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

GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY USER GUIDE: FUNDING RETURNS

May 27, 2025

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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 lobbyist.

This user guide provides an overview of the **Funding Return** requirements for consultant lobbyists and organizations with active Registration Returns in the BC Lobbyists Registry. It provides step-by-step directions on creating, reviewing, editing and submitting Funding Returns.

Introduction

Amendments to the *Lobbyists Transparency Act* ("LTA") introduced through the *Miscellaneous Statues Amendment Act, 2024* (Bill 9) came into force on May 27, 2025.

As part of these amendments, Designated Filers with an active Registration Return must now submit a **Funding Return** if their organization or client **receives**[1] 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.

For guidance on what is considered government funding for the purposes of the LTA, please see our Government Funding guidance document.

Funding Return Deadlines

The deadline to submit a Funding Return is no later than three months and 15 days following the month in which the government funding was received. Please see the table below:

[1] Designated Filers are **no longer** required to report government funding **requested** by their organization or client.

Month funding is received	Funding Return deadline
January	May 15th
February	June 15th
March	July 15th
April	August 15th
May	September 15th
June	October 15th
July	November 15th
August	December 15th
September	January 15th
October	February 15th
November	March 15th
December	April 15th

Note that Designated Filers are not required to wait until the Funding Return deadline to report received government funding, and a Funding Return may contain entries for government funding from more than one month.

Funding Received Before Lobbying Started or Resumed

When creating a **new** Registration Return or when **reactivating** a previously ended Registration Return, Designated Filers are required to report government funding received by their organization or client in the 12-month period that predates when lobbying began or resumed. Government funding received by the organization or client in this preceding 12-month period is to be added directly into the new or reactivated Registration Return at the time it is created.

CREATE A NEW FUNDING RETURN

Each time a Designated Filer is required to report government funding received by their organization or client, the Designated Filer must create a new Funding Return by following the process set out below:

Sign In to the Designated Filer's Account

1. Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account.

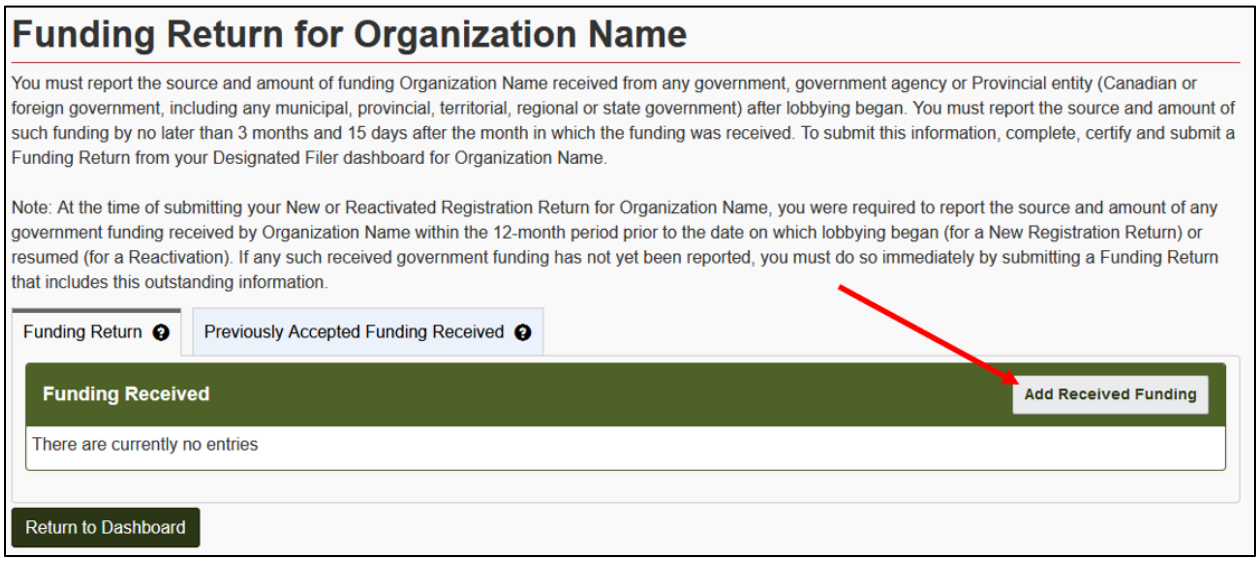
Create New Funding Return

2. The "**Current Registrations**" tab should open by default. If it doesn't, select it.

3. Locate the organization or client you intend to create a new Funding Return for and click "**Create**".

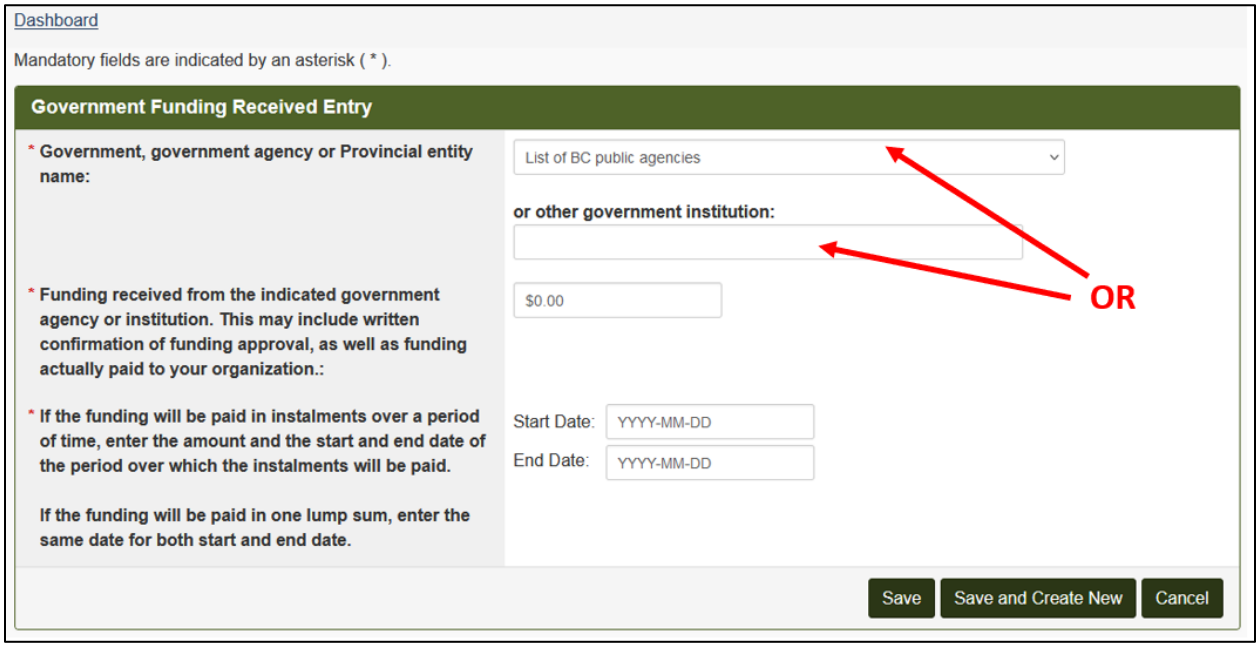
Add Received Funding Entries

4. Click "**Add Received Funding**".



5. If the funding was received from the **BC Government, government agency or Provincial entity**, select it from the **drop-down list**.

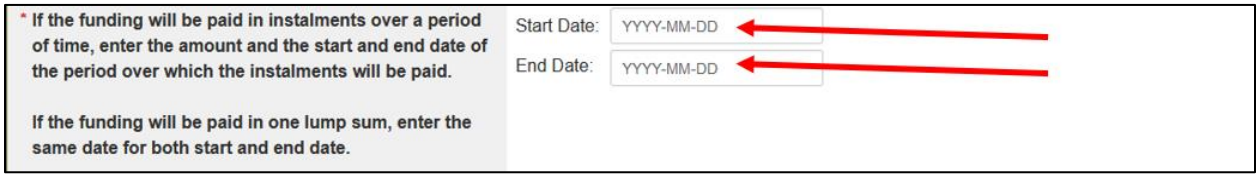
If the organization received funding from **another level of government**, type the name in the **"or other government institution"** field.



6. Enter the **amount** of funding received by the organization. Funding "received" may include written confirmation of funding approval and/or funding actually paid to the organization.

7. If you are declaring the total amount of funding received over **a period of time**, enter the start and end date of the funding period.

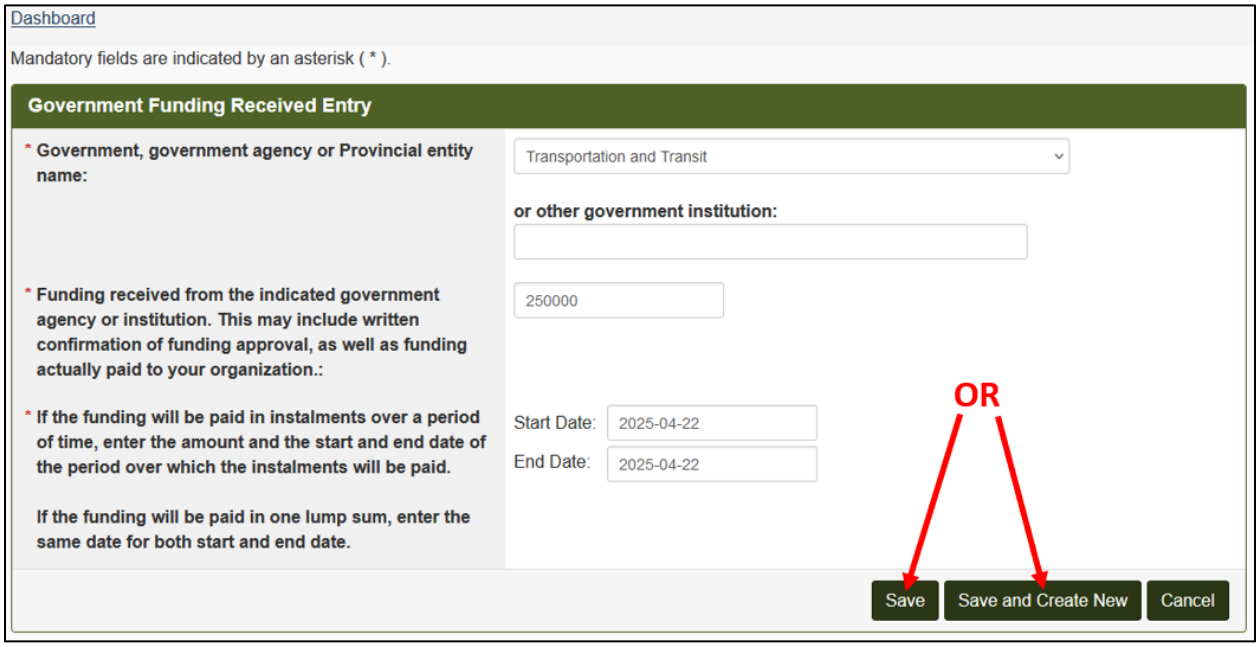
   If you are declaring **one-time funding**, enter the **same date** in the start date and end date fields.



8. Review this entry to ensure all of the details entered are correct.

If there are additional Funding Received entries you need to enter, click "**Save and Create New**" to add this entry and create another one.

If this is the only (or final) Funding Received entry you need to enter at this time, click "**Save**".

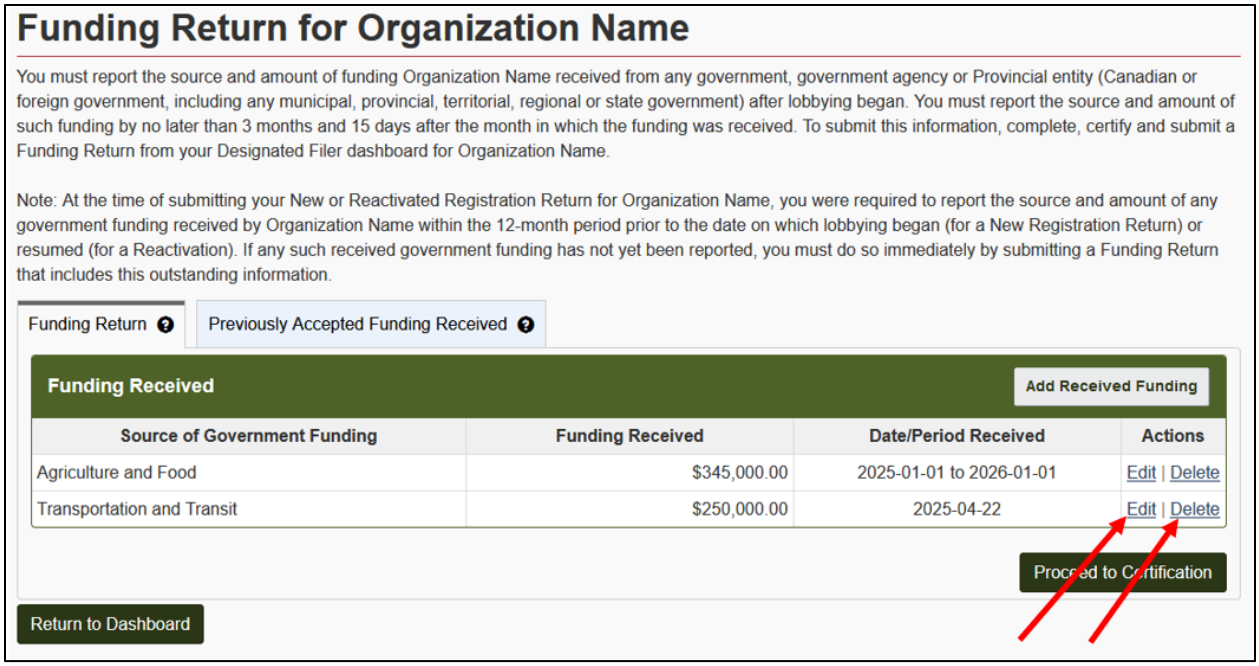


Review Funding Return

9. From the Funding Return summary page, review the new Funding Received entries to ensure all the details entered are correct.

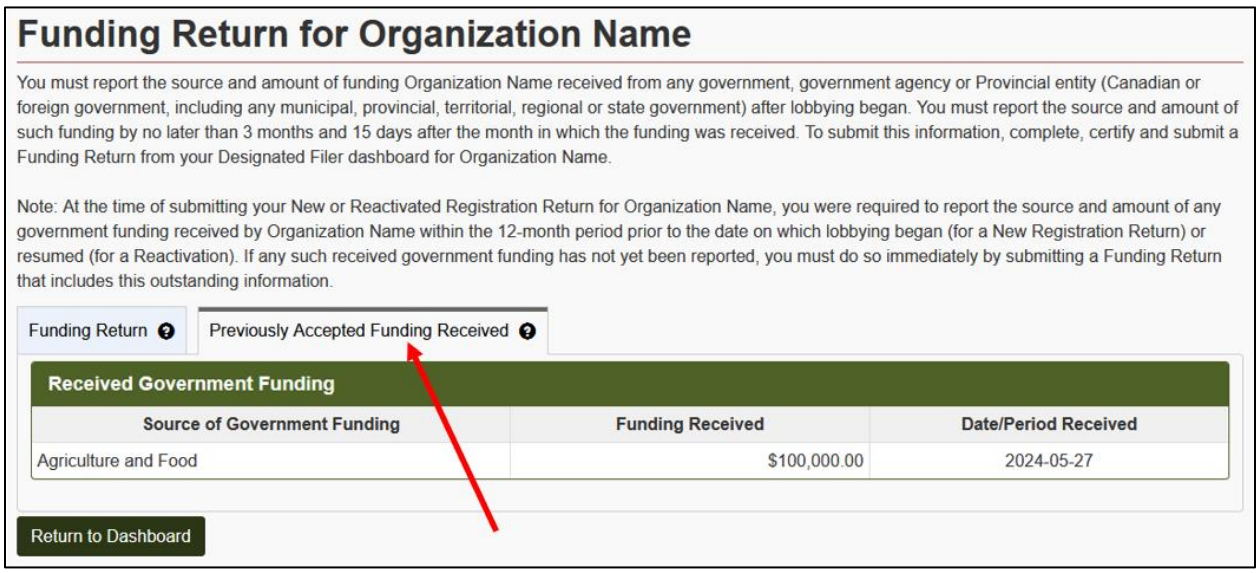
   If any of the details are incorrect, click the "**Edit**" button for the entry that requires correction.

   If an entry was made in error and needs to be removed in its entirety, click the "**Delete**" button for that entry.



Review Previously Accepted Funding Entries

10. Prior to certifying and submitting the Funding Return, you can review Funding Received entries that were <u>previously</u> submitted by clicking the "**Previously Accepted Funding Received**" tab.

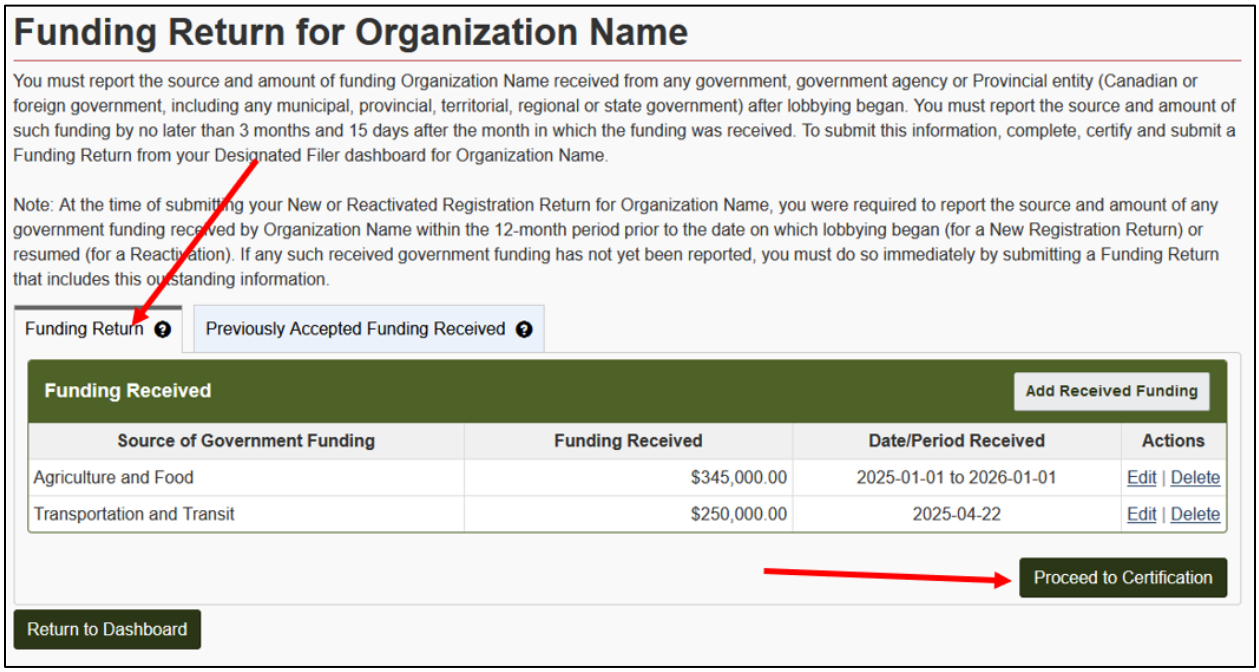


We strongly recommend that you review previously submitted Funding Received entries to avoid accidental duplication.

Correcting Previously-Submitted Funding Received Entries
Designated Filers are **not** able to make corrections to previously submitted Funding Received entries on their own. If an entry requires correction, email info@bcorl.ca to request that Registry staff make the correction on your behalf. Provide these details: which entry requires correction, what information must be changed, and the reason for the change.

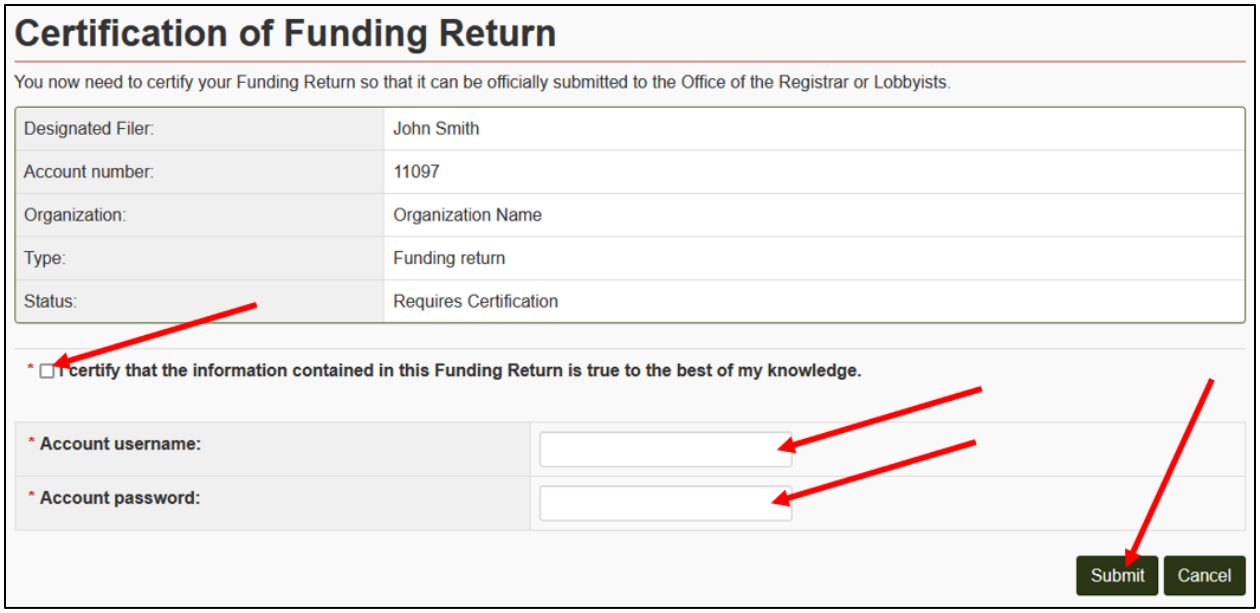
Certify and Submit Funding Return

11. Once you have reviewed all new Funding Received entries and are certain the information is complete and correct, click the "**Proceed to Certification**" button from within the "**Funding Return**" tab.



12. On the "Certification of Funding Return" page, **check the box** stating: "I certify that the information contained in this Funding Return is true to the best of my knowledge."

    Enter your **account username** and **password**, then click "**Submit**".



13. You will be directed back to your Designated Filer Dashboard, where you will see that your Funding Return has been submitted.

You can click "Submitted" to view the Funding Return you have submitted.

Note that you are <u>not</u> able to make any changes to a Funding Return in this "Submitted" stage.

If you discover that your Funding Return requires correction at this stage, email info@bcorl.ca to request that your Funding Return be sent back for correction.

14. Registry staff will review the submitted Funding Return.

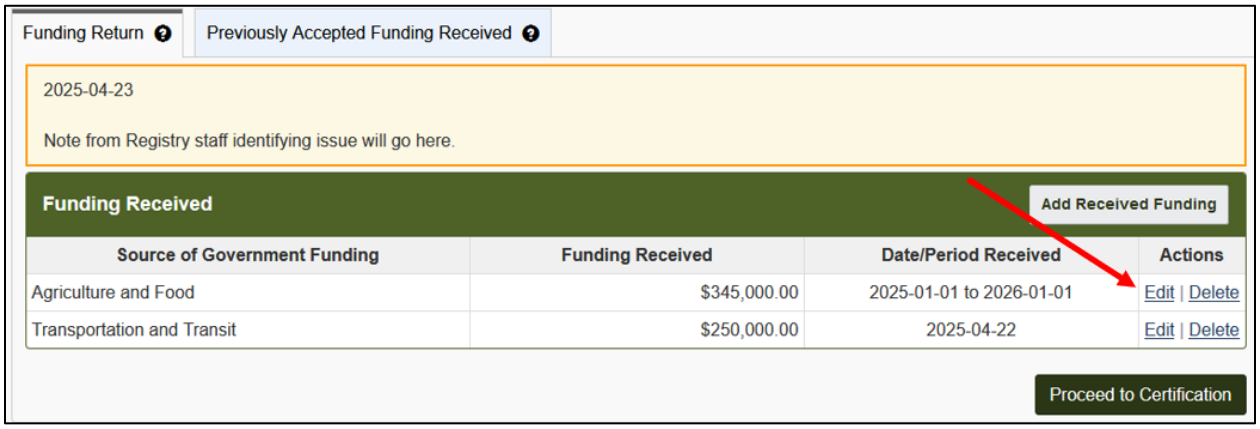
    If no corrections are required, you will receive an automated email from the Registry advising that your Funding Return has been activated.

Correction Required

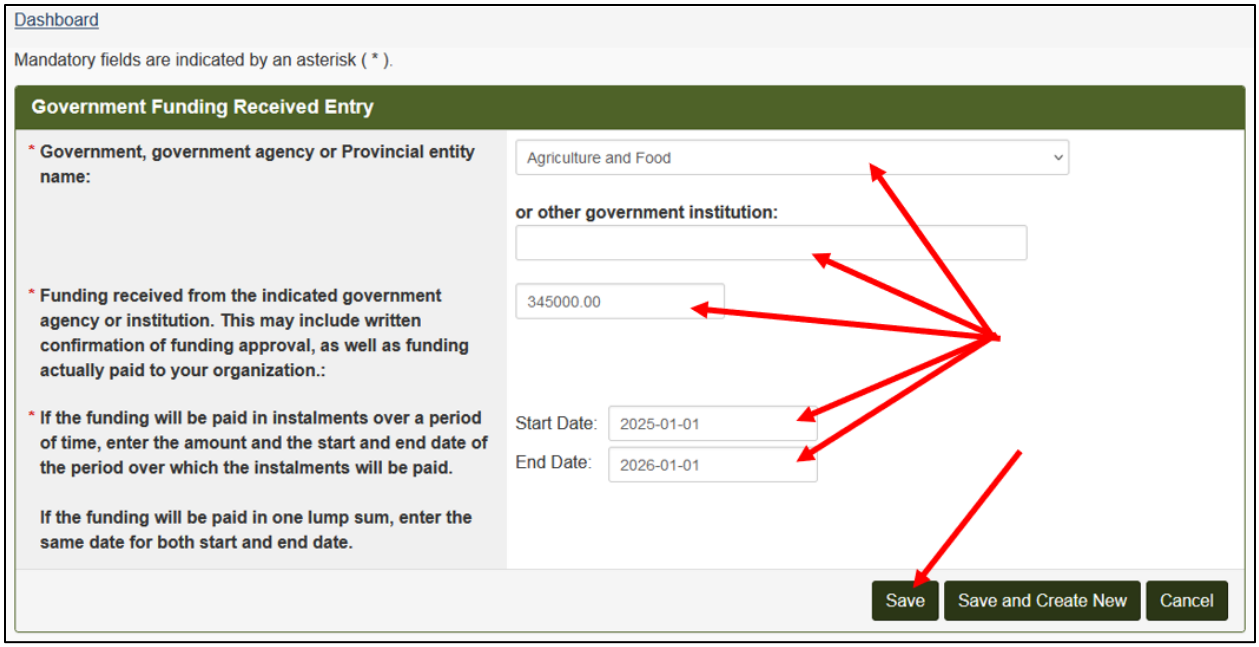
If Registry staff identify that one or more corrections are required to your Funding Return, it will be sent back for correction. Registry staff will send an accompanying email advising of the specific issues that require correction.

15. If your Funding Return has been sent back for correction, click the "**Correction Required**" button.

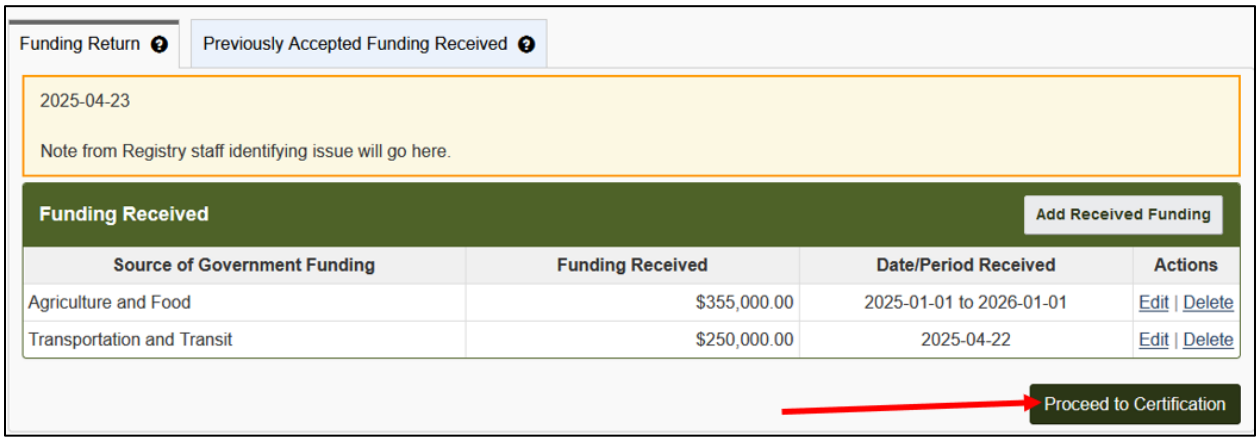
16. Click the "**Edit**" button beside the Funding Received entry that requires correction.



17. Make the required correction(s), then click "**Save**".

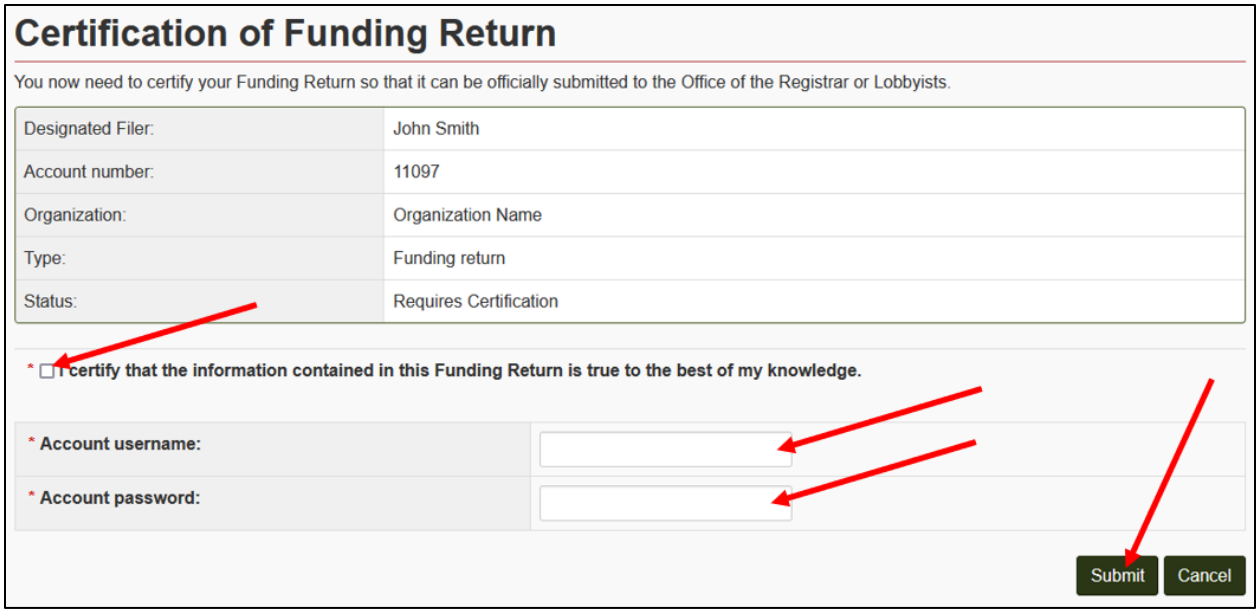


18. Once all necessary corrections have been made, click "**Proceed to Certification**".



19. On the "Certification of Funding Return" page, **click the box** stating, "I certify that the information contained in this Funding Return is true to the best of my knowledge".

    Enter your **account username** and **password**, then click "**Submit**".



20. Registry staff will review the submitted Funding Return again.

    If no further corrections are required, you will receive an automated email from the Registry advising that your Funding Return has been activated.

PREVIOUSLY SUBMITTED FUNDING ENTRIES

Before creating a new Funding Return, Designated Filers are encouraged to review all of the previously submitted Funding Received entries for their organization or client to ensure they do not create duplicate entries.

Previously submitted Funding Received entries can be accessed by viewing the active version of the Registration Return for their organization or client.

Sign In to the Designated Filer's Account

1. Go to the Lobbyists Registry sign-in page https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn and **Sign in** to your account.

View Active Registration Return

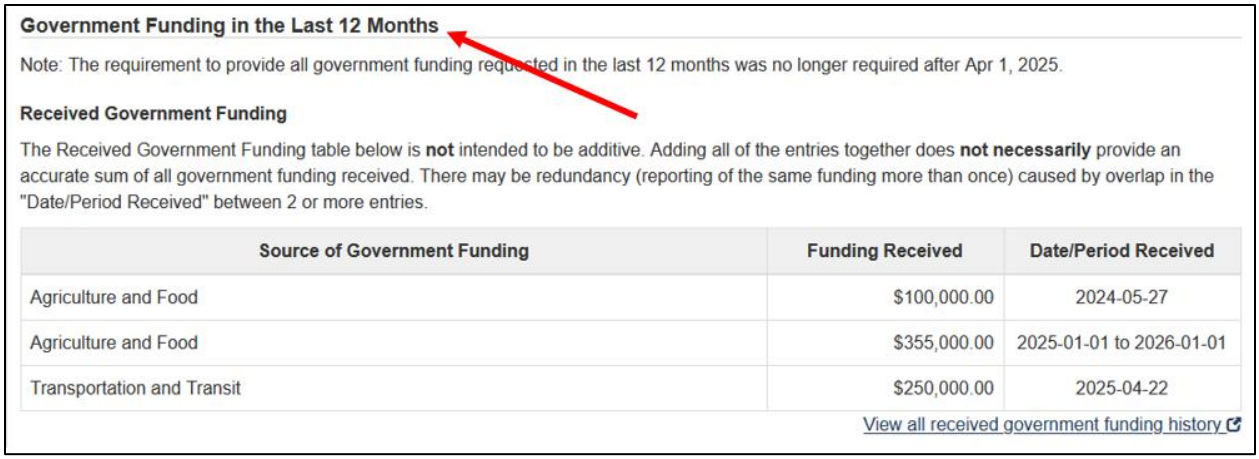
2. The "**Current Registrations**" tab should open by default. If it doesn't, select it.

   Click the "**View**" button for the Active Registration Return.

Locate Government Funding Section

3. Open the "**Organization Details**" tab.

4. Scroll down to locate the section titled "**Government Funding in the Last 12 Months**". This will show you the previously submitted entries for government funding received in the last 12 months.



Government Funding in the Last 12 Months

Note: The requirement to provide all government funding requested in the last 12 months was no longer required after Apr 1, 2025.

Received Government Funding

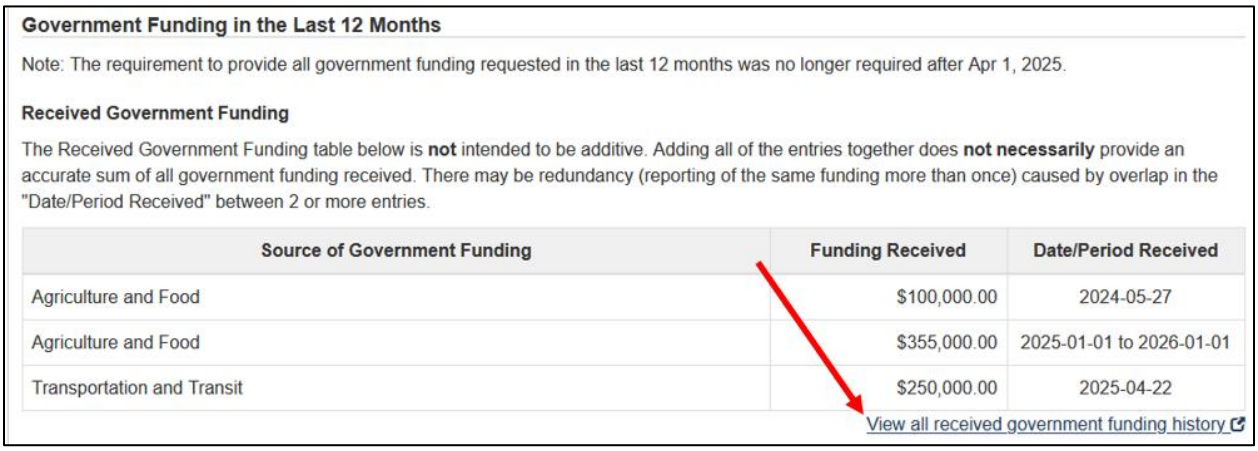
The Received Government Funding table below is **not** intended to be additive. Adding all of the entries together does **not necessarily** provide an accurate sum of all government funding received. There may be redundancy (reporting of the same funding more than once) caused by overlap in the "Date/Period Received" between 2 or more entries.

Source of Government Funding	Funding Received	Date/Period Received
Agriculture and Food	$100,000.00	2024-05-27
Agriculture and Food	$355,000.00	2025-01-01 to 2026-01-01
Transportation and Transit	$250,000.00	2025-04-22

View all received government funding history

Government Funding Received Report

5. To view **all** previously submitted Funding Received entries, not just those for government funding received within the last 12 months, click on "**View all received government funding history**" to open the "Government Funding Received Report".



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Agriculture and Food	$355,000.00	2025-01-01 to 2026-01-01
Transportation and Transit	$250,000.00	2025-04-22

View all received government funding history

6. *Optional*: Designated Filers can click the "**Export**" button to download an .xls file that includes all of the Funding Received entries included in the Government Funding Received Report.

Government Funding Received Report - Organization Name

Registration type: **Organization** Registration number: **11097-5909**
Funding received: **2019-05-04 to 2026-04-24**

The Received Government Funding table below is **not** intended to be additive. Adding all of the entries together does **not necessarily** provide an accurate sum of all government funding received. There may be redundancy (reporting of the same funding more than once) caused by overlap in the "Date/Period Received" between 2 or more entries.

Filter items Show 100 entries

Source of Government Funding	Funding Received	Date/Period Received
Transportation and Transit	$250,000.00	2025-04-22
Agriculture and Food	$355,000.00	2025-01-01 to 2026-01-01
Agriculture and Food	$100,000.00	2024-05-27

1

Export

GETTING HELP

ORL Resources

- Guidance Documents
- FAQs – searchable by keyword or phrase
- Infographics

Legislation

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

Contacting Registry Staff

Email ORL staff at info@bcorl.ca if you have any questions about the Funding Return obligations or for assistance creating a Funding Return.