

**Appendix “D” to CS-71-07**  
Halton Tourism Advisory Committee  
Terms of Reference

**1. Council Mandate**

The Halton Tourism Advisory Committee is an Advisory Committee authorized by Regional Council. The Committee has been established by Regional Council in accordance with these adopted Terms of Reference. The Committee shall report to Regional Council through the Administration and Finance Committee.

**2. Goal**

The goal of the Halton Tourism Advisory Committee is to advise and assist the Region with respect to Tourism Issues and provide input on the implementation of tourism initiatives by the Region in conjunction with its Local Tourism Partners as outlined in the Premier Ranked Tourist Destinations (PRTD) final report dated August 7, 2007, and received by Regional Council in Report No. CS-71-07.

**3. Scope and Purpose**

The Halton Tourism Advisory Committee is a multi-stakeholder Advisory Committee comprised of representatives of Halton’s tourism industry, Local Tourism Partners and representatives of Regional Council, providing advice to the Region on all Halton-wide tourism matters and the implementation of Halton tourism initiatives on a multi-year basis.

The purposes of the Halton Tourism Advisory Committee are:

- a) To provide input on the development and implementation of a multi-year Halton destination development action plan in accordance with the Premier Ranked Tourist Destinations (PRTD) final report dated August 7, 2007.
- b) To assist in the prioritization and implementation of the mid-term and longer-term recommendations of the PRTD final report of August 7, 2007, and create an annual work plan for the approval of Regional Council.
- c) To report on an annual basis regarding the activities and results of the Halton Tourism Advisory Committee and general tourism performance in Halton, as benchmarked against other municipalities in the Greater Golden Horseshoe Area, where possible.
- d) To act as the primary liaison with other Halton Region Advisory Committees, internal Halton Region operations, and organizations in Halton that have tourism functions or mandates and to ensure the sharing of information with these organizations.

e) To ensure that the annual work plan is consistent with the 2007-2010 Halton Region Strategy actions pertaining to tourism and greenlands strategies.

f) To provide critical analysis to Regional staff regarding annual tourism program requirements to support the tourism activities of the annual work plan as set out in the Terms of Reference for the Committee.

#### **4. Committee Dissolution**

When the stated Committee mandate, goals and purposes, as established by Regional Council and outlined in sections 1, 2 and 3 of these Terms of Reference, have been achieved, the Committee shall consider if dissolution is appropriate. Staff shall consult with Committee members and refer to Committee annual reports, meeting minutes, records, and any other relevant Committee documents. If Staff determines that dissolution is appropriate, a report recommending dissolution shall be prepared and submitted to Regional Council.

#### **5. Definitions**

**“Committee”** shall mean the Halton Tourism Advisory Committee.

**“Committee Members”** shall mean members appointed to the Halton Tourism Advisory Committee, pursuant to these Terms of Reference and the Regional Procedural By-Law.

**“Interview Committee”** shall mean the Administration and Finance interview committee as established by the Regional Procedural By-Law, as amended from time to time.

**“Local Tourism Partners”** shall mean Tourism Burlington, Halton Hills Chamber of Commerce, Milton Chamber of Commerce and Oakville Economic Development/Recreation and Culture Department, which have responsibility for tourism initiatives at the Local Municipal level in Halton.

**“Region”** shall mean the Regional Municipality of Halton.

**“Regional Council”** shall mean the Council of the Region.

**“Regional Procedural By-Law”** shall mean By-Law 120-00, as amended from time to time, being a by-law to govern the proceedings of Council, its Committees, the conduct of its members and the calling of meetings.

**“Staff”** shall mean those Regional Staff Members directed by Regional Council or these Terms of Reference.

**“Standing Committee”** shall mean the Administration and Finance Committee, as established by the Regional Procedural By-Law, as amended from time to time.

## **6. Composition**

The Committee shall be comprised of 10 members from the tourism industry, Local Tourism Stakeholders and Regional Council, consisting of:

- a) 4 members representing the Local Tourism Stakeholders, appointed by Regional Council
- b) 1 member representing the accommodations sector in Halton, appointed by Regional Council
- c) 1 member representing a for-profit attraction in Halton, appointed by Regional Council
- d) 1 member representing a not-for-profit attraction or event in Halton, appointed by Regional Council
- e) 1 member representing the food and beverage, or retail sector in Halton, appointed by Regional Council
- f) 2 members of Regional Council, appointed by Regional Council.

## **7. Selection of Members**

7.1 All Committee Members that are to be selected by Regional Council shall be selected in accordance with the Regional Procedural By-Law, as amended from time to time.

7.2 Regional Council shall be advised of the names of all Committee Members that are selected by a body other than Regional Council, and enumerated in section 6 above.

7.3 Council may seek assistance from the Committee in determining the criteria for evaluating prospective Committee Member’s eligibility for the Committee.

7.4 If a Committee Member is unable to complete the term as set out in Section 8, below, new Committee Members will be selected following the procedures in sections 7.1 and 7.2.

## **8. Term**

8.1 Committee Members shall be appointed for a term that coincides with the Term of Regional Council, expiring on November 30 of the year in which a municipal election is held or until the appointment of successors, unless otherwise provided by resolution of Regional Council.

8.2 Committee Members, selected by Regional Council, may serve for two consecutive four year terms.

8.3 Upon application to the Interview Committee, a Committee Member may be permitted to serve additional terms.

8.4 A Committee Member may resign from the Committee at any time by advising of this intention in writing.

## **9. Frequency of Meetings**

Committee meetings shall generally be scheduled based on the annual work plan prepared by the Committee for Regional Council.

## **10. Quorum**

10.1 A quorum shall be a majority of the Committee Members.

10.2 If the quorum for the Committee is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum being present, but the report of the Committee meeting shall clearly indicate thereon what parts of the meeting were conducted without a quorum present.

## **11. Selection of the Chair and Vice Chair**

The Chair and Vice-Chair shall be elected by the Committee following the procedures set out in the Regional Procedural By-Law.

## **12. Role of the Chair and Vice-Chair**

12.1 The Chair shall preside over the meetings of the Committee and assist the Committee in attempting to reach consensus on fundamental policy issues of concern to the Committee.

12.2 The Chair shall act as spokesperson and co-ordinate the presentation of the Committee's position to Regional Staff.

12.3 It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) preserve order and decide all questions of order;
- b) enforce on all occasions the observance of order and decorum among the members;
- c) adjourn the meeting when business is concluded;
- d) represent and support the Committee, declaring its will and implicitly obeying its decisions in all things; and
- e) perform other duties when directed to do so by resolution of the Committee or Regional Council.

12.4 The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

### **13. Role and Responsibilities of Members**

Committee Members shall:

- (a) attend and actively participate at all meetings;
- (b) work with other members to attempt to reach consensus on decisions before the Committee; and
- (c) adhere to these Terms of Reference and the Regional Procedural By-Law.

### **14. Reaching Consensus**

When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

### **15. Sub-Committee(s)**

#### 15.1 Committee

- (a) may form Sub-Committee(s) for the purpose of addressing specific technical issues relating to tourism issues, opportunities and initiatives;
- (b) shall determine number, frequency and membership of the Sub-Committee(s); and
- (c) shall review all information submitted by Sub-Committee(s).

15.2 Sub-committee(s) must report back to the Committee all analysis, discussions and recommendations.

### **16. Resources**

#### **Support Staff**

16.1 Staff shall provide secretarial support, including the taking of minutes, the distribution of minutes and agendas, and the general administrative co-ordination of meetings. Staff shall only be responsible to support working groups that are expressly established by these Terms of Reference or by Regional Council.

#### **Advisory Staff**

16.2 Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee Members to assist them in their role.

- 16.3 It shall be the responsibility of Staff to ensure that Committee Members follow these Terms of Reference and the Regional Procedural By-Law and to provide advice to Committee Members in this regard.

### **Membership Support**

- 16.4 Committee Members will be provided with administrative and clerical resources necessary to permit the efficient administration of the Committee.

### **Additional Resources**

- 16.5 From time to time, the Committee may request the advice or participation of individuals or organizations/Regional Committees with a particular area of expertise. Staff will coordinate, through consultation with the Chair, the request made by the Committee.

## **17. Committee Records**

- 17.1 Staff will co-ordinate and retain committee records including Agendas, Minutes, Subcommittee Reports and Aims and Objectives, all of which shall be forwarded to the Standing Committee from time to time.
- 17.2 Committee Records listed in 17.1 shall be placed in the Regional Councillors' Library.

## **18. Declaration of Interest**

- 18.1 Committee Members, who are not Municipal Councillors, are not bound by the *Municipal Conflict of Interest Act*.
- 18.2 However, Committee Members have an obligation to disclose all extraordinary pecuniary interests. Extraordinary pecuniary interests are interests which are beyond those interests that the Region could reasonably assume exist.

## **19. Maintenance and Refinement of Terms of Reference**

- 19.1 These Terms of Reference shall be maintained by Staff and shall be reviewed at the end of each term by Regional Council.
- 19.2 Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Regional Council. Only Regional Council may approve changes to these Terms of Reference.

## **20. Communications from the Committee**

- 20.1 When appearing before a Regional Standing Committee or Regional Council on behalf of or as a representative of the Committee, Committee Members shall present the Committee's official position on a particular matter. However, where a Committee Member appears before a Regional Standing Committee or Regional Council and clearly indicates that they are appearing on behalf of another organization or as a Halton citizen-at-large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.
- 20.2 Only statements, positions or opinions that have been authorized by Regional Council through specific direction or through the Committee's fulfillment of the Goals listed in section 2, shall be released publicly as the Committee's positions and goal.
- 20.3 The Committee shall not declare that the Committee's position is the official position of the Region without the direct authorization of Regional Council.
- 20.4 A statement, position, or opinion released by Regional Council shall be the official statement of the Region and the Committee shall recognize and work to support Council's position publicly.
- 20.5 Nothing in section 20.1 or 20.2 is meant to affect the free and open dialogue at Committee meetings or among Committee Members.

## **21. Reimbursement of Committee Members**

Committee Members shall be entitled to be reimbursed for travel and other out-of-pocket expenses related to the Committee's activities in accordance with Regional policies in this regard.

## **22. Application of Regional Procedural By-Law**

This Committee shall, at all times, where applicable and to the extent possible, follow the procedures and practices set out in the Regional Procedural By-Law.