

Fairlawn Governing Council Minutes Tuesday May 26, 2020 1:00 – 3:00pm

Conference Call Meeting

Attending: Rosemary Pryde, Vicki Stuart, Mary-Ellen Richardson, Steve Dunk, John Ryerson, Kathy Salisbury Allan Hux , Douglas duCharme, Robin Harkness

Regrets Marlene St John, Kathleen Magladry, Bill Dines

1. Opening prayer/thoughts: Douglas duCharme

Acts 1

While staying with them, as they met and ate meals together, he told them that they were on no account to leave Jerusalem but “must wait for what God has promised: the promise you heard from me. John baptized in water; you will be baptized in the Holy Spirit. And soon.”

Stay

A Blessing for Ascension Day

I know how your mind

rushes ahead

trying to fathom

what could follow this.

What will you do,

where will you go,

how will you live?

You will want

to outrun the grief.

You will want

to keep turning toward

the horizon,

watching for what was lost

to come back,
to return to you
and never leave again.

For now
hear me when I say
all you need to do
is to still yourself
is to turn toward one another
is to stay.

Wait
and see what comes
to fill
the gaping hole
in your chest.
Wait with your hands open
to receive what could never come
except to what is empty
and hollow.

You cannot know it now,
cannot even imagine
what lies ahead,
but I tell you
the day is coming
when breath will
fill your lungs

**as it never has before
and with your own ears
you will hear words
coming to you new
and startling.
You will dream dreams
and you will see the world
ablaze with blessing.**

**Wait for it.
Still yourself.
Stay.**

—Jan Richardson

Rosemary brought forward lessons from the Transition Team to today's meeting

- **We need to be aware we are in this together.**
- **Need to be kind to ourselves and others. And patient too.**
- **Be aware of trying to do too much.**
- **We can plan for the eventuality, but things can and will change.**
- **If any of us are anxious about what we are doing, or the pace of what we are doing, we need to share this.**

2. Check in

3. Reviewed agenda

4. Review/approve minutes of April 24, 2020 conference call meeting

Motion to approve minutes of April 24th 2020

Moved by Kathy Salisbury

Seconded by Allan Hux

Carried: Unanimous

2. Consent agenda – accepted as read – see appendix

Rosemary expressed thanks to Council Chairs efforts to keep Fairlawn running by creating an environment for all of us to be connected; keeping us well informed on our financial status and keeping our property in good repair

o Staff reports received

o Embrace Action: Kathy Magladry

o Experience Belonging: Kathy Salisbury

Telephone outreach, callers will be getting a message from Kathy to reconnect.

Council discussed a number of messaging needs in the month ahead including our summer programming and services , finding programs on our website and how are you doing? The GO program of the United Church has been taken on as a Cluster project that now includes FAUC, GO is now offering a virtual summer camp. Amanda will get an update from Whitton. Douglas will be putting together a theme or themes for the summer services. Amanda and Noelle are working on messaging for our summer services and programs

o Explore Spirituality: Amanda Hancox

o Finance and Trustees: Steve Dunk

Steve will prepare and send a financial update as at May 31, 2020 to our faith community about mid June. Government programs have helped. . The research grant is set up in a fund, so it does not impact on the operating budget. The grant fund runs out Sept 2021. Steve is attending the national church weekly updates on Finances and grants. Vicki and Steve will review the recent Federal announcement about rent subsidy for our. Community Partners.

- **Property Council: Vicki Stuart**
Vicki noted the forthcoming work on roof and continuing work on the fire code and the enthusiasm of Committee members to meet and work

- 3. **Human Resources and Relations Committee (formerly M&P) Report and Motions: Robin Harkness – see appendix**
Terms of Reference (TOR) reflect input from the previous M and P committee and others to bring forward the final version for approval.
UC allows churches to change the name. The new name better reflects the role of the committee and our staffing structure.
We need to populate the committee, currently a working group of Robin, Mary Ellen, and John. The target is fall for the Committee to be fully operational.
Robin outlined the attributes for committee members- see appendix. The committee should span all the attributes.
Based on conversations with other churches it is clear that we need a professional HR person on the committee. GC is asked to look across their contacts both externally or within the faith community to find the skill set. An external person could be asked for pro bono work when needed.
Action: Populating the committee - all

Moved that Robin Harkness be appointed to the Governing Council in his role as Chair of the HRR Committee

Moved by John Ryerson

Seconded by Amanda Hancox

Carried: Unanimous

Moved that Robin Harkness be approved as Chair of the Human Resources and Relationship Committee

Moved by John Ryerson

Seconded by Amanda Hancox

Carried: Unanimous

Moved that terms of reference (TOR) be approved for the Human Resources and Relationship Committee including the name change from M&P Committee, with thanks to the subcommittee led by Robin Harkness

Moved by Robin Harkness

Seconded by Steve Dunk

Carried: Unanimous

Moved that authority for dealing with HRR matters is transferred back from Governing Council to the HRR committee.

Moved by John Ryerson

Seconded by Amanda Hancox

Carried: Unanimous

Robin was welcomed as a new member of Governing Council.

4. Violence and Harassment Policy in the Workplace - Vicki Stuart – see appendix

Thanks to Doug Crozier’s law office advice.

The policy started with the UC policy from which it was augmented The policy will be posted along with posters as required

Vicki noted that the Health and Safety Policy is in development

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Motion to approve the Harassment and Violence Policy

Moved by Vicki Stuart

Seconded by Allan Hux

Carried: Unanimous

8. Report of the ‘Restart’ Task Group: Rosemary Pryde

Motion to move in camera

Moved by John Ryerson

Seconded by Vicki Stuart

Carried: Unanimous

Motion to move out of camera

Moved by Kathy Salisbury

Seconded by Amanda Hancox

Carried: Unanimous

Council received a report on re-opening and feedback was solicited prior to the task group's next meeting June 5th.

Douglas reported on an internal matter that management is addressing with guidance from Shining Waters

9. New/Other Business

Feedback discussion will be done by survey from Amanda on the two GC workshops on leadership

Kathy reported that Thriving in Retirement has enthusiastically embraced online Trivial Pursuit.

10. Next full GC meeting July 7th 1-3pm

Workplace Safety Policy will be presented in front of June 23rd meeting on Finances

11. Closing prayer/thoughts: Douglas duCharme

12. Adjournment

Moved by John Ryerson

Planned GC Working Sessions

- Thursday May 28th – The Community Research Report, Part One 6:00pm – 8:00pm**
- Tuesday June 23rd – Finance 101 2:00pm – 4:00pm**
- Thursday June 25th – The Community Research Report, Part Two 6:00pm – 8:00pm**
- Wednesday July 22nd – Change Management, date tentative; time TBA (a two-hour session)**

Appendices

- A Staff reports: circulated in advance and not appended**
- B. Embrace Action: Kathy Magladry**
- C. Experience Belong: Kathy Salisbury**
- D. Explore Spirituality: Amanda Hancox**
- E. Finance and Trustees: Steve Dunk**
- F. Property Council: Vicki Stuart**
- G. Human Resources and Relations Committee (formerly M&P) Report and Motions: Robin Harkness and John Ryerson**
- H. Draft Policies on Harassment and Violence: Vicki Stuart**
- I. Return Task Group Report – in camera**

B. EA Report

1. The Camp Scugog fundraising campaign launched May 3 has raised over \$9K as of May 17. We now know for sure that there will be no camps on site this summer. Our donation goes to maintaining virtual contact with former campers (moms) and junior staff and LITs.
2. We launched a letter writing campaign, Hear our Voices, encouraging congregants to write to their elected reps on the subject of homelessness. Details and sample letters and contact info are all on the church website.
3. We will be promoting Fred's Walk, a fundraiser for Fred Victor Centre (and former CRC), which will introduce participants to the clients served and their needs. We believe they will let people from Fairlawn go on the virtual walk without fundraising as have given substantial donations already from the EA Fund. Details will be in Greetings.
4. Our Refugee Sponsorship is completely stalled. We hope our case from Rainbow Railroad will move forward once the borders open
5. I advise that the Gibimishkaadimin canoe trip has been cancelled for 2020. We will push our support forward and provide funding for 2021 and 2022, assuming the trips take place. Not unexpected, but a sad piece of news, nonetheless.

C. Experience Belonging Update for Governing Council

May 2020

- 1) EB support team leads met on May 4th, chaired by Beth Jones. Three Fairlawn members on the senior visitation list have passed away – two from covid-19.

- 2) Staying connected: The choir, the prayer shawl knitters, Tuesday Lunch Group, Broadview group and Thriving in Retirement group are meeting via Zoom on a regular basis.

- 3) Support teams have checked in with 2 of our 3 newcomer families, to date.

- 4) The Telephone Outreach ministry is ongoing. Kathy hears periodically from callers. Aside from the support element of the ministry, this could be a good way for us to take the pulse of the congregation about proposed initiatives in the absence of being able to bring the larger group together. Kathy will seek guidance from GC about what this could look like. One suggestion is to have callers reach out to the households on their list with kids to confirm their ages and ask about specific ways that Fairlawn might support them.

Experience Belong Update – Amanda Hancox

Explore Spirituality Report for Governing Council – May 26, 2020

ES online

- **Sunday Service**
- **Coffee Hour Chat**
- **Spirited Exploration**
- **Spirit Space**
- **Mid-Week Prayer**

Other ES online events

- **Women's Spirituality**
- **The Men's Group**
- **Christian Meditation**

Reflections on our online offerings

Sunday service: There has been very good feedback on the intimacy of the 'from home' services, and the deeply meaningful reflections have touched many during this difficult time of isolation. We are reaching far more people with this online service, including Fairlawn friends and relations, and former members who no longer live in the area. All have also greatly appreciated Eleanor's excellent accompanying music curation.

Coffee hour: The chance to connect virtually for coffee hour has been very welcome over the past weeks, and conversations have been lively and action producing!

Mid-week prayer: This has been very personal and intimate. With all that is going on in our lives right now many have been overwhelmed. This mid-week check in and time of prayer has offered a chance to share burdens and express support.

Spirit Space: Participation has been rather low (3-5 children). We teamed up with the NT Cluster for a couple of Sundays to see if that would help with attendance, however no children from Fairlawn attended the NT Sunday morning sessions. Thus we have returned to our own Spirit Space on Sunday afternoons. It is possible that with everything in the children's world moving online, an additional online event on Sunday is just too much.

Spirited Exploration: This new initiative on Sunday afternoons has an engaged group of participants who share in a time of reflection and discussion about the different ways of experiencing faith and spirituality during this difficult and uncertain time.

Thank you

A heartfelt thank you to Rob Metcalf and Ambury Stuart for their ES leadership while Douglas was off. It is wonderful to know we have such a strong team to call on.

Future planning

We know we are in this physical distancing for the long haul. Usually summer is a time when activities wind down, however it is likely that our community will be looking for continued opportunities to connect, stay involved, and learn. ES is looking at several initiatives that could be offered over the summer and into the fall. The 'open to all' Women's Spirituality group will continue and Amanda is working with Noelle Boughton on some other online programming opportunities.

We are hoping to involve other members of the Fairlawn congregation as we look to slowly increase our online offerings. I think it's fair to say that all have been working at full tilt to get the excellent programs we have now up and running. Kudos to all who have worked so diligently to make this happen.

E. Finance Report

Note: Statements for March 31 were circulated and not appended

TREASURER'S REPORT TO GOVERNING COUNCIL – MAY 22, 2020

FINANCIAL RESULTS TO APRIL 30, 2020

Highlights:

March: Operating loss of \$35.3K versus a budgeted loss of \$19.5K.

April: Operating loss of \$18.7K versus a budgeted loss of \$8.2K.

Comments:

1. The March results have been restated from the previous version I sent a month ago. We discovered that a large donation that was previously recorded in April should have been recorded in March. The impact is to increase the operating income in March by \$5,000.
2. As a result the givings in March were only \$3K under budget and \$1K under last year.
3. Givings for the month of April were \$36K (\$1K over budget) but \$10K less than last year. The budget for April was lower this year to take into account the expected timing of donations from a few congregants.
4. There is a significant shortfall in overall April operating revenue as there was no Book Sale this year and rental revenue has been lost due to the closure of the building. The revenue loss from rentals and other income relative to budget was \$25K.
5. Expenses for the month of April were \$13K under budget as discretionary spending was reduced (primarily in administration, communications and music).
6. The operating loss for the month of April was \$18.7K compared with a budgeted loss of \$8.2K.
7. See comments below regarding government subsidies as the losses noted above are expected to be mitigated somewhat.
8. Trustees reported interest and dividend income of \$11.8K in the month of April.
9. The results year to date April 30 show an operating loss of \$101.8K versus a budgeted loss of \$81.7K (a difference of \$20.1K). Revenue is under budget by \$33.4K offset by reduced expenses of \$13.3K.

GOVERNMENT PROGRAMS

Wage Subsidy Programs

FAUC is eligible to benefit from two different wage subsidy programs:

1. The first (the “10% Program”) provides a subsidy equal to 10% of the amount paid to staff (subject to a maximum amount per employee). This is applicable for a 3 month period that began in mid-March. There is no reduction of revenue test that must be met to qualify for this subsidy. The monthly benefit under this subsidy is approximately \$3.9K.

2. The second (the “75% Program”) provides a subsidy of up to 75% of the amount paid to staff (subject to a maximum amount per employee) minus the amount recovered under the 10% Program. The net result of the two programs is therefore roughly equal to a benefit of 75%. This program was initially for a 3 month period but has now been extended to the end of August (another 3 months). In order to qualify under the 75% Program we have to meet a test that looks at the % decrease in revenue each month as compared with the same month in 2019. The test is a bit complicated as it looks at all types of “revenue” and includes more than just givings and rentals.

In May we received \$3.9K under the 10% Program for the mid-March to mid-April period. We expect to receive a similar amount for each of the next two periods for a total of \$11.7K.

We believe we met the required decline in revenue test under the 75% program for first two periods and should meet it for the third. We filed a claim for the two months for a total of \$41.7K. We expect to be eligible for the next period which should provide another \$20.9K.

If we are successful with all these claims the total subsidy for the March to June period should be approximately \$74K. This will help mitigate our revenue loss in the period and assist us with funding our main expense item – salaries.

We may qualify for further subsidy payments under the 75% Program as it was extended to August. Our qualification for further benefits will depend on whether we meet the reduction in revenue test each month.

Rent Subsidy Program

The government introduced a program to help fund rent payments for businesses experiencing a significant revenue reduction. Initially it did not apply to FAUC and similar entities. We were informed this week that it may be available with respect to some of our Community Partners and their arrangements with us. We are looking into this program to determine if we may be able to obtain a benefit.

F. Property Report

FAIRLAWN AVENUE UNITED CHURCH

MINUTES OF THE MEETING OF THE PROPERTY COUNCIL

HELD BY WAY OF ZOOM INTERNET CONFERENCING ON TUESDAY, APRIL 14, 2020, at 7:00 PM.

1. PRESENT: Victoria Stuart, John Wettlaufer, Shawn Davey, Kevin Resaul and Iliff Peck.

Regrets: Tom Gifford.

2. CALL TO ORDER: As a quorum of the councillors were participating, Victoria Stuart took the Chair and called the meeting to order. Iliff Peck acted as Secretary.

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3. APPROVAL OF LAST MINUTES: Minutes of the last meeting of the Property Council held on March 17, 2020 had been circulated to the members prior to this meeting. Amendments had been made to the minutes but not circulated. On a review of the minutes it was moved by Kevin Resaul, seconded by John Wettlaufer and carried, that the minutes be approved as amended.

MAJOR STRAGETIC ISSUES

4. STATUS OF FIRE CODE WORK: The Chair gave an updated report on the progress being made on the fire code work.

The Architect has sent his report on the new construction to the City and the Chair has ordered a final inspection. However the City's building inspectors are not working due to the Covid 19 lockdown.

There remains one small hole to calk to finish the fire stopping. John will do this in the next few days.

5. ROOF WORK: The roof work can be done within the lockdown guidelines as repairs are exempt. The timing depends on how much money the church wants to put out at this time

when revenue is reduced. We can stall this for a short time. We need to get a letter from the contractor agreeing to payment in four instalments: commencement, delivery of materials, completion and cleanup.. A new drain is required and we have now been advised that it cannot be hooked into the existing drain but must be run outside separately.

6. TUCK POINTING: This is now on hold.

7. ELEANOR'S OFFICE: This project is now on hold.

8. PLUMBER'S COMMENT: John reported that he had been advised that in commercial buildings like ours we must use a special type of pipe for plumbing instead of the standard black ABS pipe. It was proposed that we review this issue with the architect when we are doing the final check of fire code compliance.

ONGOING MAINTENANCE ISSUES

9. REPAIRS TO SUMP PUMP: Repairs have been made to the sump pump in the Pre-School room and the foul odour has disappeared.

10. FIRE INSPECTION DEFICIENCY: The Council discussed again the report of Capital Fire and Security Inc. on the deficiencies found on their recent inspection of the premises. Some items have already been taken care of and since we only have their estimate for all the work we will have to get a price for the items that we have not already taken care of.

11. GUTTER CLEANING: Kevin reported that the man who formerly cleaned the gutters and the flat roofs and had disappeared without explanation has reappeared and is prepared to resume this work. After a discussion around reliability it was decided to retain him again.

12. SHED ROOF: Kevin reported that in the recent strong wind storm roof shingles from the outdoor garden shed had blown off and landed in our neighbour's back yard. Kevin had taken pictures of the roof and the council examined them with care. It was felt that we can do the repair ourselves but an inspection of the roof in daylight is necessary to determine

whether we should just reshingle the roof or whether, as the photos seemed to indicate , we should replace the plywood roof as well since the roof is not very large.

13. ONGOING WORK BY CUSTODIANS: The Chair advised that our two full time custodians have accomplished many tasks while the building has been empty and free of interruption.

18. NEXT MEETING: As it is uncertain how long the building closure will continue, the time and place of the next meeting of the Property Council will be held at the call of the Chair.

19. TERMINATION OF MEETING: There being no further business to come before the Meeting, the meeting then terminated.

“Victoria Stuart”

“Iliff Peck”

Chair (Victoria Stuart)

Secretary (Iliff Peck)

G. Ministry & Personnel (M&P) Working Group Update

Author: Robin Harkness

Date: May 20, 2020

Attachments: Terms of Reference, Committee Membership Attributes

On February 25th the M&P Working Group updated Governing Council on progress achieved by the group since its inception at the end of 2019. Members of the working group include (Mary Ellen Richardson, John Ryerson, and Robin Harkness, with Douglas duCharme acting as advisor to the group. Items in the update included (i) a draft terms of reference for the refreshed M&P committee, (ii) a proposed new name for the committee that better reflects the function of the committee, (iii) plans to

recruit new members to the committee, and (iv) plans to connect with the chairs of M&P committees at other churches. On May 26th, the working group is coming to Governing Council to:

- request approval of the Terms of Reference and new name for the committee;
- share, for information purposes, a list of desired committee member attributes; and
- request help to identify potential new committee members.

Terms of Reference

Since first sharing a draft Terms of Reference with Governing Council, the Working Group has gathered feedback from a variety of sources including members of the former M&P Committee, and refined the draft into a final Terms of Reference (TOR) document (see Attachment 1, pg. 3). The TOR describes the purpose, scope, composition and operations of the committee. This is intended to be a 'living document' that will be reviewed and updated every two years.

Once approved by Governing Council, the TOR will be shared with members of the congregation and the United Church (Dale Hildebrand). A process to share the TOR with the congregation is to be developed.

- Requested action: That Governing Council approves the Terms of Reference.

New Committee Name

In February it was proposed the name of the committee be changed from Ministry and Personnel (M&P) to Human Resources and Relationships (HR&R) as the latter more clearly describes the role and function of the committee. With Governing Council's approval, the working group is seeking to formalize the name change.

- Requested action: That Governing Council approves the new name for the committee.

Recruiting Members

With the new TOR in place (following Governing Council approval) the priority task for the working group is to populate the new committee with members. While the committee will be made of three to five core members, it is envisioned that from time to time the committee may also include additional

people to work on special projects (e.g., development of a specific policy). A list of membership attributes for the new committee has been compiled to identify needed skill sets (see Attachment 2, pg. 12). No one committee member is anticipated to have all desired skills and attributes, but it is desired that the committee as a whole has these skills (or as many as possible). In seeking new members, the working group also hopes to identify people who may be interested and suitable to work on special projects. Recruiting will be done by directly approaching individuals with needed skill sets and by reaching out to the congregation at large. We may also need to resort to other creative means to populate the committee (discussed below).

The nature of the committee's work would be greatly facilitated by having at least one member with professional human resource experience. In fact, the chairs of other M&P committees (Lawrence Park and Rosedale) have strongly encouraged us to seek out HR professionals. This is proving to be a challenge. To date the working group has been unsuccessful identifying congregants with this skill set who are willing to join the committee at this time. The working group is seeking Governing Council's help to identify Fairlawn members having a human resources background. The working group would also like to identify congregants in senior executive roles (active or retired) who might know of HR professionals who might be willing to do pro bono work for the church (e.g., to develop experience in the not-for-profit space). The working group is asking Governing Council to help identify individuals in such senior roles.

The plan and timing for congregational outreach inviting individuals interested in joining the committee to come forward still needs to be developed. Ideally this will be undertaken in conjunction with a call for members by other committees, working groups, social groups etc.

- Requested action: That members of Governing Council work with the Working Group to identify potential new committee members and congregants in senior roles who might be able to expand the search for committee members.

Next Steps:

- The Working Group's number one priority is to populate a refreshed HR&R Committee within the coming months and to launch this committee.
- Develop a prioritized list of actions to be addressed by Working Group and subsequently the HR&R Committee once it has been constituted.

Attachment 1: Terms of Reference

2020 May 19

Human Resources and Relationships Committee

(formerly the Ministry & Personnel Committee)

Fairlawn Avenue United Church

Terms of Reference

The United Church of Canada bylaws require that each Pastoral Charge has a Ministry and Personnel Committee. At Fairlawn Avenue United Church this committee is known as the Human Resources and Relationships (HR&R) Committee, a confidential committee accountable to Governing Council. Policies addressing the responsibilities of the committee are contained in The United Church Manual and are compiled in Appendix 1 of these Terms of Reference.

Personnel employed by FAUC work within an organizational structure that includes defined management roles. FAUC's HR&R Committee fulfills its United Church prescribed role in collaboration with the church's management staff. To best support ministry personnel, staff and the congregation within the organizational structure at FAUC, the HR&R Committee performs a human resources role and not a supervisory or managerial role. The responsibility for day-to-day management of staff rests with the reporting manager as identified in each staff member's job description.

Purpose

The HR&R Committee fulfills the human resources function at FAUC.

- The committee is responsible for supporting all ministry personnel and lay personnel (i.e., all matters related to the employment of staff).
- The committee acts as a liaison between staff and the congregation.

Scope

To fulfill its purpose, the scope of the HR&R Committee's work includes the following.

- Recommending relevant policy, process and procedures on human resource management to Governing Council, in compliance with legislation and United Church requirements (see Appendix 1).
- Providing support and consultation for staff in human resource matters. This includes, but is not limited to, recruitment, review of employee-related issues including development, performance, and disciplinary issues, and to provide feedback to staff and Governing Council as required.
- Striving to maintain healthy relationships between staff and the congregation by supporting the FAUC Guiding Principles.

- **Developing recommendations, through analysis of qualitative experience and quantitative data, of solutions that address systemic challenges, opportunities and recommended solutions on matters within and related to the Committees objectives.**

Deliverables

In achieving its purpose, the HR&R Committee will

- **Ensure responsibilities defined in the United Church Manual are fulfilled (see Appendix 1);**
- **Develop a plan, in consultation with senior staff, of priority human resource matters to be addressed each calendar year; and**
- **Propose a human resources budget (compensation, personnel development etc.) to Governing Council each fiscal year.**

Organization

Members

- **The HR&R Committee members will comprise a minimum of three (3) and a maximum of five (5) members. We will strive to ensure the committee reflects the diverse nature of our community in regard to age, gender, tenure, etc.**
- **The Chair of the Governing Council cannot be a member of the M&P committee.**

Chair

- **The Chair of the committee, if not on Governing Council, will be an ex officio voting member of Governing Council.**
- **The Chair is responsible for confidential safekeeping of all employment records related to staff and minutes of the HR&R Committee meetings.**

Term

- **Members will serve for a two-year term. Renewal may be approved not to exceed two additional terms.**
- **Members should have staggered terms to ensure continuity on the Committee.**

Staff Support

- **None.**

Meetings

Frequency of Meetings

- **The committee will meet at least once per quarter, with other meetings as required.**
- **An agenda will be circulated at least five days prior to the HR&R meeting.**

Quorum

- **A quorum will constitute fifty percent plus one of the members. In the case of a 3 (three) or 5 (five) member committee, quorum will be two (2) or three (3) members, respectively.**

Decision Making

- **Decisions will be made by consensus.**
- **If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue (i.e., vote, continue discussion, table issue to another meeting, etc.). When voting, majority (fifty percent plus 1) rules with quorum present.**

Minutes

- **Meeting minutes will be circulated no later than one week after the HR&R Committee meeting and shall be approved at subsequent meetings.**
- **The Committee shall report the proceedings of each meeting, and all recommendations made by the Committee at such meetings, to the Governing Council.**

Guests

- **The Chair may invite guests to attend meetings or parts thereof as a resource as required.**

Accountability

- **The HR&R Committee is accountable to Governing Council through the Chair of the Committee.**

Review and Revision

- **These Terms of Reference will be reviewed every two years.**

Other

- **The Committee shall have such powers and perform such duties as the Governing Council may from time to time delegate to it.**

Appendix 1: Roles and Responsibilities of the HR&R Committee

Appendix : Supporting Documents

Roles and Responsibilities of the Human Resources & Relationships Committee

The roles and responsibilities of Ministry & Personnel committees (known as the Human Resources and Relationships [HR&R] Committee at Fairlawn Avenue United Church) as mandated by the United Church are listed in the following table.

Fairlawn Avenue United Church employs a number of staff, including an Executive Director responsible for providing organizational leadership by working in collaboration with the Minister, Governing Council, staff and active volunteer personnel in strategic and operational matters. In support of good management practices, the HR&R Committee has delegated certain responsibilities to the Executive Director (ED) which include management and leadership oversight of staff.

Policy development by the HR&R Committee will be undertaken in collaboration with the respective council at FAUC (e.g., policies affecting the Property Council will be collaboratively developed with the Property Council).

Roles and Responsibilities M&P Delegated to Executive Director (ED) or to the Minister

- 1 The Consultative and Supportive Role
 - 1.1 The HR&R Committee is responsible for being available for consultation and support for matters involving the staff (policy) x
 - 1.2 The HR&R Committee is responsible for maintaining close contact with the regional council Pastoral Relations Committee or equivalent (policy) x
- 2 The Healthy Relationships Role
 - 2.1 The HR&R Committee is responsible for overseeing the relationship of the staff to each other and to the people of the congregation x
 - 2.1.1 Standards of confidentiality and transparent processes x

2.1.2 Management of employment relationships X Minister will be primarily responsible for the management of employment relationships for the ED and for those staff directly involved in spiritual matters, as defined in consultation with HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.)

2.1.3 Management of multi-staff team relationships x

2.1.4 Management of other relationships with ministry personnel (e.g., supervised ministry education) x

2.1.5 Act as a resource in encouraging conflict resolution (i.e., resolution does not need to be managed by HR&R Committee) x x -Conflict resolution process to be developed.

-Minister will be primarily responsible of the management for those staff directly involved in spiritual matters, as defined in consultation with HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.), as well as management of the ED.

3 The Supervisory Role

3.1 The HR&R Committee is responsible for regularly reviewing the working conditions, responsibilities, and compensation of all staff, and making any recommendations needed as a result of these reviews to the governing body (policy) x x ED to update HR&R Committee and provide the committee with recommendations for review by committee; the Committee will bring recommendations to Governing Council

3.1.1 Compliance with employment regulations (Employment Standards Act, Human Rights Code, Occupational Health and Safety Act, etc.) x

3.1.2 Ensure workplace health and safety (including violence and harassment) x x

3.1.3 Compensation x x

3.1.3.1 Salary x x ED to make recommendations to the HR&R Committee

-Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the Committee (e.g.. Music Director, Children and Youth Programming, etc.)

3.1.3.2 Statutory holidays and vacation x - Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.)

3.1.3.3 Sabbatical leave x

3.1.3.4 Maternity and parental leaves x ED/Minister to inform the HR&R Committee

3.1.3.5 Bereavement leave x ED/Minister to inform the HR&R Committee

3.1.3.6 Compassionate leave

M&P is responsible for making decisions about compassionate leave (policy) x x
ED/Minister to make recommendation to the HR&R Committee

3.1.3.7 Extended compassionate leave x ED/Minister to make recommendation to the HR&R Committee. Approval will be granted by Governing Council

3.1.3.8 Court duty x ED/Minister to inform the HR&R Committee

3.1.3.9 Leave of absence x x ED/Minister to make recommendation to the HR&R Committee

3.1.3.10 Continuing education leave

The HR&R Committee is responsible for ensuring staff make use of opportunities for continuing education that they have been given (policy) x

3.1.3.11 Other leaves x x ED to make recommendation to the HR&R Committee

- Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the HR&R Committee (e.g.. Music Director, Children and youth programming, etc.)

3.1.3.12 Position description

The HR&R Committee is responsible for revising position descriptions of staff as needed (policy) x
x Prepared by ED; reviewed by the HR&R Committee who brings recommendation to Governing Council for approval.

3.1.3.13 Recruitment and selection of employees x x ED/Minister to make recommendation to the HR&R Committee which makes a hiring recommendation to. Governing Council for approval.

3.1.3.14 Annual performance review

The HR&R Committee is responsible for conducting annual performance reviews of staff (policy) x
x For staff reporting to ED, ED will conduct performance reviews.

The HR&R Committee is responsible for ensuring performance reviews are conducted for all staff and for reviewing the performance reviews

Appendix 2: Supporting Documents

Ministry and Personnel Committees: Policies, Procedures, Practices (Jan 2019)

https://www.united-church.ca/sites/default/files/ministry-personnel-committees_policy-procedures-practices.pdf

- Expands on policy relating to M&P committees found in the Community of Faith section of the United Church Manual
- Contains policies and procedures from the United Church Manual that must be followed for M&P committees to carry out their responsibilities in supporting and supervising staff (ministry personnel and lay employees)
- Also includes further information which M&P committees are encouraged, but not required, to follow

Resources for Ministry & Personnel Committees (Jan 2019)

<https://www.united-church.ca/sites/default/files/resources-for-mandp-committees.pdf>

- Companion document to the M&P: Policies, Procedures, Practices
- Contains checklists of M&P committee structural needs
- Provides more detail on roles and responsibilities including best practices

United Church Manual

https://www.united-church.ca/sites/default/files/the-manual_2019.pdf

Attachment 2: Committee Membership Attributes

H. Human Resource & Relationships (HR&R) Committee Membership Attributes.

Ideally, the HR&R Committee as a whole should encompass the skills and attributes listed below. Each committee member will bring their unique talents, skills and attributes to the committee to collectively constitute a committee with the capabilities necessary to fulfill its mandate as described in the Terms of Reference.

Requirements:

- Experience and knowledge of Human Resources management, with an HR background, or equivalent experience (from having worked in a leadership position)
- Committee members should be willing to learn and be committed to devoting the necessary time and attention to make thoughtful, educated decisions about HR&R matters.
- Able to keep confidences (requirement for all members)

Skills & Additional attributes:

Knowledge of, experience in and willingness to share the following:

- Coaching and mentoring experience
- Change management practices
- Knowledge, development and management of HR policies and practices
- Strong interpersonal skills
- Conflict resolution skills
- Communication skills, in particular well-honed listening skills
- Enjoy working in a team
- Open-minded, fair handed, reasonable and well balanced, open to seeing both sides of a situation

Additional attributes that would be beneficial to the committee

- Comfortable dealing with ambiguity
- Creative problem solvers and,

H. Policy Name: Violence and Harassment Policy (Bills 168 and 132) Draft as of May 26

Date approved:

<<Insert Date of Final Approval>>

By

Name of Signer

Title of Signer

Date Effective June 1, 2020

References United Church of Canada: https://www.united-church.ca/sites/default/files/handbook_governance.pdf

HR Downloads (password required):

<https://www.hrdownloads.com/>

Record of Policy Changes (this will only be relevant if the final version you are creating gets updated at a later date for tracking purposes)

Date Approved By Information Changed

Purpose

The United Church of Canada is committed to providing safe environments for work, worship, and study, free from harassment and violence.

The church will not tolerate any behaviour by any person—including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers—that constitutes harassment, or is violent or threatens violence.

Harassment and violence in the workplace are prohibited by federal and provincial law and the laws of the church.

Policy

All complaints of harassment or violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

Harassment is defined as any vexatious or unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of discrimination. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace 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 making a sexual solicitation or advance where the person making the solicitation

or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Violence is defined as the exercise of physical force or attempt to cause physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

Complainant is defined as a person who has made a complaint about another individual who they believe committed an act of violence or harassment against him/her.

Respondent is defined as a person whom another individual has accused of committing an act of violence or harassment.

It is everyone's responsibility to raise concerns about harassment, violence, and discrimination within the workplace. It is also everyone's responsibility to take steps to address harassment, violence, and discrimination in the workplace. Employees are responsible for adhering to this policy and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do not constitute harassment.

This policy shall be reviewed as necessary when circumstances or changes in the workplace warrant review and shall in any case be reviewed at least annually.

Procedures

1. All complaints of harassment or violence will be taken seriously and will be investigated.
2. If the Complainant is able to do so safely, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the Complainant.
3. If the behaviour does not stop or the Complainant is unable to speak to the Respondent, then a complaint should be provided in writing with detail as to the date of the incident(s), location, any witnesses, and a description of the incident(s).
4. The written complaint should be sent to the Regional Executive Minister, Rev Jody Maltby, 416-231- 7680, JMALTBY@united-church.ca.
5. The Regional Executive Minister will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
6. The written complaint will be provided to the Respondent at the earliest possible opportunity by the Regional Executive Minister or appointee.
7. The Regional Executive Minister will inform the executive or sub-executive of the region that a complaint has been received. The Regional Executive Minister will also inform the pastoral charge or faith community that a complaint has been made, and of the process to be used to address the complaint.
8. Pastoral care will be offered to the parties.
9. The Regional Executive Minister will assign an investigator to the complaint in consultation with the appropriate staff person in the Office of Vocation.

10. The investigator will meet with the parties to the complaint in person; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone.

11. The investigator will prepare a written report with recommendations to resolve the complaint, and the written report will be provided to the regional executive minister, who will communicate the resolution and recommendations, as appropriate, to the parties and to the pastoral charge or faith community.

12. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.