



O.R.L.
office of the
registrar
of lobbyists
BRITISH COLUMBIA

GUIDANCE DOCUMENT

**HOW TO REGISTER AND REPORT
YOUR LOBBYING ACTIVITIES**

March 3, 2020

PURPOSE OF THIS GUIDANCE DOCUMENT

Notice

This document is for information purposes only and does not constitute a decision or finding by the Registrar of Lobbyists for British Columbia or their delegates. This guidance does not affect the powers, duties or functions of the Registrar of Lobbyists, or their delegates, regarding any investigation or other matter under the *Lobbyists Transparency Act*, respecting which the Registrar and their delegates will keep an open mind. Responsibility for compliance with the *Lobbyists Transparency Act* remains with each client, lobbyist, and public office holder.

If you are paid to lobby BC public office holders¹, you must register your lobbying activities in the Lobbyists Registry at the Office of the Registrar of Lobbyists.

Follow the steps below to register.

CREATE YOUR ACCOUNT

Before you can submit a Registration Return, you need to create your account. You will receive an email to activate and confirm your account.

COMPLETE AND SUBMIT YOUR REGISTRATION RETURN

Log in to your account and access the “New Activities” tab. From there, complete and submit your Registration Return within the legislated deadlines:

- **10 calendar days** from the date you begin to lobby if you are a consultant lobbyist
- **10 calendar days** from the date your organization first has an in-house lobbyist

¹ The *Lobbyists Transparency Act* defines “public office holders” to mean any of: (a) a member of the Legislative Assembly and any person on the member’s staff, (b) an officer or employee of the government of British Columbia, (c) a person who is appointed to any office or body by or with the approval of the Lieutenant Governor in Council, other than a person appointed on the recommendation of the Legislative Assembly, (d) a person who is appointed to any office or body by or with the approval of a minister of the government of British Columbia, and (e) an officer, director or employee of any government corporation as defined in the Financial Administration Act.

SUBMIT CORRECTIONS TO YOUR REGISTRATION RETURN, IF REQUIRED

Once you submit your registration, our office will review the content before publishing it to the Lobbyists Registry. If corrections are need to be made, you are required to make the corrections within **10 calendar days** of receiving notification of an error. Registration Returns are only published when corrections are approved.

SUBMIT MONTHLY RETURN, WHEN REQUIRED

Lobbyists are required to file a Monthly Return no later than the **15th day of the following month** beginning with the month after the Registration Return is first filed.

The Monthly Return requirement includes:

- The requirement to file a Lobbying Activity Report for each lobbying activity of “senior public office holders” by the 15th of the following month;
- The requirement to update your Registration Return, if any changes have occurred to the content, by the 15th of the following month.

When you file your Lobbying Activity Report and/or update your Registration Return, you will also need to confirm your gifts and contributions declarations are up to date. You must declare:

- any gifts or other benefits given or promised to a public office holder; and
- any political, sponsorship or recall contributions made.

Questions?

Contact the Office by email at info@bcorl.ca or by phone at 250-387-2686.