

Policy Title: Related Party Disclosure Policy for Members of Council
Policy Number: CP2019-03
Report Number: PFC2019-1094
Adopted by/Date: Council / 2019 September 30
Effective Date: 2019 September 30
Last Amended: Placeholder
Policy Owner: Financial Support

1. **POLICY STATEMENT** (Mandatory)

- 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** (Mandatory)

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

3. **DEFINITIONS** (Optional)

4. **APPLICABILITY** (Mandatory)

- 4.1 This Council Policy applies to Key Management Personnel as outlined in PS Section 2200, which includes all Members of Council.
- 4.2 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.
- 4.3 This Council policy has requirements separate and distinct from requirements outlined the *Disclosure Policy for Members of Council* (CC044).

5. **LEGISLATIVE AUTHORITY** (Optional)

- 5.1 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.
- 5.2 Pursuant to PS Section 2200, applicable related party transactions are required to be disclosed on the annual financial statements.
- 5.3 The City of Calgary must comply with PS Section 2200 when preparing its annual consolidated financial statements.



6. **PROCEDURE** (Mandatory)

- 6.1 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.
- 6.2 Members of Council are required to provide an annual disclosure on related party disclosures based on PS Section 2200 requirements.

7. **SCHEDULE(S)** (Optional)

8. **AMENDMENT(S)** (Mandatory)

Date of Council Decision	Report/By-Law	Description

9. **REVIEW(S)** (Mandatory)

Date of Policy Owner's Review	Description
October 6, 2024	Policy owner changed from Office of the Councillors and Office of the Mayor