



The Diocese of Huron

PARISH BUILDING PROJECTS POLICY AND PROCEDURES

Church buildings which are either held in trust by Parishes or are missions for the Diocese, support the Diocese of Huron Ministries. For their part, Parishes are indispensable stewards that continue to maintain these structures and the Diocese recognizes the importance of these relationships.

The following document governs the parameters for obtaining Diocesan approval to erect, alter, renovate, or repair church and other buildings on property owned by the Diocese of Huron. Please be in touch with your Territorial Archdeacon as early as possible when contemplating a project to ensure support and approvals are provided in a timely manner.

1. PROJECTS LESS THAN \$20,000

The following simplified procedure applies to routine building projects which are expected to cost less than \$20,000 and do not require a building permit. In these instances, permission to proceed with the project shall be sought from your Territorial Archdeacon who may consult with the Diocesan Secretary-Treasurer before giving consent. The Diocesan Secretary-Treasurer may refer any project to Land and Property Committee for their assessment. Initial correspondence with the Territorial Archdeacon shall describe the project, its potential missional impact, funding sources, approval by Parish Council and/or Vestry, and timeline. It is also recommended that a visit by the Diocesan Property Officer be arranged to go over project requirements. The Territorial Archdeacon will notify the Church Wardens of the decision in writing, and indicate any conditions stipulated as part of the approval.

Permits are usually not required for any projects (repairs, windows, roofs, masonry, HVAC) which are a normal replacement or repair. Permits may be required for substantive changes (replacing a steam boiler for an air forced system). Since every Municipality may be different, a safe assumption is that a building permit may be required, and the parish should have an upfront conversation with the local building official if in doubt.

2. REGULATED PROJECTS

All projects which are expected to cost more than \$20,000 and/or require a municipal building permit or heritage permit are regulated by the Diocese. These regulations are

intended to provide support to navigate compulsory Municipal, Provincial and Diocesan requirements related to building projects in a way that embodies excellent stewardship of our resources and allows God's mission to flourish in the communities we serve.

There are three sets of regulations.

2A. Alteration of Church Buildings (projects greater than \$20,000)

2B. Building Projects for Diocesan Controlled Properties

2C. New Construction and Major Renovation (projects greater than \$100,000)

If the project is determined to be a major renovation or new construction, representatives of the Land and Property Committee will be selected to work with the parish committee overseeing the project. Where a representative is appointed, they shall be made aware of and invited to all meetings related to the project. (a video link option should be considered). They should receive copies of all reports, invoices, and proposed change requests.

Some projects greater than \$100,000 may be considered an Alteration and not a New Construction or Major Renovation.

If the project is over \$100,000 the Diocese will decide:

if the project is an Alteration and appoint individuals to offer assistance and give direction on the requirements for the project to move forward for possible approval.

or

if the project is a Major project and will appoint a Land and Property representative to be a member of the local project committee and work with the Parish and give guidance.

URGENT REPAIRS

From time to time, situations arise where unexpected and time-sensitive or emergency repairs to church buildings are necessary (e.g. following a storm, flood, pipe burst or fire). These procedures should be followed to initiate, fund and complete any urgent repair projects, regardless of the estimated cost.

3. Application of Capital Expenditure Form – please complete and submit this form to the Diocese at the initial concept stage, with a copy to Territorial Archdeacon and the Diocesan Property Management Officer, and again with your actual application for permission to proceed. This form may be found on the Diocesan Website under Parish Resources – Building Guidelines.

Required steps to initiate, proceeding and completing a Renovation, Addition and/or Significant Repair

Renovation, Addition and/or Significant Repair –

Approval for this type of project is a three-phase process. There should be an initial discussion with the Territorial Archdeacon before consultants or contractors are engaged. Throughout the project the Territorial Archdeacon should be kept informed. The Archdeacon has the right to refer the project to the appropriate committee of the Diocese.

Phase One – Review of the idea or issue before engaging professionals.

- ✓ The first step is to discuss the idea or issue with the Territorial Archdeacon who will determine whether it is a significant renovation or repair. If it is significant the following steps will be required.
- ✓ The initial phase is to establish its scope and a rough preliminary cost estimate and requires. The concept must be submitted to the Land and Property Committee for review and approval in principle and include:
 - ✓ A completed mission statement for the parish.
 - ✓ Indication how this project is in response to its stated mission.
 - ✓ A professional building assessment report to determine general building condition.
 - ✓ A financial strategy for how this project will be funded and maintained as well as how the other issues within the professional report will be addressed. The financial plan should include a contingency allowance of at least 20%.
 - ✓ Proof of funding that complies with the funding requirements of Canon 14.
 - ✓ The Territorial Archdeacon must provide a letter of recommendation.
 - ✓ The parish vestry must have approved the idea in principle.

Phase Two – Design and Contract Documents

- ✓ Once the project has been approved in principle by the Diocese it can proceed to the planning phase including professional, developing plans and cost estimates.
- ✓ It is recommended that a separate committee be created. Their responsibilities would include:
 - ✓ Working with Wardens, Building Committee and Council to engage professional services (refer to Appendix D).
 - ✓ Working with the various committees of the parish and user groups to determine what is wanted/needed then building consensus on what is to be included.
 - ✓ Establishing a budget for the project and working with the treasurer to develop an initial financial plan. The plan should include a contingency allowance of at least 20% for renovations and repairs, 15% for additions.
 - ✓ Preparation of Permit and Tender Documents,

- ✓ A final pre-tender estimate of costs must be completed by the Consultants. If the intent of the project or cost increases more than 10% the Archdeacon must be consulted before proceeding to tender.
- ✓ Competitive bidding with three or more bids normally is required. It is wise to seek at least 5 bids and follow up during the tender period to establish how many bids you are likely to receive.
- ✓ No projects of this nature will be approved without the following;

A parish vestry approving the project.

A submission to Diocesan Council for approval of the scope of the project and financial arrangements.

Phase Three – Construction

- ✓ The parish shall submit a copy of the building permit to the Diocese as per Canon Law.
- ✓ The parish shall keep the Archdeacon and Diocese informed of progress including the status of the contingency with respect to changes to the project. The parish and its building committee do not have authority to exceed the approved budget.
- ✓ The parish shall retain a record of the contract documents, changes and contract administration files. A set of 'electronic as built drawings and contract documents' are to be part of the agreements with consultant and contractor. Page 10 of 23
- ✓ Training on all systems shall be included as part of the contract and all warranties and instructional documents kept together will the other information to be gathered indicated herein.

PROCEDURE FOR THE ALTERATION OF CHURCH BUILDINGS (2A)

This regulation applies to all alterations, renovations, and repairs of church buildings affecting their fixtures or fittings, fabric of structure, that are expected to cost more than \$20,000 and/or require a municipal building or heritage permit. This includes but is not limited to HVAC, roof, elevator, organ, flooring, window, and parking lot repairs or replacements; accessibility, bathroom, kitchen renovations; and the installation of permanent memorials.

1. **Concept stage:** Discuss the project (objectives, missional impact, feasibility, funding sources, scope of work, timing) during a meeting of the Wardens and/or Parish Council and if needed, form a committee to oversee the project. **Include the Territorial Archdeacon in these discussions.**
2. **Parish endorsement:** Present the project to the parish council and/or vestry to gather feedback, to build consensus about its scope and, ultimately, to receive its support.
3. **Diocesan endorsement:** Notify the Diocese at the earliest opportunity about the proposed project by completing and submitting the "Application for Capital Expenditures Form".

The Secretary-Treasurer will consult with the Territorial Archdeacon and Land and Property Committee about the proposed project and share any feedback with the Territorial Archdeacon. At this point, the Territorial Archdeacon may determine that a proposed renovation project shall follow the procedure for "Alteration of Church Buildings (2A) or "Major renovations and new construction (2C). **In all cases when a project is over \$20,000 a current FULL BUILDING assessment by a Diocesan approved consultant must be submitted with the request for permission to proceed.**

4. **Obtain quotes:** After fulfilling any stipulations required for next steps, the parish committee overseeing the project will obtain quotes or cost estimates from the appropriate contactor, architect and/or engineer. This will be done in consultation with the Diocesan Land and Property representatives.

Where quotes are mandated, at least three quotes are required; additional quotes may be required if the variance in those quotes is greater than 10% or if special circumstances warrant. Estimates do not bind the contractor.

Most parish projects occur in buildings where the public meets. The Ontario Building Code OBC requires the services of an architect and Engineering subconsultants.

5. **Vestry approval:** Obtain approval of the project, its budget, and financing plan at the Parish's annual Vestry meeting or if necessary, at a special Vestry meeting called in accordance with Canon 14 and Canon 18.

6. **Diocesan approval:** Convey the vestry's decision and the final project plan, including the "Application of Capital Expenditures Form" and a letter of recommendation from the Territorial Archdeacon to the Secretary-Treasurer, and the representatives of the Land and Property Committee. The Land and Property committee will study the project and discuss with the Secretary-Treasurer and the Property Management Officer or other individuals with knowledge of the proposed project, details of the project and other possible issues at the parish and make a recommendation to the Administration & Finance Committee regarding the project. If the A&F Committee does not believe the project is ready to be presented to Diocesan Council, it will return the project to the L&P Committee. The Territorial Archdeacon shall be informed of the decision of the A&F Committee. If the project is ready to be presented to Diocesan Council for approval, the Territorial Archdeacon will bring the matter to the next Diocesan Council meeting for approval.

7. **Project commencement:** Upon receipt of permission from Diocesan Council, the project may commence. The Parish corporation may then seek any necessary permits from Municipal and/or Provincial authorities and enter contracts necessary to complete the project. The Parish corporation must advise the assigned Land and Property representative, as well as the Territorial Archdeacon and Property Management Officer of any significant changes to the project's budget or scope.

Proof of Third-Party Liability Insurance in the amount of \$2,000,000 and WSIB coverage is required for all projects. The Diocese or other management entity should be added as Additional Insureds but only with respect to operations of the Named Insured.

Project reporting: The parish should submit monthly progress reports to the Diocese indicating, progress to date, value of last or latest invoice to the contractor, additional charges approved on the project in comparison to the contingency allowance set aside to cover these costs.

8. **Project completion:** Notify the Property Management Officer and Territorial Archdeacon of project completion and convey to the Diocesan office the "Project Summary Report" along with any relevant documents (engineer or architectural drawing, permits of occupancy, financial summaries, contracts, warranties and photographs).

PROCEDURE FOR BUILDING PROJECTS FOR DIOCESAN CONTROLLED PROPERTIES (2B)

This regulation applies to all alterations, renovations, and repairs that affect the fixtures or fittings, fabric, or structure, of a building on property held, or directly overseen by the diocese, and that are expected to cost more the \$20,000 and/or require a municipal building or heritage permit. Projects should not be split into multiple projects to keep the individual totals under the \$20,000 cap to avoid the process below.

This regulation shall apply to Diocesan missions, Church House, Camp Huron, and other Diocesan-held properties, including those of disestablished parishes.

1. **Concept stage:** Discuss the project (objectives, missional impact, feasibility, funding sources, scope of work, timing) during a meeting of appropriate governing body. The Territorial Archdeacon is to be included in these discussions where it relates to diocesan missions and properties of disestablished Parishes. For other projects, the Secretary-Treasurer or Property Management Officer should be included. **In all cases when a project is over \$20,000 a current FULL BUILDING assessment by a Diocesan approved consultant must be submitted with the request for permission to proceed.**

2. **Board or Management Committee approval:** A proposal outlining the project, its scope, costs (including quotes), and a funding plan, shall be presented to the board, or other appropriate oversight body for review, feedback, and approval. A committee or individual shall be appointed to oversee the project. Notify the Secretary-Treasurer and the Diocese Property Management Officer at the earliest opportunity about the proposed project by completing and submitting the "Application for Capital Expenditure Form".

Where quotes are mandated, at least three quotes are required; additional quotes may be required if the variance in those quotes is greater than 10% or if special circumstances warrant. Estimates do not bind the contractor.

3. **Diocesan approval:** The Board or Management committee's decision and the final project plan shall be conveyed to the Secretary-Treasurer with an endorsement letter from the Territorial Archdeacon if appropriate.

The Secretary-Treasurer shall consult stakeholders, which may include representatives of the Land and Property Committee, Administration and Finance Committee and/or other committees regarding the proposed project.

The Secretary-Treasurer may direct that a representative of the Land and Property Committee be assigned as a liaison.

The Land and Property committee will study the project and discuss with the Secretary-Treasurer and the Property Management Officer or other individuals with knowledge of the proposed project, details of the project and other possible issues at the proposed building site and make a recommendation to the Administration & Finance Committee regarding the project. If the A&F Committee does not believe the project is ready to be presented to Diocesan Council, it will return

the project to the L&P Committee. The Territorial Archdeacon, when appropriate, shall be informed of the decision of the A&F Committee. If the project is ready to present to Diocesan Council for approval, the Territorial Archdeacon or Secretary-Treasurer will bring the matter to the next Diocesan Council meeting for approval.

4. **Project commencement:** Upon approval of the Diocesan Council, the project may commence. Any necessary permits from municipal and/or provincial authorities may now be sought and any contracts necessary to complete the project may be signed. The Property Management Officer and, where appropriate, the Territorial Archdeacon must be informed of any significant changes to the project's budget or scope that arise during work on the project.

Proof of Third-Party Liability Insurance in the amount of \$2,000,000 and WSIB coverage is required for all projects. The Diocese or other management entity should be added as Additional Insureds but only with respect to operations of the Named Insured.

Most projects occur in buildings where the public meets. The Ontario Building Code OBC requires the services of an Architect and Engineering subconsultants.

Project reporting: The Board or Management committee responsible for the project should submit monthly progress reports to the Diocese indicating progress to date, value of last or latest invoice to the contractor, additional charges approved on the project in comparison to the contingency allowance set aside to cover these costs.

5. **Project completion:** notify the Property Management Officer and, where appropriate, the Territorial Archdeacon of project completion and convey to the Diocesan office the "Project Summary Report" along with any relevant documents (engineer or architectural drawings, permits of occupancy, financial summaries, contracts, warranties, and photographs).

PROCEDURE FOR NEW CONSTRUCTION & MAJOR RENOVATION (2C)

For (i) new construction projects, (ii) major renovations of church building of parishes that affect their fixtures or fittings, fabric or structure and are expected to exceed \$100,000, or (iii) if otherwise directed by the Diocesan Council, the following procedures must be followed.

1. **Concept Stage:** Discuss the project (objectives, missional impact, feasibility, funding sources, scope of work, timing) at a Parish Council meeting and establish a building committee. Inform the Territorial Archdeacon of the project. **In all cases when a project is over \$20,000 and an existing building is involved, a current FULL BUILDING assessment by a Diocesan approved consultant must be submitted with the request for permission to proceed.**
2. **Parish endorsement:** Present the basic concept of the project to the parish council, Vestry or Town Hall meeting to gather feedback, to build consensus about its scope and, ultimately, to receive its support.
3. **Diocesan endorsement:** Write to the Secretary-Treasurer, copying the Territorial Archdeacon, to seek endorsement of the concept, describing the reasons for it, the anticipated costs, and the sources of the funds with an "Application for Capital Expenditure Form". The Secretary-Treasurer will bring the project to the Diocesan Senior Staff meeting for information and advice.

If the project is considered for next steps, the Secretary-Treasurer will ensure representatives of the Land and Property committee are assigned as ex-officio non-voting consultants to the parish's building committee.

If an existing building is involved, work cannot start unless a FULL BUILDING inspection has been completed in the past five years to identify other issues in the building not being addressed in the new project.

4. **Project Plan:** The Parish shall seek approval from Vestry for a due diligence planning budget to prepare a detailed project plan and commission any necessary planning reports, working with the Diocesan representative and other consultants as may be necessary. Once drafted, send the project plan to the Secretary-Treasurer and Territorial Archdeacon. After consulting with the Territorial Archdeacon, the Land and Property Committee, and Diocesan Senior staff, the Secretary-Treasurer will provide the Parish building committee with feedback about this initial project plan. The building committee may then update and seek input from their consultants and Parish council on any proposed revisions to the project plan. The final project plan must include details on the proposed contracting method: (a) competitive bid or (b) design-build bid. The building committee will obtain bids for selection and decision by the corporation. Where quotes are mandated, at least three quotes are required; additional quotes may be required if the

variance in those quotes is greater than 10% or if special circumstances warrant. Estimates do not bind the contractor.

5. **Vestry approval:** Obtain approval of the project, including final design plans, a detailed project budget and the financing plan at the Parish's annual Vestry meeting or, if necessary, at a special Vestry meeting called in accordance with Canon 14 & Canon 18.
6. **Diocesan approval:** Convey the Vestry's decision and the final project plan, including the "Application of Capital Expenditures Form" and a letter of recommendation from the Territorial Archdeacon to the Secretary-Treasurer, and the representatives of the Land and Property Committee. The Land and Property committee will study the project and discuss with the Secretary-Treasurer and other individuals with knowledge of the proposed project, details of the project and other possible issues at the parish and make a recommendation to the Administration and Finance Committee regarding the project. If the A&F Committee does not believe the project is ready to be present to Diocesan Council, it will return the project to the L&P Committee. The Territorial Archdeacon shall be informed of the decision of the A&F committee. If the project is ready to be presented to Diocesan Council for approval, the Territorial Archdeacon will bring the matter to the next Diocesan Council meeting for approval,
7. **Project Commencement:** Once all approvals are granted, the parish may commence the project, entering any necessary construction contracts, and/or applying for any requisite municipal building/heritage permits. The Parish building committee will be responsible for monitoring the project, keeping notes and photographs to document the various stages of the project, and must advise the assigned L&P committee representatives, as well as the Territorial Archdeacon and Secretary-Treasurer of any significant changes to the project's budget or scope that arise.

Project cost changes more than 15% of the approved budget and or represent significant changes to the project scope may require additional approvals by the Parish, and Diocesan Council.

Proof of Third-Party Liability Insurance in the amount of \$2,000,000 and WSIB coverage is required for all projects. The Diocese or other management entity should be added as Additional insured but only with respect to operations of the Named Insured. **Depending on the size of the project the Parish may want to discuss with the Diocesan Insurer obtaining an additional policy for the project.**

8. **Project Completion:** Notify the Territorial Archdeacon and Secretary-Treasurer of project completion and convey to the Diocesan office the "Project Completion Form" along with any relevant documents (engineer or architectural drawing, permits of occupancy, financial summaries, contract, warranties, and photographs).

3) PROCEDURE FOR URGENT REPAIRS

From time to time, situations arise where unexpected and time-sensitive or emergency repairs to church buildings are necessary (e.g. following a storm, flood, roof leak, pipe burst or fire). These procedures should be followed to initiate, fund, and complete any such repair projects, regardless of the estimated cost.

1. After discussing the situation, a person with oversight of the property (warden, incumbent, board chair, executive director, etc.) shall contact the Territorial Archdeacon, or if unable to reach them, the Secretary-Treasurer, and the Property Management Officer describing the situation and what urgent repairs may be required.

The Property Management Officer will ensure that the Diocesan insurance broker is informed if the situation might involve an insurance claim.

The Territorial Archdeacon in consultation with the Secretary-Treasurer will review the request for urgent repairs and confirm permission to proceed with any necessary and time-sensitive work. Depending on timing, representatives of the Land & Property may be engaged for advice and support.

2. Commence the immediately required repair work upon receipt of correspondence conveying the permission, entering contracts and/or applying for municipal building/heritage permits as required. Once the situation is stabilized, any large repairs will need to follow the guidelines for major projects. The Territorial Archdeacon is to be consulted by the parish to determine when that is necessary.
3. Notify the Territorial Archdeacon and Secretary-Treasurer of project completion and convey to the Diocesan office any relevant documents (engineer or architectural drawings, permits, financial summaries, contracts, and photographs).

The first step should be to stabilize the building, patch the leak, shore a structure problem, repair a power failure, make the location safe. This work should not include a complete repair or restoration without first contacting the Archdeacon and the Facility Manager or their designate from the Diocese who can authorize that full repair or refer it to the Land and Property process.

For larger projects a series of additional steps may be required.

1. Archaeological surveys where burials or historically sensitive sights are present.
2. Environment surveys for areas of potential contamination or environmentally sensitive areas, including watersheds and flood planes.
3. Planning assistance for major expansion or new buildings to determine what impact planning restrictions may have on the feasibility of the project.
4. Storm Water management requirements and their impact on property/building size.
5. Engineering restrictions regarding traffic flow to/from and on the site.
6. Historical designation restrictions either site specific or in heritage districts.