

**There are three easy steps to enroll in The One Investment Program:**

**1) HAVE COUNCIL PASS AN AUTHORIZATION BY-LAW/RESOLUTION**

Arrange for Council to consider and pass One's model By-law (or similar) which has been prepared with the advice of the Program's lawyers.

The Agency Agreement for The One Investment Program referred to in the model By-law should also be made available to Council for their review prior to the meeting dealing with the By-law.

To assist you in obtaining Council approval, One has a sample Report to Council that is available on the Program website. Staff can also provide actual reports from other municipalities related to their enrollment.

**2) EXECUTE ALL REQUIRED DOCUMENTS**

**a) *Agency Agreement between the Municipality and CHUMS and LAS***

This agreement sets out the arrangements governing your participation in the joint investment program operated as The One Investment Program.

**Two copies** of the Agreement (including Schedules) must be executed by the investor and then sent to The One Investment Program at the address provided below. One will execute the agreements and return a copy to you for your records.

**b) *i) Treasurer's Certificate***

This Certificate identifies the individuals authorized to act on behalf of the investor and confirms the By-law/Resolution and completion of all required documents. Please forward the completed document to One.

***ii) Authorization for Provision of Investment Direction by Email (optional)***

This optional authorization form identifies the individuals authorized to submit investment instructions by email on behalf of the investor – this document would likely echo the individuals identified in the Treasurer's Certificate

**c) *Investor Account Information Sheet***

This document provides all account details necessary for the setup of your One Investment Program account(s).

**Note:** *you might consider having more than one account in a Portfolio so that your accounting for each investment can be easily matched.*

All One portfolios operate through the automated transfer of monies to and from the investor's bank account at its financial institution(s). *For example, if you are using only one source bank account for all investments in the Program, only one sheet would be completed. The sheet would include the financial institution and your account information, as well as the names of the investment accounts you wish to operate from this account.*

**d) Authorization for Pre-Authorized Debits (“PAD Authorization”)**

This Authorization directs your financial institution to accept deposits and withdrawals facilitated by One’s Payment Servicer in order to carry out your investment directions.

Attach to the PAD Authorization a copy of each Investor Account Information Sheet – as noted in 2(c) above.

Forward 1 completed copy of the PAD Authorization to your financial institution, and return 1 copy to One.

**3) RETURN THE REQUIRED DOCUMENTS TO THE ONE INVESTMENT PROGRAM**

A completed package consists of:

- Agency Agreement (2 copies)
- By-law/resolution
- Treasurer’s Certificate
- Investment Account Information Sheet (one for each bank account being utilized)
- PAD Authorization
- Authorization for Provision of Investment Direction by Email - optional

Please mail documents to:

**Local Authority Services - LAS**  
**200 University Avenue, Suite 801**  
**Toronto, ON**  
**M5H 3C6**  
**Attn: Eleonore Schneider – Program Manager**

---

***For more information, including Frequently Asked Questions, visit:  
[www.oneinvestmentprogram.ca](http://www.oneinvestmentprogram.ca), or contact:***

---

**Donna Herridge**  
MFOA/CHUMS  
Office (416)362-9001 ext 233  
[donna@mfoa.on.ca](mailto:donna@mfoa.on.ca)



**Eleonore Schneider**  
LAS Program Manager  
(416) 971-9856 ext. 320  
[eschneider@amo.on.ca](mailto:eschneider@amo.on.ca)

