

Property and Planning Requirements for project submission

Diocesan Policy requires that any work proposed to be done on a parish building exceeding \$10,000 must be submitted to the Property and Planning Committee for approval prior to undertaking any such work. In addition, Property and Planning approval is required as a prerequisite for applying for a loan from the Diocesan Development Fund.

There are two stages to the approval process. First, approval must be sought from the parish. The Corporation or Building Committee will specify the scope of the proposed work and obtain at least three quotes from reputable contractors / suppliers. This will be presented to the Vestry and, where the work involves an extraordinarily large expenditure, to a Special Meeting of Parishioners. (See Canon 5.70(a) and Canon 5.86-89) What constitutes an extra-ordinarily large expenditure will depend on the size of the parish, but a useful rule of thumb would be that any amount exceeding 20% of the parish budget or \$50,000, whichever is lower, would certainly qualify. In addition, a Special Meeting of Parishioners should be convened to approve borrowing funds that will require a multi-year repayment, even if the value of the building work does not exceed the above thresholds.

If the building is a designated Historic Resource – either municipal or provincial – approval must also be obtained from the municipality or the province as applicable.

Once parish approval has been obtained, the second stage in the approval process is the submission of a formal application for approval to the Property and Planning Committee. This application should include the following elements:

- a covering letter requesting approval and setting out the reason for the proposed work (e.g., is it a repair, an expansion, a renovation, an upgrade to existing facilities?) and a clear description of the scope of the proposed work, as well as the parish's choice among the quotes received;
- photographs and drawings (where applicable) showing the current state of the building and documenting the problem to be remedied in the case of a repair;
- drawings (where applicable) indicating the design of the proposed work to be done;
- all quotes obtained (there should be three, but if this is not possible, an explanation should be supplied);
- any other relevant information.

There is no requirement to choose the lowest quote, as a more expensive option may be the best option. However, the covering letter should set out the reasons for the choice.

Some things to keep in mind in planning building work:

- 1) It goes without saying that any repair or renovation work should be a genuine improvement. Thus the proposal needs to be examined in the light of the building as a whole in order to avoid inadvertently causing problems, for example to the structural integrity of the building, to drainage, or other issues.
- 2) The Property and Planning Committee encourages that all building work should be of the highest quality possible.
- 3) All work must meet or exceed all applicable standards and building codes.

- 4) The parish should explore whether any proposed work has an impact on code compliance in existing structures.
- 5) It is generally worth spending a bit more to ensure that the work is of high quality rather than skimping in hopes of saving money. High quality building work will generally prove more serviceable and last longer. Remember the adage that “the poor quality is remembered long after the low price has been forgotten.”
- 6) Fixtures, especially in bathrooms and kitchens, should be of commercial or institutional quality rather than residential quality for reasons of health, safety and durability.
- 7) It is useful to ask whether a project presents an opportunity for additional improvements. For example, is there an opportunity to improve insulation, energy efficiency or water use as additional benefits to the project?
- 8) Building renovations that incorporate environmentally friendly elements help us to implement the 5th Mark of Mission. Ideas and resources are available from www.greenchurch.ca and www.greeningsacredspaces.net.

Submissions for approval of projects should be sent to the Chair of the Property and Planning Sub-Committee, Mr. Brian Jolly: bjolly86@gmail.com. In addition, the committee is available for consultation or advice on potential projects.