

2009-10
ECONOMIC & BUSINESS DEVELOPMENT COMMITTEE
TERMS OF REFERENCE

Chair – Gary Marriott

Purpose

The Economic & Business Development Committee is a standing policy committee of the Timmins Chamber of Commerce. It serves as the “*Voice of Business*” in developing advocacy positions to remove barriers to business and promote a healthy business climate. Initiatives include lobbying, corresponding with and collaborating with all levels of government: municipal, regional, provincial and federal. The committee monitors public funded organizations that impact our members and identifies areas that may be limiting the economic potential and/or growth of our member businesses. The committee serves to ensure that economically sustainable development activities are realized for the betterment of all business in the City of Timmins and the region.

Reporting Structure

The Economic Development Committee Chairperson reports and is accountable directly to the Timmins Chamber of Commerce president for the effective operation of the committee and for all committee decisions. The president, in turn, is accountable to the board for the operation of the Economic Development Committee within Chamber of Commerce board policies.

Authority

The Economic Development Committee is empowered by the board of the Timmins Chamber of Commerce to make decisions within the mandate established in this document and within the context of the board’s organizational policies.

The Economic Development Committee may develop policies, which promote government actions to ensure a stable operating environment for the development of Timmins business so long as they fall within general policy as set by the board. The president may provide guidance and direction to the Economic Development Committee through its Chairperson, but cannot over-ride decisions of the committee, provided that those decisions conform to board policy.

The Chairperson of the Economic Development Committee is authorized to:

- act as the spokesperson for the Economic Development Committee within the Chamber of Commerce;
- speak externally on behalf of the chamber if it is on matters within the committee’s mandate;
- commit funds within the parameters of the approved operating budget of the Economic Development Committee

Responsibilities of Chairperson – Economic & Business Development Committee

The Chairperson of the Economic & Business Development Committee provides leadership to the committee and is responsible for assigning and coordinating the committee’s work. In addition, the Chairperson is responsible for:

- receiving and responding to questions and issues concerning chamber policy positions from members of the Chamber;
- developing and managing an operating budget to support the annual Economic & Business Development Committee Operational Plan;
- ensuring that meetings are properly documented, with the assistance of the chamber manager.

Committee Composition

The Chairperson of the Economic Development Committee is appointed by the board on the recommendation of the manager and/or executive members of the board. The remaining members of the Economic Development Committee may comprise of the following:

- Sitting members of the Timmins Chamber of Commerce board;
- Interested members of the Chamber of Commerce;
- The chamber manager (ex-officio).

Membership Policy: Members who are absent for more than three consecutive meetings of the Economic and Business Development Committee (without cause) will be excused from the committee and will have their inclusion in matters of committee correspondence discontinued.

Committee Objectives

The scope of the responsibilities of the Economic & Business Development Committee reflects the diversity that exists amongst the Chamber members. The specific responsibilities of the Economic & Business Development Committee include:

- developing an annual Economic & Business Development Committee Operational Plan with initiatives, objectives and tasks required to implement the strategic advocacy direction each year, utilizing feedback from the membership;
- conducting an annual policy program evaluation to confirm that advocacy objectives are being met and are achieving the desired results;
- establishing Economic & Business Development Committee operational policies and agreements and monitoring compliance with them;
- maintaining, through the Chamber website, Inside Business and other communication materials, an information link with the membership and government;
- reviewing existing and proposed government legislation and regulations which affect business;
- promoting those government actions that will enhance and ensure a stable operating environment for the development of Timmins business;
- working with the TEDC and the City of Timmins to bring new development projects to Timmins;
- working with First Nation communities in our region and on the James Bay Coast to ensure business opportunities are a priority and easily facilitated;
- monitoring local and non-local issues of relevance to the Chamber of Commerce and its members, including City of Timmins policies;
- providing recommended policy positions to the board;
- preparing submissions for presentation to government authorities concerning matters that are of general concern to the Chamber's membership.