

# STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | [www.princegeorge.ca](http://www.princegeorge.ca)

**DATE:** November 13, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, ACTING CITY MANAGER

**SUBJECT:** Designation of Municipal Employees under the Financial Disclosure Act

**ATTACHMENTS:** Schedule “A” – Designated Municipal Employees

**RECOMMENDATION:**

That Council DESIGNATES, as “municipal employees” under to the *Financial Disclosure Act*, the positions identified in Schedule “A” attached to the report dated November 13, 2020 from the Acting City Manager titled “Designation of Municipal Employees under the *Financial Disclosure Act*.”

**PURPOSE:**

The purpose of this report is to facilitate Council updating the designation of municipal employees pursuant to the *Financial Disclosure Act*.

**BACKGROUND AND DISCUSSION:**

The *Financial Disclosure Act* (the “Act”) requires that Council designate which municipal employees are required to file a “Statement of Disclosure” in the form prescribed by the Act.

The Statement of Disclosure requires “designated municipal employees” to disclose certain assets, such as interests in real property (excluding their personal residence), liabilities (excluding any residential property debt and household debt), and sources of income. The intent of the Act is to identify what areas of influence and possible financial benefit a designated municipal employee might have by virtue of their position.

The Act requires that “designated municipal employees” must file a Statement of Disclosure each year between January 1<sup>st</sup> and 15<sup>th</sup> with the municipal Corporate Officer. The Corporate Officer is required by the Act to send a copy of the filed Statements of Disclosure to members of City Council, in confidence. Statements of Disclosure filed by designated municipal employees are not available for public inspection.

The current list of designated municipal employee positions was approved by Council in 2015. Administrative reorganizations have made it necessary to update the list of designated municipal employee positions.

Schedule “A” attached to this report lists the current positions recommended as being appropriate for designation as a “municipal employee”, as that term is defined in the Act. The positions listed in Schedule “A” include statutory officers of the City under section 146 of the *Community Charter*,

together with several other positions that may exercise considerable influence over corporate decisions.

**SUMMARY AND CONCLUSION:**

It is recommended that Council approve the proposed list of designated municipal employees for the purposes of the *Financial Disclosure Act*, as set out in Schedule “A” attached to the report.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, Acting City Manager

Meeting Date: 2020/11/23