

Canon 4.6 Guidelines
On Erection or Alteration of Church Buildings

July 2013

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Section A – Overview

This document outlines the necessary processes involved in building changes which are contemplated on real estate held by a parish church or the Diocese of Niagara. It is intended to support parishes in negotiating the necessary requirements of municipal and provincial law, as well as diocesan requirements, to protect the best interest of both the local parish and the Diocese of Niagara.

Canon 4.6 is the diocesan ecclesial law that governs when and how permission must be sought and obtained to erect, alter, or add to a church-owned building. All church buildings and land are either the property of the diocese or are held in trust on behalf of the diocese.

The details of Canon 4.6 are specified in the next subsection, followed by guidelines that outline the process of obtaining approval to proceed with a building project, in both text (Section B) and flow charts (Section C). Parishes must follow these guidelines when they alter an existing building; construct a new building; make any kind of addition to an existing building (even a memorial); make emergency repairs; or undertake a project that does not require a building permit, but involves substantial cost or work.

Canon 4.6

No church building shall be erected or altered, and no new work commenced on any real estate belonging to or held by the parish church or diocese without the written permission of the Diocesan Bishop. Municipal building permits will not be applied for until this permission is received.

Specific regulations related to procedures for approval of parish building projects and financing shall be set by the Bishop and Synod Council in consultation with those named in the regulations.

It shall be the duty of the Incumbent and Church Wardens to seek out, review and comply with current regulations governing the erection or alteration of church buildings, as well as complying with conditions contained within the Bishop's approval.

Any memorial gifts or donations of a permanent nature that affect the fixtures or fittings, fabric or structure of the church are considered to be alterations and will be subject to this Canon.

The Bishop's Role

Canon 4.6 requires any parish planning new construction or any alteration, addition, or renovation of a building to obtain the Bishop's written approval before hiring an architect, planner, or contractor, and before applying for a municipal building permit. Before granting approval, the Bishop will consult with his/her advisors, including the regional Archdeacon, [Finance Advisory Committee \(FAC\)](#) and the [Bishop's Advisory Committee on Church Buildings \(BACCB\)](#). Further, the parish must have had a decennial inspection within the previous five years.

NOTE: The Bishop's words of encouragement do not constitute Episcopal approval for the work. Only the Bishop's written approval constitutes permission to proceed with any work.

Section B – Written procedures for Projects

The guide outlines processes for multiple project types.

- [Process for New Construction, Alteration, Addition, or Renovation of Buildings](#)
- [Process for Emergency Repairs](#)

- [Process for Permanent Memorials](#)
- [Process for Projects that may not require a Building Permit](#)

The steps included for each process have been written to be specific to each project type. Users should be careful to follow the correct process for their project type.

While this guideline attempts to create processes that can be followed by all who are contemplating a change to some component of their building(s) the current rules imposed by different jurisdictions make the application of these guidelines overly cumbersome in some cases. In order to ensure compliance, always check with local authorities on building permit requirements.

Since every project that requires a **building permit** must be reviewed by the BACCB, should a project cost be LESS THAN \$15,000, require a building permit and not consist of a significant change to the worship space of the church, the Bishop may not require a BACCB consultant to be involved directly in the alteration.

For these instances, the Corporation must contact the Secretary of Synod to determine if some steps may be eliminated.

Process for New Construction, Alteration, Addition, or Renovation of Buildings

Before beginning any [new construction](#), [alteration](#), [addition](#), or [renovation](#) of your parish's buildings, you must follow these steps. The [Parish Council](#), regional Archdeacon, the Vestry, [Building Committee](#), and diocesan Bishop, [Secretary of Synod](#) and Diocesan Treasurer as well as the [Bishop's Advisory Committee on Church Buildings](#), [Financial Advisory Committee](#), and Synod Council may all be involved in this process.

1. Discuss the overall economy of the project during a meeting of the Corporation.
2. Discuss the project at [Parish Council](#). After the Council agrees on the basic character of the project and votes to support the project, advise and consult with your regional Archdeacon about the project.
3. Hold a [Special Vestry](#) to vote on and approve the project.
4. Assemble a [Building Committee](#) to oversee the project.
5. Notify the diocesan Bishop about the parish's intentions in a letter that explains the scope of the project, the reasons for it, the anticipated costs, and the sources of funds to pay for it.

The diocesan Bishop will either 1) provide written permission for the parish to proceed with the project under its own oversight or 2) appoint members of the [Bishop's Advisory Committee on Church Buildings \(BACCB\)](#) and the [Financial Advisory Committee \(FAC\)](#) as ex-officio, non-voting consultants to the parish's Building Committee. The Bishop in either case will notify the [Secretary of Synod](#) about the proposal.

The [BACCB](#) will determine whether a [decennial inspection](#) is required. Major project work cannot be done unless a decennial inspection has been completed within the previous five years of initiating the project. If the parish needs this inspection, the BACCB will advise the [Decennial Inspection Committee](#); this committee will prepare documentation about the inspection for the parish.

It is up to the parish to arrange for this [inspection](#). It must be completed and on file at the Synod Office before step 11 is completed.

6. Have the parish's Building Committee, including the BACCB and FAC consultants, prepare the [project plan](#) document and communicate this to the BACCB, FAC, Bishop's Office, and Secretary of Synod.
7. The consultants from the BACCB and FAC will provide your Building Committee with any necessary feedback about the project plan.
8. Have the Corporation submit the project plan to Parish Council for information and feedback and, subsequently, to the Special Vestry called to approve the expenditure of the related project. If your Building Committee does not receive approval, have them revise the plan and resubmit it for approval to the appropriate authority.
9. When your Building Committee receives approval for the project plan, have them, with the assistance of the BACCB and FAC consultants, determine the [contracting method](#) — (a) competitive bid or (b) [Design-Build](#) bid. You may choose to contract with a Design-Build bidder only after a rigorous comparison of vendors who are at arm's length from the parish and have no conflict of interest with any of its members.

Have your Building Committee consult the wider parish community and other stakeholders, as appropriate, to develop a wish list. At the same time, have your Building Committee arrange for the completion of your decennial inspection, if one is needed. The [Decennial Inspection Committee](#) will send the necessary documentation to your parish, and to the BACCB and FAC as well as to the Bishop's Office.

10. Have your Building Committee, including the BACCB and FAC consultants, prepare a list of at least three potential [architects](#) and / or designers, interview them, select their choice from this list of three and forward their recommendation to Corporation for a final decision.

The contract should be reviewed by someone with contract or legal expertise to ensure the best interest of the parish and Diocese are upheld. Legal costs are the responsibility of the parish.

11. Have your Building Committee, including the BACCB and FAC consultants, prepare the [project scope](#) document and send it to the Bishop, BACCB, and FAC. These two committees will give the Bishop feedback about the project, specific to their areas of expertise, and copy the Building Committee on their feedback.

Once approved by the Bishop, the project scope and contract will go to Synod Council for endorsement. If the Bishop does not approve the contract, your Building Committee, the BACCB consultant and the FAC consultant will receive feedback about reasons for the decision. If the Bishop approves the project scope and Synod Council endorses it, the FAC and BACCB will be informed about their approval.

12. Once you have received approval, have the architect and your Building Committee, including the BACCB and FAC consultants; prepare design plans and a detailed budget for the project.
15. Hold a Special Vestry to present the project scope, including the updated design plans and budget. Ask the Vestry for approval to fundraise for the project, if necessary; to proceed with design drawings and the site plan; and to acquire a building permit.
16. Ask your Building Committee to advise the BACCB, FAC, and Synod Council that the Special Vestry has granted these approvals.

The Bishop will receive the [Design-Build](#) plans (or architects design plans if the alternate method of separating design from build as chosen) for approval as well as the parish's information about financing the project. The BACCB will review drawings and specifications, and provide feedback. Similarly, the FAC will review and provide feedback about revenue and expense projections, as well as borrowing arrangements.

Synod Council will then receive all this information and entertain the request regarding the approval of the project. If the request is turned down, the Building Committee will receive feedback from Synod Council and can re-work the project from step 12.

17. When you receive the approvals for the plans and financing, have the Building Committee prepare a bidders' list and [call for bidders](#) for contractors. Your Building Committee, in association with the BACCB and the FAC consultants, will recommend to the Corporation their choice from the bids received after interviewing the 3 bidders.
18. Have the Corporation confirm the choice of bid and contractor, and communicate this choice to the Parish Council and parish. Have your Building Committee advise the Bishop, BACCB, FAC, and Synod Council of the choice.

Note, you must have the Bishop's written permission for the project before you can proceed with the project. If you do not receive the Bishop's permission to proceed, your Building Committee may, depending on the circumstances, rework the project and go through the approval process again.

If the Bishop approves your project, have your Building Committee ask the Corporation to advise the contractor to proceed with the project and have the Building Committee monitor the project.

To monitor your project, notes should be kept, and photographs of various stages of the project are encouraged. From this point onwards, your Building Committee must document the ongoing work and any changes from the approved project plans and budget. The BACCB and FAC will advise Synod Council (via the Secretary of Synod) of any changes that take place during the project.

Project cost expenditure changes that are up to \$10,000 or 15% of the approved budget amount do not require further approvals. Project cost increases more than \$10,000 or more than 15% of the approved budget amount will require new approvals from the same authorities as previously gave permission for spending. The BACCB representative will determine what represents a major shift in the non-monetary portion of the project and what new permissions may be required.

19. When the project is complete, make sure your Building Committee submits a set of drawings and other relevant documents to the [diocesan archivist](#).

Process for Emergency Repairs

There are circumstances when property requires [emergency repairs](#), such as following a storm, flood, leak or fire. When you have determined that your property needs emergency repairs, follow these steps to initiate, fund, and complete the repairs.

1. Immediately notify your regional Archdeacon about the need for emergency repairs and secure the property from further damage.

Notify the insurance administrator for the diocese to determine whether our insurance will cover the emergency repairs. As of April 2013, the insurance deductible is \$2,500.

If our insurance covers the repair, the diocesan office will notify the insurance company and initiate the claim. If your claim is denied, your parish will need to follow, as much as possible, the guidelines for any renovation work. You will find these guidelines above in the previous process described under the heading Process for New Construction, Alteration, Addition or Renovation of Buildings.

2. If your emergency is not covered by insurance, determine whether you need [building permits](#) for the repairs. Repairs that require building permits usually take more time than those that do not.
3. To help you complete the repairs, follow both these specific guidelines for emergency repairs and [the renovation and construction guidelines for Canon 4.6](#).
4. If you have a problem with cash flow and need funds to make the repairs, identify the funding options available. Funding sources may include obtaining financing from a bank, using existing parish investment funds or Rectory Funds currently held in trust, or fundraising at the parish level. The Corporation will determine their principal sources of funding.

Should you determine that you may need bridge financing because this is an emergency, please contact the Diocesan Treasurer, who may be able to assist the parish.

If you decide to use investments held in trust with the Synod, you will need Synod Council approval. To obtain this approval, you must notify the [Secretary of Synod](#). Approval may require a vote at Synod Council. The Secretary of Synod will also notify the chairs of the [Bishop's Advisory Council on Church Buildings \(BACCB\)](#) and the [Financial Advisory Committee \(FAC\)](#), and the Diocesan Treasurer so they can determine how they can support the parish.

5. If you do not need funding that involves getting permission from Synod Council or monies that are held in trust with the diocese, document (i.e. mini project plan for the parish records), in writing, all details of what the repairs entail. If necessary, the BACCB will work closely with the Corporation.
6. Obtain three quotes from three different vendors for the repairs. Have the [Corporation](#) review the quotes and select the best vendor. If our insurance policy covers the repair, the insurance company will likely be involved in reviewing the quotes and selecting the vendor. If this is the case, the insurance administrator for the diocese will advise the Corporation about any changes to the process.
7. When the repairs are complete, document all causes and issues related to this emergency repair and the way you resolved the problem. Send copies of these records to the [diocesan archivist](#).

Process for Permanent Memorials

If your parish wants to build a [permanent memorial](#), follow these steps to initiate, obtain approval for, and complete your project. The Parish Council, regional Archdeacon, the [Vestry](#), [Building Committee](#), and diocesan Bishop, [Secretary of Synod](#), Diocesan Treasurer and Diocesan Cemetery consultant as well as the [Bishop's Advisory Committee on Church Buildings](#), [Financial Advisory Committee](#), and Synod

Council may all be involved in this process.

1. Have your [Corporation](#) investigate the feasibility, economy, and utility of building a permanent memorial.
2. If the permanent memorial constitutes an [emergency repair](#), follow the protocol for an emergency repair, as described in the subsection [Process for Emergency Repairs](#). Otherwise, the Corporation must follow the process for any alteration or addition, as described in the subsection [Process for New Construction, Alteration, Addition, or Renovation of Buildings](#) or the [Process for projects that may not require a building permit](#).

Process for projects that may Not require a Building Permit

If your project does not require a [building permit](#), but will cost more than \$15,000, follow the steps below to plan, fund, and complete your project.

Every project that requires a building permit must be reviewed by the [BACCB](#). However, should a building permit be required for a project that is less than \$15,000 and does not consist of a significant change to the worship space of the church, the Bishop may not require a BACCB consultant to be involved in the alteration.

For these instances, the [Corporation](#) must contact the [Secretary of Synod](#) to determine which steps may be eliminated.

1. If your project does not require a building permit, but costs more than \$15,000, or requires a material change to your buildings, operations, or systems, have your Corporation investigate the feasibility, economy, and utility of the project.
2. Discuss the project at [Parish Council](#). After the Council has reviewed the basic character of the project and agrees to support the project, consult with your regional Archdeacon about the project. Notify the chair of the Bishop's Advisory Committee on Church Buildings (BACCB) who will determine whether a [BACCB consultant](#) should be assigned to the project.
3. Hold a [Special Vestry](#) to discuss and approve the project.
4. Assemble a [Building Committee](#) for the project.

The BACCB will determine whether you need a [decennial inspection](#). You cannot undertake major project work (projects costing more than \$15,000) unless your decennial inspection was completed within the previous five years. The BACCB will advise the Decennial Inspection Committee if you need an inspection. The [Decennial Inspection Committee](#) will prepare documentation for the inspection for the parish.

5. Have your Building Committee, including the BACCB consultant, if assigned; prepare the [project plan](#) document. If you have a BACCB consultant involved in the project, forward a copy of the project plan to the BACCB.

The BACCB will send any necessary feedback to your Building Committee for review and comment.

Have the Corporation discuss the project plan with the Parish Council (for review and comment) and discuss subsequently at the Special Vestry (or Vestry) for approval, if necessary to spend funds on the project. The Decennial Inspection Committee will send the necessary documentation to your parish, and to the BACCB and FAC *and to the Bishop's Office*.

6. With the assistance of the BACCB, if assigned, determine the [contracting method](#) only after a rigorous comparison of vendors who are at arm's length from the parish and have no conflict of interest with any of its members.
7. Have your Building Committee consult the wider parish community and other stakeholders, as appropriate, to develop a wish list for the project.

At the same time, have your Building Committee arrange for the completion of your [decennial inspection](#), if one is needed.

8. Have your Building Committee, including the BACCB and FAC consultants, prepare a list of at least three potential [architects](#) and / or designers, interview them, select their choice from this list of three and forward their recommendation to Corporation for a final decision.

The contract should be reviewed by someone with contract or legal expertise to ensure the best interest of the parish and Diocese are upheld. Legal costs are the responsibility of the parish.

9. Have your Building Committee, including the BACCB consultant, if assigned, prepare the [project scope](#) document for the project, and send it to the BACCB.

10. If you think your project will cost more than \$15,000, send a copy of the project scope to the Secretary of Synod.

11. If you need to use invested funds or require a bank loan for your project, send a copy of the project scope to the FAC through the Diocesan Treasurer.

12. Hold a Special Vestry to discuss the project scope document, including the updated design plans and budget. Ask the Vestry to approve the funding method chosen for the project, and if necessary ask the Vestry for approval to fundraise for the project.

13. Have your Corporation tell the BACCB, FAC, and Synod Council that the Special Vestry has approved the funding for the project.

The FAC will review and provide feedback about revenue and expense projections, as well as borrowing arrangements.

If funding your project involves using invested funds or a bank loan, the Secretary of Synod will send the document outlining the scope of your project to Synod Council for endorsement, and, if approved, inform the BACCB and FAC of that decision.

14. Have your Building Committee prepare a bidders' list and [call for bidders](#). Your Building Committee will review and recommend to the Corporation the successful bid or contractor.

15. Have your Corporation confirm the choice of bid or contractor, and present this choice to your Parish Council for review and subsequently to the Vestry to request permission to award the contract. Have your Building Committee advise the Secretary of Synod about the Vestry's choice.

16. Have the Corporation confirm the choice of bid and contractor, and communicate this choice to the Parish Council and parish. Have your Building Committee advise the BACCB and Secretary of Synod of the choice.

To monitor your project, notes should be kept, and photographs of various stages of the project are encouraged. From this point onwards, your Building Committee must document the ongoing work and any changes from the approved project plans and budget. The BACCB and FAC will advise Synod Council (via the Secretary of Synod) of any changes that take place during the project.

Project cost expenditure changes that are up to \$10,000 or 15% of the approved budget amount do not require further approvals. Project cost increases more than \$10,000 or more than 15% of the approved budget amount will require new approvals from the same authorities as previously gave

permission for spending. The BACCB representative will determine what represents a major shift in the non-monetary portion of the project and what new permissions may be required.

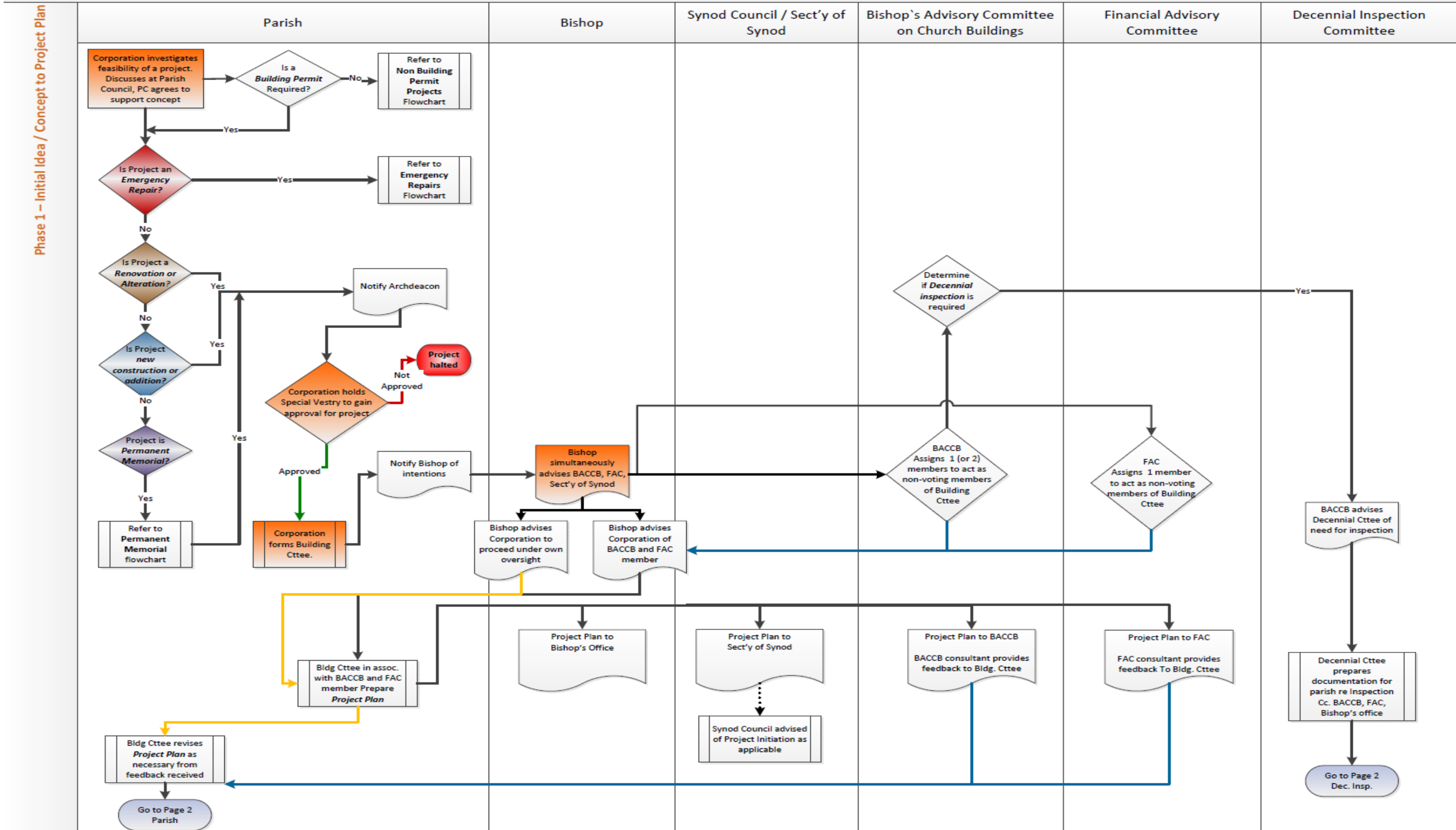
17. When the project is complete, make sure your Building Committee submits a set of drawings and other relevant documents to the [diocesan archivist](#).

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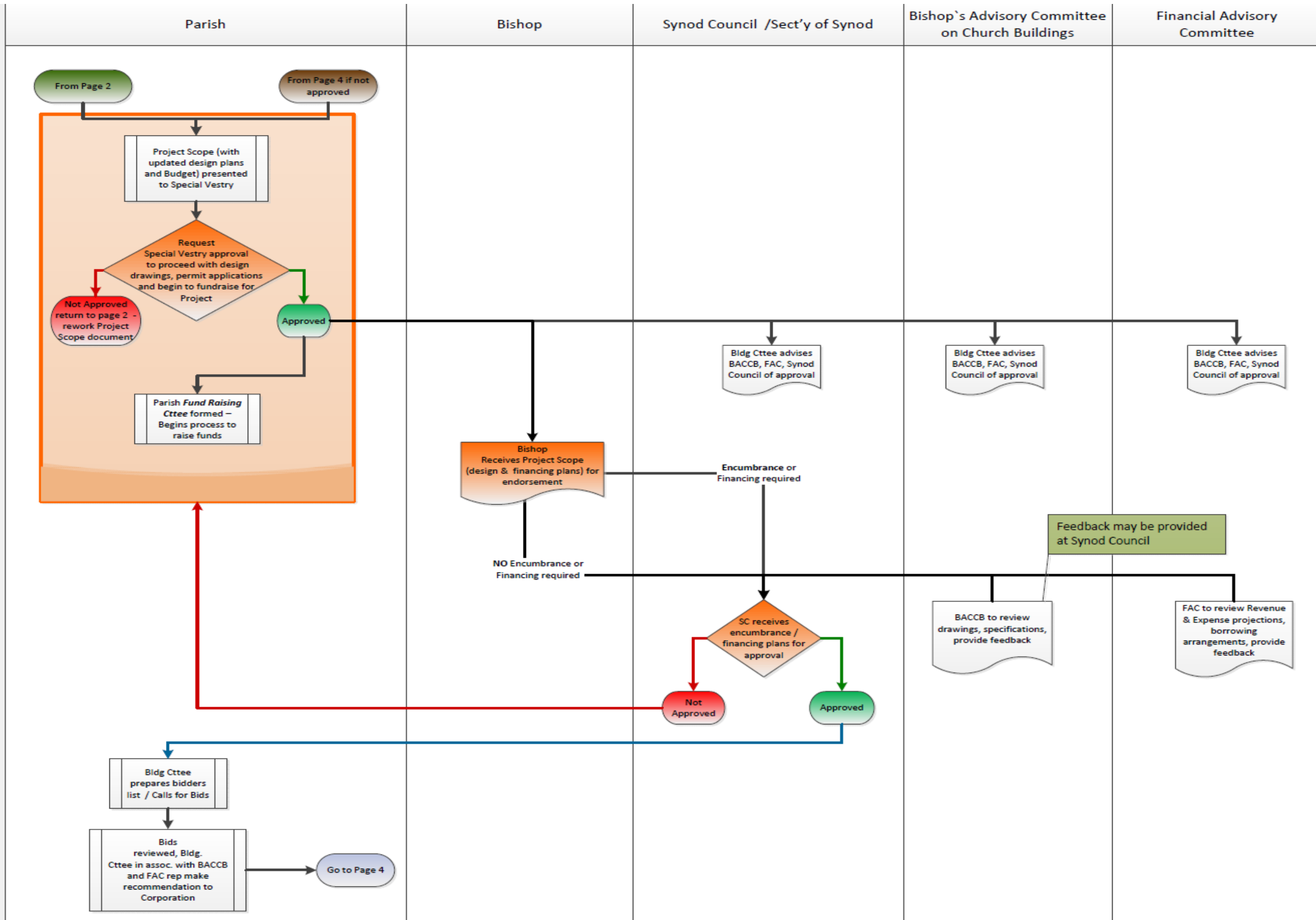
Section C – Flow Charts for Procedures

Process for New Construction, Alteration, Addition or Renovation of buildings

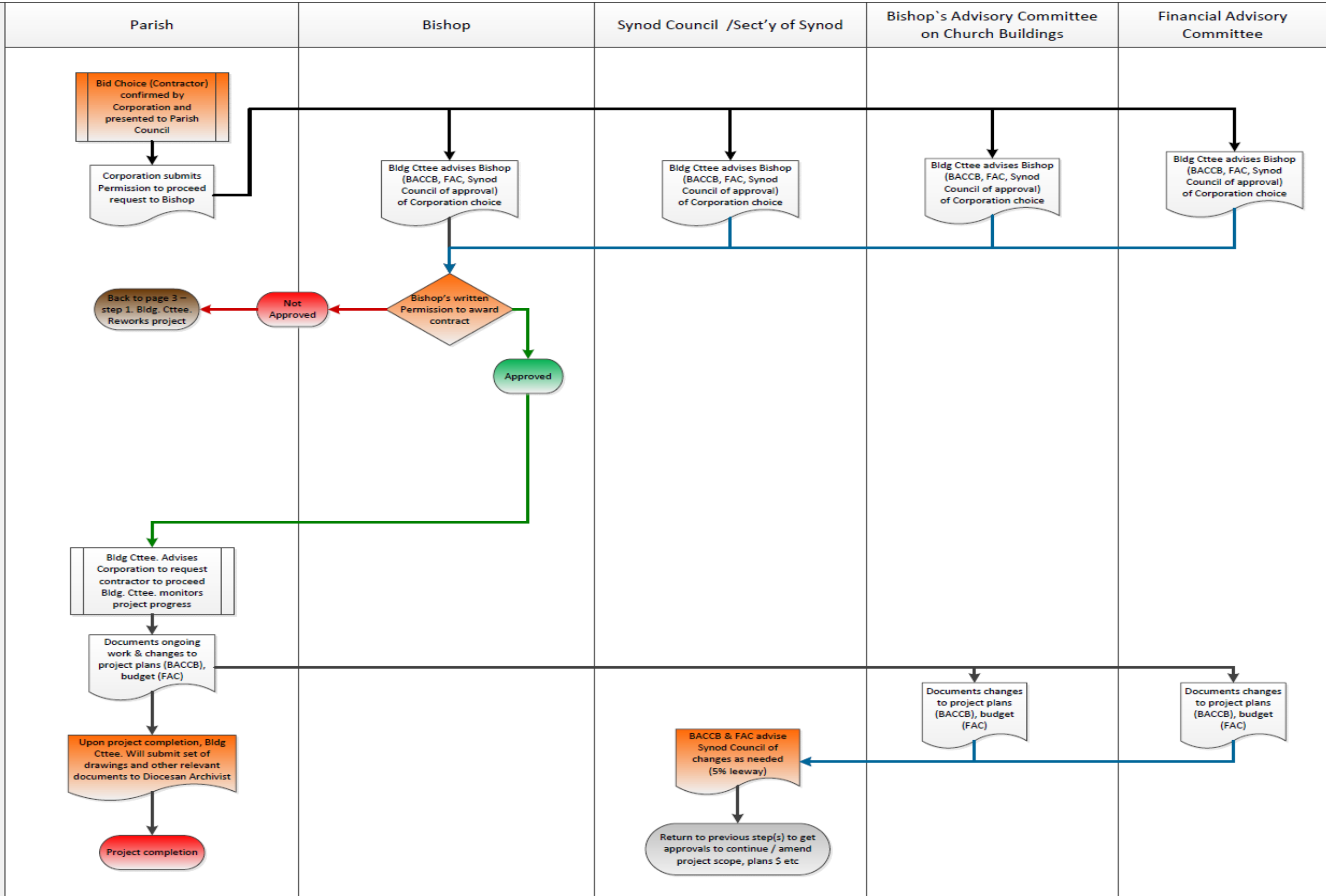
Diocese of Niagara – Canon 4.6 Guidelines (for items identified in *Italics* refer to the guide notes for definitions and further information)



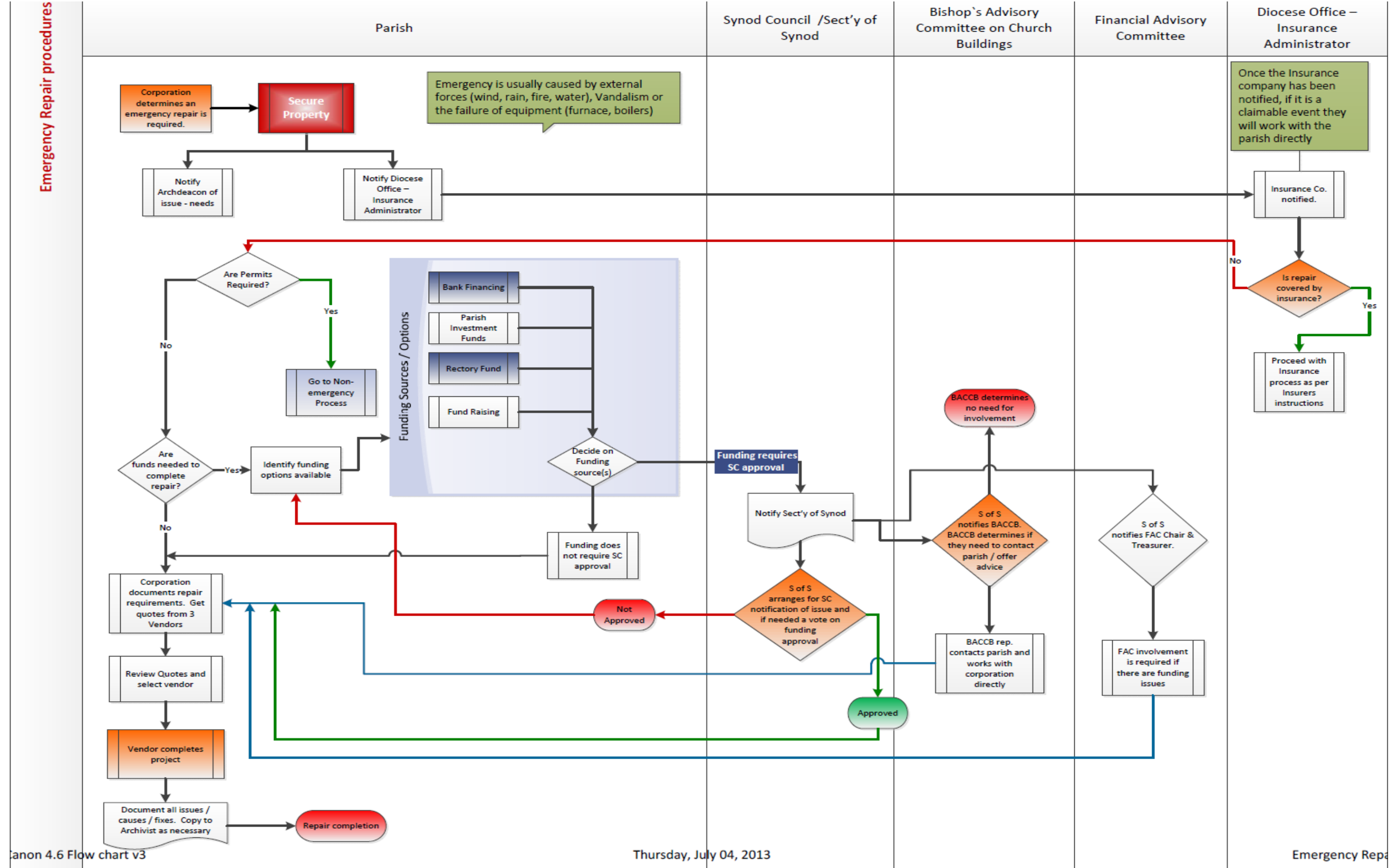
Phase 3 – Presentation of Project Scope to Special Vestry to Building Committee recommending build contractor



Phase 4 – Project Bid Acceptance by Corporation to Build completion



Process for Emergency Repair



Canon 4.6 Flow chart v3

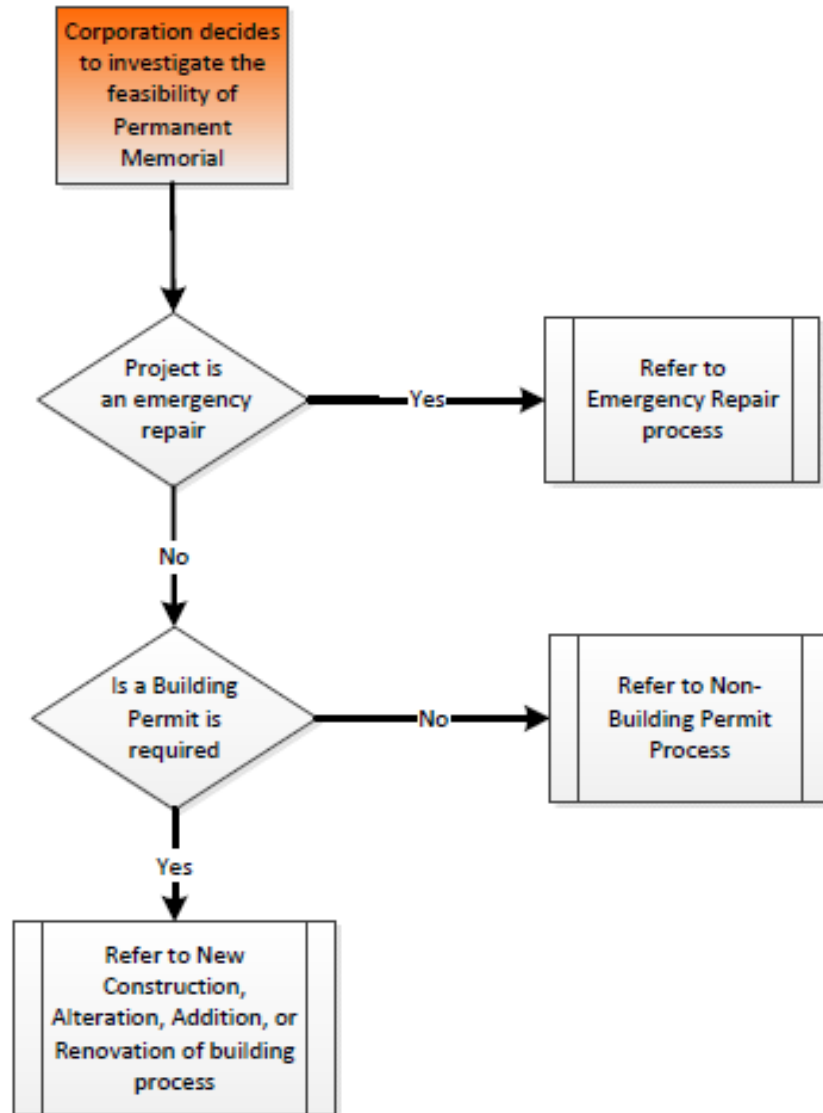
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Permanent Memorials

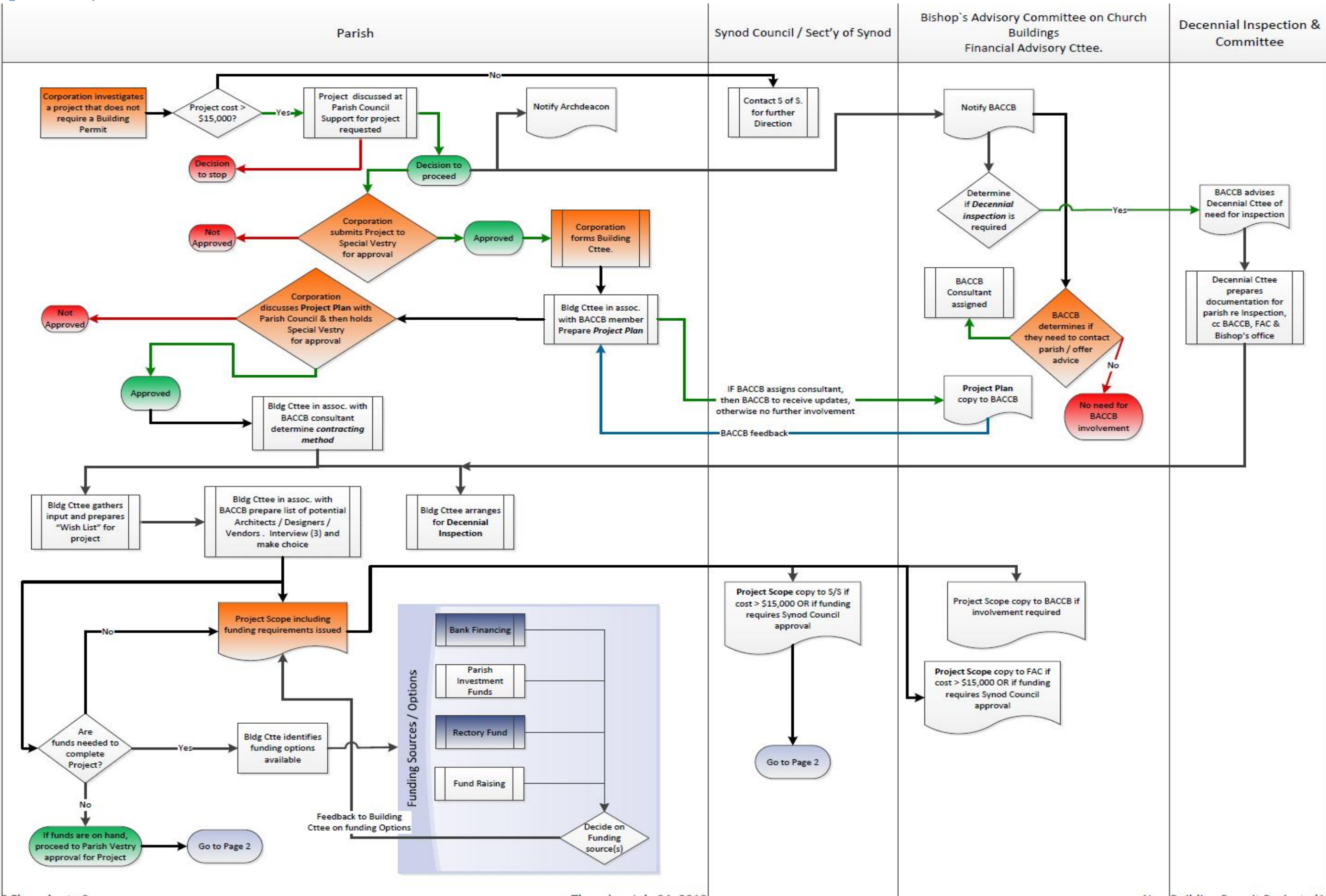
Parish

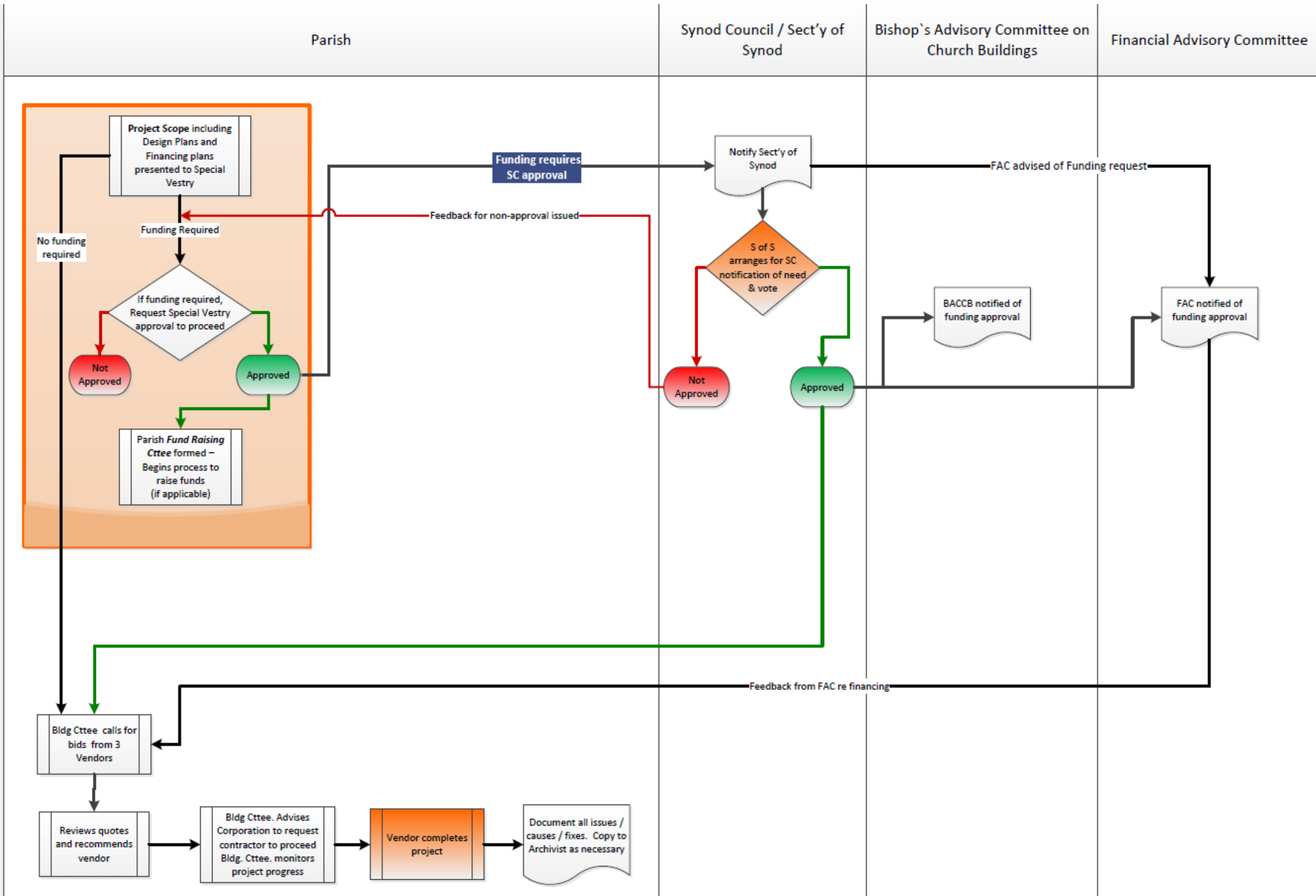


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Non-Building Permit Projects

Non-Building Permit Projects
Initial Concept to Funding Requirement Options





Section D – Glossary of Terms and Documents

The flow charts (Section C), which outline the steps to be taken on any building project, use a number of terms that are defined below, in the order they appear in the flow charts. In addition, required documents identified in the flow charts are described or outlined below.

- 1. Building Permit** – A building permit gives the Corporation (or assigned diocesan administrator) the legal authorization to start construction or demolition of a building project, in accordance with approved drawings and specifications. The Corporation cannot lawfully begin construction or demolition without first applying for and obtaining a building permit.

Building permits are usually issued by the local government authority (city or region) responsible for ensuring compliance with the Ontario Building Code Zoning By-Laws and other applicable provincial and municipal regulations.

Building permits are necessary to ensure that zoning requirements, and fire and structural safety standards, and other building standards are met.

These are some examples of projects that do require a building permit:

- New buildings
- Demolition of any structure occupying an area greater than 108 square feet (10 square metres)
- Additions
- Building improvements
- Interior alterations
- Accessory sheds or garages
- Decks and porches, steps, and stairways
- Mechanical or structural alterations
- Installation of fire safety systems
- Tents greater than 60 metres or all tents within 3 metres of a building
- Wood stoves, fireplaces
- Installation of a ramp or elevating device
- Installation of solar panels
- Some plumbing, heating and HVAC systems

NOTE: Always check with government agencies in your area for the most up-to-date regulations.

These are some examples of projects that do not require a building permit:

- Re-roofing an existing structure
- Replacement of stained glass windows
- New glass
- Painting
- Insulation

- New furniture or flooring

2. **Heritage Permits** – The Province of Ontario, through the Ontario Heritage Act, has enacted legislation to protect and conserve the Province’s heritage resources. Once a property is designated under the Ontario Heritage Act, the local government agency responsible for monitoring these buildings reviews any site-specific applications received to determine how the proposed changes to the property may enhance or adversely affect the integrity of the heritage resources.

There are two types of adverse effects to heritage resources: 1) changes that result in the damage to or loss of heritage features or materials and 2) changes that result in the disruption of the overall character of the heritage resources.

Heritage permits are required for all individually designated properties (under Part IV of the Ontario Heritage Act) when the proposed alteration affects the property’s heritage attributes, as described in the designation by-law, and for all properties located within the boundaries of a heritage conservation district (under Part V of the Ontario Heritage Act).

The following are a few examples of typical alterations that require a heritage permit:

- Additions to the proportions and elevations of individually designated heritage buildings, as described in the designated by-law
- New construction within a heritage conservation district
- Demolition of all or part of individually designated heritage buildings
- Demolition of buildings and structures within a heritage conservation district
- Masonry cleaning and repointing
- Replacement or installation of new windows, doors, cladding material (vinyl, aluminum, stucco, masonry veneers, etc.), roofing materials, soffits, eaves troughs, and downspouts
- Porch, verandah, or chimney reconstruction or construction
- Installation of dormers, skylights, awnings, or shutters
- Installation of signage to a designated façade or on a property in a heritage conservation district
- Installation of temporary or removable storm windows and doors
- Installation of vents, satellite dishes, meters, utility boxes, A/C units, etc.
- Painting of previously unpainted masonry or wood cladding
- Removal of architectural decorative details defined in the Reasons for Designation/Heritage Attributes
- Major landscaping alterations, including erection of fences, grading, and installation of a swimming pool on Part IV–designated properties when they affect the Reasons for Designation/Heritage Attributes and are within a heritage conservation district
- Removal of materials for testing or testing new materials and repair methods for any of the above
- Installation of scaffolding and railings attached to a building or structure

As a general rule, alterations to heritage properties should repair rather than replace original features, and should not permanently damage heritage materials and construction methods. When replacement of materials or new construction is necessary, it should match or be compatible with

the original. Reversible alterations that allow for the future restoration or reinstatement of heritage features are also preferred.

NOTE: Always check with local government agencies in your area for the most up-to-date regulations.

3. Project Types – The following types of projects are covered by this document.

New Construction – New construction is typically a building built on a new foundation that requires a building permit and is subject to proper contract tendering and project management.

Alteration to a current structure - Will usually involve replacing some of the building's fabric, either as necessary maintenance or to suit a new purpose. Will probably require a building permit.

Addition to a current structure- An addition, while being new construction in its own right, may affect the integrity of the existing building to which it is being added. Care is to be taken.

Renovation – A renovation requires a building permit. A renovation may include repairs, maintenance, and restoration, and interior and exterior work involving replacement or refurbishing of any or all floors, walls, ceilings, roofs, and windows.

Emergency Repair – An emergency repair is a repair that is required because of an unplanned event that requires immediate action to prevent further damage to the building.

Permanent Memorial – A permanent memorial is the construction or creation of a memorial on or around the church property.

Non-Building Permit Large Project – A large project whose total projected cost is expected to exceed \$15, 000 and does not require a building permit may include repairs, maintenance and restoration, and interior and exterior work.

4. Corporation – According to Canon Law, the Corporation consists of the incumbent or rector, the people's warden and the rector's warden. These people are legally entitled to make decisions on behalf of the parish.

5. Parish Council – The membership of Parish Council consists of The Rector or Incumbent, the Churchwardens and Deputy Churchwardens if any, the Lay Representatives to the Synod and the substitute Lay Representatives and such other members of the Congregation as may be elected at the Annual Vestry Meeting, not less than 2 in number and such members of the Vestry as may be appointed by the Rector or Incumbent not to exceed the number elected at Vestry.

Parish Council must meet at a minimum of 4 times per year. (See Canon 4.2.1)

Included in Parish Council duties, as relates to Canon 4.6 is the duty to assist the Churchwardens in securing the funds required for the purposes of the Church and to make recommendations in regard to insurance and maintenance of Church property. To provide feedback on proposed church projects. (See Canon 4.2.2)

6. The Parish Vestry – The membership of the Parish Vestry is the group of baptised members of the parish who are 16 years of age or older and who have been involved with the congregation for at least 6 months through worship, fellowship, and financial support to the congregation. For a building

project (defined above) to proceed the Parish Vestry must approve the proposal as submitted by the Corporation at a Special Vestry meeting.

7. **Special Vestry** - The Cleric in charge may call a Special Vestry meeting whenever is proper to do so, (for a specific purpose) giving notice thereof during Divine Service on the two Sundays next preceding on which Service is held in the Church; and also specifying the business for which such Vestry meeting is called. And the said cleric shall call such meeting upon application made to the cleric in writing by at least six members of such Vestry; and in case, upon such written application being made aforesaid, such person refuses or neglects to call such meeting or to give such notice, then one week after such demand is made, the said six members may notify the Bishop and request the Bishop's action thereon.
8. **Building Committee** (Bldg. Cttee) – The Building Committee is the parish committee designated to act on the Corporation's behalf and under the general direction of the Corporation on a project, as defined above. Membership of the Building Committee may include one or two Bishop's consultants from the Bishop's Advisory Committee on Church Buildings and a consultant from the Financial Advisory Committee. See [Appendix 2](#) and [Appendix 3](#) for a description of the roles of the two consultant members of the Building Committee.
9. **Project Plan Document** – The project plan document is the first step in documenting a project. It is very similar to the project scope document, except that much of the information is outlines or estimates. The document should, however, have enough detail to allow stakeholders to understand the concept and expected costs so that they are able to make a decision about whether the project should move ahead to the next stage.
10. **Project Scope Document** – The parish Building Committee prepares the project scope document with the assistance and oversight of the assigned BACCB and FAC consultants. The document should include the following information:
 - i. The names and contact information of all parish Building Committee members, wardens, incumbent, etc.
 - ii. the date of the last decennial inspection, a list of the work that needs to be completed, and the status of the work completed or not completed
 - iii. the project type – renovation, new construction, permanent memorial, emergency, or large project requiring no building permit
 - iv. a brief description of the project – two or three paragraphs outlining the what, when, why, how, and where of the project
 - v. the project timeline – a timeline indicating the dates for the start and finish of the project, and its major milestones (see flow chart)
 - vi. a list of the required building or historical permits
 - vii. the estimated cost of the project (a more precise, detailed budget will be required for approvals as the project moves ahead and the anticipated source of funds for the project is identified)
 - viii. an overview statement of the parish's financial and statistical health
11. **Bishop's Advisory Committee on Church Buildings (BACCB)** – The BACCB provides experienced, informed, and impartial advice to parishes that have concerns about the condition, maintenance, or preservation of their buildings. When necessary or requested, the BACCB helps parishes review these concerns, identify general problems, find competent consultants or contractors, and monitor any resulting work program, and reports their activities to the Bishop. The committee also assists the Bishop by reviewing and commenting on the plans and drawings for any

proposed new church building or major modification to an existing church building, and by reviewing, from time to time, the progress of any such construction. See [Appendix 1](#).

12. **Financial Advisory Committee (FAC)** – The FAC reports to Synod Council. Included in their terms of reference is the task to “provide advice and/or recommendations to Synod Council on all financial matters that are to come before Council for resolution.”
13. **Secretary of Synod** – The Secretary of Synod is the officer appointed by the Bishop to oversee the upholding of Canon law within the diocese.
14. **Decennial Inspection Committee (BDIC)** – The BDIC makes regular inspections of all owned or leased buildings and properties within the diocese every 10 years. See [Appendix 4](#).
15. **Decennial Inspection** – A decennial inspection is required of every parish at least once every 10 years. Before undertaking a project, a parish must ensure that it has completed a decennial inspection within the previous **five** years. See [Appendix 5](#).
16. **Decennial Inspection Requirements** – See [Appendix 5](#).
17. **Contracting Methods** – Although choosing a professional service provider based on a recommendation or hearsay may seem faster and more convenient, due diligence requires parish Building Committees to receive completed Requests for Proposals (RFPs) from at least three qualified architects or engineers.

The parish Building Committee’s Request for Proposal (RFP) should clearly explain the scope of the project so that all proposals received may be equally clear about the services to be provided and the likely cost, which should be expressed as an upper limit.

Likewise, when seeking building contractors, the parish Building Committee should follow the diocesan preference for a competitive bidding process, obtained by public tender or by inviting and comparing a least three quotations from companies with good records of performance.

For further details about how to solicit and receive competitive bids, consult your BACCB consultant or [Appendix 6](#).

Committee members who are not at arm’s length from one or more of the RFP responders or invited bidders should declare their conflict at the outset and refrain from voting when the contractors’ proposals are reviewed.

Following are the definitions for the persons who may be involved in a project.

- a. **Architect** – The parish retains an architect to design the building and to establish the standard of construction and finishes. The architect provides general supervision of the work and certifies invoices for payment by the owner.
- b. **Design-Build** – When a parish decides on a Design-Build bid, the contractor is responsible for both the design and the construction of the project. The architect and his/her consultants are hired by and are responsible to the contractor, not to the client (i.e., the parish).
- c. **Parish Representative** – If the parish chooses to proceed with a Design-Build bid, it must retain a person who is independent of the Design-Build contractor to act as the parish’s representative during the construction. This person must be experienced and knowledgeable in the administration of construction contracts.
- d. **Architect and Construction Manager** – The parish retains an architect to design the building and to establish the standard of construction and finishes.

e. **Construction Manager** – The parish retains a construction manager to provide input on the construction and prepare cost estimates during the design phase of the project. The construction manager awards trade subcontracts, coordinates the work of the sub-trades, and may perform some of the work with his/her own employees. The construction manager’s services are provided on a fee basis; the actual construction work is done on a cost-plus basis.

18. Parish Fundraising Committee – The Parish Fundraising Committee is responsible for determining the method of fundraising and organizing the campaign to raise the needed funds for the project.

19. Bid Call – The bidding process should involve at least three independent vendors quoting on the project. Each vendor should be at arm’s length from the members of the Corporation and fundraising committee, and anyone else with authority to approve the project.

The bid call is generally issued by sending written requests to specific vendors asking them to quote on an identified project as detailed by the architect. A specific time and person to whom the bids should be returned is to be included in the instructions. The bid call request should at a minimum include a request for the vendor to provide the following information:

- Price
- Timeline
- Items inside and outside of the vendor’s scope
- Vendor’s subcontractors included in bid
- Descriptions of materials
- Any proposed diversions from the original plans in design, materials, timeline, etc.
- Bondability of the contractor
- Proof of WSIB coverage
- Penalties for non-completion of work or timeline violations

20. Financing options – Parishes may consider these options for financing building projects:

- i. Fundraising
- ii. Parish investments
- iii. Bank financing
- iv. Loan from rectory fund
- v. Government grants
- vi. Other association grants
- vii. Diocesan loans, either direct or an extension of a bank loan

21. Final Report for Archivist – On completion of the project, the parish must deposit a complete set of contract documents, including all addenda, change orders, and a set of as-built drawings with the diocesan archivist.

Our thanks to the following people who worked on the Guidelines to Canon 4.6:

Jody Beck Ian Chadwick Sue Channen
Steve Hopkins Rod McDowell Bruce McPetrie
Terry DeForest Marni Nancekivell

With special thanks to the Diocesan Chancellor, Rob Welch.

July 2013

DRAFT

*Appendix 1 - BACCB Mandate
The Bishop's Advisory Committee on Church Buildings Mandate*

The Bishop's Advisory Committee on Church Buildings shall be appointed by the Bishop and shall continue at his pleasure.

The Committee shall:

- 1. At the request of the Bishop, or at the request of a Parish through the Office of the Bishop, provide experienced, informed and impartial advice to Parishes that have concerns about the condition, maintenance or preservation of their buildings, by assisting in a review of those concerns, in the identification of general problems, in the finding of competent consultants or contractors, and in the monitoring of any resultant work program, all as may be necessary or requested, and report to the Bishop on all of this.*

Assist the bishop by reviewing and commenting on the plans and drawings of any proposed new church building or major modification of an existing church building, and by reviewing, from time to time, the progress of any such construction, and

Undertake such other tasks as the Bishop may, from time to time, assign to the Committee.

January 2003

Appendix 2 - Volunteer Ministry Job Description: BACCB Representative to Parish

Nature of the position:

To work as a liaison between an assigned Parish Building Committee and the BACCB as a conduit of information; identifying building and process related concerns for the BACCB, Bishop, Secretary of Synod, Executive Officer and other Diocesan Officials.

Scope of Position:

To act as the BACCB's Diocesan representative ensuring the integration of the Diocesan objectives and parish ambitions for the assigned project. Final authority ("go" or "no go") for the project rests with the Bishop.

Outline of Responsibilities:

1. Act as an ex-officio member of the Parish Building Committee, to be invited to all Building Committee meetings and attend any and all meetings as necessary, to identify and convey to the Chair of the BACCB any project concerns.

To understand and follow Canon 4.6 and its guidelines and support the parish in adhering to the regulations.

Be available to consult with and support the parish in the practical aspects of the Parish Building project, being careful to neither affirm nor deny parish initiatives personally. This means being particularly mindful of the BACCB's role as being that of an advisory capacity to the Bishop

To consult with the Chair of the BACCB to seek clarification of the policies or issues at hand.

Skills and Experience:

1. The ability to be a strong and effective communicator both orally and in written form.

A sound grounding in building related issues (i.e. architectural, engineering, construction) and the ability to communicate this information clearly to stakeholders.

General familiarity with the Anglican Diocese of Niagara and its policies, specifically Canon 4.6 and BACCB requirements.

An ability to work as a team member with both the BACCB and the Parish Building Committee in different roles.

Boundaries and Limitations

1. To understand the role of Diocesan representative as being both a conduit of information and as an agent of the BACCB ensuring due diligence and best practices are adhered to.

To adhere to all diocesan policies and practises including the Diocesan Safe Church policy.

To comply with the policies and guidelines of the Anglican Diocese of Niagara regarding confidentiality and neither communicate nor divulge confidential or financial information regarding the parish or individual members.

Appendix 3 - Volunteer Ministry Job Description: FAC Parish Consultant

Nature of the position:

To work as a liaison between an assigned Parish Building Committee and the FAC as a conduit of information, identifying fiscal concerns for the FAC, Secretary of Synod, Executive Officer and the Diocesan Treasurer.

Scope of Position:

To act as the FAC's Diocesan representative ensuring the integration of the Diocesan objectives and parish ambitions for the assigned project. Final authority ("go" or "no go") for the project rests with the Bishop.

Outline of Responsibilities:

1. Act as an ex-officio member of the Parish Building Committee, to be invited to all Building Committee meetings and attend any and all meetings as necessary, to identify and convey any financial concerns about the project to the Chair of FAC, Secretary of Synod, Executive Officer and the Diocesan Treasurer.

To understand and follow Canon 4.6 its guidelines and to support the parish in adhering to the regulations.

Be available to consult with and support the parish in the financial aspects of the Parish Building project, being careful to neither affirm nor deny parish initiatives personally. This means being particularly mindful of the FAC's role as being that of an advisory capacity to Synod Council

To consult with the Diocesan Treasurer and the Secretary of Synod and if necessary the Executive Office during the process to seek clarification of the policies or issues at hand.

Skills and Experience:

1. The ability to be a good communicator both orally and in written form.

A sound grounding in business and finance and the ability to communicate this information clearly to stakeholders.

General familiarity with the Anglican Diocese of Niagara and its policies, specifically Canon 4.6.

An ability to work as a team member with both the FAC and the Parish Building Committee in different roles.

Boundaries and Limitations

1. To understand the role of Diocesan representative as being a conduit of information and an agent of the FAC.

To adhere to all diocesan policies and practises including the Diocesan Safe Church policy.

To comply with the policies and guidelines of the Anglican Diocese of Niagara regarding confidentiality and neither communicate nor divulge confidential or financial information regarding the parish or individual members.

ANGLICAN CHURCH OF CANADA

DIOCESE OF NIAGARA

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TERMS OF REFERENCE

DECENNIAL INSPECTION OF CHURCH PROPERTIES

AND REPORTING THEREOF

A. PURPOSE

The policy of the Diocese of Niagara is to require regular inspections of all owned or leased buildings and properties within the Diocese. The *"Policy for the Preservation of Church Buildings"* was approved by Diocesan Synod on October 23, 1998 and resulted in the establishment of the Bishop's Decennial Inspection Committee (BDIC). The Committee has established these Terms of Reference to provide the framework for all property inspections carried out on behalf of the Diocese.

The purpose of the inspection and resulting report is twofold. The first and primary purpose is to report to the Parish and to the Diocese on the current conditions and instances of building code or other regulatory non-compliance of the buildings and properties and to alert those in authority of critical repairs that require urgent attention and of maintenance measures that need to be taken to prevent serious problems from developing. The report of the inspection should also make suggestions to reduce maintenance and energy costs and improve the Parish's environmental footprint. The second purpose is to provide a comprehensive description of the existing fabric, finishes and fixtures, both interior and exterior of the building(s), plant and property. This will provide a benchmark for future parish planning and a background document for future inspections.

B. THE INSPECTION

B-1 SCOPE OF THE INSPECTION

At present the inspections are required to be conducted on a decennial basis. They will cover all buildings and properties owned or leased by the church within the Diocese of Niagara. Within each parish, this will include the church, the parish hall(s) (attached or detached), the rectory (owned or leased), and any other buildings, land or properties owned or leased. Buildings owned or leased by the clergy are not included.

The inspection is to be primarily visual, tactile and generally non-intrusive, and such as can be made from ground level, ladders and any readily accessible roofs, galleries, etc. Parts of the structures which are inaccessible, enclosed or covered will not normally be opened up unless specifically requested. The report of the inspection is to give a detailed overview of the condition of the buildings and their operating systems and is to identify problem areas or areas of concern. If a serious problem is identified or suspected, the Inspector's report is to

recommend that further study be made by a competent expert. The decennial inspection is not to include this further study, even though the Inspector may be competent in the specific area of concern.

B-2. ITEMS TO BE PROVIDED BY THE PARISH

The Parish is to provide:

- site plans and floor plans of all buildings. If such plans are not available, the Parish will arrange for a set to be prepared either through their own sources or by the Inspector. These outline plans are to be simplified architectural floor plans, more or less to scale, in sufficient detail to show the orientation, key dimensions, arrangement of all rooms, partitions, stairs, doorways, etc. and identified using nomenclature in common use in the Parish;
- all reports concerning inspections or repair work to the buildings, including electrical, fire and public health inspections and other inspections done in the last ten years;
- a copy of all reports of previous decennial inspections (if any);
- information concerning contemplated and recently completed renovations or additions to the buildings;
- information relating to any portion of the buildings or property that has been designated, or otherwise restricted, through LACAC, the Niagara Escarpment Commission, the local Conservation Authority or any other government body.
- ladders and any other assistance reasonably required by the inspector. The extent of this assistance is to be agreed between the Parish and the Inspector before the inspection begins;
- a knowledgeable member of the Parish, who is to be available to the Inspector throughout the inspection.

B-3. THE INSPECTION

In keeping with the general description set out in Section B-1, above, the inspection is to cover, where applicable, but not be limited to, the following items. This list of items should be read in conjunction with the attached Technical Guide which gives a more detailed description of specific items.

- 3.1 **Structure** - structural integrity of the building, its foundation, walls, doors, windows, floors, stairs, columns, roof, etc. Compliance with the current building and fire codes.
- 3.2 **Basement** - type of construction; full basement or crawl space; condition of basement, evidence of moisture; extent of finishes in basement.
- 3.3 **Exterior** - condition of the building envelope; is it watertight; type of exterior cladding and its condition; condition and type of doors and windows, caulking and flashing; etc.
- 3.4 **Roof** - type of roofing material, its approximate age and condition; type and condition of eave troughs, flashing and rain water leaders; proper drainage from rain water leaders away from the building; contamination of the roof or eaves troughs by overhanging trees; contamination and deterioration of flat roofs by moss, etc.

- 3.5 **Stained Glass Windows** - general condition of the windows; report on the flatness of the windows, any tears in the lead and the extent of protection from vandalism; determine whether the protection is vented to prevent the build-up of heat and moisture, the moveable portions move and seal properly, and frames are properly caulked and painted; etc.
- 3.6 **Interior** - condition of the interior of the various areas and rooms of the buildings; types of wall, flooring and ceiling construction of each area or room; types and condition of floor coverings of each area or room; type, make and model of the organ.
- 3.7 **Electrical** - size of the panels, the type of wiring and use of oversized or unsafe fuses; inappropriate use of extension cords; clear and easy access to the panels and switchgear.
- 3.8 **Heating and Air Conditioning** - type and condition of the heating system and the air conditioning system; age of equipment and level of maintenance; frequency of inspection of water or steam boilers, and by whom; fuel used to fire water or steam boilers, including the associated storage tanks; existence and condition of wood burning appliances or space heaters; etc.
- 3.9 **(a) Plumbing** - condition of the water supply system; adequacy and potability of water supply; determine and report whether or not each church building is connected directly to a municipal water supply system. If the supply is not from a municipal source, report on how and where this water is stored and the source and timing and results of recent testing.
(b) Plumbing - adequacy and condition of the waste water systems, sewage pumps, sump pumps and/or septic tile beds if not connected to municipal drains; etc.
- 3.10 **Kitchen Fixtures** - extent, standard, condition and age of equipment in the kitchen(s) including stoves, refrigerators, dishwashers, freezers, exhaust hoods, etc.
- 3.11 **Fire Protection and Alarm System** - conformance with the Ontario Building Code and the Ontario Fire Code; the adequacy, type and condition of the fire alarm and protection system; identify if sprinklers are used; identify the source of power and its reliability; its connection to an offsite central monitoring station and the current list of contact names; existence and adequacy of an emergency evacuation plan and evidence of practice; type of a specific fire protection system for the kitchen,; regularity of inspection of the systems.
- 3.12 **Security System** - existence, type and condition of any security system. If so, comment on its adequacy and condition, type of monitoring, regularity of inspection, names of current contacts, etc?
- 3.13 **Energy Conservation** - adequacy of buildings insulation; adequate insulation of pipes and ducts to conserve energy; type of windows and glazing; type of thermostats; etc.

- 3.14 **Bells or Chimes** - general condition of the bells or chimes; stability of the supporting structures when the bells or chimes are operated.
- 3.15 **Grounds, Cemeteries and Memorial Gardens** - condition of the grounds, sidewalks, driveways, exterior steps, exterior drainage, exterior lighting, signage, fencing and gates, tree maintenance and landscaping; general condition and maintenance of any cemetery and memorial garden with special attention to the stones and monuments.
- 3.16 **Maintenance** - type and completeness of maintenance program, and work being carried out by external contractors and parishioners.
- 3.17 **Public Safety** - check and identify any condition, structural, mechanical or electrical, that does not conform to code or could affect public safety; sufficiency of properly marked and safe emergency exits, emergency lights and door operating panic bars; sufficiency of proper fire extinguishers and the date of the latest servicing or checking; condition of furnace rooms and verify there is no combustible material in them.

C. THE REPORT

C-1. GENERAL

The twofold purpose of the report as set out in Section A is to provide a description of, and a report on, the condition of the buildings, the component systems thereof, and the grounds, together with instances of building and fire code or other regulatory non-compliance and safety and security issues, all as set out in Section B, together with an assessment of urgently needed, as well as medium and long term, maintenance.

Although the report is primarily intended for the use of the parish, it will also be read and studied by persons who are not necessarily familiar with the building and property being described. The report is to be written in plain English using a minimum of technical jargon and contain enough descriptive material that these persons can comprehend the significance of the report's findings. A "tick box" type of report is not acceptable. The report will also serve as a background document for the next decennial inspection and for parochial and diocesan planning. Therefore, it is essential that the descriptions be complete and accurate and that there are sufficient photographs to provide assurance that the reader, whether now or in the future, will fully understand the text and the description.

The report is to be prepared by, and signed by, the Inspector who participates in and directs the inspection and who has been pre-qualified by the Bishop's Decennial Inspection Committee to undertake the inspection in accordance with Section B, above.

The introduction to the report is to include the name and street address of the Parish, the name of the Rector (or Incumbent) and Wardens, the date of the inspection, the name and address of the Inspector, the names and responsibilities of the Inspector's assistants and specialist consultants, a table of contents, and a signed certificate that the named and pre-qualified Inspector personally attended upon the entire inspection.

The body of the report is also to:

- list all documentation and other information that was made available to the Inspector by the Parish;
- include a set of key plans of the buildings and property or copies of building floor plans, as described in Section B-2, above;
- list all recommendations prioritized in a summary of recommendations under the general headings of: **Urgent, Short Term and Long Term.**
- and relate to specific findings or conclusions noted at the point in the report where the need is first identified. They should also be practical and reasonable. If the easiest recommendations in each category are listed first, they tend to be dealt with first and the parish feels more confident to tackle the more complex or difficult recommendations;
- provide, for any condition that the Inspector deems to be **Urgent**, a description and details thereof, together with a recommended schedule for remedial action;
- give the detailed findings of the inspection of the buildings and property under the seventeen headings listed in Section B-3, above, and any other matter identified by the Inspector that should be brought to the attention of the Parish. These findings are to include each portion, room or area of the building or buildings, including walls, ceiling and floor, and of the premises, and taking into consideration all of the work of the inspection as outlined;
- list every item of equipment, correctly identified by number, type, age and manufacturer;
- list separately any recommendations that further independent investigation by specialists be carried out on identified or suspected special problems or lack of conformity to code. This includes especially, but is not limited to, any condition that could affect public safety;
- contain labelled and dated photographs of each facade of the buildings (if possible) all interior room finishes and all areas of particular concern that require immediate attention or are subject to deterioration which will cause problems if left unattended. Photographs are to be 4 x 6 inches, in colour, and not more than two per page and copies are to be included in every copy of the report. This may be accomplished either by using colour prints in each copy or by the use of colour photocopies of the original colour prints.

C-2. COMPLETION AND APPROVAL OF REPORT

The report is to be addressed to the Rector (or Incumbent) and Wardens, and, when complete, be submitted to the Bishop's Decennial Inspection Committee, c/o the Bishop's Office, Cathedral Place, Hamilton within four weeks of the completion of the inspection. Six copies of the report will be required. The Committee will review the report and, if it is found to meet these Terms of Reference, will distribute copies to the Parish and to other concerned persons within the Diocese, and so advise the Inspector. If the report is found not to meet the requirements, it will be returned to the Inspector for correction or clarification.

The report is to be considered confidential until such time as the Committee releases it to others.

C-3 AGREEMENT

The Agreement to carry out any Inspection is between the Inspector and the Parish, and Quotations for undertaking the inspection should be:

- submitted directly to the Parish, with a copy to the BDIC at Cathedral Place;
- based on the Description of Parish Buildings provided, and the site plans, floor plans and other information to be provided by the parish;
- inclusive of the cost of preparing site and floor plans where these are not to be provided by the Parish or are incomplete, in accordance with Clause B-2 (first bullet),
- based on whatever preliminary inspection the Inspector deems necessary to provide an accurate bid;
- qualified by whatever additional information the Inspector considers necessary,
- all inclusive. No later unquoted charges for such incidentals as travel time, travel costs, printing, typing, etc. will be accepted.

In the event that the site and floor plans provided by the Parish do not meet the requirements of Clause B-2, the cost of preparing or completing the set of plans is to be agreed with the Parish before further work is undertaken to complete them.

These Terms of Reference and the accompanying Guidelines will be strictly enforced, with the intention of giving a "level playing field" for all Inspectors competing for the available work. This will require all Inspectors to be careful their method of quoting and reporting.

C-4 PAYMENT

The Parish is responsible for the payment for the inspection and report. Address the invoice to the Rector (or Incumbent) and Wardens and not to the Bishop's Decennial Inspection Committee. In accordance with Note 4 of *A Policy For The Preservation Of Church Buildings*, which is the *Policy* requiring the inspections, payment for the inspection and report will only be made if and when the report is accepted by The Bishop's Decennial Inspection Committee (BDIC).

Issued - 981120.

Revision 1 - 010917

Revision 4 - 050304

Revision 2 - 011129

Revision 5 - 080630

Revision 3 - 020702

Appendix 5 - Decennial Inspection Technical Guide

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TECHNICAL GUIDE

IN SUPPORT OF THE TERMS OF REFERENCE

for the

DECENNIAL INSPECTION OF CHURCH PROPERTIES

INTRODUCTION

This Guide is issued by the Bishop's Decennial Inspection Committee. Its purpose is to amplify the Terms of Reference, to explain the intent of that document and so to minimize confusion and uncertainty in its application.

TERMINOLOGY

In order that the Inspection Report contains the minimum of avoidable errors and provides the maximum value to the Parish, it is important that the Inspector uses appropriate ecclesiastical terminology. This can best be accomplished by asking the Parish representative who is available to the Inspector what the correct name is for parts of the building, fixtures and features. It is understandable that typographical errors will creep into most reports. However, experience indicates that some Inspectors do not seem to know the difference between "aisle" and "isle"; between "altar" and "alter". Parishes frequently have Curates (more properly Assistant Curates), but none that we know of have Curators. A rectory is where the Rector lives: it is not the Rector's office within the church buildings.

FORMAT

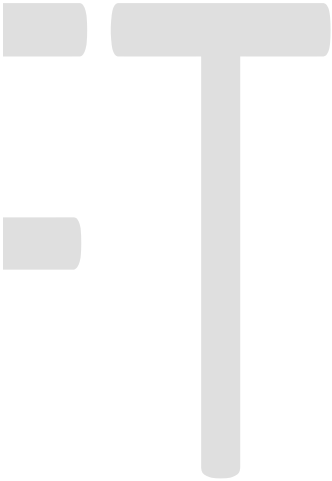
The Terms of Reference require that the "report describes each portion, room or area of the building or buildings, including walls, ceiling and floor ...". This may best be accomplished by framing the report in the form of a "walk through" description in which each portion, area or room is described in turn. This will allow the reader who is not familiar with the building to follow the description and recommendations, assisted by the floor plans, more readily.

INSPECTION CATEGORIES

The numbering refers to the Item numbers in Section B-3, THE INSPECTION, of the Terms of Reference.

3.1 Structure

Many of the church buildings erected in the last fifty years or so have exposed glulam beams or arches. In the early days, there were at least two types of glue of quite different qualities used in the fabrication of these units. This has now been standardized by the Canadian Standards Association. Over time it became apparent



that some of these units were delaminating. That is, the glue joints were failing at points of high stress. This failure appears as cracks between the individual laminations and most usually occurs at points of high stress, such as the knee of a glulam arch or at midspan of beams. The cracks can usually be seen with the naked eye. If cracks are observed, it is in order for the Inspector to recommend that a timber specialist be brought in to fully assess the situation. If no cracks can be observed, there would seem to be no reason to make such a recommendation.

3.3 Exterior

Within the Diocese there are many old brick buildings. Prior to the 1930s, most brick was quite soft and the mortar was a sand lime mortar. Over time, the lime is eroded by weathering and the masonry requires repointing. Most modern mortars are made using portland cement and are very hard and rigid. The use of this hard mortar to repoint old soft brick walls results in cracking and spalling of the brick. When repointing these old buildings, it is essential that a soft mortar be used, which contains slaked lime with a minimum of portland cement. When recommending repointing of an older building, the Inspector should caution the parish to use proper mortar and to employ only masons experienced in such work. It is also necessary to cut out and replace any repointing previously done with hard mortar.

3.7 - 11 Mechanical & Electrical Equipment

Make sure that every item of equipment is correctly identified by number, type and manufacturer. The description of the kitchen equipment should identify the number and type of stoves (are they gas or electric, residential or commercial). Is the venting system residential or is it a full commercial installation or something in between. The same level of information should be provided for other kitchen equipment and for the heating, ventilation and air conditioning system. Is the primary power electricity, gas, oil or heat pump? Is it forced air, hot water or low pressure steam or what? Is the organ electronic or pipe? Who was the manufacturer, approximately how old is it and when was it last serviced?

3.8 Heating and Air Conditioning

Determine and report whether water or steam boilers are fired by gas, oil, coal or electricity. In view of legislation concerning buried oil tanks, determine also and report whether or not there are any known oil storage tanks and associated piping, either in use or abandoned, either above grade or buried.

3.9 Plumbing

In accordance with the Ontario Safe Drinking Water Act (2003) and Regulation 252/05, most churches which are not connected to a municipal water supply system are classified as having Non-Residential, Non-Municipal systems and Regulation 252/05 establishes stringent requirements for water quality and testing of such systems. A number of the parishes within the Diocese of Niagara fall under the requirements of this Regulation. However, if the church also houses a day care centre or certain other activities, it may fall under Regulation 273 which is even more stringent. It is therefore imperative that Inspectors determine and report whether or not each church building is connected directly to a municipal water supply system. If the church building is not connected to a municipal system, determine and report on the source of water being used within the building(s):

- Does the water come from a dug well, a drilled well, a stream or pond, or is it brought to the church by tank truck?
- If it is a trucked water supply, what is the source of the water being delivered and what is the water delivered into?
- What kind of a tank or cistern is used and approximately how big is that tank or cistern?
- If it is a well or surface water supply, is there any treatment being provided and what is that treatment?
- If bottled water is used for some or all of their water requirements, describe the extent of such usage.

Determine also and report whether or not the church is directly connected to a municipal sewer system. If not, is there a septic tank and tile field? If there is no septic tank and tile bed, how is the waste disposed of? A building may well be attached to a municipal water system but not to a municipal sewer system.

3.10 Kitchen Fixtures

Gas fired furnaces, water heaters and fireplaces are normally equipped with a safety switch which automatically shuts off the gas supply if the pilot light is extinguished. Few, if any, gas fired kitchen stoves, either domestic or commercial, are so equipped. If the pilot light is accidentally extinguished, the gas continues to flow. This is a fire and explosion danger. It is recommended that any parishes having such stoves should equip them with a natural gas sensor and alarm system and a readily available manually operated shut off valve. Investigate and report on this situation and recommend the installation of the appropriate sensor, alarm and shut off valve.

3.11 Fire Protection and Alarm Systems

As all buildings are regulated by the Ontario Building Code and the Ontario Fire Code, any non-compliance, such as handrails, exit lights and signs, alarms, emergency lights, walkways, etc., is to be identified so that a schedule may be developed by the Parish for remedial action leading to compliance.

3.15 Grounds, Cemeteries and Memorial Gardens

Cemeteries and memorial gardens are governed by the relevant Provincial Act and usually require a provincial permit.

3.16 Maintenance Program

Does the Parish have a Planned Maintenance Program?
Determine and list the services that are being maintained regularly by external contractors and obtain a copy of the most recent certificate or invoice. How are other facilities building elements being maintained?

3.17 Public Safety

It is recommended that doors to all rooms where meetings might be held (i.e. offices, interview rooms, board rooms, classrooms) should have glass viewing lights installed minimum size 6" x 12". Has this been recommendation been implemented?

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Appendix 6 - Contracting Methods for Building Projects

A QUICK REFERENCE ON CONTRACTING METHODS

This information package describes contracting methods for the guidance of Parishes undertaking a building project. The methods described are Architect and General Contractor, Design-Build, Architect and Construction Manager, and Project Management.

1. ARCHITECT AND GENERAL CONTRACTOR

- a. Owner retains Architect to design the building and to establish the standard of construction and finishes. Information is available through the Bishop's Office to assist Parishes in selecting an architect.
- b. Architect is responsible to the Owner and is the Owner's representative.
- c. Owner or Architect calls for competitive bids for the work.
- d. Owner enters into a formal contract with the selected General Contractor.
- e. General Contractor hires sub trades as needed.
- f. General Contractor carries all legal responsibilities and necessary insurances.
- g. Architect provides general supervision of the work and certifies invoices for payment by the owner.

2. DESIGN-BUILD

- a. Owner hires a Design-Build Contractor for a price which is not based on the final drawings.
- b. Design-Build contractor hires the Architect of his choice. The Architect is responsible to the Design-Build Contractor and not to the Owner.
- c. Architect designs the building under the direction of the Design-Build Contractor to meet the requirements of the Owner. The final drawings form the basis for the final price of the work. This price may be quite different from the original price or the design may be altered to keep the price within the budget of the Owner. This last could compromise the Owner's original concept as to space and style.
- d. Design-Build Contractor hires sub trades as needed.
- e. Design-Build Contractor carries all legal responsibilities and necessary insurances.
- f. Owner pays the Design-Build Contractor for the design and for the construction.
- g. The Regulations under Canon 4.6.1 require that if "the parish chooses to proceed by way of the Design-Build method, it must retain a qualified person, independent of the Design-Build contractor, to act as the parish's agent during construction".

3. ARCHITECT AND CONSTRUCTION MANAGER

- a. Owner retains Architect to design the building and to establish the standard of construction and finishes. Information is available through the Bishop's Office to assist Parishes in selecting an architect.
- b. Owner retains Construction Manager to:

1. provide construction input and prepare cost estimates during the design phase of the project,
 2. award trade subcontracts and coordinate the work of the sub-trades and may perform some of the work with its own forces,
 3. provide these services on a fee basis; the actual construction work is done on a "cost plus" basis
- c. The CCA-5 form of contract defines the Construction Manager as the Agent for the Owner. That means that the Owner (i.e. the Parish and ultimately the Diocese) is responsible for the actions of the Construction Manager, including all the liability under the Occupational Health and Safety Act. For this reason, the use of CCA-5 is not permitted for work done in the Diocese.
- d. If a parish wishes to use the Construction Management method, the CCDC-3 form of contract must be used. This is a standard "cost plus" form of contract by which the Construction Manager is defined as the "Contractor" and assumes all the liabilities of a contractor. The scope of work in document CCDC-3 must be modified to reflect the scope of work to be performed by the Construction Manager.
- e. In accordance with the Regulations under Canon 4.6.1, the Parish must request and obtain Episcopal approval before entering into a contract with a Construction Manager. In order to assess any such request, the Bishop's Office must be provided with:
1. a statement of the intended Construction Manager's experience, including a list of completed projects and references and proof that the nominee is qualified in accordance with the requirements of the Ontario Building Code to undertake such work,
 2. a statement of the scope of services to be provided by the Construction Manager,
 3. a statement listing the fee and the cost items to be included in the fee and which cost items are directly reimbursable, and
 4. the name of the insurer who is prepared to provide the Builder's Risk and General Liability Insurance, including the limits proposed.
- f. To obtain Episcopal approval to commence construction, the Bishop's Office must be provided with:
1. a complete set of plans and specifications,
 2. a cost estimate based on those plans, and
 3. an upset cost which must not be exceeded without prior written approval of Corporation of the Parish; this upset cost is to be written into an addendum to the contract with the Construction Manager.

4. PROJECT MANAGEMENT

- a. This method is not suitable for the types of work undertaken by Parishes, and is normally only used for mega projects where the work can be divided into several discrete packages, each with its own design team and construction forces.

Revised February 17, 2005

Appendix 7 - FAQs

1. What is the first step after the parish has initiated a feasibility study or discussion around a project?

You should notify your regional Archdeacon.

2. When do I contact the Synod Office?

You should contact the Synod Office as soon as you establish your [Building Committee](#).

3. How do I know if I need a [building permit](#)?

You should contact your local municipality office and give them the details of the proposed project.

4. Should the [BACCB](#) and [FAC](#) consultants be invited to every Building Committee meeting?

Yes. It is up to the designated consultants to determine whether they need to attend any given meeting. The BACCB and FAC assign members to the parish's Building Committee in consultation with the Bishop. Although they are not voting members of the Building Committee, you should consider their advice seriously.

5. Can the Bishop give permission for a project before the regional Archdeacon, BACCB, FAC and Synod Council are involved?

No. Having a conversation with the Bishop about the parish's intent to initiate a project does not constitute Episcopal permission. Although the Bishop may affirm the concept of the project at this stage, you must follow the other steps in the process, in order, to their full conclusion, before you can receive formal Episcopal approval.

6. What happens if the Building Committee determines that the project will be significantly over budget at any time before the project is completed?

Although every project is susceptible to overages and changes, if any project varies by more than \$10,000 or by more than 15% from its approved cost, the Building Committee must immediately contact the Secretary of Synod who will review the project and determine the next steps if any action is required.

7. Should the winning contractor's bid be reviewed by anyone outside the parish?

Whenever you must sign a legally binding agreement, you should have a knowledgeable outside professional review it. This person may be a lawyer, engineer, or similar professional who may require remuneration to complete the task. If the project requires an encumbrance on a building, the diocesan solicitor must review and approve any agreements. To initiate this process, you must contact the Secretary of Synod. The costs of the diocesan solicitor's services are the responsibility of the parish.