



## PARISH CHECKLIST FOR CAPITAL PROJECTS

Updated November 2020

(in order of steps to be taken)

- ☐ Identify Capital Project and potential source of funding. A Capital Project is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapts it to new uses.
- ☐ Talk with Asset Management/Property Advisor if you are planning a Capital Project. They have the experience, knowledge, and contacts to assist and protect you when contracting with 3<sup>rd</sup> parties.
- ☐ Secure Parish approval of project, budget, timing and plans for raising funds and the costs of ongoing additional maintenance costs. This may be Parish Council approval or Vestry approval depending on project and Parish Council authority in place.
- ☐ Notify Asset Management/Property Advisor of decision and to discuss possible funding through Anglican Foundation and other grants. This process is time sensitive as specific deadlines are in place for annual grants. Please note that Synod office approval to submit for grant funding is not approval for a project.
- ☐ Under Canons projects over \$20,000 must be approved by Finance Committee and Diocesan Council. Discuss with Asset Management/Property Advisor what the process for approvals will be; what additional information is required to take the approvals forward; what special consultant or professional design, legal or other management services are required; what funding assistance may be required and source. i.e. grant funding, church sites & parsonages loans, short term bank overdraft, withdrawal from trust funds, etc.
- ☐ Advocacy as required to secure Diocese approval of project. Note that this can take 4-6 weeks depending on schedules. Special circumstances can reduce this time requirement.
- ☐ Have Asset Management/Property Advisor present Project Brief and applications for funding approval to Finance Committee and Diocesan Council.

Contact Information for Asset Management / Property Advisor  
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## COMMITMENT AUTHORITY

Prepared November 19, 2020

For property management, operations, maintenance and construction project contracts in a Parish.

All construction projects and operations and maintenance expenditures greater than \$20,000.

- Parish Rep and Diocese Property Advisor prepare a Project Brief.
- Project Brief is presented to Finance Committee.
- Finance Committee prepares Resolution for Diocesan Council approval.
- Once Diocese Council approves the project/expenditure, the Parish Rep is notified.

### COMMITMENT / SIGNING AUTHORITY FOR CONTRACTS (upon Diocesan Council Approval)

Projects up to \$50,000	Parish Wardens have commitment/signing authority.
Projects over \$50,000	Diocese Clerical Secretary or Bishop/Diocesan Administrator to sign contracts.

### Illustrative examples of proposed policy:

1. Contractor quotes \$18,000; Warden makes Commitment and signs contract. Diocese not involved.
2. Estimated cost of project \$48,000 (over the \$20K Canons threshold) ; Diocese informed; Property Advisor and Parish Rep prepare Project Brief for FC and DC. DC approves project; Warden makes Commitment and signs Contract Document.
3. Estimated cost of project \$65,000 (over the \$20K Canons threshold) ; Diocese informed; Property Advisor and Parish Rep prepare Project Brief for FC and DC. DC approves project; Clerical Secretary, or Dean makes Commitment and signs Contract Document.

Commitment Limit: No Warden can make a commitment or sign a contract over \$20K until they get FC and DC approval on project.

A Warden can make a Commitment up to \$50K and will have the full backing of FC and DC, if the Project Brief has had prior approval from FC and DC.