
The Winnipeg Foundation

Statement of Investment Beliefs, Policies and Guidelines

April 25, 2025

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Investment Beliefs

The Consolidated Trust Fund of The Winnipeg Foundation is managed on the basis of the following investment beliefs:

1. Asset mix is the most important factor in determining the long-term investment performance of the Fund.
2. Given that Environmental, Social and Governance (ESG) factors are to generate higher and more consistent returns, we expect Responsible investment managers to integrate ESG factors into their decision-making process. **(Revised September 21, 2021)**
3. Higher expected returns generally require an investor to assume higher risk and therefore demand that the investor exercise careful balance in judgement.
4. Diversification across and within asset classes offers the opportunity to reduce total portfolio risk.
5. In the longer term, equities will outperform bonds to compensate for higher risk.
6. Short-term tactical asset mix shifts are not expected to provide a consistent source of added value over the long-term.
7. Active management can reduce portfolio risk below market risk and potentially add value through security selection and sector allocation strategies. In more efficient markets, passive management is a reasonable option to gain low-cost broad market exposure, subject to an assessment of the risks associated with the characteristics of the market index being replicated.
8. There is not one investment style that will consistently add value over another in all market environments, and it is important to maintain exposure to a range of investment styles and approaches that incorporate both fundamental and quantitative research elements in order to maximize long-term returns.
9. A substantial allocation to foreign equities provides the potential for enhanced long-term returns while, at the same time increasing portfolio diversification and thereby decreasing portfolio risk.
10. It may be appropriate to retain more than one investment manager to provide asset class and style diversification.
11. The benefits of a specialty manager structure have the potential to more than compensate for the additional costs.
12. Over the long-term, currency movements will not have a significant effect on performance and currency exposures should not be explicitly hedged.
13. Effective implementation strategies at the investment manager, internal staff, and Committee level, can improve both returns and the risk profile of the Fund.

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14. Alternative investments such as real estate, private equity, infrastructure and hedge funds may offer potential for diversification and/or enhanced returns but will impact the liquidity of the Fund.
15. The portfolio structure and related manager mandates should be aligned with investment beliefs.

Approved: December 15, 2020

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1. Overview

- 1.1 This Statement of Investment Beliefs, Policies and Guidelines (the Policy) applies to assets held by The Winnipeg Foundation (The Foundation). It contains investment objectives, investment guidelines, and monitoring procedures.
- 1.2 The Board must establish for The Foundation's funds an investment policy that is consistent with the duty of care that a trustee has in administering the property of others.
- 1.3 With respect to any portion of the Consolidated Trust Fund (the Fund) invested in pooled funds, provisions of the investment policy statement of such pooled funds shall prevail over those of the Statement to the extent that they are in conflict. The Fund will not invest in a pooled fund if the guidelines of that fund are materially different from the provisions of the Policy.
- 1.4 Definitions provided in the Asset Management Governance Plan of The Foundation apply to this Policy.

2. Responsibilities

- 2.1 The responsibility for investment of the Fund lies with the Board of Directors of The Foundation and its Investment Committee (the Committee), as set out in the Asset Management Governance Plan.

The one exception will be the assets committed to specific projects which are deemed to have a positive impact on community wellbeing.

With specific approval of The Foundation's Board, assets in the Fund may be invested in specific projects which are deemed to have a positive impact on community well-being. In making such decisions, the Board understands that financial returns may not be equal to returns from other investments overseen by the Investment Committee.

Such specific projects authorized by the Board do not fall under Section 6 and responsibility for monitoring these investments on an annual basis shall rest with the Finance and Audit Committee.

- 2.2 With respect to investment of the Fund, the Committee may delegate some of its responsibilities to agents and advisors. In particular, the services of a custodian (the Custodian) and of one or more investment managers (the Manager(s)) are retained. The Committee maintains an active role with respect to the following:



- (i) formulation of the Policy;
- (ii) appointment and monitoring of agents and advisors; and
- (iii) evaluation of performance.

2.3 Any person to whom the Committee delegates responsibilities with respect to the investment of the Fund must adhere to the provisions of the Policy.

3. Conflicts of Interest

3.1 The Conflict of Interest Policy of The Foundation shall apply (See Appendix).

3.2 A conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any event in which the Directors, an employee of The Foundation, any Manager or delegate, the Custodian or any person directly related to the foregoing, may benefit materially from knowledge or participation in, or by virtue of, an investment decision.

3.3 Should a conflict of interest arise, the person in the actual or perceived conflict of interest shall immediately disclose the conflict in writing, with all relevant details, to the Chairperson of the Committee who, in turn, discloses it to all Committee members at the appropriate time. Any such party will thereafter abstain from decision making with respect to the area of conflict.

3.4 Any person having discretionary authority over the investment of the Fund is a fiduciary. This generally includes, but is not limited to, the Board of Directors and a member of a Committee or any employee, agent or advisor of The Foundation.

3.5 No part of the Fund shall be loaned to any Director or employee of The Foundation or to any person directly related thereto.

4. Fund Characteristics

4.1 The Foundation is a registered charity (#119300960RR0001) as defined by the Income Tax Act.

4.2 Part of The Foundation's mission is to provide for ongoing grant-making to meet certain community needs; thus, income stability and an adequate rate of return on investments is required on the Fund to meet The Foundation's spending policy objectives.



5. Investment Objectives

5.1 The Foundation's ultimate goal is to provide for grant-making in perpetuity. To attain this goal, The Foundation pursues the following eleven (11) investment objectives:

- (i) The Foundation seeks to earn sufficient total returns on its investments to allow for annual disbursements in accordance with its approved spending policy. The spending policy targets an annual disbursement for grant-making of 4.5% of the three-year average market value of Foundation assets. With a 0.5% charge for administrative expenses recovered by The Foundation, and expected annual investment fees and expenses of 0.4%, the total annual real return targeted by The Foundation is 5.4% (excluding inflation and the protection from it). The Foundation monitors its investment performance against this target by comparing actual total annual real returns over moving four-year periods against the 5.40% target.
- (ii) Over the longer term, total returns should be sufficient to grow the asset base so as to protect the purchasing power of The Foundation and its investment portfolio. As such, the objective is to grow the market value of the contributed capital after deducting the annual disbursement amounts by, at minimum, the adjusted rate of inflation, which is currently 90% of CPI (Assuming a 2% annual inflation rate, the total annual return target is 7.20%, comprised of 5.40% total annual real return target and 1.80%, which is 90% of annual inflation rate). The Foundation monitors its performance against this objective by comparing the growth of the investment portfolio's value net of annual disbursements against the consumer price index using 1979 as a base year.
- (iii) Total annual returns over moving four-year periods should be at least a 1% greater than a passive benchmark return that could have been earned by investing solely in the indices that make up the benchmark. The benchmark shall consist of:
 - 24% Canadian Equity Benchmark S&P/TSX Composite;
 - 14% US Equity Benchmark S&P 500 Index (CDN\$);
 - 5% US Small Cap Equity Benchmark Russell 2000 Value Index (CDN\$);
 - 17% International Equity Benchmark MSCI ACWI ex-US;
 - 10% Mortgage Benchmark 40% FTSE Canada Mid-term Bond Index + 60% FTSE Canada Short-term Bond Index;
 - 13% Bond Benchmark FTSE Canada Universe Bond Index;
 - 7% Bond Benchmark FTSE Canada Corporate Bond Index;
 - 5% Canadian Real Estate Benchmark MSCI/REALPAC Canada Property Index;
 - 5% Global Infrastructure Benchmark Canadian Consumer Price Index (CPI) + 5%.

(Revised April 25, 2025)



(iv) For active Canadian equity and US equity mandates, it is expected that portfolio returns will exceed the respective benchmark index by 1.0% over rolling four-year periods. For active US small cap equity and International equity mandates, it is expected that portfolio returns will exceed the respective benchmark index by 1.25% over rolling four-year periods.

(v) For the active Canadian corporate bond mandate, it is expected that portfolio returns will exceed the respective benchmark index by 0.45% over rolling four-year periods.

(Revised April 25, 2025)

(vi) For passive bond and equity mandates, it is expected that portfolio returns will track the respective benchmark index within a +/- 0.20% tolerance over rolling one-year period.

(Revised April 25, 2025)

(vii) For the mortgage mandate, it is expected that portfolio returns will exceed the respective benchmark index by 0.5% over rolling four-year periods.

(viii) For the Canadian real estate mandate, it is expected that portfolio returns will exceed the annualized MSCI/REALPAC Canada Property Index over rolling four-year periods.

(Revised April 25, 2025)

(ix) For the global infrastructure mandate, it is expected that portfolio returns will exceed the annualized Canadian CPI by 5% over rolling four-year periods.

(x) Performance results should be achieved in each asset class actively managed and for the total fund that rank above median in moving four-year periods in a sample universe of similar funds identified by the Asset Management Consultant.

(Revised April 25, 2025)

(xi) The standard deviation of the total portfolio return should be less than that of the benchmark, measured over moving four-year periods.

5.2 Investment decisions shall be made without distinction between principal and income; the decisions to realize investment gains or losses are strictly based on investment factors involved.



- 5.3 Investment returns are maximized given the level of risk deemed appropriate by the Committee.
- 5.4 The Managers have full discretion in the selection of securities, portfolio structure and asset allocation, subject to the constraints of this Policy.
- 5.5 The broad intention of The Foundation's investment policy and corresponding investment managers is to consider Environment, Social and Governance (ESG) factors for the purpose of generating higher and more consistent returns.

6. Permitted Investments

- 6.1 The Fund may be invested in the following asset categories:
 - (i) cash;
 - (ii) demand or term deposits;
 - (iii) short-term notes;
 - (iv) treasury bills;
 - (v) bankers' acceptances;
 - (vi) commercial paper;
 - (vii) investment certificates issued by banks, insurance companies, trust companies and Credit Unions;
 - (viii) bonds and non-convertible debentures;
 - (ix) asset backed securities;
 - (x) mortgages secured against Canadian real estate;
 - (xi) convertible debentures;
 - (xii) common and preferred stocks, including depository receipts;
 - (xiii) Canadian commercial real estate properties;
 - (xiv) global infrastructure equity;
 - (xv) pooled funds, closed-end investment companies and other structured vehicles invested in any or all of the above asset categories; or
 - (xvi) income trusts.
- 6.2 The Fund may hold derivative instruments such as options, futures and forward contracts on any securities allowable under the Statement, including index options and futures and equivalents. Derivatives shall not be used for speculative purposes, and may be used to:
 - (i) hedge (i.e., reduce), fully or partly, any investment risk, including market, interest rate, credit, liquidity and currency risk;
 - (ii) replicate direct investments in the underlying assets or groups of assets (i.e., indexes) so as to achieve some advantage of lower cost, transactional ease, or market exposure.



If there is any doubt prior to acquisition as to whether the derivative is permitted by this Statement, the permission of the Committee must be received prior to entering into this transaction.

- 6.3 Borrowing on behalf of the Fund is not permitted; the Fund will not be used to guarantee any borrowing. However, unanticipated temporary overdrafts when cash is not sufficient to settle a purchase are expected to occur.
- 6.4 The Foundation holds capital contributions in short-term investments prior to turning these funds over to the Managers. These funds are turned over to the Managers if not required to meet The Foundation’s spending policy, taking into account the rebalancing guidelines outlined in this Policy.

The Foundation has investments for some specific funds that were transferred to The Foundation in kind. These investments are not part of the Consolidated Trust Fund. However, as these investments mature, the monies are rolled to the Consolidated Trust Fund. **(Revised September 21, 2021)**

- 6.5 Where the approved mandate involves an investment in a pooled fund, the specific investment guideline for the pooled investment fund will take precedence over the requirements detailed in this section, provided such guidelines and amendments are approved by the Committee. If, over time, a pooled fund investment guideline varies significantly from the general policies of The Foundation, then the continued appropriateness of the pooled fund investment will be reviewed.

7. Asset Allocation

- 7.1 The Fund’s benchmark asset allocation and allowable ranges are:

Asset Class (Group)	Minimum	Benchmark	Maximum
Short Term	0%	0%	5%
Universe Bonds	10%	13%	16%
Corporate Bonds	5%	7%	9%
Mortgages	8%	10%	12%
Total Fixed Income	25%	30%	35%
Canadian Stocks	21%	24%	27%
US Stocks	11%	14%	17%
US Small Cap Stocks	4%	5%	6%
International Stocks	14%	17%	20%
Total Stocks	55%	60%	65%



Canadian Real Estate (Excluding Appleton Holdings)	2%	5%	8%
Global Infrastructure	2%	5%	8%
Total Real Assets	4%	10%	16%

(Revised April 25, 2025)

- 7.2 The benchmark asset allocation has been determined in order to relate the Manager’s performance to the returns that would have been generated had the assets been invested in the respective benchmark indices according to the benchmark weights.
- 7.3 Short-term investments include cash and fixed income investments having a maturity of less than one year when issued.
- 7.4 Bonds and mortgages shall include all mortgages and all fixed income securities having a maturity of one year and more when issued. Non-convertible preferred shares shall be included in this category.
- 7.5 Eligible stocks must be traded on a recognized exchange.
- 7.6 Canadian stocks include common stocks and convertible securities of Canadian issuers.
- 7.7 U.S. stocks include common stocks and convertible securities of U.S. issuers.
- 7.8 International stocks include common stocks and convertible securities of non-U.S. domiciled companies, including depository receipts.
- 7.9 Real estate includes only Canadian commercial real estate properties, short-term securities and other investments whose primary business is the ownership of income producing real estate. Multi-unit residential or mixed-use rental property (combination of business and residential units) is classified as commercial real estate.

(Revised June 20, 2024)

- 7.10 Infrastructure equity includes global core infrastructure holdings that primarily large scale investments in long term assets and concessions.
- 7.11 Securities held in a pooled fund are classified on the basis of the assets comprising the major portion of such pooled funds.



- 7.12 Derivative instruments, along with any collateral held thereon where specifically approved by the Committee in writing, are included in the asset class comprising the securities whose return or price serves as the basis for the pricing of such derivative instruments.

8. Investment Risk

8.A DIVERSIFICATION WITHIN ASSET CLASSES

- 8.1 Diversification between asset classes is provided through the asset allocation guidelines set forth in this Policy.
- 8.2 Diversification within each asset class may be provided by appointing Managers with different investment styles in certain asset classes, and by investing across different securities, industry groups and regions.
- 8.3 No more than 10% of the Canadian or foreign equity portion of the Fund will be invested in the securities of a single issuer.
- 8.4 No more than 10% of the bond portion of the Fund will be invested in securities issued or guaranteed by any one corporation or municipality.
- 8.5 No more than 20% of the bond portfolio will be invested in securities issued or guaranteed by the government of a single Canadian province.
- 8.6 With respect to Canadian bonds, no more than the FTSE Canada Universe Bond index sector weight plus 30 percentage points will be invested in corporate and municipal issues in the bond portfolio. Written permission from the Committee will be required in order to increase these percentages.
- (Revised April 25, 2025)**
- 8.7 The aggregate Canadian stock portfolio will be broadly diversified by name, and will contain a maximum investment in any one sector of the S&P/TSX Composite that is the maximum of 10 percentage points in excess of index weight by industry.
- (Revised December 15, 2023)**
- 8.8 The aggregate U.S. stock portfolio holdings will be broadly diversified by name, and will contain a maximum investment in any one sector of the S&P500 Index that is the maximum of 10 percentage points in excess of index weight by industry.

(Revised December 15, 2023)



8.9 The aggregate International stock portfolio will be broadly diversified by name, sector and country. Holdings in securities invested in emerging markets will be held to a maximum of 15% in excess of the MSCI ACWI ex US index weight.

(Revised December 19, 2024)

8.10 The mortgage portfolio will consist of commercial and multi-residential mortgages, diversified by factors including property type, geographic location within Canada, quality of borrower, type of loan, loan-to-value ratios and other prudent risk management limits.

8.11 The real estate portfolio will consist of Canadian office, retail, industrial and multi-family residential properties, diversified by property type and geographic location within Canada (excluding Appleton). No more than 10% of the portfolio may be invested in any one real estate property at cost.

(Revised June 20, 2024)

8.12 The global infrastructure portfolio will consist of holdings in large and mid-scale infrastructure assets diversified by economic sector and geography.

8.B INTEREST RATE RISK

8.13 For the purpose of calculating the duration of the bond portfolio, short-term investments may be included, at the Manager's discretion. The Manager will indicate how this calculation is made in all compliance reporting to the Committee.

8.C LIQUIDITY

8.14 Liquidity is provided by liquid assets, as specified in the asset allocation guidelines set forth in this Policy.

For donations of assets which are not listed securities, concurrence of the Committee is required in order to accept the gift.

8.15 Written permission from the Committee is required in advance for the purchase of:

- (i) private placements not expected to become publicly traded within 6 months of purchase; and
- (ii) stocks which do not trade on a recognized exchange.



- 8.16 No more than 10% of a single public issue will be held by the Manager on behalf of all its clients without notification to the Committee.
- 8.17 No more than 10% of the Canadian stock portfolio will be invested in stocks having a market capitalization of less than \$500 million.
- 8.18 No more than 10% of the U.S. stock portfolio will be invested in stocks having a market capitalization of less than \$1 billion U.S.
- 8.19 No more than 10% of the International stock portfolio will be invested in stocks having a market capitalization of less than \$500 million.

8.D CURRENCY

- 8.20 Currency risk is controlled by limiting the investment in foreign stocks, as specified in the asset allocation guidelines set forth in the Policy.
- 8.21 No more than 20% of the market value of the bond portfolio will be denominated in foreign currencies.
- 8.22 The Manager will not hedge foreign currency exposure without the written permission of the Committee.

9. Borrowing

- 9.1 Borrowing on behalf of the Fund is only permitted as a result of unanticipated requests by the Committee and of anticipated overdrafts when cash is not sufficient to settle a purchase. The Custodian notifies the Committee where such borrowing remains outstanding for more than five business days.
- 9.2 The Fund will not guarantee any borrowing.
- 9.3 The Fund will not engage in short sales.
- 9.4 The Fund will not engage in the purchase of securities on margin.

10. Voting Rights

- 10.1 Voting rights on Fund securities are delegated to the Managers. However, the Committee reserves the right to exercise voting rights on Fund securities when it deems appropriate.



10.2 The Managers shall maintain a record of how Fund voting rights have been exercised.

In case of doubt as to the best interests of the Fund, the Managers shall request instructions from the Committee and acts in accordance with such instructions.

11. Securities Lending

11.1 The Fund may enter into securities lending agreements to lend investments of the Fund to reputable and well-established broker/dealers provided the loaned investments are secured by cash or readily marketable investments at a rate greater than 100% of the loan, reflecting Canadian industry "best market practices" (as determined by the Custodian) with full indemnification and that level of security is maintained daily.

12. Soft Dollars

12.1 It is the responsibility of the Managers to ensure that trade execution services are cost effective, and that the commission distribution is representative of the services rendered.

Managers may use soft dollars to pay for research and other investment-related services provided they comply with the Soft Dollar Standards promulgated by the CFA Institute. The nature and form of disclosure will be agreed upon between the Committee and the Managers.

13. Monitoring

13.1 Each quarter, the Managers shall provide a compliance report. The Managers are required to report immediately any breach of compliance in writing, along with pertinent details, explanations and remedial action taken.

13.2 As of the end of each quarter, the market value of each Fund investment is calculated. Investments that are not regularly traded are valued by the Custodian according to a methodology acceptable to the Committee. Any such investment that may represent more than 1% of the market value of the Fund is valued by a qualified independent appraiser or by the Committee through a unanimous resolution at least every three years.

13.3 Each quarter, Fund performance is evaluated by the Asset Management Consultant. Such evaluation is focused on objectives set for the Fund and for the Managers.

13.4 Each Manager reports to the Committee to:



- (i) provide information concerning new developments affecting the firm and its services;
- (ii) review transactions in the latest period and assets held at the end of the period and explain how they relate to the strategy advocated;
- (iii) explain the latest performance; and
- (iv) provide an economic outlook along with a strategy under such circumstances.

14. Statement Review

14.1 The Policy is reviewed at least annually.

14.2 Material changes in the following may cause a revision:

- (i) long-term risk/return trade-off in the capital markets;
- (ii) Fund spending policy;
- (iii) risk tolerance; or
- (iv) legislative environment.

15. Rebalancing Policy

15.1 The Fund’s manager benchmark mix and allowable ranges are as follows:

<u>Asset Class (Group)</u>	<u>Minimum</u>	<u>Bmark</u>	<u>Maximum</u>
Canadian Equity Managers	21%	24%	27%
Mortgage Manager	8%	10%	12%
US Equity Managers	11%	14%	17%
Universe Bond Manager	10%	13%	16%
Corporate Bond Manager	5%	7%	9%
US Small Cap Equity Manager	4%	5%	6%
International Equity Manager	14%	17%	20%
Canadian Real Estate Manager	2%	5%	8%
Global Infrastructure Manager	2%	5%	8%

(Revised April 25, 2025)



15.2 On completion of the quarterly financial statements, staff review the asset benchmark allocation to actual holdings among different Managers.

In order to keep the overall portfolio within the benchmark ranges, excess cash flow derived from excess gifts over administration and grant expenses are directed to the Manager(s) that are underweight in their mandate. Managers overweight in their mandate do not receive new cash. Certain asset classes (i.e., Mortgages, Real Estate and Infrastructure) can be illiquid and it may take a period of time to invest new commitments. In addition, it may be impractical to rebalance to the benchmark weight or asset class range limits. Recognizing this, Universe Bonds have been determined to be a suitable asset class with which to act as a buffer with respect to any overweighting or underweighting of Mortgages relative to the benchmark allocation. Canadian Equities has been determined to be a suitable asset class with which to act as a buffer with respect to any overweighting or underweighting of Real Estate relative to the benchmark allocation, and US Passive Equities have been determined to be a suitable asset class with which to act as a buffer with respect to any overweighting or underweighting of Infrastructure relative to the benchmark allocation.

(Revised April 25, 2025)

Transition Provisions for Illiquid Asset Classes

An illiquid asset class will be considered “in transition”, if the allocation to that asset class has not yet achieved a Fund weighting equal to the benchmark allocation weight less 2%. While an asset class in transition is underweight its benchmark allocation, another asset class must be overweight its benchmark allocation. The following table indicates the “paired” asset class for various illiquid asset classes in transition.

Asset class in transition	Paired asset class
Mortgage	Universe Bond
Real Estate	Canadian Equity
Infrastructure	US Equity

(Revised April 25, 2025)

While an asset class is in transition, the maximum limit of the permitted range for its designated “paired” asset class (as indicated above) shall be increased by the amount of the underweight of the benchmark allocation for the asset class in transition.

15.3 Cash calls from Managers are required only if the asset mix exceeds the ranges stipulated in the above chart and net cash flow from normal operations do not bring the portfolio within the approved ranges. The cash rebalancing is intended to bring the Manager that is over/under the



range back to 50% of the difference between the respective benchmark weight and maximum/minimum.



Appendix

Conflict of Interest Policy



Conflict of Interest Policy

Rationale

Integrity is a core value of The Winnipeg Foundation and all actions of Individuals are founded on the principle of ethical community leadership.

Further, The Winnipeg Foundation is a highly respected and well-known organization. In order to maintain the high level of public support and respect that it enjoys, it is essential that the affairs and business of The Foundation be conducted professionally, objectively, and without interference, or the appearance of interference, arising from personal interests of the individuals involved in making decisions for the organization.

It is within this context that The Winnipeg Foundation requires that all Individuals refrain from placing themselves in a position that could foreseeably jeopardize the objectivity or perception of objectivity within the organization or create a situation wherein the individual is, in reality or perception, putting their own self-interests ahead of the best interests of the organization.

It is further noted that, in upholding Integrity as a core value, The Foundation shall avoid engaging in any Lobbying activity which may give the impression, real or perceived, that a relationship with a governmental body erodes The Foundation's ability to make objective and impartial decisions.

Definitions

"Integrity" means conducting all affairs of The Winnipeg Foundation in an honest, forthright and impartial manner and building our community relationships on the basis of respect for the values, perspectives and aspirations of others.

"Conflict of Interest" means a perceived, potential or actual conflict of interest between the unbiased exercise of judgment on behalf of The Winnipeg Foundation and a perceived, potential or actual benefit accruing to an individual, corporation, partnership, other business enterprise or non-profit organization of which the Board or staff member or volunteer or a person in his or her family is an officer, director, partner or substantial shareholder.

“Lobbying” is defined as any communication with a public official with the goal of influencing a decision wherein the communication is conducted by an individual that is compensated for the activity.

Lobbying is not:

- Submitting documents in relationship to a proceeding that is a matter of public record
- Appearing before a committee of legislature or parliament
- Speaking with a public official concerning enforcement, interpretation, or application of an act or regulation.

“Individual” shall mean any Board member, Standing Committee member, officer, staff member, or volunteer of The Winnipeg Foundation.



Application and Authority

This policy applies to all Individual's as defined in this policy.

The responsibility for resolving Conflicts of Interest rests with the Chief Executive Officer when the Conflict of Interest is related to a staff member and the Chair when the Conflict of Interest is related to a Board member or Standing Committee Member. The Vice-Chair shall resolve all conflicts related to the Chair.

The CEO shall confirm with all Individuals, on an annual basis, that their current listing of Conflicts is up to date and prepare a report on all declared Conflicts or potential Conflicts for the Board Governance and Personnel Committee.

Policy Provisions

1. Obligation to Declare:

All Individuals shall declare a Conflict of Interest as soon as is reasonably practicable to do so.

Methods of Declaration:

- On an ongoing basis an Individual may add a Conflict of Interest to the listing of Conflicts managed by the Chief Executive Officer or designate. The declaration may be made to either the Chair or Chief Executive Officer depending on the role of the Individual.
- On an annual basis, the Chief Executive Officer shall cause all Individuals to be provided with a copy of this policy and a request that all Individuals confirm in writing that they have read, understood, and agree to comply with the policy. Furthermore, each Individual shall provide a declaration of all Conflicts of Interest in writing at that time.
- During the course of a Board or Committee meeting, if a Conflict of Interest becomes evident, the Individual bearing the Conflict of Interest shall declare their Conflict of Interest to all present and recuse themselves from the remainder of the conversation as detailed in section four (4).

2. Confidentiality of Information:

No Individual shall disclose confidential information obtained by them through the course of their duties and responsibilities for The Winnipeg Foundation. For further clarification, the following points of guidance are provided.

- It is expected by applicants that information will be used with discretion;
- No information obtained through involvement with The Winnipeg Foundation is to be used for personal gain;
- The Board acts as a whole and positions of individual Board Members during deliberations are not disclosed – the privacy of discussions pertaining to Board decisions shall be respected;
- Third party opinions provided with respect to grant applications, are treated in confidence; and
- Donor requests regarding confidentiality are always respected.

Matters related to personnel, litigation and property transactions are considered private.

All Individuals are required to sign and agree to an Oath of Confidentiality which may be amended from time to time. Certain vendors, contractors, and consultants may have access to confidential information in order to perform their duties. In these instances, they will also be required to sign and agree to an Oath of Confidentiality.

3. Full Disclosure:

No undisclosed or unrecorded asset or account is to be held or established for any purpose at The Winnipeg Foundation. No false or misleading entries will be made in the books and records of The Winnipeg Foundation for any reason. No payments will be approved or made with the knowledge or intention that any part is to be used for any purpose other than that described in the supporting documentation.



4. Prohibition of Voting and Recusal from Decision-Making

An Individual with a Conflict of Interest shall recuse themselves from, meaning that they may not hear or participate in, any conversations or discussions where they are in Conflict. The minutes shall reflect that the Individual was not present for any discussion on the relevant topic and abstained from any vote that occurred on the matter.

No Individual with a Conflict of Interest shall act as a signing authority when the document requiring signature is related to a topic wherein the Individual has declared a Conflict of Interest.

No Individual shall attempt to exert their personal influence, either in or outside of a formal meeting, on a topic where they have a Conflict of Interest.

5. Non-monetary Transactions:

No Individual shall use for personal gain or advantage The Foundation's facilities, equipment, mailing lists, computer data, employee time or other assets.

6. Acceptance of Gifts:

No Individual shall accept gifts (other than of nominal nature) or use their position at The Winnipeg Foundation to obtain personal gain from those doing or seeking to do business with The Winnipeg Foundation.

No individual shall offer or accept entertainment, other than if the entertainment is reasonable, occurs infrequently, and does not involve lavish expenditures.

7. Lobbying

All Lobbying activity conducted by The Winnipeg Foundation must be approved by the Chief Executive Officer and comply with relevant legislation. The Winnipeg Foundation will register as a Lobbyist with the relevant registry prior to conducting any Lobbying. An annual report on Lobbying conducted by The Winnipeg Foundation will be brought to the Board Governance and Personnel Committee.

8. Orientation Program:

This Conflict of Interest Policy shall form part of the orientation of every Individual.

9. Public Statement:

A brief statement, referencing adherence to a written Conflict of Interest policy shall be placed in a prominent location on the primary website of The Winnipeg Foundation.

10. Policy Review

This policy shall be reviewed at least every five years.



11. Monitoring and Compliance

The responsibility for monitoring compliance and initiating review of this policy rests with the Chief Executive Officer.

The Chair or the Chief Executive Officer, as the case may be, shall assess the circumstances surrounding any non-compliance with this policy and shall make a recommendation to the Board of Directors.

12. Related Policies and Legislation

Readers of this policy should also refer to The Winnipeg Foundation's *Privacy Policy*, The Accountability Act (Government of Canada) and the Lobbyists Registration Act (Manitoba). It is noted that although the City of Winnipeg does not have any formal rules related to Lobbying, there is a voluntary registry for Lobbyists. The *Framework for Government Agreements* provides direction around any contracts made with any bodies of government.



Appendix 1: Examples with Resolutions

1. Situation: A Board member has recently joined the Board of Manitoba Harvest.

Resolution: The Board member declares the potential Conflict to the Board Chair. The member recuses themselves from any Board discussions pertaining to Manitoba Harvest, particularly as it relates to grant applications. The member abstains from any vote related to Manitoba Harvest.

2. Situation: A communications staff member's spouse is hired as the Director of Development at the Royal Manitoba Theatre Centre.

Resolution: The staff member declares the potential Conflict to the CEO to be added to the listing of Conflicts. If the communications team is working on any projects that involve the Royal Manitoba Theatre Centre, the staff member will recuse themselves from the conversation.

3. Situation: A member of the staff is also a partner in a small photobooth company that is being considered to provide services at a Foundation event.

Resolution: The staff member makes the team aware that they have a financial interest in the outcome of the decision. They request that the particular photobooth company they have a stake in be removed from consideration for the contract.

4. Situation: Members of staff are seeking to meet with an elected official in the provincial government to discuss a matter of concern to The Winnipeg Foundation.

Resolution: The staff members seek the approval of the Chief Executive Officer in advance of requesting a meeting with the elected official. The organizations registers and logs the Lobbying activity in accordance with the Lobbyists Registration Act (Manitoba).

5. Situation: In the course of reviewing materials for an upcoming Grants Committee meeting, a member of the committee realized that their child is part of programming at a charity being considered for a grant.

Resolution: The member makes the chair of the committee aware of their Conflict in advance of the meeting. During the meeting, the member recuses themselves from the meeting during the conversation related to the charity in question and also abstains from any vote related to the matter. This recusal and abstention is clearly noted in the minutes. The member asks that the Conflict be added to the official listing of Conflicts.

Appendix 2 : Conflict of Interest Disclosure Statement

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the Human Resources and Policy Administration Officer.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a Conflict of Interest between such family member or me on one hand and The Winnipeg Foundation on the other. Initials:

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential Conflict of Interest between such family members or myself on one hand and The Winnipeg Foundation on the other. Initials:

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:



My primary business or occupation at this time:

I have read and understand The Winnipeg Foundation's Conflict of Interest Policy and agree to be bound by it. I will promptly inform the Chair or Chief Executive Officer (whomever is relevant) of The Winnipeg Foundation of any material change that develops in the information contained in the foregoing statement.

Print Name

Signature

Date

