

# Synod Council’s Decision-making Authority and Delegation of Authority

*Policy* March 21, 2024



## Purpose

This policy defines the decision-making authority of Synod Council together with the authority that Synod Council delegates to the Finance Committee (“FC”), the Human Resources Committee (“HRC”), the Property Committee (“PC”), and the Risk & Governance Committee (“RGC”) (each, of the FC, HRC, PC and RGC are individually a “Committee” and collectively, the “Committees”) of Synod Council.

## Review

This policy will be reviewed on a regular basis.

## Synod Council

The general role of Synod Council is to act as the Synod between Synods. Its focus will be on policy and strategic issues and thus it will delegate to the Committees certain tasks. In particular, each Committee will develop an annual workplan for its activities which will be reviewed and approved by Synod Council. In addition, the expectation is that the Chair of each Committee will report to Synod Council at each meeting on the activities of the Committee of which they are the Chair.

Activity	Action(s)	Threshold/Limit	Canon/Policy	Reporting
Committee Workplan	Receive and Approve	Annual and mid-year check-in		Annually with mid-year check-in
Priorities and Plans and Financial Budget	Set	Recommend for Synod’s approval		Biannually
Audited Financial Statements	Approve			Annually
Strategic Planning	Set			When necessary
Orientation/Onboarding	Set			When necessary
Committee Chairs’ Report	Report	All Committees		Reports at each meeting

Grant, Anglican Foundation of Canada	Review, approve and forward application	Up to four times a year based on Foundation deadlines	Recommended by the College	
Further Allotment Appeal	Approve	Received within 30 days after the date of decision.	<i>Canon 4 - Diocesan Allotment</i>	
Litigation Report	Receive		Fiduciary reporting	Quarterly report
Compliance Certificate	Receive		Fiduciary reporting	Quarterly report
Grant, Ministry Allocation Fund (real estate)	Approve	Requests >\$750,000	<i>Capital Redeployment Policy</i>	
Grant, Ministry Allocation Fund (Congregational Growth)	Approve	Requests >\$100,000	<i>Capital Redeployment Policy</i>	
Consent Agenda	Approve/Receive as appropriate	-Income and Expenses (from FC) -Ministry Allocation Fund Balance (from FC) -Our Faith Our Hope Balance (from FC) -Allocations (from FW Allocations Committee) -Canon 25 Board reports -Anglican Foundation application recommendation (from the College) -Cast & Learn grants (from the College) -FaithWorks Updates (from Stewardship Development) -FaithWorks Goal (from Stewardship Development)		

## Finance Committee

The Finance Committee is a standing committee of Synod Council.

The Committee is established to:

- Provide financial oversight;
- Provide technology oversight.

<b>Item Delegated</b>	<b>Action(s)</b>	<b>Threshold/Limit</b>	<b>Canon/Policy</b>	<b>Reporting</b>
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in

Parish Administrators	Appoint, Oversee and Recall appointments		Canon 24	Reports when changes are made
Income and Expenditures, MAF and OFOH Balance	Monitor			Reports at each meeting
Diocesan Budget	Develop and recommend to Synod Council			Recommending approval Synod Council
Parish Fiscal Year-End	Approves any changes			Reports to Synod Council
Debt Forgiveness Program	Develop and Monitor			Parish Finance Advisory Committee annually
Parish Financial Viability Analysis				reports to Synod Council when required
Information technology	Oversee IT issues (other than recommending policy) that impact the Diocesan Centre and the Diocese more broadly (e.g. cloud storage)	Develop policies: - Social Media Policy, - Cloud hosting policy, IT security policies		reports to Synod Council when changes are made
Finance Policies	Develop	New policies		Recommend to Synod Council for approval
Notices of motion	Review and Report	To determine financial implications	<i>The Constitution</i>	Reports to Synod Council as needed
Investment Committee		Investment Committee		Reports quarterly to Finance Committee

## Human Resources Committee

This Human Resources Committee is a standing committee of Synod Council. The Committee is established to work with the Director of HR in recommending overall HR priorities and policies which have an impact on Diocesan employees or more broadly across the Diocese. Includes policy approval, fund reviews of STD and Parental leave, COLA approval, etc..

<b>Item Delegated</b>	<b>Action(s)</b>	<b>Threshold/Limit</b>	<b>Canon/Policy</b>	<b>Reporting</b>
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in
Cost of Living Adjustment	Approve		<i>Salary Administration Practices For the Diocesan Centre</i>	Reports to Synod Council
Clergy Moving Expenses contribution	Approve		<i>Canon 11 – Clerical Stipends</i>	Reports to Synod Council
Pregnancy and Parental Funding Source	Approve			Reports to Synod Council
Short Term Disability Funding Source	Approve			Reports to Synod Council
Compensation	Oversee	Compensation Committee comprised of the Chair, a Vice-Chancellor and one additional person	<i>Salary Administration Practices For the Diocesan Centre</i>	Provides a report to the Audit Committee and Finance Committee
Human Resources Policies	Develop	New policies: -retention of documents in HR files -Equity, Diversity and Inclusion -other Diocese-wide HR policies as needed		Recommend to Synod Council for approval
HR Policy	Review, Recommend changes, Oversee		-Sexual Misconduct Policy	Reports annually to Synod Council

Diocesan Missions	Consulting, oversight if applicable	Diocesan staff vs Diocesan Mission staff	<i>Canon 25 – Diocesan Missions</i>	
Designated Ministries	Oversight		<i>Canon 29 – Designated Ministries</i>	

## Property Committee

The Property Committee is a standing committee of the Synod Council.

The Committee is established to develop a property development strategy for the Diocese and to oversee property developments undertaken pursuant to that policy or otherwise. The policy will take into account the missional needs of the Diocese as determined by the College of Bishops and be in alignment with any specific mandates established by Synod and Synod Council.

<b>Item Delegated</b>	<b>Action(s)</b>	<b>Threshold/Limit</b>	<b>Canon/Policy</b>	<b>Reporting</b>
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in
Property Policies	Oversee		<i>Sale and Replacement of Rectory Policy</i>	
Property Policies	Develop	New Policies: Establish a property development policy for the Diocese Develop a long-term Leasing Policy		Recommend to Synod Council for approval
Parish redevelopment	Recommend for approval	Develop a systematic approach to parish redevelopment/model for property redevelopment		
Property Management of the Diocese	Recommend for Approval	-Short-term -Long-term		
Building or structural alterations	Consult with the Risk and Governance Committee and jointly recommend for approval	Costing >\$100,000	Canon 6 – on Property and Related Rights	Reports at each meeting

Grant, Ministry Allocation Fund (real estate)	Approve	Requests <\$100,000	<i>Capital Redeployment Policy</i>	
Grant, Ministry Allocation Fund (real estate)	Consult with the Risk and Governance Committee and jointly recommend for approval	Requests >\$100,00 and <\$750,000	<i>Capital Redeployment Policy</i>	Director of Property Resources acts as Liaison
Insurance	Oversight	Property		

## Risk and Governance Committee

The Risk and Governance Committee is a standing committee of Synod Council.

The Committee is established to:

- Assist the Bishop, Synod, and Synod Council in identifying, mitigating, managing and accepting risk and in assessing and ensuring that the governance structures of the Diocese are appropriate and are operating effectively.
- Report on the disposition of real property, gifts, requests for grants, trusts, and major alterations to church property, thus fulfilling the statutory requirement for particular fiduciary oversight in certain matters.

<b>Item Delegated</b>	<b>Delegated Action(s)</b>	<b>Threshold/Limit</b>	<b>Canon/Policy</b>	<b>Reporting</b>
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in
Individual property purchases	Recommend for Approval		<i>Canon 6 – on Property and Related Rights</i>	As needed
Individual property sales	Recommend for Approval		<i>Canon 6 – on Property and Related Rights</i>	As needed
Building or structural alterations	Approve	Costing <\$100,000 via Checklist	<i>Canon 6 – on Property and Related Rights Simplified Approval Process</i>	Reports at each meeting
Building or structural alterations	Consult with the Property Committee and	Costing >\$100,000	<i>Canon 6 – on Property and Related Rights</i>	Reports at each meeting

	jointly recommend for approval			
Mortgages or Loans	Recommend for Approval	Repayment term >1 year	<i>Canon 6 – on Property and Related Rights</i>	
Residential Lease Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>	Reports at each meeting
License Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>	Reports at each meeting
Parking License Agreements to Individuals	Approve		<i>Canon 6 – on Property and Related Rights</i>	Reports at each meeting
Grant, Carleton Fund	Approve		<i>Carleton Fund Grant Guidelines</i>	Reports at each meeting
Grant, Baker Foundation	Approve		<i>Baker Foundation</i>	Reports at each meeting
Grant, Ferguson Trust	Approve		<i>Winifred Walton Ferguson Trust</i>	Reports at each meeting
Privacy	Oversight		<i>Diocesan Centre Privacy Standards Policy</i>	As needed
Insurance	Compliance			As needed
Insurance (Directors and Officers)	Oversight			As needed
Grant, Ministry Allocation Fund (real estate)	Consult with the Property Committee and jointly recommend for approval	Requests >\$100,00 and <\$750,000	<i>Capital Redeployment Policy</i>	Director of Property Resources
Committee Mandates	Review mandates			Annually
Synod Agenda and planning	Develop, Plan	Agenda Committee	<i>The Constitution, s. 19</i>	Quarterly reports to Synod Council, more often if needed
Amendments or revisions to the Constitution and Canons of the Diocese	Draft and recommend for approval	Constitution and Canons Committee	<i>Canon 37 – Investment Committee (Suspended)</i>	Reports to Synod Council as needed