



**University
of Victoria**

UVic Community Associations Liaison Committee

“Terms of Reference”

Purpose

The purpose of the UVic Community Associations Liaison Committee is to develop mutually supportive relationships between the university and surrounding communities, as represented by incorporated¹ Resident and Community Association organizations, particularly those which border or are near to the Gordon Head campus of the university.

Goals

The goals of the committee are to:

1. Exchange information, discuss initiatives, and seek advice on matters of mutual interest.
2. Fulfill the roles noted for the committee in [Engaging with Our Neighbours: A Community Engagement Framework for Campus Land Use Planning & Development Projects](#). In particular the committee will provide advice to ensure that Engagement Plans benefit from broad input and support.

Membership and Role

The role of committee members is to bring forward the views of their organization, based upon their knowledge and experience, without being required to bring a formal position or vote on discussion items. Committee members also serve as a conduit to their organizations with the general expectation that they will keep their representative organization up-to-date on the workings of the committee.

Appointed by the University:

- Associate Director, Community and Government Relations who will serve as Co-chair of the committee
- Director, Campus Planning and Sustainability
- Executive Director, Facilities Management
- Executive Director, UVic Communications + Marketing

Appointed on an annual basis by the boards of the following associations, one member and one alternate from:

- Cadboro Bay Residents Association
- Community Association of Oak Bay
- Camosun Community Association
- Gordon Head Residents Association
- Mount Tolmie Community Association
- Quadra Cedar Hill Community Association

Applying for and maintaining Membership:

¹Original committee member associations (2004) have a one-year timeframe from the date of approval of these Terms of Reference to be incorporated under the *British Columbia Society Act* if they have not already done so.

- Applying for new membership: Community/Resident Associations that border or are near to the Gordon Head campus of the university may apply for membership on the committee by submitting a request in writing to the Co-chairs. The application shall include details of the association's incorporation under the *Society Act*, a statement of the connections between the association's mandate and the University of Victoria, and minutes of their Annual General Meeting documenting at least one full year of operations. The application will be reviewed by the committee. Approval for a new association to join the committee requires the voted acceptance of the majority of existing committee members.
- Maintaining existing membership: Community/Resident Associations on the committee will provide a copy of the minutes of their Annual General Meeting within 90 days to the committee as an ongoing record of their activities.

The community association appointees shall elect one person to serve as Co-chair on an annual basis. A Co-chair may be re-elected to serve more than one term.

UVic Community and Government Relations is the Secretariat for the Committee. The Associate Director of Community and Government Relations is a resource person to the Committee as well as a committee Co-chair.

Meetings

The Committee will hold four regular meetings per year. Additional meetings may be called by agreement of the Co-chairs as required.

Agenda items are to be submitted one week in advance of meetings.

Meetings are open to committee members and community association alternates to a maximum of two attendees per association per meeting. Other guests may be invited by the Co-chairs to facilitate the operations of the committee including UVic Vice-President of External Relations for policy level discussions. There is an open invitation for the President of the Saanich Community Associations Network (SCAN).

Draft meeting notes will be circulated to committee members, generally within 10 working days of committee meetings. Meeting notes will be reviewed at the next regular meeting of the committee and, once approved by the committee, posted electronically by the university as public documents.

Reporting

The Co-chairs will provide a brief summary report on the work of the committee annually to the Vice-President, External Relations, who serves as the formal link between the committee and the university.

Review Period

The Terms of Reference will be reviewed by the committee one year after implementation and then from time to time as determined by the Co-chairs.