



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 Statutes 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 receives¹ 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 15 th
February	June 15 th
March	July 15 th
April	August 15 th
May	September 15 th
June	October 15 th
July	November 15 th
August	December 15 th
September	January 15 th
October	February 15 th
November	March 15 th
December	April 15 th

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.



Current Registrations [?](#) Previous Registrations [?](#)

Organization Name Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

Funding Return: [Create](#)

No pending Registration Return exists.

Active Registration Return: [View](#) [?](#) | [Update registration if required](#) [?](#) | [End registration](#) [?](#)

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



Current Registrations [?](#) Previous Registrations [?](#)

Organization Name Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

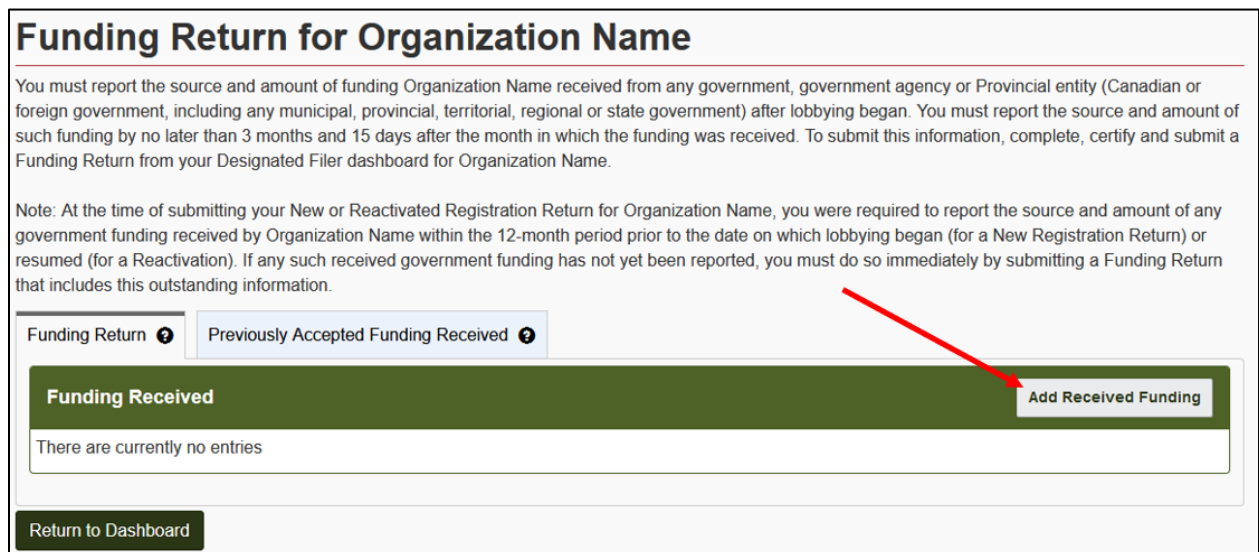
Funding Return: [Create](#)

No pending Registration Return exists.

Active Registration Return: [View](#) [?](#) | [Update registration if required](#) [?](#) | [End registration](#) [?](#)

Add Received Funding Entries

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



Funding Return for Organization Name

You must report the source and amount of funding Organization Name received from any government, government agency or Provincial entity (Canadian or foreign government, including any municipal, provincial, territorial, regional or state government) after lobbying began. You must report the source and amount of such funding by no later than 3 months and 15 days after the month in which the funding was received. To submit this information, complete, certify and submit a Funding Return from your Designated Filer dashboard for Organization Name.

Note: At the time of submitting your New or Reactivated Registration Return for Organization Name, you were required to report the source and amount of any government funding received by Organization Name within the 12-month period prior to the date on which lobbying began (for a New Registration Return) or resumed (for a Reactivation). If any such received government funding has not yet been reported, you must do so immediately by submitting a Funding Return that includes this outstanding information.

Funding Return [?](#) Previously Accepted Funding Received [?](#)

Funding Received [Add Received Funding](#)

There are currently no entries

[Return to Dashboard](#)

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.

[Dashboard](#)

Mandatory fields are indicated by an asterisk (*).

Government Funding Received Entry

* Government, government agency or Provincial entity name:

List of BC public agencies

or other government institution:

\$0.00

* Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:

* If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date: YYYY-MM-DD

End Date: YYYY-MM-DD

If the funding will be paid in one lump sum, enter the same date for both start and end date.

Save Save and Create New Cancel

- 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.

* Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:

\$0.00

- 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.

* If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date: YYYY-MM-DD

End Date: YYYY-MM-DD

If the funding will be paid in one lump sum, enter the same date for both start and end date.

- 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**”.

Dashboard

Mandatory fields are indicated by an asterisk (*).

Government Funding Received Entry

* Government, government agency or Provincial entity name:

or other government institution:

* Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:

* If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date:

End Date:

If the funding will be paid in one lump sum, enter the same date for both start and end date.

OR

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.

Funding Return for Organization Name

You must report the source and amount of funding Organization Name received from any government, government agency or Provincial entity (Canadian or foreign government, including any municipal, provincial, territorial, regional or state government) after lobbying began. You must report the source and amount of such funding by no later than 3 months and 15 days after the month in which the funding was received. To submit this information, complete, certify and submit a Funding Return from your Designated Filer dashboard for Organization Name.

Note: At the time of submitting your New or Reactivated Registration Return for Organization Name, you were required to report the source and amount of any government funding received by Organization Name within the 12-month period prior to the date on which lobbying began (for a New Registration Return) or resumed (for a Reactivation). If any such received government funding has not yet been reported, you must do so immediately by submitting a Funding Return that includes this outstanding information.

Funding Return ?

Previously Accepted Funding Received ?

Funding Received

Add Received Funding

Source of Government Funding	Funding Received	Date/Period Received	Actions
Agriculture and Food	\$345,000.00	2025-01-01 to 2026-01-01	Edit Delete
Transportation and Transit	\$250,000.00	2025-04-22	Edit Delete

Return to Dashboard

Proceed to Certification

Review Previously Accepted Funding Entries

10. Prior to certifying and submitting the Funding Return, you can review Funding Received entries that were previously submitted by clicking the “**Previously Accepted Funding Received**” tab.

Funding Return for Organization Name

You must report the source and amount of funding Organization Name received from any government, government agency or Provincial entity (Canadian or foreign government, including any municipal, provincial, territorial, regional or state government) after lobbying began. You must report the source and amount of such funding by no later than 3 months and 15 days after the month in which the funding was received. To submit this information, complete, certify and submit a Funding Return from your Designated Filer dashboard for Organization Name.

Note: At the time of submitting your New or Reactivated Registration Return for Organization Name, you were required to report the source and amount of any government funding received by Organization Name within the 12-month period prior to the date on which lobbying began (for a New Registration Return) or resumed (for a Reactivation). If any such received government funding has not yet been reported, you must do so immediately by submitting a Funding Return that includes this outstanding information.

Funding Return ?

Previously Accepted Funding Received ?

Received Government Funding

Source of Government Funding	Funding Received	Date/Period Received
Agriculture and Food	\$100,000.00	2024-05-27

Return to Dashboard

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

- 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.

Funding Return for Organization Name

You must report the source and amount of funding Organization Name received from any government, government agency or Provincial entity (Canadian or foreign government, including any municipal, provincial, territorial, regional or state government) after lobbying began. You must report the source and amount of such funding by no later than 3 months and 15 days after the month in which the funding was received. To submit this information, complete, certify and submit a Funding Return from your Designated Filer dashboard for Organization Name.

Note: At the time of submitting your New or Reactivated Registration Return for Organization Name, you were required to report the source and amount of any government funding received by Organization Name within the 12-month period prior to the date on which lobbying began (for a New Registration Return) or resumed (for a Reactivation). If any such received government funding has not yet been reported, you must do so immediately by submitting a Funding Return that includes this outstanding information.

Funding Return ?

Previously Accepted Funding Received ?

Funding Received

Add Received Funding

Source of Government Funding	Funding Received	Date/Period Received	Actions
Agriculture and Food	\$345,000.00	2025-01-01 to 2026-01-01	Edit Delete
Transportation and Transit	\$250,000.00	2025-04-22	Edit Delete

Return to Dashboard

Proceed to Certification

- 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”**.

Certification of Funding Return

You now need to certify your Funding Return so that it can be officially submitted to the Office of the Registrar or Lobbyists.

Designated Filer:	John Smith
Account number:	11097
Organization:	Organization Name
Type:	Funding return
Status:	Requires Certification

* ☐ I certify that the information contained in this Funding Return is true to the best of my knowledge.

* Account username:

* Account password:

Submit **Cancel**

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

Current Registrations ? Previous Registrations ?

Organization Name ⓘ Lobbying Activity Reports: [View all](#) [Add New](#) [Add bulk](#)

Funding Return: [Submitted](#) | [Delete](#)

No pending Registration Return exists.

Active Registration Return: [View](#) ⓘ | [Update registration if required](#) ⓘ | [End registration](#) ⓘ

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

Note that you are not 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.

- If your Funding Return has been sent back for correction, click the **“Correction Required”** button.



Current Registrations ? Previous Registrations ?

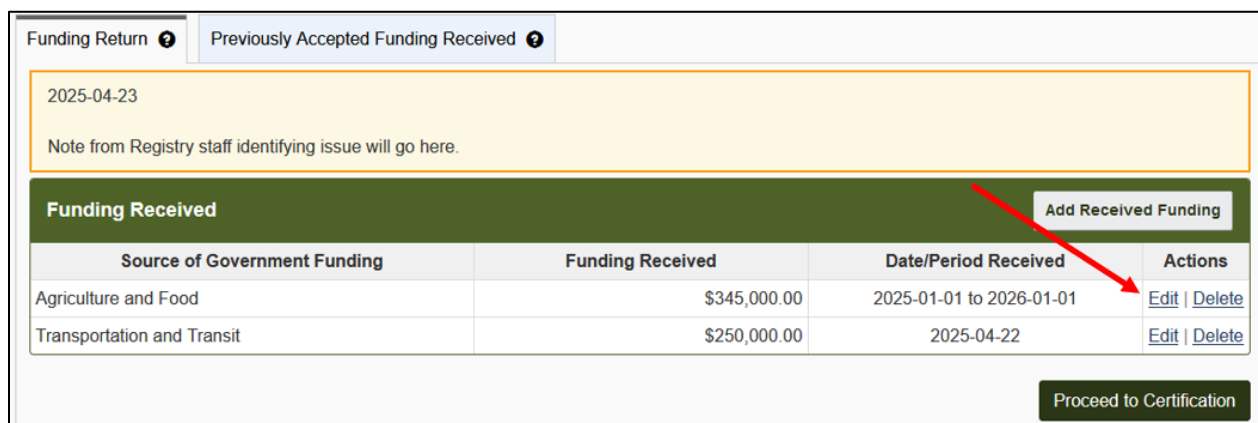
Organization Name Lobbying Activity Reports: View all Add New Add bulk

Funding Return: [Correction Required](#) | [Delete](#)

No pending Registration Return exists.

Active Registration Return: [View](#) | [Update registration if required](#) | [End registration](#)

- Click the **“Edit”** button beside the Funding Received entry that requires correction.



Funding Return ? Previously Accepted Funding Received ?

2025-04-23

Note from Registry staff identifying issue will go here.

Funding Received Add Received Funding

Source of Government Funding	Funding Received	Date/Period Received	Actions
Agriculture and Food	\$345,000.00	2025-01-01 to 2026-01-01	Edit Delete
Transportation and Transit	\$250,000.00	2025-04-22	Edit Delete

[Proceed to Certification](#)

- Make the required correction(s), then click **“Save”**.

[Dashboard](#)

Mandatory fields are indicated by an asterisk (*).

Government Funding Received Entry

* Government, government agency or Provincial entity name:

or other government institution:

* Funding received from the indicated government agency or institution. This may include written confirmation of funding approval, as well as funding actually paid to your organization.:

* If the funding will be paid in instalments over a period of time, enter the amount and the start and end date of the period over which the instalments will be paid.

Start Date: End Date:

If the funding will be paid in one lump sum, enter the same date for both start and end date.

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

Funding Return ?

2025-04-23

Note from Registry staff identifying issue will go here.

Funding Received

Source of Government Funding	Funding Received	Date/Period Received	Actions
Agriculture and Food	\$355,000.00	2025-01-01 to 2026-01-01	Edit Delete
Transportation and Transit	\$250,000.00	2025-04-22	Edit Delete

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”**.

Certification of Funding Return

You now need to certify your Funding Return so that it can be officially submitted to the Office of the Registrar or Lobbyists.

Designated Filer:	John Smith
Account number:	11097
Organization:	Organization Name
Type:	Funding return
Status:	Requires Certification

* ☐ I certify that the information contained in this Funding Return is true to the best of my knowledge.

* Account username:

* Account password:

Submit **Cancel**

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.

Current Registrations ? Previous Registrations ?

Organization Name

Lobbying Activity Reports: View all Add New Add bulk

Funding Return: Create

No pending Registration Return exists.

Active Registration Return: View ? | Update registration if required ? | End registration ?

Locate Government Funding Section

3. Open the “Organization Details” tab.

Registration - Organization [Share this page](#)

[Return to Designated Filer Dashboard](#)

Organization Name / John Smith, CEO

Registration Information

Organization name: Organization Name
Senior Officer Name: John Smith, CEO ?
Initial registration start date: 2025-04-14
Registration status: Active
Projected end date: No date provided
Registration number: 11097-5909

Associated Lobbying Activity Reports

Total number of Lobbying Activity Reports: 0
Lobbying Activity Reports - last 6 months: 0

Registration versions: 1 of 1: 2025-04-14 to present ▾

Version 1 of 1 (2025-04-14 to present)

Lobbying Information **Organization Details** Lobbyists Details

Senior Officer Name and Position during the Period of this Registration

John Smith, CEO

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

- 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”.

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](#)

- 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 Statutes 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.