



Policy title	Investment Policy
Approval authority	Board of Directors
Adopted	2016
Current version approved	November 2021

## Section 1.01 Purpose

The purpose of this policy is to outline the investment philosophy and approach of Ontario Artistic Swimming, referred to as OAS in this Policy. It takes OAS financial resources, needs, goals, risk tolerance, and preferences into account, and sets out roles, responsibilities, and expectations. This document is meant to ensure the prudent management of funds according to the OAS By-laws, while at the same time allowing for sufficient flexibility to react appropriately to changing economic, business, and investment market conditions.

## Section 1.02 Definitions

The following terms have these meanings in this Policy:

- a. "Board" means the Board of Directors of OAS;
- b. "CAS" means Canada Artistic Swimming;
- c. "Committee" means the Finance and Audit Committee of OAS;
- d. "Corporation" means OAS;
- e. "Director" means a member of the Board of Directors of OAS;
- f. "Finance Chair" means the chair of the Finance and Audit Committee of OAS;
- g. "Including" means including but not limited to;
- h. "Member" means any Competitive, Recreational, Scholastic, University artistic swimming club or AquaGO! or Trillium awards program provider registered with OAS; and
- i. "YTD" means year to date.

## Section 1.03 Application

This policy applies to OAS.



## Section 1.04 Investment Principles

- a. **Safety of principal and interest:** Only investments that guarantee a return of principal should be used.
- b. **Income maximization:** Once the safety of principal and interest principle is met, the corporation should attempt to maximize the income generated by these securities.
- c. **No uncertainty as to income to be earned:** Total income should be determined when purchased.
- d. **Hold to maturity:** The intention when purchasing investments must always be to hold until maturity.
- e. **Provide clear direction to the managing agent:** Have a clear plan to ensure accuracy of investments.

## Section 1.05 Investment Policies

- a. **Preparation of an investment plan:** Before investing any monies, the Board shall develop an investment plan based on the anticipated cash requirements as set out in the most recent budget.
- b. **Securities and deposit registration:** All investments must be registered in the name of the Corporation (Ontario Artistic Swimming) and held in a segregated account by a member of the Investment Dealers Association of Canada and insured by the Canadian Investor Protection Fund (CIPF). For approved members, refer to <http://www.cipf.ca/Public/MemberDirectory.aspx>.
- c. **Maximum investment maturity:** It is recommended that the maximum maturity for any investment be no more than one (1) to three (3) years, except in rare and unusual circumstances.
- d. **Portfolio composition:** This should be based on the board-developed investment plan and the anticipated cash needed in the one (1) to three (3) year plan. An example of a possible composition of a portfolio as a starting point is: 20% to 30% of total assets should be invested in short-term, liquid investments of less than one (1) year of maturity; 20 to 80% of total assets should be invested in longer-term (one (1) to three (3) year) securities that will mature to meet future expenditures. These investments can typically benefit from higher interest rates.
- e. **Implementation:** Once a decision has been made about how the fund assets are to be managed, the board should pass a motion similar to the following:

*On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried, it was resolved that based on the investment plan presented and the attached guidelines, Synchro Swim Ontario will invest the Corporation reserve fund assets in accordance with the investment plan dated \_\_\_\_\_.*



## **Section 1.06 Investment Philosophy and Goals**

To invest reserve and operating funds that are not needed for everyday cash flow as determined by the Executive Director and Finance Chair, who is the board Treasurer, in securities that are registered in the name of OAS and are held in a segregated account under the name of the Corporation by a member of the Investment Dealers Association of Canada and insured by the Canadian Investor Protection Fund. Investments should be in the medium- to low-risk range.

## **Section 1.07 Investment Monitoring and Reporting**

Provide clear direction to the managing agent. Clear communication between the Board and the investment professional is imperative in order to ensure accuracy in the preparation of the investment plan and investment of the Corporation's fund assets. All direction should be in writing and should be verbally confirmed by the investment advisor, who will execute the investment decisions and confirm when completed in writing.

Investment interest will be reported monthly on financial statements and will be reviewed by the Board. Records must be available for examination by the Corporation and auditor upon reasonable notice, at all times. A review of the investment plan should occur on an annual basis by the Committee and approved by the Board.