

# **Terms of Reference**

## **Stewiacke Business and Tourism Committee**

### **Mandate:**

The Stewiacke Business and Tourism Committee is an advisory committee and shall:

- a) Be responsible to encourage and support the development of business and tourism initiatives in the Town of Stewiacke.
  
- b) Provide recommendations to Council regarding:
  - (i) Business and tourism related activities in the Town of Stewiacke
  - (ii) Amendments to the Terms of Reference

### **The Committee:**

1. The committee is responsible to Stewiacke Town Council.
  
2. The committee shall be comprised of no less than five (5) members and no greater than ten (10) members who are residents of the Town and or owner/operators of a business within the Town.
  
3. Council shall appoint one (1) Councillor to the committee, for a two year period commencing in November, who will serve as the Chairperson for the term. The Councillor shall be responsible for the recruitment and retention of the remaining vacant seats. Volunteer members will have a two year term ending on October 31<sup>st</sup>. If sufficient volunteers cannot be recruited, activities for the upcoming fiscal year, beginning April 1<sup>st</sup>, will not occur. The terms of reference, will be reviewed and if appropriate may be removed from the Towns books.
  
4. The committee shall meet a minimum of four times per year.
  
5. A quorum consists of at least 50% of the members of the committee and a quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
  
6. The committee will select a vice chairperson at their first meeting, for a one year term.
  
7. Secretarial duties shall be provided by committee members.
  
8. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
  
9. The committee shall, through the chairperson, report to Council on a regular basis.

10. The committee shall prepare and present to the Town Administrative staff, by January 31<sup>st</sup> each year, a draft budget for the upcoming year.

**Annotation for Official Policy Book**

Date of Council Members review: July 18<sup>th</sup> 2013

Date of Passage of Current Policy: July 18<sup>th</sup> 2013

I certify that this was adopted by Council as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

# **Terms of Reference**

## **Stewiacke Business and Tourism Committee**

### **Mandate:**

The Stewiacke Business and Tourism Committee is an advisory committee and shall:

- a) Be responsible to encourage and support the development of business and tourism initiatives in the Town of Stewiacke.
  
- b) Provide recommendations to Council regarding:
  - (i) Business and tourism related activities in the Town of Stewiacke
  - (ii) Amendments to the Terms of Reference

### **The Committee:**

1. The committee is responsible to Stewiacke Town Council.
  
2. The committee shall be comprised of no less than five (5) members and no greater than ten (10) members who are residents of the Town and or owner/operators of a business within the Town.
  
3. Council shall appoint one (1) Councillor to the committee, for a two year period commencing in November, who will serve as the Chairperson for the term. The Councillor shall be responsible for the recruitment and retention of the remaining vacant seats. Volunteer members will have a two year term ending on October 31<sup>st</sup>. If sufficient volunteers cannot be recruited, activities for the upcoming fiscal year, beginning April 1<sup>st</sup>, will not occur. The terms of reference, will be reviewed and if appropriate may be removed from the Towns books.
  
4. The committee shall meet a minimum of four times per year.
  
5. A quorum consists of at least 50% of the members of the committee and a quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
  
6. The committee will select a vice chairperson at their first meeting, for a one year term.
  
7. Secretarial duties shall be provided by committee members.
  
8. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
  
9. The committee shall, through the chairperson, report to Council on a regular basis.

10. The committee shall prepare and present to the Town Administrative staff, by January 31<sup>st</sup> each year, a draft budget for the upcoming year.

**Annotation for Official Policy Book**

Date of Council Members review: July 18<sup>th</sup> 2013

Date of Passage of Current Policy: July 18<sup>th</sup> 2013

I certify that this was adopted by Council as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

# **Terms of Reference**

## **Stewiacke Business and Tourism Committee**

### **Mandate:**

The Stewiacke Business and Tourism Committee is an advisory committee and shall:

- a) Be responsible to encourage and support the development of business and tourism initiatives in the Town of Stewiacke.
  
- b) Provide recommendations to Council regarding:
  - (i) Business and tourism related activities in the Town of Stewiacke
  - (ii) Amendments to the Terms of Reference

### **The Committee:**

1. The committee is responsible to Stewiacke Town Council.
2. The committee shall be comprised of no less than five (5) members and no greater than ten (10) members who are residents of the Town and or owner/operators of a business within the Town.
3. Council shall appoint one (1) Councillor to the committee, for a two year period commencing in November, who will serve as the Chairperson for the term. The Councillor shall be responsible for the recruitment and retention of the remaining vacant seats. Volunteer members will have a two year term ending on October 31<sup>st</sup>. If sufficient volunteers cannot be recruited, activities for the upcoming fiscal year, beginning April 1<sup>st</sup>, will not occur. The terms of reference, will be reviewed and if appropriate may be removed from the Towns books.
4. The committee shall meet a minimum of four times per year.
5. A quorum consists of at least 50% of the members of the committee and a quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
6. The committee will select a vice chairperson at their first meeting, for a one year term.
7. Secretarial duties shall be provided by committee members.
8. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
9. The committee shall, through the chairperson, report to Council on a regular basis.

10. The committee shall prepare and present to the Town Administrative staff, by January 31<sup>st</sup> each year, a draft budget for the upcoming year.

**Annotation for Official Policy Book**

Date of Council Members review: July 18<sup>th</sup> 2013

Date of Passage of Current Policy: July 18<sup>th</sup> 2013

I certify that this was adopted by Council as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

# **Terms of Reference**

## **Stewiacke Business and Tourism Committee**

### **Mandate:**

The Stewiacke Business and Tourism Committee is an advisory committee and shall:

- a) Be responsible to encourage and support the development of business and tourism initiatives in the Town of Stewiacke.
  
- b) Provide recommendations to Council regarding:
  - (i) Business and tourism related activities in the Town of Stewiacke
  - (ii) Amendments to the Terms of Reference

### **The Committee:**

1. The committee is responsible to Stewiacke Town Council.
2. The committee shall be comprised of no less than five (5) members and no greater than ten (10) members who are residents of the Town and or owner/operators of a business within the Town.
3. Council shall appoint one (1) Councillor to the committee, for a two year period commencing in November, who will serve as the Chairperson for the term. The Councillor shall be responsible for the recruitment and retention of the remaining vacant seats. Volunteer members will have a two year term ending on October 31<sup>st</sup>. If sufficient volunteers cannot be recruited, activities for the upcoming fiscal year, beginning April 1<sup>st</sup>, will not occur. The terms of reference, will be reviewed and if appropriate may be removed from the Towns books.
4. The committee shall meet a minimum of four times per year.
5. A quorum consists of at least 50% of the members of the committee and a quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
6. The committee will select a vice chairperson at their first meeting, for a one year term.
7. Secretarial duties shall be provided by committee members.
8. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
9. The committee shall, through the chairperson, report to Council on a regular basis.

10. The committee shall prepare and present to the Town Administrative staff, by January 31<sup>st</sup> each year, a draft budget for the upcoming year.

**Annotation for Official Policy Book**

Date of Council Members review: July 18<sup>th</sup> 2013

Date of Passage of Current Policy: July 18<sup>th</sup> 2013

I certify that this was adopted by Council as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date