The Lobbying Act and You

The Federal Government’s *Lobbying Act*, as of 2 July 2008, requires all those who lobby on behalf of an organization to register as lobbyists of that organization. If an employee of the University has been successful at arranging funding, but is found to be an unregistered Lobbyist, that funding could be lost. (Please note that discussing peer reviewed grants is not considered lobbying.)

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**Do you speak to public office holders?**

- **YES**
  - Do you speak in order to advocate for a greater good?
  - Do you speak in order to advocate for a benefit on the behalf of UBC?
  - Please contact lobbyist.registry@ubc.ca for a form to register as one of UBC’s lobbyists.
  - Who are you advocating to?
  - A federal public office holder
  - Please provide one sentence describing the nature of the advocacy to lobbyist.registry@ubc.ca
  - For your protection, keep a record of each communication with a Designated Public Office Holder for 10 years.

- **NO**
  - You do not need to register as a lobbyist.
  - Do you speak as a person with expertise?

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**Are you advocating in writing?**

- Are you advocating orally? If your communication is “oral and arranged in advance” please contact lobbyist.registry@ubc.ca for a disclosure form in the month in which the communication occurs.

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The Designated Public Office Holder has contacted you and the subject includes funding. If the subject includes a discussion of funding, please contact lobbyist.registry@ubc.ca for a monthly disclosure form.

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1 A public office holder is any employee of a federal department.

2 A Designated Public Office Holder (DPOH) is any cabinet minister, deputy minister, associate deputy minister or assistant deputy minister, or their exempt staff. It is anyone who occupies the senior executive position, whether titled deputy minister or by some other title. It is anyone with a salary classification of EX-4 or above. As of September 20, 2010, Members of Parliament, Members of the Senate, and any staff working in the offices of the Leader of the Opposition in the House of Commons or in the Senate, appointed pursuant to subsection 128(1 of the *Public Service Employment Act* are DPOHs.

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