

## **Terms of Reference**

### **Economic Development Working Group**

#### **Purpose**

The Economic Development Working Group acts in a support capacity to staff and Council, providing industry-led advice and perspectives on a variety of strategic priorities as identified in the 2025-2029 Economic Development Action Plan. Through this lens, the Working Group may advise on specific economic development projects, initiatives or policy issues.

The Economic Development Working Group provides a forum for discussion and co-ordination of strategic issues in order to promote collaboration and enable Working Group members to function as ambassadors of Cambridge Economic Development, by empowering and encouraging members to accurately communicate key messages to external stakeholders.

#### **Mandate**

- In alignment with pillars and objectives in Cambridge's 2025-2029 Economic Development Action Plan, offer industry perspectives, act as a sounding board for new ideas and offer connections for City staff engaged in sector development work.
- To identify agenda items relevant to achieving goals and objectives in Cambridge's Economic Development Action Plan and consider presentations by individuals and/or organizations on matters affecting economic development within the City of Cambridge.
- Act as ambassadors of the Economic Development Division by amplifying economic development projects and key messages, referring businesses to the economic development office and promoting City programming.
- 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 or comment.
- As an active group member, regularly providing industry insights and bringing relevant issues forward for group discussion and collaboration.
- Assist in building strong connections with other relevant community groups, industry organizations and educational institutions.
- Act as liaisons to support a better understanding of key economic development opportunities and drivers across the community, acting as advisors to City of Cambridge staff.

## **Working Group Composition**

The membership of the Working Group shall be comprised of the following:

- Advanced Manufacturing Sector Representative (2)
- Creative Industries Sector Representative (2)
- Tourism Sector Representative (2)
- Industrial/Commercial Real Estate & Development Representative (1)
- Small Business Representative (up to 2)
- Industrial Park Business Representative (1)
- Post Secondary Institution Representative (up to 2)
- Chamber of Commerce Representative (1)
- Mayor (1)
- Councillor (2)

Any member must have demonstrated knowledge related to the mandate of the Working Group, with significant industry experience and an understanding of Cambridge's Economic Development priorities including supporting businesses and workers, increasing local innovation capacity and leveraging partnerships to drive high-impact economic development projects.

Applicants are invited to submit an expression of interest via the Clerk's Division to [clerks@cambridge.ca](mailto:clerks@cambridge.ca).

A Working Group Chair will be appointed by the Mayor.

## **Term of the Working Group**

The Working Group shall be enacted for a minimum period of one year, with the potential for extension. A member who has been appointed to fill a vacancy partway through the Working Group term will be appointed for the balance of the existing term.

### **Administrative Support**

Administrative support, including meeting co-ordination, liaising with staff, and compiling notes from Working Group meetings will be provided by the staff of the City of Cambridge Economic Development Division.

### **Meeting Schedule**

Working Group meetings shall be held on a bi-monthly basis. Additional meetings may be convened as required. A regular meeting schedule will be established in consultation with staff, the Working Group Chair and Members.

### **Member Responsibilities**

WG members shall work together as a team for the purpose of achieving the mandate and will abide by all City policies related to respect in the workplace, sign the City's Code of Conduct and participate in the training for volunteers.

WG members are selected based upon their experience and knowledge and are expected to actively participate in WG meetings.

WG members shall declare any situation that is or has the potential to be a conflict of interest.