



## Fund Allocation Policy

### Committee Members

Denis Lapointe

Guy Méthot

André Poirier

François Ringuette

Bob Rozon

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**Fondation Hôpital Vaudreuil-Soulanges**  
2505, Chemin de la Petite Rivière, Suite 100  
Vaudreuil-Dorion, QC J7V 4L5  
Phone: 514-922-1712

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# FUND ALLOCATION POLICY

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## **1. PURPOSE OF THE POLICY**

The purpose of this policy is to clarify the principles that guide the Vaudreuil-Soulanges Hospital Foundation (VSHF) in its decision-making regarding the allocation of funds raised through its various fundraising activities.

It sets the guidelines that will allow donors to ensure that informed decisions are made to respect the wishes they expressed when making their donations.

It governs the practices of the Foundation's administrators to guarantee the sound management of the funds it collects and their optimal use in alignment with its mission, vision, values, and the rules established by the CISSSMO.

It demonstrates to various stakeholders, including donors and volunteers, the importance the VSHF places on integrity, transparency, and fairness.

## **2. MISSION, VISION, AND VALUES OF THE FOUNDATION**

The Vaudreuil-Soulanges Hospital Foundation is a non-profit organization that raises funds to contribute to the fulfillment of the health and social services mission for the entire population within its service area.

### **2.1 Mission**

1. Support organizations working in health services:
  - To improve the living conditions of the citizens of Vaudreuil-Soulanges;
  - To support healthcare workers by facilitating the acquisition of certain equipment;
  - To ensure that the patient is at the center of concerns.
2. Facilitate the recruitment of volunteer labor:
  - To assist some of our clients;
  - To support staff in their tasks;
  - To organize activities and projects;
  - To contribute to the success of solicitation campaigns.
3. Collect monetary contributions:
  - To improve healthcare needs;
  - To advance research;
  - To ensure the professional development of our staff;
  - To fill the gap in resources.

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## 2.2 Vision

Modern medicine constantly requires us to review the functioning and effectiveness of our practices, with the goal of adjusting to new hospital practices. The aim is to enable hospital healthcare staff to provide patients with adequate and efficient services, thus contributing to the enhancement of the quality of life and health conditions of the Vaudreuil-Soulanges population.

## 2.3 Values

1. Solidarity: The Foundation is committed to fostering teamwork where all partners play an important role.
2. Equality: Our volunteers will be able to participate in the Foundation's decision-making process on an equal footing with all partners.
3. Transparency: The Foundation will demonstrate transparency in all aspects of its management and decision-making process. It will adhere to established rules and maintain complete openness with its partners.
4. Accountability: Every person involved with or committed to the well-being of the Foundation will be held accountable for their responsibilities.
5. Respect: The Foundation will ensure that everyone is respected in their respective roles.

## 3. OBJECTIVES OF THE FOUNDATION

Thanks to the donations collected through the various solicitation programs of the VSHF, the organization pursues the following objectives:

- Contribute to community support and the well-being of clients by purchasing equipment or completing prioritized projects according to CISSSMO standards.
- Support technological development by acquiring, replacing, or upgrading specialized equipment according to CISSSMO standards.
- Contribute to maintaining and increasing regional accessibility to healthcare for the population of the Vaudreuil-Soulanges territory according to CISSSMO standards.

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## 4. GUIDING PRINCIPLES

All decisions made by the members of the Foundation's Board of Directors (B.O.D.) regarding the allocation of funds must consider, in whole or in part, the following guiding principles:

- The Foundation is free in its choices but ensures that the allocation of funds is made in compliance with all CISSSMO standards, with the sole focus on improving care, services, and the well-being of the Vaudreuil-Soulanges clientele.
- The Foundation ensures compliance with current legislation, particularly concerning the timing of disbursements.
- The Foundation always respects the donor's wishes regarding the allocation of their contribution (dedicated donation, directed donation, donations to organizations). If a project funded by the Foundation were to change its purpose or be carried out differently from the original plan for which funds were raised, the Foundation will inform the donors according to prevailing ethical rules.
- The Foundation ensures that the equipment acquisitions or projects it funds have a significant positive impact (added value) on the care and services provided to clients.
- The Foundation ensures that it has obtained the required authorizations or is certain that the project has received a high prioritization level from CISSSMO.
- The Foundation always ensures the collection of the funds required to meet its commitments and disburses the funds after the acquisition of equipment or the completion of projects within a reasonable timeframe.
- Financial commitments should avoid indebting the Foundation.
- The Foundation recognizes the importance of establishing and maintaining a financial reserve that allows the Foundation to fulfill its mission and achieve its objectives.
- The Foundation may implement an endowment and planned giving program to improve the care and services provided to Vaudreuil-Soulanges clients, always in compliance with CISSSMO standards.

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## 5. PRIORITIZATION OF NEEDS IN A DEDICATED OR DIRECTED DONATION

In the case of a designated donation request (specific project or equipment) by a donor, the Foundation's Board of Directors refers the request to CISSSMO for analysis (priority, feasibility, recurring costs, availability of required resources, etc.) and to decide whether or not to proceed with the request. If the request is denied, one (1) representative from the Foundation and one (1) from CISSSMO will meet with the donor to explain the reasons and agree on an alternative allocation for the contribution. The decision must then be ratified by the Foundation's Board of Directors.

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## 6. FOUNDATION DECISION-MAKING PROCESS

To ensure transparency, fairness, sound fund management, and the promotion of approved projects, the Foundation requires that:

- Requests related to selected projects be submitted in writing within the established process deadlines.
- Requests include the following summary information:
  - The name of the equipment or project;
  - The targeted program;
  - The current issue;
  - The reasons for the request or the improvements the project will bring;
  - The affected clientele (number, origin, gender, age group, etc.);
  - The individual cost of each request, as well as the total project cost, including applicable taxes.
- No acquisition or project accepted by the Foundation may be substituted with another without prior written authorization from the Foundation.
- The Foundation commits to not accepting any cost overruns without prior written authorization.
- All commitments of the Foundation are subject to a resolution of the Board of Directors, adopted either during a session or electronically and communicated to CISSSMO.

### 6.1 Dedicated Funds

When a donor designates his donation to a particular existing dedicated fund, the Foundation is responsible for ensuring that the donation is used in accordance with the objectives of that fund and, as much as possible, in line with the donor's wishes.

### 6.2 Dedicated Fund for Primary Care

The Foundation (VSHF) has received a request to create a dedicated fund for Primary Care in Vaudreuil-Soulanges to support health improvement. This dedicated fund for Primary Care in Vaudreuil-Soulanges, created in memory of Dr. Monique Rozon-Rivest, will be managed by the Foundation (VSHF) in collaboration with the appointed representative of the Board of Directors of the Association of Physicians of the Southwest. All funds raised by physicians, whether through donations, bequests, money, or profitable activities organized, will be accounted for in this dedicated fund for Primary Care in Vaudreuil-Soulanges.

Since the Foundation manages this dedicated fund, it can issue charitable receipts to donors. The amounts collected will be placed in a separate account for this dedicated fund at the Foundation's financial institution. The distribution of the funds collected will be used annually as follows: 70% of the funds will be used to purchase an item or service to be improved, 25% of the funds will be placed to ensure the sustainability of the dedicated fund, and 5% of the funds will be given to the Foundation (VSHF) to ensure control and transfer of the dedicated fund.

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The Foundation will report annually on the operations of the dedicated fund to the Association of Physicians of the Southwest. This dedicated fund is identified on all solicitation materials so that donors can express their wishes for the allocation of their contribution.

### **6.3 Directed Funds**

When a donor designates his donation for specific purposes that does not correspond to an existing dedicated fund, the Foundation must ensure that the purposes desired by the donor are acceptable and that the amount justifies creating a directed fund. Additionally, the Foundation must ensure with CISSSMO that the donor's intent aligns with a recognized need for which CISSSMO has the human and financial resources to cover the recurring costs of the project if it goes forward.

The creation of a fund for a specific project is called a «Directed Fund». It usually has a predetermined duration based on the project's completion timeline, after which it is closed. Unless otherwise instructed by the donor, any unused balance in a directed fund is transferred to the Foundation's general fund once the project is completed.

### **6.4 Donations to Organizations**

The Vaudreuil-Soulanges Hospital Foundation also manages nine other funds:

- Home Support (SAD)
- CHSLD Laurent Bergevin
- CHSLD and CLSC of Coteau-du-Lac
- CLSC and Ambulatory Services Center of Vaudreuil-Dorion
- CLSC of Rigaud
- CLSC of St-Polycarpe
- The Vaudreuil-Soulanges Disaster Relief fund or other projects
- Schools and/or transportation
- Nourish to Better Succeed (NBS)

When one of these service centers organizes a profitable activity, the allocation of the profits from this activity is accounted for in the fund of that service center. The same applies if the organization receives a donation intended for it.

### **6.5 Donations Not Designated for a Specific Use**

Contributions for which no specific allocation has been mentioned by the donor are automatically accounted for in the Foundation's general fund. They thus contribute to meeting the annual priority needs and covering the Foundation's operating costs.

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## 7. FOLLOW-UP ON CONTRIBUTIONS

To illustrate and concretely promote the achievements, the Foundation's Board of Directors (BOD) and the relevant stakeholders must work closely together (taking photos, providing additional information, publicizing activities, etc.).

Any contribution made must first have been subject to a financial commitment by the members of the Foundation's Board of Directors. Any reimbursement for acquisitions is issued upon presentation of supporting documents specifying the name of the equipment or project, as well as the invoiced amount (including applicable taxes).

It is the responsibility of the Vaudreuil-Soulanges Hospital Foundation's Board of Directors, in partnership with CISSSMO, to annually review the overall priorities in terms of medical or specialized equipment, as well as projects for improving services or the quality of life for the clientele served, to select those that align with available funds, the donors' wishes, the purpose of dedicated funds, and the priorities.

It is the responsibility of the Foundation's Board of Directors to implement the present Policy, report on it, and make appropriate recommendations.

The Foundation's Board of Directors must seek the opinion of CISSSMO whenever such an opinion is required by this Policy. The Fund Allocation Policy Committee is responsible for reviewing this policy for the BOD.

## 8. FINAL PROVISIONS

### 8.1 Interpretive Rules

To simplify the text, the masculine gender has been used and includes any person regardless of their gender or sex. Similarly, the singular includes the plural unless the context indicates otherwise. The *Interpretation Act* of Quebec (L.R.Q., Ch. I-16) and its amendments apply to this Policy.

### 8.2 Effective Date

This Policy comes into effect on the day it is adopted by the Foundation's Board of Directors.

### 8.3 Amendments

Any amendments to this Policy will come into effect on the day they are adopted by the Foundation's Board of Directors.

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## **8.4 Revisions**

This Policy must be reviewed every three (3) years.

## **8.5 Application**

This Policy applies by default to all employees and stakeholders of the Foundation unless there is a specific agreement concerning one or more of its elements.

## **8.6 Policy Follow-up**

	<b>Date</b>	<b>Resolution</b>
Adoption	January 17, 2023	437-01-2023
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