



## **Canon 19**

### **Parish Council**

#### **MEMBERSHIP OF COUNCIL**

1. Subject to section 10 of this Canon, in every Parish within the Diocese, there shall be a Parish Council consisting of the Incumbent, Churchwardens, Deputy Churchwardens (if any), Lay Representatives to Synod, substitute Lay Representatives to Synod and not fewer than four nor more than 12 members of the Vestry of the Parish, with the number to be determined by the Vestry and one-half of such number elected by the Vestry and one-half appointed by the Incumbent from amongst members of the Vestry. 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 Incumbent is unwilling or unable to make such appointments, any vacancy shall be elected by the members of the Vestry from amongst their number. In the event that the members of the Vestry at the annual meeting are unwilling or unable to complete such election, any vacancy shall be filled by appointment by the Incumbent. The members of the Parish Council shall hold office until the conclusion of the next annual meeting of the Vestry or until their successors have been elected or appointed.

#### **VACANCIES IN COUNCIL**

2. In the event that a vacancy occurs in the Parish Council amongst those persons elected by the Vestry, the Parish Council shall have power to fill such vacancy until the next annual meeting of the Vestry by appointment of another member of the Vestry. In the event that a vacancy occurs in the Parish Council amongst those members appointed by the Incumbent, the Incumbent shall have the power to appoint a member of the Vestry to hold office until the next annual meeting of the Vestry.

#### **QUORUM AND MEETINGS**

3. (a) A majority of the members of the Parish Council present in person or participating by telephone or other means in accordance with this section 3 shall form a quorum for all meetings of the Parish Council. The Parish Council shall meet not less than quarterly at the call of the Incumbent, of a Churchwarden or of any other two members of the Parish Council. If all of the members of Parish Council present at the first meeting after an annual Vestry meeting consent, all meetings of the Parish Council or of any committee or sub-committee of the Parish Council until the next annual meeting of the Vestry may be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to



communicate with each other simultaneously and instantaneously, and a member of Parish Council participating in such a meeting by such means shall be deemed to be present in person at each such meeting. There shall be no participation by proxy at any meetings of Parish Council or its committees or sub-committees.

(b) Despite paragraph 3(a), the Incumbent (or, in the event that there is no Incumbent, the Bishop's designate), shall have the discretion when they determine that circumstances warrant, to hold a Parish Council meeting in person, by video conference or other electronic means, or a combination thereof, regardless of how the Parish Council determines to hold its meetings at its first meeting after the annual Vestry meeting; provided that participants attending the meeting are able to hear each other and have the opportunity to be heard and when applicable, to vote. Persons participating in meetings which are held partially or completely by electronic means shall be counted for the purposes of quorum at the Parish Council meeting.

### **CHAIR**

4. The Incumbent or the Incumbent's designate shall be chair of all meetings of the Parish Council, provided that if the Incumbent or the Incumbent's designate is not present, the members present at the meeting shall appoint a chair of the meeting.

### **SECRETARY AND TREASURER**

5. The Parish Council shall appoint a secretary to record proceedings, who may but need not be the Vestry Clerk. The Treasurer (if any) shall be a non-voting member of the Parish Council unless they are an elected or appointed member of the Parish Council.

### **CONSULTATION AND REPORTING**

6. The Incumbent and the Churchwardens shall consult the Parish Council with respect to matters relating to the Church and the Parish. They shall make regular reports to the Parish Council on matters under their supervision or care.

### **VESTRY/PARISH COUNCIL RELATIONSHIP**

7. The Parish Council shall represent the Vestry of the Parish between meetings of the Vestry. It shall report its actions at the annual Vestry meeting and at all other meetings of the Vestry when required and shall use its best efforts to carry out all lawful resolutions of the Vestry of the Parish.



## **CHURCHWARDENS/PARISH COUNCIL RELATIONSHIP**

8. The Churchwardens shall act as the executive officers of the Parish Council and shall use their respective reasonable best efforts to carry out all lawful resolutions of the Parish Council of the Parish. The Incumbent and the Churchwardens may, with the consent of the Parish Council, delegate to the Parish Council, to committees or sub-committees of the Parish Council or to individual members of the Parish Council, matters relating to aspects of the life and administration of the Parish but no such delegation shall remove the responsibility from the Incumbent and/or Churchwardens.

### **REMOVAL OF A PARISH COUNCIL MEMBER**

9. a) In addition to the provisions of Canon 21, a member of Parish Council may be removed from their office in the event they:
- (i) remain unwilling or unable, following written notice setting out the alleged default in adequate detail by the Incumbent of the Parish and the Churchwardens, to perform their duties; or
  - ii) commits any material act or omission or
  - iii) is engaged in any course of conduct that may materially detrimentally affect either:
    - (a) the reputation of the Parish in particular or the Diocese generally, or
    - (b) the ongoing affairs and operations of the Parish or the Diocese.
- b) Subject to section 9 (c), in the event a member of Parish Council has breached any of the provisions in section 9(a) above, the Parish Council of the Parish may, at the request of the Incumbent and Churchwardens, enact a resolution requesting such member of Parish Council to resign their office. Should such a member of Parish Council thereafter refuse to resign their office, the Incumbent, or in the case of a vacancy in the position of Incumbent, the Bishop or the Bishop's designate, shall call a special meeting of the Vestry and the Vestry shall have power to remove such member of Parish Council from office by a majority vote. In the event of a removal of a member of Parish Council, a successor shall be appointed the manner provided in section 2 of this Canon.
- c) For clarity, should the member of Parish Council be accused of committing an Ecclesiastical Offence as enumerated in Canon 21, the rules, procedures, and penalties set out therein shall govern.



For the purposes of this section, the notice calling the special Vestry shall set out in sufficient detail the reasons for the decision of the Parish Council to remove the said member of Parish Council, and the member shall have the opportunity to speak at the special Vestry meeting called for the purpose of removing them.

### **COMMITTEES AND TASK GROUPS**

10. Parish Councils may from time to time appoint standing or temporary committees, subcommittees or task groups to assist the Parish Council in the performance of its duties and responsibilities. Such committees, subcommittees or task groups may carry out the duties or functions which may be assigned to them by Parish Council, subject to any applicable provisions of the Constitution or the Canons, and shall report to, and be subject to the oversight of, Parish Council. Such committees, subcommittees or task groups may be comprised of members who are not members of Parish Council and who shall serve in such capacity at the will of Parish Council. Examples of possible committees, sub-committees or task groups may include finance and audit, nominations, stewardship and fundraising, Christian Life and fellowship, and property and administration.

### **REGIONAL MINISTRY**

11. In the event that there are two or more Parishes functioning as a Regional Ministry, the Parish Council of each Parish shall be known as the Parish Council. The Parish Councils may, at the discretion of Vestry, replace the membership requirements in section 1 of Canon 19 with the following:

The Parish Council shall consist of Incumbent, Churchwardens, Deputy Church Wardens (if any), Lay Representatives to Synod, substitute Lay Representatives to Synod and not fewer than two nor more than four members of the Vestry of each Parish, with the number to be determined by each Vestry and one-half of such number shall be elected by the Vestry and one-half shall be appointed by the Incumbent.

12. A Parish Council shall meet not less than twice a year at the call of the Incumbent, of a Churchwarden, or of any other two members of the Parish Council.

13. The Parish Councils shall act in all matters pertaining to the life of the individual Parish. These matters shall include, but shall not be limited to, the care the buildings and other capital assets belonging to the Parish, the finances of the Parish and any matters of interest to the local Parish.

14. A Regional Ministry shall form a council to be called a Regional Council that has a membership of not more than 20 persons. Membership shall include at least one person from each Parish based on a proportional formula agreed upon by the



Vestries of all Parishes. Should the Vestries of the Parishes fail to agree upon a formula for membership in the Regional Council, then representation shall be in the same proportion as each Parish contributes to the overall Regional Ministry budget. Representative(s) of each Parish at the Regional Council shall be elected at a meeting of each Parish's Vestry and must be from the membership of the Parish Council.

14. The Regional Council shall elect from their number, one person, and the Incumbent, shall appoint one member of the Regional Council, to be Regional Wardens. The Regional Council and the Incumbent may also, at their discretion elect/appoint Deputy Regional Wardens.
15. Regional Wardens shall be subject to the provisions of Canon 18 as applicable, save and except for section 13 thereof. For greater clarity, Regional Wardens shall not act as a corporation as they do not supersede or assume the legal responsibilities of the Churchwardens of each Parish. Their duties include:
  - (a) the development of a budget for the common work of the Regional Ministry;
  - (b) acting as agents for the Churchwardens in the matter of keeping or causing to be kept proper, accurate and current books of account containing details of all financial matters relating specifically to the Regional Ministry and submitting complete financial reports to the member Parishes of the Regional Ministry from time to time;
  - (c) acting as agents for the Churchwardens, in consultation with the Director of Human Resources of the Diocese as a source of information and guidance, in the matter of appointing or dismissing any lay employees of the Regional Ministry;
  - (d) providing leadership to the Regional Council in a manner similar to that of Churchwardens as set out in Canon 18; and
  - (e) conducting all other matters relating to the effective functioning of the Regional Ministry and as directed to do so by the Churchwardens.
16. The Regional Council shall meet no less than quarterly at the call of the Incumbent, or a Regional Warden or of any two members of the Regional Council. The provisions of sub-paragraphs 3(a) and (b) of this canon pertaining to the holding of meetings shall apply to Regional Council meetings except where the context would otherwise require.



17. The Regional Council shall determine the Parish's shared financial responsibility of each Parish within the Regional Ministry as well as other common purposes, goals and opportunities.
18. All provisions of Canon 19 shall also apply to Parish Councils and Regional Councils, except where the context would otherwise not apply.
19. There shall be no participation by proxy at any meetings of Regional Council or Parish Council.

### **VACANCY IN INCUMBENCY**

20. During the duration of any vacancy in the Incumbency of any Parish, the duties and powers of the Incumbent under this Canon including the power to make appointments under this Canon (with the exception of the appointment of a Churchwarden, a deputy Churchwarden (if any) and the members of the Parish Council ordinarily appointed by the Incumbent) shall devolve upon the Priest-in-Charge of the Parish, if one has been appointed, or to the Bishop or the Bishop's designate, if a Priest-in-Charge has not been appointed, who may delegate such duties and powers to a Territorial Archdeacon. Such duties and powers shall be exercised during such vacancy in consultation with the Churchwardens of the Parish. The appointment of a Churchwarden, a deputy Churchwarden (if any) and the members of the Parish Council ordinarily appointed by the Incumbent shall be made by the Priest-in-Charge (if one has been appointed) of the Parish in consultation with the Bishop or the Bishop's designate.