



# **REAL PROPERTY PROCEDURES AND CAPITAL GRANTS FORMS**

## **CONTENTS**

<b>BCPL1</b>	<b>Real Property Procedures (5 pages)</b>
<b>B06F1</b>	<b>Information Sheet (1 page)</b>
<b>B06F2</b>	<b>Application Form (2 pages)</b>
<b>B06F3</b>	<b>Progress Claim Form (1 page)</b>
<b>B06F4</b>	<b>Final Report (1 page)</b>
	<b>National Governance Policy 01-21-01 (Property Improvement)</b>

**Approved November 24, 2002 (revised June 2013)**



## REAL PROPERTY PROCEDURES

This document is produced by the Provincial Properties Committee, a subcommittee of the Provincial Finance Committee, under the auspices of the Provincial Council.

The overriding policy to which all Provincial Properties Committee guidelines adhere is Girl Guides of Canada Governance Policy 01-21-01 "Property Improvement" dated February 24, 2008, which forms part of this document.

**It is the responsibility of the council(s) responsible for a property and the corresponding area council(s) to ensure compliance with Girl Guides of Canada Governance Policy 01-21-01 "Property Improvement."**

### STATEMENT

BC Guiding should capitalize on the use of its currently operating real properties and use them to the fullest.

Each area or district can do this by:

1. Determining the use for which each property is best suited.
2. Developing the property to its full potential with the assistance of Guiding resources, and outside agencies.
3. Preparing a long-range plan, listing priorities and developing these as finances and other resources are available.
4. Developing campsites for year-round use, if feasible.

The purpose of the procedures is not to inhibit the purchase or lease of real property, but to:

- (a) Prevent the acquisition of unnecessary or unsuitable property, and
- (b) Ensure that each area and district is aware of the long-term commitment, financial and other, that arises from property acquisition and that will be imposed upon our girls and volunteers in the future.

### REAL PROPERTY

From *GGC Bylaws*, June 1, 2005 (revised December 2007):

- 4.12 REAL PROPERTY  
The Corporation (Girl Guides of Canada – Guides du Canada) 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.

**British Columbia Council**

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4.14 SEAL

The seal that bears the name “Girl Guides of Canada-Guides du Canada” is the corporate seal of the Corporation. Custody of the seal is the responsibility of the Board and the Board will determine its use.

All deeds and documents requiring the use of the seal must be signed by:

- (a) any two (2) Officers or
- (b) any one (1) Officer and one (1) Director

Any purchase, gift or other acquisition of real property or buildings must be approved by the applicable area council(s) and Provincial Council. **Improvements (to existing properties) that are valued in excess of \$10,000 must be pre-approved by Provincial Council, and the Board prior to project commencement.**

**DEFINITIONS** (applicable to the Real Property Procedures and all capital grants documents)

<b>Board</b>	Also known as the Board of Directors. The Board governs the affairs of Girl Guides of Canada-Guides du Canada and supervises, controls and directs all its activities. Directors are elected to the Board after a process of application and nomination determined by the Nominating Committee.
<b>Capital Improvement</b>	Betterment to a building or equipment, in excess of \$1,000 in cost, which extends its life or increases its usefulness or productivity. The cost of the capital improvement is added to the base cost of the asset improved and then depreciated, in contrast to <u>repairs</u> and <u>maintenance</u> , which are expensed currently. <i>Repairs: Work performed to return property to a former condition without extending its useful life, as distinguished from “capital improvement.”</i> <i>Maintenance: The work of keeping something in proper condition; upkeep.</i>
<b>Council responsible for property</b>	The area or district council under whose immediate jurisdiction real property falls. In the case of properties owned jointly by multiple councils, each such council is a “council responsible for the property.”
<b>Properties Committee</b>	The provincial committee responsible for overseeing matters relating to real property owned or operated by the Girl Guides of Canada in British Columbia.
<b>Real property</b>	A piece of land, a building or a subdivision thereof. For the purpose of this procedure, real property may be referred to simply as “property.”



## **PROCEDURES FOR LEASING, PURCHASING, SELLING, INVESTING OR ENHANCING**

Use the National Acquisition and Disposition Forms, which are available from the executive assistant at the provincial office.

Provincial Council must be notified of the intention to lease\*, purchase\* or sell\* real property or invest money in any property improvement with sufficient time being allowed for an investigation to be made. Evidence of long-term planning must be shown and accepted by the Provincial Council and in compliance with national Governance Policy 01-21-01 (Property Improvement), before any action regarding the property can be taken by the council(s) responsible for the property.

**\* All leases must be approved by Provincial Council and the Board.**

Legal costs incurred in dealings with Provincial Council are the responsibility of the council(s) responsible for the property. Special cases where action has not been initiated by the council(s) responsible for the property may be referred to the Provincial Council to decide who should pay legal costs.

**Upon completion of any real property transaction, all original legal documents must be forwarded to the Executive Assistant at the provincial office for safekeeping.**

Provincial Council permission is not required prior to the purchase of assets that are not capital improvements as previously defined.

Each area council must appoint a delegate to any committee within its jurisdiction involved in **real property acquisition, sale or improvement** to report directly back to the council on a continuous basis. This delegate would be a member of the committee **with vote**.

All Area Commissioners have signing authority (as an additional signing officer only) on accounts for **any committee involved in real property acquisition, sale or improvement** at any council level.

## **ACQUISITION OF PROPERTY**

### **Preliminary steps to acquiring real property:**

- (a) Notification of your need for real property (with valid reasons to substantiate this need), and permission to seek out a suitable property, must be obtained from the Provincial Council, **in writing**, prior to your search.
- (b) Permission must be obtained in writing through the area and Provincial Council, **before** negotiations or any verbal or written agreements are entered into.
- (c) The submission for permission to acquire real property should include complete financial statements for the council responsible for the property, the estimated purchase price, methods of supporting annual operating costs and maintenance. If land is involved, plans for long-term development and methods of financing these plans will be included. A map showing location, boundaries, terrain, etc., and legal description will also accompany the submission.
- (d) Particulars, in full, of any gift of property must be reported to the Provincial Council for advice before **any** action is taken.
- (e) **When a document is submitted to Provincial Council for approval, Provincial Council may seek advice from their Legal Counsel** (with cost for same accruing to the local council). This is the case even if the council responsible for the property has already had the document reviewed by a local lawyer.

- (f) After approval is obtained from Provincial Council, the document will be forwarded to Girl Guides of Canada, Board of Directors, for approval, seal and signatures.
- (g) **Only the Board has the authority to sign agreements for the purchase of real property. No other person, at any other level of Guiding, may sign any agreement for the purchase of property.**

### **OBTAINING PROVINCIAL COUNCIL APPROVAL FOR PROPERTY IMPROVEMENT**

Written approval of Provincial Council and the Board as set out in the Governance Policy 01-21-01 (Property Improvements) is required when the total cost of the project, including sanitary facilities, roads, docks, hydro, equipment, etc., **exceeds \$10,000 (including taxes)**. Use the ***Projects Approval Application Form (B06F2)*** for this purpose.

#### **Step 1**

The proposal must be submitted to the Properties Committee one month before the Provincial Council meeting, and at least three months in advance of your proposed commencement date. If you are applying for a capital grant, the request for approval must reach the Properties Committee one month (August 31) prior to the capital grant deadline (September 30), **where a maximum expenditure will be \$10,000 or greater.**

The submission of this proposal will include the following:

- (a) Detailed drawings and explanations of proposed building, renovations, and/or property development, e.g., types of construction, location of exits, fixtures, hydro and all other pertinent information to enable a complete overview of the proposal
- (b) A site map showing the location on site
- (c) The purpose for the building, renovation or other development
- (d) Three years of annual camping statistics, e.g., number of camps and campers
- (e) Budget for the project
- (f) Method of funding project
- (g) Full financial statements for the property, council(s) responsible for the property, and the area council(s) for the past three years.
- (h) Five year plan for the overall development and maintenance needs for the property.

#### **Step 2 (after Step 1 has been completed and accepted by the Provincial Council)**

After their area council's approval the council(s) responsible for the property will obtain and submit to Provincial Council, through the Properties Committee:

- (a) If purchasing property, an appraisal of the property, completed by an appraiser with an AACI designation, and an environmental checklist
- (b) If working on capital improvements, detailed written quotes from three appropriate source providers for the project

If all is in order, the proposal will be presented to the Provincial Council for consideration and approval. Provincial Council meets only four times per year, so sufficient lead time should be allowed for Provincial Council approval. For all improvements of \$10,000 or more, all project details and supporting BC Council motions will be forwarded by the provincial office to the Board for their approval.



### **Step 3**

A **Progress Report** should be submitted to the Properties Committee, including an itemized list of any accounts payable, an estimate of the cost to complete the project, changes to the original plan (if any) and the amount of money on hand.

### **Step 4**

Once the project or purchase has been completed, a **Claim Form** and **Final Report** must be submitted to the properties committee, outlining actual costs and verifying that there are no outstanding bills associated with the project.

## **PROCEDURES FOR GENERAL REPAIRS**

### **Repairs over \$10,000**

Repairs, in most cases, are needed immediately. If sufficient funds are available, it is not necessary to obtain provincial approval to effect these repairs; however, written notification to Provincial Council through the Provincial Properties Committee must be made within 30 days.

### **Repairs under \$10,000**

As it is good practice to maintain in good repair that which we own, Provincial Council approval is not required for maintenance under \$10,000. However, any significant repairs to Girl Guides of Canada properties are of importance, and should be reported to the Provincial Properties Committee upon completion.



## CAPITAL GRANTS FOR CAMPSITES AND BUILDINGS

### INFORMATION SHEET

BC Council annually budgets to provide capital grants to aid councils with the construction of new buildings, additions and renovations to existing cabins and buildings, and purchases of capital improvements to Girl Guide campsites or buildings in BC.

A council responsible for property that is planning construction of or anticipating enhancements to buildings, cabins or campsites is eligible to apply for assistance from a BC Council capital grant.

The council applying for a grant **must** be prepared to match the amount applied for. A district must inform the area council and obtain approval prior to submitting an application.

The merit of each application is considered by the Properties Committee.

#### PROCEDURE

1. **Follow the BC Real Property Procedures (BCPL1).**
2. Complete the application form, which is available from the provincial office, BC Guiding website, or the Area Commissioner. (If applying for a grant for a project over \$10,000, include the date that BC Council approved this project.)
3. Submit the completed application form to the area council(s) for approval. The application form **must** be signed by the Area Commissioner(s) prior to submission to the Properties Committee.
4. Include plans; pictures; a map; current statistics; financial statements for the property, the council responsible for the property and the area council(s) (including balance sheets); project budget with detailed estimates and/or breakdown of costs; long-range plans for the property and any other information that will help the committee to understand your project. *Please note that this material will not be returned.* For capital grant requests of \$10,000 or more; **two complete sets of documents** must be submitted.
5. If the application is approved, monies will be released to the applicant upon receipt of paid invoices and/or receipts for material and/or labour. The grant **must be disbursed by December 31 of the year of approval (therefore the Claim Form and Final Report must be submitted to the Properties Committee by November 15)** unless there are extenuating circumstances, and the extension has been requested and is approved by the Properties Committee.

e.g. Project application submitted to the Properties Committee by September 30, 2012. Approval by the appropriate body (Properties Committee for <\$10,000, or the National Board for >\$10,000) given in January 2013. Final report and claim forms must be received by November 30, 2013 for disbursement by December 31, 2013.

6. The chairperson of the project **must submit a final report** within 30 days of completion of the project.
7. Application Deadlines: September 30 and May 30. If your grant is for a project exceeding \$10,000, your request for approval must reach the Properties Committee one month (August 31) prior to the capital grant application deadline of September 30. Amounts distributed to May 30 applicants (only for projects of <\$10,000) will be based on the total available monies after the allocation of the grants to September 30 applicants.
8. Reminder: properties can claim up to 50% of the GST back from the government through the GGC provincial office, so we only approve claiming of 50% of the GST in the total amount. Eligible receipts **must** include the supplier's/contractor's GST number. Please refer to the GST materials for further details regarding claiming a rebate.



**APPROVAL OF LARGE PROJECTS OR CAPITAL GRANTS  
FOR CAMPSITES AND BUILDINGS BY BC COUNCIL**

**APPLICATION FORM**

Please complete **BOTH** pages of the application form, adding additional pages if necessary.

**Application deadlines:**

Capital Grants: **September 30** and **May 30**  
Projects over \$10,000: **August 31**

**Send to:**

Provincial Properties Committee  
Girl Guides of Canada-BC Council  
1476 West 8<sup>th</sup> Avenue  
Vancouver, BC V6H 1E1  
Fax 604-714-6645

This is an application for a **large project**  and/or a **capital grant**  (please check as appropriate)

**PROJECT NAME** \_\_\_\_\_

**AREA** \_\_\_\_\_ **DISTRICT** \_\_\_\_\_

Name and physical address of property \_\_\_\_\_

Campsite or building name \_\_\_\_\_

Status of property  Owned by Girl Guides of Canada

Leased from \_\_\_\_\_ Expiry date \_\_\_\_\_

License of occupation \_\_\_\_\_ Expiry date \_\_\_\_\_

Other \_\_\_\_\_ Expiry date \_\_\_\_\_

Renewal option \_\_\_\_\_

**ANNUAL CAMPSITE/BUILDING USAGE**

Primary use of the property \_\_\_\_\_

Other uses \_\_\_\_\_

# of bed nights per year \_\_\_\_\_ # of person days per year (day use only) \_\_\_\_\_

Is the property used year round?  Yes  No Age of the building/structure \_\_\_\_\_

If a campsite, how many residential camps \_\_\_\_\_ tent camps \_\_\_\_\_ last residential year?

Is the property used for non-Guiding events?  Yes  No What percentage of total use? \_\_\_\_\_ %

**Please enclose a copy of long-term plans for the property and the operations budget for this year.**

**PROJECT DETAILS**

Outline the purpose and benefits of this project

Provide a description of the project (please use additional paper if necessary and attach sketches, photos, campsite map or other helpful information)

Provide name of supplier/contractor chosen and rationale for choice

Planned project start date \_\_\_\_\_ Planned completion date \_\_\_\_\_





**British Columbia Council  
FINANCIAL INFORMATION**

Estimated total cost of project \$ \_\_\_\_\_

(For projects of >\$10,000, submit two (2) complete sets)

**Please attach (and check off):**

- Operating budget of the property for this year
- Annual financial statements (including balance sheet) of the property for the two previous financial years
- Annual financial statement of council(s) responsible for the property and area councils for the previous two years
- Long range plan
- Three estimates (or letter explaining why you have not included three)

**Budget**

**Sources of funding**

Cash on hand designated for project	_____	
Anticipated revenues		
Donations	_____	Source _____
Assessment	_____	Source _____
Fundraising	_____	Source _____
Guiding/non-Guiding grants (excluding capital grant)	_____	Source _____

**TOTAL FUNDING**

**Projected project costs**

Labour	_____
Materials, permits and other	_____
7 % PST	_____
<b>50% of 5% GST</b>	_____
<b>SUBTOTAL</b>	_____
15% contingency	_____
<b>TOTAL COST</b>	_____

If applying for capital grant, amount requested from BC Council  
(not to exceed 50% of total projected cost): \$ \_\_\_\_\_

**Project chairperson**

_____	_____
Name and signature	Phone

_____	_____
Mailing address	E-mail address

**Commissioners of councils responsible for property**

_____	_____	_____
Council name	Name and signature	Phone

_____	_____	_____
Council name	Name and signature	Phone

**Area Commissioner(s)**

_____	_____	_____
Council name	Name and signature	Phone

_____	_____	_____
Date of application	Date approved by BC Council (if total cost over \$10,000)	



**CAPITAL GRANTS FOR CAMPSITES AND BUILDINGS**

**CLAIM FORM**

Attach copies of **paid invoices and receipts** for materials or labour for interim or final claims. 50% of the total of attached receipts or invoices (including GST number) will be paid upon receipt of this form, up to the maximum of the grant approved.

Name of project \_\_\_\_\_ Area \_\_\_\_\_  
 Amount approved \$ \_\_\_\_\_ Date approved \_\_\_\_\_  
 Project start date \_\_\_\_\_ Anticipated completion date \_\_\_\_\_

**EXPENSES**

<b>Paid to</b>	<b>Amount paid (including taxes)</b>	<b>GST (included in total)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Subtotal</b> of attached receipts/invoices	_____	_____
<b>Less 50% GST</b>	(      )	_____
<b>TOTAL</b>	\$ _____	_____

Amount requested (50% of total) \$ \_\_\_\_\_ Amount previously requested \$ \_\_\_\_\_

Progress payment request       Final request      Cheque payable to \_\_\_\_\_

Date \_\_\_\_\_

**Project chair**

_____	_____	_____
Council name	Name and signature	Phone

**Commissioners of councils responsible for property**

_____	_____	_____
Council name	Name and signature	Phone

_____	_____	_____
Council name	Name and signature	Phone

**Area Commissioner(s)**

_____	_____	_____
Council name	Name and signature	Phone

_____	_____	_____
Council name	Name and signature	Phone

**If you are requesting an interim claim, please attach a progress report.**



## CAPITAL GRANTS FOR CAMPSITES AND BUILDINGS

### FINAL REPORT

Please attach a statement of **receipts and disbursements** for the project, along with a **Claim Form**. Do not forget to claim GST charged by suppliers and service providers.

Area \_\_\_\_\_

Project name \_\_\_\_\_

Completion date \_\_\_\_\_

**Project report** (a brief report of activities noting any changes from the original outline to be attached or entered below)

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#### Project chairperson

\_\_\_\_\_  
Name and signature Phone

#### Commissioners of councils responsible for property

\_\_\_\_\_  
Council name Name and signature Phone

\_\_\_\_\_  
Council name Name and signature Phone

#### Area Commissioner(s)

\_\_\_\_\_  
Council name Name and signature Phone