

  
**Liberal**

**LPC POLICY**

**DEVELOPMENT**

**GUIDELINES**

**December 2023**



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# INTRODUCTION

The Liberal Party of Canada (LPC) (“Party”) welcomes the involvement of Registered Liberals across Canada in the Party’s policy process.

The LPC 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”) for:

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

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”), National Commissions, and the National Caucus through whom Registered Liberals are encouraged to engage with and participate. These Guidelines provide a roadmap for the engagement of Registered Liberals from initiation of the policy process to policy prioritization at the National Convention.

## 1. PRINCIPLES

**1.1.** To help achieve the Liberal Party of Canada’s stated purpose as described in the Constitution, the policy process should:

- encourage diversity, bilingualism, gender equity, and reconciliation;
- promote grassroots engagement with Registered Liberals across the country; and
- be democratic and transparent.

**1.2.** PTBs, National Commissions, and National Caucus may sponsor policy proposals for consideration by the Liberal Party of Canada National Electoral Platform Co-Chairs (“Platform Co-Chairs”) in accordance with these Guidelines.

**1.3.** There are sixteen (16) recognized sponsor group governing bodies (“sponsor group(s)”) in the National Policy process: each of ten (10) Provincial Boards, the Territorial Boards (combined), each of the four (4) recognized National Commissions, and the National Caucus (1). Electoral District Associations (“EDAs”) submit policy resolutions to their respective PTBs for approval to be included in comment and prioritization periods by Registered Liberals within the PTB. Commission Sections and Commissions Clubs submit policies to their respective National Commissions for approval to be included in comment and prioritization periods by Registered Liberals who are members of the respective the Commission(s).

**1.4.** Each sponsor group that submits policy resolutions to the National Convention must have at least one of their priorities considered by participants in a policy plenary session.

**1.5.** The members of the National Policy Committee (NPC) coordinate, and ensure adherence to, the LPC National Policy Guidelines and assist Registered Liberals throughout the policy process as further outlined in Policy By-Law 3 and Section 3.5. The National Policy Committee consists of the LPC Policy Secretary, Policy Chairs from each PTB and National Commission and up to two representatives from the National Caucus.

**1.6.** The National Liberal Party of Canada Policy Working Groups are active policy themed groups that have an ongoing role in the LPC national policy process with the objective of advancing the advocacy, accountability, awareness, and meaningful engagement relating to the prioritized resolutions

and platform commitments identified through the Liberal Party of Canada's (LPC) policy process. The National Liberal Party of Canada Policy Working Groups work closely with the National Policy Committee.

## 2. PROCEDURES

**2.1.** PTBs, National Commissions, and the National Caucus have flexibility to develop, select, and prioritize policy resolutions in ways that reflect their respective Registered Liberals. 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 sections 2.5-2.7 and 4.1 of this document.

**2.3.** The Party shall maintain, for the duration of the policy process, a current and accessible online database of policy resolutions approved by sponsor groups that will be subject to online voting by Registered Liberals and documents relevant to the policy process. Policy resolutions posted to the online database will be viewable by Registered Liberals across Canada, with the means of how to view such resolutions widely communicated to Registered Liberals.

**2.4.** There shall be three electoral platform-focused policy resolution submission cycles and one National Convention-focused policy resolution cycle prior to the next National Convention that follows the processes outlined in Sections 2.5-2.7.

**2.4.1.** 2.4.1. The first electoral platform-focused cycle shall invite submissions until April 15th, 2024 and the second electoral platform-focused cycle shall invite submissions until July 15th, 2024. The third electoral platform focused cycle shall invite submissions until December 22, 2024. Each of these three policy submission cycles shall involve:

- The submission of policy resolutions for potential consideration for the next LPC electoral platform.
- Priority resolutions being selected by the National Policy Committee (as noted in Sections 2.8.1-2.8.4) that will be reported to the Platform Co-Chairs.

**2.4.2.** The National Convention-focused policy submission cycle shall invite submissions until twenty (20) weeks prior to the opening of the National Convention. This submission cycle shall involve:

- Determining priority resolutions to be reported to the Platform Co-Chairs.
- Each sponsor group selecting a single "fast-track" resolution for each sponsor group that will be submitted directly to the National Convention policy plenary session based on a sponsor group prioritization vote and;
- Additional priority policy resolutions that will be submitted directly to the National Convention policy plenary session based on a national prioritization vote (as noted in Sections 2.9.1-2.9.4).

**2.5.** Policy resolutions shall be submitted for consideration by at least one of the following: EDA, Commission Section, Commission Club, National Commission or the National Caucus and must satisfy the criteria outlined in Section 4.1 and Sections 2.5-2.7.

**2.5.1.** Policy resolutions submitted for consideration within a PTB must be endorsed by a motion that is supported by the Board of Directors of at least one EDA and the relevant PTB Board of Directors to advance in the policy process in any of the policy submission cycles. In the National Convention-focused policy submission cycle, policy resolutions that are supported by an EDA Board of Directors are posted to an online database for consideration by Registered Liberals at the

regional (as applicable) and PTB level once approved by the PTB Board of Directors.

**2.5.1.1.** Each EDA may sponsor up to a maximum of three (3) policy resolutions in the National Convention-focused policy submission cycle (as per Section 2.5.1) for consideration in PTB prioritization process. There is no limit on the number of policy resolution submissions that may be sponsored by EDAs in the electoral platform-focused submission cycles.

**2.5.2.** Policy resolutions submitted for consideration by a National Commission must be endorsed by a motion that is supported by the relevant National Commission Policy Chair and National Commission Board of Directors to advance in the policy process in any of the policy submission cycles and prior to being posted to any online database for consideration by Registered Liberals who are members of the relevant Commission in the National Convention-focused policy submission cycle.

**2.5.2.1.** Each National Commission may sponsor up to a maximum of forty (40) policy resolutions in the National Convention-focused policy submission cycle for consideration in any prioritization vote. There is no limit on the number of policy resolution submissions that may be sponsored by National Commissions in the electoral platform-focused policy submission cycles.

**2.5.2.2.** A policy resolution submitted for consideration by a National Commission that fails to receive the support of the relevant National Commission Policy Chair and National Commission Board of Directors cannot be appealed.

**2.5.3.** The same resolution may be submitted to each body for which at least one of the authors is a member for separate consideration.

**2.5.4.** The relevant sponsor group must decide which resolutions will proceed to a prioritization vote for their jurisdiction no later than fourteen (14) days prior to when a relevant prioritization vote is scheduled to commence.

**2.6.** The Liberal Party of Canada Commissions shall have an opportunity to provide feedback on policy resolutions impacting the issues pertaining to their Commission. The relevant National Commission Policy Chair, in coordination with the Liberal Party of Canada Policy Secretary, will establish a national process for receiving feedback from the Commission(s) regarding any such policy resolutions.

**2.7.** Policy resolutions that impact Indigenous peoples [in the view of the Policy Chair for the National Indigenous Peoples' Commission ("IPC") or their chosen designate(s)] will be directed for consultation with, and the approval of, the National IPC prior to acceptance and posting by a PTB, Commission, or the National Caucus.

**2.8.** The three electoral platform-focused submission cycles shall involve a prioritization process by the National Policy Committee in consultation with the National Liberal Party of Canada Policy Working Groups, Provincial/Territorial Policy Committees, and National Commission Policy Committees, and the National Caucus Policy Committee.

**2.8.1.** For each of the three electoral platform-focused submission cycles, the National Policy Committee is entitled to sponsor up to seventy-five (75) policy resolutions to be sent to the Platform Co-Chairs for consideration for the next LPC electoral platform.

**2.8.1.1.** Among the resolutions submitted for consideration for the next electoral platform under Section 2.8.1, there must be at least one resolution originating from each sponsor group in each of the three electoral platform submission focused cycles, unless there are no resolutions sponsored by a given sponsor group in a policy cycle.

**2.8.2.** Any policy resolution that was not submitted to the Platform Co-Chairs in the first policy submission cycle can be re-submitted in subsequent electoral platform-focused policy submission

cycles beginning again with, and subject to, the processes outlined in Sections 2.5-2.7. Any policy resolution that was submitted in the electoral platform-focused policy submission cycles can be re-submitted in the National Convention-focused policy submission cycle beginning again with, and subject to, the processes outlined in Sections 2.5-2.7.

**2.9.** The National Convention-focused policy submission cycle shall involve a comment and prioritization period at the sponsor group level followed by a national prioritization vote. PTBs may choose to have regional comment and prioritization vote periods prior to any PTB comment and prioritization period.

**2.9.1.** Each sponsor group may identify one (1) of their policy resolutions from the top three (3) priority resolutions from the sponsor group prioritization vote for direct submission (“fast track” resolution) to the policy plenary at National Convention. These resolutions are subject to blending prior to any further prioritization votes and the National Convention.

**2.9.1.1.** If the resolution ranked first by members of a sponsor group is not selected by the sponsor group Board of Directors as the fast-track resolution under the process outlined in Section 2.9.1, a rationale must be provided by the Policy Chair of the relevant sponsor group to the National Policy Committee and relevant policy resolution author(s).

**2.9.2.** Each sponsor group shall submit the top three (3) non-fast track priority resolutions from the sponsor group prioritization vote for a further national online prioritization vote prior to the National Convention.

**2.9.3.** Each Provincial Board, National Commission, and the National Caucus is entitled to sponsor up to six (6) policy resolutions for consideration in the next electoral platform from the sponsor group prioritization vote.

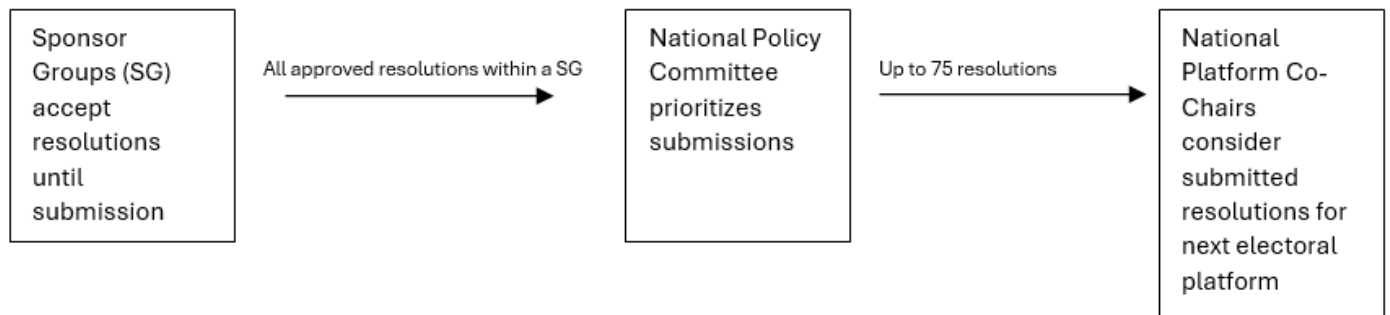
**2.9.4.** The top 10 (ten) priority resolutions from the national prioritization vote will be submitted to the policy plenary session at the National Convention.

### **Electoral Platform-Focused Policy Cycle: Prioritization for Consideration for Electoral Platform**

**Submission Deadline 1: April 15, 2024**

**Submission Deadline 2: July 15, 2024**

**Submission Deadline 3: December 22, 2024**



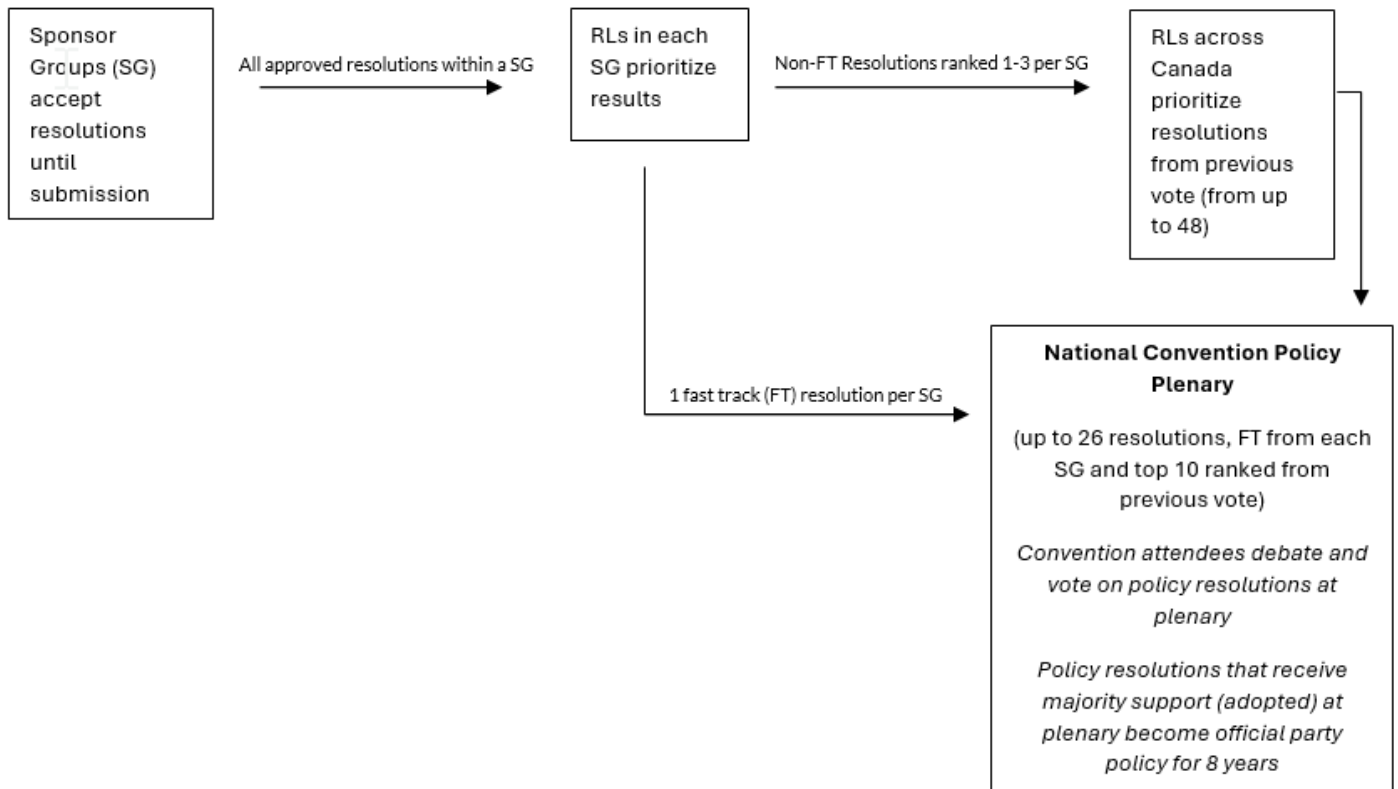
## National Convention-Focused Policy Cycle: Prioritization for Convention

**Submission Deadline:** 20 weeks prior to National Convention

**Regional Vote:** Results must be submitted no later than 12 weeks prior to National Convention

**PTB/Commission Vote:** Results must be submitted no later than 8 weeks prior to National Convention

**National Vote:** 7 to 5 weeks prior to National Convention



**2.10.** All prioritization votes and comment periods may happen in person, online or by hybrid format, subject to the discretion of the organizers, with the exception of the final national prioritization vote prior to the National Convention, which shall take place exclusively online.

**2.11.** A policy resolution may be amended at any time up until four (4) weeks prior to the National Convention with the approval of the policy author(s), sponsoring group and the National Policy Committee. Any revisions must be consistent with the intent of the ‘be it resolved’ section of the original resolution and any sponsoring bodies that have endorsed the resolution must be notified of any such amendments.

**2.12.** If a sponsor, PTB/National Commission/Caucus Policy Chair wishes to or identifies a need to, blend a policy resolution, the relevant sponsoring body must designate individuals for each original resolution to work with designated members of the National Policy Committee to blend resolutions. The blended resolution must reflect the intent of the ‘be it resolved’ section of each of the original resolutions and be approved by the National Policy Committee. Resolutions may be blended up until 4 (four) weeks prior to the National Convention.

**2.13.** A policy resolution may be endorsed by other EDAs, PTBs, National Commissions, Commission Sections, Commission Clubs and/or the National Caucus from the time the resolution is first drafted until 4 (four) weeks prior to the National Convention. Any sponsoring body that has endorsed a policy resolution may withdraw the endorsement up to 4 (four) weeks prior to the National Convention.

**2.13.1** When any policy resolutions are blended, all who have made endorsements of any of the resolutions that were blended will be provided with the blended resolutions and asked whether they wish to continue to endorse the blended resolution.

**2.14.** Policy resolution authors may withdraw any of their policy resolutions at any time with written notice and approval from the sponsor's governing body.

**2.15.** The policy resolutions that are submitted to the National Convention (as per Section 2.9) will be debated at National Convention policy workshops and debated and voted upon at the National Convention policy plenary.

**2.15.1.** All policy resolutions adopted in the National Convention policy plenary session shall be posted on the Party website within fourteen (14) days of the National Convention and become official Party policy for eight (8) years.

**2.15.2.** The Leader of the Liberal Party of Canada shall be briefed on the contents of all resolutions adopted at the National Convention policy plenary.

**2.15.3.** All policy resolutions that are adopted at the National Convention policy plenary shall be reported to the National Caucus and relevant National Liberal Party of Canada Policy Working Groups for further accountability and advocacy purposes.

**2.16.** The National Policy Secretary reserves the ability to decide on any aspect of the Policy Guidelines to advance the policy process, in consultation with the National Policy Committee or its subcommittees. This includes amending the deadlines outlined in the Policy Guidelines and addressing any issues relating to the policy process not addressed in the present guidelines. If any such decisions alter the policy guidelines, an amended National Policy Guidelines document will be posted in place of the previous guidelines with any amendments clearly noted in the updated Guidelines document.

**2.16.1.** Any decisions that are judged by the LPC National Board of Directors to substantially alter the National Policy Guidelines must be approved by the LPC National Board of Directors. If any such amendments to the National Policy Guidelines are approved by the National Board of Directors, an amended National Policy Guidelines document will be posted in place of the previous guidelines with any amendments clearly noted in the updated Guidelines document.



PLATFORM	PRIORITIZATION PROCESS FOR CONVENTION	NATIONAL CONVENTION	OFFICIAL PARTY POLICIES
<p><b>ELECTORAL PLATFORM FOCUSED CYCLES 1, 2 AND 3:</b> The National Policy Committee may submit up to seventy-five (75) resolutions for consideration in the next electoral platform for each cycle.</p> <p><b>NATIONAL CONVENTION FOCUSED CYCLE:</b> Each sponsor group may submit up to six (6) resolutions for consideration in the next electoral platform based on a prioritization vote of Registered Liberals who are members of their sponsor group.</p>	<p><b>NATIONAL CONVENTION FOCUSED CYCLE:</b> Prioritizing for Convention Each sponsor group prioritizes one (1) fast-track resolution for direct submission to the policy plenary session at the National Convention based on a prioritization vote of Registered Liberals who are members of the sponsor group. The top ten (10) prioritized policy resolutions from a national vote of Registered Liberals are submitted to the policy plenary session at the National Convention. The national vote follows PTB/National Commission/ National Caucus prioritization votes.</p>	<p>Up to 26 policy resolutions (fast-track resolution from each sponsor group and top 10 from national prioritization vote) will be debated at policy workshops and debated and voted upon at the policy plenary session.</p>	<p>All resolutions adopted in the policy plenary session shall be posted on the Party website within fourteen (14) days of the National Convention and are reported to the Leader of the LPC, National Caucus and National LPC Policy Working Groups. These resolutions become official Party policy for eight (8) years.</p>

### 3. ROLES AND RESPONSIBILITIES

**3.1.** The Policy Secretary and Policy Chairs must comply with the Constitution, By-laws and Guidelines.

**3.2.** The National Policy Secretary shall:

**3.2.1.** Chair the National Policy Committee comprised of the Policy Chairs from each of the PTBs and National Commissions.

**3.2.2.** Work with the National Policy Committee to:

- maintain the Guidelines for the policy process, subject to approval by the National Board;
- provide education and training to PTBs and National Commissions with respect to the policy processes;
- coordinate engagement between Policy Chairs from PTBs and National Commissions;
- facilitate communication between sponsors of policy resolutions working on similar issues of concern to encourage collaboration or blending of policy resolutions;
- validate and exercise discretion regarding all policy resolutions submitted to the National Policy Committee to ensure they comply with the requirements noted in sections 2.5-2.7 and 4.1;
- ensure a standard online form for submission of policy resolutions is active and in working order from the time these guidelines come into force;
- ensure all policy resolutions to be considered at a National Convention are published and circulated no later than four (4) weeks in advance of the Convention;

- maintain an up-to-date compilation of current policy resolutions on the Party website; and
- exercise authority under Section 2.16 as deemed appropriate.

**3.2.3.** Liaise with Party and Caucus Leadership.

**3.2.4.** Submit a written accountability report prior to the National Convention outlining the actions taken to implement the resolutions adopted as official Party policy at the previous National Convention.

**3.3.** PTB, National Commission, and National Caucus Policy Chairs shall:

**3.3.1.** Chair the Caucus, PTB, or National Commissions Policy Committee.

**3.3.2.** Work with EDA or Commission Section Policy Chairs to:

- coordinate their policy process;
- provide education and training with respect to the policy process;
- facilitate communication between sponsors of policy resolutions working on similar issues of concern to encourage collaboration or blending of policy resolutions;
- validate and exercise discretion regarding all policy resolutions submitted to the policy process to ensure they comply with the requirements noted in sections 2.5-2.7 and 4.1;
- advocate for policy resolutions sponsored by the PTBs or Commission;
- organize participation by Registered Liberals through workshops, information sessions and other policy-related events with the assistance of LPC Party staff; and
- establish a policy review Committee to review resolutions within their jurisdiction.

**3.3.3.** Liaise with the representative provincial or territorial Caucus or Party designate.

**3.3.4.** Develop a policy process that reflects their constituency.

**3.3.5.** Participate in the National Policy Committee.

**3.4.** EDA and Commission Section and Commission Club Policy Chairs (as applicable) shall:

**3.4.1.** Chair an EDA or Commission Section or Commission Club Policy Committee

**3.4.2.** Work with members of the EDA or Commission Section or Commission Club Policy Committee to:

- encourage Registered Liberals to participate in the policy process and submit policy resolutions;
- collaborate with EDA and Commission Section and Commission Club Policy Chairs to facilitate the exchange of information related to policy development;
- organize participation by Registered Liberals through workshops, information sessions and other policy related events with the assistance of LPC Party staff;
- advocate for policy resolutions that are a priority for the EDA or Commission Club or Commission Section; and
- ensure a Board of Directors vote and approval takes place for any resolution(s) to be submitted to a PTB or National Commission.

**3.5.** The members of the National Policy Committee shall work together as a committee to:

- coordinate, and ensure adherence to, the Liberal Party of Canada policy process;
- establish written procedures for policy development and prioritization for each National Convention that must be presented to the National Board for ratification prior to being published;

- organize policy information sessions and workshops in the leadup to, and at, the National Convention;
- resolve disputes surrounding the blending and amending of policy resolutions that were not resolved at the PTB/Commission/Caucus level;
- ensure appropriate consultation takes place with relevant Commissions as noted in sections 2.6 and 2.7;
- provide education and training with respect to the policy process; and
- coordinate with the Party to establish an online system for commenting on and prioritizing policy resolutions.

## 4. POLICY RESOLUTIONS

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

- respect liberal values and principles, 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;
- written in widely accessible and understandable language;
- reflect as appropriate, the application of Gender-based Analysis+ (GBA+), the rights of Indigenous People, the rights of persons with disabilities, diversity and inclusion, and environmental responsibility considerations;
- be the result of a democratic process that includes meaningful engagement with Registered Liberals;
- In the judgment of the relevant sponsor group(s) and the National Policy Committee, does not replicate 2015, 2019 and 2021 election platform commitments, current ministerial mandate letter obligations or official Party policy resolutions from the 2016, 2018, 2021, and 2023 National Conventions unless it pertains to newly relevant issues;
- adhere to word and formatting requirements, including:
  - ▶ limit the body of the resolution to 275 words (Title, Preamble and Direction sections) if the original language is English and 330 words if the original language is French.
  - ▶ Blended resolutions that are co-sponsored by PTBs, National Commissions and/or National Caucus with two or more sponsors may be up to 25 (twenty-five) per cent longer than the original length: 344 words if the original language is English and 413 words if the original language is French.
  - ▶ References must be in the form of footnotes referencing source material (not as additional notes) and a maximum of 5 footnotes will be allowed. Additional background notes will not be included with any resolutions that are posted to the online database; however, background notes will be included with any submission of resolutions that are selected to be sent to the Platform Co-Chairs;
- disclose whether there are any authors with a conflict of interest such as being members, employees, volunteers or registered lobbyists of a directly impacted or mentioned organization related to the subject matter;
- must be submitted via a standard online form as prepared and provided by LPC to the Chairs and Policy Chairs of EDAs, National Commissions and National Caucus; and must be submitted by an eligible individual, which includes:
  - a) EDA Chairs
  - b) EDA Policy Chairs
  - c) The National Caucus Chair or their designate

d) The National Caucus Policy Chair or their designate

e) Chairs of recognized Commission Clubs

f) Policy Chairs of recognized Commission Clubs

g) Policy Chairs of recognized Commission Sections

h) Policy Chairs of National Commission Board of Directors

- include the following required sections below and optional sections if desired as part of the submission through the standard online form provided by LPC:

SECTION	DESCRIPTION
TITLE (REQUIRED)	Should be concise and quickly convey the subject of the resolution
PREAMBLE (REQUIRED)	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”
DIRECTION (REQUIRED)	Identify actions the sponsor wants LPC to urge the Government of Canada to take in a statement or series of statements starting with, the phrase “BE IT RESOLVED”
SPONSOR (REQUIRED)	Sponsor riding association (EDA), and PTB, Commission Section, National Commission or National Caucus and contact information (name of contact, email – for submission process only, contact info only posted online with consent)
ENDORSER (OPTIONAL)	Endorser riding association, National Commission, Commission section or National Caucus Resolutions may be endorsed only by EDAs, Commission Sections, National Commissions and National Caucus
REFERENCES (OPTIONAL)	Will be referenced in the body of the document as footnotes where applicable

**4.2.** The callout below is a sample format for a policy resolution.

**TITLE (CAPITALIZED)**

**WHEREAS** (statements to provide context that gives rise to the policy idea and why it is important – repeat as often as required)1;

**WHEREAS;**

**WHEREAS** (include footnote reference when required)2;

**WHEREAS**<sup>3</sup>;

**WHEREAS**<sup>4,5</sup>;

**BE IT RESOLVED** that the Liberal Party of Canada (LPC) urge the Government of Canada to:  
(Identify actions the sponsor wants LPC to urge the Government of Canada to take)

(list all proposed actions in bulleted and/or numbered form):

- o
- o
- o

**State the Sponsors & Endorsers**

**EDA & PTB, National Commission or Commission Section, or National Caucus:**

Liberal Party of Canada (Alberta)

**Contact:** Insert e-mail and/or phone information

**References:**

- 1.
- 2.
- 3.
- 4.
- 5.

**4.3.** Emergency resolutions involving issues that have emerged since the final policy submission deadline will be permitted for consideration at a plenary of the National Convention, once le of the following criteria have been met:

- It is endorsed for consideration by a majority of the Board of Directors of at least 2 (two) PTBs and 1 (one) National Commission.
- It is endorsed by a majority of the National Board of Directors
- The National Board’s endorsement for consideration is completed after the final national prioritization vote, and at least 1 (one) week before the beginning of the National Convention.

Following a vote of the National Board of Directors on a proposed resolution, the National Board of Directors shall communicate the result of the vote to the policy sponsor, together with a rationale as to why it was or was not supported.

## 5. NATIONAL CONVENTION

**5.1.** The Policy Secretary and the National Policy Committee will coordinate with the National Convention Chair(s) and designated Party staff to establish a convention schedule for policy workshops and the policy plenary, coordinate moderators, and confirm a voting system for the policy prioritization process.

**5.2.** All policy resolutions that are being debated and voted upon at the policy plenary shall be debated in policy workshops as part of the National Convention schedule.

**5.3.** Policy resolutions that are adopted (receive majority support from eligible voting attendees) at the policy plenary shall become official Party policy for eight (8) years.

## 6. ELECTORAL PLATFORM-FOCUSED POLICY CYCLE KEY DATES

DATE	DESCRIPTION
FEBRUARY 15, 2024	Online form for the submission of policy resolutions opens by no later than this date.
UP TO APRIL 15, 2024	Registered Liberals in EDAs, Commission Sections and National Caucus research and write resolutions for the first policy submission cycle.
APRIL 15, 2024	Policy Resolutions must be submitted to respective PTBs/National Commissions/National Caucus (sponsor groups) by no later than this date to be eligible for consideration in the first policy submission cycle.
APRIL 16, 2024 TO MAY 30, 2024	PTBs, National Commissions, National Caucus, the National Policy Secretary, and any designated policy resolution review committee members review submitted resolutions and work with relevant policy resolution authors on blending similar policy resolutions and advising of any suggested changes to resolutions. Endorsements for resolutions may also be obtained during this period.
MAY 31, 2024 TO JULY 8, 2024	The National Policy Committee shall select up to seventy-five (75) policy for consideration in the next electoral platform after consultation with the National Liberal Party of Canada Policy Working Groups, Provincial/Territorial Policy Committees, and National Commission Policy Committees, and the National Caucus Policy Committee. The LPC Policy Secretary shall submit the selected policy resolutions to the National Platform Co-Chairs by no later than July 8, 2024.
UP TO JULY 15, 2024	Registered Liberals in EDAs, Commission Sections and National Caucus research and write resolutions for the second policy submission cycle.
JULY 15, 2024	Policy Resolutions must be submitted to respective PTBs/National Commissions/National Caucus (sponsor groups) by no later than this date to be eligible for consideration in the second policy submission cycle. Policy authors who submitted resolutions in the first policy submission cycle, and provided their contact information, must be notified by this date if their resolution was selected to be sent to the platform Co-Chairs.
JULY 16, 2024 TO AUGUST 30, 2024	PTBs, National Commissions, National Caucus, the National Policy Secretary, and any designated policy resolution review committee members review submitted resolutions and work with relevant policy resolution authors on blending similar policy resolutions and advising of any suggested changes to resolutions. Endorsements for resolutions may also be obtained during this period.

DATE	DESCRIPTION
AUGUST 31, 2024 TO DECEMBER 8, 2024	The National Policy Committee shall select up to seventy-five (75) policies for consideration in the next electoral platform after consultation with the National Liberal Party of Canada Policy Working Groups, Provincial/Territorial Policy Committees, National Commission Policy Committees, and the National Caucus Policy Committee. The LPC Policy Secretary shall submit the selected policy resolutions to the National Platform Co-Chairs by no later than December 8, 2024.
UP TO DECEMBER 22, 2024	Registered Liberals in EDAs, Commission Sections and National Caucus research and write resolutions for the third policy submission cycle.
DECEMBER 22, 2024	Policy Resolutions must be submitted to respective PTBs/National Commissions/ National Caucus (sponsor groups) by no later than this date to be eligible for consideration in the third policy submission cycle. Policy authors who submitted resolutions in the second policy submission cycle, and provided their contact information, must be notified by this date if their resolution was selected to be sent to the platform Co-Chairs.
DECEMBER 23, 2024 TO JANUARY 30, 2025	PTBs, National Commissions, National Caucus, the National Policy Secretary, and any designated policy resolution review committee members review submitted resolutions and work with relevant policy resolution authors on blending similar policy resolutions and advising of any suggested changes to resolutions. Endorsements for resolutions may also be obtained during this period.
JANUARY 31, 2025 TO MARCH 31, 2025	The National Policy Committee shall select up to seventy-five (75) policies for consideration in the next electoral platform after consultation with the National Liberal Party of Canada Policy Working Groups, Provincial/Territorial Policy Committees, National Commission Policy Committees, and the National Caucus Policy Committee. The LPC Policy Secretary shall submit the selected policy resolutions to the National Platform Co-Chairs by no later than March 31, 2025.

## 7. NATIONAL CONVENTION-FOCUSED CYCLE KEY DATES

DATE	DESCRIPTION
UP TO 20 WEEKS PRIOR TO THE NATIONAL CONVENTION	Registered Liberals in EDAs, Commission Sections and National Caucus research and write resolutions for the National Convention-focused policy submission cycle.
20 WEEKS PRIOR TO THE NATIONAL CONVENTION	Policy Resolutions must be submitted to respective PTBs/National Commissions/ National Caucus (sponsor groups) by no later than this date to be eligible for consideration in this policy submission cycle.
20 TO 11 WEEKS PRIOR TO THE NATIONAL CONVENTION	PTBs, National Commissions, National Caucus, the National Policy Secretary, and any designated policy resolution review committee members review submitted resolutions and work with relevant policy resolution authors on blending similar policy resolutions and advising of any suggested changes to resolutions.
15-13 WEEKS PRIOR TO THE NATIONAL CONVENTION	Regional comment and prioritization period for PTBs that elect to have a regional prioritization process. PTBs shall decide the number of resolutions from each region that will advance to subsequent PTB-wide comment and prioritization periods. In any PTB where a regional vote takes place, all blending and amendments to resolutions are paused between 15 - 13 weeks prior to the National Convention, but may continue during this period for all other sponsor groups.
12 WEEKS PRIOR TO THE NATIONAL CONVENTION	Results of all regional prioritization voting shall be submitted to the relevant PTB Policy Chair and the National Policy Secretary by this date.
11 TO 9 WEEKS PRIOR TO THE NATIONAL CONVENTION	Comment and prioritization period for Registered Liberals for each sponsor group (Provincial Boards, Territorial Boards, National Commissions, and the National Caucus).
8 WEEKS PRIOR TO THE NATIONAL CONVENTION	Results of all regional prioritization voting and the chosen “fast-track” resolution must be submitted to the relevant sponsor group Policy Chair and the National Policy Secretary by this date. The “fast-track” resolution from each sponsor group advances directly to the National Convention policy plenary session and the top three (3) non-“fast-track” resolutions from each sponsor group shall advance to the national comment and prioritization period.
9 TO 7 WEEKS PRIOR TO THE NATIONAL CONVENTION	Blending, endorsements, and review continue for all policy resolutions advancing to the national comment and prioritization period.
7 TO 5 WEEKS PRIOR TO THE NATIONAL CONVENTION	National comment and prioritization period for Registered Liberals across Canada
5 WEEKS PRIOR TO THE NATIONAL CONVENTION	The results of the national prioritization vote shall be submitted to the National Policy Secretary by this date. The top ten (10) resolutions advance to the National Convention policy plenary.
4 WEEKS PRIOR TO NATIONAL CONVENTION	Policy resolutions advancing to the National Convention are posted on the Party website. No further amendments to policy resolutions or blending is allowed.
NATIONAL CONVENTION	Up to 26 policy resolutions (“fast-track” from each sponsor group and the top ten resolutions from the national prioritization vote) will be debated at policy workshops and debated and voted upon at the policy plenary session. All resolutions adopted in the policy plenary session shall be posted on the official Party policy for eight (8) years.