

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 in-year MCQ update form on the last page of this document.

Section 1 – Client Information

Name of Municipality: Corporation of the Town of Huntsville

Address: 37 Main Street East, Huntsville, ON P1H 1A1

Treasurer Information

Name: Julia McKenzie, Director of Finance/Treasurer

Phone Number: 705-789-1751 Extension: 2251

Email: julia.mckenzie@huntsville.ca

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? 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. *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 Liquidity Needs

This section of the MCQ asks about your Municipality’s **Money that it Does Not Require Immediately** (MNRI), the purpose or investment objective and the expected investment horizon or when funds may be required to meet forecasted municipal obligations.

3.1 What is the Municipal *funding objective(s), investment horizon(s) and purpose(s)* for the MNRI?

Description (i.e. Funding Objective, Investment Purpose, or Municipal Reserve)	Total MNRI (\$)	Investment Horizon < 5 Years (\$)	Investment Horizon 5-10 Years (\$)	Investment Horizon >10 Years (\$)
Capital replacement rsrv	\$ 1,077,165	\$ 382,359	\$ 694,806	
Development charges	\$ 2,065,304	\$ 1,854,972	\$ 210,332	
Planning Act	\$ 28,699	\$ 28,699		
Securities	\$ 412,642	\$ 412,642		
Special projects	\$ 4,474,926	\$ 233,705	\$ 231,811	\$ 4,009,410
Stabilization Reserves	\$ 3,107,112	\$ 1,977,877	\$ 1,129,235	
FIX TO TOTAL MARKET				
Total MNRI	\$ 11,165,848	\$ 4,890,254	\$ 2,266,184	\$ 4,009,410

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

3.2 What *assumptions or factors* does your municipality include in the 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.

Assume that tax funded contributions to capital will continue to increase and that spending on asset replacement will continue. Forecast does not factor in any inflation to cost estimations for capital.
Assumes that the Local Share for the Hospital will be paid out around 2035 but could be 2035-2040.
Development charge revenue forecast are based on 2024 collections, could be lower if development declines.

3.3 Based on *current* municipal forecasts, do you anticipate drawing down MNRI or increasing MNRI in the upcoming years?

Description	Next Year	2 years	3 years	4 years	5+ years
Anticipated MNRI Drawdowns (#)	\$ 0				
Anticipated MNRI Contributions	\$ 0				
Net Change to MNRI	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

3.4 Does the municipal forecasts used (above) reflect

- ☐ Drawdowns of current reserve balances to address MRI requirements, or
☐ Drawdowns of current reserve balances inclusive of projected future budgetary contributions to address MRI requirements

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

Not formally, working towards a 10 year capital budget.

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

- ☐ Yes ☒ No

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

There are 3 potential capital projects that could have a significant impact on the cashflow, these include a roads operations centre build, new fire hall and new library. At this time these projects are considered by Council but not yet approved to move forward.
The Town is considering adding an additional \$1,000,000 in Q3 2025 to MNRI and further direction will be provided later in the year.

3.8 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?

Unless there is an unforeseeable event, it is not likely that the Town would need to draw down funds for budget shortfalls given the experience over the past 15 years.

3.9 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?

The amount held for the Local share for the Hospital is a reserve that is to be utilized as the Town's local share contribution (in conjunction with the District of Muskoka and Town of Bracebrige), it is not yet known when this will be paid out. The commitment from Huntsville is to transfer \$10,000,000 as part of its "local share" contribution. The 2024 balance of this fund is \$4,620,049 and any income from ONE Investment on these funds are allocated directly to this reserve.

Section 4 – Municipal MNRI Information

This section summarizes the current MNRI under the management and control of the ONE JIB and the projected increase / decrease as a result of the annual review. *The total value should equal the total MNRI shown in Question 3.1.*

Description	As of Date (DD/MMM/YY)	Value
Invested in ONE JIB as of <i>Date</i> (A)	31-Mar-25	\$ 11,165,848
Additional contributions or withdrawal of MNRI and <i>Date</i> fund to be remitted / paid (B)		
Total MNRI under the management and control of ONE JIB (A + B)		\$ 11,165,848

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

Section 5 – 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 23 day of April, 202025

Julia McKenzie, Director of 

JULIA MCKENZIE Digitally signed by JULIA MCKENZIE
Date: 2025.04.23 17:38:42 -04'00'
Name and Signature of Treasurer

Second Signature (if required)



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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)