

**THE CORPORATION OF THE  
MUNICIPALITY OF WAWA**

**BY-LAW NO. 3494-22**

**BEING A BY-LAW** to establish a Wawa Economic Development and Tourism Advisory Committee for the Municipality of Wawa.

**WHEREAS** the *Municipal Act, 2001*, S.O. 2001, Chapter 25, Section 8, provides the powers of a municipality under this or any other Act shall be interpreted broadly to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** the *Municipal Act, 2001*, Chapter 25, Section 10, provides that a single-tier municipality may provide for any service or thing that the municipality considers necessary or desirable for the public and it may pass by-laws respecting the economic, social and environmental well-being of the municipality;

**AND WHEREAS** the Council of the Municipality of Wawa considers it desirable to establish and appoint an Economic Development and Tourism Committee for the Municipality of Wawa;

**NOWHEREFORE** the Council of The Corporation of the Municipality of Wawa enacts the following as a By-Law:

**1. Purpose**

The Wawa Economic Development and Tourism Advisory Committee will make recommendations to Council and provide insight into matters relating to economic development and tourism.

**2. Mandate**

The Economic Development and Tourism Advisory Committee is established to provide advice and strategic direction to Council on policies, procedures and strategic directions that should be considered for the purposes of fostering and advancing economic, business and tourism opportunities in Wawa and Area. The Committee will promote the community as a destination that offers the friendship and hospitality of Northern Ontario. The Committee will also research any available grants to help promote economic development and tourism.

The mandate of the Wawa Economic Development and Tourism Advisory Committee is to:

- (a) Assist, in an advisory capacity, Council and Staff on matters relating to economic development and tourism;

- (b) Provide advice to Council and staff in developing and implementing economic development and tourism plans and strategies;
- (c) Assist in reviewing and recommending the implementation of a Municipal Accommodation Tax for tourism marketing purposes;
- (d) Participate in the development of economic and tourism programs and initiatives;
- (e) To exchange ideas and knowledge about programs and initiatives relating to economic development and tourism;
- (f) Support and develop economic opportunities as approved by Council and annual departmental work plans; and
- (g) Work in partnership with staff and others to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses, tourists and visitors to Wawa.

### **3. Membership and Voting**

- (a) The Committee will be comprised of up to seven (7) voting members.

#### Non-Voting Members:

- The Mayor is Ex-officio and not counted towards membership or quorum.
  - Municipal CAO and/or Designate(s) and Administrative Support (Recording Secretary) to the Committee, not counted towards membership or quorum.
- (b) Members are appointed by Resolution of Council. The term of the Members and Committee is at the pleasure of Council and is normally concurrent with the term of Council.
  - (c) Committee Member appointments may, at any time, be revoked at the pleasure of Council.
  - (d) Any member of the Committee may terminate his or her term on the Economic Development and Tourism Advisory Committee by submitting his or her resignation in writing to the Clerk of the Municipality of Wawa. The letter of resignation will be forwarded to the Chair of the Committee and to Council.
  - (e) Unless Council provides otherwise, meeting requirements for the Committee Members shall be in accordance with the Municipality's Procedural By-law.
  - (f) Vacancies on the Committee shall be filled by Council through an appointing resolution.
  - (g) The Committee shall not meet without at least one municipal staff representative in attendance.

- (h) Members must demonstrate a strong interest in and commitment to remaining informed on economic development and tourism issues, participate as a team member, be capable of a community ambassador role and be strong proponents of business and tourism development in Wawa and Area.

#### **4. Remuneration**

- (a) All Committee Members will not receive any remuneration.
- (b) Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are approved by the CAO.

#### **5. Chair**

The Committee shall elect a Chair from its members at the first meeting of the Committee and shall hold office for the term of the Committee unless he/she resigns in writing. In the case of absence of the Chair, the Committee shall appoint an Acting Chair from among its members for that meeting.

#### **6. Meetings and Administration**

- (a) Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee; however, not less than four (4) meetings shall be held in one calendar year.
- (b) Special or emergency Committee meetings may be called by the Chair at the request of any Committee member, or at the request of the non-voting members and such notice of the meeting shall be electronically sent to each Committee Member, including non-voting, not less than 24 hours prior to the requested meeting.
- (c) A Committee meeting may be called by the majority Voting members of the Committee, and such request shall be in writing to the Chair.
- (d) The reason or purpose of the meeting must be provided by the Chair with the notice of the calling of the meeting. No other matters shall be discussed at the Special or emergency meeting other than the purpose or reason provided by the Chair.
- (e) Members of the Committee will make every effort to attend committee meetings. The failure of any committee member to attend three (3) consecutive Regular meetings without giving written notice to the Chair will result in the automatic termination of membership from the committee.
- (f) Unless otherwise provided in this By-law, meetings shall be conducted according to the Municipal Procedural By-law.

**7. Quorum**

- (a) At any meetings of the Committee, the presence of a majority of the Voting membership is necessary for a quorum and for the transaction of business.
- (b) Meetings may be held and motions may be voted upon in-person or by electronic means (virtual meeting).

**8. Board Member Conduct**

- (a) Members of the Committee shall carry out their duties in good faith and in the best interests of the Committee and the Municipality of Wawa.
- (b) Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, *Municipal Act, 2001* and the Code of Conduct Policy of the Municipality for members of council and local boards.

**9. Limits on Authority**

Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- (a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- (b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- (c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.
- (d) The Committee acts as a whole, and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Committee or the Municipality without having previously obtained Council consent.

**10. Reporting to Council**

The Committee will present an annual highlight report to Council and request any budget allocation for projects by November 15<sup>th</sup> for the following budget year. The presentation will highlight accomplishments of the Committee and goals for the following year.

**11. Committee Minutes**

- (a) The Committee will designate a person to be responsible for the recording of the Committee minutes, which may be a member of the committee or a municipal staff resource person.
- (b) The official copy of the minutes shall be forwarded to the Municipal Clerk.

**12. Effective Date**

This By-law shall come into force and take effect on the final passing hereof.

**13. Corporate Seal**

**THAT** the Mayor and Clerk be and are hereby authorized to execute this by-law and to affix thereto the corporate seal of the corporation.

**READ** a first, second, and third time and be finally passed this 19<sup>th</sup> day of April, 2022.



PAT TAIT, MAYOR

CATHY CYR, CLERK