



42<sup>nd</sup> Parliament, First Session

The Standing Committee on Procedure and House Affairs has the honour to present its

### **FOURTH REPORT**

1. Pursuant to Standing Order 108(3)(a)(viii), your Committee has studied matters concerning the *Conflict of Interest Code for Members of the House of Commons*.
2. Your Committee reviewed the following revised disclosure forms under the *Code*, as submitted by the Conflict of Interest and Ethics Commissioner: Public Statement of Gifts or Other Benefits by Members, Public Statement of Sponsored Travel by Members, Disclosure Summary.
3. Your Committee has approved the forms, which reflect changes that were made necessary by the coming into force of amendments to the *Code* on October 20, 2015.
4. Pursuant to section 30(2) of the *Code*, included in the Standing Orders of the House of Commons, the Committee recommends that the House adopt these revised forms.

APPENDIX – FORMS: See attached pages.

A copy of the relevant *Minutes of Proceedings* ([Meetings Nos. 8 and 9](#)) is tabled.

Respectfully submitted,

LARRY BAGNELL  
Chair



PUBLIC STATEMENT OF GIFTS OR OTHER BENEFITS BY MEMBERS

By completing this form, you are satisfying the requirements of subsection 14(3) of the *Conflict of Interest Code for Members of the House of Commons*. Should you require any assistance in filling out this form, please contact the Office of the Conflict of Interest and Ethics Commissioner at (613) 995-0721.

- 14(1) Neither a Member nor any member of a Member's family shall accept, directly or indirectly, any gift or other benefit, except compensation authorized by law, that might reasonably be seen to have been given to influence the Member in the exercise of a duty or function of his or her office.
- (1.1) For greater certainty, subsection (1) applies to gifts or other benefits:
- a) related to attendance at a charitable or political event; and
  - b) received from an all-party caucus established in relation to a particular subject or interest.
- (2) Despite subsection (1), a Member or a member of a Member's family may accept gifts or other benefits received as a normal expression of courtesy or protocol, or within the customary standards of hospitality that normally accompany the Member's position.
- (3) If gifts or other benefits that are related to the Member's position are accepted under this section and have a value of \$200 or more, or if the total value of all such gifts or benefits received from one source in a 12-month period is \$200 or more, the Member shall, within 60 days after receiving the gifts or other benefits, or after that total value is exceeded, file with the Commissioner a statement disclosing the nature of the gifts or other benefits, their source and the circumstances under which they were given.
- (4) Any disclosure made pursuant to the requirements of section 15 does not need to be disclosed as a gift or other benefit under subsection (3).

Source: *Conflict of Interest Code for Members of the House of Commons*

Pursuant to **section 14** of the *Conflict of Interest Code for Members of the House of Commons*, I disclose having received the following gifts or other benefits:

Nature of gifts or benefits received:

\_\_\_\_\_

Source:

\_\_\_\_\_

Circumstances under which received:

\_\_\_\_\_

This declaration is made with the knowledge that a certified copy will be placed in the Public Registry maintained by the Office of the Conflict of Interest and Ethics Commissioner.

Name (Please print clearly) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



PUBLIC STATEMENT OF SPONSORED TRAVEL BY MEMBERS

By completing this form, you are satisfying the requirements of subsection 15(1) of the *Conflict of Interest Code for Members of the House of Commons*. Should you require any assistance in filling out this form, please contact the Office of the Conflict of Interest and Ethics Commissioner at (613) 995-0721.

15(1) If travel costs exceed \$200 and those costs are not wholly paid from the Consolidated Revenue Fund or by the Member personally, his or her political party or any parliamentary association recognized by the House, the Member shall, **within 60 days after the end of the trip**, file a statement with the Commissioner disclosing the trip.

(2) The statement shall disclose the name of the person or organization paying the travel costs, the name of any person accompanying the Member, the destination or destinations, the purpose and length of the trip, the nature of the benefits received and the value, including supporting documents for transportation and accommodation.

**Source:** *Conflict of Interest Code for Members of the House of Commons*

Name of Member: \_\_\_\_\_

Name of any person accompanying the Member (if any):  
\_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Sponsor of trip (official name): \_\_\_\_\_

Dates (yyyy / mm / dd): From: \_\_\_\_\_ To: \_\_\_\_\_ ( \_\_\_ days)

Benefits received:

<u>Nature</u>			<u>Value</u>	<u>Description</u>
Gifts	yes <input type="checkbox"/>	no <input type="checkbox"/>	\$ _____	_____
Transportation	yes <input type="checkbox"/>	no <input type="checkbox"/>	\$ _____	_____
Accommodation	yes <input type="checkbox"/>	no <input type="checkbox"/>	\$ _____	_____
Other	yes <input type="checkbox"/>	no <input type="checkbox"/>	\$ _____	_____

I am including supporting documents for transportation and/or accommodation.

I was unable to obtain supporting documents for transportation and/or accommodation.

This declaration is made with the knowledge that a certified copy will be placed in the Public Registry maintained by the Office of the Conflict of Interest and Ethics Commissioner.

Signature \_\_\_\_\_

Date \_\_\_\_\_



DISCLOSURE SUMMARY

By signing this form, you are satisfying the requirements of section 23 of the *Conflict of Interest Code for Members of the House of Commons*. Should you have any questions about this form, please contact the Office of the Conflict of Interest and Ethics Commissioner at (613) 995-0721.

- 23(1) The Commissioner shall prepare a disclosure summary based on each Member's statement filed under sections 20 and 21 and submit it to the Member for review. Upon receipt of the disclosure summary, the Member shall have 60 days to complete the review and submit the signed summary to the Commissioner.
- (1.1) The Commissioner may extend the deadlines referred to in subsection (1) at the request of the Member and any reasonable request shall not ordinarily be refused.
- (2) At the expiry of the period provided for in subsection (1), including an extension granted under subsection (1.1), each summary is to be placed on file at the office of the Commissioner and made available for public inspection during normal business hours, and posted on the website of the Commissioner. Each summary shall also be available to the public, on request, by fax or mail.

Source: *Conflict of Interest Code for Members of the House of Commons*

Assets:

Trusts:

Other Sources of Income:

Liabilities:

Contracts with the Government of Canada:

Investment in Private Corporations:

Affiliated corporations:

Activities:

Spouse's/Common-Law Partner's assets:

Spouse's/Common-Law Partner's source of income:

Spouse's/Common-Law Partner's liabilities:

Spouse's/Common-Law Partner's contracts with the Government of Canada:

Spouse's/Common-Law Partner's investment in private corporations:

Affiliated Corporations (Spouse's/Common-Law Partner's):

Spouse's/Common-Law Partner's activities:

Dependent's/Dependents' disclosure:

This declaration is made with the knowledge that a certified copy of the Disclosure Summary will be placed in the Public Registry maintained by the Office of the Conflict of Interest and Ethics Commissioner.

DATE  YYYY/MM/DD	NAME	SIGNATURE ORIGINAL SIGNED BY