Building Stewardship Policy

Diocese of Toronto
Anglican Church of Canada

1. Scope

This policy applies to all properties within the Diocese of Toronto.

The policy establishes a framework for assessing structural integrity, building systems, site conditions, life safety, and maintenance needs to inform long-term capital planning and asset management.

2. Purpose

The primary objectives of this policy are to:

- Ensure the preservation and longevity of property to support evolving ministry, mission and strategic needs.
- Assist parishes in maintaining their properties to meet best practice, compliance, safety, and functional standards.
- Support long-term capital planning and responsible stewardship of real assets.
- Establish a standardized framework for conducting and analyzing Building Condition Assessments (BCAs).
- Promote cost efficiency and resource optimization through a group purchasing approach.

3. Policy Statement on Mandatory Building Inspections

All properties in the Diocese of Toronto must undergo a Building Condition Assessment (BCA), conducted by a qualified professional, at least every ten (10) years. The costs associated with obtaining a BCA are the responsibility of each parish.

4. Definition of Qualified Professional

A qualified professional is defined as an individual or firm possessing the necessary certifications, licenses, and experience in building inspections and assessments, as recognized by relevant professional bodies and regulatory authorities.

5. Standardized BCA Format

BCAs must adhere to a standardized format as prescribed by the Synod Council and attached as *Schedule A*.

This format includes, but is not limited to: assessments of structural integrity, mechanical systems, electrical systems, plumbing, life safety and fire protection, and general building maintenance.

Additional information, beyond the prescribed format, may be included at the discretion of the parish or qualified professional, provided it does not conflict with the standard requirements.

6. Group Purchasing Approach

A group purchasing program is available to assist parishes in meeting the requirements of this policy. Participation is optional but recommended, as it provides cost savings and operational efficiencies through collective purchasing.

7. Scheduling Inspections

Each parish is responsible for ensuring that its Building Condition Assessment (BCA) is conducted within the required 10-year timeframe. Parishes shall coordinate with the Property Resources Department to align inspection dates and resolve any scheduling conflicts.

The inspection schedule shall be published on the diocesan website and included as *Schedule B* of this policy.

8. Selection of Qualified Professionals

Parishes may select qualified professionals to conduct BCAs, provided they meet the defined standards of certification and experience. Alternatively, parishes may choose to participate in the group purchasing program to engage pre-approved professionals.

9. Conducting the BCA

The assessment must evaluate structural integrity, mechanical systems, electrical systems, plumbing, life safety and fire protection, general building maintenance, and all other elements specified in Schedule A. Any deficiencies or recommended actions must be documented in the report, with photographic evidence provided, where applicable.

10. Report Submission and Review

The completed BCA report must be submitted to the Property Resources Department within thirty (30) days of its completion. Reports shall be submitted electronically in the prescribed format. The Property Resources Department will review the report within sixty (60) days to ensure compliance with the policy and identify any critical issues requiring immediate attention.

11. Follow-Up Actions

Parishes shall review the findings of the report, address any imminent issues, and develop a plan to remediate other identified deficiencies in accordance with the timelines prescribed by the qualified professional. The Property Resources Department shall consult with parishes on response plans and provide support for remediation efforts, with a particular focus on those participating in the group purchasing program.

Parishes shall formally review the report and their remediation plan at the five-year mark to assess progress and recalibrate as needed. A summary of this review shall be submitted to the Property Resources Department.

12. Compliance

Failure to comply with this policy may be subject to review by the Archdeacon, Canon Administrator, and/or the overseeing Bishop. Non-compliance may result in interventions necessary to uphold the safety, integrity, and proper stewardship of properties within the Diocese of Toronto.

13. Policy Review

This policy will be reviewed every two (2) years. Revisions will be made as necessary and communicated to all parishes promptly.

14. Administration

This policy is administered by the Property Resources Department.

Schedule A: Building Condition Assessment - Template

1. Executive Summary

The following items shall be included as part of the BCA.

a. Assessment Information

- Date of Assessment
- Point of Contact On-Site

b. Property Information

- Building Type
- Number of Stories
- Total Building Area
- Year of Construction
- Building Orientation
- Building Usage
- Building Replacement Value
- Functional Replacement Value

c. Overall Property Condition

- Overall Condition (with rating)
- Overall Level of Maintenance (with rating)
- Major Findings:

d. Summary of Assessment Categories

Summarize overall condition , level of maintenance and major findings for the following assessment categories:

- Structure
- Exterior
- Roofing
- Interior
- Plumbing
- HVAC
- Electrical
- Site Work
- Stained Glass
- Organ
- Bell Tower

e. 15- Year Summary of Recommended Repairs (Including Financial Projections)

- To be presented in chart format
- Include all assessment categories where work is identified
- Project repairs over a fifteen (15) year period, including present-day cost and future values adjusted for inflation. The engineer will provide updated financial projections after a three-year period.

2. Method of Assessment

Outline the method of assessment, scope of work, and any relevant documentation reviewed.

The assessment must include a review of the previous BCA, with a detailed record of any work completed since its issuance.

3. Structural Integrity

Provide descriptions, observations, and recommendations regarding the following:

- Sub and superstructural systems
- Foundation
- Concrete surfaces
- Posts, columns or structural jacks
- Walls
- Flooring systems, including structural components such as joists.
- Ceilings
- Bell tower or belfry

4. Exterior

Provide descriptions, observations, and recommendations regarding the following:

- Building materials
- Siding
- Windows, doors and their related structures and systems (sils, lintels, frames, etc.)
- Stained or tinted glass windows
- Capping
- Exterior finishes

5. Roofing

Provide descriptions, observations, and recommendations regarding the following:

- Roofing system materials

- Flashing
- Lightning arrestors (if applicable)
- Soffits and fascia
- Gutters and downspouts
- Underside of roof (if accessible)
- Drainage
- Chimneys

6. Interior

Provide descriptions, observations, and recommendations regarding the following:

- Wall and ceiling finishes
- Floor finishes
- Stair structure
- Tread coverings
- Lighting
- Handrails
- Organ

7. Site Work

Provide descriptions, observations, and recommendations regarding the following:

- Asphalt pavement and parking lot
- Walkways
- Steps
- Basement walkout (if applicable)
- Fence
- Signage

8. Plumbing

Provide descriptions, observations, and recommendations regarding the following:

- Water service (at main line)
- Metering
- Backflow prevention
- Supply piping
- Sanitary piping
- Domestic hot water supply
- Mixing valves
- Washrooms
- Sump pump
- Kitchen

- Fixtures

9. Heating and , Ventilation and Cooling

Provide descriptions, observations, and recommendations regarding the following:

- Fuel type and metering
- Primary and secondary heating systems
- Primary and secondary cooling systems
- Circulation components
- Distribution components
- Ventilation systems, including air supply, air return and exhaust

10. Life Safety and Fire Protection

Provide descriptions, observations, and recommendations regarding the following:

- Early detection and alarm systems (smoke, CO, heat, etc.)
- Sprinkler systems
- Fire extinguishers
- Exit routes and doors
- Emergency lighting
- Structural integrity and fire-resistant materials
- Fire doors and partitions
- Signage and emergency information

11. Electrical and Other Mechanical

Provide descriptions, observations, and recommendations regarding the following:

- Service capacity
- Metering
- Distribution panels and subpanels
- Grounding
- Outlets and fixtures
- Wiring
- Vertical lifts and/or elevating devices

12. Closing Comments

Include any final remarks regarding the property condition assessment.

13. Photographs

Attach photographs documenting the assessment findings.

Schedule B: Inspection Schedule

1. Building Condition Assessment (BCA) Schedule

Each parish must ensure its Building Condition Assessment (BCA) is completed within the required 10-year cycle. The following inspection schedule, referenced in Section 7 of this policy, is also available on the diocesan website.

Completion Deadline (Before Dec. 31)	**Deaneries**
2025	Nottawasaga, North Peel
2026	Tecumseth, Scarborough
2027	Oshawa, Toronto West
2028	Victoria/Haliburton, Huronia
2029	York Mills, Etobicoke
2030	St. James, York Central
2031	Holland, Toronto East
2032	Eglinton, Humber
2033	Parkdale, Durham/Northumberland
2034	Peterborough, Mississauga