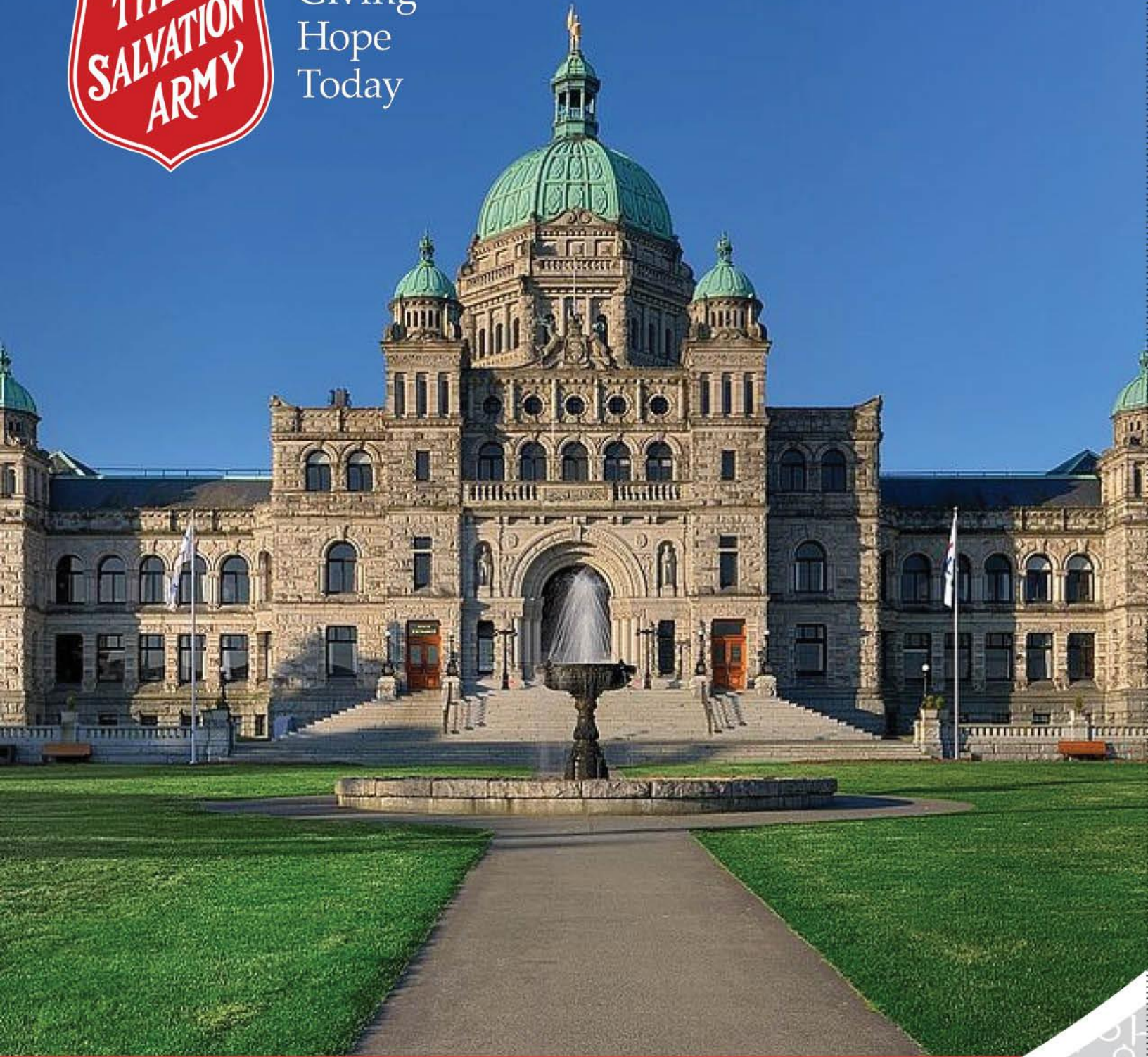




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**BRITISH COLUMBIA
LOBBYING LAWS MANUAL**
February 2021



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EXECUTIVE SUMMARY

The purpose of providing this Lobbying Manual is to ensure all BC Division Ministry Units and Corps are fully equipped with sufficient knowledge and resources in respect to reporting any lobbying activities they may undertake, so as to be in compliance under the provinces Lobby Transparency Act (LTA) new reporting regulations. The new reporting regulations are required of all sectors and industries and is regulated from the provincial entity The Office of the Registrar of Lobbyists. This will change the way organizations and businesses will now have to record and report certain communications with the provincial government that are defined as lobbying.

The Lobbying Manual contains a variety of supports that can easily be accessed to assist you with definitions, background and instructions you will need to follow. Ministry units and corps will now have to assess their monthly engagements with provincial elected officials (MLA's), public servants, provincial ministries and provincial entities to determine if the interaction contained any communication 'to influence', and if so must now report each of those communications monthly, as laid out in the *Lobbying Assessment Form and Lobbying Disclosure Form*. Among other components, the Manual also contains a Lobbying webinar that can be reviewed as needed by ministry unit leaders and staff.

This will be a learning curve for the entire division as we adapt to managing these new legislative transparency requirements and both the divisions Public and Government Affairs Director and the Divisional Secretary of Public Relations are available any time you have any questions or concerns. We encourage you to reach out.

We hope you find this Lobbying Manual an informative and a valuable resource. Please do continue to keep up with those important government relationships as we continue to partner with the provincial government to provide essential services to those most vulnerable in our province.

Mike Leland
Divisional Secretary, Public Relations

Patricia Mamic
Public & Government Affairs Director - BC Division



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Understanding Lobbying in BC

What is Lobbying?

- Lobbying is to communicate with a public officer holder (Government of BC, Provincial Entity, MLA) in an attempt to influence their actions and decisions regarding provincial laws, policies, programs, guidelines, directives or funding decisions.
- Who is a Public Office Holder?
 - Any government officials – i.e. public servant, elected officials and staff (except administrative staff)
- What is a Provincial Entity?
 - Crown Corporations e.g. BC Housing
 - School Districts
 - Public Sector Post-Secondary Institutions (Colleges & Universities)
 - Health Authorities
- What is an In-House Lobbyist?
 - An employee, officer, or director of an organization who receives a payment for the performance of the person's functions and who lobbies on behalf of the organization or an affiliate.

Government Office of the Registrar of Lobbyists

- Government Office of the Registrar of Lobbyists (ORL)
 - Is an independent office of the Legislature
 - Its mandate is to oversee, monitor and enforce the *Lobbyists Transparency Act (LTA)* – which requires individuals and organizations who lobby public office holders and meet specific criteria to register their lobbying activities in an online public registry.
 - New rules came into affect May 4, 2020 that requires our organization to register with ORL



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Changes to Laws

- Lobbyists Registration Act was replaced with Lobbyists Transparency Act on May 4, 2020
- Eliminates in-house lobbying threshold
- New law will require businesses and organizations to disclose detailed information about their lobbying activities
- Prohibits lobbyists from giving and promising to give gifts/benefits

Non-Compliance

- Repercussions of Non-Compliance
 - Investigation
 - Monetary Penalty - \$1,000 - \$2,500 average but up to \$25,000
 - Two year prohibition on Lobbying
 - Prosecution

Organizational Accountability

- Registered under 'The Governing Council of The Salvation Army in Canada'
- Registration and responsibilities of monitoring, registering and reporting will be shared collectively between Ministry Units, DHQ and THQ. Monthly reporting of activities are to be in the name of and certified under the name of the Territorial Commander as the Designated Filer



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Examples of Lobbying

- Ministry Unit Officer or staff discussing with MLA or MLA Staff – “I could really use \$\$ for...”
- Communications regarding requests for new positions, programs or increased funding.
- Policy discussions regarding TSA’s approach versus BC Housing approach (consumption rooms, etc.)
- Development processes

Examples of Not Lobbying

- An application for government funding or for a permit
- A labour negotiation with government bodies
- The negotiation of a lease between a commercial landlord and a government body as the tenant
- A procurement or sales process such as submitting a bid in response to a request for proposals (RFP)
- Contract Negotiations – does not usually include contract negotiations within an established process or year over year renewal discussions

Are you Lobbying?

- Use the Lobby Assessment Form to assess whether your interactions with government officials (elected or unelected) could constitute lobbying
- If you answered yes to any of the questions, your activity might constitute lobbying and must be reported using the Lobby Disclosure Form



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What to do if you are or possibly Lobbying

- Using the Lobbying Disclosure Form, report those interactions to your Public and Government Affairs Director (Patricia Mamic) with a cc: to the DSPR by the 5th of the month following the lobby activity
- Internal Deadlines
 - Strict deadlines for filing our lobbying activities with the Registrar
 - The 5th day of the month following the lobby activity is when the Ministry Unit must send their Lobby Disclosure Form into DHQ (i.e. for lobby activity **conducted** in the month of July, the Lobby Disclosure Form must be received at DHQ by August 5th)
 - DHQ & THQ also have deadlines to adhere to after receiving the Lobby Disclosure Form
 - Failure to file lobbying activity on time will result in non-compliance by the Territorial Commander, who is the Designated Filer.

Resources

- BC Division Lobbying Webinar
<https://salvationarmy.ca/britishcolumbia/understanding-lobbying-in-bc-webinar/>
- ORL website: <https://www.lobbyistsregistrar.bc.ca/>
- ORL FAQ page: <https://www.lobbyistsregistrar.bc.ca/lobbyists-transparency-act/frequently-asked-questions/>
- Are you a Lobbyist in BC Infographic?
<https://www.lobbyistsregistrar.bc.ca/handlers/DocumentHandler.ashx?DocumentID=347>

For more information

Contact: Patricia Mamic
Public and Government Affairs Director – BC Division
Tel: (250) 888-1436
Email: patricia.mamic@salvationarmy.ca



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Lobbying FAQ

Public Relations

GENERAL

1. What are the key elements of activities considered to be “lobbying”?

The lobbyist

1. is paid (*an employee of organization – not a volunteer*)
2. to communicate or to arrange a meeting for the purpose of lobbying
3. with a public office holder
4. in an attempt to influence any of the matters set out in the Land Transparency Act (LTA) definition of “lobby”:

“**lobby**”, subject to section 2 (2), means

- a) to communicate with a public office holder in an attempt to influence
 - i. the development of any legislative proposal by the government of British Columbia, a Provincial entity or a member of the Legislative Assembly,
 - ii. the introduction, amendment, passage or defeat of any Bill or resolution in or before the Legislative Assembly,
 - iii. the development or enactment of any regulation, including the enactment of a regulation for the purposes of amending or repealing a regulation,
 - iv. the development, establishment, amendment or termination of any program, policy, directive or guideline of the government of British Columbia or a Provincial entity,
 - v. the 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,
 - vi. a 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, or
 - vii. a 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,
- b) to arrange a meeting between a public office holder and any other individual for the purpose of attempting to influence any of the matters referred to in paragraph (a) of this definition;

2. What are some activities that are not considered lobbying?

If an organization is strictly following an established process with the government or a Provincial entity, that any other member of the public would follow, this is not considered to be lobbying. However, if a lobbyist contacts a public office holder outside of an established public process, in an attempt to influence the decision in their favour, **that** activity would



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likely be considered lobbying, and registration would likely be required. Examples might include:

- An application for government funding
- An application for a permit
- A labour negotiation with gov't bodies
- The negotiation of a lease between a commercial landlord and a government body as the tenant
- A procurement or sales process, such as submitting a bid in response to a request for proposals (RFP)

3. Do all lobbying activities have to be registered?

No. Compliance does not always require registration, and not all lobbying activity requires registration. For example:

- Volunteers are not required to register since they are not paid to communicate with public office holders.
- Citizens may communicate with government officials on their own behalf without being required to register.
- Certain communications with public office holders, such as a request for information, or responding to a written request from a public office holder for advice or comment, do not require registration.
- Submissions made in proceedings that are a matter of public record to a committee of the Legislative Assembly, or to an authority having jurisdiction or powers conferred under legislation, do not require registration.

4. If I communicate with a public office holder on behalf of my organization to get information about a policy or program, is that considered lobbying?

Lobbying entails an attempt to influence. If the communication with the public office holder only involves asking questions to obtain information about particular policies or programs, **without any attempt to influence the government or a Provincial entity in any way**, then that communication would not be considered lobbying.



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A note of caution is required. Communication with a public office holder to seek information may also include communications which attempt to influence the government or a Provincial entity in some way. If that is the case, the communication would be considered lobbying.

5. If I meet with a public office holder to provide information about my organization's project, is that considered lobbying?

Lobbying entails an attempt to influence. If the communication with the public office holder only involves the lobbyist providing information, **without any attempt to influence the government or a Provincial entity in any way**, then that communication would not be considered lobbying.

A note of caution is required. Communication with a public office holder to provide information may also include communications which attempt to influence the government or a Provincial entity in some way. If that is the case, the communication would be considered lobbying.

For example, if one of the reasons for making the public office holder aware of the project is to obtain funding for the project, to encourage legislation, regulations, programs, policies, or guidelines that support the project, or to obtain a contract for your client with the government or a Provincial entity with respect to the project, then the meeting would be considered lobbying.

6. If an administrative assistant simply arranges a meeting between a public office holder and any other individual (e.g. an in-house lobbyist) for the purpose of lobbying, is that considered lobbying and should the administrative assistant be registered as an in-house lobbyist?

If the person arranging a meeting is not an in-house lobbyist, they do not have to be registered simply because they have arranged a meeting for the purposes of lobbying.

Under the Lobbyists Transparency Act (LTA), the person arranging the meeting would have to be an in-house lobbyist for paragraph (b) in the definition of "lobby" in the LTA to apply.

In other words, if an administrative assistant does nothing else that qualifies them as an in-house lobbyist, then simply arranging a meeting for the purposes of lobbying does not make them an in-house lobbyist.

"in-house lobbyist" means, subject to subsection (4), a person who

- a) is an employee, officer or director of an organization,
- b) receives a payment for the performance of the person's functions, and
- c) lobbies on behalf of the organization or an affiliate;



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7. Every time I have a meeting from this point forward with an MLA or their office should I fill out the form? Who should I submit it to? Do I need to fill out the form for any other level of Government?

- Yes, if you met with an MLA or their office with the intent of influencing their actions or decisions regarding laws, government policies or programs, the awarding of a grant or contribution, or the awarding of a contract to provide services to the government of BC.
- Lobby Disclosure Form to be sent to caroline.wilson@salvationarmy.ca by the 5th of the month. This instruction is on the Lobby Disclosure Form.
- You do not currently need to fill out the form for other levels of government, only provincial. Reporting of government relations activities with other levels of government may follow at a later date.

8. Would conversations with a provincial entity (eg. BC Housing) regarding contracted funds & services be lobbying?

- Not necessarily.
- Ongoing communications with public servants regarding existing contracts and services, including annual budget renewals, is not likely lobbying,
- Proactively initiating a conversation with public servants in an attempt to persuade them to issue a contract for new programs or services might be. We recommend you report such discussions to Caroline Wilson or the Public and Government Affairs Director.

9. A member of our Corps is politically active and outspoken. Would we need to report this?

No. The criteria for reporting of lobbying is if the individual engaging in the activity is a paid employee or officer of The Salvation Army, who engaging in the activity on behalf of The Salvation Army. Citizens who engage and volunteers are exempt.

10. What if an MLA offers to advocate on behalf of our ministry unit? Do we need to report this as lobbying activity?

You do not need to report the MLA's efforts to advocate on your behalf. It is good when an MLA acknowledges the good work being done by The Salvation Army and wants to provide this support.

However, if before the MLA offered to advocate on your behalf, you reached out to them to tour your facility or provided them with information on programs and services with the intention of securing their support, your initial outreach most likely constitutes lobbying and we recommend you report it.



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11. Our local MLA contacts us to visit us every year. What is the procedure during election periods? What is an appropriate response to a candidate's request to visit our ministry unit during an election period so that we are in compliance with the lobbying requirements?

The Salvation Army's election do's and don'ts are found at

<https://salvationist.ca/public-affairs/government-relations-toolkit/election-resources/>

During election periods, interacting with candidates needs to be carefully considered prior to any engagement. The Salvation Army must remain non-partisan in practice as well as appearance. A good general rule of thumb is either not to engage from the date the writ is dropped until the election is past, or ensure all candidates from all parties receive the same invitation and opportunity. Also, photo ops should be not be allowed, unless all the parties candidates are in the photo, eg. All Candidates Town Hall meetings hosted by The Salvation Army.

12. Would discussions with the government regarding the budget of an existing/established contract be considered lobbying?

Discussing budgets is a necessary part of service contracts, for the best interests of both the service provider to ensure maximum potential for those served, and for the contractor for maximum benefit of the contract, and is a part of negotiation opportunity for both parties, so this would not be considered lobbying.

13. Is the signing of petitions considered a form of lobbying (either as an individual or representing TSA)?

If one signs the petition as a private citizen, then that would not fall into the category of lobbying. However, if one signed a petition and named The Salvation Army on the petition, then this should be reported as a lobbying activity if it is in an attempt to influence any of the matters set out in the LTA definition of "lobby".

14. Does sending 'thank you' letters to MLAs count as lobbying?

No, sending thank you letters/Christmas Cards etc. to MLA's does not count as lobbying. This a good way to keep in touch with government officials that is clear from lobbying activity requiring reporting.

15. We are often asked by MLAs: "what do you need most?" Is sharing information about our organization considered lobbying?

When an MLA inquires like that, they are doing so as part of their official position and should be engaging within their community seeking information to improve it and build it stronger.



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This cannot be done without information and dialogue from that community. If the request is initiated by the MLA, and made in writing, simply responding to that written request with factual information about your needs or the needs in your community is not lobbying. There are exemptions for responses to written requests from public office holders.

However, we recommend that you report that communication on the Lobby Disclosure Form, so that DHQ can ensure that action is exempt, when the overall context and circumstances are considered.

16. Can you define what 'support' means? If an MLA comes out to support our campaign/program and they ask more questions about our programs and funding, is that considered lobbying?

- ***Also consider the circumstances during election times and having candidates come out to support.***

An MLA attending a ministry unit event or visiting the ministry unit at a fundraiser is support they should be doing as a part of the duties of their public office.

These times are a good opportunity to inform them of the programs and services and they may ask about funding.

If the invitation was initially sent to the MLA specifically with the motivation and intention of influencing them for their support of the campaign or program, then it may be lobbying.

Furthermore, any conversations a ministry unit holds with the MLA at the event, with the intention to influence the MLA as defined in the LTA under 'lobby', within those visits, would be considered lobbying and require reporting.

Again, one must be aware of the intentions and the conversations and disclose any potential lobbying activity, wherever or however the interactions take place.

17. Are we going to be training our staff on being aware of lobbying activity?

The leaders of the ministry units should determine who in their ministry unit might be or could be lobbying. The Power Point presentation has been recorded and available to you to hold your own internal webinars. Each ministry unit should set internal lobbying protocols towards lobbying activity and reporting processes.

Public and Government Affairs director, Patricia Mamic or the Divisional Secretary for Public Relations, Mike Leland, are available for any questions from staff.



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As well resources are available, and recurrent training and updates for ministry unit leaders will be provided as needed.

18. Will future job descriptions of TSA positions clarify who is an in-house lobbyist? There is a blurred line between staff and volunteers...

It would be the ministry unit leader's prerogative to determine who within their unit should be meeting with government officials, and in what capacity.

This will enable the ministry unit to monitor activities efficiently and avoid non-compliance within the ministry unit.

One criteria of considering if one is an in-house lobbyist, is if they are paid for the work they do. Volunteers are not paid so therefore exempt from the classification of being a lobbyist. Volunteers should not be speaking to government officials on behalf of The Salvation Army regardless. They can advocate as private citizens, but not under The Salvation Army banner.

19. I contact Federal MPs to get support on our Canada Summer Jobs (and soon also CSSG) funding requests. We also try to get in touch with the city, given our desire to renovate/rezone our site - both going through the normal context, going to public hearings in our neighbourhood, or talking to other staff we know.

Speaking to federal MP's or staff or municipal staff are not affected by the new provincial lobbying legislation. That said, there are lobbying laws federally and some municipalities are considering implementing lobbying regulations. The Public and Government Affairs Director (DHQ) should be kept informed on all levels of government lobbying engagement to ensure our division maintains compliance with any lobbying laws and regulations.

20. Does law enforcement count? Such as federal (RCMP) or provincial/municipal?

Law enforcement is not listed in the provincial entities requiring lobbying legislation adherence.

However any communications with the provincial Ministry of Solicitor General and Public Safety which oversees policing in BC could constitute lobbying. If there is an attempt to influence public servants' or the Minister's or their staff actions and decisions regarding laws, policies, program, etc., then this would constitute lobbying.



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GIFTS

21. What are the three key elements of the LTA regarding gifts?

1. Prohibition: The LTA prohibits a lobbyist from giving or promising to give, directly or indirectly, any gift to any public office holder the lobbyist is lobbying.
2. Exception test: A gift to a public office holder whom the lobbyist is lobbying is only acceptable if it meets both parts of the two-part test in the LTA:
 - The gift is given or promised under the protocol or social obligations that normally accompany the duties or responsibilities of office of the public office holder; AND
 - The total value of gifts given or promised to the public office holder by the lobbyist in accordance with protocol or social obligations over any given 12-month period is less than \$100.
3. Reporting requirement: The LTA requires that ALL gifts given or promised to be given by a lobbyist to ALL public office holders the lobbyist is lobbying must be declared.

22. What are some examples of gifts given or promised “under the protocol or social obligations that normally accompany the duties or responsibilities of office of the public office holder”?

- A token of gratitude or courtesy when a public office holder has an official function such as keynote speaker, moderator, or ribbon-cutter;
- A gift offered by a lobbyist as a token of gratitude or courtesy when a public office holder does not have an official role at the event but attendance of the public office holder is generally part of their duties (for example, where an MLA attends an event in their constituency such as the opening ceremonies of a public event or a charity fundraiser);
- A gift offered to a public office holder attending an event, meeting, conference, or other function in an official capacity, whether or not the public office holder has an active role, if given by a lobbyist representing a cultural or social group that traditionally offers gifts to express gratitude or commemorate an occasion.

23. What is considered a gift?

A gift is anything of value given or promised for free or at a reduced rate.

Gifts may include:



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- Meals, beverages or other hospitality
- Invitations to receptions
- Money in any form (cash, cheque, bank draft, gift certificate)
- Tangible gifts such as gift baskets, alcoholic beverages, flowers, chocolate, art, or jewelry
- Tickets to sporting, cultural, or speaking events
- Box seats
- VIP passes not available to the public
- A service (spa, ski pass, transportation such as car & driver or private aircraft)
- Use of property or facilities (use of a vehicle, golf facilities, hotel room, residence, or other accommodation)

24. Which gifts from a lobbyist to a public office holder must be declared in the Lobbyists Registry?

ALL gifts given by a lobbyist, or by an organization that employs lobbyists, to a public office holder the lobbyist is lobbying, must be declared.

25. Are gifts under \$100 acceptable no matter what?

No. The value of a gift from a lobbyist to a public office holder they are lobbying does not determine whether it is acceptable.

If the gift does not meet the first part of the exception test, then the gift is prohibited, regardless of value.

26. Once gifts from a lobbyist to a public office holder they are lobbying exceed \$100 in value, when can another gift be given or promised to that public office holder?

Lobbyists are prohibited from exceeding that \$100 limit in any given 12-month period. This is a rolling calculation. Lobbyists must keep track of gifts given or promised to each public office holder they are lobbying to ensure they do not exceed \$100 per public office holder per lobbyist in any given 12-month period.



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27. Which gift details need to be declared?

If a lobbyist or an organization that is lobbying gives or promises a gift to a public office holder they are lobbying, they must declare:

- the name of the public office holder
- a description of the gift
- the value of the gift
- the date the gift was given or promised, and
- the circumstances under which the gift was given or promised

COALITIONS AND ASSOCIATIONS

28. If we are making a presentation as part of a Rotary group with an MLA present, is that lobbying?

If the presentation is simply to provide information about programs or services in the community, without any implicit or explicit attempt to influence the MLA's actions or decisions with respect to laws, government policies or programs, or decisions to award grants and contributions or contracts to provide services to government, that is not likely lobbying.

If the presentation is intended to influence the MLA's decisions in some way, then it is likely lobbying.

If the ministry unit or department is participating as a member of another organization or coalition that lobbies, then that organization would have to list their members on their registration, and The Salvation Army should be listed on the other organization's registration.

That said, we recommend that you let DHQ know of your activities on the Lobby Disclosure Form, even if it is under another groups umbrella, so that DHQ/THQ can assess the activity further to determine if it would require reporting to the government Registrar.



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29. If one of our staff sits on a community group (Urban Core in Vancouver) and signs a statement from that group, is that lobbying?

If the statement is intended to influence public office holder decisions regarding laws, policies, programs or decisions to award grants or contributions or contracts for services, the statement is likely an act of lobbying.

If the staff member is sitting on the community group as a representative of The Salvation Army, and signs the statement as a representative of The Salvation Army, your Division should know about it by your reporting it on the Lobby Disclosure Form.

If the ministry unit or department is a participant as a member of another organization or coalition who lobbies, then that organization would be responsible to list their members on their organizations Registration, and The Salvation Army should be listed on their Registration.

We recommend you let DHQ know of your activities on the Lobby Disclosure Form, even if it is under another group's umbrella, so that DHQ/THQ can assess the activity further to determine if it would require reporting to the government Registrar.

30. On the Community Council are representatives from BC Housing and Island Health. At the meeting, we report on what we do as well as present plans and funding challenges.

Is it lobbying? If yes, should all ARC staff attending that meeting be registered or only the the ARC employee/s making the presentation?

The Community Council meetings are held by invitation to the members and may contain conversation from Salvation Army representatives that could constitute lobbying. Eg. If the discussion is about a need for more funding for a program, or how a program that is contracted by a provincial entity could be changed or amended so the ministry unit could provide increased or enhance services, and there is intention to influence or motivate those government provincial entities at that table, then that could constitute lobbying and would need to be reported on the Lobby Disclosure Form.

It is always good practice to let the Public and Government Affairs Director know who from government is sitting on your Community Councils as well.

31. While we were meeting I looked back at our calendar for the month of June. This month we connected with 'a few' people hoping / looking for something or other..... this is not all of it. We've actually connected with every one of these allies this month... So by definition we need to submit forms for all.... Is there any administrative support for us to actually do this?

Municipal engagement is not relevant to this new provincial lobbying legislation - just provincial government and provincial entities.



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Health Authority and BC Housing engagements depends on the conversations. This would be a provincial government entity that requires reporting (with an individual Lobby Disclosure Form) if the conversation was lobbying (to influence per increased funding or services). But if it is the regular back and forth within an established contract then it would not be funding, rather a conversation on how to provide the contracted service better.

Roundtables need to be looked at through the lense of if it was a public transparent roundtable with open meeting records (minute/agendas/reports). If so then not likely to be a lobbying activity if government entities were at that table.

If there are any government agency or ministry representatives at those 'tables' or if any communications regarding recommendations are put forth to provincial entities or government, and the roundtable was not a public engagement process for the government, then this should be reported.

If the organization that the roundtable is hosted under is not incorporated and more of a grassroots group, then The Salvation Army should report any lobbying activity on the Lobby Disclosure Form.

Meeting with community groups with government present could be lobbying if the group is hoping to influence. If The Salvation Army is present and speaking to government entities in unison with that community group, then we should report that lobbying activity, as representatives of and identifying with The Salvation Army at that table.

Every lobbying activity should be reported on a separate Lobby Disclosure Form. A ministry unit may have no Lobby Disclosure Forms to send in for the prior month, or it may have several, depending on the number of lobbying activities.

The Lobby Assessment Form and the Lobby Disclosure Form have both been produced for the ministry units to assess and report any lobbying activity and to send to DHQ as per the form instructions. Much administrative work will be taking place each month at the divisional administrative level and the territorial administrative level in processing these new lobby legislation requirements, as part of the process which originates at the ministry units level, whose part will be to monitor and report monthly using those two forms.

32. I am currently part of the Homelessness Advisory Committee and Community Action Committee tables. Do I need to be concerned about lobbying?

If there any government agency or ministry representatives at those tables and/or if any communications with provincial public office holders are put forward with an intent to influence laws, government policies or programs, or decisions to award a grant or contribution or contract to provide services to government, then that would be lobbying.



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The Salvation Army should be named under those committees member list's that they put forward to the government lobbying Registrar under their committees lobbying Registration. This applies to incorporated organizations we may be a part of. If the organization is not incorporated and more of a grassroots group, then The Salvation Army should in due diligence report any lobbying activity on the Lobby Disclosure Form.

At every table that The Salvation Army is represented on, that representative should be aware of any potential lobbying communications being conducted from that table, and may need to disclose that by reporting on the Lobby Disclosure Form.

33. We are in roundtable discussions between Judy Darcy, Minister of Mental Health and Addictions, and members of the B.C. Addiction Recovery Association (BCARA, formerly the Recovery Council of British Columbia). We have also sent a "brief" to Minister Darcy. Does this constitute lobbying?

- Possibly.
- If there is a public record (eg. minutes/agenda) that is open and transparent – intentionally open, then likely it is not lobbying.
- If it is behind closed doors and not on public record then it could be lobbying.
- Basically – the more open the less likely to be lobbying.
- If the ministry unit or department is a participant as a member of another organization or coalition who lobbies, then that organization would have to list their members on their Registration, so The Salvation Army should be listed on the other organizations Registration.
- In this case is the BCARA an incorporated entity? If yes, then the BCARA should be listing The Salvation Army as a member of their organization, for the BCARA's compliance to the legislation.

NOTE: Ministry units and departments should inform Public and Government Affairs Director of the roundtables or memberships with other organizations that include representation with other levels of government.

Always err on the side of caution. If you are not sure if the 'table' you are sitting at would constitute your having to report the activity, please do report it on the Lobby Disclosure Form. Your report will be reviewed by DHQ and THQ as a further screening for activities undertaken that we may need to report.

34. Regarding lobbying via other networks/groups at which our staff represent us, here is one of the examples: Emergency Shelters Manager, represents our ministry unit, and is on the executive of the Urban Core network. Pre-COVID, we also hosted their meetings. Urban Core has sometimes advocated to government around policy changes and funding priorities, and I



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would imagine that as a member of the executive of UC, our representative could be a signatory on letters or other communications from Urban Core.

We have a few similar scenarios, where program managers and/or staff represent our ministry unit on a community network/committee/etc. relating to their program, so it would be helpful for us to give them a clear direction on where the line is when they are participating in those groups.

This raises a question particularly where we may be on the executive with possible signing authority. If you are a Chair, on an Executive Committee, or other leadership role, you would serve that group well by ensuring they are aware of and have a plan in place to be compliant with the new lobbying legislation. The Office of the Registrar of Lobbyists has all the information and is a valuable resource as well there may be legal societies or local foundations that may assist non profits to become familiar with the new requirements.

The ministry unit leaders should be aware of any staff that sits on outside organizations/groups as a representative of The Salvation Army and ensure they are aware of communications with government entities at those tables that might constitute lobbying.

If the ministry unit or department is a participant as a member of another organization or coalition who lobbies, then that organization would have to list their members on their Registration, so The Salvation Army should be listed on the other organizations Registration. This applies to incorporated organization we may be a part of. If the organization is not incorporated and more of a grassroots group, then The Salvation Army should report any lobbying activity on the Lobby Disclosure Form.

If you are in a leadership role with an outside group where provincial government is present, please inform the Public and Government Affairs Director, Patricia Mamic, to keep on top of any further requirements that may need to be adhered to.

35. I am struggling a bit with how to identify the conversations I have sometimes by chance and sometimes planned.

I do deal a great deal with the Social Planning Council for the City and work quite a bit with two city counselors. I do occasionally run into our federal MP and he or his staff drop in to our shelter and meal program. Our MP has a long standing relationship with TSA. I also sit a couple of tables with our MLA and of course have quite a bit in interaction with BC Housing and Island Health.

All conversations, whether by chance or planned, at meetings or community tables, may constitute lobbying.



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If there are any government agency or ministry representatives at those tables and/or if any communications with provincial public office holders are put forward with an intent to influence laws, government policies or programs, or decisions to award a grant or contribution or contract to provide services to government, then that would be lobbying.

The Salvation Army should be named under the Council's member list that organization themselves put forward to the government lobbying Registrar under their committees lobbying Registration, and is part of their lobbying Registry obligations. However, if the Social Planning Council for the City is a table within the municipal government, then the Social Planning Council is exempt from filing its lobbying activities. Members of other levels of government and members of their staff, or members of an aboriginal governing body in BC and members of their staff, are exempted from registration. Therefore the naming of The Salvation Army on an outside organizations member list would not apply. As well, this listing of The Salvation Army on outside organizations members list applies to incorporated organizations we may be a part of. If the organization is not incorporated and more of a grassroots group, then The Salvation Army should themselves in due diligence report any lobbying activity on the Lobby Disclosure Form.

At every table that The Salvation Army is represented on, that representative should be aware of any potential lobbying communications being conducted from that table, and may need to disclose that by reporting on the Lobby Disclosure Form.

It is good to engage with our government elected officials and staff, and at community tables. We just now need to be aware of our conversations which might include lobbying.

If there are any grey areas, please contact the Divisional Secretary for Public Relations or the Public and Government Affairs Director with any questions.



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Appendix



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Appendix A

In-House Lobbyist Form

Name of employee, officer, or director who lobbies: Click or tap here to enter text.

Ministry Unit: Click or tap here to enter text.

Date this lobbyist began lobbying: Click or tap 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](#) section for clarification.

Yes No

- Position title: Click or tap here to enter text.
- Provincial government ministry/Provincial entity: Click or tap here to enter text.
- Branch or Unit: Click or tap here to enter text.
- Start date (month/year): Click or tap here to enter text.
- End date (month/year): Click or tap here to enter text.

Copy, paste, and complete for each former public office holder position held:
Click or tap here to enter text.



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Appendix B

Lobby Assessment Form

- Have you met with, called, or written to provincial government officials (e.g. MLAs, their political staff, or public servants)?
- Was this outside of regular government processes such as RFP processes, online funding application processes, contract renewal discussions?
- When you met, called or wrote to them, were you attempting to influence their decisions or actions regarding:
 1. The awarding, amendment or termination of any contract, grant or financial benefit by the provincial government? (e.g. calling your MLA to ask for support for your grant application or contacting MLA staff to ask them to help you move your application along).
 2. The introduction, passage, amendment or defeat of any Bill in the Legislative Assembly? (e.g. writing letters to your MLA in support of a Bill or urging MLAs to enact legislation to address a specific need in your province).
 3. The development, enactment, amendment or repeal of any provincial regulation.
 4. The development, establishment, amendment or termination of any provincial government policy, directive, or guideline or program.

If you answered yes to any of the four questions above, your activity might constitute lobbying and you must report it using the Lobby Disclosure Form.

If you have any questions, please contact:

Patricia Mamic, Public and Government Affairs Director
(Office) 250-386-3366 (Cell) 250-888-1436
patricia.mamic@salvationarmy.ca

Mike Leland, Divisional Secretary of Public Relations
(Office) 604-296-3821 (Cell) 604-375-4042
mike.leland@salvationarmy.ca



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Appendix C

Lobby Disclosure Form

Note: Please fill out an individual form for each lobbying activity undertaken.

A. Your information

Your name: Click or tap here to enter text.

Your title: Click or tap here to enter text.

Your Division/Ministry Unit: Click or tap here to enter text.

Date of communication: Click or tap here to enter text.

Subject matter of communication: Click or tap here to enter text.

B. Type of communication

- Letter
- Email
- Phone call
- Face-to-face meeting scheduled in advance
- Impromptu meeting (e.g. unplanned, bumped into them in the community, at Rotary, etc.)

C. Type of government official

- Elected official (MLA or Cabinet Minister)
- Member of political staff
- Public servant



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D. What you discussed

- Government policy or program (e.g. attending a roundtable discussion about BC's poverty reduction strategy, met with an MLA or their staff to discuss how a specific BC Housing policy affects your ministry unit and the people you serve)
- Government grant, contract or other financial benefit (e.g. "we could really use a grant or contribution for our local food bank or to buy an EDS vehicle")
- Law, regulation, by-law (e.g. we support Bill XYZ relating to poverty reduction in BC)

E. Fill out only if you had a phone conversation or face to face meeting:

Who did you meet with?

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Branch/Department of Government (or elected official's office): Click or tap here to enter text.

Date: Click or tap here to enter text.

Who scheduled the meeting? Click or tap here to enter text.

What you discussed: Click or tap here to enter text.

If you have any questions, please contact Patricia Mamic, Public and Government Affairs Director – BC Division at 250-386-3366 (office) or 250-888-1436 (cell).

Email the Lobby Disclosure Form by the 5th day of the month following the lobby activity to caroline.wilson@salvationarmy.ca with a cc to mike.leland@salvationarmy.ca and patricia.mamic@salvationarmy.ca



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Appendix D

B.C. Provincial Entities

A board of education or a francophone education authority, as defined in section 1 (1) of the School Act

BC Financial Services Authority

BC Games Society

BC Immigrant Investment Fund Ltd.

B.C. Pavilion Corporation

BC Transportation Financing Authority

BCNET

British Columbia Assessment Authority

British Columbia Council for International Education

British Columbia Enterprise Corporation

British Columbia Housing Management Commission

British Columbia Hydro and Power Authority

British Columbia Institute of Technology

British Columbia Lottery Corporation

British Columbia Public School Employers' Association

British Columbia Railway Company

British Columbia Securities Commission

British Columbia Transit

Camosun College

Canadian Blood Services

Capilano University

College of New Caledonia

College of the Rockies

Columbia Basin Trust

Columbia Power Corporation

Community Living British Columbia

Community Social Services Employers' Association of British Columbia

Creston Valley Wildlife Management Authority Trust Fund

Crown Corporations Employers' Association

Destination BC Corp.

Douglas College



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Emily Carr University of Art and Design
First Peoples' Heritage, Language and Culture Council
Forest Enhancement Society of British Columbia
Forest Innovation Investment Ltd.
Fraser Health Authority
Health Employers Association of British Columbia
Industry Training Authority
Innovate BC
Insurance Corporation of British Columbia
Interior Health Authority
Justice Institute of BC
Knowledge Network Corporation
Kwantlen Polytechnic University
Langara College
Legal Services Society
Louis Brier Home and Hospital
Menno Hospital
Mount St. Mary Hospital
Nechako-Kitamaat Development Fund Society
Nicola Valley Institute of Technology
Nisxa'a Valley Health Authority
North Island College
Northern Health Authority
Northern Lights College
Northwest Community College
Oil and Gas Commission
Okanagan College
Organized Crime Agency of British Columbia Society
Partnerships British Columbia Inc.
Post-Secondary Employers' Association
Providence Health Care Society
Provincial Health Services Authority
Provincial Rental Housing Corporation
Real Estate Council of British Columbia
Real Estate Foundation of British Columbia
Royal British Columbia Museum Corporation
Royal Roads University



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Selkirk College
Simon Fraser University
St. Joseph's General Hospital
St. Michael's Centre
Thompson Rivers University
Trades Training Consortium of British Columbia
Transportation Investment Corporation
University of British Columbia
University of Northern British Columbia
University of the Fraser Valley
University of Victoria
Vancouver Coastal Health Authority
Vancouver Community College
Vancouver Island Health Authority
Vancouver Island University
Workers' Compensation Board