



## THE FRIENDS OF PRESQU'ILE PARK POLICIES & PROCEDURES

**Policy Name: INVESTMENTS**

**Reference: 005**

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### **POLICY**

The Board of Directors is fiscally responsible to the members for prudent financial management of The Friends of Presqu'ile Park under the *Trustees Act*. The Board is responsible for balancing investment growth and capital preservation against the need of organization's mission and programs and the downside risk of inflation and market dynamics.

The Board of Directors will periodically make specific investment decisions to protect the organization's assets from downside risks while generating sufficient income to fund its mission and programs.

The Board will ensure that any special donor requests will be honoured in investment decisions.

The Board authorizes the following and only the following securities to be held in the investment portfolio: deposits, certificates of deposit, guaranteed investment certificates, mutual funds, investment grade bonds and Canadian equities.

The Board has specified certain authorities and responsibilities to ensure that the investment portfolio is effectively managed and to maintain adequate control of investment decisions and the portfolio, as set out in the Investment Procedures.

### **PROCEDURES**

1. The Board will set risk limits and investment policies annually. Based on these parameters, the Finance Chair will present an annual Investment Plan to the Board of Directors each November. This plan will be based on the financial and liquidity needs of the organization, market conditions, and past portfolio performance relative to the performance expectation. The Board then takes decisions on the investment portfolio for the following year.



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2. Twice a year, the Finance Chair reports to the Board past portfolio performance, general economic conditions, inflation, diversification principles, and the expected total return from income and appreciation of capital. The Finance Chair also makes recommendations to adjust the investment portfolio.
3. At any time there are material changes in the economic environment or other circumstances, the Finance Chair will recommend any appropriate changes to the Investment Plan and portfolio.
4. Monthly, the Treasurer reports to the Board the balance of the investment portfolio account for monitoring and control purposes.
5. The Chair, Finance Chair and the Treasurer are authorized to maintain an investment trading account at the Royal Bank (RBC Direct Investing) and to execute investment decisions made by the Board, and the incumbents identified above replace the current authorized officers.