

# How to use the City of Ottawa Lobbyist Registry

The Lobbyist Registry is a bilingual online tool found at [ottawa.ca/lobbyist](http://ottawa.ca/lobbyist) that documents lobbying activity within the City of Ottawa.

## Individuals can disclose lobbying activity in four easy steps:

1. Log on to [ottawa.ca/lobbyist](http://ottawa.ca/lobbyist) and click on "Registry"
2. Create a profile with the Lobbyist Registry
3. Create lobbying files
4. Disclose specific lobbying activity

For more information about the Registry and the Lobbyist Code of Conduct, visit [ottawa.ca/lobbyist](http://ottawa.ca/lobbyist) or e-mail [lobbyist@ottawa.ca](mailto:lobbyist@ottawa.ca).

**ottawa.ca** City services **3-1-1**  
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 @ottawacity

## What is considered lobbying activity?

Lobbying occurs when an individual representing a financial or business interest, or the financial interest of a not-for-profit with paid staff, communicates with a Member of Council or City staff to try to influence a decision on governmental matters that are outside of standard processes.

**Note:** Professionals registered with the Lobbyist Registry are presumed to be providing objective, independent advice consistent with their profession.

## How to create a Profile:

1. If it is your first time using the Registry, create a profile by clicking the "Register" button and following the prompts. You will only have to create a profile once. It will not be made public on the Registry until it has been verified by the City.
2. You will first be asked to fill in the standard account information including name, address and telephone number.
3. You will then be asked to state any current or past affiliations with the City.
4. Lastly, you will be asked to read and check that you agree to the Lobbyist Code of Conduct and the Terms of Use for the Registry. Your profile is now complete. An e-mail will be sent to you to confirm receipt of your registration.

## How to create a Lobbying File:

Once you have a profile, you can begin registering your lobbying file(s). A lobbying file is the specific matter that you are communicating with Members of Council and/or City staff about. You create a lobby file once.

1. On the main Log In page, enter your username and password to open your profile.
2. Once you are in your profile, click the "New" button under the Lobbying File heading.
3. On the Lobbying File page, you will be asked to give your lobbying file a title (for your own personal use) and identify the following details:
  - a. Subject Matter
  - b. Specific Issue (details about your specific lobbying file)
  - c. Affected ward(s)
  - d. Your client's name and address
4. Click the "Save" button when you have entered all the required information.
5. Once entered and saved, your lobbying files should appear on your main profile page.

If you have questions regarding proprietary information, please email [integrity@ottawa.ca](mailto:integrity@ottawa.ca).

## How to enter Lobbying Activities:

Once you have created your lobbying file(s), you can begin entering your specific lobbying activity on each lobbying file:

1. In the upper right-hand corner of your profile you will find the "Add New Activity" section.
2. To enter your lobbying activity you will:
  - a. Select the date of the lobbying activity using the calendar option;
  - b. Select your Lobbying File from the drop down list;
  - c. Select the method of communication you used for the lobbying activity;
  - d. Enter the person(s) lobbied. To do so, enter the individual's last name and wait for a drop down list to appear. Select the individual you lobbied and click the "Add" button;
  - e. If you lobbied all Members of Council (i.e. you sent an e-mail to City Council), you can click the "Add All Council" button and click "Save".
3. Once entered and saved, your lobbying activities should appear on your main profile page under "Latest Activities".

## How to close a Lobbying File:

When no further lobbying will occur on a lobbying file, you can close it. Lobbying on a file is no longer permitted once it has been closed.

1. Under the "Lobbying File" section of your profile page, click on the lobbying file you wish to close;
2. Once on the Lobbying File page, you will:
  - a. Check the "Close Lobbying File" box on the left-hand side of your Lobbying File page;
  - b. Click the "Save" button.
3. Once saved, the "Status" on your lobbying file should appear as "Closed" on your main profile page.

Once a lobbying file is closed, it will not be possible to re-open the Lobbying File without first contacting [lobbyist@ottawa.ca](mailto:lobbyist@ottawa.ca).

- Are you a delegation speaking during a Council, Standing Committee or Transit Commission meeting?
- Are you speaking on the public record during a public meeting or open house?
- Are you requesting information?
- Are you providing compliments or complaints about a program?
- Are you communicating with a Public Office Holder as part of existing, Council-approved processes (building permits, procurement, planning applications, etc.)?

Yes

You are not a Lobbyist.

No

Are you communicating with a public office holder seeking direct or indirect financial benefit outside of a normal process?

No

You are not a Lobbyist.

Yes

Are you receiving payment for communicating with a public office holder or do you represent a business or financial interest? Or are you part of a not-for-profit organization with paid staff?

No

You are not a Lobbyist.

Yes

Are you a government or public sector official acting in your official capacity (see Section 3 of the Lobbyist Registry By-law)?

Yes

You are not a Lobbyist.

No

Are you communicating on behalf of an organization or business of which you are an employee, partner or sole proprietor?

No

You are not a Lobbyist.

You are an In-House Lobbyist

No

Are you communicating for payment and on behalf of a client (another individual, company, partnership or organization)?

No

You are not a Lobbyist.

You are a Consultant Lobbyist

No

Are you communicating without payment, but on behalf of a business, for a profit organization, or a not-for-profit organization with paid staff?

No

You are not a Lobbyist.

You are a Voluntary Lobbyist

Yes

Yes