

Conflict of Interest Senior Executive Disclosure Form:

For Newly Appointed Deputy, Associate & Assistant Deputy Ministers

All employees in the BC Public Service are required under the Public Service Oath Regulation and Standards of Conduct to avoid conflicts of interest. Employees must arrange their private affairs in a manner that will prevent real, perceived, or potential conflicts of interest from arising. Employees also have an obligation to proactively disclose information to the employer regarding circumstances that may give rise to a real, perceived, or potential conflict of interest so that any such conflict may be assessed and appropriately addressed. Effectively managing conflicts of interest is one of the primary ways that public confidence in the integrity of the public service is fostered and maintained.

As senior executives in the BC Public Service, Deputy Ministers, Associate Deputy Ministers and Assistant Deputy Ministers are similarly required to avoid conflicts of interest and disclose any conflicts that do arise. While this responsibility is shared by all public service employees, senior executives have a special responsibility to ensure they act as models and advocates of BC Public Service values and the Standards of Conduct and that they hold themselves to the highest ethical standards.

USING THE SENIOR EXECUTIVE DISCLOSURE FORM

The purpose of the Disclosure Form is to ensure that all newly appointed Deputy, Associate or Assistant Deputy Ministers fulfill their obligation to disclose any circumstances to the employer that may constitute a real, perceived or potential conflict of interest. The Disclosure Form requires newly appointed senior executives to:

- Acknowledge they have read and understood the conflict of interest provisions of the Standards of Conduct;
- Acknowledge they are disclosing what is or may be a conflict of interest, **OR** that they are presently NOT in a conflict of interest;
- Report the facts and other relevant details related to the possible conflict (where applicable);
- Agree they will cooperate with requests for additional information made by the employer and inform the employer of any changes to the facts or other relevant details related to the possible conflict (where applicable).

Once the Disclosure Form has been completed and signed, it should be submitted to the Director, Policy and Research Branch, at the BC Public Service Agency (see contact information below). The Agency will review and assess the disclosure, consult with other parts of government as necessary (e.g., legal advice from the Ministry of Attorney General), and provide direction regarding how to proceed.

FOR MORE INFORMATION & IF YOU HAVE QUESTIONS

For additional information regarding the disclosure and employer assessment process, please see:

- The Standards of Conduct
- Disclosing a Conflict of Interest: Employee Guideline & Disclosure Form.
- Assessing & Addressing a Conflict of Interest: Guideline for Managers, Ethics Advisors & Deputy Ministers

Questions regarding any aspect of the disclosure or assessment process may be sent to:

Angela Weltz
Director, Policy & Research Branch
BC Public Service Agency
Phone: 778.698.7929
Email: Angela.Weltz@gov.bc.ca

For example, an employee works for a Ministry that approves grants to municipal governments. The employee is considering setting up a private consulting business to advise municipalities on applying for provincial grants. The Employee Disclosure Statement would contain:

- The employee's job duties that may give rise to a conflict of interest, such as monitoring, reviewing, and approving provincial grant applications.
- Any other aspect of work that may be relevant to a conflict of interest, such as the employee's duty to ensure they do not benefit from information acquired solely by reason of their employment.
- A description of the employee's private interests in sufficient detail that the employer can assess what if any measures that may need to put in place to either mitigate or prevent a conflict of interest.
- A description of how the private consulting business may conflict with the employee's job duties, and description of how the employee proposes to address this conflict to ensure the public interest is upheld.

WHEN YOU HAVE COMPLETED THIS FORM, PLEASE SUBMIT IT (AND ANY SUPPORTING DOCUMENTS) TO THE DIRECTOR, POLICY AND RESEARCH BRANCH, BC PUBLIC SERVICE AGENCY (SEE THE FIRST PAGE FOR CONTACT INFORMATION).

Notice of Collection of Personal Information:

The information required by this form and the Public Service Oath Regulation and Standards of Conduct is collected for the purpose of assessing whether the circumstances disclosed constitutes a real, perceived, or potential conflict of interest. Managing conflict of interest concerns in favour of the public interest is necessary to maintain public trust and confidence in the integrity of the BC Public Service.

This information is collected in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Once a conflict of interest matter is resolved, this form will be included on the employee's personnel file held by the BC Public Service Agency. All information collected, used and disclosed for the purposes of assessing a possible conflict of interest will be treated in strict accordance with FOIPPA. Questions about the management of the information can be directed to the Director, Policy and Research Branch, BC Public Service Agency, PO BOX 9404, Victoria, BC, V8W 9V1, (250) 952-6000.

Employee Declaration:

I certify that the information I am providing with this form is to the best of my knowledge complete and accurate. I acknowledge that misrepresentations or material omissions may be a breach of the Standards of Conduct and grounds for discipline.

Name of Employee:

Marie Della Mattia

Signature of Employee:

M. Della Mattia

Date:

Dec 6 / 22

Conflict of Interest Senior Executive Disclosure Form

The Standards of Conduct define a conflict of interest as a situation where an employee's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities; or
 - the trust that the public places in the BC Public Service.

A conflict of interest therefore involves a conflict between the public duty and private interests of an employee, in which the private interests could influence the performance of their job duties, or in which an employee uses their office for personal gain.

All employees, including senior executives, are required under the Public Service Oath Regulation and Standards of Conduct to arrange their private affairs in a manner that avoids real, perceived or potential conflicts of interest, and to disclose any possible conflict situations that do arise to the employer. Please see the Standards of Conduct for more information about your conflict of interest obligations.

Employee Acknowledgements

Acknowledgement	Employee Initials
1. I have read and understood the Standards of Conduct section concerning conflicts of interest.	<i>MDA</i>
2. I am disclosing what is or may be a conflict of interest (see instructions below).	<i>MDA</i>
3. I have concluded I am NOT involved in any conflict of interest (proceed to the signature section on the next page).	
4. Where I am disclosing a possible conflict and initialed box (2) above, I agree to cooperate with the employer regarding requests for additional information directly related to and necessary to address this possible conflict, and to inform the employer of any changes to the facts or other relevant details directly related to this conflict.	<i>MDA</i>

Employee Disclosure Statement

Please include as part of this form an Employee Disclosure Statement setting out the circumstances you believe may constitute a conflict of interest. You may use the Employee Disclosure Statement page included in this form (see Appendix 2) **OR** attach a separate document. Your statement should include a description of:

- Your **job duties or activities** relevant to the possible conflict.
- Your **private interests** relevant to the possible conflict. **[Note: You must review and complete the Third Party provisions of this form before disclosing the personal information of third parties (e.g. spouse, friend, business partner). See Appendix 1 for more information.]**
- The nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict.

APPENDIX 2: EMPLOYEE DISCLOSURE STATEMENT

Name of Employee: Marie Della Mattia
Position of Employee: Deputy Minister GCPE
Ministry or Organization: Government Communications Public Engagement
Date: Dec 6, 2022

Please provide a description of:

- Your job duties or activities relevant to the possible conflict.
- Your private interests relevant to the possible conflict. [Note: You **must** review and complete the Third Party provisions of this form before disclosing the personal information of third parties (e.g. spouse, friend, business partner). See Appendix 1 for more information.]
- The nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict.

Employee's job duties or activities relevant to the possible conflict:

Decisions about advertising or research or communications contractors involving companies owned by me and my family members.

Employee's private interests relevant to the possible conflict:

s.22

Describe the nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict:

Decisions about vendors of any kind will be delegated to the ADM in charge of Strategic Communications including :

- Qualifications for Vendor List
- Assignment of projects to qualified vendors
- Direct awards for confidential contracts.

APPENDIX 1: COLLECTION AND USE OF A THIRD PARTY'S PERSONAL INFORMATION

Assessment of a conflict of interest by the employer may on occasion require a Third Party's personal information in order to determine whether the circumstances represent a conflict of interest for the employee. The third party might be the employee's spouse, another family member, a friend, or business associate whose interest is related to the conflict being disclosed.

To ensure government may collect and use the personal information of a third party that relates directly to and is necessary for an assessment of a conflict of interest, the *Freedom of Information and Protection of Privacy Act* requires the third party to authorize the collection of their personal information. **If you are making a disclosure that involves the personal information of a third party, you must obtain their signature authorizing the collection and use the information by the employer.**

If you are unable to obtain the signature of the third party for any reason, or if you have any questions, please contact the BC Public Service Agency for advice regarding how to proceed.

NOTICE TO THE THIRD PARTY – Authorization for Collection and Use of Personal Information:

The information provided in the Employee Disclosure Statement will be collected by the employer of the employee for the purpose of assessing whether the circumstance disclosed in the statement constitutes a conflict of interest. In making their disclosure, the employee has determined that they must disclose your personal information contained in the Employee Disclosure Statement as it is directly related and necessary to assess whether a conflict of interest exists.

Disclosing and managing conflicts of interest is a requirement of public service employment and is a requirement of the Standards of Conduct and the Public Service Oath for the purposes of maintaining public trust. Once a conflict of interest matter is resolved, this form will be included on the employee's personnel file held by the BC Public Service Agency. This information is being collected in accordance with section 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act and will be subject to the protection provisions of that Act. Questions about the collection of this information can be directed to the Director, Policy and Research Branch, BC Public Service Agency, PO BOX 9404, Victoria, BC, V8W 9V1, (250) 952-6000.

By authorizing the indirect collection of my personal information contained in the attached Employee Disclosure Statement, I agree that I have reviewed and authorize the collection of this information for the purpose of assessing whether a conflict of interests exists for the employee named below.

Name of Employee:

Marie DellaMatta
s.22

Name of the Third Party:

Signature of the Third Party:

Date:

December 18, 2022

APPENDIX 1: COLLECTION AND USE OF A THIRD PARTY'S PERSONAL INFORMATION

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Name of Employee:

Marie DellaMatta

Name of the Third Party:

Signature of the Third Party:

Date:

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By authorizing the indirect collection of my personal information contained in the attached Employee Disclosure Statement, I agree that I have reviewed and authorize the collection of this information for the purpose of assessing whether a conflict of interests exists for the employee named below.

Name of Employee:

Marie DellaMatta

Name of the Third Party:

s.22

Signature of the Third Party:

Date: December 18, 2022

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Withheld pursuant to/removed as

s.14

From: Abbott, Kyla GCPE:EX
To: Phillips, Dawn-Lynn PSA:EX
Cc: Della Mattia, Marie GCPE:EX; Marquis, Yvette PREM:EX
Subject: RE: 054098 DELLA MATTIA, Marie - Conflict of Interest
Date: November 8, 2023 4:48:08 PM
Attachments: [image001.png](#)
[image002.png](#)
[FW Advice regarding the RSA for Advertising Services Conflict of Interest.msg](#)
[Conflict of Interest Complete.pdf](#)

Hi Dawn-Lynn,

Shannon received the documents last year. She and Marie discussed them. I am attaching scans of the completed Conflict of Interest document as well as the related legal advice.

Please let me know if you require anything further.

Best,

Kyla Abbott
Executive Coordinator, Deputy Minister's Office
Government Communications and Public Engagement.
Cell: 250-413-7661


Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples.

From: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Sent: Wednesday, November 8, 2023 3:59 PM
To: Abbott, Kyla GCPE:EX <Kyla.Abbott@gov.bc.ca>
Subject: FW: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Kyla – Further to the messages below regarding Marie Della Mattia and her Conflict-of-Interest documentation. Can you please confirm that the Conflict-of-Interest form for Marie was sent through to Shannon Salter?

On 22DEC22, Krista Janssen was advised that the Conflict-of-Interest form completed by DM Della Mattia should be forwarded to the DM to the Premier Shannon Salter for her review and consideration. The DM to the Premier may in turn seek out advice from the PSA or Ministry of Attorney General if necessary.

Thank you.....dl

Dawn-Lynn Phillips, Senior HR Executive Support Specialist
Executive Recruitment & HR Support Services
Deputy Minister's Office | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570
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From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, November 8, 2023 3:40 PM
To: Janssen, Krista GCPE:EX <Krista.Janssen@gov.bc.ca>
Subject: RE: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Krista – do you have an update on this? Thank you.....dl

Dawn-Lynn Phillips, Senior HR Executive Support Specialist
Executive Recruitment & HR Support Services
Deputy Minister's Office | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570
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From: Janssen, Krista GCPE:EX <Krista.Janssen@gov.bc.ca>
Sent: Tuesday, October 10, 2023 8:19 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: RE: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Dawn-Lynn,

I will follow up with Marie and her Executive Coordinator Kyla Abbott to confirm,

Thanks,

Kind Regards,
Krista Janssen (she/her/hers)
Executive Administrative Assistant to
Sage Aaron
Assistant Deputy Minister, Strategic Communications/GCPE
and,
Jen Holmwood,
Assistant Deputy Minister, Corporate Priorities/ GCPE
Phone: Direct: 236-478-3735 Cell: 250-880-5855

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples.



From: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Sent: Friday, October 6, 2023 8:02 PM

To: Janssen, Krista GCPE:EX <Krista.Janssen@gov.bc.ca>

Cc: Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca>

Subject: FW: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Krista – just following up on this. Can you please confirm that the Conflict of Interest form for Marie was sent through to Shannon Salter? Thank you.....dl

Dawn-Lynn Phillips, Senior HR Executive Support Specialist
Executive Recruitment & HR Support Services | Executive Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570
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From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, September 27, 2023 9:38 AM

To: 'krista.janssen@gov.bc.ca' <krista.janssen@gov.bc.ca>

Cc: Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca>

Subject: FW: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Krista – can you please confirm if the Conflict of Interest documentation was sent through to Shannon Salter? We are looking for a copy of the approval for Marie's file. Thank you.....dl

Dawn-Lynn Phillips, Senior HR Executive Support Specialist
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From: Wultz, Angela D PSA:EX <Angela.Wultz@gov.bc.ca>

Sent: Wednesday, September 27, 2023 8:55 AM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Cc: Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca>

Subject: RE: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi,

Attached pls find the response to Krista. Since the matter concerns a deputy minister, the DM to the premier is responsible for assessing the conflict and approving the mitigations so reach out to Krista for the completed disclosure form and Shannon's response.


Thanks,
Angela

From: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Sent: Tuesday, September 26, 2023 4:43 PM
To: Weltz, Angela D PSA:EX <Angela.Weltz@gov.bc.ca>
Cc: Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca>
Subject: 054098 DELLA MATTIA, Marie - Conflict of Interest

Hi Angela – I am unsure what is happening with Marie and the Conflict of Interest information she completed. I remember her writing to me with some questions and I asked Marie to reach out to you directly.

Please advise if you have a completed Conflict of Interest form for Marie. It would be great if we could get a copy for Marie's Executive file.

Thank you.....dl

Dawn-Lynn Phillips, Senior HR Executive Support Specialist
Executive Recruitment & HR Support Services | Executive Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570
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