# 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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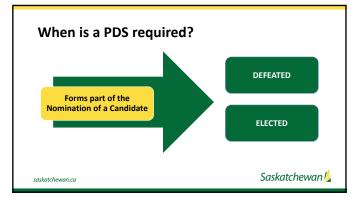
### What is a PDS?

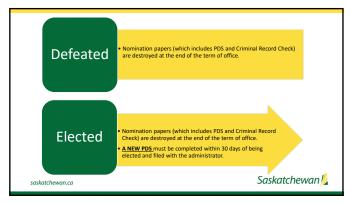
- A PDS identifies the name of the council member and nature of employment, financial interest or other involvement that may be seen to affect fairness in making a municipal decision.
- A PDS is an ideal point of reference when a council member may have a conflict of interest. If an agenda item is directly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

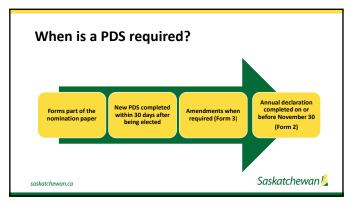
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Municipality Type	Legislation
Cities	Section 116 – The Cities Act
Rural and Urban	Section 142 – The Municipalities Act
Northern	Section 160 – The Northern Municipalities Act, 2010







# PDS Sample Forms saskatchewan.ca Saskatchewan/

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	Disclosure of Other Involvements: Pursuant to subclause 142(2)(4)(N) o corporation, enterprise, firm, partner my family directs, manages, operates (4) transacts business with the m (b) the council considers appropri (c) is prescribed:	rship, organization, association, or s or is otherwise involved in that: unicipality;		
	My Name or Name of Family Member			
	Disclosure of Property Holdings: Pursuant to clause 142(2)(b) of The A legal description of any property loca		e the municipal address or	
	owned by: (a) me or someone in my family:	or		
	(b) a corporation, incorporated o	r continued pursuant to The Busin th Lor someone in my family is a d		
	which I or someone in my family		strector or senior officer or in	
	Owner(s)	Municipal Address or Legal Description	Municipality	
		<u> </u>		
	Disclosure of Contracts and Agreements: Pursuant to clause 182(2)(c) of The A- material details of any contract or ag- reasonably be perceived to be affect to affect my impartiality in the exerci-	reement involving me or someoned by a decision, recommendation ise of my office:	e in my family that could n or action of the council and	
	My Name or Name of Family Member	ial Details of Any Contract		
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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	103 cM-36.1	
	PART VII Conflicts of Interest of Members of Coun	ril	
	etation of Part I In this Part:		
	<ul><li>(a) "closely connected person" means the agent, but or employer of a member of council;</li></ul>	siness partner, family	
	(b) "controlling interest" means an interest that corporation if the person beneficially owns, directly or is control or direction over shares of the corporation carry the voting rights attached to all issued shares of the cor	ndirectly, or exercises ing more than 25% of	
	(b.1) "council, council committee, controlled co body" includes any committee or subcommittee of a board, agency or commission, appeal board or other body of council serves in his or her capacity as a member of c	committee, and any v, on which a member	
	(c) "family" means the spouse and dependent children of	f a member of council;	
	<ul><li>(c.1) "meeting" includes any regular, special, emerge of a council, council committee, controlled corporation of formal or informal;</li></ul>		
	(d) "senior officer" means the chairperson or vice-chi of directors, the president, any vice-president, the sec or the general manager of a corporation or any other functions for the corporation similar to those normally poccupying any of those offices.	retary, the treasurer person who performs	
	2005, c.M-36.1, s.141;	2015, c.30, s.3-13.	
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		OF SCHITT ISCLOSURE: Form 1	'S CREEK STATEMENT		
	Name:  Disclosure of Employer, etc.:  Pursuant to subclause 142(2)(a)(i) of employer, person, corporation, organy family receives remuneration for operator, contractor, or agent:	nization, associati	ion, or other body from which I or so	meone in	
	My Name or Name of Family Member	Payer	Nature of Relationship		
	Disclosure of Corporate Interests:  Pursuant to subclause 142(2)(a)(a) of The Municipability Act, I hereby disclose the name of each corporation in which for someone in my family has a cointrolling interest, or of which for someone in my family has a coint officer in my family is a director of searlor officer.				
	My Name or Name of Family Member	Name of Corpo	ration		
	Disclosure of Partnerships: Pursuant to subclause 142(2)(a)(iii) o partnership or firm of which I or som			each	
	My Name or Name of Family Member	Name of Partne	ership or Firm		
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		N OF SCHITT'S C ISCLOSURE STA Form 1	
Name:			
Pursua emplo my fan	yer, person, corporation, organ	nization, association, o	I hereby disclose the name of every r other body from which I or someone in an employee, director, manager,
My Name	or Name of Family Member	Payer	Nature of Relationship

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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	N OF SCHITT DISCLOSURE S Form 1		
Name:			
employer, person, corporation, organ	nization, association	Act I hereby disclose the name of every in, or other body from which I or someo d as an employee, director, manager,	
My Name or Name of Family Member	Payer	Nature of Relationship	
	my family has a c	a Act, I hereby disclose the name of each ontrolling interest, or of which I or some ation	
corporation in which I or someone in in my family is a director or a senior of	n my family has a c officer:	ontrolling interest, or of which I or some	
corporation in which I or someone in in my family is a director or a senior of	n my family has a c officer:	ontrolling interest, or of which I or some	
corporation in which I or someone in in my family is a director or a senior of My Name or Name of Family Member  Disclosure of Partnerships:	n my family has a cofficer:  Name of Corpor	antrolling interest, or of which I or some action  as Act, I hereby disclose the name of each	one
corporation in which I or someone in in my family is a director or a senior or My Name or Name of Family Member  My Name or Name of Family Member  Disclosure of Partnerships: Pursuant to subclause 142(2)(a)(iii) or	n my family has a cofficer:  Name of Corpor	ontrolling interest, or of which I or some action  as Act, I hereby disclose the name of each is a member;	one
corporation in which for someone in in my family is a director or a senior or in my family is a director or a senior or My Name or Name of Family Member  My Name or Name of Family Member  Disclosure of Partnerships:  Pursuant to subclause 142(2)(a)(iii) or partnership or firm of which for som	n my family has a cofficer:  Name of Corpor  of The Municipalitie	ontrolling interest, or of which I or some action  as Act, I hereby disclose the name of each is a member;	one
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	The Municipalities Act, I hereby disclose the name of each my family has a controlling interest, or of which I or someone officer:	
My Name or Name of Family Member	Name of Corporation	
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• The name of:	
<ul> <li>each partnership or firm of which the me someone in the member's family is a me</li> </ul>	
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		N OF SCHITT'S ISCLOSURE ST		
		Form 1		
	Name:			
	Disclosure of Employer, etc.:			
	employer, person, corporation, orga	nization, association,	or other body from which I or someo	
	my family receives remuneration for operator, contractor, or agent:	services performed	is an employee, director, manager,	
	My Name or Name of Family Member	Payer	Nature of Relationship	$\Box$
				_
	corporation in which I or someone in	my family has a con	ct, I hereby disclose the name of each	
	Pursuant to subclause 142(2)(a)(ii) o	my family has a con	rolling interest, or of which I or some	
	Pursuant to subclause 142(2)(a)(ii) o corporation in which I or someone ir in my family is a director or a senior	my family has a con officer:	rolling interest, or of which I or some	
	Pursuant to subclause 142(2)(a)(ii) o corporation in which I or someone ir in my family is a director or a senior	my family has a con officer:	rolling interest, or of which I or some	
	Pursuant to subclause 142(2)(a)(ii) or corporation in which it or someone in in my family is a director or a senior My Name or Name of Family Member	my family has a con officer:	rolling interest, or of which I or some	
	Pursuant to subclause 142(2)(a(iii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member My Name or Name of Family Member Disclosure of Partnerships:	n my family has a con officer:  Name of Corporati	izolling interest, or of which I or some  on  tct, I hereby disclose the name of eac	one
	Pursuant to subclause 142(3)(a)(ii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member	n my family has a con officer:  Name of Corporati	izolling interest, or of which I or some  on  tct, I hereby disclose the name of eac	one
	Pursuant to subclause 142(2)(a(iii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member My Name or Name of Family Member Disclosure of Partnerships:	n my family has a con officer:  Name of Corporati	on  Act, I hereby disclose the name of eac a member:	one
	Pursuant to subclause 142(2)(a)(ii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member My Name or Name of Family Member Disclosure of Partnerships: Pursuant To subclause 142(2)(a)(iii) partnership or firm of which I or som	n my family has a conofficer:  Name of Corporati  of The Municipalities are no in my family is	on  Act, I hereby disclose the name of eac a member:	one
	Pursuant to subclause 142(2)(a)(ii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member My Name or Name of Family Member Disclosure of Partnerships: Pursuant To subclause 142(2)(a)(iii) partnership or firm of which I or som	n my family has a conofficer:  Name of Corporati  of The Municipalities are no in my family is	on  Acc, I hereby disclose the name of eac a member:	n e
saskatchewan.ca	Pursuant to subclause 142(2)(a)(ii) o corporation in which I or someone in in my family is a director or a senior My Name or Name of Family Member My Name or Name of Family Member Disclosure of Partnerships: Pursuant To subclause 142(2)(a)(iii) partnership or firm of which I or som	n my family has a conofficer:  Name of Corporati  of The Municipalities are no in my family is	on  Acc, I hereby disclose the name of eac a member:	one

	Disclosure of Partnerships: Pursuant to subclause 142(2)(a)(iii) or partnership or firm of which I or som	f <i>The Municipalities Act,</i> I hereby disclose the name of each eone 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; • is prescribed; Saskatchewan 🙎

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	Disclosure of Other Involvements: Pursuant to subclause 142[2](a)(iv) or corporation, enterprise, firm, partners my family directs, manges, operates (a) transacts business with the m (b) the council considers appropric) is prescribed:	ship, organization, association, or or is otherwise involved in that: unicipality;					
	My Name or Name of Family Member	Name of Corporation, Enterpris Organization, Association, or B					
	Disclosure of Property Holdings: Pursuant to clause 142(2)(b) of The A legal description of any property loca owned by: Simple of the Property local (b) a corporation, incorporated of Canada Corporations Act, of whis which I or someone in my family.	ted in the municipality or an adjo or r continued pursuant to <i>The Busi</i> th Lor someone in my family is a c has a controlling interest:	ining municipality that is				
	Owner(s)	Municipal Address or Legal Description	Municipality				
		-		1			
				1			
	Disclosure of Contracts and Agreements: Pursuant to clause 142(2)(c) of <i>The M</i> material details of any contract or ag reasonably be perceived to be affect to affect my impartiality in the exerci-	reement involving me or someoned by a decision, recommendation se of my office:	e in my family that could n or action of the council and				
	My Name or Name of Family Member	My Name or Name of Family Member General Nature and Any Material Details of Any Contract or Agreement					
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	unicipality;
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:
  - $\bullet$  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)(4)(iv) o corporation, enterprise, firm, partne my family directs, manages, operate (a) transacts business with the m (b) the council considers appropri (c) is prescribed.	rship, organization, association, of s or is otherwise involved in that nunicipality;	or body that I or someone in	
	My Name or Name of Family Member	Name of Corporation, Enterpr Organization, Association, or I		
	Disclosure of Property Holdings:			]
	Pursuant to clause 1.42(2)(b) of The filegal description of any property locowned by:  (a) me or someone in my family;  (b) a corporation, incorporated of Canada Corporations Act, of why which i or someone in my family	ated in the municipality or an adj or or continued pursuant to <i>The Bus</i> ch I or someone in my family is a	oining municipality that is iness Corporations Act or the	
	Owner(s)	Municipal Address or Legal Description	Municipality	
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	Disclosure of Contracts and Agreements: Pursuant to clause 142(2)(c) of The A material details of any contract or ag reasonably be perceived to be affect to affect my impartiality in the exerc	dunicipalities Act, I hereby disclo- greement involving me or someoused by a decision, recommendation	ne in my family that could	1
	My Name or Name of Family Member	General Nature and Any Mate or Agreement	rial Details of Any Contract	
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legal description of any prope owned by:	of <i>The Municipalities Act,</i> I hereby disclo erty located in the municipality or an adj	
Canada Corporations Act,	family; or rated or continued pursuant to <i>The Bus</i> , of which I or someone in my family is a family has a controlling interest: Municipal Address or Legal Description	
	Description	
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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 subclasus 142(2)(a)(iv) o corporation, enterprise, firm, partners my family directs, manges, operated, (a) transacts business with the m (b) the council considers appropriate in prescribed;	ship, organization, association, or i or is otherwise involved in that: unicipality;		
	My Name or Name of Family Member	Name of Corporation, Enterpris		
		Organization, Association, or Be	ody	
	Disclosure of Property Holdings:			
	Pursuant to clause 142(2)(b) of The A legal description of any property loca owned by:  (a) me or someone in my family;  (b) a corporation, incorporated o	ited in the municipality or an adjo or r continued pursuant to <i>The Busin</i> th Lor someone in my family is a d	ining municipality that is	
	Owner(s)	Municipal Address or Legal Description	Municipality	
	Disclosure of Contracts and Agreements: Pursuant to clause 142(2)(c) of The M material details of any contract or ag reasonably be perceived to be affect to affect my impartiality in the exerci	reement involving me or someoned by a decision, recommendation	e in my family that could	
	My Name or Name of Family Member	General Nature and Any Materi or Agreement	ial Details of Any Contract	
I				
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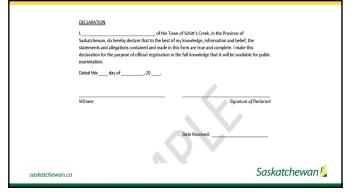
Pi m re	naterial details of any contract or ag	funicipolities Act, I hereby disclose the general nature and any reement involving me or someone in my family that could dd by a decision, recommendation or action of the council and se of my office:	
My N	lame or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement	
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- $\bullet$  Declaration that the information of the statements disclosed on the PDS are true and completed.
- $\bullet$  Dated and signed by the "declarant" (council member).
- Witnessed by admin, staff member, etc.
- Date the PDS was 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
  - 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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	PUBLIC DISCLOSURE STA	CHITT'S CREEK ATEMENT AMENDMENT om 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:		
			Saskatchewan
saskatchewan.ca			Juskutchewany

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DECLARATION	
	, of the Rural Municipality of Schitt's Creek, in the Province of
I, do hereby declar	e that to the best of my knowledge, information and belief, the
	ained and made in this form are true and complete. I make this
	fficial registration in the full knowledge that it will be available for public
examination.	
Dated this day of	20
Dated this day of	
Witness	Signature of Declarant
	Date Received:
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PDS Annual Declaration
<ul> <li>Subsection 3 contains the requirement where every member of council who has previously filed a PDS shall annually submit a declaration that:</li> </ul>
<ul> <li>Declares that no material change has occurred since the last PDS was filed; or</li> </ul>
<ul> <li>Details the material changes that have occurred since the last PDS was filed.</li> </ul>

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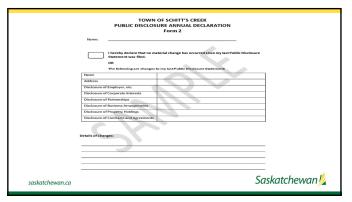
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As per subsection 4, the annual declaration must be submitted on or before November 30 in each year.

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DECLARATION	
I, Saskatchewan, do hereby declare that t statements and allegations contained a	_, of the Rural Municipality of Schitt's Creek, in the Province of to the best of my knowledge, information and belief, the nd made in this form are true and complete. I make this egistration in the full knowledge that it will be available for public
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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Ad	visory Services Inquiry	Line
	306-787-2680	
	muninfo@gov.sk.ca	
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	saskatchewan.ca	
	suskuttiiewuii.tu	
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