

Terms of Reference Land and Property Subcommittee

Approved by A & F May 22, 2003

The Land and Property Committee is a Subcommittee of and reports to the Administration and Finance Committee of the Diocese of Huron.

As a subcommittee, they provide recommendations and guidance to the Administration and Finance Committee, including procedures, concerning the managing of the physical assets of the Diocese of Huron and its parishes. They also follow through to conclusion any decision made by A & F Committee and Executive Committee relating to property issues.

Membership should consist of a cross section of parishioners from across the Diocese. Parishioners with expertise in any form of construction, real estate sales, property management, cemeteries and stained glass windows should be encouraged to join but this is not a prerequisite. All members are appointed by the Bishop as is the Chair. A Vice-Chair may be chosen from the membership.

A sample of responsibilities would include:

1.) On behalf of the Diocese provide oversight re: repairs, maintenance & enhancements to Huron Church House.

2.) Maintain an up to date list of properties including: churches, rectories, church halls, cemeteries, etc.

3.) Visiting property sites.

Members are expected to physically visit properties under discussion in their area if requested and if the member is available.

4.) Recommending the sale or leasing of properties.

From time to time churches will close and the property becomes a Diocesan asset. The Subcommittee will:

a) Manage the property.

b) Review the possible uses of the asset.

c) Determine the condition of the asset.

d) Make recommendations concerning:

- repair of the asset

- sale of the asset

- lease of the asset

- demolition of the asset

e) After Executive or Synod and with Bishop's approval, negotiating the sale or leasing of properties.

- f) Available property should be advertised; e g. newspapers, Huron Church News, trade publications etc.
- 5.) Provide Guidelines and ensure Diocesan owned properties are safe.
- 6.) Should pastoral concerns become apparent they should be forwarded to the Incumbent and/or the appropriate Archdeacon.
- 7.) Preparation of guidelines and provide oversight for property issues; i.e. Chapels of Ease, Cemeteries, property maintenance, etc.
- 8.) Act as a resource to parishes on property related issues, coordinate property issues with the help of the Archdeacons.
- 9.) Establish Task Forces or Sub-Committees from time to time to accomplish any of the above. (i.e. a Cemetery Subcommittee, a Chapel of Ease Subcommittee etc.)