

PURCHASE OF REAL PROPERTY AND NEW CONSTRUCTION OR RENOVATION

Purpose

Policy A-9 assists applicant Corporations by ensuring that their acquisition of real property and their construction and renovation projects are planned carefully prior to substantial expenditure of money or other change of position by the Corporation. (Real property means land and things attached to land.) It helps the Bishop and Synod ensure that acquisitions and construction will further the mission of the Church and are otherwise prudent.

General

1. This Policy applies to **Parish Corporations**, the **Cathedral** and the **Synod** itself (referred to herein as Corporations) when
 - purchasing real property and when
 - constructing new structures, or when
 - renovating or expanding existing structures attached to landThe Policy does not apply to as like as kind renewal of existing structures or building components (for example, replacing church roof or rectory windows; upgrading a heating system).
2. For greater certainty, Synod permission is required before undertaking new construction or renovation of any value that addresses structural deficiencies or that makes noticeable aesthetic changes to the interior or exterior of a place of worship.
3. Corporations have blanket permission to purchase real property of a cost **not exceeding \$10,000** and, subject to s.2, to undertake new construction and renovations of a market value cost **not exceeding \$10,000**.
4. Corporations may **purchase** an interest in real property of a cost exceeding \$10,000 only with the express written permission of the Synod.
5. Corporations may undertake new **construction or renovation/expansion** projects of a market value cost exceeding \$10,000 only with the express written permission of the Synod.
6. Appended to this Policy is an application form that Corporations complete to seek Synod permission. Applications are directed to the **Property Committee**. The Property Committee examines them in appropriate detail and then passes the file and its recommendations to the Finance Committee
7. The Finance Committee may also refer any other property-related proposal or policy to the Property Committee.
8. Acting on behalf of the Synod, the **Finance Committee** reviews the application and the Property Committee's assessment and grants or withholds the Synod's consent to the proposed purchase, renovation or new construction. On occasion, the Finance Committee may refer the matter to the Diocesan Council.

9. Purchase of an interest in real property of a cost exceeding \$10,000, and new construction or renovation projects of a market value cost exceeding \$10,000, also require the express written consent of **the Bishop**. The same application package considered by the Finance Committee on behalf of the Synod is considered by the Bishop. No separate application to the Bishop is necessary.
10. Corporations must take care that they do not commit themselves legally to contracts for purchase or construction before the required consents from the Synod and the Bishop are in place.

Application Process and Requirements:

11. Where the applicant is a Parish Corporation, it writes the Territorial Archdeacon to explain what is to be proposed.
12. Where the Corporation seeks permission to
 - purchase real property of a cost exceeding \$10,000
 - to undertake new construction or renovation/expansion to a fair market cost exceeding \$10,000 or
 - to undertake any construction or renovation to address structural deficiencies or make noticeable aesthetic changes to the interior or exterior of a place of worship,
 - **it consults the Property Committee at the conceptual stage**, before there has been a substantial outlay of money or other substantial commitment by the Corporation.
13. In shaping and assessing the proposed project, the Property Committee considers the following:
 - a. How the project relates to the Corporation's plan of mission
 - b. Whether Safe Church issues have been addressed adequately
 - c. Whether Human Resources issues have been addressed adequately (for example, when the project involves a rectory)
 - d. Whether the project has heritage preservation implications
 - e. Aesthetics
 - f. Issues of accessibility, civic zoning and building code approvals
 - g. Financial viability of the project in the particular Corporation context
 - h. Any other aspect of the application that may be raised by the Finance, Synod or the Bishop
14. After consulting with the Property Committee in relation to the above issues, the Corporation makes formal application for Synod consent to undertake the purchase or construction by completing the form set out in [Policy A-9 Appendix A](#).
15. Formal applications for approval are submitted to the Property Committee in care of the Diocesan Synod office, or directly to property@anglican.nb.ca

Adopted
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