

**CITY OF FORT ST. JOHN**

**BYLAW NO. 2049, 2010**

**A Bylaw to Establish the Tourism Fort St. John Board**

WHEREAS, Section 154 of the *Community Charter* provides authorization to municipalities to delegate its powers, duties and functions, to those bodies specifically established by Council,

WHEREAS, it is deemed necessary that a Tourism Fort St. John Board Bylaw be established,

NOW THEREFORE, the City of Fort St. John in open meeting assembled, enacts as follows:

**TITLE**

This bylaw may be cited as "Tourism Fort St. John Board Bylaw No. 2049, 2010".

**1.0 NAME**

The name of the Board shall be Tourism Fort St. John.

**2.0 PURPOSE**

The purpose of the Board is to provide strategic leadership to the City of Fort St. John in tourism through:

- A community based approach to tourism,
- Partnerships with key stakeholders and organizations,
- Implementation of the approved Tourism Plan.

**3.0 AUTHORITY**

The Board's annual plan and budget are approved by City Council. By this approval, the Board has authority to implement the plan.

**4.0 MEMBERSHIP**

- 4.1 The Board will consist of people who live, work or own a business or property in the City of Fort St. John and area who demonstrate a willingness to assist the City in meeting their tourism development objectives.
- 4.2 Representatives will be appointed by City Council and will be made up of, but not limited to, a broad base of local tourism operators and related businesses or marketing organizations in the following tourism sectors: Accommodations, Food and Beverage, Recreation and Entertainment, Retail, Travel Services and Transportation.
- 4.3 There will be nine representatives appointed by Council to serve a two-year term. Appointment will be based on offsetting terms so that four members' terms will expire on odd years, and five will expire on even years. In addition to the appointed members, Council shall appoint a liaison(s) to the Board.

**4.0 MEMBERSHIP (continued)**

- 4.4 Board members shall receive no remuneration for carrying out the business of the organization.
- 4.5 Any member may withdraw from the Board by delivering a written notice of resignation to the Chair of the Board. Only City Council shall have the authority to fill any vacancies on the Board. The Chair of the Board will make recommendations to City Council as to a replacement of any member who resigns from the Board.
- 4.6 All members appointed shall remain members of the Board until their respective successors are appointed by Council.

**5.0 CONDUCT OF MEETINGS/MEMBERS**

- 5.1 The Board shall annually elect a Chairperson and a Vice-Chairperson.
- 5.2 The Board shall meet at the call of the Chair, the times and dates of such meetings to be determined by the Board at its first meeting. The Board shall meet no less than six times per year.
- 5.3 A quorum shall be a simple majority of total Board membership.
- 5.4 Each member of the Board shall have one vote, including the Chairperson.
- 5.5 Council members on the Board are acting as a liaison only and are not voting members.
- 5.6 The Chairperson of the Board shall preside at all the meetings and in his/her absence, the Vice-Chairperson shall assume his/her responsibilities.
- 5.7 All Board meetings are open to the public. The Board may, by consensus, go in camera to discuss matters concerning land, labour or law.
- 5.8 The Board may appoint committees as required to meet overall City tourism development objectives. All committees will be provided specific terms of reference which will identify the task to be completed, guidelines to follow in completing the identified task, along with termination dates.
- 5.9 Council may at any time at their sole discretion, and in consultation with the Board, terminate individual members of the Board.
- 5.10 Board members may, from time to time, have access to information that would result in a conflict of interest with their place of employment or in general. It shall be the responsibility of the individual member to declare any such conflict, at any time, and not be involved in the matter being discussed. Breach of confidentiality shall be reported to City Council by the Chairperson or the Vice Chairperson if the breach involves the Chairperson. City Council shall have sole discretion in terms of action concerning any breach of confidentiality by Board members.

**5.0 CONDUCT OF MEETINGS/MEMBERS (continued)**

- 5.11 As appointed representatives of the City of Fort St. John, all Board members shall conduct themselves in a manner consistent with all applicable policies and bylaws of the City of Fort St. John.
- 5.12 Board members may only serve two consecutive terms. After waiting out one term of office, individuals may reapply to Council for reappointment.

**6.0 RESPONSIBILITIES**

- 6.1 Prepare a three year plan which follows the priorities outlined in the approved Tourism Plan.
- 6.2 Through the Chair, report annually to Council on the Board's accomplishments, budget and priorities for the next fiscal year.
- 6.3 To solicit input and feedback from tourism operators and other key partners with the intent of supporting the community tourism plan.
- 6.4 To offer assistance and expertise to tourism related projects and initiatives supported by the City and/or community organizations.
- 6.5 To annually meet with key stakeholders to solicit input on ideas to stimulate growth of the tourism industry in Fort St. John.
- 6.6 To provide recommendations to Council for future tourism and tourism marketing initiatives as required or requested.
- 6.7 To develop key partnerships such as Northern BC Tourism that will ensure the long term sustainability of tourism in Fort St. John.
- 6.8 To promote and encourage tourism related training and education programs and ensure quality customer service and business excellence.
- 6.9 The Chair shall be the sole spokesperson for the Board unless another Board member is delegated that role by the Chair.

**7.0 CITY RESOURCES AND FUNDING PROCEDURES**

- 7.1 City staff shall act only in an advisory capacity to the Board, and shall act as a resource where applicable.
- 7.2 The Board will work with City staff on procedures for receiving/expending City sourced funds in accordance with City policies and procedures.

**8.0 REPEAL**

The City of Fort St. John Tourism Fort St. John Board Bylaw No. 2009, 2009 is hereby repealed.


9.0 If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.


READ FOR A FIRST TIME THIS 8<sup>th</sup> DAY OF November, 2010

READ FOR A SECOND TIME THIS 8<sup>th</sup> DAY OF November, 2010

READ FOR A THIRD TIME THIS 8<sup>th</sup> DAY OF November, 2010

ADOPTED THIS 22<sup>nd</sup> DAY OF November, 2010

  
\_\_\_\_\_  
BRUCE LANTZ  
MAYOR

  
\_\_\_\_\_  
JANET PRESTLEY, DIRECTOR OF  
LEGISLATIVE AND ADMINISTRATIVE  
SERVICES