

Municipal Client Questionnaire (MCQ)

The MCQ is part of the ONE Investment / ONE JIB annual Investment Plan review (approval) process. The MCQ along with the Council approved (reviewed) Investment Policy informs ONE JIB of the municipal circumstances to consider with the approval of the Investment Plan.

During the year, outside of the annual review, please update the MCQ within 90 days if the municipality experiences any significant changes, *including a significant change in your municipality's financial circumstances, or significant change in the amount of your municipality's "money that it does not require immediately"*. For changes between annual reviews, provide written notice of changes by using the in-year MCQ update form on the last page of this document.

Section 1 – Client Information

Name of Municipality: _____

Address: _____

Treasurer Information

Name: _____

Phone Number: _____ Extension: _____

Email: _____

*Primary Day to Day Contact Information**

Check if same information as Treasurer above

Name: _____

Phone Number: _____ Extension: _____

Email: _____

*Primary day-to-day contact should have a comprehensive understanding of your Municipality's financial position and investment needs.

Section 2 - Investment Knowledge and Experience

2.1 Which statement best describes the Municipal staff (person most responsible for managing investments)'s level of investment knowledge and experience with financial markets and products? *Please check one*

- Very limited knowledge
- Basic knowledge and minimal experience
- Good knowledge and some experience
- Strong knowledge and experience
- Advanced knowledge and extensive experience

2.2 If Municipal staff have strong or advanced knowledge, please describe where this knowledge was acquired (e.g., education, designations experience).

2.3 Please indicate if your municipality has used / held any of the following investment types within the past five years. *Please check all that apply*

- Canadian money market securities
- Locked-in Investments (e.g., GICs, PPNs etc.)
- Local Distribution Corporation Securities (LDC securities)
- Securities held in third party trusts (i.e., cemetery trust, legacy fund etc.)
- Fixed income (government and/or corporate bonds)
- Equities
- Other – Please Describe



Municipal Client Questionnaire (MCQ)

Section 3 – General Municipal Information

This section provides some high-level demographic information on the municipality

3.1 What is the population of the Municipality? _____

3.2 Is your municipality a single tier, upper tier or lower tier? _____

3.3 How much does a 1% tax rate increase generate? _____

3.4 Is there any other demographic information about your municipality you would like the ONE JIB to know?
(optional)



Municipal Client Questionnaire (MCQ)

Section 4 – Municipal MNRI Information

4.1 This section summarizes the current MNRI under the management and control of the ONE JIB and the projected change identified in the annual review. *The total value should equal the total MNRI shown in Question 5.1 Investment Objectives and Horizon*

Description	Value
Portfolio Value (A) - For existing municipalities this is the amount currently invested with ONE JIB as of your last monthly statement. - For new municipalities this should be \$0	\$ 0
Change to MNRI: Additional contribution (+) or withdrawal (-) (B) - For existing municipalities this is the MNRI change identified during the annual review (fund transfers are typically completed with 30 days of ONE JIB’s approval of the updated investment plan) - For new municipalities, this equals your initial deposit as of the Prudent effective date (TBD)	\$ 0
Total MNRI under the management and control of ONE JIB (A + B)	\$ 0

Additional details have been included as an attachment to this MCQ (optional).

4.2 Use this *optional* box to provide any additional MNRI details related to 4.1 above (in lieu of a separate attachment)



Municipal Client Questionnaire (MCQ)

Section 5 – MNRI Investment Objectives and Liquidity Needs

This section asks about your Municipality’s MNRI, the purpose or investment objective and the expected investment horizon or when funds may be required to meet forecasted municipal obligations.

5.1 What is the Municipal *funding objective(s)*, *investment horizon(s)* and *purpose(s)* for the MNRI? *The total MNRI value should equal the total MNRI shown in Question 4.1 Municipal MNRI Information*

MNRI by Investment Horizon

Description	Total MNRI (\$) (A+B+C)	Investment Horizon < 5 Years (A)	Investment Horizon 5-10 Years (B)	Investment Horizon >10 Years (C)
	\$ 0	\$ 0	\$ 0	\$ 0
Total MNRI	\$ 0	\$ 0	\$ 0	\$ 0

Note – Description is up to the municipality, it could be total MNRI (one line) or broken out into the funding objective/investment purpose, or municipal reserve name/group (multiple lines)

Additional details have been included as an attachment to this MCQ (optional).



Municipal Client Questionnaire (MCQ)

5.2 Based on *current* municipal forecasts, please provide details that may help inform the ONE JIB about ***potential drawdowns/additions to MNRI*** that may be anticipated in future years.

Cash Flow Projections Potentially Affecting Future MNRI

Description	Next Year	2 years	3-5 years	5-10 years	10 years +
Anticipated MNRI Drawdowns (-)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Anticipated MNRI Contributions (+)					
Net Change to MNRI	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

5.3 Does the municipal forecasts used (above in 5.2) reflect

- Drawdowns of current reserve balances, or
- Drawdowns of current reserve balances inclusive of projected future budgetary contributions

5.4 What *assumptions or factors* does your municipality include in the MNRI cash flow projections? For example, but not limited to, inflation assumptions on capital projects, assumptions on future tax-based reserve contributions, forecasted development charge revenue etc.



Municipal Client Questionnaire (MCQ)

5.5 Does your municipality forecast beyond 5 years, if yes, what is the level of accuracy?

5.6 Does your current municipal forecast include any large (or unusual) capital expenditures, which are outside of normal operations?

Yes No

5.7 Do you anticipate any *potential* change in *liquidity needs* in the future (i.e. within 2 years, within 5 years or beyond 5 years) which may impact on the investment time horizon? An example could be a large capital infrastructure project with timing TBD, or with grant funding pending etc. If yes, please elaborate.



Municipal Client Questionnaire (MCQ)

5.8 How does your Municipality manage unanticipated requests for funding? Can you characterize the probability that your municipality may need to draw down MNRI to fund unexpected budget shortfalls?

5.9 Are there any *other unique circumstances* to your municipality that may impact your cash flow MNRI forecast, return objectives and risk tolerance that the Investment Plan should consider?



Municipal Client Questionnaire (MCQ)

Section 6 – Acknowledgement

I confirm that information provided to ONE Investment in this form is complete and accurate to the best of my knowledge as at the date below.

Dated this _____ day of _____, 20_____

Name and Signature of Treasurer

Second Signature (if required)



Municipal Client Questionnaire (MCQ)

Appendix 1 – In-year MCQ Updates Form

Please provide details below that explain the nature of your requested change. This should describe: the money involved, the timing of transactions required, and any other context to support the change request. This will allow ONE JIB to understand how this update may change the cashflow characteristics or investment horizons of MNRI relative to your current MCQ and Investment Plan.

Acknowledgement

I confirm that information provided to ONE Investment in this form is complete and accurate to the best of my knowledge as at the date below.

Dated this _____ day of _____, 20_____

Name and Signature of Treasurer

Second Signature (if required)