



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 17**

**POLICY TITLE: INVESTMENTS**

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**Date Adopted by Council / Motion Number:**

**11.10.548**

**PURPOSE:**

To provide guidance to Administration when funds are available for investment in order to effectively manage the Municipal District's investment portfolio within legislated limits with a view to maximizing the return on cash investments.

**POLICY:**

**DEFINITIONS:**

*Short term investments* will mean those investments maturing within a 30 to 180 day period.

*Financial institutions, chartered banks or Treasury Branches*, will mean a financial lending institution of a chartered bank or a treasury branch.

*Surplus cash* will mean those funds as determined by administration as being in excess of those needed to pay the expected upcoming expenditures.

1. The C.A.O. will invest all surplus cash and reserve funds of the Municipality that are not required to finance the Municipality's immediate needs.
2. The C.A.O. will be authorized, in accordance with this policy, to make short term investments obtaining the best possible rates and terms suitable to the Municipal District's needs.
3. Surplus cash and/or reserve funds may be invested in the following securities:
  - a) Bonds - Canada/Provincial with a rating of AA1 or higher;
  - b) Debentures;
  - c) Trust Certificates;
  - d) Guaranteed Investment Certificates or Receipts;
  - e) Certificates of Deposit;
  - f) Deposit Receipts;
  - g) Treasury Bills; and
  - h) Banker's Acceptance.

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**Date Adopted by Council / Motion Number:**

**03.04.230**

- 4. The C.A.O. will ensure submission to Council of a summary of the investments on a quarterly basis.
- 5. Council may authorize the C.A.O. to invest surplus cash or reserve funds in long term investments when advantageous for the Municipal District.
- 6. Investments for long term may be invested as noted in Clause 3.

(Original signed copy on file)  
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C.A.O.