



Office of the Ethics Commissioner of Alberta

Gift Acceptance Request/Reporting Sheet*

(GARRS)

Version Control November 2024

*Please send completed form to and any accompanying material
(copy of invite/email, screenshot showing fair market value of gift, etc)
in one email to info@ethicscommissioner.ab.ca*

This form may be used to seek the Ethics Commissioner's advice or approval with respect to fees, gifts or other benefits under section 7 of the [Conflicts of Interest Act](#). While the Ethics Commissioner's approval is only required with respect to certain fees, non-monetary gifts or other non-monetary benefits over \$500, Members are encouraged to seek the Ethics Commissioner's advice whenever they are uncertain about a gift's acceptability. For more information about when a gift might be acceptable, please refer to the [Guide to Fees, Gifts and Other Benefits – November 2024](#), available on our website.

This form is also to be used to report fees, gifts or other benefits that you have already accepted for which you did not seek the Ethics Commissioner's advice or approval. Whether advice/approval is being sought or a gift is simply being reported, this office will consider your submission of the completed form to have satisfied your obligation to record, report or disclose the gift under section 12 of the [Conflicts of Interest Act](#) or under the [Members' Gifts and Benefits Regulation](#).

***Asking for advice to accept an offer OR Reporting a gift received**

1. Member's name:

2. Today's date:

3. Describe the gift being offered and who it is being offered to (include plus ones if ticket to an event) (section 2(5)(a) of the [Regulation](#)):

4. Date of the event (if applicable) (section 2(5)(a) of the [Regulation](#)):

5. **Name of the donor (person and, if relevant, corporation or business) offering the gift** (section 2(5)(c) of the [Regulation](#)):

6. **Describe, in reasonable detail, the relationship between the Member and the person offering the gift/donor** (ie. how did they meet the Member, how do they normally interact with them, how long has the Member known them, are they a constituent, etc. – please refer to section 7(1) of the [Act](#) and the [Guide to Fees, Gifts and Other Benefits](#) for more information):

7. **Explain whether the gift is connected, directly or indirectly, with the performance of the Member’s office** (this is interpreted to be generally broad in scope and apply to anything of value received that is connected to the role of a Member as an elected official – please refer to section 7(1) of the [Act](#) and the [Guide to Fees, Gifts and Other Benefits](#) for more information):

8. Explain, in reasonable detail, how the Member believes the gift is an incident of protocol or of the social obligation that normally accompanies the Member's office (please refer to section 7(2) of the [Act](#) and the [Guide to Fees, Gifts and Other Benefits](#) for more information):

9. Explain the circumstances in which and the reason why the fee, gift or other benefits is being given to the Member or accepted the Member (section 2(5)(d) of the [Regulation](#)):

10. Fair market value of gift (Please take all reasonable efforts to determine the fair market value or a reasonable estimate of the value. These efforts may include inquiring about the value with the donor or conducting internet searches for comparable items – section 2(5)(e) of the [Regulation](#)):

11. Additional comments by the Member that the Member believes are relevant to the Ethics Commissioner's consideration: