



Revised July 2017

Investment Policy Statement of the Prince George Hospice Society

The goal of this Investment Policy Statement is to establish guidelines to ensure that the Prince George Hospice Society funds are managed with the purpose of maximizing return on investment capital while maintaining acceptable risk by ensuring the safety of the principal. The Board of Directors will exercise care and diligence that can reasonably be expected of a prudent person when making investment decisions.

The Executive Director and the Finance Director shall be responsible for identifying the need for, and the amount of, prospective investments. The Executive of the Board of Directors, as well as the Finance Director, are authorized to execute opening of accounts and conducting withdrawals and transfers in the investments accounts. This will require any two of the seven signatures on file for the given brokerage account. The Executive of the Board of Directors is responsible for monitoring the investments on a regular basis.

Operating Funds that have not been restricted as to use must be invested in liquid assets that guarantee the principal sum and require a return on investment that is greater than the interest which is offered by the current bank. The investment portfolio must be structured to meet the short or medium term cash requirements of the Prince George Hospice Society.

The Board of Directors may decide to invest funds for a longer term to accumulate funds for a specific project. Restricted Funds are restricted as to use and must be held until used for their intended purpose.

All financial donations with a restricted or specific use or donations of publicly traded securities are to be approved by the Executive Director and or Finance Director before acceptance.

Donations of Publicly Traded Securities to the Prince George Hospice Society

The Prince George Hospice Society will accept donations, upon approval, of Publicly Traded Securities into an active brokerage account held by the Society.

Q Trade form attached

All donated securities are to be liquidated within 3 to 10 business days to minimize risk and provide funds for the Society

Investment Management Policies

1. Investment Constraints

The Prince George Hospice Society is a Charitable Organization registered with the Canada Revenue Agency and is subject to applicable regulations set out by the Canada Revenue Agency for Registered Charities. The Societies year end is March 31.

Funds will be invested in keeping with all applicable legislation and applicable regulatory bodies. Derivative securities may not be held. Investments should be diversified across industry sectors within acceptable risk levels.

Investment portfolio must be managed so as not to expose the portfolio to risk of loss or impairment while maintaining the purchasing power of capital. The portfolio is to be constructed so as to maximize yields consistent with a conservative, low risk profile portfolio.

There shall be no borrowing from any source to make investments.

2. Ethical Constraints

Conflict of Interest – No person will knowingly permit his or her interest to conflict with his or her powers relating to the investments and funds of the Society. Any actual or perceived conflict of interest must be disclosed to the Board of Directors when an individual first becomes aware of the conflict. The disclosure will be recorded in the minutes of the Board of Director Meetings.

3. Investment Objectives

Capital – Protect the purchasing power of the capital by ensuring that growth exceeds inflation (as measured by the Canadian Consumer Price Index) calculated on a rolling five year average. This objective is to be achieved through the development and implementation of investment strategies within a conservative, low risk portfolio.

Revenue and liquidity –Reinvest the income on an ongoing basis. There are short or medium liquidity requirements of the portfolio. The portfolio will be structured to meet cash flow requirements.

4. Portfolio Diversification and Asset Quality Standards

Cash and Cash Equivalents – Short term securities of less than one year may be invested in:

- Securities of or fully guaranteed by the Government of Canada.



- Securities of or fully guaranteed by any province of Canada.
- Term deposits, Guaranteed Investment Certificates, and Bankers Acceptance of Federal Schedule 1 chartered banks or provincial credit unions.

Fixed Income – securities may be invested in:

- Securities of or fully guaranteed by the Government of Canada;
- Securities of or fully guaranteed by any province or territory of Canada or municipal government in Canada.
- Canadian Corporations – the amount invested in any one Canadian corporation will be not more than 5% of the total portfolio at market value.

All securities will be managed under Prudent Investor Rules.

Equities – Prince George Hospice Society is not currently in a position to manage an equities portfolio. However the following should be considered when/if this changes.

- Securities may be invested in common or preferred shares and principal protected notes, publicly traded on recognized stock exchanges upon which market prices are readily available.
- At the time of purchase – not more than 5% of the total equities at market value shall be invested in common stock, preferred shares or other equity issues of any single corporation.
- Not more than 10% of the total equities at market value shall be invested in foreign equities.
- No portion of the total portfolio will be invested in small capitalization stocks, currently defined as those with market capitalization (including closely held shares) of less than C\$200 million.
- Except during periods of liquidation or accumulation, each equity investment should normally constitute at least 1% of the total of the equities.
- The Investment Advisor will ensure an appropriate diversification within each asset class.
- Asset Mix Policy- Equities will be limited to 25% of the portfolio based on the purchase price and the balance of the portfolio at the time of purchase.

The Investment Policy Statement will be reviewed on an annual basis. Any recommendations for changes to this policy and related forms must be brought forward to the Board of Directors for approval.



PRINCE GEORGE Hospice Society

Dignity and Life in your last days



VOLUNTARY DONATION TO CHARITABLE ORGANIZATION

Form 495.2 03/12

1920, One Bentall Centre, 505 Burrard St
Box 85, Vancouver, BC, Canada V7X 1M6

1. ACCOUNT DETAILS

PRINCE GEORGE HOSPICE SOCIETY

Name of Charitable Organization ("Grantee")

3089 CLAPPERTON ST

Address

PRINCE GEORGE

City

BC

Province

V2L 5N4

Postal Code

2. RECEIVING INSTITUTION

Qtrade Securities Inc. | 1920, One Bentall Centre, 505 Burrard Street, Box 85, Vancouver, BC, Canada, V7X 1M6 | 250 612 3425

Phone

7815

Dealer Number

5009

DTC Number

QTRD

CUID

RYAN MCEACHEN

Contact Name

250 612 3555

Fax

Q5J-E3RD-A

Grantee Account Number

3. DELIVERING INSTITUTION

Name

Address

Phone

Dealer Number

DTC Number

CUID

Contact Name

Fax

Grantor Account Number

Grantor Account Name

4. DESCRIPTION OF SECURITIES

Quantity

Symbol / CUSIP

Security Description

5. AUTHORIZATION (PLEASE READ CAREFULLY BEFORE SIGNING)

I, the undersigned Grantee, accept the donation described above and declare that it is done without any compensation and give instructions to the Receiving Institution to transfer the securities described above to my account.

x

Signature of Grantee

Date (dd/mm/yyyy)

I, the undersigned Grantor, authorize the transfer of the securities described above to the Grantee and give instructions to the Delivering Institution to initiate and complete the transfer. I declare that the transfer is done without any compensation.

x

Signature of Grantor

Date (dd/mm/yyyy)

6. INSTRUCTIONS

Grantee: Please submit the original completed and signed *Voluntary Donation To Charitable Organization* to Qtrade Advisor at the above address.

Grantor: If the Delivering Institution is not Qtrade Advisor, please submit a legible copy of your valid government issued ID to Qtrade Advisor at the above address and submit the completed and signed *Voluntary Donation To Charitable Organization* to the Delivering Institution.

trade Advisor is a division of Qtrade Securities Inc., Member of the Canadian Investor Protection Fund.