



POLICY: Governance and Governance Assessment

POLICY NUMBER 1.01

ISSUING AUTHORITY: Community Foundation of Portage and District Inc.

APPROVED: December 16, 2014

LAST REVIEWED: April 2024

NEXT REVIEW: April 2027

Purpose:

The purpose of this policy is to define governance as it relates to CFPD and how the organization will assess it.

Policy Statement:

Governance is the responsibility of CFPD's Board of Directors. Governance is the process and corporate structure used to oversee the operation of the CFPD. The objective is to achieve the mission and vision of CFPD in the context of the approved values and objectives outlined in the CFPD's Articles of Incorporation. CFPD is to provide leadership, direction and sound management in community philanthropy while maintaining high standards of accountability.

The CFPD Board members (directors) are expected to exercise due diligence in carrying out their general responsibilities. Practices and decisions are to be without suspicion and influence while avoiding any appearance of impropriety. The members are responsible for being informed of incorporation articles, bylaws, mission and the strategic plan. The members are expected to attend Board and Committee meetings well prepared, participate meaningfully in discussion, and maintain solidarity with CFPD colleagues in support of a decision that has been made.

The complete Board members job description is contained in the appendices of the Governance Manual. The Governance Manual contains information as to conflict of interest, code of conduct, confidentiality, and eligibility to participate which govern the CFPD's expectation of Board members, staff, and volunteers. REMOVE

Governance Assessment will be the responsibility of the Executive Committee. The following will be assessed: board orientation, financial viability, understanding the Board's responsibilities, effectiveness of planning direction and priorities of the CFPD, management of board meetings, board commitment to the CFPD's mission and values, compliance with by-laws, and conflict of interest. An action plan will be developed to strengthen the Board's effectiveness. The Board will monitor the plan. It is the responsibility of the Board Chair to report regularly on the implementation of the plan.



POLICY: Code of Conduct and Ethical Behaviour

POLICY NUMBER: 1.06

ISSUING AUTHORITY: Community Foundation of Portage and District Inc.

APPROVED: November 18, 2014

LAST REVIEWED: April 2024

NEXT REVIEW: April 2027

Purpose:

The purpose of this policy is to demonstrate CFPD's obligation and commitment to high standards of accountability related to any and all of its activities.

Policy Statement:

In order to perform their collective duties, the individual Board members have an obligation to maintain ethical conduct and professionalism and to speak with a "single voice" once Board decisions have been made.

Individuals are expected to demonstrate due diligence and dedication to all CFPD activities as simple as meetings and events; to their fiduciary duties and responsibilities.

Board members, community volunteers and staff will be required to sign a declaration addressing proper conduct and ethical behaviour upon the start of their tenure with CFPD, and every year thereafter. Failure to comply with the policy shall be considered a violation of the agreement and will result in appropriate disciplinary action which may include expulsion or dismissal from the organization.

Responsibility:

Review, and revision of this policy if required, with subsequent recommendation to the Board for approval.



POLICY: Strategic Planning

POLICY NUMBER: 1.08

ISSUING AUTHORITY: Community Foundation of Portage and District Inc.

APPROVED: February 17, 2015

LAST REVIEWED: April 2024

NEXT REVIEW: April 2027

Purpose:

The purpose of this policy is to establish strategic direction, approve policies and monitor management's implementation of policy and achievement of targets.

Policy Statement:

The Board, with the assistance of staff, will establish CFPD's overall direction through development and approval of a strategic plan. The strategic plan will provide a blueprint for a period of 3 years; and is to be reviewed and updated, at minimum, on a **quarterly** basis.

Each summer, Executive Committee shall meet with the Executive Director. The current strategic plan will be reviewed and preliminary plans made for the next operating cycle. Remove

A formal strategic planning session will take place at the Board Retreat every 3 years and will include a review of CFPD's mission, vision, and values, and an assessment of our community including current needs.

The strategic plan will identify the key areas in which the Board wants to focus the Foundation's activities in both the short and long term. An action plan will be developed at the same time and work assigned accordingly.

Responsibility: Review, and revision of this policy if required, with subsequent recommendation to the Board for approval **shall be the purview of the Governance Committee.** Remove



POLICY: Gifts in Time of Loss Or Illness

POLICY NUMBER: 1.09

ISSUING AUTHORITY: Community Foundation of Portage and District Inc.

APPROVED: April 17, 2018

LAST REVIEWED: April 2024

NEXT REVIEW: April 2027

Purpose:

The purpose of this policy is to address the appropriate response from the Foundation in the event that an employee, community volunteer, or Board member of the Foundation suffers the loss of an immediate family member or suffers from a significant personal illness.

Policy Statement:

It is indeed proper for the Foundation to provide empathy and support to a member of the Foundation's staff and organization at a time of their greatest need. Immediate family members for this purpose are: parent, child, sibling and spouse. For non-immediate family members such as in-laws and grand parents, a card will be sent.

The Foundation will send a personal gift and card to the individual signed by the Executive and staff (for example, flowers). The maximum expense shall be \$100 and expensed through the operating fund.

The Foundation will not use (or redirect) endowed or operational funds as memorial gifts to other Funds held by CFPD or to other charitable organizations including other foundations. Donors have given funds to CFPD for its use but this does not include the option of redirecting their gifts for this purpose.

Responsibility: Review, and revision of this policy if required, with subsequent recommendation to the Board for approval. shall be the purview of the Executive Committee. REMOVE



POLICY: Expense Reimbursement

POLICY NUMBER: 2.09

ISSUING AUTHORITY: Community Foundation of Portage and District Inc.

APPROVED: October 20, 2015

LAST REVIEWED: April 2024

NEXT REVIEW: April 2027

Purpose:

The purpose of this policy is to recognize that Board members, staff and volunteers will occasionally incur personal expenses while performing Foundation business, or Board sanctioned personal development and conferences, that deserve reimbursement.

Policy Statement:

The Foundation will reimburse reasonable expenses for **pre-approved** business. This includes travel fares, taxis, car rentals, mileage on personal vehicles, accommodations, meals, tips, phone and communication charges; and purchases made on behalf of the Foundation.

CFPD does not pay for local travel to and from the office, fuel, vehicle maintenance, traffic fines or parking fines or fees.

Mileage rates will be set annually consistent with current allowable CRA rates. The Board has the discretion to set a monthly mileage stipend to an individual if deemed appropriate. That individual cannot then claim individual trip mileage, unless it is for preapproved business.

The Executive Committee will approve the reimbursement of expenses submitted by Board members, community volunteers and the Executive Director. The signing officer must be someone other than the person requesting reimbursement. The Executive Director will approve reimbursement of expenses submitted by staff.

The Foundation requires an expense claim form be completed within 30 days in order to be reimbursed. Original receipts must be attached, with a detailed breakdown of an individual expense if clarification is requested.

Responsibility: Review and revision of this policy if required, with subsequent recommendation to the Board for approval. shall be the purview of the Governance Committee, with input from the Treasurer. REMOVE



POLICY:	Gift Acceptance
POLICY NUMBER:	3.01
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
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APPROVED:	April 22, 2015
LAST REVIEWED:	April 2024
NEXT REVIEW:	April 2027

Purpose:

The purpose of this policy is to provide guidelines for gift acceptance and disclosure, as well as to provide guidelines for CFPD and its donors, of the types of outright and deferred gifts, that will be accepted.

Policy Statement:

All gifts must be consistent with the “purpose of CFPD” as specified in the governing documents. The donor shall be informed of this at the beginning of the process.

Guidelines for Gift Acceptance:

1. CFPD shall follow the principles outlined in its “Ethical Fundraising and Financial Accountability” policy which details donor’s rights and expectations for disclosure, as well as legal and accounting obligations.
2. The nature of any charitable gift is that a donor cannot expect material consideration (i.e. financial benefits or opportunities) to flow from the gift.
3. The donor may wish their gift to remain anonymous in the public domain and in this event, the Fund will be listed as “Anonymous Fund # XYZ” in any public record such as the Annual Report.
4. Persons acting on behalf of CFPD shall, as a preferred practice, encourage the donor to discuss the proposed gift with independent legal and/or tax advisors of the donor’s choice to ensure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift.
5. The Executive Director, Board Chair and Treasurer are authorized to negotiate planned gift agreements with prospective donors.
6. CFPD will develop fund agreements with donors with respect to their gifts, the nature and use of funds at the time the gift is made.

and directing a portion of one's estate to charity is the most common type of future gift.

4. **Life Insurance:** Gifts of life insurance to CFPD may take several forms. The simplest is where the donor retains ownership of the policy but names CFPD as a beneficiary upon death. This results in the insurance payout going directly to CFPD without being part of the will or probate process. The estate will then receive a charitable donation tax receipt (credit).
5. **Gifts of Property:** All gifts of property including real estate shall be sold as soon as possible, except in the case of an express agreement with the donor.

CFPD must be comfortable with the appraised value and question whether another opinion is needed. Issues of clear title, zoning restrictions, marketability, current use and cash flow to cover ongoing expenses such as insurance, taxes and maintenance, and/or the presence of toxic waste must be considered.

6. **Retirement Fund Accumulations:** Retirement funds constitute one of the major assets of many people. From time to time and subject to current legislation, CFPD may benefit from leftover retirement funds where there is an advantage in having the charitable tax credit offset the tax on distribution of an RRSP or RRIF.
7. **Charitable Remainder Trusts:** A charitable remainder trust is a deferred giving arrangement under which a donor transfers property (cash, securities, or real estate) to a trustee. The donor retains the right to the income from the trust either for life or a specified term of years.
8. **Residual Interest (or Residual Value):** This refers to an arrangement under which real property is deeded to CFPD, but the donor retains the use of the property or income from the property, for life or a specified term of years.

The donor (owner) is entitled to a charitable tax receipt for the present value of residual interest. The donor is responsible for the following:

- Property Taxes
- Insurance
- Utilities & maintenance after transferring title of the property, unless CFPD, upon approval of the Board, agrees to assume responsibility for any of these items. CFPD reserves the right to inspect the property from time to time to assure that its interest is property safeguarded.

9. **Bonds and other Securities:** A corporate or government bond where interest coupons will be accepted as well as all marketable securities.
10. **Donations Other than to Endowment Funds:** This is a non-endowed Fund whereby the funds are received by CFPD and then provided to a designated charitable organization on behalf of the donor(s) where circumstances are in