



Create Consultant Registration

Step 5 — Information about Government Funding

Welcome to the Office of the Commissioner of Lobbying's Online Assistance. This tutorial has been designed as part of the educational program and awareness efforts by the Office of the Commissioner of Lobbying.

This is one of seven tutorials dealing with the creation of a consultant lobbyist registration. It describes Step 5, which deals with the disclosure of information about government funding."

Begin by logging into the registration system and going to the Registrant Dashboard.

You will recall that after we entered the information in Step 4, we decided to pause our session. Because of this, when you look under the "Current Activities" tab, you will see a link beside "Pending Registration" indicating that the registration is incomplete.

To open the registration and complete Step 5, click "Incomplete."

This will take you to the "Consultant Summary" page where you must scroll down to the fifth section, "Information about Government Funding."

Open this section by clicking "Edit Information about Government Funding" at the bottom right.

You must disclose all "Government Funding" received by your client during its last completed financial year.

"Government funding" means funds provided by a Canadian or foreign government source which do not have to be repaid or in return for which no goods or services are obtained.

These can be grants, non-repayable contributions or any other non-repayable funding.

Note that repayable contributions, loans, loan guarantees, tax credits, remission orders and government contracts do not have to be reported in this section.

In our example, "Simple Textile Incorporated" received a grant from Industry Canada in the last full fiscal year and expects to receive another one in the current year.

When you are asked, "Was the client funded in whole or in part by any domestic or foreign government institution in the last completed financial year, or does the client

expect funding in the current financial year?", select "Yes" from the drop-down menu.

Using the calendar, enter the date of the last full fiscal year, for example, October 31, 2009. This date will vary depending on each institution's fiscal year.

You also have to indicate the source of the funding. Report all funds received from Canadian or foreign government sources. This includes any municipal, provincial, territorial, regional or federal government.

If the funding is from a Canadian Government Institution, you will likely find it in the provided pick-list. Otherwise, you will need to select the "Other Institution" field and enter the full name of the institution manually.

Because "Simple Textile Incorporated" received funding from Industry Canada, select that institution from the dropdown menu.

Then, the system requires you to be more specific and answer by a "Yes" or "No", if your client has received funds from the selected institution in the last completed fiscal year.

Select "Yes." Enter the amount received. The amount must be in Canadian dollars, with no dollar sign and no comma if there is no decimal.

Finally, indicate whether the consultant lobbyist expects to receive funding from the same source in the current fiscal year. In our case, the consultant lobbyist is expecting more funds from Industry Canada this year. Select "Yes" and click "Add to List."

To enter information about other past or future sources of government funding, click the "Top of Form" link on the right directly about the list of government funding. If you have to add more than one name, you will have to save in the usual way so that you do not lose your information. Then click the "Save" button at the bottom of the page. This will take you back to the "Consultant Summary" page. You will then have to return to Step 5 by clicking "Edit Information about Government Funding" in order to continue. This will ensure that your information is properly saved.

Because "Simple Textile Incorporated" has only one past or future source of government funding, you can now save the information.

To save your information, click "Save" or "Save and Continue".

If you select "Save and Continue", the system will save your information and take you straight to the next step so that you can enter information about the subject matter of your lobbying activities.

Clicking the "Cancel" button will delete all the information you entered and take you back to the Registrant Dashboard.

For the purposes of our demonstration, select "Save." This takes you to the "Consultant Summary" page, where you can check the information you just entered.

If you find any errors, simply click "Edit Information about Government Funding" to go back and make corrections.

Note that the system marks completed sections with a green check in the "Status" column on the left. Incomplete sections are marked with an empty icon.

We want to pause our session at this point, so we go back to the Registration Dashboard by clicking "Return to Registrant Dashboard."

This concludes the tutorial. This was the fifth of seven steps showing how Consultant Lobbyists can complete new disclosures. The next step, "Step 6 of 7: Information About Subject Matter", deals with reporting of information on the subject matter of lobbying activities.

If you have any comments or questions about this tutorial, please contact us by phone at 613-957-2760 or by e-mail at QuestionsLobbying@ocl-cal.gc.ca. You can also visit our website at www.ocl-cal.gc.ca.