

Community Foundation of Portage & District Governance Committee Chair Report March 2022

The Governance Committee is continuing to modify and amalgamate current CFPD policies in conjunction with their review dates. The following outlines some of the reorganizing of policies as well as the potential policy amalgamations.

In 2021, the Governance Committee compiled all HR policies into one policy document for ease of review. In 2022, the committee will be working on the review and amalgamation of the 3. Donor & Gift Management policies as well as the 4. Expenditure of Funds policies, since they contain the most policies up for review.

The Governance Policies will be left for review in 2023 in conjunction with the By-laws and Governance Manual which are also up for review in 2023. There will be a new Chair of the Governance Committee for the 2022-23 Board Session and this will provide them with the opportunity to start at the “beginning” for policy reviews.

As well the Investment and Finance Committee will be working through the 2. Financial Operations policies to determine possible amalgamations.

Revised Policy Manual Index

Up for review in 2022

1. **Governance Policy Merge**
 - 1.01 Governance and Governance Assessment *
 - 1.02 Role of Officers of the Board* *
 - 1.04 Conflict of Interest for Board members, Foundation Staff and Community Volunteers *
 - 1.05 Confidentiality for Board Members, Foundation Staff and Community Volunteers *
 - 1.06 Code of Conduct and Ethical Behavior *
 - 1.07 Risk Management
 - 1.09 Gifts in Times of Loss or Illness
 - 3.05 *Privacy of Personal Information and Electronic Records*
 - 2.08 *Retention and Destruction of Books and Records*
 - 1.08 **Strategic Planning... Annual Operating Plan and Planning Cycle – move to procedures**

2. **Financial Operations Policy Merge**
 - 2.01 **Investment Policy – Long Term**
 - 2.02 **Investment Policy – Short Term merge together into one policy**
 - 2.05 **Administrative Fee**
 - 2.06 Signing Authority **
 - 2.09 Expense Reimbursement
 - 2.10 **Financial operations ***
 - 1.03 *Financial Accountability*
 - 4.03 *Spending and Capital Preservation –keep separate*

3. **Donor and Gift Management Policy Merge**
 - 3.01 **Gift Acceptance**
 - 3.02 Ethical Fundraising (and Financial Accountability)
 - 3.03 **Donor Direction**
 - 3.04 **Donor Recognition**
 - 2.03 **Funds, Fund Types and Criteria**
 - 2.07 **Donation Recording and Receipting**

4. Expenditure of Funds Policy *Merge*

4.01 Disbursements of Fund (Spending)

4.02 Granting

4.04 Authority of Awards and Bursary Committee

4.06 Awards & Bursaries Policy

4.05 Applications – Medical Bursary – *move to inactive since only 1 application*

5. Human Resources *Merged*

5.0 Human Resources Policy

6. Committee Terms of Reference *Keep Separate * **

1.01 Executive Committee

1.02 Governance Committee

1.03 Nominating Committee

1.04 Investment and Finance Committee

1.05 Grants Committee

1.06 Awards and Bursary Committee

1.07 Impact Grant Committee

1.08 Youth in Philanthropy Committee

1.09 Fund Development and Promotions Committee

7. Declarations for Board Members and Volunteers- *Merge*

Code of Conduct and Ethical Behavior

Confidentiality Agreement

Conflict of Interest

Declaration of Eligibility to Participate at the Community Foundation of Portage and District (CFPD)

8. By-Laws * - *Review Due 2023*

Article 1 – Interpretation

Article 2 – Affairs of the Foundation

Article 3 – Members

Article 4– Board of Directors

Article 5 – Officers of the Foundation

Article 6 – Indemnification of Directors and Officers

Article 7 – Community Volunteers as Committee Members

Article 8 – Committees

Article 9 – Execution of Documents

Article 10 – Membership Meetings

Article 11 – Notices

Article 12 – Financial Year

Article 13 – Auditor

Article 14 – Amendment of By-Laws

Article 15 – Rules and regulations

Article 16 – Effective Date

9. Governance Manual * *Review Due 2023*

Introduction

Section 1 – The CFPD Foundation

Section 2 – Corporate Governance

Section 3 – Board operations

Section 4 – Board Committees

Section 5 – Appendices

Section 6 – References