

**CITY OF LETHBRIDGE
HEART OF OUR CITY COMMITTEE
TERMS OF REFERENCE**

1. Name and Type of Committee

- a. Heart of Our City Committee
- b. Standing Committee of City Council

2. Statement of Purpose

The purpose of the Heart of Our City Committee is to champion the Heart of Our City Master Plan as the framework document for revitalization of Lethbridge's urban core. Further, to be the catalyst to Council by providing strategic leadership in accordance with City Council's Strategic Plan.

3. Composition of the Committee

The Committee shall be comprised of representatives based on the guiding principles of the Heart of Our City Master Plan: :

- a. Citizens at Large – four (4) representatives from the social, cultural, educational, or environmental communities. Consideration will also be given to those who reside in the Downtown Area
- b. Organizations
 - i. Allied Arts Council – one (1) representative
 - ii. Development Industry - one (1) representative
 - iii. Downtown Lethbridge Business Revitalization Zone - one (1) representative
 - iv. Economic Development Lethbridge - one (1) representative
 - v. Indigenous Community – one (1) representative
 - vi. Lethbridge Chamber of Commerce - one (1) representative
 - vii. Lethbridge Destination Management Organization/Tourism Lethbridge - one (1) representative
 - viii. Lethbridge Historical Society – one (1) representative
 - ix. Southern Alberta Ethnic Association - one (1) representative

4. Term of Appointment

Members of the Committee shall be appointed for two (2) year terms. Members are eligible to be appointed for a maximum period of six (6) years.

5. Chair and Vice-Chair

- a. The Chair shall be elected from amongst the membership.

- b. The Chair and Vice-Chair are to be elected annually at the first meeting of the year.

6. Sub-Committees

The Committee may establish sub-committees to examine, consider, report, and make recommendations on action, which is consistent with the sub-committee terms of reference.

- a. The Chair of any such sub-committee shall be a Heart of Our City Committee board member.
- b. Members from the community at large may be appointed to sub-committees.
- c. Sub-committee meetings may be called at the request of the Chair of the committee.
- d. Minutes of all sub-committee meetings will be provided to all Committee members.

7. Duties and Responsibilities

- a. Facilitate the Heart of Our City Master Plan as the framework document for revitalization of Lethbridge's urban core.
- b. Represent community priorities for the urban core by being the locus for community input, feedback, and collaboration with stakeholders, residents, businesses, and visitors.
- c. Develop focused strategic and tactical plans that align with the HOCMP's guiding principles and desired outcomes.
- d. Engage as an active stakeholder in the review of statutory plans, master plans, and City projects with urban design elements that impact the urban core, and further may advocate, advise, or make representation on such through their comments to City administration, Standing Policy Committees and/or City Council.
- e. Monitor and evaluate the efficacy of the Heart of Our City Master Plan and related programs and initiatives by establishing clear targets, benchmarks, and metrics to measure success.
- f. Be available as a body to receive advice, recommendations, and reports from individuals or groups/organizations related to issues and opportunities affecting the urban core.
- g. In the event the Committee is required to report to Council, the Committee will report to the appropriate Standing Policy Committee depending on the nature of the matter.
- h. Provide advice and feedback to City Council and City Administration on City Operating and Capital Budgets, ensuring they are contributing to the advancement of the HOCMP.
- i. Provide report's to Standing Policy Committee's as requested.
- j. Review Committee Terms of Reference every two years.

8. Meetings

- a. The committee meetings shall be held monthly.
- b. A special committee meeting may be called at the request of the Chair or Vice-Chair with 48 hours' notice.

9. Voting

All decisions of the Committee shall be by a majority of members present.

10. Quorum

A quorum of the Committee shall consist of seven (7) of the voting members.

11. Support Services

The City of Lethbridge shall provide the Committee with administrative and clerical support.