

Liberal

LPC POLICY DEVELOPMENT GUIDELINES

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INTRODUCTION

The Liberal Party of Canada (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”) that provides for the following:

- 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 in the public affairs of Canada. These Guidelines provide a roadmap for 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 ("Party") 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 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, National Commissions, and the National Caucus have flexibility to develop, select, and prioritize policy resolutions in ways that reflect their respective constituencies. 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 online database for the duration of policy resolutions and documents relevant to the policy process.
- 2.4. 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 Commissions regarding any such policy resolutions.
- 2.5. Policy resolutions that impact Indigenous peoples [in the view of the National Indigenous Peoples' Commission ("IPC") Policy Chair or their chosen designate(s)] will be directed for consultation with the National IPC prior to acceptance and posting by a PTB, Commission, or the National Caucus.

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:

- Chair the National Policy Committee comprised of the Policy Chairs from each of the PTBs and National 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 National Commissions with respect to the policy processes;
 3. coordinate engagement between Policy Chairs from PTBs and National 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 and exercise discretion regarding 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 five (5) 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 a written accountability report at 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:

- Chair the Caucus, PTB, or National Commissions Policy Committee.
- Work with EDA or Commission Section Policy Chairs to:
 1. coordinate their policy process;
 2. provide education and training with respect to the policy process;
 3. facilitate communication between sponsors of policy resolutions working on similar issues of concern to encourage collaboration or blending of policy resolutions;
 4. validate and exercise discretion regarding 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 Commission Section Policy Chairs shall:

- Chair an EDA or Commission Section Policy Committee
- Work with members of the EDA or Commission Section Policy Committee to:
 1. encourage Registered Liberals to participate in the policy process and submit policy resolutions;
 2. collaborate with EDA and Commission 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 events;
 4. advocate for policy resolutions that are a priority for the EDA or Commission Section; and,
 5. 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:

1. coordinate the Liberal Party of Canada policy process;
2. 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;
3. organize policy workshops in the leadup to, and at, the National Convention;
4. resolve disputes surrounding the blending of policy resolutions that were not resolved at the PTB/Commission/Caucus level;
5. ensure appropriate consultation takes place with relevant Commissions as noted in sections 2.4 and 2.5;
6. provide education and training with respect to the policy process; and
7. coordinate with the Party to establish an online system for commenting on and prioritization 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;
- 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;
- not replicate or plagiarize 2015, 2019 and 2021 election platform commitments, current ministerial mandate letter obligations or official Party policy resolutions from the 2016, 2018, and 2021 National Conventions unless it pertains to newly relevant issues, and;
- 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. The Sponsor and Endorser sections as well as any references (as footnotes) and background notes are not included in the word count.

SECTION	DESCRIPTION
Title	Should be concise and quickly convey the subject of the resolution
Preamble	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	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	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	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 and Notes	Will be referenced in the body of the document as footnotes where applicable and include relevant information and supporting documents and/or links to be included after the Endorser of the resolution is listed

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

TITLE

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;

WHEREAS³;

WHEREAS;

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)

BE IT FURTHER RESOLVED that the Liberal Party of Canada urge the Government of Canada to: ⁵.

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. Church, E. *Canadians lack proper access to palliative care, study finds*. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/news/national/canadians-lack-proper-access-to-palliative-care-study-finds/article28122378/>; Blackwell, T. (2015). Last month of life costs health-care system \$14k on average: report. *The National Post*. Retrieved from <http://news.nationalpost.com/news/canada/last-month-of-lifecosts-health-care-system-14k-on-average-report>
2. Stunden Bower, S. and Campanella, D. (2013). *From Bad to Worse: Residential elder care in Alberta*. Parkland Institute. Retrieved http://www.parklandinstitute.ca/from_bad_to_worse_residential_elder_care_in_alberta
3. note 1; Canadian Life and Health Insurance Association Inc. (2012). *CLHIA Report On Long-Term Care Policy: Improving The Accessibility, Quality And Sustainability Of Long-Term Care* In [https://www.clhia.ca/domino/html/clhia/CLHIA_LP4W_LND_Webstation.nsf/resources/Content_PDFs/\\$file/LTC_Policy_Paper.pdf](https://www.clhia.ca/domino/html/clhia/CLHIA_LP4W_LND_Webstation.nsf/resources/Content_PDFs/$file/LTC_Policy_Paper.pdf)
4. Parliamentary Committee on Palliative and Compassionate Care. (2011). *Not to be Forgotten: Care of Vulnerable Canadians*. Retrieved from <http://pcpcc-cpspsc.com/wp-content/uploads/2011/11/ReportEN.pdf>
5. Baxter, R. et al. (2014). *How is the positive deviance approach applied within healthcare organizations: A systematic review of methods used*. *BMC Health Services Research*. 14 (Supp 2), 7. Retrieved from <http://www.biomedcentral.com/1472-6963/14/S2/P7>; Girard, J. (2014). *Better health and social care: How are co-ops and mutual boosting innovation and access worldwide: An international survey of co-ops and mutual at work in the health and social care sector*. Montreal: LPS Productions. Retrieved from http://www.icaap.coop/sites/all/themes/ica_theme/ica_images/International-survey-co-op-and-mutual-Health-and-social-care-CMHSC-14.pdf; Canadian Cooperative Association. (2011). *Co-operatives: Building blocks for an innovative economy*. Retrieved from http://www.coopscanada.coop/assets/firefly/files/files/CDI_Renewal_Proposal_FINAL_EN.pdf

- 4.3.** Each Provincial Board, National Commission, and the National Caucus is entitled to sponsor up to nine (9) policy resolutions for consideration for the next electoral platform.
- 4.4.** The 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) for consideration for the next electoral platform.
- 4.5.** Each Provincial Board, National Commission, and the National Caucus may submit a total of three (3) of their policy resolutions for a further national online prioritization vote prior to the National Convention.
- 4.6.** The Territorial Boards are entitled to submit a total of three (3) resolutions comprised of one (1) resolution per Territory (or any combination they agree to) for a further national online prioritization vote prior to the National Convention.
- 4.7.** Each Provincial Board, National Commission, and the National Caucus may identify one (1) of their policy resolutions from the top three (3) priority resolutions (as noted in 4.5) for direct submission (“fast track” resolution) to the plenary session at the National Convention. These resolutions can be subject to blending prior to the National Convention.
- 4.8.** Territorial Boards may identify one (1) of their policy resolutions from the top three (3) priority resolutions (as noted in 4.6) for direct submission (“fast track” resolution) to a plenary session at the National Convention. These resolutions can be subject to blending prior to the National Convention.
- 4.9.** Emergency resolutions involving emergent or timely issues will be permitted for consideration at a plenary of the National Convention, once all of the following criteria have been met:
- It is endorsed for consideration by a majority of the National Board of Directors; and
 - The National Board’s endorsement for consideration is completed after the national prioritization vote, and at least one (1) 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.

PLATFORM	PRIORITIZATION PROCESS	NATIONAL CONVENTION	OFFICIAL PARTY POLICIES
Each Provincial Boards, Each National Commission, the National Caucus and Territorial Boards (combined) may submit up to nine (9) policy resolutions for consideration in the electoral platform through a process organized by the National Policy Committee, PTBs, National Commissions, National Caucus and Liberal Party of Canada staff.	<p>Top three (3) policy resolutions from each Provincial Boards, each National Commission, the National Caucus and Territorial Boards (combined) are submitted through a process organized by the National Policy Committee, PTBs, National Commissions, National Caucus and Liberal Party of Canada staff for blending and subsequent prioritization vote (final pre-convention prioritization vote).</p> <p>Each Provincial Board, each National Commission, the National Caucus and the Territorial Boards (combined) may identify one (1) of their policy resolutions for direct submission to the plenary session at the National Convention ("fast track" resolution).</p>	Top twenty (20) policy resolutions identified by Registered Liberals through the final pre-convention prioritization vote and "fast track" resolutions are debated, voted upon, and, if adopted, prioritized at the National Convention.	<p>The top fifteen (15) priority resolutions and adopted "fast track" resolutions is posted on the Party website within fourteen (14) days of National Convention.</p> <p>These resolutions become official Party policy for the next eight (8) years.</p>

- 4.10.** The National Policy Secretary reserves the ability to make a decision on any aspect of the Policy Guidelines to advance the policy process, in consultation with the National Policy Committee or of its subcommittees.

5. NATIONAL CONVENTION

- 5.1.** The National Policy Committee will coordinate with the Party to establish an online system for commenting and prioritization. The online system must include a code of conduct that prohibits anonymous or disrespectful commentary.
- 5.2.** 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 the National Policy Secretary to blend resolutions. The blended resolution must reflect the intent of the 'be it resolved' section of each of the original resolutions. Three blending periods occur during the policy process. The first blending takes place prior to the initial online vote, when each PTB, National Commission and Caucus blends similar resolutions from within their territory or demographic. The next two blending periods occur between the first and second online vote and involve the blending of similar PTB, National Commission and Caucus resolutions.
- 5.3.** Policy resolution sponsors may withdraw any of their policy resolutions at any time with written notice and approval 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

WEEKS IN ADVANCE OF NATIONAL CONVENTION	DESCRIPTION
UP TO 42 TO 35 WEEKS	Registered Liberals in EDAs, Commission Sections and Caucus research and write resolutions.
42 TO 35 WEEKS	Policy Resolutions are submitted to respective PTBs/Commissions/Caucus, where they review them and initiate the process of blending similar policy resolutions.
34 WEEKS IN ADVANCE	PTBs/National Commissions/ Caucus finalize the review and blending of their respective resolutions.
33 WEEKS IN ADVANCE	Translation of PTB, Commission, and Caucus resolutions and preparation for online posting. The resolutions are posted online and voting can begin to rank the resolutions in terms of popularity.
30 WEEKS IN ADVANCE	Each Provincial Board, National Commission, and the National Caucus identifies (on the basis of a vote) up to nine (9) resolutions [including top three (3) prioritized]] for consideration for the electoral platform. Each Provincial Board, National Commission, the National Caucus and Territorial Boards (combined) also identifies top three (3) resolutions (including “fast track” resolution) (on the basis of a vote) for prioritization vote for the National Convention.
29 WEEKS IN ADVANCE	Each Provincial Board, National Commission, the National Caucus and Territorial Boards (combined) submits its top three (3) resolutions to the National Policy Secretary. Blending of similar resolutions begins between the PTBs, National Commissions, and the National Caucus. Resolutions can be endorsed by other PTBs, National Commissions, and the National Caucus.
19 WEEKS IN ADVANCE	Blending ends.
17 WEEKS IN ADVANCE	Top three (3) policy priorities from each sponsor posted online for comment by Registered Liberals for consideration at the National Convention (28 days).
13 WEEKS IN ADVANCE	Online comment period closes; Blending resumes (21 days).

WEEKS IN ADVANCE OF NATIONAL CONVENTION	DESCRIPTION
10 WEEKS IN ADVANCE	Review of comments, endorsement, and 2nd blending deadline.
8 WEEKS IN ADVANCE	National online voting begins (14 days).
6 WEEKS IN ADVANCE	National online voting ends.
5 WEEKS IN ADVANCE	Publish results of online voting. The top 20 policy resolutions, plus “fast track” resolutions will be debated and prioritized at the National LPC Convention.
NATIONAL CONVENTION	Resolutions are further voted upon by Registered Liberals at National Convention. The top 15 priority resolutions, plus the adopted “fast-track” resolutions become official Party policy and are posted on the LPC website within 14 days.