

TOWN OF ST. WALBURG

POLICY TITLE		ADOPTED BY	
200-01.02 Public Disclosure Statement Policy		Council Resolution 2018/523	
ORIGIN/AUTHORITY		JURISDICTION	
Town Council		Town of St. Walburg	
		EFFECTIVE DATE:	
		November 22 nd , 2018	
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Revision Date: November 22nd, 2018

1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure the submission of Councillor public disclosure statements to the Chief Administrative Officer.
- 1.1.1 Mayor and Councillors are to follow guide lines laid out in *“Bylaw 2017-01 A Bylaw to Regulate the Proceeding of Municipal Council and Council’s Committees Including Amended by Resolution”*
- 1.2 This policy states that:
- a) The public disclosure statement shall be signed and returned to the Chief Administrative Officer within 30 days of the Councillor being elected.
 - b) The annual public disclosure statement shall be signed and returned to Council by February 1 of the current year for those existing Councillors that have previously signed a public disclosure statement.
 - c) Where a change occurs for the Mayor and /or Councillor(s), they shall complete a public disclosure statement amendment identifying the changes to their situation. This policy has recommendation that this occurs within 30 days of the change in status.

2.0 IMPLEMENTATION

- 2.1 The public disclosure statement must contain the following information:
- 2.1.1 The disclosure of:
- Employer**
- a) The employer of the member of council;
 - b) If applicable, the family member in which their remuneration is received for services performed as employee, director, manager, operator, contractor or agent;
 - c) Relationship there of

Corporate Interest

- a) Each corporation, enterprise, firm, partnership, organization, association, or body in which the member or someone in the member's family has controlling interest or if the member or family member is a director or senior officer;
- b) Relationship there of

Partnerships

- a) Each partnership or firm of which the member of council or family is a member;
- b) Relationship there of

2.1.2 The disclosure of business Interest the name of corporation, enterprise, firm, partnership, organization, association, or body in which the member or someone in the member's family directs , manages, operates or otherwise is involved in that;

- a) Transacts business with municipality;
- b) The council considers appropriate or necessary to disclose; or
- c) Is prescribed
- d) Relation there of

2.1.3 The disclosure of civic address(s) or legal description of any property located in the municipality or an adjoining municipality that:

- a) The member of council and spouse owns;
- b) Is owned by a corporation incorporated pursuant to The Business Corporations Act or Canada Business Corporations Act of which the member and spouse is a director or senior officer or has a controlling interest;
- c) Each contract and agreements of which the member of Council and spouse participates in;

2.1.4 The disclosure of Contracts and/or Agreements the general nature and any material detail 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:

- a) Each Contract and/or Agreement of which the member of council or family is a member;
- b) Relationship there of

2.2 The Chief Administrative Officer shall use the Public Disclosure Statement created and annexed as "Appendix A", post-election to the new Councillor or re-elected Councillor prior to next council meeting.

2.2.1 Where New Councillor is starting for a new four year term, a new public disclosure statement is required.

2.2.2 Where a Councillor is returning for a subsequent four year term after being re-elected, a new public disclosure statement is required.

2.2.3 The Chief Administrative Officer will make amendments to this disclosure in accordance with subsequent declarations filed by the Councillor, following clauses 2.4 outlined below.

- 2.2.4 Once signed, this document is a public document.
- 2.3 The Chief Administrative Officer shall use the Annual Public Disclosure Statement created and annexed as “*Appendix B*” for each Councillor to be signed every year within the acting term of office.
- 2.3.1 This statement is to be signed and returned to the Chief Administrative Officer by February 1 of the current year.
- 2.3.2 Once signed, this document is a public document.
- 2.4 Where an amendment(s) to the original Public Disclosure Statement is required, the Chief Administrative Officer shall use the Public Disclosure Statement Amendment created and annexed as “*Appendix C*” where required.
- 2.4.1 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
 - d. After the error or omission is recognized.
- 2.4.2 The Chief Administrative Officer shall note the date on which this statement is amended.
- 2.4.3 Once signed, this document is a public document.



APPENDIX "A"

TOWN OF ST. WALBURG

PUBLIC DISCLOSURE STATEMENT

Name: _____

Address: _____

Disclosure of Employer, etc.:

Pursuant to sub clause 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

Disclosure of Business Arrangements:

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 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

DECLARATION

I, _____, of the Town of St. Walburg, 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: _____



APPENDIX "B"

TOWN OF ST. WALBURG

PUBLIC DISCLOSURE ANNUAL DECLARATION

Name: _____

Address: _____

This annual declaration is made pursuant to subsection 142(3) of *The Municipalities Act*.

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 Town of St. Walburg, 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



APPENDIX "C"

TOWN OF ST. WALBURG

PUBLIC DISCLOSURE STATEMENT AMENDMENT

Name: _____

Address: _____

Pursuant to subsection 142(6) of *The Municipalities Act*, 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 Town of St. Walburg, 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: _____