

Terms of Reference

Economic Development Advisory Committee

1. Name

The name shall be the Economic Development Advisory Committee (EDAC).

2. Definitions

“Advisory Committee” means a group appointed to provide knowledge, skills and non-binding advice meant to address a specific issue or area of knowledge.

“Chair” means the person presiding at a meeting.

“Member” means a member of the Council or a member of the public that retains property in Cambridge.

“Staff Liaison” means an employee of the City of Cambridge who acts as a technical advisor for an Advisory Committee to communicate and coordinate its activities.

“Striking Committee” means a committee which includes the Chairs of Standing Committees and two other Council members, on a rotating basis, for the purpose of making Councillor and/or citizen appointments to Agencies, Boards and Committees.

“Terms of Reference” means a document that sets out the mandate and goals of an Advisory Committee.

“Vice Chair” means a person who deputizes for a chair and serves in his or her place during his or her absence.

3. Purpose

Not applicable as there is no legislation.

4. Mandate

The mandate of the EDAC shall be to:

- Advise City Council on economic development strategy and policies to sustain the vitality of the City’s economic base.
- Provide a forum for discussion and co-ordination of economic development initiatives and programs with other community groups and agencies.

5. Responsibilities and Opportunities

- To hear and consider representations by individuals and/or organizations on matters affecting economic development within the City of Cambridge.
- At the request of Council, to convene meetings on issues and/or matters related to the City's economic well-being which are deemed by Council to require public input, evaluation and comment.
- To advise in the preparation and maintenance of an overall economic development strategy for the City including providing Council with regular assessments of current economic trends and conditions.
- To advise Council on industrial and commercial land requirements, general zoning and land use policy, municipal infrastructure and marketing strategy, and other City policies and programs which may impact the City's economic development efforts.
- To consult broadly and encourage co-ordination of Council's economic development strategy and marketing efforts with those of the Cambridge Tourism, the Chamber of Commerce, Business Improvement Areas and other local business and community groups.
- To invite participation of the City's federal and provincial government representatives on a regular basis, to keep abreast of senior government policies and programs which affect community economic development.
- To review and comment on the Capital and Operating Budgets of both the Economic Development Division and that of the overall Corporation, during the budget review process.

6. Composition

The EDAC shall be composed of the following:

- 7 members representative of local business, industry and labour, of which 1 representative to be from a large manufacturing sector
- 1 Community Living Member
- 1 member of the Business Improvement Area (BIA)
- 1 member of the Cambridge Chamber of Commerce
- 1 member of the Arts and Culture Community
- 2 Council Representatives
- The Mayor of the City of Cambridge

The members of the EDAC shall serve in a volunteer capacity, with no remuneration.

7. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the EDAC will be provided by the Staff of the Economic Development Division.

8. Term of Office

Unless otherwise legislated, membership on EDAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on EDAC.

9. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the EDAC may attend the closed session of the committee.

Date and time of meetings will be determined by EDAC members.

10. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the EDAC.

Agendas will be posted on the City's website.

11. Minutes

Minutes of each meeting will be recorded and distributed to EDAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the EDAC will be reported out to Council.

Approved minutes will be posted on the City's website.

12. Delegations

Delegations are welcome to attend meetings of the EDAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

13. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the EDAC members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If there is still no quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on EDAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

14. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.



15. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: 15-February-2019