



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure <b>Investment of Board Funds</b>	Administrative Procedure Number <b>609</b>
Directional Policy <b>600 - Stewardship of Resources</b>	

**Title of Administrative Procedure:**

Investment of Board Funds

**Date Approved:**

June 4, 2024

**Projected Review Date:**

2029

**Directional Policy Alignment:**

This Administrative Procedure aligns with the purpose of the Stewardship of Resources Directional Policy – 600 by ensuring appropriate strategies are in place to manage the Board’s funds in an efficient and cost effective manner.

**Alignment with Multi-Year Strategic Plan:**

This Administrative Procedure supports the “Maximizing Resources” priority by ensuring the Board has processes in place to effectively manage its cash resources within statutory limitations.

**Action Required:**

- 1.0** In order to ensure that the Board continues to operate in an efficient and cost-effective manner, maintaining a cash management strategy is appropriate.

- 2.0** The Board may invest funds in only those securities that are expressly permitted under the Education Act of Ontario, and Ontario Regulation 41/10, Part IV Eligible Investments, as amended from time to time.
- 3.0** The investment goals of the Board shall be to:
- (a) Adhere to statutory requirements;
  - (b) Preserve capital/principal through minimization of risk;
  - (c) Ensure availability of cash to meet disbursements and other obligations;
  - (d) Maintain an appropriate level of liquidity;
  - (e) Minimize administration where practical; and,
  - (f) Ensure a competitive rate of return on investments commensurate with items (a) to (e).
- 4.0** The Treasurer of the Board, or designate, will maintain a cash management program which will make the following determination in accordance with this procedure:
- (a) Identification of surplus funds available for investment purposes. (This requires a review of the merits of self-financing, where practical, to reduce the costs of borrowing);
  - (b) Term of proposed investments of Board funds, not to exceed one year;
  - (c) Compliance with investment goals;
  - (d) The need for a diversified portfolio of investments within the limits of provincial regulations;
  - (e) The need for financial and/or legal advice with respect to proposed investments.
- 5.0** All investments will be approved by the Treasurer of the Board or designate.
- 6.0** Where there have been investments during a fiscal year, the Treasurer of the Board, or designate, will prepare and present an investment report annually to the Board. This report will be prepared in accordance with Ontario Regulation 41/10, Part IV Eligible Investments.

## **Responsibilities:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Stewardship of Resources Directional Policy

- Reviewing the Investment of Board Funds Administrative Procedure as part of its regular policy and procedure cycle.

**The Director of Education is responsible for:**

- Ensuring the implementation of and compliance with the administrative procedure including the designation of resources.

**The Director of Education, or designate, is responsible for:**

- Maintaining a cash management program in accordance with the investment goals of the Board
- Approving all investments
- Presenting a report to the Board in accordance with Ontario Regulation 471/97, on an annual basis where appropriate, when investments have been made in a fiscal period.

**The Superintendent of Business and Finance, or designate, is responsible for:**

- Conducting a periodic review to assess the viability of eligible investments as permitted by the Education Act and Ontario Regulation 41/10, such as GICs, treasury bills and banker's acceptances.
- Arranging with the Board's financial institution(s) a banking arrangement that includes competitive rates for surplus balances through a dedicated high interest bearing account.
- Reviewing available cash balances and available investment options on a regular basis to meet the investment goals of the Board.

**Progress Indicators:**

- PVNCCDSB will achieve compliance with the Education Act of Ontario and Ontario Regulation 41/10, Part IV Eligible Investments.

**Definitions:**

**Invest** - to expend money with the expectation of achieving a profit or material result by putting it into a financial instrument.

**Securities** - financing or investment instrument(s) bought and sold in financial markets. Includes financial agreements, investments, and evidence of indebtedness.

**References:**

- [Education Act, Section 241](#)
- [Ontario Regulation 41/10, Part IV Eligible Investments](#)