Ideas Lab – User Manual (Frequently Asked Questions)   July 29, 2025

https://ideas-lab.ca

Contents

**** Wherever this document may inadvertently be in conflict with published rules
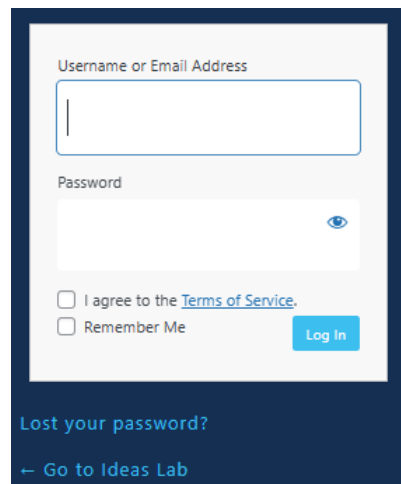and procedures, the latter shall apply ****

1. General Member and Public Access (without an Account)

Ideas lab is available "READ ONLY" on the web at www.ideas-lab.ca

** The website and all proposal contents are viewable to all members and the public at large without a login. **

Detailed reports, detailed EDA contact information, and the ability to submit, edit, and vote on proposals are available to Account Holders only when logged in.'

2. Ideas Lab Accounts:

Each EDA President will be issued a write-access account login by party HQ / IT to use on behalf of their respective EDA. These login credentials may be designated (transferred) to any party member upon the EDA board passing a motion to a approve the delegation, which should be held by an individual who agrees to the terms of service (which require you to publicly share both your e-mail and phone number with all 343 Ideas-Lab riding contacts) and is willing to make the necessary time commitment to properly administer EDA proposals and interact with other EDA's. https://ideas-lab.ca/wp-login.php

To re-assign your Ideas-Lab login privileges to another member of your EDA board, you must pass a motion of your EDA board to delegate the login contact. Please send the meeting minutes to one of the NCC/NPC directors for your province or oversightcommittee@conservative.ca If you are the EDA president and you haven't logged in yet, your username will be lowercase: firstname lastname (such as rorymctory) and click "Lost your password?" and a password change email will be sent to your email on file. Please contact ITsupport if you have any issues logging in: itsupport@conservative.ca

The terms of service that must be accepted are:

Terms of Service

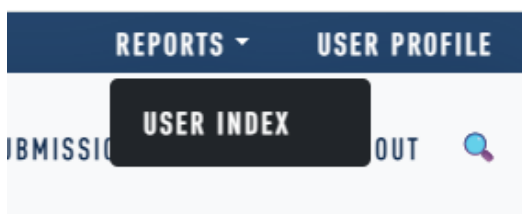*I agree to the following Terms of Use;*

- *I am a member in good standing of the Conservative Party of Canada.*
- *I am the President of the Electoral District Association (EDA) referenced in the Registration, or the "Designated Alternate" of the EDA referenced in the Registration as authorized by adopted motion of the EDA Board of Directors.*
- *My "User-Name" is my name as it appears on my Conservative Party of Canada Membership profile, and the email address provided is my current and active email address.*
- *To use this site solely for Conservative Party of Canada purposes.*
- *Not to share my 'password' with anyone.*
- *To post submissions or votes to the site only after the Board of Directors of the Electoral District Association has passed relevant motions approving any post or vote.*
- *I am responsible for the content of any and all submissions to the Idea's Lab made under my "User Name" and that any submissions deemed inappropriate or invalid may result in the forfeiture of my Ideas Lab access credentials.*

3. User Profile / User Index
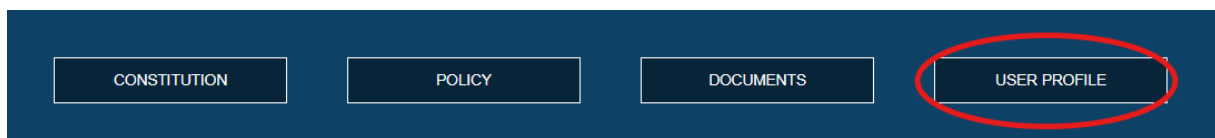
The user profile is where you can update contact information, e-mail address, password, bio, etc. as well as provide a short synopsis of any EDA constitution or policy areas of interest. You can use the bio area to inform people who your constitution or policy chairs are, if that is relevant to your EDA.

To locate specific EDA contact information for the purposes of seeking co-sponsorship, consolidation of similar proposals, suggesting edits, or making comments, use the "User Index" report on the top navigation bar:
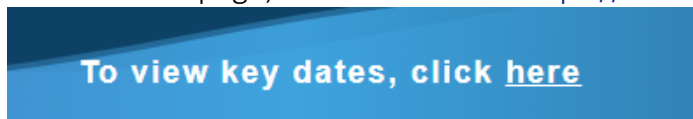
Any of the content of the columns displayed in this report are searchable and sortable:

Clicking on the "Riding" link will bring you to detailed user contact information. These links are also displayed throughout the proposal areas.

4. Key Dates:

On the home page, there is this link: https://ideas-lab.ca/key-dates/

The key dates are:
<u>CONSTITUTION</u>

TIMELINE	CRITICAL TASK
1. Thursday July 3, 2025	Ideas Lab Opens / Regional Meetings Commence.
2. Monday November 17, 2025	Last day for Regional Meetings / Submission Deadline
3. Thursday November 20, 2025	21 Day Voting Period Commences
4. Thursday November 27, 2025	Ideas Lab Registration Deadline
5. Thursday December 11, 2025	21 Day Voting Period Ends
6. Thursday December 18, 2025	NCC Prepares Convention Content / Send to Translation and submit content to Executive Director
7. Thursday January 8, 2026	Distribution (Posting) of Convention Packages
8. Thursday January 29, 2026	National Convention

Time sensitive deadlines are 11:59 PM Eastern Time.
DISCLAIMER: Any or all dates referenced in this Timeline may be impacted by external events outside the control of the Conservative Party of Canada, National Council, and or the NCC and therefore subject to change at any time.

POLICY

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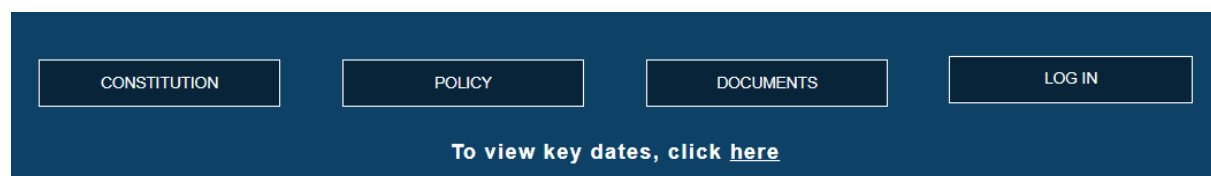
5. What is the difference between Constitution and Policy?

There are two areas to Ideas Lab- Constitution and Policy.

Constitution- is for proposals to change our Party's Constitution, found here. This process is overseen by the National Constitution Committee, a volunteer committee elected by Electoral District Association (EDA) presidents. The Constitution is the legal document that governs how the Party is run.

Policy- is for proposals to change our Party's Policy Declaration, found here. This process is overseen by the National Policy Committee, a volunteer committee elected by Electoral District Association (EDA) presidents.

The user index is the same for Policy and Constitution, but they each have a separate submission index.

The details of the processes for both areas can be found in the rules (in the Key Documents in the next section). The timeline is the same for both Policy and Constitution.

For the proposal phase, each EDA may submit/sponsor or co-sponsor up to 5 items on Ideas Lab for Policy, and up to 10 submissions and 10 co-sponsorships for Constitution.

6. Key Documents:
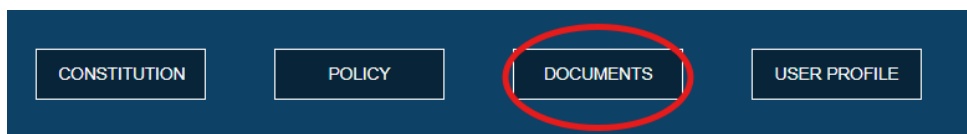
The key documents are found on the documents tab: https://ideas-lab.ca/documents/

The key documents include the links to the party's official Constitution, the CPC Policy Declaration, the CPC Policy Rules, Procedures and Guidelines, and the NCC Guidelines for Constitutional Amendments.

Please read the rules before posting proposals on Ideas Lab.

7. How to I navigate on Ideas Lab?

For logged in users, the following actions are available from the main navigation bar:
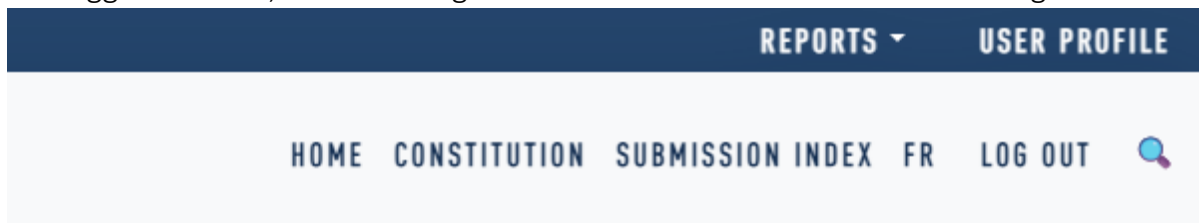

- **HOME:** Return to main Policy or Constitution landing page

- **CONSTITUTION/POLICY:** Ideas Lab is split into two main areas: Policy and Constitution. Toggle between these two areas by clicking on "Constitution" or "Policy" in the top banner. If it says "Constitution" in the top bar, it is a link to the Constitution side of Ideas Lab, which means you are currently seeing the "Policy" section. If it says "Policy" in the top bar, it is a link to the "Policy" section of Ideas Lab, which means you are currently viewing the "Constitution" area.

- **REPORTS:** A dropdown to access available searchable reports

- **DOCUMENTS:** Links to the party's official Constitution, the CPC Policy Declaration and other relevant Ideas-Lab documentation.

- **USER PROFILE:** Update contact information, e-mail address, password, bio, etc. as well as provide a short synopsis of any EDA constitution or policy areas of interest. You can use the bio area to inform people who your constitution or policy chairs are, if that is relevant to your EDA.

- **EN/FR:** Change the language displayed in Ideas Lab.

8. How do I make a submission?

The Policy and Constitution areas of Ideas Lab are each divided into sections, which correspond with their respective governing document major headings (ie. CPC Policy Declaration or Constitution).
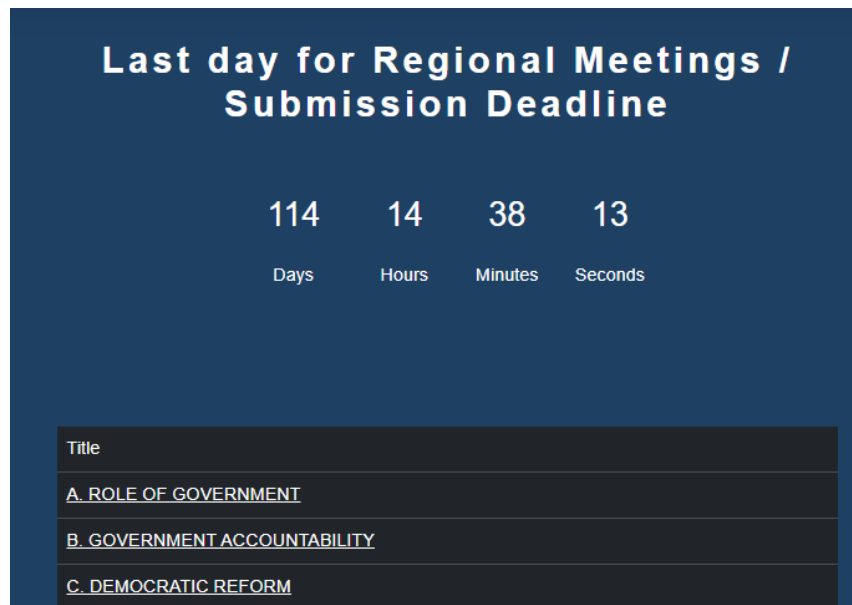

Clicking inside of any of these sections will show a list of the existing individual policies or constitutional articles that fall under these major headings. EDAs may propose to 1) add new items, 2) modify or 3) delete existing items in each of these Forums.

Any proposal, whether to add a new item or modify an existing item, will appear as a "Topic". Proposals to add new items will appear as a Topic directly under the Forum heading. Proposals to edit an existing numbered item will appear as Topics inside the numbered item (i.e. 'drilling down' one level).

TOPIC EXAMPLE:

In the screenshot below, there is a Topic under heading A) Role of Government titled "Test Policy Example".

This indicates a proposal to add a NEW numbered item under heading A) Role of Government of the CPC Policy declaration. The ability to add other new proposals (Topics) to this section is the Submit New link:
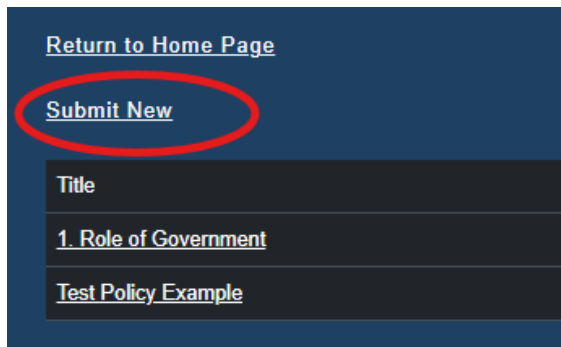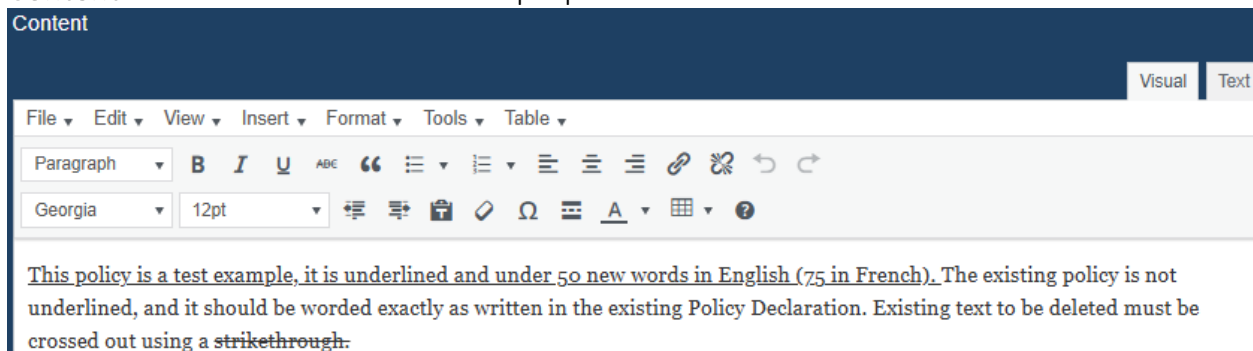

9. What is included in a submission?
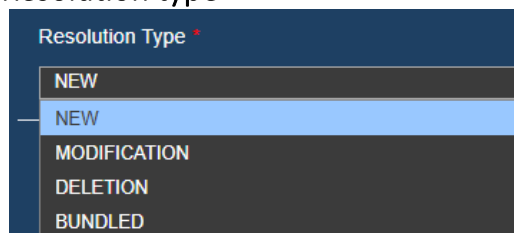
A submission includes:
Title- Give the proposal a descriptive identifying title. Unless this is a new section this title will not be entered in the Constitution/Policy Declaration.
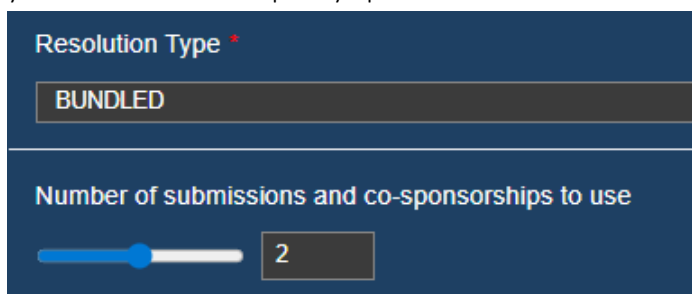
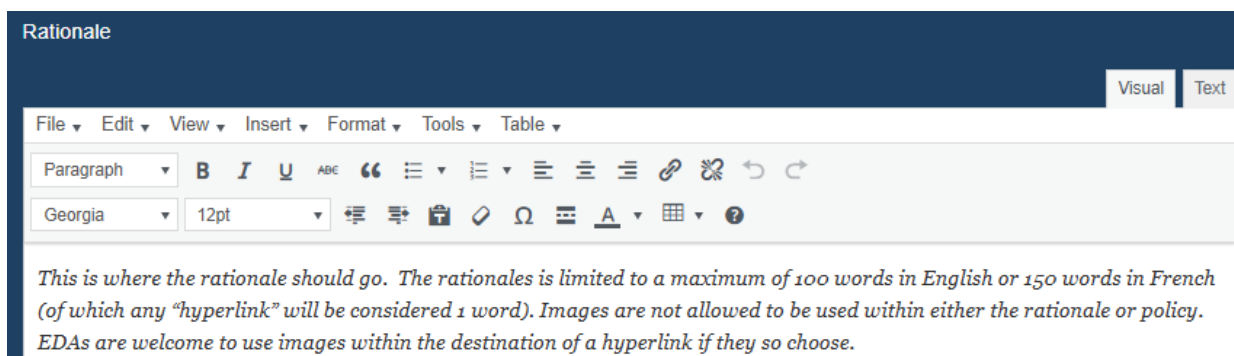**Content-** Enter in the content of the proposal:

Resolution type- Select one of the following Resolution Types from the dropdown:

- **NEW**: Select for proposing any NEW numbered items under the main heading.
- **DELETION**: Select to indicate the proposal deletes an existing declaration in its entirety.
- **MODIFICATION**: Select to indicate a significant re-write of the language or content of an existing declaration.
- **BUNDLED: (for policy only**) - a bundled submission can use up to three sponsorship spots of 50 new words each, to allow for longer submissions. When bundled is chosen a new box will show up which requires you to enter the number of submissions spots to use. This will count against your 5 total allowed policy spots.

Rationale- enter in the rationale:

Translation of your submission and rationale- you are encouraged to provide an initial translation, and can use a free translator such as Google Translate or DeepL. This is not the final translation, if your proposal makes it to the convention, it will be professionally translated:

Translation of Your Submission and Rationale

Visual | Text

File ▾ | Edit ▾ | View ▾ | Insert ▾ | Format ▾ | Tools ▾ | Table ▾

Paragraph ▾ | **B** *I* U ABC " ≡ ▾ ≡ ▾ ≡ ≡ ≡ 🔗 ✂ ↶ ↷

Georgia ▾ | 12pt ▾ | 🡒 🡐 📋 ⌀ Ω ☰ A ▾ ⊞ ▾ ❓

Cette politique est un exemple de test, elle est soulignée et comporte 50 nouveaux mots en anglais (75 en français). La politique existante n'est pas soulignée et doit être formulée exactement comme dans la déclaration de politique existante. Le texte existant à supprimer doit être ~~barré à l'aide d'une barre.~~

Confirm that the proposal meets the requirements:

This proposal has received Board approval and is documented in Board minutes *

`Yes` ⬜

New words are underlined and deleted words are ~~Struck through~~ *

`Yes` ⬜

This proposal has a maximum of 50 new words (75 en français) *

`Yes` ⬜

The rationale has a maximum of 100 words (150 en français) *

`Yes` ⬜

The submission and rationale are translated (you can use an online translator) *

`Yes` ⬜

Terms of Service *

☑ I agree to the Terms of Service

Submission Voted on by EDA *

I certify that my EDA has voted to approve this submission.

`Yes` ⬜

Submit and upload your minutes (failure to provide minutes may result in disqualification)

When you click on "Submit and upload your minutes" you will be directed to the EDA board minutes submission page. Once a proposal is submitted it will automatically be given a submission ID which identifies the submission in the submission index.

10.   When and what supporting documents are required?

Supporting documentation is the EDA board meeting minutes (from the EDA board as a whole) that must be submitted with every action (posting a new proposal, cosponsorship and voting). The National Constitution Committee also requires proof of the notice of the meeting.

We do not need the full meeting minutes, only the relevant sections. One option is to use the fillable minutes templates in the documents page of Ideas Lab. https://ideas-lab.ca/documents/

11.   How do I include supporting documentation?

Once you submit a proposal, cosponsorship or vote, you will be taken to the page to submit minutes. Once the minutes are submitted, they go to the Oversight Committee for review. A member of the Oversight Committee will contact you if there is anything further needed.

Riding	10001 - Avalon
Your name	
Your email	
Submission Title	
Upload your minutes	Choose File No file chosen
	Submit

12.   What is the submission index?

A full list of proposals is available using the "Submission Index" report found on the top tool bar.

Any of the content of the columns displayed in this report are searchable and sortable, additional pages with more results are located at the bottom of the screen.

13.   How do I co-sponsor a submission?

For the proposal phase, each EDA may submit/sponsor or co-sponsor up to 5 items on Ideas Lab for Policy, and up to 10 submissions and 10 co-sponsorships for Constitution.

To co-sponsor a submission:
   a. Cosponsors must first be approved by a motion of your EDA board (not just the executive or any sub-committee).
   b. You then click into the submission and click on the button that says "Co-Sponsor":

   c. You will then be taken to the page to submit board meeting minutes approving this cosponsorship.
   d. Cosponsorships cannot be changed, unless they are cast in error. If they are cast in error, please email Oversightcommittee@conservative.ca or your local NPC/NCC representative with the explanation and request to remove cosponsorships cast in error.

14. What will the oversight committee be looking for?

The Oversight Committee ("OC") is responsible to ensure that EDA's sponsoring and cosponsoring Submissions have satisfied the requirements put in place. This task will be completed prior to any submission being deemed eligible to advance to the voting phase, or to Convention.

The OC will work with Sponsoring EDA's to correct deficiencies and missing elements. Submissions that fail to meet the requirements whether through deliberate action or inaction may be disqualified from further advancement.

The following are a few **examples** of required elements and matters that may be considered by the OC:

- ✓ Exceeding Word Count Limit
- ✓ Fail to include or achieve required co-sponsors
- ✓ Fail to prove EDA Board support via minutes
- ✓ Submission is NOT a Policy matter (ie: Constitutional) and vice versa.
- ✓ Policy Submission does not fall under the scope of Federal Jurisdiction

15. Can I delete, edit or change my submission?

Yes, you can delete, edit or change your submission at any time before the submission deadline. **However, any major changes or deletions must be approved by your EDA board and new relevant minutes must be submitted.**

If you click on your post, on the top left there are three options for editing the submissions:

Return to Submissions

Edit Post

Delete Submission
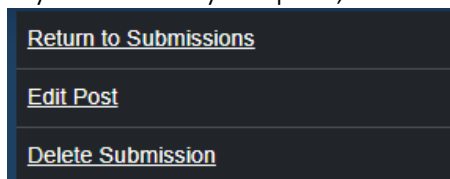
16. What is the "Time Counter"?

The countdown timer shows the countdown to the next deadline, which is 11:59 PM Eastern Time. The countdown time will be updated to the next deadline (for example Voting Deadline) on Ideas lab after the current deadline passes.

Last day for Regional Meetings / Submission Deadline

114	01	16	13
Days	Hours	Minutes	Seconds

17.   How do I know whether an EDA has submitted proposals or votes?

Clicking on an EDA link anywhere shown in Ideas Lab, such as those in the proposal screen or from the user index, will provide a detailed EDA activity log showcasing its consolidated number of Policy and Constitution proposals submitted or co-sponsored, votes cast, and contact information.   This summary of the activity of your EDA on Ideas Lab is fully visible to all Ideas Lab registered users. The link to the EDA activity log page can be shared with other public users, but the contact information is not shared publicly.

This page also includes a "Bio" field which you can use to provide background about the EDA and its leadership, as well as information on how to contact the EDA's Constitution and/or Policy chair(s). **Only EDA president accounts can submit proposals, cast cosponsorships or vote:**

ONTARIO: 10000 - CPC HQ

Contact Empowered By EDA:

Name:	Rory McTory
Role:	EDA President
E-mail:	rorymctory@conservative.ca
Website:	
Phone:	(613) 755-2020 Landline
First Login:	2025-07-21 12:24:57
Last Login:	2025-07-21 12:24:57
Bio:	A sample account.
Constitution Priorities:	
Policy Priorities:	

Actions Taken Per EDA Board Resolution:

Constitution

Proposing Phase

|	Proposals Count	First Submission Date	Last Submission Date
Sponsored:	0		
Co-Sponsored:	0		

EN

Voting Phase

Use this report to keep tabs of the total # of sponsorships/co-sponsorships and votes expended by your EDA. EDA's can also use it to see how much of their allocations other EDAs have already expended and whether they have co-sponsorship or voting room to spare for other Ideas Lab submissions.

18.   How and when can we vote on a submission?

The 21 Day Voting Period opens on November 20, 2025 and ends on December 11, 2025.

The VOTE Button will become visible at the bottom of each individual constitution or policy submission on or about November 20, 2025.
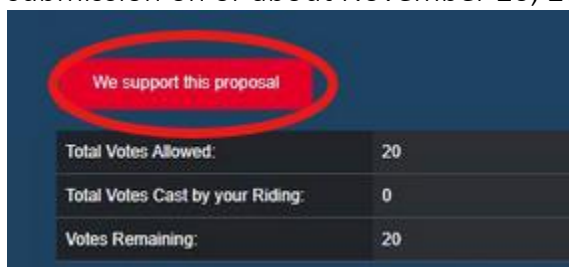
Each EDA may Vote in Favor of up to 20 Policy Submissions and up to 25 Constitution Amendments.