

GREEN PARTY OF ONTARIO
(the “GPO”)

POLICY STATEMENT DEVELOPMENT PROCESS

(Adopted as of February 11, 2020)

1. OBJECTIVE OF THE POLICY STATEMENT DEVELOPMENT PROCESS

The Policy Statement Development Process (the “**Policy Process**”) is implemented by the Policy Statement Development Committee (the “**Committee**”) and aims to provide the GPO with an efficient and effective mechanism to develop Policy Statements consistent with the GPO Constitution and Bylaws and the principles and values contained therein.

The objectives of the Policy Process include:

- a) Encourage Policy Statements that uphold Party values.
- b) Encourage diversity, collaboration and broad membership participation.
- c) Encourage the formation of evidence-based policy statements.
- d) Empower the membership to lead the development of Policy Statements.
- e) Empower the membership to democratically order Policy Statement resolutions for the Annual General Meeting (the “AGM”)
- f) Not conflict with the Constitution or By-Laws of the Party or the principles and values contained therein
- g) Be easy for members to understand
- h) Ensure policy statements are written in language consistent with the definition of a Policy Statement as defined in GPO Bylaw A

2. PROCESS STEPS AND DESCRIPTIONS

Evaluation and Amendment of Current Policy Process Within four (4) weeks following the AGM, the Committee shall evaluate and recommend amendments to the Policy Process to more accurately satisfy its objectives. The Committee shall send the recommendations to the Provincial Executive (the “PE”) for approval. Any approved amendments will be sent to the AGM in the subsequent year to be confirmed by the GPO membership.

Notification Any changes to the Policy Process shall be published on the GPO member website within two (2) weeks of PE approval. Notification shall be sent to the membership, via email, no later than 14 weeks prior to the AGM and can be sent with the AGM invitation notice to the membership. Every effort shall be made to notify the membership of any Policy Process changes as soon as possible. (No later than 98 days prior to the AGM)

Online Policy Statement Idea Submission Form The Committee shall ensure that the online Policy Statement Idea form is amended to reflect the current Policy Process. See Appendix A- Policy Statement Idea - Online Submission Form. (No later than 98 days prior to the AGM)

Invitation to Submit Members shall be sent an invitation to submit Policy Statement ideas to the Committee. Access to the current Policy Process will be available to the members and any deadlines shall be clearly stated. Individual members shall be limited to bringing one (1) Policy Statement to an AGM with the exception of Members of the Provincial Executive, Shadow Cabinet members and members of the Policy Statement Development Committee. (No later than 98 days prior to the AGM)

Deadline #1: Policy Statement Idea Submission Deadline (the “Idea Deadline”, No later than 77 days prior to the AGM)

Policy Statement Idea Submission Deadline All Policy Statement ideas shall be submitted to the Committee using the GPO website’s online Policy Submission form (See Appendix A). The Committee will be reasonably available, via email, to assist members in completing the online form. In the event a member does not have access to the online form, efforts will be taken, by the Committee, to assist a member in submitting their Policy Statement idea. All Policy Statement Idea submissions shall be submitted no later than 77 days prior to the AGM. Members shall indicate if they wish to develop the policy statement idea themselves or refer it to the Committee for consideration. (No later than 77 days prior to the AGM)

This step intends to remove barriers for Party members in submitting Policy Statement ideas and to increase the efficacy of, and the diversity of participation in the process. As such, members need not submit a completed Policy Statement in order to participate in the process. A member may choose to develop a Policy Statement idea themselves, or refer it to the Committee for consideration. Feedback at the idea stage will also ensure that any member completing a Policy Statement will receive guidance and direction, for consideration, before time and effort are spent developing an idea.

Policy Statement Idea Review The Committee shall review all member’s Policy Statement ideas submitted by the Idea Deadline and shall provide written feedback to the authors no later than 70 days prior to AGM. The feedback will facilitate policy statements being developed meeting the criterion set out in the Constitution and Bylaws and the principles and values contained therein. Editing and formatting feedback will also be provided. (No later than 70 days prior to the AGM)

Authority of the Committee The committee shall have the authority, to use its discretion, by majority vote, to rule a Policy Statement motion out of order without debate, and halt it from moving through the Policy Process. **This shall be done only on the occasion where a Policy Statement motion would reasonably jeopardize the good name of the party does not meet the review criteria as detailed in Bylaw C.** In this case, the Policy Statement motion would cease to continue through the policy development process immediately following the decision of the Committee. (No later than 49 days prior to the AGM)

Policy Statement Development - The Committee and members with Policy Statement ideas will proceed to prepare Policy Statements. To ensure due diligence, preparation shall include, but not be limited to, relevant research, consulting with subject matter experts, Shadow Cabinet members and other stakeholders as required. The Committee may develop the Policy Statement ideas that best meet the current and emerging needs of the Party. The Committee may also choose to develop ideas referred to them by members who have chosen not to develop the idea themselves. In the event that the Committee has more ideas to complete than time and resources allow, the Committee shall vote, by majority, to determine which ideas will move forward through the Policy Process. Members who have referred their ideas to the Committee will be notified in writing of the Committee's decision regarding development of their Policy Statement. If a member's Policy Statement idea is not chosen to be developed by the Committee, the member or a designate, may choose to develop the idea. (No later than 63 days prior to the AGM)

Support Members to develop Policy Statements - The Committee will provide, at the member's request, reasonable support and guidance to facilitate a member completing a Policy Statement. (No later than 63 days prior to the AGM)

Deadline #2: Member Comment / Sponsorship Interest Deadline (63 days prior to AGM, "Comment Deadline")

Member Comment / Sponsorship Interest Deadline - Any members developing their own Policy Statement shall submit a draft Policy Statement to the Committee no later than 63 days prior to the AGM. There will be an opportunity for members to comment on Policy Statement ideas and/or to express interest in sponsorship. This comment/sponsorship period will be facilitated through a GPO webpage and an invite shall be sent out via email. In order to encourage maximum participation, the Committee may choose to communicate to the membership using any GPO communication platforms at its avail. All Policy Statements will be made available through this online platform for member comment and sponsorship interest for a period of ten (10) days starting at sixty-three (63) days before the AGM. At this stage Policy Statements can be in draft form and need not be complete.

The Committee may decide on comment restrictions, such as word length, or number of motions a member can comment on.

Policy Statement authors may reach out to individuals who have shown interest in sponsorship before finalizing their Policy Statements. At this stage, Policy Statements can continue to be edited as the author sees fit. (63 - 53 days inclusive prior to AGM).

Sponsorship - All Policy Statements must be authored by a member in good standing and be,

- Sponsored by **fifteen (15)** members in good standing, as well as
- One (1) Committee member, OR one (1) Shadow Cabinet member OR **5** additional members in good standing

DEADLINE #3 Policy Statements Finalized Deadline (no later than 49 days prior to AGM, "Finalized Deadline")

Policy Statements Finalized Deadline - All Policy Statements are to be submitted, via email, to the Committee no later than seven (7) weeks prior to the AGM. All Policy Statements shall include the required sponsors. The Committee shall format and edit Policy Statements, as needed, following the guidelines set out in *Editing and Formatting*. (No later than 49 days prior to the AGM)

Sunsetting - By this date, the Committee will ensure that they have reviewed the Policy Book and have identified Policy Statements that qualify for Sunsetting review. See *Sunsetting*. (No later than 49 days prior to the AGM)

Editing and Formatting - The Committee will edit and format all Policy Statement Motions in preparation for presentation at AGM. See *Editing and Formatting*. (> 28 days prior to AGM)

Member Ranking - In the event that there are more than ten (10) Policy Statements finalized for the AGM, all Policy Statements will be sent to the membership for ranking. The Committee may include the comments gathered during the Member Comment period such that the material comments are available to the members to consider during their ranking. Members will be given 2 weeks to order their preferred choice, ordering their top 10 Policy Statements to be presented at the AGM: 1 - most preferred 10 - least preferred. There will be an additional option where members may indicate any Policy Statements that they do not wish to be presented at the AGM. This invitation to order the Policy Statements will be sent out at the same time as the PE voting. (28 days prior to the AGM)

In the event that the number of members participating in the ranking achieves the lesser of 5% of the membership or 200 members, the ranking shall be adopted as the ranking for the AGM. In all other cases, the Committee shall reference the membership ranking, to order, the top 10 Policy Statements. The Committee shall consider the comments gathered during the Member Comment period in their ranking discussions and decisions.

Final Ranking for AGM - The Committee shall notify the Plenary Chair(s) of the ordered, top 10 Policy Statements to be presented at the AGM. (No later than 13 days prior to the AGM)

Duties at the AGM- As per Bylaw B, the Committee shall assign a designate to act on its behalf at the AGM.

Member Volunteer Record The Committee shall keep a record of any member who has expressed an interest, and gives consent, to be contacted as a subject matter expert for Policy Statement development purposes. The Committee may contact such members for the purpose of gathering feedback and direction regarding the subject matter the member has indicated. The Committee may choose to solicit volunteers at an AGM.

Final Editing and Formatting Following the AGM, the Committee will edit and format all approved Policy Statements and will update the Policy Book with the approved Policy

Statements. The Committee will also ensure that all sunseting activities approved at the AGM are implemented and reflected in the updated Policy Book. See *Editing and Formatting* (< 14 days prior to AGM)

Evaluation and Amendment of Current Policy Process Within two (2) weeks following the AGM, the Committee shall evaluate and make recommendations regarding amendments to the Policy Process to more accurately satisfy its objectives. The Committee shall consider and reference any member feedback received in the four-month period prior to and including the AGM in its amendment recommendations. The Committee shall send the recommendations, including the member input, to the PE for approval. Any approved amendments will be sent to the AGM to be adopted by the membership at the subsequent AGM. The amended Policy Process shall become the standing Policy Process. (14 days following the AGM).

Dissolve Committee - The Committee will be dissolved no earlier than 28 days after the AGM and no later than 16 weeks before the next AGM. This date will be decided by PE. Any relevant or useful committee documents will be stored by the PE to be optionally used by the next Committee. (No earlier than 28 days after an AGM and no later than 16 weeks before the next AGM).

3. EDITING AND FORMATTING

Following each AGM the Committee shall review newly adopted policies. Editing will be limited to correcting spelling, correcting grammar, and ensuring consistent formatting. The Committee shall not alter the substance of any policy during editing and formatting

The Committee shall make a reasonable attempt to consult the author of the original Policy Statement. Where any reasonable concern remains over a change to the substance of a Policy Statement, the Committee shall leave the original text of the Policy Statement unchanged.

The Shadow Cabinet shall review the edited Policy Statement Book and make it available to members before the next AGM in accordance with the Constitution and Bylaws. The Committee shall move the adoption of the edited and formatted Policy Statements at the start of business at the subsequent AGM.

4. SUNSETTING

All Policy Statements approved by the membership at an AGM will be reviewed by the Committee no later than three (3) years after the date of their original approval. This shall be completed by the Committee, before the Finalized Deadline (49 days before AGM). Sunseting recommendations will be presented at the subsequent AGM.

The Committee can, by majority vote:

1. Recommend retaining a Policy or Policy Statement unamended, and report that decision at the subsequent AGM, or
2. Recommend a Policy or Policy Statement be amended or sunsetted and bring that recommendation to the subsequent AGM in the form of a resolution.
 - a. Recommendations to sunset Policies and Policy Statements shall be introduced by a designate of the Committee as a resolution at the AGM
 - b. Sunsetting resolutions shall not be debated as a new resolution, however two (2) questions of clarification may be asked by the membership
 - c. Resolutions involving sunseting will be approved with a simple majority vote
 - d. Sunsetting resolutions that are not approved may be work-shopped and reconsidered in accordance with the Party Constitution and Bylaws.

Sunsetting resolutions may be considered en bloc for expediency.

5. SIMPLIFIED TIMELINE

Timelines

Week 16+ (more than 112 days prior to the AGM) - consideration of Committee composition

Week 15+ (more than 105 days prior to the AGM) - Committee is formed

Week 14+ (more than 98 days prior to the AGM) - announcement of the date of the AGM; including details of any changes to Policy Process

Week 14 (by 98 days prior to the AGM) - Committee has sent out a call for idea submissions along with Policy Process instructions and important dates.

Week 11 (by 77 days prior to the AGM) - Policy Statement ideas received by the Committee. A maximum of 1 (one) Policy Statement idea may be submitted by any GPO member.

Week 10 (by 70 days prior to the AGM) - The Committee has reviewed all Policy Statement Submissions and has provided written feedback to the authors. The Committee should set a maximum number of Policy Statements to develop themselves.

Week 9 (by 63 days prior to the AGM) - Committee has posted draft Policy Statements for GPO membership to comment and option to sponsor.

Week 7.5 (by 53 days prior to the AGM) - Membership Comment and Sponsor period is closed.

Week 7 (by 49 days prior to the AGM) - Policy Statements finalized. Last day to meet requirements. Those that meet the submission requirements will be formatted and edited.

Week 3 (by 28 days prior to the AGM), Policy Statements are sent out with PE voting notification by 28 days prior to AGM. The Committee determines final ranking and communicates ordering to the Plenary Chair(s).

Week 2 (by 7 days prior to the AGM) - The ranked Policy Statements will be printed for distribution at the AGM

AGM - Policy Statements are presented at the AGM in ranked order

Week -4 (by 28 days after the AGM) - The Committee completes final formatting and editing of approved Policy Statements , updates the Policy Book, completes an assessment of the Policy Statement Development Process and presents recommendations to the PE for approval.

Week -4 (by 28 days after the AGM) - the PE approves the Policy Book

Week -4 to 16 Weeks before the following AGM - The Policy Statement Development Committee is dissolved.

6. FLOW CHART: POLICY STATEMENT DEVELOPMENT PROCESS

GPO 2020 Policy Statement Development Process



X – number of days prior to the AGM

- activities performed by the Committee
- activities performed by the members submitting and/or developing Policy Statement ideas
- activities performed by the general membership
- activities performed on the GPO portal

APPENDIX A

Policy Statement Idea - Online Submission Form

Policy Statement Online Submission form shall include the following input fields. Where indicated, members who are submitting Policy Statement ideas do not need to fill in the fields marked **(optional for Policy Statements ideas)**.

Introduction including Policy Statement definition and submission deadlines

Definition of Policy Statement

"Policy Statement" is defined as a principle based statement which does not contain any specific strategy or tactical statement, but provides direction to the Leader, Issue Advocates and Party Members of Provincial Parliament.

Author's Contact Information

- Name
- Phone number
- Email
- Constituency Association

Type of motion - Policy Statement, Constitution and Bylaws, Directive
What's your idea? Please tell us in 100 words or less.

Policy Statement Development (For Policy Statement motions only) Do you plan to develop this Policy Statement or refer it to the Policy Statement Development Committee for consideration?

Urgency - To help the ordering of motions, please rate the degree of urgency for this Policy Statement to be heard at the upcoming AGM? (1 not urgent, 10 extremely urgent).

How would this Policy Statement affect Constitution, Bylaws, or Policy (please specify all that are or may be impacted)

- Replaces existing item
- Updates/amends existing item
- Repeals existing item
- Creates a new item
- Not applicable
- Not sure

Policy Statement Information

Optional fields for Members submitting a Policy Statement idea only; will be required by DATE for members developing their own policy statements for submission.

Title (X)*

Preamble (X)*

Operative clauses (X)*

Sponsors*

Background

Values

Impact

Support

Opposition

Risks

Consultations

References