

Roman Catholic Episcopal Corporation
For the Diocese of Peterborough in Ontario, Canada

DIOCESAN POLICY

Establishment of Diocesan Property
Planning and Building Committee

Related Policies

Diocesan Finance Committee

Procedures of Diocesan Property
Planning and Building Committee

POLICY TITLE: Establishment of the Diocesan Property Planning and Building Committee

1.0 PURPOSE

The Roman Catholic Episcopal Corporation for the Diocese of Peterborough in Ontario, Canada (hereafter called The Diocese) is committed to the management of its physical properties in a manner which is pastorally and financially responsible.

This policy provides guidelines with respect to the fundamental expectations of Pastors and Parish Councils concerning the need for consultation prior to major decisions which directly affect construction of new facilities, renovations to existing facilities, and/or major, non routine maintenance jobs.

2.0 POLICY

It is the policy of the Diocese to establish and empower the Diocesan Property Planning and Building Committee to develop guidelines for the management of its physical properties and to administer such guidelines in all construction of new facilities, renovations to existing facilities and major, non routine maintenance jobs.

In the exercise of its mandate, it is the responsibility of the Diocesan Property Planning and Building Committee to ensure that its decisions are in full agreement with policies and guidelines of the Diocesan Finance Committee.

MEMBERSHIP

Membership will include the Vicar General, the Chancellor of Temporal Affairs, the Secretary, two other members of the clergy, one general contractor, a member of the Diocesan Financial Council and two other lay person with engineering or contracting experience.

Roman Catholic Episcopal Corporation
For the Diocese of Peterborough in Ontario, Canada

POLICY AND PROCEDURES GUIDELINES

INTRODUCTION

The Diocesan Property Planning and Building Committee has prepared this summary of procedures to support Parishes in carrying out the Bishop's property management decrees.

MISSION STATEMENT:

To assist the Bishop and Pastors / Administrators in the responsible stewardship of the Diocesan physical properties and assets in accordance with Diocesan policies and procedures and the Universal Law of the Church;

To assist the Pastor / Administrator to determine the relevance, need, purpose, priority and protection from liability and legal actions of proposed projects;

To advise the Diocesan Finance Committee on the accuracy of cost estimates relevant to routine repair and maintenance jobs and proposed projects.

PARISH ORGANIZATION

Each Parish should have a group of qualified Parishioners to assist the Pastor / Administrator in managing the Parish facilities; this group could possibly be an adjunct of the canonically required Parish Finance Council.

The Pastor / Administrator shall be the Primary Contact for the Parish with the Diocesan Property Planning and Building Committee. The Pastor / Administrator may delegate in writing a Parishioner to represent him on special occasions. Members of Parish may assist the Pastor / Administrator in making presentations to the Diocesan Property Planning and Building Committee.

SECTION A: PROJECTS

No funds may be expended on studies and/or designs for new facilities, expansion, renovation and/or major repairs of existing facilities before the Diocesan Property, Planning and Building Committee has reviewed the proposal. The Committee shall advise the Bishop whether or not the proposal is recommended.

Such Proposals shall be submitted in writing on the official diocesan application form (Appendix A of Policy and supporting documents as listed on the check list Appendix B) to Diocesan Property Planning and Building Committee at least three (3) weeks before meeting of the Committee to review the proposal.

Depending on the Project scope, the initial proposal must include information on checklist Appendix B to allow the Committee review all the possible issues

- (1) Grants, if any, that are available;
- (2) Full description of the proposed project
- (3) Definition of needs and/or opportunities, and the priorities – level of urgency;
- (4) Clear description of Musts and Wants objectives;
- (5) Parish population and potential growth/ decline;
- (6) Anticipated Government, Local Municipal and/or real estate developments;
- (7) The current and future financial resources available ;
- (8) Relevant Government legislation and by-laws;
- (9) Parishioners acceptance of the proposal;
- (10) Experience gained from previous projects.

If the initial Project evaluation is accepted and approval is given to proceed with design, the work will require a project management organization and schedules as listed in check list of Appendix C

Such organizational planning shall establish:-

- (1) A project schedule
- (2) Clear lines of authority and decision making;
- (3) Eligible bidding candidates,
- (4) Tender selection and Contracting;
- (5) Payment procedures,
- (6) Appropriate insurance coverage and WSIB certificates;
- (7) Controls for design changes and additions,
- (8) Construction overview (compliance with plans and schedules)
- (9) Timely actual vs. planned status reports to Committees
- (10) Preservation of design and construction records and routine reports.

All contracts of \$75,000 and above must be signed by the designated Diocesan authority.

All projects exceeding the \$10,000 limit must have the permission of the Bishop.

All projects exceeding the cumulative \$10,000 require the Bishop's approval.

Parishes that do not make their applications by the required date will not get their item on the agenda until the following meeting.

SECTION B: MAINTENANCE AND REPAIRS

Pastors / Administrators have the authority to sign agreements or contracts for routine maintenance with values not to exceed a total of \$10,000, per annum and with contract terms that are compatible with the Insurance Policies of the Diocesan insurer: Catholic Mutual of Canada.

An annual report is required from each Parish on the condition of the properties. This report is to form the basis for the annual Maintenance budget submission.

The properties Maintenance and Repair budget forecast shall be submitted for review to the Diocesan Property Planning and Building Committee by the 30th of September each year. (See attached standard forms Appendix E).

An annual check on the condition of the buildings, equipment, furnishing, and utilities is recommended to establish the rates of wear. These inspections would define what normal and/or major repair projects are required to keep the facilities in acceptable condition. Pastors / Administrators should provide an annual Five Year outlook identifying any major renovation and upgrading investments that could arise.

The Committee will maintain a list of available inspectors based on the advice and experience provided by Pastors / Administrators and Parish Committees.

Each Pastor / Administrator should attempt to develop a reserve fund for unforeseen major repair projects by using annual Cathedraticum relief provisions for funds invested with the Chancery office

Have the members of the parish finance council walk through and around the parish buildings to evaluate the situation.

A reminder to Pastors / Administrators that an annual report from each parish on the conditions of the structures should be completed.

SECTION C: TENDERING

Some new projects and some repair and maintenance projects will require tendering.

3 Overview:

3.1 All large property, building, renovation and other projects must undergo an official tendering process, with large projects defined as \$75,000 and up. In each parish the cumulative cap of \$10,000 for maintenance projects remains in effect with the understanding that in order to exceed this cap, it requires communication with the committee and approval of the Bishop.

3.2 The purpose of this policy is to ensure that large projects in the diocese are properly tendered, that necessary procedures are followed, that unbiased, fair and legal decisions are made with respect to tenders. All parish projects of this size will require diocesan involvement both in the tendering and the signing of contracts

3.3 All necessary architectural drawings and/or engineering specifications will be the responsibility of the parish requesting the project – prior to tendering.

4 The Tendering Policy:

4.1 All property, building, renovation and other projects in the amount of \$75,000 and more are to be tendered.

4.2 The opening of all tenders will be public. Contractors are welcome to attend.

- 4.3 In the case of parish projects, the tenders are to be opened at the Chancery in the presence of the Pastor of the Parish or his delegate and the Chancellor of Temporal Affairs or his delegate.
- 4.4 In the case of other diocesan projects, the tenders are to be opened at the Chancery in the presence of the Chancellor of Temporal Affairs or his delegate and another member of the Diocesan Property, Planning and Building Committee.
- 4.5 Upon opening of the tenders the contents of the sealed envelope will be duly recorded on the outside of the envelope and those in attendance of the opening shall sign and date the listing.
- 4.6 Once the tenders have been opened, they are to be discussed in the parish by the appropriate committee and then submitted with their recommendations to our Diocesan Property Committee for approval.
- 4.7 The lowest tender is not necessarily the criterion for acceptance but written justification of the choice of the Parish Committee should be submitted with the parish decision.
- 4.8- With major project, (new buildings, additions, renovations), companies and individuals submitting sealed tenders are to be informed of the due date for their tender and the date when the tenders are to be opened at the Chancery. Those tendering should also be informed of the process of discussion that will occur on the Parish and on the Diocesan levels
- 4.9 Late tenders will not be accepted.
- 4.10 The submitted tender should be in a sealed envelope inside the mailing envelope. On the inside envelope, it should clearly indicate the project for which the tender is being submitted and the date on which the tender is due. The office will date and initial the reception of all sealed tenders and record on the incoming mail log.
- 4.11 All companies or individuals submitting tenders on particular projects will be informed that a decision has been made with regard to that particular project once the Parish Committee has made its decision, the Diocesan Committee has discussed the issue and the Bishop has given approval. A letter of acceptance of proposal signed by the pastor of the parish and the chair of the parish financial council will be sent to the company or individual whose tender is accepted. A letter informing the company or individual that their bid was not accepted will be sent by the parish to those whose tenders are turned down.

SECTION D: Applications for projects UNDER \$75,000

Once approval (per 3.1 above) in principal has been received to proceed with the project:

- 5.1 The Pastor /Administrator and his local committee should develop specifications or terms of reference for the proposed project.
- 5.2 Preferably three quotes will be obtained based on the same specifications or terms of reference.
- 5.3 Should the terms of reference or specifications need to be adjusted based on input from those quoting on the project, all those quoting will be advised of the revised criteria and asked to re-submit their quotation.

5.4 The local parish committee will review the quotes obtained and make their comments, evaluation and recommendation and communicate this to the Diocesan Property Planning and Building Committee along with the completed application in Appendix A.

SECTION E: OTHER CONCERNS

Neither public statement nor such type of communication of proposed, tentative nor planned investments shall be made without the approval of the Bishop.

Any- purchasing, leasing, sale of major facilities and/ or acceptance of legacies or gifts property to which long terms conditions are attached are also subject to these planning and approval procedures.

Pastors / Administrators are reminded to retain 10% of contract costs for 45 days after project completion for protection against potential liens.

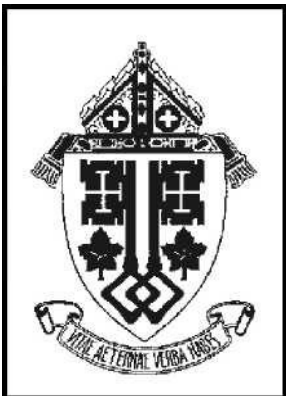
Volunteer work: To ensure safety and to prevent liability issues, work carried out by volunteers, require prior approval by the office of the Chancellor of Temporal Affairs.

Emergency Repairs: should emergency repair be required please contact the office of the chancellor of Temporal Affairs immediately

Catholic Mutual should be informed immediately of repairs not caused by normal wear and tear to determine if an insurance claim can be made.

Appendix

- A. Application for Approval of Expenditure
- B. 1st Check List
- C. 2nd Check List.
- D. Project Reports – bi monthly [every two (2) months]. Received at least two weeks prior to the next Committee meeting date.
- E. Yearly Maintenance and Repair Budget, Due Sept 30th



Diocesan Property, Planning and Building Committee

Application for Approval of Expenditure by Parish

[\$10,000 or more, cumulative amount for the current calendar year]

Project File No.

Name of Parish:

Parish Address:

Reason for Project:

General Project Description:

Has there been an inspection for hazardous materials? YES NO

Is an Engineer's report necessary for this project? YES NO

Level of Urgency: Anticipated Cost: :

Date Signed: _____

Pastor

Parish Finance Committee Chair

Please provide the following support documents:

Proposed Method of Financing Project

Please Note: This form should be filed and approved prior to proceeding with detailed estimates of the project and other necessary documents. In most cases, the Parish Financial Committee will have some general idea of what a project will cost.

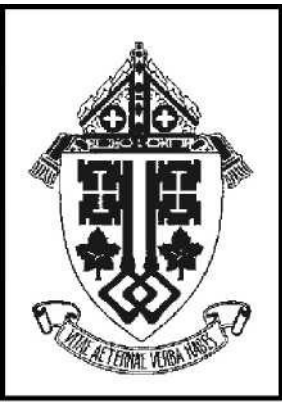
Check list for submission of Appendix A request for approval of capital project.

Documents to be submitted with the request for approval

- Description of the proposed project
- Clear description of 'Must' and 'Want' objectives
- Engineers report if necessary**
- Level of priority of project (explanation)
- Listing of municipal and other approvals required for project
- General time schedule for completion of project
- Consultation with Parish Finance Council
- Parishioners' acceptance of project
- Explanation of how project will be financed
- Will this project need to be tendered?
- Have investigated any possible grants available for project
- Application dated and signed by pastor and chair of parish financial council

CHECKLIST FOR THE PROJECT after approval

- Have received approval for project
- If needed, architect or engineers report
- If necessary, project has been properly tendered
- If tendering not necessary, estimates sent to chancery
- Necessary municipal permits obtained
- Detailed project schedule and construction overview
- Clear lines of authority and decision making;
- Payment procedures,
- Insurance certificate naming the parish and the Roman Catholic Episcopal Corporation for the Diocese of Peterborough, in Ontario, Canada as indemnified for the minimum amount of \$2 million dollars.
- Updated WSIB certificates;
- Controls for design changes and additions,
- Construction overview (compliance with plans and schedules)
- Timely actual vs. planned status reports to Committees
- Preservation of design and construction records and routine reports.
- Contractor chosen
- Until project completion, progress report filed with Diocese on appropriate form Appendix D every two months
- All reports and paperwork have required signatures
- On completion of project, submission of completion report to the Diocese
- On completion of project - hold back of 15% for 45 days until completion of lien search
- Any maintenance manuals and warranty documentation received
- Any necessary instruction provided by contractor on use of equipment installed



Project Report Form

Project File No. _____

Name of Parish: _____
Parish Address: _____

This Report Due By: _____

Approved Amount: _____

Date of Approval: _____

Project Definition: _____

Date Work Started: _____

Anticipated Completion Date: _____

Payments Made to Date: _____

Anticipated Payments for the Next two Months: _____

Date of Project Completion: _____

Amount Held Back to Date: _____

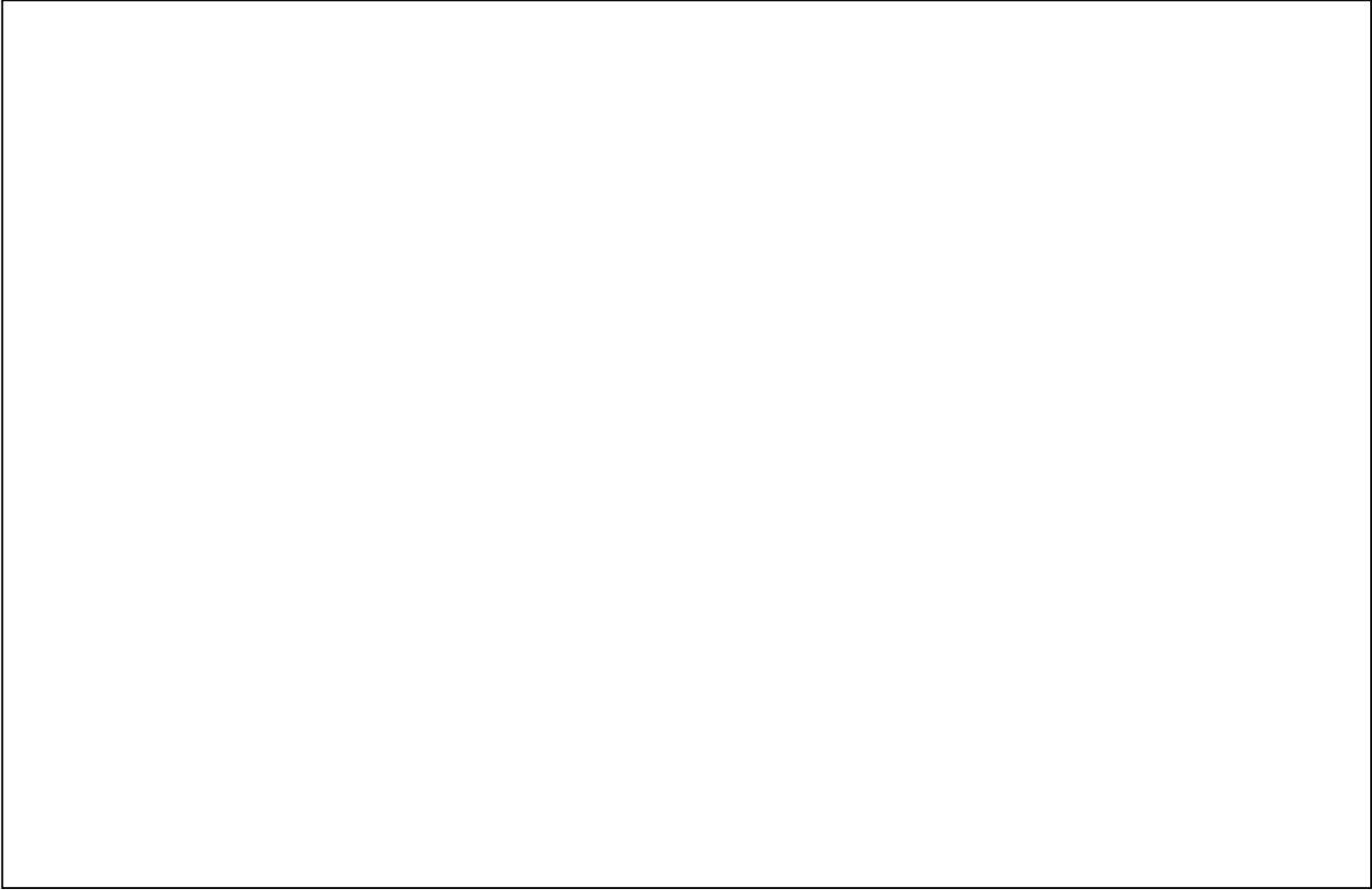
Comments:

Project Completed: YES NO Date Signed: _____

Pastor _____

Parish Finance Committee Chair

Work Completed (Since Last Report):

A large, empty rectangular box with a thin black border, intended for reporting work completed since the last report.

Balance of Work to Be Completed:

A large, empty rectangular box with a thin black border, intended for reporting the balance of work to be completed.

Annual Maintenance and Repair Budget

Due Sept 30TH yearly

Please complete the review of parish property and submit the budget to the Office of the Chancellor of Temporal for submission to the Diocesan Building and Property Committee.

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[Parish] Year Ending [] Maintenance Chart for Church

Item	Date of Installation	Last Repair	Recommended Period of Inspection	Date of Last Inspection	Action to be Taken	Estimated Cost	Date
HEATING							
Furnace			Yearly				
Ducts			Yearly				
Air Conditioning			Yearly				
WATER							
Piping			Yearly				
Sinks			Yearly				
FACILITIES							
FIRE EXTINGUISHERS							
Electrical							
Lighting			Yearly				
P.A. System			Yearly				
Fans			Yearly				
INSULATION			Yearly				
DOORS			Yearly				
WINDOWS			Yearly				
CARPETING			Yearly				
WALLS							
Interior			Yearly				
Exterior			Yearly				
PAINTING							
Interior			Yearly				
Exterior			Yearly				
Steeple			Yearly				
PEWS			Yearly				
KNEELERS			Yearly				
CEILING			Yearly				
ROOF			Yearly				
Support Beams							
BASEMENT							
Foundation			Yearly				
Drainage			Yearly				
Ventilation			Yearly				

Yearly

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WALKS
/RAMPS

Eaves troughs
and
downspouts

Sacristy

Skylight

Reconciliation
Room

Yearly

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 [Parish]
 Year Ending []
 Maintenance Chart for Parish Hall

Item	Date of Installation	Last Repair	Recommended Period of Inspection	Date of Last Inspection	Action to be Taken	Estimated Cost	Date
HEATING							
Furnace			Yearly				
Air Conditioning			Yearly				
Blower			Yearly				
Ducts			Yearly				
WATER							
Water Heater			Yearly				
Sewage			Yearly				
Piping			Yearly				
Sinks			Yearly				
FACILITIES							
Electrical			Yearly				
FURNISHINGS							
Tables			Yearly				
Chairs			Yearly				
Chair Dollies			Yearly				
Coat Racks			Yearly				
KITCHEN							
Dishwasher			Yearly				
Refrigerator			Yearly				
Cupboards			Yearly				
Dishes			Yearly				
Linen							
Cutlery							
WASHROOMS			Yearly				
TELEPHONE			Yearly				
INSULATION			Yearly				
DOORS			Yearly				
WINDOWS			Yearly				

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FLOORING			yearly				
WALLS			Yearly				
Interior			Yearly				
Exterior			Yearly				
PAINTING							
Interior			Yearly				
Exterior			Yearly				
ROOF			Yearly				
EAVESTROU GH			Yearly				
BASEMENT							
Foundation			Yearly				
Drainage			Yearly				
Ventilation			Yearly				
WALKS/RA MPS			Yearly				
Fire Extinguishers			Yearly				
Infant Change Table			Yearly				

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Parish] Year Ending [] Maintenance Chart for Rectory

Item	Date of Installation	Last Repair	Recommended Period of Inspection	Date of Last Inspection	Action to be Taken	Estimated Cost	Date
HEATING							
Furnace			Yearly				
Air Conditioning			Yearly				
Blower			Yearly				
Ducts			Yearly				
WATER							
Water Heater			Yearly				
Sewage			Yearly				
Piping			Yearly				
Sinks			Yearly				
FACILITIES							
Electrical			Yearly				
Air Conditioning			Yearly				
OFFICE EQUIPMENT							
Computer-Office			Yearly				
Computer-Rectory							
Computer-Assoc.			Yearly				
Photocopier			Yearly				
Printer							
Fax machine			Yearly				
Telephone System			Yearly				
INSULATION			Yearly				
DOORS			Yearly				
WINDOWS		East living Room window replaced 2009	Yearly				
FLOORING			Yearly				

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WALLS							
Interior			Yearly				
Exterior			Yearly				
PAINTING							
Interior			Yearly				
Exterior			Yearly				
ROOF			Yearly				
EAVESTROU GHS							
BASEMENT							
Foundation			Yearly				
Drainage			Yearly				
Ventilation			Yearly				
WALKS – RAMP			Yearly				
Fire Extinguishers							
Tiles in Kitchen							

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[Parish] Year Ending [] Maintenance Chart for Property

Item	Date of Installation	Recommended Frequency of Inspection	Date of Last Inspection	Cost of Action to be Taken Next Year
Access to Road		Yearly		
Sidewalks		Yearly		
Drainage		Yearly		
Rain Water -adequate		Yearly		
Lawn Care		Yearly		
Snow Removal		Yearly		
Access to Fire Protection		Yearly		
Water Supply		Yearly		
Parking Lot -Church		Yearly		
Rectory Garage		Yearly		
Parking Lot Garage		Yearly		
Rectory Driveway		Yearly		