

Sample Amalgamation Checklist

Activity	Assigned Person	Timing
1. Review Manual, Trustees Handbook, and any Presbytery Property Guidelines and Procedures, and add to the items set out below. This is a summary, and reference should be made to the original documents.		
Structure and Governance of New Trustee Board		
<i>The Manual</i> indicates that all the real property and personal property of the former congregations become property of the new congregation, so one board is required post-amalgamation.		
2. Determine nature of trustee board required in the new structure.		
3. Conform the responsibilities and mandate of the Board of Trustees, Finance, Stewardship, Property, and Administration committees and what responsibilities are allocated to each committee and reserved by the Implementation Committee. (Some of the items identified within should shift to other committees depending on their mandate.)		Implementation Committee
4. Ascertain the present trustees who are willing to continue to stand for nomination to the new board)—may need to adjust numbers of existing trustees of both congregations, which can be done at the annual meeting preceding the amalgamation.		
5. Through a nomination process, recruit additional trustees based on vacancies with reference to skill set and succession.		
6. Determine who from the ministry personnel wishes to be a member of the board (can be both/all ministers).		
7. Identify a chairperson for the Board of Trustees. Ministry personnel has right to chair if they choose.		
8. Motion to elect new Board of Trustees passed by new congregation.		
9. Update new signing officers at financial institutions for trustee accounts.		
Policies		
10. Review and conform investment policy for new congregation. Present for approval at congregational meeting of new congregation.		

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11. Review and conform policy concerning the nature of a gift that will and will not be accepted by the trustees of the new congregation (gifts that have too many conditions attached or do not fit within our Vision/Mission/Values may be rejected).		
12. Develop policy on term of office for trustees.		
Investments		
13. Review investments of each congregation together to manage credit and interest rate risk and to manage cash flow requirements of new congregation.		
14. Review nature of Funds with restrictions (e.g., Housing Allowance Fund).		
15. Review nature of trust agreements and other directions received by donors with respect to the restricted funds.		
16. For Special Funds, determine whether it is an "In Trust" fund or a fund that is part of the operating account.		
17. Obtain letters of good standing from Erik Mathiesen of United Church General Council Office to provide to the financial institutions allowing the new congregation to assume ownership of the investments, etc.		
18. Work with Finance Committee to ensure the funds are accounted for in accordance with the accounting policies adopted by the new congregation.		
19. Decide whether there is a reason to keep two investment advisers—we currently have RBC and CIBC as our advisers.		
Insurance Policies		
20. Review building and contents insurance to account for personal property being relocated.		
21. Liability insurance policy to be reviewed and refreshed.		
22. D&O insurance to be reviewed taking into account United Church D&O policy.		
PROPERTY MATTERS		
Rental Agreements		
23. Review rental agreements to ensure a clause		

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exists allowing for the transfer of the benefits to the new congregation.		
24. Ensure compliance with Income Tax Act re: rental income.		
25. Determine whether approval of the region is necessary for the rental agreements, and obtain approval if required.		
26. Determine resources that are available from the region to assist with these items.		
Property		
We need to manage the relationship with our tenants very carefully. We do not want to find that tenants move elsewhere at the end of their lease based on rumours, etc. This applies to both locations.		
27. Develop a communications strategy with respect to the tenants.		
28. Execute communications strategy.		
Need to understand how the XYZ Avenue property may fit into the overall ministry of the amalgamated congregation—do we keep/dispose of property and timing? Need to understand what can and cannot be done. Also, this evaluation needs to be done as part of the strategic review of the OTHER property. An evaluation needs to be done as to whether it makes sense to relocate to XYZ when the OTHER property is being refurbished.		
29. Develop a long-range strategy on the use and possible disposition of the one property and the refurbishing of the other.		
Background: There are two groups of property. “Real property” includes the land, building, and anything attached to the land or building. “Personal property” includes any object not attached (pews, chairs, tables, computers, etc.). The presbytery needs to approve the disposition of both types of property based on a plan for disposition tabled by the trustees acting at the direction of the congregation.		
30. Review Manual and other documents to ensure we understand the limitations on the use and disposition of real and personal property.		
Personal Property (applicable to both locations)		
31. Develop a long-range strategy on the use and possible disposition of the personal property.		
32. Inventory all personal property.		

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33. Identify any special conditions attached to the personal property to determine whether it must be returned to the donor if the intention is to dispose of it, etc.		
34. Propose a list of property to be transferred to the ongoing site, and obtain approval.		
35. Develop a plan of disposition for the excess personal property, including surplus personal property located at either site.		
36. Seek congregational and Shining Waters Regional Council approval to proceed with plan for personal property.		
Real Property		
If a decision is made to dispose of one property, the following are required. Refer to <i>The Manual, Trustees Handbook</i> , and as many procedures are required.		
37. Locate surveys.		
38. Search title for the property to ensure there are no liens or other encumbrances.		
39. Determine whether a Level 1 Environmental Assessment is required along with a Letter of Reliance.		
40. Review insurance to ensure there are no notifications, riders required if we are not worshipping at either location.		
41. Draft a strategy to approach region with a view to obtaining an agreement on the "surplus property."		
42. Meet with region to negotiate "surplus property" and related matters, subject to final decision by region.		
43. Determine the motions and congregational meetings that will be required to be submitted and held with respect to property matters.		
44. Identify meetings that will be required with region.		
45. Manage communications with tenants.		
46. Identify a lawyer to act on our behalf that is not related to the congregation(s).		
47. Identify commercial real estate agent who is independent of the congregations.		
48. Obtain copy of region motion approving the disposition of the property.		

Activity	Assigned Person	Timing
XYZ Avenue Property		
49. Monitor developments on the planning application, transportation plans, and development.		
50. Develop draft time line for refurbishing the remaining property with information from <ul style="list-style-type: none"> • members • region • professional advisers 		
51. Develop a position paper on the use of each property.		
52. Monitor Mission/Value statement with a view to reactivating and adding membership from other groups to the Community Space Task Force.		
53. Entertain proposals for choosing architect/project manager to provide initial ideas on the refurbishing (presbytery approval is needed to issue an RFP).		
54. Create communications medium to inventory ideas and needs in the newly refurbished space.		
55. Manage communications with tenants.		
56. Manage communications with region.		
Retention of Records/Archives		
57. Review material and policies of the United Church and the local congregations.		
58. Draft policy for new congregation, have it approved, and communicate it to new leadership team.		
59. Review location identified for the maintenance of records and ensure people are identified to maintain the archives.		
60. Advise region and National Archives of the movement of records to a new location.		