

**Sample questionnaire for Consultant Lobbyists’ clients**

*This is a template that consultant lobbyists or their clients can customize to meet their own circumstances. The information in the questionnaire will become public information once the information is entered in a Registration Return submitted to the Office of the Registrar of Lobbyists for BC. Email addresses will not be publicly available unless noted.*

**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 client, lobbyist, and public office holder.

**Request for Information**

It is a legal requirement that accurate information be entered in the BC Lobbyists Registry. Providing inaccurate or incomplete information in the Lobbyists Registry is a compliance issue and may result in an Investigation being commenced by the Registrar.

Please provide accurate information in response to the questions below, and return the completed questionnaire to the consultant lobbyist filing the Registration Return and the Monthly Returns on behalf of your organization.

During the time the consultant lobbyist has an active registration in the Lobbyists Registry, you must ensure that the consultant lobbyist is kept advised of any changes to the information set out below.

**Information about the client**

Exact legal name of the organization (check corporate registry if necessary):

Click here to enter text.

Concise summary of the organization’s business or activities (this is not where you describe the lobbying activities): Click here to enter text.

Mailing address: Click here to enter text.

City: Click here to enter text.

Province: Click here to enter text.

Country: Click here to enter text.

Postal/Zip Code: Click here to enter text.

Email address of primary client contact person: Click here to enter text.

Phone number of primary client contact person: Click here to enter text.

**Information about Affiliates, Contributors and Others with a direct interest in the Outcome**

Affiliates, as defined in the *Business Corporations Act*, include parent and subsidiary corporations, and any corporations that are controlled by the same person (sister corporations). See the ORL’s guidance document on [Business Relationships: Affiliates and Others with an Interest in Lobbying Activities.](https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=368)

**If the client is a corporation:**

1. Does the client have a parent corporation? [ ] Yes [ ] No

If yes, provide exact legal name and business address:

Click here to enter text.

1. Does the client have a subsidiary corporation that could have a direct interest in the outcome of the lobbying activities? [ ] Yes [ ] No

 If yes, provide exact legal name and business address:

Click here to enter text.

1. Does the client have a sister corporation that could have a direct interest in the outcome of the lobbying activities? [ ] Yes [ ] No

If yes, provide exact legal name and business address:

Click here to enter text.

**If the client is a corporation**:

Are the client’s activities controlled or directed by any other person or organization with a direct interest in the outcome of the lobbying activities? This could include the following situations:

* where there is a person or organization that is the majority shareholder in a corporation they, by virtue of their financial stake in the company, will have a “direct interest” in the outcome of the lobbying activities and they generally have the legal power to control the election of the board of directors;
* where the corporate constitution or bylaws, or instrument such as a trust or shareholder agreement, give majority voting rights or management power to a different individual or organization;
* where there is any other third party individual or organization that controls or directs, and has a direct interest in the outcome of the lobbying activities. For example, by virtue of a written or unwritten agreement, if a third party has the right to determine the activities of the client, whether that agreement arises from conditions attached to funding or whether the agreement imposes a right of control.

[ ] Yes [ ] No If yes, provide exact legal name and business address:

Click here to enter text.

**If the client is not a corporation**: Are the client’s activities controlled or directed by any other person or organization with a direct interest in the outcome of the lobbying activities?

[ ] Yes [ ] No If yes, provide exact legal name and business address:

Click here to enter text.

**Whether or not the client is a corporation:**

Has any person or organization with a direct interest in the outcome of the lobbying activities contributed over $1000CDN, within the preceding 12 months, toward the lobbying activities of the client?

[ ] Yes [ ] No If yes, provide exact legal name and business address:

 Click here to enter text.

**Information about Coalitions**

Is the client a coalition, or a member of a coalition?

 [ ] Yes [ ] No If yes, provide the exact legal name and business address of each member of the coalition:

Click here to enter text.

**Government Funding**

Has the client **requested** any government funding in the preceding 12 months? (This includes funding requested from any provincial, federal, or municipal levels of government in Canada as well as foreign governments).

 [ ] Yes [ ] No

Name of each government department, program or agency from which funds were requested, and corresponding amount requested:

Click here to enter text. $CDN Click here to enter text.

Click here to enter text. $CDN Click here to enter text.

Click here to enter text. $CDN Click here to enter text.

Has the client **received** any government funding in the preceding 12 months? (This includes funding received from any provincial, federal, or municipal levels of government in Canada as well as foreign governments.) [ ] Yes [ ] No

Name of each government department, program or agency providing funds, and corresponding amount of funding received:

Click here to enter text. $CDN Click here to enter text.

Click here to enter text. $CDN Click here to enter text.

Click here to enter text. $CDN Click here to enter text.

**Political, Sponsorship and Recall Contributions by clients who are “Eligible Individuals”**

The *Lobbyists Transparency Act* requires consultant lobbyists to declare whether political, sponsorship or recall contributions have been made by a small group of clients, on or after the date the writ was issued for the last provincial election. Such contributions by a client must be declared only if the client is an “eligible individual” who resides in BC, and is a Canadian citizen or has been granted permanent resident status by the Government of Canada. For further information, see the ORL’s guidance document on [Reporting Political, Sponsorship, and Recall Contributes](https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=367).

Is the client an “eligible individual” who made, since the date the writ was issued for the last provincial election, a political contribution to an MLA who is the object of lobbying activity, or to that MLA’s political party or constituency association?

[ ] Yes [ ] No

Is the client an “eligible individual” who made, since the date the writ was issued for the last provincial election, a sponsorship contribution to a third party sponsor for the purpose of sponsoring election advertising that directly promotes the election of an MLA who is the object of lobbying activity, or that MLA’s political party?

[ ] Yes [ ] No

Is the client an “eligible individual” who made, since the date the writ was issued for the last provincial election, a recall contribution to an MLA who is the object of lobbying activity, or to that MLA’s political party or constituency association?

[ ] Yes [ ] No

**Transition rule regarding** **political and sponsorship contributions**: the date the writ was issued for the last provincial election is April 11, 2017, whereas the rule that corporations, societies, unions and other organizations are not permitted to make political or sponsorship contributions came into effect November 30, 2017. Until the writ is issued for the next provincial election, consultant lobbyists with clients that are organizations such as corporations, societies, unions and other organizations must declare political and sponsorship contributions made by their clients between April 11 and 2017 and November 30, 2017.

**Transition rule regarding contributions to recall campaigns**: the date the writ was issued for the last provincial election is April 11, 2017. The rule that corporations, societies, unions and other organizations are not permitted to make recall contributions came into effect November 8, 2018. Until the writ is issued for the next provincial election, consultant lobbyists with clients that are organizations such as corporations, societies and unions must declare recall contributions made by their clients between April 11, 2017 and November 8, 2018.

**Subject Matter and Intended Outcome of the Lobbying Activities**

Select the subject matters that the client currently expects will be discussed with government officials within the near future. Update as needed. **Do not check all.**

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| --- | --- |
| [ ] Aboriginal Affairs[ ] Advanced Education[ ] Agriculture[ ] Arts and Culture[ ] Cannabis[ ] Children and Families[ ] Colleges & Universities[ ] Conservation[ ] Consumer Issues[ ] Economic Development and Trade[ ] Education[ ] Elections[ ] Employment and Training[ ] Energy[ ] Environment[ ] Finances and Budgets[ ] Financial Institutions[ ] Fisheries[ ] Forestry[ ] Freedom of Information[ ] Gaming and Lotteries[ ] Government Procurement[ ] Health[ ] Hospitals[ ] Housing[ ] Industry | [ ] Information Technology[ ] Infrastructure[ ] Insurance[ ] Intellectual Property[ ] Internal Trade[ ] Justice and Law Enforcement[ ] Labour/Labour Relations[ ] Land Claims[ ] Liquor Control/ Alcohol[ ] Mental Health and Addictions[ ] Mining[ ] Municipal Affairs [ ] Non-Profit Organization[ ] Poverty[ ] Privacy[ ] Privatization and Outsourcing[ ] Regional Development[ ] Science and Technology[ ] Senior Citizens[ ] Small Business[ ] Sports and Recreation[ ] Taxation and Finance[ ] Telecommunications [ ] Tourism[ ] Transportation[ ] Workplace Literacy |

Provide details regarding the subject matters to be discussed with each Ministry and Provincial Entity. Identify the Ministry and Provincial Entity by name and include reference to legislation, regulations, program or policy, contract, financial benefit or other specifics that will be the subject of communications:

Click here to enter text.

What is the intended outcome of the lobbying activities? Check all that apply:

[ ]  Development of any legislative proposal by the government of British Columbia, 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