

## **Selling Property owned by the Diocese of Huron**

Most properties owned by the Diocese of Huron are taken care of by the local Churchwardens or Trustees. If they are approved for sale by the Diocesan Council, the Wardens, Trustees or a Diocesan approved delegate shall take care of the steps to make a sale happen. During this process and in the end the Diocese is the owner and when signatures are required the Secretary-Treasurer of the Diocese (or designate) is the only signing authority for legal documents.

1. The parish vestry, with the support of the Territorial Archdeacon shall request the Diocesan Council permission to sell a particular property and after having received such permission, shall commence the process.
2. If the property to be sold is on a stand-alone lot not connected to any other Diocesan properties (church, cemetery, parish hall, rectory, other) the Wardens will confirm that the utilities (electric, gas, water, sewer) are all separate and supply only that location.
- 2a. If the property is on the same piece of property as another building or cemetery the Wardens will confirm and correct any situation where the property to be sold does not have existing utilities running directly from source to the property to be sold. (E.g. Sewer runs through the church and then to the house, sewer must run directly to the house from street.)
3. The Wardens will possess an existing survey or have created a new survey which shows the lot lines for the property to be sold. A new survey creating a new lot must be approved by the Secretary-Treasurer.
4. If the property is connected to other Diocesan properties, the Wardens or approved delegate shall apply for severance and possible rezoning to the local authority. The local authority will require that the Secretary-Treasurer sign as the owner of the property.
5. Once severance is permitted and the conditions of that severance are met, the property to be sold shall be listed. The listing papers shall be signed by the Secretary-Treasurer.
6. Upon receipt of any offers, the Wardens shall discuss and approve the sale price of the property in consultation with the Secretary-Treasurer. Any appearance of a conflict of interest with the listing, sale price or purchaser shall be discussed with the Secretary-Treasurer.
7. The Secretary-Treasurer shall retain a lawyer to complete the transaction. Final disbursements of proceeds from the sale shall be disbursed according to the directions of the 'motion of sale' passed by the Diocesan Council.

If any assistance from the Diocese is required for any of the steps to process the sale of a property, the Diocesan Property Management Officer may be contacted for assistance. Each Property is unique, and the steps above may not include all possible scenarios that may arise.