

PACIFIC OPERA VICTORIA FOUNDATION

INVESTMENT POLICY GUIDELINES

Approved April 24, 2017

The Board of Trustees of the Pacific Opera Victoria Foundation (the “POV Foundation”) shall be responsible for the prudent stewardship and management of the investments of the POV Foundation.

The Board of Trustees shall set forth investment guidelines to construct and monitor an Investment Portfolio that is designed to meet both the Foundation’s short and long-term goals.

PURPOSE:

The purpose of this document is to provide policies and procedures for the prudent stewardship and management of the investments of the POV Foundation.

The policies and procedures set out in this document do not apply to cash held in bank accounts, or short-term liquid assets reserved by the POV Foundation Trustees (the “Trustees”) for accessibility. It applies only to the unrestricted (retractable) long-term investment assets held independently from the endowment funds currently held with the Victoria Foundation, or any other foundation. For the investment policy of the POV Foundation endowment funds, please see the Victoria Foundation Investment Policy at http://www.victoriafoundation.bc.ca/web/files/Investment_policy_FINAL_May%2027%202011.pdf

OBJECTIVES:

The overall objective is to achieve a reasonable investment return on the POV Foundation investments, within the guidelines of acceptable risk as established by the Trustees. The goal is to sustain the POV Association in perpetuity. With this in mind, the investments will be managed with the following objectives:

1. To contribute a stable and predictable source of funding to the POV Association’s operations.
2. To provide a source of ready cash which could be loaned to the POV Association to meet a cash shortfall.
3. To protect the real value of the assets (i.e. net of inflation) over the long term.

4. To maximize long-term investment returns, subject to maintaining a measure of protection against short-term volatility.

GOVERNANCE/RESPONSIBILITIES:

The investment of the assets will at all times comply with the Constitution, the By-Laws of the Foundation, this Policy document and any applicable legislation. Subject to the provisions of the *Society Act and Trustee Act*, the Trustees may in their absolute discretion, delegate investment management, in whole or in part, to one or more of the following:

- A foundation including but not limited to the Victoria Foundation
- One or more investment counseling firms
- A trust company authorized by law to perform such functions

The Trustees shall not be personally liable for any loss or damage arising in any manner by reason of such arrangements or delegation, provided always that the Trustees exercise prudence in:

- (i) selecting the investment manager
- (ii) establishing the terms and limits of any authority delegated
- (iii) acquainting the investment manager with the investment objectives of the account(s) to be managed, and
- (iv) monitoring the performance of the investment manager to ensure compliance with the terms of the delegation.

The Board of Trustees may hire independent professionals on a retainer from time to time, as required, to assist with the functions outlined above.

The Board of Trustees has created an Investment Committee (IC), to be responsible for the implementation of these policies. The Terms of Reference for the IC outline the primary responsibilities as follows:

1. Quarterly, or as required, consult with the Chief Executive Officer of POV, to establish the appropriate amount of accessible cash to be maintained by the POV Foundation, independent of the long-term investment assets.
2. Annually, review the Investment Policy document, or as required by a significant material change (e.g., large bequest, unexpected operations shortfall), and present any recommended changes to the document to the Board of Trustees.
3. As required, make recommendations to the Board of Trustees on engaging one or more investment managers to manage the assets of the POV Foundation, or terminating one or more investment managers, as appropriate.

4. Annually, review and present the performance reports of the investment manager(s) to the Board of Trustees, in addition to confirming the adherence of the investment manager(s) to the Investment Policy guidelines.
5. Annually, review and report all funds available for expenditure to the Board of Trustees and present any recommendations for the transfer of capital to the managed endowment funds or retractable funds.

LIQUIDITY:

The majority of the investments will be liquid and convertible to cash on short notice.

RISK:

To ensure that the growth requirements over inflation are achieved, the POV Foundation's investments can assume some risk of declining asset values over the short term, in order to achieve the required long-term objectives. With this in mind, a possible decline in the range of 10-15% of the value of the POV Foundation's long-term investment portfolio (net of withdrawals), in a given 12-month period, could be tolerated if a decline of this magnitude were consistent with overall market conditions.

DIVERSIFICATION:

The POV Foundation investments should include cash, fixed income and equities as outlined in the following table. Within each asset class, the professional investment manager(s) will ensure that a suitable level of diversification is maintained.

Asset Class	Minimum	Target	Maximum
Cash	0%	5%	20%
Fixed Income	30%	45%	60%
Canadian Equity	15%	25%	35%
U.S. Equity	5%	15%	25%
International Equity	0%	10%	20%

INVESTMENT MANAGERS:

The engagement of investment professionals will be achieved by a Request for Proposal (RFP), applying fair and reasonable identification, evaluation and selection standards.

Criteria to be considered should include professional accreditation, professional experience, range of investment offerings, fees, statements and performance reporting, firm reputation and service offering, as well as experience working with not-for-profit organizations.

The Investment Manager, in performing its duties, shall:

- exercise the care, diligence and skill of a Prudent Investor and shall adhere to a fiduciary standard of care
- adhere to the Code of Ethics and Standards of Professional Conduct of the CFA Institute and to all relevant compliance and privacy laws
- invest the POV Foundation's portfolio in accordance with the terms of the agreed-upon Investment Policy guidelines, providing quarterly confirmation of compliance
- provide a quarterly statement and performance report