

## TRUSTEES

Committee Type: Core and Legal

Eligibility: Members only

Committee Members: [redacted]

Term of Commitment: Indefinite

Governance: Clerk of Trustees

Mandate: Preservation of all real estate and other property belonging to the Meeting and to manage it on behalf of the Meeting.

When does Committee Meet: As needed

Date of annual report to Meeting: N/A yet

Date of annual review/date of overview of the Terms of Reference of Committee:  
November

Reports to Meeting for Business? Reports are delivered as required or may be needed

The trustees liaise mostly with finance and house and premises, and other committees as required.

Budget: There is no standing annual amount reserved for this Committee. Funds are as needed.

## TASKS/DUTIES:

The responsibilities of Trustees are laid out in section 2.17 of *Organization and Procedure of CYM*. It states that Trustees serve in accordance with the Religious Institutions Act (now the Religious Organizations' Lands Act) and other statutes of the province. Tasks in general are:

1. To hold title to all real estate and other property belonging to the Meeting and to manage it on behalf of the Meeting.
2. To ensure the property is kept in good repair
3. To guard property from injury or improper use; therefore to be consulted for approval regarding potential use of the property by an outside group for an unusual activity
4. To keep all deeds legally recorded

5. To preserve all records and documents dealing with such properties and to make detailed annual reports to Meetings of all their holdings and actions as trustees, as needed
6. To ensure that all funds and other personal property received from donors are administered according to the directions of the donors.
7. To ensure that the Canada Revenue Agency annual return is filed on time.

## RECOMMENDATIONS

1. Regular review (every two years) of insurance policies.
2. Meet annually or semi-annually
3. Annual report to the Yonge Street Monthly Meeting