



**DOWNTOWN ECONOMIC DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE**  
**Draft 1 – June 2019**

**Mandate:**

The Downtown Economic Development committee is established to assist the Board in its responsibility for establishing, periodic review and recommending elements of the strategic plan for economic development in Downtown Belleville. This committee will guide long and short term development, providing policy leadership and support as well as industry support to the BDIA Board of Directors in their efforts to generate sustained destination development, as well as residential and business investment in the Downtown core by:

- Providing recommendations on economic development for Downtown Belleville, in partnership with various partners that carry out many of the functions of this in Belleville.
- Creating goals and measures for DT including, but not limited to, the number of visitors, residential and commercial investors.
- Developing an annual budget for inclusion in the BDIA annual budget and tax levy for approval by the Board of Directors and subsequently by the Membership at the Annual General Meeting.
- Making recommendations to the Board of Directors concerning opportunities from the Municipal Assessment Tax (MAT) regarding projects and initiatives that would advance tourism marketing and product development initiatives in the Downtown core.
- Regularly collecting general data on the local and regional economy, economic development activities and KPI's to encourage evidence-based decision-making where feasible.
- Identifying short, medium and long-term work plans which the BDIA can support and/or attract investment into the Downtown core.
- Networking with government agencies and those participating in local and regional economic planning where appropriate.
- Championing ongoing consultation with the members of the BDIA and community as a whole with respect to ongoing economic development within the BDIA boundaries.

The Chair of the committee will report to the Board at each Board meeting on matters before the committee. Minutes of the Committee's meeting will be made available to all Directors once approved by the committee.

**Committee Structure:**

Directors drawn from the Board should be those members who will be directly responsible for providing leadership in the implementation of the economic development of Downtown Belleville as a destination, plus those members who are able to identify the implications to the organization in the areas being discussed.

The Committee will consist of seven (7) voting members:

- 2 Board members (Ryan Williams, Lorne McDougall)
- 3 BDIA Member appointees reflecting the diversity of the DT economy and businesses, owners and investors. (Chad Guizewicz)

- Representative from Bay of Quinte Regional Marketing
- Representative from Belleville Chamber of Commerce
- Chair of the Board is an ex-officio member of all BDIA committees

**Staff Support:**

Executive Director will participate in all economic development sessions and committee meetings, as well as representing the BDIA on the City of Belleville's Business Retention & Expansion Committee.

The Economic Development committee may request agency, organization and expert resource representation as necessary for local issues and special purposes.

**Meeting Schedule:**

- Monthly at the call of the Chair of the Committee

**Other:**

The committee has no independent authority and is responsible for providing recommendations to the Board of Directors for approval.

**DOWNTOWN VISIONING AND STRATEGIC PLANNING COMMITTEE  
TERMS OF REFERENCE  
Draft 1 – June 2019**

**Mandate:**

The Downtown Visioning and Strategic Planning committee is established to assist the Board in its responsibility for developing and setting the strategic direction of Downtown Belleville.

The Chair of the committee will report to the Board at each Board meeting on matters before the committee. Minutes of the Committee's meeting will be made available to all Directors once approved by the committee.

**Committee Structure:**

Initially, the vision and strategic plans will be developed through participation of all Board members. Subsequent maintenance and refresh of the strategic plan will be the responsibility of the Committee (as identified in the BDIA's Procedural Bylaws Item 53 (1) b.) for approval by the Board of Directors.

Directors drawn from the Board should be those members who will be directly responsible for providing leadership in the implementation of the strategic plan and those members who are able to identify the implications to the organization in the areas being discussed.

The Committee will consist of seven (7) voting members:

- 2 Board members (Shawn Patriquin, Ken Harnden)
- 3 BDIA Member appointees
- Representative from Bay of Quinte Regional Marketing
- Representative from Belleville Chamber of Commerce
- Chair of the Board is an ex-officio member of all BDIA committees

**Staff Support:**

Executive Director will participate in all strategic planning sessions and committee meetings

**Meeting Schedule:**

- Initially development of the Downtown Vision and Strategic plans will be conducted in April – May, 2019 (with outside facilitation)
- Ongoing the committee meetings will be scheduled semi-annually and the committee will decide the time/location/number of subsequent planning sessions required.

**Other:**

The committee has no independent authority and is responsible for providing recommendations to the Board of Directors for approval.

# DOWNTOWN EVENTS & PROGRAMMING COMMITTEE

## TERMS OF REFERENCE

### Draft 1 – June 2019

#### **Mandate:**

The Downtown Events & Programming committee is established to assist the Board in its responsibility for special events to promote and showcase the Downtown Core, it's businesses, arts, entertainment and potential for investment (residential and commercial).

- Ensure value to The City of Belleville and the BDIA's members through inclusion of programs and events that cater to all diverse segments of the Downtown core and position Downtown as a destination.
- Oversight for BDIA sponsors and other third-party organisations offering programs and events within the BDIA boundaries.
- Provide BDIA members with the opportunity to lead/host events on the program and events calendar

The Chair of the committee will report to the Board at each Board meeting on matters before the committee. Minutes of the Committee's meeting will be made available to all Directors once approved by the committee.

#### **Committee Structure:**

Directors drawn from the Board should be those members who will be directly responsible for providing leadership in the implementation of the existing and new events and programs that will contribute to Downtown Belleville being recognized as a destination.

The Committee will consist of seven (7) voting members:

- 4 Board members (Melanie Hilmi, Sandy Musson, Dwane Barratt, Abraham Ramos-Serratos)
- 3 BDIA Member appointees reflecting the diversity of the DT economy and businesses, owners and investors.
- Chair of the Board is an ex-officio member of all BDIA committees

#### **Staff Support:**

Executive Director and/or Marketing & Media Officer will participate in all events & programming committee meetings.

The Events & Programming committee may request City staff, agency, organization and expert resource representation as necessary for event execution and special purposes.

#### **Meeting Schedule:**

- Monthly at the call of the Chair of the Committee, with increasing frequency leading up to a planned event (as required)
- Creation of a six month advance event calendar for the planning and implementation of special events.

#### **Other:**

The committee has no independent authority and is responsible for providing recommendations to the Board of Directors for approval.

**KNOWLEDGE / INFORMATION MANAGEMENT COMMITTEE  
TERMS OF REFERENCE  
Draft 1 – June 2019**

**Mandate:**

The Downtown Knowledge / Information Management committee is established to develop a strong information management network that supports coordination and provides processes to collect, analyse and share information about situations throughout the Downtown core, and to ensure the coordination system runs efficiently.

The main objective of the committee is to embrace new stakeholders and techniques to further improve the collection, processing and dissemination of information to support improved decision making and to strengthen information used by the BDIA Board of Directors.

This group is to function as a cross-cutting coordination structure to discuss, coordinate and implement information collection and management activities related to data standards, compatibility, information sharing, pooling of technical resources, and other issues related to information and knowledge management for the BDIA.

The Chair of the committee will report to the Board at each Board meeting on matters before the committee. Minutes of the Committee's meeting will be made available to all Directors once approved by the committee.

**Committee Structure:**

The Committee will consist of three (3) voting members:

- 1 Board member (Lorne McDougall)
- 2 BDIA Member appointees (Chad Guizewicz)
- Chair of the Board is an ex-officio member of all BDIA committees

**Staff Support:**

As required.

**Meeting Schedule:**

- Monthly at the call of the Chair of the Committee

**Other:**

The committee has no independent authority and is responsible for providing recommendations to the Board of Directors for approval.

**GOVERNANCE COMMITTEE  
TERMS OF REFERENCE  
Draft 1 – June 2019**

**Mandate:**

The Downtown Belleville Governance committee is established to ensure that the Board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of Board activities, and evaluation of Board members' performance.

- Develop and recommend appropriate policies and procedures to ensure sound governance policies and practices are in place and recommend revisions as required, to assist the Board of Directors in fulfilling its oversight responsibilities;
- Review periodically the adequacy and effectiveness of governance documents including the by-laws, policies, procedures, and committee terms of reference, making recommendations for change, as appropriate, to the Board of Directors;
- Annual review of the size, composition, diversity, and structure of the Board of Directors and its committees with regard to competencies and skills of its members as related to the current needs of the Board, making recommendations to the full Board for appropriate adjustment;
- Recommend one Committee member to be a member of the Nominations Sub-Committee and supervise the work of the Nominations Sub-Committee. This individual will not be a Director;
- Ensure proper orientation, support and continuing education for the Directors;
- Produce and keep current, documents needed for recruitment and education of current, new, and potential Board members;
- Establish and maintain criteria to measure the performance of individual Directors and the Board of Directors as a whole;
- Maintain a horizontal scan/global watch for governance development, best practices, and other opportunities relating to non-profit Boards that could lead to growth and improvement of the activities of the Board and Downtown Belleville;
- Support the Chair and Executive Director in their government relations function related to governance issues

The Chair of the committee will report to the Board at each Board meeting on matters before the committee. Minutes of the Committee's meeting will be made available to all Directors once approved by the committee.

**Committee Structure:**

The Committee shall be composed Directors of the Board, of whom at least one shall have knowledge and experience of governance of not-for-profit Boards.

The Committee will consist of three (3) voting members:

- 3 Board members (Kathryn Brown, TBD)

**Staff Support:**

Executive Director

**Meeting Schedule:**

- Quarterly at the call of the Chair of the Committee

**Other:**

The committee has no independent authority and is responsible for providing recommendations to the Board of Directors for approval.