

FACILITIES

PURPOSE

- 1 This policy provides principles and standards to ensure safe residences, worship spaces, and any other facilities or grounds used for any church activity, event or program in the Diocese of Fredericton.

SCOPE AND CONTEXT

- 2 This policy applies to all facilities connected with an Anglican Corporation affiliated with the Diocesan Synod of Fredericton, including the Bishop, the Bishop and Chapter of the Cathedral of Christ Church, the Synod, parish corporations, missions, and camps owned or managed by any of the above.
- 3 This policy is in conformity with the diocesan safeguarding framework of [Regulation 4-4 Safe Church](#).
- 4 The following are other related regulations and policies, as well as procedures and forms associated with this policy:
 - Rectory Standards found in Part 2 of [Regulation 7-3 Housing and Relocation](#).
 - [Policy A-8](#) defining Minimum Insurance Standards to ensure Anglican Corporations carry adequate property and liability insurance coverage for each of their worship, residential and other facilities.
 - [Risk Management Guide](#)
 - [Facility Examination and Audit Checklist](#)
 - [Agreement to Use an Anglican Corporation Facility](#)

DEFINITIONS

- 5 In this policy:

“Anglican Corporation” means the Bishop, the Bishop and Chapter of the Cathedral of Christ Church, the Synod, parish corporations, missions, and for this purpose camps owned or managed primarily by personnel appointed by the Synod or a parish corporation;

“facility” means a church building, hall, rectory, office building, camp building, meeting room, lounge, kitchen, or any other area of a building, including the entire building, and any other structure(s), grounds, or equipment that may be used for an activity, event or program;

“program” means a structured series of similar activities or events governed and run by an Anglican Corporation which spans a period of days, weeks or months and in which the level of risk is expected to remain constant; e.g., weekly worship services, weekly church school/nursery/youth meeting, camp session, member visits, a study group, an outreach ministry;

“risk” means the possibility of an unfortunate occurrence or the potential for realization of unwanted, negative consequences of an event;

“volunteer” means someone appointed or allowed to participate without payment in the delivery of an activity, event, or program and includes anyone who works without payment with children, youth or vulnerable adults;

PRINCIPLES

- 6 Anglican Corporations have a responsibility to provide a safe environment for anyone residing, working or participating in any capacity, in any Corporation-related activity, event or program occurring in a corporation-owned facility.
- 7 Anglican Corporations shall ensure that safe church facilities are available for all users and shall ensure adherence to all applicable provincial and municipal standards.

STANDARDS AND PROCEDURES

Facilities Examination and Audit

- 8 Anglican Corporations shall complete an initial examination, and periodic audit thereafter, of those facilities used for a residence, worship or any activity, event or program, to ensure compliance with both these standards and the Rectory Standards section of [Regulation 7-3 Housing and Relocation](#), if applicable. A [Facility Examination and Audit Checklist template](#) is available for use for this purpose.

Facility Safety Measures

- 9 Anglican Corporations are responsible to ensure that each facility they own or use is up to safety standards, taking into consideration national, provincial and municipal codes and guidelines, as applicable. It should be noted that adherence to some building and construction codes may apply only during a renovation to an existing building. Any significant renovations and all electrical work must only be completed by a licensed contractor. The following are some helpful links:
 - Canada’s [National Model Codes](#): Building, Fire, Plumbing and Energy (these codes serve as models for provincial building and fire regulations and come into effect once adopted in full or in part by the province, in some cases, amended and/or supplemented to suit regional needs)
 - [New Brunswick Building Code](#)
 - [New Brunswick Fire Prevention Act](#) and the [Office of the NB Fire Marshall](#)
 - Health Canada guidelines for [Radon Measurements in Public Buildings](#) as well as in [Residential Dwellings](#)
 - New Brunswick [Well Water Protection Program](#)

Fire and Emergency Evacuation Planning

- 10 In consultation with local or regional fire prevention agents, Anglican Corporations shall ensure:
 - a) Each facility is equipped with sufficient, up-to-date fire safety equipment, including at a minimum, smoke detectors and fire extinguishers.

- b) A *Fire and Emergency Evacuation Plan* is prepared for each facility.
- c) A *Fire and Emergency Evacuation Map* is posted in each room of each facility, and that each map indicates the location of each of the following:
 - i. each emergency exit of the facility;
 - ii. emergency muster area(s), that is, safe places to gather in the event of an evacuation;
 - iii. fire extinguishers;
 - iv. fire alarm pull stations, if so equipped; and
 - v. a public telephone in the facility, if so equipped.
- d) Each employee, volunteer and participant of a corporation activity, event or program is made aware of the fire exits and fire evacuation procedures of the facility.
- e) Each organizer of an activity of an external group is made aware of the fire exits and fire evacuation procedures of the facility.
- f) Each regularly occurring program where the participants are primarily children practices an emergency evacuation drill once per year.
- g) The leader of any activity, event or program is aware of any individuals who may need assistance in the event of an emergency.
- h) Fire extinguishers are adequately charged and inspected by a qualified technician once per year.

Washrooms

- 11 Except where limited by the age or design of a building and/or access to services, Anglican Corporations shall ensure each facility has, or has close access to, a functioning washroom. If a washroom is not feasible, there should be some source of water and a handwashing station.

Accessibility Standards

- 12 Except where limited by the age or design of a building, Anglican Corporations shall strive to provide barrier-free accommodation for persons with physical disabilities, meeting the following minimum requirements:
 - a) A ramp to the entrance of the building, if there is a difference greater than five centimeters in elevation to the threshold of the access door.
 - b) An elevator, chairlift, or other similar equipment suitable to safely elevate persons unable to climb stairs to at least a main floor.
 - c) At least one washroom able to accommodate persons with physical disabilities.

Visibility and Openness of Meeting and Activity Rooms

- 13 Facility rooms or spaces that may be used for a meeting or activity shall have an unobstructed window to the interior of the room. Where this is not currently feasible, the door shall remain open during the meeting or activity, particularly when vulnerable persons are participating. Rooms or spaces used for an activity, event or program shall be accessible to a parent, guardian or caregiver of any participating child, youth or vulnerable adult as appropriate to the activity.

Use of Church Facilities by Community Groups or Individuals

- 14 Any non-affiliated community group or individual requesting use of an Anglican Corporation facility shall:
- a) Be made aware of [Regulation 4-4 Safe Church](#) and its affiliated policies.
 - b) Complete an **Agreement to Use a Corporation Facility** based on this [template](#).
 - c) Provide written confirmation by an insurance provider that satisfies [Policy A-8 Minimum Insurance Standards](#).

Use of Other Facilities by an Anglican Corporation

- 15 An Anglican Corporation making use of any facility not belonging to the Corporation shall ensure the standards of this policy are met in that facility.

POLICY REVIEW

- 16 The Synod Human Resources Committee shall review, and amend as required, this Policy at least once every three years.

Adopted 26 September 2026