



## Office of the Ethics Commissioner of Alberta

### PREMIER'S STAFF AND MINISTER'S STAFF RETURN RELATING TO PERSONS DIRECTLY ASSOCIATED

*Every member of the Premier's and Ministers' staff shall file with the Ethics Commissioner a return relating to persons directly associated with the member, in a form and manner determined by the Ethics Commissioner,*

#### **AM I A MEMBER OF THE PREMIER'S STAFF OR A MINISTER'S STAFF?**

S. 1(c.1) of the Conflicts of Interest Act, excerpt below, defines who is a Member of the Premier's Office or a Minister's Office:

*1(c.1) "member of the Premier's and Ministers' staff" means an employee providing services other than administrative support who holds*

- i) a position in the Office of the Premier or an office of a Minister, or*
- ii) a position in any other office designated by the Chief of Staff, Office of the Premier;*

#### **I AM A MEMBER OF THE PREMIER'S OFFICE OR A MINISTER'S OFFICE, WHAT DO I NEED TO DO NOW?**

You need to determine who is a person directly associated with you. A person is directly associated with you if:

- 1. the person is your spouse or adult interdependent partner;*
- 2. they are a corporation having share capital and carrying on business or activities for profit or gain of which you are a director or senior officer;*
- 3. they are a private corporation carrying on business or activities for profit or gain of which you own or are the beneficial owner of shares;*
- 4. it is a partnership*
  - (i) of which you are a partner, or*
  - (ii) of which one of the partners is a corporation directly associated with you by reason of #2 or 3;*
- 5. a person or group of persons acting with your express or implied consent.*

The Conflicts of Interest Act, excerpt follows, sets out that you must submit a report identifying all of your direct associates.

*23.61(1) Every member of the Premier's and Ministers' staff shall file with the Ethics Commissioner a return relating to persons directly associated with the member, in a form and manner determined by the Ethics Commissioner,*

*(a) within 60 days after*

- (i) becoming a member of the Premier's and Ministers' staff, in the case of a person who becomes a member after the coming into force of this section, or*
- (ii) the coming into force of this section, in the case of a person who is a member of the Premier's and Ministers' staff when this section comes into force,*

*(b) within 30 days after the occurrence of any material change in the information contained in a current return, and*

*(c) within 30 days after the day he or she ceases to be a member of the Premier's and Ministers' staff.*

Please complete the table below by listing the names and most recent addresses of all parties that are “directly associated” with you as defined under s. 23.61(1) of the *Conflicts Of Interest Act*. If more room is required, please attach a separate sheet.

Name of Premier’s or Minister’s Staff	Home Mailing Address

### List of Persons Directly Associated

On the day I became a Member of the Premier’s or Minister’s Staff I had no Direct Associates:

**OR**

identify your Direct Associates below:

Name of Direct Associate	Address

By signing below, you confirm that the above list (and any attachments) completely and accurately identifies all persons directly associated with you as of the date of signing.

\_\_\_\_\_  
Signature of Premier’s or Minister’s Staff

\_\_\_\_\_  
Date Signed

**I HAVE COMPLETED THE TABLE ABOVE, WHAT IS NEXT?**

Please return to the Office of the Ethics Commissioner by email at: [disclosure@ethicscommissioner.ab.ca](mailto:disclosure@ethicscommissioner.ab.ca) drop off in person or mail to our office (Suite 1250, 9925-109 Street, Edmonton, T5K 2J8). Your return will then be provided as required under s. 23.61(1) which reads:

*(3) On receipt of a return under this section, the Ethics Commissioner shall provide a copy of the return,  
 (a) in the case of a return filed by a person who holds a position in the Premier’s office, to the Premier, and  
 (b) in the case of a return filed by a person who holds a position in a Minister’s office, to that Minister.*