

Thorold Tourism Advisory Committee - Terms of Reference

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Thorold Tourism Advisory Committee - Terms of Reference

Preamble

The Thorold Tourism Advisory Committee was created to gather insight on strategies to grow tourism within the City of Thorold. Increased tourism has a variety of positive impacts on a community such as more opportunities, social benefits, and financial gain.

Mandate

To provide recommendations to Thorold City Council on policies, procedures and strategic direction for the purposes of marketing and promoting the City of Thorold's assets.

Goals and Purpose

The goals and purpose of the Thorold Tourism Advisory Committee is to:

- Represent the community's perspective on Tourism initiatives to Council, staff and the Tourism Agent, in an advisory capacity.
- Work in cooperation with the Tourism Agent and provide oversight and make recommendations in the delivery of tourism initiatives as outlined in the city's tourism strategy as directed by Council and the tourism agent's workplan.

Reporting Structure

The Thorold Tourism Advisory Committee will report directly to City Council.

Membership

Composition

Thorold Tourism Advisory Committee shall be composed of 6 members at large, appointed by Council, with preference given to applicants representing small retail/commercial operatives, historical groups or committees, festivals and other interest groups.

Voting Members:

- At-large members (8)
- Heritage Advisory Committee Representative (1)
- Councillor (Minimum of 1)
- Mayor (1)

Manager, Economic Development (or designate) will support the committee as the City of Thorold's staff liaison.

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Term

The term of office for the committee shall be in line with the term of City Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board

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- ensure matters within the mandate of the Committee are circulated to the Committees attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The City's Administration department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

There shall be 9 regular meetings scheduled each year. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Thorold Tourism Advisory Committee - Terms of Reference Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Thorold Tourism Advisory Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a