

# COLLEGE OF CONSULTORS

POLICIES - 2018

*REQUESTS FROM  
PARISHES FOR  
APPROVAL -  
ARCHDIOCESE OF  
OTTAWA*



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# College of Consultors Policies - 2018

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*All listed amounts are before tax, calculated on **the value** of the works (labour and materials). Calculations do not include donations or volunteer work that reduce the actual costs of the expense.*



## Preface

It is my pleasure to announce new policies and resources for parish submissions to the College of Consultors, approved by Archbishop Terrence Prendergast, S.J., to replace the previous 2010 policy as recommended by the members of the College of Consultors at their February 2018 meeting. These tools are now available on our website at the following link: <http://www.catholicottawa.ca/college-of-consultors>

You will note that these new College of Consultors policies align our parish construction guidelines with those of the Assembly of Catholic Bishops of Ontario (ACBO) published in 2016. They have been developed with great care and consideration for our parishes, to provide clear and accurate details, and to support, equip and guide them in their construction, renovation, restoration, and modification projects to church properties.

These policies, numbered one to ten, provide definitions, examples, clarifications, exceptions, important steps before starting a project, and procedures for submitting projects to the Diocesan Administration and College of Consultors and, once approved by the Archbishop, for bringing projects to a successful completion.

Additionally, we have created an application form specific to each of the ten policies to streamline the approval process. These forms are to be used in the future for submitting your requests. Also on our website, you will find reference materials and resources to support your projects, such as: General Rules, applicable to most projects; contact information to reach the regional consultors and diocesan staff; sample contracts for small and large projects; a list of applicable insurances for construction projects; and a short-term rental agreement form.

These policies which come into effect on April 1, 2018 supersede and replace the provisions of existing particular law & customs that may be in conflict with, or inconsistent with the provisions of these 2018 policies.

We trust these policies, forms and resources will be useful tools for all our parishes. Should you have any questions concerning these policies, please feel free to contact your Regional Consultor or our Diocesan staff who work with the College.

Yours in Christ,

Most Rev. Msgr. Christian Riesbeck, CC, V. G.  
Auxiliary Bishop of Ottawa

Dated: March 16, 2018

<b>Policy #</b>	<b>CC18-P01</b>	Page 1 of 1
<b>Name of the policy</b>	<b>Works under \$15,000</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### Definition

It is stable and routine work that comes back regularly and is inserted into the budgets.

### Clarifications

These projects can be done without authorization from the Archbishop.

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.

### Exceptions

For the following projects, approval must always be obtained from the Archbishop beforehand:

- **Project that modifies the interior of the church**, follow policy CC18-P06
- **Project that modifies the places of worship of the church**, follow policy CC18-P06
- **Project that requires a loan**, follow policy CC18-P07

*Please consult the applicable policy.*

### Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Make sure you have the necessary funds. Otherwise, communicate as soon as possible with the Director of Finance and Administration (DFA) of the diocese.
- **When you need to obtain a loan** or raise funds to cover part or all of the expenses, before you do the work you must:
  1. Obtain the recommendation of your Temporal Affairs Committee (TAC); and
  2. Obtain approval from the Archbishop

### Project procedure to follow

1. When the costs are less than \$15,000 and the activities are stable and routine, the parish priest/administrator can proceed, provided the funds are available in advance. The priest must necessarily have the recommendation of the TAC when the expenditure is not budgeted.
2. Practical advice:
  - a. Obtain more than one cost submission to the extent possible
  - b. Perform the work while complying with applicable laws in effect

<b>Policy #</b>	<b>CC18-P02</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Exemption from diocesan tax/ Fundraising</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition—Fundraising (Collection or Capital Campaign)**

Financial activity organized in order to raise funds for a particular purpose, other than the described collection allowed in directive No. 8 of the administration manual of the Archdiocese (see directive by reference).

### **Definition—Exemption from the diocesan tax**

Every parish must submit to the Archdiocese an administrative tax for income levied from the articles appearing on the form of the annual report of the parish, which is entitled “Financial Report”. However, in the case of a major purchase, a new construction or a restoration project, renovation and/or major repair through fundraising, it may be possible to obtain an exemption from paying the diocesan tax on funds raised for the project, when the project in question meets all of the following criteria:

- A project submitted and approved by the Archbishop, following a presentation at the College.
- A major capital expenditure, for which amortization is spread over a minimum of ten (10) years, in accordance with generally accepted accounting principles. If necessary, the external auditor of the Archdiocese will be consulted.
- A project with fundraising for a specific purpose. Funds raised must be clearly identified for the approved project of \$15,000 and over (special envelope, special collection, pledge, etc.)
- Exemptions will be granted for the lesser of the following two amounts:
  - The total collected specifically for the approved project
  - The total cost of the project, excluding the refundable tax
- Fundraising is fixed for a set time, usually 1–2 years.

### **Clarifications**

These requests must be approved by the Archbishop before starting a fundraiser. In addition, with regard to exemption requests:

- No retroactive exemption will be granted
- No general exemption on parish revenues will be granted
- No exemption will be granted for projects under \$15,000
- No double exemption will be granted (exemption of income + credit for payment of capital on loan)
- No exemptions are granted on reserve funds or “maintenance and repair fund” type collections.

### **Submissions**

Requests for exemption must be submitted at least two weeks before the next scheduled meeting of the College of Consultors.

<b>Policy #</b>	<b>CC18-P02</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Exemption from diocesan tax/ Fundraising</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Procedure to follow**

1. Prepare the application for approval, which must be signed by the priest/administrator, making sure to include:
  - a. Your request for approval: form CC18-F02
  - b. The advice of the regional consultor (see resource CC18-R02)
  - c. The TAC's recommendation supporting the process
  - d. A description of the project for which a collection will take place
  - e. A description of the type of collection (targeted campaigns, special collection, special envelope, fundraising event, grant, pledges of designated donations, etc.)
  - f. The dates and/or duration of the fundraising activity
  - g. The estimated amount of the approved costs of the project in question
  
2. Submit the application to the Director of Finance & Administration (DFA) of the Diocese and your regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College's members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. Upon receiving a written approval from the DFA on behalf of the Archbishop, the parish must ultimately inform the DFA of the final amount raised for the project and the total cost of project expenses.

<b>Policy #</b>	<b>CC18-P03</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Urgent work for the parish</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### Definition

Unexpected and unpredictable work that must be done within one to three days.

### Examples

Power failure, breakage of water pipes, breakdown of a furnace, roofing problems, vandalism, etc.

### Clarifications

This policy is applicable in all cases of emergency work, even if the parish has the necessary funds or plans to receive donations for the said expenditure.

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);
- Make sure you have the necessary funds. Otherwise, communicate as soon as possible with the Director of Finance and Administration (DFA) of the diocese. **When you need to obtain a loan** or a fundraiser to cover part or all of the expenses, before you do the work you must:
  - Obtain the recommendation of your TAC; and
  - Obtain approval from the Archbishop, see policy CC18-P07

### Procedure to follow

1. Contact insurer **The Catholic Mutual Insurance Company of Canada** at 1-866-233-3332 to check for coverage.
  - If the insurer covers all the costs of the emergency, follow the recommendations of the insurer. N.B. a deductible of \$2,500 is applicable
  - If the insurer does not cover all the costs and/or the parish will have to disburse less than \$15,000, perform the urgent work following the applicable “General Rules”
  - If the insurer does not cover all costs and/or the parish will have to spend \$15,000 or more, perform the emergency stabilization work and communicate as soon as possible with the DFA or the Manager of Planning, Properties and Housing (MPPH) at the diocese

<b>Policy #</b>	<b>CC18-P03</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Urgent work for the parish</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

2. In the event that the parish will have to pay \$15,000 or more, remember:

- to perform only the stabilization work that is necessary at the present time
- to advise your regional consultor or in his absence, the episcopal vicar of your sector (see resource CC18-R02)
- to submit your application for approval, form CC18-F03, to the DFA, who will take into account that this is an emergency and who, or in his place his delegate, will communicate with you as soon as possible
- to solicit more than one cost submission
- to obtain from your contractor an insurance certificate and WSIB
- to obtain a work contract for post-stabilization work (see resource CC18-R03, simplified contract)

<b>Policy #</b>	<b>CC18-P04</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Works costing from \$15,000 to \$100,000</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	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)

<b>Policy #</b>	<b>CC18-P04</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Works for \$15,000 to \$100,000</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

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).

<b>Policy #</b>	<b>CC18-P05</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Work exceeding \$100,000</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### Definition

Projects that do not fall under 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 must be submitted at least two weeks before the next scheduled meeting of the College of Consultors, by mail, fax or email to “centre@archottawa.ca,” for the attention of the Director of Finance and Administration (DFA) of the Archdiocese.

### 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.

While the major project is being carried out, the parish will have to obtain the following from the Archbishop:

1. An approval in principle of the project
2. A hiring approval from the chosen architect/engineer when this expense is \$15,000 or more
3. Approval for the project, after revisions of plans and estimates prepared by the architect/engineer are received
4. An approval to increase project costs beyond the approved amount, if applicable
5. An approval for debt financing, if applicable
6. An approval for exemption from the diocesan tax on a fundraiser, if applicable

### Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Obtain a minimum of three (3) tender offers for architectural or engineering services
- Obtain the TAC’s recommendation on the project and the employment choice for an architect/engineer if the costs are \$15,000 or more

*Since this is a large project with costs of \$100,000 and more, the parish is encouraged to communicate early in the process with the DFA or the MPPH who will guide you through the procedure.*

<b>Policy #</b>	<b>CC18-P05</b>	<b>Page 2 of 2</b>
<b>Name of the policy</b>	<b>Work exceeding \$100,000</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Project procedure to follow**

1. Write an application for approval, which must be signed by the priest/administrator, making sure to include:
  - a. Your request for approval: form CC18-F05
  - b. The opinion of your regional consultor
  - c. A description of the nature of the project
  - d. A provisional project budget
  - e. A tender offer for the services of three (3) architects or engineers, if the costs exceed \$15,000
  - f. The TAC's recommendation and employment choice for an architect/engineer, if the costs are \$15,000 or more
  - g. Funding method (by accumulated surpluses, special fundraising, or loan from the Parish Loan Fund)
  
2. Submit the application to the DFA of the Archdiocese and its regional consultor for approval in principle of the project and for the hiring approval of the architect/engineer, if more than \$15,000. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College's members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. After receiving an approval in principle, and, if applicable, the approval of hiring of an architect/engineer, in writing, from the DFA, the parish must:
  - a. Sign a professional association contract with the architect/engineer
  - b. Get the plans and estimates from the architect/engineer
  - c. Obtain three cost estimate submissions from contractors
  - d. Obtain the TAC's recommendation for the selected bid
  - e. Prepare a revised budget
  
4. Submit everything to the DFA of the Archdiocese for project approval by the Archbishop after consultation with the College of Consultors. The DFA will inform you of the decision of the Archbishop.
  
5. After receiving a written project approval from the DFA on behalf of the Archbishop, the parish must:
  - a. Sign a CCDC-2 type contract with the general contractor
  - b. Perform the work in accordance with the laws in force
  
6. Report the progress of the project to the DFA of the Archdiocese and its regional consultor.
  
7. Once the project is completed, report it to the DFA (City Occupation Licence, Architect/Engineer's Certificate of Substantial Performance, Final Cost, Final Project Evaluation).

<b>Policy #</b>	<b>CC18-P06</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Modifying the church interior or places of worship</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition**

Project related to the architecture or structure of the church or project affecting the liturgical, sacred and/or precious elements of the church.

### **Examples**

Modification of partitions (walls) or beams. Modification of the place of worship of the church, the chapel, the sacristy, the altar, the decoration, the addition/removal of sacred art in the layouts, the restoration of the place of worship (architecture, cabinetmaking, art painting, sculpture, interior and exterior design, etc.).

### **Submissions**

These requests are always reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

### **Clarifications**

These projects also include those relating to the historical or heritage character.

Examples: the arrangement of the choir, the restoration of stained glass windows, of the organ, etc.

These projects must be approved in advance by the Archbishop. In addition, these projects must be studied by the parish priest/administrator and the Temporal Affairs Council (TAC) of the parish. In cases where a modification is to be made to the place of worship, the recommended of the Parish Pastoral Council (PPC) is also required.

### **Before you begin**

1. Obtain the recommendation of your TAC, and your PPC, when applicable
2. Contact the episcopal vicar of your area who will advise you on how to apply to the College.

### **Project procedure to follow**

1. Write an application letter which must be signed by the priest/administrator, making sure to include:
  - a. Your request for approval: form CC18-F06
  - b. The opinion of your regional consultor
  - c. A description of the nature of the project
  - d. Photos and/or plans to give an overview of the project before and after
  - e. The recommendation of your TAC and PPC, when applicable
  - f. Three cost estimates submissions if costs are to exceed \$15,000
  - g. Funding method (accumulated surpluses, special fundraising, or loan from the Loan Fund)

<b>Policy #</b>	<b>CC18-P06</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Modifying the church interior or places of worship</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

2. Submit the application to the Director of Finance and Administration (DFA) of the Diocese and its regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College’s members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. Upon receiving the written approval from the DFA, the parish may proceed with the project, taking into account the recommendations it has been provided with.
  
4. When the project is finished, the parish will submit a report to the DFA with photos of the final result.

<b>Policy #</b>	<b>CC18-P07</b>	Page 1 of 1
<b>Name of the policy</b>	<b>Loan from the Parish Loan Fund</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition**

In principle, each parish must be financially self-sufficient. It is only by way of exception that a parish can incur debts. A parish must not borrow from a financial institution.

The Parish Loan Fund was established from the combined surpluses of the parishes of the Archdiocese of Ottawa in 1970 to allow parishes to borrow, at preferential rates, the funds needed to finance construction projects, renovations, etc.

### **Examples**

For financing projects with capital, parishes can borrow from the Parish Loan Fund. However, the Fund is not accessible for the financing of parish operations.

### **Submissions**

These requests are reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

### **Clarifications**

All these projects involving the parish must be approved in advance by the Archbishop.

Canon Law stipulates that any mortgage or loan must be paid in the prescribed time. The repayment program will be established by the parish priest/administrator, in consultation with the diocese's Director of Finance and Administration (DFA).

### **Procedure to follow**

1. Write a loan application from the Parish Loan Fund that must be signed by the priest/administrator, making sure to include:
  - a. the completed request for approval: form CC18-F07
  - b. the opinion of your regional consultor
  - c. evidence that the parish already possesses 50% of the project costs
  - d. proof that the project in question has been/is being submitted for approval
  - e. the recommendation from your TAC
  - f. a repayment schedule
  - g. a budget demonstrating that the parish can repay the debt
  
2. Submit the request to the DFA of the Archdiocese. The requests will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. In his decision, the Archbishop will take note of the opinion of the College's members. The DFA will inform you of the decision of the Archbishop.

<b>Policy #</b>	<b>CC18-P08 (revised March 27, 2018)</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Rental of buildings and land</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval, rental	

### **Definition**

Any act, contract or agreement between legal persons concerning an object of common interest OR guaranteeing the rental of real estate by one legal person to another.

### **Examples**

Agreements regarding parking and parking management, regarding cell phone signal transmission towers or other towers, agreements regarding solar panels, rental of church facilities, of the parish hall, of the presbytery, etc.

### **Submissions**

These requests can be submitted at any given time of the year, by mail, fax or email, to the Archdiocese's DFA.

### **Clarifications**

Parochial real estate property must not be encumbered by leases or other agreements (burdened by a financial charge or a servitude) without prior authorization from the Archbishop.

Rental agreements must always be authorized in advance by the Archbishop, even in the case of free-of-charge rentals, renting at a reduced cost, or short-term rentals. For short-term rentals, please refer to the rental agreement form of the Assembly of Catholic Bishops of Ontario (ACBO), resource R06.

Depending on the nature of the charge or the agreement, the parish may have to pay for verification to be made by the diocesan lawyers.

A copy of any duly executed/signed contract must be sent to the Director of Finance and Administration (DFA) of the Archdiocese.

### **Exception**

In the case of a simple short-term rental (one day or less) of a parish hall, the parish may proceed without having to obtain prior authorization from the Archbishop, provided they use the Ontario Assembly of Catholic Bishops (AECO) Rental Agreement (see Resource R06) and obtain proof of insurance. **However, when the activity includes minors and / or vulnerable persons, the parish must also obtain a written affirmation from the tenant that he/she undertakes to become acquainted with and to respect the Archdiocese policies on this subject (see online : [Safe Environment - diocesan policies](#))**

### **Before you begin**

- obtain the recommendation of your TAC
- negotiate a written agreement between the persons involved (unsigned)
- have the written agreement verified by our insurer **The Catholic Mutual Insurance Company of Canada** at 1-866-233-3332
- send the written agreement to the DFA who, if necessary, will consult the diocesan lawyer.

<b>Policy #</b>	<b>CC18-P08 (revised March 27, 2018)</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Rental of buildings and land</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval, rental	

### **Procedure to follow**

1. Write an application for approval, which must be signed by the priest/administrator, making sure to:
  - a. complete the request for approval: form CC18-F08
  - b. obtain the advice of your regional consultor
  - c. provide a budget analysis of expected revenues and expenses
  - d. provide a copy of the written agreement, reviewed by the insurer and by the lawyer/DFA
  - e. provide a written statement from the tenant that he or she agrees to respect all applicable laws (civil laws and policies of the Archdiocese) while using the rented premises (example: to adhere to the policies for activities with minors/with vulnerable persons) - where applicable
  
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. Make a copy of the duly signed contract and forward it to the DFA of the Archdiocese.

<b>Policy #</b>	<b>CC18-P09</b>	Page 1 of 3
<b>Name of the policy</b>	<b>Purchase of goods or real estate (\$15,000 or more)</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition**

Various items of furniture for a property, a church, etc.; or purchase of lands, buildings, houses, apartments, monuments, etc.

### **Examples**

Furniture: home, church or parish hall furniture

Real estate: land, buildings, monuments

### **Submissions**

These requests are reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

### **Clarifications**

For the purchase of goods for \$15,000 or more, follow policy procedure CC18-P04 and submit the application using form CC18-F09.

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.

The parish will have to pay the expenses for reports and diocesan lawyers.

All amounts listed are before tax, calculated on **the value** of the furniture, land, or real estate. We must not include donations that reduce the actual costs of the above-mentioned expense.

During this important purchase, the parish will have to obtain the following from the Archbishop:

1. approval in principle of the purchase
2. unconditional purchase approval after revisions to plans, reports and evaluations have been made that were requested in the process (see page 2)
3. approval to increase purchase costs beyond the approved amount, if applicable
4. approval for debt financing, if applicable (form CC18-F07)
5. approval for exemption from the diocesan tax on a fundraiser, if applicable (form CC18-F02)

### **Before you begin**

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Obtain the recommendation of your TAC

<b>Policy #</b>	<b>CC18-P09</b>	Page 2 of 3
<b>Name of the policy</b>	<b>Purchase of goods or real estate (\$15,000 or more)</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

*Since this is an important purchase with costs of \$15,000 or more, the parish is encouraged to communicate early in the process with the DFA or the MPPH who will guide you through the procedure.*

### **Project procedure to follow**

1. Write an application for approval, which must be signed by the priest/administrator, making sure to include the following:
  - a. your request for approval: form CC18-F09
  - b. the opinion of your regional consultor
  - c. a description of the nature of the purchase
  - d. the reason for the purchase
  - e. a provisional project budget
  - f. funding method (by accumulated surpluses, special fundraising, or loan from the Loan Fund)
  - g. the recommendation of your TAC
  
2. Submit the application for the approval in principle of the purchase to the DFA of the Diocese and its regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College's members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. After receiving an approval in principle, the parish must do the following:
  - a. in the event of the purchase of land(s)**
    - i. obtain surveyor plans (land register)
    - ii. make a geotechnical study and a Phase 1 environmental study of the land
    - iii. obtain an approved assessment of the market value of the land
    - iv. confirm the zoning of the land with the city and, where applicable, confirm that the city is prepared for possible construction on the ground and rezoning if necessary
    - v. prepare a revised budget
  
  - b. in the event of the purchase of a building**
    - i. obtain a certificate of location
    - ii. obtain a building condition report and a report on asbestos-containing materials (ACM)
    - iii. obtain an approved assessment of the market value of the property in question
    - iv. obtain the plans of the building, if possible
    - v. prepare a revised budget

<b>Policy #</b>	<b>CC18-P09</b>	Page 3 of 3
<b>Name of the policy</b>	<b>Purchase of goods or real estate (\$15,000 or more)</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

4. Submit everything to the DFA of the Archdiocese for purchase approval by the Archbishop after consultation with the College of Consultors. The DFA will inform you of the decision of the Archbishop. If the Archbishop approves with conditions, the parish will have to demonstrate to the DFA that it has satisfied the listed conditions. Unconditional approval is required to proceed.
  
5. After receiving unconditional written approval from the DFA in the name of the Archbishop, the parish must provide the DFA with the unsigned purchase offer for verification by the diocesan lawyers and signatures of the Archdiocese's officers (RCECO).

<b>Policy #</b>	<b>CC18-P10</b>	Page 1 of 2
<b>Name of the policy</b>	<b>Alienation of a temporal good to another party</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition**

The transfer, divestiture, donation or sale of temporal property belonging to the stable inheritance of a legal person to someone other than the Archdiocese. The stable inheritance consists entirely of goods (land, buildings, etc.)

### **Examples**

Sale of land and churches; long-term loans; the issue of securities and bonds; the transfer of property from the Corporation to a Board of Directors without reserved powers; crossing rights agreement or easement agreement.

### **Clarifications**

Parochial real estate property must not be encumbered by leases or other agreements (burdened by a financial charge or a right-of-way) without prior authorization from the Archbishop.

Any act of alienation must be authorized in advance by the Archbishop, and in some cases must also be reviewed by the Diocesan Finance Council in addition to the College of Consultors.

### **Submissions**

These requests are reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

### **Before you begin**

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Obtain the recommendation of your TAC

During the alienation process, the parish will have to obtain the following from the Archbishop:

1. approval in principle
2. unconditional alienation approval after revisions to the plans, reports and evaluations requested in the process (see page 2)

### **Project procedure to follow**

1. Write an application for approval, which must be signed by the priest/administrator, making sure to include the following:
  - a. your request for approval: form CC18-F10
  - b. the opinion of your regional consultor
  - c. a description of the nature of the alienation
  - d. the reason for the alienation
  - e. a provisional budget for the sale, long-term lease, or agreement
  - f. the recommendation of your TAC

<b>Policy #</b>	<b>CC18-P10</b>	Page 2 of 2
<b>Name of the policy</b>	<b>Alienation of a temporal good to another party</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

2. Submit the application for approval in principle of the alienation to the DFA of the Diocese and its regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College's members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. After receiving approval in principle, the parish must obtain an approved assessment of the market value of the item/transaction in question.
  
4. Submit everything to the DFA of the Archdiocese for alienation approval by the Archbishop who will normally **consult** the College of Consultors when the amount is less than the alienation threshold set by the CCCB each year. For amounts that exceed the threshold, the Archbishop will need the **consent** of the College of Consultors and Diocesan Finance Council, and in exceptional cases, the consent of the Holy See. The DFA will inform you of the decision of the Archbishop. If the Archbishop approves with conditions, the parish will have to demonstrate to the DFA that it has satisfied the listed conditions. Unconditional approval is required to proceed.
  
5. After receiving an unconditional written approval from the DFA in the name of the Archbishop, the parish must provide the DFA with the unsigned purchase offer for verification by the diocesan lawyers and signatures by the Archdiocese's officers (RCECO).

## APPENDICES: College of Consultors Policies

### FORMS—APPLICATION FOR APPROVAL TO THE COLLEGE OF CONSULTORS

CC18-F02	Exemption from diocesan/fundraising tax
CC18-F03	Urgent work—that require a loan OR costs in excess of \$15,000
CC18-F04	Construction, maintenance, renovation and repair work from \$15,000 to \$100,000
CC18-F05	Construction, maintenance, renovation and repair work exceeding \$100,000
CC18-F06	Project that modifies the interior of the church or the places of worship
CC18-F07	Loan from the Parish Loan Fund to parishes for their projects
CC18-F08	Rental of buildings and land
CC18-F09	Purchase of furniture and real estate
CC18-F10	Alienation of a temporal good to another party

### RESOURCES—CONSTRUCTION PROJECTS

R01	General rules—RCECO projects
R02	List of regional consultors & parish regions, RCECO
R03	Simplified contract (taken from ACBO)
R04	Contract for work exceeding \$100,000 (CCDC-2, 2018)
R05	Full list of applicable insurance (from ACBO)
R06	ABC short-term rental agreement

### REFERENCE DOCUMENTS

Ontario.ca	<i>Occupational Health and Safety Act</i> (Ontario)
WSIB	Workplace Safety and Insurance Board
ACBO	Guidelines for Diocesan and Parish construction projects
CRA	CRA Notice—tax receipt for gifts of service
RCECO	Guideline No. 1: Alienation of temporal goods
RCECO	Guideline No. 8: The collections

### CONTACT PEOPLE AT THE DIOCESE OF OTTAWA

INITIALS	TITLE	NAME	EMAIL	Ext.
Admin	Administrative assistant		centre@archottawa.ca	244
EV	Episcopal Vicar	Rev. Geoffrey Kerslake	evicar@archottawa.ca	226
VE	Vicaire épiscopal	Mgr Daniel Berniquez	dberniquez@archottawa.ca	259
VG	Vicar General	H.E. Bishop Christian Riesbeck	auxbishop@archottawa.ca	244
DFA	Director of Finance and Administration	Jules Dagenais	jdagenais@archottawa.ca	249
MPPH	Manager of Planning, Properties and Housing	Michaël Falardeau	mfalardeau@archottawa.ca	265

### CONTACT INFORMATION TO SUBMIT YOUR REQUESTS, DOCUMENTS OR QUESTIONS

#### Archdiocese of Ottawa

Diocesan Finance and Administration  
c/o College of Consultors  
1247 Kilborn Place  
Ottawa, Ontario K1H 6K9  
Tel: (613) 738-5025  
Fax: (613) 738-0130  
[centre@archottawa.ca](mailto:centre@archottawa.ca)

For more information or to download a form: <http://www.catholicottawa.ca/college-of-consultors>

# GENERAL RULES FOR PROJECTS OF CONSTRUCTION/RENOVATION/RESTORATION

## 1.1. Construction management

With regard to diocesan and parish construction projects, it is important to remember that religious buildings are unique structures which require intervention by architects, engineers and general contractors who are both competent and experienced.

The three main roles for people involved in a construction project are as follows:

1. The project representative of the parish  
His/her role is to be the spokesperson to communicate the instructions of the parish to the consultant (or, when there is no consultant, the general contractor)
2. The consultant (architect or experienced engineer) who has the skills, knowledge and experience necessary to advise the parish which hopes to complete a construction project in all its scope, regardless of its size. However, for projects over \$100,000, hiring a consultant is always necessary.
3. The contractor/general contractor  
who is committed to the work laid out in the plans, and the specifications, for a set price.

## 1.2. Legal questions

Consequently, projects for expansion, renovation and restoration and new construction projects almost always require a building permit and the recruitment of an architect or engineer. And when it comes to work being done on a historical or heritage building, the architect or engineer selected must have demonstrated experience with this type of building, and a thorough knowledge of the *Ontario Building Code*, the *Heritage Act of Ontario* and any applicable codes. The project must comply with the laws in force.

## 1.3. Insurance

Before starting a project, it is essential to obtain an insurance certificate that provides adequate coverage for the project and does not omit any protection area for the construction, which is not covered under the current insurance of the parish or the diocese. At a minimum, you must obtain an amount equal to the insured value of the property (the amount indicated on the annual insurance bill).

When the insurance contract is underwritten by the contractor, the "Roman Catholic Episcopal Corporation of Ottawa" (the legal name of the Archdiocese of Ottawa) must be included as being additionally insured.

Please see the complete list of applicable insurance, which the parish or the contractor must take out. This list was prepared by the AECO with reference to the standards established by the *Canadian Construction Documents Committee (CCDC)* - see Resource DC18-R05.

## GENERAL RULES

### FOR PROJECTS OF CONSTRUCTION/RENOVATION/RESTORATION

#### 1.4. Workers compensation / Health and safety at work

The work must be performed in full compliance with the provisions and regulations of the *Occupational Health and Safety Act*. The contractor must undertake to provide a work accident compensation program for all those which have been hired to do the work. Proof of involvement by the Workplace Safety and Insurance Board (WSIB) will provide the required evidence. Since January 1, 2013, the protection of the WSIB is required for most people in the construction industry before work begins.

#### 1.5. Master Builders ACT (MBA) and designated substances (asbestos, arsenic, lead, mercury, etc.)

A question to ask before you start the project: is there any asbestos, mold, lead paint or any other hazardous material? Under the *Ontario Regulation 278/05*, **the owner** is required to publish a report on materials made of asbestos (Materials Based on Asbestos - MBA). In addition, legislation requires that a report on MBA and designated substances be written and provided to either the contractor or the Construction Director before the start of the project.

#### 1.6. Work by volunteers on the parish project

When volunteer work is proposed for a construction or renovation project, the skills and experience of those volunteers must first be confirmed. If the worker actually has the skills and experience required, a formal written contract must be concluded between the volunteer worker and the owner as recommended by the Assembly of Catholic Bishops of Ontario (ACBO). Volunteer work performed must be of the same good quality as that of paid work, and must be carried out in accordance with the same criteria of discipline necessary to maintain a safe and orderly workplace. For more details, please see pages 5 and 6 of the *Guidelines for Construction Projects of the ACBO*.

#### 1.7. General provisions of contract

For all projects, a formal and written contract must be concluded between the owner (RCECO) in trust on behalf of the parish) and the contractor. The terms and conditions of such an agreement must cover all current issues of a contract (e. g. health and safety, scope of work, schedule, insurance, quality of execution, compensation and warranty).

**In cases where projects are worth under \$100,000**, a simplified contract may be agreed on with the contractor. For a construction contract template, see Resource CC18-R03.

**In cases of projects worth more than \$100,000**, the services of a qualified consultant (architect or engineer) must be retained to prepare the plans and specifications, and a contractor/general entrepreneur must be hired based on the recommendation of your consultant. A professional contract with the architect or the engineer will have to be signed, and also a contract with the contractor/general contractor chosen in accordance with Form CCDC 2-2008 at a fixed-price contract, see Resource CC18-R04.

Before one can enter into a contract on behalf of the RCECO, by signature or otherwise, the parish must have obtained the approval of the Archbishop.

## **GENERAL RULES**

### **FOR PROJECTS OF CONSTRUCTION/RENOVATION/RESTORATION**

#### **1.8. Transparent remuneration**

Parishes should meet the requirements of the Canada Revenue Agency (CRA) as regards expenses/funds collected for their project. The parish must ensure that the work payments are issued in the form of cheque, credit card or authorized electronic banking operations. In the case of volunteer work, only reimbursement for reasonable expenses, accompanied by the original invoices or receipts, is allowed. "Volunteer" work should not be compensated in cash or in kind, whether in the form of a salary, honorarium, cash compensation or other. Warning from the CRA: A registered charitable organization does not have the right to issue an official donation receipt for a gift of service.

Parishes should not hire individuals who are blood relatives or related by marriage to the pastor. This also applies to companies, or other suppliers, including the owners, associates or responsible employees who are related to the pastor.

#### **1.9. Projects that always require the Archbishop's prior approval**

In all circumstances, even when the costs of the project are below \$15,000, projects affecting the architecture or structure of the Church, or projects that affect the items that are liturgical or valuable to the Church, or when it is a matter of capital campaigns or new construction, these projects must be considered by the College of Consultors and receive the prior approval of the Archbishop. In some cases, these projects must also be reviewed by the Diocesan Board of Finance, and the Presbyterial Council.

When it comes to litigation, the parish must obtain the authorization of the Archbishop before it can launch a challenge or initiate a litigious action.