

Policy #	CC18-P03	Page 1 of 2
Name of the policy	Urgent work for the parish	
Effective date	2018-04-01, Archdiocese of Ottawa	
Category	College of Consultors—Application for Approval	

Definition

Unexpected and unpredictable work that must be done within one to three days.

Examples

Power failure, breakage of water pipes, breakdown of a furnace, roofing problems, vandalism, etc.

Clarifications

This policy is applicable in all cases of emergency work, even if the parish has the necessary funds or plans to receive donations for the said expenditure.

All listed amounts are before tax, calculated on **the value** of the works (labour and materials). Donations and volunteer work that reduce the actual costs of the expense may not be included.

Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Make sure you have the necessary funds. Otherwise, communicate as soon as possible with the Director of Finance and Administration (DFA) of the diocese. **When you need to obtain a loan** or a fundraiser to cover part or all of the expenses, before you do the work you must:
 - Obtain the recommendation of your TAC; and
 - Obtain approval from the Archbishop, see policy CC18-P07

Procedure to follow

1. Contact insurer **The Catholic Mutual Insurance Company of Canada** at 1-866-233-3332 to check for coverage.
 - If the insurer covers all the costs of the emergency, follow the recommendations of the insurer. N.B. a deductible of \$2,500 is applicable
 - If the insurer does not cover all the costs and/or the parish will have to disburse less than \$15,000, perform the urgent work following the applicable “General Rules”
 - If the insurer does not cover all costs and/or the parish will have to spend \$15,000 or more, perform the emergency stabilization work and communicate as soon as possible with the DFA or the Manager of Planning, Properties and Housing (MPPH) at the diocese

Policy #	CC18-P03	Page 2 of 2
Name of the policy	Urgent work for the parish	
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2. In the event that the parish will have to pay \$15,000 or more, remember:

- to perform only the stabilization work that is necessary at the present time
- to advise your regional consultant or in his absence, the episcopal vicar of your sector (see resource CC18-R02)
- to submit your application for approval, form CC18-F03, to the DFA, who will take into account that this is an emergency and who, or in his place his delegate, will communicate with you as soon as possible
- to solicit more than one cost submission
- to obtain from your contractor an insurance certificate and WSIB
- to obtain a work contract for post-stabilization work (see resource CC18-R03, simplified contract)