

2009-10
TRANSPORTATION & INFRASTRUCTURE TASK FORCE
TERMS OF REFERENCE

Chair: Dan Charbonneau

Co-Chair: Marc Lapalme

Purpose

The Transportation & Infrastructure Task Force is a standing policy task force of the Timmins Chamber of Commerce, reporting to the Economic & Business Development Committee. It serves as the “*Voice of Business*” in developing advocacy positions to improve transportation and infrastructure related to the efficient movement of people, goods, services and resources into and within Timmins, the region and the province.

Reporting Structure

The Transportation & Infrastructure Task Force Chairperson reports to the Economic & Business Development Committee and is accountable directly to the Chamber of Commerce president for the effective operation of the task force and for all task force decisions. The president, in turn, is accountable to the board for the operation of the Transportation & Infrastructure Task Force within Chamber of Commerce board policies.

Authority

The Transportation & Infrastructure Task Force 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 Transportation & Infrastructure Task Force may develop policies which promote government actions to ensure improved transportation & infrastructure development so long as they fall within general policy as set by the board. The president may provide guidance and direction to the Transportation & Infrastructure Task Force through its Chairperson, but cannot over-ride decisions of the task force provided that those decisions conform to board policy.

The Chairperson of the Transportation & Infrastructure Task Force is authorized to:

- act as the spokesperson for the Transportation & Infrastructure Task Force within the Chamber of Commerce;
- speak externally on behalf of the chamber if it is on matters within the task force’s mandate when empowered by the board;
- commit funds within the parameters of the approved operating budget of the Transportation & Infrastructure Task Force.

Responsibilities of Chairperson – Transportation & Infrastructure Task Force

The Chairperson of the Transportation & Infrastructure Task Force provides leadership to the task force and is responsible for assigning and coordinating the task force’s work. In addition, the Chairperson is responsible for:

- receiving and responding to questions and issues concerning chamber transportation policy positions from members of the chamber;
- developing and managing an operating budget to support the annual Transportation & Infrastructure Task Force Operational Plan;

- ensuring that meetings are properly documented, with the assistance of the chamber manager.

Membership

The Chair and Co-Chair of the Transportation & Infrastructure Task Force are elected by the task force from the eligible task force members and a minimum of one of these positions must be held by a board member. The remaining members of the Transportation & Infrastructure Task Force 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).

Task Force Objectives

The scope of the responsibilities of the Transportation & Infrastructure Task Force reflects the diversity that exists among chamber members. The specific responsibilities of the Transportation & Infrastructure Task Force include:

- developing an annual Transportation & Infrastructure Task Force 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 Transportation & Infrastructure Task Force 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 transportation and infrastructure and promoting government actions which will enhance and ensure a stable operating environment for the development of Timmins business (as related to infrastructure/transportation improvement);
- monitoring local and non-local transportation issues of relevance to the Chamber of Commerce and its members;
- providing recommended policy positions to the Economic & Business Development Committee;
- preparing submissions for presentation to government authorities concerning transportation & infrastructure matters that are of general concern to the chamber membership.