

## **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 15 members based on the guiding principles of the Heart of Our City Master Plan:

- a. Public Members – up to nine (9) members from the development industry, indigenous, social, ethnic, cultural, educational, urban core business owner and environmental communities will be considered.
- b. Organizations
  - i. Allied Arts Council – one (1) representative
  - ii. Downtown Lethbridge Business Revitalization Zone - one (1) representative
  - iii. Economic Development Lethbridge - one (1) representative
  - iv. Lethbridge Chamber of Commerce - one (1) representative
  - v. Tourism Lethbridge - one (1) representative
  - vi. Lethbridge Historical Society – one (1) representative

### 4. Term of Appointment

Members of the Committee shall be appointed for up to a three (3) year term. Members are eligible to be appointed for a maximum period of six (6) years.

### 5. Chair and Vice-Chair

- a. 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 actions, 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 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. Agendas and minutes of all sub-committee meetings will be provided to all Committee members.
- e. Every member of the Heart of Our City Committee will be required to sit on at least one (1) sub-committee.

## 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. Develop focused strategic plan that aligns with the HOCMP's guiding principles and desired outcomes, to be reviewed regularly.
- c. 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, using various methods such as advocacy, advisory, or make representation on such through their comments to City administration, Standing Policy Committees and through to City Council.
- d. 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.
- e. 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.
- f. 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.
- g. Provide advice and feedback to City Council and City Administration on City Operating and Capital Budgets.
- h. Review Committee Terms of Reference regularly.

8. Meetings

- a. The Heart of Our City Committee will meet at minimum once per quarter, with the ability to meet up to 12 times in the year.
- 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 a majority of voting members (50% +1).

11. Support Services

The City of Lethbridge shall provide the Committee with administrative and clerical support, through Opportunity Lethbridge and the City Clerk's Office.