

LOBBYIST REGISTRATION REQUIRED *BEFORE* LOBBYING OCCURS

Before lobbying occurs, lobbyists must submit a lobbyist registration, select a class of lobbyist (in-house, consultant or voluntary) and set up an account. A lobbyist registration number is assigned when the lobbyist registration is approved. This is a prerequisite to obtaining approval of a subject matter registration which will permit lobbying on a subject matter.

As part of the lobbyist registration, the registrant must provide their contact information and information about their employer. For a business, a senior officer must be the registrant and represent the business in the lobbyist registry system. For an organization, the most senior compensated employee or officer must be the registrant and represent the organization in the lobbyist registry system. The senior officer must also disclose their employer's business activities and fiscal year, the in-house lobbyists who may lobby on behalf of the employer, other beneficiaries, government funding and other particulars.

In the case of an organization, if a committee is to meet with public office holders, the senior officer must disclose the committee and its members as part of the lobbyist registration to make this information available in the subject matter registration.

SUBJECT MATTER REGISTRATION REQUIRED *BEFORE* LOBBYING OCCURS

Before lobbying occurs, lobbyists must also submit a subject matter registration. A separate subject matter registration is required for each new topic or issue where lobbying activity is to occur. A subject matter registration number is assigned when the subject matter registration is approved. Lobbyists can register more than one subject matter under their lobbyist registration. As part of the subject matter registration, the registrant must disclose the following information:

Subject matter: Registrants must disclose the subject matter about which they will communicate, and provide specific details to describe the subject matter.

Consultant and voluntary lobbyists: Registrants must disclose information about their client, other beneficiaries, financial contributions (non-government) towards the lobbying activity, government funding received by the client and other particulars. The start and end date of the lobbying activity can be specified.

In-house lobbyists: The senior officer must assign or designate which lobbyists will communicate with public office holders regarding the subject matter, and disclose financial contributions (non-government) towards the lobbying activity. The subject matter registration may remain in effect for the fiscal year of the business or organization, unless the lobbying activity is planned for a shorter duration.

Grass-roots communication: Registrants must disclose if they intend to initiate grass-roots communication. This involves identifying who will be asked to participate in the campaign, the public office holders who are to be contacted, and the campaign period. For more information on grass-roots lobbying, please see: <http://www.toronto.ca/lobbying/lobbyist-control-faq.htm>.

Committee of an organization: In the case of an organization, if a committee is to meet with public office holders, the senior officer must assign or designate the committee and specify the meeting date as part of the initial subject matter registration.

REGISTRATION REQUIRED *AFTER* LOBBYING HAS OCCURRED

Communication with individual public office holders: Within three business days from the date of communication with each new public office holder about a registered subject matter, registrants must return to the registry system to disclose the public office holder with whom they have communicated, the communication methods used and the date of communication.

Communication by a committee of an organization: Where an organization lobbies by committee, the participants must be disclosed within three business days of the committee meeting. The senior officer must return to the registry system to disclose both the committee members and public office holders who attended the committee meeting. If in-house lobbyists also attended the committee meeting, they should also be disclosed in the committee section.

Information in the registration changes: Any change to the information in the lobbyist registration or the subject matter registration must be submitted within three business days of the registrant acquiring knowledge of the change of information.

Lobbying activity ends: Registrants must also update their registration within two business days of the termination of their lobbying activity.