



LOBBYING POLICY
Based on the provisions of CAPIC By-law and Board Policies
AMENDED BY THE BOARD OF DIRECTORS ON FEBRUARY 2, 2023

1. Objectives

- 1.1. The primary mandate of the Lobbying Policy is to outline and ensure the set protocol is being respected for all lobbying activities conducted.
- 1.2. To execute advocacy in a manner accountable to CAPIC lobbying members.
- 1.3. To summarize the selection criteria for these meetings and to ensure that a fair selection process is employed when choosing the participants for the various lobbying events.
- 1.4. Lastly, the Policy's intent is to outline the role played by the Policy and Lobbying Committee in the lobbying process.

2. The Role of CAPIC

The Canadian Association of Professional Immigration Consultants (CAPIC) attends government consultative meetings on a regular basis. These meetings include, but are not restricted to: Citizenship and Immigration Canada (CIC), Canada Border Services Agency (CBSA), Employment and Social Development Canada (ESDC), Immigration and Refugees Board (IRB), Immigration Appeal Division (IAD), Immigration Quebec & Other Provinces. CAPIC's national head office shall be the primary coordinator and the initial point of contact for all stakeholders and facilitate meetings with government bodies. Its responsibilities include, but are not restricted to: scheduling meetings, and assisting the Policy and Lobbying Committee in the selection of members set to attend these meetings.

3. Selection of Representatives

CAPIC representatives attending any lobbying events play the primary role of presenting members' concerns to stakeholders and reporting feedback to members. As such, representatives must be CAPIC members who have knowledge of the discussion on the agenda and have the communication skills, connecting members with stakeholders. CAPIC representatives must act in the best interest of CAPIC members at all times.

This section of the policy is to describe the general selection process of the members attending these meetings.

- 3.1. During the selection process, the general building principle is to ensure that the members with the most expertise in a particular field are actively selected. In other words, prior to each meeting, the Policy and Lobbying Committee shall evaluate the role and the expertise required for the Lobbying representatives attending these meetings. Following this preliminary step, the Lobbying representatives shall agree on five (5) experts in the required area of expertise (i.e., Refugee and

Humanitarian and Compassionate (H&C), Economic Migrants etc.). In the event where the meeting is reoccurring on a bi-annual basis, the list of members attending shall alternate. Should five (5) experts not be available in any particular area of expertise, due to the scheduling of the meeting or the nature of the subject matter, the Committee shall be responsible for selecting a minimum of three (3) designated experts.

- 3.2. The Policy Experts representing CAPIC shall be the most fitting for this representation and for bringing the concerns to the governmental bodies. The members selected shall receive a copy of the Lobbying Policy, and shall familiarize themselves with the CAPIC Lobbying Process prior to attending the meeting.
- 3.3. Furthermore, the representatives will provide, prior to attending the meeting, a completed Conflict of Interest declaration and a non-disclosure agreement form.

4. **Policy and Lobbying Committee**

4.1. **Policy and Lobbying Committee Members**

As per section 11(f)(i) of the Board Policy, the Policy and Lobbying Committee will be composed of the following members: one representative of each Region chosen by the Board together with one Director of the Corporation who shall be the chairperson.

4.2. **Lobbying Topics**

The Policy and Lobbying Committee, as outlined in section 11(f)(iii) of the Board Policy, will encompass the following subject matter, which may be further subdivided and/or may adopt any such other subject as deemed appropriate: Regulatory Issues, Inland Immigration Issues and Overseas Immigration Issues.

4.3. **The Policy and Lobbying Committee's Responsibilities**

The Policy and Lobbying Committee's main responsibilities, as per section 11(f)(iv) of the Board Policy, shall include:

- 4.3.1. Recommending to the Board of Directors' the **goals and priorities** for the Committee;
- 4.3.2. Organizing and planning in cooperation with the Membership Services Committee, and implementing a **strategy for delivering messages** on the Corporation's position regarding a variety of issues;
- 4.3.3. Monitoring, reviewing, considering and **critiquing the various acts, regulations**, memorandum, policies, proposals and other instruments of the various parties that conduct or may conduct activities that do or may affect the affairs of the Members of the Corporation or the Corporation itself;
- 4.3.4. Developing proposals, suggestions and reports on the issues related to the affairs of Members of the Corporation to contribute to policy development in areas that affect the affairs of the Members of the Corporation;

- 4.3.5. Identifying, lobbying and **communicating with federal, provincial or municipal government** agencies and media;
- 4.3.6. **Lobbying and communicating with the body designated by the Minister** under the relevant provisions of IRPA as the regulator of immigration consultants, Members and other stakeholders, and the public on issues pertaining to immigration and public policy; and
- 4.3.7. **Lobbying and developing communications and relations with all levels of government** on matters which affect the Members.

5. The Lobbying Process: Submissions

5.1. **Definition of a submission:** Submissions consist of expressing policy, analysis, recommendation, endorsement or positions communicated by CAPIC to other organizations, individuals or to the public. They include expressions represented by the position of CAPIC members and CAPIC Policy and Lobbying Committee Members.

5.2. Submissions include:

- 5.2.1. Written briefs;
- 5.2.2. CAPIC Lobbying Correspondence written on behalf of the CAPIC Board Chair or CAPIC Lobbying Director;
- 5.2.3. Oral submissions and Lobbying Meeting Minutes.

5.3. The Approval of Submissions:

CAPIC gives members an equal opportunity to influence legislation and public policy and ensure that CAPIC submissions are reflecting their position on the given subject matter. The approval process below ensures that the statements are consistent with the CAPIC Policy and reflects the point of view of members. Once the submissions have been approved, they shall bear the CAPIC logo and be signed in the name of the CAPIC Lobbying Director or the CAPIC Board Chair.

5.3.1. Factors to Consider when approving submissions:

- 5.3.1.1 Is the submission well researched?
- 5.3.1.2 Does it incorporate the range of interest of CAPIC members?
- 5.3.1.3 Is it compatible with other existing CAPIC Policies?
- 5.3.1.4 Is it a balanced submission? – Have all aspects of the issues been considered in a balanced manner?
- 5.3.1.5 The language form – Is the document free of spelling and grammatical mistakes?

- 5.3.1.6 The language tone – Is the document written in a cohesive, and objective manner?
- 5.3.1.7 The purpose – The purpose of the document is to suggest methods of improving, and correcting laws.
- 5.3.1.8 The conclusion – Are all conclusions supported by law, fact and policy? Are they cohesive?

5.3.2. The Preparation of Lobbying Submissions

- 5.3.2.1 The process of preparing submissions for the Policy and Lobbying Committee is composed of several steps. Firstly, the Policy and Lobbying Committee shall draft a 'Have your Say' announcement, to be sent to the membership in order to solicit their input regarding the lobbying subject matter.
- 5.3.2.2 Ensuing the completion of the first step, a report will be prepared by a member of the Policy and Lobbying Committee, showcasing not only the members' opinions, but also the vision brought forward by the Lobbying Executives and the Lobbying Director.
- 5.3.2.3 The report itself, is to be proofread by the Lobbying Director and the Board Chair. If decided, the report can also be revised by other relevant Policy and Lobbying Committee members or Lobbying meeting participants. Upon its revision, the relevant document shall be submitted to the immigration body being lobbied (i.e., CIC, CBSA). Submissions are required to be sent both by email and by mail, in order to ensure that they are received via at least one method of communication.
- 5.3.2.4 Following CAPIC's participation in a Lobbying event, the Policy and Lobbying Committee shall draft and release a report to the membership. This document shall include the subject matter discussed during the meeting, the follow-up items, the conclusion drawn and the milestones achieved. The report shall be rendered accessible to the membership through the IMMeCentre. Furthermore, once it has been uploaded to the IMMeCentre, CAPIC will promptly release an announcement in the next edition of the bi-weekly Newsletter, CAPIC Informs, stating the document's availability.
- 5.3.2.5 Submissions are expressions of policy, analysis, recommendation, endorsement or position communicated by Canadian Bar Association (CBA) or any constituent group to other organizations or individuals, or to the public.

5.3.3. Drafting Guidelines:

The following is a brief guide to the form and content of CAPIC Lobbying submissions for the distribution to governmental bodies.

5.3.3.1 Table of Contents

List the topic headings in the submission, with the page numbers.

5.3.3.2 Executive Summary (to be included only in longer submissions)

An executive summary, shall include an overview of the major key points and the essence of the recommendations.

5.3.3.3 Introduction

Outline of the purpose of the submission, including the terms of reference. The general approach shall be provided. Briefly identify the major issues considered in the submission.

5.3.3.4 Analysis and Recommendations

Analyze the subject matter, issue by issue. Each issue shall be included in a separate section and shall be ordered in a logical sequence.

5.3.3.5 Citations

All citations in the text shall follow the footnotes format.

5.3.3.6 Conclusion

The conclusion drawn following the analysis of the subject matter, shall be listed at the end of the document. The main purpose of the conclusion shall be to propose a *solution* to the issues discussed.

5.4. Letters

CAPIC submissions that are shorter, shall take the form of a professional letter. Letters should always include the intent of writing, the recipient's name and address, and a clear and concise message.