



Girl Guides
of Canada
Guides
du Canada

**REPORT ON PROPERTY IMPROVEMENT
UNDER GOVERNANCE POLICY 01-21-01**

This form to be completed by Provincial Council or its designate.

Name of Provincial Council: _____

Name of requesting Council: _____

Name of Property: _____

Date of this report: _____

Complete either a) or b) as appropriate;

a) LEASED PROPERTY

Term of current lease: _____

Annual lease payment: _____

Cost of improvement: _____

Expected date of completion of improvement: _____

b) OWNED PROPERTY

Appraised value of the property (*attach copy of appraisal*):

Date of appraisal: _____

Cost of improvement: _____

Expected date of completion of improvement: _____

Describe the improvement:

Rationale for improvement:

Risk to GGC if improvement is not made:

Explain the financial resources available to cover the improvement:

Attach a copy of the Motion of the Provincial Council approving the improvement and accepting financial responsibility should the requesting Council default.

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

Name: _____

Title: _____

Address: _____

Telephone No.: () _____

E-mail address: _____

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

or via email at: property@girlguides.ca



Governance Policy – 01-21-01 PROPERTY IMPROVEMENT

Date of Revision Approval: February 24, 2008

Purpose:

In accordance with Bylaw 4.12, the Board of Directors (Board) is responsible for all real property, which are owned or leased in the name of Girl Guides of Canada – Guides du Canada (GGC). Pursuant to Bylaw 4.12.1, the Board holds such real property in trust for its Councils, who are responsible for certain expenses in regard to the property.

Pursuant to this policy, the Board delegates its authority to approve improvements on GGC property in certain circumstances. In accordance with the financial stewardship role of the Board, the circumstances take into consideration whether GGC monies are proposed to be spent on property owned or leased by GGC.

Policy:

1. The Board delegates to the relevant Provincial Council the authority to approve proposed improvements to GGC property, at the provincial, area, division, or district levels (hereinafter referred to as “Councils”), in the following circumstances:
 - a) **Improvements to leased property** may be approved by the Provincial Council at the time of opening or renewing a lease, or every five years thereafter for leases of longer duration, when the cost of the proposed improvement is less than \$10,000 or 20% of the annual rent.
 - i) Where the annual rent of a leased property is less than \$1,000 per year (i.e., of a nominal value), the Provincial Council may approve proposed amendments costing less than \$10,000 at the time of opening or renewing a lease, or every five years thereafter for leases of longer duration.
 - b) **Improvements to owned property** may be approved by the Provincial Council at any time, where the recommended improvement is an ordinary improvement that is deemed necessary and that increases the market value of the property and will cost either less than \$10,000 or 10% of the appraised property value on record with GGC, whichever is more.
2. A Provincial Council must base its approval on an appropriate demonstration of each of the following as presented by the requesting Council:
 - a) rationale for improvement;
 - b) assessment of the risk to GGC if improvement is not made; and

- c) availability of financial resources to cover the improvement, with regard to the level of indebtedness and/or confirmed present financial reserves.
- 3. A Provincial Council that approves a proposed property improvement accepts the financial responsibility for covering the resulting debt of the requesting Council, should that Council default.
- 4. A Provincial Council must inform the Board within 10 business days of all decisions for property improvement.
- 5. A confirmation of completion of improvements must be sent to the National Office to be filed as a record of property assets as a follow-up to all approved property improvement request submissions.
- 6. Decisions of non-approval of the Provincial Council are final and not subject to review.
- 7. Any property improvement requests that do not meet the financial limitations set out herein must be submitted by the Provincial Council to the Board with the Provincial Council's recommendation to the Board regarding approval.