

BCAs and the Building Stewardship Policy

**Property Resources Department Workshop
June 4, 2025**



Diocese of Toronto
Anglican Church of Canada

Agenda

1. Opening Prayer
2. Introductions
3. BCAs and the *Building Stewardship Policy*
 - Why BCAs matter, key requirements, what's included
4. Capital Planning
5. Standardized Format
6. Group Purchasing (Shared Services)
7. After the BCA - now what?
8. Future Workshops
9. Wrap-Up



A close-up photograph of two hands clasped together in a prayer position. The hands are dark-skinned and are set against a warm, golden-brown background that appears to be a sunset or sunrise sky. A faint, white cross is visible in the background, centered behind the hands. The text "Opening Prayer" is overlaid in the center of the image in a white, serif font.

Opening Prayer

Land Acknowledgement

- Our Diocese is located on the traditional territories of the Huron-Wendat, the Haudenosaunee Confederacy, the Odawa, and the Anishnabek nations. Its boundaries include the Chippewas of Georgina, the Chippewas of Rama, the Mississaugas of Scugog, Alderville, Hiawatha, and Curve Lake First Nations, as well as the many Indigenous peoples who make their home in Toronto and its environs.
- Mindful of the many broken promises between settlers and Indigenous peoples, we strive to uphold the spirit of the Dish with One Spoon Wampum belt covenant, to peaceably share and care for the land around the Great Lakes – the land which sustains us all - and we commit ourselves to the work of pursuing reconciliation and right relationship.

Introduction



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Property Resources Team

Daiane Monteiro – Property Resources Assistant
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Focus Areas: Licensing & leasing; department administration; insurance enquiries; Canon 6 enquiries (checklists, license, lease)



Pam Boisvert – Property Resources Consultant
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Focus Areas: Diocesan-controlled portfolio (i.e. closed churches); deferred maintenance, BCA and capital planning consultation with parishes.



Mac Moreau – Director of Property Resources
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Focus Areas: Fund/grant applications; property and project consultations; governance and approvals process; property strategy and execution.



BCAs and the *Building Stewardship Policy*



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BCAs and the *Building Stewardship Policy*



*Building
Stewardship
Policy*



Workshop
Overview



What is it and
why this
matters?



Purpose of the Policy

- Preserve property for mission and ministry
- Promote safe, compliant, functional spaces
- Support long-term planning



Key Requirements



Required every
10 years



Conducted by a
professional



Paid for by the
parish



What a BCA includes:

- Structure, systems, safety
- Maintenance needs
- 15-year repair plan with cost projections





Questions or Comments

Capital Planning



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Using the BCA for Capital Planning

- Turn insights into a long-term plan
- Prioritize urgent, mid-, and long-term needs
- Budget over 10 to 15 years



What Comes First?

- Short-Term (0-3 yrs)
- Medium-Term (3-7 yrs)
- Long-Term (7-15 yrs)

Imagine your parish just received its BCA report. There are five recommended repairs:

1. Furnace is 27 yrs old and past life expectancy
2. Roof shows signs of wear, replacement recommended in 8 yrs
3. Foundation cracks with signs of water intrusion
4. Parking lot needs regrading and repaving within 5 years
5. Sanctuary windows are aging but still functional



What Comes First?

- Short-Term (0-3 yrs)
- Medium-Term (3-7 yrs)
- Long-Term (7-15 yrs)

Repair List

1. Furnace is 27 yrs old and past life expectancy **Short-Term**
2. Roof shows signs of wear, replacement recommended in 8 yrs
Long-Term
3. Foundation cracks with signs of water intrusion **Short-Term**
4. Parking lot needs regrading and repaving within 5 years **Medium-Term**
5. Sanctuary windows are aging but still functional **Long-Term**



Standardized Format



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Standardized Format

- Same format across all parishes
- Schedule A outlines the details
- Extra information is okay, but don't skip the basics!



Group Purchasing (Shared Services)



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Group Purchasing

- Optional but recommended
- Cost savings + vetted professionals
- 2025 RFP in progress



Timing & Scheduling

- Follow the published 10-year schedule (Schedule B)
- Coordinate with the Property Resources Team
- Submit reports within 30 days



After the BCA, now what?



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After the BCA

- Address urgent issues
- Create remediation plan
- Mid-point check-in at 5 yrs



Compliance & Support

- Required for all properties
- Property Resources = your partner
- Reach out early, reach out often



Final Thoughts

- Stewardship = care + foresight
- Questions welcome
- Let's plan well for what we've been given





Questions or Comments

Your Homework



Your 15-Year Capital Planning Snapshot

Using either your most recent BCA (if available) or your general knowledge of the property:

What are your top 3–5 major repairs or upgrades over the next 15 years?

Think about:

- Aging systems (roof, HVAC, plumbing)
- Safety issues (stairs, exits, fire code)
- Ministry needs (accessibility, gathering space)

Next sort them by:

Short-Term (0-3 yrs)

Medium-Term (3-7 yrs)

Long-Term (7-15 yrs)

Then ask:

- Which is most urgent or most expensive?
- What's one action you can take in the next 3 months?





Questions or Comments

Resources



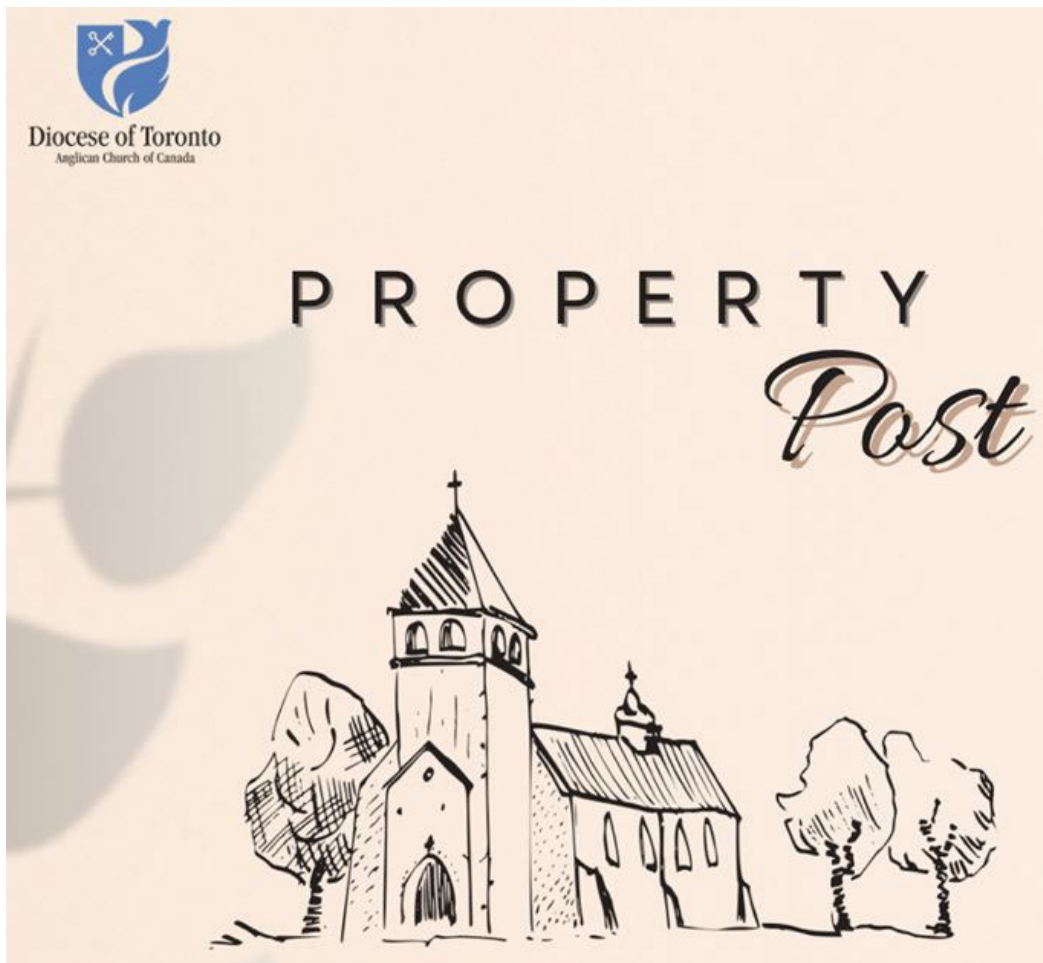
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THE BRICKS**





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The image is a screenshot of a website's newsletter subscription form. The background is a dark, warm-toned photograph of a group of people, likely a church community, looking at something together. At the top center is a small icon of a church building. Below it, the text "Subscribe to Our Newsletters For the Latest News" is displayed, followed by the smaller text "You can unsubscribe at any time". The form consists of three input fields: "Name*", "Email*", and "Parish / Congregation". Below these fields is a list of four checkboxes with corresponding text: "The Anglican newspaper (once a month)", "Bulletin Board (every 2 weeks)", "FaithLines (every 2 weeks)", and "The Property Post (once a month)". At the bottom right of the form is a yellow button with the word "SUBSCRIBE" in black capital letters.

Future Workshops



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Future Workshops

Preventative Maintenance Planning



Sept. 2025

Insurance Renewal Best Practices



Dec. 2025



Thank you for attending!



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