

Revision Date - May 29, 2000
Committee - Administration & Finance
Source - Administration & Finance

ACQUISITION OF PROPERTY AND BUILDING CONSTRUCTION

The Diocese of Nova Scotia & Prince Edward Island

Note: All parishes should refer to Canon 38, "Parochial Property". For the construction of Rectories in particular, parishes must consult "Policy & Procedure" #2.2.2.

The office of Director of Administration is available to assist your parish.

Financing

As the parish is the legally incorporated body any loans to finance the purchase of property or construction of a building should be made in the legal name of the parish. For the proper name format reference should be made to the Anglican Church Acts of either Nova Scotia or PEI found in the front of the Book of Canons. For Nova Scotia Section 10 (1a). For Prince Edward Island Section 5.

Information concerning loans from the *Church Extension Fund* of the Diocese may be found in the appropriate section of the *Parish Officer Manual*. Applications are available from the Synod Office.

Insurance

During the construction phase a "Builder's Risk" and "Wrap up Liability" policy must be purchased to protect the parish during the construction period. Upon completion the new building is added as an additional location under the parish certificate. For assistance contact the Diocesan Insurance Advisor or the Director of Administration at the Synod Office.

In the case of the acquisition of land the Diocesan Insurance Programme covers liability anywhere in Canada and the USA so it is not necessary to purchase additional coverage. However any parish not insured under the Diocesan Programme must consult their insurance broker to ensure that liability coverage is in place.

Acquisition of Property

All parish property must be deeded to and held in the legal name of the Parish. In multi-point parishes, if desired, property may be held by the Parish "in trust" for an individual congregation.

Parishes wishing to purchase land for Rectories and other buildings may find the following helpful.

1. The property should be of sufficient size to allow for the main building, garage (if required), and other buildings and parking spaces.
2. The property should be free of ledge rock, have good drainage and be level with, or preferably, above the normal street grade.
3. Before making the final decision on land purchase, a sketch or final drawings of the proposed building should be available. The type of building may impact on the shape of the property.
4. The legal boundaries of the property should be known and verified by a registered land surveyor together with a proper description, which will be used in the preparation of the deed.
5. If the building is to be located in a rural parish without central water and sewage services, the land should permit a C-1 septic system, which is installed at a lower cost. To determine the type of system a "perk test" will be required through the municipal offices.

Construction of Buildings

1. An architect or draftsman will be required to prepare working drawings of the proposed building if not using a building package. A minimum of five (5) sets of plans are required in either case. There is also the possibility of utilization of plans of other rectories if available. (Copyright laws apply).
2. Construction may be done either by a general contractor or with volunteer labor.

General Contractor - When using this method, generally known as a "turn key" operation, the general contractor is responsible for all construction matters which would include the work of sub contractors, ordering of materials, scheduling of work, arranging inspections, etc. Although this method is more costly, many prefer this way. If possible, quotes should be obtained from at least three (3) general contractors.

Volunteer Labor - Should the parish wish to build using volunteer labor there is need for one (1) person to act as the general contractor. This individual should have knowledge of construction in general and in dealing with sub contractors. He will be responsible for obtaining permits, acquiring materials, scheduling of work, excavation and backbiting, framing, and all phases of construction. If qualified, the individual may be willing to offer some volunteer labor. Financial lending institutions and municipal officials will require the name of the general contractor. An "ad hoc" or "management" committee should be struck to oversee the general work as it progresses.

Sample costing of a two-story building (turn key operation)

Land costs	10,000.00
Building costs -- 2000sq.ft. (1000 sq.ft. per floor) @70.00 sq.ft.	
Materials/Labor	140,000.00
Excavate, foundation backfill, Basement floor, driveway, culvert	10,000.00
Well, septic system	7,000.00
Miscellaneous	1,000.00

Sub total	168,000.00
HST 15% (@ 50%)	12,600.00
Total	<hr/> \$180,600.00

Note

The square footage costs shown as @70.00 sq.ft. is an average cost, which could range from 60.00 to 90.00 per sq. ft. Similarly, land costs vary with location, market conditions, etc.

Legal

1. It is advisable to engage a lawyer in an advisory capacity prior to construction or the purchase of any property or the signing of any agreement.
2. It is strongly recommended that prior to land purchase and/or commencement of construction that the Parish Wardens or Chair of the Building Committee meet with municipal officials to review the project in detail.
3. It is difficult to outline the many inspections and permits required as each municipality maintains it's own codes. Reportedly, the Province of Nova Scotia is currently reviewing the standards for inspectors.

**COST ESTIMATE CHECKLIST
FOR NEW PARISH BUILDINGS**

Please note: This list is not exhaustive and should be expanded or modified as needed.

Name of Parish	Location	Date
_____	_____	_____

Price of Lot \$ _____

Price of Material Package *(if applicable)* _____

New Home Warranty Coverage *(if applicable)* _____

Builder's Risk and Wrap-up Liability Insurance _____

Well Up To 300' Deep *(if applicable)* _____

Septic System (C-1 Contour) *(if applicable)* _____

Clearing & Burning _____

Permit to Build & Culvert _____

Surveyors Location Drawing _____

Excavation, Backfill, Gravel, Trenches for
Drainage & Services _____

Footings, Wall, Concrete Floor _____

Construction Labor _____

Install Insulation _____

Plumbing _____

Pump & Pressure Tank _____

Electric; To Canada Electric Code _____

Light Fixtures (allowance)

Vacuum & Cable TV Rough In

Purchase Hot Water Baseboard Pipes & Heaters

Lease of Boiler

Chimney

Gyproc - Install & Finish

Install Trim

Interior Handrail

Paint Interior (2 Coats Same Color)

Kitchen Cabinet & Vanity (allowance)

Carpet & Ceramic (allowance)

Garage Door Installed (*if applicable*)

Patios

Front Step

Landscaping

15 % HST (Parishes are able to receive
a rebate of 50% of the HST)

Total

\$
