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Purpose: To ensure that publically received funds are managed in a clear, transparent, and responsible manner.

1. The Banff Public Library Board recognizes the need for sound investment practices and shall ensure that investment earnings and growth are realized through investment activities which minimize capital exposure and risk. To this end, the Board authorizes the Finance Committee to:
 - 1.1. Invest any operating surplus in the Banff Public Library, or other Library funds not required for immediate disbursement, in any of the securities referred to in section (3); and
 - 1.2. Dispose of any investment so made whenever necessary to meet expenditures or as prudent from an investment management view.
2. From time-to-time, funds may be set aside by the Board for Special Projects. These funds will be subject to the same policies outlined in Section (1) with the exception that authority over the funds will be granted to another Committee (as required), with a minimum of three members, of the Board's choosing.
3. The Banff Public Library Board shall, from time to time invest surplus funds:
 - 3.1. In debentures or securities issued or guaranteed by any Canadian chartered bank, Treasury Branch, trust company and/or credit union with a commercial paper rating of A or better as rated by the Dominion Bond Rating Service and/or Canadian Bond Rating Service;
 - 3.2. In debentures or securities, issued by the Government of Canada or any province in Canada; or
 - 3.3. In debentures or securities, the payment of which is guaranteed by the Government of Canada or any province in Canada; or
 - 3.4. A low-cost (i.e. MER<0.75%) fund that invests more than 60% of it's net asset value in the above securities.
4. If donations of securities are received, the following criteria will be applied in order;
 - 4.1. Restrictions placed by a donor on the sale or period of ownership of investments will be complied with;
 - 4.2. Securities with a fair market trade value of less than \$5,000.00 at the time of donation will be reviewed and managed by the Human Resources & Finance (HR&F) Committee;
 - 4.2.1. Donated investments that are deemed not to meet the criteria for adequate growth and capital preservation must be sold within 60 days of receipt and re-invested or transferred to operating funds at the discretion of the Human Resources & Finance (HR&F) Committee;
 - 4.2.2. Donated investments that are held and whose market value increases beyond \$7,500.00 will be reviewed by the Human Resources & Finance (HR&F) Committee and recommendations will be submitted to the Board for approval;
 - 4.2.3. Securities with a fair market value of \$5,000.00 or greater at the time of donation will be reviewed by the Human Resources & Finance (HR&F) Committee and recommendations will be submitted to the Board for approval.



Town of Banff
Public Library

Policy: G.4 - Governance
Title: Investment Policy
Motion No. 21/11/18-36
Reviewed: November 21, 2018

References:

5. It will be the practice to award the investments to the most competitive offering after taking into consideration the administrative costs involved and the total investments with any one institution.
6. Any departure from the Investment Policy requires approval of the Board.
7. Apart from investments identified in Section 3, no single security or debenture may exceed 5% of the library's portfolio, excluding operating funds, with the exception of investments otherwise restricted under subsection 4(a);
The finance committee will review the investment account on an annual basis (within the first 3 months of each year) to ensure that investments remain in accordance with these policies.