

**Advisory Services and Municipal Relations**  
 Ministry of Government Relations  
 Urban Municipal Administrators' Association  
 Annual Convention  
 June 2023

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**Public Disclosure  
 Statements**

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**What is a PDS?**

- A PDS identifies the name of the council member and nature of employment, financial interest or other involvement that may be seen to affect fairness in making a municipal decision.
- A PDS is an ideal point of reference when a council member may have a conflict of interest. If an agenda item is directly related to an item on a council member's PDS – the council member *should* be declaring a conflict of interest.

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Municipality Type	Legislation
Cities	Section 116 – <i>The Cities Act</i>
Rural and Urban	Section 142 – <i>The Municipalities Act</i>
Northern	Section 160 – <i>The Northern Municipalities Act, 2010</i>

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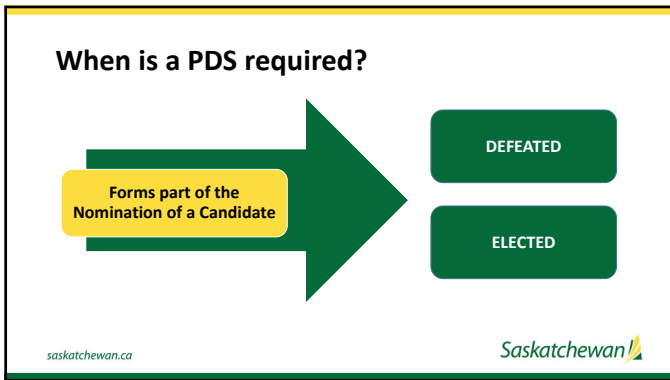
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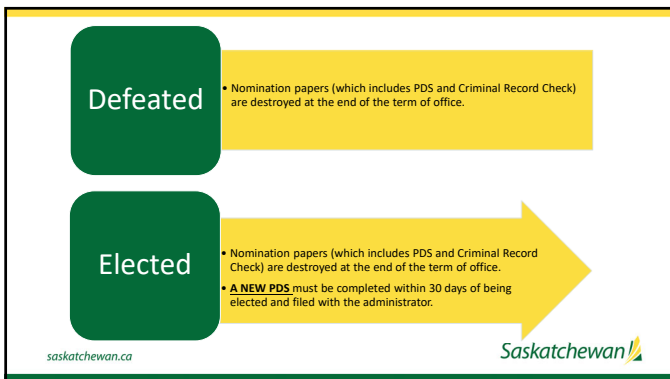
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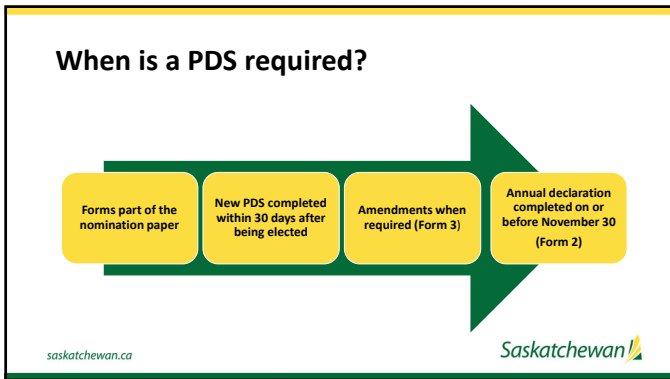
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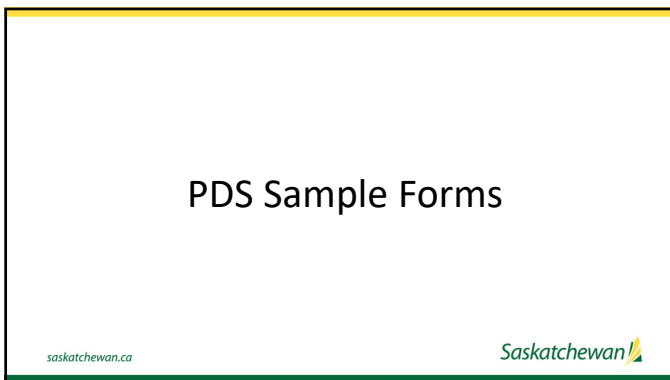
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**TOWN OF SCHITT'S CREEK  
PUBLIC DISCLOSURE STATEMENT  
Form 1**

Name: \_\_\_\_\_

**Disclosure of Employer, etc.:**  
Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act* 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 142(2)(a)(ii) of *The Municipalities Act*, 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 142(2)(a)(iii) of *The Municipalities Act*, 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

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**Disclosure of Other Interests:**  
Pursuant to subsection 142(2)(iv) of the *Municipalities Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family, directly, manages, operates or is otherwise involved in that:

- (a) contracts business with the municipality;
- (b) the council considers appropriate or necessary to disclose; 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 142(2)(i) of the *Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (a) me or someone in my family; or
- (b) 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 142(2)(c) of the *Municipalities Act*, 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

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**DECLARATION**

I, \_\_\_\_\_, of the Town of Schitz's Creek, 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. 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: \_\_\_\_\_

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**Information within a PDS:**

- Section 142 of *The Municipalities Act* pertains directly to the PDS.
- Subsection 2 contains the required information a PDS shall contain, which is:
  - The name of:
    - every employer, person, corporation, organization, association or other body from which the member of council or someone in the member's family receive remuneration for services as an employee, director, manager, operator, contractor or agent;

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- Subsection 2 contains the required information a PDS shall contain, which is:
  - The name of:
    - every employer, person, corporation, organization, association or other body from which the member of council or **someone in the member's family** receive remuneration for services as an employee, director, manager, operator, contractor or agent;

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MUNICIPALITIES 303  
eM-36.1

**PART VII**  
**Conflicts of Interest of Members of Council**

**Interpretation of Part**  
**141.** In this Part:

(a) **"closely connected person"** means the agent, business partner, family or employer of a member of council;

(b) **"controlling interest"** means an interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25% of the voting rights attached to all issued shares of the corporation;


(b.1) **"council, council committee, controlled corporation or other body"** includes any committee or subcommittee of a committee, and any board, agency or commission, appeal board or other body, on which a member of council serves in his or her capacity as a member of council;

(c) **"family"** means the spouse and dependent children of a member of council;

(c.1) **"meeting"** includes any regular, special, emergency or other meeting of a council, council committee, controlled corporation or other body, whether formal or informal;

(d) **"senior officers"** means the chairperson or vice-chairperson of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any of those offices.

2005, c. M-36.1, s. 141; 2013, c. 30, s. 13.

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**TOWN OF SCHITT'S CREEK**  
**PUBLIC DISCLOSURE STATEMENT**  
**Form 1**

Name: \_\_\_\_\_

**Disclosure of Employer, etc.**  
Pursuant to subsection 142(2)(a)(i) of *The Municipalities Act* 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 subsection 142(2)(a)(ii) of *The Municipalities Act*, 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 subsection 142(2)(a)(iii) of *The Municipalities Act*, 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

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**TOWN OF SCHITT'S CREEK  
PUBLIC DISCLOSURE STATEMENT  
Form 1**

Name: \_\_\_\_\_

**Disclosure of Employer, etc.:**  
Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act* 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

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- The name of:
  - each corporation in which the member or someone in the member's family has a controlling interest, or of which the member or someone in the member's family is a director or senior officer;

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**TOWN OF SCHITT'S CREEK  
PUBLIC DISCLOSURE STATEMENT  
Form 1**

Name: \_\_\_\_\_

**Disclosure of Employer, etc.:**  
Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act* 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

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My Name or Name of Family Member	Name of Corporation

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Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, 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

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**Disclosure of Corporate Interests:**  
 Pursuant to subclause 142(2)(a)(ii) of *The Municipalities Act*, 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

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- The name of:
  - each partnership or firm of which the member of council or someone in the member's family is a member; and

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**TOWN OF SCHITT'S CREEK  
 PUBLIC DISCLOSURE STATEMENT  
 Form 1**

Name: \_\_\_\_\_

**Disclosure of Employer, etc.:**  
 Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act*, 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 142(2)(a)(ii) of *The Municipalities Act*, 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 142(2)(a)(iii) of *The Municipalities Act*, 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

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**Disclosure of Partnerships:**  
Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, 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

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- The name of:
  - any corporation, enterprise, firm, partnership, organization, association or body that the member of council or someone in the member's family directs, manages, operates or is otherwise involved in that:
    - transacts business with the municipality;
    - the council considers appropriate or necessary to disclose; or
    - is prescribed;

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**Disclosure of Other Involvements:**  
Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, 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 disclose; 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 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (a) me or someone in my family;
- (b) 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 142(2)(c) of *The Municipalities Act*, 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

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**Disclosure of Other Involvements:**  
 Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, 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 disclose; or  
 (c) is prescribed:

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

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- The municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:
  - the member of council or someone in the member's family; or
  - a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which the member or someone in the member's family is a director or senior officer or in which the member or someone in the member's family has a controlling interest;

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**Disclosure of Other Involvements:**  
 Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, 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 disclose; 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 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

(a) me or someone in my family; or  
 (b) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which the 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 142(2)(c) of *The Municipalities Act*, 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

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**Disclosure of Property Holdings:**  
 Pursuant to clause 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (a) me or someone in my family; or
- (b) 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

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- The general nature and any material details of any contract or agreement involving the member of council or someone in the member's family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect the member's impartiality in the exercise of his or her office; and
- Any other prescribed information or contents.

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**Disclosure of Other Involvements:**  
 Pursuant to subsection 142(2)(c) of *The Municipalities Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family direct, manage, operate or is otherwise involved in that:

- (i) transacts business with the municipality;
- (ii) the council considers appropriate or necessary to disclose; or
- (iii) 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 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (a) me or someone in my family; or
- (b) 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 142(2)(d) of *The Municipalities Act*, 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

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**Disclosure of Contracts and Agreements:**  
 Pursuant to clause 142(2)(c) of *The Municipalities Act*, 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

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- Declaration that the information of the statements disclosed on the PDS are true and completed.
- Dated and signed by the “declarant” (council member).
- Witnessed by admin, staff member, etc.
- Date the PDS was received.

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**DECLARATION**  
 I, \_\_\_\_\_, of the Town of Schitt's Creek, 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. 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: \_\_\_\_\_

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### PDS Amendments

Sec 142(6)

- A member of council has an ongoing duty of disclosure and in any of the following circumstances, is required to submit to the clerk a written amendment to the member's public disclosure statement:
  - if the member declares a conflict of interest, as soon a practicable after the declaration;
  - if there is a material change to the information detailed in the disclosure statement, within 30 days of the material change;
  - if there is a recognition by the member or another person of an error or omission, as soon as practicable after the error or omission is recognized.

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TOWN OF SCHITT'S CREEK  
PUBLIC DISCLOSURE STATEMENT AMENDMENT  
Form 3

Name: \_\_\_\_\_

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:

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**DECLARATION**

I, \_\_\_\_\_, of the Rural Municipality of Schitt's Creek, 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. 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: \_\_\_\_\_

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### PDS Annual Declaration

- Subsection 3 contains the requirement where every member of council who has previously filed a PDS shall annually submit a declaration that:
  - Declares that no material change has occurred since the last PDS was filed; or
  - Details the material changes that have occurred since the last PDS was filed.

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**As per subsection 4, the annual declaration must be submitted on or before November 30 in each year.**

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TOWN OF SCHITT'S CREEK  
PUBLIC DISCLOSURE ANNUAL DECLARATION  
Form 2

Name: \_\_\_\_\_

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 Relationships	_____
Disclosure of Business Arrangements	_____
Disclosure of Property Holdings	_____
Disclosure of Contracts and Agreements	_____

Details of Changes:  
\_\_\_\_\_  
\_\_\_\_\_  
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**DECLARATION**


I, \_\_\_\_\_, of the Rural Municipality of Schitt's Creek, 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. 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: \_\_\_\_\_

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**Administrator Responsibilities**  
Sec 142(5)(a-c)

- Note any change reported on a member's PDS annual declaration and the date on which the change was made;
- Make each PDS filed and each declaration submitted available for public inspection during normal business hours; and
- If directed by council, give copies of the PDS to any designated officials.

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**Key Items to Remember:**

- The PDS forms part of a candidate's nomination.
- If elected, a council member must complete a NEW PDS within 30 days of being elected.
- If a council member's situation changes, an amendment should be completed as soon as possible.
- Annual PDS must be completed **on or before** November 30<sup>th</sup> **each** year and does not have to be completed at or during a council meeting.

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**Advisory Services Inquiry Line**

306-787-2680

[muninfo@gov.sk.ca](mailto:muninfo@gov.sk.ca)

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