

LPC POLICY DEVELOPMENT GUIDELINES



V 1.0
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BACKGROUND

The LPC Constitution approved by delegates at the May 2016 Biennial Convention in Winnipeg requires the LPC Board to establish and maintain a policy process that provides for:

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

In addition to identifying significant roles for Provincial or Territorial Boards (PTB) and Electoral District Associations (EDA) in the LPC policy process, the LPC Constitution captures the Party's purpose, rights of Registered Liberals, role of the Leader and convention requirements. All are relevant to the proposed procedures.

PURPOSE OF LPC POLICY PROCESS

To encourage participation of Registered Liberals in the public affairs of Canada by:

- advocating and supporting Liberal values, philosophies, principles and established policies
- providing forums for Registered Liberals to improve policies, provide input on public affairs and contribute to the election platform
- accommodating changing technology, conditions and electoral cycles
- endorsing and supporting elected MPs and nominated candidates

In December 2016, the LPC Board has approved a By-Law to guide the Party's approach to policy consultation and development. In addition to reflecting significant feedback from Registered Liberals, the new Policy By-Law:

- re-aligns the goals of the LPC policy process to the stated purpose of our Party;
- facilitates flexible engagement and collaboration between LPC grassroots and leadership;
- re-establishes a National Policy Committee that includes representatives from each PTB, Commission, the Leader and Caucus;
- defines a reliable timeline for the publication of procedures to guide the development and prioritization of policy proposals from LPC Commissions, PTBs, EDAs and Caucus;
- establishes a National Platform Committee;
- facilitates meaningful on-line engagement with Registered Liberals; and

- ensures the Indigenous Peoples' Commission (IPC) has an opportunity to provide feedback on any proposed policy resolution pertaining primarily to Indigenous peoples.

INTRODUCTION

The LPC Policy By-Law requires the National Policy Committee to:

- coordinate the policy consultation and development process with PTBs and national Commissions;
- establish written requirements and procedures for policy development and prioritization for approval by the LPC National Board;
- publish and distribute procedures within eight (8) weeks of the National Convention announcement;
- ensure all resolutions being considered at the 2018 National Convention are published and circulated at least two (2) months in advance of the Convention;
- provide education and training to Registered Liberals with respect to the policy development and prioritization process; and
- maintain an up-to-date compilation of all current Party policies on the Party website.

The proposed guidelines focus on a continuous engagement, principles and procedures, policy resolutions, timelines and prioritization at National Convention. They support the National Policy Committee's mandate and reflect feedback from Registered Liberals across Canada.

SURVEY RESULTS

4100+ Registered Liberal responses, September 2016

On-Line Voting:

- 48% feel Registered Liberals should vote for policy resolutions through a combination of online prioritization and attendance at national/regional conventions
- 24% say online only; 10% say convention only

Policy Focus of a National Convention:

- 48% want debate and prioritization of 30-60 leading resolutions
- 17% say policy should be debated and approved at a stand-alone conference
- 14% want detailed consideration of as many resolutions as possible (60-200)

- 7% say we should just review and approve policy resolutions on-line

Status of Priority Policy Resolutions Approved at National Convention:

- 63% say priority resolutions should remain policy until they are revoked
- 15% say until the next National Convention; 13% say until the next election
- 4% say approved policies should have no expiry date

1 PRINCIPLES

1.1 To help achieve the Party's stated purpose as described in the Constitution, the LPC policy process must:

- promote diversity, bilingualism and gender equity;
- facilitate continuous engagement with Registered Liberals; and
- extend beyond a traditional focus on one-page resolutions and campaign cycles.

1.2 All elected Policy Secretaries/Chairs are responsible for facilitating a democratic and transparent policy process within their jurisdiction that promotes grassroots engagement with Registered Liberals, the LPC Constitution and By-Laws.

1.3 Caucus, Commissions and PTBs may sponsor policy proposals for consideration by the National Platform Committee, Registered Liberals and National Convention delegates in accordance with these guidelines.

1.4 Recognizing that participation is voluntary, each sponsor that decides to submit policy resolutions to the National Convention must have at least one of their priorities considered by delegates.

1.5 Regular reporting on the status of prioritized resolutions and platform commitments is a key element of the LPC Policy process.

2 PROCEDURES

2.1 PTBs and Commissions have flexibility to develop, select and prioritize policy proposals in a way that reflects their unique jurisdiction. However, their governance processes must:

- be democratic;
- include meaningful engagement with EDAs and Registered Liberals;
- promote innovation and accessibility; and
- comply with the LPC Constitution and Policy By-Law.

2.2 To be eligible for consideration, resolutions must meet quality specifications and timelines established in section four (4) of these procedure guidelines.

2.3 On behalf of the LPC Board, the National Policy Committee is responsible for ensuring compliance with these guidelines and making improvements as needed.

2.4 Recognizing these procedures relate specifically to the 2018 National Convention and 2019 election, they have been developed with an understanding that a more generalized version could be prepared and eventually connected to the Policy By-Law.

3 CONTINUOUS ENGAGEMENT

3.1 All LPC Policy Chairs/Secretaries are responsible for encouraging timely and active participation in the public affairs of their communities, promoting liberal values and facilitating forums for citizens to share ideas on current issues. This continuous engagement can include:

- logistical support for Liberal MPs;
- organizing policy town-halls/socials in non-held ridings with LPC staff;
- follow-up on prioritized resolutions through advocacy, correspondence and/or preparation of policy papers;
- liaison with neighbouring riding associations and local Commission representatives;
- communicating about government-led engagement opportunities and regular progress reports on LPC platform implementation to key stakeholders;
- surveys on important issues within federal jurisdiction;
- being active in local/provincial community/charitable causes;
- coffee parties/coffee house chats; and
- other creative ideas developed by Commissions, PTBs and EDAs.

3.2 Roles of LPC Policy Secretaries/Chairs:

NATIONAL	PTB	EDA	COMMISSION
<ul style="list-style-type: none"> • Chair the National Policy Committee • Implement Policy By-Law and guidelines • Liaise with Party and Caucus Leadership • Work with National Policy Committee to highlight issues of concern and potential policy actions 	<ul style="list-style-type: none"> • Chair PTB Policy Committee • Continuous engagement (<i>section 3.1</i>) • Comply with LPC Constitution, By-laws and policy guidelines • Liaise with Caucus • Follow-up on priority policies • Participate in National Committee 	<ul style="list-style-type: none"> • Support elected MP/nominated candidate • Continuous engagement (<i>section 3.1</i>) • Comply with LPC Constitution, By-laws and policy guidelines • Chair EDA policy committee and participate in PTB Committees 	<ul style="list-style-type: none"> • Continuous engagement (<i>section 3.1</i>) with Registered Liberals in their demographic • Comply with LPC Constitution, By-laws and policy guidelines • Liaise with Caucus and/or Party leadership

3.3 The National Policy Committee and LPC will maintain a current and accessible on-line policy tool kit to support PTB, EDA and Commission Policy chairs and Registered Liberals on my.liberal.ca.

3.4 A proactive, continuous engagement cycle is dependent on strong communication channels within the Party. In collaboration with LPC staff and an understanding that resources are limited, the National Policy Committee will help ensure elected Policy Chairs/Secretaries receive information and support to help facilitate continuous engagement.

4 POLICY RESOLUTIONS

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

- respect Canada’s Constitution and Charter of Rights and Freedoms
- be within federal jurisdiction and focused on a public policy purpose
- express a judgement that LPC should take a position or press for action on an issue
- be factual and reflect consultation with recognized experts
- be the result of a democratic process that includes meaningful grassroots engagement with Registered Liberals



- be submitted to the National Policy Committee before November 27, 2017
- not replicate 2015 election platform commitments or priority resolutions from the 2016 and 2014 National Conventions
- be limited to 275 words with four sections (see 4.4 for sample):

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 ”; identify third parties consulted in preparation of policy proposal
Direction	identify actions the sponsor wants LPC to take in a statement or series of statements starting with, the phrase “ BE IT RESOLVED ”
Sponsor	sponsor(s) name and contact link

4.2 For the 2018 National Convention and 2019 election campaign, PTBs, Commissions and National Caucus are invited to sponsor up to six prioritized policy resolutions. Territories are invited to submit a total of six (6) resolutions comprised of two (2) resolutions per Territory or any combination they agree to. These proposals will be considered in four (4) streams:

PLATFORM	ONLINE	CONVENTION	PRIORITY POLICIES
PTBs, Caucus and Commissions submit six (6) resolutions each to National Policy Committee. LPC Policy Secretary to forward these proposals directly to the National Platform Committee for consideration in the next election platform.	Top three (3) policies from each sponsor will be considered by Registered Liberals across Canada through an on-line workshop and prioritization process organized by the National Policy Committee.	Top thirty (30) policy ideas identified by Registered Liberals through the on-line workshop will be debated and prioritized at the 2018 LPC Convention.	LPC Convention delegates prioritize the top fifteen (15) policy ideas for the National Platform Committee. These priority resolutions will also require ongoing reporting by LPC.
96 resolutions	48 resolutions	30 resolutions	15 resolutions

4.3 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.

4.4 The callout below represents a sample template of a proposed 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 LPCS email and/or phone information*

4.5 The 'Platform' is the policy document the Leader presents to Canadians during an election campaign. The LPC Leader will establish a **National Platform Committee** prior to each federal election campaign in consultation with Campaign Co-Chairs and National Caucus Chair. The National Platform Committee will seek input from the National Policy Committee through the Policy Secretary and receive the policy resolutions submitted by PTBs, Commissions and National Caucus as described in section 4.1 and 4.2.

5 NATIONAL CONVENTION – VOTING AND PRIORITIZATION

5.1 EDAs, PTBs, Commissions and Caucus

PTBs and national Commissions have flexibility to develop processes for voting and prioritizing policy resolutions for the National Policy Committee and National Convention as long as they comply with these guidelines, the LPC Constitution and by-laws.

Like these national guidelines, the PTB and Commission processes should be published and proactively communicated to EDAs and local representatives as early as possible.

National Caucus may develop and prioritize policy resolutions for the National Platform Committee and National Convention with the leadership of the National Caucus Chair.

5.2 Convention Agenda and Presentations

Sponsors will be required to identify three Registered Liberals who are prepared to speak in favour of their priority resolution(s) at the National Convention.

LPC Policy Secretary will work with National Convention Chair(s) and LPC staff to establish a convention plenary schedule, coordinate moderators and confirm voting methods that facilitate more meaningful engagement.

Emergency resolutions will be permitted at Convention in accordance with rules and procedures established by the National Biennial Convention Committee.

5.3 Key Dates (subject to change with approval by National LPC Board)

Apr 2017	Launch national policy development and engagement process with PTBs, Caucus and Commissions
Nov 27, 2017	PTBs, Caucus and Commissions identify up to 6 resolutions for consideration by National Platform Committee; identify top 3 for prioritization at National Convention; blending begins (40 days)
Jan 7, 2018	Blending Deadline I

Jan 14, 2018	Top 3 policy priorities from each sponsor posted on-line for comment by Registered Liberals for consideration at National Convention (30 days)
Feb 14, 2018	On-Line Comment period closes; Blending resumes (14 days)
Feb 28, 2018	Blending Deadline II
Mar 4, 2018	On-Line voting begins (14 days)
Mar 18, 2018	On-Line Voting Deadline
Mar 26, 2018	Publish results of on-line voting and top 30 resolutions for debate and prioritization at National LPC Convention
Apr 19-21, 2018	National Convention begins (3 days in Halifax); Top 15 priority resolutions identified by LPC delegates; Distributed to Registered Liberal across Canada within 14 days

6 OTHER GUIDELINES

6.1 Indigenous Peoples

The new Policy By-law requires the National Policy Committee to ensure that the Indigenous Peoples' Commission (IPC) have an opportunity to provide feedback with respect to any proposed policy resolution pertaining primarily to Indigenous peoples before it is considered.

The LPC Policy Secretary and IPC's representative on the National Policy Committee will establish a network of regional IPC contacts to consult with sponsors as needed.

Relevant sponsors will be required to identify IPC engagement within their resolution.

6.2 On-Line Voting

The National Policy Committee will work with LPC staff to establish a common system and security mechanism for an on-line comment and prioritization process.

This on-line system will include a code of conduct that prohibits anonymous, unprofessional and disrespectful commentary.

Resolution sponsors must be prepared to maintain an on-line presence for their 1 to 3 priority resolutions. This will include links to background information and the designation of representatives to moderate respectful on-line debate for 30 days in January/February 2018.

To facilitate participation in remote areas and for Registered Liberals without computer access, the National Policy Committee will collaborate with LPC staff, PTBs and Commissions to consider alternate options and/or meeting locations during comment/voting periods.

6.3 Blending

To blend resolutions is to combine two or more similar policy proposals into one.

If a sponsor wishes to blend a policy resolution, their governing body must designate an individual to work with LPC Policy Secretary to blend resolutions.

Any blended resolution must be presented to Registered Liberals within the jurisdiction of each participating sponsor and approved by the relevant PTB or Commission Board.

Sponsors will have 40 calendar days after the National Policy Committee's November 27, 2017 deadline to blend priority Convention resolutions with other sponsors (see 5.3).

Sponsored policy resolutions for National Convention cannot be amended again until the completion of the on-line comment period February 14, 2018 (see 5.3).

Sponsors will have fourteen (14) additional calendar days at the conclusion of the on-line comment period to blend their priority resolutions with others prior to on-line voting/prioritization (see 5.3).

No blending or amendments may take place following the March 4, 2018 start of on-line voting. This includes at the National Convention.

Sponsors may withdraw any of their policy resolutions at any time with written notice from the sponsor's governing body.

6.4 2016 Resolutions

According to the outgoing LPC Constitution:

- resolutions approved in workshops at the 2016 Convention are recognized as LPC policy through to the next National Convention; and
- the twenty-one (21) resolutions approved at the 2016 Convention Plenary require regular reporting for an undefined period.

The National Policy Committee will submit the 2016 Convention Plenary resolutions to the National Platform Committee for consideration as soon as it is established.

To promote continuous engagement, the LPC Policy Secretary will establish National Policy Committee working groups to lead the follow-up on the 2016 plenary resolutions and report regular progress (see timeline).

6.5 Ongoing Status of Priority Resolutions

As before, the new LPC Constitution and Policy By-law do not determine the length of time a priority resolution should remain Party policy - creating a scenario where approved resolutions have no expiry date or process for renewal.

Further to the new Policy By-law's requirement to maintain a compilation of current Party policies on the LPC website, the Policy Secretary will establish a National Policy Committee working group of former LPC policy chairs and policy by-law working group members to develop a proposal for the ongoing review and renewal of priority policy resolutions and the potential establishment of a category of 'standing LPC policies'.

The results of this work may include a recommendation from the National Policy Committee to the LPC Board for improvements to the new Policy By-law prior to the next National Convention.

7 TIMELINE

Dates may be subject to change with approval by National LPC Board.

TIMELINE	ACTION
Jan 2017	<ul style="list-style-type: none">• National Policy Committee established• 2018 Convention date and location announced
Feb/Mar 2017	<ul style="list-style-type: none">• National Policy Committee finalizes LPC Policy Development Guidelines, Consultation Plan and Work plan to follow up on 2016 Policy Resolutions• Develop Communications, Caucus and EDA engagement plans with LPC staff Present LPC Policy Development Guidelines to LPC Board and Caucus• Confirm timelines/key dates of PTB and Commission policy processes
Mar/Apr 2017	<ul style="list-style-type: none">• Outreach and training for PTB, EDA and Commission Policy Chairs• Publish LPC Policy Development Guidelines• Launch EDA, PTB and Commission policy development/community engagement (April TBC)
June 2017	<ul style="list-style-type: none">• National Policy Committee progress report
Sep-Nov 2017	<ul style="list-style-type: none">• Provincial and Commission policy events• Policy Super Weekend – EDA events across Canada (TBC)

Oct 2017	<ul style="list-style-type: none"> • LPC Policy Report: platform; 2016 resolutions; process update
Oct/Nov 2017	<ul style="list-style-type: none"> • Convention Agenda planning: Plenary format; voting techniques; National Policy Committee roles/responsibilities
Nov 2017	<ul style="list-style-type: none"> • Deadline for Provincial, Commission and Caucus policy submissions to Election Platform and National Policy Committees (November 27)
Dec 2017	<ul style="list-style-type: none"> • Translate priority PTB, Commission and Caucus resolutions and prepare for on-line posting; PTB blending • Publish all policy proposals being submitted to National Platform Committee
Jan 2018	<ul style="list-style-type: none"> • Publish full list of all priority policy resolutions submitted for National Convention; Launch on-line workshop with Registered Liberals across Canada (January 14)
Feb 2018	<ul style="list-style-type: none"> • On-Line comment and prioritization closes; blending
Mar 2018	<ul style="list-style-type: none"> • On-Line voting; Publish top 30 resolutions prioritized for National Convention
Apr 2018	<ul style="list-style-type: none"> • Finalize and publish Convention agendas and handbook • LPC Convention (April 19-21)
Spring 2018	<ul style="list-style-type: none"> • Communicate to Registered Liberals regarding priority resolutions and next steps
Spring 2018	<ul style="list-style-type: none"> • Establish National Policy Committee working groups and initiate follow-up on 2018 LPC national priority resolutions; ongoing follow-up on 2016 resolutions
Fall 2018	<ul style="list-style-type: none"> • LPC Policy Report: platform; 2016/18 priority resolutions
TBC	<ul style="list-style-type: none"> • National Platform Committee established: planning and engagement; review of resolutions and Convention priorities from 2016 and 2018
TBC	<ul style="list-style-type: none"> • Election Readiness
TBC 2019	<ul style="list-style-type: none"> • Campaign and platform launch
Oct 2019	<ul style="list-style-type: none"> • Federal Election