

**ASSET GOVERNANCE PLAN
WESTSHORE COMMUNITY FOUNDATION INC.**

A. OVERVIEW

- I) Purpose- to ensure that Westshore Community Foundation’s funds are managed effectively, prudently and in compliance with all applicable legal requirements.
- II) This is an internal document drafted by the Finance Committee (“the Committee”) and approved by the Board of Directors of the Westshore Community Foundation (“the Foundation”) which seeks to fulfill the above purpose by identifying the structure and purpose of all funds held by the Foundation, the roles and responsibilities of the parties involved and seeks to co-ordinate the contributions of the respective parties. It is meant to compliment the Foundation’s By Law No 1.
- III) Each new Board of Directors member should be given a copy of the latest revision of the Asset Governance Plan.

B. THE FINANCE COMMITTEE

- I) Establishment & Structure:
Established annually by the Board of Directors consisting of up to three (3) members plus one designated Chairperson. Of the three (3) members one (1) can be a non-board member appointed to add expertise if the Board deems it advisable. The Treasurer of the Board of Directors is automatically a member of the Finance Committee.
- II) Meetings:
To be convened by the Chairperson at least once a year preferably early in the calendar year when the previous year end statement and investment returns are available. More than one meeting may be necessary to fulfill the committee responsibilities. A quorum for a meeting is a majority of the members and decisions are carried by a simple majority of the members present.

III) Responsibilities:

- 1) Review statement and investment results for the previous year.
- 2) Review current investments in regard to their compliance with the current Investment Policy and prepare recommendations to the Board on appropriate changes, if any.
- 3) Review cash flow requirements for the current and future years to ensure that investments are aligned appropriately.
- 4) Review the adequacy of the current Disbursement Policy and Investment Policy and prepare recommendations to the Board for any appropriate changes.
- 5) Prepare a recommendation for the Board on the amount of funds available to grant in the current year from the various endowments, in particular the Community Fund with due consideration for the current Disbursement Policy and the long term preservation of the Foundation's Capital.
- 6) Annually prepare a report to the Board of Directors in regard to the responsibilities of the Committee as outline above and any other investment matters that materially affect the preservation of endowment funds of the Foundation.

C. STRUCTURE

The Foundation has divided the administration of its finances into two categories which are outlined below and reported in the Foundation's annual audited financial statements:

I) Unrestricted Net Assets-(administration funds)

This category includes income and expenditures related to the day to day administration of the Foundation's affairs.

II) Restricted Funds-(endowment funds)

This category includes income and expenditures related to the operation of the various endowment funds managed by the Foundation.

D. INVESTMENT POLICIES & GUIDELINES

The Board of Directors will establish and maintain written investment policies and guidelines in a companion document to the Governance Plan known as the “Investment Policy”. This is an internal document that is periodically revised at the Board’s discretion but its provisions must be adhered to by the Finance Committee and its agents.

E. CONFLICT OF INTEREST GUIDELINES

- I) The Foundation, its Board and members are conscious of the possible or perceived conflict of interest which may arise in the normal course of the Foundation’s business. Integrity is a core value of the Foundation and all actions are governed by the principles of ethical community leadership.
- II) Conflict of interest is any event in which the Directors, staff or members of the Committee may benefit materially or may appear to benefit materially from the knowledge of, or participation in, or by virtue of an investment decision.
- III) Directors, staff and members of the Committee shall not use their position in the Foundation or confidential information acquired in connection with the business of the Foundation to gain, either directly or indirectly, personal benefit for themselves or for others.
- IV) Directors, staff and members of the Committee shall ensure that any actions taken or decisions made are free from the influence of any interests which might reasonably be regarded as conflicting with that of the Foundation.
- V) Should a conflict of interest arise, the person in the actual or perceived conflict of interest shall immediately disclose the conflict with all relevant details to the Chairperson of the Committee, who will disclose it to the Committee members at the appropriate time. Any such party will thereafter abstain from decision-making with respect to the area of conflict.

F. REVISION HISTORY

Original – March, 2005

Revision No.1 – March 2011