

**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 Downtown Lethbridge through implementation of the Integrated Community Sustainability Plan/Municipal Development Plan, the Heart of Our City Master Plan, the Downtown Area Redevelopment Plan, and to provide 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 pillars listed in the Municipal Development Plan (governance, economic, social, cultural, and environmental) according to the following:

- a. City of Lethbridge
  - i. one (1) City Council representative
  - ii. one (1) City Council alternate representative
- b. 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
- c. 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 except for City Council and City Administration. Members appointed by City Council are eligible to be appointed for a maximum period of six (6) years. Term length for members appointed by other groups is left at the discretion of the group.

#### 5. Chair and Vice-Chair

- a. The Chair shall be elected from amongst the membership.
- b. The Vice-Chair shall be a member of City Council
- c. The Chair and Vice-Chair are to be elected annually

#### 6. Sub-Committees

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

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

#### 7. Duties and Responsibilities

- a. The Committee has standing to make recommendations to City Council on issues that affect the downtown;
- b. The Committee shall monitor planning and development activities and may make representation on planning and development matters with respect to downtown;
- c. The Committee shall undertake and be responsible for:
  - i. recommendations to City Council on strategic direction and policy to implement the Heart of Our City Master Plan Campaign;
  - ii. identification of critical success measures that City Council and the community can use to monitor and to evaluate the efficacy of the Heart of Our City initiatives;
- d. The Committee shall:
  - i. prepare and monitor the Heart of Our City Fund budget on an annual basis; and
  - ii. advise on the preparation of business planning related to Downtown initiatives in alignment with City of Lethbridge budget cycles.

- e. The Committee shall review the Terms of Reference as needed with any amendments being agreed upon by the Committee and adopted by City Council.
- f. The Committee shall submit an annual report to the City Council.

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 simple majority of members present.

10. Quorum

A quorum of the Committee shall consist of five (5) of the voting members.

11. Support Services

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