



Canadian  
Chamber of  
Commerce

Chambre de  
Commerce  
du Canada

The Future of Business Success  
L'avenir de la réussite en affaires

# **Canadian Chamber of Commerce National Policy Resolution Process**

## **Submission Template Guide**

**APRIL 2026**

## Introduction

The 2026 Policy Resolution Submission Template contains two main sections: **(A)** Background and **(B)** Recommendations.

**The limit for all sections of the Background is 700 words. The limit for all sections of the Recommendation(s) is 300 words.** The headings and your citations do not count against your word limit.

Resolutions that clearly exceed the word limit (by more than 100 words) will be rejected upon submission and the chamber will be asked to resubmit within 48 hours to ensure that their resolution makes it to the Chamber Network Review Committee. Any resolution that abuses footnotes to exceed the word limit will also be rejected.

If you find that you're struggling to meet the word limits, this is a sign that your issue may be too broad and may need to be broken up into multiple resolutions.

Contact [policyresolution@chamber.ca](mailto:policyresolution@chamber.ca) if you think you will need to submit more than one resolution. **Each chamber can only sponsor two resolutions**, so you may need to re-assign additional resolutions to another chamber.

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The next pages outline the resolution template and are designed to support you in drafting your policy resolution. To help you apply the five submission criteria to the template, see below for a [guide on which criteria should be addressed in each section of the template](#). These criteria do **not** necessarily have to be addressed in their respective sections below. This guide simply suggests the sections where it may make the most sense for most people to include various criteria.

# Policy Resolution Title

## Sponsor

*[Submitting Chamber]*

## Theme

*[Identify committee]*

## Background (max. 700 words)

Overall, the Background should adhere to the following screening criteria:

- (5.A) I provide evidence from a minimum of one reference, which was published or obtained within the last 3 years, from a credible source (e.g., member surveys or consultations, government statistics, industry reports, peer-reviewed research, etc.).
- (5.B) I have verified that all cited facts and sources *exist*—especially if AI tools were used in drafting or research—and are appropriately cited, and I understand that failure to do so will result in my resolution being rejected by the Chamber Network Review Committee.

### A. What is the issue and who is it impacting?

*[Describe the policy issue or barrier that requires federal action]*

This section should address the following screening criteria:

- (2.A) I have provided evidence of how the issue affects businesses nationally and my recommendations, if implemented, would increase competitiveness, facilitate trade, or improve operations for businesses across Canada.
- (3.A) I have provided evidence that the issue is adversely affecting Canadian businesses at this moment, or that it has the potential to imminently develop adverse effects if left unaddressed.

### NOTES:

- If your issue primarily affects your chamber's region, you should provide evidence of how the issue affects businesses across Canada.

- If implementing your recommendations could adversely impact some businesses, explain why the broader national benefit would justify the approach.
- If this is a **sunsetting resolution**, you should provide evidence of *what has changed* since it was originally passed, providing up-to-date data and context for why the issue continues to persist.

## B. What needs to be done? Why and how?

This section should address the following screening criteria:

- (1.A) The recommendation(s) I'm suggesting can only be achieved by an act of Parliament or a federal department, independent of the provinces/territories and municipalities.
- (2.B) I am not asking the GoC to redirect resources from one group (e.g., business sector or region) to another to fund my recommendations without significant justification.
- (3.C) My recommendation(s) can begin or be completed within one parliamentary cycle (approximately 4 years).
- (4.A) I have identified whether my recommendation(s) requires new funding, uses existing funding, does not require funding (in the case of amending laws), or is cost neutral (e.g., in the case where taxes generated from increased business activity would offset the costs of the program).
- (4.B) I have identified how the GoC has signaled interest in funding my resolution (e.g., through a mandate letter, throne speech, federal budget, etc.). Where no government signal exists, I have provided a rationale for why the government should allocate funds to address the issue, drawing from academic research, industry reports, think tanks, or other sources.

### NOTES:

- If applicable, you should explain why existing federal programs or initiatives aren't solving this problem, or why previous attempts to resolve this issue have failed and how the government could approach the issue differently.
- If this resolution addresses a long-term challenge, your recommendations should be centered around concrete *first steps* that can start immediately (e.g., pilot programs, strategy development, regulatory changes, etc.).

# Recommendation(s) (max. 300 words)

*That the Government of Canada:*

1. *[Recommendation]*

This section should adhere to or address the following screening criteria:

- (1.B) I have named a specific federal agency or institution that has the authority to act on my recommendations.
- (3.B) My recommendations are specific and concrete, suggesting an action with a measurable outcome, and would directly address the issue as I've defined it.

## NOTES:

- We encourage you to keep your recommendations to a **maximum of five while respecting the word count of 300 words**.
- Recommendation such be drafted as a **single sentence**, without sub-sections, lists, or additional elements.
- Begin each recommendation with an **action verb**. Avoid recommendations that merely recognize an issue without proposing concrete and actionable measures (see Drafting Toolkit for list of non-actionable and actionable verbs).
- If your issue requires coordinated effort between the GoC and other levels of government (or other entities in general), your recommendations should be limited to actions that are *within the exclusive control* of the GoC.
- If new funding is required, you should (1) indicate the general scale or range of the funding (e.g., "tens of millions" or "comparable to Program X"), and (2) identify a realistic funding mechanism, such as an existing federal program, fund, or budget line.

## Signatories

*[Supporting chambers]*

**Good luck with your submission!**

If you have any questions, please reach out to [policyresolution@chamber.ca](mailto:policyresolution@chamber.ca).