

**2009-2010  
MUNICIPAL AFFAIRS COMMITTEE  
TERMS OF REFERENCE**

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**Chair:** Phil Barton

***Purpose***

The Municipal Affairs Committee is a standing committee of the Timmins Chamber of Commerce, reporting to the Economic & Business Development Committee. It serves as the “*Voice of Business*” in lobbying, collaborating with and communicating with municipal agencies, elected officials and administration to improve the climate for business in Timmins. The committee will identify opportunities and barriers to sustainable economic development on a municipal level. The committee will develop advocacy and policy related strategies aiming to improve municipally-governed business issues, thereby improving the business climate in Timmins.

***Reporting Structure***

The Municipal Affairs Committee Chairperson reports to the Board of Directors and is accountable directly to the 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 Municipal Affairs Committee within Chamber of Commerce board policies.

***Authority***

The Municipal Affairs 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 Municipal Affairs Committee may develop policies which promote municipal government actions to ensure improved economic sustenance and development so long as they fall within general policy as set by the board. The president may provide guidance and direction to the Municipal Affairs Committee through its Chairperson, but cannot over-ride decisions of the committee provided that those decisions conform to board policy.

The Chairperson of the Municipal Affairs Committee is authorized to:

- act as the spokesperson for the Municipal Affairs Committee within the Chamber of Commerce;
- speak externally on behalf of the chamber if it is on matters within the committee’s mandate when empowered by the board;
- commit funds within the parameters of the approved operating budget of the Municipal Affairs Committee.

***Responsibilities of Chairperson – Municipal Affairs Committee***

The Chairperson of the Municipal Affairs 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 the chamber’s municipal economic development policy positions from members of the chamber;

- developing and managing an operating budget to support the annual Municipal Affairs Committee Operational Plan;
- ensuring that meetings are properly documented, with the assistance of the chamber manager.

### ***Membership***

The Chair and Co-Chair of the Municipal Affairs Committee are elected by the committee from the eligible committee members and a minimum of one of these positions must be held by a board member. The remaining members of the Municipal Affairs 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 and/or staff (ex-officio).

### ***Committee Objectives***

The scope of the responsibilities of the Municipal Affairs Committee reflects the diversity that exists among chamber members. The specific responsibilities of the Municipal Affairs Committee include:

- developing an annual Municipal Affairs 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 Municipal Affairs 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 municipal affairs as related to economic development and sustenance (including municipal by-laws and policies) and promoting government actions which will enhance and ensure a stable municipal environment for the development of Timmins business
- monitoring local and non-local municipal issues that may be of relevance (or have implications) for the Timmins Chamber of Commerce and its members;
- providing recommended policy positions to the Economic & Business Development Committee;
- preparing submissions for presentation to municipal/government authorities concerning municipal matters that are of general concern to the chamber membership.