

## **CFUW Standing Committee Meetings September 17, 2016**

### **Legislation Committee: Afternoon Session**

#### **Legislation and Policy 101**

**Facilitators Sheila Lacroix, Chair, Legislation Committee and Teri Shaw, Chair, Advocacy**, led the two part session outlining basics to support advocacy work.

In the first section, **How to Find What you Need**, Sheila concentrated on the basics of the legislative process: how parliaments works; how to find legislation, both Ontario and Federal; how to track the life of a bill; the importance of knowing and understanding human rights legislation. Throughout the process, points where advocacy is most effective, such as the committee stage when submissions are often requested, were highlighted.

Guidelines were provided for being proactive. Government ministries and related agencies sometimes have complex reporting structures.

Know which ministries to monitor for specific legislation and policy in the works, and which other advocacy organizations are also involved, so their work can be monitored and perhaps partnerships can be formed.

Attendees were encouraged to sign up for the Ontario Government News. Specific topics to monitor can be selected such as Women or Poverty.

In the second section, **How to Use What you Find**, Teri spoke of using this information for CFUW clubs and individual members, as well as individuals.

Her main emphasis built upon the first section, whenever doing any advocacy work, either for the organization or for yourself think of the questions **What? Why? Who? When? Where? and How?**, and the necessity of answering those questions through each stage of the work. One specific thing for CFUW is to follow the CFUW Guidelines for Advocacy.

Examples of CFUW advocacy in action were used to demonstrate our past and current work, for example advocating against religious arbitration in family law which led to the passing of the Ontario Family Law Act, 2005 which disallows religion based family law tribunals. Now women of all faiths are treated equally in Ontario when it comes to family disputes.

Here are some of the key information sources provided:

**For Ontario Government News**, sign up at: <https://news.ontario.ca/newsroom/en>

The two main gateways for information which will direct you through links to eLaws, tracking bills, guides on the legislative process:

**Ontario: Legislative assembly of Ontario:** <http://www.ontla.on.ca>

**Federal: Parliament of Canada:** <http://www.parl.gc.ca>

## ATTACHMENTS:

- Legislation and Policy 101 Information Sources: Ontario & Federal
  - What? Why? Who? When? Where? How?
  - *How a Bill is passed and proclaimed*
  - CFJW ADVOCACY CAMPAIGN/DEVELOPING RESOLUTIONS
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### **Legislation and Policy 101 Information Sources: Ontario & Federal** September 2016

#### **Ontario**

##### ***Legislative Assembly of Ontario***

a Gateway to the work of the Legislative Assembly – find your MPP and much more!  
<http://www.ontla.on.ca>

##### ***Statutes and Regulations Ontario / e-Laws Ontario***

<http://www.ontario.ca/laws>

##### ***Bills and Law Making*** – track the progress of bills.

<Http://www.ontla.on.ca/lao/en/bills>

##### ***How an Ontario Bill Becomes Law: A Guide for Legislators and the Public.***

Legislative Research service, Legislative Assembly of Ontario. 2011. 24 pages.  
<http://www.ontla.on.ca/library/repository/mon/26008/318942.pdf>

##### ***Ontario Government News***

Sign up for the Ontario Newsroom for important Ontario Government news releases.

<https://news.ontario.ca/newsroom/en>

Receive e-mail alerts or follow on Twitter.

You can choose specific topics: Women; Poverty; etc.

#### **Canada**

##### ***Parliament of Canada***

A Gateway to Canadian Federal Government Parliamentary Information

<http://www.parl.gc.ca>

##### ***Consolidated Acts and Regulations of Canada***

<http://laws.justice.gc.ca>

##### ***LEGISinfo*** - Track Legislation

<http://www.parl.gc.ca/LEGISinfo/>

##### ***Legislative Process.*** Parliament of Canada

[http://www.parl.gc.ca/About/House/compendium/web-content/c\\_g\\_legislativeprocess-e.htm](http://www.parl.gc.ca/About/House/compendium/web-content/c_g_legislativeprocess-e.htm)

## What? Why? Who? When? Where? How?

Well-researched facts, which can be developed into potential arguments and talking points, are the first step. Why are you interested? Which level of government is involved, if any; who is making the decisions; who else is involved currently; who else could be involved; who can you partner with; when are decisions being made?

The basic questions of **why? what? who? when? where? how?** need to be answered. Check your sources and your facts.

- **What** are the facts? Know where to find reliable, up-to-date information; is there data and research available?
- **What** is the history of the issue and the context it is situated in?
- **What** has been done on the issue already?
- **What** is the current legislation/bylaw? Is it being changed, amended, repealed?
- **Who** is involved, or who could be involved? Can you join a coalition of groups already working on this issue, or support the work of another group?
- **Who** else sees this as a problem? What do they feel are the solutions? Ask their opinions.
- **Who** can be a champion?
- **Which** level of government is involved, if any?
- **Who** is making decisions related to your issue? Know the decision makers and their interests; don't forget their staff.
- **How** are the decisions being made?
- **What** is the policy process?
- **When** will decisions be made? **What** other pressures are on the government or Council?
- **Where** is your issue in their agenda?
- If relevant, know of **international studies and comparisons**, even for some municipal projects.
- Do you have **credible information from reliable sources**?

Your goal should be to gather as much background information as possible about the issue, who you want to influence, and how you might want to frame your "ask" to decision makers.

For sources of information, nowadays people generally start with web-based research (do check the validity of resource), but don't forget the others - local newspapers, local library (they can also give you guidance on what and how to research), the legislative libraries such as the Library of Parliament, also talk to those involved including local elected officials (do this with the knowledge of your President).

**Get local stories** and local examples to bolster your argument.

**Research as advocacy:** questions can always be asked both verbally and in writing in order to develop policy.

/2016

## How a Bill is passed and proclaimed

### Types of bills:

#### Parliament:

House of Commons or Senate:  
Government bills  
Private Member's bills

#### Legislatures:

Government bills  
Private Member's bills

#### Some Municipalities:

By-laws

**Introduction and First Reading:** The bill is introduced after notice is given; it is then assigned a number and printed.

**Second Reading:** The principle of the bill is debated and the bill is referred to a committee for more detailed study. (In the House of Commons, it is possible to refer a bill to committee prior to second reading pursuant to Standing Order 73.)

**Committee Consideration:** After a detailed analysis of the bill, often involving the hearing of witnesses, and a clause-by-clause study, the committee reports the bill back to the House of Commons.

**Public involvement – letters, calls, emails, visits to legislators throughout the process; or as witnesses (in person or in writing) during the Committee stage.**

**Report Stage:** The bill, as passed by the committee, is considered by the House and further amendments can be proposed and debated.

**Third Reading:** The bill, as adopted at the report stage, is debated a final time. Debate focuses on the final form of the bill.

**Passage and Royal Assent:** If the bill originated in the House of Commons and is passed at the third reading stage, it is sent to the Senate where it will follow the process described below. If the bill originated in the Senate and has been passed by both chambers in the same form, it is presented for Royal Assent.

**Royal Assent does not occur with municipal by-laws.**

#### Proclamation:

Within the bill there are dates or conditions as to how and when the bill will "come into force" by proclamation. Once a bill has been passed, it does not mean that it is enforceable, only when it has "come into force".

CFUW Advocacy Campaign	Developing a Resolution
<p><b>1. Policy &amp; Advocacy Guidelines</b> Check if there is CFUW or Ontario Council policy to support you.</p> <p>Check <b>CFUW Guidelines for Advocacy</b>.</p>	<p>If there is no policy, for a local issue, a club can pass its own resolution just as long as it does not conflict with CFUW's policies.</p> <p>For a provincial or national issue, consider writing a resolution as the first step in advocacy, or update one.</p> <p>For CFUW, a proposed resolution consists of:</p> <ul style="list-style-type: none"> <li>+ The RESOLVED clauses</li> <li>+ The Background – four pages</li> <li>+ The Bibliography and Resources – two pages</li> </ul>
<p><b>2. Research</b> This is the most important step. You need to understand the issue.</p> <p><b>What? Why? Who? When? Where? How?</b></p> <p>What is at stake; Who is involved or could be involved; The history of the issue and its context; Who is making the decisions; Which level of government is involved, if any; When are the decisions made; How to make an impact</p>	<p><b>More questions to ask:</b> Anticipated outcome of the resolution? Reason and need for the resolution? Is there timeline for action?</p> <p>Research is presented via the Background and Resources</p> <p><b>Background:</b> Should be fully researched, easy to read, showing both sides of the issue, with citations</p> <p><b>Resources:</b> Should be primary sources, that are also easy to find</p>
<p><b>3. Identify your audience</b> Who are you trying to convince? Who is important to achieving your goal? Elected officials and/or policy staff; the public, other community groups; your own members; all the above</p>	<p>Traditionally resolutions are geared to government, but they are a powerful awareness tool for both the membership and the public</p>
<p><b>4. Identify others involved</b> Who can you work with? Who can help? Opposition?</p> <p>Build coalitions with others, including clubs and members; Can you find a respected champion?</p>	<p>Resolutions can suggest public education campaigns; target regulatory bodies</p>
<p><b>5. Key Messages</b> Determine the messages needed to achieve the goal Focus each goal on the audience, and the media to be used</p>	<p>The Key Message(s) become the RESOLVED clauses.</p>
<p><b>6. Strategy</b> So you have done your research and determined the goals; Checked for policy; Decided on the audience and partners; Created the key messages; Now bring all of this together in the overall strategy.</p>	<p>All of this then becomes the resolution for presentation first to the Resolution Committee who assists with final editing. Then onto the Clubs for the amending process, and onto the AGM for voting and potential adoption</p>
<p><b>7. Tactics</b> Meetings, special events; write letters, op-ed, Letters to the Editor; meet with Councillors. Mayors, MPs, MPPs, community organizations; demonstrations, etc. etc.</p>	<p><b>Post AGM</b> The CFUW National Office or Ontario Council helps prepare the first advocacy campaign on adopted campaigns, plus connects with federal Ministers and Critics, NGOs.</p>

***ONTARIO COUNCIL Advocacy Tools/Resolution Guidelines***

On the **CLUB RESOURCES** page of the Ontario Council website [www.cfuwontcouncil.ca](http://www.cfuwontcouncil.ca)

**CFJW ADVOCACY TOOLS**

Member Resources website [www.cfuwadm.org](http://www.cfuwadm.org) Login: viewonly, cfuw4321