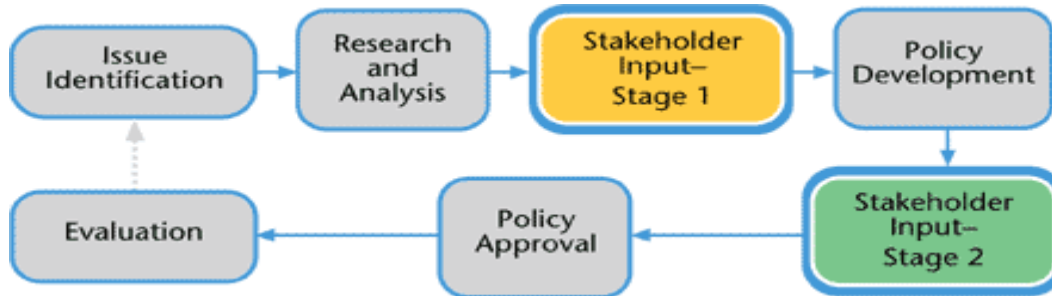


Policy is important to enable:

- Board engagement with our membership
- A consistent proactive approach to issues
- Continuity from year to year
- Ease of communication between Board, Members, Media etc.
- Quick reference through standardized formatting

What is the Policy Development Process?



Steps:

- 1. Issue Identification**
New policies should be developed around *issues*, identified by our membership or by our committees, which we can positively impact through our advocacy role. A standardized template will be developed to introduce such issues.
- 2. Research and Analysis**
The *matrix for issue review* will be used to qualify an issue, and once qualified, we begin the *research and analysis phase*. This will be carried out by an existing committee best suited to the topic, or by an *ad hoc* committee formed for this purpose. Based on the research results a *concept paper* or *position paper* will be developed for presentation to the Board for consideration.
- 3. Member Input - Stage 1**
If the Board agrees that the issue is one which should be pursued further, the position paper will be *posted to our website* for an agreed-upon period of time in order to inform members and find out how the issues affect them. The posting can include a feedback form for members to provide input on the contemplated change. TCOC will not respond to each individual submission but the input received will be considered during policy development.
- 4. Policy Development**
The committee will consider information received from the public and an *initial draft policy* will be developed for submission to the Executive Committee, which will prepare a *final draft policy*.
- 5. Members Input - Stage 2**
The final draft policy will be posted for an agreed period of time with a member feedback form for anyone wishing to comment on that policy as written.
- 6. Policy Approval**
Taking feedback into consideration, the final policy wording will be recommended by the Executive Committee, for approval by the Board of Directors. The approved policy will then be posted on the website and submitted to the appropriate organization for action (i.e. Municipality, Northeastern Chamber, Ontario Chamber, Canadian Chamber).
- 7. Evaluation**
TCOC will build into the implementation plan for each new policy an evaluation component to review the effect of the policy change and provide ongoing status updates and feedback to the members.