Investment Policy Statement

Alberta Chambers of Commerce

Objective: The primary objective of the investment activities of the Alberta Chambers of Commerce (ACC) is to preserve capital while generating a reasonable return on investments. The ACC seeks to maintain a conservative investment approach that aligns with its fiduciary responsibility to its members and stakeholders.

Investment Philosophy: The investment philosophy of the ACC is based on a long-term perspective, risk aversion, and a commitment to prudently manage assets. The ACC recognizes the importance of preserving capital, maintaining liquidity, and generating a reasonable rate of return.

Guiding Principles:

1. **Safety of Principal:** Preservation of capital is of paramount importance. Investments must be made with a focus on minimizing the risk of loss.
2. **Liquidity:** Investments should provide sufficient liquidity to meet the ACC's ongoing operational needs and potential unforeseen expenses.
3. **Diversification:** A well-diversified portfolio shall be maintained to spread risk across different asset classes and investment instruments.
4. **Income Generation:** Investments should generate a reasonable level of income to support the operational needs of the ACC and contribute to the long-term sustainability of the organization.
5. **Regulatory Compliance:** All investment activities must comply with applicable laws, regulations, and ethical standards.

Asset Allocation: The ACC will diversify its investments across a mix of asset classes, including but not limited to fixed-income securities, money market instruments, and conservative equities. The specific allocation will be determined based on an assessment of risk tolerance, market conditions, and the financial goals of the ACC.

Risk Management: A comprehensive risk management strategy will be implemented to identify, assess, and mitigate risks associated with the investment portfolio. Regular reviews will be conducted to ensure that the risk profile remains in line with the ACC's objectives.

Performance Evaluation: The performance of the investment portfolio will be regularly monitored against benchmark indices and relevant performance metrics. Adjustments to the portfolio will be made as necessary to maintain alignment with the ACC's investment objectives.

Total Funds Invested Currently: $780,350

Request for Proposal (RFP) for Investment Providers:

The ACC invites qualified investment management firms to submit proposals for the management of its investment portfolio. The selected provider should demonstrate expertise in conservative investment strategies and a commitment to the ACC's objectives.

Proposal Submission Requirements – Due December 31, 2025:

Company Overview: Provide a detailed overview of your firm, including its history, size, and relevant experience in managing conservative investment portfolios. Including detailed experience working with not-for-profit organizations.

1. **Investment Approach:** Clearly outline your investment philosophy and approach, with a focus on risk management and capital preservation.
2. **Performance History:** Present the historical performance of your firm's conservative investment portfolios, including relevant benchmarks.
3. **Fees and Costs:** Provide a transparent breakdown of all fees and costs associated with your investment management services.
4. **Compliance and Ethics:** Detail your firm's commitment to regulatory compliance, ethical standards, and any relevant certifications.
5. **Corporate Continuity Plan:** Must provide strategy on continuity of investment advisor in the case of being removed as primary advisory to ACC.
6. **Client References:** Include references from current or past clients with similar investment objectives.
7. **Proposal Submission Deadline:** All proposals must be submitted by [insert deadline].

The ACC reserves the right to reject any or all proposals and to negotiate further with selected providers. The selected provider will be expected to adhere to the ACC's investment policy and guidelines.

Sincerely,

Shauna Feth, President and CEO

Alberta Chambers of Commerce