

Municipal Client Questionnaire (MCQ)

Recommended Review: The MCQ should be reviewed and updated annually in conjunction with the review of the Investment Policy Statement.

However, an update should happen within 90 days if:

- a. There is a significant change in the municipality's financial circumstances, or
- b. There is a significant change in the municipality's "money not required immediately"

A complete update is not needed for in-year change. Municipalities can provide written notice of changes by using the mid-year MCQ update form.

1. CLIENT INFORMATION

1.1 NAME OF MUNICIPALITY: Corporation of the Town of Huntsville

1.2 ADDRESS: 37 Main Street e, Huntsville, ON P1H 1A1

1.3 TREASURER INFORMATION

i. Name: Julia McKenzie

ii. Phone Number: (705) 789-1751 - iii. Email: Julia.mckenzie@huntsville.ca

iii. Email: _____

1.4 PRIMARY DAY-TO-DAY CONTACT INFORMATION**

i. Name: Julia McKenzie

ii. Title: Director of Financial Services/Treasurer

iii. Phone Number: (705) 789 - 1751 iv. Email: Julia.mckenzie@huntsville.ca

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

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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 Check the following list of investments 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
- ☐ Securities held in third party trusts (i.e. cemetery trust, legacy fund 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 minimize the likelihood of 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?

- ☐ Conservative Approach: A very small chance of loss of capital over a 5-year period
- ☒ Moderate chance of loss of capital over a 5-year period
- ☐ Greater uncertainty of outcomes with potential of higher returns over a 5-year period

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3.3 Tolerance for losses: Quantify the temporary decline (an unrealized loss) in the value of investment your Municipality can tolerate over a one-year period? Note the ONE JIB invests MNRI with the objective of attaining returns over the *long term*. Minimizing short-term volatility also reduces long term growth potential.

- ☐ Less than 5% decline
- ☒ 5-10% decline
- ☐ 10-15% decline
- ☐ More than 15% decline

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?

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 Summary of financial information. Kindly confirm that the municipality has provided a recent copy of its audited financial statements with this MCQ.

- ☐ Yes ☒ No, Will be provided in the next 2 months

4.2 Please provide a table showing reserves and reserve funds divided into "Money Required Immediately" and "Money Not Required Immediately" with investment time horizons. A template is provided on the following page as a guide.

Note: MNRI can be determined on the basis of time, source of funds, purpose of funds, or such other means as the municipality may decide is appropriate. As such, 'zero to 18 months' column of MNRI in the template might not be applicable for all municipalities.

Summary of Municipal Accounts for Investment Planning Purposes
(values in \$ thousands)

Reserve Type	Category	Comments	MNRI Amount	Investment Horizon of MNRI			
				18 months to 3 years	3-5 years	5-10 years	10+ years
Development Charge Reserve Funds	Target Date	Growth related projects	1,730		608	1,000	122
Other Obligatory Reserve Funds	Target Date	Fed Gas tax, Parking, Parkland Cash in Lieu, Developer contributions	1,442	-	290	-	1,152
Capital Reserves & Special Projects	Target Date	Planned projects	1,731	-	1,731	-	
Stabilization Reserves	Contingency Reserves	Stable balances	1,691	-	-	-	1,691
Contingency Reserves	Contingency Reserves	Modest growth expected	2,971	-	1,000		1,971
MNRI Total			9,565	-	3,629	1,000	4,936

The Town is evaluating projects and financing options that may lead to an additional contribution to MNRI within the next 12 months. It is possible that this may lead to an additional contribution to MNRI of \$ 1 million to reflect capital projects where funding would be required in the 5 to 10 year time frame. As appropriate this will be confirmed at a later date.

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4.3 Cash Flow Projections affecting MNRI by year (please provide details that may help inform the ONE JIB about potential drawdowns/additions to MNRI that you anticipate in coming years. Supporting documentation may be provided as needed.)

Type	2022	2023	2024	2025	2026-2030
Anticipated MNRI Drawdowns	0	0	0	0	
Anticipated MNRI Contributions	\$1,000,000	0	0	0	
Net change in MNRI	\$1,000,000				

4.4 Please provide a copy of the Municipality's multi-year capital plan and its asset management plan, to the best of your ability, by year and funding source.

Funding/Expenditure Analysis

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

In the past there have not been significant unanticipated requests that could not be funded through existing

balances, there is no expectations based on what we know of at the moment that would lead us to believe there would be shortfalls in the budget.

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

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

4.7 Are the reserves and reserve funds that represent MNRI growing annually for the Municipality?

☒ Yes ☐ No

4.8 If yes, at what approximate annual rate are they growing?

1 to 2 % ☐ 3 to 4 % ☒ Greater than 5 % (aim for 15%) Because of large projects, the balance
☐ declines before it grows over 5 years

4.9 If no, at what approximate annual rate are they declining?

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☐ 1 to 2 % ☐ 3 to 4 % ☐ Greater than 5 % ☒ n/a

4.10 At what annual rate is the Municipality's capital expenditures rising?

☐ 1 to 2 % ☐ 3 to 4 % ☒ Greater than 5 %

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

☒ Yes ☐ No

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

Municipal pool to be refurbished (2025/2026)

Operations Facility to be Built (replace existing Madill Yard Building) – Estimated timing is 2022-2024 – TBD,

estimated amount of project – TBD, would need to secure debt financing and grant opportunities to proceed.

4.13 Potential capital grants that are received could impact the municipality's MNRI. Please characterize any large grants that your municipality has a reasonable expectation of materializing.

None noted at this time. Would be applying for grants for both pool and Operations Facility.

4.14 The use of debt financing to fund future capital projects may reduce the need to drawdown MNRI to fund the projects. Please characterize how the municipality anticipates using debt financing to fund capital projects.

If we proceed with the new Operations Centre, debt financing will need to be used to fund this project, it is too early to determine the amounts needed.

5. PORTFOLIO INFORMATION 5.1

MNRI details as at May 31, 2021	
ONE PI Funds + HISA (Under ONE JIB)*	\$ 8,592,586.56
Locked in portion (LDC shares or notes) (Lakeland Holdings Ltd. Shares)	\$ 12,884,336
Pledged (in kind) Securities (Bonds, GIC's, PPN's, etc.) *	NA
Expected Additions (withdrawals) of MNRI from ONE JIB	
Date funds to be remitted/paid: by July 31, 2021	\$ 1,000,000
Total MNRI	\$ 22,476,922.56

<p>* prices of securities may change between the date they are pledged to the ONE JIB and when they are actually contributed to the ONE JIB. Drift in the security price after they have been pledged to the ONE JIB should not compel the municipality to adjust their contribution to the ONE JIB.</p>	
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5.2 Less liquid securities can be pledged to the ONE JIB as part of the MNRI when the municipality joins the ONE JIB. It is contemplated that the proceeds from these pledged securities would be transitioned into the ONE Prudent Investor Outcomes at maturity or at an earlier date at the discretion of the participating municipality. Please identify below the details of pledged securities that the municipality may have.

- ☒ The municipality does not have locked in investments that represent a portion of MNRI
- ☐ The municipality has locked in investments that have previously been pledged to the ONE JIB as part of their MNRI
- ☐ The municipality is joining the ONE JIB and will need to include the following investments as pledged securities to the ONE JIB to represent a portion of their MNRI:

Type/Description	Amount	Maturity Date

6. INVESTMENT RESTRICTIONS

6.1 Are the Municipality's investments subject to any prohibited investment or other similar restrictions that are not fully disclosed in the Municipal IPS?

☐ Yes ☒ No

If Yes, please specify.

7. 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.



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Dated this 21 day of June, 2021

A handwritten signature in black ink, appearing to read "Julia McKenzie", written over a horizontal line.

Julia McKenzie, Director of Financial Services/Treasurer

Name and Signature of Treasurer

Second Signature (if Required)

Appendix 1 – Midyear MCQ Updates Form

Kindly provide details that explains the nature of the requested change. This should describe: the dollars involved, the timing of transactions required, and any other context to support the change request. This will allow the ONE JIB to understand how this update changes the cashflow characteristics or investment horizons of money representing MNRI relative to the most recent update to the MCQ.
