



AGENDA
SPECIAL TOURISM ADVISORY COMMITTEE MEETING

June 1, 2017, 10:00 AM
Training Room, 2nd Floor
455 Wallace Street, Nanaimo, BC V9R 5J6

Pages

1. **CALL THE SPECIAL MEETING OF THE TOURISM ADVISORY COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
5. **PRESENTATIONS:**
 - a. **Tourism Committee Historical Overview**

Jenn Houtby-Ferguson to provide an overview of past and current tourism models.
6. **REPORTS:**
 - a. **Discussion of Draft Terms of Reference** 1 - 2

Purpose: To discuss the draft Terms of Reference distributed at the 2017-MAY-26 meeting.
 - b. **Discussion regarding Committee Schedule**

Purpose: To discuss the feedback received following the 2017-MAY-26 committee meeting regarding members availability, with the aim of preparing a meeting schedule going forward until September 2017.
7. **OTHER BUSINESS:**
 - a. **Breakdown of Roles and Responsibility of an Effective Chair** 3 - 3

[Note: This document is provided as a reference tool for committee members to aid in selecting a Chair.]
8. **QUESTION PERIOD:**

9. PROCEDURAL MOTION:

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*, and,

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

10. ADJOURNMENT:



TERMS OF REFERENCE

TOURISM ADVISORY COMMITTEE

PURPOSE:

The purpose of the Committee is to develop a new & comprehensive governance and structural model that will strengthen collaboration between and integration across all parts of Nanaimo's tourism sector.

Key objectives of the Committee include:

- Reporting to Council with recommendations for the successful delivery of unified tourism services in Nanaimo via a model that is collaborative and integrated in terms of its governance and structure.
- Ensuring that all recommendations provided to Council include information and feedback gathered through meetings and engagement with stakeholders from across the tourism sector.
- Reviewing existing or past documents pertaining to tourism governance and structure and identifying any trends and patterns that are applicable to Nanaimo going forward, as well, reviewing examples of best practices from other parts of BC and Canada where communities have introduced models for tourism governance and structure that have proven to be effective and successful.

MEMBERSHIP:

The membership of the Committee will consist of a minimum of nine (9) members

ELIGIBILITY:

All residents of the City of Nanaimo are eligible to apply; however, individuals with direct involvement in the tourism industry will be given preference for membership on this Committee

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Communications & Community Engagement
- City Clerk
- Other Staff as required

OBSERVERS & COMMUNITY SUPPORTS:

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

DRAFT

Chair of the Tourism Advisory Committee (TAC) Roles and Responsibilities

The Chair is expected to fulfill the duties and responsibilities of a Committee member, and, in conjunction with City staff, but subject to the control of the Committee, to:

1. Direct the affairs of the TAC generally
2. Report to Council on the progress and activities of the TAC
3. Preside over all meetings of the Committee in an efficient and effective manner, ensuring orderly deliberation and decision-making of the Committee
4. The Chair shall have the right to vote
5. Ensure that the decisions of the TAC shall be made by majority vote of those present
6. The Chair shall ensure that the recommendations arising from the TAC are reflective of the Tourism sector as an industry and are not directed to the support of any segment, sector and facet of the industry
7. The Chair may designate to another member of the Committee to undertake specific activities and responsibilities delegated by the Chair
8. Act as the TAC liaison with City staff
9. Act as the TAC liaison with Council, including reporting on and communicating all TAC deliberations and recommendations and responding to any questions about the TAC from Council
10. Determine, review and ensure the completeness of TAC agendas, minutes and pre-read information in conjunction with City staff
11. Build TAC unity, solidarity and trust
12. Demonstrate integrity and ethical leadership
13. Ensure that the TAC focuses at a high, strategic level, not delving into operational matters
14. Coach Committee members, collectively and individually, to ensure full utilization of individual capabilities and optimum performance of the Committee
15. Ensure that the TAC members are properly informed on matters of substance
16. Establish and promote harmonious and effective working relationships within the TAC and with stakeholders that might be involved with the Committee

The foregoing list is not exhaustive, and the Chair may, in addition, perform such other functions as may be necessary or appropriate in the circumstances.