



GUIDANCE DOCUMENT

BC LOBBYISTS REGISTRY USER GUIDE: MONTHLY RETURNS AND LOBBYING ACTIVITY REPORTS

October 21, 2021

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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.

Getting Started

This user guide sets out the Monthly Return requirements for consultant lobbyists and organizations with active registrations in the BC Lobbyists Registry.

Designated Filers are consultant lobbyists and the most senior paid officers of organizations with in-house lobbyists. Designated Filers must file accurate and up-to-date information with the Lobbyists Registry.

Individuals with Representative accounts may be authorized to prepare filings on behalf of a Designated Filer.

If you are a consultant lobbyist who is lobbying on behalf of clients, or the Designated Filer of an organization with in-house lobbyists in BC, you are required to register lobbying activity in the Lobbyists Registry. To register, you must file a Registration Return, and Monthly Returns when the latter are required. For an overview and further details, see [GETTING STARTED - REFERENCE GUIDE](#). The user guides to create a Registration Return are [Consultant Lobbyist Registration Returns](#) and [Organization Registration Returns](#).

Monthly Returns consist of updates to active Registration Returns, and Lobbying Activity Reports. The information in the following pages sets out the steps needed to keep your Registration Return up to date and file Lobbying Activity Reports. Except where noted, these steps are the same for consultant lobbyists and for organizations with in-house lobbyists.

During the time you or your organization is lobbying and you have an active Registration Return, you are required to file Monthly Returns as follows:

1. File an update to the Registration Return by the 15th of the following month **IF** there has been a change to the information you declared in the Registration Return; and/or
2. File one or more Lobbying Activity Reports by the 15th of the following month **IF** you or an in-house lobbyist for your organization lobbied a "[senior public office holder](#)".

If you or your organization are no longer lobbying, you may de-activate the Registration Return. While there is no lobbying activity and the Registration Return is de-activated, there is no need to file Monthly Returns.

If you or your organization are lobbying, this guide details the process to keep your Registration Return up to date and file Lobbying Activity Reports.

Monthly Returns = Updates to Registration Returns and Lobbying Activity Reports

There are two parts to the Monthly Return requirement. Both are due by the 15th of the following month:

- Updates to your Registration Return, if required; and
- Lobbying Activity Reports for lobbying activities involving senior public office holders.

File an update to the Registration Return if the information in your Registration Return changes. 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.

File a Lobbying Activity Report if an in-house lobbyist for your organization has lobbied a “senior public office holder”. 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 you have not filed an update to the Registration Return or a Lobbying Activity Report, the system will send you an automated email asking you to click on the **6-month return** link, update as needed, and submit the updated Registration Return, to indicate that you or your organization are still lobbying. The automated email has instructions to help you end your registration if you or your organization are not lobbying.

Tips:

- 1. When you start a new Lobbying Activity Report, you will be required to review the information in your Registration Return. If the information is accurate and up to date, you must confirm by ticking the check box at the bottom of the screen before you can create a Lobbying Activity Report.**
- 2. If the information in your Registration Return has changed, enter the updates, certify and submit the updated Registration Return to the Registry, and then create the Lobbying Activity Report.**

THE DESIGNATED FILER DASHBOARD

Dashboard Menu Functionality

From the main section of the Designated Filer Dashboard, you can prepare Registration Returns, updates and Lobbying Activity Reports.

The left-hand Designated Filer Menu allows you to:

- Update your account profile
- Update Consultant Lobbyist firm profiles (Consultant Lobbyists only)
- Sign out of the Lobbyists Registry

Return to the main dashboard from profile screens by clicking “Designated Filer Dashboard”.

Current, Previous, and New Registrations

The main section of the Designated Filer Dashboard allows you to:

- Create a new Registration Return
- View and update current Registration Returns
- View and reactivate previous (inactive) Registration Returns
- Create new Lobbying Activity Reports
- View previous Lobbying Activity Reports

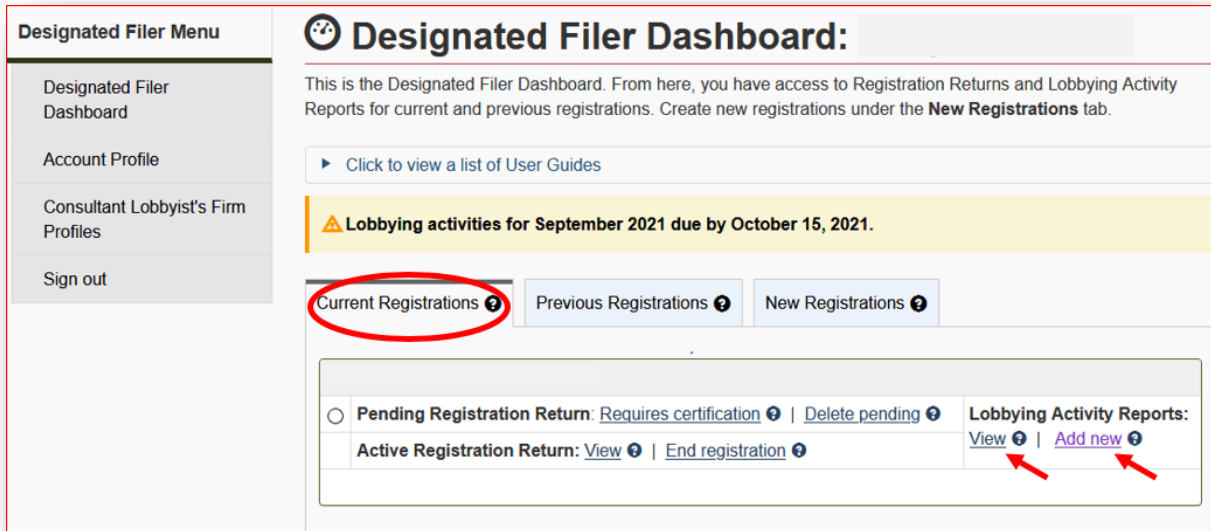
View Current Registration Returns

View current Registration Returns under the “**Current Registrations**” tab. When you click “**View**” beside ‘Active Registration Return’, you will see the currently active Registration Return. (If you click “View” you will not see any changes you have started but not submitted. To carry on with changes you have started but not submitted, click the link beside ‘Pending registration’.)

The screenshot displays the Designated Filer Dashboard interface. On the left is a sidebar menu with the following items: Designated Filer Dashboard, Account Profile, Consultant Lobbyist's Firm Profiles, and Sign out. The main content area is titled "Designated Filer Dashboard:" and contains the following elements: a descriptive paragraph, a link to "Click to view a list of User Guides", a yellow warning banner for "Lobbying activities for September 2021 due by October 15, 2021", and three tabs: "Current Registrations" (highlighted with a red circle), "Previous Registrations", and "New Registrations". The "Current Registrations" tab is active, showing a table with two rows: "Pending Registration Return" and "Active Registration Return". The "Active Registration Return" row has a "View" link highlighted with a red circle and a red arrow pointing to it. Other links in the table include "Requires certification", "Delete pending", "End registration", and "Add new".

View and Create Lobbying Activity Reports

View existing and create new Lobbying Activity Reports associated with current Registration Returns under the “**Current Registrations**” tab.



Update Registration Return

Still under the “**Current Registrations**” tab, you will see one or more of the following links beside **Pending Registration Return/Active Registration Return**. You may update a current Registration Return by clicking the appropriate link beside ‘Pending Registration Return’ or ‘Active Registration Return’.

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.

<p>Delete pending ?</p>	<p>Click to delete a pending new, update or reactivation of a Registration Return that has not been activated by Registry staff.</p> <p>Note: If there is an existing active registration, it will not be affected.</p>
<p>Correction required ?</p>	<p>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.</p> <p>Click to see notes from staff & enter corrections.</p>
<p>Submitted ?</p>	<p>You submitted a new Registration Return or an update to an existing Registration Return or a reactivated Registration Return to the Registry.</p> <p>Click to view the submitted Registration Return.</p>
<p>End registration ?</p>	<p>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.</p>

View and Reactivate Previous Registration Returns and associated Lobbying Activity Reports

Under the “**Previous Registrations**” tab, view previous (**inactive**) Registration Returns and their associated Lobbying Activity Reports.

The screenshot shows the 'Designated Filer Dashboard' interface. On the left is a 'Designated Filer Menu' with options: 'Designated Filer Dashboard', 'Account Profile', 'Consultant Lobbyist's Firm Profiles', and 'Sign out'. The main content area is titled 'Designated Filer Dashboard:' and includes a welcome message, a link to 'Click to view a list of User Guides', and a yellow warning banner: '⚠ Lobbying activities for September 2021 due by October 15, 2021.' At the bottom, there are three tabs: 'Current Registrations', 'Previous Registrations', and 'New Registrations'. A red arrow points to the 'Previous Registrations' tab, which is currently selected.

Create new Registration Returns (for new clients or different organizations)

Create new Registration Returns - for new clients or for different organizations - under the “New Registrations” tab.



Lobbying Activity Reports Screen

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, under “Lobbying Activity Reports” for the appropriate Registration Return, click “View”.

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



Click “**View**” to see all existing Lobbying Activity Reports for this Registration Return and the status of each.

- **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.**

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	View Amend Cancel
Published - Amendment	3005-90	George Heyman Minister Environment and Climate Change Strategy	2020-04-12	View Amend Cancel
On-Hold	3005-92	Lana Popham Minister of Agriculture Agriculture	2020-04-12	View Publish Amend Cancel
Incomplete	3005-93	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-11	Edit Delete
Certification Required	3005-91	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-11	Certify Edit

INFORMATION ON THE MONTHLY RETURN PROCESS

Monthly Returns, updates to Registration Returns 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 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.

When to Create a Lobbying Activity Report

You must create and file a Lobbying Activity Report if you or an in-house lobbyist for your organization lobbied one or more **senior public office holders** 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 you or an in-house lobbyist for your organization lobbied 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, 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 [FAQ page](#).

CONSULTANT LOBBYIST - UPDATE REGISTRATION RETURN AND/OR CREATE LOBBYING ACTIVITY REPORT

Review and Update a Registration Return

If you have not lobbied any senior public office holders on behalf of a client you only need to ensure that the information in the relevant Registration Return is up to date for the month.

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.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

- **Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an 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**”.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Sign out

Designated Filer Dashboard:

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

▶ Click to view a list of User Guides

⚠ **Lobbying activities for September 2021 due by October 15, 2021.**

Current Registrations ⓘ Previous Registrations ⓘ New Registrations ⓘ

No pending Registration Return exists.

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

Lobbying Activity Reports: [View](#) ⓘ | [Add new](#) ⓘ

- Review the Registration Return carefully to make sure it is up to date.
- If you need to make updates, 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.
- On the date screen, enter the date of the change you are reporting. Entering the date the undertaking/lobbying activity will end is optional. Click **"Continue"**.

Date of Update

When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.

Options for entering date of update:

- One change:** enter date of change
- Multiple changes:** enter date of FIRST change

* REQUIRED: Date of update. See options above:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>

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 Consultant Lobbyist Summary screen, you may review and update the information in the Registration Return. To edit information in a particular section, click the **Edit** button in the heading for that section. Click **Save** or **Save and Continue** after making the changes in each section. Once all information is up to date, click “**Proceed to Certification**” at bottom right of the summary screen.

Public Agencies and Members of the BC Legislative Assembly Information [Edit](#)

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) [Proceed to Certification](#)

8. Make sure the **date when the updates took effect is correct**. Tick the check boxes. Enter the Designated Filer’s Account username and Account password. Click “**Submit**”.

If you are a Representative preparing this update on behalf of the consultant lobbyist/Designated Filer, you will not be able to submit the update with your own user name and password. The Registration Return can only be submitted after entering the Designated Filer’s username and password.

Certification of Registration Return

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

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

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

I declare that I am not in violation of the [contracting prohibition](#)

I declare I am not in violation of the [lobbying prohibition](#)

* Account username:

* Account password:

Review your Registration Return and Create a Lobbying Activity Report

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

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

[Have you forgotten your password?](#)

Register

Please read carefully before proceeding.

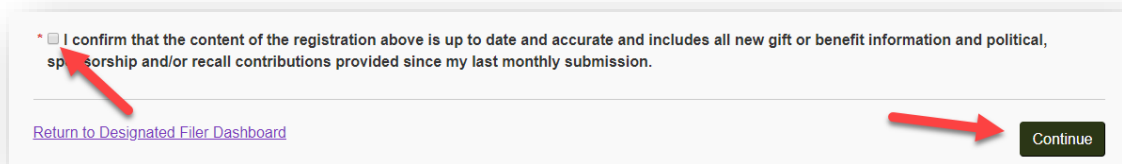
- **Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

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, under “Lobbying Activity Reports” for the appropriate Registration Return, click “**Add new**”.



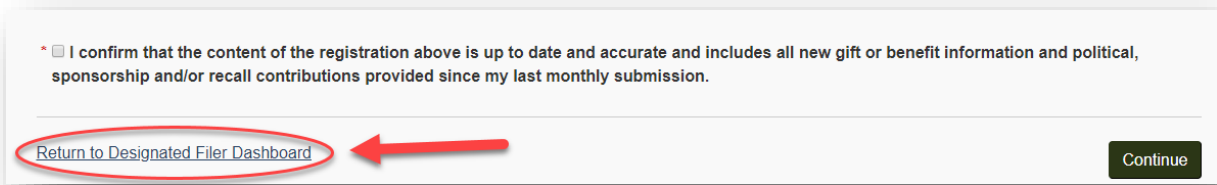
4. You must review & confirm the information in your Registration Return as the first step. If the information in your Registration Return is complete and up to date, tick the **check box** at bottom of screen to confirm, then click “**Continue**”.




If you need to make updates, follow the instructions in items 5 - 10 below.


If you do not need to make updates, skip to item 11.

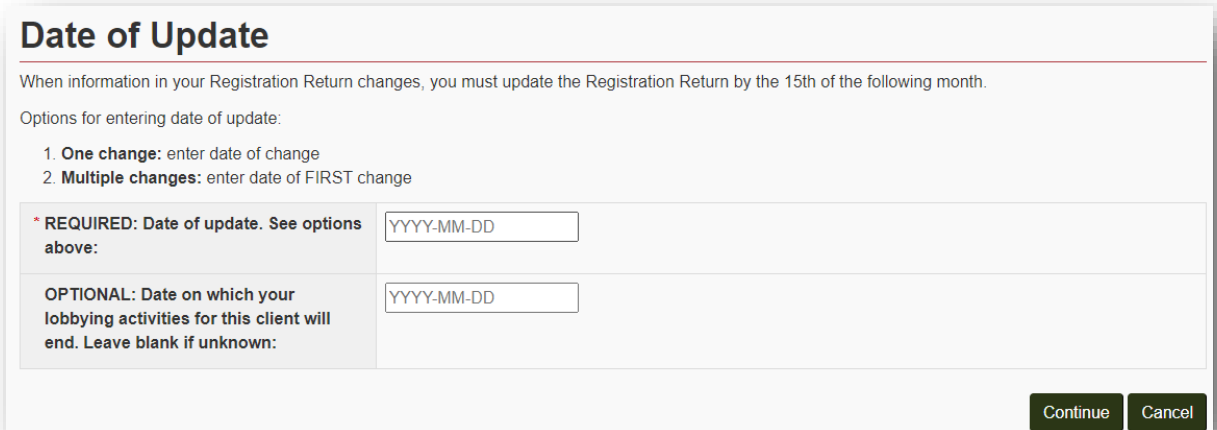
5. Click the “Return to Designated Filer Dashboard” link at the bottom left of the screen.



* I confirm that the content of the registration above is up to date and accurate and includes all new gift or benefit information and political, sponsorship and/or recall contributions provided since my last monthly submission.

[Return to Designated Filer Dashboard](#) 

6. From your Dashboard, go to the correct Registration Return. 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.
7. On the date screen, enter the date of the change you are reporting. Entering the date the undertaking/lobbying activity will end is optional. Click “Continue”.



Date of Update

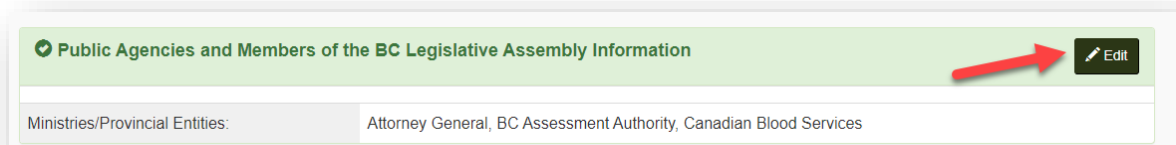
When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.



Options for entering date of update:

1. **One change:** enter date of change
2. **Multiple changes:** enter date of FIRST change

* REQUIRED: Date of update. See options above:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>

8. From the Consultant Lobbyist Summary screen, review and update the information in the Registration Return. To edit information in a particular section, click the **Edit** button in the heading for that section. Click **Save** or **Save and Continue** after making the changes in each section.



 **Public Agencies and Members of the BC Legislative Assembly Information** 

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services

- Once all information in each section is up to date, click **“Proceed to Certification”** at bottom right of the Consultant Lobbyist Summary screen.

Public Agencies and Members of the BC Legislative Assembly Information Edit

Ministries/Provincial Entities:	Attorney General, BC Assessment Authority, Canadian Blood Services, Member(s) of the BC Legislative Assembly
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[Return to Designated Filer Dashboard](#) Proceed to Certification

- Make sure the **date when the updates took effect is correct**. Tick the check boxes. Enter the Designated Filer’s Account username and Account password. Click **“Submit”**.

***NOTE:** If you are a Representative preparing this update on behalf of the consultant lobbyist/Designated Filer, you will not be able to submit the update with your own user name and password. The update to the Registration Return can only be submitted after entering the Designated Filer’s username and password.*

Certification of Registration Return

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

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

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

I declare that I am not in violation of the [contracting prohibition](#)

I declare I am not in violation of the [lobbying prohibition](#)


* Account username:

* Account password:

Submit Cancel


11. Once the changes have 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.

12. Create a Lobbying Activity Report by clicking again on the “Add new” link.

Big Metal Works Inc	
 Pending registration: Submitted Delete	Lobbying Activity Reports: View Add new
Active registration: View End activity	

Lobbying Activity Report First Step: Date and Senior Public Officer Holders

13. Enter the date on which the lobbying activity took place and click “Apply”



Lobbying Activity Date	
Designated Filer name:	
Client:	
* Enter the date on which the lobbying activity took place:	<input type="text" value="2021-08-25"/> <input type="button" value="Apply"/>
<input type="checkbox"/> This lobbying activity was to arrange a meeting between my client and senior public office holders.	
Cancel 	

14. If the lobbying activity was to arrange a meeting for the purpose of lobbying, between your client or colleagues with a senior public office holder, tick the check box.

Lobbying Activity Date	
Designated Filer name:	
Client:	
* Enter the date on which the lobbying activity took place:	<input type="text" value="2021-08-25"/> <input type="button" value="Apply"/>
<input type="checkbox"/> This lobbying activity was to arrange a meeting between my client and senior public office holders.	
Cancel	

15. Add the name, position title and ministry or Provincial entity of each Senior Public Office Holder who participated in this lobbying activity.

Senior Public Office Holder Entry #1

* First name:  

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

16. To add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button.

Lobbying Activity Date


Designated Filer name:


Client:

* Enter the date on which the lobbying activity took place:


This lobbying activity was to arrange a meeting between my client and senior public office holders.

Add each Senior Public Office Holder who participated in this lobbying activity.

To view and add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button. To search for other individuals within the B.C. Government Directory to obtain name, position title and ministry/provincial entity information, click the 'Find a name in B.C. Government Directory' icon. 



Senior Public Office Holder Entry #1

* First name: 

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Cancel

17. The list of existing MLAs appears on a new screen. Check the boxes to select one or more MLAs.

Select MLAs

The following is a list of existing MLAs.

- Select one or more entries; or,
- If you communicated with all MLAs in this lobbying activity, click the 'all' link beside Select.

Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

If an MLA you lobbied was recently elected and has not yet been added to the list, please [contact the Registry](#).

Filter items Showing 1 to 87 of 87 entries | Show entries

Select <small>[all, none]</small>	First Name <small>↑↓</small>	Last Name <small>↑↓</small>	Position <small>↑↓</small>
<input type="checkbox"/>	Pam	Alexis	MLA for Abbotsford-Mission
<input type="checkbox"/>	Brittny	Anderson	MLA for Nelson-Creston
<input type="checkbox"/>	Dan	Ashton	MLA for Penticton
<input type="checkbox"/>	Michele	Babchuk	MLA for North Island
<input type="checkbox"/>	Brenda	Bailey	MLA for Vancouver-False Creek
<input type="checkbox"/>	Harry	Bains	MLA for Surrey-Newton
<input type="checkbox"/>	Bruce	Banman	MLA for Abbotsford South
<input type="checkbox"/>	Lisa Beare	Beare	MLA for Maple Ridge-Pitt Meadows
<input type="checkbox"/>	Garry	Begg	MLA for Surrey-Guildford
<input type="checkbox"/>	Mike	Bernier	MLA for Peace River South
<input type="checkbox"/>	Shirley	Bond	MLA for Prince George-Valemount
<input type="checkbox"/>	Jagrup	Brar	MLA for Surrey-Fleetwood
<input type="checkbox"/>	Stephanie	Cadieux	MLA for Surrey South
<input type="checkbox"/>	Spencer	Chandra Herbert	MLA for Vancouver-West End
<input type="checkbox"/>	Susie	Chant	MLA for North Vancouver-Seymour

18. If you communicated with **all** MLAs in this lobbying activity, click the '**all**' link beside Select.

Select MLAs

The following is a list of existing MLAs.

- Select one or more entries; or,
- If you communicated with all MLAs in this lobbying activity, click the 'all' link beside Select.

Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

If an MLA you lobbied was recently elected and has not yet been added to the list, please [contact the Registry](#).

Filter items Showing 1 to 87 of 87 entries | Show 100 entries

Select [all, none]	First Name ↑↓	Last Name ↑↓	Position ↑↓
<input type="checkbox"/>	Pam	Alexis	MLA for Abbotsford-Mission
<input type="checkbox"/>	Brittny	Anderson	MLA for Nelson-Creston
<input type="checkbox"/>	Dan	Ashton	MLA for Penticton
<input type="checkbox"/>	Michele	Babchuk	MLA for North Island
<input type="checkbox"/>	Brenda	Bailey	MLA for Vancouver-False Creek
<input type="checkbox"/>	Harry	Bains	MLA for Surrey-Newton
<input type="checkbox"/>	Bruce	Banman	MLA for Abbotsford South
<input type="checkbox"/>	Lisa Beare	Beare	MLA for Maple Ridge-Pitt Meadows
<input type="checkbox"/>	Garry	Begg	MLA for Surrey-Guildford
<input type="checkbox"/>	Mike	Bernier	MLA for Peace River South
<input type="checkbox"/>	Shirley	Bond	MLA for Prince George-Valemount
<input type="checkbox"/>	Jagrup	Brar	MLA for Surrey-Fleetwood
<input type="checkbox"/>	Stephanie	Cadieux	MLA for Surrey South
<input type="checkbox"/>	Spencer	Chandra Herbert	MLA for Vancouver-West End
<input type="checkbox"/>	Susie	Chant	MLA for North Vancouver-Seymour

Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

<input type="checkbox"/>	Jackie	Tegart	MLA for Fraser-Nicola
<input type="checkbox"/>	Adam	Walker	MLA for Parksville-Qualicum
<input type="checkbox"/>	Teresa	Wat	MLA for Richmond North Centre
<input type="checkbox"/>	Jennifer	Whiteside	MLA for New Westminster
<input type="checkbox"/>	Andrew	Wilkinson	MLA for Vancouver-Quilchena
<input type="checkbox"/>	Henry	Yao	MLA for Richmond South Centre

1

Cancel **Add MLAs**

To add another Senior Public Office Holder who is not an MLA, click **Add another Senior Public Office Holder Entry**.

Lobbying Activity Date


Designated Filer name:

Client:


* Enter the date on which the lobbying activity took place:

This lobbying activity was to arrange a meeting between my client and senior public office holders.

Add each Senior Public Office Holder who participated in this lobbying activity.

To view and add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button. To search for other individuals within the B.C. Government Directory to obtain name, position title and ministry/provincial entity information, click the 'Find a name in B.C. Government Directory' icon. 

Senior Public Office Holder Entry #1

* First name: 

* Last name:


* Position title:

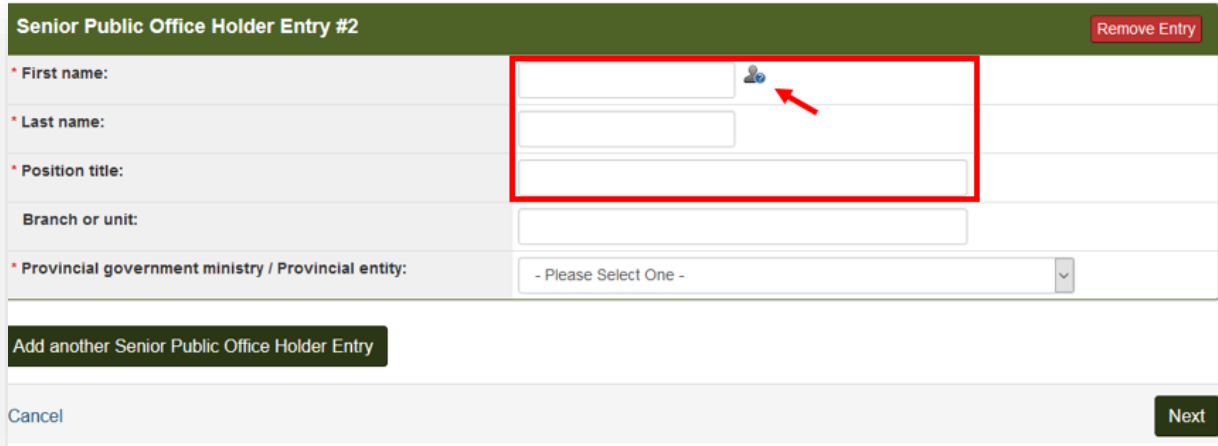
Branch or unit:

* Provincial government ministry / Provincial entity:


Cancel **Next**

19. Enter the first and last name of the senior public office holder.

Make sure that you spell the individual's name correctly! Click on the  icon to view the BC Government Directory to double-check names.



Senior Public Office Holder Entry #2 Remove Entry

* First name: 

* Last name:

* Position title:

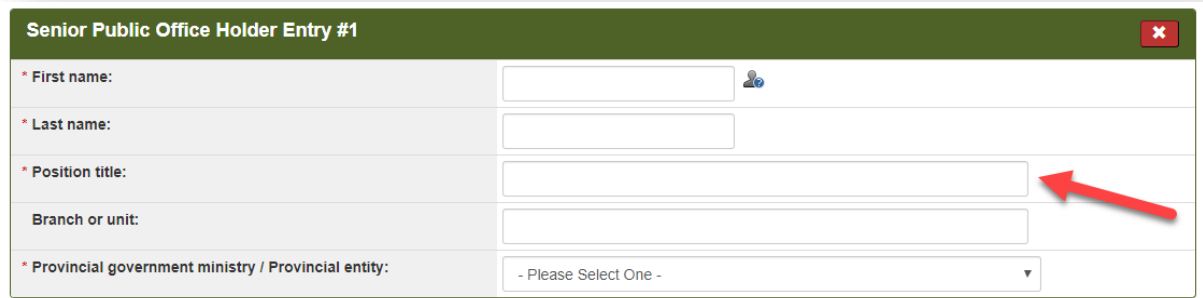
Branch or unit:

* Provincial government ministry / Provincial entity: - Please Select One -


Add another Senior Public Office Holder Entry

Cancel Next

20. Enter the individual's **Position title**. You can also enter the branch or unit.



Senior Public Office Holder Entry #1 ×

* First name: 

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity: - Please Select One -

21. Select the senior public office holder's **provincial government ministry OR Provincial entity** from the drop-down menu.

Ministries and Provincial entities you have identified in your Registration Return will be shown at the top of the list.

The screenshot shows a web form for entering lobbying activity. A dropdown menu is open, showing a list of provincial government ministries and entities. The list is divided into two sections: 'In Associated Registration' and 'Not in Associated Registration'. A red arrow points to the dropdown menu.

In Associated Registration

- Energy, Mines and Low Carbon Innovation
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations, and Rural Development
- Health
- Jobs, Economic Recovery and Innovation
- Member(s) of the BC Legislative Assembly
- Office of the Premier
- Oil and Gas Commission
- Parliamentary Secretary for Environment
- Transportation and Infrastructure

Not in Associated Registration

- Advanced Education and Skills Training
- Agriculture, Food and Fisheries
- Attorney General and Minister responsible for Housing
- B.C. Infrastructure Benefits Inc.
- BC Assessment Authority
- BC Financial Services Authority

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Senior Public Office Holder Entry #2 Remove Entry

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

If you select a government ministry or Provincial entity that is NOT on your Registration Return, it will be added as an update to the Registration Return. You will need to certify and submit your updated Registration Return by the next deadline for Monthly Returns.

Add each Senior Public Office Holder who participated in this lobbying activity.

To view and add Members of the Legislative Assembly (MLAs), click on the BC Government Directory to obtain name, position title and ministry/provincial entity.

Select MLAs

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

In Associated Registration

- Energy, Mines and Low Carbon Innovation
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations, and Rural Development
- Health
- Jobs, Economic Recovery and Innovation
- Member(s) of the BC Legislative Assembly
- Office of the Premier
- Oil and Gas Commission
- Parliamentary Secretary for Environment
- Transportation and Infrastructure

Not in Associated Registration

- Advanced Education and Skills Training
- Agriculture, Food and Fisheries
- Attorney General and Minister responsible for Housing
- B.C. Infrastructure Benefits Inc.

- Please Select One -

Senior Public Office Holder Entry #2 Remove Entry

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Add another Senior Public Office Holder Entry

Cancel Next

22. To remove an entire entry, click “Remove Entry”.

Senior Public Office Holder Entry #2 Remove Entry

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Add another Senior Public Office Holder Entry

Cancel Next

23. When you have entered all senior public office holders who were lobbied in this activity, click “Next” to continue to the next step.

Senior Public Office Holder Entry #2 Remove Entry

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Add another Senior Public Office Holder Entry

Cancel Next

Next Step: Subject Matter of the Lobbying Activity

24. Identify one or more lobbying topics from the list by selecting the **check boxes**.

Subject Matter of the Lobbying Activity

Choose one or more issue from the List of Details below. You may also add a new issue to be addressed in the lobbying activities, by clicking the **Add a New Detail** button.

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters	Action
<input checked="" type="checkbox"/>	BC Lung Association advocates for tax policy in regards to tobacco related products with the Ministry of Finance. As well, BC lung seeks annual funding to continue their partnership with Quit Now- a smoking cessation program tailored for British Columbians- a program between Healthy Families BC as part of the Ministry of Health	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	Consumer Issues, Health, Taxation and Finance	

Cancel | Save and Finish Later Previous Next

25. If you need to add new topics of lobbying communications, click “Add a New Detail”.

Subject Matter of the Lobbying Activity

Choose one or more issue from the List of Details below. You may also add a new issue to be addressed in the lobbying activities, by clicking the **Add a New Detail** button.

List of Details

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters	Action
<input type="checkbox"/>	BC Lung Association advocates for tax policy in regards to tobacco related products with the Ministry of Finance. As well, BC lung seeks annual funding to continue their partnership with Quit Now- a smoking cessation program tailored for British Columbians- a program between Healthy Families BC as part of the Ministry of Health	<ul style="list-style-type: none"> Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation 	Consumer Issues, Health, Taxation and Finance	

Add a New Detail

26. Describe the new topic, check at least one box to add associated intended outcomes, select the associated subject matters, then click **Save**.

Details, Intended Outcomes and Subject Matter of Lobbying Activities

Fill in the details below for lobbying the lobbyist will be performing directly, as well as for any meetings the lobbyist has arranged for any other person with a public office holder. For each issue to be addressed in the lobbying activities, enter the Details, Associated intended outcomes and Associated subject matters, then click **Add to List**. Repeat as necessary to identify all topics of the lobbying activities.

Note 1: You must provide specific information related to the subject matter of the lobbying activities in the Details field.

* **Specific Topics of Lobbying Communications (see examples regarding content and layout [here](#)):**

Describe new topic here, check the boxes for Associated intended outcomes, choose Associated subject matters, then Save

* **Associated intended outcomes:**

Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly
 Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly
 Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation
 Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity
 Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity
 Decision by the Executive Council or a member of the Executive Council to transfer from the Crown for consideration all or part of, or any interest in or asset of, any business, enterprise or institution that provides goods or services to the Crown, a Provincial entity or the public
 Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

* **Associated subject matters:**

Arts and Culture x

The new topic of lobbying communications will be added to your Registration Return as an update. You will later need to certify and submit your updated Registration Return.

Note: While you are preparing this Lobbying Activity Report, you can Edit or Remove information in this section that was added as part of this Lobbying Activity Report. If you need to Edit or Remove other information in this section you must do so via an update to your Registration Return.

<input checked="" type="checkbox"/>	Lobbying details that are very specific	<ul style="list-style-type: none"> Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Cannabis	Edit Remove
<input type="checkbox"/>	Specific details of the lobbying activities.	<ul style="list-style-type: none"> Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation 	Colleges and Universities, Finances and Budgets, Financial Institutions	

27. When the information is complete, click “Next” to continue to the next step.

NOTE: If the related Registration Return does not indicate that your client is a member of a coalition, you will not see the next screens in the Lobbying Activity Report form. If your client is not a member of a coalition, skip to paragraph 31 of this guide (Last Step: Certify Lobbying Activity Report).

Next Step: Letter Sent on Behalf of Coalition Members

28. If the lobbying activity you are declaring in this report is not a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select ‘No’.

29. If the lobbying activity you are declaring in this report is a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select ‘Yes’.

Mandatory fields are indicated by an asterisk (*).

Coalition Members


* Was this lobbying activity a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return?

- select -

- select -

Yes


No



Cancel | Save and Finish Later

Previous

Next



30. Select the organizations that are coalition members and signed or endorsed the letter that you communicated to a senior public office holder, then click **'Next'**.

Coalition Members

* Was this lobbying activity a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return? Yes

Indicate all of the Coalition Members the lobbying activity letter was sent on behalf of. At least one must be selected.

Select	Beneficiary
<input checked="" type="checkbox"/>	Coalition member #1
<input type="checkbox"/>	Coalition member #2
<input checked="" type="checkbox"/>	Coalition member #3
<input type="checkbox"/>	Coalition member #4

Cancel | Save and Finish Later

Previous Next

Last Step: Certify Lobbying Activity Report

31. Review the information you entered in this report. When you are sure your report is accurate, tick the **"I certify..."** checkbox near the bottom of the screen.

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now

* Account username:

* Account password:

Cancel

Previous Certify

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

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

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now Publish now Publish September 15, 2021

* Account username:

* Account password:

Cancel Previous Certify

To publish the Lobbying Activity Report on the next deadline for Monthly Returns, select “**Publish [date]**” from the drop-down menu.

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now Publish now Publish September 15, 2021

* Account username:

* Account password:

Cancel Previous Certify

33. Enter the Designated Filer’s username and password and click “Certify”.

If you are a Representative 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 Designated Filer’s username and password.

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now

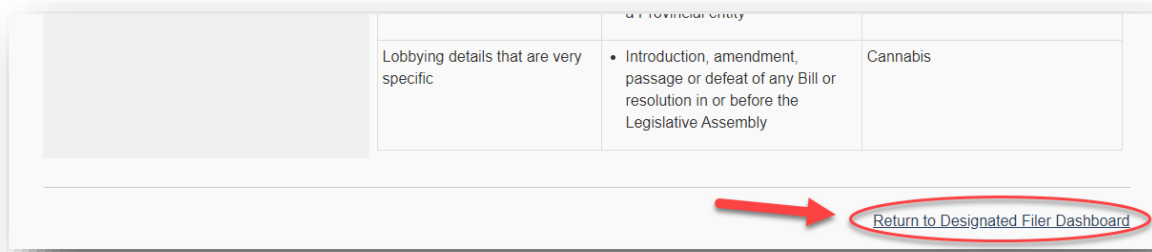
* Account username:

* Account password:

Cancel Previous Certify

34. 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.

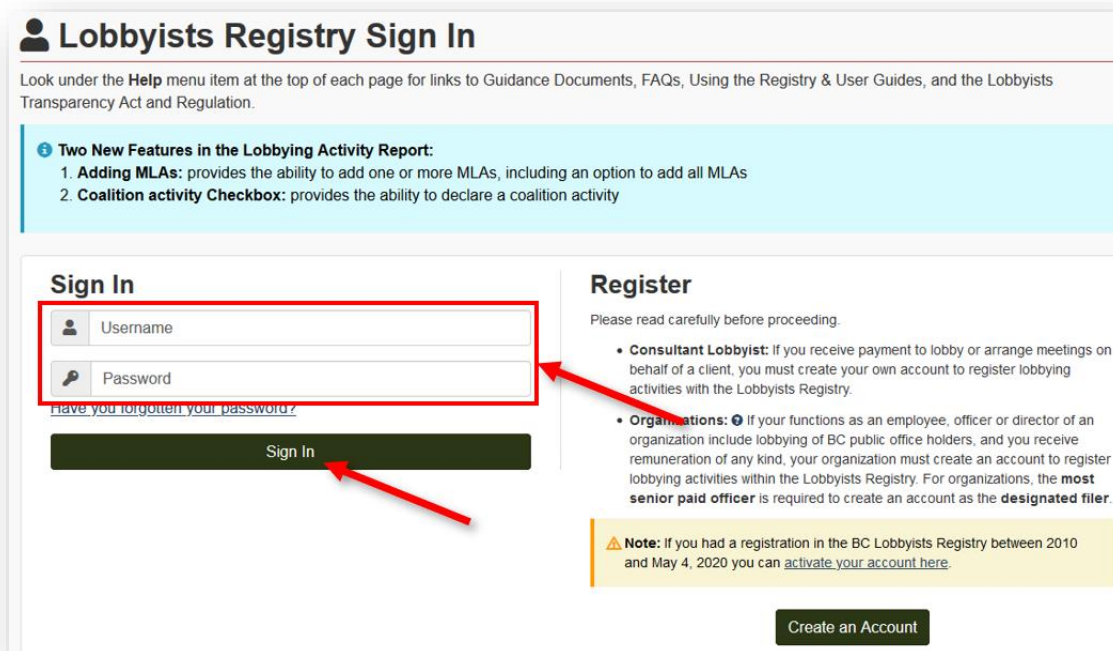


ORGANIZATION – UPDATE REGISTRATION RETURN AND/OR CREATE LOBBYING ACTIVITY REPORT

Review and Update your Registration Return

If inhouse lobbyists for your organization have not lobbied any senior public office holders you only need to ensure that the information in the Registration Return is up to date.

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



2. On the Designated Filer Dashboard, make sure you are working under the “**Current Registrations**” tab.
3. Locate the Active Registration Return and click “**View**”.

The screenshot shows the 'Designated Filer Dashboard' interface. On the left is a 'Designated Filer Menu' with options: 'Designated Filer Dashboard' (selected), 'Account Profile', 'Consultant Lobbyist's Firm Profiles', and 'Sign out'. The main content area has a header 'Designated Filer Dashboard:' and a sub-header 'This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.' Below this is a link 'Click to view a list of User Guides'. A yellow warning banner states 'Lobbying activities for September 2021 due by October 15, 2021.' There are three tabs: 'Current Registrations' (circled in red), 'Previous Registrations', and 'New Registrations'. Below the tabs, a message says 'No pending Registration Return exists.' Underneath, there is a table with one row: 'Active Registration Return: View | Update registration if required | End registration'. A red arrow points to the 'View' link. To the right, there is a 'Lobbying Activity Reports' section with 'View' and 'Add new' links.

4. Review the Registration Return carefully to make sure it is up to date.
5. If you need to make updates, 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.

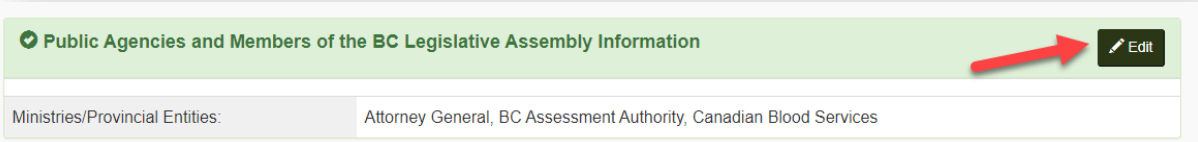
On the date screen, enter the date of the change you are reporting. Click “**Continue**”.

The screenshot shows the 'Date of Update' form. The title is 'Date of Update'. Below the title is the instruction: 'When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.' Underneath is the text 'Options for entering date of update:' followed by two numbered options: '1. **One change**: enter date of change' and '2. **Multiple changes**: enter date of FIRST change'. There are two input fields for dates in 'YYYY-MM-DD' format. The first field is labeled '* REQUIRED: Date of update. See options above:' and the second is labeled 'OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:'. At the bottom right are two buttons: 'Continue' and 'Cancel'.

If the dates are already entered, you can edit from the Organization 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

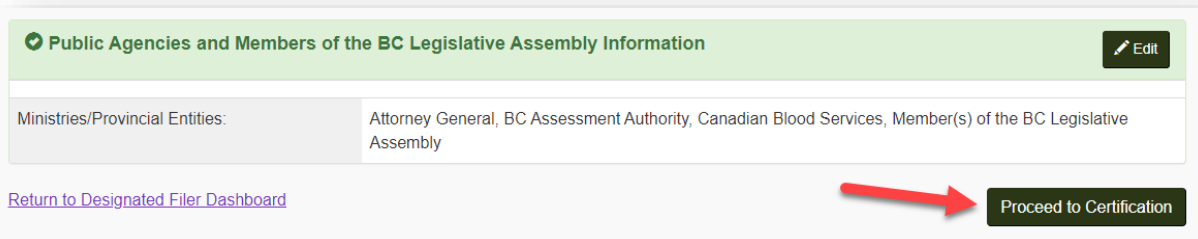
6. From the Organization Summary screen, review and update the information in the Registration Return.
7. To edit the information in a particular section, click the **Edit** button in the heading for that section. Click **Save** or **Save and Continue** after making the changes in each section.



Public Agencies and Members of the BC Legislative Assembly Information [Edit](#)

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services

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



Public Agencies and Members of the BC Legislative Assembly Information [Edit](#)

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) [Proceed to Certification](#)

9. Make sure the **date when the updates took effect is accurate**. Read and tick the check boxes. Enter the Designated Filer’s **username** and **password**. Click **“Submit”**.

Certification of Registration Return

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

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

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

I declare that I am not in violation of the [contracting prohibition](#)

I declare I am not in violation of the [lobbying prohibition](#)

* Account username:

* Account password:

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

Update your Registration Return and Create a Lobbying Activity Report

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.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

- **Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

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

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Sign out

Designated Filer Dashboard:

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

[Click to view a list of User Guides](#)

Lobbying activities for September 2021 due by October 15, 2021.

Current Registrations Previous Registrations New Registrations

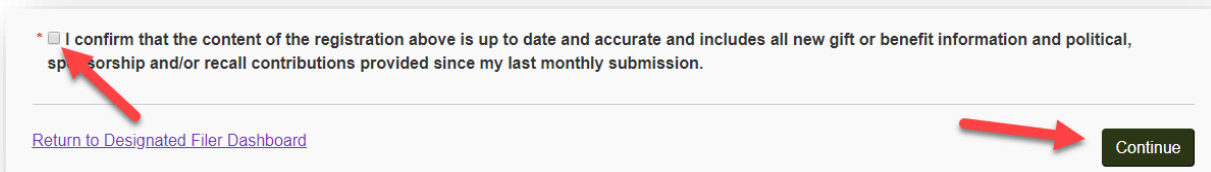
3. Locate the Registration Return. On the right-hand side, under Lobbying Activity Reports, click “Add New”.




4. You must review & confirm the information in your Registration Return as the first step.

NOTE: If you have already verified the content of your Registration Return **today** (either you just submitted the Registration Return today OR you have already verified it with a previous Lobbying Activity Report created today), you will not be required to review and verify your registration a second time on the same calendar day. In this case, proceed to [Step 1: Date and Senior Public Officer Holders](#). Otherwise continue with the steps below.

5. If the information in your Registration Return is complete and accurate, tick the **check box** at the bottom of the screen and click “Continue”. Skip to item 14 below.



If you need to make updates, follow the instructions in items 6 – 13 below:

- Return to the Designated Filer Dashboard, locate the Registration Return 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.
- On the date screen, enter the date of the change you are reporting. Click **"Continue"**.

Date of Update

When information in your Registration Return changes, you must update the Registration Return by the 15th of the following month.



Options for entering date of update:

- One change:** enter date of change
- Multiple changes:** enter date of FIRST change

* REQUIRED: Date of update. See options above:	<input type="text" value="YYYY-MM-DD"/>
OPTIONAL: Date on which your lobbying activities for this client will end. Leave blank if unknown:	<input type="text" value="YYYY-MM-DD"/>



[Continue](#) [Cancel](#)

- From the Organization Summary screen, click the **"Edit"** button beside the sections you need to update.

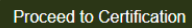
 **Public Agencies and Members of the BC Legislative Assembly Information** 

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services

- Enter updates and save the information. Once all updates are complete, click on **"Proceed to Certification"**.

 **Public Agencies and Members of the BC Legislative Assembly Information** 

Ministries/Provincial Entities: Attorney General, BC Assessment Authority, Canadian Blood Services, Member(s) of the BC Legislative Assembly

[Return to Designated Filer Dashboard](#) 

- Make sure the date when the updates took effect is correct** (the date the changes occurred) and enter the Designated Filer's **Account username** and **Account password**. Click **"Submit"**.

If you are a Representative preparing this update to the Registration Return on behalf of the Designated Filer, you will not be able to submit the update with your own user name and password. The update to the Registration Return can only be submitted after entering the Designated Filer’s username and password.

Certification of Registration Return

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

Designated Filer:	
Account number:	
Client:	
Pending started on:	2021-01-06
Type:	Registration update
Date when the updates took effect:	2020-12-23 Edit
Date at which this undertaking will end:	2021-12-31 Edit
Status:	Requires Certification

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

* I declare that I am not in violation of the [contracting prohibition](#)

* I declare I am not in violation of the [lobbying prohibition](#)

* Account username:

* Account password:

[Submit](#) [Cancel](#)

11. Once the updated Registration Return has been submitted for activation, return to the Designated Filer Dashboard. The latest update to your Registration Return will show as “Pending” while under review by Registry staff.

12. In the meantime, you can proceed with creating a Lobbying Activity Report by clicking again on the “Add new” link.

British Columba Lung Association

No pending registration exists.	Lobbying Activity Reports:
Active registration: View Update registration if required End activity	View Add new

Lobbying Activity Report First Step: Date and Senior Public Officer Holders

13. Enter the date on which the lobbying activity took place and click “Apply”

Lobbying Activity Date

Designated Filer name:

Organization:

* Enter the date on which the lobbying activity took place:

This lobbying activity was to arrange a meeting between an other individual and senior public office holders.

14. If the lobbying activity was to arrange a meeting for the purpose of lobbying between other individuals and a senior public office holder, tick the check box.

Lobbying Activity Date

Designated Filer name:

Organization:

* Enter the date on which the lobbying activity took place:

This lobbying activity was to arrange a meeting between an other individual and senior public office holders.

15. To add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button.

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

16. The list of existing MLAs appears on a new screen. Check the boxes to select one or more MLAs.

Select MLAs

The following is a list of existing MLAs.

- Select one or more entries; or,
- If you communicated with all MLAs in this lobbying activity, click the 'all' link beside Select.

Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

If an MLA you lobbied was recently elected and has not yet been added to the list, please [contact the Registry](#).

Filter items Showing 1 to 87 of 87 entries | Show 100 entries

Select <small>[all, none]</small>	First Name <small>↑↓</small>	Last Name <small>↑↓</small>	Position <small>↑↓</small>
<input type="checkbox"/>	Pam	Alexis	MLA for Abbotsford-Mission
<input type="checkbox"/>	Brittny	Anderson	MLA for Nelson-Creston
<input type="checkbox"/>	Dan	Ashton	MLA for Penticton
<input type="checkbox"/>	Michele	Babchuk	MLA for North Island
<input type="checkbox"/>	Brenda	Bailey	MLA for Vancouver-False Creek
<input type="checkbox"/>	Harry	Bains	MLA for Surrey-Newton
<input type="checkbox"/>	Bruce	Banman	MLA for Abbotsford South
<input type="checkbox"/>	Lisa Beare	Beare	MLA for Maple Ridge-Pitt Meadows
<input type="checkbox"/>	Garry	Begg	MLA for Surrey-Guildford
<input type="checkbox"/>	Mike	Bernier	MLA for Peace River South
<input type="checkbox"/>	Shirley	Bond	MLA for Prince George-Valemount
<input type="checkbox"/>	Jagrup	Brar	MLA for Surrey-Fleetwood
<input type="checkbox"/>	Stephanie	Cadieux	MLA for Surrey South
<input type="checkbox"/>	Spencer	Chandra Herbert	MLA for Vancouver-West End
<input type="checkbox"/>	Susie	Chant	MLA for North Vancouver-Seymour

17. If you communicated with **all** MLAs in this lobbying activity, click the '**all**' link beside Select.

Select MLAs

The following is a list of existing MLAs.

- Select one or more entries; or,
- If you communicated with all MLAs in this lobbying activity, click the 'all' link beside Select.

Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

If an MLA you lobbied was recently elected and has not yet been added to the list, please [contact the Registry](#).

Filter items Showing 1 to 87 of 87 entries | Show **100** entries

Select [all, none]	First Name	Last Name	Position
<input type="checkbox"/>	Pam	Alexis	MLA for Abbotsford-Mission
<input type="checkbox"/>	Britny	Anderson	MLA for Nelson-Creston
<input type="checkbox"/>	Dan	Ashton	MLA for Penticton
<input type="checkbox"/>	Michele	Babchuk	MLA for North Island
<input type="checkbox"/>	Brenda	Bailey	MLA for Vancouver-False Creek
<input type="checkbox"/>	Harry	Bains	MLA for Surrey-Newton
<input type="checkbox"/>	Bruce	Banman	MLA for Abbotsford South

18. Once your MLA selections are complete, click **Add MLAs** at the bottom of the screen to add the entries to your Lobbying Activity Report.

<input type="checkbox"/>	Jackie	Tegart	MLA for Fraser-Nicola
<input type="checkbox"/>	Adam	Walker	MLA for Parksville-Qualicum
<input type="checkbox"/>	Teresa	Wat	MLA for Richmond North Centre
<input type="checkbox"/>	Jennifer	Whiteside	MLA for New Westminster
<input type="checkbox"/>	Andrew	Wilkinson	MLA for Vancouver-Quilichena
<input type="checkbox"/>	Henry	Yao	MLA for Richmond South Centre

1

Cancel
Add MLAs

19. To add another Senior Public Office Holder who is not an MLA, click **Add another Senior Public Office Holder Entry**.

Lobbying Activity Date

Designated Filer name:

Organization:

* Enter the date on which the lobbying activity took place:

This lobbying activity was to arrange a meeting between an other individual and senior public office holders.

Add each Senior Public Office Holder who participated in this lobbying activity.

To view and add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button. To search for other individuals within the B.C. Government Directory to obtain name, position title and ministry/provincial entity information, click the 'Find a name in B.C. Government Directory' icon.

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Enter the first and last name of the senior public office holder.

Make sure that you spell the individual's name correctly! Click on the icon to view the BC Government Directory to double-check names.

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

20. Enter the individual's **Position title**. You can also enter the branch or unit.

Senior Public Office Holder Entry #1 ✕

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity: - Please Select One -

Select the senior public office holder's **provincial government ministry OR Provincial entity** from the drop-down menu.

Ministries and Provincial entities you have identified in your Registration Return will be shown at the top of the list.

This lobbying activity was to arrange a meeting between my...

Add each Senior Public Office Holder who participated in this lobby...

To view and add Members of the Legislative Assembly (MLAs), c...
Directory to obtain name, position title and ministry/provincial ent...

Select MLAs

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity: - Please Select One -

- Please Select One -

In Associated Registration

- Energy, Mines and Low Carbon Innovation
- Environment and Climate Change Strategy
- Finance
- Forests, Lands, Natural Resource Operations, and Rural Development
- Health
- Jobs, Economic Recovery and Innovation
- Member(s) of the BC Legislative Assembly
- Office of the Premier
- Oil and Gas Commission
- Parliamentary Secretary for Environment
- Transportation and Infrastructure

Not in Associated Registration

- Advanced Education and Skills Training
- Agriculture, Food and Fisheries
- Attorney General and Minister responsible for Housing
- B.C. Infrastructure Benefits Inc.
- BC Assessment Authority
- BC Financial Services Authority

- Please Select One -

Senior Public Office Holder Entry #2 Remove Entry

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity: - Please Select One -

If you select a government ministry or Provincial entity that is NOT on your Registration Return, it will be added to your Registration Return as an update. Certify and submit your updated Registration Return by the next deadline for Monthly Returns.

The screenshot shows a web form for adding Senior Public Office Holder entries. A dropdown menu is open, displaying a list of government ministries and provincial entities. The list is divided into two sections: 'In Associated Registration' and 'Not in Associated Registration'. The 'Not in Associated Registration' section is highlighted in blue, and a red arrow points to the 'Advanced Education and Skills Training' option. The form includes fields for First name, Last name, Position title, Branch or unit, and Provincial government ministry / Provincial entity. There are buttons for 'Select MLAs', 'Add another Senior Public Office Holder Entry', 'Cancel', and 'Next'.

21. To remove an entire entry, click “Remove Entry”.

The screenshot shows the same web form as above, but with the dropdown menu closed. A red arrow points to the 'Remove Entry' button located in the top right corner of the entry form. The form includes fields for First name, Last name, Position title, Branch or unit, and Provincial government ministry / Provincial entity. There are buttons for 'Add another Senior Public Office Holder Entry', 'Cancel', and 'Next'.

22. When you have entered all senior public office holders who were lobbied in this activity, click “Next” to continue to the next step.

Lobbying Activity Date

Designated Filer name:

Organization:

* Enter the date on which the lobbying activity took place:

This lobbying activity was to arrange a meeting between an other individual and senior public office holders.

Add each Senior Public Office Holder who participated in this lobbying activity.

To view and add Members of the Legislative Assembly (MLAs), click the **Select MLAs** button. To search for other individuals within the B.C. Government Directory to obtain name, position title and ministry/provincial entity information, click the 'Find a name in B.C. Government Directory' icon.

Select MLAs

Senior Public Office Holder Entry #1

* First name:

* Last name:

* Position title:

Branch or unit:

* Provincial government ministry / Provincial entity:

Add another Senior Public Office Holder Entry

Next Step: Subject Matter of the Lobbying Activity

23. Identify one or more lobbying topics from the list by selecting the **check boxes**.

Subject Matter of the Lobbying Activity

Choose one or more issue from the List of Details below. You may also add a new issue to be addressed in the lobbying activities, by clicking the **Add a New Detail** button.

List of Details

Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters	Action
<input type="checkbox"/>	Advocacy for Adventure Tourism	<ul style="list-style-type: none"> Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	COVID-19, Conservation, Environment, Fisheries, Forestry, Small Business, Tourism	

24. If you need to add additional lobbying topics, click on the “Add a New Detail” button.

Subject Matter of the Lobbying Activity

Choose one or more issue from the List of Details below. You may also add a new issue to be addressed in the lobbying activities, by clicking the **Add a New Detail** button.

List of Details				
Select	Specific Topics of Lobbying Communications	Intended Outcomes	Associated Subject Matters	Action
<input type="checkbox"/>	Advocacy for Adventure Tourism	<ul style="list-style-type: none"> Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity 	COVID-19, Conservation, Environment, Fisheries, Forestry, Small Business, Tourism	Add a New Detail

New lobbying topics will be added to your Registration Return as an update. Certify and submit your updated Registration Return by the next deadline for Monthly Returns.

Details, Intended Outcomes and Subject Matter of Lobbying Activities

Fill in the details below for lobbying the lobbyist will be performing directly, as well as for any meetings the lobbyist has arranged for any other person with a public office holder. For each issue to be addressed in the lobbying activities, enter the Details, Associated intended outcomes and Associated subject matters, then click **Add to List**. Repeat as necessary to identify all topics of the lobbying activities.

Note 1: You must provide specific information related to the subject matter of the lobbying activities in the Details field.

* **Specific Topics of Lobbying Communications** (see examples regarding content and layout [here](#)):

* **Associated intended outcomes:**

- Development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly
- Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly
- Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation
- Development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity
- Awarding, amendment or termination of any contract, grant or financial benefit by or on behalf of the government of British Columbia or a Provincial entity
- Decision by the Executive Council or a member of the Executive Council to transfer from the Crown for consideration all or part of, or any interest in or asset of, any business, enterprise or institution that provides goods or services to the Crown, a Provincial entity or the public
- Decision by the Executive Council or a member of the Executive Council to have the private sector instead of the Crown provide goods or services to the government of British Columbia or a Provincial entity

* **Associated subject matters:**

Cancel **Save**

Note: While you are preparing this Lobbying Activity Report, you can **Edit** or **Remove** the information in this section that was added as part of this Lobbying Activity Report. If you need to Edit or Remove other information in this section you must do so via an update to your Registration Return.

<input checked="" type="checkbox"/>	Lobbying details that are very specific	<ul style="list-style-type: none"> Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly 	Cannabis	Edit Remove
<input type="checkbox"/>	Specific details of the lobbying activities.	<ul style="list-style-type: none"> Introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly Development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation 	Colleges and Universities, Finances and Budgets, Financial Institutions	Edit Remove

25. When the information is complete, click “**Next**” to continue to the next step.

Next Step: Lobbyists Who Performed the Lobbying Activity

26. Select the lobbyists who performed the lobbying activity by using the **check boxes**.

Lobbyists in the Associated Registration
Add New Lobbyist

Select	Lobbyist
<input type="checkbox"/>	Ben Feather
<input type="checkbox"/>	Jill Jillson
<input type="checkbox"/>	Tom Lobbyist

Cancel | Save and Finish Later
Previous Next

27. If you need to add additional lobbyists, click on the “Add a New Lobbyist” button.

Lobbyists in the Associated Registration Add New Lobbyist

Select	Lobbyist
<input type="checkbox"/>	Ben Feather
<input type="checkbox"/>	Jill Jillson
<input type="checkbox"/>	Tom Lobbyist

Cancel | Save and Finish Later Previous Next

Newly added in-house lobbyists will appear below and be added to this Lobbying Activity Report. They will also be added to your Registration Return as an update. Certify and submit the updated Registration Return by the next deadline for Monthly Returns.

Lobbyists in the Associated Registration Add New Lobbyist

Select	Lobbyist
<input type="checkbox"/>	Ben Feather
<input type="checkbox"/>	Jill Jillson
<input type="checkbox"/>	Tom Lobbyist

New Lobbyists Added

Lobbyist	BC Former Public Office Holder Positions	Gifts or Benefits and Contributions	Action
George Thumb Subscribes to a Code of Conduct: No	Former Public Office Holder in BC: No	Contributions: No Gifts or Benefits: No	Edit Remove

Note: While you are preparing this Lobbying Activity Report, you can Edit or Remove in-house lobbyists who were added as part of this Lobbying Activity Report. If you need to Edit or Remove other in-house lobbyists you must do so via an update to your Registration Return.

Lobbyists in the Associated Registration
Add New Lobbyist

Select	Lobbyist
<input type="checkbox"/>	Ben Feather
<input type="checkbox"/>	Jill Jillson
<input type="checkbox"/>	Tom Lobbyist

New Lobbyists Added

Lobbyist	BC Former Public Office Holder Positions	Gifts or Benefits and Contributions	Action
George Thumb Subscribes to a Code of Conduct: No	Former Public Office Holder in BC: No	Contributions: No Gifts or Benefits: No	Edit Remove

28. When the information in this section is complete, click “**Next**” to continue to the next step.

Lobbyists in the Associated Registration
Add New Lobbyist

Select	Lobbyist
<input checked="" type="checkbox"/>	Tom Lobbyist
<input type="checkbox"/>	Ben Feather
<input checked="" type="checkbox"/>	Jill Jillson

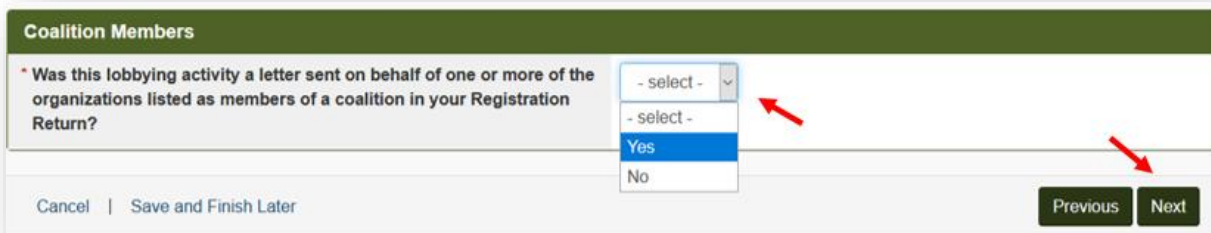
Cancel | Save and Finish Later

Previous
Next

NOTE: If your Registration Return does not indicate that your organization is a member of a coalition, you will not see the next screens in the Lobbying Activity Report form. If your organization is not a member of a coalition, skip to paragraph 32 of this guide (Last Step: Certify Lobbying Activity Report).

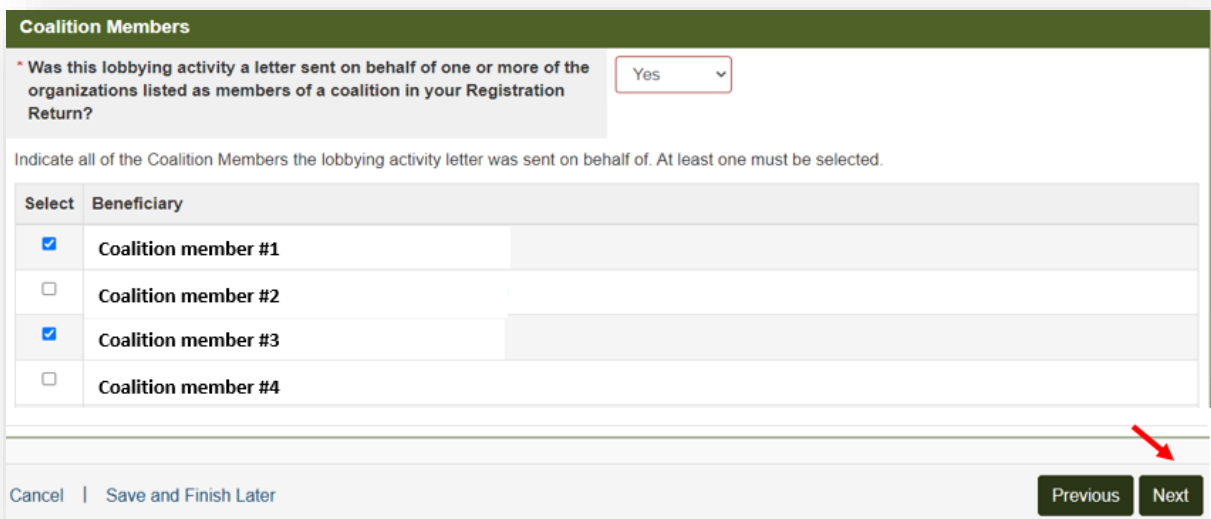
Next Step: Letter Sent on Behalf of Coalition Members

29. If the lobbying activity you are declaring in this report is NOT a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select **'No'**.
30. If the lobbying activity you are declaring in this report is a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return, select **'Yes'**.



The screenshot shows a form titled "Coalition Members" with a question: "Was this lobbying activity a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return?". A dropdown menu is open, showing options: "- select -", "- select -", "Yes", and "No". The "Yes" option is highlighted. Red arrows point to the dropdown menu and the "Next" button. At the bottom left are "Cancel" and "Save and Finish Later" buttons. At the bottom right are "Previous" and "Next" buttons.

31. Select the organizations that are coalition members and signed or endorsed the letter that your organization communicated to a senior public office holder, then click **'Next'**.



The screenshot shows the same "Coalition Members" form. The question "Was this lobbying activity a letter sent on behalf of one or more of the organizations listed as members of a coalition in your Registration Return?" now has "Yes" selected in the dropdown. Below the question is the instruction: "Indicate all of the Coalition Members the lobbying activity letter was sent on behalf of. At least one must be selected." Below this is a table with columns "Select" and "Beneficiary".

Select	Beneficiary
<input checked="" type="checkbox"/>	Coalition member #1
<input type="checkbox"/>	Coalition member #2
<input checked="" type="checkbox"/>	Coalition member #3
<input type="checkbox"/>	Coalition member #4

At the bottom right, a red arrow points to the "Next" button. The "Previous" and "Next" buttons are visible at the bottom right of the form.

Last Step: Certify Lobbying Activity Report

32. Review the information you entered in this report. When you are sure your report is accurate, tick the “I certify...” checkbox near the bottom of the screen.

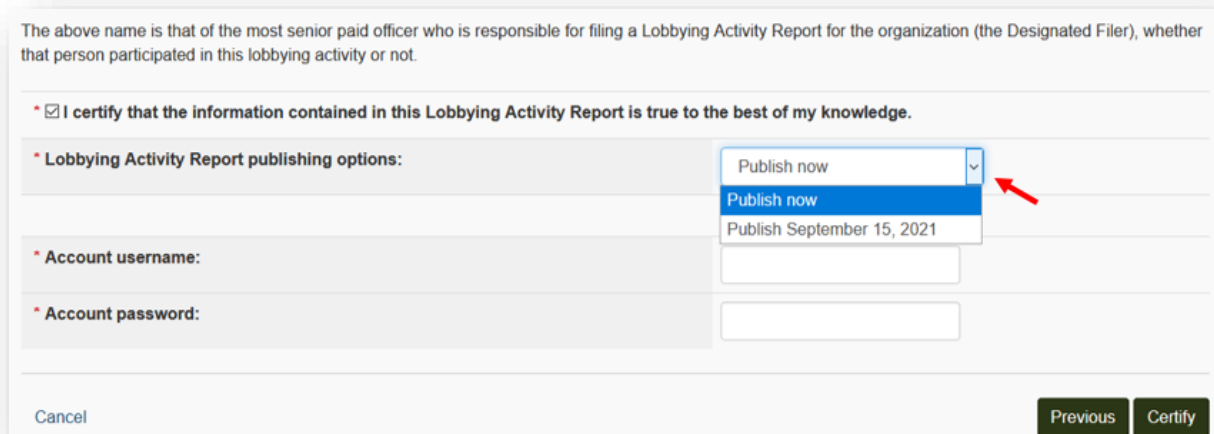


The screenshot shows a form with the following elements:

- A checkbox labeled "I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge." with a red arrow pointing to it.
- A section titled "Lobbying Activity Report publishing options:" with a dropdown menu currently set to "Publish now".
- Two input fields labeled "Account username:" and "Account password:".
- Buttons for "Cancel", "Previous", and "Certify" at the bottom.

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

To publish the Lobbying Activity Report now, select “**Publish Now**” from the drop-down menu.



The screenshot shows the same form as above, but with the "Lobbying Activity Report publishing options:" dropdown menu open. The menu contains three options: "Publish now", "Publish now", and "Publish September 15, 2021". A red arrow points to the first "Publish now" option, which is highlighted in blue. The checkbox for certification is now checked.

To publish the Lobbying Activity Report on the next deadline for Monthly Returns, select “**Publish [date]**” from the drop-down menu.

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now Publish now Publish September 15, 2021

* Account username:

* Account password:

Cancel Previous Certify

34. Enter the Designated Filer’s username and password and click “**Certify**” to submit for activation.

Note: *If you are a Representative preparing this Lobbying Activity Report on behalf of the Designated Filer, you will not be able to submit the Lobbying Activity Report with your own user name and password. The Lobbying Activity Report can only be submitted after entering the Designated Filer’s username and password.*

* I certify that the information contained in this Lobbying Activity Report is true to the best of my knowledge.

* Lobbying Activity Report publishing options: Publish now

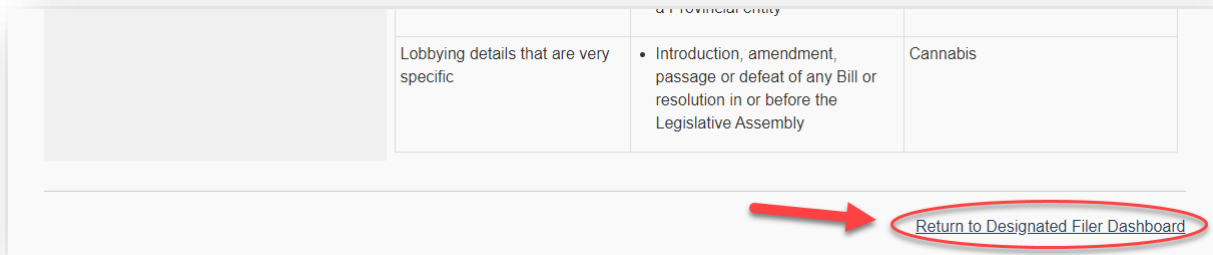
* Account username:

* Account password:

Cancel Previous Certify

35. 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.

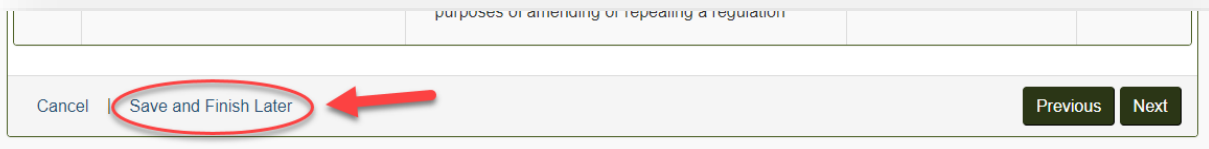


SAVING AND RESUMING PARTIALLY COMPLETED LOBBYING ACTIVITY REPORTS

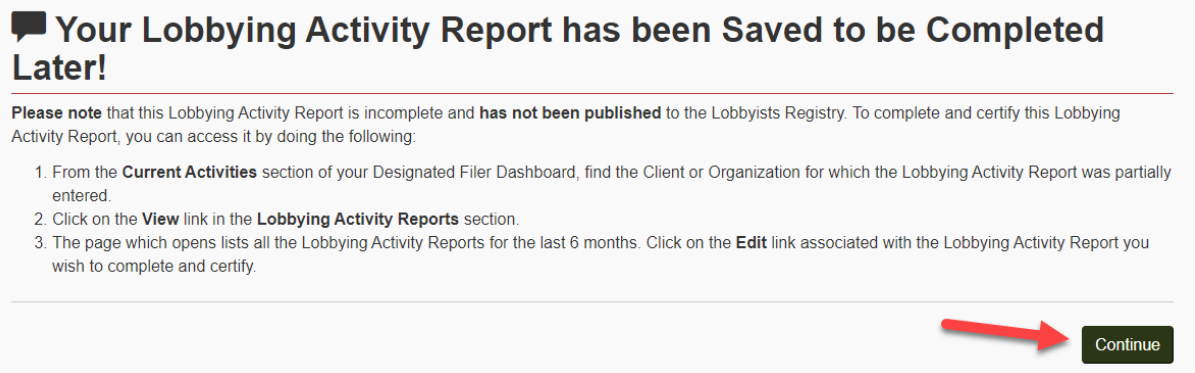
Save and Finish Later

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 Registration Return with the partially completed Lobbying Activity Report. In the Lobbying Activity Reports section click **“View”**.

British Columba Lung Association	
No pending registration exists.	Lobbying Activity Reports: View Add new
Active registration: View Update registration if required End activity	

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

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-85	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View
		George Heyman Minister Environment and Climate Change Strategy		Amend Cancel
Incomplete	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	Edit Delete

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 Monthly Return

1. From the Designated Filer Dashboard, under the Current Registrations tab, locate the Registration Return with the partially completed Lobbying Activity Report. In the Lobbying Activity Reports section click **“View”**.

British Columba Lung Association	
No pending registration exists.	Lobbying Activity Reports:
Active registration: View Update registration if required End activity	View Add new

2. Locate the Lobbying Activity Report you need to complete and click **“Delete”**.

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-85	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View
		George Heyman Minister Environment and Climate Change Strategy		Amend Cancel
Incomplete	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	Edit Delete

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

VIEW AND PRINT LOBBYING ACTIVITY REPORTS

View Lobbying Activity Report on a Current Registration Return

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.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

- **Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an 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 on **“View”**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Sign out

Designated Filer Dashboard:

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

▶ [Click to view a list of User Guides](#)

⚠ Lobbying activities for September 2021 due by October 15, 2021.

Current Registrations ?
Previous Registrations ?
New Registrations ?

No pending Registration Return exists.

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

Lobbying Activity Reports:
[View ?](#) | [Add new ?](#)

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

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-85	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View
		George Heyman Minister Environment and Climate Change Strategy		Amend
Published	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	View
				Amend
				Cancel

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.

The screenshot shows the 'Designated Filer Dashboard' with a sidebar menu on the left containing 'Designated Filer Dashboard', 'Account Profile', 'Consultant Lobbyist's Firm Profiles', and 'Sign out'. The main content area has a header 'Designated Filer Dashboard:' and a sub-header 'This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.' Below this is a link 'Click to view a list of User Guides' and a yellow warning banner: 'Lobbying activities for September 2021 due by October 15, 2021.' At the bottom, there are three tabs: 'Current Registrations', 'Previous Registrations' (highlighted with a red arrow), and 'New Registrations'.

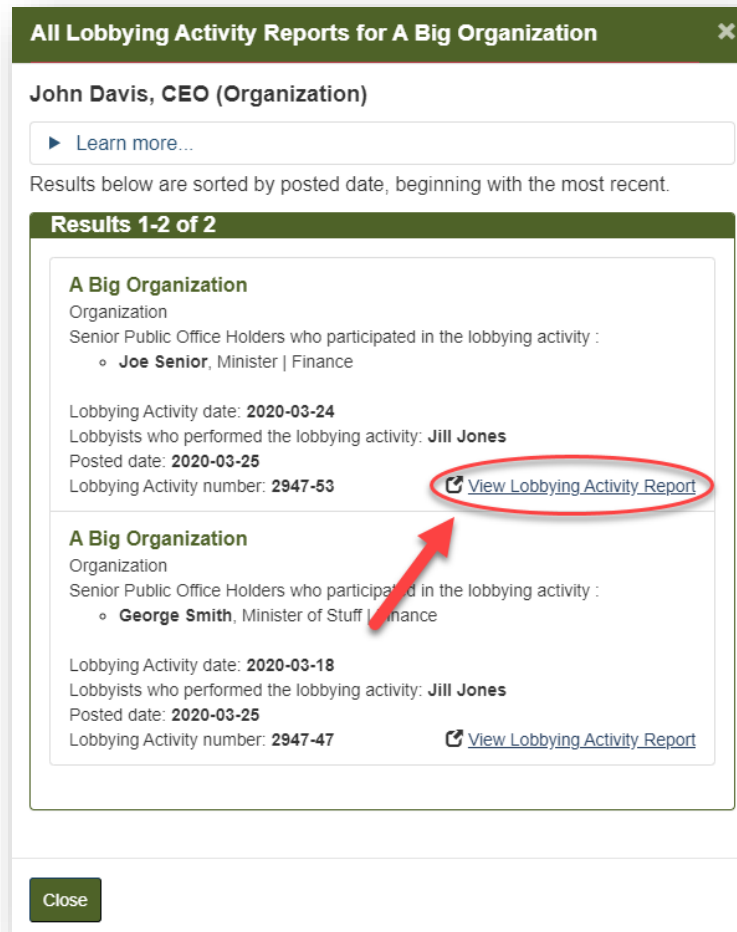
2. Click on the **last inactive version** of the Registration Return to load it.

The screenshot shows a table titled 'Previous Activities'. The table has two columns: 'Client or Organization Name' and 'Last Inactive Version'. The first row contains the text 'A Big Organization' and '5660-2947-1 | inactive on 2020-04-11 | Reactivate'. A red arrow points from the 'Client or Organization Name' column to the 'Last Inactive Version' column, and a red circle highlights the registration number '5660-2947-1'.

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

The screenshot shows the 'Registration - Organization' page for 'A Big Organization / John Davis, CEO'. The page has a header 'Registration - Organization' and a 'Share this page' link. Below the header is the organization name 'A Big Organization / John Davis, CEO'. There are two main sections: 'Registration Information' and 'Associated Lobbying Activity Reports'. The 'Registration Information' section contains: 'Organization name: A Big Organization', 'Senior Officer Name: John Davis, CEO', 'Initial registration start date: 2020-03-17', 'Registration status: Inactive', and 'Registration number: 5660-2947'. The 'Associated Lobbying Activity Reports' section contains: 'Total number of Lobbying Activity Reports: 2' (with a red circle around the number 2 and a red arrow pointing to it) and 'Lobbying Activity Reports in the last 6 months: 2'.

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



Print a Lobbying Activity Report

1. Locate the Lobbying Activity Report that you wish to print and choose to view it.

See sections [View Lobbying Activity Report on a Current Registration Return](#) and [View Lobbying Activity Report on an Inactive Registration Return](#) for more information on locating and viewing the Lobbying Activity Report.

2. Once the 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**.

AMEND AND CANCEL A LOBBYING ACTIVITY REPORT

Amend a Lobbying Activity Report

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.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

1. **Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
2. **Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

Username

Password

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

- **Consultant Lobbyist:** If you receive payment to lobby or arrange meetings on behalf of a client, you must create your own account to register lobbying activities with the Lobbyists Registry.
- **Organizations:** If your functions as an employee, officer or director of an organization include lobbying of BC public office holders, and you receive remuneration of any kind, your organization must create an account to register lobbying activities within the Lobbyists Registry. For organizations, the **most senior paid officer** is required to create an account as the **designated filer**.

Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an 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 Registration Return to which the Lobbying Activity Report belongs. Under the Lobbying Activity Reports section click **"View"**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Sign out

Designated Filer Dashboard:

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

▶ [Click to view a list of User Guides](#)

⚠ **Lobbying activities for September 2021 due by October 15, 2021.**

Current Registrations

Previous Registrations

New Registrations

No pending Registration Return exists.

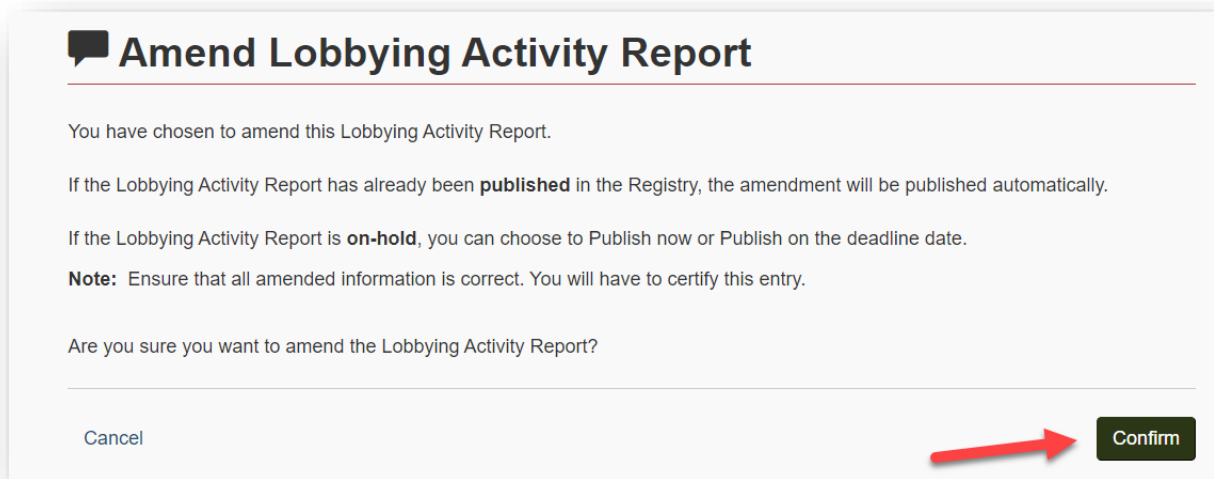
Active Registration Return: [View](#) | [Update registration if required](#) | [End registration](#)

Lobbying Activity Reports:
[View](#) | [Add new](#)

4. Locate the Lobbying Activity Report you wish to revise. Click “Amend” in the right-hand column.

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-85	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View Amend Cancel
		George Heyman Minister Environment and Climate Change Strategy		
Published	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	View Amend Cancel

5. Click “**Confirm**”.



Amend Lobbying Activity Report

You have chosen to amend this Lobbying Activity Report.

If the Lobbying Activity Report has already been **published** in the Registry, the amendment will be published automatically.

If the Lobbying Activity Report is **on-hold**, you can choose to Publish now or Publish on the deadline date.

Note: Ensure that all amended information is correct. You will have to certify this entry.

Are you sure you want to amend the Lobbying Activity Report?

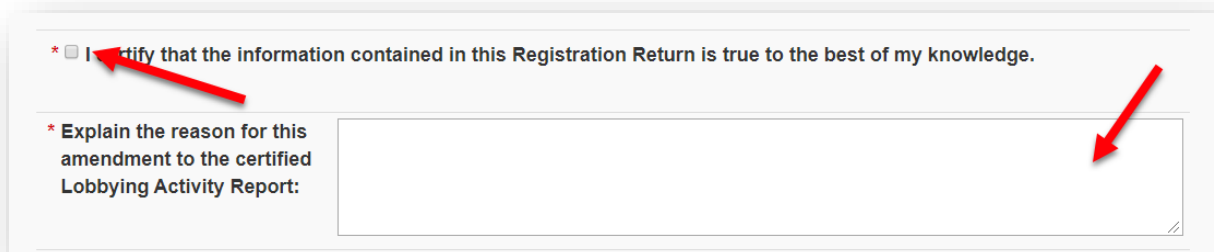
Cancel Confirm

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

For information on completing a Lobbying Activity Report, see [Consultant Lobbyist – Monthly Returns and Lobbying Activity Reports](#) or [Organization – Monthly Returns and Lobbying Activity Reports](#).

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

Then explain the reason for the amendment in the space provided.



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

* Explain the reason for this amendment to the certified Lobbying Activity Report:

8. 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**.

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

* Explain the reason for this amendment to the certified Lobbying Activity Report:

* Lobbying Activity Report publishing options: Publish now

A red arrow points to the 'Publish now' dropdown menu.

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

* Account username:

* Account password:

Cancel Previous Certify

A red box highlights the username and password fields. A red arrow points to the 'Certify' button.

Cancel a Lobbying Activity Report

If you have submitted a Lobbying Activity Report in error – 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 <https://www.lobbyistsregistrar.bc.ca/app/secure/orl/lrs/do/lgn> and **Sign in** to your account.

Lobbyists Registry Sign In

Look under the **Help** menu item at the top of each page for links to Guidance Documents, FAQs, Using the Registry & User Guides, and the Lobbyists Transparency Act and Regulation.

Two New Features in the Lobbying Activity Report:

- Adding MLAs:** provides the ability to add one or more MLAs, including an option to add all MLAs
- Coalition activity Checkbox:** provides the ability to declare a coalition activity

Sign In

[Have you forgotten your password?](#)

Sign In

Register

Please read carefully before proceeding.

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Note: If you had a registration in the BC Lobbyists Registry between 2010 and May 4, 2020 you can [activate your account here](#).

Create an Account

- Once signed in, you'll be on the Designated Filer Dashboard. Make sure you are on the **"Current Registrations"** tab.
- Locate the Registration Return to which the Lobbying Activity Report belongs. Under the Lobbying Activity Reports section, click **"View"**.

Designated Filer Menu

- Designated Filer Dashboard
- Account Profile
- Consultant Lobbyist's Firm Profiles
- Sign out

Designated Filer Dashboard:

This is the Designated Filer Dashboard. From here, you have access to Registration Returns and Lobbying Activity Reports for current and previous registrations. Create new registrations under the **New Registrations** tab.

[Click to view a list of User Guides](#)

Lobbying activities for September 2021 due by October 15, 2021.

Current Registrations

Previous Registrations

New Registrations

<input type="radio"/> Pending Registration Return: Requires certification Delete pending	Lobbying Activity Reports: View Add new
<input type="radio"/> Active Registration Return: View End registration	

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

Lobbying Activity Reports				
Status	Activity Number	Senior Public Office Holder Name	Date	Actions
Published	3005-85	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View
		George Heyman Minister Environment and Climate Change Strategy		Amend Cancel
Published	3005-87	Lana Popham Minister of Agriculture Agriculture	2020-04-12	View Amend Cancel

5. If you are certain this lobbying activity did not take place or 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.

I confirm that this Lobbying Activity Report did not take place or was not required to be submitted to the Office of the Registrar of Lobbying.

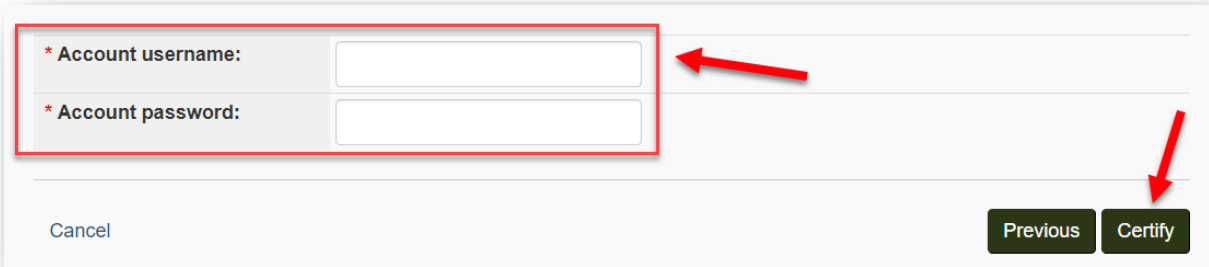
* Reason for cancellation:

* Account username:

* Account password:

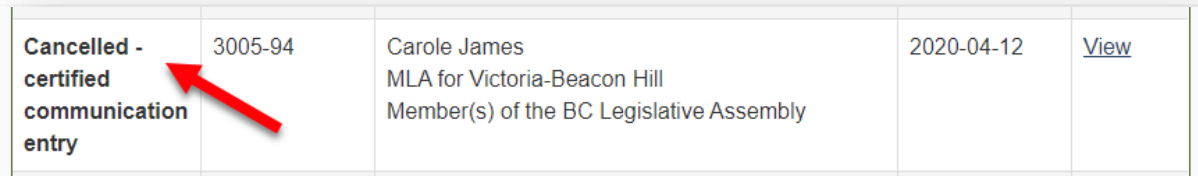
Cancel Certify

6. Enter the Designated Filer’s username and password and click “**Certify**”.



A screenshot of a login form. It features two input fields: "* Account username:" and "* Account password:". A red box highlights both fields, with a red arrow pointing to the right from the top-right corner of the box. Below the fields is a "Cancel" button on the left and two dark green buttons labeled "Previous" and "Certify" on the right. A red arrow points to the "Certify" button.

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



Cancelled - certified communication entry	3005-94	Carole James MLA for Victoria-Beacon Hill Member(s) of the BC Legislative Assembly	2020-04-12	View
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A screenshot of a table with five columns. The first column contains the text "Cancelled - certified communication entry". A red arrow points to this text. The second column contains "3005-94". The third column contains "Carole James", "MLA for Victoria-Beacon Hill", and "Member(s) of the BC Legislative Assembly". The fourth column contains "2020-04-12". The fifth column contains a blue link labeled "View".

ADD CERTAIN INFORMATION TO YOUR REGISTRATION RETURN VIA A LOBBYING ACTIVITY REPORT

Details Added via a Lobbying Activity Report

It is possible to add new lobbying topics, public agencies being lobbied, and in-house lobbyists during the process of completing a Lobbying Activity Report. The information will be added to your Registration Return as an update, as of the date of the Lobbying Activity Report.

To complete the process, you must certify and submit the updated Registration Return to the Registry, on or before the next deadline for Monthly Reports.

See [User Guide – Consultant Lobbyist Registrations](#) or [User Guide – Organization Registrations](#) for the steps to review and submit the updated Registration Return.

GETTING HELP

[GETTING STARTED - REFERENCE GUIDE](#) – start with this overview document.

Lobbyists Transparency Act, Regulation, and Frequently Asked Questions

[Lobbyists Transparency Act \(LTA\)](#)

[Lobbyists Transparency Regulation](#)

[LTA Guidance Documents](#)

[Frequently Asked Questions](#)

Quick User Guides

- [Quick Reference Guide for Organizations](#)
- [Quick Reference Guide for Consultant Lobbyists](#)
- [Quick Reference Guide for Representatives](#)

Full Length User Guides with screen captures

- [User Guide – Account Management](#)
- [User Guide – Accounts and Registrations from the Previous Lobbyists Registry](#)
- [User Guide – Consultant Lobbyist Registration Returns](#)
- [User Guide – Organization Registration Returns](#)
- [User Guide – Monthly Returns and Lobbying Activity Reports](#)

Contacting Registry Staff

If you are not able to complete an update to your Registration Return or a Lobbying Activity Report, **email** our office at info@bcorl.ca

Describe the steps you have followed and the problem you have encountered. Include relevant screen captures to help us understand your issue and a **phone number** we can call if needed.