

REGULATIONS CONCERNING ERECTION OR ALTERATION OF CHURCH-OWNED PROPERTIES

THE BISHOP'S ROLE

Canon 4.6.1 requires any parish planning new construction or any alteration or major renovation of existing church-owned building or property which may require municipal approval or a building permit to obtain the Bishop's approval in writing before any such work is commenced. Before granting any such 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, it is required that the parish must have had a Decennial Inspection within the previous five years, unless exempted by the Bishop through the BACCB.**

It must be clearly understood that the Bishop's words of encouragement do not constitute episcopal approval of the work.

THE BEGINNING

In order to expedite this process, the Corporation of the parish should, at the earliest possible time, advise the Executive Officer that the parish wishes to proceed with new construction, alteration or major renovation. The Bishop will then name one or more persons to work with the parish in developing the plans for the work and to act as liaison between the parish and the Bishop's Office. The Bishop's representatives will, at all times, be available to assist or advise the parish in obtaining the Bishop's approval and in monitoring the planning of the project. These persons shall be considered as the Bishop's (non voting) Representatives on the appropriate parish committee and will be concerned with the overall scheme and its method of implementation.

It must be understood that the individuals who are providing experiences, informed and impartial advice to the parishes may still be employed or self employed as competent consultants or contractors in the field in which they are advising a parish. Should the parish decide to retain that individual to proceed to implement the agreed plan, and provided only that the parish has received and considered alternative bids or proposals for the work, and with the Bishop's approval, then the individual may undertake the work on behalf of the parish and shall not be considered to be in a conflict of interest. However, the volunteer consultant should make disclosure of his/her possible professional interest in pursuing the contract at the outset of his/her relationship with the parish building committee.

THE DESIGN PROCESS

Before proceeding with the preparation of any plans, the parish must prepare a statement of its requirements of the proposed work and a preliminary budget for review by the FAC and the BACCB. The parish shall not commit, even informally, to any major expenses or professional fees prior to this review.

The Bishop's Representatives will maintain a watching brief on progress and report to the Bishop and the BACCB including, as a minimum, the parish's statement of requirements, the conceptual plans, the final plans and specifications, and the tendering process.

THE TENDERING PROCESS

The parish must not proceed beyond the tendering stage before receiving the Bishop's approval in writing. The Bishop will require the acceptance of the plans, specifications and tender by Parish Council and Vestry.

AN ALTERNATIVE

If the parish chooses to proceed by way of the Design-Build method, it must retain a person, independent of the Design-Build contractor, to act as the parish's representative during construction. This person must be experienced and knowledgeable in the administration of construction contracts. The Bishop's written approval will still be required before construction can proceed.

A Design-Build contract is one in which the contractor is responsible for both the design and the construction. The architect and his consultants are hired by and are responsible to the contractor, not to the client (i.e. the parish).

ON COMPLETION

On completion of the work, the parish must deposit a complete set of contract documents including all addenda and change orders and a set of as-built drawings with the Diocesan Archivist.

Revised September 27, 2007