

WOODCLIFF UNITED CHURCH PROPERTY COMMITTEE

*By wisdom a house is built, and through understanding it is established;
through knowledge its rooms are filled with rare and beautiful treasures.*

Proverbs 24:3

The Property Committee (Committee) is a standing committee of the Woodcliff United Church (WUC) Council (Council) that is tasked with all activities relating to the operation and maintenance of the church building and property. The Committee is responsible for ensuring the building and property are safe, in good repair, adequately insured, and able to accommodate the requirements of WUC and its user groups.

Tasks

The tasks of the Committee include:

- ensuring that WUC adheres to its Building and Property Use Policy and its Technology Policy
- ensuring that non-Woodcliff users adhere to the Building and Property Use Policy and the Alcohol Policy
- recruiting and hiring, in consultation with the Ministry and Personnel Committee, the Custodian who is responsible for cleaning and maintenance of the property
- working with the Church Administrative Coordinator (CAC) and Custodian as required to ensure various property related support tasks are accomplished
- managing the Church Office in conjunction with the CAC
- recruiting and organizing volunteers to assist with various maintenance or improvement activities
- reviewing, in collaboration with the CAC, requests from potential renters to ensure conformity to WUC's community support role, adherence to its property policies, and respect for our ethos as a church organization
- coordinating, in collaboration with the CAC, the scheduling of rentals and the use of church property by outside groups
- ensuring regular cleaning of the building
- ensuring regular yard maintenance such as grass cutting, garden care, and snow removal
- overseeing and completing property and building upgrades as approved by Council
- evaluating the need for, sourcing, and purchasing all non-program-specific supplies, furniture, and equipment
- ensuring that adequate property and liability insurance is in place, in consultation with the Trustees
- ensuring the continuity of all utilities
- ensuring that inspections of equipment are completed as required by regulations
- reviewing annually the guidelines and fees for property and building use and making

recommendations to Council

- maintaining and overseeing operations of all systems including HVAC, elevators, security, and audio/visual
- making recommendations to Council about acquisition of new property items, and repair or replacement of existing items
- educating all users about safety matters pertaining to the use of the building
- creating and regularly updating a long term vision and plan for maintaining, replacing, and upgrading the building, its components and systems, and WUC grounds
- administering the WUC Garden Fund
- ensuring that procedures are in place to deal with property related emergency situations
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized
- preparing a report of the Committee's activities for the Annual Report of WUC
- conducting an annual review of the effectiveness of the Committee

Accountability and Communication

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of Council.

The Committee shall usually meet on a monthly basis. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Communication with the Congregation and the wider community regarding Committee matters shall take place throughout the year using communication methods such as:

- the Woodcliff Messenger
- the WUC website
- service bulletins
- printed materials and brochures provided by the church
- information offered during the Sunday morning worship services
- information provided by phone, email and postal mail via the Church Office
- face-to-face meetings with user groups

Human Resources

The membership of the Committee shall include a Chair and at least three (3) other members. One of the members of the Committee will act as the recording secretary for each Committee meeting.

Members of the Committee should possess knowledge of building and property operations and maintenance, and the ability to coordinate the activities of staff and volunteers. Skills in

communication, organizing, team work, negotiating, sourcing and evaluating equipment/materials for purchase, and soliciting and reviewing bids would be assets.

Financial Resources

The Committee's budget shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process.

Budget items include:

- property and liability insurance
- utilities such as electricity, city services, natural gas, communication
- maintenance allowance including routine and unexpected items
- cleaning and administrative supplies
- furnishings and equipment purchases
- improvement projects

The Property Committee portion of the WUC Committee Structures document was originally approved by Council on December 13, 2016.

Last revision: _____