



## BYLAW 26-1015 of the Municipal District of Greenview No. 16

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### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for Councillor Disclosure Statements**

**WHEREAS**, pursuant to Section 171 of the Municipal Government Act, RSA 2000, c. M-26 (hereinafter referred to as the “Act”) and all subsequent amendments, municipalities are vested with the authority to adopt bylaws to promote transparency and accountability among elected officials by requiring the disclosure of personal, financial, and organizational affiliations that may influence or be perceived to influence their duties and decision-making processes;

**AND WHEREAS**, the Act empowers Council to mandate that each Councillor submit a comprehensive statement of disclosure to the Chief Administrative Officer (CAO) of Greenview. This statement must identify the names and relationships of immediate family members as defined within this bylaw, along with current employers or organizations for whom the Councillor performs services for remuneration. Additionally, it must include ownership, partnership, or managerial responsibilities in private and public corporate entities, active membership or participation in any business partnership or professional firms, and any other interests deemed relevant for maintaining the integrity of Council operations.

**AND WHEREAS**, the Council recognizes the critical importance of public trust in local government and affirms that establishing standardized procedures for transparent reporting of these interests by Councillors is essential to mitigate conflicts of interest, maintain accountability, and enhance public confidence in municipal governance.

**AND WHEREAS**, the Council resolves to establish clear and secure protocols for the collection, maintenance, and timely updating of these disclosure statements to ensure adherence to regulatory and ethical standards while safeguarding privacy where appropriate and legally required.

**NOW, THEREFORE**, the Council of the Municipal District of Greenview No. 16, in the Province of Alberta, duly assembled, enacts as follows:

#### **1. TITLE**

1.1. This Bylaw may be known as the “Disclosure Bylaw.”

#### **2. DEFINITIONS**

2.1. **Adult Interdependent Partner** means a person who meets the criteria of an adult interdependent partner as defined in the *Adult Interdependent Relationship Act*, S.A. 2002, Ca-45, including a person who:

- A) Is in a relationship of interdependence with the Councillor and has cohabited for a continuous period of at least three (3) years;
- B) Is in a relationship of some permanence with the Councillor where there is a child of the relationship, whether by birth or adoption; or



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- C) Has entered into an adult interdependent partner agreement in accordance with the Act.
- 2.2. **CAO** means the appointed Chief Administrative Officer for Greenview.
- 2.3. **Council** means the Council for the Municipal District of Greenview No. 16, duly elected.
- 2.4. **Councillor** means a member of Greenview Council.
- 2.5. **Councillor's Disclosure Statement** means a formal written declaration provided by the Councillor, as outlined in the form attached to this bylaw as Schedule A. This statement includes pertinent information about the Councillor's personal, financial, and professional affiliations, interests, and relationships that may have an impact on their decision-making or public responsibilities. The Disclosure Statement is an important tool for maintaining transparency and ensuring that potential conflicts of interest are disclosed and managed in a responsible manner.
- 2.6. **Distributing Corporation** means a corporation whose shares are publicly traded on a recognized stock exchange and is classified as a "reporting issuer" under the Securities Act, RSA 2000, c S-4. These corporations are subject to rigorous public disclosure requirements, ensuring that their financial information is made available to the public and regulatory bodies. As a result, they are held to higher standards of transparency and accountability in their business practices and operations.
- 2.7. **Employer** means any person, organization, corporation, partnership, or other entity that compensates a Councillor for services rendered, where the remuneration is provided in exchange for labor or expertise. This does not include the Municipality of Greenview, nor does it cover any committee, organization, or other body to which the Councillor may serve as a member or representative at the direction of the Greenview Council, or as part of the Councillor's duties within the scope of their elected position.
- 2.8. **Family** means the immediate and extended familial relationships of a Councillor, which include:
- A) Partner: defined as either their Adult Interdependent Partner or Spouse, with whom the Councillor shares a committed, interdependent relationship.
  - B) Children: including biological and legally adopted children who are dependent on the Councillor for care and support.
  - C) Parents: including both biological and adoptive parents, who may require assistance or support from the Councillor due to age, health, or other factors.
  - D) Partner's parents: recognizing the broader family relationships that may be important in certain contexts, particularly where the Councillor may provide support or care to their partner's parents.



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2.9. **Greenview** means the Municipal District of Greenview No. 16.

2.10. **Non-Distributing Corporation** means a corporation that does not engage in the public trading of its shares and is not considered a reporting issuer under the Securities Act. Unlike distributing corporations, non-distributing corporations do not have the obligation to disclose their financial information publicly, as they are not involved in public markets. These entities may operate in a more private capacity, with ownership and financial interests typically restricted to a smaller group of individuals or private investors.

2.11. **Partner** means an Adult Interdependent Partner or Spouse.

2.12. **Spouse** means the husband or wife of a married individual, but it specifically excludes anyone from whom the Councillor is separated under a written separation agreement or with whom they have legally resolved their support and property obligations through a court order. The term "Spouse" applies only to those who are legally married and have not undergone a formal separation or divorce process.

### 3. GENERAL

#### 3.1. Councillor's Disclosure Statement Form

A) The formal document that Councillors are required to complete and submit is outlined in Schedule "A" attached to this bylaw. The form is designed to capture comprehensive and transparent disclosures from each Councillor regarding their personal, financial, and business relationships that may impact their decision-making responsibilities. This ensures accountability and mitigates potential conflicts of interest while upholding the integrity of municipal governance.

#### 3.2. Filing Requirements for Councillor's Disclosure Statement

A) Each Councillor must submit a completed Disclosure Statement to the Chief Administrative Officer (CAO) or an appointed designate. The deadline for submission is no later than thirty (30) calendar days following specific triggering events, as listed below:

- i. **By-election or General Election:** When a Councillor is newly elected or re-elected, they are required to file their Disclosure Statement to provide updated information regarding their affiliations and interests. This initial disclosure ensures transparency as they assume their duties.
- ii. **Changes to Disclosed Information:** If there is any significant change in the information initially provided—such as alterations in employment, changes in financial interests, or shifts in family dynamics that impact disclosure obligations—Councillors must promptly file an updated statement to reflect the most accurate and current information.

#### 3.3. Required Information for Disclosure Statement



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- A) To ensure thorough and transparent reporting, the Disclosure Statement must include detailed identification of the following entities and relationships associated with the Councillor:
- i. **The Councillor’s Family:** Identification of immediate family members, including the Councillor’s partner, parents, children (excluding minor children for public disclosure), and partner’s parents. Family relationships are disclosed to assess potential areas where personal relationships could influence municipal decisions.
  - ii. **The Councillor’s Employers:** Any individual, corporation, organization, or entity from whom the Councillor receives remuneration for services provided. This includes employment relationships outside of their municipal duties but excludes service rendered directly for Greenview or its associated committees.
  - iii. **Non-Distributing Corporations:** Any corporation where the Councillor holds shares, serves as a director, or holds an officer position. This information ensures transparency regarding private business interests that could influence municipal policymaking.
  - iv. **Distributing Corporations:** Any corporation in which the Councillor beneficially owns at least ten percent (10%) of the voting shares. Disclosing these financial interests provides a clear understanding of the Councillor’s involvement in publicly traded entities.
  - v. **Partnerships and Firms:** Any business partnership or firm in which the Councillor holds membership or a stake. This includes legal, financial, consulting, or other business partnerships where the Councillor's involvement could have a bearing on public responsibilities or decision-making processes.

#### 4. COMING INTO FORCE

4.1. This Bylaw shall come into force and effect upon the day of third and final reading.

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