

Capital Projects, Grants and Consultations

Property Resources Department Workshop # 3



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Agenda

1. Opening Prayer (The Rev. Dr. Connie Phillipson – Parish of Haliburton)
2. Welcome and Introductions
3. Start with the ‘Why’
4. Updates to Templates and Future Plans
5. Canon 6 and Capital Projects
6. Property Consultations with Parish Leadership
7. Diocese of Toronto Grants
 - I. Carleton Fund
 - II. Ministry Allocation Fund – Real Estate
 - III. Baker Foundation Fund
 - IV. Ferguson Fund
8. Future Workshops



Opening Prayer

The Rev. Dr. Connie Phillipson
Parish of Haliburton



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Your Property Resources Department



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The Property Resources Team

Daiane Monteiro – Property Resources Assistant

dmonteiro@toronto.Anglican.ca

Focus Areas: Licensing & leasing; department administration; insurance enquiries; Canon 6 enquiries (checklists, license, lease)

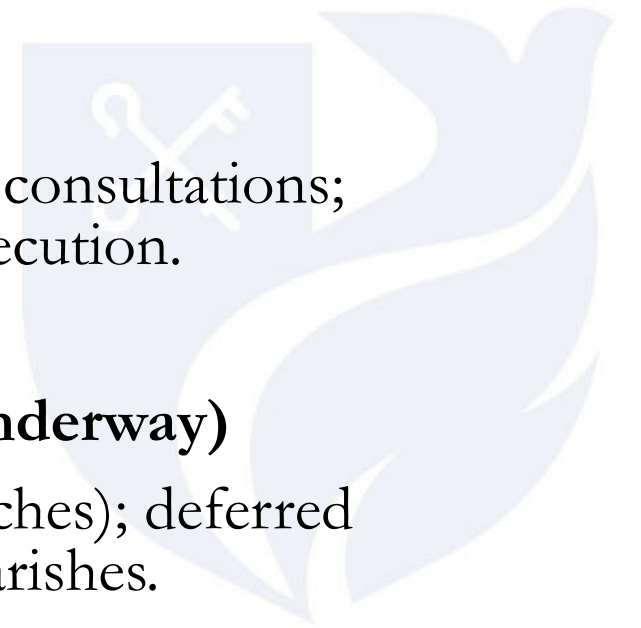
Mac Moreau – Director of Property Resources

mmoreau@toronto.Anglican.ca

Focus Areas: Fund/grant applications; property and project consultations; governance and approvals process; property strategy and execution.

Property Resources Specialist (Recruitment Process Underway)

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



Start with the ‘Why’

“What’s the purpose of these workshops?”



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Start with the 'Why'

Priorities and Plans 2024-2025

#1 - Strengthening the bond between the Property Resources Department and parishes; promoting the department as an invaluable resource partner and trusted advisor, cultivating a proactive approach to property-related matters, and enriching the journey towards fulfilling our collective mission.

2 - Undertake a comprehensive review of property-related processes and procedures, transforming them to be user-friendly, streamlined and accessible; thereby celebrating a seamless experience for everyone.

#3 - Aimed at nourishing and serving the diverse and ever-evolving needs of the Church and the broader community, we will chart an innovative path forward by crafting dynamic property strategies that harness the true potential of our real estate portfolio.



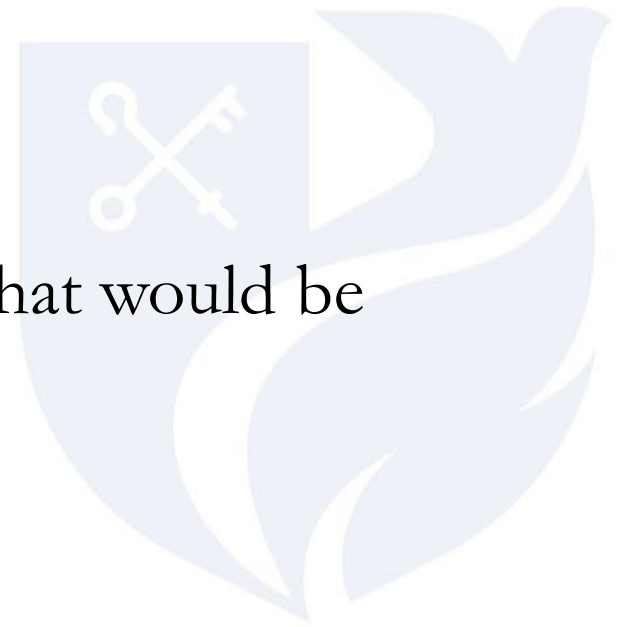
Resource and Template Updates



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Resource and Template Updates

- Canon 6 checklists
- [Canon 6 approval process \(infographic\)](#)
- Grant applications
- [Vestry motion template](#)
- Business case template
- Sample financial projection/forecast
- Feedback survey: future resources and templates that would be helpful to parish leaders



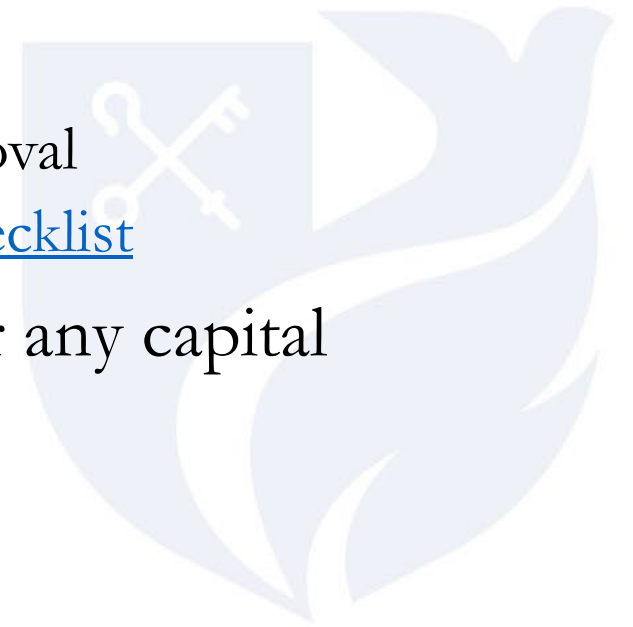
Canon 6 & Capital Projects



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Canon 6 and Capital Projects Overview

- Acquisition, disposition and/or alteration* requires the consent of the Bishop and Synod Council.
- Requests for approval are considered by the Risk & Governance Committee, and a subsequent recommendation is made to Synod Council
- Two project types:
 1. Building Permit + Costs over \$100K = R+G Approval
 2. Building Permit + Costs under \$100K = [Green Checklist](#)
- Recommendation: complete the *Green Checklist* for any capital projects to ensure adherence to best practice.



Canon 6 and Capital Projects (cont'd)

Step-by-Step

Step 1: Nail down a vision for the project.

Step 2: Consult with your Bishop.

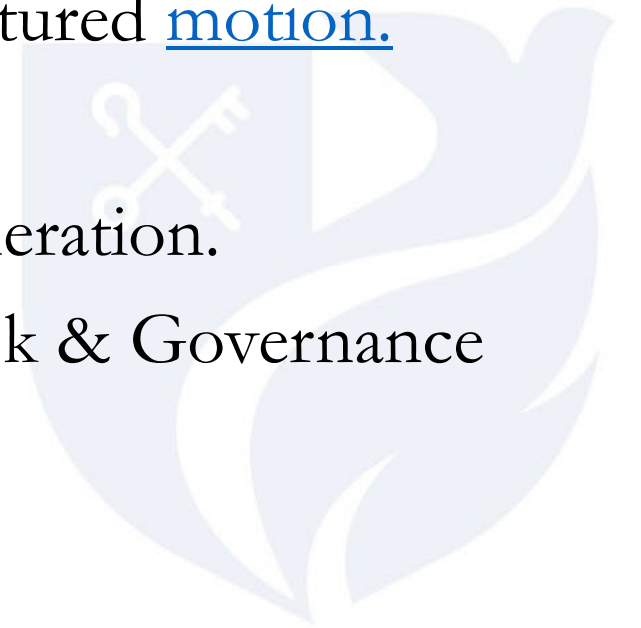
Step 3: Consult with the Property Resources Dept.

Step 4: Secure support from Vestry using well-structured [motion](#).

Step 5: Develop [business case](#).

Step 6: Finalize business case and submit for consideration.

Step 7 (if needed): Initiate 'Final Approval' with Risk & Governance Committee.



Canon 6 and Capital Projects (cont'd)

Common Questions and Concerns

- What's the timeline for approval? Can we expedite?
- Which governance tables are involved in the approval process?
- Is written approval needed from the Bishop? Why?
- Why is it important for us to follow these steps?
- Can the Property Dept. write the business case for us?
- Do you have templates and samples for reference?



QUESTION PERIOD ☺



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Consultations with Parish Leaders

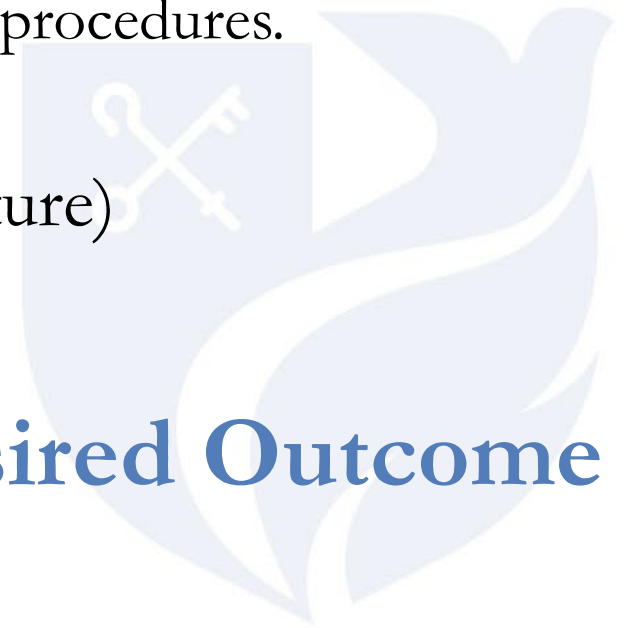


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Consultations: Parishes & Property Dept.

- Why are consultations important?
 - ✓ Shepherding files through the governance process.
 - ✓ Coaching the development of business cases and plans.
 - ✓ Lending a strategic lens to parish initiatives.
 - ✓ Sharing resources and making referrals.
 - ✓ Ensuring compliance with Diocesan Canons, policies and procedures.
- Who leads consultation sessions? (now, and in the future)

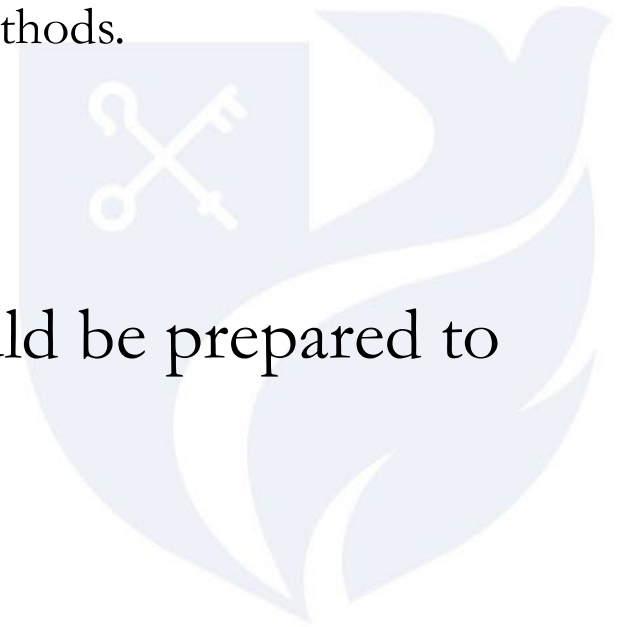
Collaboration + Consultation = Desired Outcome



Consultations: Parishes & Property Dept.

Business Case Development

- Future Plan: workshop on business case development.
- Key items in a compelling [business case](#):
 - Background, proposal and request.
 - Scope of Work
 - Implications (legal, financial, risk), budget ceiling and funding methods.
 - Episcopal and vestry support.
 - Alignment with parish vision/mission, Cast the Net, etc
 - Procurement details and supporting materials
- Parishes seeking approval for capital projects should be prepared to [present](#) to the respective Committee(s).



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Diocese of Toronto Grants



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Funds & Grants

- **Baker Foundation Grant** – building of or addition to Sunday school space.*
- **Carleton Fund Grant** – repairs and renovations to occupied rectories.
- **Ferguson Grant** – construction, purchase, alteration or renovation of buildings used as a home for the aged.
- **Ministry Allocation Fund/Real Estate** – expanding an existing church, building a new church, property improvements (measurable enhancement to parish ministry)
- All grant applications and related information can be located on the website.

Consultations are required for all grant applications



Funds & Grants

Step-by-Step

Step 1: Nail down a vision for the project and assess grant opportunities.

Step 2: Consult with your Bishop.

Step 3: Consult with the Property Resources Dept.

Step 4: Secure support from Vestry using a well-structured motion.

Step 5: Complete grant application form and assemble supporting documentation.

Step 6: Submit application form and supporting documentation to Property Resources Dept. for review and feedback.

Step 7: Grant application to be considered by Risk & Governance Committee and/or Property Committee.

Step 8 (if approved): Submit *Grant Acceptance Form* and letter requesting grant funds.



Future Workshops



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Future Workshops

- September 2024: Insurance Part # 2 (with Ecclesiastical)
- November 2024: BCA's, Deferred Maintenance & Building Inspection Policy
- 2025 Topics (yet to be scheduled):
 - Lease and License Management
 - Building a Compelling Business Case
 - Developing a Strategic Property Plan



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Thank you for attending!



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