

  
Liberal

# LPC POLICY DEVELOPMENT GUIDELINES

May 2020



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## INTRODUCTION

The Liberal Party of Canada's Constitution (the "Constitution") and Policy By-law 3 require the National Board of Directors (the "National Board") to establish and maintain a policy development and prioritization process ("policy process") that provides for the following:

- communication and discussion between Registered Liberals;
- engagement of Registered Liberals;
- reporting and accountability to Registered Liberals;
- flexibility to accommodate changing technology, conditions and electoral cycles; and,
- input into the platform development process.

The Policy Development Guidelines ("Guidelines") outline the process of continuous engagement, led by the Policy Secretary and Policy Chairs from Provincial or Territorial Boards ("PTBs"), Commissions and National Caucus, through whom Registered Liberals are encouraged to engage with and participate in the public affairs of Canada. These Guidelines provide a roadmap for engagement of Registered Liberals from initiation to policy prioritization at the National Convention.

# 1. PRINCIPLES

- 1.1.** To help achieve the Liberal Party of Canada's ("Party") stated purpose as described in the Constitution, the policy process should:
- encourage diversity, bilingualism and gender equity;
  - promote grassroots engagement with Registered Liberals; and
  - be democratic and transparent.
- 1.2.** PTBs, Commissions and National Caucus may sponsor policy proposals for consideration by the National Platform Committee in accordance with these Guidelines.
- 1.3.** Each sponsor that submits policy resolutions to the National Convention must have at least one of their priorities considered by participants in a policy plenary session.

# 2. PROCEDURES

- 2.1.** PTBs, Commissions and National Caucus have flexibility to develop, select and prioritize policy resolutions in a way that reflects their constituency. However, their processes must:
- be democratic and enhance accessibility;
  - communicate opportunities for the involvement of Registered Liberals; and,
  - comply with the LPC Constitution and Policy By-Law 3.
- 2.2.** To be eligible for consideration, resolutions must advance liberal values and meet the requirements noted in Section 4 of this document.
- 2.3.** The Party shall maintain a current and accessible on-line database of policy resolutions and documents relevant to the policy process.
- 2.4.** The Indigenous Peoples' Commission ("IPC") shall have an opportunity to provide feedback on policy resolutions impacting Indigenous peoples. The IPC Policy Chair, in coordination with the Policy Secretary, will establish a national process for receiving feedback from IPC regarding policy resolutions.

# 3. ROLES AND RESPONSIBILITIES

- 3.1.** The Policy Secretary and Policy Chairs must comply with the Constitution, By-laws and Guidelines.
- 3.2.** National Policy Secretary shall:
- Chair the National Policy Committee comprised of Policy Chairs from each of the PTBs and Commissions.
  - Work with the National Policy Committee to:
    1. maintain the Guidelines for the policy process, subject to approval by the National Board;
    2. provide education and training to PTBs and Commissions with respect to the policy processes and facilitate the exchange of 'leading practices';
    3. coordinate engagement between Policy Chairs from PTBs and Commissions;

4. facilitate communication between sponsors of policy resolutions working on similar issues of concern to encourage collaboration or blending of policy resolutions;
  5. validate all policy resolutions submitted to the National Policy Committee to ensure they comply with the requirements noted in section 4.1;
  6. ensure all policy resolutions to be considered at a National Convention are published and circulated no later than eight (8) weeks in advance of the Convention; and,
  7. maintain an up-to-date compilation of current policy resolutions on the Party website.
- Liaise with Party and Caucus Leadership.
  - Present an accountability report at National Convention outlining the actions taken to implement the resolutions adopted as official Party policy at the previous National Convention.

### **3.3. PTB or Commission Policy Chairs:**

- Chair the PTB or Commission Policy Committee.
- Work with EDA or Section Policy Chairs to:
  1. coordinate their policy process;
  2. provide education and training with respect to the policy process and facilitate the exchange of 'leading practices';
  3. facilitate communication between sponsors of policy resolutions working on similar issues of concern to encourage collaboration or blending of policy resolutions;
  4. validate all policy resolutions submitted to the policy process to ensure they comply with the requirements noted in section 4.1; and,
  5. advocate for policy resolutions sponsored by the PTBs or Commission.
- Liaise with the representative provincial or territorial Caucus or Party designate.
- Develop a policy process that reflects their constituency.
- Participate in the National Policy Committee.

### **3.4. EDA and Section Policy Chairs:**

- Chair an EDA or Section Policy Committee
- Work with members of the EDA or Section Policy Committee to:
  1. encourage Registered Liberals to participate in the policy process and submit policy resolutions;
  2. collaborate with EDAs and Section Policy Chairs to facilitate the exchange of information related to policy development;
  3. enable participation by Registered Liberals through workshops, information sessions and other policy related advocate for policy resolutions that are a priority for the EDA or Section.
- 4. advocate for policy resolutions that are a priority for the EDA or Section.

## 4. POLICY RESOLUTIONS

4.1. To be eligible for consideration, policy resolutions must:

- respect Canada’s Constitution and the Charter of Rights and Freedoms;
- be within federal jurisdiction and focused on a public policy purpose;
- be factual and evidence-based;
- reflect, as appropriate, the application of GBA+, Indigenous rights and environmental responsibility considerations;
- be the result of a democratic process that includes meaningful engagement with Registered Liberals;
- not replicate 2015 and 2019 election platform commitments, current ministerial mandate letter obligations or priority resolutions from the 2016 and 2018 National Conventions; and,
- limit the body of the resolution to 275 words (Title, Preamble and Direction sections) in the language in which they are written. The Sponsor and Endorser sections are not included in the word count.

SECTION	DESCRIPTION
<b>Title</b>	should be concise and quickly convey the subject of the resolution
<b>Preamble</b>	the situation or context that gives rise to the policy idea and why it is important; statements based on objectively verifiable facts that start with “WHEREAS”; identify third parties consulted in preparation of policy proposal
<b>Direction</b>	identify actions the sponsor wants LPC to take in a statement or series of statements starting with, the phrase “BE IT RESOLVED”
<b>Sponsor</b>	sponsor riding association or commission section and contact information (name of contact, email, and association)
<b>Endorser</b>	endorser riding association or commission section  Resolutions may be endorsed only by EDAs and Commission sections only.

4.2. The callout below is a sample resolution.

## **NATIONAL WATER SECURITY STRATEGY**

**WHEREAS** water is a fundamental requirement for life, liberty and the security of the individual;

**WHEREAS** numerous Canadian communities have, or continue to have water shortages and water quality challenges;

**WHEREAS** water security faces increasing risk due to climate change;

**WHEREAS** commercial water rights and permits are being sold for much less than fair value to Canadians;

**WHEREAS** the sponsors of this resolution consulted researchers at the University of Saskatchewan and a wide variety of agriculture and environmental stakeholders across Canada in the preparation of this resolution;

**BE IT RESOLVED** that the Liberal Party of Canada urge the Government of Canada to update and implement the 1987 Federal Canada Water Policy, with additional attention to:

- establishing priorities for the use of water and regulations for the sale of water;
- mapping, developing and protecting the inventory of Canadian water resources; and
- regulating industrial and commercial waste water emissions to the highest standards.

**BE IT FURTHER RESOLVED** that the Liberal Party of Canada urge the Government of Canada to consult with all the provinces, territories, First Nations, Metis, Inuit, the Federation of Canadian Municipalities and all other relevant stakeholders to develop a comprehensive national water policy.

Liberal Party of Canada (Saskatchewan)

**Contact:** Insert email and/or phone information

4.3. For National Convention, Provincial Boards, Commissions and National Caucus are entitled to sponsor up to nine (9) policy resolutions.

4.4. Territorial Boards are entitled to submit a total of nine (9) resolutions comprised of three (3) resolutions per Territory or any combination they agree to.

4.5. Each PTB, Commission, and National Caucus may identify one (1) of their policy resolutions for direct submission to the plenary session at National Convention.

PLATFORM	ONLINE	CONVENTION	PRIORITY POLICIES
<p>PTBs, Commissions and National Caucus may submit up to nine (9) policy resolutions to National Policy Committee for consideration in the electoral platform.</p> <p>PTBs, Commissions and National Caucus may identify one (1) of their policy resolutions for direct submission to the plenary session at National Convention ('fast track' resolution')</p>	<p>Top three (3) policy resolutions from each PTB, Commission and National Caucus are debated and prioritized by Registered Liberals through an online process organized by the National Policy Committee.</p>	<p>Top thirty (30) policy resolutions identified by Registered Liberals through the online process are debated and prioritized at National Convention.</p> <p>PTBs, Commissions, and National Caucus, may submit one (1) policy resolution directly to plenary for endorsement as a fast track resolution.</p>	<p>Top 15 policy resolutions prioritized by Registered Liberals become official Party policy for the next 8 years.</p> <p>Fast track resolutions endorsed by Registered Liberals become official Party policy for the next 8 years.</p> <p>Top 15 priority resolutions and endorsed fast track resolutions are posted on the Party website within 14 days of National Convention.</p>

**4.6.** To promote continuous engagement, PTBs and Commissions may approve and prioritize additional resolutions beyond the national convention and platform process with an understanding these are not deemed to be Party policy.

## 5. NATIONAL CONVENTION

- 5.1.** National Policy Committee will coordinate with the Party to establish an online system for comment and prioritization. The online system must include a code of conduct that prohibits anonymous or disrespectful commentary.
- 5.2.** If a sponsor wishes to blend a policy resolution, their governing body must designate an individual to work with the National Policy Secretary to blend resolutions.
- 5.3.** Sponsors may withdraw any of their policy resolutions at any time with written notice from the sponsor's governing body.
- 5.4.** The Policy Secretary will coordinate with the National Convention Chair(s) and the Party to establish a convention schedule, coordinate moderators and confirm a voting system for the policy prioritization process.



## 6. KEY DATES

<b>14 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	<p>PTBs, Commissions and National Caucus may submit up to nine (9) policy resolutions to National Policy Committee for consideration in the electoral platform.</p> <p>PTBs, Commissions and National Caucus may identify one (1) of their policy resolutions for direct submission to the plenary session at National Convention ('fast track' resolution')</p>
<b>13 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	First blending period begins (7 days)
<b>12 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	First blending period ends
<b>11 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Top 3 policy resolutions from each PTB, Commission and National Caucus posted online for comment by Registered Liberals (14 days)
<b>9 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Online comment period closes; Second blending period begins (7 days)
<b>8 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Second blending period ends
<b>7 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Online voting begins (14 days)
<b>5 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Online voting ends
<b>4 WEEKS IN ADVANCE OF NATIONAL CONVENTION</b>	Publish the top thirty (30) resolutions and the one (1) policy resolution directly submitted by PTBs, Commissions and National Caucus to plenary as a fast track resolution.
<b>NATIONAL CONVENTION</b>	Top 15 priority resolutions and fast track policy resolutions endorsed by Registered Liberals at National Convention become official Party policy and are posted on the LPC website within 14 days.