



AGENDA
SPECIAL TOURISM ADVISORY COMMITTEE MEETING

May 18, 2017, 2:30 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE MEETING OF THE TOURISM ADVISORY COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
5. **PRESENTATIONS:**
6. **REPORTS:**

a. Introductions

- City Staff
- Committee Members
- Partners

b. Tourism Advisory Committee Chair Appointment

Purpose: To determine which Tourism Advisory Committee member will serve as Chair.

c. Terms of Reference

Purpose: To discuss and outline the Terms of Reference for the Tourism Advisory Committee.

[Note: Draft Terms of Reference template attached as resource.]

d. Future Meeting Schedule

[Note: Proposed date for the next meeting is 2017-MAY-25 or 2017-MAY-26.]

e. Tourism Advisory Consultant Request for Proposal (RFP)

Purpose: To discuss timeline for reviewing and evaluating Request for Proposal submissions.

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7. OTHER BUSINESS:
8. QUESTION PERIOD:
9. ADJOURNMENT:



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.