

SASKATCHEWAN MINISTRY OF GOVERNMENT RELATIONS
SAMPLE TEMPLATE
FOR
MUNICIPAL PUBLIC DISCLOSURE STATEMENT

Form 1 – Sample Public Disclosure Statement

Form 2 – Sample Public Disclosure Annual Declaration

Form 3 – Sample Public Disclosure Statement Amendment

Disclaimer – This sample template is intended to be used as a guide by municipalities to develop public disclosure statements by members of council. The content may be modified and formatted to suit the needs of the municipality.

The information in this document refers to:

- *The Cities Act*, section 116
- *The Municipalities Act*, section 142
- *The Northern Municipalities Act, 2010*, section 160

**RM of Leask No. 464
PUBLIC DISCLOSURE STATEMENT
Form 1**

Name: _____

Address: _____

Disclosure of Employer, etc.:

Pursuant to (subclause 116(2)(a)(i) of *The Cities Act*/subclause 142(2)(a)(i) of *The Municipalities Act*/subclause 160(2)(a)(i) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payer	Nature of Relationship

Disclosure of Corporate Interests:

Pursuant to (subclause 116(2)(a)(ii) of *The Cities Act*/subclause 142(2)(a)(ii) of *The Municipalities Act*/subclause 160(2)(a)(ii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

Pursuant to (subclause 116(2)(a)(iii) of *The Cities Act*/subclause 142(2)(a)(iii) of *The Municipalities Act*/subclause 160(2)(a)(iii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

Note:

1. This form must be completed within 30 days of election.
2. This form, when completed, is a public document.
3. The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.
4. The administrator will note the date on which this statement is amended.

Disclosure of Business Arrangements:

Pursuant to (subclause 116(2)(a)(iv) of *The Cities Act*/subclause 142(2)(a)(iv) of *The Municipalities Act*/ subclause 160(2)(a)(iv) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose²; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

Pursuant to (clause 116(2)(b) of *The Cities Act*/clause 142(2)(b) of *The Municipalities Act*/ clause 160(2)(b) of *The Northern Municipalities Act, 2010*), I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

Pursuant to (clause 116(2)(c) of *The Cities Act*/clause 142(2)(c) of *The Municipalities Act*/ clause 160(2)(c) of *The Northern Municipalities Act, 2010*), I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

² Described in a municipal policy or bylaw

DECLARATION

I, _____, of the [FULL NAME OF MUNICIPALITY], in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 2018.

Witness

Signature of Declarant

Date Received: _____

**RM of Leask No 464
PUBLIC DISCLOSURE ANNUAL DECLARATION
Form 2**

Name: _____

Address: _____

This annual declaration is made pursuant to (subsection 116(3) of *The Cities Act*/subsection 142(3) of *The Municipalities Act*/subsection 160(3) of *The Northern Municipalities Act, 2010*).

I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.

OR

The following are changes to my last Public Disclosure Statement:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the [FULL NAME OF MUNICIPALITY], in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20__.

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Witness

Signature of Declarant

Date Received: _____

**RM of Leask No 464
PUBLIC DISCLOSURE STATEMENT AMENDMENT
Form 3**

Name: _____

Address: _____

Pursuant to (subsection 116(6) of *The Cities Act*/subsection 142(6) of *The Municipalities Act*/subsection 160(6) of *The Northern Municipalities Act, 2010*)³, my public disclosure statement should be amended as follows:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the [FULL NAME OF MUNICIPALITY], in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20__.

Witness

Signature of Declarant

Date Received: _____

³ Excerpt of subsection 116(6) of *The Cities Act*/subsection 142(6) of *The Municipalities Act*/subsection 160(6) of *The Northern Municipalities Act, 2010*.

A member of council is, required to submit to the administrator a written amendment to the member's public disclosure statement:

- (a) if the member declares a conflict of interest, as soon as is practicable after the declaration;
- (b) if there is a material change to the information detailed in the disclosure statement, within 30 days after the material change;
- (c) if there is a recognition by the member or another person of an error or omission, as soon as is practicable after the error or omission is recognized.