TOWN OF CARLYLE

BYLAW NO. 2023-01

A BYLAW TO PROVIDE FOR PUBLIC DISCLOSURE BY MEMBERS OF COUNCIL

WHEREAS it is deemed in the public interest to provide for public disclosure by members of Council;

NOW THEREFORE the Council of the Town of Carlyle, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw may be cited as "The Public Disclosure Bylaw."

2. Pursuant to Section 142 of *The Municipalities Act*, every member of Council must file a public disclosure statement with the Chief Administrative Officer within thirty days of being elected.

3. Every public disclosure statement must be completed in prescribed form(s) attached to and forming part of this Bylaw.

4. Every member of Council who has previously filed a public disclosure statement must annually submit a declaration that either declares that no material change has occurred since the last public disclosure statement was filed, or details the material changes that have occurred since the last public disclosure statement was filed.

5. The annual declaration as outlined in Section 4 of this Bylaw must be submitted on or before November 30th in each year.

6. Every member of Council shall submit to the Chief Administrative Officer any material changes to his/her initial disclosure on Public Disclosure Statement Amendment Form 3.

7. The Chief Administrative Officer shall ensure that each public disclosure statement and each declaration is available for public inspection during normal business hours.

8. This Bylaw shall come into force and take effect upon third reading thereof.

Repeal:

9. Bylaws 2022-03 is hereby repealed.

TOWN OF CARLYLE SEAL CANADA SASKATCHEWAN

Mayor

Chief Administrative Officer

TOWN OF CARLYLE BYLAW NO. 2023-01
PUBLIC DISCLOSURE STATEMENT
Form 1

Name: _____

Address: _____

_____

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

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 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 Carlyle, 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: _____

Note:

1. *This form must be completed within 30 days of election.*
2. *This form, when completed, is a public document.*
3. *The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.*
4. *The administrator will note the date on which this statement is amended.*

TOWN OF CARLYLE BYLAW NO. 2023-01
PUBLIC DISCLOSURE ANNUAL DECLARATION
Form 2

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 Other Involvements
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

_____

_____

_____

Declaration:

I, _____, of the Town of Carlyle, 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: _____

TOWN OF CALYLE BYLAW NO. 2023-01
PUBLIC DISCLOSURE STATEMENT AMENDMENT
Form 3

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 Other Involvements
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

_____

_____

_____

Declaration:

I, _____, of the Town of Carlyle, 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: _____

Excerpt of subsection 142(6) of *The Municipalities Act*

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 after the error or omission is recognized.

TOWN OF CARLYLE BYLAW NO. 2023-01
PUBLIC DISCLOSURE STATEMENT
Form 1

Name: _____

Address: _____

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Disclosure of Employer, etc.:

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(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 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:

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(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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(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 Carlyle, 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: _____

Note:

1. *This form must be completed within 30 days of election.*
2. *This form, when completed, is a public document.*
3. *The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.*
4. *The administrator will note the date on which this statement is amended.*