

## TERMS OF REFERENCE

### PROPERTY COMMITTEE

#### Purpose

To ensure that all Metropolitan United Church buildings and property, including the church house at 466 Wellington Street, are maintained and serviced within approved budget.

#### Priorities

1. The Property Committee must be involved from the start of any project that involves the church property and incurs expense to Metropolitan.
2. All requests for change or alterations of any kind to the church buildings and/or church property are channeled through the Property Committee who then reviews all requests.
3. Renovations, maintenance work or replacement of church property requires approval at three threshold levels:
  - a. Expenditures under \$400 are considered for approval at the Property Committee level.
  - b. Expenditures between \$400 and \$4,000 require consideration for recommendation by both the Property and Finance Committees, to the Board of Elders for their consideration and approval.
  - c. Significant renovations of church property beyond \$4,000 may require involvement of the Board of Trustees. The [United Church of Canada Manual](#) sets out guidance on when the Board of Trustees need approval from Presbytery for significant church property renovations.

#### Procedures

1. Requests for minor or major alterations to or replacement of church property are directed to the Property Committee. As caretakers of Metropolitan's buildings, including the interior, exterior and land, as well as supplies and furniture, the Property Committee carefully examines all requests that impact their property budget. All submissions are debated and voted on for approval, or modified to reach approval.
2. For maintenance work valued above \$400, the committee seeks approval through the aforementioned appropriate channels. On maintenance work that is approved, the Property Committee prepares detailed specifications of the work to be done and submits the request for quotations to a minimum of two bidders. For ongoing projects, or additions to existing projects, the requirement for quotations may be waived by the committee.
3. All quotations received are examined by the Property Committee to determine the merits of each proposal. The selected company's quotation is submitted to the Church Treasurer and Board of Elders for consideration and final approval.
4. All invoices for work relating to the church property are approved by the Property Committee's Chair before they are processed for payment through the church office.
5. Insurance coverage for the church property is reviewed and approved by the Board of Trustees in collaboration with the Property Committee who oversees insurance-related activities.

#### Annual Activities

1. For the congregation, the committee reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.
2. At the first meeting of the new term, the committee reviews this Terms of Reference prior to sending it to the Board for approval, if changes are made.
3. Each year the Chair reviews the Risk Management policy with all committee members.

## Frequency of Meetings

While the Chair—or a committee member appointed by the Chair—meets with the Sexton on a regular basis, the committee as a whole meets at a minimum quarterly, and more often as required.

## Membership

The committee comprises the Chair, Recording Secretary, Sexton, representative of the Board of Elders, and three members at large for a total of seven Property Committee members. It is vital, for obvious reasons, to have the Sexton serve on this committee.

## Term of Membership

The Chair is appointed by the Board of Elders for a 3-year term and can be reappointed if the Board chooses to do so for continuity. The Chair's background should include broad experience in the building trade.

The Board representative adds a direct communication link between the Property Committee and the Board of Elders. This is a useful association. The Board representative remains on the committee for the duration of their appointment on the Board.

## Quorum

A quorum is defined as 50% or more of the committee membership in attendance.

## Minutes

As a vital member of the Property Committee, the Recording Secretary records and circulates the minutes of meetings to committee members and copies the Chair of the Board of Elders.

## Resources

The Property Committee and the Property Use Committee manage and maintain the physical structure of Metropolitan United Church and the Sexton's house. The church Treasurer and office staff manage the property insurance program. The Board of Trustees holds the real property of Metropolitan United Church in trust for the benefit of the congregation.

## Related Metropolitan Policies

- Board of Trustees
- Property Use
- Property Lease
- Mechanical Maintenance
- Electrical Maintenance
- Fire Protection

## Related Documents/External Resources

- City of London Building Code
- [United Church of Canada Manual](#), sections G2 and G3

PROPERTY COMMITTEE	
Approval Meeting of the Board of Elders:	May 2013
Approved by the Property Committee:	May 2013
Previous Version Date:	April 2013
Committee Responsible:	Property Committee