

PO Box 1749 Halifax, Nova Scotia B3J 3A5 Canada

> **Halifax Regional Council April 18, 2006**

TO:

Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

Councillor Bill Karsten, Co-Chair, Investment Policy Advisory Committee

Derek Tynski, Co-Chair, Investment Policy Advisory Committee

DATE:

April 6, 2006

SUBJECT:

Investment Policy Advisory Committee Report - Quarter Ending

December 31, 2005

INFORMATION REPORT

ORIGIN

The Halifax Regional Municipality Investment Policy requires that the Investment Policy Advisory Committee report to Council on compliance by staff with the Investment Objectives of the Investment Policy not less frequently than quarterly.

BACKGROUND

The Halifax Regional Municipality Investment Policy (the Policy) was adopted by Council April 23, 2002 and was approved by the Minister of Service Nova Scotia and Municipal Relations (the Minister) on May 14, 2002. An amended Policy, as recommended by the Investment Policy Advisory Committee, was approved by Council November 22, 2005 and by the Minister December 14, 2005. Policy approvals are in accordance with Section 100 of the *Municipal Government Act*.

The mandate of the Investment Policy Advisory Committee (the Committee) is to recommend an investment policy to Council as well as provide ongoing monitoring of investment activities. Following adoption and approval of the Policy, the activities of the Committee have shifted to the monitoring role as well as annual reviews of the Policy.

DISCUSSION

The Investment Policy Advisory Committee is pleased to provide this report to Council under the provisions of the Policy. The primary focus of this report will be to report on compliance with the objectives of the Policy.

The six objectives of the Policy, stated in order of priority of importance, are as follows:

- 1. Adherence to Legal Requirements
- 2. Preservation of Capital
- 3. Liquidity
- 4. Diversification of Investment Portfolio
- 5. Competitive Return on Investments
- 6. Regular Review of Performance

Copies of the Sector Weight schedules recommended under the Policy are attached.

The Committee has reviewed the information provided by staff in the Treasurer's report to the Committee for the Quarter ending December 31, 2005 and accepts the report and the findings contained in the report that the investment activities reported for that Quarter are in compliance with the Policy with the exception as noted below.

Staff reported that the Royal Bank Sector Weight exceeded the Policy guidelines by \$2,400,000 for one day during the reporting period. As the banker for the HRM, the Royal Bank receives deposits and processes cheques as well as serves as an investment vehicle. The combination of these roles was an underlying factor. Internal control procedures require that all investments be authorized by two signing officers. A second signing officer was not available so these funds were not invested outside of the Royal Bank but were retained in an interest bearing bank account

April 18, 2006

As indicated in previous reports, the Committee recognizes that from time to time there may be short term variances from the Sector Weights as set out in the Policy. Management discretion is recognized in dealing with varying market conditions and cash flows.

BUDGET IMPLICATIONS

N/A

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

The Committee has been advised by staff that this report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

N/A

ATTACHMENTS

Sector Weight Schedules @ December 31, 2005 (Schedules A, B, C, D & E)

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Approved by: Councillor Bill Karsten, Co-Chair, Investment Policy Advisory Committee

Derek Tynski, Co-Chair, Investment Policy Advisory Committee

Report Prepared by: Derek Tynski, Co-Chair, Investment Policy Advisory Committee ρt

Total Investments Sector Weights @ December 31, 2005

	Catagory Status	Cumulative Amount Invested @ Book Value	<u>%</u>	Guideline Limit	%	Limit Available	<u>%</u>
CASH & EQUIVALENTS							
Federal Government & its Guarantees Federal Government Business Development Bank Canada Mortgage & Housing Corp. Canadian Wheat Board Export Development Canada Farm Credit Corp	Open Open Open Open Open Open Open Open	\$175,811,960 \$147,225,153 \$3,860,337 \$14,852,250 \$5,929,860 \$3,944,360	75% 63% 2% 6% 3%	\$233,252,525	100%	\$57,440,565	25%
Provincial Governments & their Guarantees Total Alberta (R-1 High) Alberta (R-1 High) Alberta Municipal Finance Corp (R-1 High) Alberta Treasury Branches (R-1 High)	R-1 Mid or Greater Open Open Open Open	\$11,840,070 \$0 \$0	5% 0%	\$233,252,525 \$58,313,131	100% 25%	\$221,412,455 \$58,313,131	95% 25%
British Columbia (R-1 Mid) Manitoba (R-1 Low) New Brunswick (R-1 Low) New Brunswick Municipal Finance Corp (R-1 Low) Nova Scotia (R-1 Low) Nova Scotia Municipal Finance Corp (R-1 Low)	Open Closed Closed Closed Closed Closed			\$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131	25% 25% 25% 25% 25% 25%	\$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131	25%
Ontario (R-1 Mid) Prince Edward Island (R-1 Low) Quebec (R-1 Low) Saskatchewan (R-1 Low)	Open Closed Closed Closed	\$11,840,070	5%	\$58,313,131 \$58,313,131 \$58,313,131 \$58,313,131	25% 25% 25% 25%	\$46,473,061 \$58,313,131 \$58,313,131 \$58,313,131	20%
Municipal Governments & their Guarantees* Calgary (R-1 Mid) Edmonton (R-1 High) Winnipeg (R-1 Mid)	R-1 Mid or Greater Open Open Open	\$0		\$58,313,131 \$23,325,253 \$23,325,253 \$23,325,253	25% 10% 10% 10%	\$58,313,131 \$23,325,253 \$23,325,253 \$23,325,253	25% 10% 10% 10%
Financial Institutions & their Guarantees Bank of Montreal (R-1 Mid) Bank of Nova Scotia (R-1 Mid) Canadian Imperial Bank of Commerce (R-1 Mid) Laurentian Bank (R-1 Low) National Bank of Canada (R-1 Low) Royal Bank (R-1 Mid)	BA's Schedule A Canadain Banks R-1 Mid Open Open Open Closed Closed Open	\$45,600,495 \$0 \$16,867,620 \$11,629,279	20% 0% 7% 5%	\$58,313,131 \$23,325,253 \$23,325,253 \$23,325,253 \$23,325,253 \$23,325,253 \$23,325,253	25% 10% 10% 10% 10% 10%	\$12,712,636 \$23,325,253 \$6,457,633 \$11,695,974 \$23,325,253 \$23,325,253 \$11,186,306	5% 10% 3% 5%
Royal Bank 1 Day BA Toronto Dominion (R-1 Mid)	Open	\$12,138,946 } \$4,964,650	2%	\$23,325,253	10%	\$18,360,603	8%
Corporations & their Guarantees	Closed						
TOTAL CASH & EQUIVALENTS		\$233,252,525	100%				
FIXED (Bonds, etc. over one year) Federal Government & its Guarantees Federal Government (AAA) Province of Nova Scotia (A-Low)		\$21,889,804 \$69,600,000					
TOTAL FIXED		\$91,489,804					
EQUITIES							
Bank of Montreal		\$6,410					
TOTAL EQUITIES		\$6,410					
TOTAL INVESTMENTS		\$324,748,739					
Interest Bearing Bank Accounts - O/S Cheque	Coverage	\$14,212,533					
TOTAL INVESTMENTS & O/S Cheques Coverage	ge	\$338,961,271					

Operating Fund Sector Weights @ December 31, 2005

	Catagory Status	Cumulative Amount Invested @ Book Value	%	Guideline Limit	<u>%</u>	Limit Available	<u>%</u>
CASH & EQUIVALENTS							
Federal Government & its Guarantees Federal Government	Open Open	\$68,148,568 \$56,943,498	75% 63%	\$90,663,343	100%	\$22,514,775	25%
Business Development Bank	Open	\$1,513,123	2%				
Canada Mortgage & Housing Corp.	Open	\$5,821,584	6%				
Canadian Wheat Board	Open	\$2,324,306	3%				
Export Development Canada	Open						
Farm Credit Corp	Open	\$1,546,057	2%				
Provincial Governments & their Guarantees	R-1 Mid or Greater	\$4,640,910	5%	\$90,663,343	100%	\$86,022,433	95%
Total Alberta (R-1 High)	Open	\$0	0%	\$22,665,836	25%	\$22,665,836	25%
Alberta (R-1 High)	Open						
Alberta Municipal Finance Corp (R-1 High)	Open						
Alberta Treasury Branches (R-1 High)	Open	\$0		****	0=0/	000 005 000	050/
British Columbia (R-1 Mid)	Open			\$22,665,836	25%	\$22,665,836	25%
Manitoba (R-1 Low)	Closed			\$22,665,836	25%	\$22,665,836	
New Brunswick (R-1 Low)	Closed			\$22,665,836	25%	\$22,665,836	
New Brunswick Municipal Finance Corp (R-1 Low)	Closed			\$22,665,836	25%	\$22,665,836	
Nova Scotia (R-1 Low)	Closed			\$22,665,836 \$22.665,836	25%	\$22,665,836	
Nova Scotia Municipal Finance Corp (R-1 Low)	Closed	£4 640 040	E0/		25% 25%	\$22,665,836 \$18,024,925	20%
Ontario (R-1 Mid)	Open Closed	\$4,640,910	5%	\$22,665,836 \$22,665,836	25%	\$22,665,836	2070
Prince Edward Island (R-1 Low)	Closed			\$22,665,836	25%	\$22,665,836	
Quebec (R-1 Low) Saskatchewan (R-1 Low)	Closed			\$22,665,836	25%	\$22,665,836	
		•		•••		***	
Municipal Governments & their Guarantees*	R-1 Mid or Greater	\$0		\$22,665,836	25%	\$22,665,836	25%
Calgary (R-1 Mid)	Open			\$9,066,334 \$9,066,334	10% 10%	\$9,066,334 \$9,066,334	10% 10%
Edmonton (R-1 High)	Open			\$9,066,334 \$9,066,334	10%	\$9,066,334	10%
Winnipeg (R-1 Mid)	Open			φ9,000,334	1078	φ 3 ,000,334	10.70
	BA's Schedule A Canadain Banks R-1			***	050/	04 704 074	7 0/
Financial Institutions & their Guarantees	Mid	\$17,873,865	20%	\$22,665,836	25%	\$4,791,971	5% 10%
Bank of Montreal (R-1 Mid)	Open	\$0 \$6.611.541	0%	\$9,066,334 \$9,066,334	10%	\$9,066,334 \$2,454,793	10% 3%
Bank of Nova Scotia (R-1 Mid)	Open Open	\$6,611,541 \$4,558,287	7% 5%	\$9,066,334	10% 10%	\$4,508,047	5%
Canadian Imperial Bank of Commerce (R-1 Mid) Laurentian Bank (R-1 Low)	Closed	Ψ4,030,20 <i>1</i>	J /6	\$9,066,334	10%	\$9,066,334	370
National Bank of Canada (R-1 Low)	Closed			\$9,066,334	10%	\$9,066,334	
Royal Bank (R-1 Mid)	Open	\$0 }	5%	\$9,066,334	10%	\$4,308,275	5%
Royal Bank 1 Day BA	Opon.	\$4,758,060 }		40,000,00		* 1,4444	
Toronto Dominion (R-1 Mid)	Open	\$1,945,976	2%	\$9,066,334	10%	\$7,120,358	8%
Corporations & their Guarantees	Closed						
FIXED (Bonds, etc. over one year)	Closed						
Total Investments	=	\$90,663,343	100%				
Interest Bearing Bank Accounts - O/S Cheque C	overage	\$14,212,533					
Total Cash and Investments	:	\$104,875,876					

Capital Fund Sector Weights @ December 31, 2005

	Catagory Status	Cumulative Amount Invested @ Book Value	<u>%</u>	Guideline Limit	<u>%</u>	<u>Limit</u> Available	<u>%</u>
CASH & EQUIVALENTS							
Federal Government & its Guarantees	Open	\$0	0%	\$0	100%	\$0	0%
Federal Government	Open	\$0	0%				
Business Development Bank	Open	\$0	0%				
Canada Mortgage & Housing Corp.	Open	\$0	0%				
Canadian Wheat Board	Open	\$0	0%				
Export Development Canada	Open	\$0	0%				
Farm Credit Corp	Open	Φ	0 78				
Provincial Governments & their Guarantees	R-1 Mid or Greater	\$0	0%	\$0	100%	\$0	0%
Total Alberta (R-1 High)	Open	\$0	0%	\$0	25%	\$0	0%
Alberta (R-1 High)	Open	\$0	0%				
Alberta Municipal Finance Corp (R-1 High)	Open						
Alberta Treasury Branches (R-1 High)	Open	\$0	0%				
British Columbia (R-1 Mid)	Open			\$0	25%	\$0	0%
Manitoba (R-1 Low)	Closed			\$0	25%	\$0	
New Brunswick (R-1 Low)	Closed			\$0	25%	\$0	
New Brunswick Municipal Finance Corp (R-1 Low				\$0 *0	25%	\$0	
Nova Scotia (R-1 Low)	Closed			\$0 \$0	25% 25%	\$0 \$0	
Nova Scotia Municipal Finance Corp (R-1 Low)	Closed	\$0	0%	\$0 \$0	25% 25%	\$0 \$0	0%
Ontario (R-1 Mid) Prince Edward Island (R-1 Low)	Open Closed	ΨΟ	0 70	\$0 \$0	25%	\$0 \$0	0 70
Quebec (R-1 Low)	Closed			\$0	25%	\$0	
Saskatchewan (R-1 Low)	Closed			\$0	25%	\$0	
Catalonoman (IV 1 2011)							
Municipal Governments & their Guarantees*	R-1 Mid or Greater	\$0	0%	\$0	25%	\$0	0%
Calgary (R-1 Mid)	Open			\$0	10%	\$0	0%
Edmonton (R-1 High)	Open			\$0	10%	\$0	0%
Winnipeg (R-1 Mid)	Open			\$0	10%	\$0	0%
	BA's Schedule A Canadain Banks R-1						
Financial Institutions & their Guarantees	Mid	\$0	0%	\$0	25%	\$0	0%
Bank of Montreal (R-1 Mid)	Open	\$0	0%	\$0	10%	\$0	0%
Bank of Nova Scotia (R-1 Mid)	Open	\$0	0%	\$0	10%	\$0 ***	0%
Canadian Imperial Bank of Commerce (R-1 Mid)		\$0	0%	\$0 \$0	10% 10%	\$0 \$0	0%
Laurentian Bank (R-1 Low)	Closed Closed			\$0 \$0	10%	\$0 \$0	
National Bank of Canada (R-1 Low) Royal Bank (R-1 Mid)	Open	\$0 }	0%	\$0 \$0	10%	\$0 \$0	0%
Royal Bank 1 Day BA	Open	\$0 }	0 / 0	ΨΟ	1070	Ψ	070
Toronto Dominion (R-1 Mid)	Open	\$0	0%	\$0	10%	\$0	0%
Corporations & their Guarantees	Closed						
FIXED (Bonds, etc. over one year)	Closed						
Total Investments		\$0	0%				

Reserve Funds Sector Weights @ December 31, 2005

	Catagory Status	Cumulative Amount Invested @ Book Value	%	Guideline Limit	<u>%</u>	Limit Available	%
CASH & EQUIVALENTS							
Federal Government & its Guarantees Federal Government Business Development Bank Canada Mortgage & Housing Corp. Canadian Wheat Board Export Development Canada Farm Credit Corp	Open Open Open Open Open Open Open Open	\$105,545,389 \$88,511,897 \$2,300,188 \$8,849,736 \$3,533,316 \$2,350,253	76% 63% 2% 6% 3%	\$139,771,437	100%	\$34,226,048	24%
Provincial Governments & their Guarantees Total Alberta (R-1 High) Alberta (R-1 High) Alberta Municipal Finance Corp (R-1 High)		\$7,054,924 \$0 \$ 0	5% 0%	\$139,771,437 \$34,942,859	100% 25%	\$132,716,514 \$34,942,859	95% 25%
Alberta Treasury Branches (R-1 High) British Columbia (R-1 Mid) Manitoba (R-1 Low) New Brunswick (R-1 Low) New Brunswick Municipal Finance Corp (R-1 Low) Nova Scotia (R-1 Low) Nova Scotia Municipal Finance Corp (R-1 Low)	Open Open Closed Closed Closed Closed Closed Closed	3 0		\$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859	25% 25% 25% 25% 25% 25%	\$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859	25%
Ontario (R-1 Mid) Prince Edward Island (R-1 Low) Quebec (R-1 Low) Saskatchewan (R-1 Low)	Open Closed Closed Closed	\$7,054,924	5%	\$34,942,859 \$34,942,859 \$34,942,859 \$34,942,859	25% 25% 25% 25% 25%	\$27,887,936 \$34,942,859 \$34,942,859 \$34,942,859	20%
Municipal Governments & their Guarantees* Calgary (R-1 Mid) Edmonton (R-1 High) Winnipeg (R-1 Mid)	R-1 Mid or Greater Open Open Open	\$0		\$34,942,859 \$13,977,144 \$13,977,144 \$13,977,144	25% 10% 10% 10%	\$34,942,859 \$13,977,144 \$13,977,144 \$13,977,144	25% 10% 10% 10%
	BA's Schedule A Canadain Banks R-1						
Financial Institutions & their Guarantees Bank of Montreal (R-1 Mid) Bank of Nova Scotia (R-1 Mid) Canadian Imperial Bank of Commerce (R-1 Mid) Laurentian Bank (R-1 Low) National Bank of Canada (R-1 Low)	Closed Closed	\$27,171,124 \$0 \$10,050,597 \$6,929,324	19% 0% 7% 5%	\$34,942,859 \$13,977,144 \$13,977,144 \$13,977,144 \$13,977,144	25% 10% 10% 10% 10% 10%	\$7,771,735 \$13,977,144 \$3,926,547 \$7,047,820 \$13,977,144 \$13,977,144	6% 10% 3% 5%
Royal Bank (R-1 Mid) Royal Bank 1 Day BA Toronto Dominion (R-1 Mid)	Open Open	\$0 } \$7,233,009 } \$2,958,194	2%	\$13,977,144 \$13,977,144	10%	\$6,744,134 \$11,018,949	8%
Corporations & their Guarantees	Closed						
TOTAL CASH & EQUIVALENTS		\$139,771,437	60%	:			
FIXED (Bonds, etc. over one year)	Open (Special)						
Federal Government (AAA) Province of Nova Scotia (A-Low)		\$21,835,629 \$69,600,000	30%				
Total Investments	•	\$231,207,066	100%	:			

<u>Trust Funds</u> <u>Sector Weights</u> @ December 31, 2005

	Catagory Status	Cumulative Amount Invested @ Book Value	<u>%</u>	Guideline Limit	<u>%</u>	Limit Available	<u>%</u>
CASH & EQUIVALENTS							
Federal Government & its Guarantees Federal Government Business Development Bank Canada Mortgage & Housing Corp. Canadian Wheat Board Export Development Canada Farm Credit Corp	Open Open Open Open Open Open Open Open	\$2,118,003 \$1,769,758 \$47,027 \$180,930 \$72,238	75% 63% 2% 6% 3%	\$2,817,744	100%	\$699,741	25%
·	•						
Provincial Governments & their Guarantees Total Alberta (R-1 High) Alberta (R-1 High) Alberta Municipal Finance Corp (R-1 High)	•	\$144,236 \$0	5% 0%	\$2,817,744 \$704,436	100% 25%	\$2,673,509 \$704,436	95% 25%
Alberta Treasury Branches (R-1 High) British Columbia (R-1 Mid) Manitoba (R-1 Low) New Brunswick (R-1 Low) New Brunswick Municipal Finance Corp (R-1 Low) Nova Scotia (R-1 Low)	Open Open Closed Closed) Closed Closed	\$0		\$704,436 \$704,436 \$704,436 \$704,436 \$704,436	25% 25% 25% 25% 25%	\$704,436 \$704,436 \$704,436 \$704,436 \$704,436	25%
Nova Scotia Municipal Finance Corp (R-1 Low) Ontario (R-1 Mid) Prince Edward Island (R-1 Low) Quebec (R-1 Low) Saskatchewan (R-1 Low)	Closed Open Closed Closed Closed	\$144,236	5%	\$704,436 \$704,436 \$704,436 \$704,436 \$704,436	25% 25% 25% 25% 25% 25%	\$704,436 \$560,200 \$704,436 \$704,436 \$704,436	20%
Municipal Governments & their Guarantees* Calgary (R-1 Mid) Edmonton (R-1 High) Winnipeg (R-1 Mid)	R-1 Mid or Greater Open Open Open	\$0	0%	\$704,436 \$281,774 \$281,774 \$281,774	25% 10% 10% 10%	\$704,436 \$281,774 \$281,774 \$281,774	25% 10% 10% 10%
	BA's Schedule A Canadain Banks R-1						
Financial Institutions & their Guarantees Bank of Montreal (R-1 Mid) Bank of Nova Scotia (R-1 Mid) Canadian Imperial Bank of Commerce (R-1 Mid) Laurentian Bank (R-1 Low)	Mid Open Open Open Closed Closed	\$555,505 \$0 \$205,481 \$141,668	20% 0% 7% 5%	\$704,436 \$281,774 \$281,774 \$281,774 \$281,774 \$281,774	25% 10% 10% 10% 10%	\$148,931 \$281,774 \$76,293 \$140,107 \$281,774 \$281,774	5% 10% 3% 5%
National Bank of Canada (R-1 Low) Royal Bank (R-1 Mid)	Open	\$0 }	5%	\$281,774	10%	\$133,898	5%
Royal Bank 1 Day BA Toronto Dominion (R-1 Mid)	Open	\$147,877 } \$60,479	2%	\$281,774	10%	\$221,295	8%
Corporations & their Guarantees	Closed						
TOTAL CASH & EQUIVALENTS		\$2,817,744	98%				
FIXED (Bonds, etc. over one year)							
Federal Government & its Guarantees							
Federal Government		\$54,175	2%				
TOTAL FIXED							
EQUITIES							
Bank of Montreal		\$6,410	0%				
TOTAL EQUITIES							
Total Investments		\$2,878,329	102%				