



PROPERTY ACQUISITION FORM

For Use by Provincial Councils or their designate

Please allow at least **eight (8) weeks** for National Office to complete its review and for the Board of Directors to consider and make a decision on the property.

INSTRUCTIONS:

The Board of Directors must approve all acquisitions, dispositions and leases of real property that will be held in the name of Girl Guides of Canada-Guides du Canada.

Use this form if you are:

- renewing a lease or mortgage
- entering into a new lease or mortgage
- purchasing property (land and/or buildings)
- accepting a gift or bequest of property (land and/or buildings)
- entering into any other agreement regarding property (land and/or buildings)

All documents (lease/offer to purchase/other agreement) for property contractual arrangements for one year or longer must be in the name of **Girl Guides of Canada-Guides du Canada** and signed by two signing officers of the corporation. *See attached By-Laws 4.11 pertaining to Property, 4.12 pertaining to Real Property and 4.12.1 pertaining to Declaration of Trust.*

This is a FOUR STEP process:

- PROVINCIAL OFFICE, OR ITS DESIGNATE, completes Steps One and Two.
- NATIONAL OFFICE completes Step Three.
- PROVINCIAL OFFICE, OR ITS DESIGNATE, will complete Step Four. Upon receipt of the Trust Declarations prepared by National, the documents will be forwarded to the officers for the local property for execution and 2 copies will be returned to the Provincial Office, or its designate. A signed copy of the document will be forwarded to National.

STEP ONE

Complete numbers 1 through 13

1. iMIS Number (if known) _____

2. This is a:

Lease renewal	[]	
New lease	[]	
Property purchase	[]	
Occupancy license	[]	
Gift/Bequest	[]	
Other	[]	_____

3. Province or Territory where property is located: _____

4. The Provincial/Area/ District Council is: _____

- 4a. Please supply the Provincial/Area /District Council's financial statements for the last two fiscal years, year-to-date financial statements and current year's budget.

5. The property is:

Office	[]	
Camp	[]	
Other	[]	_____

6. The name of the property is: _____
(e.g. Camp Tumbleweed, Pinewood Hall)

7. Please supply the year the property was first used by Guiding: _____

8. Property Usage – If this is a lease renewal, please describe how the property is used by Guiding;

e.g.	# Unit meetings per week
	# Girls involved
	# Other events annually
	# Campers using the facility annually

9. The municipal address and legal description of the property is:

10. The mailing address of the property is:

11. Is this in partnership with any other organization? Yes [] No []

If Yes, then please explain the arrangement: _____

12. The Provincial Council/Provincial Executive Committee must approve this transaction and the Council for whom the property is being held in Trust must accept responsibility for paying 'all taxes, rates, legal fees, insurance coverage and other charges of any kind having any connection with the property.' (See By-law 4.12.1, second paragraph)

a) Attach a copy of the Minutes of the Provincial Council/Provincial Executive Committee meeting where approval was given.

13. For a **new** lease or a purchase, documents relating to this property acquisition must be reviewed by a lawyer. Please attach a copy of the lawyer's legal correspondence.

Name of lawyer: _____

Date of review: _____

14. If this property is a purchase or is a gift or bequest to Girl Guides of Canada-Guides du Canada, you must have a Phase I - Environmental Site Assessment conducted by a qualified professional who must conform to standards established by the *Canadian Standards Association*. Attach a copy of the Environmental Assessment or confirm that arrangements will be made upon approval of this Offer to Purchase.

15. Who is the contact person at the Provincial Office, or its designate, handling this transaction?

Name: _____

Title: _____

Address: _____

Telephone No.: () _____

E-mail address: _____

STEP TWO

Mail THIS FORM along with:

- 4 copies of the lease/offer to purchase/other agreement []
- 1 copy of the Provincial Council/Provincial Executive Minutes []
- 1 copy of lawyer's legal correspondence, if applicable as per #13 []
- Financial statements, as per 4a
- Environmental Assessment, as per the requirements of #14 []

TO: Director, Corporate Assets
Girl Guides of Canada-Guides du Canada
50 Merton Street
Toronto, ON M4S 1A3

STEP THREE

National Office will:

- (a) Review this form and all other documentation supplied to ensure compliance with the By-Laws;
- (b) Contact the Provincial Office, or its designate, if any information is incomplete or does not comply with the By-Laws or if there are other questions;
- (c) Prepare a summary for review and consideration by the Board of Directors;
- (d) If approved by the Board of Directors, arrange for two signing officers of the corporation to sign four (4) copies of the lease/offer to purchase/other agreement and return three (3) to the Provincial Office, or its designate, (unless they need to be signed); (signing officers of the corporation are the Chief Commissioner, the Deputy Chief Commissioners, the Chief Executive Officer)
- (e) Prepare, sign and send four (4) copies of the Trust Declaration to the Provincial Office, or its designate, (stating that Girl Guides of Canada-Guides du Canada holds the property in trust for the Area/Division/District).

STEP FOUR

THE PROVINCIAL OFFICE, OR ITS DESIGNATE, WILL FORWARD ALL COPIES OF THE TRUST DECLARATION TO THE LOCAL COUNCIL FOR EXECUTION. LOCAL COUNCIL WILL RETURN TWO (2) SIGNED COPIES TO THE PROVINCIAL OFFICE, OR ITS DESIGNATE, WHO WILL RETURN ONE SIGNED COPY TO NATIONAL OFFICE.

TO: Director, Corporate Assets
Girl Guides of Canada-Guides du Canada
50 Merton Street
Toronto, ON M4S 1A3

EXTRACTED FROM THE BY-LAWS

The By-Laws of Girl Guides of Canada-Guides du Canada, include the following sections relating to property:

4.11 PROPERTY

The Board may purchase, lease or rent all kinds of real or personal property and may sell, exchange, mortgage, lease, let, improve, or develop such property.

The Board may delegate approval and signing authority for any purchase or lease of personal property and lease of real property, in specified circumstances as established by the Board.

4.12 REAL PROPERTY

The Corporation owns and leases all real property. The Board must approve all acquisitions, dispositions and leases of real property that will be held in the name of Girl Guides of Canada-Guides du Canada.

4.12.1 DECLARATION OF TRUST

The Board will execute a declaration of trust in favour of the Council on whose behalf such property is held.

The Council must declare in writing its acknowledgement and acceptance of responsibility for paying all taxes, rates, legal fees, insurance coverage and other charges of any kind having any connection with the property.