



**Real Property
Institute of Canada**

**Institut des biens
immobiliers du Canada**

**Annual General Meeting Minutes
November 18, 2008 – Gatineau, Quebec**

1. Welcome and Approval of the Agenda

The President, Jean Pierre St-Amand, welcomed all attendees to this AGM and presented the agenda.

**Moved by Jean Bilodeau, seconded by Peter Linkletter to approve the agenda as presented.
Carried.**

2. Approval of November 15, 2007 Minutes

The minutes of the November 15, 2007 AGM were posted to the RPIC web site.

**Moved by Anthony Thompson, seconded by Heather Kane to accept the minutes as presented.
Carried.**

3. President's Report

2008 marks the 10th year anniversary of the Real Property Institute of Canada as an incorporated organization. To celebrate this occasion, the Board of Directors will be recognizing those who have, over the years, contributed to its success, namely past presidents as well as its founding members, Steve Johnston, Indian and Northern Affairs Canada and Marc Landry, National Research Council (retired).

2008 also marks the creation of the Federal Real Property Week and its ADM Champion. The objective is to increase awareness of the importance of real property in support of the federal government's plans and priorities. Mr. John McBain, Associated Assistant Deputy Minister, Public Works and Government Services has graciously accepted to be the inaugural ADM Champion.

As I articulated last fall, RPIC would be seeking ways to renew itself in responding to the needs expressed by its community. I would like to highlight some of our initiatives that will pave the way for the future of RPIC:

I Establishment of four key governance committees

- Community Development and Outreach Committee that strives to promote and recognize the professionalism and important contribution of the federal real property community across Canada; and raise awareness of the Real Property Institute of Canada (RPIC) with officials from all levels of government, academia and private sector organizations with similar interests;
- Fundraising Committee that raises awareness of the Real Property Institute of Canada (RPIC) and solicit and obtain funds to underwrite the Institute's initiatives;
- Professional Development Definition Program that identifies professional development and information sessions required by the federal real property community across Canada. In addition, the Program will evaluate, assess and, where feasible, incorporate provincial, territorial and municipal

requirements in the professional development and information sessions. The outcome of the Program will be to provide a mechanism for real property professionals in all levels of government to remain current on issues, methodologies and best practices applicable to government operations and to provide a channel for industry to access government professionals and determine where and how their services might be applicable to government; and

- Professional Development Delivery Program that will, based on the needs identified by the members of the real property community, deliver strong and relevant programs at its annual National and Regional Workshops; Federal Contaminated Sites Workshops and other forums of interest such as Professional Development Days, seminars, and panel discussions on economic, social and environmental issues affecting the management of real property.

II Development of Real Property Survey

It is the Real Property Institute of Canada's (RPIC) goal to develop and foster a high professional standard of real property management within the Federal Public Service and to provide a forum for information exchange and continuous improvement. One important element in achieving this goal is to provide training and career development for personnel in the federal Real Property community. We have worked in collaboration with the Procurement, Materiel Management and Real Property Community Management Office of the Treasury Board of Canada Secretariat (TBS) in developing a questionnaire. The results will help in the development of a capacity building strategy by the Community Management Office.

III Successful National Workshops

In 2008, we made a commitment to make this a true national organization. As a result, we have expanded our program delivery curriculum to include the Federal Contaminated Sites National Workshop held last May in Vancouver, BC. Combined with this year's National Real Property Workshop here in Gatineau, Québec, RPIC is planning a regional workshop in Halifax in 2009 and we will be taking our bi-annual Federal Contaminated Sites National Workshop to Montréal, Québec in 2010.

IV Scholarships

Another 2008 highlight was the creation of a First Nations of BC Scholarship in Environmental Studies. At the Federal Contaminated Sites National Workshop, RPIC offered a scholarship valued at \$2,000 to a First Nations student who will be pursuing a degree in environmental studies at a post-secondary institution.

RPIC will continue to seek opportunities to support post-secondary students who are pursuing a degree in a real property or environmental management related field.

V Protection of the Environment

RPIC takes great pride in environmental stewardship. At our 2008 national workshops, RPIC ensured that a comprehensive recycling program is in place; opting for recycle cloth bags, not printing the proceedings, using television screen for program information, etc., and using the hotel recycling program to its full extent.

VI Recognition of Outgoing Board Members

I would like to take this opportunity to thank outgoing board members who have made a significant impact to RPIC's role in the federal real property community. Thank you Gerry Davy, Maureen Holmes,

Dave Burden, Terry Homma and Michael Blaschuk. Your contribution has been greatly appreciated and will be missed.

With the departure of a few results in the arrival of new board members who seek to make a difference in our community. The Board continues to attract senior level officials and I would like to welcome Gary Lacey, Daniel Leclair, Anne Auger, and Krishna Sahay.

VII National Workshop Co-Chairs

I would like to recognize the immense contribution of our national workshop co-chairs; namely Irene Wolanskyj and Michael Nahir, co-chairs of the Federal Contaminated Sites National Workshop in Vancouver; this year's National Real Property Workshop co-chairs, Heather Kane (chair) and Peter Linkletter (co-chair). I would also like to thank Peter Linkletter who has graciously accepted to be next year's chairperson for the National Real Property Workshop. Many thanks for your immense contribution and commitment to the success of our organization.

VIII Moving Forward

In collaboration with Seneca College, RPIC is developing a survey specific on the development of a training program for real property managers in the area of the built environment. This survey will be released shortly.

RPIC will be negotiating a service level agreement with the Certified Commercial Investment Members (CCIM) with a view to allow RPIC members to complete a 4 course education program in commercial real estate and obtain a CCIM designation- the highest professional certification one can earn in commercial investment real estate.

In conjunction with its 10-year anniversary, RPIC will be seeking to negotiate a Service Level Agreement with Tree Canada Foundation to formalize and further enhance RPIC's commitment to offset CO2 emissions with the planting of trees in Canada.

These are exciting times for RPIC and we hope that the next 10 years are just as exciting as the first 10. The participation and involvement of the federal real property community is critical to its success. The Board of Directors encourages federal real property managers to get involved in RPIC planning activities to ensure a bright and prosperous future.

3.1 Amendments to the RPIC By-Laws

The President presented the amendments to the RPIC By-Laws.

Moved by Colleen Post seconded by Gilles Champoux to accept the amendments to the RPIC By-Laws

3.2. Presentation of the Slate of Officers for 2008-2009

The proposed RPIC Slate of Officers for 2008-2009 is:

Jean-Pierre St-Amand, President
First Vice-President – Vacant (to be filled)
Anthony Thompson, Second Vice-President
Gilles Champoux, Secretary Treasurer
Tara Dinsmore, Director
Heather Kane, Director
Robert Kilpatrick, Director
Gary Lacey, Director

Luc Ladouceur, Director
Peter Linkletter, Director
Colleen Post, Director
Krishna Sahay, Director
Anne Auger, Ex Officio
Jean Bilodeau, Ex Officio
Brian Card, Ex Officio
Irene Wolanskyj, Ex Officio

Moved by Jean Bilodeau, seconded by Robert Kilpatrick to accept the Slate as presented. Carried.

4. Treasurer's Report

The financial position of the Real Property Institute of Canada (RPIC) as at September 30, 2008 shows that the Institute incurred a modest increase in operating revenues in 2008 of a \$19,751 increase compared to a deficit of (\$13,039.71) in the previous year. More importantly, the Unrestricted Fund Balance which corresponds roughly to the Members Equity in RPIC, has increased to \$19,751 compared to (\$13,039.71) one year earlier, a 251% increase and is mainly due to a significant increase in members attending the 2008 Contaminated Sites Conference in Vancouver in April/May of this year. These figures have been confirmed in the auditor's report that the Institute will make available on the RPIC web site. The Board continues to be committed to monitoring the Institute's finances. The new Board expects to have a balanced budget for this year. The audited financial statements show that the Board is fiscally sound and is meeting its legal obligations. For the upcoming fiscal year, the Board will engage the firm of Parker Prins Lebano Chartered Accountants to undertake the next audit. As a side note, as of November 4, 2008, the Board has current assets of \$142,609.

Moved by Irene Wolanskyj, seconded by Anthony Thompson to accept the Treasurer's Report as presented. Carried.

4.1 Appointment of Auditor

Moved by Irene Wolanskyj, seconded by Anthony Thompson that the firm of Parker Prins Lebano be appointed as Auditor for fiscal year end 2009. Carried.

5. Other Business

The President stated that RPIC is in the beginning stages of planning a Regional Workshop in Halifax in 2009 and is now seeking a Co-Chair and Planning Committee for that Workshop.

In January 2009, the RPIC Board will hold a half-day strategic planning session.

7. Adjournment

Moved by Gilles Champoux, seconded by Andy Silis to adjourn the meeting at 5:00pm. Carried.