

FOCUS

ON REAL PROPERTY

Volume 10, No. 2

December 2003

MESSAGE FROM THE PRESIDENT

George Plank

In This Issue...

<i>Real Property Conference 2004</i> First Annual RPIC Professional Development Day	3
Update from the Professional Development and Certification Program	4
Investing in Your Real Property Career	
BOMA/BOMI	7
Appraisal Institute of Canada	7
IFMA	9
RPIC Awards and Recognition	11
2004 Real Property Conference	insert

FOCUS

A Newsletter from the
Real Property Institute
of Canada



www.rpic-ibic.ca

In the Summer edition of *FOCUS*, I highlighted that RPIC was looking for ways to strengthen its program. I am proud to report that your Board of Directors is well on its way to meeting this goal. The planning for the 16th Annual Real Property Conference is well under way and I hope to see you all there in February 2004. Information on registration can be found in this *FOCUS* edition, or, you can visit the RPIC web site at <http://www.rpic-ibic.ca/2004RPICConference/english/>. Please remember that the conference has been deemed by the federal government to be a training event, so that normal conference attendance restrictions in many departments may not apply. Besides being an excellent training event, it is also a major networking opportunity. Last year, over 500 of your real property colleagues from across the country attended. I strongly urge you to register if you have not already done so.

We have also been working on several other initiatives. First, RPIC will be rolling out a completely revised web site in the very near future. Migrating to this new architecture will provide RPIC with some exciting new communications and information sharing capabilities. Many of our services will be available to you electronically. You will be hearing more about this as the various elements of the web site are rolled out.

I am also pleased to announce that, on December 1, RPIC held the first event of

its National Capital Region Breakfast Speaker Series. This is a new initiative for RPIC and it is designed to provide more frequent networking opportunities and to keep our membership up to date on some of the most challenging issues facing us in the federal real property community. The first breakfast session focused on the requirement to prepare long-term capital plans from a real property perspective and on possible solutions to ensure a high quality product. Several other breakfast events are planned between now and May 2004 on topics ranging from the impact of the Kyoto Accord to new developments on Aboriginal rights. If you did not receive notification of the December event, I urge you to register your e-mail address with us at rpic@thewillowgroup.com. RPIC uses this mailing list for the sole purpose of communicating with the federal real property community about our activities and is not sold or provided to any other organization.

As a spin off from these breakfast sessions, RPIC is also looking into launching some one-day courses that will deal with these topics on a more in-depth level. Stay tuned for announcements on these courses in the new year. If there are any additional course topics that you would like to see RPIC bring to your region, please let us know.

On the topic of Professional Development, RPIC has been involved with

...continued on page 2



ISSN 1195-7816



ON REAL PROPERTY

Volume 10, No. 2
December 2003

This newsletter is published by the
Real Property Institute of Canada.

EDITORIAL POLICY

The objective of the newsletter is to help readers locate primary sources of information. To that end, facts and opinions are summarized, and do not necessarily reflect the subtleties of source data. The views expressed are not necessarily those of the contributors' organizations, or of other organizations that may have similar programs. Nor are they necessarily those of the Real Property Institute of Canada, or the editorial staff.

ARTICLE SUBMISSION POLICY

We will review all contributions. We reserve the right to edit materiel for publication. Whenever possible, we will obtain permission from contributors and/or information sources before publication. Please forward article suggestions to the *FOCUS on Real Property* Newsletter Editor:

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MESSAGE FROM THE PRESIDENT

...continued from page 1

several initiatives. First, please note that RPIC will be holding full-day training sessions on Tuesday, February 3, 2004, in conjunction with the Real Property Conference in Ottawa. Please see the article contained in this edition of *FOCUS* for further details. For those of you in the regions who are considering joining us at the upcoming Real Property Conference, this PD day will allow you to maximize the benefit of making the trip to Ottawa by staying just one additional night.

You will also notice several articles in this *FOCUS* edition dedicated to professional development. In fact, RPIC has recognized that professional development is the key to enhancing the effectiveness of the work we do and the recognition that our federal real property community deserves. To this end, we have started an outreach program to create partnerships with several of the large groups involved with professional development in the real property profession. For the first time, RPIC is in the process of developing cooperative relationships with organizations such as the International Facility Management Association (IFMA) and the Building Owners and Managers Association (BOMA). Many of you may already be members of these organizations. If not, we encourage you to read the articles in this *FOCUS* edition to learn more about them. Over the coming months, we will be investigating ways to further enhance these partnerships through events such as a joint speaker program and collaboration on training, to name a few. The new RPIC web site will provide more details as they develop in 2004.

RPIC continues to be involved with the Treasury Board Secretariat initiative on Professional Development and Certification. As I mentioned in the Summer edition of *FOCUS*, this initiative is intended to roll out in 2004 with the publication of a Canadian General Standards Board (CGSB) document on competencies of the federal government for the procurement, materiel management and real property communities. RPIC is represented on the CGSB

Committee and will continue to speak in the interests of the federal real property community. We hope to bring you several concurrent sessions at the February 2004 Real Property Conference to explain this initiative and to report on the progress.

One of the more pleasant tasks for RPIC is to recognize excellence in our federal real property community. The Real Property Awards are presented each year at the exclusive Gala dinner during the Real Property Conference. The aim is to recognize groups or individuals who have made a major contribution to the federal real property community including an outstanding achievement that exemplifies real property opportunities, an exceptional achievement of program objectives resulting in significant financial, human resource and/or materiel savings, or a major contribution to the federal real property community over the course of a career. I often hear that real property is not a core program of many departments. To this I respond that without the expertise of our community, many of those core programs could not be effectively delivered. Recognizing this and the efforts of our co-workers' achievements is extremely important and I strongly urge you to look around and let us know of the excellent work done by your colleagues. It only takes a few minutes to complete the application but the recognition will last a lifetime. Forms are attached and are also available on the RPIC web site.

Finally, if learning and networking is of interest to you, or if you think that you would like to work on any of the initiatives discussed in this *FOCUS* edition, please consider offering some of your time and expertise back to your community by volunteering with RPIC. We at RPIC are all federal public servants working to improve our own community. There are several opportunities available to work on planning and organizing RPIC events and representing the real property community on working groups and consultation panels. Contact us! ■

FIRST ANNUAL RPIC PROFESSIONAL DEVELOPMENT DAY

TUESDAY, FEBRUARY 3, 2004

*Peter Linkletter, Chair, RPIC Professional Development Day 2004,
(613) 244-2957 / peter.linkletter@pwgsc.gc.ca*

The Real Property Institute of Canada (RPIC) is expanding its service to its members!

The theme of this year's Real Property Conference is "Real Property: Expanding Our Horizons". RPIC is taking this notion to heart by offering its first Professional Development Day (PD Day) to be held on February 3, 2004 prior to the Real Property Conference to be held on February 4 & 5, 2004 in Ottawa. This annual professional development event will provide participants with the opportunity to upgrade their knowledge and expertise while focusing on real-world problems encountered by real property managers.

RPIC is pleased to offer you the following professional development sessions.

SESSION A

Two consecutive half-day sessions on "Strategic Thinking in Facility Management" and "Implementing and Managing Change" are designed to assist managers in mastering the various disciplines involved in facility management. FMDC Facility Management Development Company Inc. (www.fmdceducation.com) will deliver these professional development courses.

MORNING: "Strategic Thinking in Facility Management" is designed for professionals who are involved in developing and keeping up-to-date a strategic plan for managing their facilities. Having a written, up-to-date strategic facilities plan in place requires facility managers to clearly define objectives and goals, gather data and communicate with the boardroom. The session will assist participants in the preparation of such a plan and serves as a tool for further improving business report writing skills. Areas to be covered include:

- creating a vision on Facility Management;
- understanding what is important to upper management and identifying strategic management components;
- discussing the strategic thinking process from an organizational perspective and the impacts of facility management on corporate effectiveness and economic performance;
- covering the five steps of writing and implementing a successful strategic facilities plan;

- learning about tools that assist you in writing concise business reports.

AFTERNOON: "Implementing and Managing Change" will provide a link between strategic planning, implementing planning, and the management of the transition process. Topics offer a step-by-step strategy to developing and managing a strategic implementation plan and include:

- discussing the theory and practice of implementing changes in the facility management organization and how organizations adapt to change;
- learning about marketing and communication tools to assist in the preparation and management of the implementation process;
- understanding the management of the implementation process and the inherent transition;
- discussing the implementation of systems and/or procedures that will change and ultimately enhance your organization's business practices;
- looking at change management in two distinct areas – organizational and procedural modifications;
- measuring success and identifying critical success factors that reflect your organization's strategic plan;
- designing success and ways to achieve it and maintain it.

SESSION B

Two consecutive half-day sessions on "Capital Planning for Everyone" and "The Business Case Revisited" will be delivered by Hendrik Siré and Terry Homma, both well known by the federal real property community.

MORNING: "Capital Planning for Everyone" is designed for professionals who directly and indirectly contribute to the development and keeping-up-to date of capital plans. There is a need to consider the objectives and goals of capital planning, the importance of data integrity and reliability, and the techniques for managing the risks inherent in capital planning. This session will assist participants in applying new insights and ideas to their capital planning roles and responsibilities.

...continued on page 4

UPDATE FROM THE PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM (PDCP) FOR THE PROCUREMENT, MATERIEL MANAGEMENT AND REAL PROPERTY COMMUNITY

The Core Competency Profile – web-based Assessment Tool:

A major upgrading of the Core Competency Assessment Tool has been completed based on comments received from users of the web-based tool and feedback from the database administrator. The Tool is now more user friendly in terms of the instructions on how to complete the process, and has added features that allow for Competency Profiles to be saved and amended and easily retrieved by department/manager/position title search. It is a first step in identifying the competencies and level of proficiency required for a position, assessing an individual's proficiency level against the profile, generating a gap analysis and providing Learning Solutions

that are recognized by the Program and that will form a basis for creating an Individual Learning Plan.

The Assessment Tool can be accessed at:
<http://publiservice.tbs-sct.gc.ca/pd-pp/prof/>

Continuous Learning Course Catalogue 2003-2004:

The Catalogue provides an outline of the Core Curriculum and links to the courses offered by the Program's learning providers – Public Works and Government Services Canada, Training and Development Canada and the Canadian Centre for Management

...continued on page 5

FIRST ANNUAL RPIC PROFESSIONAL DEVELOPMENT DAY

...continued from page 3

Areas to be covered include:

- Achieving excellence in capital planning through the “best practices” checklist: This module gives recognition to the growing body of best practices, from which real property professionals can be inspired;
- Pitfalls of capital planning and how to avoid them: This module proposes that capital planning is “risky business”; it identifies areas where risks are most likely to occur in capital planning, and proposes measures to reduce these risks.
- The why and how of Capital Project Priority Ranking: Priority ranking has emerged as a common tool in capital planning and yet this tool has an uncommon rationale and can lead to uncommon results. This module explores what factors to take into account in optimizing priority ranking within your organization.
- Putting it together – communicating your capital plan: Once the capital plan is completed and close to final, real property professionals face the challenge of communicating the capital plan; this module offers tips for an effective rolling out of capital plans to the “higher ups”.

AFTERNOON: “**The Business Case Revisited**” is designed for professionals who directly and indirectly contribute to the development, communication, and approval of business cases. There is a need to consider the contribution of business cases to the broader context of decision-making, the importance of business cases as a

conveyor of essential planning information, and the techniques inherent in the presentation of important qualitative and quantitative information. This session will assist participants in applying new insights and ideas to their business case roles and responsibilities.

Areas to be covered include:

- Revisiting the “classical business case”: This module offers a refresher on the structure and content of a “best practices” business case;
- Addressing risk: Risk is a common feature of capital projects, and with the federal government's increasing emphasis on integrated risk management, there is a requirement to represent and communicate risk within the business case framework. This module offers solutions to the dilemmas posed by risk;
- Emerging considerations in writing the business case: As the strategies and priorities of government change, the business case is being challenged to incorporate new factors for consideration. This module provides a checklist of “emerging considerations” and offers suggestions on how to address them. ■

*Seating is limited for these professional development courses.
Register soon to avoid being disappointed.*

*Check out more on the February 2004 Real Property Conference at
<http://www.rpic-ibic.ca/2004RPICConference/english/> !*

UPDATE FROM THE PROFESSIONAL DEVELOPMENT AND CERTIFICATION PROGRAM

...continued from page 4

Development. These courses are the Learning Solutions that are also found in the Core Competency Assessment Tool.

The new Fundamentals of Real Property course was piloted on October 20-22nd in the NCR. Feedback from participants indicates that the course was well received and very useful. It is one of the Fundamentals courses in the Program's Core Curriculum and all newcomers and those who may be in need of a refresher are –strongly encouraged to register for this course. A link to the course details and others recognized by the Program are found in the Course Catalogue.

The Continuous Learning Course Catalogue can be accessed at: http://publiservice.tbs-sct.gc.ca/pd-pp/contlearn/catalogue_e.asp

Certification Component:

Progress is continuing to be made in the development of the Standard for Competencies which defines the knowledge, training and experience required for the Professional Development and Certification Program. The fourth meeting of the Standards Committee is scheduled for December 8, 2003 at which time a

draft Standard will be reviewed and will then be available for comment to the Community at large. Concurrent to the development and finalization of the Standard, TBS and departmental representatives will be working with the Canadian General Standards Board to develop the Program Manual. The Manual will provide a description of the Program and will outline the certification requirements, assessment criteria and the process to apply for certification.

Demographic Profile Study

The Study was distributed electronically in October using various mailing lists in order to reach as many members of the Community as possible. The findings are being tabulated and a draft report will be available in December. The final Report will be posted on the PDCP website. ■

Please contact the TBS Professional Development and Certification Office at <pdp-ppp@tbs-sct.gc.ca> for additional information on the work that is underway and stay tuned for updates in upcoming editions of FOCUS.



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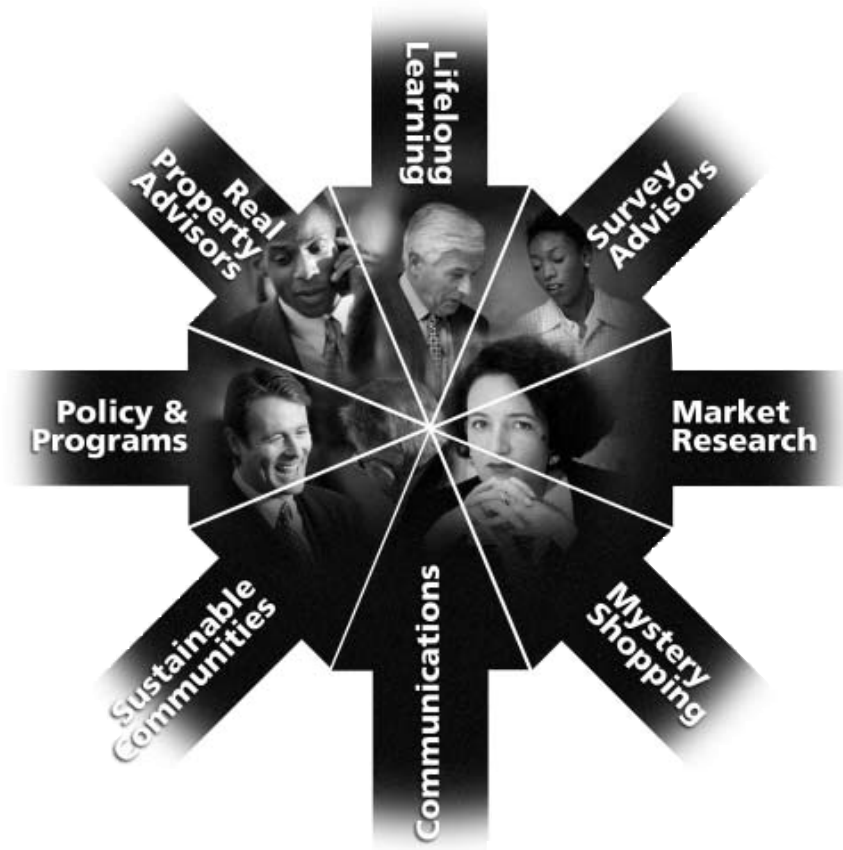
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INVESTING IN YOUR REAL PROPERTY CAREER

BOMA/BOMI

Oryst Deneka RPA

Chair: BOMA Ottawa Education Committee; BOMA Canada Education Committee

I have been a property manager in the challenging field of commercial real estate for almost 25 years. Not a single day in my career has passed without me learning something new. Our industry continues to evolve and diversify with new technologies coming on line so quickly that often we are left bewildered at the pace.

As my career has evolved I have added to my "tool belt" of experience and knowledge. By far my most important tools have come from education. At a very early stage I realized that I needed to formalize this accumulated knowledge through an accreditation program that recognized and supported my efforts. The Building Owners and Managers Institute (BOMI) was a perfect fit. It provided an industry wide respected program of educational products that led to designation programs. The programs were diversified, were continually being upgraded, and met the needs and requirements of any individual that was interested in career-advancing designation programs. The programs flexibility allowed for students to enter into a curriculum, no matter where they were in their existing careers, and benefit from these programs so that they may move forward to the next challenges of their careers. As in any building asset, a strong foundation allows you to continue in a challenging, competitive marketplace, but also allows you to build upon.

BOMI partners with you and helps mentor you along your path towards a professional career.

The BOMI designations offered are industry recognized as the benchmarks of achievement. Your designation will be easily accepted whether you work in Montreal, Toronto, New York City, or

even Tokyo. BOMI currently offers four distinct designation programs.

Real Property Administrator (RPA)

This designation is geared for both third-party property managers or for corporate property managers. The courses cover a wide range of knowledge centred on building design, operations, maintenance, commercial property law, risk management, marketing and leasing, accounting,

and asset management. A graduate RPA is a well-educated individual that will assist greatly in any organization's goals.

Facilities Management Administrator (FMA)

The Facilities Management Administrator graduates with in-depth knowledge of planning and project management, facilities technologies, finance and investment,

...continued on page 8

AIC Leading the Canadian Real Estate Valuation Profession

We are the Appraisal Institute of Canada

The Appraisal Institute of Canada, (AIC) founded in 1938, is the premier real estate appraisal association in Canada, with a total membership of 4,400.

The Canadian real estate is a major industry served by a wide range of professionals, from real estate agents to valuers. Valuation is an integral part of the real estate industry and provides the foundation that underpins its integrity.

In recent years, the real estate industry has experienced significant and ongoing changes. In the valuation sector, new technologies, increased competition, regulatory changes, and the impact of internationalization have prompted a redefining of the valuation profession. Members of the profession are responding by offering their services as real property consultants, and real property advisors.

Today's professional real property valuers are highly qualified and better able to serve the expanding needs of the marketplace with a wide range of value-

added real property advisory, and consulting services. AIC members have recognized that change is essential in order to remain relevant in the marketplace.

Today, the Appraisal Institute of Canada is the preeminent Canadian organization representing real estate valuation professionals nationwide, and serving the public interest through the development and implementation of high quality programs, and rigorous standards of professional practice.

The Designations

The AIC designations – the Accredited Appraiser Canadian Institute (AACI) and the Canadian Residential Appraiser (CRA) are the nationally recognized hallmarks of quality and the single greatest assurance of which the public can avail itself when seeking real property valuation and consulting services.

The Institute is the nationally recognized accreditation body of real estate valuers, awarding the AACI, P.App and CRA designations. As the standard setter

...continued on page 8

INVESTING IN YOUR REAL PROPERTY CAREER

BOMA/BOMI

...continued from page 7

and environmental health and safety issues. Geared towards asset management this individual will play a key role on strategic planning in any organization.

System Maintenance Technician (SMT) and System Maintenance Administration (SMA)

These designation programs are geared to the men and women who provide the backbone of services to properties everywhere. They can increase the building efficiency while reducing costs. The SMT designation focuses on major building operations from HVAC systems to plumbing, electrical, and fire and safety control systems. The SMA designation goes further in that these graduates have the sound knowledge to run cost efficient maintenance departments or entire facility operations. The SMA designation also

prepares the individual to enter into possibly higher management positions.

Continuing Professional Development (CPD) programs support all of the above designations. Once you have graduated, you stay on top of your designation by continually updating the new skills that you have learned by participating in outside courses and industry-related activities. The designation programs also acknowledge that certain students enter into the curricula of their choice with knowledge that they have already accumulated in their present jobs. BOMI students are eligible to apply for competency credits that will assist them to obtain their accreditation faster.

The BOMI Institute offers a variety of study options to suite the hectic pace of today's student. From the traditional classroom study, or self-study at home or

office, or through an accelerated review that intensifies the course into a 4-day program that requires advance self study, the institute delivers flexible, first class education and training to thousands of students every year. Most students can earn their designations in approximately 2-3 years of study. Course are offered through the local Building Managers and Owners (BOMA) chapters that are in every major city in Canada. These chapters once contacted will give valuable advice to any perspective student. Most of these chapters have links on their web pages that will have information on the BOMI courses.

It is impossible to give the reader in this article all of the information on the various programs offered. The most comprehensive information is available at the BOMI Institute. They make it very east to obtain more information on their programs by simply visiting their www.bomi-edu.org web page and following the instructions on the screen.

In my role as Chair of Education for the Ottawa Chapter, I often have the privilege of awarding designation certificates to successful students. As they come up to be recognized by their peers and hold their hard won diplomas they know that they have one of the best tools in their hands as they go forward in their careers. Education remains an important element in any individual's quest for self-achievement and reward. I urge you to think about what BOMI and its programs can do for you. To quote Mr. Arnold C. Kumorek, RPA, FMA, SMA, Chairman of the BOMI Institute:

"When you add it all up, education from the BOMI Institute really will help take your career to a higher level, putting you in a select group – right at the top. Isn't that where you want to be?" ■

AIC LEADING THE CANADIAN REAL ESTATE VALUATION PROFESSION

...continued from page 7

for professional real estate valuation in Canada, the Appraisal Institute of Canada assumes a determining role in defining the scope of practice, the qualifications and the performance criteria for its members.

Poised for the future

Today AIC members are expanding into a wide range of real property valuation, consulting, and advisory services, including professional representation on real estate related matters, investment advice, property management and tax assessment appeals.

As the profession breaks out of traditional roles and moves to take advantage of new business opportunities, AIC members, with their diversified qualifications and extensive experience, are especially well positioned

to serve the needs of the marketplace. Supported by AIC's strong professional programs, and standards, AACIs, and CRAs are in the vanguard of professional real property valuation and consulting, responding to the needs of Canadians with value-added opinions, advice, and solutions for their real property needs. ■

For more information visit
www.aicanada.ca

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INVESTING IN YOUR REAL PROPERTY CAREER

IFMA

www.ifma.org

IFMA is Absolutely FM

The International Facility Management Association (IFMA) is the premier professional association for facility management. Supporting the largest community of FM professionals in the industry, IFMA membership comprises more than 17,500 facility professionals throughout 50 countries. Our members have a voice in 126 chapters and 14 councils.

IFMA was established in 1980 as a not-for-profit, incorporated association dedicated to promoting excellence in the management of facilities. Globally, IFMA spots trends, conducts research, provides educational programs, and assists corporate and organizational facility managers in developing strategies to manage human, facility and real estate resources.

CFM Certification

The most respected global credential in facility management

The Certified Facility Manager (CFM) credential sets the industry standard for ensuring the knowledge and abilities of practicing facility managers.

More than ever, recognizing competency and high performance – establishing benchmarks, defining competence and setting performance standards – is vital to the global economy. Never before have the public, employers and government agencies relied as much on certification organizations as they do today. Professional associations are now taking a lead role in developing these credentialing programs, and IFMA's CFM program was the first in facility management.

Goals of IFMA's certification program:

- Assure professional excellence
- Establish standards for global professional practice
- Promote the added value of the profession
- Influence the future direction of the profession

Professional Development

Through its Professional Development program, IFMA exhibits its commitment to leading and sustaining the facility management profession. The Association offers educational seminars, research reports, networking opportunities and recognizes quality FM first-professional degree programs at colleges and universities.

Whether your goal is to remain an effective or relevant contributor to your organization's bottom line, or you are serious about validating your expertise through professional certification, IFMA's professional development courses are designed to help you achieve competence in nine different areas of facility management:

- Communication
- Leadership & Management
- Finance
- Human and Environmental Factors
- Operations and Maintenance
- Planning and Project Management
- Quality Assessment and Innovation
- Real Estate
- Technology

IFMA's CFM designation is built around these core competencies, which define your proficiency as a skilled practitioner. ■

If you would like more information about IFMA, please take note of the following methods of correspondence:

IFMA Ottawa Chapter, contact Meredith Thatcher, Chair of the Education Committee,
meredith@thatcherplanning.com

or call 1-613-729-2646

or alternatively,

Contact: membership@ifma.org

(be sure to include a daytime telephone number and fax number) or

call 1-713-623-4362. For more information on certification and professional development visit IFMA's web-

site at <http://www.ifma.org/>

"IFMA – The most direct channel of communication between you and the FM world."

O&Y CB Richard Ellis offers a full array of corporate real estate services in Canada, including: Facilities and Property Management, Project Management and Development Services, and Lease Administration and Transaction Management.

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At O&Y CB, our vision, simply stated,

" Is to be the best provider of corporate real estate services in Canada. "



O&Y CB Richard Ellis offre un éventail complet de services immobiliers corporatifs au Canada, dont les suivants : la gestion d'installations et d'immeubles, la gestion et le développement de projets, de même que la location et l'administration de baux.

Grâce à notre réseau étendu de professionnels de l'immobilier disséminés à la grandeur du Canada, notre capacité de vous servir au niveau local est sans pareil au pays.

Chez O&Y CB, nous aspirons à devenir, tout simplement,

« Le meilleur fournisseur de services immobiliers corporatifs au Canada. »

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REAL PROPERTY INSTITUTE OF CANADA

RPIC AWARD

Award Objective

To acknowledge the contributions made by individuals and teams in setting a high standard and contributing to the real property field through innovation, achievement, quality, and leadership.

Award Categories

1. **Comprehensive Planning** (group and/or individual)

Description:

Typical entries in this category may include: policies or programs, legislation or regulation, strategic plans, management plans, development plans, land use plans, capital plans, portfolio plans, and business plans.

What we are looking for:

Projects should demonstrate innovation, achievement, quality, and leadership in some or all of the following: analysis, synthesis, partnering, consensus building, communications, environmental stewardship, and support of program objectives. Projects must have been endorsed.

2. **Best Practices** (group and/or individual)

Description:

Typical entries in this category may include a best practice that centres on: design, construction, acquisition or disposal, facility management, improved economy, efficiency and/or effectiveness, re-capitalization, renovation, and decommissioning.

What we are looking for:

Projects should demonstrate innovation, achievement, quality, and leadership in some or all of the following: research, analysis, project management, partnering, communications, environmental practice, sensitivity to heritage, and use of technology. Projects must have been implemented.

Entry Requirements

1. Completed nomination form.
2. A one-page project statement that describes your project and how it merits an award. Completed components of multi-phased projects may be submitted.
3. Names, titles, and responsibilities of those involved in the project.
4. Project documentation may be submitted.
5. Deadline for submission: **December 19, 2003**

RPIC RECOGNITION

Recognition Objective

To acknowledge service and outstanding contribution to the federal real property community or field.

Recognition Categories

1. **Service** (group or individual)

Description:

Persons receiving a Service Recognition will have made a significant contribution by, for example, leadership in community affairs, or advancing the development of the real property field.

What we are looking for:

Nominees should demonstrate a high level of personal involvement and effort, as well as leadership.

2. **Lifetime Achievement** (individual)

Description:

Persons receiving a Lifetime Achievement Recognition will have demonstrated exceptional and sustained contribution by, for example, spearheading a major advancement for the community or the real property field, or making a variety of important contributions over a lengthy period of time.

What we are looking for:

Nominees should demonstrate an outstanding level of personal involvement, effort, leadership, and achievement over a sustained period of time.

Entry Requirements

1. Completed nomination form.
2. A single page outline of the nominee's contribution including a brief history of his or her personal involvement.
3. Deadline for submission: **December 19, 2003**

Awards & Recognition

Framed certificates are presented to the winners at the annual Real Property Institute of Canada Conference, and announced on the RIPC web site. Up to six (6) awards may be given in one year.

DEADLINE FOR SUBMISSIONS: DECEMBER 19, 2003

Real Property Institute of Canada | 1485 Laperriere Avenue, Ottawa, Ontario K1Z 7S8

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REAL PROPERTY INSTITUTE OF CANADA

NOMINATION FORM

RPIC AWARD

RPIC RECOGNITION

The undersigned hereby nominates: _____

Name of Project / Name(s) of Individual(s): _____

Award Category:

- Comprehensive Planning Group Individual
- Best Practices Group Individual

Recognition Category:

- Service Group Individual
- Lifetime Achievement (individual)

Highlight of Achievement / Highlight of Contribution: _____

Name(s) and Co-ordinates:*

* Print name exactly as it should appear on the certificate should it be awarded.

NAME*	TITLE	PHONE AND FAX	E-MAIL

to be considered as candidate(s) for the Real Property Institute of Canada Awards / Recognition Awards.

Nominator's Name and Title (please print)

Nominator's Signature

Nominator's Telephone, Fax and E-mail

Date

- A one-page outline of the accomplishments is attached – MANDATORY
- Other documentation is attached – OPTIONAL

DEADLINE FOR SUBMISSIONS: DECEMBER 19, 2003

MAIL OR FAX THIS FORM TODAY!



**Real Property Institute of Canada
Awards and Recognition Program**
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