



Office of the Ethics Commissioner of Alberta

DESIGNATED OFFICE HOLDER'S RETURN RELATING TO PERSONS DIRECTLY ASSOCIATED

Every designated office holder shall file with the Ethics Commissioner a return relating to persons directly associated with the designated office holder in the form and manner determined by the Ethics Commissioner.

AM I A DESIGNATED OFFICE HOLDER?

S. 25.2 of the Public Service Act, excerpt below, defines who is a Designated Office Holder:

25.2 The following persons are designated office holders:

- (a) a person appointed to the position of deputy minister under section 4 of the Government Organization Act;*
- (b) a member of the public service or a person employed by the Crown pursuant to a contract of employment holding a position designated by the Lieutenant Governor in Council for the purposes of this Part;*
- (c) in respect of a provincial agency designated by the Lieutenant Governor in Council for the purposes of this Part,
 - (i) a person appointed to the position of chief executive officer or a senior executive position designated by the Lieutenant Governor in Council for the purposes of this Part, and*
 - (ii) a person appointed to the position of chair of the board of directors, or the highest ranking position on a governing body designated by the Lieutenant Governor in Council for the purposes of this Part.**

I AM A DESIGNATED OFFICE HOLDER, WHAT DO I NEED TO DO NOW:

Sections. 25.1(2) and 25.31(1) of the Public Service Act, excerpts below, define who is a Person Directly Associated with you, and requires that you complete and submit a return to the Office of the Ethics Commissioner identifying those Persons Directly Associated with you.

Section 25.1(2) Direct Associates:

For the purposes of this Part, a person is directly associated with a designated office holder if that person is

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

Section 25.31(1) Returns relating to persons directly associated

Every designated office holder shall file with the Ethics Commissioner a return relating to persons directly associated with the designated office holder in the form and manner determined by the Ethics Commissioner

- (a) within 60 days after
 - (i) becoming a designated office holder, in the case of a person who becomes a designated office holder 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 designated office holder 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 designated office holder.*

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. 25.1(2) of the *Public Service Act*. If more room is required, please attach a separate sheet.

List of Persons Directly Associated

As of the date I became a Designated Office Holder, I had no Direct Associates

OR

Identify 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 Designated Office Holder

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 or 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. 25.31(3) which reads:

25.31(3) On receipt of a return filed by a designated office holder under this section, the Ethics Commissioner shall provide a copy of the return,

- (a) in the case of a return filed by a deputy minister, to the Deputy Minister of Executive Council,*
- (b) in the case of a return filed by the Deputy Minister of Executive Council, to the Premier,*
- (c) in the case of a return filed by a member or person referred to in section 25.2(b), to the deputy minister to whom the member or person reports, and*
- (d) in the case of a return filed by a designated office holder referred to in section 25.2(c), to the Minister who has responsibility for the relevant provincial agency.*

NOTICE OF MATERIAL CHANGE AND/OR TERMINATION OF RELATIONSHIP WITH A PERSON DIRECTLY ASSOCIATED

You only need to complete this page if there are changes (additions, deletions, or changes to addresses) to the previously provided list of persons directly associated with you.

Section 25.31(1) Returns relating to persons directly associated

Every designated office holder shall file with the Ethics Commissioner a return relating to persons directly associated with the designated office holder in the form and manner determined by the Ethics Commissioner

- (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 designated office holder.*

New Direct Associates (or new addresses for current Direct Associates) - The following are the names of each person with whom I became directly associated after the date I became a Designated Office Holder, showing in each case the date of commencement of the association, or their new address:

Name of New Direct Associate	Date Relationship Began	Address

Termination of Direct Associates - The following are the names of each person with whom I am no longer directly associated, showing in each case the date of termination:

Name of Associate	Date Relationship Ended	Address

By signing below, you confirm that the above list (attach additional pages if necessary) completely and accurately identifies all persons directly associated with you as of the date of signing.

Signature of Designated Office Holder

Date Signed

Once completed, please sign and return to the Office of the Ethics Commissioner by email at: disclosure@ethicscommissioner.ab.ca or drop off in person, or mail, to our office (Suite 1250, 9925-109 Street, Edmonton, T5K 2J8). Your signed return will then be provided to the appropriate parties as required under s. 25.31(3) of the Public Service Act.