

Terms of Reference for the Chamber Policy Advocacy, and Government Affairs Committee

in accordance with Policy * 3.2 Political engagement and activity

Standing, Operations Management

4.2.1 The purpose of any operations committee shall be to fulfill specific roles under the direction of the President and Chief Executive Officer (“CEO”).

The Policy, Advocacy & Government Affairs Committee (the “Committee”) is established to support the Greater Nanaimo Chamber of Commerce’s (the “Chamber”) mission by identifying, researching, and advocating for public policies that promote business growth, economic development, and community well-being.

The Committee provides recommendations to the Board of Directors (the “Board”) and CEO on new policies through the BC and Canadian Chamber and other senior levels of government as approved by the Chamber Board.

The Committee will raise advocacy issues at local, regional, and national levels and recommend the Chamber’s position to relay to senior levels of government on approval by the board

2. Objectives

The objectives of the Committee are to:

- Monitor legislative, regulatory, and policy developments affecting businesses and the economy.
 - Prepare draft policy recommendations, including appropriate background to facilitate an informed debate, for approval by the board.
 - Advocate for policies that enhance the business environment and economic competitiveness.
 - Develop position statements on key issues relevant to Chamber members.
 - Serve as a platform for members to share concerns and suggest policy priorities.
 - Help build relationships with policymakers, government agencies, and stakeholders.
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3. Membership Composition

The Committee shall comprise:

- A Chairperson, appointed by the Committee.
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- At least one member of the Greater Nanaimo Chamber of Commerce Board of Directors
- Representatives from Chamber member businesses.
- Subject matter experts and advisors (as needed).
- Chamber staff

Selection Criteria

Members shall:

- Demonstrate expertise in relevant policy areas or industries.
- Commit to active participation in meetings and initiatives.
- Represent diverse sectors and geographical areas within the Chamber's membership.

Term

Members serve a renewable term of one year, subject to review by the Chamber Board.

4. Roles and Responsibilities (in accordance with POLICY 3.2 POLITICAL ACTIVITY AND ENGAGEMENT)

Committee Members

- Attend and actively participate in meetings.
- Contribute to the development of policy recommendations.
- Advocate for the Chamber's policy positions within their networks.

Chairperson

- Lead committee meetings and set agendas.
- Serve as the primary liaison between the Committee and the Board.
- Represent the Committee in external engagements, as needed.

Chamber Staff

- Provide administrative and logistical support.
 - Facilitate communication between the Committee, the Board, and external stakeholders.
 - Ensure alignment of committee activities with Chamber goals.
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5. Meetings

- **Frequency:** The Committee shall meet bi-monthly, or as required.
 - **Quorum:** At least 50% of the members, including the Chairperson or their delegate.
 - **Decision-Making:** Decisions shall be made by consensus or a majority vote, if necessary.
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6. Deliverables

- Annual policy agenda outlining key advocacy priorities.
 - Position papers, white papers, or statements on critical issues.
 - Reports to the Board summarizing Committee activities and recommendations.
 - Engagement plans for outreach to policymakers and stakeholders.
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7. Accountability

The Committee shall report to the Chamber Board of Directors.

8. Review

The Terms of Reference shall be reviewed annually to ensure relevance and alignment with the Chamber's mission and objectives.

9. Greater Nanaimo Chamber of Commerce Policy and Procedure:

* 3.2 POLITICAL ACTIVITY AND ENGAGEMENT

- **3.2.1** The Chamber, in all representations and actions, shall not endorse or have the appearance of endorsing any political party or issue deemed political by virtue of its subject being the object of a public vote, referendum or plebiscite. The Chamber
- shall also not endorse, represent, or financially assist any candidate participating in an election campaign nor any issue, which may be put to a public vote.
- **3.2.2** Accepted guiding protocol for organizations is that Boards deal with elected official. Staff deal with Staff. This is on an
- official basis however and advocacy must be achieved through collaboration and information sharing on all levels.

PROCEDURE:

- Meetings or presentations with the Mayor or City Council members, members of the Provincial Legislature or members of the Parliament of Canada will be led by the Chamber Board Chair, the President, and CEO or a designate.
- Meeting with staff of public agencies on Chamber of Commerce business or positions shall be undertaken by the President and CEO except as otherwise authorized through appointments of Chamber members to the Board, Committees of the Chamber with agencies.

- Exceptions may be in order to facilitate the business of the Chamber with agencies. However, these exceptions are bound by the following, where practicable:
- Meetings of Board members on Chamber business with staff of public agencies must be with prior agreement and knowledge of the CEO.