

PROPERTY MANAGEMENT TEAM

PROPERTY MANAGEMENT TEAM

minimum of 6 voting members

Peter Gammon	Property Rental Coordinator
Don Nelson	Member-at-large
Gary Branch	Member-at-large
Wayne Cormier	Member-at-large
Milton Knowles	Member-at-large
Blake Mullin	Member-at-large
Scott Mullin	Member-at-large

From the names listed above, the following shall serve as

	Chairperson (2021)
Gary Branch	Secretary

Structure of Team:

There shall be a minimum of six (6) voting members.

Membership shall include: a) the property rental co-ordinator

b) five (5) members-at-large from the congregation

Staff Support

Persons contracted or employed by the congregation to provide custodial or maintenance services may attend regular meetings as a resource without vote. He/She shall routinely advise the Property Management Team of any maintenance or repairs that require immediate attention.

Duties and Responsibilities:

1. The Property Management Team shall oversee the building, maintenance, repair and insurance for all structures owned by the congregation to ensure a clean and safe environment at all times. The Team shall ensure that all buildings are properly secured at the close of each service or function.
2. The Property Management Team shall comply with inspection reports secured from regulatory bodies including, but not limited to, the local fire and health personnel, building inspectors and insurance underwriters.
3. The Property Management Team shall maintain a current inventory of all equipment owned by the pastoral charge or congregation.
4. The Property Rental Co-ordinator shall process all requests for property rental in accordance with the procedure established by the Property Management Team.
5. The Property Management Team shall submit to the Financial Team a proposed list of tasks and projects to be completed with the corresponding cost estimates.

6. The Property Management Team shall secure two (2) cost estimates for major contracts in excess of \$5000.00 each. The tendering process shall be waived only at the discretion of the Pastoral Council. Further to approval by the Pastoral Council, all contracts shall be awarded by the Board of Trustees. The Board of Trustees and the Property Management Team shall oversee proper execution of all maintenance and/or building contracts.