



# Administrative Procedure: Investments

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## 1.0 Responsibilities

- 1.1 The Manager of Finance is responsible for making the following determinations:
  - 1.1.1 The amount of surplus funds available to be invested, through the preparation of cash flow estimates for operating and capital funds.
  - 1.1.2 The length of time for which surplus funds are available for investment.
  - 1.1.3 The financial instrument in which funds will be invested, subject to Ontario Regulation 41/10, and any other relevant legislation.
- 1.2 The Director as Secretary and Treasurer of the Board, shall prepare an investment report as part of the annual financial report to the Board. The report shall contain the following:
  - 1.2.1 A statement about the performance of the portfolio of investments during the period.
  - 1.2.2 A description of the estimated proportion of the total investments of the Board that are invested in long-term and short-term securities to the total investments of the Board and a description of the change, if any, in that estimated proportion since the previous years report.
  - 1.2.3 A list of any investments of the Board that are not eligible investments and

a description of the plans for disposing of those investments.

- 1.2.4 A statement by the The Director as Secretary and Treasurer of the Board as to whether or not, in his or her opinion, all investments were made in accordance with this policy.
- 1.2.5 A record of the date of each purchase transaction or disposal of its own securities, including a statement of the purchase and sale price of each security.
- 1.2.6 Such other information that the Board may require, or that in the opinion of The Director as Secretary and Treasurer of the Board, should be included.