

Completing the Directors/Trustees Worksheet for Registered Journalism Organizations

Public information

Information from this column is available to the public.

Enter the last name, first name, and initial of each director/trustee.

Term:

Start date: Enter the date the person started in the position.

End date: Enter the date the person left the position. If the person has not left the position, leave this field blank.

Position: Enter the title of the position they hold. An organization's governing documents will usually identify each position (for example, president, treasurer, secretary).

At arm's length with other directors/trustees: Tick **Yes** if the person is at arm's length with **all** other directors/trustees.

The term "at arm's length" describes a relationship in which persons act independently of each other or are not related. "Not dealing at arm's length" or non-arm's length means persons acting jointly without separate interests or who are related.

Related persons are individuals who are related to each other by blood, marriage or common law partnership, or adoption. Related persons also include individuals or groups and the corporations they have a controlling interest in. Persons related to these individuals or groups are also considered related to those corporations.

For more information on arm's length and related persons, go to canada.ca/qualified-journalism-criteria and see paragraphs 2.35 to 2.38. Also, go to canada.ca/charities-giving, select "A to Z index," and see "Related persons and dealing at arm's length, Income Tax Folio S1-F5-C1."

Confidential data

Information from this column is confidential, and we will not make it available to the public unless the law requires us to or permits us to in certain circumstances.

According to the Income Tax Act, we may disclose confidential information that is relevant to:

- criminal proceedings under an Act of Parliament
- any legal proceedings related to administering or enforcing:
 - the Income Tax Act, the Canada Pension Plan, the Unemployment Insurance Act, or the Employment Insurance Act
 - any other act of Parliament or law of a province that allows a tax or a duty to be imposed or collected

We may also disclose confidential information if authorized by any other provision in the Income Tax Act which provides for an exception to the general prohibition that taxpayer information is confidential and may not be disclosed.

Residential address: Enter the complete home address of each director/trustee, including the street number, street name, city, province or territory, and postal code. Include the country if the director/trustee lives outside Canada.

Phone number: Enter the telephone number we can reach the director/trustee at during the day.

Date of birth: Enter the director's/trustee's date of birth so that we are able to identify the individual responsible for managing the RJO.