**The University of Manitoba**

***Lobbying Act* Compliance Form – see attached memo for instructions**

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| 1. **Employee Information** | |
| Name: |  |
| Title: |  |
| Department/Unit: |  |
| Date form submitted: |  |

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| 1. **Disclosure of Activity (see attached memo for instructions)** |

**As a part of your employment duties for the University of Manitoba, have you had any oral and/or arranged communications (meetings or phone calls) with a public office holder (POH) and/or designated public office holder (DPOH) within the past month?**

Yes No

If yes, pursuant to the Federal *Lobbying Act,* certain information needs to be disclosed relating to these communications. Please provide details below:

(If you require additional fields please complete supplementary forms)

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| 1. **Details of Communications with POH/DPOH** | |
| Date of communication: |  |
| Name of POH/DPOH: |  |
| Position title: |  |
| Branch or Unit: |  |
| Government Institution: |  |
| Subject matter of communication: |  |

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| --- | --- |
| Date of communication: |  |
| Name of POH/DPOH: |  |
| Position title: |  |
| Branch or Unit: |  |
| Government Institution: |  |
| Subject matter of communication: |  |

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| 1. **Previously Held Public Office(s)** |

Have you previously held a public office(s) as outlined in section 2 above?

Yes No

If yes, please provide the following information:

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| --- | --- |
| Name of Public Office held: |  |
| Position held: |  |
| Dates in position: |  |

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| --- | --- |
| Name of Public Office held: |  |
| Position held: |  |
| Dates in position: |  |

Once you have completed this form please return it electronically to:

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| **Government & Community Engagement**  **Charlene.Hawryluk@umanitoba.ca**  **ph: 474-7881** |

**MEMORANDUM**

TO: All Faculty and Staff

FROM: Tyler MacAfee, Director, Government and Community Engagement Office

DATE; December 9, 2013

**Re: Communication with Federal Public Office Holders**

The University of Manitoba is required under the federal *Lobbying Act,* R.S.C.1985, c. 44 (4th Supplement) (the *"Lobbying Act*"), to submit to the federal government the *Lobbying Act* Compliance Form (the "Form") on a monthly basis.

# Communications to be Disclosed

On this Form, the University must disclose all communications with public office holders (POH) or designated public office holders (DPOH) by University employees who, as part of their duties, are required to communicate on behalf of the University in respect of:

1. The development of any legislative proposal by the Government of Canada or by a member of the Senate or the House of Commons;
2. The introduction of any Bill or resolution in either House of Parliament or the passage, defeat or amendment of any Bill or resolution that is before either House of Parliament;
3. The making or amendment of any regulation;
4. The development or amendment of any policy or program of the Government of Canada; or
5. The awarding of any grant, contribution or other financial benefit by or on behalf of Her Majesty in right of Canada.

**If, as part of your duties, you have communicated with a POH or DPOH on behalf of the University with respect to any of the points above, then you must report those communications to the Government and Community Engagement Office on a monthly basis.** Please note that you are not required to report communications made on your own behalf, or made in respect of matters not listed above.

# Who is a Public Office Holder?

A Public Office Holder (POH) is defined as any officer or employee of Her Majesty in right of Canada, and includes:

1. A member of the Senate or the House of Commons and any person on the staff of such a member;
2. A person who is appointed to any office or body by or with the approval of the Governor in Council or a minister of the Crown, other than a judge receiving a salary under the Judges Act or the lieutenant governor of a province;
3. An officer, director or employee of any federal board, commission or other tribunal as defined in the Federal Courts Act;
4. A member of the Canadian Armed Forces; and
5. A member of the Royal Canadian Mounted Police.

A Designated Public Office Holder (DPOH) is defined as:

1. A minister of the Crown or a minister of state and any person employed in his or her office who is appointed under section 128(1) of the Public Service Employment Act;
2. Any other POH who, in a department listed in the attached schedule I and I.1:
   1. Occupies the senior executive position, whether by the title of deputy minister, chief executive officer, or by some other title, or
   2. Is an associate deputy minister or an assistant deputy minister or occupies a position of comparable rank; and
3. Any individual who occupies a position that has been designated as a DPOH by regulation under the provisions of the *Lobbying Act*.

Please also note that the *Lobbying Act* **does not apply** in respect of:

1. any oral or written submission made to a committee of the Senate or House of Commons or of both Houses of Parliament or to anybody or person having jurisdiction or powers conferred by or under an Act of Parliament, in proceedings that are a matter of public record;
2. any oral or written communication made to a public office holder by an individual on behalf of any person or organization with respect to the enforcement, interpretation or application of any Act of Parliament or regulation by that public office holder with respect to that person or organization; or
3. any oral or written communication made to a public office holder by an individual on behalf of any person or organization if the communication is restricted to a request for information.

# Questions?

If you have any questions or concerns regarding the above or the attached form, please contact Charlene Hawryluk, Confidential Assistant to the Director of Government and Community Engagement, Office of the Vice-President (External) at 204-474-7881 or [charlene.hawryluk@umanitoba.ca](mailto:charlene.hawryluk@umanitoba.ca).

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| SCHEDULE 1   1. Department of Agriculture and Agri-Food 2. Department of Canadian Heritage 3. Department of Citizenship and Immigration 4. Department of the Environment 5. Department of Finance 6. Department of Fisheries and Oceans 7. Department of Foreign Affairs, Trade and Development 8. Department of Health 9. Department of Human Resources and Skills Development 10. Department of Indian Affairs and Northern Development 11. Department of Industry 12. Department of Justice 13. Department of National Defence 14. Department of Natural Resources 15. Department of Public Safety and Emergency Preparedness 16. Department of Public Works and Government Services 17. Department of Transport 18. Treasury Board 19. Department of Veterans Affairs 20. Department of Western Economic Diversification     SCHEDULE I.1   1. Atlantic Canada Opportunities Agency 2. Canada Industrial Relations Board 3. Canadian Environmental Assessment Agency 4. Canadian Grain Commission 5. Canadian Human Rights Commission 6. Canadian Human Rights Tribunal 7. Canadian Intergovernmental Conference Secretariat 8. Canadian International Trade Tribunal 9. Canadian Northern Economic Development Agency 10. Canadian Radio-television and Telecommunications Commission 11. Canadian Security Intelligence Service 12. Canadian Space Agency 13. Canadian Transportation Agency 14. Communications Security Establishment 15. Copyright Board 16. Correctional Service of Canada 17. Courts Administration Service 18. Economic Development Agency of Canada for the Regions of Quebec 19. Federal Economic Development Agency for Southern Ontario 20. Financial Consumer Agency of Canada 21. Financial Transactions and Reports Analysis Centre of Canada | 1. Immigration and Refugee Board 2. Indian Residential Schools Truth and Reconciliation Commission 3. Library and Archives of Canada 4. Military Grievances External Review Committee 5. Military Police Complaints Commission 6. National Energy Board 7. National Farm Products Council 8. National Film Board 9. Northern Pipeline Agency 10. Office of Infrastructure of Canada 11. Office of the Auditor General 12. Office of the Chief Electoral Officer 13. Office of the Commissioner for Federal Judicial Affairs 14. Office of the Commissioner of Lobbying 15. Office of the Commissioner of Official Languages 16. Office of the Communications Security Establishment Commissioner 17. Office of the Co-ordinator, Status of Women 18. Office of the Correctional Investigator of Canada 19. Office of the Director of Public Prosecutions 20. Office of the Governor General’s Secretary 21. Office of the Public Sector Integrity Commissioner 22. Office of the Superintendent of Financial Institutions 23. Offices of the Information and Privacy Commissioners of Canada 24. Parole Board of Canada 25. Patented Medicine Prices Review Board 26. Privy Council Office 27. Public Health Agency of Canada 28. Public Service Commission 29. Public Service Staffing Tribunal 30. Public Service Labour Relations Board 31. Registrar of the Supreme Court of Canada and that portion of the federal public administration appointed under subsection 12(2) of the Supreme Court Act 32. Registry of the Competition Tribunal 33. Registry of the Public Servants Disclosure Protection Tribunal 34. Registry of the Specific Claims Tribunal 35. Royal Canadian Mounted Police 36. Royal Canadian Mounted Police External Review Committee 37. Royal Canadian Mounted Police Public Complaints Commission 38. Security Intelligence Review Committee 39. Shared Services Canada 40. Statistics Canada 41. Transportation Appeal Tribunal of Canada 42. Veterans Review and Appeal Board |

Other Departments Required by the Commission

1. Canada Foundation for Innovation