

Local Authority Services (LAS) and the CHUMS Financing Corporation work with Ontario municipalities and the broader public sector in delivering The One Investment Program (“One”) - a public sector co-mingled investment program that offers competitive rates of return and is guaranteed to be compliant with the Eligible Investment Regulation of the Ontario *Municipal Act*.

### 1. Portfolio Administration

Responsibility for the One Investment Program rests with the Boards of Directors (“the Boards”) of LAS and CHUMS. The Boards will exercise their responsibilities through staff.

Staff may appoint an Investment Consultant to provide advice and technical expertise. The Investment consulting firm must employ professionals who hold the Chartered Financial Analyst (CFA) designation, have an arm’s length relationship with the Portfolio Managers used by the One Investment Program, and do not offer portfolio management services either directly or through related entities.

The day-to-day investment management of the Portfolios will be delegated to a firm or firms registered as a Portfolio Manager with the Ontario Securities Commission, to ensure professional management of the investment assets.

### 2. Delegation

Consistent with the powers provided to LAS/CHUMS staff may establish a Peer Advisory Committee to assist them and provide advice with respect to the management of the One Investment Program.

LAS and CHUMS will have the power to:

- a. Appoint members of the Peer Advisory Committee; and,
- b. Receive the Peer Advisory Committee’s recommendations regarding each portfolio’s Statement of Investment Policies;

### 3. Peer Advisory Committee Responsibilities

- a. providing municipal perspective with respect to program direction and policy changes related to the program;
- b. offer recommendations and commentary related to program operation, portfolio performance, administration, and ongoing strategy;
- c. assisting LAS and CHUMS in marketing and promoting the program to Ontario municipalities and the broader Ontario public sector; and,
- d. participating, at the request of LAS and CHUMS, in the review and/or selection of investment counsel, as well as the review of all existing statements of investment policies and procedures (SIPP). One staff and

Peer Advisory Committee members would be assisted in these exercises by the Program's independent third party investment consultant.

#### **4. Composition of the Peer Advisory Committee**

LAS and CHUMS seek to achieve a balance of skill sets, including municipal administration, investment, accounting, marketing, communications and technical/systems. LAS and CHUMS will consider the representative nature of the committee (i.e. municipal size, geography, One Program investment, etc.) when new committee appointments are considered. New members are expected to receive approval related to committee participation due to the cost of participating on the committee (i.e. travel and lodging costs).

- a. Members will be comprised of municipal investment professionals, municipal administrators, and elected officials.
- b. The LAS and MFOA/CHUMS Boards shall approve members of the Peer Advisory Committee on the recommendation of staff.
- c. The Peer Advisory Committee shall be composed of not less than five members and not more than nine voting members.
- d. Members of the Peer Advisory Committee are appointed for terms of three years and may not be appointed for more than three consecutive terms.
- e. The Director or President of LAS, and the Executive Vice President of CHUMS, will be the co-chairs of the Peer Advisory Committee.
- f. The One Investment Program Independent Investment Consultant may be an ex officio, non-voting Member of the Peer Advisory Committee

#### **5. Operation of the Peer Advisory Committee**

- a. The Peer Advisory Committee will meet at least once per year, or more frequently at the discretion of the Co-Chairs. The co-Chairs, with a minimum of 10 days' notice, will convene meetings (unless waived by all Peer Advisory Committee Members).
- b. An agenda will be distributed one week in advance of the meeting.
- c. Electronic distribution of meeting materials is permitted.
- d. Quorum for a meeting is 60% of the Peer Advisory Committee membership present in person, electronically, or by teleconference.
- e. A simple majority of the Committee members present carries decisions. If a majority cannot be reached, then a motion does not pass.
- f. LAS and CHUMS staff will act as Secretary to the Peer Advisory Committee. The Secretary prepares minutes of all meetings, with the minutes being approved at the next Peer Advisory Committee meeting.
- g. If a committee member misses two consecutive meetings, the member can be removed from the committee at the agreement of LAS and CHUMS.

**6. Remuneration**

LAS and CHUMS do not pay meeting expenses for any committee members; however, cost-sharing arrangements can be reviewed for potential committee members from northern municipalities whereby meeting related travel expenses could preclude a qualified person from participating on the committee.

**Committee Membership (at January 2018)**

Michael Coffey	Tbaytel <i>(a municipal Service board of the City of Thunder Bay)</i>
Dan Cowin	CHUMS/MFOA Co-Chair (One Program staff)
Judy Dezell	LAS/AMO Co-Chair (One Program staff)
Ed Hankins	Region of York
Mark Martin	City of Ottawa
Ken Nix	Town of Whitby
Steve Rettie	Town of Bracebridge
Ed Stankiewicz	City of Greater Sudbury
vacancy	
vacancy	
vacancy	

Last Revised: January 2018