



INVESTMENT POLICY

1. PURPOSE OF THE POLICY

This policy establishes investment goals and objectives related to the funds held by CCAT and defines the guidelines and parameters for investment-related decisions with respect to the allocation and the management of these funds.

2. DEFINITIONS

Short term funds:

A reserve fund that is kept available at all times and that represents an amount equivalent to one year (12 months) of planned operating expenses. The purpose of this short term reserve fund is to ensure that the organization can meet the expenses occurring as a result of unanticipated loss of revenue or deficit.

Long term funds:

Reserve funds that are in excess of the short term funds and that will be used for contingency purposes. The purpose of this long term fund is to provide income and growth for future operational requirements.

3. INVESTMENT OBJECTIVE

The overall investment objective of CCAT is to maximize the return on invested assets while minimizing risk and expenses. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio.

More specifically:

a) Short term funds should be invested conservatively to protect the capital against undue financial and market risk.

b) Investments related to Long term funds should focus on balancing growth of capital with the need to ensure safety of capital.

4. ROLES AND RESPONSIBILITIES

The **Board of Directors** has ultimate responsibility for the investment and management of CCAT's investment portfolio. It will review and, as appropriate, modify this Investment Policy on a regular basis.

The **Treasurer** will have the authority to make CCAT's investments on the advice and recommendation of the Finance and Audit Committee and within the parameters set forth in this Investment Policy.

The **Finance and Audit Committee** will provide guidance to the Treasurer, monitor compliance with the Investment Policy and report to the Board on annual basis on the investment strategy and if necessary, recommend any changes to the policy.

Any person involved with the investment or administration of CCAT's assets may not permit personal interest to conflict with the exercise of duties and powers with respect to the investments. Such conflicts of interest, actual or perceived, must be disclosed to the Board immediately.

5. AUTHORIZED INVESTMENTS

Short Term Funds: The investment time horizon of the short-term funds will be for one year or less and will, at all times be invested in highly liquid investments. Eligible investments include: savings accounts; redeemable term deposits or with terms of less than one year; treasury bills issued by a Canadian bank, insurance company, trust company or Credit Union or guaranteed by a provincial or federal government.

Long Term Funds: The investment time horizon of the long-term funds will be for up to 5 years with the objective of obtaining a better rate of return at the time of investment than on short term funds. Long Term Funds can be diversified across investment vehicles so as to minimize the risk of losses. Permitted investments include:

- Savings accounts, term deposits, treasury bills and similar instruments issued by a Canadian bank, insurance company, trust company or Credit union.
- Bonds issued by the government of Canada, any of the provinces or municipalities. Corporate bonds with a credit rating of BBB or better are acceptable.
- Mutual or pooled funds which invest in any of the above instruments.

The Treasurer will monitor the return on Long Term Funds semi-annually on a total return basis and keep the Finance and Audit Committee informed of the results. The Treasurer will also monitor the cash position of CCAT and report to the Board accordingly.

Dated May 28, 2017