



## Municipal Client Questionnaire (MCQ)

The MCQ needs to be updated and reviewed annually in conjunction with your review of your Investment Policy Statement.

Additionally, update the MCQ within 90 days if you experience any significant changes, including:

- a. A significant change in your municipality's financial circumstances, or
- b. A 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 mid-year MCQ update form on the last page of this document.

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### ***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**

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?

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

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

3. Please indicate if your municipality has used / held any of the following investment types within the past five years. *[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

**Section 3 – Investment Objectives and Risk Tolerance**

This section of the MCQ asks about your Municipality’s **Money that it Does Not Require 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 over 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 possibly 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.

- In relation to MNRI, which of the following best reflects your Municipality’s longer-term investment objectives (return), risk tolerance (volatility of returns) and shorter-term tolerance for losses (actual or unrealized)?

Description	Investment Objective	Risk Tolerance	Tolerance for short-term (3 year) losses*
<p><b>Lower risk / return</b></p> <p><input type="checkbox"/></p>	<p>Capital preservation is the main objective.</p> <p>Willingness to accept lower returns to reduce the likelihood of losses.</p>	<p>Small chance of loss of capital over a 5-year period</p>	<p>Less than 5% decline</p>
<p><b>Moderate risk / return</b></p> <p><input type="checkbox"/></p>	<p>Balanced growth (combination of growth and income) is the main objective.</p> <p>Willingness to accept moderate level of risk to achieve moderate growth without excessive risk to capital.</p>	<p>Moderate chance of loss of capital over a 5-year period</p>	<p>5-15% decline</p>
<p><b>Higher risk / return</b></p> <p><input type="checkbox"/></p>	<p>Growth of capital is the main objective.</p> <p>Willingness to accept higher risk, including risk of loss of capital, for potentially higher returns.</p>	<p>Higher risk of loss of capital over a 5-year period</p>	<p>More than 15% decline</p>

\* These percentages are for illustrative purposes only, to determine sensitivity to potential capital loss, and do not represent a guarantee by ONE JIB or ONE Investment.

5. *If applicable*, is there any other information about your Municipality's investment objectives and risk tolerance for its MNRI that is relevant to your Investment Policy Statement or Investment Plan?

6. How sensitive is your municipality to recognizing investment gains and losses from portfolio adjustments and market fluctuations?

**Sections 4 and 5** of this MCQ below ask about your Municipality's MNRI, cash flow and other financial assets that may be applicable. It is intended to assist ONE Investment in obtaining an understanding of your Municipality's financial circumstances, including its cash flow needs.

### ***Section 4 – Financial Information***

7. Please provide your municipality's **MNRI** (*see note below*) by reserve (or reserve categories) with expected investment time horizons. This information can be provided in the template provided, or in a separate document.

**Note:** MNRI can be determined by time, source of funds, purpose of funds, or such other means as your Municipality may decide is appropriate. It is defined for your municipality in the Investment Policy Statement approved by your Council. For example, the 'less than 3 years' column of MNRI in the template might not be applicable for all municipalities.

Information has been provided as an attachment to this MCQ

## Summary of Money not Required Immediately for Investment Planning Purposes

Example

Reserve Name or Category	Brief Description or Purpose	Total MNRI Amount	Investment Horizon of MNRI			
			Less than 3 years	3 to 5 years	5 to 10 years	10+ years
Roads Mtnc Reserve	Ongoing Maintenance	\$8,000,000	\$1,500,000	\$1,500,000	\$3,500,000	\$3,500,000
Infrastructure Reserve	Road Lane Widening	\$5,000,000		\$1,000,000	\$4,000,000	

Reserve Name or Category	Brief Description or Purpose	Total MNRI Amount	Investment Horizon of MNRI			
			Less than 3 years	3 to 5 years	5 to 10 years	10+ years
	<b>Total MNRI</b>					

8. Please provide your Municipality’s current **Cash Flow Projections for MNRI** by year. This information informs the ONE JIB about potential drawdowns /additions to MNRI that you anticipate in coming years. Supporting documentation may be provided as needed.

	Next Year	2 years	3 to 5 years	5 to 10 years	Greater than 10 years
Anticipated MNRI Drawdowns					
Anticipated MNRI Contributions					
Net change in MNRI					

*Other information or comments (if applicable)*

9. Does the MNRI drawdown forecasts in Question 8 above reflect:

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

10. What **assumptions or factors** does your municipality include in the reserve cash flow projections? For example: inflation assumptions on capital projects, assumptions on future tax-based reserve contributions, forecasted development charge revenue etc.

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11. If your Municipality has completed a **capital budget forecast**, how many years does this forecast extend?

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

12. If your Municipality has completed an **asset management plan**, how many years does this forecast extend?

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

13. To what extent has your Municipal asset management plan been integrated into the capital budget process?

### Funding/Expenditure Analysis

14. How does your Municipality manage unanticipated requests for funding? What is the probability that your municipality may unexpectedly need to draw down MNRI to fund unexpected budget shortfalls?

15. Is there a particular year(s) in your Capital Forecast or Asset Management Plan when your Municipality anticipates unusual or large capital expenditure(s)?

- Yes     No

*If yes, please explain the timing and nature of the expenditure(s)*

16. Do you anticipate any decisions / factors within the **next 24 months** that could have a material impact on your MNRI forecasts – either positive or negative? (e.g., projects contingent on unsecured grants, potential significant changes to your debt financing strategy, significant acquisitions or disposals/divestments).

Yes       No

*If yes, please provide details*



## Section 5 – Portfolio Information

17. Please provide the breakdown of your MNRI, In-Kind securities and LDC securities by Investment type

Description	As of Date (MM/DD/YY)	Value*
Invested in ONE JIB Outcomes as of <i>Date</i> (A)		
Expected contributions (withdrawals) of MNRI and <i>Date</i> MNRI to be transferred / received (B)		
<b>Total MNRI to be invested in ONE JIB Outcomes (A + B)</b>		
In-Kind securities (Bonds, GICs, PPNs etc.) as of <i>Date</i> (C)		
<b>Total Current MNRI, expected contributions to MNRI and In-Kind securities (A + B + C)</b>		
LDC securities as of <i>Date</i> (D)		
<b>Total Municipal MNRI, In-Kind securities and LDC securities (A + B + C + D)</b>		

\* The market value of In-Kind securities may change between the date control and management is given to ONE JIB and the date they mature after which the cash proceeds can be invested by ONE JIB.

*Other information or comments (if applicable)*

## Section 6 – Existing Investments

18. Your Municipality may have given control and management of In-Kind securities and LDC securities to ONE JIB with its MNRI (*refer to Section 5 above*). If applicable, please identify below any details of In-Kind securities and LDC securities that your municipality may have. A template and sample have been provided on the next page for your reference, or you may attach a copy of your statement(s). If your Municipality has no such In-Kind securities/LDC securities *proceed to Section 7 of the MCQ*.



## Municipal Client Questionnaire (MCQ)

The applicable information is provided as an attachment to the MCQ:

<i>Security/Investment</i>	<i>Type</i>	<i>Manager/Institution</i>	<i>Book Value</i>	<i>Market Value</i>	<i>Maturity Date (If applicable)</i>
<i>SAMPLE CIBC Global Blue Chip Growth Deposit Notes, Series 12</i>	<i>PPN</i>	<i>CIBC</i>	<i>\$5,000,000</i>	<i>N/A</i>	<i>February 2030</i>
<i>SAMPLE London 3.2% May 9, 2026</i>	<i>Bond</i>	<i>N/A</i>	<i>\$1,000,000</i>	<i>\$1,098,000</i>	<i>May 9, 2026</i>
<i>SAMPLE Canada 2 <sup>7</sup>/<sub>8</sub> July 2, 2028</i>	<i>Bond</i>	<i>N/A</i>	<i>\$2,000,000</i>	<i>\$1,945,000</i>	<i>July 2, 2028</i>

<i>Security/Investment</i>	<i>Type</i>	<i>Manager/Institution</i>	<i>Book Value</i>	<i>Market Value</i>	<i>Maturity Date (If applicable)</i>

*Other information or comments (if applicable)*



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### ***Section 7 – Other Information***

19. If there have been major changes in circumstances since the last MCQ updates (if applicable) that you would feel would require a reallocation of MNRI for your Municipality. Please advise what has changed since the last MCQ update.

20. Please provide any additional information or context that you consider relevant to ONE JIB's understanding of your municipality's MNRI, In-Kind securities and LDC securities.

### ***Section 8 – Investment Restrictions***

21. Are your Municipality's investments subject to any prohibited investment or other similar restrictions that are not fully disclosed in your Municipal Investment Policy Statement?

Yes

No



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*If yes, please specify*

### ***Section 9 – 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 – Midyear 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 and In-Kind securities (and possibly LDC securities) 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)