



AGENDA
SPECIAL TOURISM ADVISORY COMMITTEE MEETING

May 26, 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:** 1 - 3
 - a. **Minutes**

Minutes of the Special Tourism Advisory Committee Meeting held 2017-MAY-18 at 2:30 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo.
5. **PRESENTATIONS:**
6. **REPORTS:**
 - a. **Sample Terms of Reference** 4 - 5
 - b. **Discuss meeting schedule for the Tourism Advisory Committee**
7. **OTHER BUSINESS:**
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:

MINUTES
SPECIAL TOURISM ADVISORY COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2017-MAY-18, AT 2:30 P.M.

PRESENT: Members: Mike Bauche
 Dan Brady
 Lex Dunn
 Rosemary Gibson
 Jenn Houtby-Ferguson
 Dale Partridge
 Robert Plante
 Joan Spencer
 Henry Traa
 Zhao (Chao) Zhang

 Absent: Leif Bogwald

 Other: Karin Bannister, Tourism Vancouver Island

 Staff: P. Cooper, A/ Chair, Director of Communication and Community
 Engagement
 T. Loewen, Communications and Marketing Specialist
 D. Tsembeles, Communication and Community Engagement Clerk
 N. Sponaugle, Communications Clerk
 S. Griffin, Steno
 J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL TOURISM ADVISORY COMMITTEE MEETING TO ORDER:

The Special Tourism Advisory Committee Meeting was called to order at 2:32 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, be adopted. The motion carried unanimously.

3. REPORTS:

(a) Introductions

Philip Cooper, Director of Communication and Community Engagement, initiated introductions of City Staff, committee members and partners.

Presentation:

1. Philip Cooper, Director of Communication and Community Engagement, provided a presentation regarding committee objectives, background, and a three phase process for accomplishing the goals of the Tourism Advisory Committee as approved by Council.

(b) Tourism Advisory Committee Chair Appointment

Philip Cooper, Director of Communication and Community Engagement, spoke regarding the role of the Tourism Advisory Committee Chair and the need for the committee members to discuss amongst themselves the best representative for this role, with the aim of appointing a Chair at or before the third committee meeting.

(c) Terms of Reference

Committee discussion took place regarding the outline for the Terms of Reference for the Tourism Advisory Committee. The intention of these terms of reference being relative to this phase one of the process and will be revised when moving forward to phases two and three. The Communication and Community Engagement Department Staff will begin drafting the outline for the Terms of Reference.

(d) Tourism Advisory Consultant Request for Proposal (RFP)

Committee discussion took place regarding timelines for reviewing and evaluating Requests for Proposal (RFP) submissions. Four applications have been received and it will be the responsibility of the Tourism Advisory Committee to review and select one of four applicants. Copies of the RFP applications will be available for committee members to review starting 2017-MAY-19 in the Legislative Services Office, 455 Wallace Street.

(e) Future Meeting Schedule

Committee discussion took place regarding the plan for future meeting dates. The next committee meeting will be held 2017-MAY-26 at 10:00 a.m. to review the RFP applications and discuss the meeting schedule for the Tourism Advisory Committee. A second meeting was tentatively scheduled for 2017-JUN-01 at 10:00 a.m. to identify candidates for the Tourism Advisory Committee Chair and possibly introduce the selected consultant.

4. OTHER BUSINESS:

Committee discussion took place regarding the following items:

- the purpose of this committee being about operations rather than promotion;
- receiving presentations and input from organizations throughout the City; and,
- inviting individuals and organization to attend committee meetings for input.

5. QUESTION PERIOD:

- Robert Plante re: online meetings to include international organizations.
- Joan Spencer re: inviting representatives from other communities to discuss their relevant experiences.
- Dale Partridge re: an informal “ice breaker” committee meeting.
- Jenn Houtby-Ferguson re: responding to calls from the media.

6. ADJOURNMENT:

By unanimous consent at 3:45 p.m. the meeting terminated.

A/CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



TERMS OF REFERENCE

XXXX COMMITTEE

PURPOSE:

The purpose of the Committee is to XXX.

The Committee's purpose is to provide recommendations to Council on the following.

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-
- other issues referred to the Committee by Director, CAO, COO or Council.

These focus areas have been identified according to the following documents:

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- 2016-2019 Strategic Plan.

The order and thus priority may change depending on changes to emerging issues as identified by the Committee.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of X (X) members; and
- X (X) members of Council.

ELIGIBILITY:

All residents are eligible to apply; however, an individual with the following skills and/or expertise may be given preference for membership on this Committee:

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GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

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*:

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- 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.