



POLICY:	Successor Policy
POLICY NUMBER:	3.06
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
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APPROVED:	No Date
LAST REVIEWED:	No Date
NEXT REVIEW:	No Date

Purpose:

This policy outlines how Fund Successor(s) are defined, appointed, and transitioned for donor-advised funds, designated funds, and awards or bursary funds. It provides clarity for donors and ensures the Foundation can steward all funds responsibly and in alignment with its mission, regulatory requirements, and the original intent of each fund.

Definitions:

Fund Successor(s) is/are individual(s) appointed by the donor who has the privilege to make non-binding fund payout or bursary/award recommendations from a specific fund, as outlined in the original Fund Agreement. Advisors act strictly in an advisory capacity based on the stipulations set out in the original Fund Agreement. They do not hold ownership of the fund, nor do they have any authority or control over the fund’s assets or administration. All recommendations remain subject to the Foundation’s review and approval to ensure alignment with the fund’s original intent and the documented wishes of the donor.

Appointment of Fund Successor(s):

The appointment of a Fund Successor(s) must be provided in written form using Attachment D of the Fund Agreement. It is the responsibility of the Donor to ensure that all information provided about the Fund Successor(s) is/are accurate and kept up to date. The Foundation will rely on the information provided in Attachment D when administering advisory privileges.

If a Fund Successor is no longer willing or able to serve in the capacity outlined by the donor, the Foundation will determine, at its sole discretion, how the fund will be governed. In doing so, the Foundation will administer the fund in alignment with the fund’s original intent and the wishes of the donor as documented in the Fund Agreement.

Scope of Fund Successor(s):

Fund Successors may recommend grants, designations, or award recipients consistent with the Foundation’s mission, the fund’s purpose, and Canada Revenue Agency requirements. All recommendations are advisory only; final decisions rest with the Foundation. Advisors may not direct investments, manage fund assets, select recipients in

a way that provides personal benefit, or influence decisions that would create a conflict of interest.

Donors may name one or more individual successors to advise on the fund after their death or incapacity. Successors must be adults with legal capacity, willing and able to serve in this role, and must be identifiable and reachable by the Foundation.

Organizations, committees, and minors cannot be appointed as successors, and the Foundation does not permit open-ended or perpetual chains of successor designations. To maintain clarity and prevent disputes, the Foundation may limit the number of successors named and may decline appointments that fall outside these parameters.

Absence of a Fund Successor:

If no Fund Successor is named, or if all named individuals decline or are unable to serve, the fund will continue as a permanent endowment. The Foundation will direct grants or administer awards in alignment with the fund's original intent and the documented wishes of the donor.

Duration of Fund Successor Privileges:

Fund Successor privileges may continue for one generation after the death of the original donor, unless otherwise specified in the fund agreement. After the final generation of Successors, the fund becomes fully endowed, and the Foundation assumes responsibility for all grantmaking or award administration.

Inactive or Unresponsive Advisors:

If a Fund Successor does not make recommendations for two consecutive years, and/or all attempts to contact the Fund Successors have been unsuccessful, the Foundation may assume responsibility for grantmaking or award administration in alignment with the fund's original intent.

Responsibility:

Review, and revision of this policy if required and/or as needed to maintain compliance with CRA regulations, with subsequent recommendation to the Board for approval.