

MEETING MINUTES



MEETING **Tourism Advisory Committee**

DATE July 20 2015

LOCATION City Hall Meeting Room B

TIME 4:00pm

PRESENT Dana Thatcher, Barbara Fisk, Rachele Cooper, Gregory Mungall, Heather Grummett, Andrea McCulligh, Sandra Pitts, Marty Williams, Ella Pauls (staff), Stacey Dunnigan (staff)

REGRETS Andrew Catton

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Welcome and Introductions
2	Appointment of Committee Chair Deferred to next meeting (TBD).
3	<p>Policy Review</p> <p>Staff reviewed the City of Guelph policies and procedures that will guide the work of the Tourism Advisory Committee this term:</p> <ul style="list-style-type: none"> a) Citizen Appointment Policy: Outlines roles and responsibilities of Committee members, chair, staff liaison and Council. b) City of Guelph Code of Conduct for Council and Local Boards: Outlines shared expectations to operate from a base of integrity, justice, and courtesy. c) TAC: Terms of Reference: Outlines the mandate and objectives of the committee and address composition, responsibilities and operating principles.
4	<p>Tourism Services: Staff reviewed the organizational chart for the Culture, Tourism and Community Investment department.</p> <p>Staff presented the current operation and service delivery model for Tourism Services.</p>
5	<p>2015-2016 Priorities/Work plan</p> <p>2014 Tourism Operational Review: Staff introduced the 2014 Tourism Services Operational Review and advised that next steps include creating a process to review the recommendations. Through its annual report to the Public Services Committee, the Tourism Advisory Committee will advise Council on the implementation of the operational recommendations.</p>

6	DestinationNEXT: Staff introduced "DestinationNEXT", the tourism strategy development project that is currently underway. The Committee reviewed the presentation made to Council on May 25 th that includes the project overview, goals, outcomes, and steering committee members. Staff advised that the work of the Tourism Advisory Committee will be integrated into the project to ensure a cohesive approach to strategy development and the implementation plan. It was agreed that process for alignment would be identified at the next Committee meeting.
7	Frequency of Meetings: The Committee has agreed to meet more frequently, possibly monthly, at the beginning of this term to allow for work to move forward.
8	Next Meeting Date: August - TBD
9	Adjournment: 6:00 p.m.

ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1	Committee	Next meeting (TBD)	Appointment of Committee Chair
2	Staff	Next meeting (TBD)	Identify process for Committee alignment to DestinationNEXT project.
3	Staff	ASAP	Send most recent DestinationNEXT project materials to Committee members.
4	Staff	ASAP	Circulate Committee member list among members.
5	Staff	ASAP	Doodle Poll for next meeting date