



**BRITISH
COLUMBIA**

Office of the Conflict of Interest Commissioner

FORM 1

MEMBER'S CONFIDENTIAL DISCLOSURE STATEMENT

Prepared under the authority of the
Members' Conflict of Interest Act (the "Act")

Member's Name: _____

Constituency Name: _____

DECLARATION:

I am familiar with the requirements of the *Act*. My attached confidential Disclosure Statement(s), to the best of my knowledge, information and belief, accurately discloses all assets, liabilities, financial interests and sources of income of me, my spouse, my minor children, and private corporations controlled by any of us.

Signature of Member

Date of Disclosure (yyyy-mm-dd)

Conflict of Interest Commissioner

Date of Meeting with Member
(yyyy-mm-dd)

General Instructions

This Form applies primarily to you and your spouse. Complete this Form by answering **all** the questions. If you have nothing to disclose for a particular question, please check the “**not applicable**” box rather than leave it blank.

M = Member S = Spouse

Changes to Previous Statements

Material Change – A “**material change**” is an acquisition or disposition, whether in whole or in part, occurring after you file a disclosure statement, of any asset, liability, financial interest or source of income by you, your spouse or your minor children, or a private corporation controlled by any of you, if the change or event would reasonably be expected to have a significant effect on the information previously disclosed.

Since your most recent Member’s Confidential Disclosure Statement, have you filed a Statement of Material Change (Form 4)?

YES NO N/A (i.e. no previous Member's Confidential Disclosure Statement)

Since your most recent Member’s Confidential Disclosure Statement, has a material change occurred?

YES NO N/A (i.e. no previous Member's Confidential Disclosure Statement)

Blind Trusts

Have you created a blind trust? YES → Date created: _____ (yyyy-mm-dd) NO

If YES, was the trust approved by the Commissioner? YES NO

Gifts

Gifts and Benefits – Gifts or personal benefits connected directly or indirectly with the performance of your official duties received by you, your spouse or minor children must be reported immediately, if the value of the gift or benefit exceeds \$250, or if the value of all the gifts and benefits received from one source in any 12 month period exceeds \$250.

Since your most recent Member’s Confidential Disclosure Statement, have you received any gifts which may have been given, directly or indirectly, in connection with your official duties? YES NO

If YES, have you disclosed the details to the Commissioner by submitting a Statement of Gifts and Personal Benefits (Form 5)? YES NO

Other Disclosure Forms which may be Applicable

Please check if the following Forms apply to you, and if so, submit them together with Form 1:

Form 2: Disclosure Statement for Minor Children

See Question A.2 for details

applicable

not applicable

Form 3: Controlled Private Corporation Statement

See Question A.3 for details

applicable

not applicable

PART A – PERSONAL INFORMATION

1. Contact Information			
Address	Phone (000) 000-000	Fax (000) 000-0000	Email
Home			<i>(optional)</i>
Legislature			
Constituency Office			
Constituency Office			

<p>2. Family Information – Please list the name of your spouse and indicate if you have minor children.</p> <p>A “spouse” is a person who is married to a member or a person who is living with a member in a marriage-like relationship but does not include a person who is separated and living apart from a member and who</p> <p style="margin-left: 40px;">(a) has entered into a written agreement under which the member has agreed to live apart, or</p> <p style="margin-left: 40px;">(b) is subject to an order of the court recognizing the separation.</p> <p>A “child” includes a person to whom a member has demonstrated a settled intention to treat as a child of his or her family.</p> <p>A “minor child” is a child under the age of 19 years.</p>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Spouse’s Name:</td> <td style="width: 40%;"></td> </tr> </table>	Spouse’s Name:		or <input type="checkbox"/> not applicable
Spouse’s Name:			
Do you have minor children? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<p>YOU MUST ALSO COMPLETE <u>FORM 2</u> IF YOU HAVE ANY MINOR CHILDREN.</p>			

3. Private Corporation Ownership

A “**private corporation**” is a corporation all of whose issued and outstanding securities are subject to restrictions on transfer and are beneficially owned directly or indirectly by not more than 50 persons.

You, your spouse or one of your minor children individually **controls** a private corporation if any one of you, individually, holds enough shares in the corporation to be able to either elect or appoint a majority of its directors.

If you or your spouse or one of your minor children individually controls one or more private corporations, please list below.

Name of Corporation
or <input type="checkbox"/> not applicable
YOU MUST ALSO COMPLETE <u>FORM 3</u> FOR <u>EACH</u> OF THE CORPORATIONS LISTED ABOVE.

4. Offices and Directorships – If you hold an office or directorship in an organization or corporation (other than in a social club, religious organization or political party) please list below.

NOTE:

- *Members of the Executive Council must not hold an office or directorship other than in a social club, religious organization or political party, if any of these activities are likely to conflict with the Member’s public duties.*
- ***DO NOT*** list offices or directorships in a controlled private corporation listed in Question A.3 above. These should be listed in Form 3.

Organization or Corporation	Position Held
or <input type="checkbox"/> not applicable	

5. Employment, Business or Professions – If you or your spouse is employed or engaged in a profession or business, please list below. Indicate whether the employment is full-time (F/T) or part-time (P/T). If you or your spouse receives income from the activities listed here, you must list the source of income and describe the type of income received in the questions that follow, in Part B.

NOTE:

Members of the Executive Council must not engage in employment or the practice of a profession or carry on a business if any of these activities are likely to conflict with the Member's public duties.

Name of Employer	Nature of Employment	F/T	P/T	M	S
Name of Business	Nature of Business	F/T	P/T	M	S
Name of Profession	Nature of Profession	F/T	P/T	M	S

or not applicable

PART B – STATEMENT OF INCOME

1. Income from the Province of British Columbia – List any income received by you or your spouse from any ministry, agency, board, committee or commission of the Province of British Columbia during the last 12 months.

NOTE: You **DO NOT** need to include your MLA's salary and allowances from the Legislative Assembly.

Source	Description of Income (e.g. salary, fee for service, honorarium, etc.)	M	S

or not applicable

2. Income from all Other Sources – If you or your spouse has received income over \$1,000 from any OTHER SOURCES during the last 12 months, please list below.

NOTE: Include income from any person, corporation or subsidiary, partnership or organization for services performed as an officer, director, manager, proprietor, partner or employee.

Source	Description of Income (e.g. salary, fee for service, sales commission, rental income, etc.)	M	S

or not applicable

PART C – STATEMENT OF ASSETS

1. Real Property Interests – An interest in real property includes registered ownership (joint tenancy or tenancy in common), part ownership (list percentage), interests in agreements for sale, rights or options to purchase, timeshares, leasehold interests, mineral claims, woodlot licences, mineral leases, and grazing permits. **List all interests in real property held by you or your spouse, whether or not you are registered as owner.**

NOTE:

- **DO NOT** list interests in a mortgage (i.e. money owed to you secured by a mortgage) as this is addressed in Question C.2, below.
- **DO NOT** include your constituency office.

	Address or Legal Description	Nature of Interest (e.g. joint tenancy, timeshare, rental agreement)	M	S
Primary/Family Residences				
Recreational (personal use)				
Investment (e.g. revenue property, commercial property)				
Other (specify e.g. vacant land, non-residential lease)				

or not applicable

2. Money Owed to You Secured by a Mortgage – List below if you or your spouse is owed any money that is secured by a mortgage or an agreement for sale.

Address or legal description of mortgaged property	Name of the person who owes you money	Relationship to M and/or S	M	S

or not applicable

3. Other Money Owed to You – List below if you or your spouse is owed more than \$5,000 from any source (e.g. personal loans you have made to friends, family members or business associates).

NOTE: If you are doubtful that the money owed to you will be repaid, please discuss with the Commissioner.

Description of the money owed (e.g. loan, promissory note, lien)	Name of the person or entity that owes you the money	Relationship to M and/or S	M	S

or not applicable

4. Bank and Other Deposits – List all accounts you or your spouse has with a bank, trust company or other financial institution, in British Columbia or elsewhere.

Name of Financial Institution	Type of Account	M	S

or not applicable

5. Hold-Mail Investment Accounts – A “hold-mail investment account” is one where you have given your broker complete investment discretion and have deliberately chosen not to receive any statements listing your investment holdings. Indicate below if you have hold-mail accounts for your investments held inside or outside an RRSP or similar registered plan (e.g. TSFA, RRIF, RESP, etc).

Do you have a hold-mail account(s)? YES (registered) YES (non-registered) NO

If YES, have you provided the Commissioner with a copy of your hold mail investment agreement?
 YES NO

➔ If you have a hold-mail account(s), it is sufficient when answering questions C.6, C.7 and C.8 relating to your investments to indicate “hold-mail account” in the column marked *, as by the nature of these accounts you do not have knowledge of your specific holdings.

HOW TO REPORT INVESTMENTS - QUESTIONS C.6 – C.11

Mutual funds and segregated funds

- List those held both INSIDE and OUTSIDE a registered plan such as an RRSP in **Q. C.6**

Investments **OTHER THAN** mutual funds and segregated funds (e.g. shares, GICs, bonds etc)

- List those held INSIDE a registered plan in **Q. C.7**
- List those held OUTSIDE a registered plan in **Q. C.8 – C.11**

6. Mutual Funds and Segregated Funds - List all mutual funds and segregated funds held by you or your spouse, both **INSIDE** and **OUTSIDE** of an RRSP or similar registered plan (e.g. RRIF, RESP, TFSA, etc). Indicate with a checkmark those plans that are SELF-DIRECTED (“SD”).

NOTE:

- *If the fund is limited to one industry or sector of the economy, name the sector or industry. Otherwise it is sufficient to state “open-ended”.*
- *“**SELF-DIRECTED**” means an investment in which a person or the person’s investment dealer or agent invests as selected or directed by the person.*
- *A **SPOUSAL** plan is where one spouse contributes to an RRSP but the other spouse owns the plan. For spousal plans, indicate who the contributor is (M or S) and check “SP”.*
- *You **DO NOT** need to include a list of holdings within the fund.*
- *If you have a hold mail account, it is sufficient to state “hold-mail account” in the boxes marked with an **

MUTUAL FUNDS/SEGREGATED FUNDS HELD INSIDE A REGISTERED PLAN

Name of Institution	Name of Fund*	Sector/Industry or open-ended*?	SD?	Type of Plan (e.g. RRSP, TFSA etc.)	M	S	SP

or not applicable

MUTUAL FUNDS/SEGREGATED FUNDS HELD <u>OUTSIDE</u> A REGISTERED PLAN					
Name of Institution	Name of Fund*	Sector/Industry or open-ended*?	SD?	M	S

or not applicable

7. All Other Investments held INSIDE a Registered Retirement Savings Plan or similar registered plan (e.g. RRIF, RESP, TFSA, etc) owned by you or your spouse. Indicate with a checkmark those plans that are SELF-DIRECTED ("SD").

NOTE:
"SELF-DIRECTED" means an investment in which a person or the person's investment dealer or agent invests as selected or directed by the person.

Name of Institution	Type of Plan (e.g. RRSP)	SD?	List of Holdings (e.g. shares, cash, bonds, GICs etc.) *	M	S	SP

or not applicable

QUESTIONS C.8 - C.11: INVESTMENTS HELD OUTSIDE A REGISTERED PLAN

8. Securities and Other Interests in Public Corporations – List all securities or other interests in public corporations held by you or your spouse.

Name of Public Corporation *	Description of interest held (e.g. shares, bonds etc.)	M	S

or not applicable

9. Insider Holdings in Public Corporations

An “insider” is someone who owns more than 10% of the voting shares or is a director or senior officer of a public corporation.

List below if you or your spouse is an insider of a public corporation.

Name of Public Corporation	% of total shares owned	M	S

or not applicable

10. Other Financial Assets – Check all investments/assets held by you or your spouse.

Asset	M	S
Government Bonds		
Corporate Bonds – please list here		
Debentures		
Annuities		
Pension Rights, including survivor benefits		
Guaranteed Investment Certificates (GICs) or other term deposits		
Life insurance with a cash surrender value		
Other (specify)		
or <input type="checkbox"/> not applicable		

11. Private Business Interests – List all interests in a PRIVATE business or corporation, including shares or debt interests, interests in sole proprietorships, partnerships, and joint ventures etc. held by you or your spouse.

NOTE:

- ***DO NOT*** include interests in controlled private corporations already listed in Question A.3.
- ***DO NOT*** include interests in publicly traded corporations.

Name of Private Business or Corporation	Nature of Interest (e.g. shares, joint venture)	M	S
or <input type="checkbox"/> not applicable			

12. Trust Property – List below if you or your spouse is the beneficiary of a trust that holds real or personal property.

Name of Trustee	Nature or Description of Trust Property	M	S

or not applicable

13. Trusteeship – List below if you or your spouse administers a trust that holds real or personal property.

Name of Beneficiary	Nature or Description of Trust Property	M	S

or not applicable

14. Guarantees – List below if you or your spouse has received a financial guarantee from any person or entity.

Name of Guarantor	Relationship to M or S	M	S

or not applicable

15. Any Other Significant Asset – List all other significant assets or investments not previously listed owned by you or your spouse (e.g. shareholder's loan, judgment creditor, etc).

Description of Asset	M	S

or not applicable

PART D – STATEMENT OF LIABILITIES

1. Mortgages – List any debts you or your spouse owes that are secured by a mortgage.

Name of Person/Institution who holds the mortgage	Address or legal description of mortgaged property	Description of property (e.g. residence)	M	S

or not applicable

2. Guarantees – List all guarantees that you or your spouse has given.

Name of debtor	Relationship to M or S	Lender/Creditor (e.g. financial institution)	M	S

or not applicable

3. Unpaid municipal property taxes – **OTHER THAN FOR THE CURRENT TAX YEAR**, list any unpaid municipal property taxes that you or your spouse owes.

Property Address	Municipality	Taxation Period	M	S

or not applicable

4. Other unpaid taxes – OTHER THAN FOR THE CURRENT TAX YEAR, list any other unpaid taxes that you or your spouse owes (e.g. income tax, GST, PST, HST).

Description of taxes owing	To whom taxes are owed	Taxation Period	M	S

or not applicable

5. Support obligations – List any statutory or contractual support obligations of \$5,000 or more per year (e.g. spousal, child support) that you or your spouse has.

NOTE: *Support obligations will not be publicly disclosed.*

Person to whom support is paid	M	S

or not applicable

6. Arrears – If you or your spouse is in arrears with respect to any support obligations, provide further information below.

Description of Arrears	M	S

or not applicable

7. Other Liabilities – List any other debts or liabilities of \$10,000 or more not listed above (e.g. loans, lines of credit, promissory notes, judgment debt).

NOTE: You ***DO NOT*** need to disclose commercial accounts and credit card indebtedness that have been owing for less than 60 days and you expect to pay within 90 days.

Name of person/institution to whom money is owed	Relationship	Description of liability	M	S

or not applicable

PART E – MISCELLANEOUS INTERESTS

The information in this Part will not be publicly disclosed.

1. Party to Litigation – Indicate below if you or your spouse is named as a party, either as a Plaintiff or Defendant, in any existing civil litigation in British Columbia or elsewhere.

Note: You ***DO NOT*** need to disclose any litigation in which you are named as a party solely in your capacity as one or both of a Member of the Legislative Assembly and a Member of the Executive Council.

Named as a Party	M	S
Plaintiff		
Defendant		
or <input type="checkbox"/> not applicable		

2. Bankruptcy – Indicate below if you or your spouse is an undischarged bankrupt.

Undischarged bankrupt	M	S
or <input type="checkbox"/> not applicable		

3. Estate Administration – Indicate below if you or your spouse is an executor of an estate for which probate has been sought or granted.

Executor	M	S
or <input type="checkbox"/> not applicable		

Additional Forms

Throughout the year, you must submit the following Forms, as applicable:

Form 4: Material Change – Any material change must be reported to the Commissioner within 30 days.

A “material change” is an acquisition or disposition, whether in whole or in part, occurring after you file a disclosure statement, of any asset, liability, financial interest or source of income by you, your spouse or your minor children, or a private corporation controlled by any of you, if the change or event would reasonably be expected to have a significant effect on the information previously disclosed.

Form 5: Gifts and Benefits – Gifts or personal benefits connected directly or indirectly with the performance of your official duties received by you, your spouse or minor children must be reported immediately, if the value of the gift or benefit exceeds \$250, or if the value of all the gifts and benefits received from one source in any 12 month period exceeds \$250.

Public Disclosure

This confidential disclosure statement and other disclosure statements members are required to submit under section 16 of the Act are confidential and will be kept in a personal, protected file.

Once the meeting with the commissioner as required by s. 16(3) of the Act has taken place, and the contents of the member’s disclosure statements have been confirmed, the commissioner will, in accordance with s. 17 of the Act, prepare a public disclosure statement containing all relevant information provided by the member. After the member has approved the accuracy of its contents, the public disclosure statement will be filed with the Clerk of the House.

The Office of the Conflict of Interest Commissioner retains all documents relating to a member for a period of five years after he or she ceases to be a member, after which the documents are destroyed unless there is an inquiry in progress under the Act concerning the member, or if a charge has been laid against the member under an Act of the Legislature and the documents relate to the matter.