

ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

Committee Approved by City Council: March 11, 2019

Terms of Reference Approved by City Council: April 8, 2019

Terms of Reference Amended by City Council: May 13, 2019

Terms of Reference Amended by City Council: February 10, 2020

Terms of Reference Amended by City Council: March 8, 2021

Terms of Reference Amended by City Council: March 22, 2021

Proposed Terms of reference Amendments: February 16, 2023

Mandate:

The Economic Development Committee is an advisory Committee of Council tasked with a mandate to establish, periodically review, amend and recommend a strategic plan for economic development in Belleville to guide long and short-term development, providing policy leadership and support as well as industry support to both Council and the City of Belleville with their efforts to attract investment, sustain employment, support focussed sector development, business growth and retention and economic development issues management in the City of Belleville by:

- Partnering with various partners that carry out these services in Belleville, evaluating and listening to the entire industry.
- Creating goals and key performance indicators (KPIs) including possibly: household income targets, jobs and employment target levels, visitor traffic and experience targets, newcomer settlement and experience targets, construction investment targets, business investment targets and economic impact indicators.
- Making recommendations to Council regarding projects and initiatives that would advance tourism marketing and product development initiatives in accordance with the MAT legislation.
- Regularly collecting and analyzing data on the local and regional economy, economic development activities, reports on KPI outcomes to encourage evidence-based decisions.
- Reporting to Municipal Council monthly or more frequently if required on the activities of Economic Development.
- Identifying and implementing a short, medium, and long-term work plan which the City can support.
- Attracting and retaining business investment to the community based on BR&E Subcommittee and industry comments and representation.
- Focusing on Economic Development priorities through three possible sub-committees:
 - Tourism Development, which will include an operational plan specific to marketing, promotion, and visitor services to the City of Belleville, and will make recommendations for use of Municipal Accommodations Tax (MAT) funds.
 - Innovation, building and supporting innovation including an operational plan specific to entrepreneurship, innovation, and small business development.

- Labour Market, support and/or implement immigration and local labour market development initiatives, including labour and workforce needs and development and attraction.
- Identifying any economic development issues or barriers to development including strategies on possible recessions and post-secondary skills development.
- Networking with government agencies and those participating in regional economic planning where appropriate, including Bay of Quinte, and Eastern Ontario, to ensure the efforts of other organizations are not duplicated.
- Support staff's implementation of the City's BR&E program by:
 - Striking a BR&E Taskforce when required to support a BRE study
 - Follow up on former BR&E reports to ensure issues raised and actions recommended have been or are being dealt with
 - Recommend and implement the ongoing BR&E survey work plan
 - Recommend actions or policies to Council related to the results of the BR&E program

Committee Structure:

Ten to twelve (10-12) voting members consisting of:

- 4 councillors (1 vote each) (One of which is the Chair of the BRE Committee)
- 6 - 8 Citizen Representatives (1 vote each) from:
 - 1 Member from the Belleville Chamber of Commerce
 - 1 Member representing Loyalist College, resident of Belleville
 - 1 Member from the Accommodations Sector
 - 1 member from the Belleville Downtown Improvement Area
 - 2–4 citizen members reflecting the diversity of the local economy and core function/mandate of the Economic Development Department.

Non- Voting Members – to attend on an as requested/needed basis

- Quinte Home Builders Association
- Quinte and District Association of Realtors
- Bay of Quinte Regional Marketing Board
- Quinte Economic Development Commission
- Centre for Workforce Development
- Quinte Arts Council

The Committee may invite other citizens and volunteers to assist from time to time as non-voting members.

Staff Support:

Staff support will be principally provided by the Economic and Strategic Initiatives Division and the Municipal CAO, a recording secretary from the Division, a staff member from the Finance Department as needed, and any other municipal representative as designated by the CAO.

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

Meeting Schedule:

Meetings are to be held at a set date and time on a monthly basis within the calendar year or as determined by the call of the Chair.

Other:

Directors and Managers from all City Departments could be requested by the Committee at any time to attend meetings or undertake investigations with regard to matters identified by the Committee.

The Committee has no independent authority and is responsible for providing recommendations to Council for approval.