

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1228 concerning Amending Chapter 25**
Tourism Advisory Board

(Public Hearing)

Date: **9/9/2026**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

☐

FYI

☒

Read and Comment as Needed

☒

Action Required by September 21, 2026

☐

In Confidential File Drawer

Approve:

Johnny Boker
Comment: _____

☐ Yes

☐ No

☐ No Comment

Casi Boyer
Comment: _____

☐ Yes

☐ No

☐ No Comment

Lizz Clarke
Comment: _____

☐ Yes

☐ No

☐ No Comment

Matthew Ellis
Comment: _____

☐ Yes

☐ No

☐ No Comment

David Glenn
Comment: _____

☐ Yes

☐ No

☐ No Comment

Vicki Jones
Comment: _____

☐ Yes

☐ No

☐ No Comment

Note: Legislative summary attached.



CITY OF HAVRE DE GRACE

OFFICE OF THE MAYOR

William T. Martin

MEMORANDUM

TO: The Honorable Council President Casi Boyer and
The Honorable Members of the City Council

FROM: Adam Rybczynski, Senior Aide to the Mayor

DATE: September 4, 2026

SUBJECT: Introduction of Ordinance Chapter 25 (Tourism Advisory Board)

1. Administrative and Legal Review

At the direction of Mayor Martin, the Director of Economic Development and Tourism, Bridgette Johnson, has drafted the attached ordinance which has been reviewed by the City Attorney.

2. Executive Summary

On behalf of Mayor Martin, the administration requests the introduction and enactment of the attached ordinance amending Chapter 25, Article VII of the Havre de Grace City Code regarding the Tourism Advisory Board.

This legislation updates the membership framework, administrative oversight, and appointment process for the Board.

- **Voting Members:** Appointed directly by the Mayor, subject to City Council confirmation, to serve three-year terms at the pleasure of the Mayor.
- **Ex-Officio Members:** Non-voting advisory members representing key institutional roles (City Council Liaison, City Economic Development/Tourism Representative, and County DMO Representative). The Council Liaison serves an annual term, while administrative representatives serve indefinite terms.

3. Proposed Changes to the City Code

Specific Amendments & Citations:

- **§ 25-35 (Purposes & Oversight):** Replaces references to the "City Tourism Manager" with the "Department of Economic Development and Tourism" across all general references.

Legislative Summary

Introduction of Ordinance Chapter 25 (Tourism Advisory Board)

September 4, 2026

Page 2

- **§ 25-36 (Organization & Membership):** Updates industry categories to include modern tourism sectors (e.g., short-term rentals/Airbnb under lodging, tour operators, and the broader arts and entertainment industry). Replaces specific organizational references with general industry descriptions (e.g., Harford County Destination Marketing Organization [DMO] instead of Visit Harford, Inc.) and removes the specific Havre de Grace Alliance seat.
- **§ 25-37 (Appointment & Ex-Officio Process):** Streamlines appointments by establishing that the Mayor directly appoints voting members with Council consent.
- **§ 25-38 (Term of Membership):** Directs reappointment requests to be submitted directly through the Department of Economic Development and Tourism.
- **§ 25-39 & § 25-40 (Voting, Subcommittees & Meetings):** Reassigns administrative triggers for subcommittee creation and special meeting requests from the Tourism Manager to the Department of Economic Development and Tourism.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1228

Introduced by _____ Council Member Glenn _____

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE
AUTHORITY OF ARTICLE XI-E OF THE MARYLAND
CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE
ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34
OF THE HAVRE DE GRACE CITY CHARTER TO AMEND
CHAPTER 25 TOURISM ADVISORY BOARD**

On: September 8, 2026
at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

A Public Hearing is scheduled for September 21, 2026 at 7:00 p.m..

EXPLANATION

Underlining indicates matter
added to existing law.

[Bold Brackets] indicate matter
deleted from existing law.

Amendments proposed prior to
final adoption will be noted on a
separate page with line
references or by handwritten
changes on the draft legislation.

BE IT ORDAINED, that Chapter 25, Article VII Tourism Advisory Board is hereby amended as follows:

Article VII Tourism Advisory Board

§ 25-34. Creation.

The Havre de Grace Tourism Advisory Board (hereinafter referred to as the "Advisory Board") is hereby established.

§ 25-35. Purposes.

A. General purposes. The purpose of the Advisory Board will be to support and encourage the growth and development of the tourism industry ~~[of]~~ in the City of Havre de Grace (hereinafter referred to the "City") under the guidance and direction of the **[City Tourism Manager]** Department of Economic Development and Tourism.

B. Powers and duties of the Advisory Board. The Advisory Board shall have the following duties and powers:

- (1) To support and encourage the growth and development of tourism in the City;
- (2) To review legislation and policy decisions of local, state, and federal agencies in order to identify their impact on tourism in the City;
- (3) To assist the **[City Tourism Manager]** Department of Economic Development and Tourism in the development of various marketing strategies that promote **[tourist]** City attractions and business activity in the City;
- (4) To share issues and opportunities within its representative industry segment while communicating information regarding tourism development back to the industry; this includes making regular reports at respective meetings as appropriate;
- (5) To assist in the identification of funding and human resources to support tourism development functions; and
- (6) To serve on committees of the Advisory Board as needed.

C. Additional powers and duties of Chairperson of the Advisory Board. The chairperson of the Advisory Board (hereinafter referred to as the "Chair") shall have the following additional duties and powers:

- (1) To serve as spokesperson for the Advisory Board;
- (2) To preside over meetings of the Advisory Board;
- (3) To be available to assist and advise the **[City Tourism Manager]** Department of Economic Development and Tourism as needed; and
- (4) To appoint committees from within the Advisory Board as needed to assist the **[City Tourism Manager]** Department of Economic Development and Tourism.

§ 25-36. Organization and members.

A. The Advisory Board shall have no fewer than seven and no more than 15 appointed members (hereinafter referred to as a "member" or "members"). The Advisory Board membership may include:

- (1) One member representing the Board of Directors of the Havre de Grace Chamber of Commerce;
- (2) One member representing the **[Havre de Grace museums]** museum industry;
- (3) One member representing the lodging **[segment]** industry **[(hotel, motel, or bed-and-breakfast) of the Havre de Grace tourism industry]** (hotel, motel, bed-and-breakfast, airbnb, short-term rentals);
- (4) One member representing the food/beverage **[segment of the Havre de Grace tourism]** industry;
- (5) One member representing the retail **[segment of the Havre de Grace tourism]** industry;
- (6) One member representing the **[outdoor]** recreation **[segment of the Havre de Grace tourism]** industry;
- (7) One member representing the tours **[operators of the Havre de Grace tourism]** (walking, bus, trolley, private) industry;
- (8) Four at-large citizen members;
- (9) One member representing the Havre de Grace City Council, who shall serve as an ex-officio member and liaison to the City Council;
- (10) One member **[who shall be the individual responsible for]** representing economic development and tourism **[and business retention]** activities for the City of Havre de Grace, who shall serve as an ex-officio member;
- (11) One member representing **[Visit Harford, Inc.]** the Destination Marketing Organization (DMO) for Harford County, who shall serve as an ex-officio member; and
- [(12) One member representing the Havre de Grace Alliance, Inc., who shall serve as an at-large member; and]**
- ~~(12)~~ **[(13)]** One member representing the arts and **[culture sector]** entertainment industry.

B. The officers of the Advisory Board shall consist of a Chair, a Vice Chair, and a Secretary. The officers shall be elected annually by the voting members of the Advisory Board. All candidates for office will be nominated each April by the Advisory Board members, and elections will take place at the first meeting in June of each year. The newly elected officers will take office during the July meeting of the Advisory Board and will serve until the last day of June in the following year.

§ 25-37. Appointment of members.

A. Voting members. The Mayor shall, with the consent of the City Council, appoint all voting

members of the Advisory Board who shall serve at the pleasure of the Mayor. **[from the nominations made and forwarded to the Mayor from the City Tourism Manager.]** The individual being proposed for such appointment must complete an application as provided by the City. **[Any member of the Advisory Board may at any time submit the name and completed application of an individual for nomination to the Advisory Board as long as there exists an opening or there is a member of the Advisory Board who may be unable to complete his or her membership term. The Advisory Board shall vote on the nomination and, if approved, forward the nomination to the City Tourism Manager for submission to the Mayor.]**

- B. Ex-officio members. The Mayor **[and City Council]** shall appoint a member of the City Council as a liaison member in June of each year for a one-year term. **[Further, the]** The Mayor shall, with the consent of the [and] City Council, [shall] appoint the individual member, or staff member, responsible for economic development and tourism [and business retention] activities for the City for an unspecified term. The ex-officio member from [Visit Harford, Inc.] the Destination Marketing Organization (DMO) for Harford County shall be [nominated by members of the Advisory Board at the recommendation of the City Tourism Manager and] approved by the Mayor, with the consent of the [and] City Council.
- C. Termination of membership. The membership of any member on the Advisory Board shall be automatically terminated 90 days after such member's absence is unexcused for three consecutive meetings, or after he or she misses 50% of the meetings in a calendar year, unless the Chair, before the expiration of such ninety-day period, has acted favorably on such member's petition to relieve him or her of loss of membership provided herein.

§ 25-38. Term of membership.

Members of the Advisory Board will serve a term of three years from time of appointment by the Mayor and City Council. The names of those members of the Advisory Board whose terms are to expire and who desire reappointment shall be submitted by the Chair to the **[City Tourism Manager] Department of Economic Development and Tourism**, who shall forward them to the Mayor and City Council for consideration for reappointment for another three-year term.

§ 25-39. Voting by members.

- A. Only those members of the Advisory Board may vote on matters coming before the Advisory Board as well as during election of the Chair, Vice Chair, or Secretary. Any member of the Advisory Board serving as an ex-officio member has the rights and privileges as all members of the Advisory Board but may not vote on any matters coming before the Advisory Board or in any elections held by the Advisory Board.
- B. Subcommittee(s), made up of members of the Advisory Board, shall be appointed by the Chair. Subcommittees shall be created, as recommended, by the **[Tourism Manager] Department of Economic Development and Tourism** or by the Advisory Board Chair. The Advisory Board will keep a record of its transactions, findings, determinations, and such records shall be kept public, except as may be otherwise required by law.

§ 25-40. Meetings.

- A. General meetings. The Advisory Board shall meet no fewer than eight times a year. Any special meeting shall be at the request of the Chair or the **[City Tourism Manager]**

Department of Economic Development and Tourism. The Advisory Board may meet monthly at a specified time and place.

- B. Special meetings. The Chair or the **[City Tourism Manager]** Department of Economic Development and Tourism shall notify the members as to time, place, and purpose of any such special meeting. For any member, the actual receipt of notice in any manner at least five days in advance of the meeting shall be deemed sufficient notice. Attendance by a member at a special meeting constitutes a waiver of any right to notice.

NOW, THEREFORE, it is determined, decided, and ordained by the City Council that the foregoing amendments to the City Code are hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of ____, 2026.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of ____, 2026.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 9/8/2026

Public Hearing:

Second Reading/Adopted:

Effective Date: