



LOS ALAMOS
where discoveries are made

Tourism Master Plan/Economic Development Strategic Plan Steering Committee Charter

I. Purpose

The Tourism Master Plan/Economic Development Strategic Plan Steering Committee serves as an advisory body to the County Council and County planners for the tourism strategic planning process due to commence in April, 2017. The committee will provide the County planners with community member input during the planning process to ensure that the interests of the community at-large as well as tourism stakeholders are considered as the strategic plan is developed. This input will be acquired through both formal participation in Steering Committee meetings facilitated by the consultant and informal comments and feedback during the entire planning process. The committee will also serve a valuable role in communicating project progress with the general public and County Council.

II. Scope of Work

The primary task for this committee is to participate with Council, staff and consultant in the strategic planning effort focused on tourism economic development in the County. During this planning phase, the consultant will organize, host and facilitate approximately eight steering committee meetings in order to solicit community consultation and stakeholder input. In addition, this committee will also participate in community wide forums to receive public input and feedback during appropriate times during the planning process. Once the strategic plan has been finalized, it will be presented to the County Council for acceptance.

During the planning process, the committee shall provide updates to the County Council at County Council meetings during either Public Comment or as a dedicated agenda item if appropriate. Once the strategic plan is finalized, the committee will participate in the presentation of the plan to the County Council.

Once the County Council has approved the Tourism Master Plan/Economic Development Strategic Plan, a new steering committee will be formed that will serve on an ongoing basis and advise the County Council on the implementation of the strategic plan.

III. Committee Representation

There will be one councilor appointed to the committee by the Council Chair. This councilor will act as the Chair of committee and work with County staff to oversee the administrative aspects related to the Committee. The rest of the committee will be comprised of volunteers representing the various tourism stakeholders within the County including: the community-at-large (6-10), Los Alamos Historical Society, Business Community, Lodgers' Tax

Advisory Board, the National Park Service, San Ildefonso Pueblo and assets/attractions such as Nature Center, Pajarito Mountain and Bradbury Science Museum. The total number of members shall not exceed twenty (20) persons.

Committee members will be individually appointed by the Committee Chair.

IV. Member Term

The term will be the duration of the strategic planning process and presentation to the County Council; expected to be approximately 10 months starting in April, 2017.

V. Quorum

A quorum of the committee is defined as a simple majority of the appointed committee members. Committee actions can be taken and considered valid only if a quorum has been established at the meeting. Information can be shared during a meeting even if a quorum is not established.

VI. Resources

The County will provide a staff project manager responsible for coordinating the committee in its exploration and development of options including meeting logistics and other needs. This staff project manager will also be the primary contact with the Tourism Plan consultant. Other County staff will be available based upon identified needs or specific topics of discussion.

VII. Meetings

During the planning phase, meeting frequency will be determined collaboratively with consultant and County staff per the service agreement. All meetings will be open to the public. Meetings of the Committee will also serve as a venue for communicating and receiving information from the general public on project implementation.

VIII. Subcommittees

There will be a Manhattan Project National Historical Park (MAPR) subcommittee. This subcommittee will focus on the issues that must be addressed to support the implementation of the new national park. The Committee may form any additional subcommittees it deems appropriate but all recommendations to the Council should be that of the full committee, as indicated by a majority vote of the committee members. The subcommittees may include persons not otherwise identified as a member of the committee, however subcommittee membership does not convey an ability to vote on any recommendations.