

Human Resources or Parishes

Where to Find Information? Who to call?

Name	Contact Info	Reason
Incorporated Synod of the Diocese 135 Adelaide Street E Toronto, ON M5C 1L8	Human Resources Department 416-363-6021 Lily Chow, Human Resources Coordinator, ext. 233, lchow@toronto.anglican.ca Amy Talbert, Human Resources Manager, ext. 241, atalbert@toronto.anglican.ca Deborah Journeaux, Interim Director of Human Resources; ext. 232, djourneaux@toronto.anglican.ca	Parish Support – Employee Relations, Recruitment, Endings/Dismissals, Performance Management, Policies, Responsible Ministry: Screening in Faith, Sexual Misconduct Policy training, Training for Staff https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/
The Canon Pastor	The Rev. Canon John Anderson Confidential Phone: 416-807-2494 canonpastor@toronto.anglican.ca	<ul style="list-style-type: none"> • Answers questions about the sexual misconduct policy • Investigates complaints • If suspicious, uncomfortable, or to make a complaint contact the Canon Pastor • If criminal contact the police • If involving children contact Children's Aid
Ecclesiastical Legal Connex Service	1-866-263-0256. Mon – Fri 9 a.m. 0 8 p.m. Free service and access to lawyers. Your parish's insurance and certificate numbers are required for the call.	If you require legal advice regarding taxes, compliance, real estate and employment etc.
Ecclesiastical HR Assist	1-888-325-4633. Mon – Fri 9 a.m. – 8 p.m. Free service and access to HR professionals & lawyers. Your parish's insurance and certificate numbers are required for the call.	If you require advice re HR issues, policy development, human rights issues, absenteeism, performance management, dismissals, etc.
Ecclesiastical Professional Assist	1-888-325-4633. Mon – Fri 9 a.m. – 8 p.m. Free service and access to experienced counsellors. Your parish's insurance and certificate numbers are required for the call.	If you need to discuss sensitive workplace issues – mood swings, conflict, change in behaviour, etc.
Pension Office Corporation 625 Church Street Suite 401 Toronto, ON M4Y 2G1	416-960-2484 1-800-265-1070 416-968-7689 (fax #)	Active member benefit questions, new enrollment, terminations & CEP: Nikeeta Mistry; ext. 210; nmistry@anglicanpension.ca Retiree benefit questions, premiums, T4s: Yvonne Ng; ext 219 yng@anglicanpension.ca Accounting, credit memos; pre-authorized debits; Emily Honoridez, ext. 214; ehonoridez@anglicanpension.ca GSPP application and and CEP information; Sonia Bernard ext. 209 sbernard@anglicanpension.ca
Where Do I Get Information? Diocesan Website – HR for Parishes	https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/ Churchwarden Toolbox https://www.toronto.anglican.ca/churchwarden-toolbox/	<ul style="list-style-type: none"> • Former churchwardens • Parish Human Resources Manual • www.toronto.anglican.ca -Churchwardens resources -Human Resources for Clergy/Parish • Networking (other parishes) • Internet: Interview questions, compensation
Ministry of Labour Employment Standards Act ✓ ESA: Workbook for employers ✓ Poster:	GTA: 416-326-7160 1-800-531-5551 https://www.labour.gov.on.ca https://www.ontario.ca/document/your-guide-employment-standards-act-0?_ga=2.132167757.2137046911.1647256685-389791526.1619449063	<ul style="list-style-type: none"> • Leaves: emergency, family medical, maternity, parental, disability and sickness • Frequently Asked Questions • Hours of Work & Overtime • Minimum Wage • Public Holidays

		<ul style="list-style-type: none"> Termination of Employment & Severance Pay Vacation
Occupational Health and Safety Act	416-326-5300 Mon – Fri 8:30 a.m. – 5 p.m. https://www.labour.gov.on.ca/english/hs/faqs/ohsa.php	<ul style="list-style-type: none"> What does OHSA require? Who is covered? How are OHSA and its regulations endorsed? What is your responsibility?
Workplace Safety & Insurance Board (WSIB)	416-344-1000 or 1-800-387-0750 Mon – Fri 8:30 a.m. – 4:30 p.m. www.wsib.ca	<ul style="list-style-type: none"> For employers, provide no fault collective liability insurance and access to health and safety info For workers, provide loss of earnings benefits and health care coverage Both workers and employers benefit from WSIB's help and support
Accessibility for Ontarians with Disabilities Act (AODA)	416-849-8276 or 1-866-515-2025 Contact AODA by email at info@aoda.ca https://www.ontario.ca/page/accessibility-laws	<ul style="list-style-type: none"> Sample policies and free resources Training requirements and resources Compliance information

Human Resources for Parishes

The two Churchwardens and the Incumbent are the trustees of the parish and act jointly and in consultation with each other in many human resources matters. Parishes, regardless of their size, must be responsible employers and ensure their practices are in compliance with all appropriate legislation such as:

- Ontario Employment Standards Act: <https://www.labour.gov.on.ca/english/es/>
- Occupational Health and Safety Act & Workplace Violence & Harassment: <https://www.labour.gov.on.ca/english/hs/>
- Workplace Safety Insurance Act: <https://www.wsib.ca/en/policy/workplace-safety-and-insurance-act>
- Accessibility for Ontarians with Disabilities Act: <https://www.aoda.ca/>
- Income Tax Act: <https://www.canada.ca/en/services/taxes/income-tax.html>
- Service Canada Employment Insurance legislation: <https://www.canada.ca/en/employment-social-development/programs/laws-regulations/ci.html>

Diocesan Policies

- Responsible Ministry: Screening in Faith Policy: <https://www.toronto.anglican.ca/parish-administration/screening/>
- Sexual Misconduct Policy: <https://www.toronto.anglican.ca/parish-administration/sexual-misconduct-policy/>
- AODA – Customer Service Policy: <https://www.toronto.anglican.ca/parish-administration/policies-guidelines/>
- Other important policies and guidelines can be found at <https://www.toronto.anglican.ca/parish-administration/policies-guidelines/>

Resources and Templates

- Employment Agreement Template – Permanent Employee, Fixed Term and Independent Contractor <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/employee-v-contractor>
- Parish Staff Compensation: <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/parish-staff-compensation/>
- Sample Job Descriptions: <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/job-descriptions/>
- Employee Vs Contractor information: <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/employee-v-contractor>
- Performance Reviews: <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/giving-feedback>
- Selecting a new Incumbent: <https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/selecting-a-new-incumbent/>