

Diocese of Quebec / Diocèse de Québec
ANGLICAN CHURCH OF CANADA ~ L'ÉGLISE ANGLICANE DU CANADA



ANGLICAN
DIOCESE OF QUEBEC

DIOCÈSE
ANGLICAN DE QUÉBEC

Constitution and Canons 2015

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Constitution and Canons

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Constitution and Canons

The Constitution

1. The Diocese of Quebec was founded to, and continues to, uphold, support and promote the doctrine, discipline, and sacraments of Christ, as the Anglican Church of Canada has received them and as they are set forth in the Holy Scriptures and in the Book of Common Prayer of the Anglican Church of Canada. From time to time, the Diocese will develop and promote statements of vision and mission in order to focus its founding purpose.
2. Synod derives its power, purpose and authority from Statute Law, viz. Act 19-20 Victoria, for the regulation of the affairs of this diocese in matters relating to discipline and for the convenient and orderly management of the property, affairs and interests of the Church as necessary to order and faithful witness.
3. The people of the Diocese of Quebec are members of the Diocesan Church as such they are grouped into Parishes for the administration of the sacraments and for fellowship and mission, but they remain one Body. Synod is the governing body of the Diocese of Quebec and the forum for discussion and decision. Synod may deliberate, decide upon and legislate in respect of all matters affecting the interests of the Church in this diocese, but shall have no jurisdiction to deal with any matters affecting the doctrine of the Church, other than to make submission in regard to such matters for the consideration of the General Synod of the Anglican Church of Canada.
4. Synod shall meet on a summons from the Bishop, and at such time and place within the Diocese as the Diocesan Executive Council shall direct, provided that in the case of a Session of Synod held for the purpose of electing a Bishop, the procedure shall be in accordance with those provided in the Canons.

The Bishop adjourns or prorogues Synod as may appear most for the welfare of the Diocese.
5. The Bishop is the President and Chairperson of Synod. However, the Bishop may from time to time appoint a deputy *pro tempore* to act as President of Synod.
6. A quorum of Synod at its Ordinary meetings shall consist of not less than one-fourth of the Clerics and of the Lay Delegates respectively.

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7. Synod shall consist of the Bishop, other Officers of Synod, clerics licensed by the Bishop and not under ecclesiastical censure, lay incumbents licensed by the Bishop, recognized postulants for ordination, and lay delegates, all of whom must be communicants.

Lay Delegates to Synod are elected by Parishes or Deaneries according to procedures provided for in the Canons, and such Lay Delegates, duly qualified and elected, and registered at Synod, shall remain Members of Synod until the next Session.

All Clerics duly licensed by the Bishop to a definite sphere of work in the Diocese shall be qualified to sit and vote in Synod. The actual number of Clerics and the selection of clerical delegates to Synod will be as provided for in the Canons.

8. No Act or Resolution of Synod shall be valid unless it receives the concurrence of the Bishop and a majority of the members present and voting at the meeting. The votes of each order shall only be taken on a particular proposition when requested in writing by ten (10) members present and voting, provided that in the election of Clerical and Lay Delegates to the General and Provincial Synods it shall suffice that the elections be made by each order respectively, no concurrence of the Lay delegates in the Clerical choice, nor concurrence of the Clerics in the Lay choice being necessary to the validity of such elections.

9. The Officers of Synod shall be:

The Bishop, the Chancellor, the Secretary, the Treasurer, the Registrar.

10. The Bishop may appoint a Chancellor and a Vice-Chancellor whose term of office shall be at the pleasure of the Bishop, and who shall give to the Bishop, Synod and the Diocesan Executive Council, legal advice and assistance in matters pertaining to the Church, or to the interpretation of Canon Law, when called upon to do so.

11. The Secretary shall be appointed by Synod and shall keep regular minutes of the proceedings of Synod; shall preserve all papers, Memorials and other documents; shall certify the Public Acts of Synod; and shall deliver all current records and documents to a successor.

The Assistant Secretary shall be appointed by Synod and shall assist the Secretary, or shall perform the duties of this office in the case of the absence or incapacity of the Secretary.

The Secretary and Assistant Secretary shall hold office until their successors are appointed.

12. The Treasurer shall be appointed by Synod and shall receive and disburse all monies collected and paid under its authority.

An Assistant Treasurer may also be appointed by Synod and shall perform the duties of this office in the case of the absence or incapacity of the Treasurer.

Two Auditors certified as Accountants, or a firm of Chartered Accountants, shall be appointed by Synod and shall inspect and report on the condition of the Accounts at each meeting of Synod.

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The Treasurer, the Assistant Treasurer and the Auditors shall hold office until their successors are appointed.

13. The Registrar shall be appointed by Synod and shall have custody of all the Archives, documents, records and completed Parish registers; shall keep the Land Register and see that the various Parishes and missions keep their respective Parish Registers written up to date: shall report to each session of Synod on the state of our records and make recommendations thereon.

The Registrar shall hold office until a successor is appointed.

14. Synod shall elect a council to be known as the Diocesan Executive Council; which Council shall meet at least twice (2) in each calendar year. When Synod is not in Session the Diocesan Executive Council shall have and exercise all the powers vested in Synod by Statute Law, save the election of the Bishop or the amendment of the Canons and Constitution. The Council may pass regulations which are ancillary to and not inconsistent with the Canons of Synod for the purpose of furthering the witness of the Church and the management of the affairs of the Diocese. This Council shall function in accordance with the provisions of the Canon on the Diocesan Executive Council.
15. Any proposition for an alteration of the Constitution shall be introduced in writing and considered at the Session at which it is introduced; and, if approved, it shall lie over to the next meeting of Synod, but shall not be finally adopted unless approved by the Bishop and by a majority of the members of that second consecutive Synod.
16. For the purposes of the Constitution and the Canons of the Diocese of Quebec, the words "communicant of full legal age" shall mean a communicant of at least sixteen (16) years of age.

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CANON 1 DEFINITIONS AND INTERPRETATION

DEFINITIONS

In this Constitution and Canons, unless the context otherwise requires, the following terms shall mean:

- A. **"DIOCESE OF QUEBEC"**: Act 6 Victoria, Chapter 32, Section 19 notwithstanding, the eastern portion of the Province of Quebec commonly held to comprise the Diocese.
- B. **"CLERIC"**: A person ordained in the Diocese according to the Rites of the Anglican Church of Canada or who has had Episcopal Consecration or Ordination and has been transferred to the Diocese under the provisions of the Canons of General Synod.
- C. **"THE BISHOP" or "DIOCESAN BISHOP"**: The Cleric of the Episcopal Order entrusted with the administration of the Diocese of Quebec according to the Canons of the Diocese. In the case of the Diocese having more than one bishop, then the Diocesan Bishop shall have jurisdiction and pre-eminence in the Diocese.
- D. **"COADJUTOR BISHOP"**: A bishop elected to assist a diocesan bishop with right of succession on the death or resignation of the diocesan bishop.
- E. **"SUFFRAGAN BISHOP"**: A bishop elected to assist the diocesan bishop with no right of succession.
- F. **"ASSISTANT BISHOP"**: An individual who has already been consecrated bishop and who is appointed to assist the diocesan bishop with no right of succession.
- G. **"METROPOLITAN"**: The Metropolitan of the Ecclesiastical Province of Canada.
- H. **"ELECTORAL SYNOD"**: A meeting of the diocesan Synod called to elect a diocesan bishop, a coadjutor bishop or a suffragan bishop.
- I. **"ADMINISTRATOR"**: If there be no coadjutor bishop, the Executive Archdeacon shall be the administrator of the See should it become vacant. If there be no Executive Archdeacon, or if the Executive Archdeacon be unable to act, the Dean of the Cathedral followed by the Archdeacon senior by appointment as an Archdeacon shall act as administrator. The administrator shall be the convening authority authorized to call an electoral Synod.
- J. **"INCUMBENT"**: The cleric appointed and licensed by the Bishop to have pastoral responsibility for a congregation, or congregations, or Parishes.

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- K. **"PARISH"**: A sub-division of the Diocese canonically defined as a separate entity for the purposes of the Anglican religion and the benefit of the Parishioners whether or not it is associated with one or more buildings, or no building, or with lands, tenements or territory.
- L. **"PARISHIONER"**: A person of full legal age professing to be an Anglican, who belongs to a Parish and is not an Incumbent of that Parish.
- M. **"VESTRY"**: A body constituted of all those Parishioners who declare themselves to be regular attendants in the Services of the Parish amongst whom they claim the right to vote.
- N. **"COMMUNICANT"**: A baptized member of the Anglican Church of Canada who "partakes of the Holy Communion frequently and in particular on the greater Holy Days of which Easter is the chief" (*The Book of Common Prayer 1959, Canada.*)
- O. **"SYNOD FUNDS"**: those funds received and disbursed under the authority of Synod or the Diocesan Executive Council.
- P. **"FULL LEGAL AGE"**: the minimum age a person must be, as defined in canon law, to hold an office in the Church or to vote at meetings. In the Diocese of Quebec, unless otherwise specified in the canons, that age is 16 years.
- Q. **"COMMISSARY"**: In ecclesiastical matters one who acts for a bishop for special purposes.
- R. **"FAIR SHARE"**: That percentage of a Parish's income that is to be contributed to meet the Diocesan Budget as adopted by Synod or the Diocesan Executive Council.
- S. **"CHURCH"**: an assembly of Anglicans who meet for worship and are recognized by the Bishop
- T. **"CONGREGATION"**: One or more Churches recognized by the Bishop as a Parish.
- U. **"LAY DELEGATE"**: A member of the Anglican Church of Canada, of at least sixteen years of age, elected to represent a Parish at Synod according to Statute Law as amended, and set out in the Constitution and Canons.
- V. **"MEMBER OF SYNOD"**: A cleric or lay delegate who has taken his or her seat at Synod. The member retains this status until the opening Eucharist of the next Ordinary or Electoral Synod.
- W. **"SPHERE OF WORK"**: This term refers to the role of a cleric who holds the Bishop's license to work in a specific Parish, mission, or congregation as incumbent, assistant, or curate, or to work in an administrative role within the Diocese. It does not include those who hold licences to officiate at occasional services.
- X. **"AUDIT"**: As used in the following Canons denotes a financial review conducted by qualified persons, hereafter referred to as the auditors, who are not related to the treasurer of the congregation and do not manage any of the congregation's financial transactions.

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- Y. **“LAY INCUMBENT”**: The lay person appointed and licensed by the Bishop to have pastoral responsibility for a congregation, or congregations, or Parishes and who sits on the congregational corporation(s) as incumbent.”
- Z. **CEMETERIES**: refers to body burial sites, burial grounds, sites for the disposition of ashes and columbariums. An orphaned cemetery is one where the congregation that created and cared for it has ceased to function.
- AA. A **DEANERY** is a subdivision of the diocese, consisting of a one or more parishes and/or congregations The Bishop at his or her discretion may alter the limits of any existing Deanery, dissolve existing Deaneries, or create new Deaneries. When there is a deanery it serves as a region with regard to the diocesan canons.
- BB. A **REGION** is a subdivision of the diocese consisting of a one or more parishes and/or congregations where the Bishop has chosen either not to form deaneries or has dissolved existing ones. The makeup of this region or these regions is decided by the Bishop with the approval of the Diocesan Executive Council.

INTERPRETATION

In the case of ambiguity or conflict, the Constitution shall take precedence over the Canons.

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CANON 2 THE BISHOP

1. Nothing contained in this Canon 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.
 - 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 Ecclesiastical Province of Canada and the General Synod of the Anglican Church of Canada, and
 - ii. as being shared with clergy and laity elected to Synod and elected or appointed to its committees and boards; and
 - iii. in the obligation to consult with the Metropolitan and fellow Bishops in the Province, 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 steward of all the ministries in the diocese and by the Bishop's authority and licensed deacons and priests receive their mandates. Within the Diocese and to the Bishop belongs the right to ordain and confirm; to consecrate Church buildings, chapels and burial grounds; to institute clerics to their charges; to hold visitations to discover the state, sufficiency and ability of the clerics and other persons holding positions or responsibility for the affairs of the Diocese; to summon all Synod and diocesan conferences and to preside thereat either in person or by such deputy as may canonically be appointed.
 - C. The Bishop either in person or acting through a deputy duly appointed and authorized shall preside at all meetings of Synod and the Diocesan Executive Council.
 - D. The Bishop as chief minister of the diocese has general pastoral responsibility for the people of the Diocese, which may, from time to time, be shared with the Archdeacons and Rural Deans, at the Bishop's discretion.

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- E. The Bishop shall serve as both leader and teacher of the clerics and the laity of the Diocese, and shall
- i. be the chief liturgical officer in the sacramental life of the Church in the Diocese;
 - ii. ensure the encouragement and promotion of the work of evangelism in the Diocese; reminding all of the requirement of obedience to God's will with regard to the proclamation of the Gospel in word and service;
 - iii. encourage and assist clerics and laity to grow in the knowledge and understanding of the Christian faith and in communicating of this faith in the world;
 - iv. promote the unity of the Church within the Diocese and act as its official representative and spokesperson.
 - v. The Bishop of the Diocese shall have the right to housing benefits as outlined in Synod policy statements concerning remuneration.
 - vi. All necessary travelling expenses incurred by the Bishop in the performance of official duties while on Diocesan business shall be paid out of Synod Funds.
- 3.
- A. The Bishop shall be the chief pastor and liturgical minister among those clerics whose names are on the Diocesan Roll.
 - B. The Bishop shall maintain the discipline of Christ among the clerics in the spirit of a true chief pastor.
 - C. The Bishop is the spiritual head of the Cathedral.
 - D. The Bishop has the right to attend all corporation and congregation meetings and may chair same at his/her discretion.
 - E. The Bishop has the right of presence and to preside over all liturgical events in any parish in the diocese, and/or may require that a pastoral letter be read at any service in the Diocese.
4. Synod recognizes that the Bishop shall have the right to appoint:
- The Dean of the Cathedral
 - Archdeacons
 - The Canons of the Cathedral
 - A Chancellor and a Vice-Chancellor
 - A Diocesan Archivist
 - A Diocesan Historian
 - Personal Chaplains

CANON 3

THE ELECTION, APPOINTMENT, CONSECRATION AND RESIGNATION OF BISHOPS

1. That the Diocese of Quebec accepts the whole Canon of the Ecclesiastical Province of Canada on the Election, Appointment, Consecration and Resignation of Bishops as currently in force or as it shall be modified by the Provincial Synod from time to time
2. As permitted by provincial Canon 3, article 27a., the quorum of the electoral Synod shall be of two-thirds of the clerical delegates of Synod and two-thirds of the lay delegates of Synod. If a quorum should not assemble at the opening of Synod, the members shall adjourn to any day within one month, and thereafter from time to time until a quorum shall be obtained. It shall not be necessary that any further summons be sent to the members of Synod for such an election.
3. The current provincial Canon referred to in article 1 shall be published as part of the Quebec Diocesan Canons as Appendix C.

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CANON 4 SUMMONING SYNOD

1. Synod shall be summoned by the Bishop.
2. In the case of a Session of Synod held for the purpose of electing a Bishop, the procedure shall be in accordance with Canon 3.
3. In summoning Synod, the Bishop shall transmit to the Secretary
 - A. a Declaration of Intent to hold a session of Synod, specifying where and when that Session will be held,
 - B. the names of all Parishes, Regions and deaneries entitled to send delegates,
 - C. the names of all Clerics entitled to sit and vote in Synod and shall instruct the Secretary so to inform the Diocesan Clerics and Lay Delegates. The Declaration shall be signed by the Bishop and bear the Bishop's Seal.
4. The Secretary shall then advise the delegates of Synod. Notice in writing of every Session of Synod shall be signed by the Secretary of Synod and shall be sent by mail or electronic means to the Clerical and the Lay Delegates, at least ninety (90) days before the date set for such Session, which shall be sufficient notice, and its non-receipt by any Cleric or Lay Delegate for any reason shall not invalidate the proceedings of Synod.
5. The Incumbent of each Parish shall read the notice summoning Synod at the first main Sunday Service after receiving it and shall give further notice on one other Sunday before the Session.
6. Every year the Chairperson of each Annual Parish Meeting (or Vestry) shall send to the Secretary of Synod as well as the Diocesan Office the names of the candidates for all lay and youth delegates from their region.
7. The information contemplated in sub-paragraph B) and C) of article 3 shall be presented during the first sitting of Synod; any objection to these lists shall be decided by Synod.
8. At any time not less than six (6) months after the previous Session of Synod, the Bishop shall convene a Special Session of Synod on the written demand of not less than 25 Percent of the existing members of Synod, provided that such members come from not fewer than five separate Parishes.

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CANON 5

PROCEDURES FOR THE ELECTION OF CLERICAL AND LAY DELEGATES TO SYNOD

1. The diocese will be divided into a number of regions by the Bishop with the approval of the Diocesan Executive Council. Where the Bishop has at his or her discretion allowed for or created deaneries those will serve as the region. There are currently five deaneries (Gaspé, North Shore, St Laurent, St Francis and Quebec) which will remain in place unless changed by the Bishop and the Diocesan Executive Council under the authority of these canons.
2. Lay Delegates shall be Communicants of at least one year's standing, of full legal age and shall be elected annually.
3. All Clerics duly licensed by the Bishop to a definite sphere of work in the Diocese shall be qualified to sit and vote in Synod. The actual number of Clerics and the selection of clerical delegates to Synod will be as provided for in article 11 of this Canon.
4. Electors, being all Parishioners within the Parishes in the region, of full legal age who shall have declared themselves in writing at the parish's annual vestry meeting, to be "members of the Anglican Church of Canada, and to belong to no other religious denomination," shall have the right of voting at the election.
5. The Diocesan Synod will have a membership of the five (5) officers of Synod, lay incumbents licensed by the Bishop, recognized postulants for ordination, thirty (30) lay members and ten (10) clerical members.
6. Each region will elect annually from among the lay persons nominated two (2) lay delegates from their region to Diocesan Synod.
7. Each region will elect one youth lay delegate to Diocesan Synod from those nominated. These youth members must be at least sixteen years of age but not older than twenty-six at the time of election and shall be elected annually.
8. Lay incumbents licensed by the Bishop, recognized postulants for ordination will be lay delegates.
9. The remaining lay delegate positions will be divided among the regions based on the percentage each region has of the total diocesan average attendance collected by the synod office. The words "average attendance", as used in this section and elsewhere, shall mean the total accumulated attendance on Sundays, plus Christmas and Ascension, of the region in a given year divided by 52.

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10. The election for all these lay delegates mentioned above will be conducted by the Secretary of Synod in a manner approved by the Diocesan Executive Council.
11. All full time stipendiary clergy will be delegates to Diocesan Synod. After the summoning of a synod the Secretary of Synod will conduct an election among the clergy eligible to attend under the Constitution to bring the number of clerical delegates to synod to ten (10).
12. The Secretary of Synod will record the number of votes cast for each person in the delegate elections. If those elected delegates should be unable to attend, the Secretary of Synod will advise the next persons in order on the regional or clergy list to serve as the alternate delegate. These alternates, when called upon to attend Synod shall be Synod Delegate and shall remain in office until the opening Eucharist of the next Ordinary or Electoral Synod.

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CANON 6 MOTIONS TO BE BROUGHT BEFORE SYNOD

1.
 - A. All motions or notices of motion, with the names of the mover and seconder, shall be submitted to the Secretary of Synod not less than forty-five (45) days before the date set for the Session of Synod at which it is intended to present them;
 - B. The procedure governing motions which intend to amend the Canons or Constitution of the Diocese is stipulated under Canon 30.
2. Motions submitted less than forty-five (45) days before Synod meeting may still be presented in writing with the names of the mover and seconder, to the Secretary of Synod or to Synod Resolutions Committee, provided that the sponsors show cause why the requirement in 1A) above was not met. If satisfied that the cause justifies an exception being made, the Secretary shall have the text of the motions distributed to every delegate, prior to the presentation of such motions unless the provisions of this section are waived by Synod or by the Chairperson.
3. Notwithstanding sections 1 and 2 above, once reduced to writing and regularly moved and seconded, motions from the floor relating to matters under debate may be brought before Synod.
4.
 - A. A Resolutions Committee shall be appointed by the Bishop at such time as the Summons to Synod is issued, and shall consist of:
 - i. the Chancellor or vice-chancellor
 - ii. two licensed clerics
 - iii. two Lay Delegatesquorum shall comprise one of each of the three categories listed above.
 - B. The Resolutions Committee shall
 - i. receive and prepare for distribution, motions proposed for consideration by Synod;
 - ii. without pronouncing upon their merits, ensure that motions are clearly and concisely presented and rephrase them, if necessary, to that end, in consultation with their movers and seconders;
 - iii. consolidate motions which deal with the same subject;
 - iv. ensure that motions comply with correct form.
 - C. The Resolutions Committee shall meet:
 - i. after their appointment, to elect a Chairperson and prepare for debate

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- those motions already received, to prepare them for submission to the Secretary of Synod
- ii. during Synod to prepare motions received and provide for their orderly presentation.
5. Motions may be received from:
- A. Bodies reporting to Synod whose motions form part of their report and which are printed in the convening circular;
 - B. Members of Synod;
 - C. Deanery Councils.
- 6.
- A. All motions prepared prior to Synod shall be submitted to the Secretary of Synod for consideration by the Resolutions Committee.
 - B. All motions not printed in the convening circular shall be submitted in writing to the Secretary of Synod for consideration by the Resolutions Committee before being presented to Synod.
 - C. If a motion has financial implications, the sponsors of said motion must attach a cost estimate and identify a proposed source of funding. This shall be done in consultation with the Treasurer of Synod.
 - D. Motions shall not have preambles, but may be accompanied by brief notes of explanation justifying them.
 - E. Motions that propose a change in social policy should be accompanied by an explanatory note relating the thrust of the motion to the teaching of the Church.
 - F. The Resolutions Committee may return for revision or reject any motion it considers to be:
 - i. outside the jurisdiction of Synod;
 - ii. unclear or ambiguous;
 - iii. inaccurate;
 - iv. impossible to perform.
 - v. contrary to the Constitution and Canons of the Diocese
- 7.
- A. Upon receipt of a motion it shall be numbered for identification.
 - B. Revised versions of the same motion which has already been printed and distributed shall bear the same number with a letter indicating the sequence of revision: i.e.33, 33A, 33B;
 - C. Motions shall be presented in an order appropriate to the Agenda or the order in which they are received. If time for debate is limited, Synod shall decide which motions will be debated and which motions will be referred to the Diocesan Executive Council. A simple majority vote by Synod will decide the priority of motions to be heard.
 - D. Decisions of the Resolutions Committee may be appealed to Synod at which the ruling on a particular motion was made.

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CANON 7

DUTIES OF THE SECRETARY OF SYNOD

1. The Secretary shall advise the Delegates and/or Members of the summoning of Synod in accordance with the provisions of Canon 4.
2. Not later than 90 days before each Session of Synod the Secretary shall:
 - A. invite notice of any business to come before the next Session;
 - B. call for nominations for canonically required elections from the Rural Deans, Members of Synod and from all diocesan boards; such nominations shall be submitted to the Nominating Committee.
3. The Secretary shall receive all motions or notices of motion to be presented to Synod in accordance with the provisions of Canon 6.
4. The Secretary shall send copies of the motions or notices of motion received in accordance with section 3 hereof, together with all other necessary material to all delegates and Members of Synod at least thirty (30) days before the date set for the Session.
5. The Secretary shall keep accurate minutes of the proceedings of Synod and the Diocesan Executive Council. The secretary shall send a copy of these minutes to the Secretary of the Church Society of the Diocese of Quebec.
6. Following Synod the Secretary shall be responsible for the printing of Synod Journal, which shall contain:
 - A. a list of Members attending,
 - B. a list of Parishes and the Church or Churches within that Parish,
 - C. all Votes, Proceedings, Motions, Memorials and Memoranda,
 - D. reports of Councils, Boards and Committees,
 - E. the Bishop's Charge,
 - F. any other matter ordered by Synod to be printed.
7. The Secretary shall send copies of the Journal to the following:
 - A. all Clerics,
 - B. all Lay Delegates,
 - C. all Church-wardens,
 - D. all the Officers of Synod
 - E. the Diocesan Archives
 - F. the Archives of the Ecclesiastical Province of Canada

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8. After Delegates to General and Provincial Synods and their Alternates have been elected, the Secretary shall send separate certificates to the Secretary of General Synod and the Secretary of Provincial Synod. Each certificate shall give the names of the Delegates and Alternates elected; the certificates sent to the Secretary of General Synod shall specify the number of licensed Clerics in the Diocese. These certificates shall be signed and sealed by the Bishop.
9. The Secretary of Synod shall also act as Secretary to the Diocesan Executive Council.
10. In the event of a Special Meeting being called, the delays specified in sections 2) and 4) shall not apply. The convening notice shall specify the business to be considered.

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CANON 8 THE DIOCESAN EXECUTIVE COUNCIL

1. MEMBERSHIP:

- A. The Diocesan Executive Council [DEC] shall be composed of two categories of voting members:
 - ii. MEMBERS EX-OFFICIO: the Officers of Synod.
 - iii. ELECTED MEMBERS: two representatives and one substitute representative from each region or deanery who shall be elected by Synod from among its members. No more than one-third of the elected members shall be clergy. The substitute representative would attend a DEC meeting with full voting rights only if one of the two elected members from the region or deanery was unable to participate.
- B.
 - i. Vacancies of Ex-officio members between sessions of Synod or DEC shall be appointed by the Bishop.
 - ii. Vacancies among elected members shall be filled from among the Members of Synod of the affected region or deanery, by the Diocesan Executive Council.

2. OFFICERS

- A. The officers of the DEC are:
 - i. The Bishop, who is its Chairperson;
 - ii. a Vice-Chairperson appointed by the Bishop from, and with the consent of, the Council;
 - iii. the Secretary of Synod; and
 - iv. the Treasurer.
- B. While the officers are not of themselves an executive, they may be given limited powers, by resolution of the DEC, to act for it between meetings in specific cases.

3. RESPONSIBILITIES

The DEC shall be responsible for:

- A. Transacting the business of Synod between sessions.
- B. Calculating the fair share that each Parish shall contribute to Synod Funds. This contribution shall be payable to the Synod of the Diocese in monthly instalments or as agreed between each Parish and the Treasurer of Synod.
- C. Planning for the business of Synod, and preparing the agenda for the Sessions of Synod.
- D. Forming a Nominations Committee for Synod.
- E. Defining terms of reference for DEC Subcommittees.
- F. Determining the conditions and terms of appointment and remuneration, if need be, of the Officers and Staff of Synod, and nominating suitable persons to fill these positions.

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- G. Receiving and acting on reports and recommendations from the Subcommittees and the Programme Committee.
- H. Advising the Bishop on any matter referred to it.
- I. Report on its actions to the subsequent Synod.
- J. Undertaking any specific tasks assigned to it by Synod. Before the Synod is prorogued members of the newly elected DEC shall meet to plan for the period of its mandate.
- K. Making recommendations to the Bishop regarding the appointment of clerics.
- L. Making recommendations to the Bishop regarding the appointment of the editor of the Diocesan Gazette.
- M. The creation if needed, of a sub-committee to receive application and distribute funds for missions in areas where there is no Deanery.

4. MEETINGS

- A. Regular meetings of the DEC shall be held at least twice a year, at such time and place as the Bishop shall determine.
- B. At the written request of at least sixty percent of the voting members, the Bishop shall call a special meeting of the DEC. The agenda of that special meeting shall be restricted to the issues specified in the request.
- C. Meetings can be held face to face, by teleconferencing, by e-mail or any other means that the Bishop deems appropriate.

5. BOARDS & SUBCOMMITTEES

The DEC may set up subcommittees to carry out specific tasks.

6. QUORUM

The Quorum of the DEC shall be one-half of the voting members, which must include the Bishop or appointed deputy.

7. VOTING

- A. Votes shall be decided by a simple majority of those present and voting.
- B. All motions shall have the assent of the Bishop before coming into force. Assent shall be implied unless the Bishop voices his or her dissent, or, if the Bishop is not present, files written notice of its disallowance with the Secretary within 30 days following the vote.

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CANON 9 THE JOINT AUDIT COMMITTEE

1. The Synod will participate in a coordinating infrastructure to assure the efficient running of the diocese. At the first meeting following each Ordinary Synod, the DEC shall elect their designated members.
2. The Joint Audit Committee
 - A. There shall be a Joint Audit Committee in conjunction with the Church Society and the Lord Bishop of Quebec Corporation Sole. Each corporation will designate one member of this Committee. Members of this committee can not be members of the Central Board, of the Investment Committee of Church Society or of the Diocesan Executive Council.
 - B. The Mandate of the Joint Audit Committee will be to review and question internal financial statements and to act as liaison between auditors and management.
 - C. The Joint Audit Committee will report to Synod's Diocesan Executive Council, the Church Society and the Lord Bishop Corporation Sole at least twice a year and as requested.

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CANON 10 PARISH OBLIGATIONS

1. A Parish shall:
 - A. provide a stipend and travel expenses as laid down in the Diocesan Scale, or
 - B. apply for assistance from the Diocesan budgeted funds or otherwise provide for the support of a cleric, whether full-time, part-time or non-stipendiary, in a mutually satisfactory manner
 - C. make monthly Fair Share payments to the Synod as per the contribution calculated by the Diocesan Executive Council.
 - D. Hold an annual vestry meeting to review the Parish's audited annual financial statement, approve a budget and elect Church-wardens as required by Canon 15;
 - E. Submit to Church House the annual reports as outlined in Canon 23;
 - F. Offer regular worship opportunity including the Holy Eucharist;
 - G. Maintain any buildings so as to provide a safe and secure environment for the worship, work and mission of the congregation.
 - H. Have well-defined plans of Church stewardship and of the Parish's mission to the wider community.

2. DEFAULT
 - A. Should any payment of the stipend or travel expenses or the payment of Fair Share to Synod, or insurance, or any other remittances due to the Incorporated Synod or to the Church Society be in arrears, the Treasurer shall inform the Parish and its congregations immediately. Likewise if the Executive Archdeacon feels that the Parish is not meeting the obligations listed in article 1 above a letter will be sent to the Parish requiring a commitment to the obligations.
 - B. If the Parish is unable to meet its obligations, when informed in accordance with 2.A above and the Treasurer states they cannot make viable arrangements to meet the financial obligations within an additional two months or the Parish fails to respond positively to the Executive Archdeacon's letter referred to in 2A above, the Bishop shall immediately appoint of a Board of Inquiry to ascertain if the Parish is viable and if so how the Parish can support itself and meet all of its obligations or if not viable should it be closed.

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- C. The Board of Inquiry shall report in writing to the Bishop within 30 days of its appointment.
- D. Within one month after the report to the Bishop is received, the Bishop shall make his or her decision known to the Parish and Cleric(s).

No cleric may be appointed to that Parish that is in default or that has not met the obligations set out in this Canon.

CANON 11

APPOINTMENT OF INCUMBENTS

This Canon rescinded November 29, 2015

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CANON 12 DISCIPLINE

The Synod of the Diocese of Quebec accepts the Canons of the General Synod of the Anglican Church of Canada and the Provincial Synod of Canada concerning Discipline of the Bishops, Clergy and Laity, and the Disciplinary Rubrics of the Book of Common Prayer, Canada, 1962 saving the rights of this Synod to make such regulations as established by Act 19-20 Victoria, chapter 141, paragraph 1, and by this Canon establishes procedures for their implementation with respect to the Clerics of this Diocese.

1. ECCLESIASTICAL OFFENCES

Offences liable to disciplinary action are those set forth in Part 3 of General Synod Canon XVIII, provided that every charge laid against a Cleric in respect of section 8. g), must be certified by not fewer than three communicants of at least one year's standing who are members of the congregation served by that Cleric.

2. TIME LIMITATION

Proceedings under this Canon must be commenced within one year after the Bishop becomes aware of the alleged offence; or of a conviction in a criminal court; or after six months notice of intent to take proceedings with respect to willful or habitual neglect of the duties of office or the exercise of ministry.

3. ADVOCATES

- A. The Bishop appoints a Church Advocate to conduct all prosecutions. The Church Advocate is a Priest attached to the Diocese, or a lawyer of not less than seven year's standing who is also a member of the Church.
- B. The accused is entitled to be represented by counsel of their own choice.

4. PROCEDURE

- A. The Bishop summons a Cleric if:
 - i. he or she believes there may have been an offence which requires investigation by trial; or
 - ii. he or she receives, from a Member of the Church, a complaint which he or she considers well founded; or
 - iii. a charge has been made under section 2
- B. If the Bishop believes that there are not sufficient grounds for trial, he or she rejects the charge.
- C. If the Cleric admits guilt, the Bishop pronounces sentence. The admission and the sentence are set forth in writing and signed by the guilty person.

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- D. If the accused person does not admit guilt, but the Bishop, after inquiry, determines that sufficient evidence exists to warrant further action, the Bishop has the charge set forth clearly in writing by the Church Advocate, and a copy of it served on the accused, together with a notice announcing the time and place of trial.
- E. The Bishop determines when and where the trial will be held.

5. PROCEDURE FOR TRIAL

- A. Five licensed Clerics of at least two years' standing in this Diocese, shall be elected by ballot of the Clerics at each Ordinary Meeting of Synod, from whom the Board of Triers shall be selected.
- B. When the Bishop serves notice on the accused of the time and place of the trial, he or she also serves on the accused the names of the five Clerics. Within thirty (30) days of receiving the said names, the accused selects three of them to form the Board of Triers, and advises the Bishop as to the choice. If the accused does not so advise the Bishop, the Bishop selects the three Clerics who must not be related by blood or marriage to any of the parties involved.
- C. All members of the Board must be present to conduct a trial.
- D. The Bishop appoints an Advocate to attend all meetings of the Board of Triers who acts as an assessor to the Board.
- E. The Board appoints its own President and its own Secretary. The Secretary keeps an accurate record of all proceedings held before the Board. All members shall sign the record of proceeding.
- F. If, on the day fixed for trial, the accused appears, a plea of guilty or not guilty is entered. If the accused does not appear, or refuses or neglects to plead, a plea of not guilty is entered and the trial proceeds.
- G. The Board hears all evidence filed. This evidence must be submitted in writing and signed by the witnesses submitting it.
- H. If it is made evident to the Bishop that a material witness cannot attend the trial, the Bishop, upon application by the Church Advocate or the accused, appoints a Commissioner to hear the testimony of that witness as follows:
 - i. The Commissioner may be a priest or a lay person.
 - ii. The applicant advises the other party at least six days before the testimony is heard.
 - iii. Both parties may attend, and may examine the witness.
 - iv. The questions and answers are set forth in a statement signed by the witness.
 - v. The statement is certified by the Commissioner over his or her signature and received by the Board as evidence.
- I. Every witness, before examination, must make a declaration in the following form, or in such other form as he or she considers or declares to be most binding on his or her conscience:
- J. "I, A.B., a witness in the trial of C.D., solemnly promise and declare, in the presence of Almighty God, that the evidence I am about to give is the truth, the whole truth, and nothing but the truth."
- K. Any member of the Church may attend the proceedings, unless a majority of the Court decides that the trial should be private.

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- L. The accused is entitled to be heard in his or her own defence but is not required to give evidence in the proceedings.
- M. After the Board considers the evidence, it sets forth its decision in writing, signed by every member in attendance, clearly stating whether or not the accused is guilty, and recommending a sentence if found guilty.
- N. All matters are decided by a majority of the Board.
- O. Before its decision is made public, the Board shall transmit its findings, and all proceedings, to the Bishop.
- P. If the accused is found guilty, the Bishop pronounces an appropriate Canonical Sentence which must not be more than that recommended by the Board.

6. SENTENCE

Offences are punishable by:

- A. Public or private admonition.
- B. Suspension (See General Synod Canon XVIII, article 10)
 - i. When suspension is pronounced, an indication must be given of how and when it will terminate.
 - ii. No Cleric who has been suspended may exercise the functions of his or her ministry, on pain of dismissal.
 - iii. The Bishop may appoint another Cleric to replace the one suspended, and may allocate all or part of any stipend, income or emoluments of the person suspended to the payment of the replacement.
 - iv. The Bishop may give notice of the suspension to the Clerics and laity of the Diocese.
- C. Deprivation (See General Synod Canon XVIII, article 11)
 - i. This sentence severs all connection between the Cleric and the Parish or congregation.
 - ii. All benefits of the office cease.
 - iii. When the Bishop sentences a Cleric to be removed from office, he or she immediately notifies the Clerics of the Diocese and all Bishops of the Anglican Church of Canada.
- D. Deposition - The penalty of deposition shall include all of the consequences of deprivation and at the same time will have the same effects as if the person had relinquished the exercise of the ordained ministry pursuant to Canon XIX of the General Synod.

7. INTERIM PROVISIONS

- A. If the Bishop decides that a scandal will arise if the Cleric continues to minister while the charge is under investigation, the Bishop may inhibit that Cleric from performing any clerical functions until the matter is settled.

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- B. The Cleric so inhibited shall not be deprived of the stipend, income or emoluments of office during such inhibition.

8. FAILURE TO ANSWER

- A. If the Cleric fails to answer the summons after due notice, unless for a good reason, the Bishop is advised of the failure and the Bishop then pronounces the Cleric to be in contumacy and suspends him or her from ministry.
- B. If within six months after the sentence is handed down the Cleric agrees to stand trial, the suspension may be revoked.
- C. If within that period the Cleric does not agree to stand trial, the Bishop removes him or her from office.

9. NEW EVIDENCE

- A. If it is shown after the trial that new important evidence has been developed, the Bishop may order a new trial if the accused so requests.
- B. If a new trial is ordered, a new Board of Triers is appointed. The Bishop may order the original Board of Triers re-appointed if the accused requests this within eight days of receiving notice of the new trial.
- C. The new trial is conducted in the same manner as the first.

10. RECORDS

The proceedings of the Court, and the sentence rendered, are kept on record in the office of the Diocesan Registrar.

11. COSTS

All necessary expenses incurred in proceedings under this Canon, authorised by the Board of Triers, shall be paid out of Synod Funds.

12. SERVING OF NOTICE

Service of any document under this Canon is made in person, or by leaving a copy of the document at the last known address of the person for whom it is intended, or by a Registered Letter sent to that address.

13. RIGHT OF APPEAL

Any Cleric found guilty under the provisions of this Canon, may within 30 days, make an Appeal to:

- A. the Provincial Court of Appeal under Canon 5 of the Provincial Synod of Canada
- B. the Supreme Court of Appeal of the Anglican Church of Canada in the circumstances and pursuant to the procedures established by General Synod Canon XX.

CANON 13 PROCEDURES FOR THE APPOINTMENT, TERMINATION OF CLERICS

1. APPOINTMENT

- A. When the position of Incumbent or cleric to a Parish falls vacant, any appointment shall be made by the Bishop through a Letter of Appointment. A vacancy shall be deemed to have occurred on the Bishop's acceptance of the Incumbent or cleric's resignation. In a parish the Bishop assumes the role of Incumbent until an appointment, either interim or other, is made.
- B. Clerics shall be appointed by the Bishop by Letter of Appointment, which Letter shall include statements regarding:
 - i. Scope of Responsibility
 - ii. remuneration and benefits
 - iii. term of appointment
 - iv. exclusivity
 - v. mobility
 - vi. confidentiality
- C. Appointments to Parishes shall be made by the Bishop following consultation with the parish and recommendation from the Diocesan Executive Council.
- D. Summer Congregations
Church-wardens for congregations which exist during part of the year only shall act as a Selection Committee for the clerics to minister to their congregations. The church-wardens shall consult annually with the Bishop, to recommend the appointments. If deemed acceptable to the Bishop, letters of appointment shall be issued.

2. TERMINATION OF APPOINTMENT AND REMOVAL FROM OFFICE

- A. Any Cleric may, at any time, resign his or her appointment by giving three (3) months written notice to the Bishop. The Bishop may, at his or her discretion, shorten this period.
- B. An appointment may be revoked and the license terminated by the Bishop with just and sufficient cause or for administrative reasons.
- C. Just and sufficient cause shall include, but not be limited to:
 - i. breaches of discipline as outlined in the Diocesan, Provincial and General Synod Canons
 - ii. failure or inability to exercise effective ministry
 - iii. the loss of the incumbent's good name among up-right and serious-minded persons, or aversion to the Incumbent, when it can be foreseen that these factors will not quickly come to an end.
 - iv. a manner of acting which causes grave harm or disturbance to ecclesiastical communion.

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- v. bad administration of the temporalities of office with grave harm to the Church, when no other remedy can be found to eliminate this harm.
- D. Termination of an appointment for reasons other than those included in C) above, or the transfer of Clerics, may occur for administrative reasons and shall include, but not be limited to:-
- i. redefinition of a particular ministry
 - ii. reorganization and restructuring of the Diocese, or any or all of the Deaneries.
 - iii. abolition of an existing position
 - iv. economic grounds

3. GENERAL PRINCIPLES

- A. One is removed from office by a decree of the Bishop canonically issued. One who is the subject of a Decree of Removal has recourse to the pastoral intervention of the Metropolitan of the Province under the provision of Provincial Canon 11. 3(2) and to the Primate under General Synod Canon 111. 8.a)
- B. In the case of termination of an appointment for just and sufficient cause, no Notice shall be required to be given by the Bishop.
- C. In the case of termination of an appointment for administrative reasons, every effort will be made to offer a suitable alternative or to provide such counselling or assistance as is available in order to assist in finding another position or suitable employment.

4. PROCEDURES

- A. If an investigation shows that there exists a reason mentioned in paragraph 2. C) and D) above, the Bishop is to discuss the matter with the Archdeacons. If he or she then believes that he or she should proceed with the removal from office, the Bishop must indicate to the Cleric the reasons and the arguments, and in a pastoral manner persuade the Cleric to resign the office within four weeks. The resignation can be given not only purely and simply, but even upon a condition, provided the condition is one which the Bishop can lawfully accept and does in fact accept.
- B. If the Cleric has not replied within the time prescribed, the Bishop is to renew his or her invitation and extend the period of time within which a reply is to be made.

If it is clear to the Bishop that the Incumbent has received this second invitation but has not replied, even though not prevented from doing so by any impediment, or refuses to resign and gives no reason for this, the Bishop is to issue a Decree of Removal.
- C. If however, the Cleric opposes the case put forward and the reasons given in it, but advances arguments which seem to the Bishop to be insufficient, then the Bishop must:
 - i. invite the Cleric to inspect the acts of the case and put together the objections, or contrary evidence, in a written answer
 - ii. after this, complete the instruction of the case, if this is necessary, and again weigh the matter, including the written answer, with the Archdeacons

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- iii. finally, decide whether or not the Incumbent is to be removed, and without delay, issue the appropriate decree.
- D. Before having recourse, the person must seek in writing from the Bishop, the revocation or amendment of the Decree. Once this petition has been lodged, it is by that very fact understood that the execution of the Decree is suspended, until the resolution of the case by the Metropolitan or the Primate, or the cessation of the recourse. The petition must be lodged within a time-limit of two weeks from the time the Decree was lawfully notified.
- E.
- i. A Cleric who has been removed from office in terms of section 2.c. iii) above, must abstain from exercising any function of that office, leave the house of residence, if any, free as soon as possible, and hand over everything pertaining to the office to the person to whom the Bishop has entrusted it.
 - ii. If, however, it is a question of a sick person who cannot be transferred elsewhere from the house of residence without inconvenience, the Bishop is to leave the Incumbent the use of the house for as long as this necessity lasts.
 - iii. While recourse against a Decree of Removal is pending, the Bishop cannot Institute and Induct a new Cleric to the office, but is to make provision in the meantime by way of a Priest-in-Charge.

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CANON 14 ARCHDEACONRIES AND DEANERIES

1. The Bishop shall determine the number of Archdeacons and set the limits of their Archdeaconries.
2.
 - A. Archdeacons shall be appointed by the Bishop for a term of five years; they shall perform all duties assigned to them by the Bishop.
 - B. Archdeacons shall be responsible to the Bishop for the proper administration of their respective Archdeaconries.
 - C. Archdeacons may be reappointed by the Bishop, for one or several terms of office.
 - D. Each Archdeacon shall have a stall in the Cathedral.
 - E. If there be no coadjutor bishop, the Executive Archdeacon shall be the administrator of the See should it become vacant. If there be no Executive Archdeacon, or if the Executive Archdeacon be unable to act, the Dean of the Cathedral followed by the Archdeacon senior by appointment as an Archdeacon shall act as administrator. The administrator shall be the convening authority authorized to call an electoral Synod.
 - F. An Archdeacon may resign, or may be removed from office by the Bishop prior to the completion of his or her term.
3. DEANERIES
The Bishop at his or her discretion may alter the limits of any existing Deanery, dissolve existing Deaneries, or create new Deaneries. Deanery Councils may recommend such modifications to the Bishop.
4. DEANERY COUNCILS
 - A. Where the Bishop has decided to have a Deanery, it shall have a Deanery Council.
 - B. Deanery Councils shall include members of three kinds:
 - i. Ex-officio: the Officers of Synod
 - ii. The lay and clerical members of Synod of the said Deanery;and
 - iii. Parochial:
The parochial members shall consist of the following:
 - a) the licensed clergy of the Deanery who are not members of Synod;
 - b) an elected layperson from each church in an amalgamated Parish not already represented by a lay member of Synod;
 - c) an elected lay person from a Parish where the person who attended Synod as the lay delegate from that Parish has died, has formally become a member of

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another vestry within the diocese or has moved their permanent residence outside the boundaries of the diocese of Quebec.

- C. Parochial members for category b) & c) in article 7 B iii above shall be elected at a special vestry meeting of the said Parish and shall serve until a new Deanery Council is formed following an Ordinary session of Synod.
- D. The Deanery Council shall be chaired by the Rural Dean. Should the Rural Dean be absent or unable to act at a meeting of the Deanery Council, the members present shall elect a Chairperson *pro tempore* from among its members.
- E. The Council shall meet at least twice in each calendar year.
- F. In the event that the decisions of the Deanery Council are at variance with those of Synod or the Diocesan Executive Council, those of Synod and the Diocesan Executive Council shall take precedence.
- G. The mandate of Deanery Councils shall be to:
- i. foster a sense of community and interdependence among Parishes;
 - ii. discuss common problems and formulate policy on them;
 - iii. consider matters of religious or public interest as they relate to the Deanery;
 - iv. coordinate events locally to promote ministry through educational activities, symposiums and gatherings where ideas and experiences may be shared;
 - v. publicize to the Parishes within the Deanery the decisions taken at Diocesan Synod and at the Diocesan meetings, and facilitate the implementation of such decisions;
 - vi. request application for financial aid from Parishes within the Deanery, evaluate and rank them, advise the Treasurer of Synod of the amounts granted thereby from the monies provided from the Diocesan budget, the names of the recipients, together with a detailed report on the evaluation process; Deanery Council may itself initiate or promote projects for ministry and mission in the Deanery, or entertain requests for financial aid from other Anglican bodies for such projects, to be evaluated and ranked along with the afore-mentioned requests;
 - vii. consult regularly on the formulation of the Diocesan Budget, and other areas which relate to the Diocese as a whole, and communicate the results of those consultations to the Diocese.
- H. Quorum of the Deanery Councils shall be 40% + 1 of the lay and clerical members of Synod of the Deanery together with the parochial members. A Lay member of Synod for whom a Parochial member has been elected under the procedure set out in article 7 B iii c) shall not count towards the Deanery Council quorum.

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I. TASK FORCES

- i. Deanery Councils shall have the power to create, subject to budgetary limitations, Task Forces to deal with specific areas of its mandate.
- ii. Each Task Force shall be limited in size, lifespan and scope by the motion creating it.
- iii. The Chairperson of each Task Force shall be a member of Deanery Council. In order to obtain the needed expertise, any or all of the members of a task Force may be appointed by the Deanery Council from the general membership of the Parishes in the Deanery.
- iv. The Chairperson of the Task Force shall submit a written report to every Deanery Council meeting.

5. RURAL DEANS

A.

- i. The Rural Dean shall be the Chairperson of the Deanery Council.
- ii. The election of the Rural Dean shall take place at the first Deanery Council meeting following each Ordinary Synod.
- iii. All members, lay or clerical who are members of the last Ordinary Synod shall be eligible for election.
- iv. On election the Rural Dean will immediately assume the chair.
- v. Rural Deans may be re-elected
- vi. A Rural Dean may resign, or may be removed from office by resolution of the Deanery Council prior to the completion of his or her term of office.

B. Rural Deans shall

- i. Call and Chair the meetings of the Deanery Council;
- ii. promote the welfare of the Deanery and encourage its Deanery Council to fulfill the responsibilities;
- iii. present a written annual report to the Bishop and a written report to each Ordinary Synod on the state and progress of the church in the Deanery, the acts of the Deanery Council, and any other matters of particular concern to the region.

6. DEANERY CLERICUS

A Clericus Chapter shall consist of all the clerics within a Deanery. It shall meet for mutual aid, comfort, and support, for education and for discussion of issues which are of concern. The Deanery Clericus does not have any legislative authority. Due to the informal nature of this gathering, any chairing shall be of an informal nature.

7. CONFERENCE CALL MEETINGS

Consultations of Deanery Councils may be carried out, as need, by radio, telephone or electronically where practicable, provided that proper minutes thereof are kept and signed.

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CANON 15 VESTRY MEETINGS, CHURCH-WARDENS AND CORPORATIONS

ANNUAL MEETING

1. The date of the Annual Vestry Meeting shall be determined by the Corporation of each Parish, and according to Canon 17, after notice given thereof during Divine Service on the previous Sunday for the purpose of:
 - A. appointing/electing Church-wardens and in the case of amalgamated parishes Deputy Church-wardens for the ensuing year;
 - B. receiving the audited financial statement from the Corporation, approving a budget and transacting other business connected with the temporalities of the Church, and other matters relating to the life of the Church;
 - C. nominating Lay Delegates and their alternates to Synod according to Canon 5, and
 - D. appointing two or more auditors;
 - E. confirm the value of all insured property.

EXTRAORDINARY OR SPECIAL VESTRY MEETINGS

2.
 - A. The Incumbent or the Church-wardens may call a Special Vestry meeting whenever they consider it necessary. Notice, including the purpose of the meeting, must be given at least eight days prior to the meeting including during Divine Service on the previous Sunday. Notice of the meeting must also be affixed to the outer doors of the Churches in the Parish.
 - B. An application may be made to the Incumbent or Church-wardens to hold a Special Vestry meeting. This application, signed by at least 6 members of the Vestry, must include the purpose of the meeting. If this application is accepted, notice is given as in A) above. If the Incumbent or Church-wardens refuse to call a meeting then one week after the application, six of the members who signed the application may proceed to call a Special Vestry meeting. A signed notice of this meeting shall be affixed to the outer doors of the Churches in the Parish at least one week prior to the meeting.
 - C. The Incumbent will chair the meeting and if absent the Chairperson will be the person named by the majority of vestry present.
 - D. The Vestry Secretary will record the meeting and if absent the Chairperson will appoint a Secretary. A record of the meeting will be kept in the Vestry Minute Book.

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ELECTION/APPOINTMENT OF CHURCH-WARDENS

3. At the Annual Vestry Meeting
 - A. one Church-warden shall be elected by the majority of those present and entitled to vote at such vestry meeting;
 - B. the other Church-warden shall be appointed by the Incumbent of the said Parish;
 - C. prior to the election or appointment of Church-wardens, the chairperson of the Vestry Meeting shall read aloud sections 7 through 13 of this Canon, which provision may not be waived.

4. In the case of the members of the Vestry declining or neglecting to elect a Church-warden, both Church-wardens for the current year shall be appointed by the Incumbent.

5. In the case of the Incumbent, if present, declining or neglecting to appoint a Church-warden, or, being absent, neglecting to appoint in writing a Church-warden, both Church-wardens for the current year shall be elected by the members of the Vestry present.

6. In the case of Congregations which exist during a period of the year only
 - A. a meeting shall be called after notice being given during Divine Service on one Sunday during that period.
 - B. All who attend such meeting and declare themselves in writing to be regular attendants at the Services of the Church in the congregation amongst whom they claim the right to vote shall have the right to elect two members to discharge the duties of Church-wardens.

7. In the case
 - A. of the death or removal from the community of a Church-warden, or
 - B. the resignation of a Church-warden tendered in writing to the Corporation,provision for his or her replacement shall be made within one month. To replace the elected Church-warden, a Special Vestry Meeting shall be held to elect a replacement. To replace the appointed Church-warden, the Incumbent shall appoint another and inform the Parish at Divine Service immediately following the date of the appointment.

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8. Church-wardens must be 21 years of age, members of the congregation, and members of the Anglican Church of Canada.
9. Church-wardens shall hold office for one year or until their successors are either elected or appointed. Their terms of office may be renewed.
10. Church-wardens must be Parishioners and vestry members of the Parish for which they are elected or appointed and except in those cases of congregations that exist during a period of the year only, and which have been recognized by the Lord Bishop as such, cannot serve as a Church-wardens for more than one Parish concurrently.

CHURCH-WARDENS' DUTIES

11. In addition to their duties as members of the Corporation, and those duties required by law under the Church Temporalities Act, Church-wardens shall:
 - A. inspect all property belonging to its Parish, and note any repairs required
 - B. see to the collection of all dues pledged
 - C. see that a book is kept in the vestry where, immediately after Divine Service, the amount of the offertory collection and any other pertinent information regarding services held are recorded.
 - D. aid the Incumbent in informing the Parish of the various contributions which they are called upon to make for Church purposes
 - E. see that the Church property is insured at the expense of the Parish in accordance with the wishes of the Vestry meeting and Diocesan Synod requirements
 - F. see that a book of records is kept showing abstracts of all titles and deeds under which land in the Parish is held
 - G. see that all things necessary for the Offices of the Church are supplied
 - H. see that the Church is warm, clean and well ventilated prior to and during Divine Service
 - I. maintain good order in and about the Church during Divine Service
 - J. preserve, safeguard and hand over to their successors in office all material in their possession related to the office
 - K. present a report to the Annual Vestry Meeting.

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12. DEPUTY CHURCH WARDENS

A Parish Vestry with more than one Church will at their annual meeting elect one Deputy Church-warden for each church in the Parish. The mandate of the position is to assist the Church-wardens by providing local leadership within the Parish, advising the Church-wardens of specific needs of the Church and assisting them in the management of the property. Such Deputy Church-wardens must be 16 years of age, members of the Church in which they are to serve and members of the Anglican Church of Canada. Deputy Church-wardens are not members of the Church Corporation, do not automatically have the right of succession on the death or resignation of one of the elected Church-wardens nor do they have any of the legal responsibilities or duties of the duly elected Church-wardens as listed in article 11 of this canon.

CHURCH CORPORATIONS

13. Except for those congregations otherwise provided for by letters patent issued prior to 6th October 1843, the Incumbent and Church-wardens of every Parish in this Diocese shall constitute a Corporation.
14. Each Corporation so constituted shall use the name and style of "Incumbent and Church-wardens of said Parish or Church (designating the Church) at
15. Each Corporation shall:
 - A. meet its fair share contribution to Synod funds;
 - B. represent the interests of its Parish;
 - C. manage all property and money belonging to its Parish;
 - D. exercise all powers and duties vested in it by law or these Canons;
 - E. submit to the Annual Vestry Meeting an audited financial statement for the year ended the previous 31st December and a draft budget for the current year;
 - F. submit a copy of the approved financial statement to the Diocesan Office;
 - G. complete the federal charitable return and the Synod Annual Return and file by the deadlines as set out in Canon 23.
16. The books of accounts of the Corporation shall be the property of Vestry. The Corporation shall carefully preserve such books and shall permit any member of the Vestry to inspect them at any reasonable time.
17. Church corporations can be dissolved by a request from the Corporation to the Bishop and his or her agreement by Episcopal Act with that request.

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PARISH COUNCILS

18. In order to provide more local engagement and leadership within the Parish each vestry is encouraged to have a Parish Council. The Parish Council shall meet together to discuss their shared financial responsibility within the Parish and to discuss their common purposes, goals and opportunities. The Parish Council will consist of the Incumbent, clergy licensed to the Parish, the Church Wardens, deputy Church Wardens if those exist in the Parish, the lay members of Synod and others elected by the Vestry who shall also determine the total size of the Parish Council. In Parishes with more than one Church there should be a representative from each who could be one of those in the categories already listed. No person shall be eligible for membership in the Parish Council except a member of such Vestry who has attained the age of 16 years. In the event that the members of the Vestry at the annual meeting are unwilling or unable to complete such election, or in the case of a vacancy in the Parish Council, any vacancy shall be filled by appointment by the Corporation. The members of the Parish Council shall hold office until the next annual meeting of the Vestry or until their successors have been elected or appointed.
19. The Parish Council shall serve an advisory role to the Corporation of the Incumbent and Church-wardens with regard to the temporalities of the Church.
20. Parish Councils have no legal standing and cannot pass motions binding on either the Vestry or the Corporation.

Constitution and Canons

CANON 16 CHURCH PROPERTY

1.
 - A. Church property in the Diocese, both lands and tenements, shall be vested in:
 - i. the Bishop; or
 - ii. Church Society of the Diocese of Quebec; or
 - iii. the Corporation of the Congregation; or
 - iv. the Bishop in trust or
 - v. The Corporation of the Parish
 - B. Congregations acquiring new Church property shall have the Title Deeds registered in the name of the Bishop in trust for the Parish.
2. Parishes shall maintain their property in good order. The cost of maintenance and repair of Church property regardless of who holds title shall be defrayed by each Parish or cure individually.
3. BUILDINGS AND ALTERATIONS
 - A. The Bishop's consent must be obtained for:
 - i. the construction of any new buildings on Church property; or
 - ii. any structural alteration or additions to existing buildings on Church property; or
 - iii. the acquisition or purchase of any Church property.
 - B. Before any Church property is built or altered, the following must be submitted to the Bishop:
 - i. the plans for the work;
 - ii. an estimate of the costs; and
 - iii. a statement of how the work is to be financed.

The Bishop may appoint an ad-hoc advisory body of knowledgeable persons to advise him or her on such matters as plans submitted for approval.
 - C. Within three months of the completion of construction on any Church property referred to in 3 A) i) and ii) above, an Audited Financial Statement must be submitted to the Bishop.

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4. DISPOSAL OF PROPERTY

The Corporation of any Parish may dispose of Church property registered in their name or in the name of the Bishop in Trust for them, provided that:

- A. The Parish expresses its consent at a regular Vestry Meeting, or one called especially for that purpose; and
- B. The Corporation of the Parish submits the Resolution of Consent together with details on the proposed sale to the Bishop; and
- C. The submission indicates how the Corporation wishes to use the proceeds of the sale. These proceeds will, unless an exception is made by the Bishop, be deposited in Church Society Pooled Funds with the revenue being directed to the parish; and
- D. the Bishop agrees with the uses of the proceeds as outlined in c. above and has given his written approval for the sale.

5. DISPOSAL OF PROPERTY WHEN A CHURCH OR PARISH CLOSES

In the case of the closure of a Church or a Parish the proceeds from the liquidation of its assets registered in their name or in the name of the Bishop in Trust for them, shall be turned over to the Synod and after any arrears to the Synod and Church Society are paid, be invested in the diocesan pooled funds, and that the income be allocated for use the ongoing ministry of the diocese with a priority for ministry in the Parish or in the region.

6. TRINITY CHURCH, STE-FOY

Nothing in this canon shall contradict the Act respecting Trinity Church, Statute of Quebec 44-45 Victoria, Chapter 47 [Canon 27].

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CANON 17 OF THE TEMPORALITIES OF THE CHURCH IN THIS DIOCESE

Whereas by an Act of the Legislature of the Province of Quebec, passed in the forty-second and forty-third years of Her Majesty's reign, chapter sixty-nine, intituled: "An Act to extend the powers granted to the Provincial Synod of the Anglican Church by the Act of the late Province of Canada, 20 and 30 Vict. chap. 15, to the Diocesan Synod of Quebec, in so far as it relates to Church property in the said Diocese", has power and authority by by-law or Canon, approved by the Lieutenant-Governor in Council to make such repeal, change or amendment of and in all or any of the Acts recited in the preamble of the said Act 29 and 30 Vict. chapt. 15, as they shall deem advisable and necessary for the better and more uniform regulation and management, sale and disposal of all or any of the temporalities of the said Church in the Province of Quebec; therefore it is ordained that, from and after the approval of the Lieutenant-Governor in Council of this Canon, as in the said Act provided, the Act 6 Vict., chap. 32, being one of the Acts so recited, shall, with regard to this Diocese, be amended as follows:

1. Section 2 of the Said Act 6 Vict., chap. 32, is amended by adding thereto the following words: (adopted A.D. 1895 and 1920)

Vestry of Pewed Churches

Provided that no one shall be a member of a Vestry unless he shall have signed in a book provided for the purpose by the Congregation, a declaration that he is a regular attendant on the Services of the Church in the Congregation amongst whom he claims the right to vote;

Provided always that no person shall be allowed to vote in any Vestry meeting who has not signed such declaration at least three months previous to the date at which the meeting is held;

Provided also, that any person claiming the right to vote by virtue of any prior declaration may be required to make the declaration anew, at any vestry meeting at which he proposes to vote;

Provided also, that in any and every case in which a Congregation is acting for the first time under this Canon, it shall suffice that the declaration be signed at the meeting then held.

Vestry of Free Churches.

In all Churches and Congregations of this Diocese in which the seats are free, the Vestry shall consist of all those male and female members of the Congregation, of the full age of twenty-one (21) years, who shall declare themselves in a book provided for the purpose by the Congregation, to be regular attendants on the Services of the Church in the Congregation amongst whom they claim the right to vote, provided that no person can be a member of more than one Vestry in the Diocese other than the Vestry of any Church which exists during a portion of the year only.

Provided always, that no person shall be allowed to vote at any Vestry meeting who has not signed such declaration at least three months previous to the date at which the meeting is held.

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Provided also, that any person claiming the right to vote by virtue of any prior declaration, may be required to make the declaration anew, at any Vestry meeting at which he or she proposes to vote;

Provided also, that in any and every case in which a Congregation is acting for the first time under this Canon, it shall suffice that the declaration be signed at the meeting then held.

2. Section 3 of the said Act 6 Vict., chap. 32 is hereby repealed and the following substituted therefore:

where there are more Churches or Congregations than one in the Parish or Mission, the Incumbent shall hold such meeting for the out-stations at any time within the said month of January, after giving notice thereof on some previous Sunday. In case of the death, resignation in writing to the Incumbent, or change of residence to twenty miles or more from any such Church or Congregation of either of the Church Wardens, or of his ceasing to be a qualified member of the vestry of such Church, then a Vestry meeting shall be called within one month for the election by the Vestry of a Warden, if the vacancy be in the office of the elected Warden; and if the vacancy be in the office of the nominated Warden, the Incumbent shall appoint another by giving public notice to that effect in Church or Congregation on some Sunday within one month from the vacancy. Provided always, that if, from any cause a Vestry meeting shall not take place at the time aforesaid, such appointment of Church Wardens may take place at any subsequent Vestry meeting, to be called in the manner provided by section 10 of the said Act 6 Vict., chap. 3

In the case of Congregations worshipping at Cacouna and the Island of Orleans, and similar Congregations which exist during a period of the year only, a meeting of the Congregation shall be called for any day between the twentieth day of July and the twentieth day of August in each year, after due notice on one Sunday. All who attend such meeting and declared themselves in writing, in a book provided for that purpose by the Congregation, to be regular attendants on the services of the Church in the Congregation amongst whom they claim the right to vote, shall have the right of electing two members of the Church of England to discharge the duties of Church Wardens.

3. Section 9 of the said Act 6 Vict., chap. 32, is hereby repealed, and the following substituted therefor:

CHURCH WARDENS SHALL ACCOUNT TO VESTRY AND ACCOUNTS BE AUDITED

All Church Wardens, appointed as aforesaid, shall yearly and every year, render in writing a just, true and perfect account at the annual Vestry meeting to be held, or at an adjourned meeting to be held within a fortnight after such annual meeting, fairly entered in a book or books to be kept for that purpose, signed by the said Church Wardens (which book or books shall be the property of the Vestry), of all sums of money by them received, and of sums rated or assessed by the Vestry and remaining unpaid or otherwise due and not received; and also of all goods, chattels and other property of such Church or Parish in their possession as such Church Wardens; and of all monies paid by such Church Wardens so accounting; and all other things concerning their said office; which said account, and book or books, shall have been referred

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to two or more Auditors, appointed by the annual Vestry meeting. In case of the appointment of a new Church Warden or Church Wardens, the Church Wardens then retiring from office shall pay and deliver over unto such succeeding Church Wardens the book or books, and all sums of money, goods, chattels and other things which shall be in their possession; and the said book or books shall be carefully preserved by such Church Wardens; and they shall and are hereby required to permit any member of such Vestry, as aforesaid, to inspect the same at all reasonable times. In case any retiring Church Wardens shall make default in rendering a correct account as aforesaid or delivering over such books, goods, or other things, as aforesaid, it shall be in the power of the succeeding Church Wardens to take legal proceedings for such default; provided that the same process may be enforced against any Church Warden changing his residence to a distance of twenty miles or more from the church or ceasing to be a qualified member of the Vestry, and against the representatives of any deceased Church Wardens.

4. The following provisions are added to the said Act Vict., chap. 32:

TITLE

(1) For the purposes of the said Act 6 Vict., chap. 32, and of this Canon, the Church of England, by whatever name designated, either in the said Act or in any of the statutes recited or referred to in the preamble of the present Canon, shall be known and designated as the CHURCH OF ENGLAND IN CANADA, being the name adopted therefor by the Provincial Synod.

(2) For the purpose of the said Act 6 Vict., chap. 32, and of this Canon, in all cases not otherwise provided for, every Clergyman licensed by the Bishop to any sole charge shall be deemed to be the Incumbent or Parson of all Churches or Congregations in the district specified in his license.

POWERS

(3) The Incumbent and the Church Wardens of every Church or Congregation in this Diocese, as shall have been duly appointed in virtue of the present or any other Canon of this Diocese, being constituted by the said Act 42-43 Vict., chap. 69, section 2, a corporation, shall as such use the name and style of the Incumbent and Church Wardens of Church or Congregation (designating the Church) at .. and shall represent the interests of such Church or Congregation, and manage the property, belonging to the Church or Congregation for which such Incumbent and such Church Wardens shall have been appointed; and all the powers now vested in the Church Wardens in and by section 12 and in the Church Wardens in conjunction with the Rector or Incumbent, and in and by section 6 of the said Act 6 Vict., chap. 32, shall hereafter be possessed and exercised by the said corporation.

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5. The following amendment made to the Act 6 Vict., chap. 32:

SALE OF PEWS

The property in any pew shall not be sold, nor shall any pew be let for a longer period than twelve months, anything in sections 6, 7 and 8 of the said Act 6 Vict., chap. 32, to the contrary notwithstanding.

Approved by the Lieutenant-Governor in Council, February 13th. 1882

CANON 18

AMALGAMATION OF PARISHES

1. The Bishop has the right and power to define the boundaries of new Parishes.
2. The Bishop may erect a new Parish out of part or all of one or more existing Parishes. Before doing so the Bishop shall consult the Clerics and the Lay Delegates of the existing Parishes in a Parish meeting.
3. Parishes proposing to amalgamate must enter into a joint agreement for such amalgamation, prescribing the terms and conditions thereof, the mode of carrying the same into effect, and stating the name of the new Parish, the names, callings and places of residence of the church-wardens and deputy church-wardens thereof, and how and when the subsequent church-wardens and deputy church-wardens as required by the diocesan canons shall be appointed or elected, as applicable, with such other details as may be necessary to perfect the amalgamation and to provide for the subsequent management and working of the new Parish.
4. The agreement shall be submitted to the Bishop and members of each of the existing Parishes in a Parish meeting thereof called for the purpose of taking the same into consideration.
5. To be adopted, the joint agreement must be voted by at least two-thirds of the members present at the meeting; the adoption shall be certified on the agreement by the Bishop under his seal. Following the adoption, the Bishop shall issue an Episcopal Act of amalgamation under his seal of office.
6. All rights of creditors against the property, rights and assets of a Parish amalgamated, and all liens upon its property, rights and assets, shall be unimpaired by such amalgamation, and all debts, contracts, liabilities and duties of such Parish shall thenceforth attach to the new Parish, and may be enforced against it to the same extent as if such debts, contracts, liabilities and duties had been incurred or contracted by it.
7. Graveyards and cemeteries associated with the former Parishes become the responsibility of the new Parish, as the case may be. The Church-wardens may at the annual vestry meeting request that the vestry elect a cemetery committee or committees from their members to assist the Church-wardens to manage the affairs of and maintain these cemeteries.
8. The erection of an amalgamated Parish will be recorded as an Episcopal Act. A copy of this Act will be sent to the church corporations of the existing Parishes which were amalgamated.

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9. The Incumbent and Church-wardens of the amalgamated church corporations will call a joint Special Vestry meeting of the members of their Parishes which will serve as the first annual vestry meeting of the new Parish for the purpose of:
 - a. Appointing/electing church-wardens and deputy church-wardens as required by the diocesan canons;
 - b. Receiving the final audited financial statement from the former corporations, approving a budget for the new Parish, transacting other business connected with the temporalities of the church and other matters relating to the life of the church;
 - c. Nomination of candidates for election as regional Lay Delegates and their alternates to Synod;
 - d. Appointing two or more auditors;
 - e. Confirming the value of all insured property; and
 - f. Conduction such other business as shall be required by the Canons, requested by the Bishop or necessary for the benefit of the corporation.
10. Current Church Corporations may apply for continuance under the Quebec Religious Corporations Act. Any such application or any new church corporations created under the Religious Corporations Act will be bound by the Diocesan Canons and will be required to have the Lord Bishop of Quebec as the Visitor.

CANON 19

AUTHENTICATION OF RECORDS AND CANONS

1. The Journal of Synod shall be certified by the Bishop and the Secretary as the Official Record of Synod Proceedings.
2. Official copies of the Constitution and Canons of the Diocese shall be certified by the Bishop and by the Secretary.
3. Certified copies of, or extracts from the Journal, shall be received as legal evidence wherever Synod has jurisdiction. Copies shall be certified by the Bishop or his Commissary, and by the Secretary.

CANON 20

DELEGATES TO GENERAL AND PROVINCIAL SYNODS

1. At its last Ordinary Session prior to each meeting of General Synod and Provincial Synod the Diocesan Synod shall elect the number of Clerical and Lay Delegates and their Alternates as determined by General and Provincial Synods.
2. Delegates to General Synod and Provincial Synod may be re-elected; no such Delegates may attend more than three consecutive Ordinary Meetings of General Synod or Provincial Synod.
3. Delegates shall hold office until their successors are elected; or until they cease to be members of Diocesan Synod.
4. Any Delegate unable to attend a Meeting of General Synod or Provincial Synod shall inform the Secretary at least fourteen days prior to the meeting; the Secretary shall notify the Alternate accordingly.

If there are not sufficient Delegates to attend a Meeting of General Synod or of Provincial Synod, the Bishop shall appoint additional Delegates; he or she shall issue a certificate to each additional Delegate, signed by him or her and bearing his or her seal.

CANON 21

PENSION PLAN AND CONTINUING EDUCATION PLAN

1. PENSION PLAN

Canon VIII of the Anglican Church of Canada - The General Synod Pension Plan - together with the Regulations governing the operation of the Pension Plan, are accepted as the Pension Plan and Regulations, for members of the Diocese of Quebec.

2. CONTINUING EDUCATION

Canon XII of the Anglican Church of Canada - Continuing Education Plan - together with the Regulations governing the operation of the Continuing Education Plan, are accepted as the Continuing Education Plan and Regulations, for members of the Diocese of Quebec.

CANON 22

THE QUEBEC DIOCESAN GAZETTE

1. The Quebec Diocesan Gazette (Gazette) shall be the diocesan newspaper of the Diocese of Quebec.
2. The Gazette shall be one of the diocese's instruments of communication and shall be published by Synod of the Diocese of Quebec
3. The mandate of the Gazette shall be to serve as a means of encouragement, communication, and community building among the regions of the Diocese, with special emphasis on regional activities and matters of concern for both laity and clergy. It shall provide an opportunity for the bishop to address the people of the Diocese directly and seek to cover items from outside the Diocese that bear on its corporate life.
4. The Gazette shall provide a channel for information and a forum for discussion. The Gazette shall be encouraged to express a wide range of opinion within the Diocese and shall enjoy editorial independence.
5. The editor of the Gazette, whose duties and responsibilities shall be outlined in a position description, shall be appointed by the Diocesan Bishop in consultation with the Diocesan Executive Council.

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CANON 23

PARISH RECORDS AND STATISTICS

1. Each Parish shall obtain, from the Diocesan Registrar, a Register, in which the Cleric shall record all details of Baptisms, Marriages and Burials. Upon the deposit of the completed register in the diocesan Archives, a new register will be provided.
2. The Cleric shall moreover maintain:
 - A. a list of the names of any persons received into the Church and the date of his or her reception; and
 - B. a current Register of Communicants; and
 - C. with the assistance of the Church-wardens or Deputy church-wardens the Vestry book.
3. Not later than March 15th of every year, the Corporation of each Parish shall submit to Synod, through the Diocesan Office, a report on the full operation of the Parish and the election of Parish officers. This report shall contain a full Financial Statement, Balance Sheet and the budget adopted by the Annual Vestry Meeting and all other pertinent information and statistics in accordance with the requirements of the Diocesan Synod
4. Not later than July 1st of each year, the corporation of each Parish shall deposit a copy of the duly completed Provincial and Federal Charitable Returns with the Synod Office.
5. Vestry minute books shall be the property of the Vestry, but once filled and no longer used on a regular basis, they shall be deposited for safe keeping in the Diocesan Archives.
6. No cleric may be transferred from one ministry to another, nor may clergy wishing to leave the diocese receive their Letter Dimissory until the Bishop is satisfied that the duties referred to in this canon have been fulfilled.

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CANON 24 DIOCESAN ARCHIVES

The Diocese shall maintain an archive of records pertaining to its history, to the functioning of Synod, Church Society, Parishes and congregations, and to individuals connected with the Church. The Archivist shall collect, catalogue, preserve, maintain and make available these records.

1. The Diocesan Archivist shall be appointed by the Bishop.
2. The Diocesan Archivist shall maintain the Archives in keeping with standards set out by professional bodies such as the Canadian Council of Archives.
3. The Diocesan Archivist shall collect and catalogue archival material pertaining to every level of diocesan activity.
4. Synod, Diocesan Boards and Committees, Parishes and congregations shall deposit with the Archives all non-current material such as minute books, civil registers, correspondence, plans and photographs. If the Archivist deems the material not to be pertinent to the Archives, or to have no archival value, the Archivist shall so advise the would be depositor and shall return the material to him or her on request.
5. The Diocesan Archivist shall apply each year to Synod or to the Diocesan Executive Council for funds to maintain and operate the Archives.
6. The Diocesan Archivist shall be authorised to make and sign applications to outside organisations for funding for the improvement and operation of the Archives.
7. The Diocesan Archivist shall submit a written report to each Session of Synod on the operation of the Diocesan Archives.
8. The Diocesan Archivist shall maintain liaison with the General Synod Archivist and with the Provincial and National Anglican Archivists' networks.

CANON 25 THE BISHOP'S COUNCIL

This Canon rescinded November 29, 2015

CANON 26

THE CARE AND ADMINISTRATION OF CEMETERIES

1. The Diocesan Registrar shall keep a Diocesan Cemetery Registry on cemeteries under the care of the diocese, congregations, and Parishes in the Diocese of Quebec.
2. The Diocesan Cemetery Registry shall include (but not be limited to) the following information:
 - a. an up-to-date list including location of all cemeteries presently in use, with the names and addresses of their respective treasurers;
 - b. In the case of a congregation having a cemetery committee the names of the members with their coordinates;
 - c. maintain in cooperation with the Diocesan Archives a list of orphaned Anglican cemeteries;
 - d. a listing of bank accounts with account numbers, location of endowments and investments for each cemetery
3. Every Anglican cemetery unless separately incorporated under the Cemetery Companies Act is considered to be an integral part of the congregational assets. Church-wardens are by civil and canon law responsible for keeping the book of accounts and this includes those of the cemeteries associated with their congregations. Church-wardens may at the annual vestry meeting request that the vestry elect a Cemetery Committee, who shall be members of that vestry and be elected annually, to assist the Church-wardens to manage the affairs of the cemetery and any other buildings in connection therewith.
4. It shall be the responsibility of the Church-wardens to complete an annual information sheet for the Diocesan Cemetery Registry to be sent to the Diocesan Office along with the reports already required under Canon 23 article 3 by March 15th of every year. The Registrar will make a written report to each Synod and an annual report to the fall meeting of the Diocesan Executive Council on the state of Anglican cemeteries within the diocese and make recommendation thereon.
5. Monies received by a congregation or a cemetery from the sale of lots, bequests to the cemetery or that have been given to be used for perpetual care shall be deposited in the Church Society of the Diocese of Quebec Pooled Funds in the name of the congregation having responsibility for the cemetery. The income of the endowment funds shall be paid out to the congregation or cemetery for the upkeep of the cemetery grounds.
6. All monies received by a Cemetery, if not deposited in the congregation's bank account, shall be deposited in a trust account in the name of the Cemetery in a branch of any chartered bank or credit union duly registered in Quebec, and any withdrawals there from by cheque or otherwise shall carry the signatures of two members of the Cemetery Committee or the Church-wardens. The account number of such a trust account shall be supplied to the Diocesan Registrar when the account is opened.

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7. The Registrar shall:
- a. maintain an up-to-date file of the current laws of Quebec pertaining to cemeteries and be available to consult with representatives of cemeteries as occasion may require;
 - b. respond to queries from institutions or individuals with respect to diocesan cemeteries in the geographic boundaries of the Diocese.
 - c. to keep Church-wardens informed of canon and civil law regarding cemeteries.
 - d. whenever possible or necessary meet with the with representatives of parishes and congregations with cemeteries
 - i) to receive reports on the state and needs of each cemetery
 - ii) to coordinate, where advantageous, maintenance contracts
 - iii) to prepare long-term plans (10 years) for the ongoing care and administration of all the cemeteries.
8. In the case of orphaned cemeteries the Registrar shall serve as the administrator. The revenue from monies held by Church Society for these shall be deposited with Church Society and under the direction of the Registrar used for the care and upkeep of such cemeteries.

CANON 27

RESPECTING TRINITY CHURCH, STE-FOY

The Church of the Holy Trinity, in Ste-Foy, Quebec, whose members reside within the limits of other Parishes in Greater Quebec, remains subject to the conditions under which it was originally established, and to the Statute of Quebec 44-45 Victoria, Chapter 47.

BILL

An Act to incorporate the Congregation of "Trinity Church", Quebec.

Whereas the Incumbent and Congregation, at present occupying the Chapel of the Holy Trinity, on Saint Stanislas Street in the City of Quebec, have by their petition, prayed that the said Incumbent and Congregation be constituted a Body Politic and Corporate for the purpose of acquiring and possessing the aforesaid Chapel of the Holy Trinity, with all rights, civil and ecclesiastical thereunto belonging: and for such other necessary purposes as the interests of the Congregation may, from time to time, or at any time, demand: and whereas it is expedient to grant the prayer of the said petition: therefore, Her Majesty by and with the advice and consent of the Legislature of Quebec enacts as follows:

1. The Reverend Robert Ker, J. H. Richardson, Geo. King, Saml. Mitchell, Henry J. Morton, H. F. Wallace, Jas. Kelly, T. H. Mahony, W. Budden, Samuel Kennedy, T. H. Argue, Henry C. Austin, James T. Orkney, J. G. Boyce, Geo. Mead, W. H. Tapp, John S. Thom, Wm. Brown and all other persons who are now, or who may, hereafter, become members of the Congregation aforesaid, shall be and are hereby constituted a Body Politic and Corporate, under the name of Trinity Church, and, as such, may sue and be sued, plead and be impleaded in all Her Majesty's courts of law.
2. By the term "Member of the Congregation" shall be understood, one who is an habitual attendant, in conformity with the provisions of the seventh Canon of the Constitution of the Diocese of Quebec, and an annual subscriber to the Sustentation Fund of Trinity Church.
3. The said Corporation is hereby empowered to purchase and hold in perpetuity, by any legal title, the aforesaid Chapel of the Holy Trinity, with all rights whatsoever possessed by and vested in the present owner of the property, the Reverend Edmund A. Sewel, M.A.
4. The aforesaid Chapel of the Holy Trinity, so acquired, shall be used for ever as a Church of the Church of England, and none other; the Rector and Congregation, and their successors, carrying out the rites and ceremonies of the Church of England aforesaid, in conformity with the usages at present and for many years past, adopted in the aforesaid Chapel of the Holy Trinity.
5. It shall be lawful for the said Corporation to elect by ballot or otherwise, three or more Trustees, they being, at the same time, members of the above mentioned Corporation, whose duties shall be to collect and disburse all moneys connected with the purchase fund, sign all legal documents and do such other necessary acts as the purchase of property and execution of the deeds may demand.

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6. The Corporation aforesaid shall have power to purchase property for parsonage or school buildings, as may be deemed necessary.
7. Furthermore, the Corporation shall have a general power to make by-laws for regulating all matters connected with the property and to amend or alter such by-laws, from time to time, as occasion may arise for such alteration or amendments.
8. The present act shall come into force on the day of its sanction.

CANON 28

APPOINTMENT OF A BISHOP'S COMMISSARY

1. The Bishop may appoint a Bishop's Commissary.
2. The Bishop's Commissary shall
 - A. perform duties assigned by the Bishop,
 - B. act for the Bishop in performing the assigned duties during the Bishop's absence, and
 - C. hold all the Bishop's executive powers for those duties while so acting.

CANON 29

THE CATHEDRAL CHAPTER

This Canon rescinded November 29, 2015

CANON 30 CANONICAL AMENDMENTS

1. Every proposed amendment to the Canons or the Constitution of the Diocese of Quebec shall be submitted in writing to the Secretary of Synod.
2. The proposed amendment shall be submitted to a Diocesan Executive Council meeting by the Secretary, at least 60 days before the Synod at which that amendment is to be debated.
3. If the proposed canonical amendment is approved by a majority of Synod, it becomes effective immediately.

CANON 31 TRUSTEESHIP

This Canon rescinded November 29, 2015

CANON 32

THE ORDER OF THE DIOCESE OF QUEBEC

1. The Order is to honour lay people who over the years have made contributions in time and energy to furthering the work of the Church within this diocese.
2. That once a year the Bishop will call upon each Deanery to nominate a candidate for appointment to the Order of the Diocese of Quebec.
3. The Bishop will consider those nominees and at his discretion may make a single appointment to the Order.
4. There is no requirement that an appointment be made every year.
5. In the first two years of existence of the Order the Bishop may, if he so chooses, make up to three addition appointments for a total of five.
6. Members are to be inducted into the Order by the Bishop at a diocesan event.

APPENDIX A

ORDER OF PROCEEDINGS AT MEETINGS OF SYNOD

1. COMMENCEMENT & BISHOP'S CHARGE
 - A. The First Sitting of the Synod in each Session shall be preceded by a Celebration of Holy Communion.
 - B. The Bishop shall deliver his or her Charge either during this Service or after the election of Officers.
 - C. The Collection at the Offertory on this occasion shall be devoted to such objects as the Bishop shall designate.

2. ORDER PAPER
 - A. On the first day of Synod, the Bishop shall appoint an Agenda Committee of two to serve with the Secretary in drawing up the order of business for each day.
 - B. Notwithstanding Section 9, such Committee may adapt the Order of Proceedings to fit the special circumstances of each Session of Synod.

3. SITTING OF SYNOD

The Ordinary Sitzings of the Synod shall be as set out in the circular and subject to change by the Chairperson as circumstances warrant.

4. OPENING OF SYNOD
 - A. The Synod shall be opened by the Bishop or his or her Deputy, taking the Chair and calling the meeting to order.
 - B. The Secretary shall then call out the names of the Clerics entitled to seats, and enter in the Journal the names of those Clerics present.
 - C. The Secretary shall then call out the names of the Lay Delegates duly appointed, and, the roll having been called, enter in the Journal the names of those Delegates present.
 - D. The Secretary shall report all cases of irregular or defective certificates, to be referred to a Committee of two members appointed by the Chairperson. The Secretary together with the Committee shall examine the Certificates and report thereon. The decision to admit or exclude each such delegate shall be made by Synod.

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- E. The Treasurer of the Synod shall present a list of those Parishes in good standing in respect of their contribution to the Synod Funds, together with a list of those Parishes at present in arrears, and the Secretary shall affix thereto the names of the respective Delegates. This list, amended by the Treasurer, to the date of sitting, shall be conclusive as to the right of any Delegate named therein to take his or her seat during the Session in so far as the qualification of payment to the Synod Funds is concerned.

5. ELECTION OF OFFICERS

- A. Should the office of the Registrar or Treasurer be vacant and following the presentation of the Report of the Nominating Committee, Synod shall proceed to fill the vacancy by election.
- B. Should the office of Secretary or Assistant Secretary be vacant or should the office holder have served in that position for three consecutive Ordinary Synods and following the Report of the Nominating Committee, Synod shall hold an election to fill the position(s).
- C. The office holders so elected will be appointed to the office immediately upon election in the case of a vacancy or two months following the prorogation of Synod in the case of a holder elected to replace either the Secretary or the Assistant Secretary who has filled the maximum term.
- D. In the case of a vacancy between ordinary Synods, the Bishop shall appoint an office holder to serve pro tem. until the next Ordinary Synod.

6. PRIVILEGES OF THE HOUSE

Following the election of officers, if that was necessary, the Synod shall recognize and grant Privileges of the House to the Diocesan President of the ACW and to the Executive Director if that office is within the diocesan structure. Synod may grant Privileges of the House to others at this time or as required at any time during any sitting of Synod.

7. APPOINTMENT OF COMMITTEES

The names of members appointed by the Bishop to the various sessional Committees of Synod shall be announced.

8. ELECTION TO DIOCESAN COUNCILS AND BOARDS

Following the presentation of the Report of the Nominating Committee, Synod shall elect such members to the various Councils and Boards as are provided for in the Canons and Constitution.

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9. HEADS OF COMMITTEES AND VACANCIES

- A. Whenever a Committee is appointed, a chairperson shall be named. In the event of there being no such nomination, the first person on the list shall be Convenor, and the Committee shall elect its own chairperson.
- B. A vacancy on any committee, board, council or task force is deemed to have occurred if any elected member fails to attend two consecutive meetings without being excused and minuted as such by that committee, board, council or taskforce. If a vacancy, caused by death, resignation or some other circumstance should occur among the members of a Committee appointed by the Synod or by the Diocesan Executive Council, and unless otherwise provided for by the canons, the Bishop shall appoint a person for the unexpired period.
- C. Meetings of Committees and Boards of Synod are normally open to all members of the diocese; the Chair may invite guests and resource persons as necessary. Privileges of the House may be granted to any or all present by vote of the committee.
- D. Appendix B of the canons titled “Rules and Orders at Meetings of Synod” shall apply to all Committees, Boards and Councils of Synod with the exception of articles 3 and 22 or where otherwise provided for by the canons.”

10. DAILY ORDER OF BUSINESS

Following the election of Officers, the business of Synod shall be placed on the Agenda and disposed of, on this and each day of the Session, in the following order:

- A. Reading, correction and adoption of the minutes.
- B. Reading and dealing with correspondence.
- C. Reading and dealing with Petitions and Memorials.
- D. Giving Notices of Motions already received as required by Canon 6.
- E. Considering any other business already received as required by Canon 7 (Duties of Secretary).
- F. Presenting Reports and proposing action thereon.
- G. Reading and considering, if required, Reports previously presented.
- H. Considering any other business.

11. BALLOTING FOR GENERAL AND PROVINCIAL SYNOD DELEGATES

- A. On the second day of Synod, between the hours of twelve thirty and two, p.m., shall take place the balloting for the election of Delegates to the General Synod and to the Provincial Synod, and of the ten clerics forming the Board of Triers.
- B. The scrutineers shall check off the names of those casting their ballots.

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12. SCHEDULE OF ENACTMENTS

Before the prorogation of each Session of a Synod, a Schedule of all Enactments which have been adopted and sanctioned at such Session shall be read and signed by the Bishop, and an entry thereof made in the minutes. All motions must have the assent of the Bishop before coming into effect, the Bishop's signature being evidence of his assent.

13. NOMINATING COMMITTEE

- A. At least 60 days before Synod convenes, the Diocesan Executive Council shall appoint a Nominating Committee to consider and recommend to Synod the names of Clerical and Lay Delegates to serve on the various standing Committees and Boards, as required by the Constitution and Canons of the Diocese.
- B. At least 30 days before Synod convenes, the Rural Deans shall notify the Nominating Committee of the names of Clerical and Lay Delegates for nomination to serve on these Boards, Committees and Councils.

APPENDIX B RULES AND ORDERS AT MEETINGS OF SYNOD

1. CALL TO ORDER

Upon the Bishop or other presiding officer taking the Chair, the meeting shall be called to order.

2. OPENING EXERCISES

The meeting shall be opened with prayer.

3. QUORUM

A quorum of the Synod at its Ordinary meetings shall consist of not less than one-fourth of the Clerics and of the Lay Delegates respectively.

4. MINUTES

Following verification and declaration of quorum, the minutes of the proceedings at the previous Session of the Synod shall be examined, amended at need, and approved.

5. POINTS OF ORDER

All points of Order shall be decided by the Chairperson.

6. WITHDRAWAL OF NON-MEMBERS

The Chairperson may require at any time that all non-members withdraw, and that proceedings be suspended until they do so.

7. SUSPENSION OF THE RULES OF ORDER

Any Rule of Order, except numbers 3 and 22 may be suspended by the consent of two-thirds of the members present and voting.

8. CALL TO ORDER

Any person called to order when speaking shall immediately be seated, and not rise again until the point of order has been determined.

9. MANIFESTATION OF FEELING

No manifestation of feeling, such as applause or dissatisfaction, shall be in order.

10. MOTIONS TO BE CONSIDERED

No motion shall be considered as before Synod (excepting such as proposed by the Bishop or one of the committees of Synod) unless duly seconded and previously reduced to writing.

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11. SPEAKING TO MOTIONS

- A. No member shall speak more than once to the same motion, unless in explanation of his or her previous remarks. An exception shall be made for the mover of the original motion, who shall be permitted to reply; and
- B. No member, in addressing the Synod, shall introduce into the discussion matter foreign to the subject. Such members shall be called to order.
- C. If possible, speakers shall alternate between lay and clergy.

12. DISPOSITION OF MOTIONS

When a question is under consideration, no other motion shall be received, with the exception of motions

- A. to amend, or
- B. to commit it, or
- C. to postpone it to a certain day, or
- D. to adjourn Synod

13. WITHDRAWAL OF MOTIONS

Once a motion has been read to the Synod from the Chair, it shall not be withdrawn by the mover without the consent of the meeting.

14. AMENDMENT OF MOTIONS

- A. Once an amendment has been proposed and is under consideration, no new amendment shall be received, and
- B. Only one sub-amendment shall be allowed at a time.

15. DECISIONS ON AMENDMENTS

All sub-amendments and amendments shall be voted upon in that order before the original motion be put to the Synod.

16. THE RIGHT TO HAVE MOTIONS READ

At any time during debate, any member shall have the right to require that the motion or other matter under discussion be read for information.

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17. QUESTIONS FROM THE CHAIR

- A. While any question is being put from the Chair, the members remain seated and preserve silence.
- B. When the question is put, no member may retire until the motion has been disposed of.

18. VOTING

In voting, those voting in the affirmative shall vote first, followed by those voting in the negative. When voting by orders, the order of laity shall be called on to vote first.

19. RE-INTRODUCTION OF QUESTIONS

A question having been once determined shall not be discussed again in the same session.

20. PROTEST, DISSENT AND RECORDED VOTES

No protest or dissent shall be entered in the minutes of proceedings; however, upon request by any three members, the number of affirmative and of negative votes, and the names of those so voting, shall be recorded.

21. COMMITTEE REPORTS

- A. Reports of all committees shall be made in writing, signed by the Chairperson of Synod, and received, according to ordinary procedure, without a motion for their acceptance, unless re-committed by vote of the Synod.
- B. All reports recommending or requiring any action or expression of opinion by Synod, shall be accompanied by a motion for the recommended action of the House thereon.

22. NOTICE IN CASE OF AMENDMENT TO CANON

No Canon or alteration of a Canon shall be brought forward at any session of Synod without it first having been submitted to a meeting of the Diocesan Executive Council, and subsequently printed and circulated among all delegates to Synod at least 30 days prior to its meeting. In the event of a Canon or an alteration of a Canon being submitted to the Secretary of Synod three months (90 days) before Synod but after the last Diocesan Executive Council meeting, the Bishop will call a special meeting of the Diocesan Executive Council to submit the resolution(s).

APPENDIX C

THE ELECTION, APPOINTMENT, CONSECRATION AND RESIGNATION OF BISHOPS

Part I - General

Interpretation

1. In this Canon

- "*assistant bishop*" means a bishop who is already consecrated and who is appointed to assist a diocesan bishop but who does not have a right of succession;
- "*coadjutor bishop*" means a bishop who is elected or appointed to assist a diocesan bishop and who has the right to succeed the diocesan bishop when the diocesan bishop ceases to hold the office of diocesan bishop;
- "*diocesan bishop*" means the bishop who has jurisdiction and pre-eminence in a diocese;
- "*electoral synod*" means a meeting of a diocesan synod called to elect a bishop;
- "*Metropolitan*" means the Metropolitan of the Ecclesiastical Province of Canada;
- "*suffragan bishop*" means a bishop elected or appointed to assist a diocesan bishop but who does not have a right of succession.

Canonical Requirements

2. Any priest or bishop of The Anglican Church of Canada or of a Church in full communion therewith who is at least 30 years of age may be elected or appointed as a bishop.

Financial Provision

3. The Metropolitan shall ensure that there is sufficient financial provision for the support of a bishop before a bishop is elected or appointed.

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Confirmation of Elections

- 4.1. If the Metropolitan is not the President of an electoral synod at which a bishop is elected, the President and Secretaries of the synod shall, within seven days after the election, certify the election to the Metropolitan.
- 4.2. When a bishop is elected the Metropolitan shall forthwith notify the other bishops of the province.
- 4.3. Each bishop shall, within seven days after being notified of the election, inform the Metropolitan that he or she concurs with, or objects to, the election.
- 4.4. A bishop may object to an election on the ground that the person elected either
 - a. has not attained 30 years of age,
 - b. is not a priest or bishop of the Anglican Church of Canada or of a Church in full communion therewith,
 - c. is deficient in learning, training or experience,
 - d. has either directly or indirectly secured or attempted to secure the office by improper means,
 - e. is guilty of crime or immorality, or
 - f. teaches or holds, or within the previous five years has taught or held, anything contrary to the doctrine or discipline of the Anglican Church of Canada.
- 4.5. The House of Bishops of the Ecclesiastical Province of Canada shall consider and determine any objection to an election and the decision of the House of Bishops is final.

Consecrations

- 5.1. When the election of a bishop has been confirmed, unless the person elected is already a bishop the Metropolitan shall, with the assistance of at least two other bishops, consecrate the bishop-elect.
- 5.2. Before a bishop-elect is consecrated,
 - a. the Metropolitan shall cause a duly attested certificate of election to be read during the service of consecration and shall declare that there is no constitutional or canonical impediment to the consecration, and
 - b. the bishop-elect shall make and subscribe an oath of due obedience to the Metropolitan and such other oaths, declarations or promises as are required by Canon.
- 5.3. The Metropolitan may consecrate a bishop-elect who has been elected to fill an impending vacancy in the office of diocesan bishop before the vacancy occurs and a

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bishop-elect so consecrated shall become the diocesan bishop immediately on the occurrence of the vacancy.

Retirements and Resignations

- 6.1 Subject to any applicable secular law, a bishop ceases to hold office when he or she attains the age of 70 years.
- 6.2 A bishop may resign before attaining the age of 70 years by submitting a resignation to the Metropolitan and the House of Bishops.
- 6.3 A bishop who is the Metropolitan may resign before attaining the age of 70 years by submitting a resignation to the diocesan bishop in the province senior by consecration and the House of Bishops.

Diocesan Procedures

7. In a diocese in which Part II of this Canon is not in force
 - a. bishops shall be elected or appointed in accordance with rules adopted by the diocesan synod, and
 - b. the diocesan synod may request the House of Bishops to appoint a diocesan bishop, a coadjutor bishop or a suffragan bishop.

Part II - Optional Uniform Procedures

Interpretation

8. In this Part
 - "*convening authority*" means the person or body that may call a special meeting of the diocesan synod;
 - "*Council*" means the body, by whatever name it is designated, constituted by the diocesan synod to exercise the powers of the diocesan synod between meetings of that synod and, where an executive committee of the Council has been constituted and has been given the powers of the Council, includes that executive committee;
 - "*Search Committee*" means a Search Committee elected or appointed pursuant to section 9.

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Calling an Electoral Synod

- 9.1 In a diocese where there is no coadjutor bishop an electoral synod shall be called to elect a diocesan bishop when
- a. a vacancy occurs in the office of diocesan bishop,
 - b. the diocesan bishop has submitted a resignation to the Metropolitan and less than six months remains until the effective date of the resignation, or
 - c. the diocesan bishop has attained the age of 69 years and six months.
- 9.2 An electoral synod shall be called to elect a coadjutor or a suffragan bishop when the diocesan bishop informs the diocesan synod that in his or her opinion the diocese requires a coadjutor bishop, or a suffragan bishop, and
- a. the diocesan synod by resolution concurs in the opinion of the the diocesan synod that in his or her opinion or the diocesan bishop, and
 - b. the Metropolitan determines that there is sufficient financial provision for the support of a coadjutor bishop, or a suffragan bishop.
- 9.3 An electoral synod shall be called to elect a coadjutor bishop or a suffragan bishop where
- a. there is no coadjutor bishop,
 - b. there is no suffragan bishop, and
 - c. the Council determines that the diocesan bishop, for any cause, is unable to attend to the duties of a diocesan bishop by reason of mental or physical incapacity.
- 9.4 Where the Council determines that the diocesan bishop is unable to attend to the duties of a diocesan bishop by reason of mental or physical incapacity, the Council shall decide whether the electoral synod should elect a coadjutor bishop or a suffragan bishop.
- 9.5 Where the convening authority is not the Metropolitan, the convening authority shall consult with the Metropolitan and, where the convening authority is not the Council, the convening authority shall consult with the Council with respect to fixing the time and place for the electoral synod.
- 9.6 After such consultation has taken place the Council shall
- a. fix a day, time and place for the electoral synod and direct the convening authority to give notice of the electoral synod,
 - b. elect or appoint the diocesan members of the Search Committee,
 - c. appoint the Secretary of the Committee who may, but need not, be a member of the Committee.

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- 9.7 The date of the electoral synod shall not be earlier than 16 weeks after the day on which the Council elects or appoints the diocesan members of the Search Committee.
- 9.8 The Council may request the Metropolitan to appoint members of the Provincial Synod to the Search Committee.
- 9.9 The convening authority shall, when the Council has elected or appointed the diocesan members of the Committee, send to each member of the diocesan synod, written notice of the day, time, place and purpose of the electoral synod.
- 9.10 When a diocesan bishop or a coadjutor bishop is to be elected, or where a suffragan bishop is to be elected at an electoral synod pursuant to subsection 9.3 the convening authority shall include in the notice of the electoral synod
- a. the name and address of the Secretary of the Search Committee, and
 - b. a statement that any member of the synod may, not later than eight weeks before the date of the meeting, submit in writing to the Secretary of the Search Committee the name or names of any person or persons proposed by the member for the position to be filled.

Notice to the House of Bishops

10. When a diocesan bishop or a coadjutor bishop is to be elected, or where a suffragan bishop is to be elected at an electoral synod called pursuant to subsection 9.3, the convening authority shall inform the members of the House of Bishops of the Ecclesiastical Province of Canada of the name and the address of the Secretary of the Search Committee, that the Search Committee has been appointed, and that any member of the House may, not later than eight weeks before the date of the electoral synod, submit in writing to the Secretary of the Committee the name or names of any person or persons proposed by the member for the position to be filled.

The Search Committee

- 11.1 The Search Committee shall consist of
- a. three clerical members of the diocesan synod and three lay members of the diocesan synod elected or appointed by the Council,
 - b. when requested by either the Council or the Search Committee, a bishop, a priest and a layperson appointed by the Metropolitan from among the members of the Provincial Synod from other dioceses, and
 - c. the diocesan bishop, if the electoral synod is called to elect a suffragan bishop pursuant to subsection 9.2.

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- 11.2 The convening authority or a person designated by the convening authority shall convene the first meeting of the Search Committee.
- 11.3 The Search Committee shall, at its first meeting, elect a Chair and determine its procedures and may, if the Council has not done so, request the Metropolitan to appoint members of the Provincial Synod to the Committee.

Duties of Search Committee

- 12.1 When a diocesan bishop or a coadjutor bishop is to be elected, or where a suffragan bishop is to be elected pursuant to subsection 9.3, the Search Committee shall
- a. prepare for the approval of the Council, a written description of the general qualifications and requirements for the position to be filled and any specific qualities that the Search Committee considers to be desirable in the person who will fill the position;
 - b. receive in writing from members of the diocesan synod and from members of the House of Bishops of the Province the names of any persons proposed by them as nominees for election together with information as to the clerical position or office, address and telephone number of each person so proposed and a statement that the person has consented to be proposed;
 - c. determine which of the persons proposed pursuant to clause (b) in the opinion of the Committee meet
 - i. the canonical requirements for election, and
 - ii. the qualifications, requirements and qualities determined pursuant to clause (a);
 - d. inform the proposer of any person proposed whom the Committee does not intend to nominate for election, of that fact;
 - e. determine the names of other persons who in the opinion of the Committee meet
 - i. the canonical requirements for election, and
 - ii. the qualifications, requirements and qualities determined pursuant to clause (a);
 - f. enquire of the persons identified pursuant to clauses (c) and (e) whether they consent to being nominated for election, and obtain from those who do consent written confirmation of such consent;
 - g. prepare a list, arranged alphabetically by surname, of the persons identified pursuant to clauses (c) and (e) who have consented to being nominated;
 - h. obtain from proposers, from persons to be nominated, or otherwise the information required for communication to the members of the electoral synod;

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- i. prepare appropriate information about each person to be nominated for communication to the members of the electoral synod in such a manner that
 - i. as a minimum there is a brief curriculum vitae for each person to be nominated,
 - ii. the information is communicated in a standard format and reproduced in a uniform quality, and
 - iii. the identity of the person or persons who proposed any person for nomination under this section or under section 15 is not communicated to the members of the electoral synod; and
 - j. present its report to the electoral synod and nominate the persons listed pursuant to clause (g).
- 12.2 When a suffragan bishop is to be elected at an electoral synod called pursuant to subsection 9.2 the Search Committee shall
- a. prepare for the approval of the diocesan bishop a written description of the general qualifications and requirements for the position to be filled and any specific qualities that the Search Committee considers desirable in the person who will fill the position; and
 - b. in consultation with the diocesan bishop determine the names of at least ten persons who in the opinion of the Search Committee meet
 - i. the canonical requirements for election, and
 - ii. the qualifications, requirements and qualities determined pursuant to clause (a).

Nominations by Diocesan Bishop

- 13.1 When a suffragan bishop is to be elected at an electoral synod called pursuant to subsection 9.2, the diocesan bishop shall nominate six or more of the persons whose names have been determined pursuant to clause 12.2.b and who have consented in writing to being nominated.
- 13.2 When a suffragan bishop is to be elected at an electoral synod called pursuant to subsection 9.2, the diocesan bishop shall inform the Search Committee of the names of the nominees and the Search Committee shall
- a. obtain from the nominees, or otherwise, the information required for communication to the members of the electoral synod; and
 - b. prepare appropriate information about each nominee for communication to the members of the electoral synod in such a manner that
 - i. as a minimum there is a brief curriculum vitae for each nominee, and

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- ii. the information is communicated in a standard format and reproduced in a uniform quality.

Notice of Nominations

14. At least two weeks before the electoral synod the convening authority shall send to each member of the synod
 - a. a list of the persons nominated by the Search Committee pursuant to clause 12.1.j or by the diocesan bishop pursuant to subsection 13.1,
 - b. a copy of the information prepared pursuant to clause 12.1.i or 13.2.b,
 - c. where the election is of a diocesan bishop or a coadjutor bishop or of a suffragan bishop pursuant to subsection 9.3, a description of the procedure for further nominations pursuant to section 15, and
 - d. a description of the procedures to be followed at the electoral synod.

Further Nominations

15. At an electoral synod where a diocesan bishop or a coadjutor bishop is to be elected, or where a suffragan bishop is to be elected pursuant to subsection 9.3, any two members of the synod may nominate any person who meets the canonical requirements for election for election and who has consented in writing to be nominated if, at least 72 hours before the commencement of the electoral synod, such members have provided to the Secretary of the Search Committee
 - a. written notice of their intention to nominate,
 - b. the intended nominee's written consent to nomination, and
 - c. a brief curriculum vitae of the intended nominee in a form prescribed by the Council or approved by the Search Committee.

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Quorum

- 16.1 Subject to any canon enacted under section 27, a quorum of the electoral synod consists of a majority of the clerical members of the synod and a majority of the lay members of the synod.
- 16.2 If a quorum is not present at the time appointed for the opening of the synod, the members present may adjourn from time to time until a quorum is obtained and it is not necessary that any further summons be sent to the members of the synod.

President

- 17.1 The Metropolitan or a bishop designated by the Metropolitan shall be the president of the electoral synod.
- 17.2 If the Metropolitan or the designated bishop is unable to preside the members of the electoral synod shall elect a president from among the lay members of the synod.

Celebration of Holy Communion

18. On the day appointed for the meeting of the electoral synod the members of the synod shall gather for a celebration of the Holy Communion.

Election Procedures

- 19.1 When the electoral synod convenes, following celebration of Holy Communion, the president shall
- a. unless the electoral synod has been called to elect a suffragan bishop pursuant to subsection 9.2, permit further nominations to be made pursuant to section 15,
 - b. if further nominations are made, suspend the meeting until the curricula vitae of those nominees are distributed to the members of the synod,
 - c. read the names of all nominees in alphabetical order by surname, and
 - d. introduce the nominees who are present.
- 19.2 A nominee may withdraw his or her name from the balloting at any time.
- 19.3 The members of the electoral synod vote by secret ballot, the orders of clergy and laity voting separately.

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- 19.4 The president of the electoral synod shall appoint a committee of the clerical and lay members of the synod to separately collect and count the ballots cast by the clerical and lay members of the synod.
- 19.5 After each ballot the president shall announce the number of clerical and lay votes cast for each nominee and shall declare removed from the balloting the name of
- a. any nominee who did not receive any votes, and
 - b. the one nominee, if any, who received the fewest votes in both orders simultaneously, unless only two nominees remain.
- 19.6 Subject to subsection (7), balloting shall continue until a nominee is elected or until only two nominees remain.
- 19.7 Subject to any diocesan canon enacted under section 27, balloting shall continue until a nominee receives the votes of two thirds of the members of the order of clergy present and voting and two thirds of the votes of the members of the order of laity present and voting.
- 19.8 When fewer than three names remain in the balloting, if an election does not occur after three further ballots, the electoral synod may
- a. by a majority of each order decide to continue balloting on the same name or names,
 - b. by a majority of each order decide to adjourn and direct the summoning of another electoral synod within six months,
 - c. by a majority of either order decide to open the meeting to re-nomination of any of those nominees who have earlier withdrawn their names or whose names have earlier been removed from the balloting, or
 - d. by the same number of votes in each order as is required for an election request the House of Bishops of the Ecclesiastical Province of Canada to appoint a bishop,
- but, if the electoral synod has been called to elect a suffragan bishop pursuant to subsection 9.2, no such decision or request shall be made without the concurrence of the diocesan bishop.
- 19.9 If at any time only one name remains in the balloting the members of the electoral synod shall mark their ballots "in favour" or "not in favour" of the nominee whose name remains.

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Procedure When Election Occurs

- 20.1 When there is an election the President shall
- a. declare the elected person to be the bishop-elect, and
 - b. inform the bishop-elect of the election and request that person's consent to the election and to the formal submission of his or her name to the Metropolitan, and, where such consent is given order that the ballots be destroyed.
- 20.2 If within a reasonable time, as determined by the President, the person elected is not available or able to consent to the election or does not consent to the election, the President shall
- a. announce to the members of the electoral synod
 - i. that the elected person has not consented to the election, and
 - ii. that if the elected person does not consent to the election within seven days after the adjournment, the electoral synod shall be reconvened on a date which is at least thirty days after the day on which the electoral synod adjourns; and
 - b. adjourn the electoral synod.
- 20.3 When an electoral synod is adjourned pursuant to subsection (2) and the person elected does not consent to the election within seven days after the day on which the meeting is adjourned, the president of the electoral synod shall reconvene the synod by giving each member of the synod notice stating that
- a. the elected person has not consented to the election within seven days after the electoral synod was adjourned, and
 - b. the electoral synod is to be reconvened on such date and at such time and place as is set out in the notice.
- 20.4 A notice given pursuant to subsection (3) shall be given a reasonable time, as determined by the president, before the synod reconvenes.
- 20.5 At an electoral synod that is reconvened pursuant to subsection (3), the members shall resume voting from the point at which it ceased but the name of the person who was elected and who did not consent shall be removed from the list of nominees.

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Validity of Election or Appointment

- 21.1 When the elected person has consented to the election, unless the president is the Metropolitan, the president shall forthwith notify the Metropolitan of the election.
- 21.2 Any question as to the validity of the process followed in electing or appointing a bishop shall be submitted to the Metropolitan before the consecration, or, in the case of a bishop already consecrated before the installation, of the person elected or appointed and the decision of the Metropolitan is final.

Appointment of an Assistant Bishop

22. The diocesan bishop may appoint a bishop of the Anglican Church of Canada or of a Church in full communion therewith to be an assistant bishop for a term of not more than five years at any time after
- a. the diocesan bishop informs the diocesan synod that in his or her opinion the diocese requires an assistant bishop,
 - b. the diocesan synod, by resolution, concurs in the opinion of the diocesan bishop, and
 - c. the Metropolitan determines that there is sufficient financial provision for the support of an assistant bishop.

Forms and Regulations

23. The Council may prescribe forms for use under this Canon and may make such regulations, not inconsistent with this Canon, as are necessary to facilitate the orderly conduct of an electoral synod.

Coadjutor Bishop's Right of Succession

24. A coadjutor bishop, when consecrated, has the right to succession to the office of diocesan bishop and succeeds to that office immediately it becomes vacant.

Duties of Coadjutor, Suffragan and Assistant Bishops

25. A coadjutor bishop, suffragan bishop or assistant bishop shall perform such duties and exercise such Episcopal functions as the diocesan bishop assigns and, if the diocesan bishop is mentally incapacitated to a degree that he or she is not able to fully perform Episcopal duties and functions, shall perform such Episcopal duties and exercise such Episcopal functions as the diocesan bishop could, but for the incapacity, perform and exercise.

When in Force in a Diocese

- 26.1 This Part shall come into force in a diocese when the diocesan synod adopts a Canon that
- a. declares it to be in force, and
 - b. repeals all diocesan Canons inconsistent herewith.
- 26.2 The synod of a diocese in which this Part is in force may adopt a Canon
- a. declaring that this Part is not in force, and
 - b. prescribing rules and procedures for the election or appointment of bishops in the diocese.

Diocesan Modifications

27. The synod of a diocese in which this Part is in force may, by canon, prescribe
- a. that the quorum of the electoral synod consists of a percentage or fraction of the members of each order greater than a simple majority;
 - b. that a percentage or fraction of the votes of the members of each order greater present and voting smaller than two-thirds, but not less than a simple majority is required for an election;
 - c. that the diocesan bishop shall hold office for a fixed term and the circumstances in which such term shall be extended;
 - d. that the term of office of a suffragan bishop shall expire at a time related to the occurrence of a vacancy in the office of diocesan bishop.

Note: The text was supplied by the Ecclesiastical Province of Canada whose Synod has the sole power to amend it. While every effort has and will be made to ensure that this text is accurate, in the event of any discrepancy between this version and their official printed version, the latter shall prevail

END NOTE

As per Canon 18 we certify that this is the official copy of the Constitution and Canons as duly amended by The Synod of the Diocese of Quebec.

Bishop Dennis P. Drainville
Lord Bishop of Quebec

Canon Stephen Kohner
Secretary of Synod