



THE CORPORATION OF THE TOWNSHIP OF MCAGARRY

BY-LAW 2024-07

BEING A BY-LAW TO ESTABLISH A TOURIST CENTRE COMMITTEE AND TERMS OF REFERENCE FOR THE COMMITTEE.

WHEREAS the Council of the Corporation of the Township of McGarry is desirous to establish a Tourist Centre Committee and terms of reference for the Committee.

NOW THEREFORE The Corporation of the Township of McGarry enacts as follows:

THAT Council hereby establishes a Tourist Centre Committee for the Corporation of the Township of McGarry.

THAT the Committee shall consist of two members of Council and three members of the public appointed by resolutions.

THAT the Committee shall follow the terms of reference attached and forming "Schedule A" of this By-Law.

THAT all previous by-laws and / or motions, parts thereof, in conflict with or contrary hereto or inconsistent herewith, be and the same are hereby repealed.

THAT the Clerk-Treasurer of the Corporation of the Township of McGarry is hereby authorized to make any minor modifications or corrections of grammatical or typographical to the By-Law and Schedule after the passing of the By-Law where such modifications or corrections do not alter the intent of the By-Law.

THAT this By-Law shall take effect on the date of its passing

READ a first time second this 13th day of February 2024.

READ a third time and finally passed this 13th day of February 2024.


MAYOR


CLERK-TREASURER

SCHEDULE "A"

BY-LAW 2024-07

TERMS OF REFERENCES FOR TOURIST CENTRE COMMITTEE

1. PURPOSE

The Municipality of the Corporation of the Township of McGarry Tourist Centre Committee is a committee that provides tourism services and events that will further develop the Tourism Sector in the Township of McGarry and help create a climate which stimulates the development of tourism and promote awareness of community-wide initiatives.

2. MANDATE

The mandate of the Tourist Centre Committee is:

- To coordinate information to Council on matters relating to Tourism in the Township of McGarry;
- To assist the Municipality with updating and/or development of a tourism strategic plan;
- To identify and provide opportunities that will increase tourist visitation in the Township of McGarry;
- To act as a sounding board for new tourist ideas and initiatives;
- To identify events, including ways to attract, support and further develop events, which will increase visitation to the Township of McGarry;
- To act as tourism ambassadors and assist student staff in educating, reaching out, and informing visitors;
- To identify gaps in tourism products and barriers to provide tourist experiences;
- To identify opportunities for new tourism initiatives.

3. MEMBERSHIP

The Committee will be comprised of up to five (5) voting members including two (2) members of council.

Potential members are required to submit an application to the Municipal office outlining their interest, experience and ability to serve as a Tourist Centre Committee member.

Members are appointed by resolution of the committee. Once the committee has appointed the member, the resolution is forwarded to council for final approval. Members are only appointed by Council at the beginning of each election which is every 4 years.

TERMS OF REFERENCES

The Corporation of the Township of McGarry Tourist Centre Committee

In making its appointments, Council shall have regards for the qualifications of candidates. Members will:

- Be a resident of the Township of McGarry;
- Demonstrated a strong interest in and commitment to remaining informed on tourism issues;
- Participate as a team member;
- Be strong proponents of tourism growth for the municipality.

4. SUB-COMMITTEES

The Tourist committee may convene sub-committees with the purpose of implementing specific action items within defined time frame upon council approval.

5. FUNDRAISING

The Tourist Centre committee may convene with fundraising events for specific project upon councils' approval.

6. REPORT TO COUNCIL

The Tourist Centre Committee is accountable to Council. Any major undertaking requires a formal report be submitted to Council for approval. The Clerk should be consulted for information relating to the daily business activities, policies, and procedures. The Committee is to submit their report to the Clerk for review seven (7) days prior to a council meeting. The Clerk will ensure the completeness of the report and that all relevant information has been included. The Clerk will notify the Chair with any inclusion or if the report is incomplete.

TERMS OF REFERENCES

The Corporation of the Township of McGarry Tourist Centre Committee

7. MEETINGS / VOTING

- The Mayor will elect a chair and co-chair which will consist of council members;
- The committee will meet at a minimum once a month and will be open to the public;
- Council shall appoint members of the public to sit as committee members in the month of November each year or as necessary. Application shall be submitted to the committee in writing and will be approved by committee members. The committee Chair will bring the appointment of the new member forward to Council at a regular council meeting for final approval.
- A majority of members constitutes a quorum, unless provided otherwise in the By-Law or by statute. If no quorum is present fifteen (15) minutes after the schedule's commencement time, the meeting shall stand adjourned until the next Tourist meeting, unless a special meeting is called sooner. The Chair shall record the names of the members present.

8. MINUTES

The Clerk or her designate shall prepare and deliver the Agenda and Minutes to the Chair. The order of business may differ at the discretion of the Clerk, in consultation with the Chair, and all business shall be dealt in the order on which it appears on the agenda unless otherwise decided by the committee on a majority vote during approval of the agenda.

9. LOCATION OF MEETINGS

The committee meetings will normally be held in the meeting room at the Community Centre, however there may be meetings at other locations.

TERMS OF REFERENCES

The Corporation of the Township of McGarry Tourist Centre Committee

10. ABSENTEEISM

The seat of a member shall become vacant if the member is absent from the meeting for three (3) consecutive months unless the leave of absence is authorized by a resolution of the committee.

11. AMENDMENTS TO THE TERMS OF REFERENCES

Amendments to the Terms of References can only be made by the Tourist Centre Committee. Council may review the Term of References from time to time and make recommendations to the Tourist Centre Committee regarding amendments.

12. PECUNIARY INTEREST

It shall be the responsibility of each member to identify and disclose any Pecuniary Interest in any item or matter at a meeting. Where a member, either on their behalf or while acting for, by, with or through another, has any Pecuniary Interest, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the provisions of the Municipal Conflict of Interest Act.

- a) Prior to any consideration of the matter at the meeting, disclose the member's Pecuniary Interest and the general nature thereof;
- b) Not take part in the discussion, or vote on, any question in respect of the matters;
- c) Not attempt in any way whether before, during or after the meeting influence voting on the matter;
- d) At the meeting, or as soon as possible afterwards, file a written statement of the Pecuniary Interest and its general nature with the Clerk or designate

Reference: By-Law #2021-57

Being a By-Law to provide rules for governing the order and procedures of the Council of the Township of McGarry.
