

**Sample questionnaire for Organizations that are lobbying**

This is a template an organization can customize to meet its own circumstances. Use of this form to collect information is not mandatory; however, a tool such as this may form part of the standard of due diligence expected of filers.

The information in this questionnaire will be used by the person managing the organization’s Registration Return and Monthly Returns with the BC Lobbyist Registry, if that person is different from the designated filer. The designated filer remains legally responsible for the accuracy of the information submitted to the Lobbyists Registry and must certify the registration before it is submitted to the Registry. However, another person associated with the organization may prepare and manage the filings with the Registry.

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 person preparing the Registration Return and the Monthly Returns on behalf of your organization.

It is important that the information in your organization’s Registration Return is kept up to date. Please ensure that the person in your organization who updates the Registration Return and the Monthly Returns is kept advised of any changes to the information set out below.

**Information about the Organization and the Designated Filer**

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.

Name of designated filer (most senior paid officer of the organization): Click here to enter text.

Position or title of designated filer: Click here to enter text.

Direct email address of designated filer: Click here to enter text.

Direct phone number of designated filer: Click here to enter text.

Name, email addresses, and phone numbers of additional contacts for the organization, for the purposes of the Lobbyists Registry:

 Name Email Phone

Click here to enter text. Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text. Click here to enter text.

**Information about Gifts to Public Office Holders**

Has your organization given or promised any gift or benefit, **within the last 12 months, to a** BC **public office holder the organization has lobbied, is lobbying, or expects to lobby**? A gift or benefit is anything of value given or promised for free or at a reduced rate. See the ORL’s guidance document [Guide to Lobbyist Gifts](https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=345).

Date the gift or benefit was **promised**: Click here to enter text.

Date the gift or benefit was **given**: Click here to enter text.

Name of public office holder: Click here to enter text.

Description of gift or benefit: Click here to enter text.

Value of gift or benefit: Click here to enter text.

Circumstances under which the gift or benefit was given or promised (for example, if public office holder was keynote speaker at a conference, include name of conference and the role of the public office holder):

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 organization is a corporation:**

1. Does the organization have a parent corporation?

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

Click here to enter text.

1. Does the organization 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 organization 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 your organization is a corporation**: are the organization’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 your organization is not a corporation**: are the organization’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 your organization 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?

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

Click here to enter text.

**Information about Coalitions**

Is your organization 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 organization **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 organization **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.

**Information about in-house lobbyists**

NOTE: The following information must be completed in the online registry for EACH of your in-house lobbyists. To customize this tool please copy, paste and complete this entire section once for each in-house lobbyist.

Name of employee, officer, or director who lobbies:

Click here to enter text.

Date this lobbyist began lobbying: Click here to enter text.

At any time, has this lobbyist held a position that meets the definition of “former public office holder” in the *Lobbyists Transparency Act*? Refer to the [ORL’s FAQs](https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/lta-frequently-asked-questions/) section for clarification.

 [ ] Yes [ ] No

* Position title:

 Click here to enter text.

* Provincial government ministry/Provincial entity:

 Click here to enter text.

* Branch or Unit:

 Click here to enter text.

* Start date (month/year): Click here to enter text.
* End date (month/year): Click here to enter text.
* Copy, paste, and complete for each former public office holder position held:

 Click here to enter text.

Does this lobbyist have in place an undertaking to comply with any relevant codes of conduct? See the ORL’s guidance document on Codes of Conduct.

 [ ] Yes [ ] No

* Name of the Code of Conduct:

 Click here to enter text.

* Publicly available copy of the Code of Conduct (URL):

 Click here to enter text.

* Name and business contact information of the organization that is responsible for the administration of the code of conduct (include mailing address and email address, which will be made public):

Click here to enter text.

Does the lobbyist, or a person associated with the lobbyist, hold a contract for providing paid advice to the government of British Columbia or a Provincial entity? See section 2.1 of the *Lobbyists Transparency Act* (LTA) and the ORL website’s [Legislation page](https://www.lobbyistsregistrar.bc.ca/about/legislation/).

 [ ] Yes [ ] No

Is the lobbyist subject to a lobbying prohibition pursuant to either section 2.2 or section 7.2 (2) (b.1) of the LTA?See the ORL website’s [Legislation page](https://www.lobbyistsregistrar.bc.ca/about/legislation/) for clarification.

 [ ] Yes [ ] No If yes, provide exact start and end date of the lobbying prohibition.

Start (day/month/year): Click here to enter text.

End (day/month/year): Click here to enter text.

If the lobbyist has been granted an exemption pursuant to LTA section 2.3 (exemption from a prohibition in either section 2.1 (2) or section 2.2), provide the exemption number received from the Registrar:

 Click here to enter text.

The *Lobbyists Transparency Act* requires that organizations declare whether political, sponsorship and recall contributions have been made by in-house lobbyists, on or after the date the writ was issued for the last provincial election. For further information, see the ORL’s guidance document on [Reporting Political, Sponsorship, and Recall Contributions.](https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=367)

Has the lobbyist 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

Has the lobbyist 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

Has the lobbyist for the organization 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

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

Select the subject matters that the organization currently expects will be discussed with government officials. Update as needed. **Do not check all.** **NOTE: if the Subject Matter and Intended Outcome of the Lobbying Activities is different for each in-house lobbyist, please copy, paste and complete this section separately for each in-house lobbyist.**

|  |  |
| --- | --- |
| [ ] 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, 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