

RURAL MUNICIPALITY OF RENO NO. 51

PUBLIC DISCLOSURE STATEMENTS POLICY

Purpose: To comply with Section 142 of *The Municipalities Act*. Public Disclosure Statements help to ensure the public that decisions are made in the best interests of the municipality. They can also serve as a guideline to determine if there is a conflict of interest regarding a matter coming before council, a committee of council, or other body established by the municipality.

1. Legislation

Pursuant to Section 142 of *The Municipalities Act*, Public Disclosure Statements became mandatory for elected municipal officials on November 19, 2015.

2. Compliance

In order to comply with the legislation, the R.M. of Reno No. 51 approves the following forms, which are attached to and form a part of this policy:

- Form 1 Public Disclosure Statement
- Form 2 Public Disclosure Annual Declaration
- Form 3 Public Disclosure Statement Amendment

Council Members of the R.M. of Reno No. 51 shall use the above forms to comply with legislation.

3. Requests to View

When a request is made to view a Public Disclosure Statement, the following procedure shall be followed:

- the Administrator shall inform the person making the request that before the documents are viewed, the request shall be recorded by the Administrator in the “Public Disclosure Log”, and the applicant shall provide their name, address and telephone number, and are required to sign the Public Disclosure Log before they can view the requested Public Disclosure Statement(s);
- The Administrator shall within two days of the log entry date, provide the information recorded in the log to the Council member(s) whose information was viewed.

Adopted by Resolution No. 135/16 on June 13, 2016