

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.

Public disclosure statements (PDSs) are required throughout a council member's term of office. PDSs, once completed and filed with the administrator, are public documents and accessible to anyone wishing to inspect or view it. The first two PDSs include:

- A PDS to be completed and attached to nomination papers [*Local Government Election Act, 2015*, clause 67(6)(d)].
- A PDS within 30 days of being elected (*The Cities Act*, section 116; *The Municipalities Act*, section 142; and *The Northern Municipalities Act, 2010*, section 160).

Council members, after completing their PDSs as stated above, also need to be aware of the following:

- Annually, by November 30th, all council members are required to complete and file with the administrator a Public Disclosure Annual Declaration (PDAD) Form 2.
- When changes occur to a council member's information, a council member would reflect those changes by completing the Public Disclosure Statement Amendment (PDSA) Form 3 and filing it with the administrator.
- The administrator must then attach all PDSAs and PDADs to the original PDS to keep each council member's file up to date.

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.

VILLAGE OF RICHMOUND
PUBLIC DISCLOSURE STATEMENT
Form 1

Name: _____

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

Disclosure of Other Involvements:

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 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 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:

- (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 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

DECLARATION

I, _____, of the Village of Richmond, 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: _____