



Attachment 3
INVESTMENT PLAN FOR

City of Quinte West

DATE: February 25, 2025



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DEFINITIONS

Definitions applicable to this Investment Plan can be found on the ONE Investment webpage under Education & Training / Glossary.

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PURPOSE

As required under the prudent investor regime authorized by the Municipal Act, 2001 (Act), and Ontario Regulation 438/97 (Regulation), this Investment Plan (Plan) establishes how ONE JIB will invest the City of Quinte West's Money Not Required Immediately (MNRI) as defined in section 5.5 of Quinte West's Investment Policy Statement (IPS).

This Plan applies to all investments controlled and managed by ONE JIB on behalf of the City of Quinte West.

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RESPONSIBILITY FOR PLAN

This Plan is the responsibility of ONE JIB, which has authorized its agent ONE Investment to exercise its administrative investment functions in accordance with the Regulation. ONE JIB oversees ONE Investment staff using procedures, reports, and regular reviews to monitor compliance with the Act, the Regulation and the City of Quinte West's IPS.

ONE Investment has engaged PH&N Institutional to provide OCIO services. PH&N Institutional will be involved in the implementation of the Investment Plan, ongoing monitoring and reporting of investments and will provide ancillary services to support the OCIO Offering. PH&N Institutional is the business division of RBC Global Asset Management responsible for managing assets for Canadian institutional clients.

RBC GAM's investment professionals are committed to providing each client with investment solutions that are appropriately tailored to address the client's investment situation. This means, on the one hand, understanding macroeconomic trends and strategies and, on the other, understanding the diverse and evolving investment needs among clients.

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INVESTMENT GOALS AND OBJECTIVES

The City of Quinte West’s investment needs as described in its IPS provide Council’s guidance to ONE JIB in determining investment allocations. Further guidance from the MCQ and dialogue with the Treasurer informs ONE JIB about Quinte West’s current goals, objectives, circumstances, and risk tolerance, and helps direct how investment allocations will be determined. The allocation of Quinte West’s MNRI in this Plan is consistent with the details as disclosed in Quinte West’s IPS and MCQ. Section 5.2.1 of Quinte West’s IPS provides specific information that characterizes the objectives for MNRI as detailed in Table 1 below:

Table 1: The investment objectives for MNRI.

Category	Objective & Risk Tolerance
Objectives for MNRI	<ul style="list-style-type: none">• Preservation of capital;• Adequate liquidity that takes into account the needs of financial obligations and budgetary requirements;• Diversification by asset class, market sector, issuer, credit quality, and term to maturity;• Achieve capital appreciation and income while managing risk to an appropriate level;• Able to assume a higher risk profile to emphasize longer-term capital growth with some liquidity.

The MNRI invested with ONE JIB will be broadly diversified by asset class, market, sector, issuer, credit quality, and term to maturity to help reduce the volatility of investment returns. Returns impact revenues and have a longer-term impact on future years’ budgets and should, at a minimum, keep pace with inflation. The MNRI shall be invested to obtain a progressively higher rate of return for longer-term investment horizons, commensurate with stated risk tolerances.

Quinte West has \$37.8 million in MNRI of invested with ONE JIB as of December 31, 2024. The City is expected to draw \$5,000,000 of MNRI shortly after the approval of this investment plan and anticipates a mid-year drawdown of an additional \$5,000,000 by the end of 2025. Both of these drawdowns are contemplated in this Investment Plan. When a midyear MCQ update is received from the Treasurer, pooled funds will be liquidated to satisfy this drawdown request. Additional drawdowns of \$2 million are expected each year through 2029. The investments in Quinte West’s allocation should offer sufficient liquidity to accommodate the expected

drawdowns. The MNRI balances will be invested primarily to achieve capital growth over time. Achieving returns above inflation is a key investment objective, and some near-term liquidity from investments may be required.

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INVESTMENT PORTFOLIO

Asset allocations are typically expected to be relatively stable until the next annual review. Any contributions or withdrawals of MNRI must be communicated to ONE JIB formally as outlined in the ONE JIB Withdrawals of Money Not Required Immediately (MNRI) Policy

5.1 Account Structure

MNRI Investment Horizon	Risk Tolerance / Model Assigned	Allocation
Consolidated MNRI Holdings	Long Term / 40% Equity (model D) assigned.	\$32,783,105
Total		

Other considerations:

- Quinte West has MRI balances available to address potential contingencies. This means that MNRI balances are expected to be stable and there is a very low probability for unexpected drawdowns over the next 10 years.
- Inflation is a key consideration relevant for Quinte West's investment.
- Drawdowns detailed in section 4 of this Investment Plan are anticipated.
 - Treasurer has good visibility on capital spending and the need for debt financing
 - The treasurer has high confidence in both the size and timing of the drawdowns identified.
- The \$5 million drawdown planned to take place following the approval of this Investment Plan will be conducted in conjunction with the transition to the OCIO Offering

5.2 Allocations – based on Long Term 40% Equity Model (D)

MID TERM 40% EQUITY MODEL (D)				
Asset Classes	Minimum (%)	Target Weight (%)	Maximum (%)	Total Invested (\$)
Cash & Equivalent	0	0	10	\$0
Canadian Fixed Income	35	45	55	\$14,752,397
Global Fixed Income and Credit	0	15	25	\$4,917,466
Canadian Equities	10	20	30	\$6,556,621
Global Equities	10	20	30	\$6,556,621
Alternatives	0	0	0	\$0
Total		100		\$32,783,105

* further details on holdings and benchmarks for this model are detailed in an attachment to the New Product Committee report ([2024-003](#))

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APPLICABLE ONE JIB POLICIES

The Plan adheres to the following ONE JIB Policies subject to periodic review and updating and are posted to the ONE Investment website.

- ONE JIB Responsible Investing Policy
- ONE Anti-Money Laundering Policy
- ONE Pricing Error Policy (LL & PI)
- ONE Currency Hedging Policy PI
- ONE JIB Withdrawals of Money Not Required Immediately (MNRI) Policy
- ONE JIB In-Kind Securities Policy

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ELIGIBLE FUNDS

The eligible funds are listed under Schedule “A” of the Investment Management Agreement between RBC Global Asset Management Inc. and ONE Investment, which may be reviewed and updated periodically.

In asset classes where more than one fund is eligible for investment, the OCIO will be responsible for determining which fund(s) to include in the client portfolio after due consideration for (1) the individual characteristics of the fund, (2) prevailing market conditions impacting the fund’s liquidity and capacity, and (3) its alignment with the municipality’s investment objectives and philosophy.

The Manager shall manage the RBC GAM Fund(s) according to the pooled fund investment mandate including the investment guidelines contained therein developed by the Manager in respect of each RBC GAM Fund (each, an “Investment Mandate”).

Asset Classes	Sub-Asset Classes	Eligible Fund Names (Schedule “A” of IMA)
	Fixed Income	
Cash & Equivalent	Money Market	PH&N Canadian Money Market Fund
Canadian Fixed Income	Short-Term Bonds	PH&N Short Term Bond & Mortgage Fund RBC Vision Fossil Fuel Free Short Term Bond Fund
	Universe Bonds	PH&N Bond Fund PH&N Enhanced Total Return Bond Fund RBC Vision Bond Fund RBC Vision Fossil Fuel Free Bond Fund
	Corporate Bonds	PH&N Corporate Bond Trust*
	Private Placement Corporate Debt	PH&N Private Placement Corporate Debt Fund*
	Commercial Mortgages	RBC Commercial Mortgage Fund*
Global Fixed Income and Credit	High Yield Bonds	RBC High Yield Bond Fund PH&N High Yield Bond Fund
	Global Multi-Asset Credit	BlueBay Total Return Credit Fund
	Global Bonds	RBC Global Bond Fund

	Emerging Markets Bonds	RBC Emerging Markets Bond Fund
	Equities	
Canadian Equities	Canadian Equities	PH&N Canadian Equity Value Fund PH&N Canadian Equity Fund RBC Vision Canadian Equity Fund RBC QUBE Canadian Equity Fund
	Canadian Low Volatility Equities	RBC Vision QUBE Fossil Fuel Free Low Volatility Canadian Equity Fund RBC QUBE Low Volatility Canadian Equity Fund
Global Equities	U.S. Equities	PH&N US Equity Fund RBC QUBE US Equity Fund
	U.S. Low Volatility Equities	RBC QUBE Low Volatility U.S. Equity Fund
	International Equities	RBC International Equity Fund PH&N Overseas Equity Fund
	Global Equities	RBC Global Equity Focus Fund RBC Global Equity Leaders Fund RBC Vision Global Equity Fund RBC Vision Fossil Fuel Free Global Equity Fund RBC QUBE Global Equity Fund
	Global Low Volatility Equities	RBC QUBE Low Volatility Global Equity Fund
Alternatives	Real Estate	RBC Canadian Core Real Estate Fund*
	Infrastructure	RBC Global Infrastructure Fund*

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REBALANCING

The OCIO is authorized to execute trades, as appropriate, to maintain compliance with the Investment Plan.

Rebalancing shall occur in accordance with the Participating Municipality's Investment Policy Statement and Investment Plan.

Rebalancing plans and exact timing should account for upcoming material changes that may impact the Investment Plans, such as updates to the Investment Policy Statement or the Municipal Client Questionnaire.

As appropriate, the size and frequency of trading activities shall be minimized to help reduce the administration and costs of trading.

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IMPLEMENTATION

9.1 Custodian

All marketable investments under the control and management of ONE JIB, shall be held for safekeeping by ONE Investment’s Custodian.

9.2 Transition Plan

Timeline	Expected Transfer to JIB/ONE
March 2025	<ul style="list-style-type: none">- Existing holdings in ONE Investment Pooled Funds liquidated- The \$5 million drawdown of MNRI will be transferred to Quite West from the proceeds.- The remaining proceeds of approximately \$32.8 million being redeployed into the OCIO Offering with allocations based on Model D.

Quite West’s MNRI is currently invested in ONE Investment pooled funds. This Investment Plan will be implemented using the pooled funds available in the OCIO Offering. After the approval of this Investment Plan existing MNRI holdings will be liquidated. The \$5 million drawdowns will be remitted to Quite West with the remaining proceeds deployed into the OCIO Offering.

During the transition to the OCIO Offering, the Chair and Vice-Chair of ONE JIB may be consulted concerning any required temporary adjustment to the investment plan. The Chair and Vice-Chair of ONE JIB have discretionary power to approve temporary investments, recommended by the Sub-Investment Manager, that may not be expressly described in the Investment Plan or the Investment Policy Statement, but are in the opinion of the Chair and Vice-Chair, in the best interests of the Municipality and are entirely consistent with their fiduciary obligations to the Municipality.

9.3 Accommodating Cashflow needs

Income from investments will be automatically reinvested as per the ONE Distribution Policy PI and cashflow needs of Quite West are expected to be financed with the sale of units of the pooled funds. Payment of OCIO Fees and Governance fees will also be financed with the sale of investment pool units.