Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

APPENDIX B

CONFIDENTIAL DISCLOSURE REPORT (Deputy Head)

Name	Position Title	Place of Work
Department		Date
Name of Spouse[1]	Names of Dependent Children[2]	

☐ **initial statement** (*to be filed within 30 days of becoming a deputy head)*
☐ **annual statement** (*to be filed on or before March 31 each year)*
☐ **amended statement** [3]*(to be filed within 30 days of acquisition or disposal of asset or liability)*

I disclose the following non-exempt assets, direct and contingent of myself, my spouse and my dependent children and my outside employment and other activities, which I fully understand may have to be divested, curtailed or modified if it is determined that such assets, liabilities or activities give rise to a real, apparent or potential conflict of interest in respect of my duties and responsibilities.
See Instructions at the end of this form. Attach a schedule if there is not enough space.

PART I: DEPUTY HEAD

1. Offices and Directorships

Do you hold offices or directorships that are not required or permitted by the responsibilities of being Deputy Head, and that are not in a social club or religious organization? If so, give particulars.

Name of Organization	Type of Organization	Office or Directorship Held

2. Employment

Do you engage in employment, other than Deputy Head, or the practice of a profession or carry on a business, other than managing routine personal financial interests? If so, give particulars.

3. Contracts

a. Are you or your spouse or dependent child party to any contract with the Government of Nunavut? If so, give particulars.

Name of Contracting Parties:

_____

Date and Term of Contract:

_____

Nature of Contract:

_____

Value:

_____

Circumstances of Contract:

_____

b. Give particulars of all contracts between the Government of Nunavut and a corporation controlled by you, your spouse or dependent child or a combination of them.

Name of Contracting Parties:

_____

Date and Term of Contract:

_____

Nature of Contract:

_____

Value:

_____

Circumstances of Contract:

_____

4. Give particulars of all contracts between the Government of Nunavut and a corporation which is controlled by:

a. A corporation you or your spouse or dependent child (or a combination) control;
b. You, your spouse or dependent child (or a combination) together with one or more corporations referred to in 3(b) above; or

c. Two or more corporations referred to in 3(b) above.

Name of Contracting Parties:

_____

Date and Term of Contract:

_____

Nature of Contract:

_____

Value:

_____

Circumstances of Contract:

_____

5. Controlled Corporation

Corporations controlled by Deputy Head, spouse or dependent children. (List corporations controlled by you, your spouse, or your dependent children, or a combination of them. List all corporations which are controlled by such corporation, either wholly or together with you, your spouse or dependent child, or a combination them).

Name of Corporation:

_____

Nature of Business:

_____

Value of interest in Corporation:

_____

PART II DEPUTY HEAD

A. STATEMENT OF INCOME

6. Income from the Government of Nunavut (List all income of $1,000 or more you have received from any ministry, agency, board or commission of the Government of Nunavut in the past 12 months).

Description of Income	Source	Value of Interest

7. Income from all other sources (List all other sources of income of $1,000 or more that you have received in the past 12 months).

Description of Income	Source	Value of Interest

B. STATEMENT OF ASSETS

8. Real Property Interests (List all interests in land held by you that is not primarily for the residential or recreational use of yourself, spouse or your dependent child).

Location of Property	Nature of Interest

9. Bonds, Investments, Securities of a Fixed Value not issued or guaranteed by any government of Canada or by an agency of any such government, having a value of $10,000 or more.

Name of Issuer	Value of Interest

10. Mutual Funds that are not open-ended having a value of $10,000 or more.

Name of Instrument	Value of Interest

11. Shares and other Interests in public and private corporations having a value of $10,000 or more.

Name of Corporation	Description of Interest	Value of Interest

12. Interests in Sole Proprietorships, Partnerships and Joint Ventures.

Name of Corporation	Description of Business	Description of Interest	Value of Interest

13. Registered Retirement Savings Plans that are self-administered having a value of $10,000 or more.

Plan number	Name and Address of Trustee	Assets	Value

14. Personal Property having a value of $10,000 or more and not used for transportation, household, educational, recreational, social or aesthetic purposes.

Description of Property	Value of Interest

15. Other Assets having a value of $10,000 or more (List all other assets owned by you which have not been included above and which require disclosure).

Description of Property	Value of Interest

C. STATEMENT OF LIABILITIES

16. Mortgages having a value of $10,000 or more.

Description and Address of Mortgaged Property	Name of Mortgagor	Address of Mortgagee	Value

17. Unpaid Property Taxes.

Description and Address of Property	Period for Unpaid Taxes	Municipality or body who which taxes are owed	Amount of Tax including arrears and penalties

18. Loans (List all loans other than mortgages).

Creditor	Address	Amount outstanding

19. Guarantees.

Creditor	Address	Principal Debtor	Address	Amount Outstanding

20. Unpaid Income Tax.

Creditor	Amount owed including arrears and penalties

21. Other current and recently settled liabilities.

Description of Liability	Name and Address of Person to whom liability is owed	Amount

PART III: SPOUSE

This Part will be completed by Deputy Head for his or her spouse.

Spouse's Name: _____

Home Address:

_____

Telephone: _____

A. STATEMENT OF INCOME

1. Income from the Government of Nunavut (List all income of $1,000 or more your spouse has received from any ministry, agency, board or commission of the Government of Nunavut in the past 12 months).

Description of Income	Source	Value of Interest

2. Income from all other sources (List all other sources of income of $1,000 or more that your spouse has received in the past 12 months).

Description of Income	Source	Value of Interest

B. STATEMENT OF ASSETS

3. Real Property Interests (List all interests in land held by you that is not primarily for the residential or recreation use of yourself, spouse or your dependent child).

Location of Property	Nature of Interest

4. Bonds, Investments, Securities of a Fixed Value not issued or guaranteed by any government of Canada or by an agency of any such government, having a value of $10,000 or more.

Name of Issuer	Value of Interest

5. Mutual Funds that are not open-ended having a value of $10,000 or more.

Name of Instrument	Value of Interest

6. Shares and other Interests in public and private corporations having a value of $10,000 or more.

Name of Corporation	Description of Interest	Value of Interest

7. Interests in Sole Proprietorships, Partnerships and Joint Ventures.

Name of Corporation	Description of Business	Description of Interest	Value of Interest

8. Registered Retirement Savings Plans that are self-administered having a value of $10,000 or more.

Plan number	Name and Address of Trustee	Assets	Value

9. Personal Property having a value of $10,000 or more and not used for transportation, household, educational, recreational, social or aesthetic purposes.

Description of Property	Value of Interest

10. Other Assets having a value of $10,000 or more (List all other assets owned by you which have not been included above and which require disclosure).

Description of Property	Value of Interest

C. STATEMENT OF LIABILITIES

11. Mortgages having a value of $10,000 or more.

Description and Address of Mortgaged Property	Name of Mortgagor	Address of Mortgagee	Value

12. Unpaid Property Taxes

Description and Address of Property	Period for Unpaid Taxes	Municipality or body who which taxes are owed	Amount of Tax including arrears and penalties

13. Loans (List all loans other than mortgages).

Creditor	Address	Amount outstanding

14. Guarantees.

Creditor	Address	Principal Debtor	Address	Amount Outstanding

15. Unpaid Income Tax.

Creditor	Amount owed including arrears and penalties

16. Other Liabilities.

Description of Liability	Name and Address of Person to whom liability is owed	Amount

D. STATEMENT OF CONTRACTS.

17. List of all contracts between the Government of Nunavut and your spouse.

Name of Contracting parties	Date and Term of Contract	Name of Contract	Value	Circumstances of Contract

18. Are any of these contracts held by your spouse for you or on your behalf? If so, give particulars.

PART IV DEPENDENT CHILDREN

The following Part is to be completed by Deputy Head if he or she has dependent children.

Names of dependent children	Dates of Birth of dependent children	Home address of dependent children

A. STATEMENT OF INCOME

1. Income from the Government of Nunavut (List all income of $1,000 or more your dependent children have received from any ministry, agency, board or commission of the Government of Nunavut in the past 12 months).

Description of Income	Source	Value of Interest

2. **Income from all other sources (List all other sources of income of $1,000 or more that your dependent children have received in the past 12 months).**

Description of Income	Source	Value of Interest

B. STATEMENT OF ASSETS

3. **Real Property Interests (List all interests in land held by you that is not primarily for the residential or recreation use of yourself, spouse or your dependent child).**

Name of Child	Location of Property	Nature of Interest	Value of Interest

4. **Bonds, Investments, Securities of a Fixed Value not issued or guaranteed by any government of Canada or by an agency of any such government, having a value of $10,000 or more.**

Name of Child	Name of Issuer	Value of Interest

5. **Mutual Funds that are not open-ended having a value of $10,000 or more.**

Name of Child	Name of Instrument	Address	Number of Units of Shares	Value of Interest

6. **Shares and other Interests in public and private corporations having a value of $10,000 or more.**

Name of Child	Name of Corporation	Description of Interest	Value of Interest

7. **Interests in Sole Proprietorships and Joint Ventures.**

Name of Child	Name of Corporation	Description of Business	Description of Interest	Value of Interest

8. **Registered Retirement Savings Plans that are self-administered having a value of $10,000 or more.**

Name of Child	Plan number	Name and Address of Trustee	Assets	Value

9. **Personal Property having a value of $10,000 or more and not used for transportation, household, educational, recreational, social or aesthetic purposes.**

Name of Child	Description of Property	Value of Interest

10. Other Assets having a value of $10,000 or more (List all other assets owned by you which have not been included above and which require disclosure).

Name of Child	Description of Property	Value of Interest

C. STATEMENT OF LIABILITIES

11. Mortgages having a value of $10,000 or more.

Name of Child	Description and Address of Mortgaged Property	Name of Mortgagor	Address of Mortgagee	Value

12. Unpaid Property Taxes

Name of Child and Description and Address of Property	Period for Unpaid Taxes	Municipality or body who which taxes are owed	Amount of Tax including arrears and penalties

13. Loans (List all loans other than mortgages).

Name of Child	Creditor	Address	Amount outstanding

14. Guarantees.

Name of Child	Address	Principal Debtor	Address	Amount Outstanding

15. Children's Unpaid Income Tax.

Name of Child	Year	Amount owed including arrears and penalties.

16. Other Liabilities.

Name of Child	Description of Liability	Name and Address of Person to whom liability is owed	Amount

E. STATEMENT OF CONTRACTS.

17. List of all contracts between the Government of Nunavut and your dependent children.

Name of Contracting parties	Date and Term of Contract	Name of Contract	Value	Circumstances of Contract

18. Are any of these contracts held by your dependent children for you or on your behalf? If so, give particulars.

Declaration

I declare that information contained in this statement is, to the best of my knowledge, information and belief, a full and true disclosure of my, my spouse's and my dependent child(ren)'s interests as of _____, 20____, as required by the *Code of Values and Ethics.*

Declared at _____

In the Territory of Nunavut, this_____

Day of _____ 20___, before me

_____

_____

(Commissioner for oaths, judge, notary public)

RESET FORM

INSTRUCTIONS

[1]Spouse means either of two individuals who are married to each other of living together in a conjugal relationship outside of marriage

[2]Dependent child means a child who is under the age of majority or, although over the age of majority, unable, by reason of illness, disability or other cause, to withdraw from the charge of the person's parents or provide himself or herself with reasonable needs.

[3]For an amended statement, list only changes since last disclosure statement and indicate whether they are acquisitions or disposals.

***Instructions: Do not include**:*

7. A source of income that paid less than $1,000
Cash and deposits
Support payments
8. Any interest of yours in or with respect to real property that is used by you, your spouse or your dependent children for residential or recreational purposes. Do not list an in interest in real property of a corporation of which you are a shareholder.
9. Canada Savings Bonds or other investments or securities of fixed value issued or guaranteed by any level of government in Canada or an agency of a government in Canada,
Registered retirement savings plans that are not self-directed,
Open-ended mutual funds,
Guaranteed investment certificates or any similar financial instruments,
Annuities and life insurance policies
Pension rights
21. Debt that is a current and ordinary household and personal living expense of yours or your spouse or your dependent children
Debt in respect of an automobile, a boat used for recreational purposes, or recreational vehicles of yours, your spouse or your dependent children
Is money or other property entrusted to or received by you in trust for a person other than you, your spouse or your dependent children
Is debt in respect of an interest of yours that is not required to be disclosed
Is less than $5,000
List only transfers or settlements since you were offered the position of deputy head or since your last disclosure statement was filed. A disclosed asset or liability is an asset or liability required to be disclosed whether or not previously included in a disclosure statement.

Appendix B of *Code of Values and Ethics* sets out the assets and liabilities which must be disclosed:

- the source and amount of any income received by the public servant, his or her spouse and his or her dependent children during the previous 12 months;
- all assets, liabilities and financial interests held by the public servant, his or her spouse and his or her dependent children;
- all assets, liabilities and financial interests that are held by a corporation in which the public servant, singly or collectively with his or her spouse or dependent children, has a controlling interest.

Appendix B.2 of the *Code of Values and Ethics* sets out the assets and liabilities which do not need to be disclosed:

- residences and recreational properties used or intended for use by the public servant or his or her family;
- assets, liabilities and financial interests with a value of less than $5,000;
- a source of income that pays less than $1,000 in a 12 month period;
- household goods and personal belongings;
- vehicles, snowmobiles, all-terrain vehicles, boats and other personal property used for transportation or for hunting, fishing or recreational purposes;
- cash and deposits;
- bonds, investments and securities of fixed value issued or guaranteed by any government or government agency in Canada;
- guaranteed investment certificates or similar financial instruments;
- registered retirement savings plans, registered education savings plans, pension plans or senior management benefit plans that are not self-administered;
- investments in open-ended mutual funds;
- annuities and life insurance policies;
- pension rights;
- support payments.