

Synod Council's Decision-making Authority and Delegation of Authority Policy

February 11, 2022



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 should be considered a “work in progress” during the pilot period and 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			
Audited Financial Statements	Approve			
Strategic Planning	Set			
Orientation/Onboarding	Set			
Committee Chairs' Report	Report	All Committees		Reports at each meeting
Grant, Anglican Foundation of Canada	Review, approve and forward application	Twice 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>	

Finance Committee

The Finance Committee is a standing committee of Synod Council.

The Committee is established to:

- Provide financial oversight;
- Provide technology oversight.

Item Delegated	Action(s)	Threshold/Limit	Canon/Policy	Reporting
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	Quarterly reports to Synod Council
Income and Expenditures Ministry Allocation Balance	Monitor			Quarterly reports to Synod Council
Diocesan Budget	Develop and recommend to Synod Council			Recommending approval Synod Council
Debt Forgiveness Program	Develop and Monitor			Parish Finance Advisory Committee
Parish Financial Viability Analysis				Quarterly reports to Synod Council

Information technology	Oversee IT issues (other than recommending policy) that impact the Diocesan Centre and the Diocese more broadly (e.g. cloud storage)			Quarterly reports to Synod Council
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..

Item Delegated	Action(s)	Threshold/Limit	Canon/Policy	Reporting
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in
Cost of Living Adjustment	Approve (Recommend?)		<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
HR Policies	Develop	New policies: -retention of documents in HR files -Equity, Diversity and Inclusion -other Diocese-wide HR policies as needed		
HR Policies	Review, Approve (Recommend?) changes, Oversee		<i>-Sexual Misconduct Policy</i>	
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.

Item Delegated	Action(s)	Threshold/Limit	Canon/Policy	Reporting
Annual Workplan	Develop	For Synod Council's approval		Reports annually to Synod Council with a mid-year check-in
Finance Policies	Oversee		<i>Sale and Replacement of Rectory Policy</i>	
Finance Policies	Recommend for approval	Establish a property development policy for the Diocese		

		Develop a long-term Leasing Policy		
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		
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>	Executive Director 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.

Item Delegated	Delegated Action(s)	Threshold/Limit	Canon/Policy	Reporting
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>	
Individual property sales	Recommend for Approval		<i>Canon 6 – on Property and Related Rights</i>	

Building or structural alterations	Approve	Costing <\$100,000 via Checklist,	<i>Canon 6 – on Property and Related Rights Simplified Approval Process</i>	quarterly report to Synod Council
Building or structural alterations	Recommend for Approval	Costing >\$100,000	<i>Canon 6 – on Property and Related Rights</i>	quarterly report to Synod Council
Mortgages or Loans	Recommend for Approval	Repayment term >1 year	<i>Canon 6 – on Property and Related Rights</i>	quarterly report to Synod Council
Residential Lease Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>	
License Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>	
Parking License Agreements to Individuals	Approve		<i>Canon 6 – on Property and Related Rights</i>	
Information Technology	Develop, recommend for approval, oversee implementation	Examples include: -Social Media Policy, - Cloud hosting policy, IT security policies		
Grant, Carleton Fund	Approve		<i>Carleton Fund Grant Guidelines</i>	Quarterly report to Synod Council
Grant, Baker Foundation	Approve		<i>Baker Foundation</i>	
Grant, Ferguson Trust	Approve		<i>Winifred Walton Ferguson Trust</i>	
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>	Executive Director acts as Liaison

Pilot Governance Project	Implement, Evaluate and report to Synod Council prior to report to Synod	Nominating Committee	Synod motion on the Pilot Governance Project & <i>The Constitution, s. 21</i>	Interim report to Synod June 2022, report to Synod October 2022
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

Summary of delegation of authority by Synod Council

Decisions under scope of Council

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>	

Previously, all Ministry Allocation Fund (MAF) requests were approved by Council.

Finance Committee:

Parish Administrators	Appoint, Oversee and Recall Appointments		Canon 24	Quarterly reports to Synod Council
-----------------------	--	--	----------	------------------------------------

Parish administrators were appointed by Diocesan Council

Investment Committee		Investment Committee		Reports quarterly to Finance Committee
----------------------	--	----------------------	--	--

The Investment Committee reported directly to the Diocesan Council

Human Resources Committee

Cost of Living Adjustment	Approve (Recommend?)		<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

Property Committee

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	Requests >\$100,00 and <\$750,000	<i>Capital Redeployment Policy</i>	Executive Director acts as Liaison

	jointly recommend for approval			
Insurance	Oversight	Property		

Risk and Governance Committee

Building or structural alterations	Approve	Costing <\$100,000 via Checklist,	<i>Canon 6 – on Property and Related Rights Simplified Approval Process</i>	quarterly report to Synod Council
Building or structural alterations	Recommend for Approval	Costing >\$100,000	<i>Canon 6 – on Property and Related Rights</i>	quarterly report to Synod Council

Dollar amount has increased from \$75,000

Residential Lease Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>
License Agreement	Approve		<i>Canon 6 – on Property and Related Rights</i>
Parking License Agreements to Individuals	Approve		<i>Canon 6 – on Property and Related Rights</i>

Previously approved by Council

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>	Executive Director acts as Liaison