

**Town of Bon Accord**  
**AGENDA**  
**Organizational Meeting**  
**October 20, 2020 8:30 am**  
**Council Chambers**



- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. APPOINTMENT OF DEPUTY MAYOR**
- 4. NEW BUSINESS**
  - 4.1.** 2021 Chronological Meeting Schedule (enclosure)
  - 4.2.** Committee Appointments (enclosure)
  - 4.3.** Appointments
    - 4.3.1.** Signing Authority (enclosure)
    - 4.3.2.** Fire Chief (enclosure)
    - 4.3.3.** Subdivision Approving Authority (enclosure)
    - 4.3.4.** Financial Institution (enclosure)
    - 4.3.5.** Municipal Assessor (enclosure)
    - 4.3.6.** Auditor (enclosure)
    - 4.3.7.** Legal Counsel Services (enclosure)
  - 4.4.** Naming of Municipal Office (enclosure)
  - 4.5.** Approval of Special Days, Weeks, or Months for 2021 (enclosure)
- 5. ADJOURNMENT**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	2021 Council meeting schedule
<b>RECOMMENDATION:</b>	
THAT ... Council approved the 2021 Regular Meeting of Council Schedule, as presented.	
<b>BACKGROUND:</b>	
Each year at the Organizational meeting of Council, Council sets the date and time for Regular Meetings of Council for the upcoming year.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b>	
<ol style="list-style-type: none"><li>1. Council approved the 2021 Regular Meeting of Council Schedule, as presented.</li><li>2. Council direct administration to ...</li></ol>	
<b>Prepared and Submitted By:</b> Julia Miller	
<b>Reviewed By:</b> Joyce Pierce - CAO	
<b>Date:</b> October 7, 2020	

## 2021 REGULAR MEETING OF COUNCIL SCHEDULE

Regular Meetings of Council are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The 1<sup>st</sup> meeting of the month commences at 7:00 pm and the 2<sup>nd</sup> meeting of the month commences at 8:30 am. All meetings take place in Council Chambers, unless otherwise posted.

January 5, 2021	7 pm
January 19, 2021	8:30 am
February 2, 2021	7 pm
February 16, 2021	8:30 am
March 2, 2021	7 pm
March 16, 2021	8:30 am
April 6, 2021	7 pm
April 20, 2021	8:30 am
May 4, 2021	7 pm
May 18, 2021	8:30 am
June 1, 2021	7 pm
June 15, 2021	8:30 am
July 6, 2021	7 pm
August 17, 2021	8:30 am
September 7, 2021	7 pm
September 21, 2021	8:30 am
October 5, 2021	7 pm
October 19, 2021	8:30 am
November 2, 2021	7 pm
November 16, 2021	8:30 am
December 7, 2021	7 pm
December 21, 2021	8:30 am

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Organizational Meeting of Council

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Council Committees, Boards and Commission Appointments

**RECOMMENDATION:**

..... **THAT** the Council Committee, Board and Commission appointments remain as is for the 2020- 2021 upcoming year.

**BACKGROUND:**

Each year Councillors are appointed to sit on various committees, boards and Commissions. Many of these committees have requested that appointments be maintained for more than one year in order to maintain knowledge and efficiency of these committees and boards.

It is recommended that the current board appointment remain status quo until the next general election in October 2021.

**FINANCIAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. .... **THAT** the Council Committee, Board and Commission appointments remain as is for the 2020-2021 upcoming year.
2. **THAT** change the current committee, board and commission appointments as desired.

**Prepared and Submitted By:** Julia Miller

**Reviewed By:** Joyce Pierce

**Date:** October 7, 2020

# **TOWN OF BON ACCORD - COUNCIL COMMITTEE APPOINTMENTS 2020-2021**

COMMITTEE	REP	REP	FREQUENCY	STAFF	ALTERNATE
Alberta Capital Region Wastewater Commission	Lynn Bidney		Once / month 3rd Friday (Day)		David Hutton
B.A.C.S. & Lilian Schick Joint-Use*	Tanya May		Once per quarter (Day)	Community Services Manager & C.A.O.	
Bon Accord Public Library *	Tanya May		Once per month – 2 <sup>nd</sup> Tuesday (evening)		
Northern Lights Library System	Tanya May		Quarterly (Saturday (Day) in Elk Point)		Lynn Bidney
Capital Region Assessment Services Commission	David Hutton			C.A.O.	All of Council
Capital Region Northeast Water Services Commission	Brian Holden		Minimum of twice per year (Day)		David Hutton
Community Services Advisory Board*	Tanya May		Once per Quarter	Community Services Manager	All of Council
Edmonton Salutes Committee (effective July 28, 2014)	Lacey Laing		Once per quarter		Lynn Bidney
Homeland Housing Board**	Lynn Bidney		Last Thursday of each month (Day)		Lacey Laing
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Lacey Laing Lynn Bidney Brian Holden		Quarterly /Daytime	CAO	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)			C.A.O. as req'd	
Municipal Emergency Advisory Committee	All of Council		Once per year (Day)	DEM & DDEM	
Northern Mayor's Caucus	Mayor		Once/quarter		Deputy Mayor
Regional Emergency Advisory Committee	Lynn Bidney		Once per quarter (Day)		All of Council
Rosieridge Waste Management Services	Mayor		Once / month 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor				Lacey Laing

\* Indicates Public Members at large also appointed or approved by Council

Organizational Meeting of Council – October 20, 2020; Resolution #20-XXX

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Signing Authority
<b>RECOMMENDATION:</b>	
<p><b>THAT...</b> in accordance with the Town of Bon Accord Signing Authority Bylaw; Bylaw #10.272 that the signing authority for banking matters be the Mayor or in their absence the Deputy Mayor together with the Town Administrator (CAO), or its Department Head designate.</p>	
<b>BACKGROUND:</b>	
<p>Policy 10.272, Signing Authority Policy was last reviewed on February 21, 2017, and designated the Mayor or in their absence the Deputy Mayor together with the Town Administrator (CAO), or its Department Head designate as authorized signing authorities.</p>	
<b>FINANCIAL IMPLICATIONS: N/A</b>	
<b>LEGISLATIVE HISTORY</b>	
<p>As per Section 213 of the Municipal Government Act each year Council is to establish who is authorized to sign for banking matters.</p>	
<b>ALTERNATIVES:</b>	
<p>1. <b>THAT...</b> in accordance with the Town of Bon Accord Signing Authority Bylaw; Bylaw #10.272 that the signing authority for banking matters be the Mayor or in their absence the Deputy Mayor together with the Town Administrator (CAO), or its Department Head designate.</p> <p>2. Council amend Policy 10.272 designating authorized signing authorities.</p>	
<div style="display: flex; justify-content: space-between;"><div><b>Prepared and Submitted By:</b> Julia Miller <b>Date:</b> October 15, 2020</div><div><b>Reviewed By:</b> Joyce Pierce</div></div>	

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Appointment Fire Chief
<b>RECOMMENDATION:</b>  ... THAT the Fire Chief be appointed, as he / she has been appointed by the Council of Sturgeon County.	
<b>BACKGROUND:</b> Bon Accord has contracted Fire Services with Sturgeon County.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY</b>	
<b>ALTERNATIVES:</b> 1. THAT the Fire Chief be appointed, as he / she has been appointed by the Council of the Sturgeon County.	
<b>Prepared and Submitted By:</b> Julia Miller <b>Reviewed By:</b> Joyce Pierce <b>Date:</b> October 15, 2020	

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Appointment of Subdivision Approving Authority
<b>RECOMMENDATION:</b> <b>THAT...</b> Council appoint Municipal Planning Services as the Subdivision Approving Authority for the Town of Bon Accord.	
<b>BACKGROUND:</b> The Town of Bon Accord has an agreement with Municipal Planning Services, and they act as the Subdivision Approving Authority.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> MGA Section 624.	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. <b>THAT...</b> Council appoint Municipal Planning Services as the Subdivision Approving Authority for the Town of Bon Accord.</li><li>2. <b>THAT...</b> Council direct Administration to look for an alternate Subdivision Approving Authority.</li></ol>	
<b>Prepared and Submitted By:</b> Julia Miller <b>Reviewed By:</b> Joyce Pierce <b>Date:</b> October 15, 2020	



# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Organizational Meeting of Council

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Financial Institution

**RECOMMENDATION:**

..... **THAT** Council designate ATB Financial as the financial institution for the Town of Bon Accord.

**BACKGROUND:**

ATB Financial is the only financial institution in Bon Accord and the Town has been using this financial institution for many years. Many of the day to day banking service charges are waived for the Town of Bon Accord.

Utilizing another banking institution for day to day services would require either daily travel to a nearby Town or changing our procedures as to how often bank deposits are prepared, which would affect our customer service for resident's accounts and their own banking.

**FINANCIAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY**

As per Section 270 (2) of the Municipal Government Act requires all municipalities to designate a financial institution ensuring that all money, belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust company.

**ALTERNATIVES:**

1. Council designate ATB Financial as the financial institution for the Town of Bon Accord.
2. Council direct administration to....

**Prepared and Submitted By:** Falon Fayant      **Reviewed By:** Joyce Pierce

**Date:** October 15, 2020

# Review of ATB Banking Services for the Town of Bon Accord

September 25, 2020

# Current Services

# Operating Account

The majority of your day to day banking transactions are waived in addition to the following interest rate based on daily closing balances\*:

- |                        |                      |
|------------------------|----------------------|
| • 0 -up to \$1.5M:     | <b>Prime - 1.90%</b> |
| • \$1.5M-up to \$2.5M: | <b>Prime - 1.80%</b> |
| • \$2.5M -up to \$5M:  | <b>Prime - 1.70%</b> |
| • \$5M- up to \$10M:   | <b>Prime - 1.60%</b> |
| • \$10M+:              | <b>Prime - 1.55%</b> |

**Prime rate as of September 25, 2020 is 2.45%**

## Bank Statements

- Monthly statements are available through online e-statements or paper copy
- ATB online allows the flexibility to download PDF and CVS files for reporting purposes
- Accounts can be viewed in real time online with access 24/7
- Statement period cutoff is end of the month
- Historical statements can be viewed online for the past 12 months

**Please note:** ATB reserves the right to adjust the applicable current account interest rates without notice should it be discovered that Friday through Sunday's deposit account balances are substantially higher than those balances maintained Monday through Thursday.

# Operating Account – con't

## Waived Service Fees

The regular operating service charges for all of your organization's main operating accounts will be **FREE** unless otherwise noted hereafter. Transactions included in your waived fees include:

- Cash and coin supplied and deposited
- Cheques deposited & cheques cleared
- Electronic debits and credits
- In-branch debits and credits to and from account
- In-branch bill payments
- Chargebacks
- Cheque Certification Issue
- Domestic/Foreign Drafts
- Non-Personalized Deposit Books
- Stop Payments Online
- Safety Deposit Box (Annual Fee for 1 box waived)

## Non – Standard Service Fees

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| • Cheque Orders                     |                                      |
| • Cheque Imaging CD-ROM             | \$130.00 set up fee + \$24.00 per CD |
| • Non-Sufficient Funds (NSF) Fee    | \$45.00 per item                     |
| • Overdraft Transfer Fee            | \$5.00 per transfer                  |
| • USD Cheques drawn on CAD accounts | \$15.00                              |
| • Bank confirmations                | \$25.00 per deposit account          |

# Operating Account – con't

## Wire Transfer Fees

Incoming CAD/USD \$15.00 CAD/USD

Canadian currency wire transfers inside or outside of Canada or USA currency wire transfers to the Continental USA, Alaska and Hawaii:

\$1.00-\$10,000	\$30.00
\$10,001-\$50,000	\$50.00
\$50,001 and over	\$80.00

USD currency wire transfers to the Continental USA, Alaska and Hawaii

\$1.00-\$10,000	\$30.00
\$10,001-\$50,000	\$50.00

## Online

High Volume (Over 12/year)	\$15.95/month + \$15.00/wire
Low Volume (Under 12/year)	\$0/month + \$30/wire

# Business Financing and Credit Facilities

The following is a brief overview of ATB's loan program.

## **Operating Loan with an Authorized Limit of \$230,000**

### **Features and Benefits:**

- Revolves automatically
  - No need for reapplication
  - Variable interest calculated only on the amount used
  - Flexible repayment plan
  - Loan protection is available
- 
- Current rate of interest is ATB Prime less 0.25% to be increased to Prime + 1.00% with no set up fees or monthly fees.

## **Term Loans**

### **Features and Benefits:**

1-5 year terms

Amortization can be up to 25 years or up to the economic life for equipment

Flexible repayment schedule

Loan protection is available \*

\*On Approved Credit

# BusinessCard® MasterCard

ATB offers the convenience of the Alberta BusinessCard® MasterCard. With it you receive the purchasing power you need to carry out your everyday business activities, the ability to consolidate all your business expenditures, simplify your record keeping, and increase your repayment flexibility.

## Alberta BusinessCard MasterCard

- Purchasing power up to \$100,000.00\*
  - \$65/year for primary card & \$35/year for supplemental cards
  - Low minimum payment of 3.00% of the outstanding balance
  - 21 day grace period
  - Trip protection (lost document and ticket replacement)
  - Car rental insurance coverage
- 
- ATB is pleased to offer your organization, if required, an Alberta BusinessCard® MasterCard with an interest rate of ATB Prime plus 0%\*

## Alberta Rewards MasterCard

- Credit limit is customized to meet your needs\*
- \$120/year for primary card and \$49/year for supplemental cards
- 19.9% annual interest rate
- Earn 1.5 reward points for every dollar of eligible purchases
- Low minimum payment of 3.00% of the outstanding balance
- Trip protection (lost document and ticket replacement)
- Car rental insurance coverage



# ATB Online Business

ATB Online Business brings you the power and convenience of online banking. You get real time access to your accounts and can perform daily management tasks at the click of a button. You can save valuable time and conduct important transactions immediately. ATB Online Business puts you in complete control.

## Features and Benefits:

- Saves Time- it only takes a few seconds to perform all of your daily transactions which occur in real time.
- Easy to Use- most options can be completed by using your mouse.
- Super Convenient- access your accounts 7 days a week 24 hours a day.
- Secure- ATB Online Business utilizes the latest in secured technology to ensure that all of your banking information is kept safe. Plus, you decide who has access to your accounts. You provide multiple users with different access levels.
- ATB Online Business User Guides- these step by step guides outline the features and functionality of ATB Online Business. This support reference can be viewed from any ATB Online Business page, through the Help button.

## Statements

E-statements are an environmentally-friendly alternative to printed paper statements you receive in the mail. E-statements allow you to view and download your account or MasterCard statements in ATB Online, ATB Online Business or ATB Investor Connect. When you opt for e-statements, you can choose to receive an email notification whenever a new statement is posted.

# Corporate Creditor Services

This service would allow users to go into their own online banking and make a payment to your organization. You have the option of setting up the service with some or all of the Financial Institutions that will allow this service.

One form will set you up on ATB's online banking service, and on this form you will indicate which other banks you would like to set up with. ATB will send them your contact information. Each bank will contact you and go over their terms, conditions, and fees for the service – you are not committed to their service until after you have this information. Although ATB only charges a set-up fee for this service, other banks will also charge a set-up fee and some may charge monthly processing and/or transaction fees.

## Online Creditor Service Fee

Online Creditor Service	\$125.00 set up (existing product) and monthly fee waived
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# Electronic Funds Transfer

ATB's EFT service utilizes the ATBOnline™ banking system and is an efficient and effective alternative for writing cheques or collecting ongoing receivables for purposes like payroll, recurring payments, and trade payables.

## Features and Benefits:

- Reduces the risk of theft, fraud, or forgery associated with cheques.
- Increases cash management capabilities.
- ATB's EFT Service can electronically debit or credit accounts at any financial institution in Canada.
- A detailed step by step user guide that outlines the features and functionality of ATB's EFT system\*.

\*This support reference can be reviewed at [www.atb.com](http://www.atb.com) under "Learn", then "Resources"

## ATB's EFT system will process three formats:

- CPA Format: this format contains an extensive number of characters. This is the standard CPA format, used by most major financial institutions; logical records must consist of 1,464 characters.
- 96 Byte Format: ATB customers may use a simplified 96 byte format, consisting of 96 characters; ATB Online Business and ATB's EFT Editor both creates a 96 byte format.
- CSV Format: CSV File format is similar to the 96 byte format except it only contains detail records (DR / CR records). There are no header or trailer records.

## Lead Times:

Lead Times are the number of business days established by each financial institution to receive and process EFT transactions, thus enabling funds to be credited or debited on the due date of the transaction. It is recommended that your file be submitted to ATB two business days prior to the due date. Files received after 5:00pm are not processed until the next business day. If the customer is unable to send the file two business days in advance, ATB requires your file to be submitted no later than 11:00 am on the business day prior to the due date. Transactions dated on a non-business day (weekends and holidays) may be posted to the respective accounts on the next business day, unless your payee's/payor's financial institution processes EFT transactions on non-business days.

# Electronic Funds Transfer- con't

## Recalled Transactions

If your company has released a file that needs to be recalled you may be able to recall or reverse some or all of the transactions in the file. Depending on the status of the file, you can either recall the entire file or if the file has started processing, you can have ATB attempt to recall and reverse all eligible items in the file. This is done on a best effort basis.

## Approval Workflow

ATB Online Business also supports your business workflow through a system of approvals. Each role has one of the following approval settings for each type of transaction: *Deny, No Approval Required, Single Approval Required, and Dual Approval Required*. Approvals can be set for all transactions or specified transactions based on transaction dollar limits. Approvals can be made from the Business Mobile App.

### Fees:

EFT Setup	\$125 (waived)
EFT Monthly	\$15.95 (waived)
EFT File	\$10 per file
EFT Item	\$0.15 per item
Payment Recall	\$0.50 per item
	\$10 for the entire file

# Payment Solutions

Here at ATB, we have simplified the way we charge you for processing your credit and debit card transactions. Simplified pricing means you pay ATB a fixed transaction fee. You will also be responsible for any interchange, assessment fees, and other fees applied by the card brands to the transaction. There is no additional markup for interchange, assessment fees, and other fees charged by the card brands.

## iCT250 Countertop Payment Terminal

*\$29.95/month*



- Integrated high speed thermal printer.

- Option to attach an external Pin Pad for added convenience.

## iWL220 Bluetooth Mobile Solution

*\$49.95/month*



- Secure wireless Bluetooth communication.

- Wireless communication up to 100 meters within your location.

## iWL255 Long Range 3G Mobile Solution

*\$59.95/month*



- Lithium-ion battery can process up to 600 transactions per day.

- Fully charged in 4 hours.

# Point of Sale Services

Card Plan	Transaction Rate
Visa	Card Brand Interchange + Network Assessment Fees + <b>0.28% + \$0.04/transaction</b>
Visa Debit	
MasterCard	
Debit MasterCard	
American Express	
Discover	
UnionPay	Card Brand Interchange + Network Assessment Fees + <b>\$0.04/transaction</b>
Interac	

- Interchange rates are set and regulated by the Card Brands and will vary based on a number of factors including: card type, business type, transaction size, annual transaction volume, method of payment, etc.
- Network assessment fees are set and regulated by the Card Brands and will vary by region and settlement currency.
- For more information on Simplified Pricing and specifics on Interchange rates, please visit [www.moneris.com/simplified](http://www.moneris.com/simplified)

# Online Payment Solutions

Merchant Direct is your online credit & debit card transaction reporting. Review the reports online or download the information into spreadsheets and accounting packages for forecasting and analysis.



[moneris.com](#) | [Contact Us](#) | [Help](#) | Powered by **WebFOCUS**

Canada - English ▼

**Sign In**

User ID	<input type="text"/>
Password	<input type="password"/>
<a href="#">Forgot Password?</a>	<input type="button" value="Sign In"/>

## Merchant Direct Online Reporting Fee

\$6.95/month

# Additional Products and Services



The following pages are additional products and services available to our municipal customers that might benefit the Town of Bon Accord:

## Investment Facilities

ATB provides access to a full range of investment solutions to help you achieve your goals. Professionally designed portfolios, mutual funds, individual securities, and online brokerage services are available through ATB and our investment subsidiaries.

### Municipal High Interest Savings Account

For the ultimate in flexibility, ATB is pleased to offer our High Interest Savings Account (HISA), an exclusive offer for our municipal customers. This Account acts as a sub-account and is visible with ATB Online. It allows online transfers to your primary ATB Operating Account, and currently has no set maximums on deposits, limits or fees on transfers.

The current rate is: Prime less 1.75% = 0.70%

### Fixed Date Deposits

With an ATB Fixed Date Deposit, your investment is guaranteed for the entire term that you have chosen. We also offer competitive returns, flexibility, liquidity, and diversification.

**To obtain interest rate quotes please contact Karen Schneberger.**

### Notice Demand Accounts

The Notice Demand Account (NDA) is ATB's solution to continually rolling over short term GIC's. In order to access funds deposited within this account, clients are required to provide ATB Financial notice of either 31 or 90 days. Once the notice period is over, the client has seven days to transfer the funds to the operating account. After the seven-day window has expired a new notice is required to access the funds.

The account has no monthly service fee and provides the following interest rate based on notice periods:

NDA31:	Prime less 1.70% = 0.75%
NDA90:	Prime less 1.65% = 0.80%

**\*Prime rate as of September 17, 2020 is at 2.45%**

# Bill Consolidation Services

Bill Pay Consolidation service is provided when one Financial Institution (ATB Financial) acts as your lead bank and consolidates both the bill payment remittance information and the associated funds from each of the participating Financial Institutions.

ATB will process all your bill payments from other FIs and combine all payment information into one convenient electronic file on a daily basis. It provides a safe and efficient option to consolidate your receivables rather than manipulating different payment files from multiple financial institutions

## Benefits

- ✓ Receive payments faster
- ✓ With this service you no longer need to retrieve many different bill payments separately from each FI. It's all, automatically, consolidated for you
- ✓ Improved Audit trail - tracing / enquiries are processed more efficiently through one channel, instead of addressing through various corresponding FIs
- ✓ Streamlined Accounts Receivables process as the manual entry of receivables information can be automated, when your electronic file is delivered to you

## Features

- ✓ Access via secure server connectivity (SFTP) to retrieve your consolidated Files
- ✓ EDI H6 or flat file formats available to choose from
- ✓ Friendly readable summary Report accompanies each consolidated File
- ✓ 24-hour accessibility to your Files and Reports

## Fee Structure

- **Setup:** \$750 per profile
- **Monthly:** \$80 per profile
- **Item charge:**

0 - 2,500:	\$0.05
2,501 - 15,000:	\$0.04
15,000+:	\$0.03

# Bill Consolidation Services - Con't

## **Timing of payment information and funds delivery:**

Daily bill payments are consolidated at the end of the day. Financial institutions will typically cut-off their processing day around 8-9pm MT (6-7 pm ET) to allow for the payment information to be sent to the destination FI. All bill payments processed after the cut-off time will be included in the next processing day.

Consolidated File with the payment remittance information from the previous day will be available to you on weekdays at 10:30am MT, regardless of holidays.

Simply download a single file (Flat file or EDI format) that contains your remittance information from all financial institutions, and upload it into your own accounting system to record bill payments and update your receivables.

Scripts can be used to automate accessing, downloading and transmitting Files directly into your system of records. Script is an automated list of commands that are executed by a program or scripting engine.

As a general statement, the creditor receives 1 posting credit for all payments, both Other FI & ATB, the following business day [after their customer paid] during the 2nd EFT exchange i.e. approx 2:30-2:45 pm MT on following business day.

# Bill Consolidation Services - Con't

## File Formats & Accompanying Report:

There are 2 digital file formats available for Bill Pay Consolidation Service along with an accompanying Report:

Creditor can choose either Flat file or EDI (not both) digital file along with the "readable" report, or you may only want to receive "readable" report

By default, creditor always receives an accompanying report which reflects the info in the consolidated file (note: it can be suppressed if needed).

As a minimum, either file format will include the following information: bill payment amount, name of the consumer, the consumer's account number with your company, associated tracing information, bill payment origin, effective date of the payment.

## Flat File Format:

The flat file name is ERTVmmdd.DAT ("mm" equals the month and "dd" equals the day).

The data file consists of the following:

- Header Record – the Header Record consists of 1 segment, or line, containing control information about the transaction type, file creation details, and Corporate Creditor identification information;
- Detail Records – each Detail Record consists of 1 segment, or line, containing information about the transaction;
- Trailer Record – the Trailer Record consists of 1 segment, or line, indicating the end of the file, including a repeat of envelope and functional group identification contained in the Header Record.

# Bill Consolidation Services - Con't

## **EDI File Format:**

The EDI file name is ERTVmmdd.EDI (“mm” equals the month and “dd” equals the day).

ANSI ASC X12 Transaction Set Payment Order/Remittance Advice 820 version 003030 is used to transmit payment information to Corporate Creditors. EDI format is based on the CPA's EDI file specifications. Our expert team can assist you with understanding Payments Canada Rule H6 and specifically with Version 3030 file mapping.

## **Files & Report are retrieved via SFTP site:**

You will need to enroll for FTP Service access via SFTP. You will be provided with access credentials, userID and Password. Authorized users will be able to download the Files and Reports directly from the secure server.

Files are available for 30 calendar days. We recommend to establish a policy and internal procedure for downloading and saving files to a separate storage location. It is a good practice to download and save files on a daily basis.

Note: ATB creditors who previously used our Bill pay “non-consolidation” service, can still access their “non-consolidated” bill pay reports (bill payments made by ATB customers only) via ATBOL Business online banking platform.

## **SUPPORT:**

You can contact (phone) our trusted partner Central 1, if you encounter issues with your consolidated files/reports or if you want to initiate a trace. The contact information is provided at the bottom of your consolidated report. Note: Central 1 sends out email notifications, in the rare event your files/reports are going to be delayed.

# ATB Government Tax Payment & Filing Service

Online Government Tax Filing is a faster and simpler way of paying business taxes that is available through ATBOnline and it allows the user to pay Federal and Provincial Business taxes which include payroll source deductions, corporate income tax, GST, PST, and Harmonized GST (HST) and PST.

## Features and Benefits:

- Payments are processed overnight therefore payments must be entered by midnight (MST) the day before the due date
- Only one account can be specified for Government payments and the designated user must have sole authority to conduct the payment on that account
- Offers more convenience as this service is available 24 hours a day, 7 days a week. Visits to the branch are not necessary and late payments can be avoided
- GST/HST refunds can be received up to one week faster than paper based filings and arrangements can be made with Revenue Canada to directly deposit the refund into the account
- ATB Tax File user Guide is available at [www.atb.com](http://www.atb.com) under “Learn”, then “Resources”.

## ATBOnline™ Government Tax Filing Fees

ATBOnline™ Tax Filing	\$19.95 set up fee
	\$2.00 per payment/filing

# Interac e-Transfers for Business

ATB is saving its business customers time and money, by offering Interac e-Transfers. No more cheque runs or relying on snail mail, just a fast, secure and convenient way for businesses to pay and get paid anytime.

**Fee Structure:** \$1.50/sent transfer, free to receive.

## Features and Benefits:

- ✓ ***It's easy.*** All a customer needs is the recipient's name and email address. That's it. No exchanging of bank account numbers or other sensitive information is required.
- ✓ ***It's fast.*** Once they hit send, Interac will verify the transaction (usually within minutes, but sometimes up to one hour). The recipient will then get an email letting them know an Interac e-Transfer is waiting to be deposited. If you're receiving an e-Transfer, then you'll get the email saying an e-Transfer is waiting to be collected. Simply collect the money through ATB Online Business, and the funds will be deposited immediately.
- ✓ ***It's secure.*** The transfer takes place with the same high level of security and safety as every ATB Online Business banking transaction.
- ✓ ***It saves time and money.*** No more cheque runs or relying on snail mail! The cost to send and receive will be \$1.50 per transaction unless they are included in your Business Banking package.
- ✓ ***It helps protect your business.*** ATB gives you the ability to set dollar limits within the e-Transfer service so you can have ultimate peace of mind when allowing employees to use it.
- ✓ ***It gives your business more flexibility.*** Send up to \$10,000 per transfer at your convenience with Interac e-Transfers for Business, but the good news doesn't stop there. We've increased your daily limits so you can send more per day. Ask us how we can help you customize the amount that makes sense for your business.

# Online Wires

A convenient and secure way to manage important, high value and time-sensitive payments. Online wires allow you to send payments quickly and reliably within Canada or around the world using ATB Online Business. Wire payments are irrevocable payments that provide immediate availability of funds using ATB's extensive global network of correspondent banking relationships. See page 5 for fee structure.

## Benefits

- ✓ **Conveniently** execute payments from anywhere you have internet access
- ✓ **Improve cash flow management** by leveraging just-in-time disbursements
- ✓ **Save time and reduce risk** of error by using wire templates
- ✓ **Reduce risk of fraud** by using flexible security options while authorizing and releasing payments
- ✓ **Improve supplier and employee relationships** as you have assurance they received payments and have immediate use of funds
- ✓ **Expand your business internationally** by easily executing payments anywhere in the world
- ✓ **Gain security and control** over your high value payments by using workflow approvals and entitlements
- ✓ **Improve accuracy and eliminate processing delays** with ATB's Bank Look-up tool

## Features

- ✓ **Send multiple wires** at a time using our convenient Multiple Wires feature
- ✓ **Easily reach international suppliers and employees** by processing payments anywhere in the world in all major currencies
- ✓ **Use the flexible administration and approval system** to match your internal controls and segregation of duties
- ✓ **Get real-time information** for pending wires and view payment history of wires completed
- ✓ **Use wire templates** for recurring or frequent wires and to further segregate online user access
- ✓ **View flexible and detailed online reporting** for all outgoing and incoming wire payments for auditing and tracking capabilities
- ✓ **Include additional details** with your payment such as invoice numbers to ensure accuracy with the beneficiary
- ✓ **Use our convenient Bank Look-up tool** to validate and ensure proper routing instructions



# One-Off Payments

A simple and secure way to move money for your business using ATB Online Business.

One-off Payments is a convenient, cost-effective and secure way to manage your low volume and low value payments. Your organization will be able to collect or pay funds electronically between your ATB business account and any financial institution in Canada.

**Fee Structure:** \$2.50/transaction.

Benefits	Features
<ul style="list-style-type: none"> <li>✓ <b>Reduce risk of fraud</b> by transitioning cheques to electronic payments</li> <li>✓ <b>Improve cash forecasting</b> with better visibility and control of payments going through your accounts</li> <li>✓ <b>Easily consolidate your company balances</b> at other Canadian financial institutions</li> <li>✓ <b>Save money</b> compared to costs associated with issuing a cheque</li> <li>✓ <b>Improve supplier and employee relationships</b> as you have assurance they received payments and have immediate use of funds</li> <li>✓ <b>Save time</b> by reducing administration work associated with writing a cheque</li> <li>✓ <b>Conveniently execute transactions</b> that don't conform to your typical cheque runs or accounts payables/receivables cycle</li> <li>✓ A great way to <b>introduce electronic payments</b> to your company</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Submit CAD or USD</b> payments to or from any financial institution in Canada</li> <li>✓ <b>Consolidate funds</b> from your accounts with other financial institutions across Canada</li> <li>✓ <b>Receive same-day value</b> for CAD payments and next-day value for USD payments, provided cut-off times are met</li> <li>✓ <b>Tailor the payment approval process</b> to match your own internal controls</li> <li>✓ <b>User entitlements</b> that will allow for segregation of duties</li> <li>✓ <b>Reverse or recall future dated payments</b> within cut-off times</li> <li>✓ Use our <b>convenient Bank Look-up tool</b> to validate and ensure proper payment instructions</li> <li>✓ <b>View detailed online reporting</b> including historical data and audit reporting</li> </ul>

# Cheque Management

Gain better visibility and control over your business cheque payments. The Cheque Management Service enables you to better manage cheques clearing and reconciliation through your Canadian dollar business accounts using ATB Online Business. It includes cheque monitoring and reconciliation options that will improve your day to day processes and help you mitigate the risk of cheque payments.

**Fee Structure:** \$0.20/item and \$4/returned item.

## Benefits

- ✓ **Conveniently manage your cheques** issued all in one online location
- ✓ **Streamline your reconciliation processes** with flexible reporting options
- ✓ **Ability to verify your issued cheques** and action if needed right before they clear your account
- ✓ **Increase peace of mind** by quickly identifying and actioning potentially fraudulent items
- ✓ **Help eliminate the financial loss** to your business from cheque fraud
- ✓ **Improve efficiency** and overall management of your cheques

## Features

- ✓ **Review cheques** clearing your account with the ability to view the front and back of cheques
- ✓ **Advise ATB Online Business** of pay or no pay (return) decisions for each cheque before they clear your business account
- ✓ **Flexible reporting options** including paid and returned cheques for upload into your accounting or financial software for reconciliation
- ✓ **Manage stop payments** with both individual and bulk request options
- ✓ **Tailor the approval process** for users who manually pay or return a cheque
- ✓ **Subscribe to Alert notifications** for applicable workflow approvals
- ✓ **Flexible cheque matching options** for you to provide details of your issued cheques to ATB for us to match against cheques clearing your account

# Fee Summary

## Fee Summary:

	Fee Included	Cost
<b>Operating Account</b>		
Service Fees	✓	
Transaction Fees	✓	
Monthly/Annual Fees	✓	
Branch/ATM Deposits	✓	
Bill Payments	✓	
Monthly Bank Statements	✓	
CD-Rom Statement	-	\$130 set-up, \$30 per CD
In-branch debits/credits	✓	
Chargebacks/returns	✓	
<b>Electronic Fund Transfer</b>		
Set-up	✓	\$125.00 (Waived)
Monthly Fee	✓	\$15.95/Month (Waived)
Cost per file	-	\$10.00
Cost per Item	-	\$0.15
Trace request	-	\$25.00
<b>Other Features</b>		
ATB Online	✓	
ATB Business Mobile	✓	
One-off payments	-	\$2.50/transaction
Interac E-Transfer	-	\$1.50/sent, free to receive
Gov't tax payments	-	\$19.95 set up, \$2/payment,\$1/monthly
Corporate Creditor	✓	\$125.00/set up
Wire Transfer	-	See Page 5
EDI	-	\$750/profile set up, \$80/month/profile
Group Wealth Services	✓	
Cheque Management	-	\$0.20/item, \$4/returned item

# ATB Wealth

ATB Investor Services (ATBIS), the wealth management arm of ATB Financial, provides unbiased advice and a full range of investment solutions to fit the unique needs of each of its clients. Since its inception in 1997, ATBIS has grown to become a major competitor in Alberta's investment industry, managing over \$16 billion. ATBIS has three subsidiaries: ATB Investment Management Inc., ATB Securities Inc. and ATB Insurance Advisors.

## ATB Investment Management Inc.

- ATB Investment Management Inc. ("ATBIM") provides discretionary portfolio management services to high-net-worth clients and institutions through its Private Investment Counsel and Institutional Portfolio Management teams, and also manages the Compass Portfolio Series of mutual funds.

## Private Investment Counsel

- For wealthy investors desiring specialist expertise, we offer a Private Investment Counsel service. Private Investment Counsel provides objective, comprehensive and continuous discretionary portfolio management solutions to high-net-worth clients, and currently manages over \$3.5 billion in assets. We help clients diversify strategically, building a customized portfolio that considers a proper balance of risk and return potential that is linked to their investment time horizon—along with any unique circumstances. Our long-term, diversified focus sets us apart, effectively safeguarding and cultivating clients' wealth through dynamic and challenging situations.

## Institutional Portfolio Management

- Our portfolio managers prudently handle the investment assets of organizations such as not-for-profits, municipalities, foundations, unions and pensions. The service includes consulting to help create an investment policy that considers how institutional investor behaviour drives investment outcomes. We deliver value by advising on board governance, guiding on compliance with legislation, increasing understanding of stewardship obligations and expanding the knowledge of board members and staff.

ATB Securities Inc. ("ATBSI") (Member: Canadian Investor Protection Fund; Member: Investment Industry Regulatory Organization of Canada) is a wholly-owned subsidiary of ATB Financial and authorized user of the trade name ATB Investor Services ("ATBIS"). ATBIS is a registered trademark of Alberta Treasury Branches. ATB Investment Management Inc. ("ATBIM") manages the Compass Portfolio Series. ATBIM, ATBSI and ATB Insurance Advisors Inc. are wholly owned subsidiaries of ATB Financial, and may operate under the registered trademark ATBIS. Private Investment Counsel and Institutional Portfolio management are services provided by ATBIM. Additional information about the Compass Portfolio Series and other important disclosures may be found at [www.CompassPortfolios.com](http://www.CompassPortfolios.com).

# Group Wealth Services

When you enroll in a Group Wealth Services plan from ATB, you'll receive a complete financial wellness program including advice and solutions to take care of your employees' investing and financial needs.

## Primary offer

### Group Investment Plan

Group RRSP, TFSA or non-registered plans that can be customized with matching options, non-matching options and voluntary contributions. Plus, access to the financial expertise and support of ATB Wealth.

## Added value

### Banking Benefits

Employee discounts on everyday banking and lending products (chequing accounts, Mastercard®, mortgages, home equity lines of credit, lines of credit, loans)—at no cost to you.

## Your employees will get:

- Personalized, expert advice to help set financial goals and build a plan to reach them
- The flexibility to tailor their plans to their financial needs, goals and comfort level
- The ability to watch their retirement and savings plans grow automatically through payroll deductions (that you have the option to match)
- Savings on their everyday banking through employee perks, discounts and incentives

## You will get:

- The peace of mind that comes with employee group financial benefits at absolutely zero cost to you (unless you choose to match employee contributions)
- The dedicated support of an ATB Group Wealth Services representative, who will help you set up and manage your program so it meets your organization's needs

**Talk to your ATB Group Wealth Services representative for a plan that's affordable, accessible and full of value for you and your employees.**

# PaySimply

## PaySimply

**paysimply** paysimply.ca

Give your citizens the payment options they really want

at **NO COST** to you

Logos: Mastercard, VISA, Interac e-Transfer, PayPal, American Express, Alipay, Canada Post, Postes Canada (Available at Canada Post with in-person cash or debit)

### The easiest and most cost effective way to process payments



#### **NO FEES, EVER**

No set up costs or ongoing payment processing fees. A convenience fee is charged to the individual or business making the payment.



#### **EASY IMPLEMENTATION**

Just add a link on your municipality's payment page to PaySimply. Use your existing online bill payment settlement process to receive payments.



#### **WIDEST BREADTH OF PAYMENT OPTIONS**

**Online** - All major credit cards, Interac e-Transfer, PayPal, and Alipay.

**In Person** - Generate a QR code to take to any Canada Post with a debit card or cash payment.



#### **A DIGITAL ALTERNATIVE TO CHEQUES**

Reduce your cheque volumes and processing costs by incorporating PaySimply as a payment option.

PaySimply is powered by **payment source**

Recognized as one of Canada's Best Managed Companies for three years in a row, Payment Source empowers inclusion by providing alternative payment solutions to organizations of all sizes to better serve their customers.

PaySimply is rated 4.5/5 stars by customers

In partnership with

**ATB**



# Ceridian

Make the most of your investments in Payroll and HR systems.

Ceridian meets your human capital management needs combining industry leading services and technology.

Ceridian provides a variety of add-on services and features to complement your Payroll and HR package.

## Services:

- ✓ HR Advisory Services
- ✓ Managed Payroll Services
- ✓ Online Reports
- ✓ Online Pay Statements & Tax Forms
- ✓ Payroll Preview
- ✓ Pooled Registered Pension Plans (PRPP)



# Contact Information

**Karen Schneberger**

**Relationship Manager - Primary Contact**

**ATB Business Solutions**

**Payments | Deposits | Trade Finance**

Mobile: 780-719-5478

Email: [kschneberger@atb.com](mailto:kschneberger@atb.com)

**Debbie Kramer**

**Account Officer - Secondary & Day to Day Administrative Contact**

**ATB Business Solutions**

**Payments | Deposits | Trade Finance**

Mobile: 587-218-0200

Email: [dkramer@atb.com](mailto:dkramer@atb.com)

**Jacy Rapke**

**Director - Tertiary Contact**

**ATB Business Solutions**

**Payments | Deposits | Trade Finance**

Mobile: 780-841-3982

Email: [jrapke@atb.com](mailto:jrapke@atb.com)

## Communication Process

Our team's primary method of daily communication is through email. Alternatively, we are always available to speak directly through phone or text message and have a commitment to return all calls and emails within 24 Hours. Our team is also dedicated to meeting with Town representatives in person quarterly or more when requested or required.



# Technical Support

## **ATB Online Business banking help desk**

7am-11pm, 7 days a week

E-Services Concierge

**1-877-363-4855**

## **Customer Service / General inquiries**

7am-11pm, 7 days a week

24/7 lost debit card reporting

**1-800-332-8383**

## **MasterCard**

7am-11pm, 7 days a week

24/7 lost card reporting

**1-888-282-5678** in Canada

## **ATB Merchant Help Desk**

**1-866-433-5204**

## **Privacy-related concerns**

7am-11pm, 7 days a week

**1-866-858-4175**

## **Central 1 Corporate Creditor Support**

**1-800-661-6813**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Municipal Assessor
<b>RECOMMENDATION:</b>	
<b>THAT...</b>	Council affirms the appointment of Tanmar Consulting Inc. as the Town of Bon Accord's Municipal Assessor.
<b>BACKGROUND:</b>	<p>At the September 15, 2020 Regular Meeting of Council and RFD was brought forward regarding proposals for Municipal Assessors. The RFD included the following information:</p> <p style="padding-left: 40px;">The Town of Bon Accord currently uses the assessment services of Tanmar Consulting retained through membership with the Capital Region Assessment Services Commission (CRASC). Per the membership agreement, the Town can request a change in assessor and assessment firms employed through CRASC, however the cost would remain the same as CRASC has negotiated terms with the different firms they employ. The term of the Town's agreement with CRASC is from January 1, 2019 to December 31, 2021.</p> <p>At that meeting DEPUTY MAYOR BIDNEY MOVED THAT Council accept the RFD regarding the proposals for municipal assessor, as information.</p>
<b>FINANCIAL IMPLICATIONS:</b>	N/A
<b>LEGISLATIVE HISTORY</b>	<p>As per section 284.2(1) A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor.</p>
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"><li>1. Council affirms the appointment of Tanmar Consulting Inc. as the Town of Bon Accord's Municipal Assessor</li></ol>
<b>Prepared and Submitted By:</b>	Julia Miller
<b>Date:</b>	October 15, 2020
<b>Reviewed By:</b>	Joyce Pierce

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	<b>October 20, 2020</b>
<b>AGENDA ITEM:</b>	<b>Municipal Auditor</b>
<b>RECOMMENDATION:</b>	
<b>THAT ...</b> Council affirms the appointment of Metrix Group LLP as the Town of Bon Accord's Municipal Auditor.	
<b>BACKGROUND:</b>	
<p>The Town of Bon Accord has used the services of Metrix Group LLP for many years and has been pleased with the services provided. As such, Metrix Group LLP is familiar with the financial history, documentation, and internal controls of the Town as well as with administration and Council bylaws, policies, and procedures. As is customary with smaller municipalities, Metrix Group LLP often provides additional financial services and consultation during the auditing process. The cost of full auditing and additional services with Metrix Group LLP has been \$18,800. Metrix Group LLP is a Chartered Professional Accounting firm that has been in operation since 1962.</p> <p>Administration received quotes from three additional firms for basic auditing services as follows:</p> <p>Nguyen Scott LLP, St. Albert, AB provided a preliminary quote based upon their initial understanding of the engagement and proposed \$17,500 per year, conditional on a 3-year term. Nguyen Scott LLP is a Chartered Professional Accounting firm that has been in operation for 24 years.</p> <p>MNP LLP, Edmonton, AB provided a preliminary quote of \$17,500, and offered the following services free of charge: \$2,000 consulting services to be used outside of the audit, complimentary risk management discovery meeting with their enterprise risk services group, and free ethics alert whistleblower hotline. MNP LLP has been in operation since 1958, with its Edmonton office opening in 1996.</p> <p>Ryan Livesey, CPA, from Ryan Livesey Accounting Professional Corporation, Edmonton provided a preliminary quote of \$15,300. Any additional services provided outside of the basic audit will be charged hourly at \$50/hour. Fees are increased by 2% each year for inflation. Ryan Livesey is a sole practitioner.</p>	
<b>FINANCIAL IMPLICATIONS:</b>	
Cost of auditing services is approximately \$18,800.	
<b>LEGAL IMPLICATIONS: N/A</b>	
<b>LEGISLATIVE HISTORY: N/A</b>	
<b>ALTERNATIVES:</b>	
<ol style="list-style-type: none"><li>1. <b>THAT ...</b> Council affirms the appointment of Metrix Group LLP as the Town of Bon Accord's Municipal Auditor.</li><li>2. <b>THAT ...</b> Council direct administration to....</li></ol>	
<b>Prepared and Submitted By:</b>	Falon Fayant
<b>Reviewed By:</b>	Joyce Pierce
<b>Date:</b> October 15, 2020	

# **TOWN OF BON ACCORD**

## **Request for Decision (RFD)**

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Appointment of Legal Counsel
<b>RECOMMENDATION:</b> ... MOVED THAT Brownlee LLP be appointed legal counsel for the Town of Bon Accord.	
<b>BACKGROUND:</b> The Town of Bon Accord has historically used Brownlee LLP. This firm has a full department that specializes in municipal law.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. THAT Brownlee LLP be appointed legal counsel for the Town of Bon Accord.</li><li>2. THAT Council direct Administration to .....</li></ol>	
<b>Prepared and Submitted By:</b> Julia Miller <b>Reviewed By:</b> Joyce Pierce <b>Date:</b> October 20, 2020	

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Naming Municipal Office
<b>RECOMMENDATION:</b> <b>THAT....</b> Council name Town of Bon Accord Town Office at 5025 – 50 Ave at Bon Accord, Alberta as the municipal office as per <i>MGA</i> section 204.	
<b>BACKGROUND:</b> Section 204 of the <i>MGA</i> states that Council must name a location as the Municipal office by resolution. The naming was last done at the October 15, 2019 Organizational Meeting of Council. This item will be added to the organizational meeting agenda annually, so it will be kept up to date being sure to fulfill the <i>MGA</i> requirements.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY</b> Section 204 <i>MGA</i> A Council must name a place as its municipal office.	
<b>ALTERNATIVES:</b>  1. Council name Town of Bon Accord Town Office at 5025 – 50 Ave at Bon Accord, Alberta as the municipal office as per <i>MGA</i> section 204.	
<b>Prepared and Submitted By:</b> Julia Miller	<b>Reviewed By:</b> Joyce Pierce <b>Date:</b> October 15, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Organizational Meeting of Council
<b>MEETING DATE:</b>	October 20, 2020
<b>AGENDA ITEM:</b>	Special Days, Weeks, or Months
<b>RECOMMENDATION:</b>	
<b>THAT ...</b> Council approve the list of Special days, weeks or months that the Town will recognize in the year 2021.	
<b>BACKGROUND:</b>	
<p>At the September 1, 2020 Regular Meeting of Council, Council approved the revised Declaration of Special Days, Weeks or Months policy.</p> <p>As per the policy statement, The Town of Bon Accord will recognize special days, weeks, or months of the year, as per Council approval at the organizational meeting.</p> <p>Following is a list of the days that Bon Accord will recognize in 2021.</p> <ul style="list-style-type: none"><li>- Volunteer week – April</li><li>- Day of Mourning – April 28</li><li>- Fire Prevention Week – October</li><li>- Emergency Preparedness Week – first full week of May</li><li>- Alberta Rural Health Week – May</li><li>- Seniors' week – Early June</li><li>- Freedom of the City – Date TBD</li></ul>	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b>	
<ol style="list-style-type: none"><li>1. Council approve the list of Special days, weeks or months that the Town will recognize in the year 2021.</li><li>2. Council modify the list of special days, weeks or months that the Town will recognize in the year 2021, to include ...</li></ol>	
<b>Prepared and Submitted By:</b> Julia Miller	<b>Reviewed By:</b>
<b>Date:</b> October 15, 2020	