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office of the registrar of lobbyists
BRITISH COLUMBIA

USER GUIDE

MONTHLY RETURNS - REGISTRATION RETURN UPDATES AND LOBBYING ACTIVITY REPORTS

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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 lobbyist.

INTRODUCTION

The *Lobbyists Transparency Act* ("LTA") came into force on May 4, 2020. The LTA and the Lobbyists Transparency Regulation set out registration requirements for individuals and organizations engaged in lobbying activities.

For a brief overview of the provisions of the current legislation and regulation governing lobbying in BC, together with an explanation of the most commonly-used features of the Lobbyists Registry, see the Getting Started - Reference Guide . It is designed to answer common questions.

In the pages that follow, you will find guidance on how to create and submit Registration Return Updates and Lobbying Activity Reports, which together form the Monthly Return reporting obligations for Designated Filers with an active Registration Return. This user guide also provides instructions on how to end a Registration Return if lobbying has ceased.

OVERVIEW OF REPORTING OBLIGATIONS

Registration Return – New or Reactivate

If a consultant lobbyist or organization[1] with one or more in-house lobbyists begins or resumes lobbying, the Designated Filer[2] is required to submit a **New Registration Return** or to **Reactivate** their previous (inactive) Registration Return within 10 calendar days of starting or resuming lobbying, unless any of the exclusions set out in the LTA apply.

See user guide Registration Returns – New and Reactivations for further guidance on creating a new Registration Return or reactivating a Registration Return that has become inactive.

For guidance on the exclusions, see the section titled "**Do any of the exclusions apply?"** in the Getting Started - Reference Guide .

Monthly Returns – Registration Return Updates and Lobbying Activity Reports

Designated Filers with an active Registration Return have the following Monthly Return reporting obligations:

- File a Registration Return Update by the 15th of the following month **IF** there has been a change to the information declared in the Registration Return; and/or
- File Lobbying Activity Reports by the 15th of the following month **IF** lobbying of a "senior public office holder" occurred.

[1] The term "organization" is defined in the LTA to include:
- a business, trade, industry, professional or voluntary organization;
- a trade union or labour organization;
- a chamber of commerce or board of trade;
- a charitable or non-profit organization, association, society, coalition or interest group;
- a government, other than the government of British Columbia; and
- an individual other than a person on whose behalf a consultant lobbyist is lobbying.

Organizations may be incorporated, unincorporated, a sole proprietorship or a partnership.

[2] The LTA defines **Designated Filer** as:

(a) a consultant lobbyist, or
(b) in the case of an organization that has an in-house lobbyist,
(i) the most senior officer of the organization who receives payment for performing the officer's functions, or
(ii) if there is no senior officer who receives payment, the most senior in-house lobbyist;

If the information in your Registration Return does not change in a given month, there is no need to file an update to your Registration Return that month.

If you have no lobbying activity involving senior public office holders to report for a given month, there is no need to file a Lobbying Activity Report regarding that month.

After 5 months, if the Designated Filer has not filed an update to the Registration Return or a Lobbying Activity Report, the system will send an automated email asking the Designated Filer to click on the **6-month return** link, update as needed, and submit the updated Registration Return, to indicate that lobbying continues to occur. The automated email has instructions to help you end the Registration Return if lobbying has ceased.

While there is no lobbying activity and the Registration Return is de-activated, there is no need to file Monthly Returns.

Funding Returns – Received Government Funding

Designated Filers with an active Registration Return must submit a **Funding Return** if their organization or client receives funding from any Canadian or foreign government, including from any municipal, provincial, territorial, regional, or state government. This is in addition to funding received from any government agency or Provincial entity.

The deadline to submit a Funding Return is no later than 3 months and 15 days following the month in which the government funding was received.

See user guide Funding Returns for further guidance on Funding Returns.

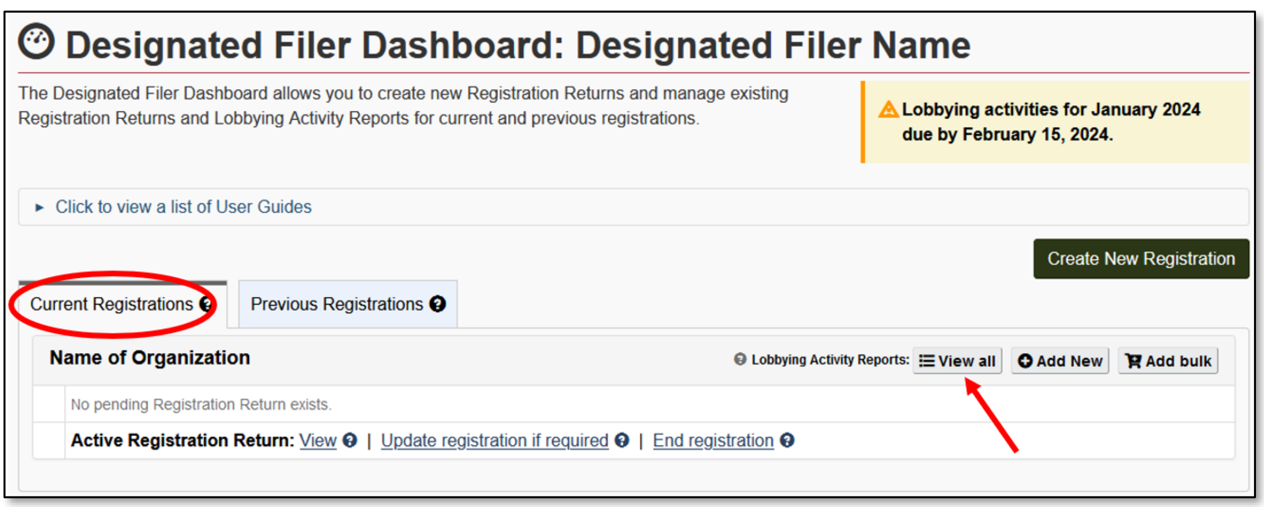
DASHBOARD LINKS AND ACTIONS

Under the "**Current Registrations**" tab on the Designated Filer's Dashboard, you will see one or more of the links shown in the table below beside **Pending Registration Return** or **Active Registration Return**.

LINK	FUNCTION
View	Click to see the active Registration Return
Update registration if required	Click to update the active Registration Return. This creates a pending Registration Return which you can edit and submit for activation.
Incomplete	You started a new Registration Return or an update to an existing Registration Return or started to reactivate an inactive Registration Return. Information is still required.

	Click to review/edit & submit the Registration Return to the Registry for activation.
Requires certification	You started a new Registration Return or an update to a Registration Return or started to reactivate an inactive Registration Return. Click to review/edit & submit the Registration Return to the Registry for activation.
Delete	Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff. Note: If there is an existing active registration, it will not be affected.
Correction required	You submitted a new Registration Return or an update to a Registration Return or a reactivated Registration Return. Registry staff sent it back to you for correction. You may receive an email with details. Click to see notes from staff & enter corrections.
Submitted	You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry. Click to view the submitted Registration Return.
End registration	Click to deactivate an active registration if lobbying activity has stopped. **Note: you must reactivate a Registration Return within 10 days of resuming lobbying activity.**

Under the "**Current Registrations**" tab on the Designated Filer Dashboard, you can see existing Lobbying Activity Reports associated with your active Registration Returns. On the right-hand side, beside "Lobbying Activity Reports" for the appropriate Registration Return, click "**View All**".



The Lobbying Activity Reports screen allows you to view, amend, cancel, and finish incomplete Lobbying Activity Reports.

The status of all existing Lobbying Activity Reports for the organization or client will be listed as follows:

- **Published** – Visible to the public
- **Published - Amendment** – Visible to the public. Report has been amended
- **On-Hold** – Certified and submitted, will not be visible to the public until the 15th of the month
- **Incomplete** – In progress. Not visible to the public. **Has not been submitted.**
- **Certification Required** – Awaiting certification. Not visible to the public. **Has not been submitted.**

INFORMATION ON THE MONTHLY RETURN OBLIGATION

Monthly Returns = Registration Return Updates and Lobbying Activity Reports

Each month that you have an active Registration Return, you must determine whether you need to submit a Monthly Return; that is, you must determine whether you need to submit an update to your Registration Return and whether you need to file Lobbying Activity Reports.

We recommend you diarize a reminder for the first week of each month to make sure the information in your Registration Return is up to date and prepare/file Lobbying Activity Reports for the preceding month if needed.

In any given month, if you have no lobbying of senior public office holders to report and all the information in your Registration Return is accurate and up to date, you are not required to file anything with the Lobbyists Registry.

Registration Return Updates

As part of the Monthly Return reporting obligations, Designated Filers with an active Registration Return are required to keep their Registration Return up to date. If any of the information in the active Registration Return has changed or requires updating, the Designated Filer must submit a **Registration Return Update** that contains these changes/updates by the 15th of the month following the month in which the change occurred.

Example:

- On March 10th, a lobbyist lobbies a public office holder from a ministry that is not currently listed in the active Registration Return's "Ministries/Provincial Entities" list.
- On March 18th, the lobbyist lobbied on a topic that is not currently listed in the active Registration Return's "Specific Topics of Lobbying Communications" section.

  - The Designated Filer must submit a Registration Return Update by no later than April 15th. The Registration Return Update must add the name of the missing ministry to the Registration Return's list of "Ministries/Provincial Entities" being lobbied. The Registration Return Update must also include a new "Specific Topics of Lobbying Communications" entry that details the new lobbying topic.

If there are no changes or updates required to the information in the currently active Registration Return, there is no obligation to submit a Registration Return Update for that month.

Lobbying Activity Reports

The Designated Filer must create and file a Lobbying Activity Report if one or more **senior public office holders** was lobbied in the previous month.

Senior public office holders include the following positions:

- Premier and ministers (members of the Executive Council)
- Staff of premier/staff of ministers (other than administrative support staff)
- MLA
- Staff of MLAs (other than administrative support staff)
- Parliamentary secretary
- Deputy minister, chief executive officer or a position of comparable rank in a ministry
- Associate deputy minister, assistant deputy minister or a position of comparable rank in a ministry
- Senior or next most senior ranking executive position of a Provincial entity
- Chair or vice chair of, or the equivalent position in, the governing body of a Provincial entity

If a lobbying activity involved a public office holder who is not a senior public office holder, do not file a Lobbying Activity Report for that activity. Just make sure your Registration Return is up to date: your Registration Return must include the ministry or Provincial entity in which the public office holder is employed, the names of all in-house lobbyists (for organizations) who performed the lobbying activity, as well as the topic of lobbying communication directed at the public office holder.

For more information on the difference between a "public office holder" and a "senior public office holder", see the "Public office holders, senior public office holders, former public office holders" section on the [FAQs page](#).

CREATING A REGISTRATION RETURN UPDATE

Review Active Registration Return

To review the information in the active Registration Return:

1. Go to the Lobbyists Registry sign-in page and **sign in** to your account.

2. On the Designated Filer Dashboard, make sure you are working under the "**Current Registrations**" tab.

3. Locate the Registration Return you wish to review and click "**View**".

4. Review the Registration Return carefully to make sure it is up to date.

Create Registration Return Update

5. If you need to make updates or changes to the information in the Registration Return, return to the Designated Filer Dashboard and click the appropriate link beside 'Pending Registration Return' or 'Active Registration Return'. Click beside the link if you are not sure it is the appropriate link.

6. On the "**Date of Update**" screen, enter the date of the **earliest** change you are reporting.

   Entering the date the undertaking/lobbying activity will end is optional. Click "**Continue**".

   If the dates are already entered, you can edit (if needed) from the Summary screen.

Pending started on:	2021-10-02
Type:	Registration update
Date when the updates took effect:	2021-10-01 Edit
Date at which this undertaking will end:	2022-01-29 Edit
Status:	Requires Certification

7. From the Summary screen, review the information in each of the seven "Steps" (sections with either a green, yellow or red banner).

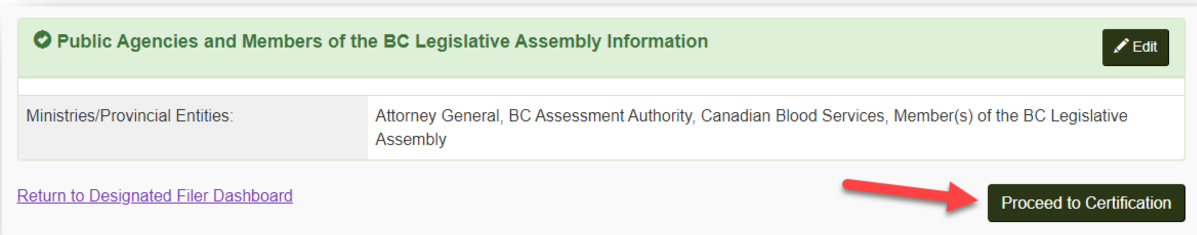
8. Make any necessary corrections, updates or changes as required.

   To edit information in a particular "Step", click the **Edit** button in the heading for that section.

   Click **Save** or **Save and Continue** after making the changes in each section.

Certify and Submit the Registration Return Update

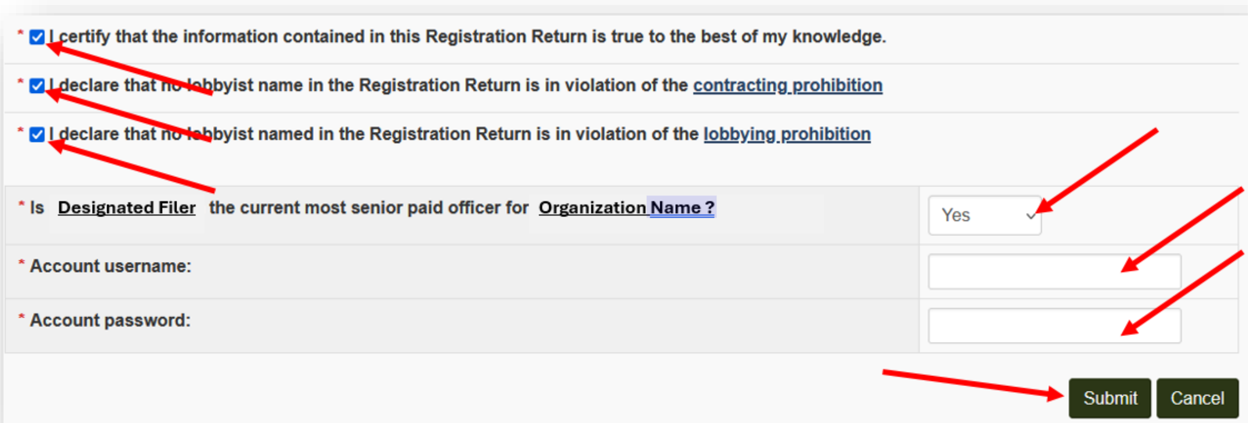
9. Once all information is up to date, click "**Proceed to Certification**" at bottom right of the summary screen.



10. Make sure the **date when the updates took effect** is the date on which the **earliest** change to the information in the Registration Return occurred**.**

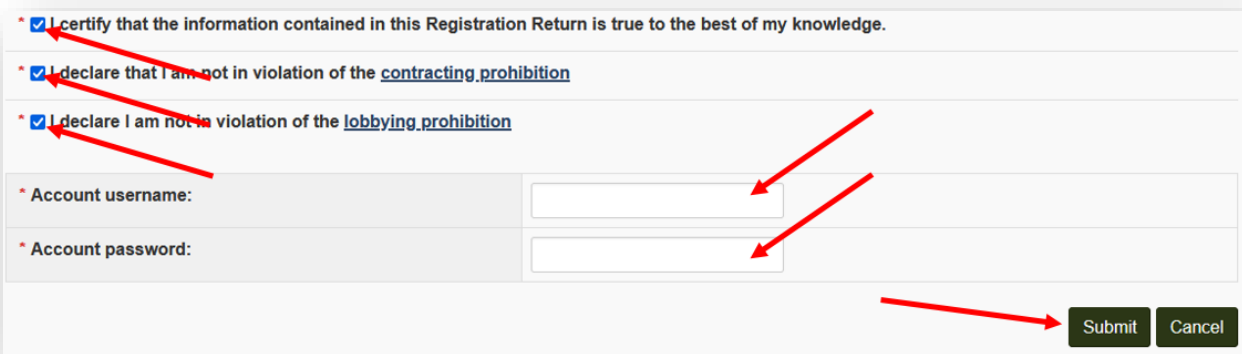
    For **organizations**:

    a) Read the three statements and confirm compliance by **ticking the check boxes**.
    b) Select "**Yes**" to the question "Is (Designated Filer) the current most senior paid officer for (Organization Name)?
    c) Enter the Designated Filer's **username** and **password**.
    d) Click "**Submit**".



For **consultant lobbyists**:

a) Read the three statements and confirm compliance by **ticking the check boxes**.
b) Enter the Designated Filer's **username** and **password**.
c) Click "**Submit**".



Note for Representatives
A Representative preparing a Registration Return Update on behalf of the Designated Filer will **not** be able to submit the Registration Return Update with their own username and password. The Registration Return Update can only be submitted after entering the **Designated Filer**'s username and password.

The Confirmation of Filing screen confirms that the Registration Return has been **successfully submitted**. The Registry will also send a **confirmation email**.

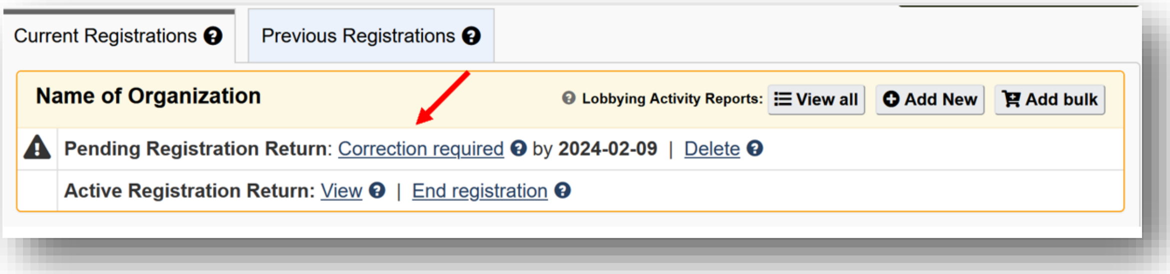
Once the Registration Return Update has been submitted, return to the Designated Filer Dashboard and locate the correct Registration Return again. The updated version of your Registration Return will show as "Pending" and will be reviewed by Registry staff.

NOTE: The **Registration Return** is now locked and cannot be further updated until Registry staff have activated it or sent it back for corrections/updates.

CORRECTIONS REQUIRED TO REGISTRATION RETURN UPDATE

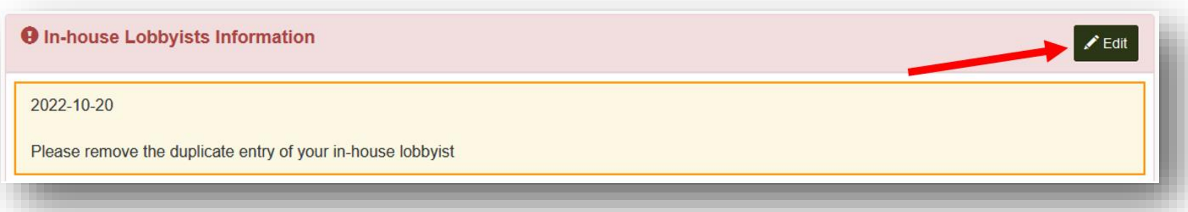
If a Registration Return Update was sent back for corrections, Registry staff entered notes in one or more sections of the Registration Return Update. You may receive more details in an email from a Registry officer.

1. On the Designated Filer Dashboard, under the Current Registrations tab, click the "**Correction required**" or "**Corrections overdue**" link.

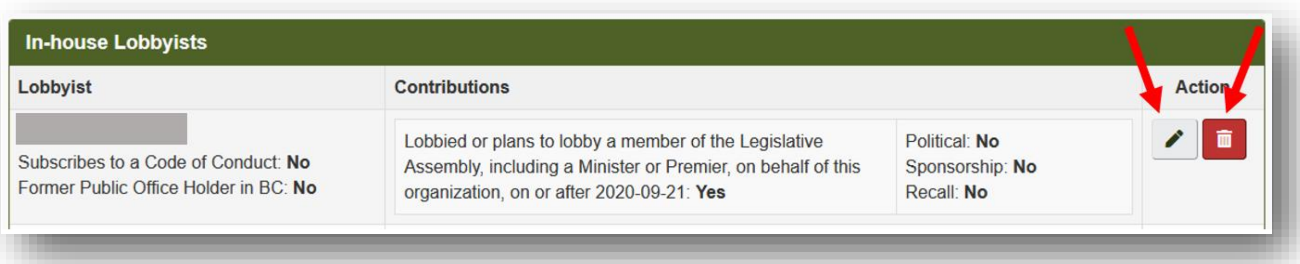


2. Scroll through the Registration Return Update. The sections where corrections are required will be indicated with a red symbol. There will also be a note included from Registry staff. Refer to the note or email from Registry staff for details of actions required.

3. Click the "**Edit**" button to be taken to the screen to make the necessary corrections.



   Use the pencil icon to edit and the trash icon to delete information.



4. Once the corrections are complete, click on "**Save**" or "**Save and Continue**" at the bottom of the screen.

5. Once all required changes have been made, certify and submit your changes by following the same process as when initially submitting the Registration Return Update.

CREATING LOBBYING ACTIVITY REPORTS

As part of the Monthly Return reporting obligations, Designated Filers are required to submit a separate Lobbying Activity Report for each lobbying activity in which a **senior public office holder** was lobbied.

Only one Lobbying Activity Report should be submitted for each lobbying activity that involved a senior public office holder, even if that lobbying activity involved more than one senior public office holder or more than one in-house lobbyist.

Review and Confirm Active Registration Return

The Registry requires Designated Filers to review and confirm the accuracy of their active Registration Return each day prior to submitting a Lobbying Activity Report.

- If the information in the active Registration Return is up to date and does not require correction, the Designated Filer will need to confirm the accuracy of the active Registration Return once each day before being permitted to submit Lobbying Activity Reports.
- If the information in the active Registration Return is not up to date or accurate, the Designated Filer must submit a Registration Return Update with the updates/corrections/additions before submitting Lobbying Activity Reports.

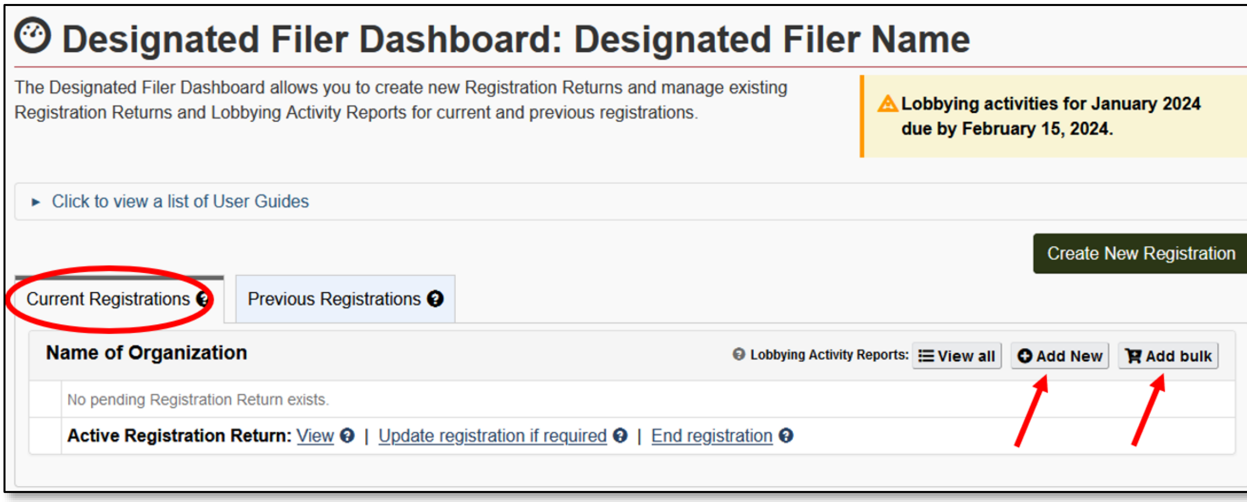
    1. Go to the Lobbyists Registry sign-in page and **sign in** to your account:

    2. On the Designated Filer Dashboard, make sure you are working under the "**Current Registrations**" tab.

    3. Locate the Registration Return for which you need to file a Lobbying Activity Report.

       On the right-hand side, beside "Lobbying Activity Reports" for the appropriate Registration Return, click "**Add new**" to add a **single** Lobbying Activity Report. See the section Add Individual Lobbying Activity Report - "Add New" below.

       Alternatively, you can click "**Add bulk**" to enter **multiple** Lobbying Activity Reports simultaneously in a "Bulk Entry" style interface. See the section Add Multiple Lobbying Activity Reports below.



4. As noted above, Designated Filers must review & confirm the information in the active Registration Return as the first step.

    a. If the information in the active Registration Return is complete and up to date, tick the **check boxes** to confirm, then click "**Continue**".

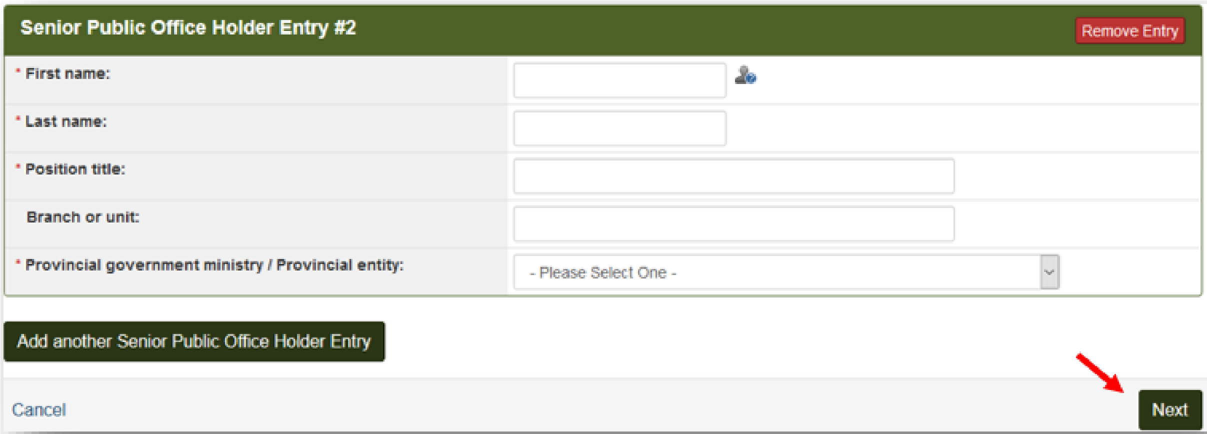
    b. If you need to make updates or changes to the information in the active Registration Return, click the "**Return to Designated Filer Dashboard**" button and follow the instructions in the Registration Return Updates section above for creating and submitting a Registration Return Update. Once the necessary Registration Return Update has been certified and submitted, the Registry will permit the Designated Filer to create Lobbying Activity Reports.

"Add New" - Add Individual Lobbying Activity Report

If you clicked the "**Add new**" Lobbying Activity Report button and have either submitted a Registration Return Update or certified the active Registration Return as being up to date, you will now be taken to the individual Lobbying Activity Report creation interface.

1. The Registry will take you through several pages on which you will enter the required information about the lobbying activity that is the subject of the Lobbying Activity Report.

2. When all of the required information has been entered on a page, click the "**Next**" button at the bottom to proceed to the next page.



3. Prior to submitting the Lobbying Activity Report, review all of the information you entered. When you are sure your report is accurate and complete, tick the "**I certify…**" checkbox near the bottom of the screen.

4. You have the option of publishing the Lobbying Activity Report now, or having it published on the next deadline for Monthly Returns.

   <u>To publish the Lobbying Activity Report now</u>, select "**Publish Now**" from the drop-down menu.

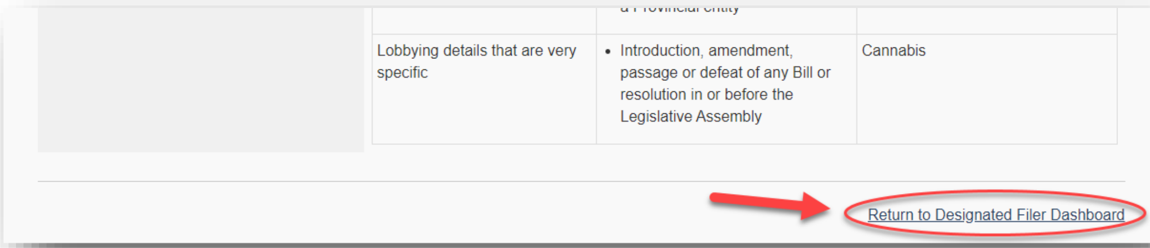
   To publish the Lobbying Activity Report on the Monthly Return deadline that applies for the Lobbying Activity Report, select "**Publish [date]**" from the drop-down menu.

5. Enter the Designated Filer's username and password and click "**Certify**".

   <u>If you are a Representative</u> preparing this Lobbying Activity Report on behalf of the consultant lobbyist/Designated Filer, you will not be able to submit the Lobbying Activity Report using your own user name and password. The Lobbying Activity Report can only be submitted after entering the <u>Designated Filer</u>'s username and password.

6. The Lobbying Activity Report Confirmation screen confirms that you have successfully submitted a Lobbying Activity Report.

   If you have more Lobbying Activity Reports to submit, click "**Return to Designated Filer Dashboard**" at the bottom of the screen to repeat the process.

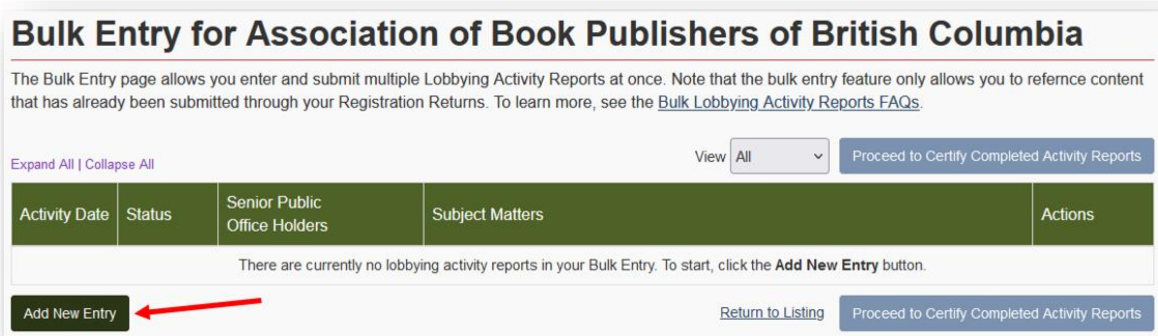


"Add Bulk" - Add Multiple Lobbying Activity Reports at Once

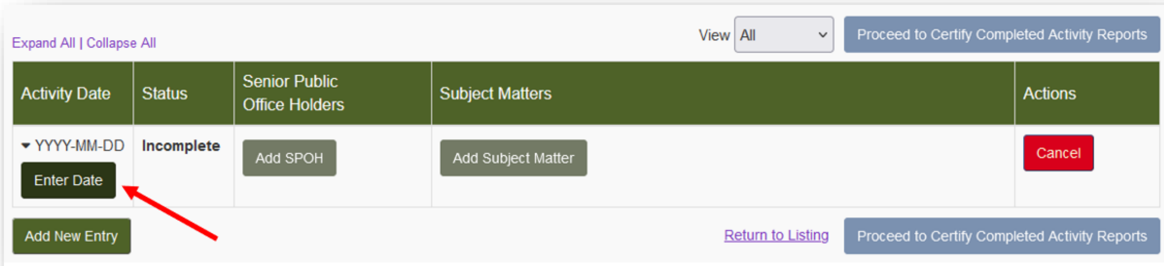
If you clicked the "**Add bulk**" Lobbying Activity Report button and have either submitted a Registration Return Update or certified the active Registration Return as being up to date, you will now be taken to the bulk Lobbying Activity Report creation interface where you can create multiple Lobbying Activity Reports and certify/submit them all together at one time.

> **<u>Note:</u>** you will **<u>NOT</u>** be able to add new information that is not already included in the underlying Registration Return. For example, you will **<u>NOT</u>** be able to add a new "Specific Topics of Lobbying Communications" entry that is not already listed in your Registration Return. You will first need to submit a Registration Return Update that includes any "new" information before that new information is accessible through the Bulk Lobbying Activity Report interface.

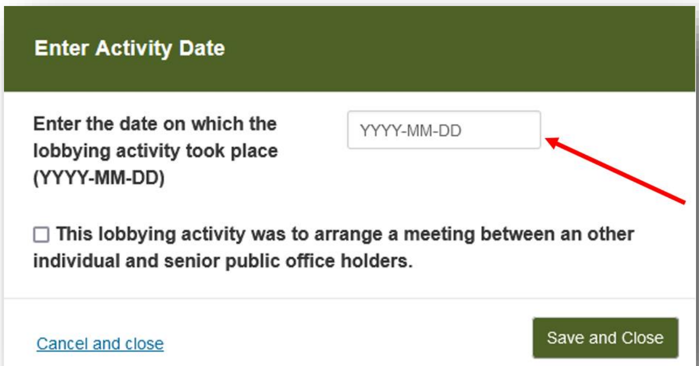
1. To create a new Lobbying Activity Report, click the "**Add New Entry" button.**



2. Click the "**Enter Date**" button.



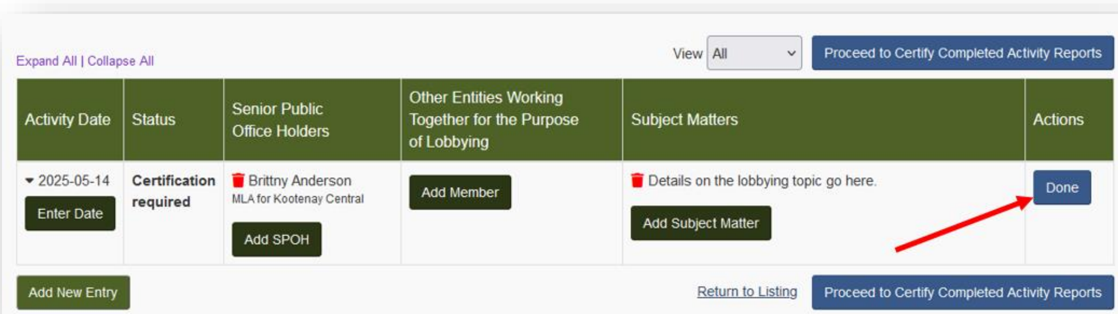
3. A pop-up menu will appear. Enter the date on which the lobbying activity took place.



4. Proceed through each of the pages by entering in the necessary information and clicking the “**Next**” button at the bottom of each page.

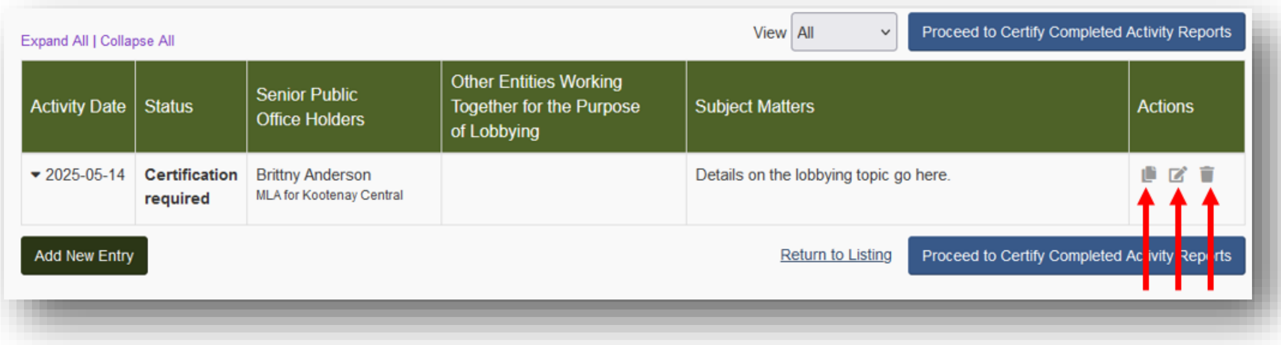
5. Once all of the information for this Lobbying Activity Report has been completed, you will see that the “Status” of this Lobbying Activity Report has now changed from “Incomplete” to “Certification required”.

6. Review the information you have entered and revise/edit as necessary. Once you are sure it is complete and accurate, click “**Done**”.

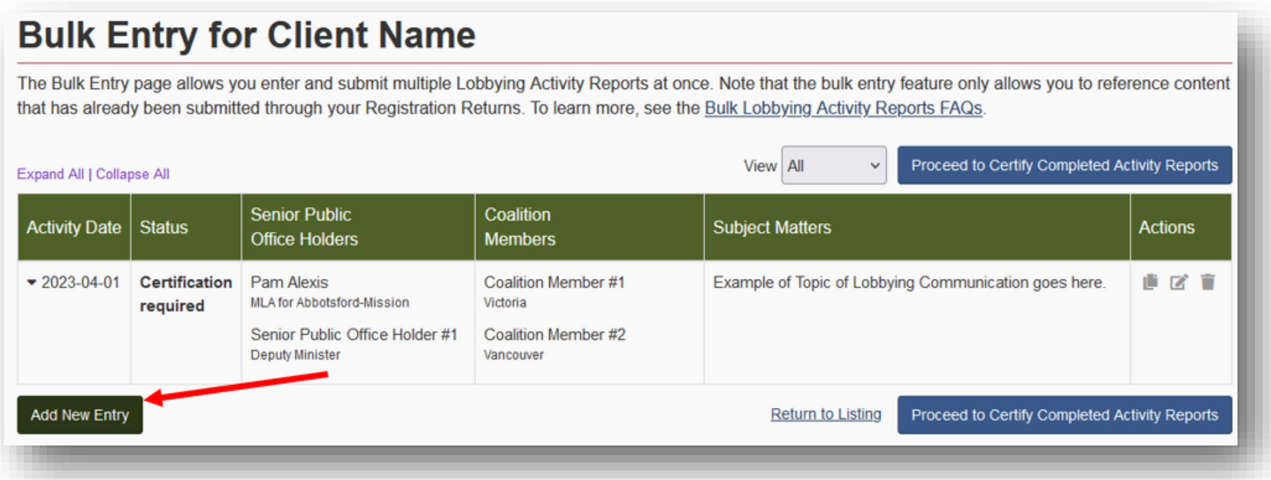


7. After clicking “Done”, you can take the following actions for the Lobbying Activity Report entry:

- To **correct** information in the Lobbying Activity Report, click the button.
- To **delete** the Lobbying Activity Report altogether, click the button.
- To **duplicate** the Lobbying Activity Report, click the button.

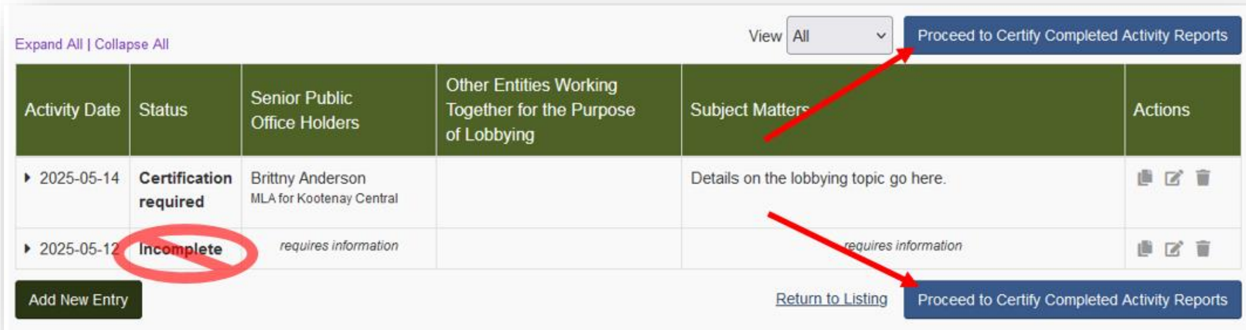


8. To add additional Lobbying Activity Reports, click "**Add New Entry**" and repeat the steps outlined above.



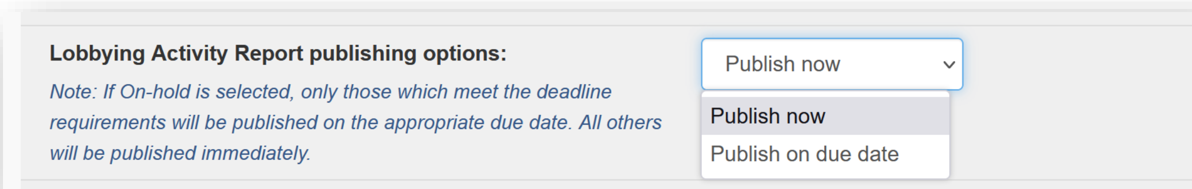
9. Once you have finished adding Lobbying Activity Reports, click "**Proceed to Certify Completed Activity Reports**".

   Note: Only the Lobbying Activity Reports with the status of "**Certification Required**" can be certified and submitted. Lobbying Activity Reports with the status of "**Incomplete**" will **<u>not</u>** be sent to the certification/submission page that follows.

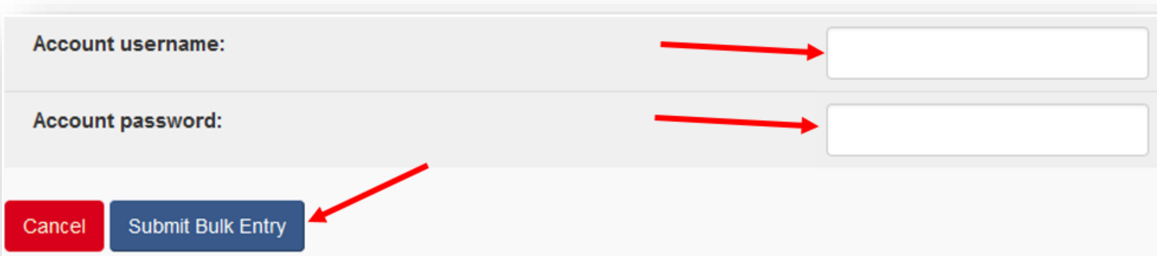


10. Check the box to certify the accuracy of the information in the Lobbying Activity Reports.

11. Choose when to publish the Lobbying Activity Reports. You can choose to publish immediately by selecting "**Publish now**." Alternatively, you can choose "**Publish on due date**" to publish on the reporting deadline.



12. Enter the Designated Filer's username and password, then click "**Submit Bulk Entry**".



For additional information on submitting Lobbying Activity Reports using the Bulk Entry method, see the Bulk Lobbying Activity Reports FAQs section at the end of this document.

ADDING NEW INFORMATION VIA A LOBBYING ACTIVITY REPORT

Subsequent Requirement to File a Registration Return Update

The Registry will permit Designated Filers and Representatives to add new lobbying topics, public agencies being lobbied, and in-house lobbyists during the process of completing a Lobbying Activity Report.

When this occurs, Designated Filers must **also** submit a **Registration Return Update** by the Monthly Return deadline to add this new information to their Registration Return.

The Registry will identify any new information added via a Lobbying Activity Report and will automatically include it in the Registration Return Update, once initiated.

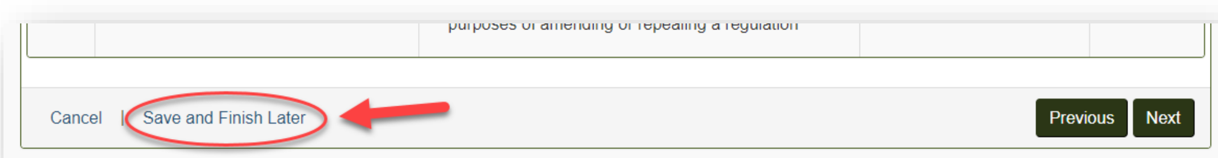
The Designated Filer will **not** have satisfied their Monthly Return obligation until such time as they have submitted the Registration Return Update that includes this new information.

SAVING AND RESUMING PARTIALLY COMPLETED LOBBYING ACTIVITY REPORTS

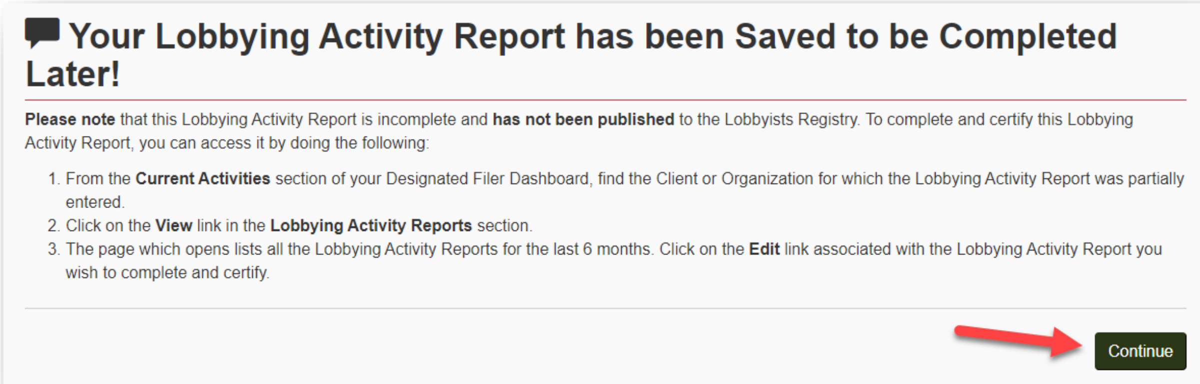
Save and Finish Later

You can save a partially completed Lobbying Activity Report and finish it later.

1. Instead of "Next", click "**Save and Finish Later**".

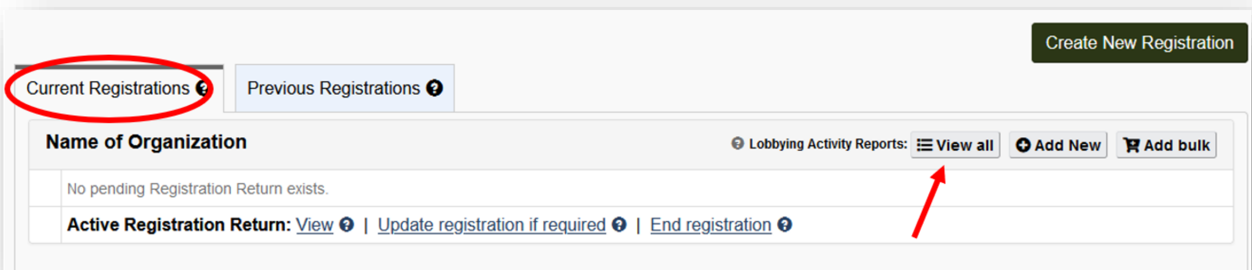


2. You will be notified that your Lobbying Activity Report has been saved but not published. Click "**Continue**" to return to your List of Lobbying Activity Reports.



Resume a Partially Completed Lobbying Activity Report

1. From the Designated Filer Dashboard, under the Current Registrations tab, locate the partially completed Lobbying Activity Report by clicking "**View all**" in the Lobbying Activity Reports section**.**

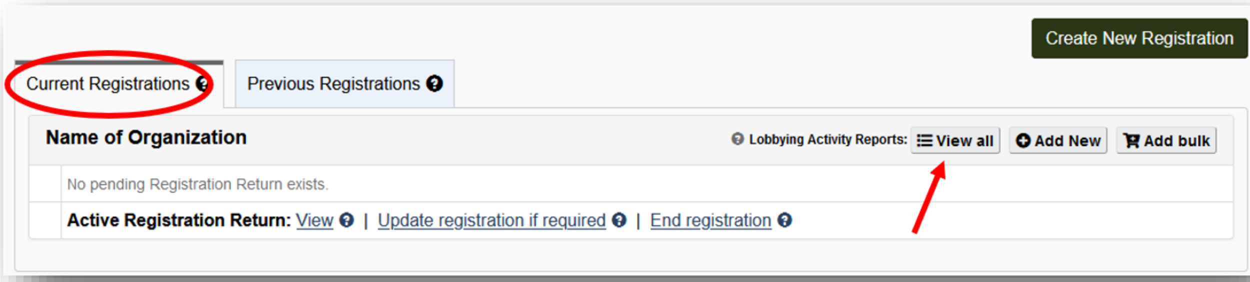


2. Locate the Lobbying Activity Report you need to complete and click "**Edit**".

3. Review the information in the Lobbying Activity Report. If it is complete and accurate, "**Certify**" the Lobbying Activity Report to submit it. The Lobbying Activity Report Confirmation screen confirms that you have successfully submitted a Lobbying Activity Report.

Delete a partially completed Lobbying Activity Report

1. From the Designated Filer Dashboard, under the Current Registrations tab, locate the partially completed Lobbying Activity Report by clicking "**View all**" in the Lobbying Activity Reports section**.**



2. Locate the Lobbying Activity Report you want to delete and click "**Delete**".

3. Confirm you wish to delete the selected Lobbying Activity Report to remove it from your list.

AMEND AND CANCEL A LOBBYING ACTIVITY REPORT

Amend a Lobbying Activity Report

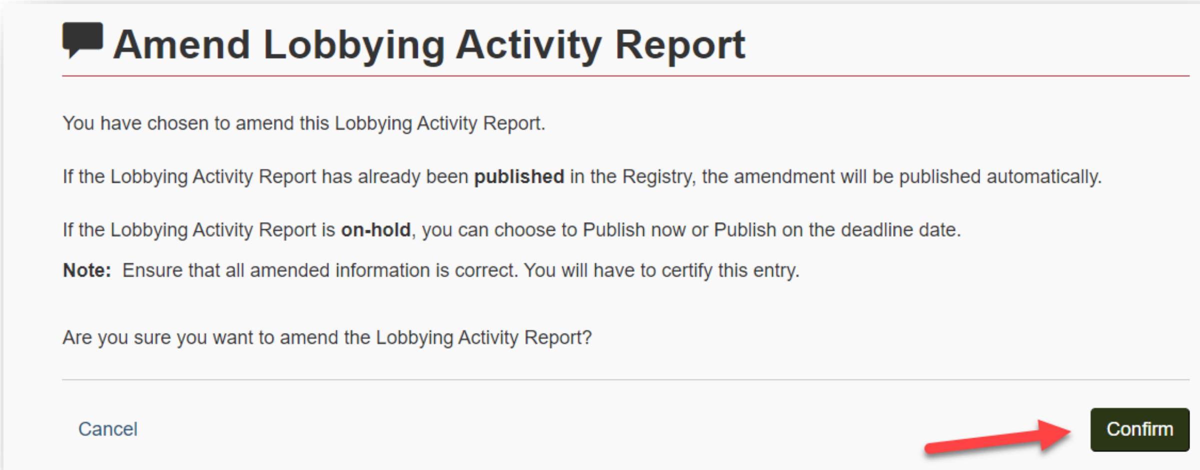
1. Go to the Lobbyists Registry sign in page and **sign in** to your account.

2. Once signed in, you'll be on the Designated Filer Dashboard. Make sure you are on the "**Current Registrations**" tab.

3. From the Designated Filer Dashboard, under the Current Registrations tab, locate the Lobbying Activity Report that requires amendment by clicking "**View all**" in the Lobbying Activity Reports section**.**

4. Locate the Lobbying Activity Report you wish to amend. Click "**Amend**" in the right-hand column.

5. Click "**Confirm**".



6. Proceed through the steps of the Lobbying Activity Report and amend the information as required.

7. Once the information has been amended, certify that the information contained is true by ticking the **check box**.

8. Explain the reason for the amendment in the space provided.

9. If the Lobbying Activity Report is currently on hold, you can choose to publish it now or continue to have it on hold by selecting the appropriate **Lobbying Activity Report publishing option**.

10. Enter the Designated Filer's username and password and click "**Certify**".

Cancel a Lobbying Activity Report

If you have submitted a Lobbying Activity Report in error, such as if the lobbying activity never took place or if it was recorded against the wrong Registration Return, you can cancel (delete) the report.

1. Go to the Lobbyists Registry sign in page and **sign in** to your account.

2. Once signed in, you'll be on the Designated Filer Dashboard. Make sure you are on the "**Current Registrations**" tab.

3. Locate the Lobbying Activity Report you wish to cancel by clicking "**View All**" in the Lobbying Activity Reports section.

4. Locate the Lobbying Activity Report you wish to cancel. Click "**Cancel**" in the right-hand column beside the correct Lobbying Activity Report.

5. If you are certain that this lobbying activity did not take place or that you are not required to report it as a lobbying activity, confirm this by ticking the **check box**. Then enter a **Reason for cancellation** in the space provided.

6. Enter the Designated Filer's username and password and click "**Certify**".

7. The Lobbying Activity Report will remain in your list but will be marked as "Cancelled" and will not be visible to the public.

VIEW AND PRINT LOBBYING ACTIVITY REPORTS

View Lobbying Activity Report for a Currently Active Registration Return

1. Go to the Lobbyists Registry sign-in page and **sign in** to your account.

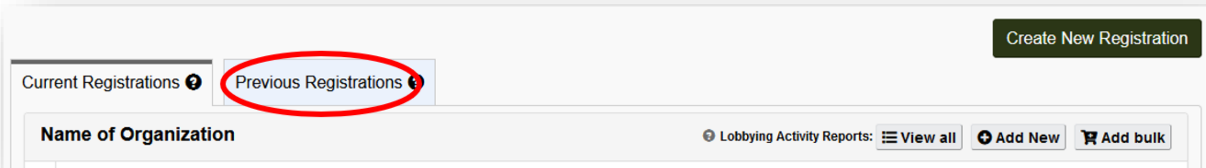
2. Once signed in, you'll be on the Designated Filer Dashboard. Click on the "**Current Registrations**" tab.

3. Locate the Registration Return that has the Lobbying Activity Report(s) that you wish to see and click "**View all**" in the Lobbying Activity Reports section.

4. Select the specific Lobbying Activity Report you wish to see and click on "**View**".

View Lobbying Activity Report on an Inactive Registration Return

1. Inactive Registration Returns can be viewed via public search or through the Previous Registrations tab on your Designated Filer Dashboard.



2. Click on the **last inactive version** of the Registration Return to load it.

3. In the Registration Return, look for the section with the Associated Lobbying Activity Reports. Click on the **hyperlinked number** of Lobbying Activity Reports.

4. Locate the Lobbying Activity Report you wish to view and click "**View Lobbying Activity Report**".

Print a Lobbying Activity Report

1. Locate the desired Lobbying Activity Report following the instructions in the sections above.

2. Once the desired Lobbying Activity Report is loaded on the screen, use your **browser's print functionality**. Usually this can be accessed via **File > Print** or by **CTRL+P**.

DESIGNATED FILER CHANGE

If the person meeting the LTA's definition of Designated Filer for an organization with an active Registration Return has changed, the person who currently meets this definition is required to complete a **Designated Filer Change** to transfer the Registration Returns, Lobbying Activity Reports and Funding Returns from the account of the previous Designated Filer to their own account.

As changing the Designated Filer is a change to the information in the Registration Return, this is part of the Monthly Return reporting obligation that must be completed by the 15th of the month following the month in which this change occurred.

For further guidance on performing a Designated Filer Change, see the section titled "Register a New Senior Officer for an Organization" in the Account Management user guide.

GETTING HELP

ORL Resources

- Getting Started – Reference Guide
- Guidance Documents
- FAQs – searchable by keyword or phrase
- Infographics

Full Length User Guides

- Registration Returns - New and Reactivations
- Funding Returns
- Account Management

Legislation

- *Lobbyists Transparency Act* (LTA)
- Lobbyists Transparency Regulation
- *Miscellaneous Statues Amendment Act, 2024* (Bill 9)

Contacting Registry Staff

- If you are unable to complete your Registration Return Update or Lobbying Activity Report, **send us an email** at info@bcorl.ca describing the steps you have taken and the problem you have encountered. Please include any relevant screen captures to help us understand your issue. Also include a **phone number** we can call if needed.

BULK LOBBYING ACTIVITY REPORTS FAQS

1. **Is the bulk entry feature replacing the single Lobbying Activity Report creation method?**
    - No. The bulk entry method is in an alternative to the single-entry Lobbying Activity Report creation method, so you will have the option to use either one.

2. **Why would I use the bulk entry method over the single-entry Lobbying Activity Report creation method?**
    - If you need to enter more than one Lobbying Activity Report, the bulk entry method will make it easier and faster to submit. Additionally, if you have similar Lobbying Activity Reports to submit, you can take advantage of the duplication feature, which allows you to copy an existing Lobbying Activity Report and then make modifications as required.

3. **What happens if I enter Lobbying Activity Reports with the bulk entry method but do not certify them right away?**
    - Uncertified Lobbying Activity Reports that are started with the bulk entry method will remain there until they are certified.
    - Additionally, you can access the uncertified Lobbying Activity Reports in the list of all Lobbying Activity Reports for your client or organization accessible from your Dashboard.

4. **Once I certify a bulk entry, where can I see the Lobbying Activity Reports?**
    - Once certified, you will continue to see the Lobbying Activity Report in the bulk listing screen till the end of that calendar day.
    - Additionally, you can always access all of your Lobbying Activity Reports in the list of all Lobbying Activity Reports for your client or organization accessible from your Dashboard, whether they were created using the bulk entry or single-entry method.

5. **Can I leave incomplete Lobbying Activity Reports in the bulk entry system to finish later?**
    - Yes. Incomplete Lobbying Activity Reports will remain in the bulk entry listing to allow you to complete and certify at a later time.

6. **I could not add a new In-house Lobbyist to a Lobbying Activity Report I created using the bulk entry method. Why?**
    - The bulk entry system does not allow you to add content that is not already in the underlying Registration Return. New content (such as a new In-house Lobbyist, Specific Topic of Lobbying Communication, new Ministries/Provincial Entities, etc.) must first be added to your underlying Registration Return, after which it will be accessible through the bulk entry method.
    - By keeping your Registration Return up to date with the latest information, you should not need to add new information through the Lobbying Activity Report submission.

7. **I could not add a new subject matter to a Lobbying Activity Report I created using the bulk entry method. Why?**
    - The bulk entry system does not allow you to add content that is not already in the underlying Registration Return. New content (such as a new In-house Lobbyist, Specific Topic of Lobbying Communication, new Ministries/Provincial Entities, etc.) must first be added to your underlying Registration Return, after which it will be accessible through the bulk entry method.
    - By keeping your Registration Return up to date with the latest information, you should not need to add new information through the Lobbying Activity Report submission.

8. **Can I use the bulk entry system to cancel or amend a certified Lobbying Activity Report I added through the bulk entry system?**
    - No, but you can always access the complete list of Lobbying Activity Reports for your client or organization by clicking the “View all” button in the Lobbying Activity Reports section of your Dashboard. Locate the target Lobbying Activity Report and click “Cancel” or “Amend” as required.