



# **SENIOR LIBERALS' COMMISSION**

## **POLICY MANUAL 2017-2018**

### **THE SLC POLICY PROCESS GUIDELINES**

#### **"TOWARD THE HALIFAX BIENNIAL POLICY CONFERENCE"**

version 2017-0522

Recommended by the SLC Policy Committee May 11, 2017  
Approved by the SLC National Executive May 25, 2017

**Policy development is about the future of liberalism in Canada**



# SENIOR LIBERALS' COMMISSION

## POLICY MANUAL 2017-18

### TABLE OF CONTENTS

	Page
1. PURPOSE	1
2. INTRODUCTION	1
3. KEY DATES	2
4. CRITERIA TO BE MET	2
5. POLICY RESOLUTIONS	4
6. SLC POLICY DEVELOPMENT – PRINCIPLES	4
7. A MULTI-STEP PROCESS	5
8. ENGAGEMENT WITH EDAS	8
9. BACKGROUND PAPERS	9
10. POLICY DISCUSSION GROUPS	9
11. SLC POLICY COMMITTEE CONTACTS	9
Figure 1: 2017 SCHEDULE AND CRITICAL DATE	following page 2
Figure 2: LPC/SLC POLICY PROCESS INTERFACES	following page 5
Figure 3: FRAMEWORK FOR SLC POLICY DEVELOPMENT	following page 6
Figure 4: SLC POLICY COMMITTEE	following page 9
Schedule 1: SLC SECTION POLICY PROCEDURES	
Appendix A: TEMPLATE FOR POLICY RESOLUTIONS	
Appendix B: SAMPLE BACKGROUND PAPER	
Appendix C: POLICY WORKING GROUP TERMS OF REFERENCE	
Appendix D: ENGAGEMENT BETWEEN SLC AND EDA	
Appendix E: SLC SECTION POLICY PROCEDURES	
Appendix F: GUIDE TO POLICY MEETINGS	



## 1. PURPOSE

The SLC Policy Committee has developed this Policy Manual to assist senior Registered Liberals, SLC Sections, PTBs, EDAs and other elements of the LPC to understand the criteria, schedules and procedures to be followed in developing policy resolutions for consideration by the SLC leading toward the Halifax Biennial April 19-21, 2018.

## 2. INTRODUCTION

Senior Registered Liberals (SLC members) are at the centre of this SLC Policy Process in that they define the issues that will inform the SLC Policy Process, conduct research and develop background papers defining the challenges and opportunities associated with these issues, formulate specific policy resolutions in response to the opportunities, and ultimately prioritise the policy resolutions that will be submitted by the SLC for consideration within the LPC Policy Process.

LPC Party By-law 1 - Commissions describes the mandate of the SLC to engage with and represent the interests of senior Registered Liberals. Policy development is one of the principal means for the SLC to achieve this. The SLC recognizes that senior Registered Liberals are also members of their EDA.

According to LPC Party Bylaw 2 - EDA, each EDA has a responsibility to facilitate input into LPC policy by Registered Liberals in its electoral district consistent with the LPC Policy Process established by the National Board. This process is documented in the LPC Policy Development Guidelines ver 1.0 dated March 2017 as approved by the National Board on March 26, 2017. The document can be accessed at <http://www.liberal.ca/wp-content/uploads/2017/03/LPC-Policy-Development-Guidelines.pdf>

The LPC Policy Guidelines provide for each PTB and each Commission to develop, document and publicise the details of the process for Registered Liberals within their jurisdiction to follow to participate in LPC policy development. The LPC Policy Guidelines can be found at [www.liberal.ca/1party](http://www.liberal.ca/1party)

This SLC Policy Manual describes the SLC Policy Development Process including timelines, criteria to be met and guidelines to be considered by SLC Sections and members as they develop policy resolutions for prioritisation by the SLC and the LPC in the leadup to the Halifax Biennial in April 2018.



### 3. KEY DATES

August 31, 2017	SLC Sections to submit up to three (3) priority resolutions to the SLC Policy Committee
November 8, 2017	SLC national vote to determine priority resolutions to be submitted to LPC National Policy Committee
November 27, 2017	Deadline for submission of up to six (6) priority resolutions to LPC National Policy Committee

Further details can be found in Figure 1.

### 4. CRITERIA TO BE MET

The LPC Policy Guidelines (Clause 2.1) require that the SLC Policy Procedures formulated to provide for development, selection and prioritization of policy proposals must:

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

To be eligible for consideration within the LPC Policy Process, policy resolutions must meet the following criteria as described in the LPC Policy Development Guidelines Clause 4:

- 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 recognised experts;
- be the result of a democratic process that includes meaningful grassroots engagement with Registered Liberals;
- be submitted to the LPC National Policy Committee before November 27, 2017; and
- not replicate 2015 election platform commitments or priority resolutions from 2014 or 2016 National Conventions.



# SLC Policy Manual 2017-18

## Figure 1

### 2017 SLC POLICY PROCESS SCHEDULE and CRITICAL DATES

Date	Task	Completed
15-Apr-17	Email sent advising link to questionnaire	10-Apr-17
30-Apr-17	Questionnaire closes	18-Apr-17
<b>1-May-17</b>	<b>Sections lead development of policy resolutions within the framework of this manual</b>	
early Jun-17	Part 2 Questionnaire posted	
mid Jun-17	Ranking of issues closes	
mid Jun-17	Sections advised of priority issues	
<b>31-Aug-17</b>	<b>Sections submit 3 priority resolutions to SLC Policy Committee</b>	
15-Sep-17	SLC Policy Committee post all resolutions for deliberation, debate and collaboration	
6-Oct-17	On-line debate closes	
14-Oct-17	Authors complete amendments, submit revisions to SLC Policy Committee	
<b>1-Nov-17</b>	<b>Final resolutions posted for on-line voting</b>	
8-Nov-17	On-line voting ends	
9-Nov-17	SLC Policy Committee reviews voting results and forwards recommendations to National Executive	
16-Nov-17	National Executive considers recommendations	
<b>27-Nov-17</b>	<b>Deadline to submit 6 priority resolutions to LPC Policy Committee</b>	



In addition, this SLC Policy Process requires that policy resolutions submitted for consideration:

- meet all of the above criteria of the LPC Policy Process;
- be aligned with the SLC national priority issues determined by senior Registered Liberals through their responses to an SLC policy questionnaire;
- are developed by a working group of senior Registered Liberals;
- provide evidence of meaningful engagement with at least one EDA;
- are supported by a background paper providing insight into the issue being addressed; and
- be prioritized through a process open to senior Registered Liberals, first within their SLC Section and then nationally.

### 4.1 Other Requirements

#### Prerequisite – SLC Section Procedures

Documenting and distributing the Section Policy procedures for meeting these criteria is a prerequisite to any participation in the SLC Policy Process. The available Section Procedures are listed in Schedule 1 to this Manual. For the latest information on the procedures to be followed within an SLC Section, please contact the SLC Section Policy Chair as listed in Figure 4.

#### Cover Sheet

Each policy resolution submitted for consideration to the SLC Policy Committee should be accompanied by a cover sheet providing the following information:

- A list of the EDAs and other SLC Sections or Commissions who participated in the formulation of the background paper and the policy resolution;
- A list of the members of the working group who participated in the development of the background paper and the policy resolution;
- A link to access a copy of the background paper; and
- The lead author of the paper, who will also be responsible for monitoring the online debate associated with the resolution and determining what, if any, amendments are appropriate, prior to the prioritization vote.



## 5. POLICY RESOLUTIONS

Policy resolutions must be no more than 275 words and divided into 4 sections as follows:

SECTION	DESCRIPTION
Title	Should be concise and readily convey the subject of the resolution
Preamble	The situation 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 the policy proposal.
Direction	Identify actions that sponsor wants the LPC to take in a statement or series of statements beginning with “BE IT RESOLVED”
Sponsor	Sponsor(s) name and contact link

A sample policy resolution is provided as Appendix A

Each SLC Section may submit a maximum of three priority policy resolutions for consideration within the SLC Policy Process. The SLC Policy Committee will organize an online debate and vote of all policy resolutions received from the Sections with the objective of identifying the six priority policy resolutions that the SLC is able to submit for consideration by the LPC National Platform Committee (when it is established) and within which the top three priority resolutions that will be considered by LPC National Policy Committee.

## 6. SLC POLICY DEVELOPMENT – PRINCIPLES

The principles underlying the LPC Policy Development Process, and that are carried forward to the SLC Policy Development Procedures, include:

- Openness in that Registered Liberals are expected to provide the initiative and energy for determining what policy resolutions are developed;
- Transparency in that Registered Liberals, working in groups and in collaboration with EDAs and in possible collaboration with the other LPC Commissions develop policy resolutions; and
- Democracy in that EDAs, PTBs and Commissions must ensure democratic support from their members before policy resolutions can be submitted for consideration within the LPC Policy Process.



Effective development of policy resolutions by the SLC can be enhanced when the SLC Section and EDA policy processes complement one another. Our guiding principles in relation to collaboration with EDAs include:

- Recognition that every senior Registered Liberal who is a member of the SLC is also a member of their EDA;
- acceptance that many EDAs are highly protective of their role in development of policy within the LPC;
- the SLC national mandate is to engage with and represent senior Registered Liberals' interest within the LPC;
  - The LPC Policy Process is one of the principal vehicles for the SLC to accomplish this mandate; and
- the SLC should seek means to co-operate with one or more EDAs and avoid being perceived to be in conflict or competition.

The success of the SLC Policy Development Process is dependent on the leadership taken by each SLC Section in meeting these principles and in developing the relationship with the EDAs (and other commissions) which will lead to the formulation, debate and prioritization of specific policy resolutions responsive to senior Registered Liberals' issues and concerns. The SLC Sections are required to develop specific procedures describing how they will meet the principles and criteria described in this Manual. The elements to be considered in an SLC Section's Procedures are described in Appendix E.

It is also recognised that an SLC Club or the SLC Riding Representative is in the best position to develop the relationships with the EDAs that are necessary to give life to this SLC Policy Process.

The role of the SLC Policy Committee is to ensure the integrity of the policy development activity, to implement a process to determine the SLC national priority issues and to implement an online process for debate and prioritization of the policy resolutions forwarded from the SLC Sections.

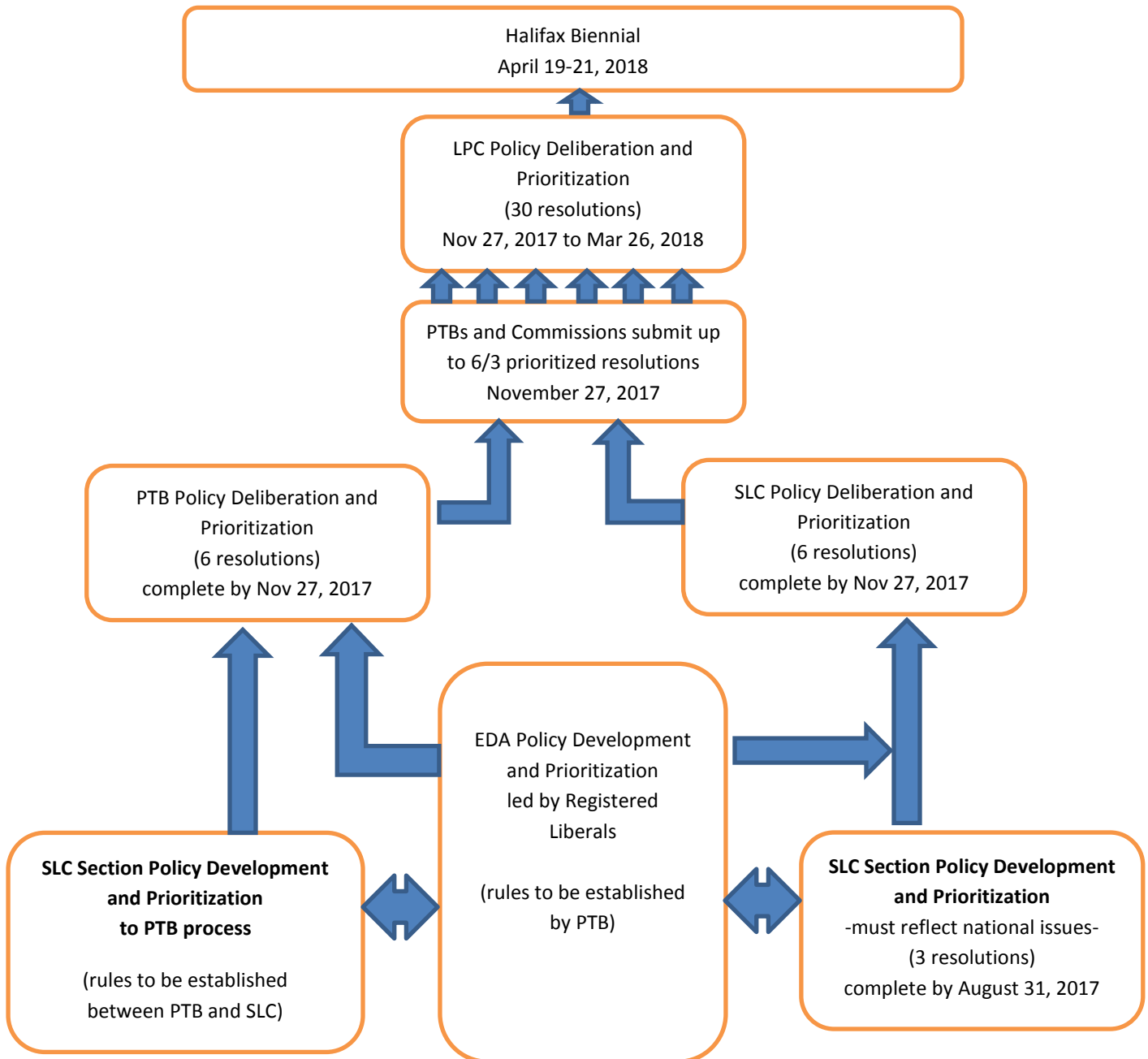
### **7. A MULTI-STEP PROCESS**

The relationship between the LPC Policy Process and the SLC Policy Process is illustrated in Figure 2. Senior Registered Liberals within an SLC Section have the option of submitting policy resolutions through one of two parallel processes.





### LPC/SLC POLICY PROCESS INTERFACES





One of these options is the SLC Policy Development Process which is driven by the SLC national priority issues. The other, suited particularly to seniors' issues that do not fall within the SLC national priority issues, is through the PTB process in accordance with the procedures and rules that apply to that process. It is important for any senior Registered Liberal contemplating the submission of a policy resolution through their PTB process to be aware that individual PTBs may have procedures and criteria in addition to those noted in this Manual. Members within each province or territory should consult their EDA policy chairs to ensure they are aware of any additional criteria.

The critical steps in the SLC Policy Process are shown in Figure 3. The following steps are offered as suggestions to assist the SLC Section to collaborate with EDAs within their jurisdiction and include:

- 1 Seeking senior Registered Liberals' input into the SLC national priority issues.

The SLC Policy Committee will seek input, through an online Policy Questionnaire, from SLC members across Canada as to the issues that they believe will be important during the next federal election. This engagement with members will include a process to identify a limited number of priority issues. These priority issues will be provided to the SLC Section Policy Chairs and published to inform members of them. Only policy resolutions that are responsive to these national priority issues will be accepted for consideration within the SLC Policy Process.

- 2 Identifying EDAs that share an interest in developing policy resolutions related to SLC national priority issues.

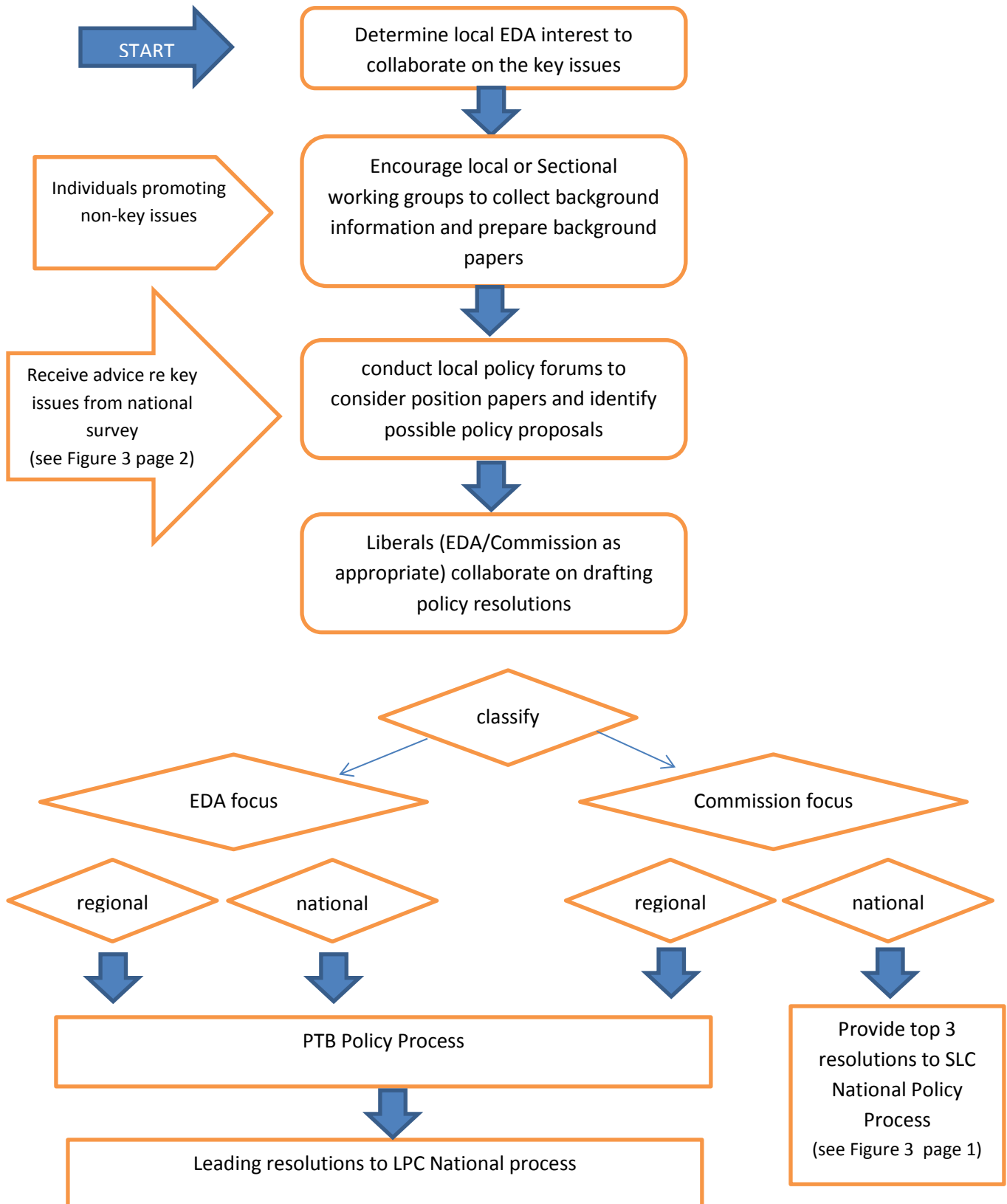
As a minimum, SLC Sections will monitor the identification of critical issues by the EDAs to determine areas of common interest. SLC Sections may participate in and support EDA policy initiatives to identify issues that senior Registered Liberals within one or more EDAs consider to be important and for which they are interested to develop specific policy resolutions.

- 3 Establishing joint EDA/SLC working groups to develop background papers to inform the crafting of specific policy resolutions.

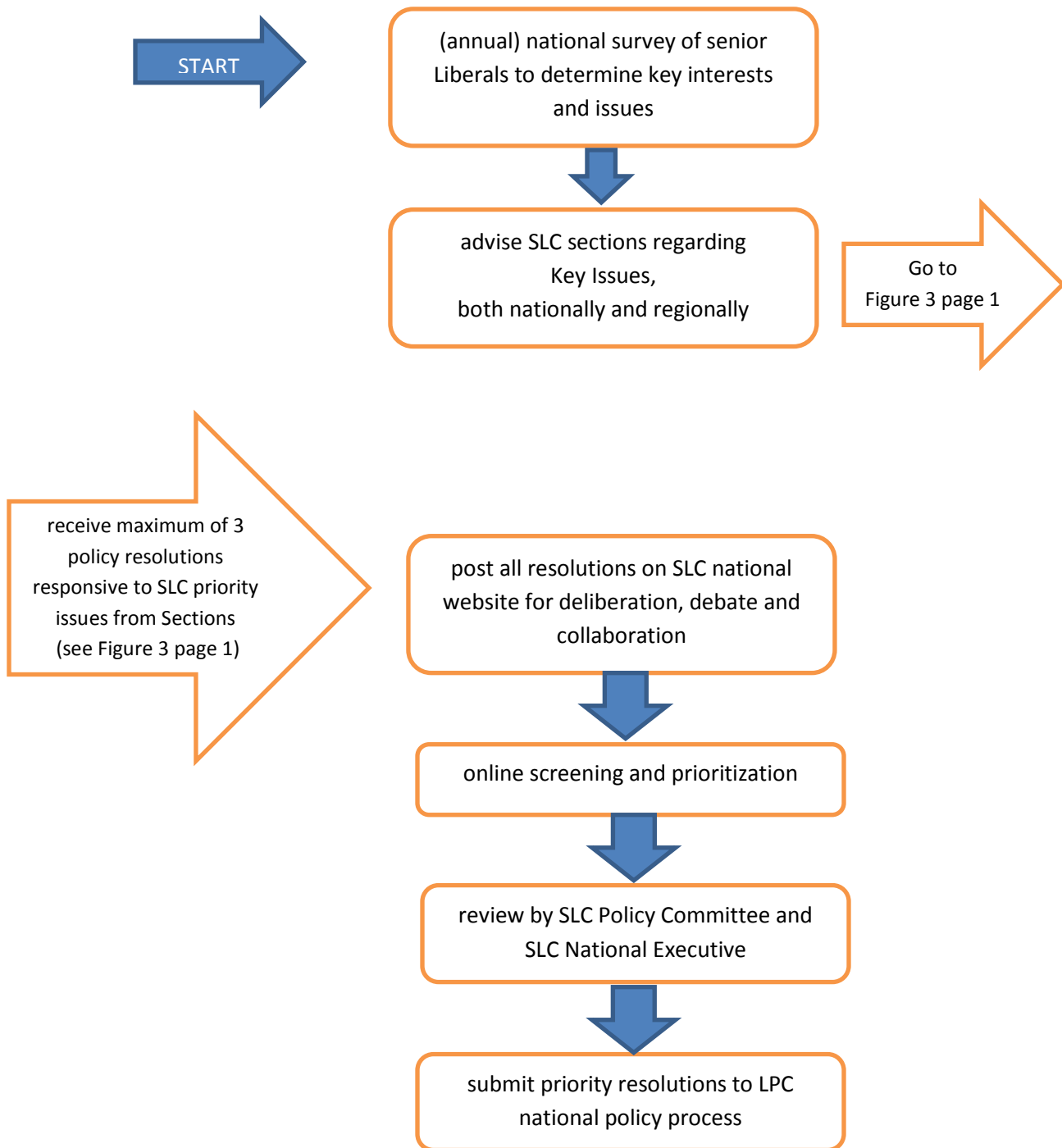
Senior Registered Liberals with a shared interest in a particular issue are encouraged to form working groups to develop a background paper outlining key



### FRAMEWORK FOR SLC SECTIONAL POLICY DEVELOPMENT



FRAMEWORK FOR SLC NATIONAL POLICY DEVELOPMENT





## SLC Policy Manual 2017-18

Page 7 of 9

factors associated with the issue. SLC Clubs, where they exist, can play a lead role in establishing working groups. In the absence of such SLC Clubs, the SLC Riding Reps can facilitate the creation of such working groups. Past practice within the SLC suggest that it is critical to the success of a working group to establish Terms of Reference (TOR) as its first order of business. The key points to be considered within the TOR are highlighted in Appendix C. A sample background paper is included as Appendix B.

The SLC is prepared to consider a supportive role to any EDA that wishes to take the lead role in relation to addressing any specific issue identified by seniors Registered Liberals.

- 4 Crafting specific policy resolutions informed by the content of the background paper.

Practicality suggests that the members of the working group that developed the working paper are in the best position to develop the specific policy resolutions, but the opportunity to craft resolutions responsive to the findings of the working paper may be presented to other senior Registered Liberals.

- 5 Broad senior Registered Liberals' participation in deliberating, debating and ranking of policy resolutions is required with the objective of identifying up to three priority resolutions to be forwarded to the SLC Policy Committee for consideration and subsequent national prioritization.

SLC Sections will engage senior Registered Liberals in deliberation, debate and ultimately ranking of policy resolutions developed in accordance with the above procedures.

The means to achieve this engagement will vary with local and provincial conditions, but can involve different approaches from subject specific in-person policy discussion groups, to on-line forums. The range of possible group settings to facilitate such interaction is further discussed below under the heading of POLICY DISCUSSION GROUPS.

The SLC is arranging for secure, password-protected online forums in which senior Registered Liberals can exchange views on particular policy resolutions.



The author(s) of the policy resolutions will be accountable for monitoring the debate and feedback from the member engagement and making amendments to the policy resolution prior to the ranking vote.

- 6 The three highest ranked policy resolutions will be considered the priority resolutions and forwarded to the SLC Policy Committee.

The SLC Policy Committee will review each policy resolution to ensure it meets the basic criteria established for policy resolutions, and then post those policy resolutions for online comment and debate by SLC members across Canada. Authors will again have an opportunity to make amendments based on this feedback prior to a national on-line vote to determine the priority resolutions..

- 7 The SLC Policy Committee will submit the top six priority resolutions to the LPC National Platform Committee for consideration and the top three of these will also be submitted to the LPC National Policy Committee for consideration in their prioritization process.

### **8. ENGAGEMENT WITH EDAS**

The SLC respects the role of the EDAs in relation to the development of policy within the LPC. The SLC also takes its responsibility for representing interests of senior Registered Liberals seriously. It is crucial that these respective roles provide a forum for engaging senior Registered Liberals in policy development. To this end, the SLC may choose to play a supportive role with respect to the EDA policy development initiatives within the framework of common interests in specific policy issues. Further SLC perspectives for achieving the necessary cooperation between an EDA and the SLC to ensure effective policy development are provided in Appendix D.



### 9. BACKGROUND PAPERS

A Background Paper should include:

1. A short, concise description of the issue and its relationship to the federal government's jurisdiction.
2. A description of existing legislation/programs impacting on the issue and identifying limitations with them.
3. A discussion of the challenges – pros and cons – associated with the issue
4. The options for action leading to potential solutions .
5. An assessment of how Liberal values apply to the potential solutions.
6. Recommendations for key actions that might be included in a policy resolution.

The intent of the background paper is to provide the rationale for and guide the development of policy resolutions of high quality. Background papers must be factual and evidence based, supported by verifiable references.

A sample background document is included as Appendix B to this Manual.

### 10. POLICY DISCUSSION GROUPS

To facilitate engaging with senior Registered Liberals in policy development, the SLC Policy Committee notes that the nature of a policy meeting needs to match with the purpose and the outcome expected from the meeting. Such meetings can range from relatively small scale face-to-face discussion to large non-partisan town halls as laid out in Appendix F.

Effective engagement requires carefully selecting the type of meeting to match the purpose.

### 11. SLC POLICY COMMITTEE CONTACTS

The members of the SLC Policy Committee are listed in Figure 4. Please feel free to contact your SLC Section member if you have questions or comments related to the content of the Policy Manual or the SLC Policy Process.



## SLC Policy Manual 2017-18 Figure 4

effective 2017/05/12

### SLC POLICY COMMITTEE MEMBERSHIP LIST

SECTION	NAME	TELEPHONE	EMAIL
NL	Fraser Piccott		<a href="mailto:fraserpiccott@yahoo.ca">fraserpiccott@yahoo.ca</a>
	Tom Kendell (alternate)	(709) 489 2929	<a href="mailto:tkendell@nf.sympatico.ca">tkendell@nf.sympatico.ca</a>
NS	Grace Paterson	(902) 422-2471	<a href="mailto:paterson.grace1@gmail.com">paterson.grace1@gmail.com</a>
NB	Anne-Marie Gillis	(506) 658-9264	<a href="mailto:2013.amgillis@gmail.com">2013.amgillis@gmail.com</a>
PEI	Carla Morgan	(902) 969 6706	<a href="mailto:cmorgan080@gmail.com">cmorgan080@gmail.com</a>
	Austin Bowman (alternate)	(902) 892-0400	<a href="mailto:abowman@eastlink.ca">abowman@eastlink.ca</a>
Quebec	Linda Schwey	(514) 276-9211	<a href="mailto:Lindaschwey@gmail.com">Lindaschwey@gmail.com</a>
Ontario	Eric Young	(613) 699-3983	<a href="mailto:ericyoung@telus.net">ericyoung@telus.net</a>
Manitoba	Jagdish Khatter	(204) 832 2746	<a href="mailto:Khatter@umr.umanitoba.ca">Khatter@umr.umanitoba.ca</a>
	Jim Millar (alternate)	(204) 513-0036	<a href="mailto:millarwjames@gmail.com">millarwjames@gmail.com</a>
Saskatchewan	Helen Christiansen (interim)	(306) 525-1206	<a href="mailto:christih@sasktel.net">christih@sasktel.net</a>
	Charles Keple (alternate)	(306) 352-3215	<a href="mailto:ckeple@sasktel.net">ckeple@sasktel.net</a>
Alberta	Ken Munro	(780) 421 1865	<a href="mailto:ken.munro@shaw.ca">ken.munro@shaw.ca</a>
	Jane Walker (alternate)	(780) 438-1492	<a href="mailto:janewestman@gmail.com">janewestman@gmail.com</a>
BC	Doug McDonald	250 549 2128	<a href="mailto:dekita10@telus.net">dekita10@telus.net</a>
Yukon			
NWT			
Nunavut			
National Chair	Doug McDonald	250 549 2128	<a href="mailto:dekita10@telus.net">dekita10@telus.net</a>





# SLC Policy Manual 2017-18

## Schedule 1

### AVAILABLE SLC SECTION POLICY PROCEDURES

Each SLC Section is required to document and publish the policy procedures to be used within their province/territory to achieve the requirements described in this SLC Policy Manual. The following Section Policy Procedures are available. If the procedures for your Section are not listed, please contact your SLC Section Policy Chair listed in Table 4

SECTION	PROCEDURE AVAILABLE AT
Newfoundland/Labrador	
Prince Edward Island	
Nova Scotia	Approved by LPCNS; available at
New Brunswick	
Québec	
Ontario	In draft
Manitoba	
Saskatchewan	
Alberta	
British Columbia	In draft
Yukon	
North West Territory	
Nunavut	



## SLC Policy Manual 2017-18 Appendix A

### TEMPLATE: Policy Resolutions

The following is a Template to assist Registered Liberals in meeting the quality requirements expected of each Policy Resolution submitted by a PTB or Commission for consideration at the LPC 2018 Policy Biennial.

#### **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*

---



# SLC Policy Manual 2017-18

## Appendix B

Prepared by Judy Berg 2017-0223

### **A POLICY WORKING GROUP BACKGROUND PAPER EXAMPLE FROM LIVE-IN CAREGIVER PROGRAM**

#### **WHAT IS THE PUBLIC POLICY ISSUE, INCLUDING KEY CONCERNS, TO BE ADDRESSED?**

Changes made by the Conservative government in 2014, renamed the Live-In Caregiver Program (LICP), In-Home Caregiver; shifted emphasis to 'live-out'; and repositioned it within a revised TFWP. This increased the administrative complexity for sourcing caregivers from offshore, significantly increased costs, and virtually eliminated the possibility of application approvals for live-in arrangements. Additionally, processing times were significantly slowed and the cap that was placed on the number of PR applications to be processed annually created hardship for caregivers already in Canada. Changing demographics of an aging population suggest that these policies will further hinder elder at-home care options.

The Senior Liberals' Commission in BC (SLCBC) became aware in early 2016 of the shortcomings of the 2014 LCG policy changes. The SLCBC created a policy working group to better understand the issues within the In-Home Caregiver program from the client perspective and to develop specific recommendations for consideration by the federal government

#### **WHAT IS THE GOAL OF THE WORKING COMMITTEE – HOW WILL SUCCESS BE MEASURED?**

A review of the legislative changes made to the LICP; awareness of the implications of the changes for the client (childcare, disabled, elder care); implications of the policy changes on the Caregiver; examination of the policy changes in the light of Liberal values; consideration of the impact of workforce requirements of the future based on changing demographics.

Prepare a resolution supported by this evidence in the form of a report to accompany the resolution, submitted to the SLC for consideration at the biennial Policy Resolution convention.

#### **MEMBERSHIP**

*Judy Berg, Chair:*

SLCBC rep Kelowna-Lake Country EDA; (ret'd) - Regional Director, Public Affairs, Human Resources Development Canada (HRDC) (also Employment and Immigration Canada), Alberta/NWT Region; Regional Director, Public Affairs, Western Economic Development, BC/Alberta Region; Regional Director, Labour Market Operations, HRDC, Alberta/NWT Region.

*Elaine Olson:*

SLCBC rep Abbotsford EDA; President, Worldwide Nannies for 33 years

*Jean Lewandowski:*

SLCBC rep Vancouver Quadra EDA; (ret'd) Information Technology; executive SLCBC; Rep: Women Liberals Commission of BC; website management SLCBC.

**Third Party Advisors:**

*Manuela Gruber Hersch;* Director of the Association of Caregivers and Nanny Agencies Canada (ACNA) and General Manager, International Nannies and HomeCare Ltd.

*Marilyn Bachmann;* 4 year former client of the Live-In Care Giver program; and unapproved applicant post-2014 on 3 submissions

*Luke Lewandowski;* SLCBC Director at Large, SLC Webmaster; and former IT consultant

Ex-officio Working Group Member:

*Doug McDonald;* Policy Chair BCSLC; Policy Chair NSLC

**KEY TASKS**

a. **Current legislation and its limitations**

The restructured program is failing to provide timely solutions for those needing live-in caregivers. The 2014 policy changes increased processing times from weeks to months – a delay that poses an impediment for seniors whose personal care needs can develop quickly with the result that individuals who could be cared for at home are often admitted to hospitals where, on average, 15% of acute care hospital beds are occupied by seniors awaiting access to alternative care facilities. This unnecessary occupancy of acute care beds is costing \$2.3B annually.

According to data from Employment and Social Development Canada's Foreign Worker System, the number of new Labour Market Information Assessment (LMIA) applications received for registered nurses, licensed practical nurses (LPN), nurses-aids, homemakers, housekeepers, babysitters, nannies, etc declined from 2,887 during Q4/2014 to 2,578 during Q4/2015 and 2,570 during Q2/2016. The number of LMIA applications processed declined from 3,715 during Q4/2014 to 2,316 during Q4/2015 and 2,039 during Q2/2016. Successful applications declined 45% from 3,421 during Q4/2014 to 1,957 during Q4/2015 and 1,699 during Q2/2016. The number of rejected applications increased from 7.5% during Q4/2014 to 16% during Q4/2015 and 17% during Q2/2016. Not only are fewer applications being processed, but more are being rejected, at significant cost to clients.

• **Challenges – pros and cons associated with the issues**

There is significant cost savings when the number of seniors occupying acute care beds, awaiting placement in other institutions, is reduced. The personal and societal benefits are immeasurable when dignity and control are honoured by keeping the client in familiar environments surrounded by family and life-long memories. Medical observation points to a minimization of client decompensation when receiving at-home care versus institutional care. Both client and caregiver

benefit from this relationship; the client receives care from a trusted, familiar carer, while the live-in caregiver benefits by having a support system to integrate into a new society and culture. A significant benefit to government of an effective in-home care program is to reduce the demand for acute care hospital beds.

- **How to apply Liberal values**

Our live-in caregiver recommendations are based on values that withstand the cultural test of respect for elders and the disabled, which is, unfortunately, inherently deficient in an institutional “nursing care” model. We address the need for support options in a society where families can often be separated by thousands of miles and or even countries apart. Offshore live-in caregivers allow for the dignity, control and quality of life that is the cornerstone of Aging-in-Place; surrounded by familiar friends, family and life-long memories.

The 2015 Liberal platform recognises the value of an effective In-Home Caregiver program:

**A New Health Accord (page 12):** “As an immediate commitment, we will invest \$3 billion over the next 4 years, to deliver more and better home care services for all Canadians. **This includes more access to high quality in-home care givers**, financial supports for family care, and, when necessary, palliative care.”

**Quality of Service (page 48):** “Busy Canadians deserve better service from their government. We will establish new performance standards, including streamlining applications, reducing wait times, and offering money-back guarantees.”

**Hiring Caregivers (page 63):** “We will make it easier and more affordable for families to hire caregivers. Canadian families looking for caregivers to help family members with physical or mental disabilities must pay a \$1000 Labour Market Impact Assessment fee. **We will also work with provinces and territories to develop a system of regulated companies to hire caregivers on behalf of families.** This will make it simpler for families to hire caregivers, and protect caregivers by allowing caregivers to change employers in the cast of bad relations or abuse.”

The “Palliative and Home Care” resolution approved during the 2016 Biennial Policy Plenary requests the government implement a national program of home and palliative care. While the In-Home Caregiver program is not specifically mentioned, such a program is a critical component of an effective home and palliative care program.

In September 2016, the House of Commons Standing Committee for Human Resources, Skills and Social Development and the Status of Persons with Disabilities released their report with recommendations to enhance the TFWP. The committee received a number of depositions from several witnesses familiar with the In-Home Caregiver program. However, the final report was largely silent on the In-Home Caregiver program and fell short of addressing our intervenors’ concerns. We would welcome consideration of our report in the government’s

response to the recommendations of the Standing Committee.

- **What are the options for action**

1. **Remove the ‘In-Home Caregiver’ program from the complex rules and procedures associated with the Temporary Foreign Worker Program (TFWP)**

Specifically, we recommend that:

- i) *Remove the In-Home Caregiver program from TFWP* - The In-Home Caregiver program should immediately be removed from the TFWP and the application requirements to source offshore caregivers simplified.
- ii) *Reduce high application fees* - The application fee for an LMIA should be eliminated consistent with the government’s 2015 platform commitment (“...must pay a \$1000 Labour Market Impact Assessment fee. **We will eliminate that fee.**”) which we understand to mean there will be no processing fee for caregiver applications. Should the government decide a reduced application fee be applied, we recommend reimbursement of the fees to unsuccessful applicants consistent with the Liberal 2015 platform, (“We will establish new performance standards, including streamlining applications, reducing wait times, **and offering money-back guarantees.**”)
- iii) *Regulate Recruitment Agencies to identify, place and monitor services to clients and caregivers ( Appendix D)*. We noted, in section “g. Living with Dignity”, that we do not know the Government’s intention in relation to its 2015 election platform commitment to “work with provinces and territories to develop a system of regulated companies to hire caregivers on behalf of families.” However, we totally support the principles under the current guidelines that state that an employer of an in-home caregiver does not need to use a third party consultant to make a successful LMIA application. Should the client choose to use a third party consultant, such consultants should be adequately regulated with appropriate criteria established by the Government of Canada to ensure the quality of the services provided. The government might also add a requirement that such consultants continue to monitor the relationship between the client and caregiver to ensure that the terms of the employment contract are being met. Use of a third party consultant such as an immigration consultant should not create any perception of a bias toward a successful decision.
- iv) *Keep the program affordable; with direct client/caregiver employment contracts*. We strongly believe that the current practice of direct client/offshore live-in caregiver employment contracts effectively serves both parties’ interests. The client becomes the employer, entering into a direct contract with the caregiver. Integral to our recommendation is that the employment contract remains between the client and the offshore live-in caregiver. Maintaining the current relationship between client and caregiver is central to this recommendation.
- v) *Ensure client and caregiver understand rights and responsibilities under Canadian law*. Regulated Recruitment Agencies should be trained and mandated to assist with the contract negotiations to ensure both the client and the caregiver understand their rights and responsibilities with respect to Canadian law, including provincial employment standards.

- vi) *Compensation for an offshore live-in care giver should be based on an hourly wage reduced by a deemed value of room and board as set by provincial governments, thereby making the program more attainable and affordable to seniors and disabled adult clients.*
- vii) *Waive the requirement for LMIA in areas with historic skill shortages to expedite timely processing.* In historic areas of skills shortage, the need for LMIA be waived, enabling timely processing of offshore workers; timeliness is of the essence for interventions in senior care. The government should consider adding live-in caregivers for seniors and adults with disabilities to the Skills Shortage List.
- viii) *Consider live-in or live-out as equitable options for client and caregiver.* Although our recommendations highlight the need for live-in caregivers, we appreciate there may be circumstances where client and caregiver agree that live-out arrangements are consistent with the care needs of the client. Approvals of applications should not have a pre-determined bias.

## **2. Develop program policy to reflect the unique needs of the client group**

Timeliness and consistency are critical in placing in-home caregivers with a senior and/or disabled population. Affordable, rapid processing of applications devoid of unwieldy bureaucracy is paramount.

Specifically, we recommend that:

- i) *Standards be established for speed of application processing, consistent with the 2015 Liberal platform ( “Busy Canadians deserve better service from their government. We will establish new performance standards, including streamlining applications, reducing wait times, and offering money-back guarantees.”)*
- ii) *Honour client dignity and unique needs by placement of a dedicated live-in caregiver.* A dedicated caregiver is essential to the intimate relationship needed between client and caregiver versus the revolving door of changing caregivers, by shift and by day, normally the standard of delivery services through private and public homecare placement agencies. It assures optimal, personalized care and greater quality of life for the client.
- iii) *Decentralized application and decision-making at local federal ministry offices is necessary for a client-centered, quick response service delivery.* The 2014 policy changes centralized all decision-making in Toronto further delaying the processing times and effecting a disconnect between the decision-maker and the applicant.
- iv) *Work Permits issued in a timely manner to allow for change of employers,* subject to “just cause”. Work permits should be issued for the duration of the job offer, to a 2 year maximum, with renewals to the current 4 year and three month maximum prior to applying for PR. Should the relationship break down for extenuating reasons, the caregiver should be able to be placed with another employer as quickly as possible, which can occur when work permits are not attached to the employer but to the geographic area and sector. We support the House of Commons Report Recommendation 14 to take... “immediate steps to eliminate the requirement for an employer-specific work permit; provided that it implement appropriate measures to ensure temporary foreign labour is only utilized within the existing provisions of the LMIA process,

including sector and geographic restrictions”. We believe, however, that the rights of the client also need to be protected and would add to this recommendation the following point (v).

- v) *Work Permits to protect the rights of the client.* In recognition of the costs associated with bringing in a caregiver, and of the critical health needs of the client, a minimum duration of commitment on the part of the caregiver and of the client (potentially 3 months) should be required, unless there are extenuating circumstances, before the caregiver can apply for a new work permit with another employer. The LMIA should be waived for a replacement caregiver for the original client as long as the placement is in the same geographic area, thereby, speeding up the time it takes to replace the caregiver.

### **3. Honour the 1982 commitment to permanent residency**

The Liberal promise for PR, made in 1982, is a cornerstone of the program and must be maintained. Skilled personnel from third world countries are being recruited to meet a Canadian shortage. In the past, PR has taken upwards to 8 years, which is a significant hardship for uprooted families. Family reunification, as quickly as possible, serves to stabilize families and is reflective of Canadian and Liberal values.

Specifically, we recommend that:

- i) *Honouring the 1982 commitment for Permanent Residency.* Remove the 2014 cap on processing for PR and clear the backlog quickly. Remove the 2014 cap on processing for PR and clear the backlog as quickly as possible in keeping with the Liberal Platform on immigration (source Liberal Platform 2015) ... (“Busy Canadians deserve better service from their government. We will establish new performance standards, including streamlining applications, reducing wait times, and offering money-back guarantees.”)

### **4. Live-in caregivers be considered in a continuum of options for caregiving.**

Specifically, we recommend that:

- i). *Any national strategies relative to caregivers, seniors or dementia should include the possibility of live-in caregivers as an important aspect of a new health accord that addresses home care.* Optimal quality of life is afforded seniors through Aging-in-Place options. Retention in the family home as long as possible should be the cornerstone of all government policies on senior care. We welcome the opportunity for input to these strategies.
- ii) *A live-in caregiver component, as we have outlined, be acknowledged under the new Health Accord consistent with the following commitment “As an immediate commitment, we will invest \$3 billion, over the next four years, to deliver more and better home care services for all Canadians. This includes more access to high quality in-home caregivers, financial supports for family care, and, when necessary, palliative care.”* ([https://www.liberal.ca/realchange/a-new-health-accord/Liberal website: A New Health Accord](https://www.liberal.ca/realchange/a-new-health-accord/Liberal%20website%3A%20A%20New%20Health%20Accord))

## **KEY TARGET DATES**



November – approval of SLCBC Executive

December – approval of SLC

December – approval of LPC Policy Chair

January 26<sup>th</sup> – report finalized for submission to BC Caucus

Feb. 15 – phone call with MP Chair Seniors Standing Committee

February 28 – report submitted to three federal Ministers

March discussion on policy change review

### **OPERATING PRINCIPLES**

- Committee meeting to be conducted by teleconference on a regularly scheduled basis with members preparing material for discussion in advance. Materials to be provided 1 week in advance of the conference call.
- Consultations with third party experts in the field on an as needed basis.
- Review of draft reports by third party resources.
- There is no budget for this activity. Special requests for funds were approved by SLC for travel to MC BC Caucus meeting.



# SLC Policy Manual 2017-18

## Appendix C

### **TERMS OF REFERENCE FOR POLICY WORKING GROUPS (A TEMPLATE)**

Each Policy Working Group should develop a Terms of Reference reflecting the following elements:

#### **What is the public policy issue to be addressed?**

[Provide a short, concise description of the issue and its relationship to the federal government's jurisdiction or area of influence]

#### **What is the goal of the working committee – how will its success be measured?**

[What is the working group expecting to do and what is its expected outcome – research related to the issues leading to a report, a set of recommendations, a policy resolution?]  
[Equally important is to clearly state what will not be considered or included]

#### **Membership and Chair**

A list of members and the chair, with a brief note of their interest or qualifications  
[desirable that the membership include a majority who are not members of an SLC Executive]

#### **What are the tasks to be addressed by a working group?**

To prepare a background paper to inform the development of one or more high-quality policy resolutions. Key elements of the tasks should include, at a minimum, research leading to:

- An identification of relevant legislation/programs and their limitations and role of the federal government
- An understanding of the challenges – pros and cons associated with the issue
- An assessment of how to apply Liberal values to potential solutions
- Identifying and describing the options for action
- A report, addressing the requirements listed in Section 9 of the SLC Policy Manual, and including analysis and recommendations.
- One or more policy resolutions meeting the criteria set out in Sections 4 and 5 of the SLC Policy Manual.

#### **Key Target Dates**

#### **Operating Principles for the Working Group**

[address matter of quorum, decision making, and related governance matters]

An example of a completed background document is included for reference in Appendix B



## ENGAGEMENT BETWEEN THE SLC AND EDA

The SLC notes that each of its members (senior Registered Liberals) is also a member of an EDA. Effective development of policy recommendations reflecting interests of senior Registered Liberals by the SLC will require establishing and implementing procedures to ensure that the SLC and the EDA policy processes complement one another.

The SLC recognizes and understands that the EDAs will protect their role within the new LPC policy process. At the same time, if the SLC is to be effective in meeting its mandate with respect to its members it must develop the means to achieve effective cooperation between the SLC Section, the local PTB and the EDA Executive. The SLC believes that it is critical that the SLC not be perceived by any EDA to be in conflict or competition with it.

In the lead up to the 2018 Policy Biennial, it may prove more effective if the SLC plays a collaborative role to the EDA policy process, working with the EDA policy committee. This collaboration can provide several important benefits; first to the senior demographic within the EDA by giving national exposure to their seniors' related policy resolutions ahead of the Halifax Biennial and secondly, ensuring that the SLC policy resolutions find resonance in the grass roots of the party .

The SLC visualizes that the key vehicles to achieve this collaboration are through SLC clubs, where such exist, or the SLC riding representatives appointed to the EDA Boards in accordance with LPC By-law #2.

There is no one process that will be effective in achieving meaningful collaboration – many factors will impact the development of a working relationship between the two organisations. However, the following elements are considered to be important in establishing appropriate collaboration.

1. The SLC Section will monitor the identification of critical issues by the EDAs.
2. As it identifies issues that align with the SLC national priority issues, determined through our online questionnaire, we will approach the EDA(s) to determine their interest in having the SLC participate in their working groups and jointly develop specific policy resolutions.
3. We will pursue development of policy resolutions for which we have sought collaboration with EDAs.

4. It will be up to the members of the working group and the EDA to determine whether they wish to submit their policy resolutions for consideration within the SLC policy process or the PTB process.
5. In the event that they wish to follow the SLC Policy Process, they will be expected to meet our specific criteria and requirements.
6. To the extent that senior Registered Liberals within an EDA determine that their priority issues differ from the SLC national priority issues, the SLC will offer to participate with the EDA in developing resolutions specific to those issues.
7. Since these resolutions will be addressing issues outside of the SLC National priority issues, we would encourage the EDA to submit these resolutions for consideration within the PTB process.

#### Examples of Effective Collaboration

**Okanagan-Lake Country:** Are exploring a process with the EDA seniors that will build on the results of the SLC priority issues in workshops with EDA members to review, discuss and add to these priority issues to incorporate local concerns. The merged list will be used to inform the development of specific policy resolutions (contact Judy Berg for details and updates)



## **GUIDELINE FOR SLC SECTION POLICY PROCEDURES**

Effective development of policy resolutions by the SLC requires establishing and implementing procedures to ensure that the SLC Section and EDA policy processes and procedures complement one another.

It is noted that an SLC Section has the option to submit its policy resolutions for consideration within this SLC Policy Process or alternatively through its PTB Policy Process. To some extent, this decision will reflect the issue at the heart of the specific policy resolution

The focus of the SLC Policy Process lies with the SLC Sections within the principles and rules established by the SLC Policy Committee. The SLC Sections are required to develop specific procedures that will be used within their jurisdiction to meet the criteria described in Clause 4 of the SLC Policy Manual.

The SLC Policy Committee encourages each SLC Section to consider the following elements as it develops its procedures:

- Identifying the means through which the SLC Sections will collaborate with the EDA Policy Committee;
- Identifying the means through which the SLC Sections will engage senior Registered Liberals to identify their significant issues and concerns.
- Establishing working groups to develop background papers and policy resolutions responsive to these issues and concerns.
- Identifying local issues that align with the SLC national priority issues and work with the EDA policy committee to determine whether they wish to submit their policy resolution through the SLC policy process or the PTB policy process. NOTE: Policy resolutions submitted for consideration within the SLC process must be responsive to the SLC national priority issues and meet the other criteria and requirements noted in Section 4 and be consistent with the principles noted in Section 6 of the SLC Policy Process Manual.
- Giving consideration to submitting policy resolutions addressing other issues in accordance with their PTB process.
- Establishing processes and procedures to deliberate, debate and rank the policy resolutions to determine the priority resolutions to be submitted by the SLC Section for consideration within the SLC Policy Development Process.

All policy resolutions received from the SLC Sections will be debated and ultimately prioritized by SLC members across Canada.

Representatives of the SLC Section are encouraged to engage with senior Registered Liberals in one or more ridings to identify issues that are important to them and create working groups to develop a thorough understanding of the issue and develop one or more policy resolutions responsive to those issues. Appropriate representatives to lead this engagement, in co-operation with the EDA policy process, might be an SLC Club or the SLC Riding Representatives.



## **GUIDE TO POLICY MEETINGS**

Policy meetings can take several forms. It is important to match the format of the meeting with the purpose and expectations associated with that meeting. To assist meeting planners choose the appropriate format, the Senior Liberals' Commission in BC has prepared this Guide.

### **A. TOWN HALL MEETINGS**

**FORMAT:** generally non-partisan between politicians and constituents

**PURPOSE:** elected officials to communicate with constituents

Can be conducted face-to-face, through phone calls or on the internet, as a means for elected officials of all levels of government to communicate with constituents on policy or anticipated legislation. Constituents voice opinions or ask questions. Participation is open. Key message is "tell me how this will make my life better." Generally about 20 minutes presentation; prior to opening to questions, for an average of 1 ½ hours. Ideally best if kept to smaller groups (100 or less) to best manage dissonant opinions. Most commonly used to educate and persuade, although input from concerned citizens may influence change to policy.

### **B. SYMPOSIUM**

**FORMAT:** usually non-partisan but may be partisan with discussion led by knowledgeable speakers and with a chairperson maintaining decorum.

**PURPOSE:** stimulate discussion and advance knowledge on a particular topic

Symposiums tend to be more academic, using knowledgeable speaker(s) to address a specific topic for a scholarly discussion. Participants usually self-select for their related expertise or interest in the topic. Careful advance planning and follow-up will fulfill the purpose and provide value for participants.

### **C. FORUMS**

**FORMAT:** can be partisan or nonpartisan with a moderator

**PURPOSE:** open and unstructured for anyone to voice opinion

Forums are characterized by openness of discussion; originating in Roman times in public

squares. Discussion is wide open with varying opinions. Can be in print, internet or public arenas. Most common use today is the internet for niche market topics.

#### **D. ROUND TABLE DISCUSSIONS**

**FORMAT:** partisan or non-partisan with a moderator

**PURPOSE:** provide dissenting , knowledgeable opinions from experts

This format is most commonly seen today on political talk shows especially on cable television. A panel addresses a topic and each person is given equal opportunity to express their views. The role of the moderator is very significant to the success of the discussion. The moderator needs to be knowledgeable about the topic but does not dominate or overly influence the discussion. Moderators are skilled at bringing out themes, encouraging participation by the panel and keeping the conversation going in a non-judgemental and positive way. Discussions need to be planned and members carefully selected.

#### **E. DISCUSSION GROUPS**

**FORMAT:** partisan or non-partisan with a facilitator

**PURPOSE:** guided small group sharing of ideas, comments, solutions

Discussion groups are structured for people of similar interests to share ideas, solve problems or make comments. Facilitator's role is to ask the right questions – not provide the “right” answers. They guide the free-flowing discussion ensuring everyone has an opportunity to participate. Open-ended questions and follow-up questions are used to stimulate the incubation of ideas. The questions might be provocative but never argumentative. Facilitators have skills to handle difficult arguments while maintaining a safe environment for debate.

### **LEADERSHIP STYLES**

#### **CHAIRPERSON**

Chairperson keeps an eye on the agenda without dominating with ideas and solutions. Makes certain agreements are confirmed and recorded; and that responsible people follow-up with commitments, tasks and timeframes.

#### **MODERATOR**

Moderators keep speakers on track; know what topics have been selected for each speaker; keep the conversation flowing in a positive way; and monitors time. Does not add opinions but



makes certain all speakers have a chance to express theirs in a manner that keeps the conversation interesting to the audience.

### **FACILITATOR**

Facilitators come armed with a clear set of questions to stimulate discussion. They help clarify group tasks and goals. They may seek consensus on specific goals or collect a wide-range of opinions. Collection and follow-up is critical to the success of good facilitation.

### **MISCELLANY**

#### **ADVOCACY (SLC)**

Individuals or groups may influence decisions *within* political, economic or social systems and institutions *on behalf* of those who need support. Can be conducted through campaigns such as print and electronic media, public lectures, exit polls or research papers.

#### **LOBBY**

Lobbying most often refers *to pressure or influence placed on legislators* to take a desired position in creating policy regulations or budgets on behalf of an organization , corporation or bloc of voters. Can be volunteer groups or individuals or paid professional lobbyists.

#### **PARTISAN (e.g.: SLC)**

A partisan is someone who is a committed member of a political party, a cause or even a person.

#### **NON-PARTISAN - MP OFFICE**

Openly serves without bias regardless of membership in a political party, group or cause. Unbiased, impartial, neutral.