

## **CITY OF LETHBRIDGE HISTORIC PLACES ADVISORY COMMITTEE TERMS OF REFERENCE**

### 1. Name and Type of Committee

- a. Historic Places Advisory Committee - Standing Committee of City Council

### 2. Statement of Purpose

The purpose of the Historic Places Advisory Committee is to advocate and to advise City Council and Administration on matters relating to locally important historic sites.

### 3. Composition of the Committee(voting members)

The Committee shall be comprised of representatives according to the following:

- a. Architect or person with expertise in architecture – one (1) representative
- b. Citizen at Large – one (1) representative
- c. Indigenous person – one (1) representative
- d. Lethbridge Historical Society – one (1) representative
- e. Traditional Indigenous Land Use Expert or person with similar expertise, including archaeology or anthropology – one (1) representative

### 4. Term of Appointment

The Architect or person with expertise in architecture – one (1) representative, Citizen at Large – one (1) representative, Indigenous person – one (1) representative, and Traditional Indigenous Land Use Expert or person with similar expertise, including archaeology or anthropology – one (1) representative will be appointed for a three (3) year term and are eligible to be reappointed for a maximum total period of six (6) years unless otherwise approved by City Council.

The Lethbridge Historical Society – one (1) representative will be ratified by City Council and their term length is at the discretion of the Lethbridge Historical Society.

### 5. Chair and Vice-Chair

The Chair and Vice-Chair are to be elected annually from amongst the voting membership at the first meeting following the annual citizen appointments by City Council.

## 6. Duties and Responsibilities

- a. In the event the Committee is required to report to City Council, the Committee will report to the appropriate Standing Policy Committee depending on the nature of the matter, including matters regarding:
  - i. the historical significance of a site
  - ii. the integrity of the site's historically significant features
  - iii. a site's potential to be designated as a Municipal Historic Resource
- b. Advocate and advise Committees and Administration on matters relating to locally important historic sites, including but not limited to identifying potential historic resources.

## 7. Meetings

At a minimum, meetings are to be held semi-annually at a time determined by the majority of the Committee.

## 8. Voting

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

## 9. Quorum

A quorum of the Committee shall consist of a majority of the voting members.

## 10. Support Services

One member of City Administration (or designate) is entitled to attend all meetings, but shall not be entitled to vote.

The Committee may consider information and advice from other sources.