



NOTICE OF MATERIAL CHANGE

By completing this form, you are complying with subsection 22(5) of the *Conflict of Interest Act*. The information provided will be kept confidential, unless otherwise required by the Act, and is required for the purpose of ensuring you remain in compliance with your obligations.

22. (5) If there is a material change in any matter in respect of which a reporting public office holder is required to provide a confidential report under this section, the reporting public office holder shall, within 30 days after the change, file a report with the Commissioner describing the material change.

Source: *Conflict of Interest Act*

A material change is a change to any matter that you were required to include in your Confidential Report and that could affect your obligations under the Act and make it necessary to modify your compliance arrangements.

List of information	Description (see below for details)	Date of change	Amount paid or value of item (if applicable)	Impact on other interests (if applicable, please provide details)
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Assets: Describe the asset, its estimated value and the manner in which it was acquired or disposed.

Property: provide full address, the type of property, information on your ownership and any co-owners.

Investment or limited partnerships: provide a copy of the statement, certificate or other investment document.

Annuities, life insurance (whole life or universal): provide plan information and amount.

Private corporations: provide legal status and purpose, name and address, assets and ownership interest.

Money owed to you: provide name of debtors (relatives, friends, or other persons), reason and amount.

Sale of previously disclosed asset: provide details of the disposed asset and proceeds of disposition.

Liabilities: Name of creditor, nature of the liability, approximate amount, and indicate if contingent or related to a new asset. For liabilities discharged, provide name of creditor, nature of the liability paid, and by whom if not paid by you.

Source of income: Source, purpose and amount of income. If the income was previously disclosed and no longer received, provide the date of termination.

Activities: Type of the activity (employment, business and professional activities, volunteer, charitable or political activities, legal obligations), name of employer, business or organization, your position or role, and the anticipated start and end dates.

Trustee, executor or liquidator of a succession or holder of a power of attorney: describe the activity, the beneficiaries (their relation to you) and the assets administered.

Other: Names of relatives, friends, co-owners, business partners or associates, that engage in lobbying activities, seek grants or contributions, receive benefits from contractual arrangements, or any other financial benefits from the public sector, their relationship with you, a description of the activities and the name of their organizations.

Ministers and parliamentary secretaries must notify of changes to their marital status or common law partnership.

Should you require any assistance in filling out this form, please contact the Office of the Conflict of Interest and Ethics Commissioner at 613-995-0721.

Name (please print)

Signature

Date (yyyy/mm/dd)