

Misconduct Policy of The Ecclesiastical Province of Ontario

FINAL DRAFT

(September 2, 2025)

PART A: POLICY

I. Purpose

1. This policy is intended to provide a principled and due-process approach to the investigation of alleged misconduct in the Ecclesiastical Province of Ontario [“the Province”], and to provide for redress and repair of the wrong done if misconduct is determined to have occurred.
2. This policy also seeks to prevent the occurrence of misconduct through education and awareness of the Province’s zero-tolerance of abuse of any kind.
3. The formulation of this policy was guided and informed by:
 - a. The understanding of the church described in Part III: Theological Foundation;
 - b. The canons and teachings of the Anglican Church of Canada;
 - c. The civil laws applicable to misconduct, including the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, the *Child and Family Services Act*, and the *Criminal Code of Canada*; and
 - d. The principles contained in *The Charter for the Safety of People Within the Churches of the Anglican Communion (2019)* and *The Final Report of the Ontario Safe Church Working Group (2020)*.

II. Jurisdiction

1. This policy applies to complaints of sexual misconduct, harassment or other abuse arising from the conduct of lay persons, ordained persons and bishops who fall within the sole jurisdiction of the Ecclesiastical Province of Ontario.
2. For greater certainty, this policy applies to:
 - a. The Provincial Synod, including its officers and employees, members of the Provincial Executive Council and its commissions, committees, task forces and working groups.
 - b. The Metropolitan.

- c. Every lay person, deacon, priest or bishop who, at the time of the alleged misconduct, was engaged in the business of the Provincial Synod.
- 3. This policy does not apply to:
 - a. Conduct that falls within the jurisdiction of any diocesan policy or canon, or a policy or canon of any other ecclesiastical jurisdiction within the Anglican Church of Canada.
 - b. Allegations of an ecclesiastical offence, as defined by Canon XVIII of the General Synod of the Anglican Church of Canada.
- 4. In circumstances where the person who is the subject of the complaint is deceased, the Metropolitan may direct an investigation into the complaint on whatever terms he or she determines are appropriate.
- 5. Any dispute over the application of this policy will be resolved by the Metropolitan, or Acting Metropolitan, whose determination will be final.

III. Theological Foundation

- 1. This policy is grounded in Biblical and theological reflection. Both Holy Scripture and our Baptismal Covenant call us to be the Body of Christ in the world and, as such, we need to be a sign to the world of the inbreaking of the love and justice of the Kingdom of God. As members of this Body entrusted with God's mission, and as human beings created in the image of God, we are made for covenant relationships.
- 2. Paramount in covenant relationships is the great commandment given to us by Jesus: to love God with all our heart and mind and soul, and to love our neighbour as ourselves. Our love for one another must be understood and expressed within the parameters of healthy relational boundaries. Boundaries create realistic expectations and promote the emotional and physical well-being of individuals and communities alike. They can be understood as a form of care for others as well as self-care. They include conducting ourselves with integrity in all things, respecting the dignity and integrity of others – which, at times, may mean prioritizing their best interests above our own, and modelling our lives after the pattern laid down for us by Jesus.

3. As a community grounded in covenant, the church must always be a place of safety, sanctuary, worship, learning, belonging and healing, shaped and nurtured by healthy relational boundaries. Misconduct occurs when these boundaries are ignored or violated. Misconduct affects both individuals and the delicate web of trust vital for the well-being of the entire church community.
4. It is therefore essential that all of us – leaders and members - exercise the greatest care in our relationships, to avoid taking advantage of the trust, power, authority or responsibility that has been bestowed upon us. When any fall short in this sacred duty, it is essential that they be accountable for their errors and seek to make whole the hurt and damage they have caused or to which they have contributed, so that forgiveness and reconciliation may be possible and the covenant restored.

IV. General Principles

The following principles govern the interpretation and application of this policy.

7. **Adherence to Gospel Values:** The Province undertakes to ensure that all activities and work in which it is engaged uphold and reflect the values of love, truth and justice as proclaimed in the Gospel of Jesus Christ.
8. **Commitment to Safety:** The Province is committed to preserving the safety and well-being of any person who engages with this policy, including complainants and respondents (and their families), those who may be called to participate in an investigation under this policy, and the dioceses, parishes or ministry communities impacted by a complaint made under this policy.
9. **Zero-tolerance:** Misconduct as defined in this policy will not be tolerated and all incidents and complaints will be addressed.
10. **Trauma-informed Policy:** Recognizing that misconduct can be a traumatic experience for individuals and the Body of Christ, the Province commits to employing a trauma-informed approach to all the procedures and processes of this policy.
11. **Misconduct is not Private:** Alleged misconduct between individuals, even between consenting adults, will never be treated as a private matter between those directly

affected, and may be investigated because it is a matter for the entire Body of Christ falling under the Province's jurisdiction.

12. **Presumption of Innocence:** A person accused of misconduct under this policy is presumed innocent until proven guilty. The fact that procedures have been initiated does not create an inference of guilt.
13. **Pastoral Care:** Pastoral care will be made available to any complainants, respondents, their families, or others within the community impacted by a complaint under this policy.
14. **Metropolitan's Discretion:** The Metropolitan may initiate or continue an investigation under the procedures of this policy into any incident where there is a reasonable suspicion of misconduct as defined in this policy, whether or not a complaint has been made or if, at any stage, the complainant no longer wishes to proceed with the complaint.
15. **Cooperation with Civil Authorities:** The Province actively attempts to prevent misconduct and to deal with every complaint promptly, seriously and systematically, in cooperation with the proper authorities, where appropriate. We co-operate with investigations being undertaken under the *Criminal Code*, the *Ontario Human Rights Code*, and the *Child and Family Services Act*. Nothing is done to interfere with a criminal investigation.
16. **Confidentiality:** The Province will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary in order to investigate the complaint or take corrective action with respect to the complaint, or as required by law. The Province will only disclose the minimum amount of personal information and detail necessary for these purposes.

All records of harassment, violence, and sexual misconduct, as well as subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law. The Province will do everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

17. **Conflict of Interest:** Every effort will be made to avoid any real or perceived conflict of interest in the administration of this policy. Anyone who performs a role in the administration of this policy is expected to declare any potential conflict of interest. The determination of whether a conflict of interest exists and, if so, the appropriate remedy to resolve such conflict, will be made by the Metropolitan. If the Metropolitan is in a conflict of interest, the diocesan Bishop in the Province most senior by date of consecration will assume the role of the Metropolitan for all purposes in the adjudication of that complaint.
18. **Due Process:** The Province is committed to the principles of natural justice and due process in the administration of this policy, including procedural fairness in the investigation of complaints and adjudication of complaints by an objective decision-maker.
19. **Timeliness of Adjudication:** The Province is committed to the timely resolution of complaints under this policy. Where necessary, however, the Provincial Canon Pastor may extend the time for taking any step under this policy. If an extension is required, the parties will be informed of the extension and reason for it.
20. **Retaliation:** Retaliatory action or reprisals against any person making a complaint or participating in an investigation under this policy will not be tolerated and may, itself, be considered an act of misconduct. Any retaliatory conduct should be reported immediately to the Provincial Canon Pastor, who may refer such conduct for investigation under this policy.

V. Definitions

Misconduct

Misconduct for the purposes of this policy is sexual misconduct (sexual harassment, sexual exploitation, and sexual assault) and non-sexual forms of harmful behaviour, such as harassment or assault.

Consent

Consent is non-coercive. It is a voluntary agreement to engage in the sexual activity in question. It must exist at the time of the sexual activity in question, and it can be revoked at any time. The person giving consent must freely make such a choice. Therefore, consent is not valid if it is induced by threat, fraud, or by a person abusing a position of trust, power or authority. Likewise, consent to sexual activity is not valid if the complainant does not, for any reason, have the capacity to consent at the time of the sexual activity in question.

Children under the age of 12 cannot give consent to sexual activity. Children between the ages of 12 and 18 can give consent to sexual activity with their peers in limited circumstances, as outlined in the *Criminal Code*.

Harassment

Harassment occurs when a person engages in a course of vexatious comment or conduct against another in a place of ministry that is known or ought reasonably to be known to be unwelcome. It includes behaviour that has the effect of undermining, coercing, intimidating, humiliating or demeaning an individual, disregarding their dignity and worth as a human being. It is not defined by an individual's intention, but by the fact that it should have been known or ought reasonably to have been known to be offensive.

Harassment is not limited to a work-related activity and may occur via different forms of communication such as face-to-face encounters, written communications, phone calls, emails, text messages, social media, and any form of cyber-communication.

Unacceptable behaviour under the policy includes but is not limited to:

- Verbal abuse or threats;
- Unwelcome remarks, jokes, innuendo or taunts about a person's body characteristics, attire, age, ancestry, citizenship, colour, creed, disability, ethnic

origin, family status, gender expression, gender identity, marital status, place of origin, race, record of offenses, sex, or sexual orientation;

- Displaying or distributing offensive material;
- Practical jokes which cause embarrassment;
- Unwelcome invitations or requests;
- Leering or other inappropriate gestures; and
- Inappropriate physical contact.

Harassment does not include reasonable actions taken by a supervisor or superior relating to the management and direction of a cleric, employee, volunteer or member.

Sexual Assault

Sexual assault occurs where anyone engages in any intentional or reckless sexual act, uses force or threatens to use force involving some form of sexual activity against a person without their consent, or with their consent in circumstances where consent is not a defence to such sexual activity under the law. Sexual assault is a criminal offence and includes rape, unwanted sexual touching, and inviting, inciting or forcing a child, young person or vulnerable adult to touch themselves or another person in a sexual manner.

Sexual Exploitation

Sexual exploitation is the act of taking advantage of the vulnerability of another adult person with whom there is a fiduciary and/or pastoral relationship for one's own sexual pleasure or gain. It is any form of sexual contact or invitation to sexual contact by a person in a position of trust, authority or power over another person, whether or not there is consent from that person.

Pastoral Relationship

A pastoral relationship is one carried out in the name of or on behalf of the Province, a Diocese, a parish, or place of ministry, as the case may be, between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides pastoral counselling, pastoral care, spiritual direction, spiritual guidance or from whom the cleric, employee or volunteer has received confession or confidential or privileged information. In assuming responsibility for such a relationship, the cleric, employee or volunteer acknowledges responsibility for the well-being of the other person and determines not to abuse the power inherent in the relationship. Any sexual activity or conduct in which a person in a pastoral relationship with another takes advantage of the vulnerability of the person under their pastoral care or other guidance or leadership, regardless of who appears to have initiated it, shall be deemed to be sexual exploitation.

Sexual Harassment

Sexual harassment is a specific form of harassment. It is engaging in a course of vexatious comment or conduct because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the other and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual harassment is behaviour that has the effect of undermining, coercing, intimidating, or humiliating an individual on the basis of sex. It is primarily an exploitation of a power relationship, although it may also provide sexual gratification for the harasser. It may involve a wide range of behaviours from verbal innuendo and subtle suggestions to overt demands and unwanted physical contacts of a sexual nature. Examples include asking for sex, making gestures, jokes or comments containing sexual references, displaying or circulating sexually explicit material, stalking, and voyeurism.

Sexual harassment may consist of a single incident or several incidents over a period of time. It is not limited to a work-related activity and may occur via different forms of communication such as face-to-face encounters, phone calls, emails, text messages, and social media.

PART B: INVESTIGATIVE PROCESS

I. Making a Complaint

1. The complainant(s) will notify the Provincial Canon Pastor that they wish to make a complaint under this policy.
2. The complainant(s) will be provided with a copy of this policy and will be invited to prepare a written version of the complaint.
3. A written complaint shall include the following information:
 - i. The name and contact information of the complainant(s).
 - ii. The name and contact information of the respondent(s), and a description of their role in the Ecclesiastical Province of Ontario.
 - iii. The name and contact information of any witness(es) or other persons who may have relevant information about the incident(s).
 - iv. The details of what happened, including date(s), frequency, and location(s) of the alleged incident(s).
 - v. Any supporting documents the complainant has in their possession that are relevant to the complaint.
 - vi. A list of any documents relevant to the complaint that a witness, other person, or the respondent may have in their possession.
 - vii. A signed Consent to the Release of Information.
 - viii. A signed Confidentiality Agreement.
4. When two or more complaints have been made against the same respondent arising from the same incident or similar conduct, the complaints may be joined together and addressed at the same time.
5. Upon receipt of a formal written complaint under this policy, the Provincial Canon Pastor will immediately:
 - a) Inform the respondent that a formal complaint has been made against them under this policy and provide them with a copy or a summary of the written complaint(s) and a copy of this policy.

- b) Invite the respondent to, within two (2) weeks, provide a written response or advise the Provincial Canon Pastor they do not wish to provide a response. If the respondent provides a signed Consent to the Release of Information and a signed Confidentiality Agreement, a copy of any written response will be provided to the complainant(s).
 - c) Make a recommendation to the Metropolitan as to whether any personnel changes affecting either/both the complainant and/or respondent (e.g., duties, working location, or reporting relationships) are required.
- 6. Any complaint involving allegations of child abuse will be subject to the following special considerations:
 - a) Where a person suspects on reasonable grounds that a child is, or may be, in need of protection, this suspicion must be reported to child protection authorities.
 - b) If the complaint under this policy involves an allegation of child abuse, the provincial Canon Pastor will immediately confirm with the child protection authorities that a report of the suspicion of abuse has been made.
 - c) The Province will co-operate fully with child protection and/or police authorities who are investigating reports of child abuse and may suspend any action under this policy until the conclusion of any related civil or criminal proceedings.

II. Assessment of the Complaint

- 7. The provincial Canon Pastor will assess the complaint(s) and any response provided by the respondent and will make a written recommendation to the Metropolitan:
 - a. whether an investigation pursuant to this policy should be commenced.
 - b. Whether mediation or other restorative measures should be offered
 - c. Where the respondent admits the misconduct, that the matter proceed directly to adjudication.

8. The Metropolitan may direct that an investigation be commenced, even if the complainant(s) chooses not to prepare a written version of the complaint or the complaint is withdrawn.
9. Alternatively, if the Metropolitan has reasonable grounds to believe that the complaint, if proven, would constitute an ecclesiastical offence, the Metropolitan may direct that the matter be resolved pursuant to the provisions of Canon XVIII of the Anglican Church of Canada and/or Canon V of the Ecclesiastical Province of Ontario. If the Metropolitan so directs, this policy will have no further application to the matter.
10. If the Metropolitan determines that the complaint(s) is/are frivolous, vexatious, or made in bad faith the Metropolitan may direct that no further action be taken in respect of the complaint(s) and inform the parties of that decision. The Metropolitan may also refer any bad faith conduct for investigation under this policy.
11. The assessment phase will be completed no later than thirty (30) days after a written complaint is received.

III. Investigation

12. Upon determining that an investigation is warranted, the Metropolitan will:
 - a. Direct that the parties be notified that an investigation will be commenced.
 - b. Direct that the parties be informed that they are entitled, but not obligated, to retain legal representation for the purpose of participating in the investigation, but that they are solely and personally responsible for the cost of any such representation.
 - c. Direct that the parties be offered the opportunity to receive pastoral care during the investigation through the appointment of chaplains for each party.
 - d. Direct (or recommend to the respondent's diocesan bishop) the imposition of any interim measure(s) which, in the Metropolitan's sole discretion, are necessary to protect the church community and the public or to safeguard the integrity of the investigation and inform the parties of such measures. This may include the modification of duties, working location or reporting

relationships and/or the imposition of restrictions on the exercise of the respondent's ministry, office or employment up to and including inhibition.

- e. Appoint an investigator(s).

13. The investigator(s) will:

- a. Review the written complaint(s) and the respondent's response, if any.
- b. Gather all relevant documentary evidence and interview the parties, witnesses and any other person who might possess information relevant to the investigation of the complaint.
 - i. The parties are entitled to have a support person or legal counsel present during any interview, but the support person/legal counsel does not have standing to participate in the interview.
 - ii. If a party chooses to retain legal counsel, the party is solely responsible for all legal fees arising from that retainer.
- c. Advise the respondent if the scope of the investigation is expanded beyond the circumstances reported in the initial complaint(s) and invite a further written response from the respondent. Any additional written response must be provided to the investigator(s) within two (2) weeks of that notification.
- d. Provide regular updates to the parties and to the Provincial Canon Pastor as to the status of the investigation.
- e. Prepare a written report outlining what, if any facts, have been established on a balance of probabilities, and the reasons for those factual findings. The report will include a determination as to whether this policy has been violated and will make a recommendation as to the appropriate remedial action to be taken. The report will be submitted to the Metropolitan within ninety (90) days of the investigator(s)' appointment, or as soon as practicable after the conclusion of the investigation.

IV. Adjudication

14. Within two (2) weeks of receiving the investigation report, the Metropolitan will determine the appropriate remedial action.

15. Remedial actions under this policy may include:

- a. Admonition
- b. Mediation or restorative measures
- c. Training and/or counselling
- d. Workplace disciplinary measures, up to and including termination
- e. Limitations on the exercise of ministry, including suspension of or removal from any office or position associated with the Provincial Synod
- f. Commencement of ecclesiastical disciplinary proceedings pursuant to Canon XVIII of the Anglican Church of Canada and/or Canon V of the Ecclesiastical Province of Ontario.

16. The Metropolitan will inform the complainant(s) and the respondent, in writing, of the outcome of the investigation and his/her decision as to any remedial action to be taken or recommended.

17. If the respondent is a member of the order of laity or a member of the order of clergy, the Metropolitan will inform the respondent's diocesan bishop of the outcome of the investigation, provide a copy of the investigation report, and make a recommendation as to the appropriate remedial action. In such cases, the diocesan bishop will inform the parties and the Metropolitan, in writing and within 15 days of receiving the Metropolitan's report, of the remedial action to be taken.

18. Participating witnesses will be notified by the Provincial Canon Pastor that the investigation has concluded and may, at the discretion of the Metropolitan, be advised about whether the complaint was proven or dismissed.

19. A copy of the investigation report, the Metropolitan's letter to the parties, and any letter from the diocesan bishop referred to in paragraph 17, will be maintained in a confidential case file held by the Provincial Canon Pastor. If either the complainant or respondent is an employee, a copy of the Metropolitan's letter to the parties will also be maintained in the appropriate personnel file.

20. The outcome of the investigation may be communicated publicly in a manner that is authorized by the Metropolitan.

V. Right of Appeal

21. The findings in the investigation report, including the determination as to whether or not this policy has been violated, are final and are not subject to appeal by either party.

22. Any remedial action imposed as a result of a violation of this policy may be appealed by the respondent. The appeal must be submitted in writing, within 30 days of being notified of the remedial action imposed under this policy.

- a. If the respondent is a member of the order of laity or clergy, the diocesan bishop's decision as to remedial action may be appealed to the Metropolitan.
- b. If the respondent is a diocesan bishop, the Metropolitan's decision as to remedial action may be appealed to the Provincial Metropolitan next most senior by date of consecration.

PART C : ADMINISTRATIVE MATTERS

1. The Provincial Canon Pastor

a. Appointment

The Provincial Canon Pastor is appointed by the Metropolitan at the triennial meeting of the Provincial Synod for a term of three (3) years. While responsible to the Metropolitan, they are independent of the Metropolitan in the exercise of their duties.

b. Education and Skills

The Provincial Canon Pastor should have a combination of education and experience in the following areas:

- i. Ordained ministry in the Anglican Church of Canada;
- ii. A degree or diploma in theology;
- iii. Training and experience in the investigation of sexual misconduct;
- iv. Knowledge of the Constitution, Canons and governance of the Anglican Church of Canada and the Ecclesiastical Province of Ontario; and
- v. Legal, counselling or investigative experience.

c. Competencies

The Provincial Canon Pastor should have the following competencies:

- i. Prudence in all relationships and in the maintenance of confidentiality;
- ii. Demonstration of maturity and appropriate boundaries including accountability to those in authority and colleagues;
- iii. Cultural sensitivity and respect for the dignity of all people;
- iv. Ability to navigate challenging interpersonal relationships and conflict;
- v. Effective time-management;
- vi. Healthy balance in meeting the needs of self, family, and the church community;
- vii. Strong leadership skills, including the ability to think strategically and proactively;
- viii. Ability to collaborate and work on a team, as well as independently;
- ix. Excellent verbal and written communication skills;
- x. Excellent organizational skills, including attention to detail; and
- xi. Strong ability to build relationships with many stakeholders.

d. Responsibilities

The Provincial Canon Pastor is responsible for:

- i. The administration of this Policy, including consultation with provincial staff in the implementation of this Policy.
- ii. Coordinating all education and training initiatives on this Policy's requirements and procedures;
- iii. The recruitment, selection, and training of the Safe Church Resource Team (SCRT), in consultation with the Metropolitan;
- iv. The intake and assessment of complaints under this Policy ;
- v. The notification of the Metropolitan, the Provincial Executive Officer and the Provincial Chancellor of a complaint under this Policy;
- vi. The recommendation of an investigator(s) and the supervision of any investigation under this Policy;
- vii. The facilitation of providing pastoral care to the parties.
- viii. The submission of an annual report to the Provincial Executive Council on the operation of the Policy.

1. *Investigator(s) / Safe Church Resource Team*

- a. An investigation under this Policy will be conducted by an investigator(s) appointed by the Metropolitan in consultation with the Provincial Canon Pastor and the Provincial Chancellor. While responsible to the Metropolitan and the Provincial Canon Pastor, the investigator(s) is independent in the exercise of their duties.
- b. The provincial Safe Church Resource Team ("SCRT") is composed of two nominees from each member diocese who serve at the pleasure of the Metropolitan. The SCRT is available to assist member dioceses with the investigation of complaints under diocesan safe church policies, and to conduct investigations under this policy. If the SCRT is engaged to conduct an investigation under this policy, at least two members of the SCRT will be appointed to conduct the investigation.
- c. In addition to, or instead of, engaging the SCRT, the Provincial Canon Pastor may appoint or retain an external investigator(s), the cost of which will be borne by the Province.

2. *Notifying the Insurer*

- a. Upon receiving a complaint under this policy, the Canon Pastor will notify the Metropolitan, the Provincial Executive Officer, and the Chancellor of the complaint.

- b. The Provincial Executive Officer will notify the Province's insurer(s) of a potential claim.

3. *Record Keeping*

- a. The Province will ensure that appropriate records of all complaints, investigations, and decisions made under this policy are kept in a confidential case file maintained by the Provincial Canon Pastor. Each file will include a copy of:
 - the complaint;
 - the response (if any);
 - the investigation report;
 - the Metropolitan's correspondence to the parties, including correspondence about any remedial action taken; and
 - any information relating to an appeal.
- b. If either the complainant or the respondent is an employee of the Province:
 - i. If the complaint is substantiated, a copy of the Metropolitan's decision shall also be maintained in their personnel file.
 - ii. If the complaint is not substantiated, there shall be no record of it in any personnel file, but appropriate documentation will still be kept in the confidential file maintained by the Provincial Canon Pastor.

4. *External Communications*

- a. Any public communication about a complaint made under this policy, including any communication to the ecclesiastical provinces, a parish, a community affected by a complaint under this policy, and/or media, is to be made only by the Metropolitan or his/her designate. No other person is authorized to speak on behalf of the Metropolitan or the Province.
- b. All public communications regarding a complaint under this policy will have due regard to both the presumption of innocence and the confidentiality of the affected parties.
- c. The outcome of an investigation under this policy may be communicated publicly in a manner that is authorized by the Metropolitan.

5. *Prevention through Training and Education*

- a. The Ecclesiastical Province of Ontario is committed to the prevention of misconduct through the ongoing awareness, education and training of all laity, deacons, clergy and bishops engaged in the work of the Provincial Synod.
- b. This policy will be posted in a prominent location on the Provincial website.
- c. This policy will be distributed to the officers and employees of the Provincial Synod, the members of the Provincial Executive Council, and to the members of the Council's commissions, committees, task forces and working groups, each of whom will be required to provide their written agreement to comply with this policy.
- d. The orientation for all new officers and employees of the Provincial Synod, new members of the Provincial Executive Council, new members of provincial commissions, committees, task forces and working groups, will include a review of this policy, and all such persons will be required to provide their written agreement to comply with this policy.
- e. This policy will be distributed to the Executive Officer and Executive Archdeacon of each diocese, with a request that it be advertised and distributed to every diocesan parish, mission and ministry.
- f. When adopted by the Provincial Executive Council and after the approval of any subsequent revision, a copy of this policy will be distributed to the following members of each diocese: the Bishop(s), the Chancellor, the Executive Officer and Executive Archdeacon, and the Canon Pastor.
- g. A copy of, or a link to the electronic version of, this policy will be included in the convening circular for every meeting of the Provincial Synod.

6. *Policy Review*

- a. The Provincial Executive Council shall review this policy annually.
- b. This policy will be renewed, and amended as necessary, at each meeting of the Provincial Synod.