

Communications as part of a public consultation process are exempt from registration. There are several types of consultations that are generally initiated by employees or through a regular business process of the City. The City and its local boards often seek input from businesses, professionals or the general public to assist in developing future recommendations.

Parties being consulted sometimes continue communication with a public office holder after a consultation has ended. If the communication would advance their business interests, that communication would require registration. For example, communications about products, services or positions on possible policy may advance a business interest.

Typical public consultations that do not require registration are as follows:

- **Council, Committee or Board meeting:** Registration is not required to speak or make a submission at a public meeting of a Committee or Council of the City or a local board.
- **Public consultation:** Registration is not required to speak or make a submission as part of a public consultation, neighbourhood meeting, site-neighbours meeting, or similar consultation process, on an application or other matter which is the subject of the consultation.
- **Response to a written request:** Communication in direct response to a written request from a public office holder is exempt from registration provided it does not go beyond general information. General information includes strictly factual information, information required as part of an application, or information about an administrative process.
- Consultations that are limited to the interpretation or application of a by-law or the implementation of a policy, program, directive or guideline do not require registrations.

Not-for-profit community services organizations

Not-for-profit community services and some other not-for-profit organizations are exempt from registration when acting in their official capacity. See the Interpretation Bulletin on [Not-for-profit Organizations](#).