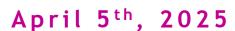




Learning Commons Workshop: Property & Finance

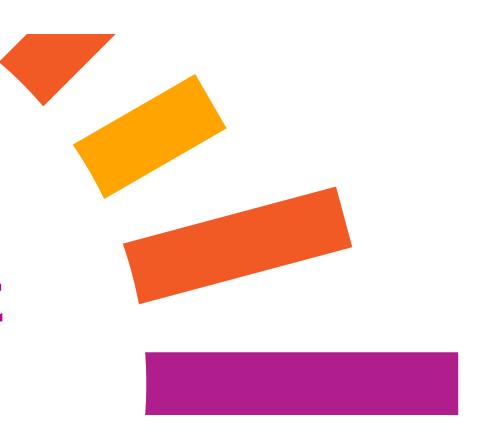
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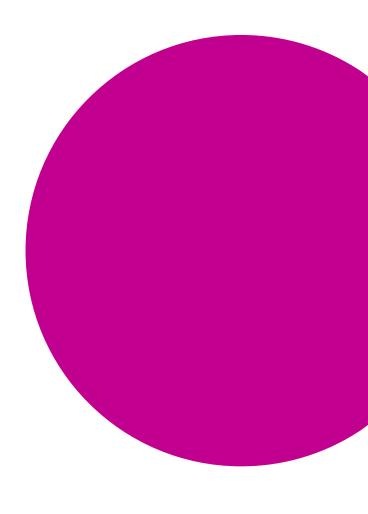
Joel Prentice
Director of Property & Asset Management





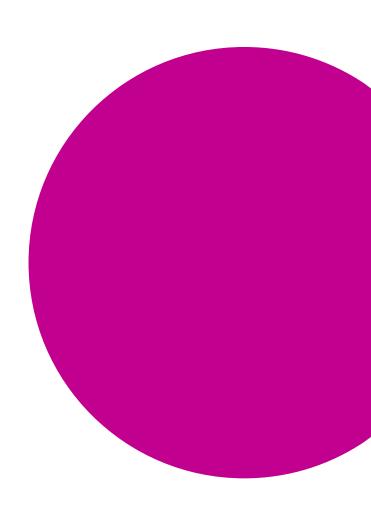
My Role

- Director of Property & Asset Management
 - Member of Diocesan Senior Staff
 - Based out of Ascension House; will travel
 - Resource member of Property & Finance Committee
 - Cemetery Subcommittee
 - Resource member of Risk Management Committee
 - Board member of Cathedral Hill Foundation
- Role involves the stewardship of our Diocesan property portfolio
 - Amy Elliot, Admin Assistant, is point of contact in Ascension House
 - We support parishes & community ministries with their own portfolios
 - Guidance offered for Property & Finance Committee matters
 - Hollyer House, in Bells Corners, is a central focus
 - And more!



What We Will Cover Today

- Capital Projects
- Diocesan Project Approvals Process
- Preventative Maintenance
- Reactive Maintenance
- Property Insurance
- Short & Long Term Rentals



Capital Projects

- Nature of the Project
 - What important/urgent problem requires a solution?
 - Identifying proper scope of work & project sequencing/timing
 - Does the parish have the resources & competency to lead the project?
 - Contingency 5-10% is standard, but we prefer more
- Diocesan Approval Thresholds and Decision Rights:
 - >\$15k Parish Corporation approval
 - <\$15k & <\$50k Parish Council, Archdeacon approval
 - <\$50k Special Vestry, P&F Committee, Archdeacon approval
- Contractor Relations
 - Leverage selection criteria (cost, completeness, timeline, references)
 - Identify an experienced contractor relations point person from parish
 - Ensure contractor will not risk contingency funds via change orders

Capital Projects

Capital Projects > \$50,000, or > 50% of annual Parish assessable income

Present project concept to Director of Propert & Asset Management, and Director of Financial Ministry.

Bishop is briefed on project concept. If general approval is given for the project:



Parish Council creates proposal including estimates, budgeting, and funding. When sufficient details are gathered:

The Parish corporation consults with Diocesan Directors and the Chair of Property & Finance prior to presenting details to the Parish for approval.

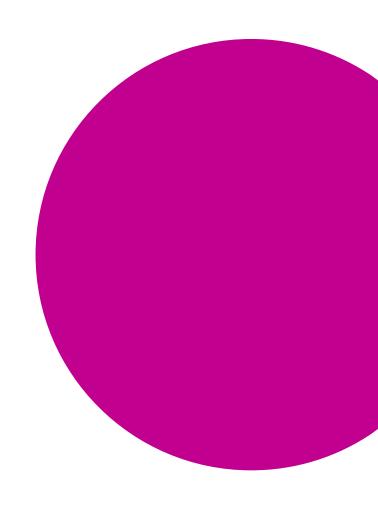
It is a good idea to hold one or more Information Meetings prior to a Special Vestry, in order to get feedback and 'buy-in' from the parish.



When the project plan is deemed by both Diocesan staff and Parish leaders to be sufficient, a motion is prepared, in consultation with the Chancellor, and presented via Special Vestry. If approved:

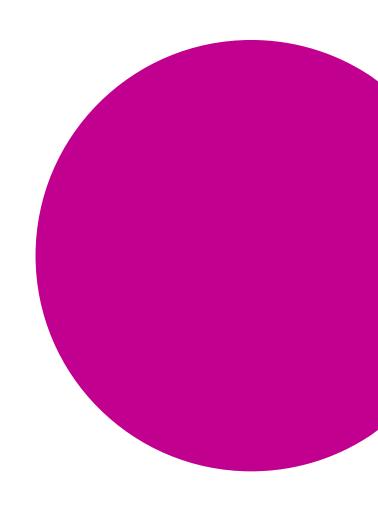
The proposal goes to the Property and Finance Committee and/or Diocesan Council for approval (depending on the size and nature of the project).

Final project approval is provided.



Reactive Maintenance

- Support for Reactive Maintenance where would you look to?
 - Regional Deans
 - Neighbouring parishes/other denominations
 - Ascension House
- Identifying extent and scope of concerns
 - Comparables from across our Diocese
 - Guidance around insurance considerations
 - Contractor support
- Delegation
 - Volunteer teams
 - Property Committee
 - Custodian
 - Third party service providers



Preventative Maintenance

- Why the emphasis on PM?
 - Every \$1 spent on preventive maintenance can save \$4-\$5 in reactive repairs, as per the International Facility Management Association (IFMA)
 - Poorly maintained systems (HVAC, plumbing, roofing, etc.) fail sooner, leading to more frequent replacements and shorter asset life.
 - Deferred maintenance increases the risk of major property damage (e.g., water leaks leading to mold) and liability claims.
- Consultations encouraged with Ascension House to set up a PM program
 - Custom PM checklists by property using template provided
 - PM calendar ideal for parish property committee agenda-setting
 - Third party contractor controls for maintenance agreements are built in
 - Great resource to ensure continuity of service to your buildings, as 'property' folks in parishes can come and go!

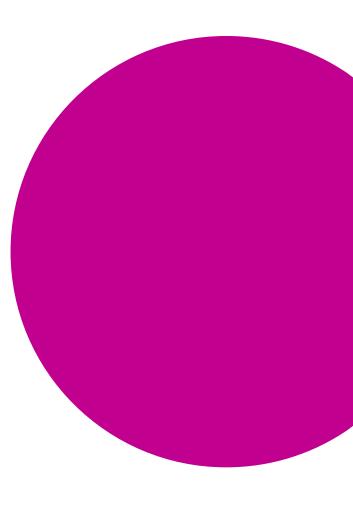
Routine & Preventative Maintenance Activities Checklist

Activity	Property Commmittee/Contractor	Timing (ex. Year Round / Bi-Annually / Quarterly / First Week of Month etc)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	0	ct	Nov	Dec	Notes	
EXTERIOR MAINTENANCE																	
Snow Removal - Walkways/Parking		Winter Months															
Snow Removal - Daily Salt & Sand Logs		Daily in Winter Months														Important for insur-	ance pu
Landscaping - Spring/Fall Clean-Up		B-Annual															
Landscaping - Flower Beds/Shrub Trimming		Monthly in Summer Months															
Landscaping - Tree Pruning		Annually in Spring															
Exterior hose bibbs turned on/off		Turned on in Spring and off in Fall															
Exterior painting: doors, frames, railings, etc		Inspect in Spring Months															
Inspect/Clear Eavestroughs		Bi-Annually															
Ensure Downspouts Functioning		Monthly															
BUILDING ENVELOPE																	
Siding Inspections		Annually															
Roof/Flashing Inspections		Annually														Check for water poo	oling/vi
Window/Door Inspections		Annually														Check for cold air/n	noistur
Window Cleaning		Bi-Annually															
Masonry Inspection		Annually														Check for repointing	g/morta
INTERIOR MAINTENANCE																	
ELEVATORS																	
Elevator Service Contracts		Quarterly															
HEALTH & SAFETY SYSTEMS																	
Annual Fire Testing		September															
Smoke/Fire/CO Alarm Testing		Monthly															
Sprinkler System & Fire Pumps		Monthly															
Fire Hoses and Fire Extinguishers		Monthly															
Interior Lighting		Maintained when necessary															
Generator Testing		Monthly															
Generator Inspection		Bi-Annually															
HVAC																	
Boiler Checks		Weekly															
Boiler Servicing		Quarterly															
Furnace Servicing		Annual															
Furnace Filter Changing (x 6)		Every 2 months															



Routine & Preventative Maintenance Activities Calendar

January	February	March	April		
Snow Removal, Ensure Downspouts Functioning,	Snow Removal, Ensure Downspouts Functioning,	Snow Removal, Ensure Downspouts Functioning,	Snow Removal, Exterior hose bibbs turned on/off,		
Smoke/Fire/CO Alarm Testing, Sprinkler System &	Smoke/Fire/CO Alarm Testing, Sprinkler System &	Elevator Service Contracts, Smoke/Fire/CO Alarm	Landscaping - Spring/Fall Clean-Up Inspect/Clear		
Fire Pumps, Fire Hoses and Fire Extinguishers,	Fire Pumps, Fire Hoses and Fire Extinguishers,	Testing, Sprinkler System & Fire Pumps, Fire Hoses	Eavestroughs, Ensure Downspouts Functioning,		
Generator Inspection, Boiler Checks, Furnace Filter	Generator Testing, Boiler Checks, Sump Pump	and Fire Extinguishers, Generator Testing, Boiler	Siding Inspections, Roof/Flashing Inspections,		
Changing, Sump Pump Checks, Well Pump Checks,	Checks, Well Pump Checks, Water Softener,	Servicing, Annual Furnace Servicing, Sump Pump	Window Cleaning, Masonry Inspection,		
Water Softener, Common Area Cleaning, Pest	Common Area Cleaning, Pest Activity Inspections	Checks, Well Pump Checks, Water Softener,	Smoke/Fire/CO Alarm Testing, Sprinkler System &		
Activity Inspections		Common Area Cleaning, Pest Activity Inspections	Fire Pumps, Fire Hoses and Fire Extinguishers,		
			Generator Testing, Boiler Checks, Sump Pump		
			Checks, Well Pump Checks, Water Softener,		
			Common Area Cleaning, Winter Matting Supply, Pe		
May	June	July	August		
Landscaping - Flower Beds/Shrub Trimming,	Landscaping - Flower Beds/Shrub Trimming,Ensure	Landscaping - Flower Beds/Shrub Trimming, Ensure	Landscaping - Flower Beds/Shrub Trimming, Ensure		
Landscaping - Tree Pruning, Ensure Downspouts	Downspouts Functioning, Elevator Service Contracts,	Downspouts Functioning Generator Inspection,	Downspouts Functioning, Smoke/Fire/CO Alarm		
Functioning, Elevator Service Contracts,	Smoke/Fire/CO Alarm Testing, Sprinkler System &	Smoke/Fire/CO Alarm Testing, Sprinkler System &	Testing, Sprinkler System & Fire Pumps, Fire Hoses		
Smoke/Fire/CO Alarm Testing, Sprinkler System &	Fire Pumps, Fire Hoses and Fire Extinguishers,	Fire Pumps, Fire Hoses and Fire Extinguishers,	and Fire Extinguishers, Generator Testing, Sump		
Fire Pumps, Fire Hoses and Fire Extinguishers,	Generator Testing, Boiler Servicing, P-trap/Toilet	Generator Testing, Boiler Checks, Sump Pump	Pump Checks, Well Pump Checks, Water Softener,		
Generator Testing, Boiler Servicing, Furnace Filter	Seal Inspections, Faucet/Drain Inspections, Sump	Checks, Well Pump Checks, Water Softener,	Common Area Cleaning, Pest Activity Inspections		
Changing, Boilers Turned Off, A/C Turned On, Sump	Pump Checks, Well Pump Checks, Backflow	Common Area Cleaning, Pest Activity Inspections			
Pump Checks, Well Pump Checks, Water Softener,	Preventor Inspections, Pest Activity Inspections				
Common Area Cleaning, Pest Activity Inspections,					
Interior painting: doors, frames, railings, etc.					
September	October	November	December		
Landscaping - Flower Beds/Shrub Trimming, Ensure	Landscaping - Spring/Fall Clean-Up, Exterior hose	Snow Removal, Ensure Downspouts Functioning,	Snow Removal, Ensure Downspouts Functioning,		
Downspouts Functioning, Elevator Service Contracts,	bibbs turned on/off, Ensure Downspouts	Inspect/Clear Eavestroughs, Window/Door	Smoke/Fire/CO Alarm Testing, Sprinkler System &		
Smoke/Fire/CO Alarm Testing, Sprinkler System &	Functioning, Window Cleaning, Smoke/Fire/CO	Inspections, Smoke/Fire/CO Alarm Testing, Sprinkler	Fire Pumps, Fire Hoses and Fire Extinguishers,		
Fire Pumps, Fire Hoses and Fire Extinguishers,	Alarm Testing, Sprinkler System & Fire Pumps, Fire	System & Fire Pumps, Fire Hoses and Fire	Generator Testing, Boiler Servicing, Sump Pump		
Generator Testing, Boiler Servicing, Sump Pump	Hoses and Fire Extinguishers, Boilers Turned On, A/C	Extinguishers, GeneratorTesting, Boiler Checks,	Checks, Well Pump Checks, Water Softener,		
Checks, Well Pump Checks, Water Softener,	Turned Off, Radiator Inspections, Furnace Filter	Furnace Filter Changing, Sump Pump Checks, Well	Common Area Cleaning, Pest Activity Inspections		
Common Area Cleaning, Pest Activity Inspections	Changing, Sump Pump Checks, Well Pump Checks,	Pump Checks, Water Softener, Winter Matting			
	Water Softener, Common Area Cleaning, Pest	Supply, Common Area Cleaning, Pest Activity			
	Activity Inspections	Inspections			



Property Insurance & Loss

- Insurance
 - Our insurer is Ecclesiastical, while our broker is Hub International
 - Premium increases have been a concern over last number of years
 - In order to keep premium costs at an affordable level, property damage deductibles at the parish level are set at \$2,500.
 - Our Diocese covers balances between \$2,500 and \$25,000 for repairs to property damage from its Insurance Reserve Fund.
 - Major capital projects completed by parishes must be identified in order to maintain adequate coverage contact Ascension House.
- Loss
 - In the event of a break in, always call the police and make a report.
 - Self insurance is limited to property damage, not loss of contents.
 - To prevent losses, ensure best practices for security are followed.

Short-Term & Long-Term Rentals

- Commercial Leases
 - Ascension House offers support with lease negotiation process
 - We offer use of commercial lease agreement template
 - We offer support managing tenant relations
- Events & Recurring Rental of Parish Space
 - Contact Ascension House when in doubt with compatibility of renters
 - Use our licensing agreement template
 - Third party liability insurance required by renter
- Residential Tenancies
 - Support management of the property, arriving at proper rent threshold
 - Tenant screening process, navigating standard lease agreements
 - Landlord Tenant Board (ON) & Tribunal Administratif du Logement (QC)

Short-Term & Long-Term Rentals

LICENCE AGREEMENT FOR USE OF CHURCH PROPERTY BETWEEN The Parish of [Insert name] (the "Licensor"), a parish in the Anglican Diocese of Ottawa (the "Diocese) Mailing address E-mail address Telephone Number Principal Contact: [Name of Appropriate Official] [Name of Licensee] (the "Licensee") Mailing address Email address Telephone Number Principal Contact: [Name of Appropriate Individu 1. For the purposes of this Agreement, (a) "Licensed Areas" means the following areas on the Parish Property which the Licensee is entitled to use: [Describe in detail those areas on the Parish Property which the Licensee is entitled to use. Include reasonable access to washrooms and other common areas as necessary.]; (b) "Parish Property" means the property of the Licensor located at [insert mailing address of the church property where the Licensed Areas are located]; (c) "Purposes of Use" means [Describe in detail exactly what the Licensed Areas is to

ARTICLE I						
LEASE SUMMARY						
1.01	Basic Terms					
(a)	Landlord: Address:	Incorporated Synod of the Diocese of Ottawa 71 Bronson Avenue, Ottawa, Ontario K1R 6G6				
		Telephone: 613- ● Facsimile: 613- ● Email: ●				
(b)	Tenant: Address:	• [address of Premises or other address for delivery of notices]				
		Telephone: ● Facsimile: ● Email: ●				
(c)	Development:	The development municipally known as • Ottawa, Ontario and legally described in Schedule "A" (the "Development"). Make sure all addresses for the whole area for which there will be common expenses is included here.				
(d)	Premises:	That portion of the Development the approximate location of which is outlined in red on $Schedule~^aB^n$, being Unit \bullet , on the \bullet floor of the building municipally known as \bullet , Ottawa, Ontario.				
(e)	Rentable Area of Premises:	Approximately • square feet, subject to the final measurement and certification of the Rentable Area in accordance with Section 3.04.				
(f)	Term:	• years, • months, • days, subject to Section 3.03.				

