

Frequently Asked Questions

Governance

1. **Considering the Incumbent and Wardens have equal authority, if it is the Incumbent who appoints the Rector's warden, then wouldn't the Incumbent have the right to remove the Warden? And wouldn't it be the Incumbent who has the right to decide on many matters, e.g. the form of liturgy, worship, etc.?**

A cleric can ask for a Rector's Warden to step down if there is a need. However, it would be something that should be discussed with the other warden, so they are in the loop being mindful that the wardens work together in tandem. In extreme circumstances this should also be brought to the attention of the Archdeacon or Bishop of the Archdeaconry if the issue surrounding the change is contentious. The cleric does have oversight of liturgy and worship matters. Canon 9 sets out the responsibilities of the Incumbent, and it includes the ordering of services, music etc.

Property Resources

2. **Why are the Canon 6 pre-approval checklists colour coded as red, yellow and green?**

The existing colour coding pre-dates the current Property Resources team; there is a plan to re-code the checklists in the future.

3. **What constitutes a high-risk license or lease agreement?**

Some examples of high-risk licenses include those with minors, vulnerable adults, other faith communities, registered psychotherapy, or dog obedience classes.

4. **Are there any grants to support operational costs, rent, etc?**

There are no diocesan grants to support operational costs or to subsidize residential rents. Supports for residential rent relief are provided by local non-profit organizations or housing service managers.

5. **What buildings should be included in the Building Condition Assessment?** Churches, parish halls, rectories and ancillary buildings should all be included in a Building Condition Assessment.

Finance

6. **Is a T4A required if the amount given is exactly \$500 or only for amounts over \$500?**

A T4A is required if you paid \$500 or more to a recipient for services, non-employment income, or commissions. If you withheld any income tax from the payment, a T4A must be issued even if the total is less than \$500

7. **Do we need a separate bank account for the funds required for the day-to-day operation of the cemetery?**

There is no requirement to keep separate bank accounts for the cemetery operating funds.

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Human Resources

8. Where do we get our insurance policy number for LegalConnex?

It is on any communications from the insurance company, including your policy documents.

9. Can we go back and get document signed if you discover an employee doesn't have any signed documentation?

You can, but there are steps you need to take to make it legally sound. Please either contact HR Assist or Amy Talbert (atalbert@toronto.anglican.ca) for how to do that.

10. Could a binder substitute for the HAS noticeboard?

All workplaces covered by the *Occupational Health and Safety Act (OHS Act)* must post:

- a copy of the [Health and Safety at Work: Prevention Starts Here poster](#)
- a copy of the *Occupational Health and Safety Act*
- the names and locations of your workplace [joint health and safety committee members](#)

If your workplace has more than 5 regularly employed workers you must also prepare, maintain and post copies of your:

- occupational health and safety policy for the workplace
- workplace violence and workplace harassment policies.

The documents mentioned above required by the OHS Act must be posted in at least one of the following ways:

- in a conspicuous place in the workplace
- in a readily accessible electronic format

If posting electronically, both of the following requirements must be met:

- the employer must provide workers with direction on where and how to access the information
- the information in an electronic format can be readily accessed by workers in the workplace.

11. Can you provide the link for the 11 standards & practices of the policy?

<https://www.toronto.anglican.ca/parish-administration/screening/screening-process/implementing-screening-standards/?lang=en>

12. Could we discuss some of the key elements of a Health and Safety Policy?

Under the *Occupational Health and Safety Act*, you must prepare and review written occupational health and safety, workplace violence and workplace harassment policies **at least once a year**.

You must also create and maintain a program to implement those policies, and post the policies in the workplace or in a [readily accessible electronic format](#). Learn how to prepare a:

- [health and safety policy](#)
- [workplace violence policy](#)
- [workplace harassment policy](#)

If your workplace has five or fewer regularly employed workers you do not need to put the policies in writing, unless ordered by an inspector.

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13. Could you provide some HR Related resources to keep myself up-to-date?

While there are many resources available, we would highly recommend the below link.

<https://www.sherrardkuzz.com/news-resources/>

14. Who is allowed to submit the screening information and approval?

If you mean the forms for the police record checks, they are signed by the authorized parish representative (usually a screening coordinator, churchwarden, or Incumbent). You may find the [instructions on the form](#) helpful.

For approving if the person has completed all of the screening standards and is suitable for the ministry, that is the those implementing the screening process and making the selection decisions. This may be the churchwardens, Incumbent, organizational leader or individual who directly oversees the ministry.

If you have further questions, please contact Lily Chow at lchow@toronto.anglican.ca.

15. Do volunteers counting have criminal check done?

Each parish needs to determine the level of risk for the positions in the parish (except those that must always be considered high-risk. You can find more information at:

<https://www.toronto.anglican.ca/parish-administration/screening/screening-process/assessing-risk/?lang=en>

16. What happens when a cleric is involved with Harassment?

When a cleric is involved in harassment (either as a complainant or respondent), the first step is to contact the [Canon Pastor](#) who oversees the [policy](#). The Canon Pastor will explain the process once they contact the cleric. You can also read the [policy](#) for more details.

17. Are Honorary pastors considered staff?

Honorary Assistants are clergy who are appointed by the bishop at the request of the Incumbent. If the parish is paying an honorarium to the Honorary Assistant, then it must be done through the parish payroll, with the appropriate statutory deductions.

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