



# Municipal Client Questionnaire

Recommended Review: Annually. However, if

- a. there is a significant change in the Municipality's circumstances (or)
- b. there is a significant change in reserves/expenses

then a review is recommended within three months of the occurrence of such change.

## 1. CLIENT INFORMATION

1.1 NAME OF MUNICIPALITY: \_\_\_\_\_  
(Municipality)

1.2 NAME OF THE TREASURER: \_\_\_\_\_

1.3 NAME OF PRIMARY DAY-TO-DAY CONTACT\*\* : \_\_\_\_\_

1.4 TITLE OF PRIMARY DAY-TO-DAY CONTACT: \_\_\_\_\_

1.5 ADDRESS: \_\_\_\_\_

1.6 PHONE NUMBER OF TREASURER: \_\_\_\_\_

1.7 PHONE NUMBER OF PRIMARY DAY-TO-DAY CONTACT: \_\_\_\_\_

1.8 FAX NUMBER: \_\_\_\_\_

1.9 EMAIL OF TREASURER: \_\_\_\_\_

1.10 E-MAIL OF PRIMARY DAY-TO-DAY CONTACT: \_\_\_\_\_

1.11 DATE OF PREVIOUS MUNICIPAL CLIENT QUESTIONNAIRE: \_\_\_\_\_

1.12 If there have been no material changes to the information contained in the last Municipal Client Questionnaire provided to ONE Investment, indicate here:

\_\_\_\_\_

1.13 Is the Municipality invested under Legal List with ONE Investment?  Yes  No

1.14 Is the Municipality invested under Prudent Investor Regime?  Yes  No

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

1.15 Please provide the following information for all individuals authorized to provide instructions to ONE Investment:

NAME	TITLE	EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 2. INVESTMENT KNOWLEDGE AND EXPERIENCE

2.1. Which statement best describes the Municipality's level of investment knowledge and experience with financial markets and products?

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

2.2 Please confirm that the Municipality is prepared to have exposure to the equity markets in accordance with its IPS and the corresponding Investment Plan. If no such exposure is contemplated, so state.

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2.3 Check the following statements that apply to the Municipality's current investment portfolio?

*[Check all that apply]*

- Canadian money market securities (e.g. Cash, bank accounts, HISA etc.)
- Locked In Investments (GIC's PPN's etc.)
- Local Distribution Corporation Securities (cemetery, trusts, hydro funds etc.)
- Fixed income (government and/or corporate bonds)
- Equities

### 3. INVESTMENT OBJECTIVES AND RISK TOLERANCE

*This section of the Questionnaire asks about the Municipality's Money Not Required Immediately (MNRI). In general, investors can expect a higher annualized rate of return if the investor is also willing to accept volatility or fluctuation in the market value of their investments. For example, investors can expect that the average annual rate of return for a five year period will be higher where the portfolio's returns are varied when measured on a year by year basis, with some years having negative returns. A portfolio which has a steady return year over year, with little possibility of negative returns in any year, will most likely have a lower annualized return when measured on a rolling five year average.*

3.1 Which of the following best reflects the Municipality's investment objectives for its MNRI?

- Capital preservation is the main objective. Willingness to accept low returns in order to avoid any years with losses.
- Achieve moderate growth without excessive risk to capital.
- Willingness to accept higher risk, including risk of loss of capital, for potentially higher returns over the longer term

3.2 What is the Municipality's risk tolerance for its MNRI?

- Low (Conservative Approach: A very small chance of loss of capital over a 5 year period)
- Moderate (Moderate chance of loss of capital over a 5 year period)
- High (Greater uncertainty with potential of higher returns over a 5 year period)

3.3 Annual Return Expectations: Which range best reflects the Municipality's expected annual return for its MNRI?

- 0% to 2% gain
- 5% loss to 5% gain
- 10% loss to 10% gain

3.4 Other information: Is there any other information about the Municipality's investment objectives and risk tolerance for its MNRI that is relevant to the IPS or Investment Plan?

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*Sections 4 and 5 of this Questionnaire asks about the Municipality's assets, liabilities and cash flow and is not limited to MNRI. It is intended to assist ONE Investment in obtaining an understanding of the Municipality's financial circumstances, including its cash flow needs.*

## 4. FINANCIAL INFORMATION

### 4.1 Size of Assets and Liabilities

Description	Amount
Total Assets	
Short Term Assets	
Long Term Assets	
Long Term Debt	
Total Revenues	
Reserves	
Reserve Funds	
Trust Funds	
Sinking Funds	
Pension Funds	
Operating Funds	

### 4.2 Cash Flow Projections by Year (e.g. Revenue Fund, Reserve Fund, Trust Fund etc.)

Type	2019	2020	2021	2022	2022-2030

### Funding/Expenditure Analysis

4.3 Has the Municipality completed a cash flow analysis?

Yes       No

Please answer 4.4 through 4.8 if cash flow analysis has been completed by the Municipality.

4.4 How often is a cash flow analysis of reserves, reserve funds and expected expenditures completed by the Municipality?

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4.5 Please specify month and year of the last update to the cash flow analysis.

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4.6 How confident is your municipality with your current cash flow forecast?

Very Confident       Moderately Confident       Considerable Uncertainty

4.7 How many years did the cash flow analysis forecast extend?

One year     Two years     Three years     Five years     Seven years     10 years or more

4.8 How sensitive are the expenditures of the municipality to inflation? Does the investment plan need to emphasize sensitivity to inflation?

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4.9 How much and how often does the Municipality require funds from the operating reserves?

Type of Operating Reserve	Amount Needed	Frequency

4.10 How does the Municipality manage unanticipated requests for funding? When was the last occurrence and how was it handled?

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4.11 If the Municipality has completed a capital budget and asset management plan, how many years out does this forecast extend?

Less than 3 years       3-5 Years       5-10 Years       10 years or more

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4.12 Are the capital reserves growing annually for the Municipality?

- Yes       No

4.13 If yes, what approximate annual rate are the capital reserves growing by?

- 1 to 2 %     3 to 4 %     Greater than 5 %    **Contributing an additional 15% annually to capital**

4.14 If no, at what approximate annual rate is the Municipality's capital reserves declining by?

- 1 to 2 %     3 to 4 %     Greater than 5 %    **Because of large projects, the balance declines before it grows over 5 years**

4.15 What annual rate is the Municipality's capital expenditures rising by?

- 1 to 2 %     3 to 4 %     Greater than 5 %

4.16 Is there a particular year when the Municipality has unusual, large expected capital expenditure(s)?

- Yes       No

4.17 If so, please explain the timing and nature of the expenditure(s)

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4.18 What are the total capital reserves available for investment as the Municipality's MNRI?

- less than \$5 million    between \$5 and \$10 million    between \$10 and \$20 million  
 between \$20 and \$49 million    between \$50 million and \$99 million    over \$100 million

### 5. PORTFOLIO INFORMATION

No.	Description	Amount (\$)
5.1	Total Amount of MNRI	
5.2	Total Amount of "Money Required Immediately" - MRI	
5.3	MNRI currently invested with ONE Investment	
5.4	MRI currently invested with ONE Investment	
5.5	Total Amount currently invested with ONE Investment	
5.6	Total Locked In portion of MNRI that is not available for investment moving to ONE JIB (e.g. local Hydro company shares)	
5.7	Total Locked In portion of funds not moving to ONE JIB due to legislation or other requirements (e.g. cemetery trust)	

5.8 Please list the name of securities with amounts invested and maturity dates that are not fully liquid (e.g. GIC's, PPN's etc.) which will be pledged as part of the Municipality's Prudent Investor investments (it is contemplated that proceeds from these investments will be transitioned into ONE Investments Prudent Investor pools at maturity or earlier if instructions given to liquidate prior to maturity.)

Type/Description	Amount	Maturity Date

5.9 What percentage of the MNRI portion of the portfolio is required by the Municipality in the following time periods? ( Timeframes can be changed based on the Municipality's requirement)

[ \_\_\_ ] to [ \_\_\_ ] year: \_\_\_\_\_

[ \_\_\_ ] to [ \_\_\_ ] years: \_\_\_\_\_

[ \_\_\_ ] to [ \_\_\_ ] years: \_\_\_\_\_

More than 10 years: \_\_\_\_\_

## 6. PORTFOLIO MANAGEMENT AND ASSET ALLOCATION

*Section 6 of this Questionnaire asks about the Municipality's existing investment policies, if any. Such policies may apply to MNRI and to MRI.*

6.1 Are the Municipality's investments subject to any prohibited investment or other similar restrictions (Y/N)? If yes, please list:

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6.2 Are the Municipality's investments subject to any investment concentration limits?

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6.3 Are the Municipality's investments subject to any specific diversification requirements?

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6.4 Please provide here any other restrictions and constraints (i.e. other than as contained in Municipal legislation) relating to the Municipality's investments:

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### 7. ACKNOWLEDGEMENT

I confirm that information provided to ONE Investment in this form is complete and accurate as at the date hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

*[Handwritten Signature]*

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\_\_\_\_\_  
Name and Signature of Treasurer

\_\_\_\_\_  
Second Signature (if Required)