

Policy Committee

Terms of Reference

Purpose

The Policy Committee is a standing advisory body of the Edmonton Chamber of Commerce, composed of business and community leaders from across key industry sectors. The Committee provides strategic advice and supports the Chamber's advocacy by identifying, analyzing, and responding to urgent, emerging, and long-term policy issues that impact Edmonton's business environment.

As the Chamber's lead policy development body, the Committee plays a key role in shaping and advancing the organization's policy agenda. It guides the Chamber's positions, develops evidence-based, business-focused recommendations, and represents its sector within the local business community. By aligning its work with the Chamber's strategic priorities, the Committee helps strengthen the Chamber's voice with decision-makers and supports policies that promote a strong, competitive business environment. The Committee reports directly to the President and CEO (or designate) and informs the work of the Board's Policy & Government Relations Committee.

Responsibilities

Committee Members

- Identify and assess issues at municipal, provincial, federal, and international levels affecting the business community.
- Analyze economic, legislative, and regulatory developments for business impact.
- Provide timely advice on emerging or urgent issues, in consultation with members, stakeholders, and subject matter experts.
- Draft, review, and recommend policy resolutions and position papers for the Policy & Government Relations Committee of the Board.
- Support the development of regulatory submissions and responses to government consultations.
- Contribute to the Chamber's long-term policy platform and annual advocacy agenda.
- Participate in the formation and membership of ad hoc working groups or task forces to explore complex or specialized issues as they arise.
- Consider feedback from the broader membership through surveys, roundtables, and focus groups to inform policy direction.

- Assist in shaping messaging for public communications aligned with Chamber policy.
- Maintain a current policy resolution book and issue tracker to monitor and manage advocacy files.
- Review draft policies from the Canadian Chamber of Commerce and Alberta Chamber of Commerce policy books each year and work with staff to determine necessary amendments and positions.
- Develop and report on an annual committee work plan, ensuring alignment of committee activities with the Chamber's strategic plan and annual work plan.
- Review committee terms of reference and recommend changes to the President and Chief Executive Officer (or designate) on an annual basis.

Chair and Vice-Chair

- Provide leadership to the Committee, ensuring activities are aligned with the Chamber's mission and advocacy priorities.
- Receive the Chamber's internal briefings and media scans to stay informed and offer timely assessments on emerging issues.
- Triage if issues are relevant to Edmonton's business community, and if so, determine whether they require full committee input, staff-led review, or task force attention.
- Set agendas and chair committee meetings to ensure productive, focused discussions.
- Assign follow-up actions and appoint members to lead or participate in working groups and task forces.
- Act as the primary liaison with Chamber leadership to support issue prioritization and strategic advice.
- Foster engagement among committee members and broader sectoral input.
- Represent the Committee to the Policy & Government Relations Committee of the board and contribute to quarterly updates.

Membership

The Committee reflects broad industry representation and draws on a range of expertise:

- 21 Chamber Members
 - One representative from each of the 20 designated industry sectors, appointed by the President and CEO (or designate) for a two-year term.
 - One representative from an Indigenous owned/led business or organization, appointed by the President and CEO (or designate) for a two-year term.
- Edmonton Chamber of Commerce Staff Support
- Ex-Officio Members:

- President and Chief Executive Officer (or designate)
- Chair of the Board Government Relations Committee

An annual call for applications will be sent to the entire Edmonton Chamber of Commerce membership to fill vacant positions. Appointments will be reviewed and approved by the President and CEO (or designate) with input from the current Chair and Vice Chair of Policy Committee. Vacant or unfilled positions can be filled by members from any sector at the discretion President and CEO (or designate).

Meetings

- The Committee meets monthly for two hours to discuss, evaluate, and advance key policy issues.
- Members are expected to contribute additional time outside meetings to support policy research, drafting, and engagement.
- The Chair and Vice-Chair will attend additional meetings and calls as needed for agenda planning, issue triage, and strategic coordination.
- Additional meetings may be convened for working groups or task forces to address specific issues in greater detail or urgency.
- A quorum of eleven (11) members, representing over fifty percent (50%) of the twenty-one (21) voting members of the Policy Committee, shall be required to conduct business at any meeting. If quorum is not reached or is lost at any time during a meeting, no votes or formal decisions shall be made until quorum is achieved.

Reporting

- Reports directly to the President and CEO (or designate).
- Recommends issue prioritization and draft positions for review by the President and CEO (or designate)
- Recommends policy resolutions to the Policy & Government Relations Committee of the Board for strategic review, approval, and advocacy action.

Authorization

President & CEO (or designate):	Doug Griffiths, President & CEO
Approval:	07/14/2026
Next Review:	07/13/2027