



## Canon 29

### Administration and Finance Committee

1. There shall be an Administration and Finance Committee, which shall be responsible to Diocesan Council of Synod for all matters relating to the business administration and financial affairs of the Diocese and all properties under the direct control of Synod. Without limiting the generality of the foregoing, the Administration and Finance Committee shall be responsible to Diocesan Council for the following matters:
  - (a) budget;
  - (b) lands and property;
  - (c) investment;
  - (d) grants and loans;
  - (e) all matters pertaining to insurance; and
  - (f) such other matters as may be assigned to it by Diocesan Council.
2. The Administration and Finance Committee shall consist of the following persons:
  - (a) the Bishop or the Bishop's designate;
  - (b) the bishop(s) suffragan and coadjutor (if any);
  - (c) the Secretary-Treasurer;
  - (d) seven members (who may, but need not, be members of Synod) elected annually as required by Synod on the Nomination Ballot for up to a four-year term;
  - (e) up to seven additional members (who may, but need not, be members of Synod and who shall be those persons having special skills, knowledge, or experience useful to the Committee) appointed by the Bishop or the Bishop's designate in consultation with the chair of the Administration and Finance Committee for up to a four-year term.
  - (f) the chair of any sub-committee established under section 4 (if not already under 2(d) or 2(e) (non-voting))
  - (g) the Director of Finance, non-voting



3. The Territorial Archdeacons will receive copies of all meeting agendas and may attend any meeting as an observer. The election and appointment of members pursuant to sections 2(d) and 2(e) shall be subject to the following provisions:
  - (i) Members may be re-elected or reappointed for additional terms,
  - (ii) The Bishop or Bishop's designate shall recommend annually from the members a chair and vice-chair to the members of the Administration and Finance Committee for ratification at their first meeting following Synod each year.
  - (iii) The chair shall normally serve in that role for a maximum of three years.
  - (iv) The chair, vice-chair and members of the Administration and Finance Committee may be lay or clerical.
4. The Administration and Finance Committee shall establish such sub-committees and task forces as may be required to fulfill its duties and shall establish their terms of reference.
5. The membership of the sub-committees shall consist of:
  - (a) members (who may, but need not, be members of the Administration and Finance Committee) who shall be appointed annually as required by the Bishop or the Bishop's designate, in consultation with the chair of the Administration and Finance Committee, for a four-year term and who may be reappointed for additional terms;
  - (b) at least one member of the Administration and Finance Committee shall be a member of each sub-committee, and may, but need not be, the chair;
  - (c) the Bishop or the Bishop's designate shall recommend annually the chair of each sub-committee to the Administration and Finance Committee membership for ratification;
  - (d) the chair and the members of sub-committee may be lay or clerical.
6. Meetings of the Administration and Finance Committee and its sub-committees shall be held as follows:
  - (a) The annual inaugural meeting of the Administration and Finance Committee shall be called by the Secretary-Treasurer as soon as practicable following the annual meeting of Synod and before the first meeting of Diocesan Council. At such meeting, the members of the Administration and Finance Committee shall ratify the appointment of the chair and the vice-chair designated under 3(ii).



- (b) The chair of the Administration and Finance Committee and the chairs of the sub-committees shall consult with the Secretary-Treasurer as to the scheduling of the meetings and planning of the agendas.
  - (c) If practicable, the Administration and Finance Committee shall meet not less than ten days prior to each regular Diocesan Council meeting.
  - (d) The material from the Administration and Finance Committee for Diocesan Council shall be distributed in advance to all Diocesan Council members.
  - (e) All sub-committees shall ordinarily report through the Administration and Finance Committee to Diocesan Council.
7. Without limiting the generality of the foregoing, the Administration and Finance Committee shall:
- (a) make recommendations to Diocesan Council for plans for the orderly financial development of the Diocese;
  - (b) make recommendations to Diocesan Council with respect to expenditures from the capital funds of the Diocese;
  - (c) make recommendations concerning the Diocesan budget to Diocesan Council and recommendations for the raising of the necessary funds;
  - (d) make recommendations to Diocesan Council regarding the appointment of auditors and their remuneration;
  - (e) make recommendations to Diocesan Council regarding banking and Parish billing and payroll arrangements, systems of bookkeeping and accounting, the care of securities, investments, land, property and other matters relating to the finances of the Diocese and such other matters as the Administration and Finance Committee deems advisable;
  - (f) consider all applications for payment out of the Revolving Loan Fund or the Huron Development Fund and make recommendations to Diocesan Council thereon;
  - (g) consider and advise generally Diocesan Council on all matters relating to administration and finances of the Diocese.
8. The Administration and Finance Committee may assign any of its duties and responsibilities to a sub-committee or task force thereof for consideration and report to Diocesan Council.
9. The Secretary-Treasurer shall be the secretary of the Administration and Finance Committee and may, but need not, be the secretary of the sub-committees or task



forces thereof.