Diocese of Edmonton
Capital/Building Project Information Sheet

Purpose

To provide a clear, repeatable pathway for parishes to redevelop existing church properties in a way that advances mission, stewards assets prudently, and complies with diocesan canons and civil requirements. This procedure synthesizes the Diocese of Edmonton's canons and financial tools with best practices used across the Anglican Church of Canada. Key canonical requirements include that parish property is held in trust for the parish by the Synod and that purchasing, selling, or significantly altering buildings or property requires the bishop's written approval and Executive Council consent following a recommendation from the Administration and Finance Committee.

Scope

All projects that contemplate substantial renovation, addition, change of use, redevelopment (including joint ventures), long-term leases, or sale of parish real property.

Process A – For any project under $20,000.00

Any parish within the Diocese of Edmonton may expend up to $20,000.00 on their properties without prior diocesan approval (including the Stewardship Committee, Administration and Finance Committee, and Executive Council). Such projects may also be done without Congregational approval with the consent of Vestry.

Process B – For any project between $20,000-$50,000.00

Any parish within the Diocese of Edmonton may expend up to $50,000.00 on their properties without prior diocesan approval (including the Innovative Stewardship Committee, Administration and Finance Committee, and Executive Council). Such projects do require Congregational approval.

Process B must include the following:

1. Vestry shall make and approve a motion outlining the project to be completed.
2. Vestry shall receive at least two quotes for the required project.
3. The project proposal, including a rough budget and a plan to fund the project, shall be brought to a congregational meeting.
4. The congregation shall approve the project proposal. Such motion/s shall include the name of the preferred contractor/company.
5. *(If Applicable)* If any loan is to be sought through the Diocesan Development Fund (DDF), such request must be sent to Administration and Finance Committee for approval. If any non-DDF loan is to be sought, prior approval must be granted by the Administration and Finance Committee.

Any projects done under Process B do not need to be pre-approved by the diocese, but the diocese may request proof of any of the above steps at any point during or following the project.

Process C – For any project $50,000.00 or over

In addition to parish approval, projects falling into Process C require recommendation from both the Innovative Stewardship Committee and the Administration and Finance Committee as well as final approval from Executive Council. The diocesan approval process can take anywhere from 1-6 months (typically 3 months) following the parish approval steps, depending on the timing and complexity of the request. Requests for Process C projects will only be considered from September through May. The approval process for requests submitted between June 1 and August 31 will begin to be considered in September. ***Note:*** *Projects costing more than $50,000 are not to be split into pieces, nor is a contractor to issue multiple smaller invoices to avoid needing diocesan approval.*

Process C must include the following:

1. ***Parish Approval:***
    a. Vestry shall make and approve a motion outlining the project to be completed.
    b. Vestry shall receive at least three quotes for the required project.
    c. The project proposal, including a rough budget and a plan to fund the project, shall be brought to a congregational meeting.
    d. The congregation shall approve the project proposal. Such motion/s shall include the name of the preferred contractor/company.
2. ***Submission to Synod Office:***
    a. The parish approved project request shall be submitted to the Synod Office Administrator using the Capital Project Application Form (found at https://synodoffice.breezechms.com/form/7134ad). The Synod Office Administrator will ensure the application is complete.
    b. The Synod Office Administrator will forward the project application to the Innovative Stewardship Committee and provide notification to the Administration and Finance Committee that a project request will be coming in the following weeks.
3. ***Innovative Stewardship Committee Recommendation:***
    a. The request/proposal from the parish will be forwarded to the Innovative Stewardship Committee by the Synod Office Administrator at least one week prior to the committee meeting. The Innovative Stewardship Committee meets on the first Friday of each month September-June.
    b. Following submission of request to the Innovative Stewardship Committee, a member of the committee will reach out to the parish with next steps, if any. This may include a property visit.
    c. Following the Innovative Stewardship Committee process, the committee will provide a recommendation to both the Administration and Finance Committee and Executive Council.
4. ***Administration and Finance Committee Recommendation:***
    a. Upon receiving the project recommendation from the Innovative Stewardship Committee, the Administration and Finance Committee will review the project application. The Administration and Finance Committee meets on the third Tuesday of each month from September-June.
    b. A member of the Administration and Finance Committee may reach out to the parish with additional questions prior to, or following, the committee

meeting. The answers to such questions will be considered by the committee at their next scheduled meeting.

c. Following the Administration and Finance Committee process, the committee will notify Executive Council of its recommendation.
d. *(If Applicable)* If any loan is to be sought through the Diocesan Development Fund (DDF), such request must be sent to Administration and Finance Committee for approval following the process for a DDF request. If any non-DDF loan is to be sought, prior approval must be granted by Administration and Finance Committee.
e. *(If Applicable)* If a grant is being requested through the Anglican Foundation (outside of special calls for applications), it must be pre-approved by Executive Council before being sent to the Anglican Foundation.

5. Executive Council Approval:

a. After receiving recommendations from both the Innovative Stewardship Committee and the Administration and Finance Committee, Executive Council will make a final decision regarding any project. ***Note:*** *Executive Council generally meets every other month from September through June.* A member of Executive Council may reach out to the parish with additional questions prior to, or following, the meeting.
b. Following the Executive Council decision, the parish will be notified of the decision by someone from the Synod Office.

Process D – For emergency projects requiring immediate intervention

For unforeseen issues that require immediate intervention or repair, the Bishop of Edmonton may provide emergency approval. The bishop will consult with the chairpersons of both the Innovative Stewardship Committee and the Administration and Finance Committee prior to granting emergency approval whenever possible.