



## **PROPERTY DISPOSITION FORM**

**For Use by Provincial Councils or their designate**

### **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:

- selling a property (land and/or buildings)
- gifting a property (land and/or buildings)
- terminating a property lease/licence (land and/or buildings) prior to its expiry date
- disposing of property (land and/or buildings) in any other way

All documents for property contractual arrangements for one year or longer, including the sale or other disposition of property, must be in the name of **Girl Guides of Canada-Guides du Canada**, approved by the Provincial Council, and signed by two signing officers of the corporation. *See the attached By-Law 4.11 pertaining to Property and 4.12 pertaining to Real Property.*

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 lease/purchase/gift.

### **This is a FIVE 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.
- NATIONAL OFFICE completes Step Five



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

10. If you are terminating a lease prior to its expiry date, please explain the provision in the lease which allows this, including any financial obligations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If you are selling this property, a lawyer must handle the sale and disposition of proceeds. The lawyer must also confirm that Girl Guides of Canada-Guides du Canada has the right to dispose of the property and to use the proceeds in the manner intended.

Please attach a copy of the lawyer's letter of confirmation.

Name of lawyer: \_\_\_\_\_

Date of review: \_\_\_\_\_

12. If you are selling this property, you must have an appraisal prepared by a Certified Appraiser registered in the province/territory where the property is located. The appraisal must have been carried out within the last six months.

Name of Appraiser: \_\_\_\_\_

Date of appraisal: \_\_\_\_\_

Value of property as stated in the appraisal: \$ \_\_\_\_\_

OR

Provide three (3) independent written Market Evaluations from licensed Realtors providing comparative property sales data. Attach separate summary sheet indication real estate company, date of evaluation, and value of property as stated in the evaluation. The evaluations must have been carried out within the last six months.

13. To facilitate the sale of the property, the Board of Directors will approve a minimum sale amount. The minimum sale amount may not be lower than the appraised value. What is the minimum amount that you intend to sell the property for? \$ \_\_\_\_\_

14. What is the amount of debt associated with this property \$ \_\_\_\_\_

15. Will the proceeds of the disposition discharge the debt associated with the property?  
Yes [ ] No [ ]

If NO, explain how the debt will be discharged: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. The name of the intended Real Estate Agent to sell the property is:

\_\_\_\_\_

17. Does the intended Real Estate Agent have any relationship with Girl Guides of Canada-Guides du Canada other than this agency relationship for selling the Property?

Yes [ ] No [ ]

18. 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:**

- 1 copy of the Proposal presented to Provincial Council, or its designate [ ]
- 1 copy of the Provincial Council/Executive Committee Minutes  
which shows approval of the Proposal [ ]
- 1 copy of lawyer's confirmation letter [ ]
- 1 copy of the appraisal or 3 Market Evaluations [ ]

**TO            Director, Corporate Assets  
              Girl Guides of 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 Provincial Council, or its designate, if any information is incomplete or does not comply with the Bylaws or if there are other questions;*
- (c) *Prepare a summary for review and consideration by the Board of Directors;*
- (d) *Confirm in writing that the Board of Directors has approved the proposed sale/early termination. If you are selling the property the Board of Directors will include approval of a minimum sale amount.*

## **STEP FOUR**

**When Provincial Office, or its designate, receives an offer to purchase that a local Council wishes to accept, it must:**

- (a) forward a lawyer's written review of the Offer
- (b) send four copies of the Offer to National Office for signature.

**PLEASE NOTE: Only properly appointed signing officers of Girl Guides of Canada-Guides du Canada may sign an Agreement of Purchase and Sale on behalf of Girl Guides of Canada-Guides du Canada – those being the Chief Commissioner, Deputy Chief Commissioners and Chief Executive Officer.**

## **STEP FIVE**

**National Office will:**

- (a) Review the Offer for compliance with the By-Laws and contact you if there are any questions;
- (b) Ensure that four (4) copies of the Offer are signed by Girl Guides of Canada-Guides du Canada appointed signing officers;
- (c) Return three (3) signed copies to the Provincial Office, or its designate, to be forwarded on to the local Council representatives.

## **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.