Municipal Public Disclosure Statement

Public Disclosure Annual Declaration – Form 2 of 3

# Sample Template – May 2023

Disclaimer: This sample Public Disclosure Statement (PDS) template is intended to be used as a guide by municipalities to develop their own version of a PDS for use by their council members. The content must be modified and formatted to suit the needs of the municipality.

# Explanatory Notes

All council members are required to complete three public disclosure forms throughout their term. These forms:

* Have a direct impact when dealing with a conflict of interest;
* Assist with transparency and accountability as pillars of good governance; and
* Assist the public’s understanding of any dealings that may compromise the council member’s ability to make decisions.

Council members are required to submit to the administrator a Public Disclosure Annual Declaration (PDAD) by November 30th each year [*The Cities Act,* subsection 116(3); *The Municipalities Act,* subsection 142(3); *The Northern Municipalities Act, 2010* subsection 160(3)]*.* By filing the PDAD, a council member is declaring that:

* No material change has occurred since the last public disclosure statement (PDS) was filed; or
* Changes have occurred since the last PDS, which will be noted in the section provided.

Once the PDAD is completed and filed, it is attached to the original PDS on file. This becomes a public document and accessible to anyone wishing to inspect or view it. The PDAD also serves as a reminder to make changes that may have occurred during the year. If there are other changes that occur throughout the year, council members should complete and fill out the Public Disclosure Statement Amendment (PDSA) Form 3.

Council members should keep a copy of all his/her public disclosure forms so they can be reminded of items that could cause a conflict of interest.

The filing of the original PDS and annual update, by using the PDAD, is an eligibility requirement for all municipalities’ Municipal Revenue Sharing (MRS) Grants (*The Municipal Grants Regulations*, section 26.1).

The Public Disclosure Statement Guide is available for you to reference when filling out this form. Definitions are available.

**[FULL NAME OF MUNICIPALITY] 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 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:

Administrator Signature*:*