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

USER GUIDE

HOW TO REPORT GOVERNMENT FUNDING IN THE LOBBYISTS REGISTRY

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PURPOSE OF THIS USER GUIDE

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.

This user guide outlines key considerations for lobbyists when declaring government funding in the Lobbyists Registry.

GUIDANCE FOR LOBBYISTS

The *Lobbyists Transparency Act* (LTA) requires Designated Filers to provide information in their Registration Return about government funding **received and/or requested** by their organization (in the case of in-house lobbyists) or client (in the case of consultant lobbyists) from any government, government agency, or Provincial entity in the preceding 12-month period. This includes funding requested and/or received from any Canadian or foreign governments, including any municipal, provincial, federal, territorial, regional, or state government, as well as funding from any government agency or Provincial entity.

REQUIREMENTS TO DECLARE GOVERNMENT FUNDING

Designated Filers are required to declare the following information in their Registration Return regarding **all** government funding requested and/or received within the preceding 12 months:

- the name of the government, government agency or Provincial entity from which the funding has been requested and/or received;

- the amount of funding requested and/or received; AND

- the date(s) on which the funding was requested and/or received.

DEADLINES FOR REPORTING GOVERNMENT FUNDING

Government funding is reported in the Registry as part of a Registration Return.

The LTA includes the following deadlines for the various types of Registration Return submissions:

New Registration Return

The deadline for submitting a **New Registration Return** (where no Registration Return has previously been submitted) is **no later than 10 days after completing the first lobbying activity**.

As part of preparing a New Registration Return, the Registry will prompt the Designated Filer to enter any government funding requested and/or received within the 12-month period preceding the date of the first lobbying activity.

Registration Return Reactivation

The deadline for submitting a **Registration Return Reactivation** (where a previous Registration Return has become inactive but lobbying has resumed) is **no later than 10 days after resuming lobbing activity.**

As part of preparing a Registration Return Reactivation, the Registry will prompt the Designated Filer to enter any government funding requested and/or received within the 12-month period preceding the date lobbying activity resumed.

Registration Return Update (Part of the Monthly Return Requirement)

The deadline for submitting a **Registration Return Update** (where an Active Registration Return exists) is no later than the **15th of the month following the month in which any of the information in the Registration Return has changed**. Such "changes" to the information in a Registration Return include any government funding requests made and/or any government funding received.

For guidance on creating and managing Registration Returns, please refer to the following guidance documents:

- [Organization Registration Returns](#)
- [Consultant Lobbyist Registration Returns](#)

ENTERING GOVERNMENT FUNDING IN THE REGISTRATION RETURN

Government funding is reported in a Registration Return at "**Step 5 of 7: Government Funding Information**".

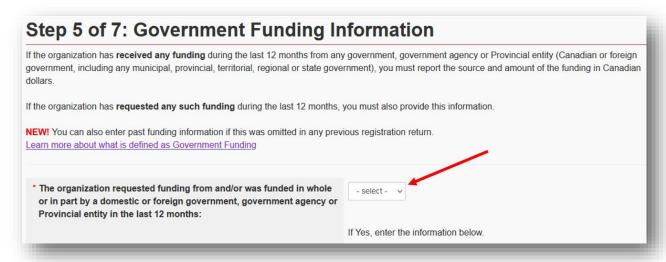| General Tips |
|---|
| If your client or organization requested government funding, you must create a **separate** "Requested Government Funding" entry for each government funding request made, even if more than one request was made to the same government entity.

You must report **all** government funding requests made, regardless of whether funding was received as a result of the request.

If your client or organization received government funding as a result of a request, you must create entries in **both** the "Requested Government Funding" AND "Received Government Funding" sections, as these are separate events that must be reported independently. |

Follow these steps to report government funding in your Registration Return:

1. You can get to "**Step 5 of 7: Government Funding Information**" in two ways:

    -   The Registry may take you step-by-step through the required information-gathering "Steps". This is typically the case when preparing a New Registration Return. After completing "Step 4" and clicking "Save and Continue", the Registry will take you to the "**Step 5 of 7: Government Funding Information**" section.

    -   Alternatively, from the Registration Summary page, you can scroll down to the "**Government Funding Information**" banner and click the "Edit" button.
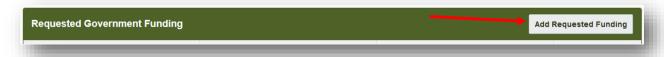
2. In "**Step 5 of 7: Government Funding Information"**, you will need to declare whether your client or organization requested or received government funding in the last 12 months:

Step 5 of 7: Government Funding Information

If the organization has **received any funding** during the last 12 months from any government, government agency or Provincial entity (Canadian or foreign government, including any municipal, provincial, territorial, regional or state government), you must report the source and amount of the funding in Canadian dollars.

If the organization has **requested any such funding** during the last 12 months, you must also provide this information.

NEW! You can also enter past funding information if this was omitted in any previous registration return.
Learn more about what is defined as Government Funding

* The organization requested funding from and/or was funded in whole or in part by a domestic or foreign government, government agency or Provincial entity in the last 12 months:

- select -

If Yes, enter the information below.

3. <u>To Add a "Requested Government Funding" Entry</u>:

   Click "Add Requested Funding".

   Requested Government Funding   Add Requested Funding
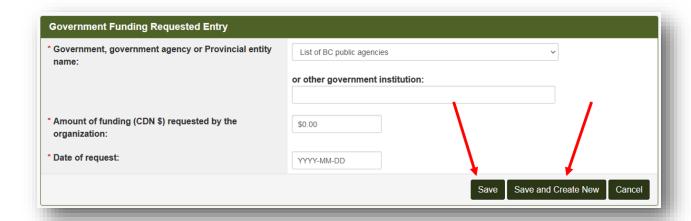
   You will be prompted to provide the following information:

   - the name of the BC government, government agency or Provincial entity that your client or organization requested funding from; **OR** the name of the other government institution your client or organization requested funding from;

   - the amount of the funding requested; and

   - the date on which the funding was requested.

   If you have additional "Requested Government Funding" entries to create, click "Save and Create New" and repeat this process until all required "Requested Government Funding" entries have been created.

   Otherwise, click "Save" to create this entry and return to the "**Step 5: Government Funding Information**" page.

4. To Add a "Received Government Funding" Entry:
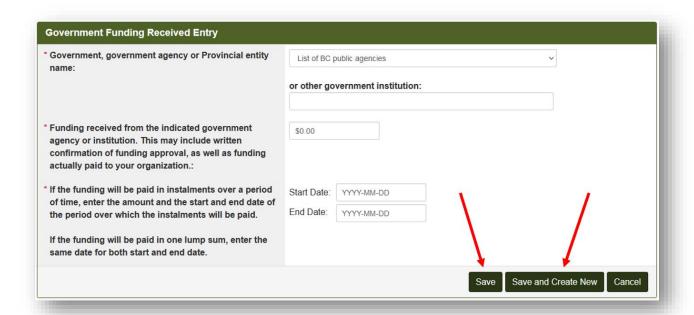
Click "Add Received Funding".

You will be prompted to provide the following information:

- the name of the BC government, government agency or Provincial entity that your client or organization received funding from; **OR** the name of the other government institution your client or organization received funding from;

- the amount of the funding received;

- regardless of whether you declare your funding as a one-time funding event or as funding received over a period of time, you must enter the start and end dates of the funding

  ➢ if you declare **one-time funding**, you will enter the same date for both the start and end date.

If you have additional "Received Government Funding" entries to create, click "Save and Create New" and repeat this process until all required "Received Government Funding" entries have been created.

Otherwise, click "Save" to create this entry and return to the "**Step 5: Government Funding Information**" page.

5. When back at the "**Step 5: Government Funding Information**" page, review all of the funding entries you have created.

    If you see information in a new entry that requires correction, click the "Edit" button for that entry and revise as necessary.
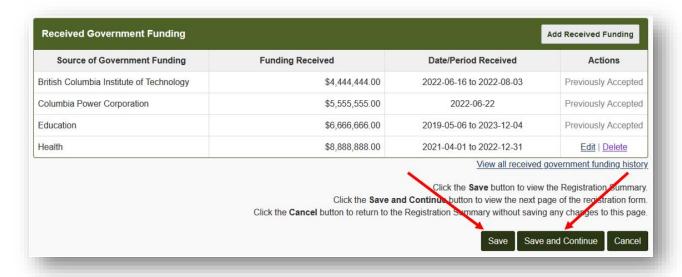

    Remember to click "Save" after you have made the revisions.

<table>
<tr><td colspan="2" align="center">**Note on previously activated entries**</td></tr>
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Note on previously activated entries
You will only be able to "Edit" new entries. Entries that were part of a previously activated Registration Return can no longer be edited here. You will see the text "Previously Accepted" beside such entries (see the section titled "CORRECTING OMISSIONS AND ERRORS TO GOVERNMENT FUNDING" below for instructions on how to request corrections to "Previously Accepted" entries).

6. Once finished, click "Save" to return to the Registration Summary page, or "Save and Continue" to go to Step 6 of 7.

Back on the Registration Summary page, ensure no other sections require any updates. Once all updates are complete, scroll to the bottom of the page and click "Proceed to Certification" to Certify and Submit your Registration Return:
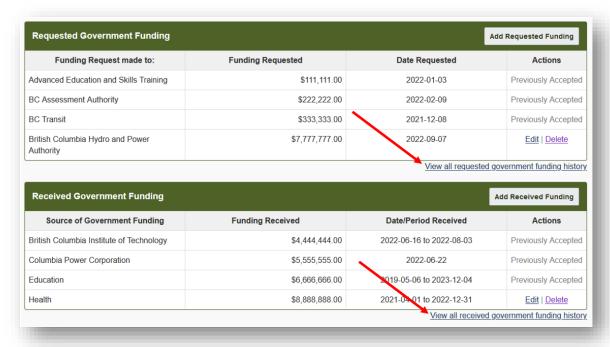

VIEW ALL GOVERNMENT FUNDING HISTORY

Government funding entries that are over the 12-month threshold will be automatically archived when filers Update or Reactivate their Registration Return. Filers will no longer need to manually remove "old" government funding entries when performing an Update or Reactivation of their Registration Return.

The Registry allows the ability to view a comprehensive history of all "Requested Government Funding" and "Received Government Funding" entries that were included in all Registration Returns for a client or organization submitted on or after May 4, 2020 (when the LTA came into force).

To view the comprehensive government funding history, click either "View all requested government funding history" or "View all received government funding history".

CORRECTING OMISSIONS AND ERRORS TO GOVERNMENT FUNDING

Omissions

Filers are able to enter government funding that they may have missed in prior Registration submissions, even if these government funding events are currently over the preceding 12-month threshold.

Follow the step-by-step instructions outlined in the section ENTERING GOVERNMENT FUNDING IN THE REGISTRATION RETURN to enter any such outstanding government funding entries.

Errors

The Registry will not permit a Designated Filer or Representative to make corrections to, or delete, government funding entries that were submitted as part of a previously activated Registration Return. Such entries are marked as "Previously Accepted" and no longer have the "Edit" or "Delete" buttons available.

If you see a government funding entry in your Registration Return that requires correction or deletion, please email Registry Staff at info@bcorl.ca for assistance and provide the following:

- Identify which entry requires correction or deletion. Include a screenshot of your Registration Return that includes this entry if possible.

- For corrections, identify which part or parts of the entry requires correction.

- Specify what information you believe the entry should include when corrected.

- Provide the reason for requiring the correction or deletion (e.g., "Redundant entry", "Inaccurate information", etc.).

ADDITIONAL RESOURCES AND GETTING HELP

- Government Funding - Guidance Document

- Getting Started - Reference Guide

- Additional LTA Guidance Documents

- Frequently Asked Questions

Contacting Registry Staff

If you have any questions about or need assistance with reporting government funding, **send us an email** at info@bcorl.ca. Please include a **phone number** we can call if needed.