



Community Liaison Committee Terms of Reference

Purpose

The Greater Victoria Harbour Authority Community Liaison Committee (GVHA-CLC) will work on continuous improvement and triple-bottom line sustainability throughout its operations by working with a group of local business leaders, community leaders, and members of the community.

Scope

The GVHA-CLC will work with knowledgeable community members that are equipped to engage in productive and substantive conversations. Each member will possess a shared understanding of the role that GVHA plays in triple-bottom line sustainability and where their influence begins and ends. There will be solutions-focused outcomes and timelines in which to accomplish items identified by the committee through the Duties and Responsibilities; this section will be reviewed annually by the committee. Participation is voluntary.

Membership

- Greater Victoria Harbour Authority
 - o Manager, Communications (Chair)
 - o CEO
 - o Director, Cruise Development
- General Manager, Western Stevedoring (Vice-Chair)
- Victoria Cruise Industry Alliance Executive Members (x2)
- Downtown Victoria Business Association
- City of Victoria Councillor Liaison for James Bay
- James Bay Neighbourhood Association
- Downtown Residents Association
- GVHA Member Agencies
 - o Esquimalt Nation
 - o Songhees Nation
 - o Capital Regional District
 - o City of Victoria
 - o Township of Esquimalt
 - o Destination Greater Victoria
 - o Greater Victoria Chamber of Commerce
 - o Victoria Esquimalt Harbour Society
- Two members of the community – from annual public call for members

Special guests and subject matter experts may, at times, be asked to join for individual committee meetings.

Length of Term

Members will be appointed annually for a maximum of four consecutive years.

Meeting Protocols

Each meeting will be facilitated by the committee chair. Meetings will last no longer than two hours unless approval is sought and received from members. Meetings will take place every two months, six times per year.

Duties and Responsibilities

The committee members will:

1. Engage in solutions-focused dialogue and transparent communication about GVHA-related projects, priorities, and issues in the community.
2. Receive and exchange information on GVHA operations and developments as they affect or may affect the community for the education of all residents.
3. Function alongside other ongoing engagement between GVHA, Member Agencies, partners, and the surrounding community.
4. Receive information in good faith and communicate back to their respective management or community.
5. Not replace ongoing involvement between municipal, Indigenous, industry and GVHA representatives and the surrounding community.
6. Report back to the committee in a timely fashion.
7. Bring discussion ideas and agenda topics forward for consideration.
8. Conduct themselves in ways that foster inclusion and respect for all members and all points of view.
9. Attend meetings on a regular basis; individuals who miss three successive meetings may be asked to resign at the discretion of GVHA.
10. Abide by the GVHA [Code of Conduct](#); failure to do so may result in a member being removed from the committee.

Reporting Out

Committee members will report out on GVHA-CLC matters to their respective executives, boards, and communities. GVHA will include a summary of committee activities through its annual report.