



100-1019 Wharf Street, Victoria, BC V8W 2Y9
p: 250.383.8300 | tf: 1-800-883-7079
e: gvha@gvha.ca | w: gvha.ca

October 11, 2018

Mayor and Council
City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Sent via email to mayorandcouncil@victoria.ca

RE: Request for Nominees to the Board of Directors

Greater Victoria Harbour Authority (GVHA) has established four-year director terms under its Bylaws, with approximately one-fourth of the terms expiring at the end of each calendar year to allow for a more orderly transition of directors' terms and support Board succession planning. As the current two-year term approved by Mayor and Council for Margaret Lucas is expiring December 31, 2018, GVHA is requesting nominees for Director with a term commencing January 1, 2019.

The GVHA's Nominations Task Force (NTF) is responsible for recruiting and recommending qualified candidates to the GVHA Board to fill four pending Director vacancies from the City of Victoria (CoV), Capital Regional District and two independent directors. Based on a detailed gap analysis of anticipated skills and experience requirements, the NTF is seeking nominees from Member Agencies who would bring significant strength in the following areas:

- Harbour Governance or Management
- Infrastructure Planning and Development
- Cruise Industry
- Destination Tourism
- Commercial real estate experience
- Accounting and Finance

A full list of skills and experience is provided in a Board Skills and Experience Requirements summary included on the GVHA website www.GVHA.ca/about-gvha/governance, under Notice of Board Vacancies (for independent directors). As a GVHA Member Agency, you are encouraged to nominate individuals who possess one or more of these identified areas of expertise. Recognizing the timelines and process around the 2018 municipal election, the Task Force kindly requests a letter of interest and resume from proposed nominees by November 20, if possible, to facilitate candidate interviews on or before November 30, 2018. To support GVHA skills and experience requirements, we encourage your Member Agency to put forward **three nominees**. As provided for in GVHA's constitution, Directors may be private citizens or elected officials, and will be required to provide a fiduciary responsibility to GVHA.

From this candidate pool, in accordance with GVHA Bylaws, one nominee will be recommended for Director, subject to Board approval.

Applications can be addressed to:

Starr McMichael,
Chair, Nominations Task Force,
Greater Victoria Harbour Authority
100-1019 Wharf Street, Victoria, BC V8W 2Y9

Sent via email to DirectorRecruitment@gvha.ca

The Nominations Task Force is targeting to provide recommended nominees for Director to the Board at its scheduled meeting on December 7, 2018. Terms for accepted nominees will commence January 1, 2019, ideally for a four-year appointment in accordance with GVHA Bylaws. Alternatively, in recognition of the City's director nomination process, a two-year appointment term would be acceptable.

Thank you in advance for your assistance and timely support for resourcing the GVHA Board of Directors with the required skills and experience to guide GVHA going forward.

Yours sincerely,



Starr McMichael
Chair, Nominations Task Force

pc: Charlayne Thornton-Joe,
GVHA Member Agency Representative for the City of Victoria

Chris Coates,
City Clerk, City of Victoria
