

**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.

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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. Tsembelis, 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.

  
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A/CHAIR

CERTIFIED CORRECT:

  
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CORPORATE OFFICER