



Council Policy

Policy Title: **Related Party Disclosure Policy for Members of Council**
Policy Number: **TBD**
Report Number: **TBD**
Adopted by/Date: **Council / Date Council policy was adopted**
Effective Date: **Date adopted or later as directed by Council**
Last Amended:
Policy Owner: **Office of the Councillors and Office of the Mayor**

1. **POLICY STATEMENT**

1.1 The City is committed to meeting governance and transparency requirements as required under the Chartered Professional Accountants Canada Public Sector Accounting Handbook Section 2200: Related Party Disclosures (“PS Section 2200”) in order to comply with the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, section 276 (1) (a).

2. **PURPOSE**

2.1 This Council policy establishes annual disclosure requirements of Key Management Personnel to ensure compliance with PS Section 2200.

3. **APPLICABILITY**

3.1 This Council Policy applies to Key Management Personnel as outlined in PS Section 2200, which includes all Members of Council.

3.2 This Council policy does not supersede or replace the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, requirements with respect to pecuniary interests in matters before Council.

3.3 This Council policy has requirements separate and distinct from requirements outlined the *Disclosure Policy for Members of Council* (CC044).

4. **LEGISLATIVE AUTHORITY**

4.1 Pursuant to section 276 (1) (a) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, requires each municipality to prepare annual financial statements in accordance with the Public Sector Accounting Handbook.

4.2 Pursuant to PS Section 2200, applicable related party transactions are required to be disclosed on the annual financial statements.

4.3 The City of Calgary must comply with PS Section 2200 when preparing its annual consolidated financial statements.



5. PROCEDURE

- 5.1 Members of Council will receive notification, along with a form and instructions for completion, from The City of Calgary Corporate Financial Reporting team from the Finance Business Unit as part of yearend financial reporting procedures.
- 5.2 Members of Council are required to provide an annual disclosure on related party disclosures based on PS Section 2200 requirements.

8. AMENDMENT(S)

Date of Council Decision	Report/By-Law	Description

9. REVIEW(S)

Date of Policy Owner's Review	Description