

Anglican Diocese of Toronto
Checklist **GREEN** and Attestation

Only For Renovations with Hard Construction Costs Less Than \$75,000.00

		Complete(✓)
	Date:	
	Congregation Name:	
	Scope of Work:	
	Hard Construction Cost (must be less than \$75,000) :	
1	Written support of the Area Bishop	
2	Vestry support (<i>by way of Vestry motion</i>)	
3	Written form of contract (<i>ie. Canadian Construction Document Committee, etc.</i>)	
4	Project funding on hand	
5	Building Permits received (<i>if required</i>)	
6	All trades & project professionals at arms-length from parish corporation	
7	All trades licensed, as required (<i>ex. Plumbers, electricians etc.</i>)	
8	Multiple bids/estimates/tenders received	
9	Insurance coverage verified (<i>Commercial General Liability, WSIB, Builder's Risk etc.</i>)	
10	Reference & credit checks	
11	Construction Bonding by contractor (<i>if required</i>)	
	<p>We, the Incumbent/Priest-in-Charge & Churchwardens of the above congregation, by affixing our signatures below, hereby attest on behalf of the Corporation that all of the above requirements, and all best commercial practices, have been, or shall be, satisfied by the Corporation prior to project commencement. Further, we have reviewed both <i>Canon 6</i> and the <i>Procedure Pursuant to Canon 6 as Prescribed by the Diocesan Council</i> and confirm that the congregation shall be compliant at all times with the requirements and obligations prescribed therein.</p>	
	<u>Incumbent/Priest-in-Charge (name & signature):</u>	
	<u>Churchwarden (name & signature):</u>	
	<u>Churchwarden (name & signature):</u>	
	<p><i>A completed & fully signed copy of this Checklist must be e-mailed to canon6@toronto.anglican.ca before project start.</i></p>	