

Policy Process Overview

Timeline

- June – May Monthly committee meetings
- June Policy Development Roundtable (Session 1)
- June Prioritize member issues & delegate to committee members
- June Begin meeting with Session 1 proponents to draft resolutions
- As required Ad hoc Focus Groups with members
- September Policy Development Roundtable (Session 2)
- September Prioritize member issues & delegate to committee members
- September Begin meeting with Session 2 proponents to draft resolutions
- February Resolutions to Kamloops Chamber of Commerce
- March Present resolutions at Kamloops Chamber Policy Session
- March Resolutions to BC Chamber of Commerce
- April Present resolutions to government officials
- May Present resolutions at BC Chamber of Commerce AGM
- June Follow up with proponents
- June Resolutions to Canadian Chamber of Commerce
- September Present resolutions at Canadian Chamber of Commerce AGM
- October Follow up with proponents

Policy Development Roundtables

In June and September, members of the Kamloops Chamber of Commerce are invited to participate in government policy-based sessions. This is where members bring their business issues to the chamber and also where they brainstorm recommendations and solutions.

This session focuses on provincial and federal issues. If a municipal issue is raised, it is forwarded to the Positions Committee for their process.

Agenda (sample time):

- 7:00 AM Breakfast
- 7:15 Welcome
- 7:50 Roundtable introductions (name and business only)
- 7:35 Policy Process Presentation (attached PowerPoint)
- 7:45 Roundtable Guidelines (attached)
- 7:50 Breakout Session
- 8:30 Group Presentations
- 8:55 Closing Remarks

Members and group facilitators' work together to complete a Form 1 for each issue (See P1a.5). These forms are then forwarded to the Policy Committee.

Policy Committee

This group, consisting of board directors, staff and members-at-large, meets on the second Tuesday of each month. Form 1's are prioritized and a matrix is developed as the working document moving forward. (See P1.4)

Proposed policies are then divided amongst the committee for further research and development. The committee identifies stakeholders among the membership for each proposed policy and consults with them. A Form 2 (see P1a.5) is then completed, which gives the writer of the policy more in-depth information.

A policy writer may be employed for further research and development if the committee feels they need assistance with a particular policy. Otherwise, committee members and chamber members write the policies.

All proposed policies must be completed by March 1st each year, however late submissions are allowed as outlined in the roundtable guidelines.

Focus Groups

If the Policy Committee desires, they may request that the Positions Committee host a focus group on a specific issue. Member stakeholders are invited to participate and these sessions are highly effective in determining the chamber's positions on issues as well as concentrating on possible solutions and recommendations. Results are then shared with the Policy Committee to assist in the development of a policy for that particular topic.

Agenda (sample time):

- 4:00PM Welcome & roundtable introductions
- 4:10PM Background information on issue
- 4:25PM Roundtable Discussion
- 5:25PM Closing Remarks

Policy Session

Each year a Policy Session is held on the day of the Kamloops Chamber of Commerce's Annual General Meeting in March. Fashioned after the provincial and national chambers, members come together to debate and vote on the proposed resolutions.

Two weeks prior to the Policy Session, proposed resolutions are distributed to the membership via email notice and posted online. Members are invited to contact the Policy Committee prior to AGM day to ask questions as well as to debate further on the floor at the session.

The Policy Session is moderated by the Vice President of Policy from the BC Chamber of Commerce. Guidelines for the meeting (attached) are distributed prior to the session, along with the proposed resolutions.

Resolutions approved at the Kamloops Policy Session are forwarded to the BC and Canadian Chambers of Commerce for their policy processes.

Follow up

In April of each year, the Policy Committee meets with the local Member of Parliament and Members of the Legislative Assembly to present the policies approved by the membership at the Kamloops Policy Session. Ad hoc meetings also occur as the need arises.

Individual Ministers are contacted and, if convenient, meet in Kamloops to discuss Kamloops' policies. Occasionally, when time and budget allows, a committee member may travel to Victoria to present the policies to ministers there.

Originators of each policy are contacted following the BC and Canadian Chambers' policy sessions; when meetings with government officials have occurred; and when a policy is adopted by the government.

When a policy from Kamloops is adopted by government, the chamber notifies media via media release and a request for an interview on a local radio news program. Members are notified through e-bulletin, social media and website post.

Reports are also submitted to members at quarterly luncheons and at the Annual General Meeting.