



# Mandate

## Municipal Affairs Committee

**Group:** Municipal Affairs Committee

**Responsible To:** Board of Directors

**Mandate:** As a standing committee of the Kelowna Chamber of Commerce, this group will provide leadership in identifying and taking action on issues relating to municipal affairs in Kelowna. These issues must be of specific interest to the members of the Kelowna Chamber of Commerce, and of concern to the business community at large. There are two sub-committees under this committee with their own specific mandate:

- Transportation Sub-Committee
- Economic Sustainability Sub-Committee

Chaired by a member of the Chamber Board of Directors, this group will work with Chamber staff to provide proactive leadership in the role of increasing awareness for members and providing advocacy on municipal affairs issues that impact the long-term health and vitality of the economy of Kelowna.

This committee mandate will be reviewed annually by the Board of Directors.

### **Responsibilities:**

- Seek out, identify, and prioritize municipal affairs issues that impact the business community.
- Undertake research and seek out expert opinions as needed to establish a comprehensive understanding of the municipal affairs issues and concerns as they relate to the Chamber membership.
- Prepare policies, strategies, and/or activity recommendations for approval by the Board of Directors.
  - Consult with Chamber staff, the membership and other Chamber committees, task forces and forums when appropriate.
- Implement municipal affairs goals and objectives contained in the Kelowna Chamber of Commerce strategic plan.

### **Expectations Of Members:**

- Recognizing that the Chamber President or CEO are the spokespersons for the Kelowna Chamber of Commerce, all media and public comment will be deferred to these people.
- General knowledge of the Kelowna Chamber of Commerce.
- Familiarity with the views, concerns and needs of members.
- Interest, expertise and/or knowledge of government issues that impact the community.
- Commitment to the work of the group.
- Commitment to attend a minimum of 75% of scheduled meetings.
- Chair to attend sub-committee meetings as necessary.
- Being prepared for, and actively participating in meetings.
- Contributing to discussion and debate regarding issues brought before the committee.
- Carefully reviewing recommendations brought forward by other members or staff, and any material circulated in advance of meetings.
- Willingness to undertake assignments to enable committee to achieve its objectives.

***Composition:***

The committee will normally be composed of a minimum of 3 to 4 members and a maximum of 8 to 10 members. Committee members will also be recruited for ad-hoc work for specific purposes based on projects undertaken by the group.

Committee members will be drawn from the membership of the Kelowna Chamber of Commerce and will be, as much as possible, balanced with representation from the major sectors of the economy and reflective of the composition of the membership. Care must be taken to ensure that members with the necessary expertise and interest are recruited to serve on the committee.