

REVELSTOKE TOURISM ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Revelstoke Tourism Advisory Committee (RTAC) is an advisory body of the Revelstoke Accommodation Association. The RTAC will be comprised of representatives from a broad range of tourism, government and business stakeholders. The purpose of RTAC is to make recommendations and provide feedback to the Revelstoke Accommodation Association on tourism development, promotion and marketing.

2. Mandate and Scope

The RTAC will have the following Mandate and Scope:

- 2.1 The role of the RTAC is to provide the Revelstoke Accommodation Association and the advice and recommendations with respect to tourism development and marketing activities.
- 2.2 The RTAC shall act as an advisory body to which the Revelstoke Accommodation Association may refer questions, reports, requests for input, tourism development planning or any matter related to tourism.
- 2.3 The RTAC shall report on or make recommendations to the Revelstoke Accommodation Association on any matter referred to it in a timely manner.
- 2.4 The Committee shall continue until such time as is agreed upon by the RAA Board to dissolve the Committee.

3. Structure

3.1 Membership

This committee will consist of twelve (12) members as follows:

- Four (4) representatives from the Revelstoke Accommodation Association
- One (1) representative of the Chamber of Commerce
- One (1) representative from Tourism Revelstoke
- One (1) representative from Revelstoke Mountain Resort
- One (1) representative from Parks Canada

- One (1) representative from Local Arts Organizations
- One (1) representative from City Council
- Two (2) representative from Tourism Stakeholders
- The Chair and Vice-Chair shall be elected by the Committee members who have been duly appointed members of the Committee each year.
- Members shall be appointed for a 1 year terms.
- Stakeholder groups will be contacted and asked to nominate their representative(s). Names of individuals interested in the tourism stakeholder position(s) shall be solicited by public advertisement.
- The appointment of any regular member who fails to attend three consecutive meetings, or who fails to attend seventy-five percent of all meetings in any one calendar year, without good cause, may be rescinded by the Revelstoke Accommodation Association
- Any vacancy arising for any reason including the resignation or death of any member, may be filled by appointment of the Revelstoke Accommodation Association for the unexpired portion of the term of such member.
- In the case of a rep not being available from any one of the sectors, the RAA Board will select an alternate committee member at their discretion.

3.2 Meetings.

- The RTAC shall meet a minimum of twice per year throughout its term or more frequently as agreed upon by the members or in response to a request by the Revelstoke Accommodation Association
- The Chair or in his absence the Vice Chair shall preside at all meetings.
- The attendance of seven members at any meeting shall constitute a quorum
- Minutes shall be prepared for all meetings and copies shall be forwarded to all members of the RTAC as well as the board of the Revelstoke Accommodation Association as soon as possible after each meeting

3.3 Support

- The Committee can call upon the services of the Executive Director of the Revelstoke Accommodation Association, in the capacity of advisors as required
- The Revelstoke Accommodation Association shall provide support staff to the Committee for the purpose of meeting notices, meeting arrangements, preparation of minutes and the provision of general information
- The Community Economic Development function of the City of Revelstoke shall act as a liaison to the City for the RTAC on matters that pertain to the City

