for the retention of those records of enduring value, or for the orderly and legal disposal of those records of non-archival value by authorized retention and disposition schedules and, when feasible or required by law, shall provide for the management of records in electronic format.
5. The Archivist shall establish policies and procedures for proper public access to the Archives and for consultation of the archival records.
6. Fees for access to the Archives and for consultation and copying archival materials shall be fixed by the Archives Advisory Committee, in consultation with the Archivist, from time to time.
7. The Archivist, who shall be an ex-officio member of the Archives Advisory Committee, shall report to the committee from time to time, who in turn shall report to the Synod Council.
8. The Archives Advisory Committee shall receive and review the annual budget for the Archives as well as provide support and consultation to the Archivist.
9. The Archivist shall assist and cooperate with archival programs in other dioceses, provincially and nationally, to facilitate the acquisition and accessibility of Anglican Church of Canada records.
10. The Archivist oversees the Diocesan Archival Technician in regard to day-to-day operations of the Archives, as well as in the preparation and direction of archival projects and volunteers.
11. The Archivist is responsible for archival presentations to Synod Council, Synod, and the parishes.

CANON B7

STIPENDS OF CLERGY HOLDING THE BISHOP'S REGULAR LICENCE

1. When a parish becomes vacant, it shall be the duty of the parish, through the churchwardens, to enter into an agreement (letter of appointment) with the Bishop of the diocese to
 - (a) pay the new incumbent's annual stipend and travel allowance in an amount not less than that currently fixed by the Synod at the recommendation of the Synod Council; and
 - (b) pay this amount through the churchwardens.
2. No member of the clergy shall be appointed to any parish until the agreement in Section 1 of this Canon has been made.
3. The parish shall provide to the diocese on an annual basis a written agreement of the incumbent's stipend, and housing allowance if any.
4. If the parish is unable to meet its agreement, after three months the Bishop shall direct the Diocesan Executive Officer to ascertain the cause. The Diocesan Executive Officer shall forward a full written report of all the evidence, with his or her opinion on the situation, to the Bishop within one week of completing the enquiry. If it is found that the congregation is unable to pay the stipend in full, the parish may be declared a mission.
5. In case of a severance of ties between a priest and the congregation, the Bishop may require that the people pay all their arrears in full, and this payment may be required before another member of the clergy is appointed to the parish.
6. Each priest who is not an incumbent, holding the Bishop's regular licence in full-time employment in a parish, shall receive a stipend and travel allowance not less than that currently fixed by the Synod and, in addition, shall receive an adequate free residence or a reasonable allowance in lieu of a residence.

CANON B8

THE DIACONATE

1. Deacons assist the Bishop and priests in ministry and have a particular responsibility to ministry in Christ's name to the poor, the sick, the suffering and the helpless (*Preface to the Ordination Rites, BAS, p. 631*). The Diaconate is an order of ordained ministry dedicated to serving and enabling others to serve the needy, the weak, the sick, and the lonely and in holding before the Church the needs of the world, interpreting those needs to the Church, and enabling the baptized to bring the ministry of Christ to the world. Deacons are symbols of servanthood. They are servants to the world, charged with taking the Church's vision to the world and alerting the Church to the needs of the world and pushing it to act.
2. Within the Diocese of Ontario there exist two expressions of the ordained diaconate:
 - *Transitional* deacons are candidates for priesthood who are involved in a period of formation in service and ministry leading to ordination as a priest;
 - *Vocational* deacons have permanent diaconal status within the life of the Church and the world and would not, in normal circumstances, be considered candidates for the priesthood.
3. Transitional and vocational deacons who are licensed by the Bishop shall be entitled to sit and vote with the clergy in Synod in accordance with the Canons governing such matters.
4. All deacons are directly accountable to the Bishop and to those with whom the Bishop's ministry is shared. The Incumbent of the parish where a deacon exercises ministry will have supervisory administrative authority, in the name of the Bishop, over the parochial activities of the deacon.
5. A deacon who is placed in charge of a parish or mission shall be under the direction of a neighbouring priest.
6. When a person is ordained to the transitional diaconate, that person and his/her family are eligible to receive the stipend and benefits granted to clergy.
7. Vocational deacons and their families shall have no claim as beneficiaries upon any fund held in trust for the benefit of the clergy and their families. Should a vocational deacon be admitted to the Order of Priest, the claim of that deacon or his/her family as beneficiaries upon any fund held in trust for the benefit of the clergy and their families shall date from the deacon's ordination to the priesthood.
8. Unless a candidate for priestly ordination, deacons need not surrender their worldly calling or business provided such has been approved by the Bishop.
9. The Bishop of Ontario shall have the sole authority to approve and issue specific regulations and directives regarding the formation and ministry of deacons in the diocese.

CANON B9 LAY READERS

1. A lay reader shall be
 - (a) a baptized member in full communion with the Anglican Church of Canada, of at least one year's standing;
 - (b) a regular communicant not less than eighteen years old;
 - (c) not in Holy Orders; and
 - (d) licensed by the Bishop.
2. There shall be a Lay Readers' Association of which all lay readers and probationary lay readers shall be members and the Bishop shall be patron.
3. There shall be a warden and deputy warden of the Lay Readers' Association who shall be priests of the diocese and who shall be appointed by, responsible to, and hold office at the pleasure of the Bishop.

REGULATIONS PURSUANT TO CANON B9 LAY READERS

1. No one shall be presented to the Bishop to be licensed as a lay reader unless he or she has been recommended by the incumbent and churchwardens of the candidate's parish, with the concurrence of the Parish Council.
2. Before a candidate is licensed as a lay reader by the Bishop, he or she shall
 - (a) serve a one-year probationary period, during which time the probationary lay reader may perform the duties of a licensed lay reader under the guidance of the incumbent;
 - (b) complete a course of study approved by the Bishop and the warden of the Lay Readers' Association; and
 - (c) participate in continuing programs prescribed from time to time for his or her training and education in the faith.

3. The licence of a lay reader shall remain in force at the pleasure of the Bishop. It will automatically expire twelve months after the assumption of office by a new Bishop or a new incumbent. The licence may be renewed by the Bishop at the request of the incumbent and the churchwardens, with the concurrence of the Parish Council.
4. The licence of a lay reader shall authorize him or her to administer either or both of the consecrated elements of Holy Communion as directed by the incumbent.
5. The lay reader shall be admitted to office by the Bishop, or by the incumbent when duly authorized by the Bishop, at a service of public worship.
6. As authorized by the Bishop or the incumbent, the duties of a lay reader shall be to officiate at, or assist in, those parts of Divine Service not required to be performed by a member of the clergy; these duties may include preaching.
7. With the approval of the lay reader's incumbent, a lay reader may perform duties and services in his or her own parish and in any parish to which he or she is invited by the incumbent of that other parish or, in the case of a vacancy, invited by the Regional Dean.
8. A schedule of remuneration and travel allowance for lay readers shall be set by the Synod Council to be paid by the parish in which lay readers are invited to serve. Except in unusual circumstances this will not apply to service in the lay reader's home parish.
9. Stipendiary lay readers may be appointed by the Bishop to have pastoral and administrative responsibility in parishes without an incumbent, such ministry to be under the supervision of the Bishop.
10. The Lay Readers' Association shall appoint its own officers and Executive Committee, as it may deem advisable, pursuant to Canon A5, and as laid out in the By-Laws of the Association.

CANON B10 THE DIOCESAN CATHEDRAL

1. At the discretion of the Bishop, St. George's, Kingston, is the Cathedral for the Diocese of Ontario, as well as the parish church of St. George's, Kingston.
2. The incumbent of St. George's, Kingston, is the Rector of Kingston and customarily is appointed by the Bishop to be Dean of the Diocese of Ontario.
3. The Cathedral Chapter shall consist of the Bishop, Dean, Archdeacons and active Canons, and shall be called by the Dean to meet at least annually for the purpose of advice.
4. The Cathedral Chapter shall be invited to meet annually with the St. George's Parish Council to discuss timely issues pertaining to the relationship between the Diocese and the Cathedral.
5. Diocesan services of worship held in the Cathedral are planned by the Bishop in consultation with appropriate representatives of the Diocese and the Cathedral.
6. The Cathedral shall receive an annual diocesan grant to be reviewed from time to time by the Synod Council. The grant is to reflect the provision of facilities and services to the Diocese, the ability of the Diocese to provide financial support, and the ministry needs of the Cathedral parish.

CANON B11

THE DIOCESAN BUDGET: COMMON MINISTRY AND MISSION

1. The diocesan budget as approved and apportioned by the Synod shall be sent by the Diocesan Executive Officer to all parishes in time for their annual Vestry meetings. It shall be the duty of the incumbents and churchwardens of the parishes to present and explain the requirements for common ministry and mission at this meeting.

Parish Financial Obligations

2. (a) The revenue required to provide for the Common Ministry and Mission of the Synod imposes an obligation upon each parish and mission to pay the sum apportioned to it in twelve equal monthly installments falling due on the last day of each month in the year for which the apportionment is made.
 - (b) The revenue required to provide sufficient funds for payment of all stipends, salaries and benefits for clergy and other staff employed at a parish or mission, using the Diocesan payroll service, imposes an obligation upon each parish or mission to pay, in advance, the total of estimated amounts allocated to it for such purposes in twelve equal monthly installments falling due on the twentieth (20th) day of each month. Once such actual monthly payroll costs are known and an invoice issued by the Diocesan Financial Officer, any balance due or overpayment by a parish or mission shall be due and payable or credited respectively on the last day of each month.
 - (c) The revenue received from parishes or missions pursuant to paragraphs 2. (a) and (b) shall be applied firstly to payment of all payroll costs described in paragraph 2. (b) and the balance of such revenue shall be applied in accordance with the approved Diocesan budget in such manner as the Diocesan Financial Officer may determine.
3. If all or any part of a monthly installment remains unpaid for one month after it is due, the Diocesan Executive Officer shall
 - (a) communicate with the incumbent and churchwardens concerned and learn the cause of the default in payment and when it may be expected;
 - (b) offer advice and, if possible, see to the provision of assistance in relation to any financial or other problems revealed by the enquiry.
4. If any portion of the revenue for Common Ministry and Mission remains unpaid for three months, the Diocesan Executive Officer shall inform the Regional Dean of the parish or mission concerned.

5. The Regional Dean shall
 - (a) interview the incumbent and churchwardens to further investigate the causes of default and the probability of improvement or otherwise;
 - (b) offer advice and assistance to the parish or mission; and
 - (c) report to the Diocesan Executive Officer.
6. If all or any part remains unpaid for six (6) months, the Archdeacon and the Regional Dean of the parish or mission concerned, and two (2) lay members of the Regional Deanery selected by them, at least one of whom shall be a member of Synod Council, shall constitute a committee with power to add to their number. This committee shall
 - (a) investigate fully the cause of the financial or other difficulties in the parish or mission,
 - (b) suggest measures to be taken by the parish authorities, and
 - (c) offer assistance to the parish or mission.
7. The committee shall have the authority to carry out its duties in the parish or mission, including the authority to
 - (a) interview the incumbent, churchwardens, members of the Parish Council, and other officers and members;
 - (b) examine all financial and other records;
 - (c) attend Parish Council or other meetings;
 - (d) request that meetings of Parish Council, its committees or other organizations in the parish or mission be convened to consider any relevant matters;
 - (e) convene any such meeting if the request is not complied with and, if necessary, appoint the Archdeacon, Regional Dean, or a member of the parish or mission to preside at it.
8. The committee shall report in writing from time to time to the Bishop or the Synod Council and make recommendations to resolve the financial or other difficulties of the parish or mission, until the arrears are paid or dealt with.
9. Before any action is taken on the committee's report to the Bishop, a copy of the report shall be given to the parish authorities. Otherwise, its contents and the fact that it is has been made shall be confidential.

10. Upon the committee's recommendation, the Synod Council may in its discretion forgive all or part of the arrears for common ministry and mission, including any accrued interest thereon, that has not been paid.
11.
 - (a) If the committee reports that the incumbent or any officers of the parish or mission have wilfully obstructed the investigation or refused to cooperate in any measure recommended by the Committee, the Bishop shall invite the person(s) concerned to a confidential interview and hear any representations made on their behalf.
 - (b) After considering these representations, the Bishop may deem it necessary to remove the incumbent, churchwarden, or other officer from the incumbency or office.
 - (c) The person whose removal is under consideration may request that the report be treated as a complaint under Canon D1. In that case, the Bishop shall carry out the findings and recommendations of the Diocesan Court.
 - (d) If the incumbent is removed, the incumbency shall be vacant and shall be filled in accordance with Canon C4. If another officer is removed, the incumbent shall arrange for the election of a successor. If there is no incumbent, the Committee shall have the authority to arrange the election.
12.
 - (a) If the committee recommends the reorganization of the parish or mission, the Bishop shall consult with the incumbent, churchwardens, or Parish Council, and shall convene meetings of the Parish Council, congregational or other meetings as necessary to consider the recommendation.
 - (b) After this consultation, if the Bishop determines that the recommendation should be carried out, the Bishop shall take the appropriate steps to reorganize the parish in accordance with the statutes and canons.
 - (c) If the committee recommends the realignment or disestablishment of the parish or mission and, after consultation, the Bishop determines that the recommendation should be carried out, the Bishop may take such appropriate steps in accordance with Canon C11 and any other statute or Canon.
13. Synod Council may make rules and regulations as needed to meet the financial requirements of the Synod Office.

**REGULATIONS PURSUANT TO CANON B11
THE DIOCESAN BUDGET**

1. An annual levy of not more than one percent on the capital of the Consolidated Investment Fund, the rate to be determined by the Synod Council on recommendation of the Diocesan Executive Officer and the Diocesan Financial Officer, shall be made as required to meet Synod Office expenses.

CANON B12: Insurance

1. The Synod shall carry insurance against fire and other usual risks for diocesan buildings and buildings of each parish and congregation. The contents of these buildings shall belong to the Synod and to each parish and congregation to the full insurable value.
2. Insurable value shall be based on replacement cost as determined by periodic appraisals and recommendations by the insurer and the Diocesan Financial Officer, and approved by the Synod Council. For parish and congregational property, the approval of the churchwardens is also required.
3. Buildings designated as redundant by the Synod Council shall not be covered against fire and other casualties.
4. The Synod shall carry all reasonable insurance to protect its officers, employees, members of Synod Council and clergy from liability arising from fulfilling their responsibilities on behalf of the Synod.
5. The Synod Council shall select the insurer and approve the details and extent of the coverage.
6. The coverage shall be administered by the Diocesan Financial Officer.
7. The premiums shall be paid by the parishes.

CANON B13

THE GENERAL SYNOD PENSION PLAN

1. This Synod accepts the provisions of Canon VIII, “General Synod Pension and Benefit Plans” of the General Synod of the Anglican Church of Canada, and will accept any amendments to this canon enacted for the same purpose.

REGULATIONS PURSUANT TO CANON B13

THE GENERAL SYNOD PENSION PLAN

1. The diocesan staff shall be responsible for administering this Synod’s obligations under Canon VIII of the General Synod of the Anglican Church of Canada.
2. The assessments levied upon this Synod under Canon VIII shall be paid into the Pension Fund of the Anglican Church of Canada in monthly installments.
3. The amount required to pay a member’s personal pension premium for the General Synod Pension Plan shall be deducted from the monthly salary or stipend of that member.
4. The amount of all assessments for which this Synod is responsible shall be included in the annual operating budget of this Synod.
5. From time to time, the Diocesan Executive Officer shall provide to officers of the General Synod Pension Plan any information required under the Plan respecting members of this diocese.

CANON B14

THE CLERGY TRUST FUND

1. The Diocese of Ontario shall maintain a fund to be known as The Clergy Trust Fund on which the income earned shall, with the annual approval of Synod Council, be paid in accordance with the following regulations.

REGULATIONS PURSUANT TO CANON B14

THE CLERGY TRUST FUND

1. The Clergy Trust Fund shall be administered by diocesan executive staff.
2. Any gifts to the fund shall be added to the capital unless otherwise directed by the donor.
3. Income from the fund after deducting management expenses shall be distributed to eligible members, prorated from the date of eligibility.
4. An eligible member is a member of the clergy who retires from service in the active ministry of this diocese who
 - (a) is in receipt of a full pension under the General Synod Pension Plan by reason of length of service, or
 - (b) has retired and is in receipt of a pension based on the maximum total of pension units available, or
 - (c) is considered retired due to having been declared permanently disabled under the terms of the General Synod Long-Term Disability Plan.
5. Length of service shall be calculated from the date of the clergy member's first appointment in this diocese by the Bishop. Unless cessation of service results from disability, the length of service does not include periods of time in which the clergy member
 - (a) ceases to do clerical or synodical work in this diocese, or for General Synod or a Provincial Synod, without being superannuated or retired; or
 - (b) has withdrawn from active duties in this diocese, based upon a leave of absence granted by the Bishop or under *bene decessit*.

6. The amount payable to each eligible member shall be determined annually by Synod Council based upon the following criteria:
 - (a) the amount of income earned in the Fund available for distribution;
 - (b) the amount of available income, if any, that may be drawn from the Clergy Superannuation Fund as allocated annually by Synod Council;
 - (c) a supplemental amount, if any, allocated annually by Synod Council, to be paid out of the general fund of the Synod;
 - (d) Annual payments to eligible members shall be based upon years of full-time service with the maximum payment being for those who have served a minimum of ten years or, who would have been in full-time service for ten years but who have been receiving a disability allowance under the General Synod Long Term Disability Plan. Payments for those with less than ten years service shall be reduced proportionately for each year of service less than ten years. Any fraction of a year of service shall be counted as a full year.
7. In the event of the death of a member, the amount payable shall be prorated to the date of death.

CANON B15 CLERGY SUPERANNUATION FUND

1. The Diocese of Ontario shall maintain a fund to be known as the Clergy Superannuation Fund on which the income earned shall be paid in accordance with the following regulations.

REGULATIONS PURSUANT TO CANON B15 CLERGY SUPERANNUATION FUND

1. The Clergy Superannuation Fund shall be administered by diocesan executive staff.
2. Any gifts to the fund shall be added to the capital unless otherwise directed by the donor.
3. The income of the fund after deducting management expenses shall be distributed to the following eligible members, prorated from the date of eligibility:
 - (a) those members identified in the Regulations pursuant to Canon B14, Section 4; and
 - (b) any non-stipendiary clergy who reach retirement age and do not qualify under the terms of Canon B14, but who have provided services to Synod, as identified by the diocesan executive staff.
4. Unless the available income is allocated by Synod Council to the payments described in Regulation S.6 in Canon B14, the amount of available income payable to each eligible member from this Fund shall be equal to a proportional share of the amount payable in accordance with Regulation S.6 of Canon B14.

CANON B16

THE WIDOWS', WIDOWERS' AND ORPHANS' FUND

1. The Diocese of Ontario shall maintain a fund to be known as the Widows', Widowers' and Orphans' Fund on which the income earned shall be paid in accordance with the following regulations.

REGULATIONS PURSUANT TO CANON B16

THE WIDOWS', WIDOWERS' AND ORPHANS' FUND

1. The fund shall be administered by diocesan executive staff.
2. Any gifts to the fund shall be added to the capital of the fund unless otherwise directed by the donor.
3. The income of the fund, after deducting management expenses, shall be distributed on a prorated basis to
 - (a) any spouse of deceased active or retired clergy of this diocese; or
 - (b) any child under the age of majority whose parents are both deceased, one of whom was a member of the active or retired clergy of this diocese.

CANON B17

FUNDING FOR DIVINITY STUDENTS

1. Funding for divinity students shall consist of all collections, subscriptions, donations, and legacies given for that purpose. Divinity students are defined as persons who are preparing for either transitional deacon's or priest's orders, and who have been accepted by the Bishop as candidates.
2. The Synod Council may grant funds to divinity students in the form of either scholarships or loans.
3. Synod Council shall determine the amount of the scholarships or loans.
4. Synod Council may authorize scholarships or loans on the condition that the divinity student
 - (a) declares in writing that he or she is actually in need of assistance,
 - (b) produces a certificate of good health from a physician,
 - (c) furnishes a bond with proper security approved by the Chancellor,
 - (d) promises to act as a lay assistant during the summer vacation each year of his or her divinity course, and
 - (e) promises to serve as a member of the clergy for five years in the Diocese of Ontario.
5.
 - (a) If a divinity student who has received funding leaves the diocese before completing five years of service, he or she shall refund, with interest at a rate determined by Synod Council, an amount proportionate to the time of service left unfulfilled.
 - (b) If a divinity student receives funding and later decides not to be ordained, he or she shall refund the full amount received from the diocese with interest at a rate determined by Synod Council.

CANON B18: The Kingston Rectory Fund

1. There shall be a fund called The Kingston Rectory Fund.
2. (a) Income from the fund, after deducting management expenses, shall be distributed, firstly, to payment of \$3,000 per annum to St. George's Cathedral, Kingston.

(b) Any surplus annual income from the Rectory of Kingston shall be divided equally among the following churches: Christ Church, Church of the Redeemer, St. James', St. John's, St. Luke's, St. Mark's, St. Paul's, St. Peter's, and St. Thomas'.
3. Should any two or more churches mentioned in this Canon be united into one parish by the Bishop, that parish shall be entitled to only one share of the surplus.

Kingston Rectory Committee

4. The property, real and personal, of the Kingston Rectory shall be managed by the Kingston Rectory Committee.¹ The committee shall consist of
 - (a) the Dean or other Rector of the Cathedral,
 - (b) the incumbents of the parishes entitled to share in the surplus,
 - (c) the Chancellor,
 - (d) the Diocesan Executive Officer or the Diocesan Financial Officer, and
 - (e) a lay representative of each of the churches mentioned in this Canon, chosen by the other lay representatives of those churches.
5. The Dean or Rector of the Cathedral shall be the chair of the Kingston Rectory Committee. During his or her absence or a vacancy in the Rectory, the committee shall select one of its members to be the chair.
6. The committee shall meet whenever called by the Rector or any three members. Five members of the committee shall form a quorum.
7. The committee shall have power to appoint officers as necessary to manage its affairs, and to make rules and regulations to carry out the provisions of this Canon.

¹ The work of the committee is governed by Act 57, Victoria, Chapter 102 (No. 23, 1894).

8. The committee shall submit a report annually to the first regular meeting of the Synod Council after the close of the financial year, and also to each meeting of the Synod.

CANON B19

THE BELLEVILLE RECTORY FUND

1. There shall be a fund called The Belleville Rectory Fund.
2. (a) Income from the fund, after deducting management expenses, shall be distributed, firstly, to payment of \$2,500 per annum equally divided between St. Thomas' and Christ Church, Belleville.

(b) Any surplus annual income from the Rectory of Belleville shall be paid to Christ Church, Belleville.
3. Should Christ Church, Belleville, and any other church entitled to a share of the surplus be united into one parish by the Bishop, that parish shall be entitled to only one share of the surplus.
4. The property, real and personal, of the Belleville Rectory shall be managed and controlled by the Synod Council.
5. The Synod Council may make additional rules and regulations as necessary to carry out the provisions of this Canon.

CANON B20

THE CARE AND ADMINISTRATION OF CEMETERIES AND PERPETUAL CARE FUND

1. The Diocesan Financial Officer shall keep a Diocesan Cemetery Registry on cemeteries under the care of the Diocese, congregations or parishes in the Diocese of Ontario.
2. The Diocesan Cemetery Register shall include, but not be limited to, the following information and records:
 - (a) An up-to-date list of all cemeteries presently in use and not formally closed, with the names and addresses of the respective treasurers, if any;
 - (b) In the case where there is a cemetery board or congregational committee responsible for the local maintenance and care of a cemetery, the names and addresses of the members thereof;
 - (c) Maintain, along with the Diocesan Archivist, a list of all orphaned, closed or abandoned Anglican cemeteries in the Diocese;
 - (d) A listing of all bank accounts, endowments, or investments with account numbers for any perpetual care funds established for each cemetery.
3. Every cemetery, unless separately incorporated under the Ontario Cemeteries Act, shall be considered part of the assets of the contiguous parish. The Churchwardens shall be responsible for maintaining a book of accounts for the cemetery associated with their parishes and shall, at an annual vestry meeting, request that vestry elect members to a cemetery board or cemetery committee, as the case may be. Such members shall be members of vestry and shall be elected annually to assist the churchwardens to manage the affairs of the cemetery and other buildings or structures used in connection therewith.
4. It shall be the responsibility of the churchwardens to complete and submit an annual information sheet/return to the Diocesan Financial Officer for entry into the Diocesan Cemetery Register. Such information sheet/return shall be filed by March 15 in each year along with any other reports or forms required in accordance with the Canons.
5. The Diocesan Financial Officer shall make a written report annually to Synod Council and to all meetings of Synod reporting on the state of the Anglican cemeteries in the Diocese and shall make any recommendations thereon for the effective management thereof.

6. All endowments, gifts, or monies received from sale of cemetery plots by the churchwardens of a parish, a cemetery board or cemetery committee to be used for perpetual care shall be deposited with the Diocesan Financial Officer for investment into the Perpetual Care Fund of the Diocese in the name of the parish having responsibility for such cemetery and the income from such named Fund shall be used for the upkeep of the cemetery grounds of such parish.
7. It shall be the responsibility of the cemetery board or cemetery committee to maintain the physical grounds of the cemetery in good condition and to keep records of all burials, including names and location of any burial plot, as required under the Cemeteries Act and Regulations and to file such reports, forms and information as required in accordance with this Canon. In the case of an orphaned cemetery the Diocesan Financial Officer with the assistance of the Standing Committee on Cemeteries shall fulfil the responsibilities of the cemetery board or cemetery committee of a parish or former parish.
8. The Standing Committee on Cemeteries shall be composed of the following members:
 - (a) One lay representative chosen from each Deanery;
 - (b) The Diocesan Financial Officer;
 - (c) The Diocesan Executive Officer;
 - (d) The Chancellor;
 - (e) The Vice-Chancellor;
 - (f) The Territorial Archdeacons.
9. It shall be the responsibility of the Standing Committee on Cemeteries to oversee the management of all cemeteries within the Diocese to insure that the Diocese and all parishes responsible for the maintenance and care of cemeteries and the perpetual care funds received in connection therewith and the filing of all reports, forms and information are completed and/or applied in compliance with the Ontario Cemeteries Act and Regulations. The Standing Committee on Cemeteries shall have such powers as required to fulfil such mandate and shall provide reports annually or as often as requested to Synod Council.