

Highland Mennonite Brethren Church Governance Manual Declaration of Not Being an “Ineligible Individual”

This declaration, as defined in Subsection 149.1(1) of the Income Tax Act, RSC 1985, c.1 (5th Supplement), must be completed annually by Leadership Team members, Employees, and FINANCES Team members of Highland Mennonite Brethren Church (“HMBC”). This signed declaration shall be submitted to the HMBC office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396.

Affirmation		
<p>I, _____, serving in the capacity of _____ with HMBC (registered with Canada Revenue Agency as BN107480923RR0001) declare that I am not an ineligible individual by affirming all of the following statements:</p>		
<ol style="list-style-type: none"> 1. I do not have an unpardoned criminal record either in Canada or internationally, involving financial dishonesty, tax evasion, theft, fraud, or other offences involved breaches of the public trust; and 2. In the previous five years, I have not been found guilty of a relevant offence either in Canada or internationally. Relevant offences involve financial dishonesty contravening any noncriminal laws such as breaches of legislation for charitable fundraising, consumer protection, or securities regulation; and 3. In the previous five years I have not been a director, trustee, officer, like official, or an individual who controlled or managed either directly or indirectly in any manner whatever, a registered charity during which time the charity engaged in conduct which resulted in the registration of the charity being revoked; and 4. In the previous five years I have not been a promoter of a tax shelter for which involvement the registration of a charity was revoked. 		
Acknowledgement		
<p>I acknowledge that any dishonesty on my part as to the truth of this declaration:</p> <ul style="list-style-type: none"> • may result in a one-year suspension of HMBC to issue official receipts as authorized by Canada Revenue Agency; or • may result in the charitable status of HMBC being revoked by Canada Revenue Agency; and • will result in the immediate termination of my role with HMBC, whether I am an employee or volunteer. 		
Signature, in the presence of a witness who is not your spouse or partner.		
Signature	Printed Name	Date
Witness Signature		
Signature of Witness	Printed Name of Witness	Date
Purposes and Extent		
<p><i>HMBC collects and retains this information for the purpose of adhering with CRA (Canada Revenue Agency) requirements. Upon review and any required follow-up, the original document is filed indefinitely – upon recommendation by our insurance company and legal counsel - in HMBC's CONFIDENTIAL archives. The information collected is also stored in a password-protected database and is accessible only to the Ministry Team Leader, Designated Screening Personnel, Leadership Team, and where required by law. If you wish to limit the information collected, or to view your information, please contact HMBC.</i></p>		

Approval Date: December 11, 2018
Approved by: Leadership Team Executive
Notice to: Leadership Team Members