



Confidential when completed and filed

## Return for Filing Activities under Section 37 of the *Conflict of Interest Act*

Subsection 37(1) of the *Conflict of Interest Act* requires all former reporting public office holders, during the cooling-off period following their last day in public office (two years for former ministers and one year for others), to report to the Conflict of Interest and Ethics Commissioner any communication with a public office holder in respect of:

- the development of any legislative proposal by the Government of Canada or by a member of the Senate or the House of Commons;
- the introduction of any bill or resolution in either House of Parliament or the passage, defeat or amendment of any bill or resolution that is before either House of Parliament;
- the making or amendment of any regulation as defined in subsection 2(1) of the *Statutory Instruments Act*;
- the development or amendment of any policy or program of the Government of Canada,
- the awarding of any grant, contribution or other financial benefit by or on behalf of Her Majesty in right of Canada; or
- the awarding of any contract by or on behalf of Her Majesty in right of Canada.

Former reporting public office holders must also report to the Commissioner any meeting that they have arranged between a public office holder and any other person.

Use this form to report a communication or meeting. Although the Act does not specify a time limit for filing, please do so promptly. Additional sheets can be attached if necessary.

Completed returns must be submitted by mail or fax to:

Office of the Conflict of Interest and Ethics Commissioner  
66 Slater Street, 22<sup>nd</sup> floor  
Ottawa, Ontario K1A 0A6

Telephone: 613-995-0721

Fax: 613-995-7308

**PART 1 – Identifying Information**

Name: \_\_\_\_\_

**Former Public Office Held**

Position title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of last day in position: \_\_\_\_\_

**PART 2 – Contact Information**

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**PART 3 – Details of Activity**

1. The activity consisted of: (Please check one)

- Communicating with a public office holder in respect of the subjects referred to above
- Arranging a meeting between a public office holder and another person

2. Name of public office holder who was the object of the communication or with whom the meeting was arranged:

Name: \_\_\_\_\_

Position title: \_\_\_\_\_

Organization: \_\_\_\_\_

3. Date of communication or meeting: \_\_\_\_\_

4. Name of the person, organization or corporation for whom a meeting with the public office holder was arranged or on whose behalf the communication was made:

Name: \_\_\_\_\_

Position title: \_\_\_\_\_

Organization: \_\_\_\_\_

5. Subject-matter of communication or meeting, including details of specific programs or proposals discussed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of former reporting public office holder

\_\_\_\_\_  
Date

**If it emerges that the information contained in this return is no longer correct or additional information that you would have been required to provide in it comes to your knowledge, you must provide the Conflict of Interest and Ethics Commissioner with corrected or additional information.**