

## TERMS OF REFERENCE

### MCC HOSPITALITY ADVISORY COMMITTEE

**STRATEGIC GOAL: ENHANCE THE QUALITY OF LIFE IN OUR TOWN**

**DEPARTMENTAL REPORTING: ADMINISTRATION DIVISION, CHIEF ADMINISTRATIVE OFFICER**

**SOLUTION STATEMENT**

**How might the Town of Pelham capitalize on the new hospitality opportunities that have not been available in the past as part of the new Meridian Community Centre?**

**PROBLEM DEFINITION – HOW MIGHT WE:**

- Understand the hospitality opportunities that have been created as a result of the opening of the Meridian Community Centre?
- Inventory and recommend activities and policies that will govern the sale and handling of alcohol in the building?
- Inventory opportunities and recommend activities and policies that will enhance and strengthen hospitality activities throughout the centre utilizing internal and/or external resources.
- Staff and experts in the field of hospitality to develop programs and opportunities for the Meridian Community Centre that strengthen the Towns operating per-forma.
- To investigate and recommend opportunities for the development of hospitality services for events such as: weddings, bachelor/bachelorette celebrations, community events, private functions, meetings, trade shows, banquets, arts and cultural events, conferences, sporting events etc.?
- To determine and recommend the most effective and efficient delivery of food and beverage services for the facility?
- To investigate and recommend possibly synergies and partnerships that may exist with: user groups, members of the public, private sector etc.
- To maximize the effectiveness and profitability of food and beverage services for the facility?

**KEY FACTS:****This Committee is an Advisory Committee**

Membership shall consist of the following:

- A minimum of two (2) to a maximum of six (6) community experts in the area of hospitality services (i.e. professional chef, event planner, food and beverage industry including restaurateurs, wine industry, micro-breweries etc.);
- One member representing community service clubs;
- One Town of Pelham Councillor (ex officio);
- One Town of Pelham staff from the facilities department;
- One Town of Pelham staff from the recreation, culture and wellness department;

All members shall have voting rights, except the ex officio members who may participate in discussion but shall not vote. Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council, and continue until successors have been appointed. Applications will be reviewed by Council in accordance with the Public Appointment Policy. Vacancies shall be replaced by Council appointment. Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary, and through the provision of a quarterly report to Town Council.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.

- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.

**FINANCIAL REPORTING:**

Financial reporting, if required, will be administered by Town of Pelham Corporate Services Department