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Name of the policy	Works costing from \$15,000 to \$100,000	
Effective date	2018-04-01, Archdiocese of Ottawa	
Category	College of Consultors—Application for Approval	

Definition

These are works that are not included in the regular expenses section of the parish budget and are not part of normal maintenance. These are capital expenditure projects related to the church, rectory, parish or community hall, or any other building belonging to the parish.

Examples

Project for the construction, repair of the roof, walls or steps, replacement of windows, or heating system, chimney work, repaving work, etc.

Submissions

These requests can be submitted at any given time of the year, by mail, fax or email, to the Archdiocese’s Director of Finance and Administration (DFA).

Clarifications

These projects must be approved in advance by the Archbishop. In addition, these projects must be studied by the parish priest/administrator and the TAC of the parish.

All listed amounts are before tax, calculated on **the value** of the works (labour and materials). Donations and volunteer work that reduce the actual costs of the expense may not be included.

Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Obtain the recommendation of your TAC; and
- Obtain a minimum of three cost submissions for the work

You can contact the DFA or the MPPH at the diocese who will guide you through the procedure.

Project procedure to follow

1. Write a project approval application between \$15,000 and \$100,000 that must be signed by the priest/administrator, making sure to include:
 - a. Your request for approval: form CC18-F04
 - b. The advice from your regional consultor
 - c. A description of the nature of the project
 - d. Three submissions of cost estimates
 - e. The TAC’s recommendation for the project and the selected bid
 - f. Funding method (by accumulated surpluses, by special fundraising, or by loan from the Parish Loan Fund)

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2. Submit the request to the DFA of the Archdiocese. The DFA will present your request to the regional consultor and the episcopal vicar of the sector or, in the absence of one of them, to the vicar general. Following the recommendation obtained, a subcommittee composed of the vicar general, the DFA and the MPPH will study the request and submit their recommendation to the Archbishop. The DFA will inform you of the decision of the Archbishop.

3. After receiving written approval from the DFA, the parish must:
 - a. Make sure to obtain a project contract between the owners (RCECO and the parish) and the contractor (see resource CC18-R03, simplified contract)
 - b. Perform the work in accordance with the laws in force

4. When applicable, the parish must send a copy of the building permit to the Archdiocese, for the attention of the MPPH.

5. Once the project is complete, the parish must report on it to the DFA (final cost, final project evaluation, and occupancy permit when applicable).