



## Senior Liberals' Commission

Liberal Party of Canada

### **Name and Type of Committee:**

The SLC Policy Committee is a Standing Committee of the Senior Liberals' Commission (SLC).

### **PURPOSE:**

The purpose of the SLC Policy Committee is to engage Senior Registered Liberals (age 60 and over) of the Liberal Party of Canada in the political affairs of the country on potential policy issues and general concerns that fall under federal jurisdiction. The Policy Committee shall refine and implement a policy development process, consistent with the LPC Policy Development Guidelines and subject to approval by the SLC National Board. The process shall include identifying and prioritizing the policy interests of senior Registered Liberals throughout Canada in relation to issues of concern, and developing, debating and prioritizing informed responses to these interests.

The Policy Committee shall act in an **advisory capacity** to the SLC Board. The Committee is authorized to investigate and to make recommendations on matters within its approved terms of reference and as mandated from time to time by the Board.

### **KEY DUTIES AND RESPONSIBILITIES**

The SLC Policy Committee shall:

- Be governed in accordance with the Liberal Party of Canada By-law 3, Policy Development Guidelines, the SLC Charter and these Terms of Reference.
- Function in accordance with the Board approved SLC Policy Manual to engage Senior Registered Liberals in policy development.
- Facilitate communication and discussion between Senior Registered Liberals.
- In collaboration with the Sections' Policy Committees, establish and implement mechanisms to identify and prioritize the issues and needs that directly impact on Senior Registered Liberals, as well as other issues that are of interest to Senior Registered Liberals;
- Ensure the development of well-crafted resolutions and support the continuous engagement of resolutions towards Party Policy Platform.
- Collaborate with LPC Policy Committees through their Policy Chairs (Commissions and PTB Policy Chairs), when appropriate, on policy development that may have implications on shared stakeholder members;
- Evaluate and prioritize SLC policy resolutions by inviting and encouraging participation of Senior Registered Liberals in online moderated forums, ensuring that each policy meets the standards established by the LPC National Policy Committee and SLC Policy Guidelines.
- Carry out other Committee responsibilities as may be defined under SLC Policy Chair in Section 15.5 of the SLC Charter.

### **COMPOSITION AND APPOINTMENT:**

The SLC Policy Committee shall consist of the elected Section Policy Chairs and shall be chaired by the SLC Policy Chair. The SLC Co-Chairs shall serve in ex-officio, non-voting capacity. The SLC Policy Chair shall be spokesperson on behalf of the Policy Committee. The Policy Committee may choose a Vice-Chair from amongst its members. Other non-voting SRLs may be invited to provide their expertise, as deemed necessary.

## **MEETINGS:**

The SLC Policy Committee shall develop an Administrative Procedures on Meeting Arrangements to ensure the smooth functioning of its meetings and deliberations. The Procedures include:

- Minimum of nine (9) meetings per year (recommended),
- Quorum will be a majority of voting members,
- Robert's Rules of Order will govern meetings
- Minutes of all meetings shall be recorded by the Committee and filed with the SLC Secretary.
- Materials will be provided in English and in French, where feasible.
- Meeting activities will include identifying issues of interest to seniors, development of resolutions, and continuous engagement initiatives.

## **RESOURCES:**

Expenses by Committee members will be eligible for reimbursement provided they are identified within the Commission's annual board-approved work plan. Each expense must be approved by the SLC Co-chairs in advance. Any LPC staff requirements shall be identified and requested through the Co-Chairs.

## **SPECIFIC ANNUAL OBJECTIVES 2018 – 2019:**

The SLC Policy Committee, under the leadership of the SLC Policy Chair, is responsible for the following deliverables:

- Review and propose amendments to the Terms of Reference as may be required.
- Review and ensure compliance with the SLC Policy Manual.
- Develop a national SLC Policy Consolidated Plan for ongoing policy engagement and development by Senior Registered Liberals across Canada.
- Shall maintain a record of all identified issues, working papers and policy resolutions developed by the SLC.
- Review 2018 policies presented at the Halifax Convention. Determine priorities for further development and promotion.
- Address any directives from the LPC Policy Committee.
- Establish Working Groups, as well as sub-committees, as required.

## **REPORTING:**

Following each Policy Committee Meeting, a written report shall be submitted to the SLC Co-Chairs. Annually, the Committee shall report to the Board on its accomplishments.

## **REVIEW AND EVALUATION:**

The SLC Policy Committee shall review the completion status of the Specific Annual Objectives as identified in this Terms of Reference and prepare new annual objectives for approval by the Board in June of each calendar year.

Approved by the SLC National Board, March 21, 2019