

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, January 8<sup>th</sup>, 2020  
**LOCATION:** Culver City Room, Main Floor, City Hall  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:** December 11, 2019 (Attachment 1)

**3. Adoption of Agenda:** Wednesday, January 8<sup>th</sup>, 2020

**4. Business Arising from the Minutes:**

**5. Agenda Items:**

- a. 2020 HOC Chair Appointment (Attachment 2)
- b. Lethbridge Police Service Report
- c. City Clerk's Office Committee 101 Presentation
- d. Celebrate Downtown Update
- e. 2020 HOC Discussion

**6. In Camera:**

- a. None

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, February 12, 2020, Culver City Room, Main Floor, City Hall**

**9. Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, February 12<sup>th</sup>, 2020  
**LOCATION:** Culver City Room, Main Floor, City Hall  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:** January 8, 2020 (Attachment 1)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

**5. Agenda Items:**

- a. Lethbridge Police Service Report
- b. Subcommittee Reports
  - i. Celebrate Downtown
  - ii. Clean and Safe
  - iii. Complete Neighbourhoods
  - iv. Exciting and Vibrant
  - v. Local Culture and Values
- b. Downtown Branding Project Progress report
- c. Heart of Our City Master Plan 2.0 Update
- d. March 24 Community Conversation
- e. Budget
  - i. 2019 Year End
  - ii. 2020-2022 Updated Budget

**6. In Camera:**

- a. None

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, March 11, 2020, Culver City Room, Main Floor, City Hall**

**9. Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, March 11<sup>th</sup>, 2020  
**LOCATION:** Culver City Room, Main Floor, City Hall  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:** February 12, 2020 (Attachment 1)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

- a. Joint BRZ/HOC Meeting Date – Friday April 3<sup>rd</sup> @ 8 - 10am

**5. In Camera:**

- a. Celebrate Downtown Legacy Award (Attachment Provided in Separate Email)

**6. Agenda Items:**

- a. Membership
- b. Lethbridge Police Service Report
- c. Subcommittee Updates
  - i. Celebrate Downtown
  - ii. Clean and Safe
  - iii. Complete Neighbourhoods
  - iv. Exciting and Vibrant
  - v. Local Culture and Values
- d. Downtown Infrastructure Updates
  - i. 3<sup>rd</sup> Avenue Reconstruction
  - ii. Public Realm Enhancements
  - iii. 4 Avenue and 7<sup>th</sup> Street Cycling
- e. Downtown Branding Project Progress Update (Attachment 2)
- f. March 24 Community Conversation (Attachment 3)
- g. 2020 Committee Conference Opportunities (Attachment 4)
- h. Allied Arts Council – Downtown Summer Vibrancy Funding Request (Attachment 5)

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, April 8, 2020, Culver City Room, Main Floor, City Hall**

**9. Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, April 8<sup>th</sup>, 2020

**LOCATION:** Zoom Conference Call

<https://zoom.us/j/269864679?pwd=THZtQVBXTEZRbEd5RU9TeDNOOXRDdz09>

+1 587 328 1099 Canada

Meeting ID: 269 864 679

Password: email [andrew.malcolm@lethbridge.ca](mailto:andrew.malcolm@lethbridge.ca)

**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes: Wednesday, March 11<sup>th</sup>, 2020 (Attachment 1)**

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

- a. Committee Conferences and Training Plan

**5. In Camera:**

**6. Agenda Items:**

- a. Lethbridge Police Service Report
- b. Membership
  - i. Zoom Meetings during COVID-19
  - ii. Development Industry Member
- c. Bylaw 6206 Review – Code of Conduct for Citizen Members Appointed to Boards, Commissions and Committees (Attachment 2)
- d. Joint HOC/BRZ Downtown COVID-19 Response Team (Attachment 3)
- e. Subcommittee Updates
  - i. Celebrate Downtown
  - ii. Clean and Safe
  - iii. Complete Neighbourhoods
  - iv. Exciting and Vibrant (Attachment 4)
  - v. Local Culture and Values
- f. Downtown Branding Project Progress Update (Attachment 5)

7. Roundtable:

8. Next Meeting:

Wednesday, May 13<sup>th</sup>, 2020, Zoom Conference Call

9. Adjournment:



CITY OF  
*Lethbridge*

**HEART OF OUR CITY COMMITTEE AGENDA**  
**SPECIAL MEETING**

**DATE:** Friday, May 1<sup>st</sup>, 2020  
**LOCATION:** Zoom Conference  
**TIME:** 8:30 a.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

N/A

**3. Adoption of Agenda:**

**4. Agenda Items:**

N/A

**5. In Camera:**

- a. Request for Letter of Support from Downtown BRZ Re: 2020 BIA Levy (Attachment 1)

**6. Next Meeting:**

**Wednesday, May 13, 2020, Zoom Conference Call**

**7. Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

DATE: Wednesday, May 13<sup>th</sup>, 2020

LOCATION: **Zoom Conference Call**

TIME: 3:30 p.m.

1. **Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

2. **Approval of Minutes:**

- a. April 8, 2020 (Attachment 1)
- b. April 17, 2020 Email Motions for Activity Grant and Persons Project (Attachment 2)
- c. May 1, 2020 Special Meeting (Attachment 3)
- d. April 3, 2020 Joint HOC/BRZ Meeting Minutes (Attachment 4)

3. **Adoption of Agenda:**

4. **Business Arising from the Minutes:**

5. **In Camera:**

- a. N/A

6. **Agenda Items:**

- a. Membership
- b. Subcommittee Updates (Attachment 5)
- c. Letter of Support for Downtown BRZ Re: 2020 Levy Cancellation (Attachment 6)
- d. HOC and BRZ Governance Review (Attachment 7)
- e. Subcommittee Reorganization (Attachment 8)
- f. Downtown Infrastructure Updates

7. **Roundtable:**

8. **Next Meeting:**

**Wednesday, June 10, 2020, Zoom Conference**

9. **Adjournment:**





CITY OF  
*Lethbridge*

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, June 10<sup>th</sup>, 2020

**LOCATION:** Zoom Conference Call

**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) May 13, 2020 (Attachment 1)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

- a) N/A

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) Committee Membership (Attachment 2)
- b) Subcommittee Updates (Attachment 3)
- c) Festival Square Redesign Concepts (Attachment 4)
- d) 2022-2025 Downtown CIP Project Strategy (Attachment 5)

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, July 8, 2020, Zoom Conference**

- a) **Boards, Committees, and Commissions Bylaw Review**

**9. Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

DATE: Wednesday, July 8<sup>th</sup>, 2020

LOCATION: Zoom Conference Call

TIME: 3:30 p.m.

1. **Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

2. **Approval of Minutes:**

- a) June 10, 2020 (Attachment 1)

3. **Adoption of Agenda:**

4. **Business Arising from the Minutes:**

- a) N/A

5. **In Camera:**

- a) N/A

6. **Agenda Items:**

- a) Presentation: Downtown BRZ Testing Area/Better Block Concept (Attachment 2)
- b) Committee Membership (Attachment 3)
- c) Subcommittee Updates (Attachment 4a,b,c)
- d) Festival Square Redesign Concepts (Attachment 5a and b)
- e) Downtown Parking Discussion (Attachment 6a and b)
- f) Boards, Committees, and Commissions Bylaw Review (Attachment 7a and b)

7. **Roundtable:**

8. **Next Meeting:**

**Wednesday, August 12<sup>th</sup>, 2020, Zoom Conference**

- a) Activity Grant Update
- b) Walking Tour

9. **Adjournment:**

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, August 11<sup>th</sup>, 2020

**LOCATION:** 3<sup>rd</sup> Avenue Project Office (616 3 Avenue South) and Downtown Walking Tour

**IMPORTANT:** Will meet at Project Office for first 45minutes of meeting –Masks will be required. If you do not have a mask they will be provided at the front door. We will depart from the office for walking tour and end back at the office at approximately 5:30pm.

**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) July 8, 2020 (Attachment 1)
- b) July 30, 2020 Special Meeting (Attachment 2)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

- a) N/A

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) Committee Membership
- b) Subcommittee Updates (Attachment 3)
- c) HOC Annual Report Framework (Attachment 4)
- d) Request for Funding from SAAG (Attachment 5)
- e) Boards, Committees, and Commissions Bylaw Review (Attachment 6)
- f) Walking Tour

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, September 9<sup>th</sup>, 2020, Location TBD**

- **Activity Grant Update (pushed from August)**
- **5/10% Budget Reduction Discussion**

**9. Adjournment:**

## ATTACHMENT 1

**MINUTES** of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, July 8<sup>th</sup>, 2020, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- CHAIR:** Dawn Leite, Allied Arts Council
- MEMBERS:** Mark Campbell, Councillor (Vice Chair)  
Jackie Stambene, Lethbridge Destination Management Organization (LDMO)/Tourism Lethbridge  
Jackie French, Southern AB Ethnic Association  
Bonny Greenshields, Citizen-at-large  
Erin Crane, Economic Development Lethbridge (EDL)  
Jordon Head, Citizen-at-large  
Lorien Johansen, Lethbridge Historical Society (LHS)  
Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce  
Ken Harvie, Development Industry
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager  
Cidnee Lorenz, Recorder
- REGRETS:** Clara Piedalue, Citizen-at-large  
Marcia Nesch, Citizen-at-large  
Sheri Kain, Downtown BRZ  
Melissa Wiebe, Citizen-at-large
- 

### CALL TO ORDER:

The meeting was called to order at 3:34 p.m.

#### 1. ACKNOWLEDGE STATEMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

#### 2. ADOPTION OF MINUTES:

J. French moved that the minutes of the June 10<sup>th</sup>, 2020 Heart of Our City Committee meeting be approved as presented.

**CARRIED**

#### 3. ADOPTION OF AGENDA:

J. Stambene moved that the agenda be approved as presented.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES** – Nothing to note

**5. IN CAMERA** – Nothing to note

#### 6. AGENDA ITEMS:

- a. **Presentation: Downtown BRZ Testing Area/Better Block Concept:**

- The Better Block Concept:
  - Educates communities on how to reshape and promote the growth of healthy and vibrant neighborhoods and is based on low cost, easy to do, temporary, forward thinking, and experimental actions.
- Proposed scenarios specific to Lethbridge include enhancements to the Farmers Market such as the addition of bike parking, benches, lawn games, food trucks as well as bump out enhancements, mural projects, back alley enhancements/connectivity.
- Funding would come from different sources such as the BRZ, Exhibition Grounds, Public Art Committee small project fund, HOC, Mainstreet and the public enhancement CIP.
- BRZ requests that A. Malcolm assist them with red tape within the City and that HOC members reach out to their stakeholder groups when needed.

**b. Committee Membership:**

- K. Harvie was ratified by City Council on June 29<sup>th</sup> as the Heart of Our City Development Industry representative.

**c. Subcommittee Updates:**

- Clean and Safe:
  - The subcommittee is working hands on with the Sage Clan and the BRZ to assist them in building out an enhanced Sage Clan Program. \$48,000 has been secured from the Provincial Government and another two (2) grants have been applied for which would potentially bump total funding to \$200,000. The proposed program will be presented to the BRZ board asking for their support to run the Sage Clan similar to the Clean Sweep Program.
  - LPS, The Watch and the Sage Clan are continuing to meet on a regular basis.
- Complete Neighborhoods:
  - The Personas Project is ongoing and the survey was launched today. The committee is encouraged to take the survey and pass it on to their stakeholder groups.
- Exciting & Vibrant:
  - The Brand Development was launched on June 22<sup>nd</sup> and the launch included radio advertising and contest, street banners, webpage revamp, branded parklets and more.
  - Celebrate Downtown:
    - A request for estimate was sent out to multiple companies. London Road Media has been selected by the subcommittee to proceed with the video production component of Celebrate DT. There will be a two (2) month roll out on the videos starting the last week of July.
    - The Celebrate Downtown budget was attached for committee review. The subcommittee requests that HOC consider funding an additional \$3,500 for the revised virtual 2020 event.
    - E. Crane moved that in addition to the previously approved \$2,000 funding for 2020, the Heart of Our City Committee approve a request for additional funding of \$3,500 taking the total funding for the 2020 Celebrate Downtown Event to \$5,500.

**CARRIED**

- Activity Grant:

- A full report will be provided in August.

- Governance & Strategy:

- Joint Governance and Operational Review:

- The Request for Quotation (RFQ) was developed by the subcommittee, reviewed by procurement and was posted on the City website and International Downtown Association website. It is open until July 17<sup>th</sup> and seventeen (17) different consultants have downloaded the bid documents to date.
- RFQ will be awarded by August 1<sup>st</sup> and the review is expected to be completed by the end of September.
- Terms of Reference to establish a working agreement on the objectives, expectations and processes for points of non-agreement between BRZ and HOC was drafted and attached for committee review and approval.

- L. Johansen moved that the Heart of Our City Committee approve the Terms of Reference as presented.

**CARRIED**

**d. Festival Square Redesign Concepts:**

- A stakeholder meeting was held with Stantec and thirteen (13) stakeholders took part. The same questions from the meeting are live on the website until July 10<sup>th</sup>, the committee is encouraged to view the designs, take the survey and pass it on.

**e. Downtown Parking Discussion:**

- The Lethbridge Community and Economic Recovery Committee provided the recommendation that the City provide free parking in the downtown area until December 31<sup>st</sup>, 2020. This recommendation was referred back to the Lethbridge Recovery Committee for further discussion, to return to City Council prior to August 31<sup>st</sup>, 2020.
- Up until now, parking has not been enforced in the downtown.
- The BRZ's recommendation is to have free parking.
- Discussion took place and points of interest were as follows:
  - Free parking in the downtown will impact not only the Park N Ride revenue but also private parking owners.
  - The key shopping times should be considered.
  - Consider a timeframe and trial period and advertise this.
  - Health and safety aspect should be considered.
  - Consider tying this in with the new downtown branding.
  - Consider partnering with EDL on an updated study similar to the Environics – EDL Trade Catchment Study but with it being more specific to the downtown.

**f. Boards, Committees, and Commissions Bylaw Review:**

- The City Clerk's Office is asking for the feedback of Committee Chairs, Committees and administrative committee supports. Feedback will be provided to the City Clerk's Office via the HOC Chair, D. Leite. Draft comments were provided to HOC for review and discussion.
- Any feedback should be sent to A. Malcolm by July 31<sup>st</sup> and this will be up for final review and discussion at the August meeting.

**7. ROUNDTABLE:**

- Citizen-at-large (B. Greenshields):
  - The colors and branding of the parklet at the Umami looks fabulous.
- Economic Development Lethbridge (E. Crane):
  - There are eight (8) new business advisors at Teconnect that are available to any business in the region who are suffering.
- Tourism Lethbridge (J. Stambene):
  - TL is back to 60% capacity for staff and have started opening to visitors and locals Thursday-Saturday.
  - The new visitor guide is available and will be distributed in the downtown.
- Citizen-at-large (J. Head):
  - The Reconciliation Flag Raising Ceremony took place in June.
  - Any proactive ideas that the committee may have with regards to Reconciliation can be forwarded to Jordan who will share it with the Reconciliation Committee.
- Lethbridge Chamber of Commerce (N. Chatur-Muhammad):
  - The Board approved two (2) policies that they are being put forward to the Canadian Chamber of Commerce 1) broadband 2) water.
  - A T-shirt campaign is underway to raise money for a grant for businesses.
  - A State of the Industry is being hosted by the Chamber and will take place this Monday.

- City Council (M. Campbell):
  - Phase 2 Operational Review Report went to Council and is being reviewed.
  
- Allied Arts Council (D. Leite):
  - Casa is slowly reopening by appointment only.
  - The “Summer Salon” gallery is open from July 6-August 21<sup>st</sup> by appointment only.
  - Dawn encourages the committee to check out the Performing Arts Centre survey that is out.
  - Continuing to work on programming for Art’s Days and Mayors Luncheon.
  
- Urban Revitalization Manager (A. Malcolm):
  - Andrew will be bringing forward two (2) professional development opportunities to the committee at the next meeting.
  - The downtown speed reduction survey is closed.
  - Two (2) HOCHIP applications have been submitted and are being reviewed.
  - Andrew is set-up and available three (3) days a week at his 3<sup>rd</sup> Avenue office.
  - City Council has asked administration to look at both 5% and 10% reductions to operating budgets.
  - Andrew will send the committee an e-mail to see who would be comfortable with a walking tour this year.

<b>ACTION:</b>	<b>A. MALCOLM:</b> <ul style="list-style-type: none"> <li>• Provide the committee with a full Activity Grant Report.</li> <li>• Boards, Committees, and Commissions Bylaw Review – Final review and approval added to August agenda.</li> <li>• Add two (2) professional development opportunities to August agenda.</li> <li>• Send the committee an e-mail to see who would be comfortable with a walking tour this year.</li> </ul>
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**8. NEXT MEETING:**

The next regular meeting will be held Wednesday, August 12<sup>th</sup>, 2020

**9. ADJOURNMENT:**

Meeting adjourned at 5:30 p.m.

## ATTACHMENT 2

**MINUTES** of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, July 30<sup>th</sup>, 2020, at 12:00 p.m., Zoom Conference Call with the following in attendance:

- CHAIR:** Dawn Leite, Allied Arts Council
- MEMBERS:** Mark Campbell, Councillor (Vice Chair)  
Jackie Stambene, Lethbridge Destination Management Organization (LDMO)/Tourism Lethbridge  
Jackie French, Southern AB Ethnic Association  
Erin Crane, Economic Development Lethbridge (EDL)  
Jordon Head, Citizen-at-large  
Lorien Johansen, Lethbridge Historical Society (LHS)  
Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce  
Ken Harvie, Development Industry  
Melissa Wiebe, Citizen-at-large
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager  
Cidnee Lorenz, Recorder
- REGRETS:** Clara Piedalue, Citizen-at-large  
Marcia Nesch, Citizen-at-large  
Sheri Kain, Downtown BRZ
- 

### CALL TO ORDER:

The meeting was called to order at 12:05 p.m.

#### 1. ACKNOWLEDGE STATEMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

#### 2. ADOPTION OF MINUTES:

No minutes to be approved. Previous meeting minutes will be addressed at next regular meeting on August 12, 2020.

#### 3. ADOPTION OF AGENDA:

\_\_\_\_\_ moved that the agenda be approved as presented.

**CARRIED**

#### 4. BUSINESS ARISING FROM THE MINUTES – Nothing to note

#### 5. IN CAMERA – Nothing to note

#### 6. AGENDA ITEMS:

##### a. Increased Funding Required for Governance and Operational Review

- HOC’s Governance and Strategy subcommittee partnered with the BRZ to procure a consultant to complete the HOC and BRZ Governance and Operational review. Going into the procurement



process an estimated budget of \$30,000.00 was agreed by the HOC and BRZ with a 40% BRZ and 60% HOC split in costs. The subcommittee completed the review of 5 proponents who bid and after an evaluation that included a separate pricing component a preferred proponent was selected. The preferred proponent was both the highest rated and the lowest price. However, the price is \$60,000 or double the estimated budget. The BRZ has indicated a maximum threshold of \$15,000 towards the project based on their reserves which means that \$45,000 would be required of HOC. Prior to award, confirmation is needed from HOC to proceed with the project as scoped with increased budget or re-scope and re-tender the project for new bids.

- The second agenda item, a request for funding from Southern Alberta Art Gallery was also introduced at this time as they would likely be competing for the same funds.
- Discussion on the importance of proceeding with this project as it has been something that has been discussed for some time now and commitments were made to Council when the HOC supported covering the Downtown BRZ's levy.
- \_\_\_\_\_ moved to support proceeding with the HOC/BRZ Governance and Operational Review as scoped and award the highest evaluated proponent with the contract with funding up to \$60,000.

**b. Request for Funding from Southern Alberta Art Gallery**

- Southern Alberta Art Gallery's Executive Director, Kristy Trinier has submitted a letter to HOC requesting \$18,200 in funding to support an amendment to their business plan that will be utilized to inform a CIP project for the Modernization of the SAAG in the upcoming CIP process.
- This request comes after administration raised concerns with the SAAG around the concept plans and details of the business case not appropriately addressing the significance of the buildings presence in the park and being a missed opportunity to better integrate with the park. SAAG was open to relooking at those aspects but an amendment to the business plan would be required and that would come at a cost of \$18,200.
- Discussion that collaborating on a revised project and business plan where both SAAG's modernization and the revisioning of the SW corner of Galt Gardens are considered together would be best way forward, however not at this time. The committee has just committed reserve funding to the governance and operational review that Council was promised, in addition to a high level of uncertainty with COVID-19, current pressures on operating budget, and that a SAAG/Galt collaboration would ultimately be 4th in terms of capital project priorities for this cycle. If the project does not advance in this CIP the HOC would be interested in exploring a partnership over the next 4 years to support relooking at the project and business plan in relation to Galt Gardens so that a more complete project could be taken forward to Council in the future.
- \_\_\_\_\_ moved to not support the SAAG's request for \$18,200 in funding to amend their business plan to better incorporate Galt Gardens into their modernization capital improvement project slated for the upcoming CIP process. If the project does not advance in the upcoming CIP, the HOC would like to explore partnering on relooking at this over the next 4 years.

**7. ROUNDTABLE:**

- N/A

<b>ACTION:</b>	<b>A. MALCOLM:</b> <ul style="list-style-type: none"> <li>• To notify City procurement of the desire to proceed with awarding the successful proponent the contract for the HOC/BRZ Operational and Governance Review.</li> <li>• To notify SAAG on behalf of the HOC of their direction not to support the funding request at this time.</li> </ul>
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**8. NEXT MEETING:**

The next regular meeting will be held Wednesday, August 12<sup>th</sup>, 2020

**9. ADJOURNMENT:**

Meeting adjourned at 12:45 p.m.

DRAFT



## Attachment 3

# Memo

**Date:** August 12, 2020

**Re:** Subcommittee Updates

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**Overview:** The Heart of Our City Committee has 4 working subcommittees who focus on ensuring ongoing discussions, idea generation, and delivery of projects that address the committee's top priorities.

### **Clean and Safe**

- Jackie French, Noorin Chatur-Muhammed, Bonny Greenshields, and Melissa Wiebe (4)
- Tasked with championing the pillar of clean and safe in the downtown through the implementation of the Downtown Clean and Safe Strategy and other relevant plans and initiatives.
- Will also include Ted Stilson (BRZ), Mike Williamson (LPS), and Jeff Cove (Watch); further bring in other stakeholders as needed.
- **Update:**
  - o Working with SAGE Clan and Downtown BRZ to develop an enhanced program that provides more hours and service to Galt Gardens.
  - o Exploring the services that are likely to be dropped by ARCHES as a result of recent investigation and findings. This includes needle pickup hotline, encampments, and clean sweep around SCS.
  - o Reviewing request for letter of support from Watch Manager, Jeff Cove.

### **Complete Neighbourhoods**

- Erin Crane, Clara Piedalue, Sheri Kain, Lorien Johansen, and Ken Harvie (5)
- Tasked with defining what a complete downtown includes and key audience/profiles. Further, identify the needs of those audiences/profiles and outline business case to attract the necessary investments that meet their needs.
- **Update:**
  - o Downtown Personas survey closed with 172 responses. Results of survey now being analyzed by CGI Consulting.
  - o Extended Personas project completion date from July 31<sup>st</sup> to September 18<sup>th</sup>.
  - o Finalizing edits to the "Complete Neighbourhoods" Wheel which will help define what a complete neighbourhood is in the context of Downtown Lethbridge.



- Two potential projects that the subcommittee will be looking at further in the coming weeks include a year-round Downtown Market opportunity and a new recreational opportunity with the Lethbridge Pickle Ball Club.

### **Exciting and Vibrant**

- Clara Piedalue, Marcia Nesch, Jordan Head, Lorien Johansen, and Jackie Stambene (5)
- Tasked with ensuring downtown is an exciting and vibrant hub of activity that is a source and expression of community identity and pride.
- **Update:**
  - Brand Development
    - Street banners are currently being installed
    - Radio and Digital advertising including online context is ongoing
    - Branded masks have been purchased
  - Celebrate Downtown
    - With approved funding the Celebrate Downtown subcommittee is working with London Road Media on pulling together the videos for the modified event.
    - All certificates have been printed and signed.
  - Activity Grant
    - Will need to compile an overview report of the current status of the 2020 Activity Grant and begin to discuss what to do in 2021.

### **Governance and Strategy**

- Dawn Leite, Mark Campbell, Noorin Chatur-Muhammed, Erin Crane, and Sheri Kain (5)
- Tasked with ensuring overall implementation of the Heart of Our City Master Plan including committee governance, budgets, key stakeholder relationships, strategic planning, advocacy, and other related initiatives such as COVID-19 impacts.
  - **Update**
  - WMC Consulting has been awarded the HOC/BRZ Governance and Operational Review and kickoff meeting should be occurring shortly.
  - Timeline will likely be pushed from a September 31 completion date to mid-October.
  - Developed framework for Annual Report and will support administration in preparing report and submission for Council.



## Attachment 4

# Memo

**Date:** August 12, 2020

**Re:** HOC Annual Report Framework

---

**Overview:** Historically the Heart of Our City Committee has submitted and presented on an Annual Report in April of each year. This year Council has requested that all Boards, Commissions, and Committees present their reports on the same day. Due to COVID-19 this date has been pushed back to September 14<sup>th</sup>.

This meeting provides a mechanism for the various Boards, Commissions and Committees to report to Council, showcase accomplishments, provide an outline of work plan for the upcoming year, indicate any challenges, and encourage conversation.

The HOC's Governance and Strategy subcommittee has provided direction on a framework for the annual report (attached). The framework is being presented for the full HOC's review and support. A completed version of the annual report will be circulated the week of August 24-28<sup>th</sup> in advance of the submission date of August 31, 2020.

A presentation will not be required as part of the submission, but Chairs are encouraged to attend the September 14 2020 meeting to address any questions of Council.



## 2019/20 HOC Annual Report Framework

- **Recap 2018 Annual Report**
  - Challenges – Parking Meter Replacement, Safety & Drug Crisis, Economic Slowdown, and Suburban Growth Pressures.
  - Successes – Improving and Leveraging Key Stakeholder Relationships, Critical Infrastructure Improvements, Civic Common Master Plan, and Clean and Safe Strategy.
  - Look Ahead – Embracing Evolution of Downtown, Strategic Review, Marketing and Branding, Adaptive Reuse Policy, Public Realm CIP, Clean and Safe Initiatives
- **Governance & Strategy**
  - Subcommittee Restructure
  - COVID-19/Economic Recovery Task Force
    - Virtual Activity Grant
    - Expanded Main Street Funding for Parklets and Patios
    - BRZ Levy Support Funding
    - Parking Enforcement Advocacy
    - Farmers Market Support
  - Pivoted HOCMP 2.0 to Governance and Operational Review
- **Clean and Safe**
  - Urban Social Issues Study
  - Presentation to SCS Review Panel
  - Downtown Clean and Safe Strategy Implementation
- **Exciting and Vibrant**
  - Activity Grant
  - Brand Development and Implementation
  - D24 Public Realm Enhancements
    - Planters, Garbages, Banners, Parklets, and Oki Project
  - Parklets and Patios Program
- **Complete Neighbourhoods**
  - Personas Development and Survey
  - Grants and Incentives Update
  - Exploring business cases of missing pieces
- **What's Next/Look Ahead**
  - Similar challenges if not even more challenging –Safety & Drug Crisis, Economic Slowdown, and Suburban Growth Pressures.
  - COVID-19 and pivoting and supporting local
  - Governance Review
  - Budgets (Capital and Operating)
  - Building off of successes as there were many in 2019/20



## Attachment 5

# Memo

**Date:** August 12, 2020

**Re:** Request for Funding from SAAG

---

**Overview:** On July 30<sup>th</sup>, the Heart of Our City Committee held a special meeting to review a letter from the Southern Alberta Art Gallery's Executive Director, Kristy Trinier. The letter requested HOC's financial support of \$18,200.00 to fund an amendment to their business plan that will be utilized to inform a CIP project for the Modernization of the SAAG. The Heart of Our City Committee discussed the merits of the request and ultimately decided, unanimously, not to support the request at this time.

Context of the request and HOC's response are included in the two documents attached:

**Attachment 5a** – SAAG Letter Requesting Funding Support

**Attachment 5b** – Email response from Urban Revitalization Manger on behalf of HOC.



SOUTHERN ALBERTA ART GALLERY

02.06.2020

601 3 Avenue S, Lethbridge AB

Heart of Our City Committee  
City of Lethbridge  
450 4 Ave N, Lethbridge, AB T1H 6K2

Hello Andrew Malcolm,

Thanks so much for your comments and notes about the SAAG's CIP project and business plan, and how we might consider greater alignment with the downtown and Galt Gardens in our presentation to City Council this fall.

We had prepared a Business Plan for the approved 2017 CIP project to renovate SAAG, and during community consultation in 2019, we incorporated a lot of feedback from the community. City Council deferred our CIP project from the 2017-2021 funding cycle, and so we are in the process of applying to the next CIP cycle for our SAAG gallery renovation.

The renovation will include updates to the functionality of our building for gallery standards like environmental and humidity controls in the galleries, fixing the maintenance deficiencies like leaks in our heritage side of the building of the original library, better layout for safety and security per our CPTED study conducted by the Lethbridge Police Service in 2019, and a café/ public engagement space (scaled down from the 2017 proposal of a restaurant), as currently we are hosting large events in a hallway – which is not ideal for fire code regulations or our programs. January 2021 is the 100-year anniversary of the old Carnegie building section of the SAAG, and we really want to move forward with our renovation plan. The SAAG Board and as the Director, I agree that our business plan to revitalize and contemporize our gallery facility would benefit from an update for greater integration with Galt Gardens, knowing this additional parks plan is coming forward for consideration this fall.

The SAAG fully supports the City's plan to update Galt Gardens, which would be wonderful for the safety and security of the park, the vibrancy of the heart of our community, and improve the downtown experience for those visiting the SAAG, local businesses, or the park. The SAAG has numerous safety incidents including assaults (even to staff), overdoses, and other difficult incidents from 2018 to present. Better lighting, playground facilities, design of the park and connection between the SAAG and the park would be an incredible improvement that would contribute to the wellness of those who visit the park and the gallery. If these two City of Lethbridge construction projects could align, and be considered together in terms of design and construction planning and objectives/outcomes, it would be beneficial for all and a more efficient use of civic funds.



Due to COVID19 our SAAG budget has been impacted with financial cuts, and we have no additional funding to revise or update our 2019 business plan (the SAAG already invested funds into our 2019 plan).

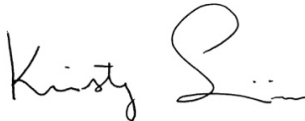
I would like to request that the Heart of Our City for \$18,200 (the amount per an estimate received in June 2020) for Avid Architecture to update our SAAG business plan renovation and revitalization of the gallery to update to address specifically a connection and alignment to Galt Gardens, and including an updating costing analysis which reflects this.

If we do not receive the funding, we cannot provide SAAG resources to update the plan and we would be re-submitting our previous plan, with an introduction written by myself, for the July 31 deadline.

If the Heart of Our City committee can provide the funds to update our plan per this request, Avid Architecture can proceed right away and meet the city's timelines to re-submit the business plan by the end of July/ mid August- for council presentation in October. I do agree that if our SAAG business plan connects in this way, it will align better with the CIP request and plan to revitalize Galt Gardens, and will result in an improvement of both projects - since they are so connected by proximity.

The SAAG staff have built a community garden at the back of our gallery with their own skills and donated plants themselves, to show our commitment in the time of budget restraint, that we are wanting to contribute to the health and wellness of Galt Gardens for all who visit there, and the downtown community at large. We will continue to offer our free patio program all summer, and other programs to contribute to a creative, exciting downtown experience.

Sincerely,

A handwritten signature in black ink that reads "Kristy Trinier". The signature is written in a cursive, flowing style.

Kristy Trinier  
Executive Director  
Southern Alberta Art Gallery

## Attachment 5b

**From:** [Andrew Malcolm](#)  
**To:** "[Kristy Trinier](#)"  
**Cc:** [Sam Conard](#); [Jillian Bracken](#); [Karrie Nightingale](#); [Robin Harper](#)  
**Bcc:** [Dawn Leite](#); [Cidnee Lorenz](#)  
**Subject:** RE: [External] Re: SAAG CIP Business Plan, Part Two  
**Date:** Friday, August 7, 2020 8:55:39 AM

---

Good Morning Kristy,

I took forward your request of \$18,200 in funding to support the updating of the SAAG's CIP project and business plan to consider greater alignment with the downtown and Galt Gardens. The Heart of Our City Committee has asked for me to respond to you on their behalf, sharing that they met on Thursday July 30<sup>th</sup> in a special meeting to discuss the request and ultimately decided, unanimously, that they would not be able to support the SAAG's request at this time.

The HOC believes that collaborating on a revised project and business plan where both SAAG's modernization and the re-visioning of the SW corner of Galt Gardens are considered together would be the best way for both projects to move forward in the future, however this is not the time. The committee has just committed \$60,000 (\$30,000 more than initially budgeted) of its reserve funding to a governance and operational review that Council was promised, in addition to a high level of uncertainty with COVID-19, current pressures on operating budget, and that a SAAG/Galt collaboration would ultimately be 4<sup>th</sup> in terms of their capital project priorities for this cycle as they have some other infrastructure based projects they will be throwing their support and advocacy behind.

If the SAAG decides not to proceed in this CIP window with the project or if it is not supported by Council in its current format the HOC would be very interested in exploring a partnership with the SAAG over the next 4 years to support relooking at the project and business plan in relation to Galt Gardens so that a more complete project could be taken forward to Council in the future.

Kind Regards,



**Andrew Malcolm** RPP, MCIP  
Urban Revitalization Manager, City Manager's Office  
P: 403.320.3926  
C: 403.330.4235  
E: [andrew.malcolm@lethbridge.ca](mailto:andrew.malcolm@lethbridge.ca)  
[www.lethbridge.ca](http://www.lethbridge.ca)

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**From:** Kristy Trinier [mailto:ktrinier@saag.ca]

**Sent:** Monday, July 13, 2020 1:06 PM

**To:** Andrew Malcolm <[Andrew.Malcolm@lethbridge.ca](mailto:Andrew.Malcolm@lethbridge.ca)>; Sam Conard <[Sam.Conard@lethbridge.ca](mailto:Sam.Conard@lethbridge.ca)>; Jillian Bracken <[Jillian.Bracken@lethbridge.ca](mailto:Jillian.Bracken@lethbridge.ca)>; Karrie Nightingale <[Karrie.Nightingale@lethbridge.ca](mailto:Karrie.Nightingale@lethbridge.ca)>; Robin Harper <[Robin.Harper@lethbridge.ca](mailto:Robin.Harper@lethbridge.ca)>

## Attachment 6

# Memo

**Date:** August 12, 2020

**Re:** Bylaw 6206 Review – Code of Conduct for Citizen Members Appointed to Boards, Commissions and Committees

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**Overview:** City Council gave first reading to Bylaw 6206 on February 24, 2020. The City Clerk's Office is asking for the feedback of Committee Chairs, Committees, and administrative committee supports. Feedback is not due until September.

Feedback will be provided to the City Clerks office via the Committee Chair, Dawn Leite.

At the regular meeting of April 8, 2020 the HOC discussed how involved committee members want to be in the process and how discussion and feedback should be shared. This item was discussed at the regular HOC meeting in July, and members requested additional time to review initial comments. Committee members were offered the opportunity to provide feedback to Dawn Leite and/or Andrew Malcolm by July 31, 2020. Feedback when then be compiled and brought back to the HOC's August meeting for final discussion before submitting to City Clerks Office.

A BYLAW OF THE CITY OF LETHBRIDGE TO ESTABLISH A CODE OF CONDUCT FOR  
CITIZEN MEMBERS APPOINTED TO BOARDS, COMMISSIONS, AND COMMITTEES

\*\*\*\*\*

WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a Council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the Council who are not councilors;

AND WHEREAS the establishment of a code of conduct for members of council committees and other bodies established by the Council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct sets an ethical standard of behavior for members of council committees and other bodies established by the Council;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

**1. Title**

- 1.1. This Bylaw shall be known as the "**2** Code of Conduct for Citizen Members Bylaw" or "Code."

**2. Definitions**

In this Bylaw, words have the meanings set out in the Act, except that:

- 2.1. "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 2.2. "Administration" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.3. "City" means the corporation of the City of Lethbridge;
- 2.4. "City Manager" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.5. "Committees" means any council committee or other body established by council;
- 2.6. "Confidential Information" means any information (oral or written) that is received in during a meeting or any part of a meeting that is closed to the public;
- 2.7. "Conflict of Interest" means a situation when a citizen Member has a private or personal interest sufficient to influence or to appear to influence the objective exercise of their duties;
- 2.8. "Declaration" means the form of declaration attached to this Bylaw as Schedule "A";
- 2.9. "External Committee" means a board, commission, committee or other body not established by the city council but whose membership includes a council appointee and without limiting the generality of the foregoing specifically includes the Lethbridge Public Library Board;
- 2.10. "**3**ember" means a citizen appointed to a Committee;

# Summary of Comments on Bylaw 6203 (Draft)\_with Dawn comments.pdf

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Page: 1

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 Number: 1 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:50:56 AM

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This really should be a policy and not a bylaw.

 Number: 2 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:47:44 AM

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 Author: Assistant to the ED Subject: Sticky Note Date: 7/2/2020 11:48:43 AM

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Does this bylaw also include agencies that are identified as stakeholders in terms of references?  
It should include stakeholder agencies.

 Number: 3 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:50:25 AM

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Clarity required - stakeholders are appointed by the stakeholder group, then ratified by Council.  
Should citizen also include stakeholder/agency?

- 2.11. "Political Activity" means being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, promoting a political party or special interest cause.

### 3. Purpose and Application

- 3.1. The purpose of the Code of Conduct for Citizen Members Bylaw is to establish standards for the ethical conduct of members.
- 3.2. This Bylaw does not apply to council members as they are governed by the Council Code of Conduct Bylaw.
- 3.3. This Bylaw does not apply to any External Committees or the Lethbridge Police Commission.

### 4. General Duties of Members

4.1. Members shall:

- 4.1.1. act honestly and in good faith;
- 4.1.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 4.1.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently on the Committees to which they are appointed;
- 4.1.4. conduct themselves in a manner that promotes public confidence and will bear close public scrutiny;
- 4.1.5. treat one another, city councilors, employees of the City and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation;
- 4.1.6.  complete a Declaration prior to participating in any Committee work;
- 4.1.7. respect that Administration works for the City as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective, and that employees are required to do so without undue influence from any Member or group of Members.

4.2. Members shall not:

- 4.2.1. speak in a manner that is discriminatory to any individual referencing characterizations such as race, religious beliefs, colour, gender, physical or mental ability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- 4.2.2. involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager  in the case of the Galt Museum & Archives, and the jurisdiction of the Chief Administrative Officer for the Galt Museum & Archives.

## Page: 2

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 Number: 1 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:52:16 AM

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What Declaration? I have not seen any declaration? Do all members sign this or just citizens? Again, there needs to be clarity.

 Number: 2 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:53:54 AM

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Why specifically the Galt? Does this mean that members of HOC can involve themselves in the administration of the BRZ?



- 4.2.3. use, or attempt to use, their authority to interfere or attempt to interfere in the employee's duties;
- 4.2.4. maliciously or falsely injure the reputation of the City or the employees; or
- 4.2.5. directly or indirectly request, induce, encourage, or aid Administration to do something which, if done by the Member, would be a breach of this Code.

## 5. RESPONSIBILITIES

### 5.1. City Council to:

- 5.1.1. appoint Members to Committees as required;
- 5.1.2. remove any Members that are not complying with this Bylaw <sup>1</sup>

### 5.2. City Clerk to:

- 5.2.1. coordinate the recruitment and appointment of individuals to Committees;
- 5.2.2. retain the completed Declarations of the Members appointed to the Committees;
- 5.2.3. provide an orientation to Members annually after <sup>2</sup> the Organization Meeting.

### 5.3. Committees to:

- 5.3.1. carry out their responsibilities in accordance with all applicable policy and legislation.

### 5.4. Committee Chairs to:

- 5.4.1. manage the performance evaluation of Members;
- 5.4.2. participate in the recruitment of <sup>3</sup> Members with City Council;
- 5.4.3. report to City council on any Member that is not complying with this Bylaw in accordance with Section 12;
- 5.4.4. assist Members to determine whether a situation in question constitutes a Conflict of <sup>4</sup> Interest;
- 5.4.5. determine whether gifts and benefits received by Members are <sup>5</sup> acceptable;
- 5.4.6. receive any alleged breach and follow the process outlined in Section 8.

### 5.5. Members to:

- 5.5.1. receive a copy of the Code of Conduct for Citizen Members Bylaw and complete a Declaration that they agree to adhere to the standards described in the Bylaw no later than thirty (30) days following their initial appointment to a Committee and following any subsequent re-appointment;



# Page: 3

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✎ Number: 1 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 11:55:04 AM  
, based on the recommendation from the Committee chair - Council should not be removing individuals from committees without the recommendation of the Committee chair...

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✎ Number: 2 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:12:28 PM  
who's organization meeting?

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✎ Number: 3 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:11:38 PM  
clarification between citizen members and stakeholder members. Chairs do not participate in the recruitment of stakeholder reps, now (at least not in the HOC world)

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✎ Number: 4 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:16:02 PM  
(reference to section 6.2 regarding Conflict of Interest)

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✎ Number: 5 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:16:48 PM  
(reference to section 8.3)

- 5.5.2. submit the completed Declaration to the City Clerk;
- 5.5.3. not speak on behalf of city of Lethbridge, city council or the Committee unless authorized to do so;
- 5.5.4. attend orientations and training which is necessary to conduct their duties.
- 5.5.5. comply with the rules of disclosure of confidential information.

## **6. Conflict of Interest**

- 6.1. In the performance of their duties, Members must avoid Conflicts of Interest.
- 6.2. If a Member is in doubt about whether any situation involves a Conflict of Interest, the Member must seek guidance from the Chair at the earliest possible opportunity. The Chair will determine whether the situation in question constitutes a Conflict of Interest.
- 6.3. Should the Chair determine that such a Conflict of Interest exists, then the following steps will be taken:
  - 6.3.1. If the Conflict of Interest is declared outside of a meeting of the Committee, then the Member must formally, in writing, declare the Conflict of Interest stating the reason to the Chair, and must abstain from any discussions related to the matter and from attempting to influence a vote on the matter.
- 6.4. If the Conflict of Interest is declared during a meeting of the Committee, then the following steps will be taken:
  - 6.4.1. The Member must leave the room in which the meeting is being held and not return to the meeting until all discussion and voting related to the matter are concluded; and
  - 6.4.2. The Member's Conflict of Interest declaration must be recorded in the Minutes of the Committee meeting.
- 6.5. If a Member believes that another Member of their Committee is in a Conflict of Interest, then the Member must inform the Chair at the earliest possible opportunity. If a Member believes that the Chair is in a Conflict of Interest, then the Member must inform the Vice-Chair at the earliest possible opportunity.

## **7. Confidential Information**


- 7.1. Members must not disclose confidential information (verbal or written) by any means, unless the Member is authorized to do so by law or in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, any associated regulations, and any amendments or successor legislation.
- 7.2. Members must not use confidential information acquired during their appointment to a Committee for their personal use or gain, or for the personal use or gain of their family, friends or associates.

- 7.3. Members must not use confidential information following the completion of their term on a Committee for their personal use or gain, or for the personal use or gain of their family, friends, or associates.

## 8. Acceptance and Disclosure of Gifts and Benefits

- 8.1. Members must not solicit a gift or a benefit, by virtue of their position on a Committee for their personal use or for the personal use of their family, friends or associates.
- 8.2. Members must not accept a gift or a benefit, that is connected directly to their duties on a Committee; and.
- 8.3. Gifts or benefits, that are connected directly to a Member's duties on a Committee must be disclosed to the Chair at the earliest possible opportunity.

## 9. Conduct at Meetings

- 9.1. Members must be aware of their Committee's mandate, and their governing legislation, bylaws, and any other policies and procedures.
- 9.2. ~~Members must attend all meetings, except those where approval for absence was granted by the Committee or where the Member is required to take a leave of absence in accordance with this Bylaw.~~  
4 2 3 
- 9.3. Members must conduct themselves in accordance with the established policies and procedures for the conduct of their Committee's meeting.

## 10. Use of City and Committee Property, Technology, and Resources

- 10.1. Members shall use City property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 10.2. City property, equipment, services, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same term and conditions as a member of the general public, including booking and payment of any applicable fees or charges.
- 10.3. Members must not use City property, equipment, services, supplies and staff resources for personal gain or for the gain of their family, friends, and associates.
- 10.4. Members must return all City property, equipment, services, supplies and staff resources upon completion of their term.

## 11. Political Activity

- 11.1. Members must not use City property, equipment, services, supplies and staff resources for any Political Activity.

# Page: 5

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✓ Number: 1 Author: Assistant to the ED Subject: Line Date: 7/2/2020 1:21:54 PM

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✓ Number: 2 Author: Assistant to the ED Subject: Line Date: 7/2/2020 1:22:01 PM

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🗨 Number: 3 Author: Assistant to the ED Subject: Sticky Note Date: 8/11/2020 1:21:20 PM

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9.2 a ) Members must attend all meetings.

9.2 b ) Members must notify the Committee Chair and/or City Administration in the event of an absence.

9.2 c ) Members requiring a leave of absence must discuss the request with the Chair and Administration as the earliest possible opportunity.

Additional comment: Discussion required at HOC - to allow members to miss up to 3 meetings per year, and/or allowing a delegate to attend meetings on behalf of stakeholders

---

✓ Number: 4 Author: Assistant to the ED Subject: Line Date: 7/2/2020 1:22:17 PM

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**12. Breaches**

- 12.1. Any alleged breach of the Code must be reported in writing to the Chair. In the case that the alleged breach is related to the Chair, then it must be reported to the Vice-Chair.
- 12.2. Where an alleged breach is reported to the Chair, or the Vice-Chair depending on the circumstance, the Chair and/or Vice-Chair, will take the following actions:
  - 12.2.1. Provide the Member whose conduct is alleged to have breached this Bylaw with the case against them in writing and with an opportunity to respond in writing;
  - 12.2.2. Considering only the written allegations against the Member and the Member's written response, make a determination in writing whether the Code has been breached.
- 12.3. Where the Chair has determined the Code has been breached, the Chair and/or the Vice-Chair may add the breach to the Closed Session portion of the Agenda of the next scheduled meeting, or call a special meeting.
- 12.4. If warranted, the Committee, as a whole, may direct the Chair, or Vice-Chair to bring forward a written report to city council. The report will be forwarded to the Closed Session portion of the City Council Agenda, and must include the following:
  - 12.4.1. Written allegation and Member's response;
  - 12.4.2. Finding of the Chair and copy of relevant minutes;
  - 12.4.3. the Committee's recommendation to council; and
  - 12.4.4. the subject Member's written submission responding to Committee's recommendation unless they have declined to make such a submission.
- 12.5. Having regard only to the written report, if council is satisfied that a breach of this Bylaw occurred, council may by resolution:
  - 12.5.1. suspend the Member for a period of time deemed appropriate by Council; or
  - 12.5.2. revoke the Member's appointment on the Committee.

**13. Coming into Force**

- 13.1. This Bylaw shall come into full force and effect on the date of final passing thereof.

READ A FIRST TIME this 24<sup>th</sup> day of February, A.D. 2020.

C. A. Spear  
MAYOR

Bonnie L. Bedford  
CITY CLERK

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

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✎ Number: 1 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:39:37 PM

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There should be a distinction between petty and severe breach of code of conduct. IE - if there was an unreported absent, as a chair, I would not report the absence in writing to the Vice Chair. I would speak to the individual and let them know they should be contacting the chair and/or city admin to notify of the absence - that would be a petty breach. A severe breach of the code would be confidentiality (and again, levels of severity within this category). A severe breach would include the attached actions in Section 12 and as Chair I would feel comfortable initiating those actions, if the breach warranted it.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



SCHEDULE "A"



CITY OF  
*Lethbridge*

---

**Declaration**

**Code of Conduct for Citizen Members Appointed to City Council  
Committees**

Complete this Declaration no later than thirty (30) days following your initial appointment to a City of Lethbridge Board, Commission or Committee (Declarations for re-appointment are not required unless a break in service or appointment to a new Board, Commission or Committee). The completed Declaration is to be forwarded to the City Clerk's Office.

I, \_\_\_\_\_, Member of  
(Full Name)

\_\_\_\_\_  
(Name of Board, Commission or Committee)


declare that I have read and understand the Code of Conduct for Citizen Members <sup>1</sup>law,  
and agree to adhere to the standards described in this <sup>2</sup>law.

\_\_\_\_\_  
(Signature)


\_\_\_\_\_  
(Date)



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 Number: 1 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:41:13 PM  
Policy

---

 Number: 2 Author: Assistant to the ED Subject: Highlight Date: 7/2/2020 1:41:05 PM  
Policy

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, September 9<sup>th</sup>, 2020

**LOCATION:** Zoom Conference Call

<https://us02web.zoom.us/j/85496292841?pwd=d3V0ajBYcGJHSGdidFILNTVGMVordz09>

**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) July 8, 2020 (Attachment 1)
- b) July 30, 2020 Special Meeting (Attachment 2)
- c) August 12, 2020 – NO QUORUM

**3. Adoption of Agenda**

**4. Business Arising from the Minutes:**

- a) N/A

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) CGI Persona Presentation
- b) LPS Update
- c) Paladin Contract Discussion
- d) EDL Testimonial
- e) Professional Development - IDA Fall Conference
- f) HOC Annual Report (Attachment 3)
- g) Grants and Incentives Update (Attachment 4)
- h) SAAG Request for Funding (Attachment 5)
- i) Parklets Over Winter (Attachment 6)
- j) 2020 and 2021 Activity Grant Discussion
- k) Allied Arts Council Activity Grant Request
- l) Land Use Bylaw Amendments Incl. Minimum Parking Requirements Discussion
- m) Subcommittee Updates (Attachment 7)

7. Roundtable:

8. Next Meeting:

**Wednesday, October 14<sup>th</sup>, 2020, Location TBD**

- **5/10% Budget Reduction Discussion**

9. Adjournment:



CITY OF  
*Lethbridge*

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, October 14<sup>th</sup>, 2020  
**LOCATION:** **Zoom Conference Call**  
<https://us02web.zoom.us/j/89866297077>  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) September 9, 2020 (Attachment 1)
- b) October 7, 2020 Special Meeting (Attachment 2 – To be Provided at Meeting)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

- a) 2020/21 Activity Grant & Winter Festival/Skating Rink

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) IDA Virtual Conference Professional Development Roundtable
- b) Letter of Support for Watch Program (Attachment 3)
- c) 5/10% Budget Reduction Update
- d) Pickleball - Letter of Support Request
- e) Subcommittee Updates (Attachment 4)

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, November 10, 12, or 18th, 2020, Zoom Conference Call**

**9. Adjournment:**



CITY OF  
*Lethbridge*

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, November 18<sup>th</sup>, 2020  
**LOCATION:** **Zoom Conference Call**  
<https://us02web.zoom.us/j/89370245799>  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) October 14, 2020 (Attachment 1)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) Lethbridge Police Service Update
- b) Membership Update
- c) 3:45pm - Lethbridge Pickleball Club (Attachment 2)
- d) 4:15pm - City Council Standing Committee Presentation – Cllr. Belinda Crowson (Attachment 3)
- e) Activity Grant (Attachment 4)
- f) Personas Project (Attachment 5)
- g) Municipal Development Plan - Opportunity for Feedback

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, December 9th, 2020, Zoom Conference Call – Discuss Details**

**9. Adjournment:**



CITY OF  
*Lethbridge*

## HEART OF OUR CITY COMMITTEE AGENDA

**DATE:** Wednesday, December 9<sup>th</sup>, 2020  
**LOCATION:** **Zoom Conference Call**  
<https://us02web.zoom.us/j/89370245799>  
**TIME:** 3:30 p.m.

**1. Acknowledgement Statement:**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

**2. Approval of Minutes:**

- a) November 18, 2020 (Attachment 1)

**3. Adoption of Agenda:**

**4. Business Arising from the Minutes:**

**5. In Camera:**

- a) N/A

**6. Agenda Items:**

- a) Membership – Thank You's
- b) Lethbridge Police Service Update
- c) Committee Chair Information (Attachment 2)
- d) Festival Square Concept Design Final Report (Attachment 3)
- e) Governance Review Update

**7. Roundtable:**

**8. Next Meeting:**

**Wednesday, January 13th, 2020, Zoom Conference Call**

**9. Adjournment:**

## ATTACHMENT 1

**MINUTES** of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, November 18<sup>th</sup>, 2020, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- MEMBERS:** Mark Campbell, Councillor (Acting Chair)  
Jackie Stambene, Lethbridge Destination Management Organization (LDMO)/Tourism Lethbridge  
Lorien Johansen, Lethbridge Historical Society (LHS)  
Sheri Kain, Downtown BRZ  
Clara Piedalue, Citizen-at-large  
Melissa Wiebe, Citizen-at-large  
Erin Crane, Economic Development Lethbridge (EDL)  
Jordon Head, Citizen-at-large  
Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce  
Ken Harvie, Development Industry  
Marcia Nesch, Citizen-at-large  
Tara Gillanders, Allied Arts Council
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager  
Cidnee Lorenz, Recorder  
Sergeant Mike Williamson, Lethbridge Police Service
- REGRETS:** Jackie French, Southern AB Ethnic Association
- 

### CALL TO ORDER:

The meeting was called to order at 3:33 p.m.

#### 1. ACKNOWLEDGE STATEMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

#### 2. ADOPTION OF MINUTES:

E. Crane moved that the minutes of the October 14<sup>th</sup>, 2020 Heart of Our City Committee meeting be approved as presented.

**CARRIED**

#### 3. ADOPTION OF AGENDA:

C. Piedalue moved that the agenda be approved with the following addition:

- Lethbridge Police Service Update

**CARRIED**

#### 4. BUSINESS ARISING FROM THE MINUTES:

- Festival Square designs will be added to the December agenda.

#### 5. IN CAMERA – Nothing to note

## 6. AGENDA ITEMS:

- a) Lethbridge Police Service (LPS) Update (M. Williamson):
- An arrest was made at the Coal Banks Inn and approximately \$25,000 in property was recovered.
  - Although the illegal pop-up injection site has not been seen recently, LPS been made aware that the group plans to rent a commercial store front; this is on Administrations radar.
- b) Membership Update:
- D. Leite is no longer with Allied Arts Council and T. Gillanders will be taking over as the Allied Arts Council representative on the HOC Committee.
  - Councilor M. Campbell will Chair the November and December meeting and a new Chair will be elected at the January meeting. Anyone who is interested in putting their name forward can do so by e-mailing A. Malcolm.
- c) Lethbridge Pickleball Club Request of Letter of Support:
- The Pickleball Club is looking for a permanent site and is preparing a CIP submission for funding to establish one in the NW corner of Galt Gardens.
  - Information with regards to their CIP submission was attached for committee review and points of discussion were as follows:
    - There is concern that large wind fencing would be a visual obstruction to the park.
    - Would there would be security in place and who would be responsible?
    - The courts may limit other potential pop-up events.
    - Who would be responsible for maintenance?
    - Concern around limiting potential opportunity for other “court” groups. If funding was available maybe putting out a RFP with regards to courts and then evaluate which group would be best suitable for the park would be considered.
  - J. Stambene moved that the Heart of Our City Committee does not provide a letter of support to the Lethbridge Pickleball Club.
- CARRIED**
- A. Malcolm will touch base with the Governance Review consultants to see whether or not they have any suggestions on how the HOC could approach these requests going forward.
- d) City Council Standing Committee Presentation – Councillor B. Crowson:
- At their November 2<sup>nd</sup>, 2020 meeting, Council unanimously adopted recommendations, as amended from the Open and Effective Governance Committee regarding committee governance initiatives. Effective January 1<sup>st</sup>, 2021 changes will include:
    - Reducing Councillor appointments on Boards, Commissions and Committees (BCC) and possibly replacing them with citizen or administrative members;
    - Implementing a Standing Policy Committee Structure; and
    - Regular written reporting from the BCCs to SPCs
  - HOC will be reporting to Civics Works and there will no longer be a Councillor representative on the HOC.
  - Council meetings will be moved to Tuesdays and the Agenda Review Committee will meet on Mondays.
- e) Activity Grant:
- At the October 14<sup>th</sup>, 2020 HOC meeting a motion was passed to approve the following use of \$210,000 Activity Grant budget (combination of unutilized 2020 funds and 2021 funds).
    - \$90,000 for events approved in 2020 who intend on hosting their event in 2021 as per previous awarding with resubmitted application highlighting changes and revised budgets;
    - \$20,000 for new event applications submitted through a regular application process similar to past years;
    - \$10,000 for approved events (previous and new) to apply for additional funding to cover expenses for COVID-19 related safety expenses. Maximum of 10% of approved activity grant amount up to \$1,000; and



- \$90,000 for 2020/21 Outdoor Winter Festival with Artificial Outdoor Skating Surface in Downtown Core.
  - The motion from HOC was to approve the project in principle and further to request Economic Recovery Committee's (ERC) support to be then taken to City Council for support of fund changes.
  - As the ERC was not particularly in favour of utilizing \$90,000 for the purchase of the synthetic ice surface, Administrations recommendation is to move forward with the other three (3) recommendations and that the \$90,000 originally allocated for the Winter Festival and Outdoor Skating Surface be requested to be kept with HOC for future use on a future initiative.
  - The committee suggests using this additional time to create a strong foundation of sponsorships and corporate support and will reevaluate in the New Year once the Governance Review is complete.
- f) Personas Project:
- The Downtown Personas Final Report was attached for committee information and review.
  - A. Malcolm will work with the Complete Neighborhoods Subcommittee over the next several weeks to confirm the messaging and then share this with Communications to get it out to the public.
- g) Municipal Development Plan (MDP) – Opportunity for Feedback:
- The MDP is being updated by the Planning Department and the last feedback section on "Relationships" has been reopened to the HOC and BRZ for review.
  - The committee is asked to review the attachment and provide feedback to A. Malcolm. He will then summarize and share with the committee. As well, he will ask whether the Governance Review findings will be used to inform the MDP changes.

## 7. ROUNDTABLE:

- Lethbridge Historical Society (L. Johansen):
  - The AGM will be take place via zoom next week and is open to the public.
  - LHS is busy working on new podcasts, YouTube videos and books.
- Downtown BRZ (S. Kain):
  - Several upcoming events include The Outdoor Holiday Market, Black Friday Shopping Spree, Skating in the Square, Plaid Days, Christmas Drive-in, Beer Tours and World Junior Championships.

### -S. Kain left the meeting at 5: 00 p.m.-

- Economic Development Lethbridge (E. Crane):
  - The Regional Skills Study has been completed and the information will be available on EDL's site soon.
  - The EDL, Lethbridge Chamber and Lethbridge Local Immigration are working together to see if challenges can be met with the newcomer's workforce.
- Tourism Lethbridge (J. Stambene):
  - A Strategic Planning Session with the Board of Directors took place yesterday.
  - The newly renovated Visitors Centre will be open tomorrow.
- Citizen-at-large (J. Head):
  - An election process is underway on the Reserve and next week a new Chief and Council will be elected.
- Citizen-at-large (M. Wiebe):
  - The U of L Advancement Office has been working on a program to get students into the downtown business area using commencement coins.
- Allied Arts Council (T. Gillanders):
  - Christmas at Casa will take place online and will run for twelve (12) days.

- Councillor (M. Campbell):
  - City Council will be reopening and reviewing the budget next week.
  
- Urban Revitalization Manager (A. Malcolm):
  - 3<sup>rd</sup> Avenue will be open to traffic by Friday.
  - Six (6) propane heaters, outdoor panels and wind screens have been purchased through the Parklet Program to assist businesses with their winter parklets.
  - The Province has announced rapid rehousing dollars however the process to get them up and running has been challenging.
  - The first mural has been approved and will go behind the old Ten Thousand Villages location.
  - The Owl is relocating to the old Thrift for Less location across from SAAG on 3<sup>rd</sup> Avenue.
  - December Meeting –Andrew will reach out to J. French to see if the Multicultural Centre would have a space for a socially distance December meeting.

<b>ACTION:</b>	<p><b>A. MALCOLM:</b></p> <ul style="list-style-type: none"> <li>• Add Festival Square designs to the December agenda.</li> <li>• Pickleball - Touch base with the Governance Review consultants to see whether or not they have any suggestions on how the HOC could approach these requests going forward.</li> <li>• Personas Project - Work with the Complete Neighborhoods Subcommittee over the next several weeks to confirm the messaging and then share this with Communications to get it out to the public.</li> <li>• MDP Update – Summarize committee feedback and share with the committee and ask whether the Governance Review findings will be used to inform the MDP changes.</li> </ul> <p><b>HOC COMMITTEE</b> - MDP Update - review the attachment and provide feedback to A. Malcolm.</p>
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**8. NEXT MEETING:**

The next regular meeting will be held Wednesday, December 9<sup>th</sup>, 2020

**9. ADJOURNMENT:**

Meeting adjourned at 5:19 p.m.

## Attachment 2

### **CITY OF LETHBRIDGE HEART OF OUR CITY COMMITTEE PROPOSED TERMS OF REFERENCE MARCH, 2016**

#### 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. Downtown Lethbridge Business Revitalization Zone - one (1) representative
- c. Urban Development Institute – one (1) representative
- d. Lethbridge Chamber of Commerce - one (1) representative
- e. Economic Development Lethbridge - one (1) representative
- f. Lethbridge Historical Society – one (1) representative
- g. Allied Arts Council – one (1) representative
- h. Citizen 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
- i. Southern Alberta Ethnic Association - one (1) representative
- j. Aboriginal Community – 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.

**CITY OF LETHBRIDGE  
HEART OF OUR CITY COMMITTEE  
COMMITTEE CHAIR  
ROLE AND RESPONSIBILITIES  
NOVEMBER, 2017**

1. Introduction

The Heart of Our City Committee is a Standing Committee of Lethbridge City Council tasked with the responsibility of implementing the Heart of Our City Master Plan. The Committee is a high-performing team with a track record of success, in incubating and implementing key strategies that have contributed to the growth and sustainability of our Downtown.

2. Committee Chair Role and Responsibilities

- a. Preside at Heart of Our City Committee Meetings to ensure that that the Committee functions effectively and meets its obligations and responsibilities as prescribed in the Heart of Our City Committee Terms of Reference.
- b. Meet with the agenda committee to help derive Heart of Our City Committee meeting agendas.
- c. Meet with City of Lethbridge administration to coordinate implementation of Heart of Our City Committee initiatives.
- d. Build and maintain effective working relationships with Heart of Our City Committee membership entities and their respective representatives.
- e. Dialogue with Heart of Our City Committee members to assist in the effective communication of ideas and issues.
- f. Participate in the selection of Heart of Our City Committee Citizen-at-Large members, at the request of City Council.
- g. Represent the Heart of Our City Committee or preside at special engagements, such as public announcements, celebrations or awards.
- h. Make presentations to City Council on behalf of the Heart of Our City Committee.
- i. Build consensus and help develop teamwork within the Heart of Our City Committee.
- j. Advise Heart of Our City Committee members, in consultation with City Administration, of any conflict of interest issues.
- k. Champion the vitalization of Downtown Lethbridge!

#### Process for Election of Chairman

1. Downtown Revitalization Manager will call for nominations for the position of Chairman
2. Nomination is made by a Committee member
3. Seconders are not required for a nomination
4. Nominee has to agree to the nomination
5. Secretary will continue to call for nominations until it is clear that no other nominations are proposed
6. Motion for nominations to cease will be requested.
7. If only one nomination, person will declare to be elected as Chairman by acclamation
8. If more than one nomination, voting will be by secret ballot
9. Tabulation of the voting will be done by the Urban Revitalization Manager and the Director of Property Service
10. Urban Revitalization Manager will announce the person elected as Chairman. The results will not be disclosed.
11. Ballots used will be destroyed
12. Meeting will be turned over to the Chairman
13. The Council representative is automatically the Vice-Chair, so no election is required.



CITY OF  
*Lethbridge*



CITY OF LETHBRIDGE

# **Festival Square Concept Design Final Report**

**November 2020**



## PROJECT SUMMARY

In early July, the intersection at 3<sup>rd</sup> Avenue and 6<sup>th</sup> Street South will be closed as part of the first phase of the 3<sup>rd</sup> Avenue Reconstruction project, while this phase will only take a few months this is the start of a project that will encompass the better part of the next two years. Upon completion 3<sup>rd</sup> Avenue will be transformed into a much more vibrant and safer environment for pedestrians.

To build off of this project, the City, Heart of Our City and the Downtown BRZ have been discussing about making improvements to Festival Square (corner of 3 Ave and 6 St S) as a logical next step in the ongoing efforts of revitalization in Downtown. As such, Stantec Consulting Ltd. and their team of urban designers were engaged in developing several conceptual design options based on previous plans and studies as well as stakeholder engagement with City, HOC, Downtown BRZ, and members of the public through a virtual open house session and online survey.



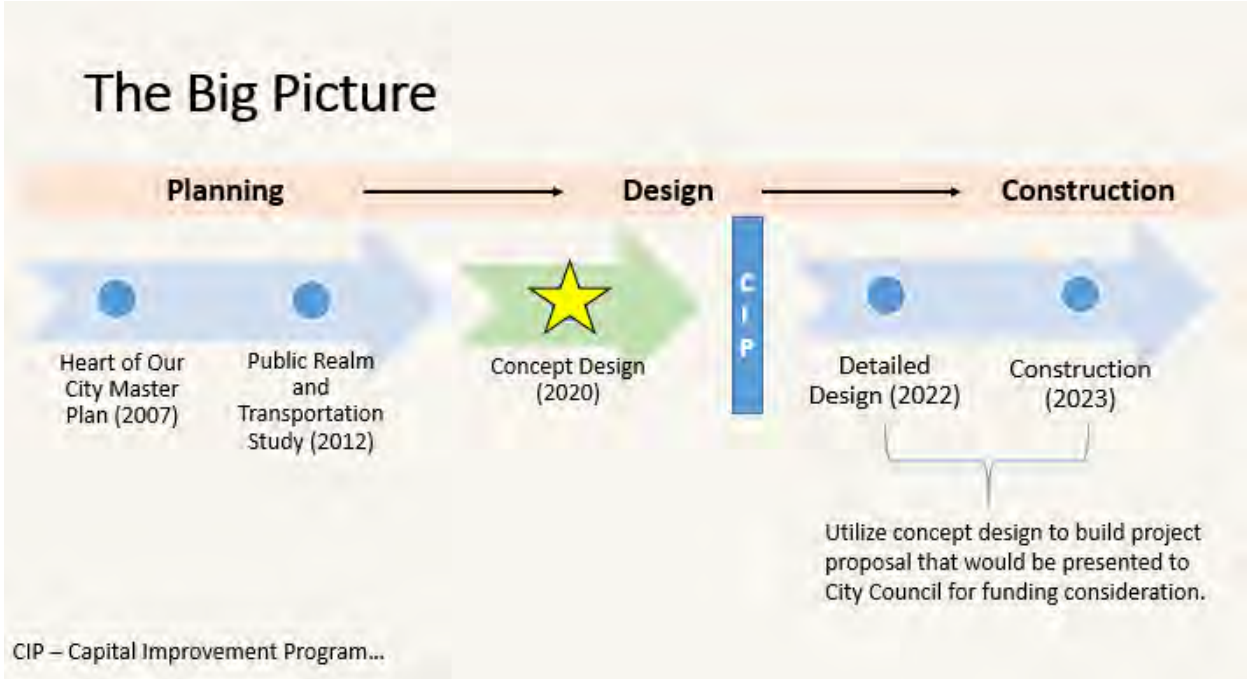
## Project Vision

- Transform Festival Square into a year-round urban plaza that can host various events for community organizations and local businesses.

## Project Objectives

- Increase daily number of people who visit Festival Square/Downtown
- Increase the amount of time people spend in Festival Square/Downtown
- Improve the public perception of Festival Square/Downtown
- Increase economic activity in Festival Square/Downtown
- Decrease vacancy levels of properties around Festival Square/Downtown

Through this process a conceptual design and an opinion of costing was developed and finalized. At this time no funding, has been approved but the intent is to submit through the City’s Capital Improvement Program (CIP) for funding and construction 2021-2025.



However, the project was recently been endorsed by City Council to be identified as a priority project to access Municipal Stimulus Funding (MSP) which is an opportunity spurred out of COVID-19. The Province has since approved this funding and \$900,000 has been secured for detailed design and construction for 2021.

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## BACKGROUND

6<sup>th</sup> Street South between 3<sup>rd</sup> and 4<sup>th</sup> Avenue in the heart of Lethbridge's Downtown is often referred to as 'Festival Square'. For the purposes of this project, Festival Square is defined as the parking area formed at the northern end of 6<sup>th</sup> Street. This is a 125' x 50' parking area with approximately 20 parking spaces. The area is currently a bookable space through the City of Lethbridge which can be closed off for events. It is regularly closed to vehicles on Wednesdays as part of the Downtown Farmers Market. When used as an event space there are very high pedestrian counts, businesses see increase in foot traffic and sales, and there is a high sense of vibrancy, sense of community, and overall safety.

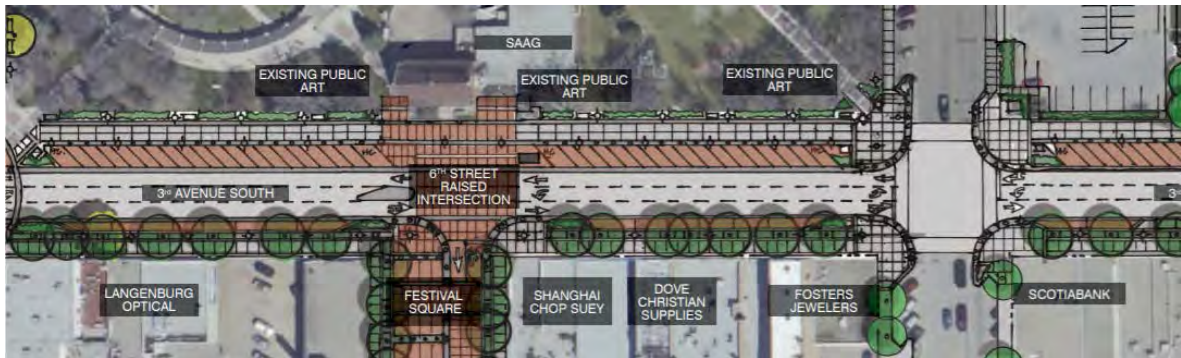
Despite the successes, it is fairly underutilized as an event space due to perception of parking only, burdensome permitting and permissions process. Cost prohibitive, and challenging timeframes to set up before parking begins.



Both 6<sup>th</sup> Street and Festival Square feature prominently in existing planning documents for the Downtown including:

- Heart of Our City Master Plan
  - o Public Realm Framework
    - Describes different forms of open spaces and need for diverse types for revitalization. Squares and Plazas subsection further describes the role of squares/plazas tied to Galt Gardens specifically identifying 3 plazas where promenade streets link to Galt Gardens including Festival Square.
  - o Capital Improvement Priorities

- Streetscape Priority: 6<sup>th</sup> Street from 3<sup>rd</sup> Avenue to 4<sup>th</sup> Avenue
- Urban Parks and Plazas Priority: Festival Square
- Public Realm and Transportation Study
  - Priority Street – 3 Avenue South
    - Figure 6.1.3 shows 6<sup>th</sup> Street and Festival Square being an enhanced public realm zone (not included in 3<sup>rd</sup> Avenue construction)




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## ENGAGEMENT/COMMUNICATIONS STRATEGY

- Online Stakeholder Engagement Session – June 25, 2020
  - Invites sent to BRZ Membership and Board, Heart of Our City Committee, and Businesses and Residents on 6<sup>th</sup> Street and 3<sup>rd</sup> Avenue.
- Public Survey – June/July 2020
- What We Heard Report & Final Concept Designs – September 2020
- **Further engagement planned for detailed design and construction – Spring 2021**

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## WHAT WE HEARD REPORT

### ONLINE STAKEHOLDER ENGAGEMENT SESSION (JUNE 25 2020)

- Invites sent to BRZ Membership and Board, Heart of Our City Committee, and Businesses and Residents on 6<sup>th</sup> Street and 3<sup>rd</sup> Avenue.
- 16 participants including HOC members, BRZ staff and members, local business owners, and residents.
- Background of the project was outlined and 3 draft concepts were shared with questions that were purposeful to focus in on preference of certain elements.
- Detailed responses located in **appendices A.**

### PUBLIC SURVEY (JUNE/JULY 2020)

- Hosted on the City's Get Involved website between June 25<sup>th</sup> and July 13<sup>th</sup>
- 23 responses
- Designed utilizing same information and questions as the online stakeholder engagement session including project background and 3 draft concepts.
- Detailed responses located in **appendices B.**

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## FINAL CONCEPTS

Final concept designs were prepared based on past studies, technical evaluations, and the feedback gathered through the stakeholder and public engagement opportunities.

The final concepts are located in **appendices C.**

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## NEXT STEPS

- Detailed Design RFP – December 2020
- Detailed Design Process – January – February 2021
- Construction Tender – March 2021
- Construction – April – May 2021
- Grand Opening – Summer 2021

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## APPENDICES

- Appendices A: Online Stakeholder Engagement Report
- Appendices B: Online Stakeholder Engagement Report
- Appendices C: Final Concept Designs
-





City of Lethbridge | **Festival Square**  
Preliminary Concept Options

**Online Stakeholder Engagement Session  
June 25, 2020 @ 7pm via Zoom**

# Agenda

- Project Team
- Project Context
- The Big Picture
- Concept Development
- Concept Review/Feedback
- Next Steps



# Project Team

- City of Lethbridge
  - Andrew Malcolm, Urban Revitalization Manager
  - Karen Iwaasa, Engagement Consultant
- Downtown Business Revitalization Zone
  - Ted Stilson, Executive Director
  - Logan Bartholow, Marketing Ambassador
- Stantec Consulting Ltd.
  - Brad Schmidkte, Principal, Community Development
  - Eric Schertzer, Urban Designer



# Project Context

- Corner of 3 Ave S and 6 St S
- 125' x 50' semi-enclosed surface parking area with 16 spaces
- Developed in 1980's when 6 St S was "pedestrianized" as part of revitalization efforts
- Bookable space via CofL for events and festivals (e.g. Farmers Markets, Euro Cup Soccer, etc.)





# Project Context

- Currently underutilized as event space due to:
  - Perception as parking only
  - Burdensome permitting and permissions process
  - Cost prohibitive
  - Challenging timeframes to set up before parking begins
- When utilized as event space...
  - Highest pedestrian foot traffic counts
  - Most successful days for businesses
  - High sense of vibrancy, sense of community, and overall safety.

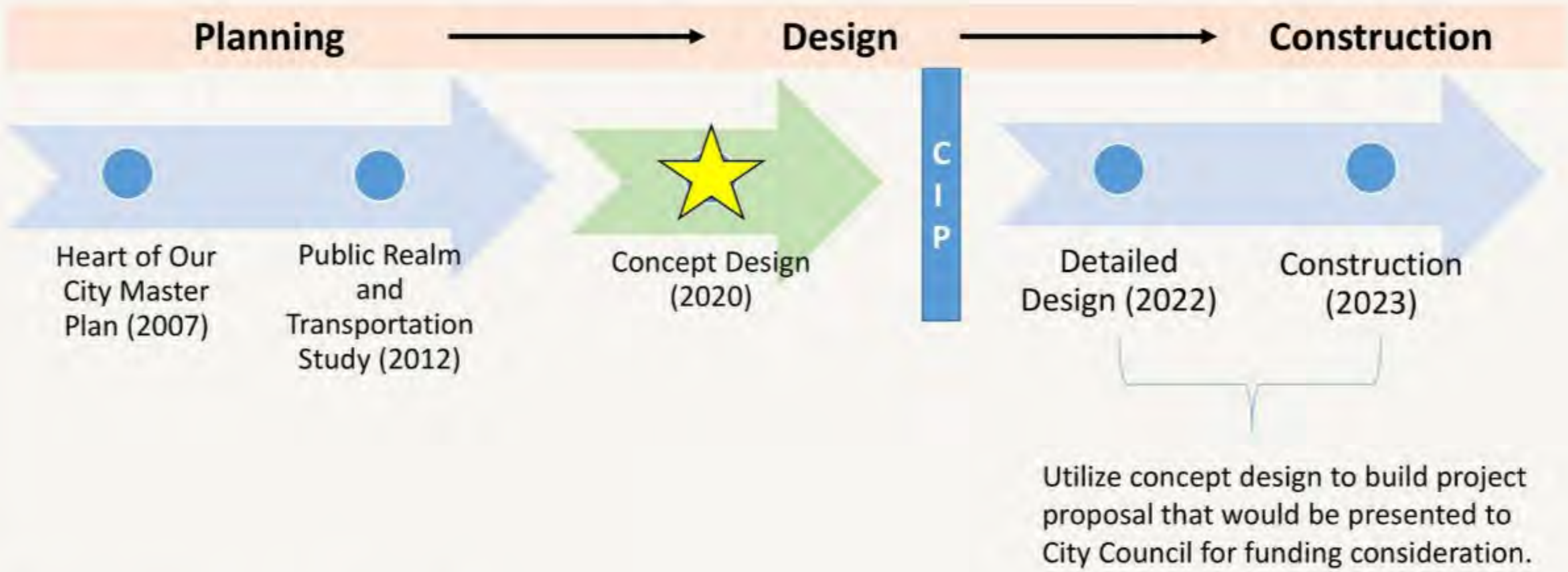




# Project Vision

- ***Transform Festival Square into a year-round urban plaza that can host various events for community organizations and local businesses.***
  - Ideas include: Farmer's Market; Stage for Musical Events; Retractable Outdoor Movie Screen; Gathering and Games Area (ping pong, basketball, temporary ice rink,); festival space for events like street wheelers and Oktoberfest; useable open space for local businesses on an as needed basis.

# The Big Picture



CIP – Capital Improvement Program...



# Concept Development - Planning

- Past Planning and Studies
  - Heart of Our City Master Plan (HOCMP)
    - Public Realm Framework
      - Describes different forms of open spaces and need for diverse types for revitalization. Squares and Plazas subsection further describes the role of squares/plazas tied to Galt Gardens specifically identifying 3 plazas where promenade streets link to Galt Gardens including Festival Square.
  - Capital Improvement Priorities
    - Streetscape Priority: 6<sup>th</sup> Street from 3<sup>rd</sup> Avenue to 4<sup>th</sup> Avenue
    - Urban Parks and Plazas Priority: Festival Square



# Concept Development - Planning

- Past Planning and Studies
  - Public Realm and Transportation Study (PRATS)
    - Priority Street – 3 Avenue South
      - Figure 6.1.3 shows 6<sup>th</sup> Street and Festival Square being an enhanced public realm zone (not included in 3<sup>rd</sup> Avenue construction)





# Concept Development - Design

## Project Details

- Complete topographic survey of fixed structural and landscape elements
- Review buried utilities and other potential constraints to site development
- Prepare 3 initial concepts for feedback with stakeholders based on past planning and precedent images shared by City and BRZ.
- **Review concepts with Stakeholders and compile feedback into one final modified concept (WE ARE HERE)**
- Discuss interim development stage (quick and temporary ways to test out design features) and full development including opinion of costs

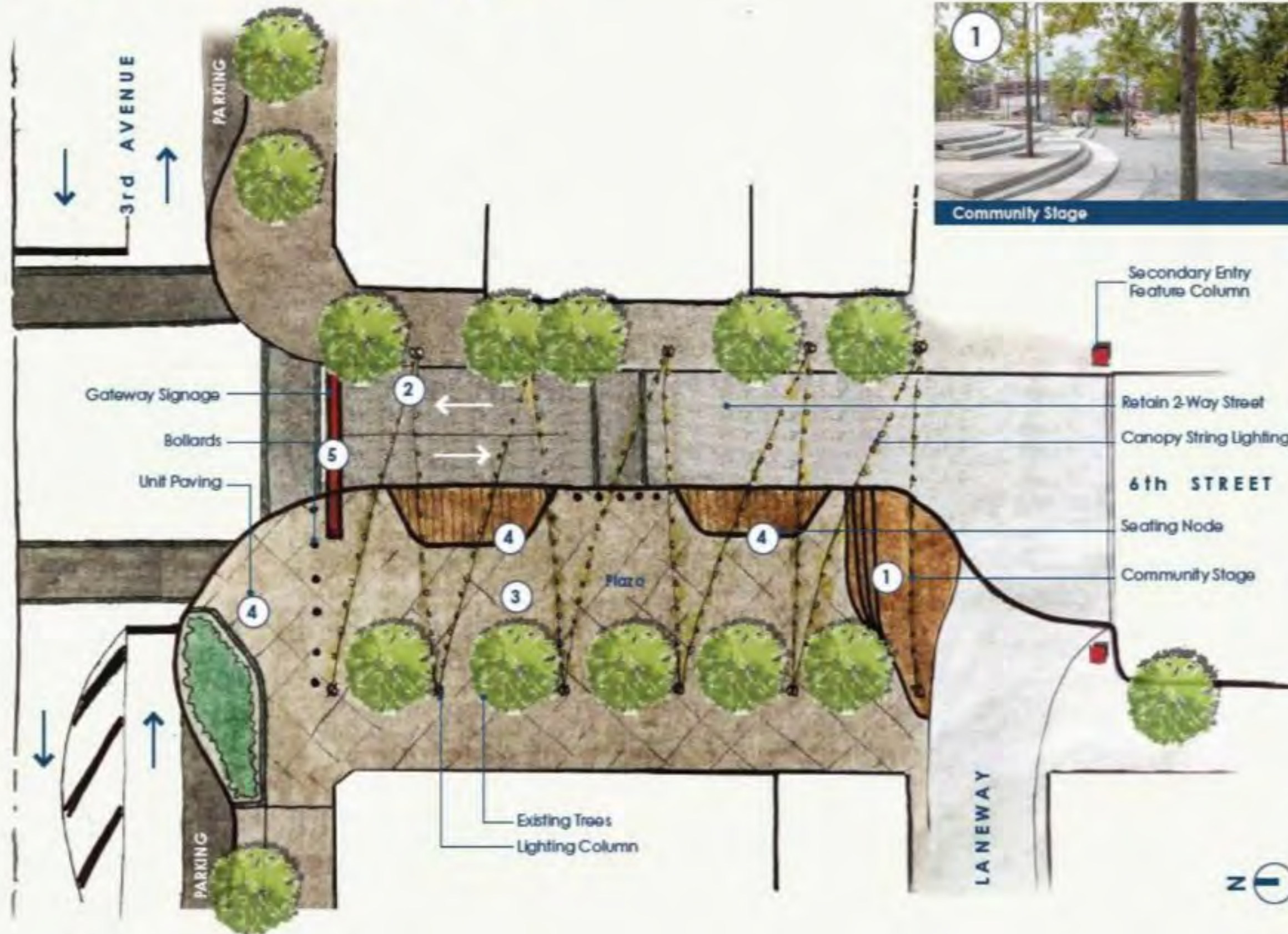


# Draft Concepts

- 3 Concepts have been drafted; each includes different components including lighting, plantings, pavement, and activation elements
- Eric will lead us through each concept including the elements and the design considerations behind each

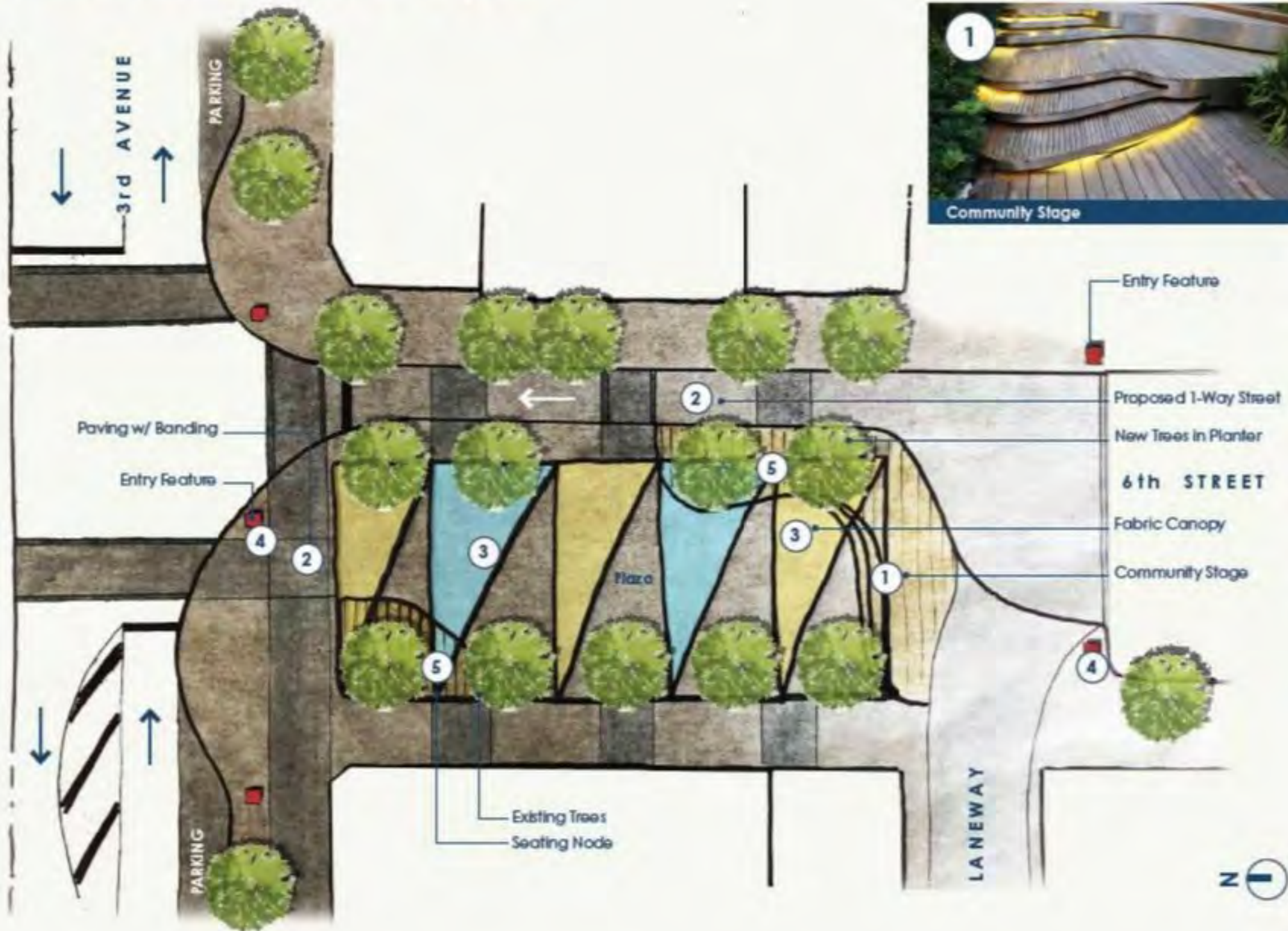


# 1 Festival Square Op.1





# 2 Festival Square Op.2





# 3 Festival Square Op.3





# Concept Review/Feedback

- **PLEASE GO TO [MENTI.COM](https://menti.com) ON YOUR SMARTPHONE OR COMPUTER 😊**



# Q1: What do you think of having a gateway sign that spans across 6<sup>th</sup> Street?

## 1 Festival Square Op.1









# Q2: What should a gateway sign text say?

## 1 Festival Square Op.1





# What should the gateway sign say? (open ended; multiple responses permitted)

Festival square

join the action

Festival Square

downtown lethbridge

Festival square

Downtown Lethbridge

new brand - downtown lethbridge

Festival Square

The old street name?



# What should the gateway sign say? (open ended; multiple responses permitted)

Festival Way

Downtown Lethbridge

Festival Lane

Oki, Festival Square, Lethbridge,

new brand downtown lethbridge

the old street name

Festival Street

oki

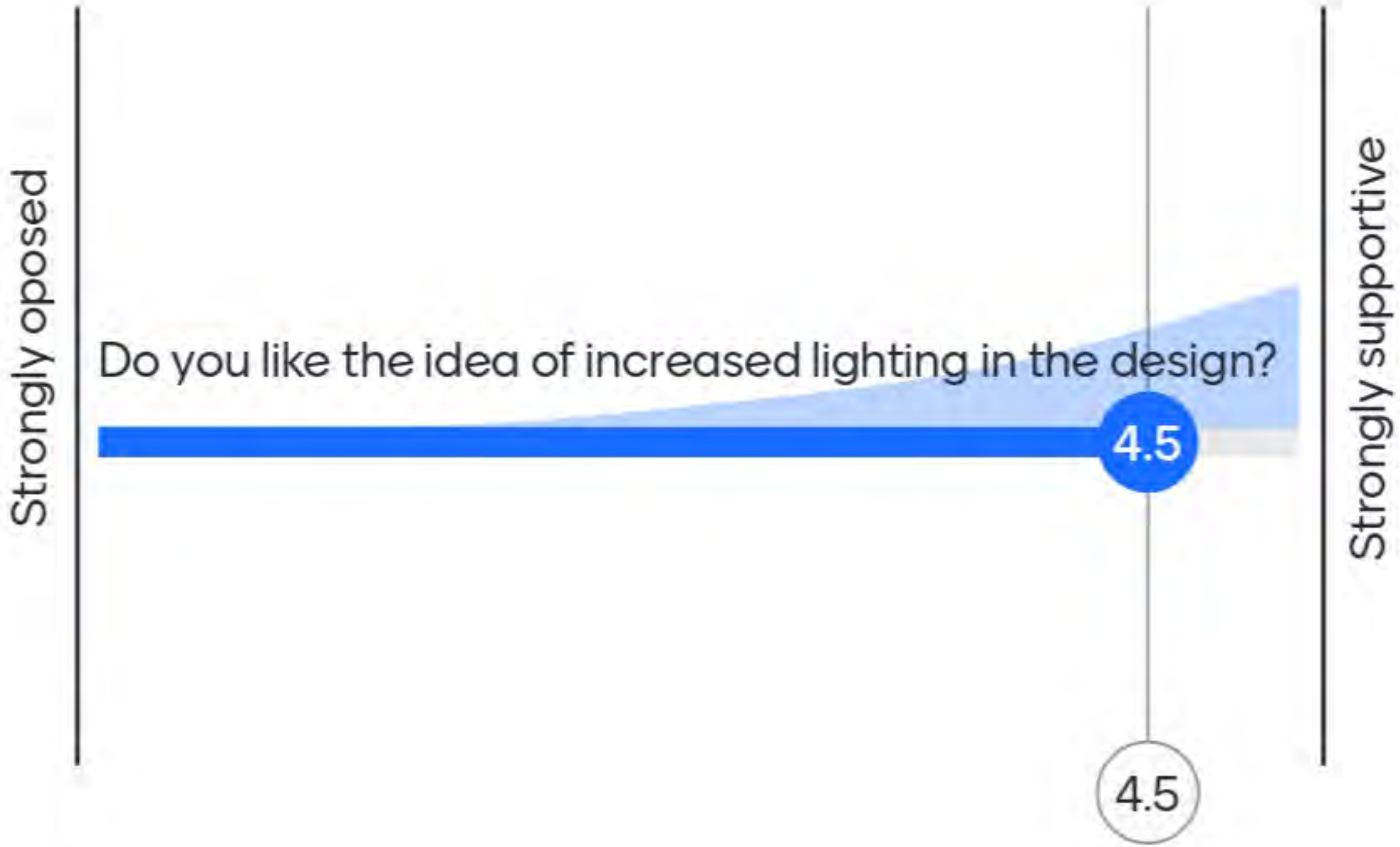




# Q3: Do you like the idea of increased lighting in the design?

## 1 Festival Square Op.1







# Q4: The 3 options have different pavement treatments, what do you think would fit the festival square best?

## Option 1

Define the square with traditional pattern



## Option 2

Define the entire space (street and plaza) with bold pattern



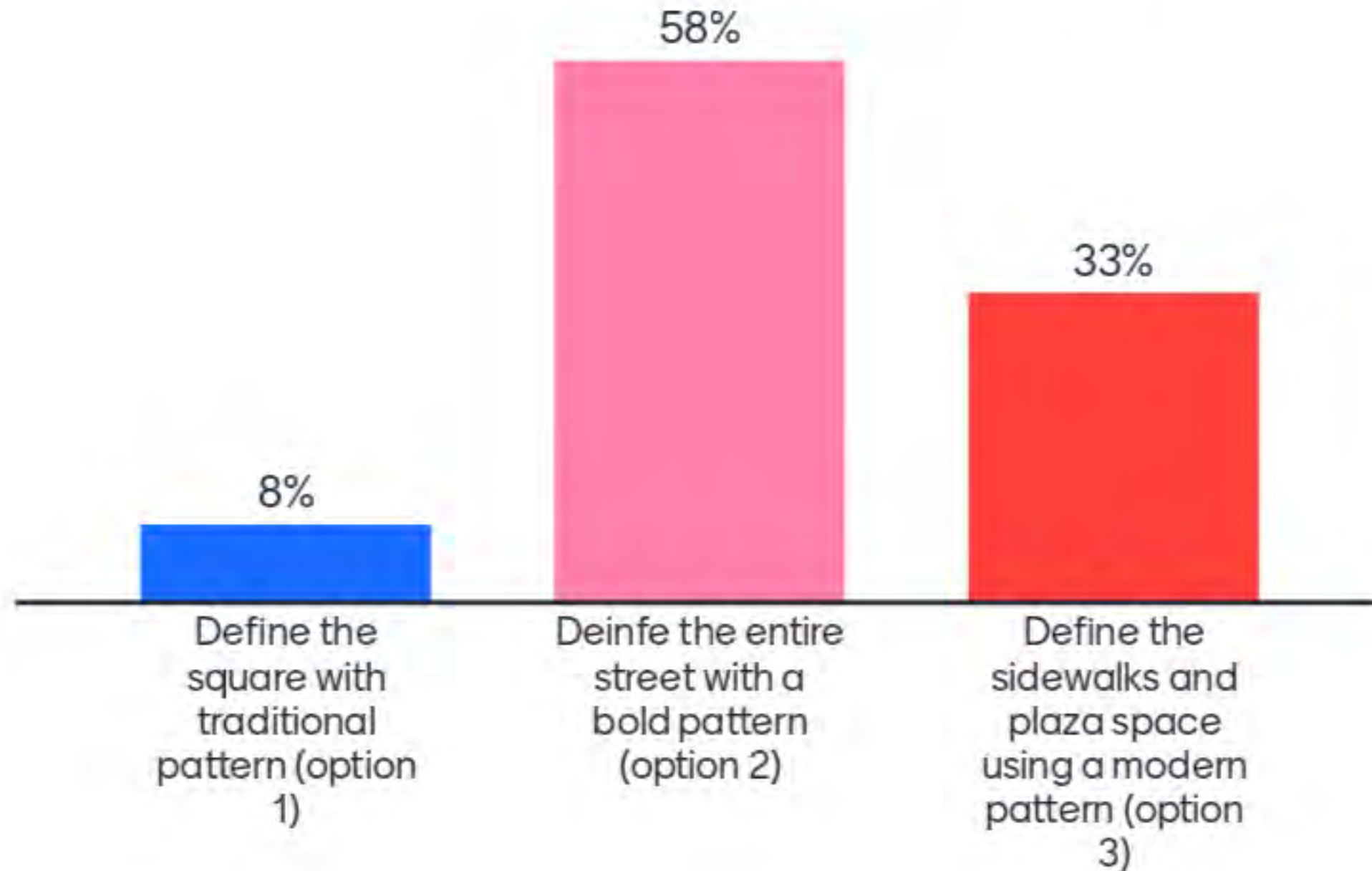
## Option 3

Define the sidewalk and plaza using modern pattern





# The 3 options have different pavement treatments, which do you think would fit the festival square the best?





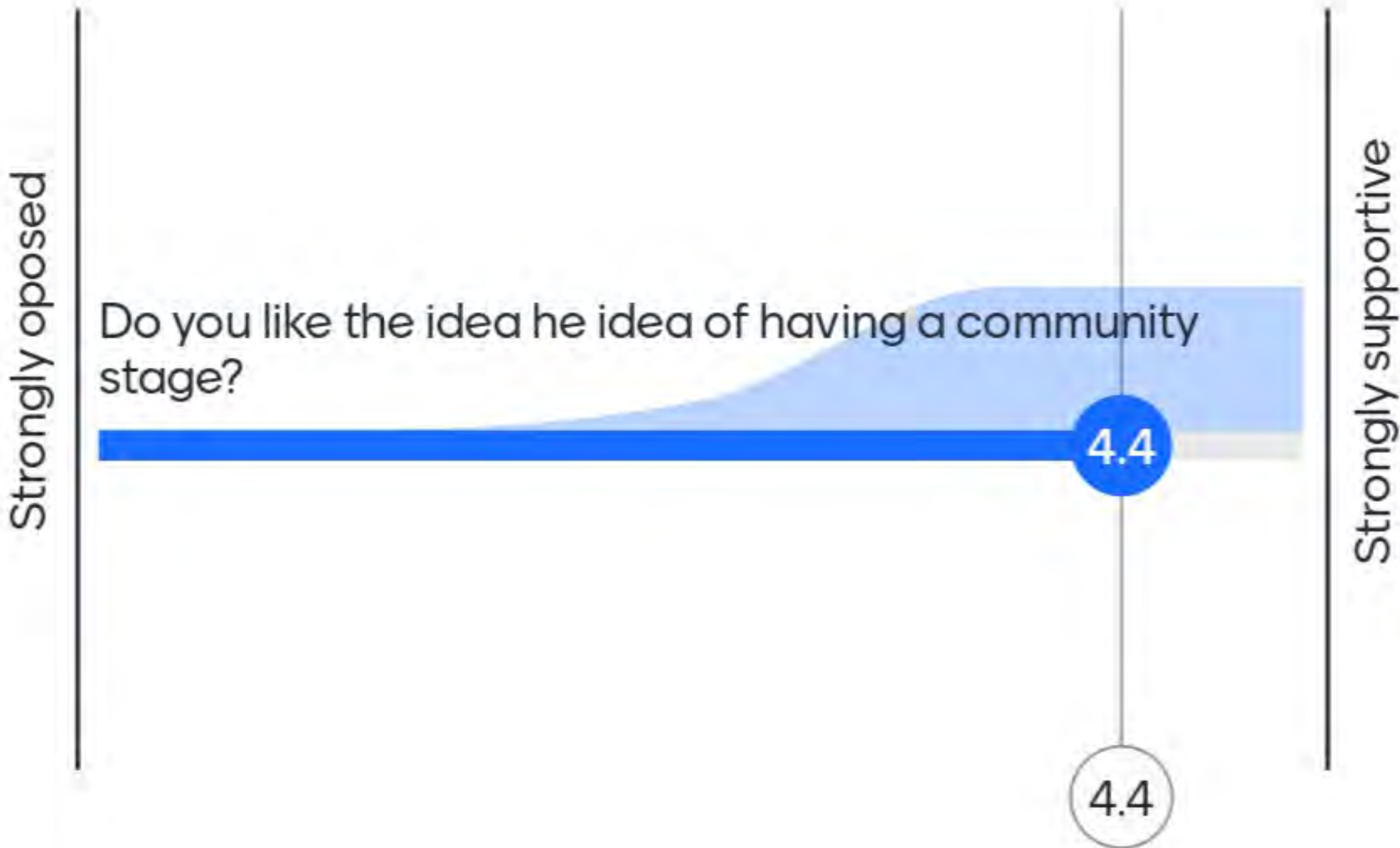
# Q5: What do you think about having a community stage?

## 1 Festival Square Op.1



## 2 Festival Square Op.2





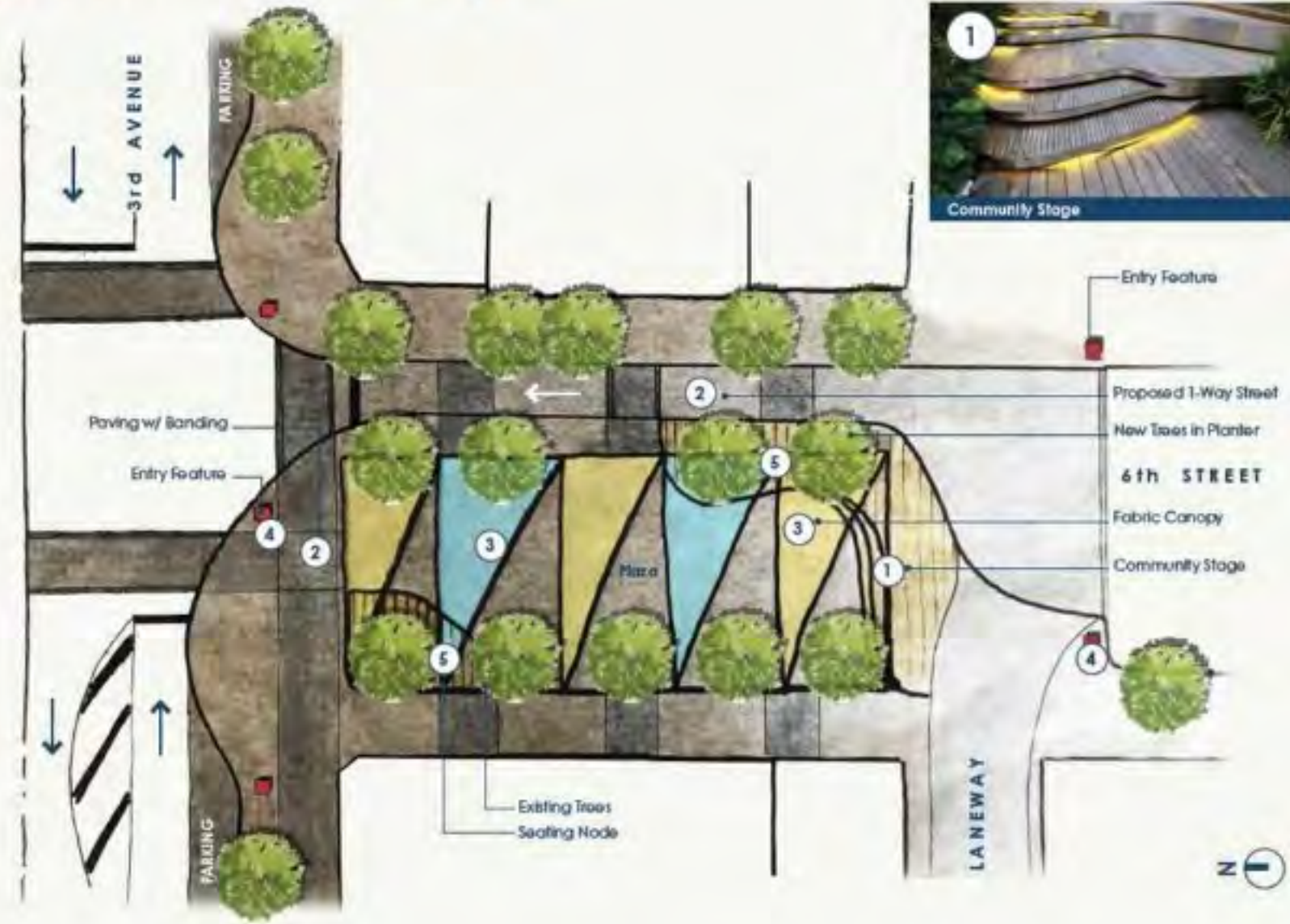


# Q6: How do you see a community stage being used? \_\_\_\_\_

## 1 Festival Square Op.1



## 2 Festival Square Op.2





# How do you see a community stage being used? (open ended; multiple responses permitted)

Buskers

performances

small theatre

buskers

Community Art Displays

Music

Dance groups

dance

Project launch



# How do you see a community stage being used? (open ended; multiple responses permitted)

Open mic

Small bands, singer songwriters

Theatre

Bands

living statues

performances

Town Halls

arts days programming space

Poetry reading



# How do you see a community stage being used? (open ended; multiple responses permitted)

small bands

Coffee house style performance

en plein air

Small play

media events

Weddings

Small gatherings, music events, small theatre shows, dance

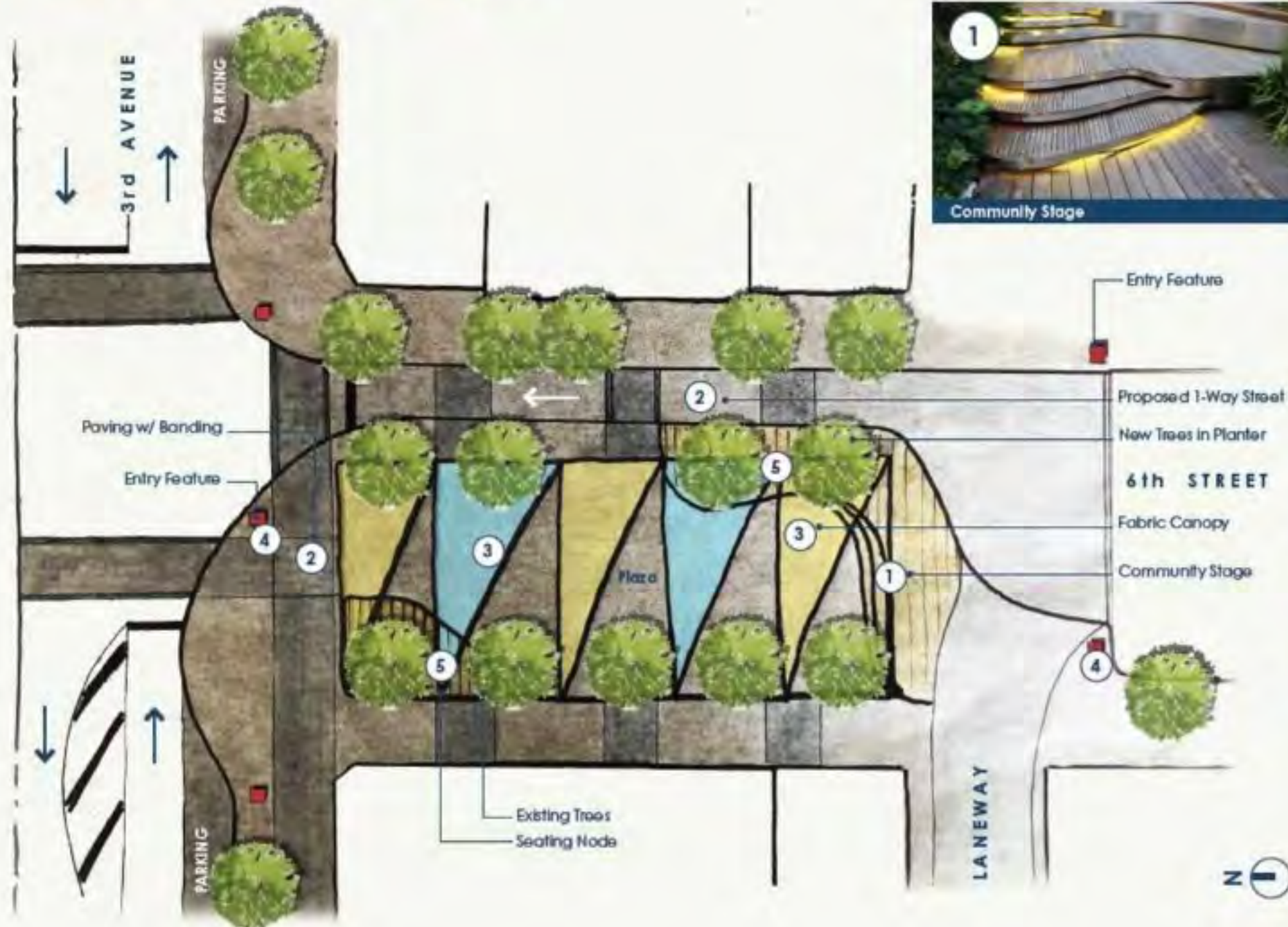
Speakers

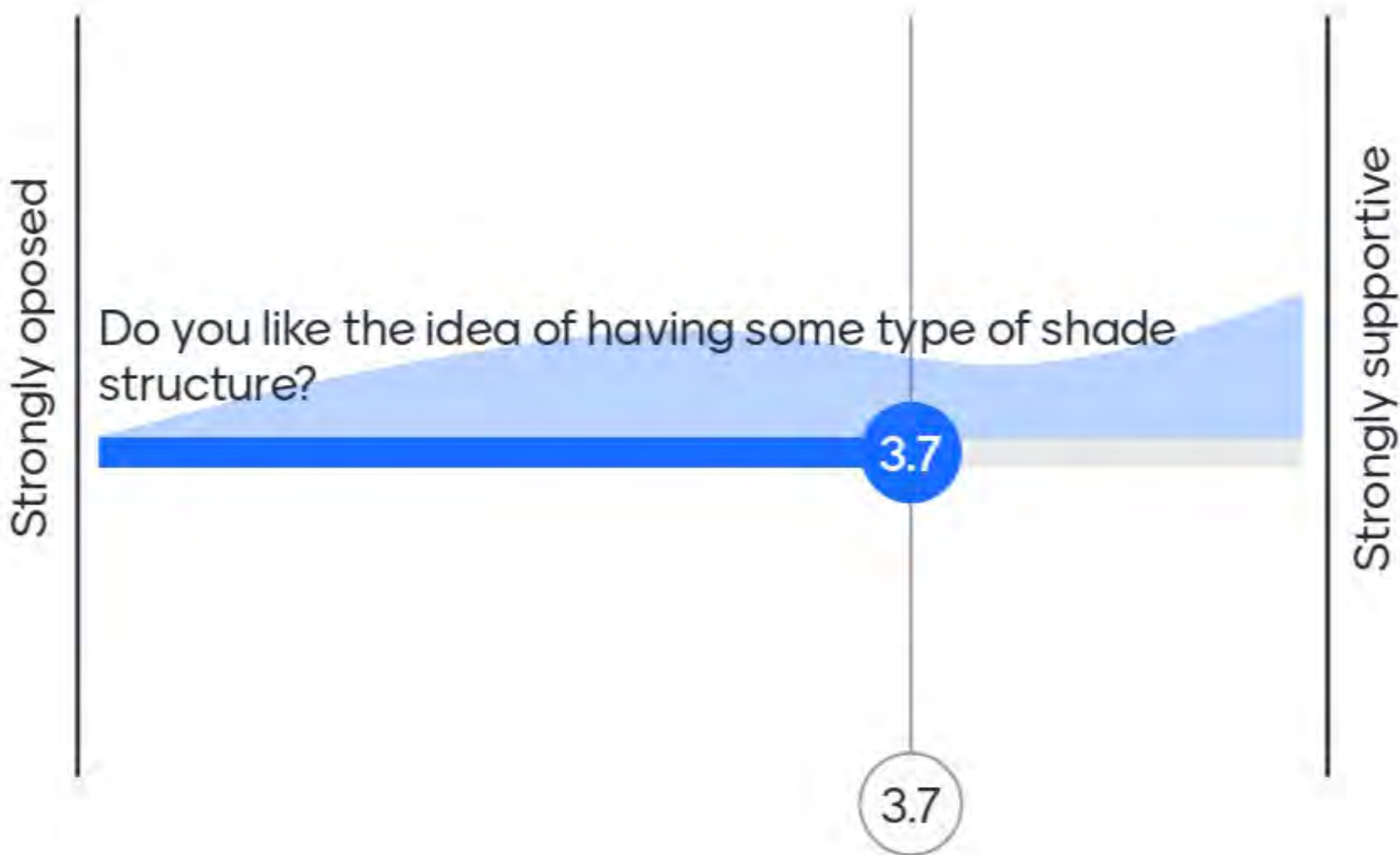




# Q7: Do you like the idea of having some type of shade structure?

## 2 Festival Square Op.2







# Q8: The 3 concepts have different options for 6<sup>th</sup> Street, what do you think would fit festival square area the best?

Option 1 (two-way traffic)

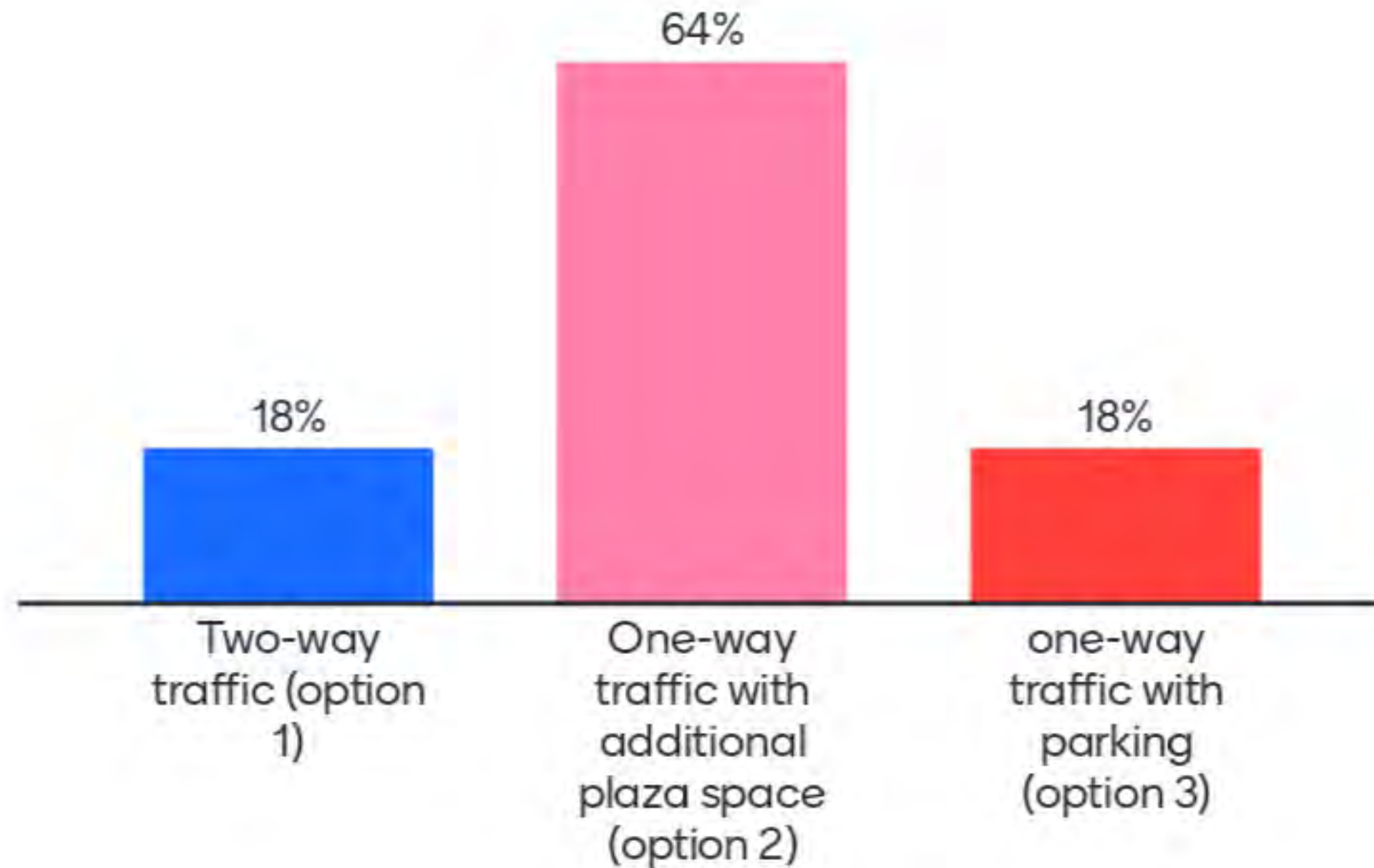
Option 2 (one-way traffic with additional plaza space)

Option 3 (one-way traffic with parking)





# The 3 concepts have different options for 6th Street, what do you think would fit best?

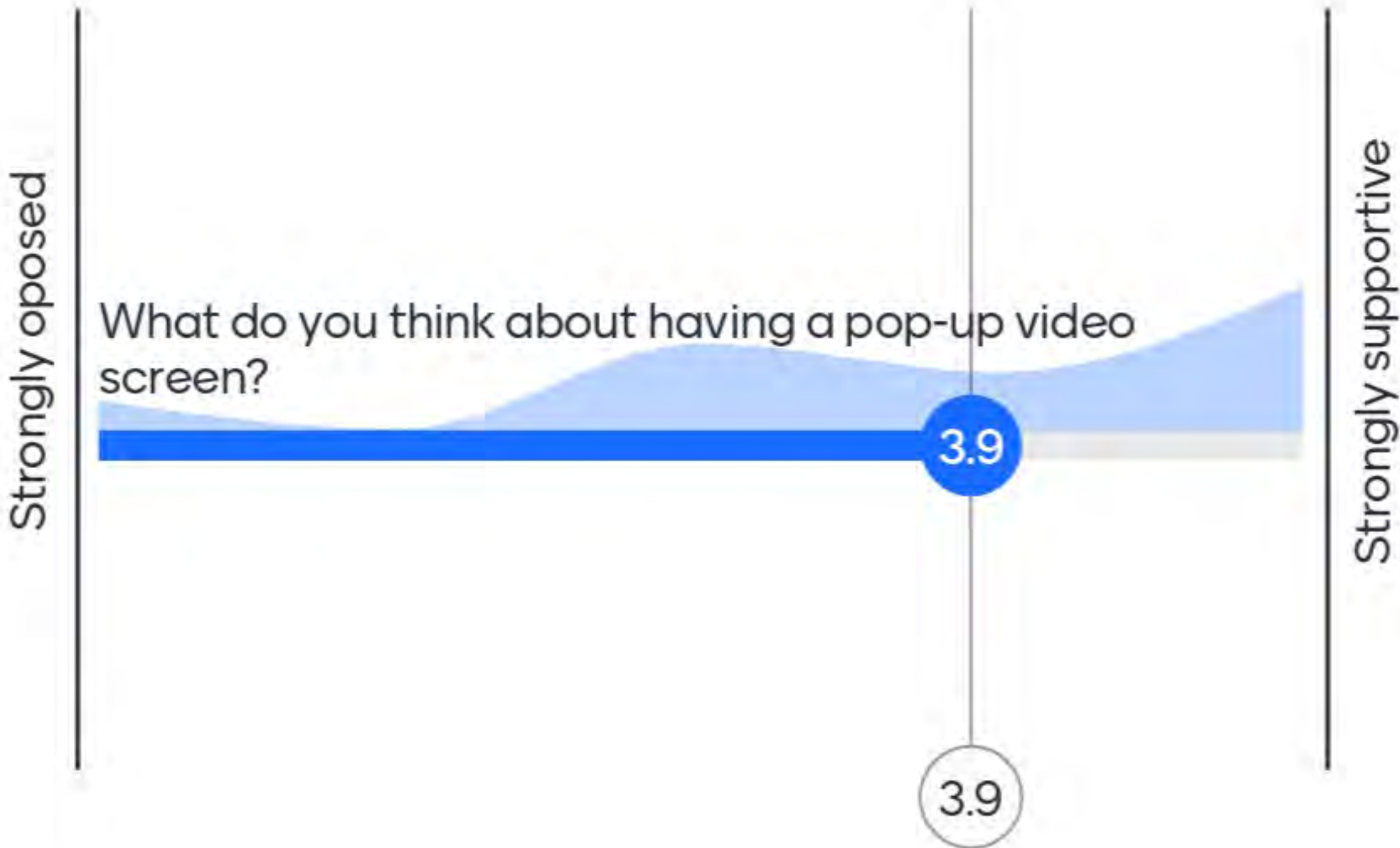




# Q9: What do you think about having a pop-up video screen?

## 3 Festival Square Op.3







# Q10: How do you see a pop-up video screen being used?

## 3 Festival Square Op.3





# How do you see a pop-up video screen being used? (open ended; multiple responses permitted)

Press conferences

Movies

Major sporting events

Movies

Movies

Sports

Sports games

movie nights

movie nights

# How do you see a pop-up video screen being used? (open ended; multiple responses permitted)

Presentations

Outdoor movies

Bachelor:)

film screenings

Sports

Background for concerts, theater etc.

public art videos

sports events

Broadway shows

# How do you see a pop-up video screen being used? (open ended; multiple responses permitted)

Local film festivals - digital arts

Streaming for casa performances

Elections

Weekly popular series





# Q11: Do you like the idea of having flexible seating that could be reconfigured?

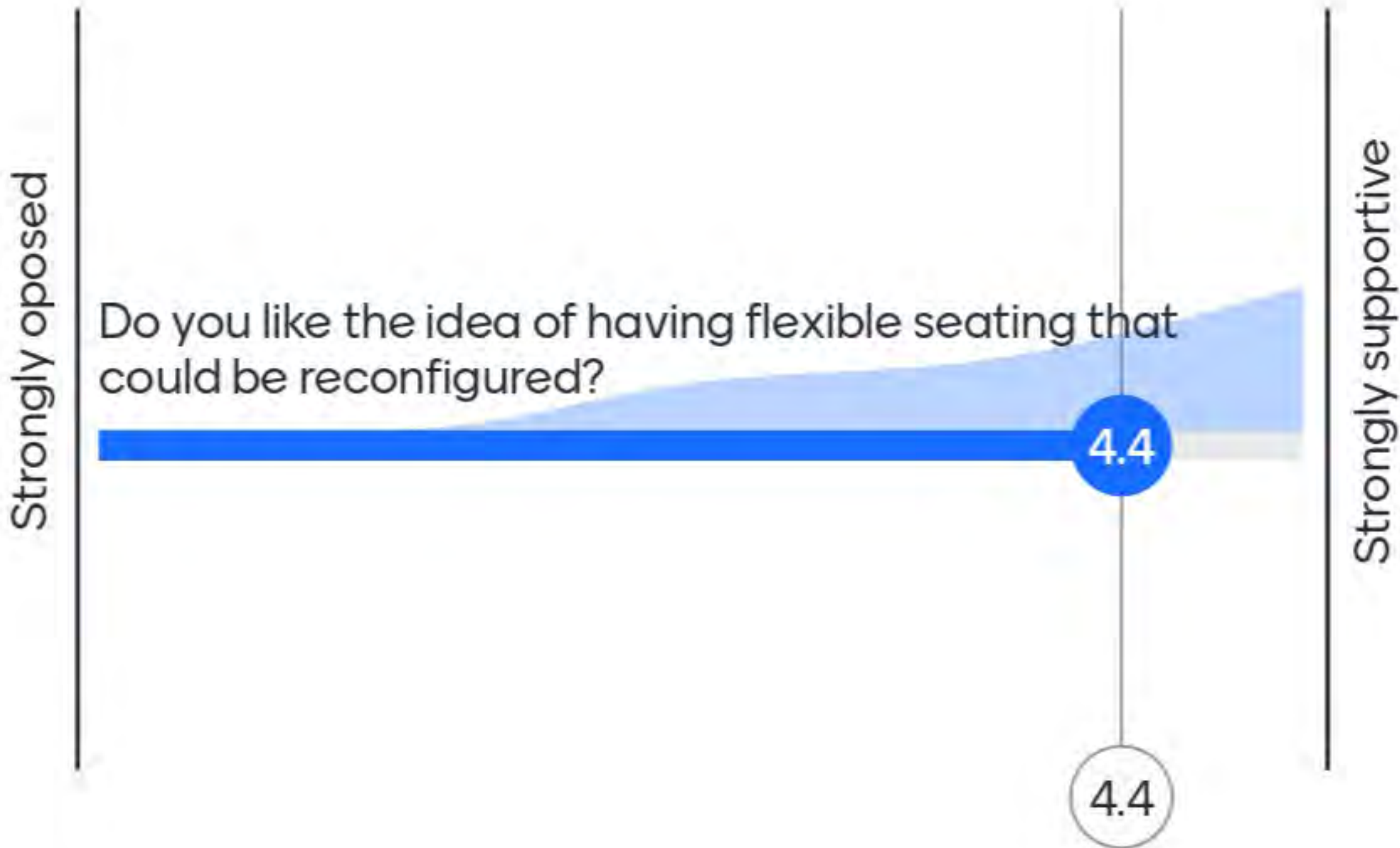
## 3 Festival Square Op.3



Entry Feature  
Proposed 1-Way Street  
New Urban Tree Planting  
6th STREET  
Flexible Seating (movable)  
Pop-Up Screen Location

Existing Trees  
Flexible Seating (movable)





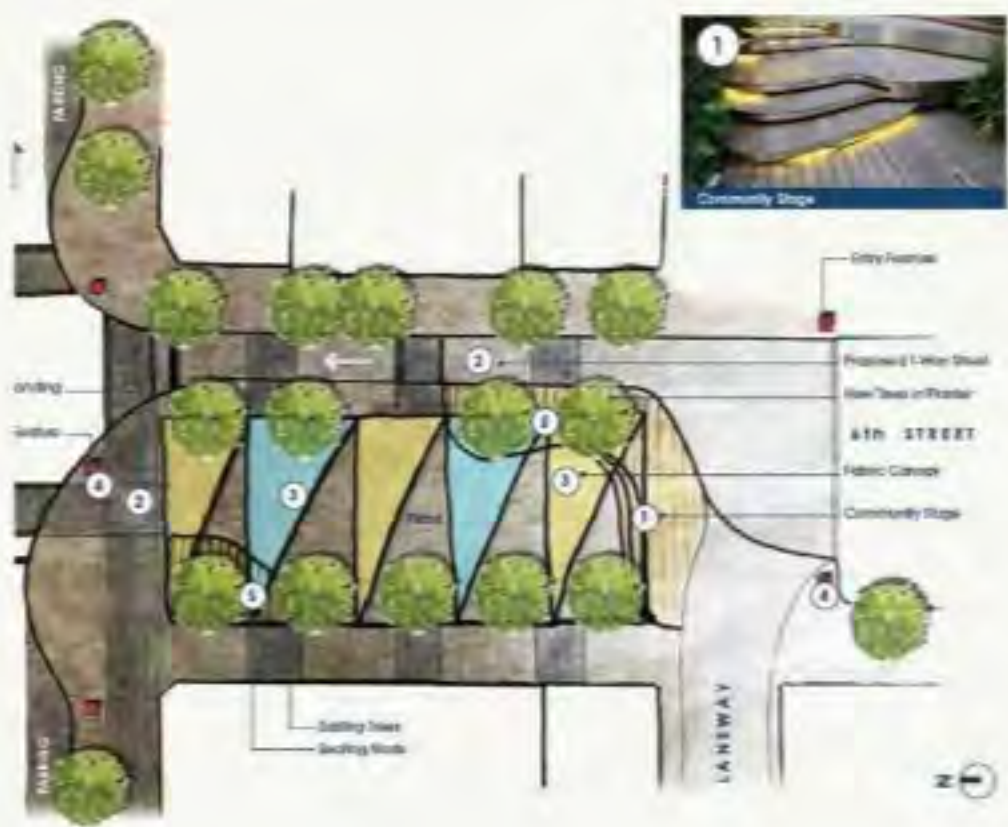


# Q12: Each of the 3 options has different options for plantings, what do you think would fit the area best?

Option 1 (retain existing trees on outside of street)

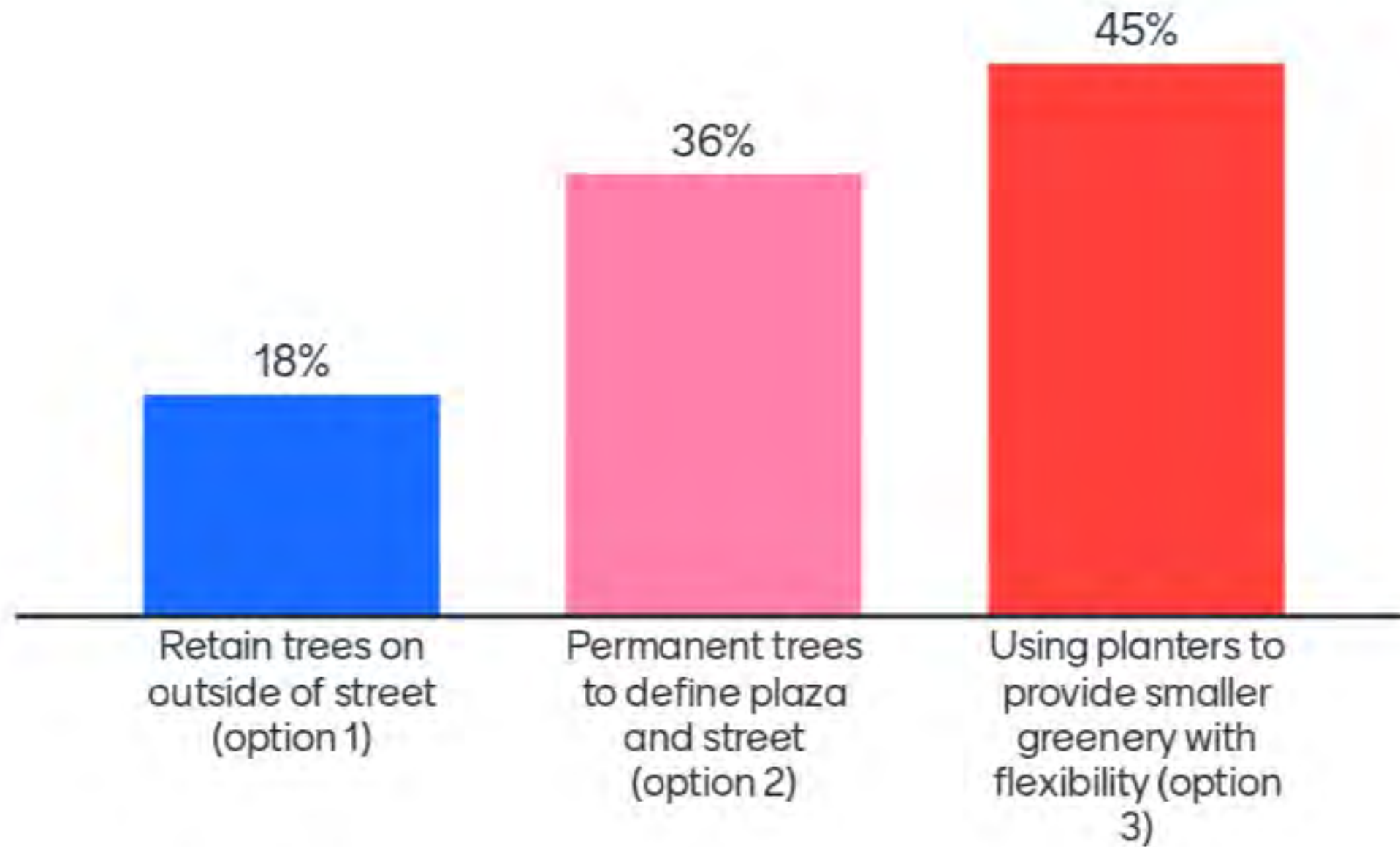
Option 2 (permanent trees to define plaza and street)

Option 3 (using planters to provide smaller greenery with flexibility)





# The 3 concepts have different options for 6th Street, what do you think would fit best?

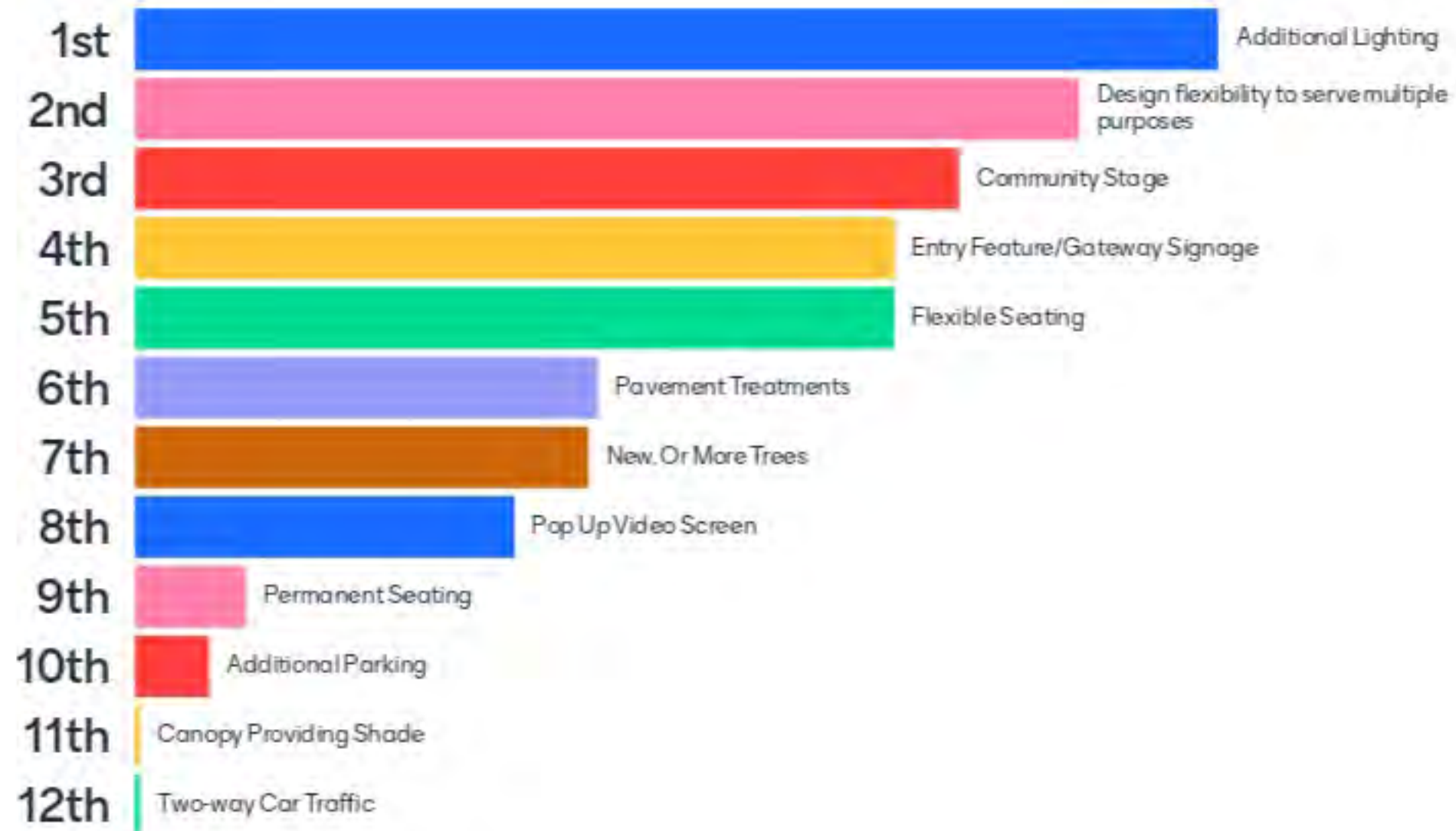


# Q13: Rank the top 5 components proposed for Festival Square?

- Additional Lighting
- Community Stage
- Entry Feature/Gateway Sign
- Fabric Canopy for Shade
- Permanent Seating
- Flexible Seating
- New, or more trees
- Two-way car traffic
- One-way car traffic
- Retain some parking
- As much public gathering space as possible
- Pavement treatment
- Integration with adjacent businesses
- Pop-up video screen
- Flexible design to serve multiple purposes/users



# Rank all of the components from most desirable to least desirable





Q15: What are we forgetting... Is there something that you think would work well in this space you don't see here?

---

# What are we forgetting... Is there something you think would work well in this space you don't see here? (open ended; multiple responses permitted)

appropriate electrical/av hook ups

Signage for events

Public art

Pedestrian mall, whole length of 6th

Mural

opportunities for public art (% for art program)

Wayfinding

Night life

wayfinding



# What are we forgetting... Is there something you think would work well in this space you don't see here? (open ended; multiple responses permitted)

A permanent structure to add event signage to

family friendly

Storage

Water bottle fillup station

Water bottle fillup station





**THANK YOU FOR YOUR PARTICIPATION!  
QUESTIONS?**

# Festival Square Concept Design Survey

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## SURVEY RESPONSE REPORT

17 July 2018 - 13 July 2020

PROJECT NAME:

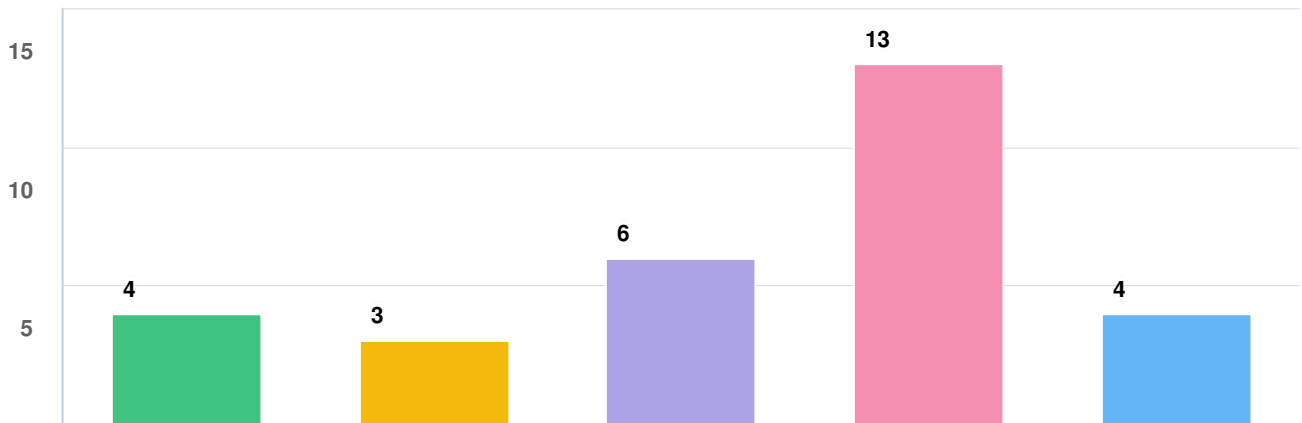
#OurDowntown



SURVEY QUESTIONS



**Q1 What is your relationship to downtown?**

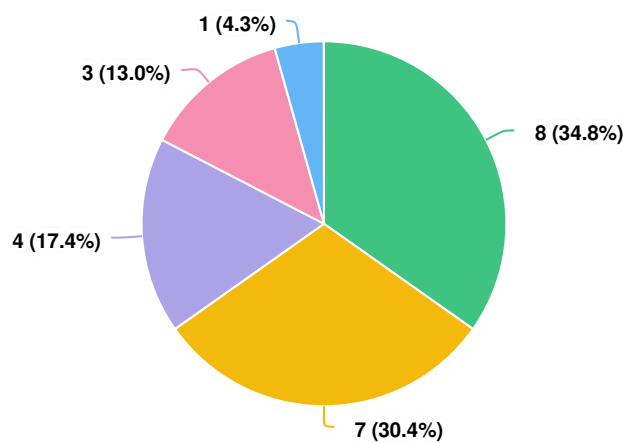


**Question options**

- Resident
- Business Owner
- Work Downtown
- User of Downtown (eat, shop, play, health & fitness)
- Other (please specify)

*Optional question (21 response(s), 2 skipped)  
Question type: Checkbox Question*

**Q2 In concept 1 an overhead gateway sign is shown. What do you think of having a gateway sign that spans across 6th Street?**



**Question options**

- Strongly Supportive
- Supportive
- Neutral
- Opposed
- Strongly Opposed

*Optional question (23 response(s), 0 skipped)  
Question type: Radio Button Question*

**Q3 | What should the text on a gateway feature say?**

Screen Name Redacted 6/29/2020 11:33 AM	Festival Square
Screen Name Redacted 6/29/2020 11:38 AM	Festival Square
Screen Name Redacted 6/29/2020 06:45 PM	Downtown
Screen Name Redacted 6/30/2020 10:34 AM	I don't think it matters as it will become invisible in a short period of time to the people who frequent downtown.
Screen Name Redacted 6/30/2020 11:04 AM	I don't think it matters as it will become invisible in a short period of time to the people who frequent downtown.
Screen Name Redacted 6/30/2020 12:17 PM	Festival SQUARE! Heart of the City!
Screen Name Redacted 6/30/2020 12:42 PM	DOWNTOWN YQL
Screen Name Redacted 6/30/2020 04:18 PM	Lethbridge
Screen Name Redacted 7/01/2020 05:29 PM	Festival Square
Screen Name Redacted 7/01/2020 07:23 PM	The Core
Screen Name Redacted 7/02/2020 10:24 AM	Downtown Lethbridge
Screen Name Redacted 7/03/2020 09:27 AM	Something historical about the area
Screen Name Redacted 7/03/2020 10:05 AM	Welcome to Festival Square
Screen Name Redacted 7/03/2020 03:01 PM	not needed
Screen Name Redacted 7/03/2020 08:20 PM	This sign costs taxpayers \$250,000.00
Screen Name Redacted 7/06/2020 01:15 AM	Historic Downtown Lethbridge
Screen Name Redacted 7/07/2020 11:57 AM	Chinook Square

Screen Name Redacted

Festival Square

7/08/2020 02:39 PM

Screen Name Redacted

Festival Square -- if you change the name to something else people will still refer to it as festival square

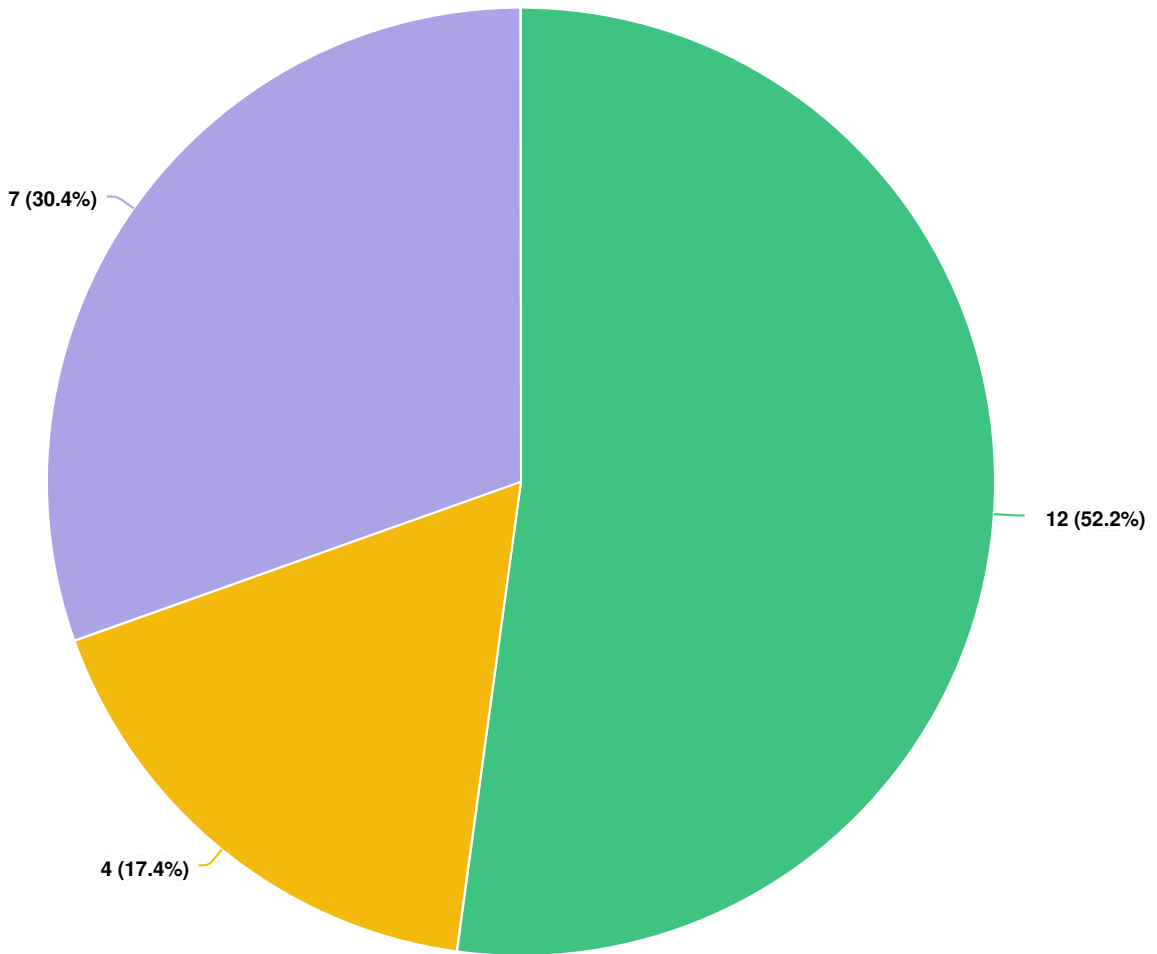
7/10/2020 09:51 AM

**Optional question** (19 response(s), 4 skipped)

**Question type:** Single Line Question



**Q4** Each of the 3 concepts have different pavement treatments, what do you think would fit the Festival Square best?

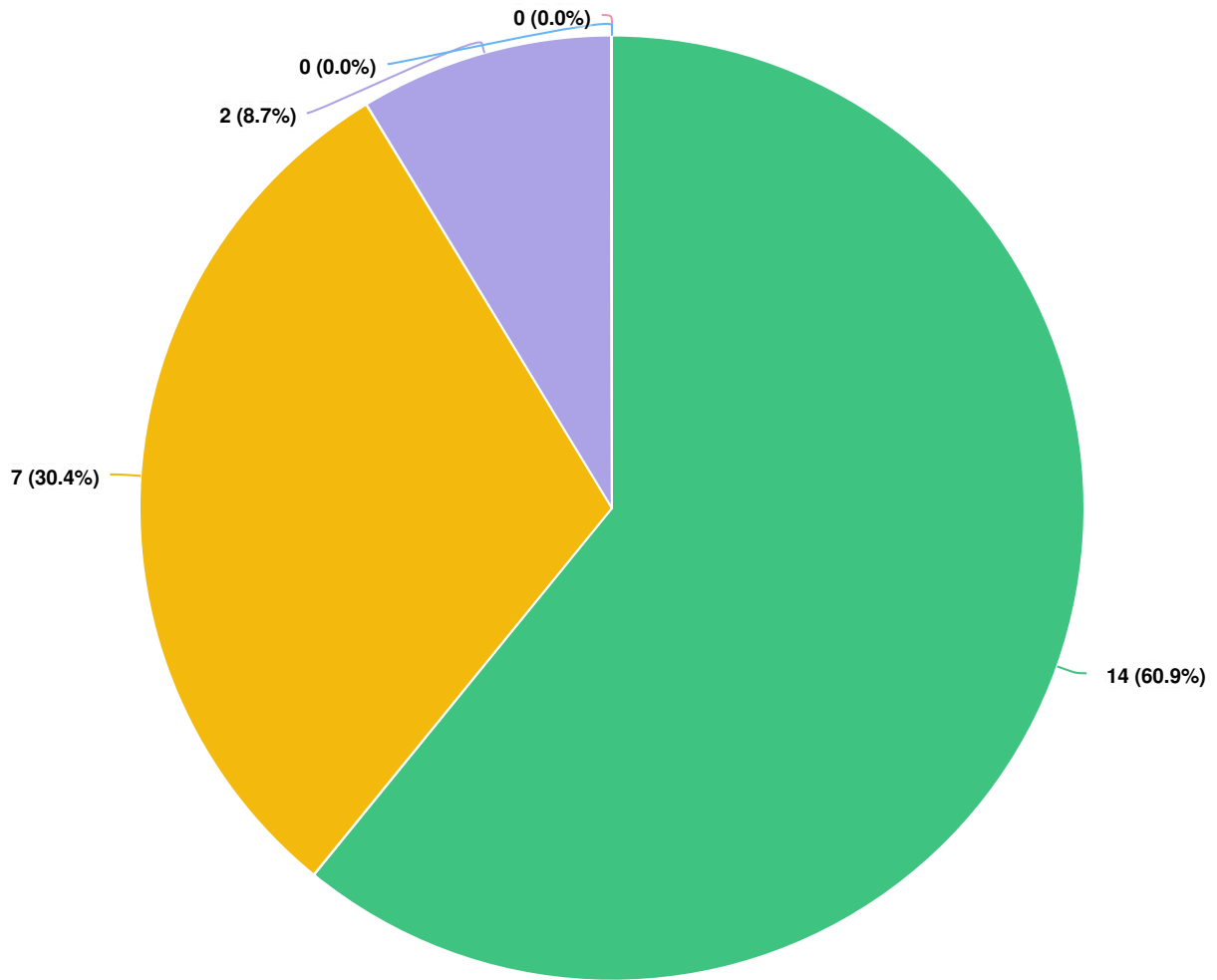


**Question options**

- Concept 1 - Pavement treatment that defines the plaza with traditional pattern
- Concept 2 - Pavement treatment that defines the entire space (street and plaza) with bold pattern
- Concept 3 - Pavement treatment that defines the entire space (street and plaza) with modern pattern

*Optional question (23 response(s), 0 skipped)  
Question type: Radio Button Question*

**Q5** Increased lighting forms a part of each of the concepts. Do you like the idea of increased lighting in Festival Square?

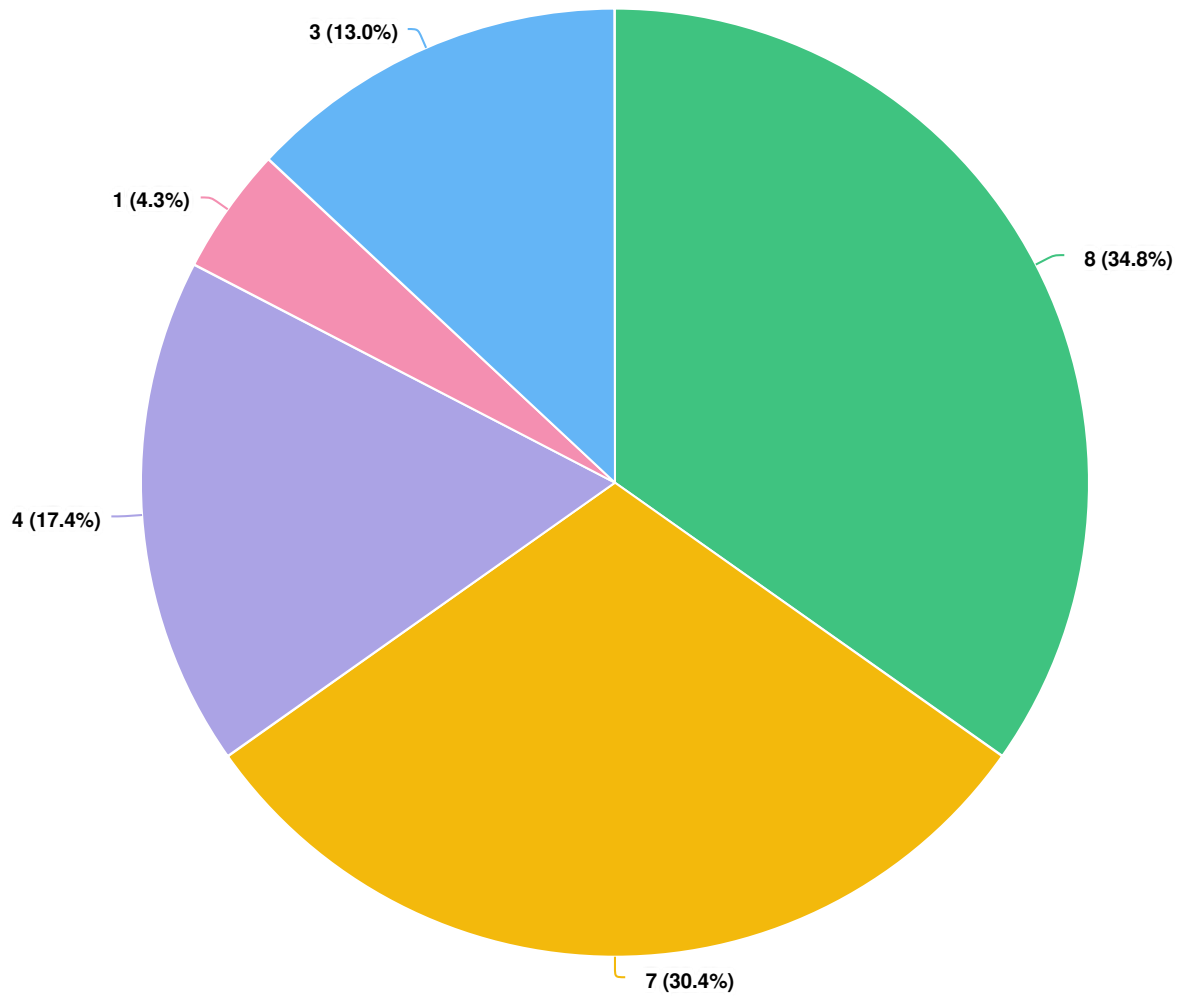


**Question options**

- Strongly Supportive
- Supportive
- Opposed
- Neutral
- Strongly Opposed

Optional question (23 response(s), 0 skipped)  
Question type: Radio Button Question

**Q6** Concepts 1 and 2 include a community stage. What do you think about having a community stage?



**Question options**

- Strongly Supportive
- Supportive
- Neutral
- Opposed
- Strongly Opposed

Optional question (23 response(s), 0 skipped)  
Question type: Radio Button Question



**Q7 | How do you see a community stage being used?**

<p>Screen Name Redacted 6/29/2020 11:33 AM</p>	<p>Choirs Acting/Performances/Guest Speakers/Dancers</p>
<p>Screen Name Redacted 6/29/2020 11:38 AM</p>	<p>Choir Dance Presentations</p>
<p>Screen Name Redacted 6/29/2020 06:45 PM</p>	<p>Concerts for local talent</p>
<p>Screen Name Redacted 6/30/2020 10:34 AM</p>	<p>In larger centers these stages should be used to entertain those that use the area. Bands, performers, local organizations eg; dance, music, fitness, choirs, Do it yourself programs.</p>
<p>Screen Name Redacted 6/30/2020 11:04 AM</p>	<p>In larger centers I've seen these stages used to entertain those that use the area. Bands, performers, local organizations eg; dance, Art, music, fitness, choirs, Do it yourself programs.</p>
<p>Screen Name Redacted 6/30/2020 12:17 PM</p>	<p>Street performers, Plays, ART EXHIBITS (interchangeably) D.J. for ice skating, City public announcements</p>
<p>Screen Name Redacted 6/30/2020 12:42 PM</p>	<p>Planned and spontaneous performance art; buskers; theatre; stand up comedy shows; speeches and presentations; event headquarters for festivals; pop up cinema screens; leisure and gathering when not otherwise designated</p>
<p>Screen Name Redacted 6/30/2020 04:18 PM</p>	<p>Live bands, community groups putting on theatrical presentations (Shakespeare in the Park like performances), community presentations</p>
<p>Screen Name Redacted 7/01/2020 05:29 PM</p>	<p>Concerts, plays, children's entertainment</p>
<p>Screen Name Redacted 7/01/2020 07:23 PM</p>	<p>Singer/Songwriters, Small Bands, Rallys, Speaker's Corner</p>
<p>Screen Name Redacted 7/02/2020 10:24 AM</p>	<p>Community events, live weekly musical performances ("Alive at Five" in Helena is an example)</p>
<p>Screen Name Redacted 7/03/2020 09:27 AM</p>	<p>Yes - outdoor performances in the summer. Could be nice to have expanded outdoor seating for nearby restaurants for it</p>
<p>Screen Name Redacted 7/03/2020 10:05 AM</p>	<p>Entertainment, speaking engagements, city announcements</p>
<p>Screen Name Redacted 7/03/2020 03:01 PM</p>	<p>not likely to be used for much</p>
<p>Screen Name Redacted 7/03/2020 08:20 PM</p>	<p>About as much as the little stage in Galt Gardens....only during a fetsival.</p>
<p>Screen Name Redacted 7/06/2020 03:10 PM</p>	<p>I would prefer to see the stage in Galt Gardens (directly across the street) be better utilized instead of building another.</p>

Screen Name Redacted

7/07/2020 11:57 AM

I think the stage would limit the way the space could be used for various functions, renting a portable stage would allow for different configurations/events. I also believe the stage would be another barrier for people with disabilities and wheelchairs.

Screen Name Redacted

7/08/2020 02:39 PM

Street performers, additional seating, info talks, movie screenings, additional display area, place for people to eat their lunches

Screen Name Redacted

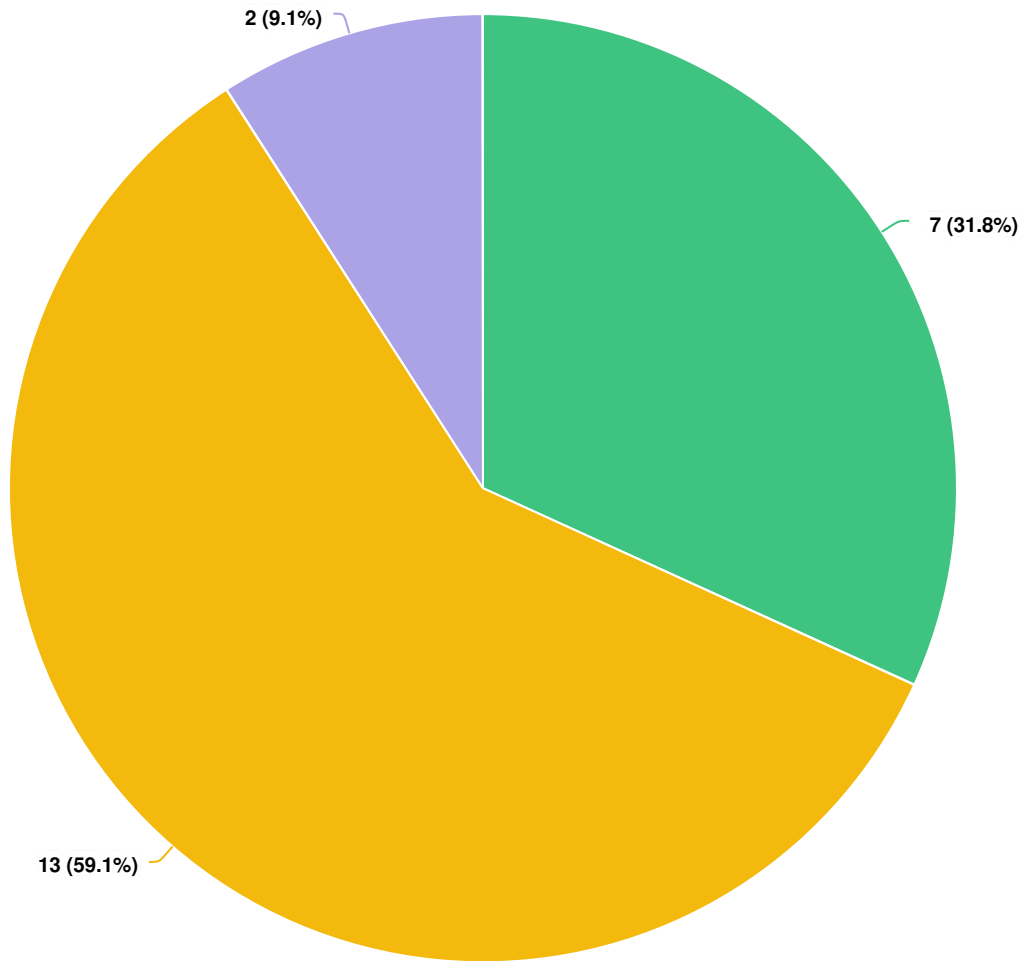
7/10/2020 09:51 AM

buskers and other artists who can set up and entertain with very little effort

**Optional question** (19 response(s), 4 skipped)

**Question type:** Single Line Question

**Q8** Each of the 3 concepts have different options for 6th Street, what do you think would fit the Festival Square best?



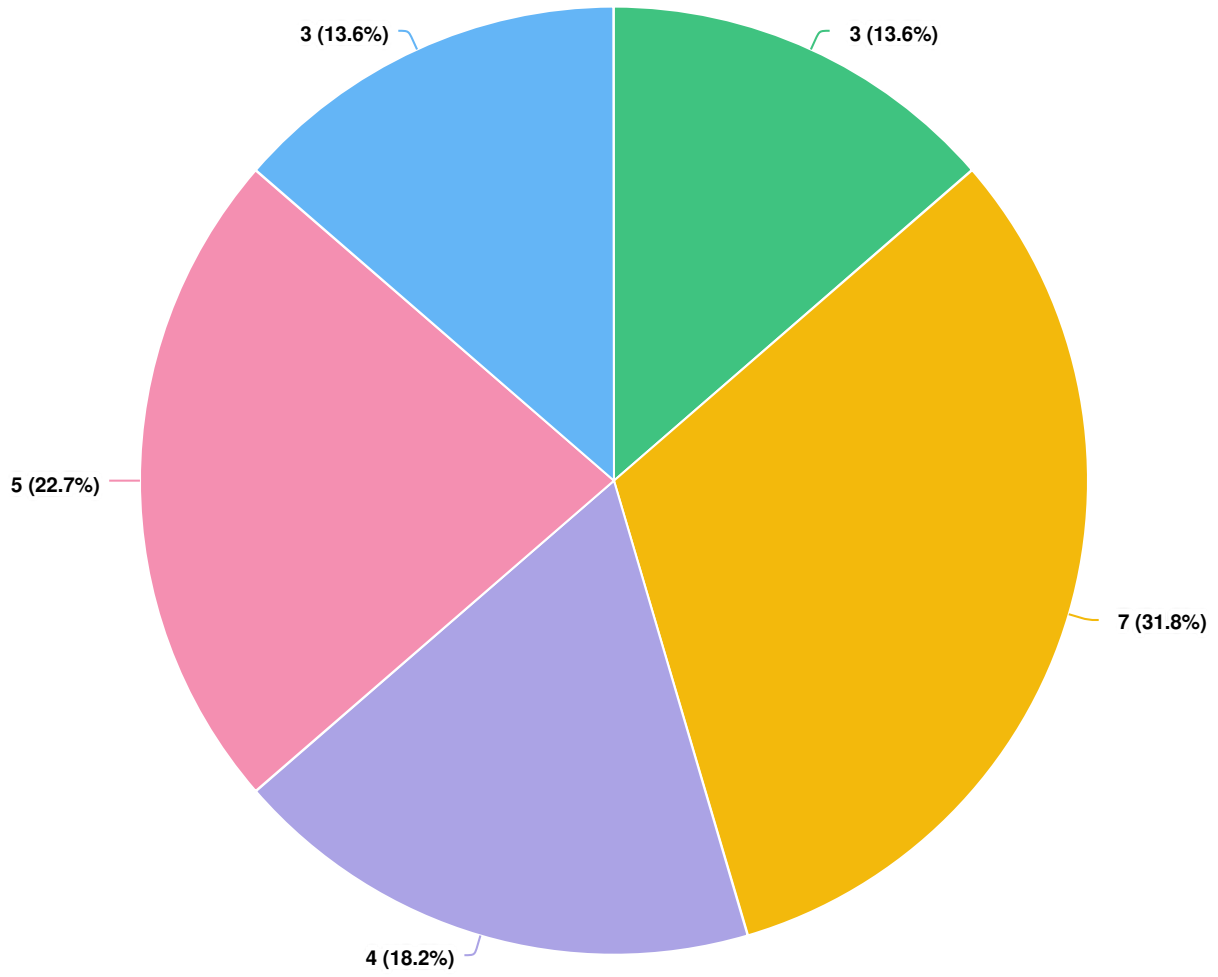
**Question options**

- Concept 1 - Retain two-way traffic
- Concept 2 - One way traffic with additional plaza space
- Concept 3 - One way traffic with parallel parking

*Optional question (22 response(s), 1 skipped)  
Question type: Radio Button Question*



**Q9 | Concept 2 includes a fabric canopy. Do you like the idea of having some type of shade structure?**

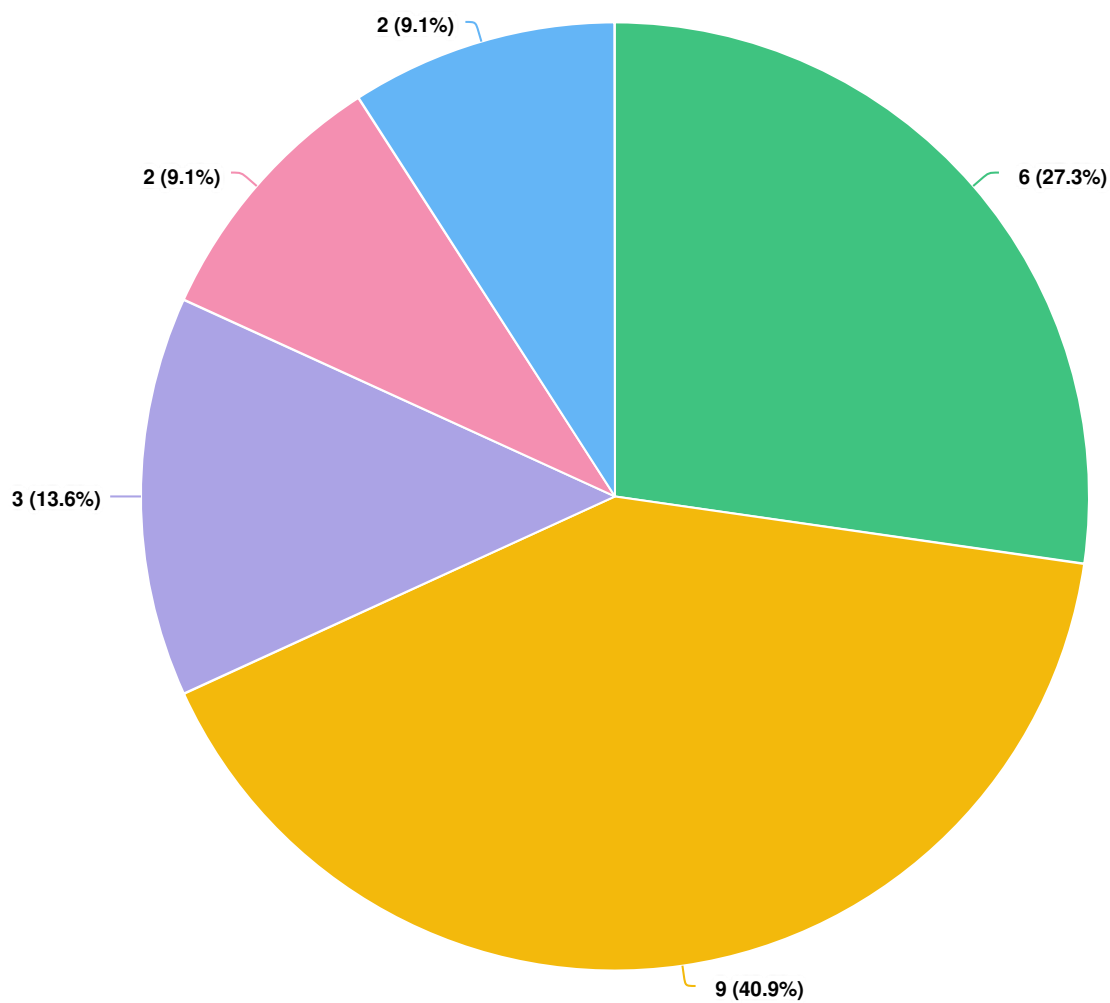


**Question options**

- Strongly Supportive
- Supportive
- Neutral
- Opposed
- Strongly Opposed

Optional question (22 response(s), 1 skipped)  
Question type: Radio Button Question

**Q10** What do you think about having a pop-up video screen?



**Question options**

- Strongly Supportive
- Supportive
- Neutral
- Opposed
- Strongly Opposed

*Optional question (22 response(s), 1 skipped)  
Question type: Radio Button Question*

**Q11 How do you see a pop-up video screen being utilized?**

Screen Name Redacted 6/29/2020 11:33 AM	Promotion
Screen Name Redacted 6/29/2020 11:38 AM	Promo movie night
Screen Name Redacted 6/29/2020 12:15 PM	movies, digital branding, advertising downtown business and events really ANYTHING downtown. having a TECH component here is critical. If COVID taught us anything, its that DIGITAL is so crucial to our future.
Screen Name Redacted 6/29/2020 06:45 PM	Events like Olympics, Soccer World Cup or hockey
Screen Name Redacted 6/30/2020 11:04 AM	It would have to be a very good screen to allow for daytime use. Because of the seasons in Lethbridge I don't see it utilized year round which might make it less important to have.
Screen Name Redacted 6/30/2020 12:17 PM	If possible, live feeds from concerts and all events at ENMAX CENTRE, Obtain sponsorship from ROGERS, SHAW etc!
Screen Name Redacted 6/30/2020 12:42 PM	Movie Nights for residents; media events/announcements; larger viewing for performances
Screen Name Redacted 6/30/2020 04:18 PM	Not sure
Screen Name Redacted 7/01/2020 05:29 PM	Outdoor movies and sporting events
Screen Name Redacted 7/01/2020 07:23 PM	Community Movie Nights, Simulcast of other events-local and otherwise, Backdrop for bands/theater productions,
Screen Name Redacted 7/03/2020 09:27 AM	I think it would only be used to advertising and I have no interest in that
Screen Name Redacted 7/03/2020 10:05 AM	Enhance entertainment
Screen Name Redacted 7/03/2020 03:01 PM	???
Screen Name Redacted 7/03/2020 08:20 PM	Allow live events to be broadcast
Screen Name Redacted 7/06/2020 01:15 AM	Movie nights, with vendors in plaza.
Screen Name Redacted 7/06/2020 03:10 PM	I imagine it being damaged by wind/weather and vandals. I see its technology becoming redundant quickly.
Screen Name Redacted	Further display for performances, media for advertising downtown, why



7/07/2020 10:57 AM

Lethbridge is a great place to live! Local businesses and local government information

Screen Name Redacted

I don't like this idea as maintenance/repair would be very costly to tax payers.

7/07/2020 11:57 AM

Screen Name Redacted

movie screenings including locally produced movies, sports event screenings -really the options are endless!

7/08/2020 02:39 PM

Screen Name Redacted

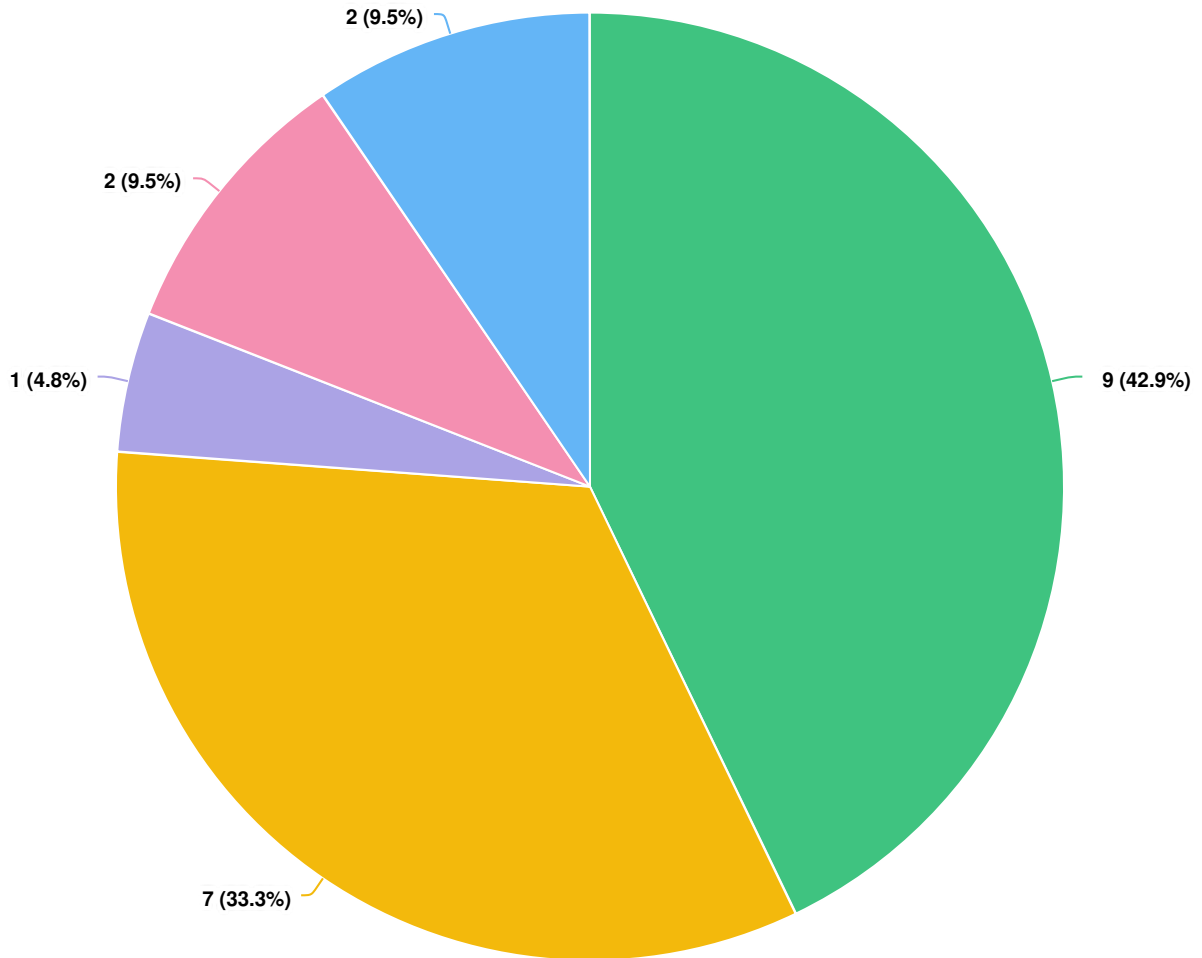
sports and major events -- pop up screen should be high enough quality to be utilized during the day

7/10/2020 09:51 AM

**Optional question** (20 response(s), 3 skipped)

**Question type:** Single Line Question

**Q12** Each of the concepts show fixed and flexible (movable) seating options. Do you like the idea of having flexible seating that could be reconfigured?

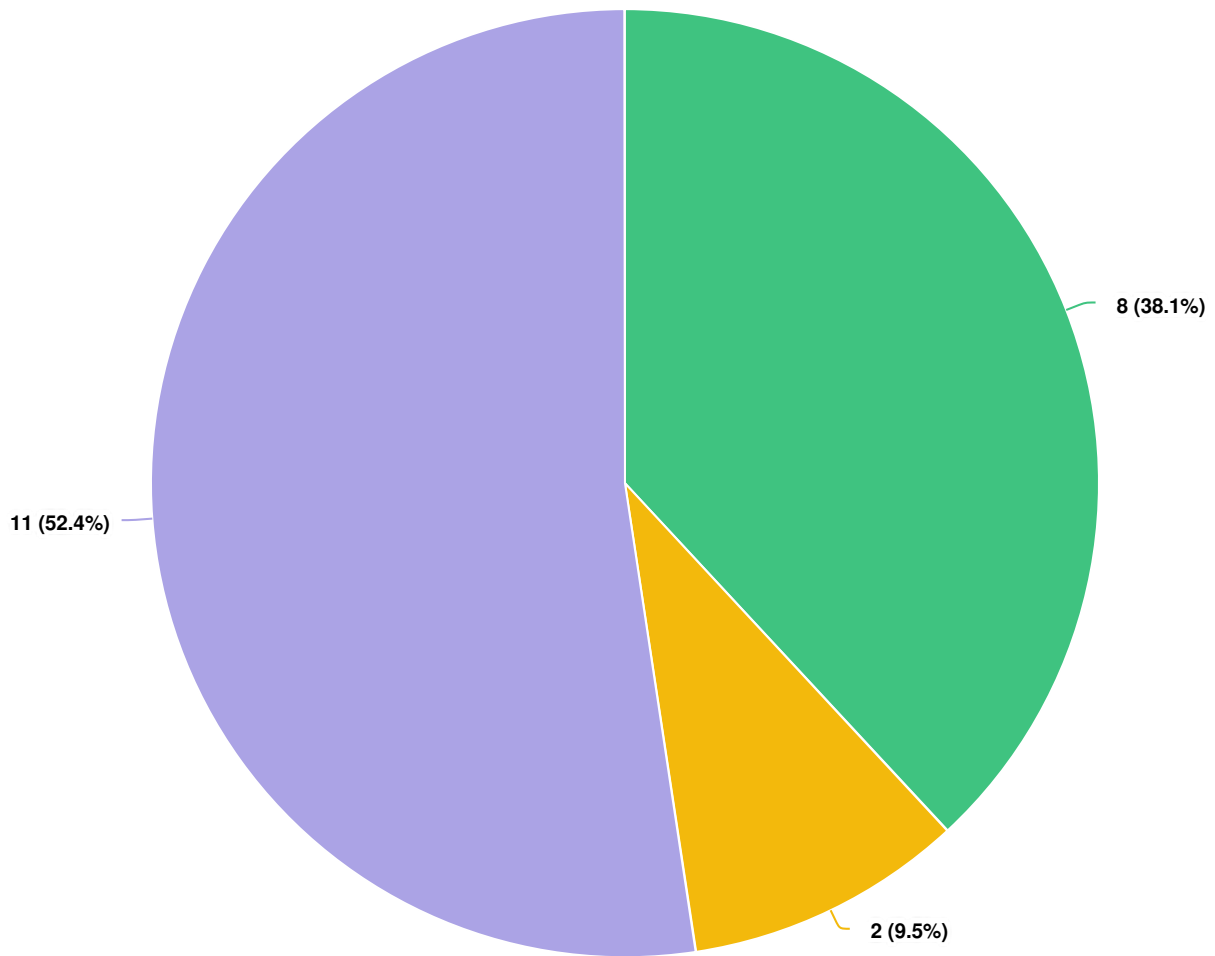


**Question options**

- Strongly Supportive
- Supportive
- Neutral
- Opposed
- Strongly Opposed

*Optional question (21 response(s), 2 skipped)  
Question type: Radio Button Question*

**Q13** Each of the 3 concepts have different options for plantings. What do you think would be the best option for the area?



**Question options**

- Concept 1 - Retain existing trees along sidewalks
- Concept 2 - Movable planters with smaller greenery
- Concept 3 - New permanent trees planted to define plaza and street

*Optional question (21 response(s), 2 skipped)  
Question type: Radio Button Question*

**Q14 Rank the components proposed in all concepts for Festival Square in order of importance to you (focus specifically on top 5)?**

OPTIONS	AVG. RANK
Additional Lighting	3.67
Flexible Design to Serve Multiple Purposes/Users	3.75
As Much Public Gathering Space As Possible	5.00
Entry Feature/Gateway Sign	5.13
New, or More Trees	5.60
Community Stage	5.63
Flexible Seating	6.13
One-Way Traffic	6.93
Pop-up Video Screen	6.94
Two-Way Traffic	7.80
Pavement Treatment	8.36
Fabric Canopy for Shade	9.00
Permanent Seating	9.25
Retain Some Parking	9.36

*Optional question (21 response(s), 2 skipped)  
Question type: Ranking Question*

**Q15 What are we forgetting? What haven't we considered? What have we done right? Please provide us with your final thoughts on the work done so far.**

- Screen Name Redacted      water misters for summer or heaters for winter  
6/29/2020 12:15 PM
- Screen Name Redacted      I see this space as an extension to Galt Gardens, what is happening there. How are we keeping the area safe for users day and night? If there is foot traffic increased where do the cars park? If it is the new bus terminal are shuttles being incorporated to ferry people into the area.  
6/30/2020 11:04 AM
- Screen Name Redacted      This concept should be continued through the entire block, 3rd ave to 4th ave, on 6th street! The entire block converted into festival square, with canopy lighting and seating. Over the entire block. Bollards placed at both  
6/30/2020 12:17 PM



ends with foot and bicycle traffic only. I believe that The entire block can be converted into a special community square! I do believe that stores along this block would warm to idea even though it means a loss of parking in front of their business, as it would draw customers to the area! Parking is available along 4th ave and the downtown terminal building.

Screen Name Redacted

6/30/2020 12:42 PM

A combination of new overhead lighting, and shade cover; more greenery; making the space a community space where people are free to spend an hour or two with friends & family, food, entertainment; less car accessibility is essential for families to feel safe with their children; flexible design to accommodate multiple styles of events

Screen Name Redacted

6/30/2020 04:18 PM

I love the concept of highlighting a portion of our downtown and providing purpose which brings people downtown and encourages them to stay and enjoy.

Screen Name Redacted

7/01/2020 05:29 PM

I especially like the seating nodes, grouped around and under trees. I'm also a big fan of string lights. I do like the idea of some extra shade but concerned about the fabric canopies as they can get worn looking pretty quick. But maybe some kind of pergola type structures? I'd be concerned about dedicating space to a permanent stage, as it seems those kinds of events are rare. Also, will the stage area be maintained across the street in Galt Gardens? However, having said that -- it would be cool to have a smaller stage for more intimate music performances or children's theater, etc.? Also, as more restaurants gain outdoor space, perhaps we could have musical artists playing in Festival Square which could be enjoyed by a number of restaurants? (This is the case in Charlottetown where I visited last summer.) All in all, the plans look great, and I'm excited to see something take shape!  
Julie

Screen Name Redacted

7/01/2020 07:23 PM

Extending the design past festival square and on down 6th St. to 4th Ave. Especially lighting. Stage should be usable in both directions, same with pop-up video screen (could be rear-projection or two projectors?). Table-top paving stone full length of 6th, no curbs (or minimal curbs) allowing for entire street to be utilized for events especially when closing the street entirely for an event. No mention of PA system, should be primarily on-stage but with ancillary speakers down full length of 6th street with ability to control them separately.

Screen Name Redacted

7/03/2020 09:27 AM

I would eliminate any parking & make it an entirely walking space

Screen Name Redacted

7/03/2020 10:05 AM

I think having a festival square downtown is a great idea and provides the citizens of Lethbridge with another great option for smaller gatherings. However, I am confused on why the space in Galt Gardens is not utilized for more of this activity. Also, I get that pedestrian safety is important but don't forget that most people use vehicles to get to downtown. If you make it difficult to get there or park, people still won't come to that area. I think you are going to far when you're decreasing the vehicle capacity of downtown.

Screen Name Redacted

7/03/2020 03:01 PM

Until the downtown area becomes safer and more user-friendly, it will not be used for these types of events. Just ask the people of the city. I go downtown as seldom as possible. It is not a good place to go and all the cosmetic

Screen Name Redacted 7/03/2020 08:20 PM	money spending will not change this. Cameras to monitor for safety
Screen Name Redacted 7/06/2020 01:15 AM	A Rome style Nasoni drinking fountain would be nice for on hot days, and for the homeless population in downtown lethbridge.
Screen Name Redacted 7/07/2020 11:57 AM	Please keep in mind wheelchair access and making it disability friendly. Please reuse as much as we can to reduce cost to tax payers.
Screen Name Redacted 7/08/2020 02:39 PM	Thanks for lots of interesting, innovative ideas. I like the idea of more accessible community space. I chose to have flexible seating because I thought moving the seating could provide space for winter activities ie. skating rink, ice sculpture contests, snow shoe races, hot chocolate/coffee/snack vendors. Although it wasn't an option I would like to see the trees that are currently there remain and the addition of more trees and greenery placed to allow for maximum open space in the winter.
Screen Name Redacted 7/10/2020 09:51 AM	I would suggest retaining the two way traffic flow but make it easier to shut down completely with removable or collapsible barriers at entry of 3rd avenue, at the alley, and at 4th avenue so you can create different sized flexible spaces.

**Optional question** (15 response(s), 8 skipped)

**Question type:** Essay Question

# Appendices C



## City of Lethbridge | **Festival Square** Master Plan Concept

october 2020



# Project Context





# ii Festival Square Preferred Concept



## LEGEND

- 1 Community Stage
- 2 Canopy String Lighting
- 3 Raised Street Design
- 4 Movable Seating
- 5 Ping-Pong Tables
- 6 Primary Gateway Feature
- 7 Secondary Gateway Feature
- 8 Movable Bollards
- 9 Trees with Seating
- 10 Light Columns
- 11 Mid-block Crossing
- 12 Raised Planter with Seating
- 13 Parking
- 14 Specialty Paving
- 15 Existing Trees



# iii Festival Square Perspective Rendering 1



Festival Square | Market/Event Setting



# **iv** Festival Square Perspective Rendering 2



**Festival Square | Typical Day**



# V Festival Square Perspective Rendering 3



Festival Square | Typical Night



# vi Festival Square Perspective Rendering 4



Festival Square | Birds Eye View During a Market/Event



# vii Festival Square Precedent Images



Gateway Feature



Canopy String Lighting



Community Stage



Community Stage



Plaza Activation Examples



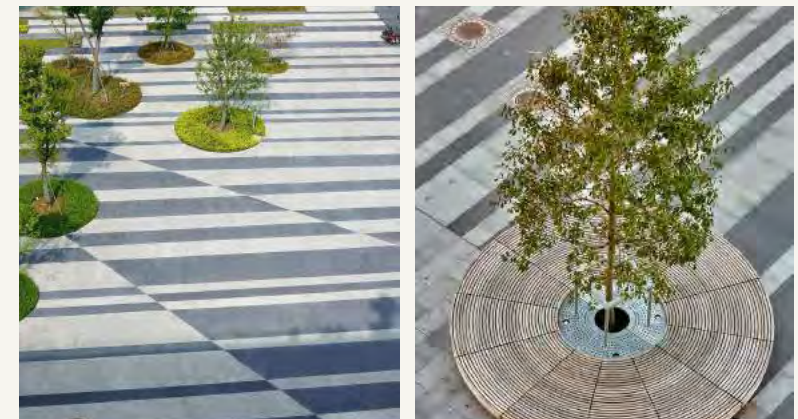
Specialty Paving



Movable Seating



Movable Bollards



Unit Paving w/ Urban Tree Planting



