

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-10 - Filing Disclosures

Preamble: The Regional District is required to comply with the provisions of the Financial Disclosure Act, specifically the filing of disclosure forms.

Policy: That all Directors and Officers of the Regional District file the required disclosure forms under the provisions of the Financial Disclosure Act; such disclosure to be filed once annually, in January between the 1st and 15th, and such other times as may be required.

Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours and that the Statement of Disclosure form as completed by elected officials under the Financial Disclosure Act be posted on the CCRD website. Statements filed by designated employees are not routinely available for public inspection.

Date: September 14, 1993
Amended: October 8, 1997
Amended: April 12, 2012
Amended: July 11, 2013

Board Meeting
JUL 11 2013
CCRD ITEM E(e)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

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|---|----------------------|
| _____ <i>signature of person making disclosure</i> | _____ <i>date</i> |
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Where to send this completed disclosure form:

◆ Local government officials:

- ... to your local chief election officer
 - with your nomination papers, and
- ... to the officer responsible for corporate administration
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office

◆ School board trustees/ Francophone Education Authority directors:

- ... to the secretary treasurer or chief executive officer of the authority
 - with your nomination papers, and
 - between the 1st and 15th of January of each year you hold office, and
 - by the 15th of the month after you leave office

◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

◆ Designated Employees:

- ... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)
 - by the 15th of the month you become a designated employee, and
 - between the 1st and 15th of January of each year you are employed, and
 - by the 15th of the month after you leave your position