

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.

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.

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):	Heather Thomson, Vice-President Economy & Engagement
Approval:	June 1, 2025
Next Review:	May 30, 2026