

Lobby Your MP via video conferencing by mid-June #SpringRendezvous

1. Download the 2020 CCL Canada Spring Rendezvous Conference Booklet and [Leave Behind](#) and print it.
2. Immediately after May 11, 2020, both phone and email your MP to set-up an appointment to lobby her/him by mid-June. See a suggested script below and for setting up an appointment. See Addendum for more details.
3. Create an MP bio (2-3 hours). See below. You need to do this before you can book a Zoom line.
4. [Fill in this form](#). This will be especially important if you need one of our Zoom Lines. Please do your best to ask if your group can use your MP's videoconferencing line. We have lines for you if you need them, but you will need to book them. Note you need to complete your MP bio before you can book your lobbying appointment.
5. Please only lobby your own MP. We are constituent lobbyists. Make an MP Bio (see Addendum) before you lobby. Meet with your group beforehand and determine the various roles and questions for your meeting (see Addendum).
6. Please remember to take a picture and post it on social media. Use the hashtag #SpringRendezvous and tag @CitizensLobbyCa on Twitter.
7. If you want to be part of the Senate Lobbying Team, email both payanita@gmail.com and canada@citizensclimatelobby.org
8. [Join one or more of our twice-weekly meetings](#) and share your stories all month to receive updates and also relationship-build with other Canadian CCLers.
9. We use "[Chatham House Rules](#)". We never divulge what an MP said to you in a public way without permission.
10. The key to citizen lobbying is relationship-building. If you are new, your first goal should be to get a second meeting.
11. **Fill in a [field report](#)** ([Watch this Video](#) OR [Go to this CCL Community Page](#) for instructions).

Suggested Meeting Request Email to your MP. Feel free to make it your own.

Dear MP [NAME],

Thank you for [SOMETHING THEY HAVE DONE RECENTLY THAT YOU ARE GENUINELY GRATEFUL FOR]. Here is the email I promised. I'm writing on behalf of the [YOUR CITY] chapter of [Citizens' Climate Lobby \(CCL\) Canada](#) to request a meeting with you.

In the midst of this global crisis it's vital that we seize this moment, when people are aware of the combined power of their unity, to take the same fighting spirit Canadians have used against COVID-19 to tackle global climate change.

We would like to share information and answer questions you might have about evidence-based improvements to Canada's carbon pricing policy. Here is a link to our [2020 Bilingual Leave Behind Document](#) (pdf) that will form the basis of our discussions. You might also be interested in [CCL Canada's 2020 Spring Rendezvous Conference Booklet](#).

We are aware of the extraordinary strain the coronavirus must have brought to you and your family, given your special position as our representative as well as the restrictions that affect us all. We really appreciate the time you would take to speak with us.

We anticipate four or five of us will attend the meeting, including myself. I will send the names of the attendees before the meeting. As we will have to use video or teleconferencing, we are hoping that we can use your videoconferencing lines but if necessary we can secure a Zoom or Uberconference Line.

We appreciate you letting us know what date and time you might be available to see us.

Sincerely,

[NAME, CITY, AND PHONE NUMBER]

SAMPLE MEETING AGENDA	ROLES IN A LOBBY MEETING
<ul style="list-style-type: none"> . Thank the parliamentarian for the meeting. . Ask how much time we have for a meeting. . Introductions: name, town and why you are involved, personal story, if there is time and if appropriate. . Have parliamentarians and staff introduce themselves too! . Show appreciation. (Look in the bio you created). . State CCL's purpose: to create the political will for a liveable world and empower people to have breakthroughs in exercising their personal and political power . Show the amazing achievements your group and/or CCL Canada have accomplished. . Transition into the meeting plan, agenda, and questions you have prepared. . Deliver our Ask using "CCL Canada's 2020 Leave Behind". <p>0. Ask specifically what we could be doing more of <u>in their riding</u> to building political will for a stronger carbon pricing policy in Canada</p> <p>1. There are six "asks" in our Leave Behind. The "asks" about border carbon adjustments are the most wonky and unless you are comfortable do not have to be broached in your very first meeting with a parliamentarian.</p> <p>2. You can also ask your MP to champion our e-petition on World Environment Day (Friday, June 5) on their website, newsletters and/or social media.</p> <p>e2542 #Climateincome #Carboncashback https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2542</p> <ul style="list-style-type: none"> 3. If it becomes clear they cannot commit to any of our "asks", ask good questions and listen carefully and try to find out why. Please do not information bomb the parliamentarian. 4. Ask who do they work across the aisle with? 5. Timekeeper signals when there are 5 minutes left. 5. Determine how they would like for you to follow-up. 6. Thank them for their time. 7. Fill in Field Report within first 48 hours. This is critical. If you procrastinate, you will forget details. <p>We thank you for your time and staying focused on carbon pricing. The world is looking to Canada to improve our policy. You are changing the world. If this is your first meeting with your MP your primary goal should be to get a second meeting.</p>	<p>LEADER: empowers everyone to share and participate, especially the constituents, facilitates transitions in the agenda. The leader makes sure the lobby notes are officially recorded in our database</p> <p>APPRECIATOR: shows appreciation for something the parliamentarian has recently accomplished. If possible, this should be done by the constituent.</p> <p>TIMEKEEPER: asks how much time do they have for the meeting. Signals when few minutes are remaining.</p> <p>NOTETAKER: this should be an experienced volunteer. Reviews the notes immediately after with everyone and gets them written and submitted within 48 hours.</p> <p>OBSERVER/FACILITATOR: keeps everyone focused on the CCL way of relationship-building and the lobbying asks. Supports the citizen lobbyists to prevent "gotcha politics", arguing, "blind-siding", going off-topic, and infobombing.</p> <p>DISCUSSION: everyone is encouraged to participate, especially constituents. Try to identify people who have specific backgrounds that may be suitable for certain discussions such as "CCL expert", "science", "economics", "border tax adjustments"</p> <p>THE ASKER: Presents CCL's purpose and our asks.. If possible this should be a constituent who has a strong grasp of the "leave behind" and carbon fee and dividend. The asker leaves behind the "leave behind".</p> <p>DELIVERER: responsible for showing our great accomplishments locally and nationally</p> <p>FOLLOW-UP: sends thank you cards and follow-up materials.</p> <p>PHOTOGRAPHER: makes sure there is a picture taken at the end of the meeting and is sent to the parliamentarian and CCL Canada via Twitter #SpringRendezvous @CitizensLobbyCa @Parliamentarians handle. If they are on Instagram or Facebook look on their pages and go thank them for the meeting.</p>
<p>Record how many open ended / motivational interviewing questions were asked by CCL volunteers and Record how much time the Parliamentarian spent talking in percent.</p>	

ELEMENTS OF GOOD MEETING MINUTES

Important things to capture:

- What were the specific **asks** in this meeting? Thank you for using the [Leave Behind](#) developed by your fellow CCLers from across Canada using the institutional wisdom, relationships and social capital we have gained as an organization in our +1000 lobby sessions since 2010.
- **Concerns** of the staffer/Parliamentarian with respect to our policy.
- **Questions** the staffer/Parliamentarian had about our policy.
- **Recommendations** the staffer/Parliamentarian had about our policy or strategy
- Points about our strategy or policy the staffer/Parliamentarian **found interesting**.
- Who the Parliamentarian works well with across the aisle, or in their own party?
- Separate (in parentheses or brackets), your sense of the staffer/Parliamentarian. How alarmed about the crisis was the staffer/Parliamentarian? Were they engaged? Were they interested? Were they hostile? Did they want to be anywhere but in that meeting? What was their body language? Discuss this with others after the meeting as well to make sure your impressions match.
- **Action items** for the MP/staffer
- **Action items** for your group.

Tips for Effective Note-Taking:

- While useful to capture what CCLers were saying for context of the discussion, if it is a choice between writing down what a CCLer said and what a staffer/MP said, always pick the staffer/Parliamentarian!!!!
- Go over your notes right after the interview with the others who lobbied with you fill in blanks from short-term memory, and clean up any mistakes or illegible patches.
- Ask everyone what were the big take-home messages and impressions from the meeting?
- As soon as you are back at a computer, type up your notes. You'll remember things you didn't write down, and you'll still be able to remember what your scrawls mean.
- Define abbreviations.
- Use complete sentences.
- Submit notes at: <https://community.citizensclimate.org/tools/meeting-minutes>
- **CAUTIONS:**
 - It is not advisable to give the minute-taking responsibility to a new CCLer.
 - Nor is it advisable to fling it around in emails. These are confidential documents.
 - Please also remember what is said in a lobbying meeting stays in a lobbying meeting unless the MP gives you permission to go public. Google Chatham House rules for more guidelines.



Take a picture and Tweet it to @citizenslobbyca
@ParliamentariansHandle #SpringRendezvous

If they are on Instagram or Facebook look on their pages and go thank them for the meeting. If you get interaction, record as a Social Media interaction in a [field report](#) ([Watch this Video](#) OR [Go to this CCL Community Page](#) for instructions).

Prepare an MP BIO (time needed: 2-3 hours)

Before you lobby, assign someone to create a one page-bio. Explore the MP's website, official profile on the Government Website, Wikipedia, Twitter feed, Facebook page and anything you can find on Google. Explore what they have said in Parliament on Open Parliament <https://openparliament.ca/>

Most importantly, sign up to receive updates on when your MP speaks in Parliament at Open Parliament.

Sample MP Bio: (Please set aside 2-3 hours to make an MP bio for your MP. Share with your team before you prepare to lobby).



Confederation Building
 Suite 760, House of Commons
 Ottawa, Ontario, K1A 0A6
 613.996.4971,
 Assistant: Julie Lansing, (former CCL Canada Intern in 2013
<http://www.brucehyer.ca>
<https://www.facebook.com/brucehyer>
 @brucehyer
bruce.hyer@parl.gc.ca

(NOTE THIS IS A BIO FROM 2014)

Basic Information

Family, Religion,
 Education,
 Hobbies/Interests
 Editorials
 Publications etc

Ecologist, biologist, forester, and businessperson.
 Worked as a police officer in US. Served as Senior Environmental Analyst for US Department of Environmental Protection.
 Worked as a wilderness guide and moved to Northern Ontario to make a business of it.
 Married, one son (studying in Ottawa). In 1991, he was named a "Citizen of Exceptional Achievement" by the City of Thunder Bay. In 2006, the Sierra Club of Canada named Hyer an "Eco-Olympian Gold" for his conservation work.

Appreciation for

Championing Carbon Fee and Dividend repeatedly in the House of Commons and his commitment to Citizens' Climate Lobby. Attended our conference 2013 and spoke at it. Attending and speaking again at our 2014 national conference. Educates MPs for us. Knows CCL quite well. Calls himself a CCLer. Been lobbying him since well before CCL formed. Has always preferred carbon fee and dividend to cap and trade.

Parliamentary Information

Relevant Committees
 Relevant Legislation
 Who do they work with across the aisle?

Introduced [Private Members Bill C31](#): the Climate Change Accountability Act in 2008. Some of us worked with him to help get this passed in the House of Commons in the May 2010 pre-CCL. The bill passed in the House of Commons and then was killed in the Senate by Conservative Senator Pamela Wallin in [November 2010 without ever being read](#) in the Senate.
 Was elected as NDP (2008) became Independent (June 2013) then joined the Greens (late 2013). Sits beside Elizabeth May in the House of Commons.

Positions

Energy. Climate.
 Environment
 Jobs. Economy. National debt National Defence

Advocate for small business development
 Advocate for sustainable economic development
 Green Party Member, votes independently.

Results of 2011 Election

Elected with 49.8% of the vote. The Conservative came 2nd with 29.8% of the vote.

Constituency Information

Thunder Bay Superior North in Northwestern Ontario. Population: 80,702