Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: SHORT-TERM INVESTMENT GUIDELINES

PROCEDURE CODE:	*420 AP 001*
Policy Reference: 420 - Financial Investments	

PROCEDURE

1. Short Term Investments – shall generally mean the portion of the Division's total portfolio that is comprised of investments held that are required in the foreseeable future (i.e. required within the year or are invested with the intent of holding for a period of less than one year).
   1.1. However, due to restrictions on investments under Education Act - Investment Regulation (90/2019) this procedure shall, in practice, apply to all funds not covered under Administrative Procedure 420 AP 002 – Long-term Investment Guidelines.
2. Statutory Limitations – all statutory acts and regulations shall be adhered to, including but not limited to the Education Act and the Education Act - Investment Regulation (90/2019).
3. Procedures – When funds are invested on a short-term basis shall be adhered to the following procedures:
   3.1. Risk Tolerance Level – The targeted risk level for this portfolio will be targeted as low risk. The specific investments will be selected with the view of obtaining a modest return while avoiding undue risk.
   3.2. Investment Composition – In this section, "securities" includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.
   3.3. A school board may only invest in the following:
      3.3.1. Securities issued or guaranteed by
         3.3.1.1. the Crown in right of Canada or an agent of the Crown, or

3.3.1.2. the Crown in right of a province or territory or an agent of a province or territory;

3.3.2. securities of a municipality

3.3.3. securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation.

3.3.4. units in pooled funds of all or any of the investments described in clauses 3.3.1 to 3.3.3.

3.4. Investment Decisions – shall be made by the Secretary Treasurer, and/or their designate.

3.5. Reporting – shall be fulfilled indirectly through the annual budget, quarterly unaudited and annual audited reporting processes.

REFERENCES

420 AP 002 – Long-Term Investment Guidelines – Thelma Berkley Robinson Trust Fund Alberta Education – Education Act Investment Regulation

Approved: June 18, 2013
Revised: January 25, 2021