

Recorded Webinar Timeframe

1. Introduction and Overview - beginning to minute 2:33
2. Details on MRS Eligibility Requirements - minute 2:34 to minute 14:10
3. Public Disclosure Statement Tips - minute 14:11 to minute 17:11
4. MRS Declaration Resolution and Audit Requirements - minute 17:12 to minute 29:47
5. Mock Exercise - Completion of a Declaration - minute 29:48 to minute 42:55
6. Outstanding Eligibility Requirements (notification to ministry when outstanding requirements have been met) - minute 42:56 to minute 45:32
7. Online Resources - minute 45:33 to minute 46:11
8. Contact Information - minute 46:12 to minute 47

Webinar Duration: 47 minutes

A Guide to the
Municipal Revenue Sharing Grant
Declaration of Eligibility

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Ministry of Government Relations
Advisory Services and Municipal Relations
306-787-2740
grcompliance@gov.sk.ca

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Overview

- Municipal Revenue Sharing (MRS) Eligibility Requirements
- MRS Declaration of Eligibility
- MRS Declaration Audits and Audit Findings
- Outstanding Eligibility Requirement Process

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The MRS Eligibility Requirements

In order for municipalities to receive their annual MRS grant, each municipality must meet the following six eligibility requirements:

1. Submission of the Audited Annual Financial Statement to the ministry;
2. Submission of the Public Reporting on Municipal Waterworks to the ministry (if applicable);
3. In Good Standing with respect to the reporting and remitting Education Property Taxes;
4. Adoption of a Council Procedures Bylaw;
5. Adoption of an Employee Code of Conduct; and
6. All members of council have filed and annually updated their Public Disclosure Statements.

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Legislative Requirements

- MRS Eligibility Requirements - *The Municipal Grants Regulations*, section 26.1
- Eligibility Requirements are legislative requirements contained in:
 - *The Cities Act* (CA);
 - *The Municipalities Act* (MA); and
 - *The Northern Municipalities Act, 2010* (NMA).

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Audited Financial Statements

| Municipality Type | Legislation | Due Date |
|-------------------|---|---|
| Cities | S. 157 and 369 - <i>The Cities Act</i> | *September 1 of year following financial year |
| Urban and Rural | S. 186 and 404 - <i>The Municipalities Act</i> | *July 1 of year following financial year |
| Northern | S. 208 and 441 - <i>The Northern Municipalities Act, 2010</i> | *July 1 of year following financial year |

*Municipality may pass an extension of time bylaw - not to exceed 90 days past the above due date.

- Audited Financial Statements (AFS) must be submitted to the ministry by the due date via email to financialstatements@gov.sk.ca.
- Submit the extension of time bylaw, if applicable.
- If you are new to the municipality and unsure if the AFS was submitted, email the above address to confirm.
- Failure to submit the AFS can also impact other grant funding.

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Public Reporting on Municipal Waterworks

Waterworks means works that are used to supply, collect, treat, store or distribute water intended or used for a human consumptive use or a hygienic use, whether or not any other use is or has been made of that water.

Municipal Waterworks means waterworks that are:

i.

Owned by a municipality, directly or through a controlled corporation; AND

ii.

Operated by a municipality, directly or through a controlled corporation, or by another person on behalf of a municipality.

Municipal waterworks that **are not subject to the public reporting requirements** are:


i.

Those regulated pursuant to *The Health Hazard Regulations*; or

ii.

Those used to supply water for a hygienic use but not for human consumptive use.

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Public Reporting on Municipal Waterworks

| Municipality Type | Legislation | Due Date |
|-------------------|--|--|
| Cities | S. 22.2 and 22.6(3) - <i>The Cities Regulations</i> | September 1 of each year, for the year prior |
| Urban and Rural | S. 51 and 55(3) - <i>The Municipalities Regulations</i> | |
| Northern | S. 41 and 45(3) - <i>The Northern Municipalities Regulations</i> | |

- Public Reporting on Municipal Waterworks must be submitted to the ministry annually by September 1.
- Prior to September 1, municipalities will receive an email with a link to complete and submit their municipal waterworks information.
- If you are new to the municipality and unsure if the Waterworks reporting has been submitted, email waterworks@gov.sk.ca to confirm.
- Further information on Municipal Waterworks reporting requirements can be found on saskatchewan.ca.

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Education Property Tax

| Municipality Type | Legislation | Due Date |
|-------------------|--|--|
| Cities | S. 10 and 15 - <i>The Education Property Tax Act</i> | • Annual Returns Due January 31 for year prior • Monthly returns and remittances due 10th of each month for the month prior |
| Urban/Rural | | |
| North | | |

To meet this eligibility requirement, a municipality must be 'in good standing' with Education Property Tax (EPT).

'In Good Standing' is defined as: EPT returns are filed up to the current date and any EPT collections have been paid in full or a satisfactory payment arrangement, if available, has been agreed upon with the Ministry of Finance.

Municipalities will remit EPT collections to the Ministry of Finance and/or a separate school division depending on how the EPT mill rates have been set in their municipality. Consider all EPT arrangements when answering this eligibility requirement question.





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EPT Account Status

- EPT account status checked through the Saskatchewan Electronic Tax Service (SETS).
- Review the EPT Statement of Account to determine if there are any outstanding balances or unfiled returns.
- Refer to the publication '[EPT - Statement of Account Fact Sheet](#)' on saskatchewan.ca for assistance with review.
- SETS contact information - email: sasktaxinfo@gov.sk.ca or call 1-800-667-6102.





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Council Procedures Bylaw

| Municipality Type | Legislation | Effective Date of Legislation |
|-------------------|---|----------------------------------|
| Cities | S. 55.1 - <i>The Cities Act</i> | Legislation effective since 2016 |
| Urban and Rural | S. 81.1 - <i>The Municipalities Act</i> | |
| Northern | S. 100.1 - <i>The Northern Municipalities Act, 2010</i> | |

- In 2016 legislation came into effect requiring municipalities to adopt a bylaw establishing procedures for conducting business at council meetings, referred to as the Council Procedures Bylaw.
- A certified copy of the bylaw should be filed in the municipality's bylaw register. Administration and Council members should have a copy of it and be very familiar with its contents.
- In the MRS declaration, you will be asked to confirm that this bylaw has been adopted.
- A sample [Council Procedures Bylaw](#) is available on saskatchewan.ca.





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Employee Code of Conduct

| Municipality Type | Legislation | Effective Date of Legislation |
|-------------------|---|----------------------------------|
| Cities | S. 85.1 - <i>The Cities Act</i> | Legislation effective since 2016 |
| Urban and Rural | S. 111.1 - <i>The Municipalities Act</i> | |
| Northern | S. 127.1 - <i>The Northern Municipalities Act, 2010</i> | |

- In 2016, legislation came into effect requiring municipalities to adopt an Employee Code of Conduct (ECC).
- The ECC:
 - Sets out the conduct expected of the municipality's employees, including conflict of interest rules;
 - Can be adopted either by bylaw or through a council resolution; and
 - Is to be made available to the public.
- The ECC is not to be confused with the Code of Ethics for council members.
- A [sample ECC](#) can be found on saskatchewan.ca.




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Public Disclosure Statements

| Municipality Type | Legislation | Due Date |
|-------------------|--|--|
| Cities | S. 116 - The Cities Act | |
| Urban and Rural | S. 142 - The Municipalities Act | • Within 30 days of being elected; and • Annual declaration by November 30 each year. |
| North | S. 160 - The Northern Municipalities Act, 2010 | |


- Each council member, within 30 days of being elected, must complete and file a Public Disclosure Statement with the administrator.
- The date signed must not be before the council member is elected.
- Public Disclosure Statement Annual Declaration must be completed by November 30 of each year.

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Failure to File Public Disclosure Statements

- Failing to comply with public disclosure requirements in the legislated timeframe is a reason for a council member to be disqualified.
- Enforcement of disqualification includes:
 - Council member must resign immediately; and
 - If no resignation:
 - Council may pass a resolution declaring the seat vacant; or
 - Council or a voter may apply to a judge for determination.
- A member who is disqualified is not eligible to run for council of any municipality for 12 years.


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Public Disclosure Statement Tips

Suggestions for Public Disclosure Statement and Annual Declarations:

- Be clear on and inform council of requirements, deadlines and consequences;
- Provide annual declaration form to council well before the November 30 deadline;
- Keep written record of your advice and reminders to council;
- Provide a copy of the signed form back to the council member so they have proof it was filed; and
- Keep completed Public Disclosure Statement forms in an easily accessible location for public inspection.

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MRS Declaration Council Resolution

- Council resolution confirming eligibility requirements met.
- Resolution demonstrates transparency and good government.
- Add resolution as agenda item to the November, December or January meeting agenda.

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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. 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: _____

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[FULL NAME OF MUNICIPALITY]
PUBLIC DISCLOSURE ANNUAL DECLARATION
Form 2

Name: _____
Address: _____

☐ 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 Employees, etc. | |
| Disclosure of Corporate Interests | |
| Disclosure of Partnerships | |
| Disclosure of Business Arrangements | |
| Disclosure of Property Holdings | |
| Disclosure of Contracts and Agreements | |

Details of Changes:

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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. 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: _____

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Municipal Revenue Sharing Grant - Declaration of Eligibility

Resolution No. 100-22
Smith/Smith
The Council of the Village of Always Compliant confirms the municipality meets all of the eligibility requirements to receive the Municipal Revenue Sharing Grant as follows:

- Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In good standing with respect to reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required, and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
CARRIED

Certified to be a true copy of resolution no. 100-22 passed by the council of the Village of Always Compliant at a duly called meeting held on the 15th of December, 2022.

Signature

Administrator

Seal

VILLAGE OF ALWAYS COMPLIANT
SASKATCHEWAN

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MRS Declaration Audit Findings

- Some of our audit findings include:
 - Documents provided are not signed and/or not certified;
 - Resolution submitted doesn't match resolution number provided in the MRS declaration;
 - Code of Ethics bylaw provided instead of the Employee Code of Conduct;
 - Public Disclosure Statements and Annual Declarations are not dated within the legislated timeframe; and
 - By-elections occurred that weren't reported to the ministry.

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Online MRS Declaration Completion

Municipal Revenue Sharing Grant Declaration of Eligibility

Introduction

To confirm eligibility for Municipal Revenue Sharing (MRS) Grant funding, the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality's response to this Declaration of Eligibility (declaration).

All declarations are subject to a random audit. The purpose of the audit is to ensure that the necessary documentation has been implemented by the municipality and, in the case of Public Disclosure Statements, filed with the administrator. If municipalities are found to have provided false information on their declaration, GRC may take legal action to provide documentation as requested. Your MRS Grant may be immediately withdrawn.

Your municipality has been selected for audit of its declaration this year. Therefore, you will be required to upload the following documents as you go through this declaration:

- A certified copy of the Council Procedures Bylaw;
- Either a signed and sealed certified copy of council's resolution OR, if adopted by bylaw, a certified copy of the bylaw including the Employee Code of Conduct policy;
- Each council member's Public Disclosure Statement and Post Public Disclosure Statement Annual Declaration; and
- A signed and sealed certified copy of the council resolution confirming the municipality's answers to this declaration.

Although the ministry is requesting copies of the documents, the audit is not to be considered an verification, endorsement or approval by the ministry of the content of the documents submitted.

As a municipality, you will need to:

- Answer all the questions in this declaration;
- Upload the requested documentation, for audit purposes, in pdf format;
- Place a resolution confirming your municipality's answers;
- Submit the declaration; and
- Have the administrator's clerk complete and sign the declaration.

Once that is done, click on "Submit" and the information will be sent to the ministry. You will be taken to a "Thank You" screen - this is how you know your declaration was successfully submitted and you can print/save your submission.

The deadline for completing and submitting the declaration is January 31, 2023. The link to the online declaration will be available after the deadline. Therefore, please be sure to submit the declaration by the deadline, even if your municipality does not meet all eligibility requirements.

Ministry officials are available to assist you if you have questions about the declaration. They can be contacted at 366-787-2740 or by email at grc@ministryofgovernmentrelations.ca.

NOTE: At any point, if you want to go back and change or review an answer to a previous question, be sure to use the "Back" button at the bottom of each page. DO NOT USE YOUR BROWSER'S "Back" button as this may cause your data to be lost.

New Login/Password

Username:

Password:

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Declaration of Eligibility Guide Municipal Revenue Sharing Grant

October 2021

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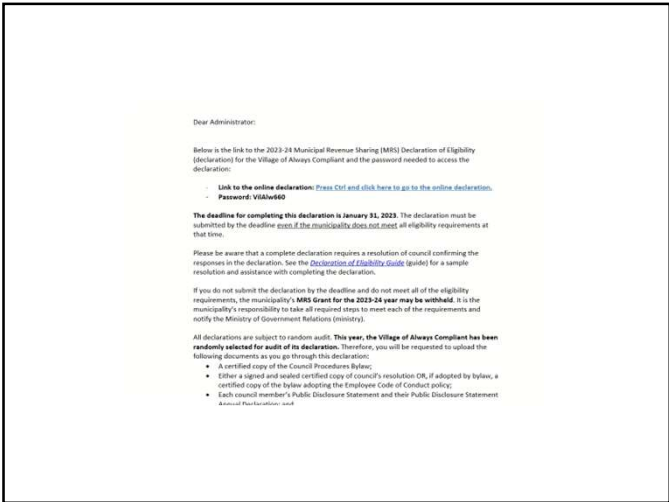
From: grc@ministryofgovernmentrelations.ca
To: vladimir.faluy@ministryofgovernmentrelations.ca
Subject: Municipal Revenue Sharing Grant Declaration of Eligibility Link and Password
Date: Monday, November 15, 2021 11:34:09 AM
Attachments: [MRS Eligibility Requirements Guide 2021.pdf](#)
[MRS Eligibility Requirements Information.pdf](#)
[Declaration Link and Password - Audit Selection.docx](#)

Dear Administrator,

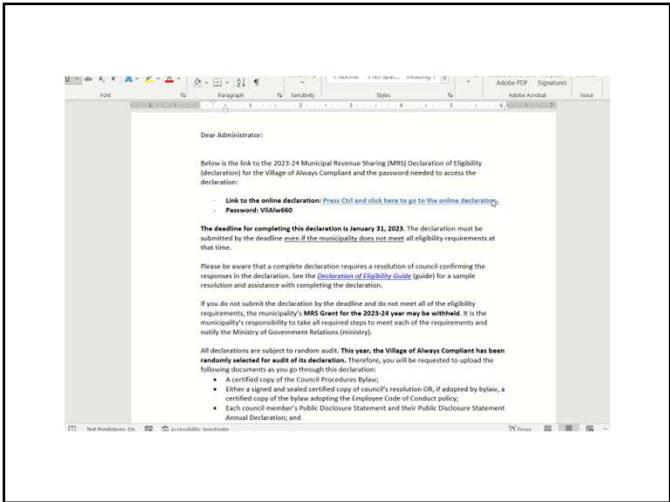
As you know, the Ministry of Government Relations (ministry) has implemented eligibility requirements for municipalities to receive their Municipal Revenue Sharing (MRS) Grant. There are six eligibility requirements and they are as follows:

- Submission of the Audited Annual Financial Statement to the ministry;
- Submission of the Public Reporting on Municipal Waterworks to the ministry (if applicable);
- In Good Standing with respect to the reporting and remittance of Education Property Taxes (see Declaration of Eligibility Guide for definition);
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and

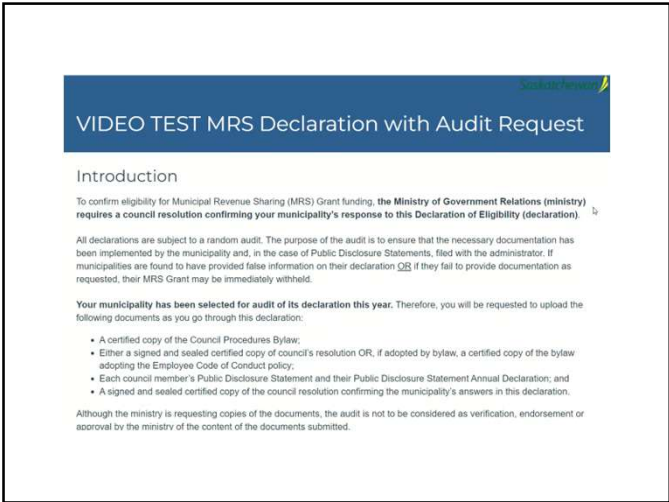
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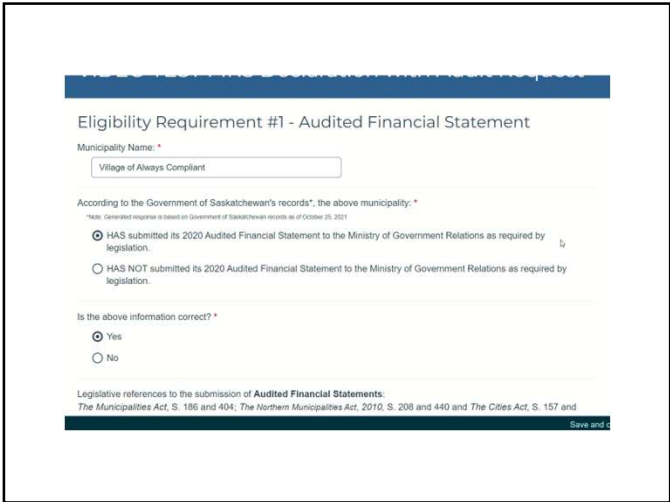
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Eligibility Requirement #2 - Municipal Waterworks Reporting

Municipality Name *

Village of Always Compliant

According to the Government of Saskatchewan's records*, the above municipality: *

*Note: Generated response is based on Government of Saskatchewan records as of October 25, 2021.

☒ HAS submitted its 2020 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

☐ HAS NOT submitted its 2020 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

☐ DID NOT RUN a Municipal Waterworks System in the 2020 year OR runs a Municipal Waterworks System that is not subject to public reporting requirements in legislation.

Is the above information correct? *

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Eligibility Requirement #3 - Education Property Tax

Municipality Name *

Village of Always Compliant

Is the above municipality considered "in good standing" in regards to their Education Property Tax reporting and remittances? *

☒ Yes

☐ No

* A definition of "in good standing" can be found in the Declaration of Eligibility Guide.

Legislative reference to **Education Property Tax Returns and Remittances**:
The Education Property Tax Act, S.10 & 15.

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Eligibility Requirement #4 - Council Procedures Bylaw

Municipality Name *

Village of Always Compliant

Has the above municipality adopted a **Council Procedures Bylaw** as required by legislation? *

☒ Yes

☐ No

Legislative references to municipal councils passing a **Council Procedures Bylaw**:
The Municipalities Act, S. 81.1, The Northern Municipalities Act, 2010, S. 100.1 and The Cities Act, S. 55.1.

Please upload a certified copy of the municipality's Council Procedures Bylaw in pdf format.
Allowed file upload maximum is 10 files with a total maximum size for all files of 50 MB. If you have difficulty uploading the file, please email the document to grantsmatters@gov.sk.ca or call 205-787-2745 for assistance.

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Eligibility Requirement #5 - Employee Code of Conduct

Municipality Name *

Village of Always Compliant

Has the above municipality adopted an **Employee Code of Conduct** as required by legislation? *

☐ Yes

☐ No

Legislative reference to municipal councils adopting an **Employee Code of Conduct**:
The Municipalities Act, S. 111.1; The Northern Municipalities Act, 2010, S. 127.1 and The Cities Act, S. 85.1.

BackNext

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Eligibility Requirement #6 - Public Disclosure Statements

Municipality Name *

Village of Always Compliant

Have all elected council members (including mayor/reeve) completed and filed their Public Disclosure Statement with the administrator/city clerk as required by legislation? *

☐ Yes

☒ No

Please explain: *

Save and continue

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Review

Click on the link at the bottom of this page to download and save a PDF version of your responses before submitting your declaration.

To confirm eligibility for Municipal Revenue Sharing (MRS) Grant funding, the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality's response to this Declaration of Eligibility (declaration).

All declarations are subject to a random audit. The purpose of the audit is to ensure that the necessary documentation has been implemented by the municipality and, in the case of Public Disclosure Statements, filed with the administrator. If municipalities are found to have provided false information on their declaration OR if they fail to provide documentation as requested, their MRS Grant may be immediately withheld.

Your municipality has been selected for audit of its declaration this year. Therefore, you will be requested to upload the following documents as you go through this declaration:

A certified copy of the Council Procedures Bylaw;

Either a signed and sealed certified copy of council's resolution OR, if adopted by bylaw, a certified copy of the bylaw adopting the Employee Code of Conduct policy;

Each council member's Public Disclosure Statement and their Public Disclosure Statement Annual Declaration; and

A signed and sealed certified copy of the council resolution confirming the municipality's answers in this declaration.

Save and continue

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VIDEO TEST MRS Declaration with Audit Request

Declaration of Eligibility: Notice

Municipality Name *

Village of Always Compliant

After passing a resolution, signing this declaration and submitting your Declaration of Eligibility to the ministry by January 31, 2022, you can expect that your Municipal Revenue Sharing (MRS) Grant will be provided on schedule, unless otherwise notified.

If your municipality does not complete this Declaration of Eligibility and submit it electronically to the ministry by January 31, 2022, your municipality will be considered non-compliant and your MRS Grant may be withheld until the Declaration of Eligibility is complete and all eligibility requirements are met.

Meeting all eligibility requirements is the responsibility of the municipality.

All Declarations of Eligibility are subject to random audit. If municipalities are found to have provided false information on their declaration, their MRS Grant may be immediately withheld.

Save and continue

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Council Resolution and Signature

Municipality Name *

Village of Always Compliant

By signing this declaration, I, the undersigned, certify that:

The municipality's council passed a resolution to confirm the responses given in this Declaration of Eligibility;

I have completed this Declaration of Eligibility truthfully and honestly;

I understand that the eligibility requirements in this Declaration of Eligibility are subject to audit at any time by the Government of Saskatchewan; and

I understand that if, through an audit, the Government of Saskatchewan determines that any of the eligibility requirements have not been met, our municipality's Municipal Revenue Sharing Grant will be immediately withheld until full compliance is achieved.

Resolution Number: *

Save and continue

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VIDEO TEST MRS Declaration with Audit Request

Thank You! Your Declaration of Eligibility has been successfully submitted.

If you have any questions or comments about this declaration or Municipal Revenue Sharing Eligibility Requirements, please contact Advisory Services and Municipal Relations at 306-787-2740 or by email at GRCompliance@gov.sk.ca.

If you have any questions or comments about the Municipal Revenue Sharing program, please contact Municipal Infrastructure and Finance at 306-787-1262 or by email at MIForgrants@gov.sk.ca.

Click the Download PDF Version button at the bottom of this page to download and save/print a copy of the completed declaration.

To confirm eligibility for Municipal Revenue Sharing (MRS) Grant funding, the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality's response to this Declaration of Eligibility (declaration).

All declarations are subject to a random audit. The purpose of the audit is to ensure that the necessary documentation has been implemented by the municipality and, in the case of Public Disclosure Statements, filed with the administrator. If municipalities are found to have provided false information on their declaration **OR** if they fail to provide documentation as requested, their MRS Grant may be immediately withheld.

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Outstanding Eligibility Requirements

- If the municipality did not meet all the eligibility requirements when the MRS declaration was submitted, **it is the responsibility of the municipality to notify the ministry when the outstanding eligibility requirement(s) are met.**
- Council confirms outstanding eligibility requirements are met by resolution.
- Sample resolution and template Letter of Declaration to notify the ministry are provided in the [Declaration of Eligibility Guide](#).
- Notify ministry via email to grcompliance@gov.sk.ca.

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Resolution No. 14-22
Municipal Revenue Sharing Grant – Outstanding Eligibility Requirements

Smith/Smyth: The Council of the Village of Sometimes Compliant confirms the municipality now meets the following eligibility requirement to receive the Municipal Revenue Sharing grant:

- In good standing with reporting and remitting of Education Property Taxes; and

That we authorize the administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing Grant.

CARRIED

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Village of Sometimes Compliant
P.O. Box 122
Sometimes Compliant, Saskatchewan
S0K 0X0

Ministry of Government Relations
Email: grcompliance@gov.sk.ca

February 22, 2022

To whom it may concern:

The Village of Sometimes Compliant submitted their Municipal Revenue Sharing Grant Declaration of Eligibility to the Ministry of Government Relations through resolution number 14-22 on January 15th, 2022. At that time, the municipality **DID NOT** meet the following eligibility requirement:

- In good standing with reporting and remitting of Education Property Taxes

The council of the Village of Sometimes Compliant passed resolution number 14-22 on February 12th, 2022, confirming that the municipality has met the outstanding eligibility requirement:

- In good standing with reporting and remitting of Education Property Taxes

By signing this Letter of Declaration, I Tim Jones certify that this letter has been completed truthfully and honestly. It is also understood that eligibility requirements are subject to audit at any time by the Government of Saskatchewan and if it is determined through the audit that any of the eligibility requirements have not been met, the Municipal Revenue Sharing Grant may be immediately withheld until all requirements are met.


Tim Jones
Tim Jones,
Administrator
Village of Sometimes Compliant

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Online Resources

The following resources can be found on saskatchewan.ca:

- [Declaration of Eligibility Guide](#) (Municipal Revenue Sharing Grant)
- [Waterworks Regulatory Requirements \(Fact Sheet\)](#)
- [Waterworks Regulatory Requirements \(Guide and Example\)](#)
- [Education Property Tax Statement of Account Fact Sheet](#)
- [Council Procedures Bylaw \(sample municipal bylaw\)](#)
- [Employee Code of Conduct \(Sample\)](#)
- [Municipal Public Disclosure Guide](#)
- [Municipal Public Disclosure Statement \(templates\)](#)

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Contact Information

For questions on MRS Eligibility Requirements contact:
Advisory Services and Municipal Relations
Phone: 306-787-2740
Email: grcompliance@gov.sk.ca

For grant-specific information contact:
Municipal Infrastructure and Finance
Grants Administration
Phone: 306-787-1262
Email: mifprovgrants@gov.sk.ca

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