INFORMATION BULLETIN

Office of the Ethics Commissioner of Alberta

2026

DISCLOSURE PROCESS

I. EXECUTIVE SUMMARY

Part 3 of the Conflicts of Interest Act (the “Act”) outlines the financial disclosure process for Members of the Legislative Assembly (“Members”). This bulletin provides information about the process for disclosure, the content of private disclosure provided to the Office of the Ethics Commissioner (“OEC”) and the content of public disclosure regarding a Member’s financial interests and direct associates.

This bulletin addresses the disclosure process for Members. For information on the disclosure process for members of the Premier’s and Ministers’ staff, Designated Senior Officials and Designated Office Holders, please refer to the respective Information Bulletins available on the OEC website.

II. WHAT IS THE PROCESS FOR PROVIDING FINANCIAL DISCLOSURE?

1. When am I required to provide financial disclosure?

Section 11 of the Act requires Members to file a private disclosure statement in the form and manner determined by the Ethics Commissioner:

(a) Within **60 days** of becoming a Member; and
(b) **In each subsequent year** at a time specified by the Ethics Commissioner.

An individual appointed as a Minister who is not a Member of the Legislative Assembly must also file a private disclosure statement within 60 days of that appointment.

Section 11(2) requires that Members file an amending disclosure statement within **30 days** of any material change to the information contained in their most recent private disclosure statement. The onus is on Members to keep the OEC informed of any material changes to their personal affairs.

2. How do I provide financial disclosure?

When a new Member is elected, the OEC will send the new Member a letter outlining the process for submitting disclosure. The OEC will provide the Member with a form to complete which contains instructions on the information required and the process for submitting their disclosure.

Currently, the OEC accepts private disclosure statements either via email at disclosure@ethicscommissioner.ab.ca or in person at our offices during regular business hours.

In each subsequent year, the OEC will send each Member a letter informing them of the date that their annual private disclosure statement is due. The OEC has historically divided the Members into two groups, so it is important that each Member pay attention to when their disclosure is due.

3. What can I expect after I provide my financial disclosure?

After a Member has provided their financial disclosure, the OEC will review the information and advise if anything appears to be missing.

After the Member completes their private disclosure statement, Section 13 of the Act requires that the Ethics Commissioner meet with each Member and the Member’s spouse or adult interdependent partner, if available. The OEC will contact the Member to schedule this meeting. This meeting is to ensure that the Member has made adequate disclosure and to advise the Member of their obligations under the Act.

At this meeting, the Ethics Commissioner will review a draft public disclosure statement with the Member. The content of a public disclosure statement is discussed under IV below. After the Member has reviewed and approved the public disclosure statement, the OEC files it with the Clerk of the Legislative Assembly and posts it on the OEC website.

III. WHAT INFORMATION AM I REQUIRED TO PROVIDE IN MY PRIVATE DISCLOSURE TO THE ETHICS COMMISSIONER?

1. What information am I required to provide in my private disclosure statement?

Section 12 of the Act requires that a Member’s private disclosure statement contain the following information:

- Assets, liabilities and financial interests of the Member

- Assets, liabilities and financial interests of any private corporation controlled by the Member or controlled by a combination of the Member and their spouse/adult interdependent partner or minor children
- Assets, liabilities and financial interests of the Member's spouse or adult interdependent partner and minor children
- Assets, liabilities and financial interests of any private corporation controlled by the Member's spouse/adult interdependent partner, minor children or any combination of them
- Legal proceedings of which the Member is aware being brought against the Member
- Whether the Member is in arrears of maintenance payable, including legal costs, interest and penalties, in respect of a maintenance order or agreement
- Income and the sources of income that the Member received in the preceding 12 months or expects to receive in the next 12 months
- Income and the sources of income that the Member's spouse or adult interdependent partner received in the preceding 12 months or expects to receive in the next 12 months
- List of all fees, gifts and other benefits accepted under section 7 having a value greater than $250
- List of all travel on a non-commercial or private aircraft accepted under section 7.1

2. What does it mean for a private corporation to be "controlled"?

As can be seen from the above, the Act requires disclosure of the financial interests of certain controlled private corporations.

A private corporation is "controlled" if the Member, the Member's spouse/adult interdependent partner or minor child, individually or combined, own more than 50% of the shares of the corporation. For example, if the Member and the Member's spouse each own 30% of a corporation, the corporation is considered controlled because their combined ownership interest is 60%.

A Member will be required to disclose the assets, liabilities and financial interests of all controlled corporations, typically by providing the most recent financial statements of the corporation. If a Member hold shares in a corporation that is not controlled, the Member is only required to disclose those shares as their own asset but will not be required to provide financial statements for the corporation.

3. What else do I need to know about private disclosure statements?

Member's private disclosure statements are confidential and are not subject to the *Access to Information Act*. This means that the information is only available to the public if it is required to appear in the Member's public disclosure statement.

Subject to the approval of the Ethics Commissioner, Members are entitled to be reimbursed for costs associated with the completion of their disclosure statements.

IV. WHAT INFORMATION WILL APPEAR ON MY PUBLIC DISCLOSURE STATEMENT?

1. What information will appear on my public disclosure statement?

Subject to the exceptions listed below, a Member's public disclosure statement will include the following information, without indicating the amount or value:

- Assets, liabilities and financial interests of the Member
- Assets, liabilities and financial interests of any private corporation controlled by the Member or controlled by a combination of the Member and their spouse/adult interdependent partner or minor children
- Assets, liabilities and financial interests of the Member's spouse or adult interdependent partner and minor children
- Sources of income of the Member and the Member's spouse or adult interdependent partner
- Fees, gifts or benefits accepted with the Ethics Commissioner's approval under section 7(3)(d)
- Travel accepted on a non-commercial or private aircraft under section 7.1

2. What information is excluded from my public disclosure statement?

The following information is typically excluded from a public disclosure statement:

- Any assets, liabilities or financial interests have a value of less than $10,000
- A source of income of less than $5,000 per year
- Information identifying a home or recreational property occupied by the Member, the Member's spouse or adult interdependent partner or one of the Member's family
- Personal property that the Member, the Member's spouse or adult interdependent partner or one of the Member's family uses primarily for transportation, household, educational, recreational, social or esthetic purposes
- Unpaid taxes, except property taxes under the *Municipal Government Act* and taxes under the *Education Act*
- Support obligations

The Ethics Commissioner has discretion to include any of the above information in a Member's public disclosure statement if the Commissioner is of the opinion that disclosure of the information is likely to be material to the determination of whether the Member is or is likely to be in breach of the Act.

The Ethics Commissioner may also establish categories of information to be excluded from public disclosure if they are of little or no importance and are not likely to be material to the determination of whether a Member is or is likely to be in breach of the Act. Under this provision, the Ethics Commissioner does not disclose addresses of residential, recreational or rental properties owned by Members.

V. WHAT INFORMATION DO I HAVE TO PROVIDE REGARDING MY DIRECT ASSOCIATES AND WHAT HAPPENS WITH THAT INFORMATION?

1. What is a direct associate?

Direct associates are certain people and entities that have a relationship with a Member. Section 1(5) of the Act provides the following definition of persons directly associated with a Member:

> **(5)** For the purposes of this Act, a person is directly associated with a Member if that person is
>
> (a) the Member's spouse or adult interdependent partner,
>
> (b) a corporation having share capital and carrying on business or activities for profit or gain and the Member is a director or senior officer of the corporation,
>
> (c) a private corporation carrying on business or activities for profit or gain and the Member owns or is the beneficial owner of shares of the corporation,
>
> (d) a partnership
>
> (i) of which the Member is a partner, or
>
> (ii) of which one of the partners is a corporation directly associated with the Member by reason of clause (b) or (c), or
>
> (e) a person or group of persons acting with the express or implied consent of the Member.

2. What information am I required to provide regarding my direct associates?

Section 15 of the Act requires that every new Member must provide the Ethics Commissioner with the name and address of their direct associates within 60 days of becoming a Member. The OEC will provide the Member with a form for this purpose.

After providing the initial list of direct associates, Members are required to update their direct associate information with the Ethics Commissioner within 30 days of the following events:

- The Member becomes directly associated with a new person or entity
- The Member's direct association with a person or entity is terminated

Common events that require a Member to update their direct associate list are a marriage or divorce or the purchase or sale of an interest in a private corporation.

3. What happens with my direct associate information?

After receiving a Member's direct associate information or any update to a Member's direct associate information, the OEC files a copy of that information with the Clerk of the Legislative Assembly and provides the information to Treasury Board and Finance.

Section 16 of the Act requires Treasury Board and Finance to prepare a report each year listing payments made by the Crown to Members and persons and entities directly associated with the Members. This report is filed in the Legislative Assembly and made public.

Members who have questions about Treasury Board and Finance's report on payments from the Crown to Members and their direct associates should contact Treasury Board and Finance.

VI. WHAT HAPPENS IF I DO NOT PROVIDE THE REQUIRED FINANCIAL DISCLOSURE OR INFORMATION REGARDING MY DIRECT ASSOCIATES?

1. Is it a breach of the Act to not file my private disclosure statement or my direct associates list?

Yes, section 18 of the Act states that it is a breach of the Act if a Member does not file within the required time or knowingly gives false or misleading information in a disclosure statement or a direct associate return.

2. What are the potential consequences of not filing a private disclosure statement or my direct associate return?

The Ethics Commissioner has a few tools to ensure that Members comply with their disclosure obligations. These tools include:

- Imposing an administrative penalty under section 30.1 of the Act, up to a maximum penalty of $500, for late filing of a private disclosure statement or direct associate return
- Publicly disclosing the Member's name in the Ethics Commissioner's annual report
- Conducting an investigation and filing a report under Part 5 of the Act regarding the Member's failure to file

VII. WHAT DO I DO IF I HAVE QUESTIONS?

The Office of the Ethics Commissioner encourages all Members to contact our office by email at disclosure@ethicscommissioner.ab.ca if they have any questions about their disclosure obligations.