

THE SYNOD OF THE DIOC ESE OF

# QU'APPELLE

# CANONS

As fully revised 3rd October 2026

# Contents


| | | |
|---|---|---|
| **Canon 1** | DEFINITIONS AND INTERPRETATION | 1 |
| **Canon 2** | THE SYNOD | 4 |
| **Canon 3** | SEALS | 12 |
| **Canon 4** | THE BISHOP | 13 |
| **Canon 5** | THE BISHOP'S COMMISSARY | 16 |
| **Canon 6** | ADMINISTRATION OF THE DIOCESE | 17 |
| **Canon 7** | EXECUTIVE OFFICER/EXECUTIVE ARCHDEACON | 19 |
| **Canon 8** | FINANCE MANAGER | 20 |
| **Canon 9** | DIOCESAN COUNCIL OF THE DIOCESE | 21 |
| **Canon 10** | DELEGATES TO THE GENERAL AND PROVINCIAL SYNOD | 27 |
| **Canon 11** | THE CHANCELLOR AND VICE-CHANCELLOR | 28 |
| **Canon 12** | THE REGISTRAR | 29 |
| **Canon 13** | BOARD OF TRUSTEES | 30 |
| **Canon 14** | THE DEAN | 32 |
| **Canon 15** | ARCHDEACONS | 33 |
| **Canon 16** | DEANERIES AND REGIONAL DEANS | 34 |
| **Canon 17** | ARCHIVIST | 35 |
| **Canon 18** | DIOCESAN STANDING COMMITTEES & COUNCILS | 36 |
| **Canon 19** | REMUNERATION OF THE CLERGY | 41 |
| **Canon 20** | THE CLERGY | 43 |
| **Canon 21** | PARISHES AND CONGREGATIONS | 45 |
| **Canon 22** | CHURCH PROPERTY | 53 |
| **Canon 23** | MINISTRY BY LAY PERSONS | 55 |
| **Canon 24** | HARDING-JACKSON FUND | 56 |
| **Canon 25** | CANONS OF THE GENERAL SYNOD AND PROVINCIAL SYNOD | 57 |
| **Canon 26** | AMENDMENT OF THE CANONS | 58 |
| **Canon 27** | THE QU'APPELLE DIOCESAN HOUSING COMPANY | 59 |
| **Canon 28** | DISCIPLINE | 60 |

# CANON 1 – DEFINITIONS AND INTERPRETATION

## A. DEFINITIONS

In the Constitution of the Synod, these Canons and the Regulations, unless the context otherwise requires or unless for the purposes of any Canon a different meaning is given:

1. "**Anglican Church**" and "**Church**" means the Anglican Church of Canada, unless by context the word church refers to a building.
2. "**Bishop**" means the duly elected current Bishop of the Diocese, and, with respect to any reference to an action of the Bishop that occurred in the past, means the action of the duly elected bishop of the Diocese at the time of the taking of such action.
3. "**Canons**" means the laws governing Church life and discipline and, unless otherwise stated, means these Canons of the Synod, as amended from time to time.
4. "**Clergy**" means those ordained into Holy Orders (deacons, priests and bishops) who hold a licence from the Bishop; and "clergy" means other persons ordained into Holy Orders who do not hold a licence from the Bishop.
5. "**Co-adjutor Bishop**" or "**Bishop Co-adjutor**" means a duly elected bishop who has the right to become the next Diocesan bishop upon the retirement, resignation or death of the Bishop.
6. "**Congregation**" means any group or groups of several persons who normally meet for worship and other organized activities in a particular place, at least four (4) times a year, and established under the provisions of Canon 21.
7. "**Dean**" means a priest who has canonical responsibilities in the Diocese, who is appointed by the Bishop, and who may be the Incumbent of the Cathedral Parish.
8. "**Diocese**" means all Parishes within the geographical area described as the Diocese of Qu'Appelle on the Diocesan map maintained by the Anglican Church.
9. "**Diocesan Council**" means the Diocesan Council of the Synod, being a governing body which supervises the activities of the Diocese.
10. "**Elected Delegate**" means a delegate elected as a member of Synod in accordance with Canon 2.A.2.
11. "***Ex Officio***" or "***ex officio***" means by virtue of the office, without any further appointment or requirement other than that resulting from the holding of the particular office.
12. "**General Synod**" means the General Synod of the Anglican Church, as constituted by chapter 82 of *The Statutes of Canada*, 1921, as amended.
13. "**Incumbent**" means the priest licensed by the Bishop to perform ecclesiastical duties in a Parish and appointed by the Bishop on the recommendation of a Parish Search Committee.
14. "**Interim Priest**" means a priest with specific training or experience to lead a Parish or a Congregation during a vacancy, who has been appointed by the Bishop.

15. "**Liturgy**" means a gathering for worship, covering all forms (for example, baptism, the Eucharist, funeral, and wedding).

16. Membership (for purposes of these Canons and the Regulations):

    (a) "**Member**" means a person baptized in the Name of the Trinity and who is in good standing in the person's Congregation.

    (b) "**Eligible Member**" means a Member who has attained the full age of sixteen (16) years and accordingly is eligible for election or appointment to Synod, Diocesan Council and Diocesan standing committees and councils.

    (c) "**Youth Member**" means a Member who has attained the full age of sixteen (16) years and is under the age of twenty-six (26) years and accordingly is eligible for appointment by the Bishop as a youth delegate to Synod or other standing committees and councils.

    (d) "**Communicant**" means any baptized person who receives communion and attends worship in an Anglican Church.

17. "**Metropolitan**" means the Archbishop and Metropolitan of the Ecclesiastical Province of The Northern Lights.

18. "**Orders**" means the

    (a) House of Clergy and

    (b) House of Laity,

    each voting or acting separately where the context requires.

19. "**Parish**" means an ecclesiastical division set apart by the Bishop with defined boundaries and organized in accordance with Canon 21 and may consist of one (1) or more Congregations.

20. "**Parish Council**" means the principal governing body of a Parish that has more than one (1) Congregation, constituted as described in Canon 21.B.2.

21. "**Parish Roll**" is the list required to be maintained by each Congregation as described in Canon 21.A.4.

22. "**Provincial Synod**" means the Synod of the Ecclesiastical Province of The Northern Lights.

23. "**Real Property**" means land, and all buildings, structures and natural elements that are affixed to, or erected on the land, and may include the minerals below the surface and the airspace above.

24. "**Regulations**" means procedural and other rules which are ancillary to these Canons, and which have been approved as regulations to these Canons.

25. "**Suffragan Bishop**" or "**Bishop Suffragan**" means a duly elected bishop who assists the Bishop and may have responsibility for a particular area of the Diocese but does not have the right to automatically become the next Diocesan bishop.

26. "**Synod**" means The Synod of the Diocese of Qu'Appelle or, where the context requires, the governing body referred to in Canon 2, or a meeting of the Synod members.

27. "**Vestry**" means the principal governing body of a Congregation, or a Parish that has one (1) Congregation, constituted as described in Canon 21.B.3.

28. "**Wardens**" means, for any Congregation, the individual who is elected by the Eligible Members as the "People's Warden", and the individual who is appointed by the Incumbent as a warden with the historical title of "Rector's Warden", and "Warden" means either of them.

## B. INTERPRETATION

1. In these Canons and in the Regulations, any reference to a Canon by the number of the Canon, followed by any section number, subsection number, paragraph number, and/or subparagraph number, shall be interpreted as a reference to the corresponding provision in these Canons. For example, "Canon 2.A.2.(b)(ii)" means subparagraph (ii) of paragraph (b) of subsection 2 of section A of Canon 2 of these Canons.

2. In these Canons and in the Regulations, the terms "motion" and "resolution" are used interchangeably.

# CANON 2 – THE SYNOD

## A. MEMBERSHIP

1. The membership of Synod shall consist of those persons as provided for in paragraph 4 of the Constitution.

2. **Elected Delegates**:

(a) Delegates and their substitutes shall be Eligible Members of the Parish they represent, who have been elected to the Synod in accordance with the Regulations;

(b) Number of Elected Delegates:

(i) Every Parish shall be entitled to elect the following number of delegates to Synod and an equal number of substitutes:

(1) Up to thirty (30) Eligible Members Average Attendance – one (1) Elected Delegate.

(2) Over thirty (30) and less than one hundred (100) Eligible Members Average Attendance – two (2) Elected Delegates.

(3) For each additional fifty (50) Eligible Members Average Attendance or portion thereof – one (1) Elected Delegate to a maximum of five (5) Elected Delegates.

(c) The "Average Attendance" of a Parish shall be determined by an average of the attendance for Easter, Pentecost, the second Sunday in September, and Christmas, as reported in the last Annual Parochial Return filed with the Diocesan office.

(d) Elected Delegates shall become *ex officio* members of Parish Council, if there is a Parish Council, or of the Vestry of the Congregation from which they have been elected.

(e) Substitution of Delegates:

(i) In the event of an Elected Delegate being disqualified (as provided in Canon 2.A.2.(f)), or in the event of any Elected Delegate being unable to attend a meeting of the Synod, the substitute who has received the next highest number of votes, or in case of acclamation, was first nominated, shall take the place of that Elected Delegate. In the event of any subsequent vacancy, the same procedure shall be followed.

(ii) A Delegate who attends a meeting of the Synod in the place of an Elected Delegate as provided in Canon 2.A.2.(e)(i) shall be and continue to be, to the exclusion of the Elected Delegate for whom that person is a substitute, a member of that Synod.

(f) Disqualification of Elected Delegate or substitute:

If any Elected Delegate or substitute from a Parish secedes from the Anglican Church or willfully abstains from the Holy Eucharist, or is willfully absent from public worship in the Congregation where elected for the period of six (6) consecutive months, the

Vestry of the Congregation may declare the office vacant after having given written notice to such Elected Delegate or substitute, and the said office shall thereupon devolve upon the proper substitutes.

3. **Youth Delegates**:

The Youth Delegates shall be appointed by the Bishop in accordance with the Regulations.

4. **Observers**:

The following individuals:

(a) Any clergy person who is ordained in the Church and who does not hold a licence from the Bishop;

(b) Any member of a Congregation who is not a member of the Synod; and

(c) Any other individual who has requested in writing, and been granted approval, to attend the meeting in accordance with Canon 2.D.2.(e).

may attend any meeting of the Synod as observers, but shall not participate in any discussion and shall not have any right to vote during any session of the meeting, and may not be present during any closed session of the meeting of the Synod.

## B. OFFICERS

1. The officers of Synod shall be:

(a) The Bishop;

(b) The Co-adjutor Bishop, if there is one;

(c) The Suffragan Bishop, if there is one;

(d) The Dean;

(e) The Chancellor;

(f) The Vice-Chancellor;

(g) The Executive Officer/Executive Archdeacon; and

(h) The Finance Manager;

each of whom shall hold office until a successor is elected or appointed or until an appointment is terminated.

2. The duties of the officers shall be as set forth in these Canons and the Regulations.

## C. MEETINGS OF SYNOD

1. **Meetings**:

(a) Regular meetings of the Synod shall be held at least every thirty-seven (37) months at such time and place as may be set by the Bishop. Such meetings may include attendance by electronic means or any other method of communication that enables all participants to communicate adequately during the meeting, if the Bishop determines that such electronic or other facilities are to be made available.

(b) The Bishop may summon a special meeting of the Synod when the Bishop deems it necessary.

(c) If the Bishop should be incapacitated from performing the duties of the office of Bishop, the Executive Officer/Executive Archdeacon plus three (3) members of the Diocesan Council may convene a meeting of the Diocesan Council and such meeting shall be empowered to convene a meeting of Synod at such time and place as it may determine, for the transaction of such business as may be considered necessary to bring before Synod.

(d) This Canon 2.C. and Canons 2.D. and 2.E. are not applicable to annual informational meetings of Synod.

2. **Notice of Meeting**:

(a) A Convening Circular summoning the Synod shall be delivered or sent by mail or electronically to each member of the Synod at least thirty (30) days prior to the date fixed for the meeting, stating the time and place of such meeting.

(b) If the meeting is a regular Diocesan Synod, the Convening Circular shall also contain the audited annual financial statements of the Synod for the immediately preceding financial year (unless such financial statements were previously presented at a duly called meeting of the Synod), reports of standing committees and of any special committees required to report to Synod, notices of proposed changes to the Constitution or Canons, and other matters of which, in the opinion of the Diocesan Council or of the Bishop, the members of Synod should be advised.

(c) If the meeting is a Special Meeting of the Synod, the Convening Circular shall include notice of any proposed changes to the Constitution or Canons, and state the nature of any other business to be transacted at the meeting in sufficient detail to permit the members of the Synod to form a reasoned judgment concerning that business.

3. **Quorum**:

(a) A quorum for the transaction of business at any regular or special meeting of Synod shall consist of one-half (1/2) of the members of the Synod who are Clergy (being those who are licensed by the Bishop to parochial or special ministry), and one-half (1/2) of the Elected Delegates. If no quorum is present the Chair may adjourn the meeting until a quorum is present.

(b) When a quorum has been declared present, it shall be deemed to be present throughout the meeting, provided, however, that any member of the Synod may at any time call for a count of members present, and if it is found that a quorum is not present, the Chair shall declare the meeting adjourned to the next scheduled hour of meeting. If at that time there is not a quorum present, the Chair shall declare the Synod adjourned.

4. **Chair**:

(a) The Bishop shall preside at all meetings of the Synod. If the Bishop leaves the Chair, or if the Bishop is absent, then the Co-adjutor Bishop shall preside; if the Co-adjutor Bishop is absent or the office is vacant, the Suffragan Bishop shall preside; if the Suffragan Bishop is absent or the office is vacant, the Dean shall preside; if the Dean

is absent or the office is vacant, the Executive Archdeacon shall preside; if the Executive Archdeacon is absent or the office is vacant, the Archdeacon by seniority of appointment who is present shall preside.

5. **Order of Proceedings of Synod**:

(a) At the first sitting of the meeting of the Synod the order of business may include:

(i) The Celebration of the Holy Eucharist;

(ii) The report of the Credentials Committee;

(iii) Announcement of the appointment of members of the required sessional committees;

(iv) Extension of courtesies of the Synod to invited visitors and any observers whose attendance has been approved pursuant to Canon 2.D.2.(e); and

(v) Delivery of the Bishop's Address.

(b) The agenda for the meeting shall be as set by the Agenda Committee and confirmed by the Synod.

6. **Rules of Order**:

(a) The Rules of Order at the meeting of Synod shall be as provided in the Regulations.

(b) At the determination of the Chair of the meeting of Synod or upon a motion which has been duly made and carried, any business of the meeting may be discussed and voted upon in a closed session, without the presence of any observers.

(c) Any of the following irregularities:

(i) a defect in the election or appointment of a person as a member of the Synod; or

(ii) a member of the Synod being disqualified or not being entitled to vote; or

(iii) any failure to comply with any procedural requirements or rules set forth in this Canon or in the Regulations to this Canon regarding a regular or special meeting of the Synod,

shall not, by itself, invalidate any act or decision made or taken in good faith by the Synod.

7. **Voting at the Meeting of Synod**:

(a) The Bishop, the Co-adjutor Bishop (if there is one), the Suffragan Bishop (if there is one), the Executive Officer/Executive Archdeacon, and all Clergy (except any Clergy currently on leave), Elected Delegates and all Youth Delegates who are present at a meeting of the Synod, shall be entitled to a single vote on each motion brought before the meeting, even if they are present in several capacities. No other member of the clergy or lay person who is present shall have a vote on any such motion.

(b) A vote in favour of a motion by a majority of those members of the Synod who are present and entitled to vote shall be sufficient for such motion to be carried, unless otherwise provided in the Canons or in the Regulations.

(c) The Bishop must have assented to all acts, motions, and resolutions passed by Synod for them to become effective and binding. The Bishop is deemed to have assented unless the Bishop expresses dissent or reserves the matter for further consideration at the time a given act, motion, or resolution is declared approved or passed by Synod.

Assent may also be granted by a blanket statement given by the Bishop at the conclusion of the meeting of Synod, or at the next regular meeting of the Diocesan Council. This accommodates any potential momentary absence by the Bishop at the time that the results of any votes taken are declared, and further consideration of any matter that has been reserved for further consideration.

If no specific announcement is made by the Bishop making a decision on any given act, motion, or resolution, or on a matter that was passed by Synod and referred for further consideration by the Bishop, either at the conclusion of the meeting of Synod or at the next regular meeting of the Diocesan Council, it shall be deemed to have been assented to by the Bishop.

8. **Language of Documents**:

(a) All reports and other documents submitted to or by the Synod shall be in the English language.

## D. SESSIONAL COMMITTEES FOR MEETINGS OF SYNOD

1. **Agenda Committee**:

(a) Prior to any meeting of Synod, the Bishop shall appoint an Agenda Committee consisting of equal numbers of clerical and lay members of Synod. The Executive Officer/Executive Archdeacon shall act as Secretary to the Agenda Committee and may participate in any discussions but shall not be entitled to vote on any matter before the Agenda Committee.

(b) The Agenda Committee, in consultation with the Bishop, will be responsible for the organization and operation of the Synod, and for the preparation of the agenda.

2. **Credentials Committee**:

(a) Prior to any meeting of the Synod, the Diocesan Council shall appoint a Credentials Committee, which shall consist of the Executive Officer/Executive Archdeacon and two (2) clerical and two (2) lay members of Synod. The Executive Officer/Executive Archdeacon may participate in any discussions but shall not be entitled to vote on any matter before the Credentials Committee.

(b) The Credentials Committee shall convene before the meeting of the Synod and examine the Diocesan list of Clergy, all certificates of election or appointment of lay delegates and substitutes, and all statistical and other returns.

(c) The Credentials Committee shall, on the first day of the meeting of the Synod, provide a report stating:

(i) The names of all Clergy members entitled to sit and vote at the meeting of the Synod, and the names of those present.

(ii) The names of all Elected Delegates or substitutes entitled to sit and vote at the meeting of the Synod, and the names of those present.

(iii) The names of all other persons entitled to sit and vote at the meeting of the Synod in accordance with this Canon, and the names of those present.

(d) When the report of the Credentials Committee is adopted by the Synod, the names of all persons mentioned therein as present and entitled to vote at the meeting of the Synod shall constitute the Synod Roll. Subject to this Canon, such roll may be at any time amended by the Synod by the addition or deletion of names, upon the recommendation of the Credentials Committee, or by resolution of Synod.

(e) The Credentials Committee shall review any requests in writing received from any individuals at least seven (7) days prior to any meeting of the Synod, indicating their desire to attend such meeting as observers. The Credentials Committee may, in its discretion, approve or deny such attendance without giving reasons. The Credentials Committee shall advise such individuals of its decision as soon as reasonably practicable.

3. **Resolutions Committee**:

(a) Prior to any meeting of Synod, the Bishop shall appoint a Resolutions Committee consisting of an equal number of Clergy and lay members of Synod. The Resolutions Committee shall elect a Chair.

(b) It shall be the responsibility of the Resolutions Committee to receive motions and resolutions from members of Synod and prepare them for submission in accordance with Regulations.

4. **Expenditures Committee**:

(a) Prior to any meeting of Synod, the Bishop in consultation with the Chair of the Finance Committee, shall appoint an Expenditures Committee consisting of two (2) lay members of Synod and one (1) Clergy member, together with the Finance Manager.

(b) It shall be the responsibility of the Expenditures Committee to scrutinize all proposals coming before Synod which involve expenditure of funds, and for which funds have not been allocated, and report as to their financial viability, sources of funding, and projects that might be rescheduled, replaced, or abandoned in order to permit such funding.

5. **Nominating Committee**:

(a) Prior to a regular meeting of Synod the Bishop shall appoint a Nominating Committee consisting of one (1) representative of the Clergy and one (1) of the laity from each Archdeaconry in the Diocese.

(b) The Nominating Committee shall convene as soon as possible after appointment and proceed to elect a Chair.

(c) The Nominating Committee shall prepare a list of eligible nominees, both clerical and lay, for election as:

(i) Members of Diocesan Council;

(ii) Delegates to Provincial Synod; and

(iii) Delegates to General Synod.

The Committee shall endeavour to nominate enough candidates so that there may be an actual election.

(d) The Nominating Committee shall submit its report to the meeting of Synod. Further nominations may be made by any member of Synod, duly seconded, and shall be added to the ballot on the consent of the nominee.

(e) The deadline for receiving nominations during the meeting of Synod shall be as determined by the Agenda Committee following which the Nominating Committee shall prepare a ballot for the elections.

6. **Committee of Scrutineers**:

(a) The Bishop shall appoint a Committee of Scrutineers whose numbers, powers, and duties shall be as set forth in the Regulations.

## E. ELECTIONS

1. The elections referred to in Canon 2.D.5. shall occur at any regular meeting of Synod in accordance with this Canon and Canon 10, as applicable.

2. Any ballot marked with more than the requisite number of names shall not be counted but shall be set aside and reported as a spoiled ballot.

3. The Committee of Scrutineers shall prepare a report of the result of each election, listing all candidates in order of number of votes received, and shall submit the report to the meeting of Synod, duly signed by the Chair, forthwith after the ballots have been counted.

4. In the event that two (2) or more candidates are tied with sufficient votes as to be elected to a particular office or position, and there is only one (1) such office or position (or only one (1) remaining office or position) to be filled, the Bishop shall select the successful candidate from amongst those tied candidates.

5. In the event of a vacancy occurring among the elected members of the Diocesan Council, delegates to Provincial Synod, or delegates to General Synod, such vacancy shall be filled by calling the member of the Order in which the vacancy occurred whose name next occurs on the list prepared in accordance with Canon 2.E.3.

## F. ANNUAL INFORMATIONAL MEETING OF SYNOD

1. In accordance with legislative requirements of the Government of Canada, the Diocesan Council shall call an annual informational meeting of Synod for the presentation of the audited annual financial statements for the immediately preceding financial year of the Synod and any other matters as deemed necessary by the Bishop. This meeting shall be held at such time, date, and place as the Diocesan Council may determine.

2. Notice shall be given of the informational meeting of Synod at least thirty (30) days in advance of the meeting, by posting the Notice on the webpage of the Diocese, and by sending the Notice to each Parish.

3. The Notice shall include the following information:

   (a) the time, date, and place of the informational meeting of Synod;

   (b) a statement that any Clergy or lay member of a Parish may attend, in person or by remote video connection, if remote video connection is made available;

   (c) the matters to be discussed at the informational meeting, as set forth in Canon 2.F.9; and

   (d) a statement that no other matters will be discussed, as set forth in Canon 2.F.9. of this Canon.

4. The Bishop shall Chair the informational meeting of Synod, subject to Canon 2.C.4.

5. Any member of the Clergy of the Diocese, and any Member of any Parish, may attend the informational meeting of Synod.

6. The meeting may be held in person or by electronic means or any other method of communication that enables all participants to communicate adequately during the meeting, if the Bishop determines that such electronic or other facilities are to be made available.

7. Quorum for the informational meeting of Synod shall consist of: one-third (1/3) of the members of the Synod who are Clergy (being those who are licensed by the Bishop to parochial or special ministry), and one-third (1/3) of the Elected Delegates.

8. If a quorum is not present, the Chair may adjourn the informational meeting of the Synod to such time, date, and place as the Chair may determine, at least seven (7) days later. Notice of the adjournment shall be posted on the Diocesan webpage and sent to each Parish at least five (5) days in advance of the adjourned informational meeting. At that time, date, and place, the members of Synod who are present shall be deemed to constitute a quorum.

9. At the informational meeting of Synod, only the following business may be transacted:

   (a) An update on the affairs of the Diocese, presented by the Chair of the meeting;

   (b) The presentation of the audited annual financial statements for the immediately preceding financial year of the Synod and the auditor's report thereon; and

   (c) A question-and-answer session regarding such audited annual financial statements and auditor's report thereon, in which any member of the informational meeting of Synod may participate.

   No motions, resolutions or other business may be presented at the informational meeting of Synod. If a member attempts to introduce a motion, resolution or other business, the Chair shall rule them out of order.

# CANON 3 – SEALS

## A. SEAL OF THE DIOCESE

1. The Synod shall have a seal which shall be kept securely in the Diocesan office.
2. All deeds, instruments and documents which are to be executed on behalf of the Synod pursuant to any resolution of the Synod or of the Diocesan Council shall be signed by the Bishop and either the Executive Officer/Executive Archdeacon, or the Chancellor, and the seal of the Synod shall be affixed to such deed, instrument or document.
3. The seal of the Synod may also be affixed to any other agreement or other document executed by the Synod.

## B. SEAL OF THE BISHOP

1. The Bishop may have a personal seal for use on episcopal documents.

# CANON 4 – THE BISHOP

## A. GENERAL

1. Nothing contained in this Canon other than subsection A.2(j) shall limit or affect or be deemed to limit or affect the powers, jurisdiction and authority, spiritual and temporal, inherent in the office of Bishop.

2. In Relation to the Diocese:

   (a) The inherent authority and jurisdiction possessed by the Bishop within the Diocese are recognized:

      (i) as being exercised under the Constitution and Canons of the Diocese, of the Provincial Synod and of the General Synod;

      (ii) as being shared with Clergy and laity elected to Synod and elected or appointed to its committees and councils; and

      (iii) in the obligation to consult with the Metropolitan and fellow Bishops of the Provincial Synod, and with the Primate and the Canadian House of Bishops, on important matters of faith, worship, order, and the mission of the Church.

   (b) The Bishop is the principal minister within the Diocese and to the Bishop belongs the right of celebrating the rites of ordination and confirmation; of consecrating new church buildings, chapels and burial grounds; of instituting Clergy to their charges; of holding visitations to discover the state, sufficiency and ability of the Clergy and other persons holding positions of responsibility for the affairs of the Diocese, of summoning all Synod and Diocesan conferences and of presiding thereat either in person or by such deputy as may lawfully be appointed.

   (c) The Bishop shall preside at all meetings of the Synod and of the Diocesan Council and Executive Committee, subject to Canon 2.C.4, Canon 9.B.3. and Canon 9.E.4.

   (d) The Bishop sits both as Bishop of the Diocese and in matters of faith, worship, order and mission as the representative of the Canadian House of Bishops.

   (e) The Bishop has the general pastoral responsibility over the people and Clergy of the Diocese, which function may, according to the Bishop's discretion from time to time, be shared with the Archdeacons and Regional Deans.

   (f) The Bishop has responsibility for the oversight of the administration of the Diocese.

   (g) The Bishop shall have a responsibility to the Clergy and the laity of the Diocese both as a leader and teacher, and shall:

      (i) be the chief liturgical officer giving leadership and encouragement to Clergy and laity in the enrichment of the worship and sacramental life of the Church in the Diocese;

      (ii) ensure the encouragement and promotion of the work of evangelism in the Diocese, reminding all to proclaim the Gospel in word and service as is God’s will;

(iii) encourage and assist Clergy and laity to grow in the knowledge and understanding of the Christian faith, and in the communication and proclamation of this faith in the world; and

(iv) express the unity of the Church within the Diocese and act as its official representative and spokesperson.

(h) The Bishop of the Diocese shall have either:

(i) the free use and occupation of a house, and all proper charges there against for taxes, local improvement rates, insurance, necessary repairs, and utilities shall be paid out of the Diocesan funds; or

(ii) a housing allowance in accordance with the Regulations and Diocesan policies.

(i) All necessary travel expenses incurred by the Bishop in the performance of official duties while on Diocesan business shall be paid out of Diocesan funds.

(j) The Bishop may continue to hold office until attaining the age of seventy-two (72) years, upon which date the Bishop shall cease to hold the office of Bishop.

(k) Matters relating to discipline or mental or physical incapacity of the Bishop shall be referred to the Metropolitan, or if there is no Metropolitan, to the senior bishop by Consecration of the Provincial Synod.

3. In Relation to the Clergy:

(a) The Bishop is chief pastor and chief liturgical officer of the Clergy and the clergy who have permission to officiate from the Bishop.

(b) The Bishop shall maintain pastoral oversight and discipline of the clergy, both licensed and with permission to officiate.

4. In Relation to Certain Appointments:

(a) The Synod recognizes the Bishop's right to appoint:

(i) A Dean;

(ii) Archdeacons;

(iii) Honorary Canons;

(iv) A Chancellor;

(v) A Vice-Chancellor;

(vi) A Registrar;

(vii) Regional Deans;

(viii) Personal chaplains to the Bishop;

(ix) An Archivist;

(b) The Bishop may recommend the appointment of the Finance Manager, which appointment must be approved by the Diocesan Council.

5. In Relation to the Cathedral Church:

   (a) The Bishop may designate a Parish church as the Cathedral Church of the Diocese.

## B. THE ELECTION OF A BISHOP

1. When a vacancy occurs in the Episcopate of the Diocese or an event has occurred which will result in such a vacancy, Canon C9.00, "Election of a Bishop", of the Provincial Synod, shall apply, with such necessary changes as the context requires.

## C. CO-ADJUTOR BISHOP, SUFFRAGAN BISHOP OR ASSISTANT BISHOP

1. If the Bishop shall desire the appointment of a Co-adjutor Bishop and/or a Suffragan Bishop, the Bishop shall signify such desire in writing to the Synod. If such request is approved by a vote of not less than two-thirds (2/3) of the members of each Order present at a meeting of the Synod, the application shall proceed in accordance with the provisions of the Constitution and Canons of the Provincial Synod. If the application is approved by the Provincial Synod, the ensuing election shall be carried on in all respects as provided in Canon 4.B., except that if the Bishop requested the appointment, the Bishop will preside at this meeting of the Synod.

2. If the Bishop desires to engage the services of an Assistant Bishop, the Bishop shall advise the Synod or the Diocesan Council of this desire, and upon approval being given either by the Synod or the Diocesan Council of the Synod and adequate provision having been made for the salary or other remuneration of the Assistant Bishop by resolution of the Synod or of the Diocesan Council the Bishop may thereupon apply for approval of such appointment by the Metropolitan (or if there is no Metropolitan, the senior bishop by Consecration of the Provincial Synod).

# CANON 5 – THE BISHOP'S COMMISSARY

## A. WITHIN THE DIOCESE

1. The Bishop may appoint and license, in writing, any licensed priest in the Diocese to be the Bishop's Commissary within the Diocese for a specific period of time. The Commissary acts with the authority, rights and obligations of the Bishop, except sacramental roles which are exclusive to the Bishop.
2. The duties and powers of such Commissary, acting as the Bishop's designate, shall be as set out in the Regulations.
3. The Bishop may at any time revoke the Commissary's licence.
4. The Commissary's appointment shall automatically cease when the Episcopate becomes vacant.

## B. OUTSIDE THE DIOCESE

1. The Bishop may appoint and license, in writing, at any time any priest outside the Diocese to be the Bishop's Commissary for a specific period of time. The Commissary acts with the authority, rights and obligations of the Bishop, except sacramental roles which are exclusive to the Bishop.
2. The duties and powers of such Commissary, acting as the Bishop's designate, shall be as set out in the Regulations.
3. The Bishop may at any time revoke the Commissary's licence.
4. The Commissary's appointment shall automatically cease when the Episcopate becomes vacant.

# CANON 6 – ADMINISTRATION OF THE DIOCESE

## A. VACANCY IN THE OFFICE OF BISHOP

1. If the office of Bishop shall become vacant, and there is no Co-adjutor Bishop, the following person shall from the time of such vacancy be the Administrator of the Diocese, in the following order of precedence:
   (a) The Suffragan Bishop;
   (b) the Dean;
   (c) the Executive Archdeacon;
   (d) An Archdeacon by seniority of appointment;
   (e) The senior Clergy member of Diocesan Council by date of first licensing in the Diocese.
2. If two (2) qualified medical practitioners provide an opinion that the Bishop is mentally or physically incapacitated from the performance of the duties of the office of Bishop, and the Bishop has not, before such incapacity, appointed a Commissary, it shall be the duty of the person who is to serve as Administrator under this Canon 6.A.1 to so advise the Metropolitan, or if there is no Metropolitan the senior bishop by Consecration of the Provincial Synod, submitting the medical evidence available, and with the approval of the Metropolitan or such senior bishop, that person shall become Administrator of the Diocese.
3. Any Administrator appointed pursuant to this Canon shall hold office until a Bishop is elected, consecrated and installed as Bishop of the Diocese, or, in case of the incapacity of the Bishop, until the Bishop has recovered and is able to resume episcopal duties.

## B. THE ADMINISTRATOR

1. The powers and duties of the Administrator shall be as follows:
   (a) To preside over all boards, committees, and councils of which the Bishop would otherwise be the Chair.
   (b) To act in the place and stead of the Bishop on any committee of which the Bishop was a member, either active or *ex officio*, at the time the vacancy occurred.
   (c) To maintain the discipline of the Church.
   (d) To exercise such general supervision of affairs and conditions within or affecting the Diocese as may be exercised by a Bishop.
   (e) To appoint members of the Clergy to office in the Diocese as need arises.
   (f) To sign cheques and execute all other documents on behalf of the Diocese.
   (g) Generally to do and perform every temporal function pertaining to the office of Bishop.

2. The Administrator shall keep a full record of all actions, preserve all correspondence regarding material matters, and account and report fully to the Bishop upon all matters and things done or dealt with while holding office as Administrator forthwith upon the consecrating of a Bishop or upon the Bishop resuming episcopal duties.

3. Should the condition referred to in Canon 6.A.2 continue for a period of six (6) months, the Administrator shall call Diocesan Council to convene to consider whether or not to request that the Metropolitan declare the Episcopate vacant. If the Bishop is the Metropolitan, the request shall be made to the senior bishop by Consecration of the Provincial Synod.

# CANON 7 – EXECUTIVE OFFICER/EXECUTIVE ARCHDEACON

## A. APPOINTMENT

1. The Bishop may appoint an Executive Officer/Executive Archdeacon, who shall be responsible to the Bishop and Diocesan Council.

## B. DUTIES

1. The Executive Officer/Executive Archdeacon shall perform such duties as set forth in these Canons and such other duties as determined by the Bishop.
2. The Executive Officer/Executive Archdeacon shall be a member *ex officio*, with voting rights at any meeting of the Synod and Diocesan Council, but with no voting rights on all other Diocesan boards, standing committees and councils, and will be responsible for coordinating their work and for providing liaison among them.
3. Unless otherwise required by Diocesan Council, the Executive Officer/ Executive Archdeacon may delegate the performance of any of these duties to such persons as the Bishop may approve.

# CANON 8 – FINANCE MANAGER

## A. APPOINTMENT

1. The Bishop may recommend the appointment of the Finance Manager, which appointment must be approved by the Diocesan Council.
2. The Finance Manager shall be responsible to the Bishop and Diocesan Council.

## B. DUTIES

1. The Finance Manager shall be responsible for the financial administration and management of the Diocese and shall perform such duties as the Bishop or the Diocesan Council may require.
2. The Finance Manager shall be a member *ex officio*, but without vote, of Diocesan Council and of such Diocesan boards, standing committees and councils as shall be determined by Canon or Diocesan Council.

# CANON 9 – DIOCESAN COUNCIL OF THE DIOCESE

## A. MEMBERSHIP

1. There shall be a Diocesan Council of the Diocese which shall consist of:

   (a) the Bishop;

   (b) the Co-adjutor Bishop, if there is one;

   (c) the Suffragan Bishop, if there is one;

   (d) the Dean;

   (e) the Executive Officer/Executive Archdeacon;

   (f) the Archdeacons;

   (g) the Chancellor;

   (h) the Vice-Chancellor;

   (i) the Registrar; and

   (j) the Finance Manager;

   all as *ex officio* members, together with:

   (k) six (6) Clergy; and

   (l) nine (9) lay members, to be elected from those members in attendance at Synod by the members of the Synod, during a regular meeting of Synod;

   (m) Up to three (3) lay members (who need not be members of the Synod) who shall be appointed by the Bishop as and when the Bishop considers it necessary and desirable to do so.

## B. MEETINGS OF THE DIOCESAN COUNCIL

1. Regular meetings of the Diocesan Council shall be held at least three (3) times in each year, at such time and place as the Bishop may determine. Any such meeting may include attendance by some or all members of the Diocesan Council by electronic means or any other method of communication that enables all participants to communicate adequately during the meeting, if the Bishop determines that such electronic or other facilities are to be made available.

2. A notice of any meeting of the Diocesan Council shall be sent by mail or electronically to each member of the Diocesan Council at least three (3) days prior to the date fixed for the meeting, stating the time and, unless the meeting is to be held by electronic or other communication facility, the place of such meeting. All reasonable efforts shall be made to include with such notice all written materials to be presented at the meeting in support of any decision proposed to be made at such meeting.

3. The Bishop shall preside at meetings of the Diocesan Council. In the absence of the Bishop, the Co-adjutor Bishop; or if the Co-adjutor Bishop is absent or the office is vacant, the Suffragan Bishop; or if the Suffragan Bishop is absent or the office is vacant, the Dean; or if

the Dean is absent or the office is vacant, the Executive Archdeacon shall preside; if the Executive Archdeacon is absent or the office is vacant, the senior Archdeacon by seniority of appointment who is present, shall preside at all meetings. A person shall be appointed to act as secretary of the meeting.

4. Immediately after a regular meeting of Synod has concluded, the Bishop may call an organizational meeting of the Diocesan Council. The sole business conducted at the organizational meeting shall be the election of members of the Executive Committee, as provided by this Canon.

5. Three (3) Clergy members and five (5) lay members shall constitute a quorum at any meeting of the Diocesan Council. If a quorum is not present, the Chair may adjourn the meeting to such time, date, and place as the Chair may determine, at least seven (7) days later. Notice of the adjournment shall be sent by mail or electronically to each member of the Diocesan Council at least three (3) days prior to the date fixed for the adjourned meeting, stating the time and, unless the meeting is to be held by electronic or other communication facility, the place of such meeting. Such notice need not include any written materials sent with the notice of the initially scheduled meeting. At the adjourned meeting, the members of the Diocesan Council who are present shall be deemed to constitute a quorum.

6. The Bishop, the Co-adjutor Bishop (if there is one), the Suffragan Bishop (if there is one), the Executive Officer/Executive Archdeacon, the Dean, the Archdeacons, and all Clergy and lay members of the Diocesan Council who are present at a meeting of the Diocesan Council, shall be entitled to a single vote on each motion brought before the meeting, even if they are present in several capacities. No other person who is present shall have a vote on any such motion.

7. Decisions of Diocesan Council shall be by a simple majority of votes of those present and entitled to vote at a properly constituted meeting of the Diocesan Council, except with respect to the approval or amendment of Regulations, or waiving notice of a proposed policy or of amendments to an existing policy, which shall require a two-thirds (2/3) majority of the voting members in attendance.

8. Any of the following irregularities:

   (a) a defect in the election or appointment of a person as a member of Diocesan Council or of its Executive Committee; or

   (b) a member of the Diocesan Council or the Executive Committee being disqualified or not being entitled to vote; or

   (c) any failure to comply with any procedural requirements or rules set forth in this Canon or in the Regulations to this Canon regarding a meeting of the Diocesan Council or the Executive Committee,

   shall not, by itself, invalidate any act or decision made or taken in good faith by the Diocesan Council or the Executive Committee, respectively.

9. A resolution in writing, circulated by the Bishop, and signed by all the members of the Diocesan Council or of the Executive Committee entitled to vote on that resolution at a meeting of the Diocesan Council or of the Executive Committee, as applicable, is as valid as

if it had been passed at a meeting of the Diocesan Council or of the Executive Committee. A copy of every resolution passed in this manner shall be kept with the minutes of the meetings of the Diocesan Council or of the Executive Committee, as the case may be.

## C. POWERS OF THE DIOCESAN COUNCIL

1. When the Synod is not in session, the Diocesan Council shall have and exercise all the powers vested in the Synod by the Act, the Constitution and the Canons, except the election of a Bishop or the amendment of the Constitution or the Canons.

2. When the Synod is not in session, the Diocesan Council may pass Regulations that are ancillary to and not inconsistent with these Canons for the purpose of carrying out the provisions of these Canons. Amendments or additions to the Regulations shall come into force if approved by a two-thirds (2/3) majority of those present and entitled to vote at a properly constituted meeting of Diocesan Council. Any such proposed amendments or additions shall be presented as follows:

   (a) Notice of amendments or additions to the Regulations shall be given in writing to the Legislation Committee at least sixty (60) days in advance of the Diocesan Council meeting at which they are to be considered.

   (b) Alternatively, the Legislation Committee is authorized to consider and bring before the Diocesan Council such amendments or additions to the Regulations as it deems appropriate.

   (c) The Legislation Committee shall consider such proposed amendments or additions and make a recommendation to the meeting of the Diocesan Council at which such amendment or additions are to be considered.

   (d) Members of the Diocesan Council, and the Chair of every Standing Committee and Council, and the Wardens of each Parish, shall be given at least thirty (30) days' notice of all proposed amendments or additions to the Regulations.

3. **Policies**:

   (a) The Diocesan Council may adopt policies to provide direction to the Diocese, on the implementation of the Canons and Regulations and on matters of administration. Policies must be consistent with, and ancillary to, the Canons and Regulations.

   (b) Notice of a proposed policy, including amendments to an existing policy and the cancellation of an existing policy shall be given, in writing, to members of Diocesan Council at least thirty (30) days prior to the meeting of Diocesan Council where the policy will be considered. This notice requirement may be waived by a two-thirds (2/3) majority of those present and entitled to vote at the meeting of Diocesan Council.

   (c) The Diocesan Council may, in its discretion, refer any proposed policy or amendments to the Legislation Committee for review and recommendation. The Legislation Committee shall provide its review and recommendation before the next meeting of Diocesan Council.

## D. AUDITOR

1. Diocesan Council shall elect an auditor at its first regular meeting following a regular meeting of the Synod, to serve until a successor is elected. Such auditor shall be a qualified chartered professional accountant, or firm of chartered professional accountants, licensed to do business in Saskatchewan. The duties of the auditor or auditors shall be to audit the annual financial statements of the Synod and of all Diocesan institutions and of all funds under the control of the Synod; to inspect, at least once in each year, all securities held by the Synod, or any Diocesan institution, and to report to the Diocesan Council the result of such inspection. The auditor should be changed, at a minimum, every five (5) or six (6) years.

## E. EXECUTIVE COMMITTEE

1. The Executive Committee of the Diocesan Council shall consist of:

   (a) the Bishop as Chair;

   (b) the Co-adjutor Bishop, if there is one;

   (c) the Suffragan Bishop, if there is one;

   (d) the Executive Officer/Executive Archdeacon;

   (e) the Dean as Vice-Chair;

   (f) the Chancellor;

   (g) the Vice-Chancellor;

   (h) any two (2) Clergy members, and

   (i) any four (4) lay members;

   provided that the two (2) Clergy members and four (4) lay members referred to in Canon 9.E.1 (h) and (i) are to be elected by the Diocesan Council from the members of such Council. A person shall be appointed to act as secretary at any meeting of the Executive Committee.

2. The Executive Committee shall have the authority to transact such business as may come before it which would normally be the business of the Diocesan Council, except that the Executive Committee does not have the authority to pass or amend Regulations.

3. Meetings of the Executive Committee shall be called by the Bishop, as the need arises. Any such meeting may include attendance by some or all members of the Executive Committee by electronic means or any other method of communication that enables all participants to communicate adequately during the meeting, if the Bishop determines that such electronic or other facilities are to be made available.

4. The Bishop shall preside at meetings of the Executive Committee. If the Bishop is absent from any such meeting, the Clergy member determined as provided in Canon 9.B.3. shall chair the meeting.

5. Two (2) elected Clergy members and two (2) elected lay members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

6. The Bishop or the Executive Officer/Executive Archdeacon may call for an email vote or vote by electronic system (e-vote) of the Executive Committee if the business at hand satisfies the following criteria:

   (a) it is a single matter in respect of which making a decision is regarded as time sensitive;

   (b) it may be impracticable to schedule the members of the Executive Committee for a meeting, even a virtual one;

   (c) the matter involves an expenditure which does not exceed a total amount of Ten Thousand ($10,000) Dollars;

   (d) the matter is not controversial; and

   (e) the decision before the Executive Committee does not require extensive background reading or explanation.

   Decisions made by email or e-vote are intended to be straightforward ones. Therefore, no material amendment or discussion is permitted as part of the email or e-vote voting process.

7. In conducting a vote by email or e-vote:

   (a) details of the proposed decision and a motion shall be proposed to all Executive Committee members;

   (b) the email subject line shall indicate that a vote is required; matters not related to the decision should not be included;

   (c) any necessary voting instructions shall be included;

   (d) the date and time by which all votes must be communicated back to the Bishop or Executive Officer/Executive Archdeacon shall be clearly indicated;

   (e) to be approved or ratified, the decision of the members of the Executive Committee must be approved by an absolute majority of members of the Executive Committee, not just a majority of those who cast their vote; and any abstention will be counted as a vote against the motion;

   (f) when the results of the email vote or e-vote have been determined, the Bishop or Executive Officer/Executive Archdeacon will communicate it via an e-mail message to all members of the Executive Committee;

   (g) if a decision is made by email vote or e-vote, a motion ratifying such decision shall be brought at the next regular meeting of the Diocesan Council, at which time the decision may be ratified, modified, or reversed;

   (h) any Executive Committee member may request a special meeting of the members of the Executive Committee to decide the matter; and if such request is made, the voting shall be suspended and the motion made to initiate the email vote/e-vote shall be brought before the special meeting; and

   (i) if a member of the Executive Committee does not, for any reason, have ready access to email, the Bishop or Executive Officer/Executive Archdeacon will endeavour to

communicate the invitation to vote in some other way and relay this member's vote to the rest of the Executive Committee.

## F. REMOVAL OR DISQUALIFICATION

1. If any elected member of Diocesan Council shall die or move out of the Diocese or otherwise become disqualified to serve or is absent without good cause from three (3) consecutive meetings of Diocesan Council, as determined by Diocesan Council, that person shall be deemed to have vacated their membership on Diocesan Council. The person in that Order having the next highest number of votes, if there is such person, shall fill the vacancy so created in accordance with Canon 2.E.5.

# CANON 10 – DELEGATES TO THE GENERAL AND PROVINCIAL SYNODS

## A. ELECTIONS

1. There shall be elected at each regular meeting of Synod the proper number of clerical and lay delegates to the General Synod and the Provincial Synod as the Diocese may from time to time be entitled to send to such Synods and as provided in the Constitution and in these Canons.

2. Eligibility:

   (a) The clerical delegates eligible for election to the General Synod and to the Provincial Synod shall be all members of the Clergy who are licensed in the Diocese and not under ecclesiastical censure or on leave, and who are present at Synod.

   (b) The lay delegates eligible for election to the General Synod and to the Provincial Synod shall be all Elected Delegates, or substitutes referred to in Canon 2.A.2.(e), who are present at Synod. Pursuant to the Canons of the Provincial Synod, the Chancellor and the Registrar are members *ex officio* of the Provincial Synod.

3. The election of clerical and lay delegates to the General Synod and to the Provincial Synod shall be conducted in the same manner as for the election of members of the Diocesan Council.

4. If any delegate to the General Synod or the Provincial Synod shall die or move out of the Diocese or otherwise become disqualified to serve, or is unable to attend a meeting of General Synod or Provincial Synod, the person in that order having the next highest number of votes shall fill the vacancy so created and become a member of the General Synod or Provincial Synod with all rights and privileges of such member.

# CANON 11 – THE CHANCELLOR AND VICE-CHANCELLOR

## A. THE CHANCELLOR

1. The Bishop shall appoint a Chancellor who is a Communicant, resident in the Diocese, and either a judge of a provincial court of Saskatchewan or a member in good standing of the Law Society of Saskatchewan of at least ten (10) years standing.
2. The Chancellor shall be, *ex officio*, a member of the Synod, the Diocesan Council, the Executive Committee of the Diocesan Council, the Legislation Committee, and the Finance Committee. The Chancellor may participate in all meetings of such bodies but shall not have any right to vote. The Chancellor shall hold office for five (5) years or such lesser term as the Bishop shall determine. The Chancellor may be reappointed at the Bishop's discretion.
3. It shall be the duty of the Chancellor to advise the Bishop, the Co-adjutor Bishop, the Suffragan Bishop, the Bishop's Commissary, or the Administrator on all legal matters submitted to the Chancellor and in all matters of discipline or cases of difficulty or doubt when requested so to do and to act as assessor in determining questions on points of order at any meeting of the Synod or of the Diocesan Council.

## B. THE VICE-CHANCELLOR

1. The Bishop may, after consultation with the Chancellor, appoint a Vice-Chancellor.
2. The Bishop may appoint a Vice-Chancellor who is a Communicant, resident in the Diocese, and either a judge of a provincial court of Saskatchewan or a member in good standing of the Law Society of Saskatchewan of at least five (5) years standing.
3. The Vice-Chancellor shall be, *ex officio*, a member of the Synod, the Diocesan Council, the Executive Committee of the Diocesan Council, the Legislation Committee, and the Finance Committee. The Vice-Chancellor may participate in all meetings of such bodies but shall not have any right to vote. The Vice-Chancellor shall hold office for five (5) years or such lesser term as the Bishop shall determine. The Vice-Chancellor may be reappointed at the Bishop's discretion.
4. It shall be the duty of the Vice-Chancellor to assist the Chancellor in the fulfillment of the duties of Chancellor.
5. In the absence of the Chancellor, the Vice-Chancellor shall act in the place of the Chancellor, and shall have all the duties, powers, and responsibilities of the Chancellor.

# CANON 12 – THE REGISTRAR

## A. GENERAL

1. The Registrar shall be appointed by the Bishop and shall hold office at the discretion of the Bishop.
2. The Registrar shall be a member *ex officio* of Synod, Diocesan Council, and the Legislation Committee, and shall have such duties as are set forth in the Regulations.

# CANON 13 – BOARD OF TRUSTEES

## A. GENERAL

1. The Board of Trustees shall be composed of the Bishop, the Executive Officer/Executive Archdeacon, the Finance Manager, and three (3) lay persons elected by Diocesan Council, on the recommendation of the Bishop. All members of the Board of Trustees shall be voting members of the Board of Trustees. The lay persons need not be members of Synod but must be eligible to be elected to Synod and must be at least eighteen (18) years of age.
2. The lay members of the Board of Trustees shall be elected for a three (3) year term and shall be eligible for re-election.
3. The Bishop shall appoint the Chair of the Board of Trustees from among the members of the Board. The Board of Trustees shall appoint a secretary.
4. With the approval of the Diocesan Council, the Bishop may replace the Chair.
5. The Board of Trustees shall meet at least three (3) times per calendar year. If the Board of Trustees fails to do so, the Chair of the Board of Trustees shall promptly submit a report to the Diocesan Council giving reasons for not doing so.
6. The Board of Trustees may, by resolution, seek advice from officers of the Synod, Members of the Diocese or external advisors, consultants, or subject matter experts as it deems necessary to carry out its duties and responsibilities. Such advice may include, but is not limited to, obtaining legal, financial, or other specialized advice. The costs associated with obtaining such advice must be authorized in accordance with the approved Diocesan budget.
7. Subject to the provisions of the Act, and to the terms of any instrument creating any permanent trust fund or a restricted fund, the Board of Trustees shall:
   (a) from time to time invest, in the name of the Synod, all monies of the Synod entrusted to it in any investments, including securities, allowed by *The Trustee Act, 2009* (Saskatchewan) (as amended or replaced from time to time), for investment of trust funds, with power from time to time to vary such investments;
   (b) pay the income from such investments to such person or persons, or into such account or accounts, as may be designated by the instrument setting up the trust fund or the restricted fund, or by the Synod, as the case may be; and
   (c) have the general management of all trust funds and restricted funds, and of all investments representing the same.
8. The Board of Trustees may, with the approval of Diocesan Council, entrust the management and custody of any or all trust funds and restricted funds, and investments, or any portion thereof, in the hands of or under the control of the Board of Trustees, to any trust company or investment company authorized to do business in the Province of Saskatchewan and to pay such company a fee for such work.
9. All trust funds and restricted funds for the time being uninvested (except where a trust company or investment company is employed as in the preceding paragraph provided) shall

be kept in such branch or branches of any financial institution licensed to carry on business in Saskatchewan as may from time to time be designated by the Board of Trustees.

10. All transactions of the Board of Trustees shall be carried out only on the joint written order of any two (2) of the trustees.

11. The Board of Trustees shall keep or cause to be kept proper accounts showing the dealings with all funds entrusted to the Board of Trustees, which accounts shall at all times, on reasonable notice, be open to inspection by any Eligible Member.

12. The Board of Trustees shall report to each regular meeting of the Synod upon the administration of all funds entrusted to the Board of Trustees and shall report to the Diocesan Council in respect of any matter as to which information is required by the Diocesan Council.

13. The provisions of Canons 18.A.6., 18.A.7., 18.A.8., 18.A.10. and 18.A.13. are applicable to the Board of Trustees, as if such provisions were set forth in full in this Canon, with such necessary changes as the context requires.

14. In the event of a vacancy occurring in the membership of the Board of Trustees, the Diocesan Council, on the recommendation of the Bishop, may elect or appoint a qualified person to fill such vacancy.

# CANON 14 – THE DEAN

## A. GENERAL

1. If the Bishop has appointed a Dean, the Dean shall preside at all meetings of the Synod and the Diocesan Council in the absence of the Bishop, if there is no Co-adjutor Bishop or Suffragan Bishop or if no Co-adjutor Bishop or Suffragan Bishop is present.
2. If the Episcopate shall fall vacant by reason of the death, resignation or removal of the Bishop, and if there is no Co-adjutor Bishop or Suffragan Bishop, then the Dean shall, from the time of the death of the Bishop or from the time when the resignation or removal becomes effective, be the Administrator of the Diocese until a new bishop has been elected and has taken office.
3. The Dean shall be *ex officio* a member of the Diocesan Council, the Executive Committee and the Finance Committee.

# CANON 15 – ARCHDEACONS

## A. GENERAL

1. The Diocese may be divided into several Archdeaconries. The Bishop may appoint one (1) or more Archdeacons to or for such jurisdictions as the Bishop may determine and they shall hold office at the Bishop's discretion.
2. The responsibilities and the role of Archdeacon shall be as provided for in the Regulations.

## B. ARCHDEACONRIES

1. The Bishop may at any time, in consultation with the Diocesan Council, alter the number and/or boundaries of Archdeaconries.

# CANON 16 – DEANERIES AND REGIONAL DEANS

## A. REGIONAL DEANERIES

1. Any Archdeaconry may be divided into several Regional Deaneries, the number and boundaries of which shall be defined by the Bishop from time to time as the Bishop deems advisable. Each Parish shall be a member of the Deanery in which it is located.

## B. REGIONAL DEANS

1. The Bishop may appoint in each Regional Deanery a member of the Clergy engaged in active parochial service and residing in any parish in the Deanery to be the Regional Dean to hold office at the Bishop's discretion; provided that the Bishop may appoint any other qualified member of the Clergy in the Diocese as Regional Dean if the Bishop is of the opinion there is not in any Deanery a member of the Clergy having sufficient experience to perform the duties of a Regional Dean. The Regional Dean shall assist the Bishop.
2. Each Regional Dean shall convene such meetings of the Deanery Chapter and shall perform such functions as provided in the Regulations.
3. The responsibilities and the role of Regional Deans shall be as provided in the Regulations.

## C. DEANERY CONFERENCES

1. Deanery Conferences shall be convened by the Regional Dean after consultation with the Archdeacon and the Executive Officer/Executive Archdeacon.
2. A Deanery Conference shall consist of such members and shall perform such duties as are set forth in the Regulations.

## D. DEANERY CHAPTERS

1. All priests and deacons licensed by the Bishop and residing in any Parish in a Deanery shall be members of that Deanery Chapter. The Regional Dean shall preside at meetings of the Chapter.
2. There may be a Great Chapter consisting of the following:
   (a) All Clergy residing in the Deanery who hold the licence of the Bishop.
   (b) The Wardens, Elected Delegates and substitutes, and lay members of each Congregation in the Deanery.
   (c) Any other Clergy or laity invited to attend by the Great Chapter.

# CANON 17 – ARCHIVIST

## A. GENERAL

1. There shall be an Archivist of the Diocese who shall be appointed by the Bishop in consultation with Diocesan Council, who shall hold office during the pleasure of the Bishop.
2. The Archivist shall have the right to attend and participate in meetings of Diocesan Council, but shall not have any right to vote.
3. The duties and responsibilities of the Archivist shall be as provided in the Regulations.
4. Expenses necessary for the performance of the duties of Archivist shall be paid by the Diocese.

# CANON 18 – DIOCESAN STANDING COMMITTEES & COUNCILS

## A. GENERAL

1. The following shall be the standing committees and councils of the Diocesan Council:
   (a) Advisory Council for Indigenous Ministry.
   (b) Committee on Ordained Ministry;
   (c) Doctrine and Worship Committee;
   (d) Ecumenical and Interfaith Relations Committee;
   (e) Finance Committee; and
   (f) Legislation Committee.
2. The Bishop shall be *ex officio* a member of all standing committees and councils. The Executive Officer/Executive Archdeacon shall be a non-voting member of all standing committees and councils of the Diocesan Council. Except as otherwise specifically provided in this Canon, election to standing committees and councils shall be made by the Diocesan Council. Elected members of standing committees and councils need not be members of Synod but must be eligible for such membership.
3. The duties of standing committees and councils shall be carried out under the supervision and direction of the Diocesan Council.
4. Each standing committee and council shall meet at least three (3) times in each year, unless expressly otherwise stated in this Canon. If it fails to do so, the Chair of such standing committee or council shall promptly submit a written report to Diocesan Council giving reasons for not doing so. Each standing committee and council shall submit a written report to the Diocesan Council at least once a year, or as otherwise required by the Diocesan Council.
5. Except as otherwise specifically provided in this Canon, each standing committee and council shall elect its own Chair and appoint a secretary.
6. With the approval of Diocesan Council, the Bishop may replace the Chair of any standing committee or council.
7. Travel expenses of members of the standing committees and councils for attendance at in person meetings shall be reimbursed in accordance with the compensation package or similar document approved from time to time by Diocesan Council.
8. Each standing committee and council shall have the power to determine its own quorum, provided always that there be a majority of members present at the meeting at which the determination of what constitutes a quorum is decided.
9. Each standing committee and council shall have the power to appoint up to two (2) additional members as it may consider necessary or advisable for the discharge of its duties, to appoint sub-committees; and delegate powers and duties to such sub-committees. All sub-committees shall be accountable to the standing committee or council to which they were appointed.

10. No standing committee or council shall authorize the expenditure of money unless same has been approved in the Diocesan budget.

11. Members of standing committees and councils shall be eligible for re-election or re-appointment. Diocesan Council shall have the power to determine by Regulations the maximum number of consecutive terms a person may serve on a standing committee or council.

12. In the event of a vacancy occurring in the membership of any standing committee or council elected by Diocesan Council, the Diocesan Council may elect or appoint a qualified person to fill such vacancy.

13. If any member of a standing committee or council is not in good standing in their Parish, or is absent without cause from three (3) consecutive meetings:

    (a) the individual should step down from the committee or council; and

    (b) failing to do so, the Bishop may remove such person as a member of the standing committee or council.

14. Synod, the Diocesan Council, or the Bishop, may appoint such other committees or working groups as may from time to time be necessary to carry out the work and mission of the Church in the Diocese.

## B. ADVISORY COUNCIL FOR INDIGENOUS MINISTRY

1. The Advisory Council for Indigenous Ministry (ACIM) shall consist of five (5) to eight (8) members which includes a mix of Clergy and non-clergy, Indigenous and non-Indigenous, at least one (1) Indigenous elder, and at least one (1) Indigenous representative who is a Youth Member. The Bishop and Executive Officer/Executive Archdeacon are *ex officio* members of the Council.

2. It shall be the duty of the ACIM to:

    (a) Provide advice to the Bishop on Indigenous ministry and issues.

    (b) Provide support to Indigenous ministry.

    (c) Identify and support the development of Indigenous leaders within the Diocesan community.

    (d) Promote education and awareness of Indigenous culture, history and issues.

    (e) Foster relationships and reconciliation with Indigenous communities.

    (f) Steward the sourcing and application of related resources.

    (g) Foster linkages with Sacred Circle and other partners.

3. The ACIM shall meet at least four (4) times per year. At least one (1) of these meetings will be fully in-person. Other meetings may offer a remote meeting option.

4. Decision making will be by consensus.

5. Administrative support will be provided by the Diocesan staff.

## C. COMMITTEE ON ORDAINED MINISTRY

1. The Committee on Ordained Ministry shall be composed of up to three (3) clerical and four (4) lay members; each of whom shall be appointed by the Bishop for a term of three (3) years and may be re-appointed for additional terms.
2. The Chair shall be appointed by the Bishop.
3. Duties of the Committee on Ordained Ministry will include:
   (a) To promote and provide opportunity for continuing professional and personal development of the Clergy of the Diocese, with particular emphasis on those in their first three years of Orders.
   (b) At the request of the Bishop, to interview and assess applicants for ordination and submit such reports as the Bishop may require.
   (c) To provide students sponsored by the Bishop with a link to the Diocese and to meet with those students annually as circumstances permit.
   (d) To do such work as may be deemed appropriate to encourage vocations to ordained ministry.
4. The Committee on Ordained Ministry will be responsible to the Bishop and will report to the Bishop and to the Diocesan Council.

## D. DOCTRINE AND WORSHIP COMMITTEE

1. The Doctrine and Worship Committee shall be composed of up to three (3) clerical and four (4) lay members.
2. The Chair shall be appointed by the Bishop.
3. The duties of the Doctrine and Worship Committee shall be:
   (a) To study, consider, and advise the Bishop and Synod on matters relating to the faith and order of the Church.
   (b) To study, consider, and advise the Bishop and Synod on matters relating to liturgy and worship of the Church.
   (c) To encourage renewal within the Diocese by making available educational resources and consultative assistance to Parishes, either alone or in concert with other committees.
   (d) To maintain liaison and co-operation with the corresponding committees of Provincial Synod and the General Synod.

## E. ECUMENICAL AND INTERFAITH RELATIONS COMMITTEE

1. The Ecumenical and Interfaith Relations Committee shall be composed of up to three (3) clerical and four (4) lay members.
2. The Chair shall be appointed by the Bishop.
3. The duties of the Ecumenical and Interfaith Relations Committee shall be:

(a) To advise the Bishop and Synod on such matters as policy and plans for relations with other denominations and inter-church bodies and other faiths, and to foster and promote Christian unity and ecumenism.

(b) To encourage, nurture and promote harmonious relations with other Christian denominations, and an understanding of the essential unity of the Church universal.

(c) To undertake dialogue with non-Christian faiths.

(d) To advise the Bishop on opportunities for ecumenical co-operation and participation in ecumenical projects.

(e) To make available to Parishes educational and consultative resources on ecumenical issues, either alone or in concert with other committees.

(f) To undertake such other related activities as Synod or the Bishop may direct.

(g) To maintain liaison and co-operation with the corresponding committees of Provincial Synod and the General Synod.

## F. FINANCE COMMITTEE

1. The Finance Committee shall be composed of the Bishop, the Chancellor, the Vice-Chancellor, the Dean, the Executive Officer/Executive Archdeacon, three (3) Clergy and five (5) lay persons. The Finance Manager shall be a non-voting member of the Finance Committee.

2. The Finance Committee shall appoint a person to be the secretary of the Finance Committee.

3. It shall be the duty of the Finance Committee to:

   (a) Study the financial needs and resources of the Diocese.

   (b) Review each proposed annual budget, a draft of which shall have been prepared by the Bishop, the Executive Officer/Executive Archdeacon, the Finance Manager and the Chair of the Finance Committee. The Finance Committee shall submit its reviewed budget to the Diocesan Council for their approval.

   (c) The Finance Committee shall be responsible for financial development programs in the Diocese and make available related educational and consultative resources to Parishes.

   (d) The Finance Committee shall recommend to Diocesan Council minimum standards for compensation of the Clergy and other employees.

   (e) The Finance Committee shall recommend to Diocesan Council the allowance and requirements for claiming travel expenses of Clergy, laity and staff.

## G. LEGISLATION COMMITTEE

1. The Legislation Committee shall be composed of the Chancellor, the Vice-Chancellor, the Registrar, up to three (3) members of the Clergy and four (4) lay persons.

2. The Chancellor shall be the Chair of the Legislation Committee. The Legislation Committee shall appoint a secretary.
3. It shall be the duty of the Legislation Committee to receive, initiate, consider and report on proposals for amendments to *The Qu'Appelle Synod Act*, the Constitution, Canons, Regulations and Policies of the Diocese and also to initiate amendments as it deems appropriate.
4. The Diocesan Council may direct the Legislation Committee to prepare and submit to Synod any amendments to *The Qu'Appelle Synod Act*, Constitution and Canons or any proposal for new Canons which it may deem necessary or desirable to enact.
5. Diocesan Council may direct the Legislation Committee to prepare and submit to Diocesan Council such amendments to the Regulations, or new Regulations, as Diocesan Council deems necessary or desirable to enact.

# CANON 19 – REMUNERATION OF THE CLERGY

## A. STIPEND

1. The minimum cash stipend to be paid to the licensed and stipendiary Clergy shall be determined by the Diocesan Council, on the recommendation of the Finance Committee.
2. The stipend shall in no case be less than the Standard determined in accordance with the Standard Stipend Scale set by Diocesan Council from time to time. The Vestry or Parish Council in each Parish may determine a higher amount than the Standard as the stipend of the Clergy of the Parish, but not more than 10% above the Standard.
3. The Bishop, the Dean, and the Executive Officer/Executive Archdeacon stipends shall not be subject to the Standard Stipend Scale.
4. Payment of the stipend and other allowances to the Clergy of the Parish shall be a first charge upon the funds of the Parish.
5. No member of the Clergy shall be appointed to serve in any Parish unless the Bishop is satisfied that due provision has been made for payment of at least the Standard stipend to that member of the Clergy.
6. Rules concerning holidays, sick leave, and study leave or other leave of Clergy shall be as set forth in the Regulations.
7. Honoraria for public worship led by licensed Clergy, clergy with permission to officiate, and licensed lay ministers/readers are to be paid at the rate determined by Diocesan Council for Sunday supply.

## B. HOUSING

1. As part of remuneration a Parish shall provide suitable housing for the Incumbent, either by supplying a house without any deduction from stipend, or by paying a housing allowance in lieu of a supplied house. The amount of any housing allowance shall have been approved, as part of the compensation package, by the Diocesan Council.
2. Provisions relating to housing and the responsibilities of Parishes and Incumbents with respect to a rectory shall be as set forth in the Regulations.
3. The Diocese may provide suitable housing for non-stipendiary Clergy, serving in a parish on a Ministry with Housing basis, details of which shall be set forth in the Regulations.

## C. PENSIONS AND EMPLOYEE BENEFITS

1. **Pensions**:

   (a) For the purpose of providing a retirement benefit and pensions for bishops, Clergy and lay employees of the Diocese, the Canon of the General Synod establishing the Pension Plan and Pension Fund of the Anglican Church together with the regulations appertaining thereto, are hereby declared to be in force within the Diocese, insofar as they apply to matters within the jurisdiction of the Diocese.

(b) The Finance Manager shall assist the Board of Trustees of the General Synod responsible for the administration of such Pension Plan, in the administration of the Pension Fund within the Diocese.

2. **Employee Benefits**:

(a) The Diocese participates under the Anglican Church's Benefits Package administered through Anglican Church's Pension Committee which provides benefits for the Clergy and other professional church workers. Participation by employees and salary-paying sources in such package is required.

## D. TRAVEL REIMBURSEMENT

1. Travel expenses of Clergy for attendance at meetings shall be reimbursed in accordance with the compensation package or similar document approved by Diocesan Council.

# CANON 20 – THE CLERGY

## A. GENERAL

1. No member of the clergy shall officiate within the Diocese without the written licence or written permission of the Bishop.
2. Prior to ordination, or licensing to any office or appointment in the Diocese, a priest or deacon shall take such oaths and subscriptions as are required by the Constitution and Canons of the Provincial Synod, and such other oaths upon such other occasions as required by the Bishop.
3. Every priest or deacon holding the Bishop's licence or appointment within the Diocese shall:
   (a) Faithfully perform the duties both spiritual and temporal of the office to which the person is licensed or appointed;
   (b) Ensure that every Parish or Congregation covered by such licence or appointment adheres to and complies with the Constitution, Canons, and Regulations of the Diocese;
   (c) Defer to and respect the discipline and authority of the Bishop in all matters within the jurisdiction and authority of the Bishop;
   (d) Be an active participant in the broader life of the local community and in the life and ministry of the Diocese.
4. The Bishop may grant temporary permission to officiate to a member of the clergy provided that such permission may be renewed or revoked at the discretion of the Bishop.
5. Without the authorization of the Bishop no member of the clergy of any other denomination shall be permitted to officiate in any service of the Church.
6. Without the consent of the Incumbent thereof, no member of the Clergy shall officiate at any religious service, public or private, or administer any rite or ordinance of the Church within the boundaries of any Parish to which the Clergy is not licensed by the Bishop. If the Parish does not have an Incumbent, consent of the regional Archdeacon is required.
7. The Bishop may license a member of the Clergy to officiate as chaplain in any public institution, or to any branch of the Canadian Forces, within the boundaries of any Parish.

## B. APPOINTMENT

1. The Bishop shall make all appointments of members of the Clergy in the Diocese.
2. The Bishop may be advised by a Parish Search Committee consisting of:
   (a) In a Parish consisting of a single Congregation, the Wardens and the Elected Delegates, and two (2) Eligible Members elected at the Parish Annual Meeting.
   (b) In a Parish consisting of more than one (1) Congregation, the Chair of Parish Council and the Elected Delegates, plus one (1) Warden from each of the Congregations not

otherwise represented, together with two (2) persons elected by the Parish Council at its most recent annual meeting.

3. The procedures for making appointments of members of the Clergy in the Diocese shall be as set forth in the Regulations.

4. The Bishop may appoint an Interim Priest to serve in a Parish on an interim basis. The terms and conditions of such appointment shall be as set forth in the Regulations and as determined by the Bishop.

5. The office or appointment of any member of the Clergy holding any office or appointment in the Diocese shall automatically be terminated on the date of their seventy-second (72nd) birthday. Nothing herein contained shall be deemed to prevent the Bishop from licensing retired priests for non-stipendiary ministry; and in accordance with section 4 of the Constitution, such licensed priests shall be voting members of the Synod.

6. If the Wardens are of the opinion that the Incumbent is unable to fulfilll the Incumbent's duties in the Parish by reason of mental or physical disability, they shall so notify the Bishop. The Bishop shall take appropriate pastoral action.

7. If the Wardens determine that a conflict, controversy, or neglect are hindering effective ministry in the Parish which cannot be settled by the parties themselves, the matter should be raised with the regional Archdeacon who will determine whether Canon 28 should apply.

8. It is hereby declared that Canon XVIII – Discipline of the General Synod, as adopted by the Provincial Synod, is in full force in the Diocese.

# CANON 21 – PARISHES AND CONGREGATIONS

## A. ORGANIZATION

1. A Parish may consist of one (1) or more Congregations.

2. The formation of new Parishes, or the establishment of new Parishes or Congregations within the limits of existing Parishes, or the defining or alteration of parish boundaries, or disestablishment of existing Parishes or Congregations, shall be vested in the Bishop acting with the advice and consent of Diocesan Council, and in consultation with the affected Parishes or Congregations, in accordance with these Canons and the Regulations.

3. Every Parish and Congregation shall adhere to and be governed by the Constitution of the Synod, the Canons and the Regulations.

4. In every Congregation there shall be kept a list recording the names of all Members and Eligible Members of the Congregation (as each such term is defined in Canon 1.A.). Such list shall constitute the Parish Roll. With respect to the Parish Roll:

   (a) It shall be the duty jointly of the Incumbent and Wardens in each Congregation to record, revise and maintain the Parish Roll in such a way that it enumerates the membership of the Congregation.

   (b) The Parish Roll shall be reviewed at least once in each calendar year, and at such other times and in the manner as may be set forth in the Regulations.

   (c) Other requirements concerning the recording, revising and maintaining the Parish Roll, including the information required to be recorded in the Parish Roll, and rights of access to the Parish Roll, shall be as set forth in the Regulations.

5. The Parish officers, together with the Incumbent, shall by March 31st in each year prepare and submit to the Diocesan office the Annual Parochial Return, reporting on the state of the Parish, in the form prescribed by the Regulations.

## B. VESTRY AND PARISH COUNCIL

1. The management of the affairs of a Parish shall be the responsibility of:

   (a) The Parish Council, in every Parish where there is more than one (1) Congregation; or

   (b) The Vestry, in every Parish consisting of a single Congregation.

2. In any Parish where there is more than one (1) Congregation, there shall be a Parish Council consisting of the Incumbent, any assistant or associate Clergy, the Wardens and Treasurers of each Congregation, and one (1) representative of each Congregation elected by each Vestry from its membership.

   (a) The Parish Council shall manage such affairs of the Parish as are common to all the Congregations.

(b) The Chair, Secretary, and Treasurer of the Parish Council shall, with the Incumbent, and subject to the approval of the Parish Council, be the agents and legal representatives of the Parish Council in matters concerning the affairs of the Parish.

(c) Responsibilities and procedures pertaining to Parish Councils shall be as set forth in the Regulations.

3. In every Congregation there shall be a Vestry consisting of:

(a) the Incumbent,

(b) any licensed assistant or associate Clergy,

(c) the Wardens, and

(d) not less than one (1) nor more than eighteen (18) additional lay members, being:

(i) the Elected Delegates to Synod;

(ii) other Eligible Members; and,

(iii) if possible, one (1) Youth Member,

all of whom are to be elected by the Eligible Members of the Congregation at the Annual Meeting or at a Special Meeting called for that purpose.

4. In the case of a Parish consisting of a single Congregation, the Vestry shall manage the affairs of the Parish in accordance with the Regulations.

5. In the case of a Parish consisting of more than one (1) Congregation, each Vestry shall manage the local affairs of its Congregation, subject to any direction received from the Parish Council.

6. Responsibilities and procedures pertaining to the Vestries of Parishes and Congregations shall be as set forth in the Regulations.

7. Every elected member of the Vestry shall subscribe to and make a declaration in the form set forth in the Regulations.

## C. WARDENS

1. In every Congregation there shall be two (2) Wardens who are Eligible Members and who are appointed or elected (as applicable) at the Annual Meeting of the Congregation. One (1) Warden shall be appointed by the Incumbent, and one (1) Warden shall be elected by the Eligible Members of the Congregation.

2. The Wardens shall, with the Incumbent, and subject to the approval of Vestry, be the agents and legal representatives of the Congregation in matters concerning the affairs of the Congregation. The Wardens shall fulfill such other duties as are set forth in the Regulations.

3. Any Eligible Member of the Congregation shall be eligible for appointment or election as a Warden.

4. If the Incumbent resigns or dies, the Rector's Warden shall remain as a Warden until the next Annual Meeting of the Congregation.

5. If there is no Incumbent in the Congregation at the time of the Annual Meeting of the Congregation, two (2) Wardens shall be elected by the Eligible Members of the Congregation for the ensuing year at the Annual Meeting.

6. If the Incumbent neglects, refuses, or is unable to appoint a warden, then two (2) Wardens shall be elected by the Eligible Members of the Congregation at the Annual Meeting.

7. The Vestry may remove a Warden who refuses to act, resigns the office, leaves the Congregation, discontinues frequent attendance at the services of the Congregation in which appointed or elected, or dies. The vacancy so created shall be filled in accordance with these Canons and the Regulations.

8. Every Warden, upon being appointed or elected, shall make a declaration in the form set forth as an Appendix to the Regulations.

## D. MEETINGS OF PARISHES AND CONGREGATIONS

1. **General** – **Parishes**:

(a) The Incumbent shall call an Annual Meeting of parishioners each year at the time specified in Canon 21.D.2.(a) and shall call any Special Meeting of the parishioners, but if there is no Incumbent, or if the Incumbent is absent or unable to act, one of the Wardens shall convene such meeting.

(b) Notice of every meeting of the parishioners shall be given not fewer than ten (10) days nor more than thirty (30) days before the date of the meeting by announcement during liturgy, and publication of notice by any means, whether in print or digital form, approved by the Vestry or Parish Council. If such meeting is convened for a special purpose or if it is proposed to submit any special business to an Annual Meeting of the parishioners, the notice of the Special Meeting of parishioners or of the Annual and Special Meeting of the parishioners (as the case may be) shall state the nature of the special business to be considered in sufficient detail to permit the Eligible Members to form a reasoned judgment concerning that business. For the purpose of this Canon, special business shall be any business other than that described in Canon 21.D.2.(c). A copy of such Notice shall be sent to the Archdeacon and/or Regional Dean by electronic or printed means.

(c) If a Parish has more than one (1) Congregation, the Eligible Members of each Congregation shall be entitled to attend and vote at any meeting of the parishioners. Each Eligible Member shall be entitled to only one (1) vote on each motion that is put to a vote. Clergy are not Eligible Members and are not eligible to vote, move motions, or break tied votes.

(d) At every meeting of parishioners, a quorum shall consist of at least one (1) of the Incumbent, Warden, Archdeacon and Regional Dean having jurisdiction, together with twenty-five percent (25%) of Eligible Members.

(e) In the event that a quorum is not present within one-half (1/2) hour of the time appointed for the meeting, then the meeting shall be adjourned to the same day at the same hour of the week next following.

(f) At such adjourned meeting, those Clergy and/or Eligible Members present shall be deemed to constitute a quorum.

(g) At every meeting of the parishioners, a secretary shall be elected or appointed to take the minutes of that meeting.

(h) Meetings of organizations or groups within a Congregation (for example, Altar Guild, Anglican Church Women, men's breakfast group, knitting groups, and quilting groups) that are authorized pursuant to Canon 23.B. may be run as the group internally deems fit and shall provide an annual report to the Annual Meeting.

(i) Voting at Annual Meetings and Special Meetings of the parishioners shall be by show of hands, or by standing vote, or by ballot at the request of any Eligible Member, except in the case of election to office when voting shall be by ballot under the supervision of two (2) or more scrutineers appointed by the Chair. A motion receiving a majority of votes shall be carried and thereupon be binding upon the Parish. If there is an equality of votes, the motion shall be deemed to have failed.

(j) Any motion to adjourn a meeting shall be voted upon without discussion. It shall be the duty of the Chair to remain in the Chair until adjournment.

(k) It shall be the duty of the Chair of any meeting of parishioners at which elections are held or appointments made of Wardens and Elected Delegates to Synod and substitutes, within fourteen (14) days after the date of such meeting, to give notice of such elections or appointments, as the case may be, to the Diocese.

(l) All meetings shall be opened and closed with prayer.

2. **Additional Provisions Regarding Annual Meetings – Parishes**:

(a) In every Parish, an Annual Meeting of parishioners shall be held on or before the last day of February each year, provided that in the event that notice of the Annual Meeting has not been given on or before the 1st day of February in any year, the Executive Officer/Executive Archdeacon shall notify the Archdeacon who shall forthwith give notice of the Annual Meeting.

(b) The Incumbent shall chair any Annual Meeting of the parishioners or shall appoint a chair of the Annual Meeting as long as the chair is a member of Vestry. If there is no Incumbent a Warden shall chair or appoint a chair who must be a member of Vestry.

(c) The business of the Annual Meeting shall be to receive and consider the reports of the Incumbent, Wardens and Parish organizations; to receive and review the financial statements of the preceding year and the budget for the current year; to acknowledge the Warden appointed by the Incumbent, and to elect one (1) Warden in accordance with this Canon 21; to elect Vestry members and nominate or elect delegates to Synod and substitutes and elect members of any Parish search committee; and the transaction of such other business as may properly be brought before the meeting.

(d) The Annual Meeting shall consider such other matters as may be referred to it by the Vestry, Parish Council, the Bishop or Diocesan Council, and such other business of which due notice shall have been given.

(e) If a Congregation is part of a Parish comprising several Congregations, the Parish Council shall provide to the Congregation, and the Congregation shall receive, a report from the Parish Council which shall include the annual financial statements from the previous year and the budget for the current year, and it shall elect delegates to Parish Council at a properly called meeting of the Congregation.

3. **Additional Provisions Regarding Special Meetings – Parishes**:

(a) The Incumbent may call a Special Meeting of the parishioners at any time.

(b) The Incumbent shall, upon the written request of one (1) Warden or any ten (10) Eligible Members stating the purpose for which such meeting is required, convene a special meeting of the parishioners in the manner herein provided. If the Incumbent, within ten (10) days after receiving such request to convene, should neglect or fail to convene such special meeting, the Warden or the Eligible Members making the request shall report such fact to the Archdeacon, who shall take such steps as the Archdeacon may deem necessary under the circumstances. Should the Archdeacon neglect or fail to take any steps in the matter, the Warden or the Eligible Members making the request may refer the matter to the Bishop.

(c) The Incumbent shall chair any Special Meeting of parishioners or shall appoint a chair of the Special Meeting as long as the chair is a member of Vestry. If there is no Incumbent a Warden shall chair or appoint a chair who must be a member of Vestry.

(d) The business of the Special Meeting shall be such business for which the Special Meeting was convened and of which due notice shall have been given.

4. **Meetings of Congregations**:

(a) The provisions of Canon 21.D.1, Canon 21.D.2 and Canon 21.D.3 apply to calling and holding meetings of the congregants of Congregations, as if those provisions had been fully set forth herein, with such changes as to grammar, tense, syntax and like concepts as are necessary to effect the application of these provisions to calling and holding meetings of the congregants of Congregations.

## E. PARISH AND CONGREGATIONAL FINANCES

1. **General**:

(a) All monies received by a Parish or Congregation from whatever source and for any purpose shall forthwith be deposited to the credit of the Parish or Congregation in an account or accounts in a bank, credit union or trust company licensed to do business in Saskatchewan.

(b) If a Parish or Congregation receives a bequest or other gift in excess of Twenty-Five Thousand ($25,000) Dollars, the Parish or Congregation shall report the details of such bequest or other gift to the Executive Officer/Executive Archdeacon.

(c) Funds contributed for specific purposes or in response to special appeals shall be deposited in a designated account or restricted fund, and such funds shall be used only for the specified purpose (for example, new roof, capital expenditures, Alongside Hope) for which they were contributed.

(d) Monies deposited in an account of a Parish or Congregation in any bank, credit union or trust company shall be withdrawn or disbursed by means of cheques signed by at least two (2) persons or electronic transfers approved by two (2) persons, who are authorized by the Parish Council or Vestry to act as signing officers.

(e) Payment of the stipend and allowances of the Clergy shall be a first charge upon the funds of the Parish. Such payments shall include remitting to the Diocese assessments due for pension and other benefits payable for the Clergy as approved by Diocesan Council.

(f) The Parish shall remit to the Diocese each month an amount equal to one-twelfth (1/12) of the total annual amount due from that Parish as its share of operation of the Diocese, as determined under the formula set forth in the Regulations (also known as the "fair share").

(g) Every Parish and Congregation shall prepare annual financial statements, which shall include

(i) a statement of the assets and liabilities of the Parish or Congregation in the form of a balance sheet; and

(ii) a statement of the revenue and expenditures of the Parish or Congregation.

(h) The annual financial statements must be prepared in accordance with generally accepted accounting principles (GAAP) as set forth in the CPA Canada Handbook – Accounting, as amended from time to time. The annual financial statements shall be audited each year in accordance with applicable legal requirements, and shall be presented together with the auditor's report to the Vestry and Parish Council, if applicable, for approval. Following such approval, the annual financial statements and auditor's report shall be presented to the Annual Meeting of the parishioners of the Parish. In the case of a Parish with several congregations, the audited financial statements and auditor's report shall be submitted also to the Annual Meeting of the congregants of each Congregation.

(i) In place of the audit referred to in Canon 21.E.1.(h), at an Annual Meeting of the parishioners or congregants, the parishioners or congregants, as the case may be, may appoint an independent and qualified public accountant to conduct a review engagement for the annual financial statements of that Parish or Congregation. The appointment is valid only until the next Annual Meeting. In the case of a Parish with more than one (1) Congregation, the Parish Council may similarly appoint a reviewer under the same terms. The annual financial statements of the Parish or Congregation and the reviewer's report shall be presented and approved in the manner set forth in Canon 21.E.1.(h).

(j) Every Parish Council and Vestry shall elect a Treasurer from among Eligible Members to manage the financial affairs of the Parish or Congregation under the direction and control of Parish Council or Vestry and in conformity with these Canons and the Regulations.

(k) Where the Diocese holds an unrestricted temporary fund for an active Congregation under the direction of the Bishop and Diocesan Council, the Diocese may access

those funds to address any outstanding and overdue debts or obligations of the Parish, whether to the Diocese or to a third party.

(l) All reports and other documents submitted to the Diocesan office or to Diocesan Council shall be in the English language.

2. **Budget**:

(a) The Parish Council shall no later than November 15th in each year adopt the budget of the Parish for the next ensuing year. Such budget shall include the amount to be paid by each Congregation toward the Parish budget.

(b) Each Congregation in a Parish where there is a Parish Council shall adopt a budget for local purposes, which shall include the amount allocated by Parish Council as its share of the Parish budget.

(c) The Vestry of a Parish with a single Congregation shall no later than November 15th in each year prepare a draft budget of the Parish for the next ensuing year.

(d) The Parish Treasurer shall forward a copy of the Parish draft budget for the next ensuing year to the Diocese no later than December 1st in each year.

(e) The Parish budget shall include, without excluding other matters, the amount of stipend and allowances to be paid the Clergy and lay employees, amounts to be remitted to the Diocese as the Parish's share of employee benefits, and the amount to be paid to the Diocese as the Parish share of the Diocesan budget.

3. **Financial Development**:

(a) Every Parish and Congregation shall promote among its members the making of systematic voluntary contributions to such Parish or Congregation to support the work of the Church in the Parish, Diocese, and the wider Church.

(b) Every Eligible Member shall be invited by the Parish or Congregation at least once each year to indicate the level of giving that the Parish can expect to receive from the Eligible Member in the following year.

(c) No person shall solicit funds for the purposes of any Parish beyond the boundaries of such Parish unless the person from whom such funds are solicited is a member of such Parish or usually attends the services of the Church in such Parish, except in extraordinary circumstances, and then only with the approval of the Bishop.

(d) No person shall be permitted to solicit funds in any Parish for the work of the Church except as permitted by the Constitution, these Canons or the Regulations or with the consent of the Bishop and the Incumbent.

(e) Other matters pertaining to the finances of Parishes and Congregations shall be set forth in the Regulations.

## F. MISSIONS (NEW START MINISTRIES)

1. A worship community in the Diocese may be designated a Mission (also called a New Start Ministry) at the initiative of the Bishop, acting with the advice and consent of Diocesan Council, in order to:

(a) establish a new Diocesan worship community in a place where there has been no official Anglican presence, or

(b) re-establish a Diocesan worship community where an Anglican community has been previously disestablished and conditions are now favourable for renewal.

2. The pastoral leadership (lay or ordained) of a Mission may be appointed as Missioner by the Bishop who may issue the relevant licence.

3. At a Mission, the typical functions of a vestry shall be fulfillled by a board of directors made up of not more than eight (8) people selected and appointed by Diocesan Council. The board of directors shall include two (2) individuals who shall fulfill the functions of Wardens. The Diocesan Council shall appoint those two (2) individuals. The terms of service of the Board members shall be two (2) years, renewable by Diocesan Council.

4. As an alternative to a board of directors, the Bishop, acting with the advice and consent of Diocesan Council, may designate another Parish in the Diocese to sponsor the Mission. In such cases, the Vestry or Parish Council, the Wardens and the Incumbent of the sponsoring Parish shall fulfill the functions of the vestry, Wardens and Incumbent of the Mission.

5. The Board of Directors of the Mission, or the Vestry or Parish Council of the sponsoring Parish, shall provide a written annual report to Diocesan Council.

6. The Mission shall count in its records all individuals who habitually attend worship at the Mission. If the Mission is sponsored by another Parish in the Diocese, the services and habitual worshippers of the Mission shall be entered in the records of the sponsoring Parish.

7. As a Mission develops and grows, it is anticipated that it will eventually participate in the financial support of the Diocese.

8. All designations of Mission will be reviewed at least every three (3) years by the Diocesan Council, upon the request of the Executive Officer/Executive Archdeacon, who shall keep a record of the anniversary dates for each Mission.

9. At the discretion of the Bishop, acting with the advice and consent of Diocesan Council, a Mission may send one (1) observer to Synod, who shall have the right to attend and participate in discussions, but not to vote.

## G. CHAPELS OF EASE

1. A Chapel of Ease is a designation of a church building that is used only rarely or seasonally for continuing pastoral care to a local community when sustaining the site as a full point of a multi-point Parish, or as a stand-alone Parish, is not viable. A Chapel of Ease remains consecrated for worship services.

2. The designation of a church building as a Chapel of Ease shall be vested in the Bishop acting with the advice and consent of Diocesan Council, and in consultation with the affected Parish or Congregations, if any.

3. The designation of a building as a Chapel of Ease and other matters related to Chapels of Ease are set forth in the Regulations.

# CANON 22 – CHURCH PROPERTY

## A. GENERAL

1. The title to all real property in the Diocese and used for church purposes whether it be acquired by purchase, gift, bequest or otherwise for the use of the Church or for any Parish in the Diocese shall be vested in the Synod. All Incumbents, Wardens, trustees and other persons having custody of or receiving any titles, deeds, mortgages, agreements or other document in any way affecting any such real property shall transmit and deliver same to the Executive Officer/Executive Archdeacon for safekeeping.

2. Should any Parish at any time require any document that is mentioned in Canon 22.A.1. and is held by the Diocesan office, for any purpose, the Executive Officer/Executive Archdeacon shall provide such document to the Incumbent or to a Warden for such purpose and any such Incumbent or Warden shall, as soon as the purpose for which it has been received is attained, or satisfied, return the same to the Executive Officer/Executive Archdeacon.

3. Land or a building or buildings acquired for the use of the Church in any Parish shall not be sold, exchanged, transferred or disposed of or mortgaged, leased or otherwise encumbered except with the consent of the Eligible Members of the Parish given at a meeting duly called for the purpose of considering the matter, and with the consent of the Bishop and the Diocesan Council. A rectory or other building that is not a church building and that is not immediately required for the use of the Parish may be leased by the Incumbent and Wardens, on behalf of the Parish, to an appropriate tenant for any term not exceeding one (1) year, with the approval of the Vestry and of the Bishop.

4. When any property is purchased or acquired by gifts, bequests, or otherwise by any Parish, it shall be vested in the name of the Synod, and when any such property is sold the proceeds of such sale shall be immediately deposited with the Synod which shall hold the same as an internally restricted parochial fund, and such proceeds shall be dealt with in accordance with the Regulation to this Canon.

5. Where it is proposed to buy land or a building or to build a building or carry out any structural alterations or additions to an existing building for the use of the Church in any Parish, estimated to cost more than an amount set forth from time to time in the Regulations, the procedure shall be as set forth in the Regulations.

6. If an application to the Diocesan Council is made to mortgage or otherwise encumber land used for Church purposes, the Diocesan Council shall in no circumstances give leave to mortgage or encumber same to an amount in excess of fifty percent (50%) of the value thereof as determined by the methods of appraisal used by loan companies engaged in the business of lending money upon mortgage security.

7. The consent of the Bishop and the Diocesan Council shall not be given to the sale or other disposition of any church building, or any disused church building which has been consecrated, nor to the demolition or removal of same from the land on which it stands, until the Sentence of Consecration shall have been revoked in a form to be prescribed by the Bishop.

8. The Executive Officer/Executive Archdeacon shall maintain a list of real property and any other property at any time acquired or held for the use of the Church in the Diocese. The list shall be organized into "active" and "redundant" properties.

9. No Parish shall be established in the Diocese without the prior approval of the Bishop and Diocesan Council.

10. All cemeteries must comply with *The Cemeteries Act, 1999 (Saskatchewan)*.

## B. INSURANCE

1. All church property, both real and personal, shall be insured against fire and other perils in accordance with prudent industry standards with loss payable to the Synod.

2. Public liability and property damage insurance and personal injury liability insurance with respect to all property owned by the Diocese and the use and occupancy thereof, for personal injury or death or damage to property of others, including third parties, in the amount of at least Five Million ($5,000,000) Dollars with respect to one (1) accident or occurrence shall be maintained at all times.

3. It is the responsibility of the Parish to reimburse the Diocese for all insurance premiums related to the Parish when due.

4. In the case of a total loss of any building used by a Parish, all insurance monies payable in respect thereof shall be paid to the Synod, to be held as an internally restricted fund for the Parish concerned until such time as the Diocesan Council, in consultation with the Parish, establishes an approved future plan.

5. In the case of damage to any building, the Parish shall report to the Diocesan office all relevant details of the damage, may submit a claim to the insurer and work with them to repair, restore, rebuild, or refurnish the loss or damage, and shall report on all progress made in resolving the claim to the Executive Officer/Executive Archdeacon. These matters shall be conveyed to Diocesan Council.

## C. MEMORIALS AND ORNAMENTS IN CHURCH BUILDINGS

1. No fixture or furnishing, presented as a memorial, shall be erected, placed in, installed or used in any church building, or be removed, discarded, or destroyed, unless the permission of the Bishop has first been obtained. Procedures for obtaining such permission shall be as set forth in the Regulations.

2. The words "fixture or furnishing" used in this Canon shall, without limiting the generality of the foregoing, include equipment, furniture, fittings, decorations, windows, pictures, memorial plaques, lights and ornaments of every description.

3. The property of all such memorials, fixtures or furnishings heretofore or hereafter placed in or on any church building shall be vested in the Synod.

# CANON 23 – MINISTRY BY LAY PERSONS

## A. GENERAL

1. The Bishop may authorize, license or commission lay persons for specific ministries in a Parish or the Diocese, under such terms and conditions as the Bishop may determine.
2. Authorized lay persons may lead worship in a Congregation, using such services or parts of services as authorized from time to time by the Bishop.
3. Authorized lay persons may assist in the distribution of Communion in accordance with Episcopal Guidelines issued from time to time by the Bishop.
4. Authorized lay persons exercising a ministry within the Parish or Congregation shall do so with the approval and under supervision of the Incumbent, together with Parish Council or Vestry. If there is no Incumbent, the Archdeacon, together with Parish Council or Vestry, shall exercise such approval and supervision.

## B. ORGANIZATIONS

1. Subject to the approval of the Incumbent and Vestry, there may exist or be formed within a Congregation such guilds, societies, auxiliaries, clubs, or other organizations whose aims are consistent with the mission of the Church.

# CANON 24 – HARDING-JACKSON FUND

There is a fund that was created from the sale of College Avenue Campus property, called the Harding-Jackson Fund. The principal amount of this fund is to be held intact at not less than Seven Hundred and Fifty Thousand ($750,000.00) Dollars.

# CANON 25 – CANONS OF THE GENERAL SYNOD AND PROVINCIAL SYNOD

## A. GENERAL SYNOD

1. Subject to any act of the Provincial Synod limiting or restricting such right, this Synod does recognize and accept the jurisdiction of the Court of Appeal of General Synod as established by Canon XX of the General Synod.

2. It is hereby declared that the following Canons of the General Synod and as the same may be hereinafter amended, are in full force and effect within the Diocese:

   (a) CANON XIV The Book of Common Prayer;

   (b) CANON XVII The Licensing of Clergy;

   (c) CANON XVIII Discipline;

   (d) CANON XIX Relinquishment or Abandonment of the Ministry;

   (e) CANON XXI On Marriage in the Church.

## B. PROVINCIAL SYNOD

1. It is hereby declared that the following Canons of the Provincial Synod and as the same may be hereinafter amended, are in full force and effect in the Diocese:

   (a) CANON C4.00 The Licensing and Inhibition of Clergy;

   (b) CANON C5.00 On the Use of Various Services;

   (c) CANON C6.00 Oaths and Subscriptions;

   (d) CANON C9.00 Election of a Bishop.

# CANON 26 – AMENDMENT OF THE CANONS

## A. GENERAL PROCEDURE

1. Amendments or additions to the Canons may be initiated by recommendation of the Legislation Committee or by a request or motion from the Diocesan Council or by motion at any regular meeting of Synod. Any such proposed amendments or additions that are not initiated by the Legislation Committee shall be received and referred to the Legislation Committee for review, and returned for consideration to the next regular meeting of Synod.

## B. ALTERNATIVE PROCEDURE

1. Notice of any motion to amend or add to the Canons other than upon the recommendation of the Legislation Committee or of the Diocesan Council must be submitted in writing by the Chair of any Diocesan board, committee, or council, Parish Council, or Vestry of a parish, and be sent to the Executive Officer/Executive Archdeacon at least three (3) months prior to the date of a regular or special meeting of the Synod.
2. Any such notice of a motion shall be transmitted by the Executive Officer/Executive Archdeacon to the Chair of the Legislation Committee, and such committee shall report thereon in time for the inclusion of such report in the convening circular for the next regular meeting of the Synod.
3. Amendments or additions to the Canons of which due notice has been given as aforesaid shall come into force if approved by a two-thirds (2/3) majority of those present and entitled to vote at a meeting of the Synod.
4. When any proposed Canon or proposed amendment to a Canon is appropriately before a meeting of the Synod for discussion in accordance with the Canons and rules of the Synod, any amendment to such proposed Canons or proposed amendment is in order without notice.

# CANON 27 – THE QU'APPELLE DIOCESAN HOUSING COMPANY

The Qu'Appelle Diocesan Housing Company is a wholly owned subsidiary of the Synod of the Diocese. The directors of The Qu'Appelle Diocesan Housing Company are elected by the Synod, as the sole shareholder. The Board of Directors of The Qu'Appelle Diocesan Housing Company is responsible for the management and supervision of the affairs of The Qu'Appelle Diocesan Housing Company.

# CANON 28 – DISCIPLINE

## A. PURPOSE

1. The purpose of this Canon is to provide for the discipline of:

   (a) priests, deacons and lay persons who hold a licence from the Bishop, or any permission, office, appointment or authorization under the jurisdiction of the Bishop;

   (b) persons who are otherwise subject to the Bishop's jurisdiction or are receiving any allowance from or discharging any duties for the Synod, or any Parish, including clergy formerly licensed in the Diocese in respect of allegations arising during the period of their licence, permission, office, appointment, or authorization; and

   (c) any Bishop or former bishop of the Diocese in a manner that is fair, pastorally responsible, transparent, and consistent with the doctrine, discipline, and order of the Anglican Church.

2. Every such person who is under the jurisdiction of the Bishop may be subject to a complaint pursuant to this Canon with respect to alleged conduct which, if admitted or proven:

   (a) is an ecclesiastical offence, as such term is defined in Canon XVIII of the General Synod, as amended, supplemented or replaced from time to time (such offence being referred to below in this Canon as an "**ecclesiastical offence**", and such Canon, "**Canon XVIII**"); or

   (b) is not an ecclesiastical offence.

   Canon XVIII may be found in the Handbook of the General Synod which is available on the website of the General Synod.

3. There shall be a Diocesan Discipline Procedure for the Diocese, adopted by Synod, which sets out procedures to be used in making complaints, and in dealing with complaints, alleging the commission of each of the above types of offences.

## B. COMPLAINT ALLEGING CONDUCT WHICH IS NOT AN ECCLESIASTICAL OFFENCE

1. The Diocesan Discipline Procedure shall govern the process for receiving, considering, investigating, resolving, adjudicating, and recording complaints against persons who are subject to the Bishop's jurisdiction, where the alleged conduct is not an ecclesiastical offence.

2. The Diocesan Discipline Procedure may provide for panels, hearings, reviews, consent orders, pastoral directions, or other processes for the handling of such complaints, provided that such processes do not remove or impair any right of review, appeal, or adjudication required by the Canons of the Provincial Synod or the General Synod.

3. The Bishop may, subject to the Diocesan Discipline Procedure, address such complaints by means of personal enquiry, consultation, pastoral direction, admonition, mediation,

conciliation, supervision, inhibition, or referral to a disciplinary hearing or other competent canonical authority.

4. Any complaint in which the alleged conduct is not an ecclesiastical offence shall be made within twelve (12) months of the date of the act or omission giving rise to the allegation.

## C. COMPLAINT ALLEGING COMMISSION OF AN ECCLESIASTICAL OFFENCE

1. This Canon, insofar as it applies to an allegation that an ecclesiastical offence has been committed, is enacted pursuant to, and is supplemental to, Canon XVIII of the General Synod.

2. Where a complaint alleges that a priest, deacon or lay person under the jurisdiction of the Bishop has committed an ecclesiastical offence (such person being referred to below as the "**respondent**"):

   (a) the Bishop shall have initial jurisdiction with respect to the determination of whether an ecclesiastical offence has been committed and the penalty for the commission of the offence; or

   (b) the Bishop may, without exercising such initial jurisdiction, refer the determination of whether an ecclesiastical offence has been committed or the determination of a penalty, or both, to the Diocesan Court, for consideration by the Diocesan Court.

3. The Diocesan Court shall be formed in accordance with the Diocesan Discipline Procedure and shall, subject to Canon XVIII and the Diocesan Discipline Procedure, establish the procedures respecting the matters to be heard by it.

4. If the Bishop exercises the Bishop's initial jurisdiction:

   (a) the Diocesan Discipline Procedure shall govern the process for receiving, investigating, resolving, adjudicating, and recording complaints or allegations that an ecclesiastical offence has been committed;

   (b) the Bishop shall render a written decision, containing reasons, and shall provide a copy to the respondent; and

   (c) any finding by the Bishop that an ecclesiastical offence has been committed or the penalty, or both, may be reviewed by the Diocesan Court, and the decision of the Diocesan Court may be appealed from, in the circumstances and in the manner provided in Canon XVIII and the Diocesan Discipline Procedure.

5. If, without exercising the Bishop's initial jurisdiction, the Bishop refers the determination of whether an ecclesiastical offence has been committed or the determination of a penalty, or both, to the Diocesan Court:

   (a) the Diocesan Court shall make such determination by a written judgment or order of the Diocesan Court; and

   (b) any judgment or order of the Diocesan Court may be appealed from as provided in Canon XVIII.

6. Disciplinary proceedings arising out of the alleged commission of an ecclesiastical offence shall be commenced within the applicable time periods specified in Canon XVIII.

7. Where it has been determined that a person has committed an ecclesiastical offence, the penalties which may be imposed against the person are as provided in Canon XVIII.

## D. ADDITIONAL PROVISIONS

1. **Bishop's Pastoral and Disciplinary Authority**:

   (a) Nothing in this Canon shall be interpreted as impairing, diminishing or affecting the inherent pastoral, or disciplinary aspects of the jurisdiction and authority of the Bishop over all clergy and lay members of the Anglican Church within the Diocese or under the jurisdiction of the Bishop, except to the extent set out in Canon XVIII, this Canon and the Diocesan Discipline Procedure.

2. **Safeguarding and Civil Authorities**:

   (a) Where a complaint or allegation involves abuse, exploitation, harm to a child or vulnerable adult, criminal conduct, or any matter requiring reporting to civil authorities, the Diocese shall act in accordance with applicable law and safe church policies of the Diocese.

   (b) No action taken under this Canon or the Diocesan Discipline Procedure shall delay or prevent any report or referral required by law or necessary for the protection of persons.

3. **Natural Justice**:

   (a) All proceedings under this Canon and the Diocesan Discipline Procedure shall be conducted in accordance with the principles of natural justice and procedural fairness, including notice of the allegation, opportunity to respond, impartial adjudication, appropriate confidentiality, and rights of representation.

## E. ALLEGATIONS AGAINST BISHOPS

1. Where it is alleged that the Bishop or a former bishop of the Diocese has committed an ecclesiastical offence, the allegation shall be made to the Metropolitan and handled in accordance with the Constitution and Canons of the Provincial Synod or the Constitution and Canons of the General Synod, as applicable.

## F. INTERPRETATION, AMENDMENTS

1. **Inconsistencies**:

   (a) If there is any inconsistency between this Canon and/or the Diocesan Discipline Procedure and the applicable Constitution or a Canon of the General Synod or of the Provincial Synod, the following order of precedence applies: first, the Constitution or Canon of the General Synod; second, the Constitution or Canon of the Provincial Synod; third, this Canon; and fourth, the Diocesan Discipline Procedure.

2. **Amendments**:

   (a) No amendment to this Canon or to the Diocesan Discipline Procedure that has taken effect shall affect any disciplinary proceedings already commenced unless the

amendment is procedural only and does not prejudice the rights of any party, or the parties mutually consent in writing that the amendment applies to such proceedings.