



Office of the
Conflict of Interest and
Ethics Commissioner

Commissariat aux
conflits d'intérêts et
à l'éthique

Confidential Report Form

Conflict of Interest Act

Confidential Report for

Deadline for returning this form
(Subject to an administrative monetary penalty)

Office of the Conflict of Interest and Ethics Commissioner

Parliament of Canada

Ottawa, Ontario K1A 0A6

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X: x.com/EthicsCanada

Personal and Contact Information

Name: _____

Organization: _____

Position title: _____

Office Address:

Mailing address: _____

Telephone number: _____ Fax number: _____

Email address: _____ Cell phone: _____

Home Address:

Mailing address: _____

Email address: _____ Telephone number: _____

If you are a **ministerial staff member or ministerial advisor**, please describe your primary duties and functions on a separate sheet or cover email.

If you are a **Minister of the Crown, Minister of the State or Parliamentary Secretary**, please provide a separate Confidential Report form with your spouse or partner and dependent children’s information.

ATTESTATION

- I **certify** that the information provided in this Confidential Report form is correct and complete to the best of my knowledge and ability.
- I **undertake** to notify the Commissioner of any change of information within 30 days after the change as prescribed in the *Conflict of Interest Act*.
- I **understand** that the information disclosed in this Confidential Report will be reviewed annually as required by the *Conflict of Interest Act*.

Name (print)

Signature

Date (YYYY-MM-DD)

1.0 Assets
[Paragraph 22(2)(a)]

Paragraph 22(2)(a) of the Act requires you to describe all of your assets and estimate their value.

1.1 – Do you own any of the following **real property**? If you own more than one recreational property, vacant land, farm land or other, please provide relevant information on an additional sheet.

No Yes (please complete the following table)

Description	Civic address	% of your ownership interest	Name of co-owners and relationship to you	Estimated value	Mortgage and/or line of credit	Income derived (if applicable)
Primary residence						
Secondary residence						
Recreational property, including time-shared property						
Vacant land						
Farm land						
Other						

1.2 – Do you own any other real property not listed above (including **other investment property**)?

No Yes (please complete the following table)

Please mention the **type** of investment property (Commercial - indicate with "C"; Residential - indicate with "R"; Semi-commercial - indicate with "S".)

Description	Type	Civic address	% of your ownership interest	Name of co-owners and relationship to you	Estimated value	Mortgage and/or line of credit	Income derived (if applicable)

1.3 – Personal assets

Household goods, personal effects:

Estimated value: \$ _____

Do you own any of the following?

- works of art, antiques and other collectibles

No Yes % of ownership _____

Estimated value: \$ _____

- automobiles and other personal means of transportation (e.g., motorcycle, aircraft, truck, motorhome, off-road vehicle, motorboat, watercraft, snowmobile)

No Yes % of ownership _____

Estimated value: \$ _____

- cash and deposits in chequing or savings accounts

No Yes % of ownership _____

Estimated value: \$ _____

1.4 – Financial investments

Do you have any of the following accounts?

- RRSP
- Spousal RRSP
- RESP
- TFSA
- Investment account
- LIRA
- RRIF/LIF/LRIF
- Other – Type: _____

No Yes
 No Yes
 No Yes
 No Yes
 No Yes
 No Yes
 No Yes

Do you have any **investments held outside of the accounts listed above?**

These might include, but are not limited to, common shares, bonds or securities issued by a foreign government, foreign currencies, limited partnership units, stock options, warrants, rights, and other similar financial instruments.

No Yes

You are required to provide details on all of your investments, whether held directly or through a financial institution, a brokerage firm or an online trading company, by enclosing a copy of each of your most recent statements for each account, certificates or other investment documents.

1.5 – Please indicate if you have any **annuities and life insurance policies** (including jointly held) other than under federal government plans.

No Yes (**please provide the following**)

Name of plan or plan administrator _____ Amount \$ _____

1.6 – Please indicate if you are entitled to any **pension rights**, other than under federal government plans, and from which you do not yet derive any benefit.

No Yes (**please provide the following**)

Name of plan or plan administrator _____ Amount \$ _____

1.7 – Please indicate if **money is owed to you** by a previous **employer, client or partner**.

No Yes (**please provide the following**)

Debtor _____ Amount \$ _____ Reasons _____

1.8 – Please indicate if **money is owed to you** from any **personal loans you made to relatives or other persons**.

No Yes (**please provide the following**)

Debtor _____ Amount \$ _____

Relationship _____ Reasons _____

1.9 – Please indicate if **any money is owed to you under a mortgage or hypothec**.

No Yes (**please provide the following**)

Debtor _____ Amount \$ _____

Description of property _____

1.10 – Subsection 22(4) of the Act requires you to describe all **benefits** that you (or a member of your family, or any partnership or private corporation in which you or a member of your family have an interest) are entitled to receive during the **12 months following your appointment** as a result of a contract **with a public sector entity** (see definition in the Appendix). Are you entitled to receive such benefits?

No Yes (please complete the following table)

Public sector entity	Who is entitled to benefit (self, family member, partner, company)	Benefits entitled to receive (nature and amount)	Describe the subject matter and nature of the contract establishing eligibility for benefits

1.11 – To the best of your knowledge, please indicate whether any members of your family, relatives, friends, co-owners, business partners or associates or the organizations with which they are associated engage in **lobbying activities or seek any grants, contributions or other financial benefits from any public sector entity** (see definition in Appendix).

No Yes (please complete the following table)

Name	Relationship	Description of activity

1.12 – Are you, your spouse, partner or a dependent child a beneficiary of a **trust** arrangement?

No Yes (please provide the following)

Name of beneficiary	Name of trustee	Family trust yes or no	Political purpose yes or no

1.13 – Do you own any **other commercial personal property** (e.g., trademarks, copyrights, patents or other intellectual property, goodwill, commercial equipment)?

No

Yes (**please provide the following**)

Description: _____

Estimated value: \$ _____ Your share of ownership: _____

1.14 – Do you own an **interest or an investment in a business or a partnership** (including a commercial farm)?
Please provide any applicable supporting documents related to publicly traded securities held by the business or partnership.

No

Yes (**please provide the following**)

Legal Status of Business:

Sole Proprietorship

Partnership

Corporation

Limited Partnership

Other _____

Active

Inactive

Is an initial public offering (IPO) being considered?

No

Yes

Name of exchange: _____

Name and address: _____

Industry sector: _____

Activities: _____

Region of operations: _____

Your role: _____

Assets of the business or partnership: _____

Nature of the ownership interest (if a corporation, it could be voting or non-voting shares, etc.):

Estimated value: \$ _____ Your share of ownership: _____

Publicly traded securities held by the business or partnership: _____

Grants from federal public sector entities: \$ _____

Contracts with federal public sector entities: _____

Dealings with federal public sector entities: _____

1.15 – Do you have any **other assets** such as accounts receivable, contract rights, court judgements?

No Yes (please provide the following)

Description: _____

Estimated value: \$ _____ Your share of ownership: _____

2.0 Direct and Contingent Liabilities
[Paragraph 22(2)(b)]

2.1 – Paragraph 22(2)(b) of the Act requires you to describe all of your **direct and contingent liabilities** (please see definition below) and include the amount of each liability. Your liabilities include such things as mortgages, car loans, personal loans, guarantees, lines of credit, support obligations, tax arrears, credit cards with unpaid balances, debts, and pending litigation.

Liability: A financial or monetary obligation where a reporting public office holder (the debtor) owes money, goods, or services to another person (the creditor), such as a relative, friend, financial institution, or any other person or entity.*

Contingent liability: A liability that will occur only if a specific event happens; a liability that depends on the occurrence of a future and uncertain event. For example, if you guarantee your child's first car loan, you have a contingent liability. If your child makes the car payments and pays off the loan, you will have no liability.*

Do you have any of these liabilities? No Yes (please complete the following table)

You are required to provide details on all your liabilities, including their amount, by enclosing a copy of your most recent statement for each liability.

Description of the liability	Amount owing	Creditor/Financial Institution
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

* Black's Law Dictionary, 8th ed. (St. Paul, MN: West Group, 2004) (at 932-933)

3.0 Source of Income
[Paragraph 22(2)(c)]

3.1 – Paragraph 22(2)(c) of the Act requires you to describe all income you have received during the 12 months prior to your appointment as a reporting public office holder and all income you are entitled to receive in the 12 months after your appointment including the salary to be received from your current position. Please indicate the amount received or amount you are entitled to receive as well as the person/organization from whom the income is received or receivable.

Nature	Amount in last 12 months	Source	Amount in next 12 months	Source
Employment	\$		\$	
Profession	\$		\$	
Contract	\$		\$	
Business	\$		\$	
Farming income	\$		\$	
Rental income	\$		\$	
Offices and directorships	\$		\$	
Pensions	\$		\$	
Annuities	\$		\$	
Trust	\$		\$	
Interest	\$		\$	
Dividends	\$		\$	
Copyrights and royalties	\$		\$	
Disability benefits	\$		\$	
Government grants or contributions	\$		\$	
Partnership income	\$		\$	
Other income or benefits	\$		\$	

4.0 Activities
[Paragraphs 22(2)(d), (e) and (f)]

4.1 – Paragraph 22(2)(d) of the Act requires you to describe whether you were engaged in any of the activities referred to in section 15 (see the Appendix). If you engaged in any of the following **activities** in the **two years prior to your appointment**, please provide complete details below. Please indicate if any of these activities are ongoing.

- Employment or the practice of a profession No Past Ongoing
- Management or operation of a business or commercial activity No Past Ongoing
- Being an officer or director of a corporation or an organization No Past Ongoing
- Holding office in a union or professional organization No Past Ongoing
- Serving as a paid consultant No Past Ongoing
- Being an active partner in a partnership No Past Ongoing

Please provide complete details of your activities (past or ongoing), the organization(s) with which you have been involved, including membership in professional associations (attach additional sheets if required).

Organization	Title (if applicable)	Nature of activity	Past or ongoing

4.2 – Paragraph 22(2)(e) of the Act requires you to describe your involvement in philanthropic, charitable or non-commercial activities in the **two years prior to your appointment**. Please indicate if during the two years prior to your appointment you were engaged in any of the following types of activities; if so, please provide complete details below. Please indicate if any of these activities are ongoing.

- Philanthropic activities No Past Ongoing
- Charitable activities (other than donations) No Past Ongoing
- Non-commercial activities No Past Ongoing
- Political activities No Past Ongoing

Please provide complete details of your activities (past or ongoing) and the organization(s) with which you have been involved (attach additional sheets if required).

Organization	Title (if applicable)	Nature of activity	Past or ongoing

4.3 – Paragraph 22(2)(f) of the Act requires you to describe your activities as a **trustee, executor or liquidator of a succession or holder of a power of attorney** in the **two years prior to your appointment**. If you have engaged in any of these activities (solely or jointly), please provide complete details of your activities and the person(s) on whose behalf you have been acting/with whom you have been involved. Please indicate if any of these activities are ongoing (“Active”).

- Trustee No Active Inactive
- Executor No Active Inactive
- Liquidator No Active Inactive
- Power of attorney No Active Inactive

Please provide complete details of your activities as trustee, executor, liquidator, or power of attorney (active or inactive):

Nature of activity	Beneficiary	Type of assets administered

5.0 Gifts

Have you received any gifts or other advantages since your appointment, other than from a relative or friend?

- No Yes (please complete the following table)

Description	Estimated value	Name of donor and title	Date	Event, occasion or circumstances
	\$			
	\$			
	\$			

6.0 Additional Information

Based on the information that you have disclosed in this report, is there any other additional information that might affect your compliance with the Act?

- No Yes (If so, please include in the following box)

Confidential Report form required under the authority of the *Conflict of Interest Act*

One of the purposes of the *Conflict of Interest Act* (Act) is to minimize the possibility of conflicts arising between the private interests and public duties of public office holders and to resolve any conflicts that do arise in favour of the public interest. To do so, the Act sets out clear rules in regard to gifts, benefits, preferential treatment and use of privileged information, among other things. During your mandate as a public office holder, documents published by our office that offer you additional guidance are accessible at ciec-ccie.gc.ca. Please contact our office with any question regarding your obligations under the Act.

This Confidential Report form is the first measure required by the Act from all reporting public office holders. You must disclose to the Conflict of Interest and Ethics Commissioner information pertaining to your assets, private interests, liabilities, etc. within 60 days of appointment. Failure to do so could result in an administrative monetary penalty of up to \$500 that would be made public under section 62 of the Act.

Once completed and filed, this Confidential Report is a protected document. The information provided in this document will enable the Office of the Conflict of Interest and Ethics Commissioner to advise you on other compliance measures required by the Act.

Since this correspondence is time sensitive and contains confidential information, it is highly recommended that you send it via encrypted email or by a courier service that provides a tracking number. In the event that the Office does not receive your Confidential Report form, you will be able to demonstrate that you sent it, in good faith, before the time limit prescribed in the Act. It is also recommended that you scan or make a photocopy of all the supporting documents you submit for future reference.

Confidential Disclosure

This Confidential Report form must include:

- 1) a description of all your assets, including assets held jointly with another individual, and an estimate of their value;
- 2) a description of all your direct and contingent liabilities, including the amount of each liability;
- 3) a description of all the income you received in the 12 months prior to your appointment and the income you are entitled to receive in the 12 months following your appointment;
- 4) a description of all activities in which you have been engaged in the two years prior to your appointment, including:
 - a. a description of your involvement in philanthropic, charitable or non-commercial activities in the two years prior to your appointment;
 - b. a description of your membership in any professional association, board of directors or officer in any corporation or an organization;
 - c. a description of your activities as a trustee, executor or liquidator of a succession, or holder of a power of attorney in the two years prior to your appointment; and
- 5) a description of all the benefits that you, a member of your family, or any partnership or private corporation in which you or a member of your family have an interest, are entitled to receive as a result of a contract with a public sector entity in the 12 months after your appointment.

You should not divest of any asset or resign from outside activities without first communicating with the Office. After reviewing your Confidential Report form, an advisor will contact you to discuss any compliance measure required by the Act.

If you are a minister of the Crown, minister of state or parliamentary secretary, reasonable efforts to include a similar description of assets, liabilities, income, pre-appointment activities and certain post appointment benefits are also required for each member of your immediate family.

Unless otherwise specified, estimates are acceptable for all amounts requested in this document.

Pursuant to paragraph 22(2)(g), the Commissioner may request any other information that the Commissioner considers necessary to ensure that you are in compliance with the *Conflict of Interest Act*.

Time Limits Prescribed in the Act

There are various matters in respect of which you have continuing requirements to notify the Office. These include:

- any material change to the information provided on the Confidential Report form (within 30 days of occurrence);
- any gifts and other advantage with a value of \$200 or more, and any series of gifts with a cumulative value of more than \$200 from any one source in a twelve-month period, received by you or members of your family, other than those received from relatives or friends (within 30 days of its occurrence);
- any instance where you recuse yourself from any discussion, decision, debate or vote on any matter in which you would be in a conflict of interest (within 60 days after the recusal took place);
- any firm offers of outside employment and any subsequent acceptance (within 7 days of occurrence).

Appendix

Relevant Provisions of the *Conflict of Interest Act*

Subsection 2(1)

“reporting public office holder” means a public office holder who is:

- (a) a minister of the Crown, minister of state or parliamentary secretary;
- (a.1) the Chief Electoral Officer;
- (b) a member of ministerial staff who works on average 15 hours or more a week;
- (c) a ministerial adviser;
- (d) a Governor in Council appointee, or a ministerial appointee whose appointment is approved by the Governor in Council, who exercises his or her official duties and functions on a part-time basis but receives an annual salary and benefits;
- (e) a Governor in Council appointee, or a ministerial appointee whose appointment is approved by the Governor in Council, who exercises his or her official duties and functions on a full-time basis;
- (e.1) the Parliamentary Budget Officer; or
- (f) a person or a member of a class of persons if the person or class of persons is designated under subsection 62.1(2) or 62.2(2).

“common-law partner” means a person who is cohabiting with the public office holder in a conjugal relationship, having so cohabited for a period of at least one year.

“dependent child” means a child of the public office holder, or a child of the public office holder’s spouse or common-law partner, who has not reached the age of 18 years or who has reached that age but is primarily dependent on the public office holder or public office holder’s spouse or common-law partner for financial support.

“public sector entity” means a department or agency of the Government of Canada, a Crown corporation established by or under an Act of Parliament or any other entity to which the Governor in Council may appoint a person, but does not include the Senate or the House of Commons.

“spouse” does not include a person from whom a public office holder is separated if all support obligations and family property or patrimony have been dealt with by a separation agreement or a court order.

Subsection 2(2) – family members

The following are the members of a public office holder’s family for the purposes of the Act:

- (a) his or her spouse or common-law partner; and
- (b) his or her dependent children and the dependent children of his or her spouse or common-law partner.

Subsection 2(3) – relatives

Persons who are related to a public office holder by birth, marriage, common-law partnership, adoption or affinity are the public officer holder’s relatives for the purposes of this Act unless the Commissioner determines, either generally or in relation to a particular public office holder, that it is not necessary for the purposes of this Act that a person or a class of persons be considered a relative of a public office holder.

Section 15

15(1) No reporting public office holder shall, except as required in the exercise of his or her official powers, duties and functions,

- (a) engage in employment or the practice of a profession;
- (b) manage or operate a business or commercial activity;
- (c) continue as, or become, a director or officer in a corporation or an organization;
- (d) hold office in a union or professional association;
- (e) serve as a paid consultant; or
- (f) be an active partner in a partnership.

(1.1) Despite paragraph (1)(a), for the purpose of maintaining his or her employment opportunities or ability to practice his or her profession on leaving public office, a reporting public office holder may engage in employment or the practice of a profession in order to retain any licensing or professional qualifications or standards of technical proficiency necessary for that purpose if

- (a) the reporting public office holder does not receive any remuneration; and
- (b) the Commissioner is of the opinion that it is not incompatible with the reporting public office holder’s duties as a public office holder.

(2) Despite paragraph (1)(c), a reporting public office holder who is a director or officer in a Crown corporation as defined in section 83 of the *Financial Administration Act* may continue as, or become, a director or officer in a financial or commercial corporation but only if the Commissioner is of the opinion that it is not incompatible with his or her public duties as a public office holder.

(3) Despite paragraph (1)(c), a reporting public office holder may continue as, or become, a director or officer in an organization of a philanthropic, charitable or non-commercial character but only if the Commissioner is of the opinion that it is not incompatible with his or her public duties as a public office holder.

(4) Nothing in this section prohibits or restricts the political activities of a reporting public office holder.

Section 20

“assets” includes any trusts in respect of which a public office holder or a member of his or her family is a beneficiary.

“controlled assets” means assets whose value could be directly or indirectly affected by government decisions or policy including, but not limited to, the following:

- (a) publicly traded securities of corporations and foreign governments, whether held individually or in an investment portfolio account such as, but not limited to, stocks, bonds, stock market indices, trust units, closed-end mutual funds, commercial papers and medium-term notes;
- (b) self-administered registered retirement savings plans, self-administered registered education savings plans and registered retirement income funds composed of at least one asset that would be considered controlled if held outside the plan or fund;
- (c) commodities, futures and foreign currencies held or traded for speculative purposes; and
- (d) stock options, warrants, rights and similar instruments.

“exempt assets” means assets and interests in assets for the private use of public office holders and the members of their family and assets that are not of a commercial character, including the following:

- (a) primary and secondary residences, recreational property and farm land and buildings used or intended for use by public office holders or the members of their family;
- (b) household goods and personal effects;
- (c) works of art, antiques and collectibles;
- (d) automobiles and other personal means of transportation;
- (e) cash and deposits;
- (f) Canada Savings Bonds and other similar investments issued or guaranteed by any level of government in Canada or agencies of those governments;
- (g) registered retirement savings plans and registered education savings plans that are not self-administered or self-directed;
- (h) investments in open-ended mutual funds;
- (i) guaranteed investment certificates and similar financial instruments;
- (j) public sector debt financing not guaranteed by a level of government, such as university and hospital debt financing;
- (k) annuities and life insurance policies;
- (l) pension rights;
- (m) money owed by a previous employer, client or partner;
- (n) personal loans receivable from the public office holder’s relatives, and personal loans of less than \$10,000 receivable from other persons if the public office holder has loaned the moneys receivable;
- (o) money owed under a mortgage or hypothec of less than \$10,000;
- (p) self-administered or self-directed registered retirement savings plans, registered education savings plans and registered retirement income funds composed exclusively of assets that would be considered exempt if held outside the plan or fund; and
- (q) investments in limited partnerships that are not traded publicly and whose assets are exempt assets.

Section 25

25(2) A reporting public office holder shall, within 120 days after the day on which he or she is appointed as a public office holder make a public declaration of all of his or her assets that are neither controlled assets nor exempt assets.

Section 22

22(1) A reporting public office holder shall, within 60 days after the day on which he or she is appointed as a public office holder, provide a confidential report to the Commissioner.

(2) The report required under subsection (1) must contain the following:

- (a) a description of all of the reporting public office holder's assets and an estimate of their value;
- (b) a description of all of the reporting public office holder's direct and contingent liabilities, including the amount of each liability;
- (c) a description of all income received by the reporting public office holder during the 12 months before the day of appointment and all income the reporting public office holder is entitled to receive in the 12 months after the day of appointment;
- (d) a description of all activities referred to in section 15 in which the reporting public office holder was engaged in the two-year period before the day of appointment;
- (e) a description of the reporting public office holder's involvement in philanthropic, charitable or non-commercial activities in the two-year period before the day of appointment;
- (f) a description of all of the reporting public office holder's activities as trustee, executor or liquidator of a succession or holder of a power of attorney in the two-year period before the day of appointment; and
- (g) any other information that the Commissioner considers necessary to ensure that the reporting public office holder is in compliance with this Act.

(3) A minister of the Crown, minister of State or parliamentary secretary shall make reasonable efforts to include in the report the information referred to in subsection (2) for each member of his or her family.

(4) A reporting public office holder shall include in the report a description of all benefits that he or she, any member of his or her family or any partnership or private corporation in which he or she or a member of his or her family has an interest is entitled to receive during the 12 months after the day of appointment, as a result of a contract with a public sector entity and the report must include a description of the subject-matter and nature of the contract.

Gift or Other Advantage – Relevant Provisions

Subsection 2(1)

“gift or other advantage” means

- (a) an amount of money if there is no obligation to repay it; and
- (b) a service or property, or the use of property or money that is provided without charge or at less than its commercial value.

Section 11

11(1) No public office holder or member of his or her family shall accept any gift or other advantage, including from a trust, that might reasonably be seen to have been given to influence the public office holder in the exercise of an official power, duty or function.

(2) Despite subsection (1), a public office holder or member of his or her family may accept a gift or other advantage

- (a) that is permitted under the *Canada Elections Act*;
- (b) that is given by a relative or friend; or
- (c) that is received as a normal expression of courtesy or protocol, or is within the customary standards that normally accompany the public office holder's position.

(3) When a public office holder or a member of his or her family accepts a gift or other advantage referred to in paragraph (2)(c) that has a value of \$1,000 or more, the gift or other advantage is, unless otherwise determined by the Commissioner, forfeited to Her Majesty in right of Canada.

Section 12

12 No minister of the Crown, minister of state or parliamentary secretary, or member of his or her family and no ministerial advisor or ministerial staff shall accept travel on non-commercial chartered or private aircraft for any purpose unless required in his or her capacity as a public office holder or in exceptional circumstances or with the prior approval of the Commissioner.

Section 23

23 If the total value of all gifts or other advantages accepted by a reporting public office holder or a member of his or her family exceeds \$200 from any one source other than relatives and friends in a 12-month period, the reporting public office holder shall disclose the gifts or other advantages to the Commissioner within 30 days after the day on which the value exceeds \$200.

Section 25

25(5) If a reporting public office holder or a member of his or her family accepts any single gift or other advantage that has a value of \$200 or more, other than one from a relative or friend, the reporting public office holder shall, within 30 days after accepting the gift or other advantage, make a public declaration that provides sufficient detail to identify the gift or other advantage accepted, the donor and the circumstances under which it was accepted.

(6) If travel has been accepted in accordance with section 12, from any source, the minister of the Crown, minister of state or parliamentary secretary concerned shall, within 30 days after the acceptance, make a public declaration that provides sufficient detail to identify the source and the circumstances under which the travel was accepted.