

# Memorandum

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Date: January 9, 2024  
Submitted by: Legislative Services Division  
Subject: Update to Corporate Policy – 01-0110-02 – Designation of Municipal Employees for Filing Financial Disclosure Statements

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Corporate Policy – 01-0110-02 – Designation of Municipal Employees for the Purposes of Filing Financial Disclosure Statements was adopted in 2006 and was most recently updated in January 2018. Since the last update, some senior management position titles have changed. A version of the policy with changes tracked is included for Council's information as **Attachment 1**.

Draft Corporate Policy – 01-0110-02 – Designation of Municipal Employees for the Purposes of Filing Financial Disclosure Statements is included as **Attachment 2** for Council's consideration of adoption. The recommended resolution is:

**THAT Corporate Policy – 01-0110-02 – Designation of Municipal Employees for the Purposes of Filing Financial Disclosure Statements be adopted as attached to and recommended in the memo dated January 9, 2024, from the Legislative Services Division regarding Update to Corporate Policy – 01-0110-02 – Designation of Municipal Employees for Filing Financial Disclosure Statements.**

Attachment(s)

1. Corporate Policy – 01-0110-02 – Changes Tracked.
2. Draft Corporate Policy – 01-0110-02 – Designation of Municipal Employees for the Purposes of Filing Financial Disclosure Statements.

## Report Approval Details

Document Title:	Update to Corporate Policy – 01-0110-02 – Designation of Municipal Employees for Filing Financial Disclosure Statements.docx
Attachments:	- Attachment 1 - Corporate Policy - 01-0110-02 - Changes Tracked.pdf - Attachment 2 - Draft Corporate Policy - Designation of Municipal Employees for Filing Financial Disclosure Statements.pdf
Final Approval Date:	Dec 21, 2023

This report and all of its attachments were approved and signed as outlined below:

Stephanie Lam, City Clerk and Manager of Legislative Services - Dec 13, 2023

Angie Parnell, General Manager of Corporate Services - Dec 19, 2023

Tim Savoie, City Manager - Dec 21, 2023