

**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   |
|-------------------------------|---|
| 2024 October 6                | Policy owner changed from Office of the Councillors and Office of the Mayor |
| 2021 June 30                  | Reviewed with no changes needed   |