



Department of Finance Ministère des Finances
Canada Canada

Ottawa, Canada
K1A 0G5

L E T T E R O F A G R E E M E N T

DATE, 2016

Attn: NAME
ADDRESS

Dear Mr./Ms. XX,

This letter confirms the agreement reached between you and the Department of Finance wherein you agree to serve as a member of the Advisory Council on Economic Growth. The attached Statement of Work lists the tasks and responsibilities you have agreed to undertake for a salary of \$1 as part of this agreement.

The period of this agreement shall be from April 1, 2016 to March 31, 2017 inclusive. The Department agrees to pay you for travel and living expenses that are incurred in fulfilling this agreement. These expenses will be reimbursed to you in accordance with the rates and conditions that are specified in the Treasury Board Travel Directive, up to a maximum of \$10,000.00 (including applicable taxes) and upon presentation of actual receipts as required. Please visit the Travel Directive at the following address for further information:
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp.

Please submit your invoice electronically following each Council meeting (**quoting commitment #XX**) to:

Sara Tompkins, Sara.Tompkins@canada.ca

Or to:

Department of Finance
Attn: Sara Tompkins
James Michael Flaherty Building
14th Floor, 90 Elgin Street
Ottawa, Ontario K1A 0G5

It is agreed that you shall treat as confidential and shall not disclose, during as well as after, the terms of this agreement, any

confidential information, records or documents which you may obtain as a result of this agreement. All intellectual property rights in any document produced by the Advisory Council, shall immediately, as soon as they come into existence, vest in and remain the property of the Government of Canada. Please see Annex 1 and sign accordingly.

It is agreed that you shall act, in undertaking your responsibilities under this agreement, in the public interest only, with honesty, and that you shall uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity and impartiality of government are conserved and enhanced. It is further agreed that you shall not knowingly take advantage of, or benefit from, information that is obtained in the course of undertaking your responsibilities under this agreement and that is not generally available to the public, either during or after the term of this agreement.

It is further agreed that neither yourself nor any of your personnel is engaged by this agreement as an employee, servant or agent of Her Majesty. To the extent applicable, you agree to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or Income Tax. Please refer to Annex 2.

If the foregoing is acceptable to you, please sign and return to me by email.

Yours sincerely,

Pamela Aung Thin
Assistant Deputy Minister
Consultations and Communications Branch

Date

NAME

6018430
Commitment No.

Michelle Allen
Commitment of Funds under
Section 32 of the FAA

Statement of Work:

Member, Advisory Council on Economic Growth

Areas of Responsibility

A member of the Advisory Council on Economic Growth will be expected to:

- ⌘ participate in meetings with other members of the Council;
- ⌘ provide economic advice and recommendations to the Minister of Finance.

Objectives of Work

The Advisory Council on Economic Growth will advise the Minister of Finance on a robust growth strategy designed to provide higher living standards and greater opportunity for the middle class and those working hard to join it. The strategy will be delivered by the end of the calendar year.

The Advisory Council will guide the Minister of Finance in the development of this strategy. As its first order of business, it will be tasked with finding ways to overcome the challenges posed by an aging population as Canada seeks to achieve sustainable, long-term growth.

Deliverables

Members of the Advisory Council on Economic Growth will provide advice directly to the Minister of Finance.

Time Frame

Council members will be expected to participate in periodic meetings, either in person or through conference calls, throughout their mandate.

Resource Requirements

The work of the Council will be supported by the Department of Finance. All travel, accommodation, and incidental expenses of Council members, will be assumed directly by the Department of Finance. Travel, accommodation, and incidental expenses incurred by Council members are to be reimbursed as per the Letter of Agreement.

Background

- The creation of the Advisory Council on Economic Growth was first announced by Minister Morneau in his speech to the Toronto Region Board of Trade on December 14, 2015.

- On February 22, 2016, Minister Morneau announced Dominic Barton as Chair of the Council.
- The Department of Finance has a long-standing practice of seeking third-party and private sector advice as a means of adding a different and broader view to the Department's expertise.
- The Advisory Council on Economic Growth brings together a diverse group of members, who will provide a range of views and advice on long-term, strategic growth of the economy.
- Council members agree to a salary of \$1. Their travel, accommodation, and incidental expenses will be reimbursed by the Government.

ANNEX 1

Acknowledgement and Undertaking not to disclose in the matter of:

Information in any form relating to the Advisory Council on Economic Growth (ACEG)

I _____ (name, title/organization), of the City of _____ in the Province of _____, ACKNOWLEDGE that I will be provided in confidence with correspondence, documents, materials, and other information relating to the ACEG's work, including draft policy papers, draft legislation, formal written briefing material, and verbal discussions (the "Confidential Information") by officials of the Department of Finance for the purpose of obtaining my advice and recommendations on and relating to the ACEG and that all Confidential Information made available to me is non-public, confidential in nature and shall remain at all times the property of the Department of Finance.

I undertake to observe the following requirements and restrictions with respect to the Confidential Information except such of it that becomes publicly available, other than through a violation of this Undertaking or disclosure by another person subject to similar restrictions:

1. Under no circumstances will I release or communicate the contents of the Confidential Information to any other person (except as may be required by statute or order of a court) or use the Confidential Information in any way for any purpose other than the purpose for which it is provided to me. I undertake not to take the Confidential Information, in any format, outside of Canada;
2. I have read and will observe all prohibitions and security measures required by section 4 of the *Security of Information Act* (copy attached) and any further instructions as the Minister of Finance or the representatives of the Minister may, from time to time, give in respect of the Confidential Information;
3. I undertake not to copy or reproduce the Confidential Information without express permission;
4. Any copies made of, notes taken from or summaries of the Confidential Information (whether written or in electronic form) shall be considered part of the Confidential Information and are subject to the same restrictions as the Confidential Information;

5. When requested, I undertake to return forthwith to the Department of Finance any Confidential Information in my possession or control;

AND I FURTHER ACKNOWLEDGE that officials of the Department of Finance are relying on this Acknowledgement and Undertaking in providing the Confidential Information to me.

DECLARED BEFORE ME at the _____, in the Province of _____, this ___ day of 2016.

Signature

Name (print)

A Commissioner for Taking Affidavits in the Province of _____

(print name of Commissioner)

ANNEX 2

Conflict of Interest Guidelines

Members of the Advisory Council on Economic Growth (ACEG) have specialized knowledge related to financing and have been asked to be members because of their expertise and experience. While recognizing the likelihood that a member of the ACEG, a company or institution that the member is associated with or may benefit from decisions made by the government based on advice from the ACEG and that members may be associated with companies that do business with the government, members are reminded that they should avoid any real, apparent or perceived conflict of interest. Members should act with honesty and in the public interest only, and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity and impartiality of government are conserved. In doing so, members should seek guidance by referring to the spirit and principles embedded in the *Conflict of Interest Act*. The following are examples of conflict of interest situations:

- Failing to immediately disclose to the Assistant Deputy Minister, Consultations and Communications Branch, Department of Finance Canada, when tailoring or structuring your advice to the ACEG so as to lead to recommendations that would directly benefit, in other than a de minimis way, an organization of which you are a member or have the authority to direct its decisions or activities; or
- Failing to recuse yourself from any discussion of the ACEG on any matter in respect of which you knowingly or reasonably should know that you would be in a real, apparent or perceived conflict of interest.
- Knowingly taking advantage of, or benefiting from information that is obtained in your position as a member of the ACEG and that is not available to the public to further or seek to further your private interests or those of your relatives or friends or to improperly further or to seek to improperly further another person's private interests. (Furthering private interest means: increasing assets or reducing liabilities; acquiring a financial interest; increasing income; becoming a director, officer or partner. Furthering a private interest does not occur when the matter is: of general application; and affects the member or other person as one of a broad class of persons).
- Using your position as a member of the ACEG to seek to influence a decision of another person so as to further your private

interests or those of your relatives or friends or to improperly further another person's private interests.

- Accepting any gift that has a value of \$1,000 or more or other advantage, including from a trust, that might reasonably be seen to have been given to influence you in the exercise of your duties as a member of the ACEG.