

From: [Rohit Elias](#)
To: [Deb Hopkins](#); [Terése Finegan](#); [Sarah Holloway](#); [Dan Horan](#)
Subject: FW: Council Representative sought
Date: February-12-25 2:13:11 PM
Attachments: [TOR for Council Liaison to Chamber of Commerce.pdf](#)

Copy of Correspondence forwarded to:

Terese, Manager of Ec Dev
Deb- Corporate Officer – For Feb 24 Agenda
Sarah – Deputy Corporate Officer – For Feb 24 Agenda
CAO

Rohit Elias
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From: Holly Courtright <[REDACTED]>
Sent: February-12-25 12:00 AM
To: Council <Council@esquimalt.ca>
Subject: Council Representative sought

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Dear Mayor and Council,

The Esquimalt Chamber of Commerce recently passed a motion to invite a representative from Mayor and Council to sit with us as a representative from the local government on our Board. As a result of that motion, a Terms of Reference document was developed as an entry to discussions with you on how this could be a beneficial arrangement for both the Chamber and elected officials within the Township.

You will find the Terms of Reference document attached. The Chamber is open to a discussion on this document but the goal is to ensure that there is adequate conversation between our groups to further business development in Esquimalt.

We recognize that there are so many groups doing valuable work in the Township and many operate in isolation. As a Board we do not think that this is a beneficial way to move forward and we endeavour to work together to forward what we think are the goals of the Chamber and that of Mayor and Council. We think the way to do this is to work from a place of collaboration and open communication and would love to have a consistent voice at our meetings that represents the Mayor and Council as a whole, to assist us in better understanding the goals and objectives of our elected officials from the Township.

We welcome any opportunity to speak to this invitation at your convenience.

Many thanks,

Holly - on behalf of the Board as a whole

Holly Courtright

President - Esquimalt Chamber of Commerce



esquimaltchamber.ca

Terms of Reference

Position Title:

- Esquimalt Council Liaison to the Esquimalt Chamber of Commerce Board of Directors
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Purpose:

- The Esquimalt Council Liaison to the Esquimalt Chamber of Commerce Board of Directors serves as a vital link between the Municipal Council and the business community. By fostering open communication and collaboration, the Liaison ensures that both entities remain informed, aligned, and mutually supportive in addressing community needs.
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Responsibilities:

- 1. Representation:**
 - Serve as a non-voting participant in Esquimalt Chamber of Commerce Board meetings to represent Municipal Council and foster mutual understanding.
 - Act as a bridge for communication, ensuring transparency and alignment between Council and the Chamber.
- 2. Updates to the Chamber:**
 - Proactively provide updates on Council initiatives, strategic plans, and developments relevant to the business community.
 - Share information on budget discussions and their potential impacts on the business community.
 - Communicate updates on zoning, planning, and development initiatives relevant to Chamber members.
- 3. Partnership Building:**
 - Relay feedback, concerns, and suggestions from the Chamber to the Municipal Council.
 - Identify opportunities for joint initiatives or partnerships between the Municipality and the Chamber.
 - Facilitate discussions to address shared challenges, such as economic development, workforce planning, and infrastructure needs.
- 4. Communication:**
 - Ensure timely and accurate dissemination of information between Council and the Chamber.
 - Maintain regular contact with the Chamber's leadership to stay informed about their priorities and activities.

5. Reporting:

- Provide regular reports to Council summarizing key discussions, initiatives, and concerns raised during Chamber meetings.
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Skills and Qualifications:

- Excellent communication and interpersonal skills
 - Ability to build and maintain professional relationships across a variety of stakeholders
 - Knowledge of the local business landscape and community development
 - Experience in owning and/or operating a business
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Term and Time Commitment:

- The term of the Liaison role would be 2 years aligning with the Council's term, unless otherwise specified by a Council resolution.
 - Approximately 3 hours per month, including preparation time for meetings, events and reporting
 - Flexibility to attend meetings and events as needed.
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Limitations:

- The Liaison serves in a non-voting capacity at Chamber meetings.
 - The Liaison does not make commitments or decisions on behalf of the Council or the Chamber without prior approval.
 - The Liaison acts independently of personal interests and adheres to Council directives while maintaining neutrality.
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Review and Amendment:

- These Terms of Reference will be reviewed and amended by Esquimalt Council or Esquimalt Chamber of Commerce as needed to ensure the role continues to align with the organizations mission and objectives.
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