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Name of the policy	Alienation of a temporal good to another party	
Effective date	2018-04-01, Archdiocese of Ottawa	
Category	College of Consultors—Application for Approval	

Definition

The transfer, divestiture, donation or sale of temporal property belonging to the stable inheritance of a legal person to someone other than the Archdiocese. The stable inheritance consists entirely of goods (land, buildings, etc.)

Examples

Sale of land and churches; long-term loans; the issue of securities and bonds; the transfer of property from the Corporation to a Board of Directors without reserved powers; crossing rights agreement or easement agreement.

Clarifications

Parochial real estate property must not be encumbered by leases or other agreements (burdened by a financial charge or a right-of-way) without prior authorization from the Archbishop.

Any act of alienation must be authorized in advance by the Archbishop, and in some cases must also be reviewed by the Diocesan Finance Council in addition to the College of Consultors.

Submissions

These requests are reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Obtain the recommendation of your TAC

During the alienation process, the parish will have to obtain the following from the Archbishop:

1. approval in principle
2. unconditional alienation approval after revisions to the plans, reports and evaluations requested in the process (see page 2)

Project procedure to follow

1. Write an application for approval, which must be signed by the priest/administrator, making sure to include the following:
 - a. your request for approval: form CC18-F10
 - b. the opinion of your regional consultor
 - c. a description of the nature of the alienation
 - d. the reason for the alienation
 - e. a provisional budget for the sale, long-term lease, or agreement
 - f. the recommendation of your TAC

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2. Submit the application for approval in principle of the alienation to the DFA of the Diocese and its regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College's members in his decision. The DFA will inform you of the decision of the Archbishop.

3. After receiving approval in principle, the parish must obtain an approved assessment of the market value of the item/transaction in question.

4. Submit everything to the DFA of the Archdiocese for alienation approval by the Archbishop who will normally **consult** the College of Consultors when the amount is less than the alienation threshold set by the CCCB each year. For amounts that exceed the threshold, the Archbishop will need the **consent** of the College of Consultors and Diocesan Finance Council, and in exceptional cases, the consent of the Holy See. The DFA will inform you of the decision of the Archbishop. If the Archbishop approves with conditions, the parish will have to demonstrate to the DFA that it has satisfied the listed conditions. Unconditional approval is required to proceed.

5. After receiving an unconditional written approval from the DFA in the name of the Archbishop, the parish must provide the DFA with the unsigned purchase offer for verification by the diocesan lawyers and signatures by the Archdiocese's officers (RCECO).