NOTICE OF CITY COUNCIL ORGANIZATIONAL AND REGULAR MEETING

DATE: Monday, October 19, 2009
TIME: 1:30 P.M.
PLACE: COUNCIL CHAMBERS

AGENDA

CALL TO ORDER

1:30 p.m.

Invocation
Bouquets
Adoption of Minutes
Adoption of Agenda
Delegations, Correspondence, Bylaws, Official Business and Reports

Note: Agenda and all Communications, Bylaws and Reports for Regular Council Meetings are available from the City Clerk’s Office prior to the meeting, as well as through the City of Lethbridge Website @ http://www.lethbridge.ca
## ANNOUNCEMENTS:

## DELEGATIONS:

<table>
<thead>
<tr>
<th>Time</th>
<th>#</th>
<th>Name and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:35 P.M.</td>
<td>1</td>
<td>Lucelle Prindle, Board Chair and Susan Burrows-Johnson, CEO, Galt Museum &amp; Archives, re 2008 Annual Report [see Communications A]</td>
</tr>
<tr>
<td>2:00 P.M.</td>
<td>2</td>
<td>Ryan Kasko, Chair and Cheryl Dick, CEO, Economic Development Lethbridge, re Technology Commercialization Centre Opportunity [see Communications B]</td>
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<tr>
<td>2:45 P.M.</td>
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<td>BREAK</td>
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<tr>
<td>3:00 P.M.</td>
<td>3</td>
<td>Dave Schaaf, Waste and Recycling Servicing Manager, re Waste Collection in the Downtown Core, Pilot Project Report [see Communications 1]</td>
</tr>
<tr>
<td>4:00 P.M.</td>
<td>4</td>
<td>HEARING – Unsightly Property at 1310 – 6 Avenue South [see Communications 2]</td>
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<tr>
<td>4:05 P.M.</td>
<td>5</td>
<td>Darwin Juell, Transportation Manager, re Snow Removal and Ice Control Program [see Communications 3]</td>
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</table>
## COMMUNICATIONS
**(Copies Enclosed)**

### INTERNAL COMMUNICATIONS

<table>
<thead>
<tr>
<th>J.H.C.</th>
<th>1. From Dave Schaaf, Waste and Recycling Servicing Manager, re <strong>Waste Collection in the Downtown Core, Pilot Project Report</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>R,J,P.</td>
<td>2. From Duane Ens, Regulatory Services Manager, re <strong>Unsightly Property at 1310 – 6 Avenue South</strong></td>
</tr>
<tr>
<td>T.H.W.</td>
<td>3. From Darwin Juell, Transportation Manager, re <strong>Snow Removal and Ice Control Program</strong></td>
</tr>
<tr>
<td>J.H.C.</td>
<td>4. From Dianne Nemeth, City Clerk, re <strong>Leasehold Agreement on Henderson Lake</strong></td>
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### TENDERS/REQUEST FOR PROPOSAL

<table>
<thead>
<tr>
<th>B.A.L.</th>
<th>5. From Garth Sherwin, City Manager, re <strong>S-06-28; Amended Contract – Janitorial Services</strong></th>
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<tbody>
<tr>
<td>K.E.T.</td>
<td>6. From Garth Sherwin, City Manager, re <strong>C-09-19.2; Invitation to Tender - ENMAX Centre - Building Construction</strong></td>
</tr>
</tbody>
</table>

### EXTERNAL COMMUNICATIONS

<table>
<thead>
<tr>
<th>R.K.P.</th>
<th>A. From Beatrice Milner, Administrative Assistant, Galt Museum &amp; Archives, re <strong>2008 Annual Report</strong></th>
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</thead>
<tbody>
<tr>
<td>K.E.T.</td>
<td>B. From Ryan Kasko, Chair and Cheryl Dick, CEO, Economic Development Lethbridge, re <strong>Technology Commercialization Centre Opportunity</strong></td>
</tr>
</tbody>
</table>
BYLAWS:

FOR FIRST READING:

- **BYLAW 5616** - Amendment to Land Use Bylaw 4100, change from General Industrial (IG) to Urban Innovation (UI) (Global TV Site, 1401 – 28 Street North) (*Public Hearing November 9, 2009*)

- **BYLAW 5617** - Amendment to Land Use Bylaw 4100, to reclassify approximately 25 hectares (63 acres) of land from Urban Reserve (UR) to Low Density Residential (R-L), Comprehensively Planned Low Density Residential (R-CL), Medium Density Residential (R-37), Medium Density Residential (R-75) and Park and Recreation (P-R) (Legacy Ridge Phase III, North Lethbridge) (West ½ of the NE ¼ - 18-9-21-W4M) (*Public Hearing November 9, 2009*)

FOR SECOND AND THIRD READING:

**T.H.W.**

- **BYLAW 5609** – To establish the Electric Regulated Rate Option Tariff

**T.H.W.**

- **BYLAW 5614** – Amendment to Bylaw 5402, Electric Default Supplier Tariff

OFFICIAL BUSINESS:

**J.H.C.**

- Castle Special Place

**R.D.T.**

- Protecting Airspace in the Nikka Yuko Japanese Garden Neighbourhood

REPORTS (*Consent Items*)

The following listed items are considered to be routine and are indicated on the Agenda by an asterisk (*). These agenda items will be covered by one resolution with the exception of any items City Council may wish to debate separately.

**B.A.L.**

- *1. Tender Summary Report for the Month of September, 2009*

- *2. Follow-Up Action List*
INCAMERA REPORTS:

- Committee Appointments (FOIP Section 24)
- Advice from Officials (FOIP Section 24)
- Local Body Confidences (FOIP Section 23)
Date of City Council Meeting: October 19, 2009

Subject: Downtown Core Waste Collection

Submitted By: David Schaaf, P.Eng., PMP, Waste & Recycling Manager

**RECOMMENDATION:** THAT administration proceed with the implementation of the recommended waste collection method in the Downtown Core.

**PURPOSE:**
The purpose of this report is to present the results from the pilot for waste collection for Business’ s in the Downtown Core and to seek approval to implement the new waste collection method.

**IMPLICATION OF RECOMMENDATION**

**GENERAL:**
On February 23, 2009 administration provided City Council with information on waste collection in the downtown core. Administration presented:

- Background information on waste collection practices in the downtown core
- Identification of the issues and challenges with waste collection
- A number of options for waste collection
- A recommended option of providing a waste collection system that consists of carts and bins where the carts are placed out for collection and then removed from the alley; and where bins are only used if they can be sited on private property.

Administration then recommended that the waste collection system be evaluated as a pilot prior to recommendations on implementation.

**FINANCIAL:**
The commercial waste collection service that is currently provided by the City is funded through a fee for service model. Whether the service is provided by the City or by the private sector, the level of service is selected by the customer and fees are charged based on that level of service. It is not mandatory for a business to receive waste
services from the city or from the private sector. There other options include direct haul to the landfill.

The current City bylaw provides a fee table based on the volume of waste collected and the frequency of waste collection.

**IMPLICATION/COMMUNICATIONS:**

Communications will consist of:

- Communication to all business through the BRZ
- Direct communications with customer receiving commercial waste services from the City of Lethbridge
- Updating other commercial waste service providers

**Background/Justification:**

For background information refer to the RFD attachments:

- Attachment 2 – ‘Downtown Core Waste Collection’ Request for decision of February 23, 2009
- Attachment 3 - ‘Downtown Core Waste Collection’ City Council presentation of February 23, 2009

**BRIEFING SHEET**

**Legislation & Policy**

No changes are required of the Waste Collection Bylaw

**Plans**

The City of Lethbridge, through Waste and Recycling Services, provides the community with an integrated and sustainable waste management system so as to maintain a clean, healthy, urban environment.

**Options**

Option 1 – Proceed with full scale implementation
Option 2 – Not proceed with full scale implementation

**Recommended Option**

Proceed with full scale implementation of the waste collection model evaluated through the pilot

**Public Participation**

None

**Risk Analysis**

Risks mitigation has been developed as part of the pilot
<table>
<thead>
<tr>
<th>Reports / Documents</th>
<th>1. Attachment 1 – Downtown Core Waste Collection’ City Council presentation of October 19, 2009</th>
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<tr>
<td></td>
<td>3. Attachment 3 – ‘Downtown Core Waste Collection’ City Council presentation of February 23, 2009</td>
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</table>

Submitted By: _________________________
Reviewed By: _________________________
City Treasurer: _________________________
City Solicitor: _________________________
Reviewed & Endorsed by City Manager: ____________________________
City Manager's Comments: _______________________________________
_________________________________________________________________

Revision Date & Time:
Waste & Recycling Services
Downtown Core Waste Collection
Presentation to City Council October 19, 2009

Downtown Core Collection
Presentation Overview
• Presentation to City Council on February 23, 2009
  ▪ Issues
  ▪ Options
• Results of the pilot
• Recommendation
**Downtown Core Collection**

**The Business**

**The Services**
- Collection of waste – 1 to 5x/wk
- City & Private sector
- Issues - started review in 2005

**The Customers**
- 250 – 300 business customers
- Landlords & tenants

**Downtown Core Collection**

**The Challenges**

- Obsolete equipment
- Illegal dumping
- Capacity
- Recycling
- Fire risk
- Lane congestion
- Billing irregularities

**Waste & Recycling Services**
Downtown Core Collection
The Options

• Status Quo
• Overhead Bin Service
• No City Service
• Waste Carts
• Waste Carts & Recycling

Recommend Solution
Waste Carts & Recycling
• Creates a single service for each customer
• Bin free alleys - bins only on private property
• Provides for a recycling solution
• Fee for service model-waste, recycling
• Business still have service provider options
• Other communities
  • Seattle, Vancouver, Calgary, Kelowna

Waste & Recycling Services
Downtown Core Collection
Implementation

Pilot
• Pilot (6-8 weeks) – Sept 1/09
• City will evaluate waste collection methodology
• Report results of pilot to Council
• Seek approval for full implementation

Waste & Recycling Services

Downtown Core Collection
Results of the Pilot

City Service
• Pilot area contained 13 bins
• Bins removed & replaced w/7 carts
• Carts picked up 1/wk to 5/wk
• 1 bin stored on private property serving a number of tenants
• Balance of customer are using a private contractor or have no need for waste services

Waste & Recycling Services
Downtown Core Collection
Results of the Pilot

Private Sector Service
• Very supportive of the changes
• Marketing a cart/bag pickup
• Provision of hand pickup for cardboard
• Often provide a bundled service of waste & cardboard recycling
• Customers outside of pilot area

Customer Feedback - negative
• Biggest problem – where do I store it?
• Still some customer resistance. They expect the city to provide a location for their bin or cart
• Do not want to pay for the service. The bins were free for many
• Restaurant are more of a challenge because of food scraps
**Downtown Core Collection**

**Results of the Pilot**

**Customer Feedback - positive**

- Paying customers appreciate that everyone pays
- Successfully converted 2 restaurants into pilot area to carts (daily pickup)
- Once the apprehension of the change is overcome, customers are happy with the change
- Lanes are cleaner
- Recycling is seen as positive

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**Recommendation**

- The Pilot is a success
- Have dealt with the issues of bins
- Proceed with implementation
  - Waste carts – placed out for collection
  - Bins only if stored on private property
  - Recycling service available through private sector
  - Fee for service model
  - Use existing trucks, carts & staff
  - Customer choice
**Downtown Core Collection**  
**Implementation**

- Start in Oct/09 – 3 to 5 months
- Continue to work through the downtown core
- No bylaw change required
- Good cooperation from other service providers
- Full support of the BRZ
- Meeting objectives
  - Issues related to bins
  - Clean community

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**Communication**
- Communication to all business’s through BRZ
- Update other service providers
- Direct communication with customers receiving waste services from the City of Lethbridge
Next Steps

1. Approval of full implementation
2. Proceed with implementation (3-5 months)

Downtown Core Collection

Questions?
Date of City Council Meeting: February 23, 2009

Subject: Downtown Core Waste Collection

Submitted By: Dave Schaaf, Waste & Recycling Services Mgr

RECOMMENDATION:
BE IT RESOLVED THAT, the administration proceeds with a pilot to evaluate waste collection methods in the Downtown Core.
AND FURTHER THAT, administration report the results of the pilot to City Council by April 30, 2008.

PURPOSE:
The purpose of this report is to present options for waste collection for Business’s in the Downtown Core and to seek approval to implement a pilot to evaluate the preferred waste collection method.

IMPLICATION OF RECOMMENDATION

GENERAL:
Waste & Recycling Services have provided waste collection services to businesses in the Downtown core for many years. In fact they currently provided services to 85% of those businesses.

A number of stakeholder groups were consulted with to understand the issues and challenges with the current model for waste collection.

- The Downtown Business Revitalization Zone (BRZ) in 2005
- A business survey on service levels in the summer of 2006
- Heart of the City focus groups on service levels in 2008
- City staff on operational issues

The issues identified include
- The current equipment is at the end of its life and requires replacement. The truck is obsolete and no replacements are available
- The bins are unsightly and lead to litter issues
- There is a perception that the bins are community bins paid for through property taxes. This can result in illegal dumping by business’s and residents.
• There is scavenging of materials from the waste bins. This is typically bottles or food.
• There is limited capacity and overfilling of the waste bins. With shared bins, it is not clear who is paying for the bin and who should be using the bin.
• The majority of the material in the bins is cardboard and paper which could be recycled.
• The use of bins creates a fire risk, as the bins contain material that is combustible. This risk is increased if bins are not properly sited relative to areas of the building that are at risk of propagating the fire. When loose material is stored around the bins there is also in increased risk of fire.
• There has been an increase in the larger metal bins. The size of these bins creates an encroachment into the alley and can restrict traffic flow.
• In many instances a single bin is not dedicated to a single customer. A number of the customers are small volume customers that share a single bin. The move-in and movie-out of customer makes it difficult to track the customers.

Administration has reviewed a number of different options. Stakeholders provided input through the review process.

**ORGANIZATIONAL:**  
N/A

**FINANCIAL:**  
The commercial waste collection service that is currently provided by the City is funded through a fee for service model. Whether the service is provided by the City or by the private sector, the level of service is selected by the customer and fees are charged based on that level of service. It is not mandatory for a business to receive waste services from the city or from the private sector. There other options include direct haul to the landfill.

The current City bylaw provides a fee table based on the volume of waste collected and the frequency of waste collection. This fee table provides the flexibility for all of the waste collection options under consideration. If a Tag-a-Bag fee were implemented as described in option 4 or option 5, then following the pilot an appropriate fee would be incorporated into the bylaw language.

The funding for the pilot can be managed within the current commercial waste collection budget.

**IMPLICATION/COMMUNICATIONS:**  
N/A
Waste & Recycling Services has a commitment to provide integrated waste management services to the community to maintain a clean healthy urban environment.

Five options are presented here for Councils consideration; Status Quo, Overhead Bin Service, No City Service, Waste Cart, or Waste Cart & Recycling.

Option 1 – Status Quo

Level of Service
This method of collection would continue by using a mixture of side load and overhead bins. There would not be an active promotion to encourage business recycling.

Strengths
This is solution is easy to implement, as it represents how services are currently provided.

Weaknesses
This option does not deal with the issue of the current truck being at the end of its life. No manufacturers are building a suitable replacement truck that will work with the side loader style of bin. As well it does not resolve the challenges of illegal dumping, limited capacity, lack of recycling, fire risk, lane congestion and billing irregularities.

Cost
No cost implications.

Option 2 – Overhead Bin Service

Level of Service
This method of collection would use only overhead bins. This service could be provided by the City & the private sector. There would not be an active promotion of encouraging business’s to recycle.

Strengths
This is the current industry solution for many cities that have alleys in there business districts.

Weaknesses
This option does not resolve the challenges of illegal dumping, limited capacity, lack of recycling, fire risk and lane congestion.
Cost
No cost implications.

Option 3 – No City Service

Level of Service
This option is the same as option 2, except that the City would not be involved with any collection from the Downtown Core. All services would be provided by the private sector.

Strengths
Same as Option 2. This option would reduce the work effort from the City.

Weaknesses
Same as Option 2. Many businesses have indicated that their preference is to have the City provide the services.

Cost
No cost implications.

Option 4 – Waste Carts

Level of Service
This method of collection would involve the use of Waste Carts similar to what is used in the residential areas. For situations where there are access problems, a bag with a purchased tag could be used. Another option is to use an overhead bin. This can only be used where there is adequate space to site an overhead bin on private property. These bins would be locked. This provides a good solution where the building owner is providing waste services on behalf of the tenants.

Strengths
This solution eliminates the bin related problems. It provides a solution for small volume customers. Each customer has their own cart, their own service. It will keep the alleys clean. The solution has flexibility to meet a variety of customer specific needs.

Weaknesses
This requires customer care in helping the customer understand the change. This solution does not proactively deal with recycling.

Cost
No cost implications.
Option 5 – Waste Carts & Recycling

Level of Service
This option is the same as option 4, with the addition a recycling service. An interest has been expressed by the Lethbridge Shelter Resource Centre to explore the provision of collecting recyclables from the businesses in the Downtown Core. This requires them to develop a business case and a business model for the delivery of this type of service. The pilot would allow them to evaluate this service provision.

Strengths
Same as Option 4. In additional it will increase availability of a recycling service to the business’s

Weaknesses
Same as Option 4. Additional complexity with the development of the recycling program.

Cost
No cost implications.

Recommended Option
The recommended option is option 5 - Waste Carts & Recycling. It is recommended that 6 to 8 week pilot be implemented to evaluate the waste collection methodology. The Lethbridge Shelter Resource Centre will evaluate their business model & methodologies for the collection of recycled material from the businesses in the pilot area. The results of the pilot will be reported back to City Council by April 30/08 and consideration will be given to a full scale implementation.

Public Participation
In 2005 there were a number of meetings with the Business Revitalization Zone (BRZ). This provided an understanding of the waste collection issues from the perspective of the customer. During the summer of 2006 a number of businesses’s participated in a survey that assessed the level of satisfaction with Waste & Recycling services and asked for input on improvements. In 2008 the Heart of the City committee created focus groups that looked at levels of service in the Downtown Core.

Risk Analysis
A generic waste collection solution may not work for all customers. There is a need to understand the individual customer needs, and have flexibility in the collection solution. There will be a high level of customer care with this project to understand individual customer needs and concerns. All customers will be dealt with on a one to one basis.
The Business

**The Services**
- Collection of waste – 1 to 5x/wk
- City & Private sector
- Issues – started review in 2005

**The Customers**
- 250 - 300 business customers
- Landlords & tenants
**Downtown Core Collection**  
**Understanding the issues/Finding Solutions**

- Meetings with the BRZ on their issues with waste collection – 2005
  - Scavengers
  - Bin fires
  - Unsightly
- Downtown business survey by Waste & Recycling Services – 2006
- Other communities

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**Downtown Core Collection**  
**Finding the Solution**

- Service concerns identified through the focus groups with Heart of the City – 2008
  - Align with the Heart of the City Framework

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**Waste & Recycling Services**
The Challenges
Obsolete Equipment

• Commercial collection in the 1960's
• Truck/side load bin system introduced in 1982
• Customized collection system that is now obsolete

The Challenges
Illegal Dumping

• Bins are seen as being communal bins
• Used by business’s & residents who are not paying for the bins
• Part of taxes?
• Scavenging
The Challenges
Capacity

- Shared bins
- Who is using the bin?
- Who should be using the bins
- Locked bins

The Challenges
Recycling

- Most (50-75%) of what is in the bins is cardboard & paper
- Majority of business’s do not have recycling programs
- Is support in principle for recycling
- Recycling should be free
The Challenges

Fire Risk

• Fires of convenience
• Cardboard in bins
• No plastic bins or bins with plastic lids
• Restriction on placement
  - Away from door, windows, combustibles

Lane Congestion

• Industry solution for commercial collection = overhead bins
• Encroachment of overhead bins into alleys
• Restricts traffic flow
• Creates congestion
The Challenges
Billing Irregularities

• Shared bins
• Single bin with multiple customers
• Move-in & move-out of tenants
• Sense of city bin as a community bin – part of taxes

The Options

• Status Quo
• Overhead Bin Service
• No City Service
• Waste Carts
• Waste Carts & Recycling
Downtown Core Collection
Option 1 – Status Quo

Description
• Continue using a mixture of side load and overhead bins
• No active promotion of recycling

Waste & Recycling Services

Downtown Core Collection
Option 1 – Status Quo

Strengths
• Current solution

Weakness’s
• Obsolete equipment
• Not sustainable
• Does not resolve the challenges with bins

Waste & Recycling Services
Downtown Core Collection
Option 2 – Overhead Bin Service

Description
• Use overhead bin
• Provided by City or private sector
• No active promotion of recycling

Waste & Recycling Services

Downtown Core Collection
Option 2 – Overhead Bin Service

Strengths
• Current industry solution in many cities

Weakness’s
• Does not deal with the bins related issues of illegal dumping, fire, clutter, encroachment
• Does not meet small customer need – shared bin

Waste & Recycling Services
Downtown Core Collection
Option 3 – No City Service

**Description**
- Would result in an overhead bin type of service provided by the private sector
- No active promotion of recycling

**Strengths**
- Current industry solution in many cities

**Weakness’s**
- Does not deal with the bins related issues of illegal dumping, fire, clutter, encroachment
- Does not meet small customer need – shared bin
Downtown Core Collection
Option 4 – Waste Carts

Description
• Use a waste cart
• Use a bag and a purchased tag ($2/tag) where there are access problems with carts
• Use of an overhead bin where it can be stored on private property

Strengths
• Eliminates bin related problems
• Stored in bldg or on property
• Will work for small volume customers
• Clean alleys
• Weakness’s
• Different service – requires customer care for implementation
• No recycling solution

Waste & Recycling Services
Downtown Core Collection
Option 5 – Waste Carts & Recycling

Description
• Use a waste cart
• Add a recycling service
  • Fee for service
  • Optional service
  • Lethbridge Shelter Resource Centre.
  • Business's still have choice of service provider

Strengths
• Eliminates bin related problems
• Stored in bldg or on property
• Will work for small volume customers
• Achieves Diversion objectives

Weakness's
• Different service – requires customer care for implementation
• Requires development of recycling program

Waste & Recycling Services
**Downtown Core Collection**

**Recommendation**

**Waste Carts & Recycling**
- Creates a single service for each customer
- Bin free alleys - bins only on private property
- Provides a recycling solution
- Provide a business opportunity for the LSRC
- Fee for service model-waste, recycling
- Business still have service provider options
- Other communities
  - Seattle, Vancouver, Calgary

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**Downtown Core Collection**

**Implementation**

**Pilot**
- Pilot (6-8 weeks) – April 15/09
- City will evaluate waste collection methodology
- Lethbridge Shelter Resource Centre will evaluate recycling collection methods
- Report results of pilot to City Council – April 30/09
- Seek approval for full implementation

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Waste & Recycling Services
Downtown Core Collection
Implementation

Full Implementation
• Start date in May – 3-6 months
• Communication to business’s through BRZ
• Customer care
  • Meet with all customers to understand need
  • Flexible to unique solutions
• Use existing trucks, carts & staff
• Fee for service – waste & recycling
• City is not the sole provider

Waste & Recycling Services

Risks
• Change is difficult – some business will not want to change
• One size does not fit all – need for flexibility
• Availability of recycling services

Waste & Recycling Services
Next Steps

1. Approval of pilot
2. Pilot (6-8 weeks) – April 15/09
3. Report results of pilot to City Council – April 30/09
4. Full implementation (3-6 months) – Oct 30/09

Downtown Core Collection

Questions?
City Council Meeting  
Monday, February 23, 2009

• Dave Schaaf, Waste & Recycling Manager, re Downtown Core Waste Collection

The following resolution was presented:

   **J.H. CARLSON:**

BE IT RESOLVED THAT the Administration proceeds with a pilot project to evaluate waste collection methods in the Downtown Core

AND FURTHER BE IT RESOLVED THAT the report on Downtown Core Waste Collection, be received as information and filed

AND FURTHER BE IT RESOLVED THAT the Administration report the results of the pilot project to City Council by April 30, 2009.

-------------------------CARRIED

**ACTION:**  City Treasurer, Infrastructure Services

----------------------------------------------------------
Date of City Council Meeting: Oct. 19, 2009

Subject: Unsightly Premise at 1310 6 Avenue South

Submitted By: Duane Ens, Regulatory Services Manager

RECOMMENDATION: That City Council issue Form C to owner Christine Smith, owner of 1310 6 Avenue South, as per the recommendation of the Regulatory Services Department at the Public Hearing of October 19, 2009, and in accordance with Bylaw 3193, the Unsightly Premises Bylaw of the City of Lethbridge.

AND FURTHER THAT if Form C Order is to be issued to the owners, then at the expiration of the deadline date noted in the Order, the City will then take necessary action to remedy the condition of the property.

PURPOSE: The property at 1310 6 Avenue South is in contravention of City of Lethbridge Bylaw 3193 respecting unsightly premises. As it contains: appliances, lumber, door frame and numerous other miscellaneous items.

BRIEFING SHEET

Legislation & Policy Unsightly Premises Bylaw 3193

Options At the Public Hearing, one of two actions will be requested of Council;

1. If the property is in compliance, the Regulatory Services Manager will request that Form C Order be defeated or withdrawn, or
2. If the contravention is still occurring that an Order by way of Form C, will be issued to the owner. If the situation is not remedied on or before the deadline noted in Form C, the City may then take necessary action to remedy the
condition of the property.

Submitted By: Duane Ens
Reviewed By: 
City Treasurer: 
City Solicitor: 
Reviewed & Endorsed by City Manager: 
City Manager's Comments:

Revision Date & Time:
City Council Meeting  
Monday, September 21, 2009

- Duane Ens, Regulatory Services Manager, re Unsightly Premise at 1310 – 6 Avenue South

R.K. PARKER:

BE IT RESOLVED THAT a notice, by way of Form B, in accordance with City of Lethbridge Bylaw 3193, the Unsightly Premises Bylaw, be served on the owner of 1310 – 6 Avenue North, Christine Smith

AND FURTHER BE IT RESOLVED THAT City Council set a date for this matter to be reviewed at a Hearing scheduled for 4:00 p.m. on October 19, 2009.

-------------------------CARRIED

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<thead>
<tr>
<th>ACTION:</th>
<th>City Clerk, Regulatory Services</th>
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Date of City Council Meeting:          October 19, 2009

Subject:  Snow Removal and Ice Control Program – Update to City Council

Submitted By:  Darwin Juell, Transportation Manager

**RECOMMENDATION:**

- That this report be receive as information and filed.
- That City Council approve the amended Snow & Ice Control Policy, which has been updated to include snow routes in residential areas and City Manager authority in extreme weather conditions.
- That City Council approve expenditures of up to $50,000 from the Municipal Revenue Stabilization Reserve (MRSR) for installation of snow route signage on Priority 2 routes in residential areas.
- That City Council approve the capital purchase of four snow plow blades at a cost of up to $150,000 with funding from the MRSR.

**PURPOSE:**

This report is to update City Council on the Snow Removal and Ice Control efforts from January 2009 to date and report back any lessons learned with recommendations for consideration. Also to allow City Council to improve our snow removal results without changing the established service levels. There are a number of changes within the existing policy none of which changes the service levels. The key changes to the Policy are:

1. Creation of Snow Routes for temporary “no parking” zones within residential areas.
2. Within “Responsibilities” allowing the City Manager, or his designee, the opportunity to declare an extreme winter condition and to allocate additional resources and funding.

**IMPLICATION OF RECOMMENDATION**

**GENERAL:**

December 2008 and January 2009 were particularly harsh with respect to weather events, heavy snowfall, cold temperatures and high winds. The result was that our Public Operations groups were pushed to the limits relative to snow removal and ice control. City Administration has reviewed both the existing Snow and Ice control policy and developed
a “Snow and Ice Control” procedures to be used by operation crews.

Some of the areas reviewed involved purchase of additional equipment, use of pre-wet chemicals and a change in our practices relative to snow removal and load out.

**ORGANIZATIONAL:**

In the fall of 2006 City Council approved a new Snow Removal and Ice Control policy. The changes were made to reflect the current snow removal practices at the time and document the service levels for both Snow Removal Operations and Ice Control and Plowing.

**FINANCIAL:**

The 2009 cost to September is $2,946,000 for the combined total Snow Removal and Ice Control Program and is expected to be approximately $1.75 to $2.0 million over budget this year. The cost to September for emergency snow removal is over $1.0 million. The 2009 annual budget is $1,506,000. We have approximately three more months of winter and anticipate spending approximately $400,000 with typical winter conditions.

**BRIEFING SHEET**

**Legislation & Policy**

The City has a Snow Removal and Ice Control policy which is adopted by City Council and determines our operational service levels.

**Options**

There are a number of options Council may wish to consider.

1) Purchase one snow blower at a capital cost of $220,000 and an annual operating cost increase of $40,000.

2) Raise (or lower) the level of service of the Snow and Ice control program, with corresponding budget increases/decreases.

3) No change to policy or operating procedures, absorb increased snow removal costs for extreme events.

4) That City Council approves the amendments to the Snow & Ice Control Policy to include Snow Routes in residential areas and City Manager authority in extreme winter conditions. That City Council approve expenditures of up to $50,000 for installation of snow route signage on Priority 2 routes in residential areas, and that City Council approve the capital purchase of four snow plow blades at a cost of up to $150,000. This would involve a one-time expenditure with the operating budget absorbing the increases in operating costs.

**Recommended Option**

Option 4

**Public Participation**

There would be significant public communication during snow removal operations.
Risk Analysis

The intent of a Snow Removal and Ice Control policy is to reduce the risk to the City relative to the general public, operation of transit and delivery of emergency services.

Reports / Documents

Copy of revised Snow Removal Policy
Maps of snow routes

Submitted By: _________________________
Reviewed By: _________________________
City Treasurer: _________________________
City Solicitor: _________________________
Reviewed & Endorsed by City Manager: _________________________________
City Manager’s Comments: _____________________________________________
____________________________________________
____________________________________________
Revision Date & Time:
SNOW AND ICE CONTROL POLICY

PURPOSE

The City Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the Community. The Snow and Ice Control Policy is necessary to make a clear statement of the intent of the City of Lethbridge winter maintenance operations and establish the priorities, standards and service levels of the snow and ice control program. An effective and efficient snow and ice control program is necessary to allow the municipality to function under normal winter weather conditions, to reduce snow and ice hazards and to provide the public adequate mobility on City controlled roadways, sidewalks and pathways.

PERSONS AFFECTED

Residents/Visitors/Businesses and organizations within the City of Lethbridge/ City Council/City Manager/employees providing services under this policy

POLICY STATEMENT

The City will manage Snow and Ice Control operations on City controlled roads, lanes, sidewalks and pathways within City of Lethbridge Right of Ways and Park areas, in accordance with the established service level priorities, relevant City Bylaws and the Municipal Government Act. The intent of the snow and ice control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Transit and Emergency Service vehicles.

The intent of the Snow and Ice Control Policy for roads and lanes is to create acceptable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good winter driving habits. The intent is also to maintain reasonable walking conditions along City controlled sidewalks and pathways for pedestrians under normal winter conditions.
It is expected that there will be Extreme Winter Conditions where the immediate demand for snow and ice control services will exceed the available resources. Public Service Announcements will be issued at these times to provide information and to encourage safe driving practices in these poor driving conditions. In the event of Extreme Winter Conditions additional funding may be accessed with City Council approval. If the event of extreme winter snowfall is classified as an emergency/disaster, then the overall response to the event may be coordinated under the direction of the City’s Director of Disaster Services as per the Municipal Emergency/Disaster Plan.

The City may activate Snow Routes for regular operations and/or extreme events as required by winter conditions. Snow Routes are generally Priority 2 Routes in residential areas and are identified on the attached Road Snow Routes Map. Driveways would not be cleared after plowing of snow to the parking lane.

**RESPONSIBILITIES**

City Council to:

a. Approve the Snow and Ice Control Policy and levels of service
b. Approve additional funding for Extreme Weather Conditions

City Manager (or his designate) to:

a. Declare an Extreme Winter Condition to allow administration the ability to obtain additional resources to perform snow and ice control.

Transportation Manager/Parks Manager to:

a. Periodically review and update the Snow and Ice Control Policy in accordance with City Council defined service levels. Detailed work procedures and methods necessary to implement this policy are contained within the "Snow and Ice Control Procedures" as approved by the Transportation Manager and the Parks Manager

Transportation Operations Manager/Parks Operations Manager to:

a. Develop and initiate procedures relating to the day-to-day implementation of the Snow and Ice Control Policy
b. Manage the day-to-day operations to ensure compliance with the Snow and Ice Control Policy

**PROCEDURES**

**SERVICE LEVELS**

Levels of Service are established for City controlled roadways and pedestrian facilities according to their priority ranking. The Snow and Ice Control priorities
are based upon the following criteria: traffic speed, topography and traffic/pedestrian volumes. These priorities are reviewed, updated annually, and shown on our Snow and Ice Control Priority maps for both Roadways and Sidewalk/Pathways.

Winter operations generally begin November 1 and end March 31 of each year dictated by weather conditions and determined by Public Operations. Ice Control is conducted as necessary to improve traction and is based on pavement temperature and atmospheric conditions. Snow plowing will commence when snow fall accumulation begins to impede the flow of pedestrian and vehicular traffic.

**Ice Control & Snow Plowing Service Levels**

In order to maximize the effectiveness of the available resources, snow and ice control forces will be allocated as per the following priorities:

**Roadways:**

- **Priority I - Designated Arterial Roadways**
  - Service Level; complete ice control and snow plowing within 24 hours of snowfall ending

- **Priority 2 - Remaining Arterials and designated collectors**
  - Service Level; complete ice control and snow plowing within 24 hours of Priority 1 completion

- **Priority 3 - Remaining Collectors, controlled intersections (stops and yields) and bus routes**
  - Service Level; complete ice control and snow plowing within 24 hours of Priority 2 completion

- **Priority 4 - All other City controlled roadways and laneways**
  - Service Level; to ensure that they are passable to emergency services and general public, as necessary upon completion of Priorities 1 through 3

**Sidewalks\Pathways:**

- **Priority 1 - Includes sidewalks/pathways adjacent to all City of Lethbridge owned facilities located within the Central Business District**
  - Service Level; complete snow plowing within 24 hours of snowfall ending
• Priority 2 - Public and Separate Schools and Feature Parks
  o Service Level; complete snow plowing within 24 hours of Priority 1 completion
• Priority 3 - Remaining feature parks and Regional Trail system adjacent to roadways
  o Service Level; complete snow plowing within 24 hours of Priority 2 completion
• Priority 4 - Designated pathways and isolated sidewalks adjacent to roadsides as identified on the Sidewalk Snow & Ice Control Map.
  o Service Level; as necessary upon completion of Priorities 1 through 3

Snow Removal, Snow Plowing & Drifting

Snow Removal is commenced when required due to heavy accumulation of snow to allow for vehicle passage and parking. Removed snow is trucked to a designated snow storage facility approved by Alberta Environment. Snow removal (and loadout) is done on a priority basis with three priorities identified for snow removal during normal winter conditions as shown on the Road Snow Plowing and Removal Priority Map. Priority 1 routes are Downtown Lethbridge and selected arterial roadways. Priority 2 routes are selected collector roadways and bus routes. Priority 3 routes are the remaining bus routes and areas with historic drifting or accumulation along the roadways.

Snow Plowing is also identified on the Road Snow Plowing and Removal Priority Map, consisting of plowing snow to the boulevard or parking lanes as required relative to the same priority map.

There may be Extreme Winter Conditions that create impassible conditions on other roadways. If this occurs, all remaining roadways and laneways would be cleared on a case by case, area by area basis under Priority 4 (Emergency snow removal).

Drifting snow will be controlled via roadway design where practical, and by the strategic placement of snow fencing. Snow drifts that render roads, sidewalks, or pathways impassible will be cleared per the above mentioned priorities.

DEFINITIONS

• Arterial Roads: major roadways that carry high volumes of traffic. They are generally four lane roadways at a one mile spacing within City limits.
• Bus Routes: the routes of the City Transit services, updated from time to time.
• Collector Roads: roadways that connect local roadways to arterial roadways
and carry moderate volumes of traffic.

- **Extreme Winter Conditions:** where the immediate demand for snow and ice control services will exceed the available resources
- **Ice Control:** the application of abrasives and/or chemical de-icers to the surface of roads, sidewalks, and pathways to improve traction and to control or eliminate the formation of ice.
- **Local Roads:** roadways that typically serve residential neighbourhoods. Local roads carry low volumes of traffic.
- **Lanes:** also known as back alleys, lanes provide access to the rear of properties.
- **Pathway:** a route used by pedestrians and other recreational users that typically has an asphalt surface.
- **Sidewalk:** that part of a highway (roadway) intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line.
- **Snow Drifting:** the deposit of wind blown snow that may block roads, sidewalks, or pathways.
- **Snow Plowing:** pushing accumulated snow from road, sidewalk, or pathway surfaces in order to maintain traffic flow and pedestrian travel.
- **Snow Removal:** the removal of plowed and accumulated snow that is impeding the flow of traffic and pedestrians.
- **Snow Routes:** areas designated by the City for designated “No Parking” routes for snow plowing of the roadway into the parking lane.

**REFERENCES**

Snow and Ice Removal Bylaw 4865 – approved December 1, 1997
Snow and Ice Control Procedures
Salt Management Plan – approved June 27, 2005

**REVISION HISTORY**

October 30, 2006: New Document
October 19, 2009: Revised as per City Council resolution
City Council Meeting  
Monday, February 23, 2009

- Darwin Juell, Transportation Manager, re Snow Removal and Ice Control Program

650-A

T.H. WICKERSHAM:

BE IT RESOLVED THAT the report from the Administration updating City Council on the snow removal and ice control efforts in December 2008 and January 2009 and outlining the lessons learned for future consideration, be received as information and filed

AND FURTHER BE IT RESOLVED THAT based on lessons learned, Administration review our operating practices and procedures with the intention of improving the speed of snow removal, keeping the costs to a minimum and maintaining the level of service within the current snow removal policy

AND FURTHER BE IT RESOLVED THAT Administration report back to City Council any proposed changes for improvement by October 5, 2009

AND FURTHER BE IT RESOLVED THAT Mr. Juell be thanked for his presentation.

-------------------------CARRIED

ACTION: | Infrastructure Services
Date of City Council Meeting: October 19, 2009

Subject: Consent to a Mortgage

Submitted By: Dianne Nemeth, City Clerk

**RECOMMENDATION:**

THAT the Mayor and City Clerk be authorized to execute, on behalf of the City of Lethbridge, the consent to mortgage permitting the Henderson Lake Golf Club to borrow a maximum of $400,000 from ATB Financial to allow the Club to make improvements to the Golf Course providing as security for the loan a mortgage against the leasehold title.

**PURPOSE:**

Authorization for the Mayor and City Clerk to execute the Consent to a Mortgage – Leasehold Interest – Henderson Lake Golf Club

**IMPLICATION OF RECOMMENDATION**

**GENERAL:**

As provided for by the terms of Section 231 of the Municipal Government Act, a Notice of Intent to consent to mortgage was advertised in the Lethbridge Herald on Saturday, September 26 and Saturday, October 3, 2009.

**Background/Justification:**

Unless a vote of the electors is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may agree to the request. No written notice of objection was received

**Recommended Option**

That City Council authorize the Mayor and City Clerk to execute the consent to mortgage.

Submitted By: _________________________

Reviewed By: _________________________

City Treasurer: _________________________

City Solicitor: _________________________

Reviewed & Endorsed by City Manager: _________________________________

City Manager's Comments: _____________________________________________
Kathy Hopkins, Director of Community Services, re Henderson Lake Golf Course Lease Extension - Consent to Mortgage of the Leasehold Interest

Alderman Tratch declared a conflict because he plays golf at Henderson Lake Golf Course and left City Council Chambers

J.H. CARLSON:

BE IT RESOLVED THAT the Mayor and City Clerk be authorized to execute on behalf of the City of Lethbridge the consent to mortgage permitting the Henderson Lake Golf Club to borrow a maximum of $400,000 from the ATB Financial to allow the Club to make improvements to the Golf Course, providing as security for the loan a mortgage against the leasehold title

AND FURTHER BE IT RESOLVED THAT City Council extend the lease from January 01, 2012 to January 01, 2018

AND FURTHER BE IT RESOLVED THAT City Council advertise their intention to consent to the mortgage against the leasehold title.

Absent: K.E. Tratch

-------------------------CARRIED

| ACTION:          | City Solicitor, City Clerk, Community Services |
Date of City Council Meeting: October 19, 2009

Subject: AC S-06-28; Janitorial Services

Submitted By: Garth Sherwin, CA
City Manager

RECOMMENDATION: The City Manager supports the recommendation of the Purchasing Manager to amend the contract with Bee-Clean Building Maintenance Inc. of Calgary, AB for Janitorial Services.

PURPOSE: Requested by the City of Lethbridge; the addition of the Employee Resource Center Building and the two (2) Public Ops trailers to the cleaning services contract performed by Bee-Clean cleaning services.

FINANCIAL: The cost of the breakdown of the amendment is as follows:

- Cost of Original Contract, GST included: $500,000.00
- Cost of Amendment #1, GST included: 23,045.00
- Cost of Current Contract, GST included: 523,045.00
- Proposed New Contract Total (including GST): 608,542.30
- Increase Requested (including GST): $ 85,497.30
- Cost of this amendment (including GST) $ 85,497.30
- Less 100% GST refunds 4,071.30
- Net cost to the City of Lethbridge $ 81,426.00

Reports/Document: Tender Overview
Procurement Recommendation Memo

Reviewed & Endorsed by City Manager: ________________________________
OVERVIEW

Department Responsible: Facility Services  
Project: Janitorial Services

Description: Provide City buildings with cleaning and janitorial services to a standard acceptable to its Facility Managers.

Term of Contract: N/A  
Extension Options: N/A

Competition No: S-06-28  
Closing Date: N/A

Packages Released: N/A  
Submissions Rec’d: N/A

Pre-Tender meeting held: No: ☒  Yes: ☐ Date:  
Advertised: No: ☒  Yes: ☐ Where:  
Bids opened and summarized by Purchasing for evaluation Date N/A

1) Originator

Engineer’s Estimate: $ N/A  
Recommended Bid: Bee-Clean Building Maintenance Inc.

New Contract Amount, GST included: $608,542.30  
Increase Requested, GST included: $85,497.30

Comments and Rational: see memo

Budget Amount: $  
and charged to various building operating accounts

Original Contract Amount, GST included: $523,045.00

Funding Source: Funded as part of Facility Services Maintenance Program

Cost to City of Lethbridge, net of GST rebate: $81,426.00

Date: September 16/09

3) Office Manager

Date: Sept 29/09

4) Departmental Approvals

Date: Oct 1/09

Date: Oct 1/09

5) Purchasing Department

Date: Oct 5/09

6) For City Council Approval  
Reason: Amended Contract

If No, proceed to 5) A.  
Council Meeting Date: October 19, 2009

7) For City Manager Approval: Yes: ☒  No: ☐

Date: ____________________________

City Manager
Procurement Recommendation
Memorandum

Date: September 14, 2009

To: Craig Milley, Purchasing Manager

From: Blake Jurgens, Materials & Services Coordinator

Re: S-06-28; - Amending Contract – Bee-Clean Building Maintenance Inc. (Janitorial Services)

DESCRIPTION OF PROJECT
Provide City buildings with cleaning and janitorial services to a standard acceptable to its Facility Managers.

BACKGROUND
Prior to this existing contract custodial service were provided at City Facilities using a combination of City staff and contract services providers. Contract services were secured through a tender process and awarded on a lowest cost basis. Contract specifications were based upon a minimum standard and were not considered best practices. Contract deliverables met the specifications but the result often did not meet the expectation of facility managers or occupants. Equipment, training and cleaning processes used by City and contract staff were not consistent and resulted in varied outcome of effort.

In recognition of this Facility Services and Recreation facility management engaged a custodial consultant to develop processes to improve custodial delivery in both City staff and contract service operated facilities. Part of that process led to a new model for service delivery.

In March 2006, the City issued a Request for Proposals (RFP) for Janitorial Services which included a revised Cleaning Specification. Seven (7) proposals were received and Bee-Clean Building Maintenance Inc. was the highest evaluated and was awarded the contract.

The original contract with Bee-Clean was for three (3) years but also provided for an option to extend for up to an additional two (2) years if mutually agreed by both parties.

In May 2009, with the three (3) year fixed term of the contract expiring Bee-Clean offered to maintain current pricing rates for one additional year. At the same time, Facility Services also recognized the need to extend the hours for the daytime porter at two key public facilities: Galt Museum and City Hall. The contract was extended to May 21st, 2010 and also amended to include this increased scope of work.
Facility Services has now recognized the need to further increase the scope of the contract to include the following buildings:

- Employee Resource Center (ERC).
  - City Employee who was providing this service has recently retired
- Two (2) Public Operations Trailers.
  - With the proposed renovation of Public Ops and the movement of employees from City Hall; portable trailers were added to the site.

Facility Services has asked Bee-Clean to provide a proposal for this additional work. The proposal has been reviewed internally and is in line with expected costs and the contract will be amended to include this added scope.

**ORIGINAL SCOPE**
The janitorial service contract will provide all necessary labour, materials and supplies, operating equipment, supervision and suitable overhead to clean the facilities at the City buildings as quoted to the standards indicated.

**CHANGE OF SCOPE – ADDENDUM #1 MAY 2009**
Requested by the City of Lethbridge; the day porter hours for Galt Museum and City Hall increased:

- Galt Museum from 2 hours/day to 4 hours/day; 7 days a week
- City Hall from 2 hours/day to 4 hours/day; 5 days a week

**PROPOSED CHANGE OF SCOPE – ADDENDUM #2 SEPTEMBER 2009**
Requested by the City of Lethbridge; the addition of the Employee Resource Center Building and the two (2) Public Ops trailers to the cleaning services contract performed by Bee-Clean cleaning services.

**DELIVERABLES**
The objective of the Scope of Work is to create a clean and hygienic environment, maintain the surfaces of the building, and provide a cleaning service consistent with a building classification (A, B, C) as outlined in the consultant report.

**OUTCOMES**
This contract supports the Facility Managers desire for a higher level of service for custodial operations. A self managed process allows Facility Managers to manage results.

Custodial operations are the first level of building maintenance required to extend the life cycle of flooring, walls and other architectural surfaces. Knowledge skills and processes will be transferred to City staff to ensure a consistent approach to custodial services through out the fleet of City Buildings.
COST BREAKDOWN
The cost of the breakdown of the amendment is as follows:

Cost of Original Contract, GST included: $500,000.00
Cost of Amendment #1, GST included: 23,045.00
Cost of Current Contract, GST included: 523,045.00
Proposed New Contract Total (including GST): 608,542.30
Increase Requested (including GST) $ 85,497.30

Cost of this amendment (including GST) $ 85,497.30
Less 100% GST refunds 4,071.30

Net cost to the City of Lethbridge $ 81,426.00

FUNDING SOURCE
Funded as part of Facility Services Maintenance Program and charged to various building operating accounts and re-allocation of FTE to Contractual Services.
Date of City Council Meeting: October 19, 2009

Subject: ITT C-09-19.2; ENMAX Centre - Building Construction

Submitted By: Garth Sherwin, CA
City Manager

RECOMMENDATION:
The recommendation of the Purchasing Manager to award the above competition to the low bidder, Ward Bros. of Lethbridge, AB is submitted for your consideration and approval.

PURPOSE:
To provide major renovation, sub-trade and Construction Management Services for the completion of the building construction plan for the ENMAX Centre Expansion and Renovation Project.

FINANCIAL:
The cost breakdown of the low bid is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Trade Low Bids</td>
<td>$12,539,625.00</td>
</tr>
<tr>
<td>Required General Contractor Work</td>
<td>1,011,159.44</td>
</tr>
<tr>
<td>Cash Allowances-Future Tenders</td>
<td>2,586,624.00</td>
</tr>
<tr>
<td>Bonding</td>
<td>202,000.00</td>
</tr>
<tr>
<td>Construction Management Fee</td>
<td>698,110.58*</td>
</tr>
<tr>
<td>General Conditions</td>
<td>462,440.00*</td>
</tr>
<tr>
<td>Supervision</td>
<td>650,916.00*</td>
</tr>
<tr>
<td>Total Cost for Stage 2</td>
<td>$18,150,875.02</td>
</tr>
<tr>
<td>GST</td>
<td>907,543.75</td>
</tr>
<tr>
<td>Total cost of the contract including GST</td>
<td>$19,058,418.77</td>
</tr>
<tr>
<td>Less 100% GST refunds</td>
<td>907,543.75</td>
</tr>
<tr>
<td>Net cost to the City of Lethbridge</td>
<td>$18,150,875.02</td>
</tr>
</tbody>
</table>

*Previously funded under Council Resolution dated Nov. 13th, 2007 Re: RFP #S-07-84

Reports/Docouments: Tender Overview
Procurement Recommendation Memo
2008 – 2017 CIP D-6

Reviewed & Endorsed by City Manager: ________________________________
OVERVIEW

1) TENDERS OFFICE

Department Responsible: Facility Services  
Project: Enmax Centre - Building Construction
Description: To provide major renovation, sub-trade and Construction Management Services for the completion of the building construction plan for the ENMAX Centre Expansion and Renovation Project

Competition No: C-09-19.2  
Closing Date: August 27, 2009
Packages Released: Unknown  
Submissions Rec'd: Forty (40)
Pre-Tender meeting held: No: ☐  
Yes: ☑  Date: August 11, 2009
Advertised: No: ☐  
Yes: ☑  Where: website, APC
Bids opened and summarized by Purchasing for evaluation  Date: August 27, 2009

2) ORIGINATOR (MUST BE FILLED IN COMPLETELY)

Engineer’s Estimate: $19,500,000  
Term of Contract: N/A years  
Recommended Bid: Ward Bros. (of Lethbridge, AB)
Comments and Rationale: see memo

Budget Amount: $20,342,930.00  
Cost to City of Lethbridge, net of 100% GST rebate: $18,150,875.02

Funding Source: D-6 in the 2008-2017 CIP

Date: 13 Oct/09

3) OFFICE MANAGER

Office Manager: Yes: ☑  No: ☐

Date: 13 Oct/09

4) DEPARTMENTAL APPROVALS

Manager: Yes ☑  No: ☐

Director: Yes ☑  No: ☐

Date: 13 Oct/09

5) PURCHASING DEPARTMENT: Yes: ☑  No: ☐  Reason:

Purchasing Manager

Date: 14 Oct/09

6) CITY COUNCIL APPROVAL: Yes: ☑  No: ☐  If No, proceed to 5) A.

Reason: >$500,000  
Council Meeting Date: October 19, 2009

7) CITY MANAGER APPROVAL: Yes: ☑  Reason: Council Submission  No: ☐

City Manager

Date: __________________________
Procurement Recommendation Memorandum

Date: October 13, 2009

To: Craig Milley, Purchasing Manager

From: Reg Areshenko, Facilities Administrator

Re: ITT #C-09-19.2; ENMAX Centre Expansion and Renovation Project
Tender Package #2 - Building Construction

DESCRIPTION OF PROJECT
To provide major renovation, sub-trade and Construction Management Services for the completion of the building construction plan for the ENMAX Centre Expansion and Renovation Project

BACKGROUND
The ENMAX project was approved in the 2008 – 2011 Capital Improvement Program. The approved project budget is $33,722,000. The work involves a 48,000 ft2 expansion of the building, renovations and system upgrades to the existing building and parking lot expansion and other site upgrades.

The ENMAX project is a complex project that requires working in an occupied building, phasing of construction and careful scheduling of the work around operational requirements such as the Lethbridge Hurricanes hockey and other major events. The initial planning phase of the project included a review of available construction alternatives such as conventional Tendering, Design Build and Construction Management and this review concluded that Construction Management would provide the best construction delivery method for this project. Construction Management promotes:

- Budget control,
- Designs providing best value,
- Sub-trade participation and tendering,
- A general contractor available and committed to the project
- Well developed relationship(s), a partner not an adversary,

A Request for Proposals (RFP) for Construction Management Services was issued in the fall of 2007. Three (3) proposals were received and evaluated and Ward Bros. Construction Ltd. of Lethbridge, AB. was the highest evaluated proponent. On November 13th, 2007 City Council approved the award of a contract to Ward Bros. for Construction Management Services to assist with pre-construction design and services during construction. One of the responsibilities of the Construction Manager in the contract is to undertake, on behalf of the City, the solicitation of competitive bids from the various sub-trades required to carry out the project.

In order to meet project timelines and to pursue current favorable market conditions the building construction components have been tendered in two distinct stages. The first phase (footings, foundations and selective demolitions) was approved by Council in May 2009. This
second stage of the project will include the walls, roofs, exterior cladding, media box and catwalk revisions and building fit and finish necessary for the successful completion of this (building) component of the project.

Upon approval by the City and award of this contract, Ward Bros. will enter into separate contracts with each of the successful sub-contractors. Under this new construction contract Ward Bros. will be limited to providing only casual carpentry required for other trades, miscellaneous materials and selective demolition as required. They will continue to provide Construction Management services as previously approved under the original contract.

SCOPE
Supply of all labour, materials, equipment, supervision, permitting, fees, inspection and testing necessary to construct and renovate the facility in accordance with the second stage work required for the intended design.

DELIVERABLES
This work will result in the following components:
1. Walls, roof and exterior cladding,
2. Electrical, structural, mechanical and electrical sub-trade work,
3. Facility “fit & finish” such as paint, millwork, kitchen equipment, carpet etc.,
4. Miscellaneous Project Management and site works to support the construction process.

OUTCOMES/EXPECTED RESULTS
This final building construction phase supports the overall ENMAX Centre Renovation Projects construction implementation plan and will ensure that existing facility commitments, the schedule and budget are being met.

PROCESS
An Invitation to Tender (ITT) was released by Ward Bros. on behalf of the City on August 1, 2009. The Tender was publicly advertised on the City website, Alberta Purchasing Connection (APC) and with the Lethbridge Construction Association where sub-trade contractors could pick up plans and specifications.

Tenders were received at the offices of Ward Bros. by 2PM on August 27, 2009. A public opening was attended by bidders and representatives from the City of Lethbridge. All bids were recorded and reviewed. In accordance with standard industry practice bidders could bid on all or portions of the scope of work. Bids were received from forty (40) interested sub-trade contractors.

RECOMMENDATION
It is the recommendation of the Facilities Administrator to award a contract to the Construction Manager as General Contractor, Ward Bros. Construction Ltd. of Lethbridge, AB.

Ward Bros. will then enter into contracts with and manage the successful sub-contractors in the construction phase of the project.
COST BREAKDOWN
The cost breakdown of the proposed contract is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tr>
<td>Supervision</td>
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Total Cost for Stage 2 $18,150,875.02
GST 907,543.75
Total cost of the contract including GST $19,058,418.77
Less 100% GST refunds 907,543.75

Net cost to the City of Lethbridge $18,150,875.02

And further that the Project Manager be given the authority to manage a contingency fund for the construction project totaling $897,147 (net GST).

*Previously funded under Council Resolution dated November 13th, 2007 Re: RFP #S-07-84

BUDGET ESTIMATE
The total budget for Stage 2 is $19,469,269 GST Excl.

FUNDING SOURCE
This project is identified as D-6 in the 2008-2017 Capital Improvement Budget.

- Funding is approved under the Municipal Sustainability Initiative (MSI) and Major Community Facilities Program (MCFP).
## Enmax Centre Addition and Renovation
### Tender Opening Summary

**Document Package #4**  
**August 27, 2009**

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**Description & Location**

To broaden Lethbridge’s entertainment experience and increase financial benefits to the community’s economy.

Provide significantly better customer service with:
- More and better luxury suites
- Improved vehicle access/egress and parking
- Increased concourse and lobby space
- Improved handicapped access, seating and washrooms
- Enhanced food and beverage services
- New lounge and banquet spaces
- Improved washrooms
- Enhanced dressing room and training facilities

**Purpose & Justification**

The ENMAX Centre is the premier provider of entertainment in Lethbridge and southern Alberta, the home of the Lethbridge Hurricanes, and is used extensively for a variety of major spectator events including concerts, bull riding, arena across and many community events.

The ENMAX Centre was built in 1974 and while it has served the City well over the past 33 years, it requires upgrading and expansion to meet the expectations and changing needs of its customers and industry best practices.

Remaining viable in this diverse market means having the capacity to broaden the range of experiences and services for existing patrons, and to increase the overall attendance by offering a greater variety and number of events.

The facility now requires a major renovation and expansion to create this capacity and thus remain viable for the next 25 to 30 years.

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### All amounts below are in thousands of dollars

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**Estimated Debt Charges**

**Projected Net Operating Costs**

**Comments**

Debt payments financed through increased ticket surcharge, suite fees, and ENMAX naming sponsorship.
September 30, 2009

His Worship, Mayor Bob Tarleck
And City Council
City of Lethbridge

Dear Sir:

Lucelle Prindle, the Chair of the Board of Directors of the Galt Museum & Archives would like to appear before City Council on Monday, October 19. She will present the 2008 Annual Report on the Galt Museum & Archives.

Sincerely,

Beatrice Milner
Administrative Assistant
Galt Museum & Archives
Mission
The Galt Museum & Archives engages and educates our communities in the human history of southwestern Alberta by preserving and sharing collections, stories and memories that define our collective identity and guide our future.

Vision
The Galt Museum & Archives is a vibrant gathering place that meets historical, cultural and educational needs.

Values
Stewardship
- We treasure and protect the stories, objects, memories and relationships of our communities
- We advocate for history, culture and historical education

Creativity and Innovation
- We thrive on challenge, ingenuity and improvement
- We believe in and foster life-long learning

Integrity and Authenticity
- We are open, honest and respectful
- We ensure the authenticity of our collections, exhibits, education and programs

Teamwork and Co-operation
- We encourage diversity of opinion
- We find merit in collaboration and partnerships

Excellence
- We believe that with dedication, passion and commitment we strive for our best performance
- We respect the skills and expertise of others and cherish diversity

Principle Markets
- Citizens of and visitors to Lethbridge and southwest Alberta
- Researchers
- Educators and students
- People throughout the world seeking information via our website and publications.

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ORGANIZATIONAL OVERVIEW

The Galt plays a vital role in preserving and interpreting the material culture of Lethbridge and area. The Museum cares for a growing collection of well over 20,000 artifacts and 300,000 archival documents and photographs. The Galt’s Archives contain an extensive collection of information on the human history of Lethbridge and southwestern Alberta. The history of Lethbridge and southwestern Alberta can be explored through the museum’s rotating exhibitions, special events and weekend programs. The Galt Museum Store offers visitors a selection of historic publications and other unique local products.

The Galt is well respected in Alberta’s museum community, has a growing national profile and is committed to international museum standards. In 2007, the Galt received Recognized Museum designation from the Alberta Museums Association.

Core Business Areas, Programs & Services

Archives and Collections

The role of Archives is to collect, preserve and make available to our customers information relevant to the study of the human history of Lethbridge and southwestern Alberta. Core activities include:

- Acquiring information-based items/fonds according to established legal and curatorial policies and practices
- Arranging and describing items/fonds according to accepted archival practices
- Ensuring that necessary conservation work is performed in a timely manner and within the available resources of the Archives
- Storing the item/fonds in a manner that ensures their preservation
- Facilitating public access to holdings through finding aids
- Assisting researchers in understanding the materials
- Providing copying services

Collections Management

The role of Collections Management is to professionally preserve and store artifacts/information held in trust by the Galt, and to ensure that present and future generations have access to the same. Core activities include:

- Registering and cataloguing all incoming material and its respective information, including loans and donations
- Supporting the Acquisition Committee in implementing the Galt’s accession and de-accession policy
- Utilizing preventative conservation techniques in order to lengthen collection’s lifespan
- Researching both new and existing artifacts
- Continually assessing and improving the Galt’s artifact storage systems
- Maintaining the Galt’s environmental and pest management programs
- Managing and monitoring artifact and facility security
- Supporting Exhibits and Programming
- Providing services to external customers (loans, access to objects for research purposes, etc.)

Exhibits

The role of Exhibits is to design, fabricate, install, and maintain all exhibits and displays. Core activities include:

- Designing all aspects of an exhibit, including
  - Fabricating three-dimensional aspects (cases, mounts, panels, floors)
  - Coordinating the two-dimensional aspects (relates to photos and paper materials)
  - Coordinating the installation
- Maintaining the exhibits
- Supporting Programming, Archives, Administration, Collections Special Events and Gift Shop
- Coordinating the takedown and storage of exhibits
- Extending the life of the exhibits (e.g. travelling options, display at local venues)
Curatorial

The role of the Curatorial department is to oversee the development of collections and engaging exhibits at the Galt. Core activities related to exhibit development include:

• Managing, planning, and developing the exhibitions program by creating and/or supervising the budgets, regulation, procedures, and guidelines
• Preparing a long-range plan for refreshing the permanent exhibit
• Curating and developing temporary exhibitions for the Galt
• Liaising with museums and galleries to rent traveling exhibits
• Providing input with respect to exhibit design

Core activities related to collection development include:

• Develop Collections Plan for future acquisitions in accordance with Galt Collections Policy, and undertake and supervise all actions related to collection donations and purchases
• Acquire, record, research and oversee the management of the Galt’s collections with the support of Curatorial department staff
• Ensure Collections policy is reviewed & followed

Interpretive and Educational Programming

The role of this department is to impart knowledge and information, facilitate the visitor’s search for meaning and relevance in relation to the collection and exhibits, and assist visitors in making a personal connection with the Galt. Core activities include:

• Developing, designing, and researching interactive, multi-dimensional programs that cater to a wide variety of age groups, interest levels and visitor types and which are based on educational theory and Visitor Services research and, if relevant, the Alberta Curriculum.
• Delivering educational programs
• Training staff and volunteers in casual and structured interpretation
• Working with other departments to ensure that visitor needs as related to learning, interpretation, and connectivity are enriched and enhanced

Currently, programs include:

• Day education and school curriculum work
• Adult
• Family
• Guided tours
• Back pack (drop in)
• Loan (memory boxes and educational artifacts)

Value Added Business Areas

Special Events

This area produces culturally significant celebrations as well as other unique activities designed for many diverse segments of the population. Activities within this area include:

• Planning and delivering special events (from start to finish)
• Partnering with businesses to increase opportunities for sponsorship
• Collaborating with other organizations to enhance programming and reduce duplication of events in the community

Galt Museum Store

The Galt Museum Store enhances exhibits, complements programming with related product lines/interpretation, and serves as a venue for local authors and artists. The Galt Museum Store staff also sells museum admissions and event tickets, provides visitor and tourist information and facility orientation, and answers visitor questions and inquiries related to the exhibits, programs, and events.

Facility Rentals

This area provides a unique facility and services for use by many diverse segments of the community. The Galt enhances its revenues through rental of its facilities. It also provides an additional opportunity for members of the community to visit the facility and become familiar with its services. Facility rentals support our mandate by providing the community an opportunity to create new stories about their lives, where the Galt has served as the backdrop.
Support Areas

Marketing/Communications

Marketing/Communications supports the operations of the Galt by promoting the Galt as a pivotal attraction, locally and regionally. Activities include:

- Working with the Galt departments to raise public awareness with respect to museum exhibits, collections, archives, programs, events, and accomplishments
- Networking with surrounding communities, chambers of commerce, museums/historic sites, tour companies and tourism associations
- Branding and marketing
- Fundraising
- Building mutually beneficial partnerships and participating in community enhancement programs

Volunteer Program

The volunteer program provides opportunities for interested individuals to support the work of various museum departments. The volunteer program provides vital support to meet business plan goals in areas of visitor services, program delivery, customer service, and collections care.

Activities within this support area include:

- Screening and placement of volunteers
- Training and monitoring of volunteers
- Tracking volunteer participation
- Managing risks associated with the volunteer program
- Rewarding volunteer contributions to the Galt

Museum Administration

The role of the Museum Administration is to ensure the efficient and effective management of financial, human, and physical resources at the Galt. Activities include:

- Budgeting and business planning
- Performing duties related to office administration
- Managing museum finances
- Stakeholder reporting (qualitative and quantitative) ie. the Board, the City of Lethbridge, etc.
- Managing human resources (including hiring, performance evaluation, and time keeping)
- Administering grants and donations
- Developing and implementing operational policies
MESSAGE FROM THE BOARD OF DIRECTORS CHAIR

On behalf of the Board of Directors of the Galt Museum & Archives, I would like to inform you of our activities for 2008 at the Board level. This was the first year that the Board was heavily engaged with priorities from our Strategic Plan. Specifically, the Board was involved in the following:

- Establishing a network of regional museums and cultural institutions – locally and across Southern Alberta
- Beginning the process of creating an Endowment Fund to further the work of the museum well into the future
- Establishing key messages for the Board to use in external communications
- Working to improve the exterior areas of the Galt, and
- Conducting – with great success – our first Annual Fund Raising campaign

The Board continues to be inspired by the scope of our programming and exhibits, the varied and multi-talented Galt staff, the dedication of our volunteers, and the support of our community.

We look forward to seeing you here in 2009... please join us.

Respectfully submitted,

Lucelle M. Prindle, Ph.D.
Chair, Board of Directors
MESSAGE FROM THE CEO/EXECUTIVE DIRECTOR

We preserved and shared, engaged and educated, listened and responded ... about the past ...for the future. And in 2008 an increased number of people in our community participated in the museum and archives services at our location with site attendance reaching just over 44,000.

I am pleased to be working with enthusiastic and vigorous Board, staff and volunteers of the Galt. And I thank them for their ambition and caring.

Respectfully submitted,

Susan Burrows-Johnson
CEO/Executive Director

The 2008 year was busy, productive and exciting around the Galt. You will see in the following report that the Board, staff and volunteers have been actively committed to our mission. The story unfolding in this annual report is one of dedication and creativity, and of passion and delight as we work to serve our visitors and the citizens of our area.

As you will see the exhibit schedule ranged from Egypt to medieval to Prisoner of War experiences in Lethbridge. Many visitors came to see The Thousand Words of Photojournalism celebrating the sixtieth anniversary of the Universal Declaration of Human Rights. The Galt traveling exhibit, Auschwitz: The Eva Brewster Story went to two other cities in Alberta and 7,220 people. And there was more from our exhibits area in 2008.

Our regional schools and post-secondary institutions enjoyed this year’s offerings. We saw record numbers in program visitors for the year. Our Archives continued to serve researchers while adding a third scanning station to increase access even more. Collections undertook a major research project around our newly acquired Buddhist shrine.
EXHIBITIONS

Permanent Exhibit

A plan was developed to address the need for more artifacts, a better orientation, and a logical traffic flow in the Discovery Hall. Implementation will occur over the next few years.

Temporary Exhibits

Once Upon a Time… Knights, Castles & Common Folk
FEB 02 to APR 20, 2008

A unique exhibit showcasing life during the years 1000 to 1500 AD with special focus on two of the enduring symbols of the age: the Cathedral and the Armoured Knight. All aspects of medieval life were featured, from monks and monasteries to the feudal system, architecture, games and pastimes, and the crusades.

Organized and curated by Bruce County Museum & Archives in Southampton, Ontario

For you the war is over. Second World War POW Experiences. MAY 10 to SEP 21, 2008

The exhibit told the little known story from WWII that nearly 34,000 German prisoners of war were sent to internment camps in Canada. As part of the war effort, Alberta housed and manned four of the largest camps. Many Albertans who served overseas were made prisoners in Germany, including those captured at Dieppe in 1942 and members of the Royal Canadian Air Force shot down over enemy territory.

Partnership with The Military Museums, Lord Strathcona’s Horse (Royal Canadians) Museum & Archives, Princess Patricia’s Canadian Light Infantry Regimental Museum & Archives and King’s Own Calgary Regiment (RCAC) Museum & Archives.

Project Manager Wendy Aitkens, Curator at the Galt; Curator Rory Cory, Senior Curator from The Military Museums; Exhibit design and fabrication by Brad Brown, Exhibit Designer and Fabricator; Care of all artifacts by Kevin MacLean, Collections Technician; Construction, story board design by Museum Warrant Officer Ted MacLeod of the Lord Strathcona’s Horse

Jill Browne, student in the Cultural Resource Management program at the University of Victoria worked on research and artifact location as the final requirement for her degree.

Artifact loans were granted by Glenbow, Canadian War, Royal Alberta, Aero Space Museums and several private collections.

Partnership grants from AMA for Phase One (for exhibit development) and Phase Two (preparation to travel); Sponsorship from Lethbridge United Services Institute, General Stewart Legion, No. 4 branch in Lethbridge; Donation of gift in kind from Ducan Industries.

Egypt, Gift of the Nile OCT 10, 2008 to JAN 25, 2009

The Nile River Valley of 6000 years ago was the birthplace of a remarkable civilization. Protected from foreign invasion by vast deserts and sustained by fertile soil along the river, the ancient Egyptians developed from a single agricultural community into a sophisticated society. Under a system of divine kingship, this Egyptian civilization flourished and endured for thousands of years and it contributed strongly to the later cultures of the Mediterranean and Europe. Topics covered include Personal Adornment, Make-up and Perfume, Feeding the Household, Buildings Large and Small, Family Life, Education, Religion, Funerary Religion and the Afterlife.

Organized and circulated by Royal Ontario Museum, Toronto. Supported by Canadian Heritage Exhibit Circulation funding to assist with costs of loan, transport and marketing.

University of Lethbridge Archaeology professors Kevin McGeough and Shawn Bubel were very supportive of this project. Their students were required to view the exhibit and those who volunteered 15 hours earned a bonus 4% in their marks.

MAIN LEVEL HALLWAY

Lethbridge Medieval Club

Photos and information from the club were displayed during Once Upon a Time… Knights, Castles & Common Folk.

Prisoner of War artifacts

A call in the community for POW related artifacts brought in a great variety of artifacts which were displayed in a case.
The Thousand Words of Photojournalism
NOV 22, 2008 to JAN 14, 2009

An exhibit of 50 photographs from the Canadian Commission for UNESCO and the Canadian Newspaper Association celebrated the 60th Anniversary of the Declaration of Human Rights. The Galt added three photos from local photojournalists and two from the Archives. The Galt partnered with Lethbridge City Council, host of the opening reception, to bring this exhibit to Lethbridge.

MAIN LEVEL MEETING ROOMS

Archives Exposed…
An ongoing two-dimensional exhibition featuring photographs from the Galt Archives was shown twice in 2008.
- *Once Upon A Time*… Photos focused on the horse which was critical to medieval times and to early settlement in southern Alberta
- *For you the war is over…* Lethbridge Camp 133 photos from the Galt Archives see p24

Art Walk 3 Dimensions Sculpture Show
SEP 13-14, 2008
First annual Art Walk sculpture show featured 12 submissions in a variety of media, genre and styles, as well as artists demonstrations.

LOWER LEVEL GALLERY

In Transit APR 03 to OCT 27, 2008
U of L Art 4000 student group exhibit focused on population diversity in Lethbridge.

The Other Side of Cairo NOV 12 to JAN 26, 2009
An exhibit of photographs taken by students participating in Middle Eastern Archaeological Field School was curated by U of L student Chrissy Foreman. Shown during *Egypt, Gift of the Nile*.

ARCHIVES REFERENCE ROOM

POW documents and photographs
Egyptian souvenirs from First World War
Egyptian themed 1920s wall hanging from The Netherlands

COMMUNITY SURVEY

Some 375 participants provided feedback on their preferences for temporary exhibits that will guide the choices staff make with regard to incoming travelling exhibits and exhibits developed in-house.

Community feedback came from visitors to the museum and the Galt website. Volunteers enlisted information from students, teachers and visitors at the U of L Atrium & Students Union, from visitors and patients in the Hospital Atrium, shoppers at Park Place Mall, attendees at a SACPA lunch meeting and two SACPA election forums, a Scout Troop, participants at the PowWow, staff and students at Red Crow College, the Chamber Tourism Committee, and young people at Fifth on Fifth Youth Services.

Off site
A Galt Museum & Archives case located in the entrance foyer of the Lethbridge Public Library case promoted the 2008 temporary exhibits. An exhibit at Lethbridge College was developed for the 18th Air Defense Centennial celebrations featuring uniforms and equipment such as the Javelin Trainer.

Travelling
*Auschwitz: The Eva Brewster Story* was on exhibit JAN 12 to MAR 09, 2008 in Red Deer (exhibit attendance 1520) and APR 02 to JUN 29 in Medicine Hat (exhibit/program attendance 5700).
COllections AND RESEARCH

Collections Activity Summary

<table>
<thead>
<tr>
<th></th>
<th>Offers</th>
<th>#Pieces Offered</th>
<th>Offers Accessioned</th>
<th># Accessioned</th>
</tr>
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<tbody>
<tr>
<td>2008</td>
<td>35</td>
<td>353</td>
<td>33</td>
<td>69</td>
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<td>2007</td>
<td>62</td>
<td>549</td>
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<td>224</td>
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<tr>
<td>2006</td>
<td>23</td>
<td>171</td>
<td>49</td>
<td>397</td>
</tr>
</tbody>
</table>

The 2007 accession volume was related to a surge of donations in 2006 which were a response to the 2-year donation expansion-related moratorium. Most of the 2007 accession volume can be attributed to large art donations related to the work of E.F. Hagell.

The 2006 spike was a result of a backlog of donations related to the Galt’s expansion-related closure.

The Cultural History Collection Committee met twice in 2008 to review the recommendations for donations submitted by Curatorial staff. The committee’s decisions were reported to the Board for final approval.

Highlights of Accessioned Items:

- LCI Rams’ Varsity Jacket and two Jacket Football Letters, owned in the early 60s by right tackle football player Russell Kendall. Jacket purchased via eBay. Letters obtained directly from Mr. Russell
- Fatigue SWAT Uniform, including ball cap, belonging to retired City Police Superintendent Glen Michelson, the Team’s first leader.
- Six Architectural Paramount Theatre Elements, incl. Cinema One interior entry doors and Marquee.
- One Kainai-themed Bronze Sculpture titled Dual on the Prairie, produced by the late Montana-based bronze artist Bob Scriver, valued at $14,500.
- Turn-of-the-century Polo Club and Ball, attributed to the Pincher Creek’s North Fork Polo Club. Polo’s founding in North America is potentially the Pincher Creek’s centennial was also created.
- Blackfoot Pipe, gifted to the Porter family who ranched north of Lundbreck and received the Pipe as a token of goodwill from area Blackfeet who crossed ranch lands ca1910.
- POW Materials received as part of a public solicitation related to For you the war is over, including a Camp Guard’s uniform, a watercolour painting, an aircraft (HE-111) model, a hay knife used by POW Alfred Weiss, a POW-made knife, a POW handmade lathe and camp-collected German uniform remnants.
- “Varied Lights” oil painting by Phillip Collins
- Galt nurse’s uniform worn by Ruth Anderson who graduated from the Galt School of Nursing in 1947
- Medical bag from Pediatrician Dr. Edmund Cairns

External requests in 2008 are off the charts. Ten years of tracking individual requests shows a doubling of average demand related to collections management advice, artifact information requests, tours and artifact workings.

The Galt honoured its annual commitment to provide the Lethbridge Regional Police Service with a new exhibit on the Department’s Chaplaincy program (1973-1997) for both its Regimental Ball and its Headquarters site. An offsite exhibit commemorating the 18th Air Defense Regiment centennial was also created.

All 2008 acquisitions were researched with emphasis on sourcing first-hand information. An example of this personal-emphasis research was highlighted in the recorded interview with Kendall Russell, owner of the LCI Rams Varsity Jacket.

The story that goes with an artifact is very important to us. The opportunity to now electronically search the archived Lethbridge Herald means that artifacts previously historically limited due to lack of documentation have now become prized collection pieces. Research undertaken by U of L Applied Studies student Dylan Johnson, included updating the documentation record on Irrigation District artifacts collected by the Galt in 2001. The largest research effort initiated to date was the commitment to research the Taber Buddhist Church and its Buddhist Shrine. April Matisz was hired as Collections Assistant for this work through a Special Projects Grant [Alberta Museum’s Association]. She collected oral histories from members of the temple, and processed the hundreds of artifacts.

The AMA also provided funding for custom-built artifact storage racks for framed art and flat textiles which made possible the proper storage of Hagell art and unframed artworks, undertaken by Applied Studies student Kate Bossler.

Tours and access to the Collection were provided to classes, researchers, and interested people. We hosted Regimental Squadron Major Joe Schandor to solicit his stories related to his service with Lethbridge’s 33rd Field Park Squadron, RCE. His military effects are at the Galt; the recorded presentation will be added to the file.
Volunteer Projects

Thanks to volunteers in the Archives for:

- Cataloguing the Lethbridge Herald negative collection, 1st and 2nd accessions
- Cataloguing aerial survey photographs [Oldman River Regional Planning Commission Fonds]
- Assistance in re-arranging collections to maximize storage space
- Refiling collection items
- Customer service
- Numbering photographs and negatives
- Scanning photographs and negatives

Activities & Highlights

Cataloguing

The backlog of donated fonds was reduced with the cataloguing of virtually all of the donations made to the end of 2000.

Scanning

Volunteer and paid staff of the Archives scanned 12,024 images, the majority from The Lethbridge Herald fonds (second accession).

Special thanks go to volunteer Jim Boychuk for his 20 hours weekly on this work!

Training

The Archivist completed an online course refresher course in Canadian & international copyright law.

Grants and Fund Raising

Assistance from the Community Access Program – Youth Initiative, funded by Industry Canada and administered by the Lethbridge Community Network made possible the 2-month employ of Amanda Chomiak as a Scanning Technician to scan and catalogue the Asael E. Palmer Fonds [950 photographic items] and seven smaller fonds.

In November, the Lethbridge Historical Society (LHS) membership approved a contribution of $3,500 to the Archives to purchase a third scanner and software license. These will be paired with a stand-alone computer donated by Garry Allison to create a third scanning station.

In December the Board of Directors allotted special funding to digitize almost all of the moving images in the holdings to be undertaken by Chris Oates of COGO Communications in Lethbridge.

Men, women, and children lined up at the Dominion Building on 1st Avenue South to file for homesteads in the Lethbridge districts, 1908. 19640023001
LIFE LONG LEARNING

The Galt has a strong reputation for its school and public programming. 2008 Group program attendance [including all formal education and public programs] is the highest to date: **13,860**, up from 11,780 in 2007.

Educational Programs: 8,876 students!

At the Galt, hands-on exploration and discovery offer a chance to construct knowledge from personal interaction with artifacts, archival photographs, storytellers and guides. Through these experiences, children are taught to be critical viewers and thinkers – skills they draw upon throughout their lives.

Education statistics for 2008 are the highest ever. The Galt continues to offer curriculum coordinated programs for daycare to post-secondary. Approximately 90% of our programs have accompanying teacher’s manuals sent out at the time of booking.

All three temporary exhibits offered in 2008 drew respectable audiences from the education market. As hoped, *Once Upon a Time* did draw from the Middle School/Junior High audience as there was a connection with the grade 8 curriculum (Renaissance). The Egyptian exhibit drew a cross-section of the school population from Grade 1 to high school. The exhibit could easily tie in to a wide range of subjects such as history, literature and art.

There continues to be an increase in the number of times Lethbridge schools visit. More classes are coming from each school and each class is coming more often, with some classes visiting multiple times. This increase is a combination of more targeted curriculum-directed programming at those grades most likely to participate in an education program, and the busing program. In 2008, 5546 students used the Galt’s bus service and 247 buses were booked through LA Transit [2007: 4628 students, 200 buses]. Teachers repeatedly say how much they appreciate the busing program as schools experience an increasingly difficult time finding drivers. Special thanks to Lethbridge Iron Works and the Friends of the Galt Society for their support of this program.

Public Programs: 3,338 participants!

The Galt endeavors to provide an experience for each visitor that is uniquely theirs. Galt education staff encourages visitors to learn from the objects themselves… to look at it deeply and explore it with their senses. For its size of facility and staff, the Galt offers an impressive range of programs:

Café Galt

*In 2008, this evening lecture series was offered once monthly during the run of a temporary exhibit. The average attendance rose to 42 in 2008 (up from 17 in 2007) – overall attendance was 294. The attendance at some of the Café Galt lectures has stretched the limit of the seating capacity in the Community Savings Learning Studio!* Speakers included:

- **Mark Sandilands and Mary Kosta** Torture in the Contemporary World and the Lucifer Effect: Why Good People Become Evil
- **Dr. David J. Hay** Chivalry & Crusading
- **Belinda Crowson** Silent Voices
- **Georgia Green Fooks** Camp 133: Prisoners Almost Outnumbered Citizens
- **Garrett Bishoff** The Canucks and Jerry: Behind the Barbed Wire
- **Dr. Kevin McGeogh** Ancient Egypt: Life on the Nile
- **Dr. Ron McMullin** Water in Daily Life and Agriculture in Ancient Egypt; So What’s Changed Over 5000 Years
- **Dr. Shawn Bubel** Excavating Ancient Egypt and the Near East
Guided Tours
The Galt has a repertoire of on and off-site tours which can also be booked by the general public, organizations, businesses, and as part of facility rentals.

- **Galt Hospital Tours** Offered on weekends and by request, adapted as necessary. General tour related to the history of the building and the legends and stories of the building’s past and present inhabitants. Also adapted for the medical history of southwestern Alberta, particularly for nursing groups.

- **A Military Musings Collections Tour** was offered in November to provide public behind-the-scenes access.

- **Cemetery Tours**
  - **Day Time:** Mountain View Cemetery and St. Patrick’s offered May to September. Most people purchased their tickets at the gate, with attendance ranging from 1 to 30+.
  - **Flashlight:** St. Patrick’s Sold-out tours offered end-September to mid-October and available for private bookings.

- **Bus Tours** a follow up to the 2007 Cowboy Up Bus Tour, two full-day bus tours were offered as a marketing initiative in the summer: Blackfoot Crossing Historical Park, and the Frank Slide & More trip to the Crowsnest Pass. A trial half-day Ammolite & History tour to the Korite Mine was offered in the fall.

- **Downtown Tours**
- **Henderson Lake Tours**
- **General Museum Tours**
- **Downtown Historic Audio Walking Tour** A partnership project was initiated with Downtown Lethbridge BRZ, City of Lethbridge Heart of Our City and Economic Development departments, Allied Arts Council of Lethbridge and VoicePrint Canada to create a pilot tour of podcasts of the downtown Business District.

- **People on the Wall Podcasts** A script was prepared for the development of 38 podcasts describing the portraits in the Discovery Hall.

Roving Interpreting
Volunteers and staff interacting with visitors in the exhibits and throughout the museum – answering questions, sharing stories, pointing out areas and things to do – are part of a visitor’s experience at the Galt. During the Egypt exhibit, the presence of Archaeology students as roving interpreters brought the added benefit of being “walking encyclopedias”.

Saturdays at 1:00
In 2008, the overall attendance was 736 with an average of 32 persons per Saturday [2007: 433, 17]. There are likely several causes including an increase in the number of families with annual passes and the “kid-friendly” nature of two of our temporary exhibits.

Brochures
Interpretive brochures on various subjects are available in the Discovery Hall to provide additional in-depth information for visitors and to take home as an educational memento. A few new brochures were added to the repertoire in 2008 – Red Light District, History of Whiskey Trading, History of the Lethbridge Sketch Club and Interesting Weather Facts. Additionally, a volunteer translated the High Level Bridge brochure into Chinese. At present there are two volunteers dedicated to researching and writing brochures.

Memory Boxes/Education Artifact Loans
Boxes are used by senior centres/recreation therapy professionals and schools; of particular interest around certain holidays and events. For example, four different organizations and individuals borrowed objects from our education collection related to military and World War II in the week prior to Remembrance Day.

Treasure Hunts
Approximately 1200 treasure hunts were handed out to children in 2008. Most visitors enjoy having an activity which focuses the children in the exhibit to enhance their visit. We looked at treasure hunts which were more in-depth but even the older children preferred the simplicity of simply finding the objects.
OUTREACH Involvement in our Community| Partnership Programs

Friends Society of the Sir Alexander Galt Museum & Archives

The Friends Society of the Sir Alexander Galt Museum & Archives has been pleased to continue to support educational activities in 2008. We were able to donate funds to bus students to and from the Museum to attend various educational programs. The increase in the number of students who have utilized the programming is partly due to being able to attend without cost to their school jurisdiction.

This year we took on a fundraising project in the form of a calendar to celebrate the Centennial of the High Level Railway Bridge. The 16-month calendar used photos from the Archives that were enhanced for clarity providing a fresh look at the history of the building of the Railway Bridge. We appreciate the assistance from knowledgeable Archives staff and from the Lethbridge Historical Society member, Carly Stewart, who helped tell and show the story. Sixteen local community-minded businesses supported the calendar project with banner ads appearing on each month's page. We thank these businesses and groups for their interest in our project. Just over 800 calendars were sold by direct sales of our members and through the efforts of various retail outlets. We also thank them for their participation. When The Mighty Bridge exhibit opens in May 2009, the remaining Friends calendars will be given to visitors.

We look forward to the many new and interesting exhibits coming in the future and hope to be a part of assisting with education outreach for the Museum in 2009.

Lethbridge Historical Society

2008 was another very busy one for the Lethbridge Historical Society:

As it has been for the past 40+ years, publishing continues to be an important part of the work of the Society. The LHS printed one new publication and reprinted a new edition of another. Belinda Crowson’s book, *Vice, Virtue and Lust: Lethbridge’s Cemeteries*, was launched in May as part of the Historic Lethbridge Week activities.

In June, to coincide with the 100th anniversary of the start of the placing of the steel for the High Level Bridge, the LHS re-launched Alex Johnston’s *Canadian Pacific Railway High Level Bridge at Lethbridge*. The LHS and its Publications Committee works diligently to get these books into public and school libraries across southern Alberta so our history can be accessible to all.

The LHS newsletter continues to be printed six times a year under the careful hands of our newsletter editor, Irma Dogterom. These include a wide array of stories on southern Alberta history.

Working with government and private partners, the LHS also continues its plaques and monuments program with several new plaques being placed in the past year. At present, the LHS has worked to place 18 plaques marking important sites in the downtown. The Monuments and Markers Committee is also working with the City on plaques in William Pearce Park (on surveying history and practice) and for the 100th Anniversary of the Artillery Battery in Lethbridge. The LHS hopes to have a tour and information on all of our plaques up on our website in the very near future.

The LHS continues to work with various partners to support history, heritage buildings and awareness. Barry Snowden is the LHS representative on the newly formed Heart of Our City Revitalization Committee, whose goal is the important endeavour of championing the revitalization of downtown Lethbridge.

The Heritage Advisory Committee, on which Jean Johnstone sits as the LHS representative, had success in the last year with the first two buildings ever to be named as Municipal Heritage Resources in Lethbridge: the Annandale House and the Conservatory of Music/Crazy Cakes/Spudnuts buildings. Several buildings are under discussion in preparation to being brought to Lethbridge City Council.

Belinda Crowson and Jean Johnstone represented the LHS on the Historical Society of Alberta Executive. The HSA continues its work of promoting history throughout the province.
and is working on developing a fifth chapter in the Grande Prairie area.

Post-secondary student support for the LHS grew through the Society’s initiatives. Over 50 University students joined.

The LHS was also part of the commemoration and plaque unveiling in June for the Construction of the CPR High Level Bridge as a National Historic Event. The monument is located in Lethbridge’s Indian Battle Park.

The LHS continues its very active series of programs and presentations with a wide range of excellent speakers. None of this could be done without the amazing hard work and dedication of the LHS volunteers who recognize the importance of preserving, sharing and promoting the history of southwestern Alberta. Thanks to everyone who supported the LHS.

**Historica Heritage Fairs**

The Galt was again involved in the coordination of the Southern Alberta Regional Historica Heritage Fair, held at the Lethbridge Centre in May. Children from Medicine Hat to Fort Macleod participated in the Fair. Three students also participated in the National Historica Fair in Victoria in July.

**Historic Lethbridge Week**

Galt staff coordinated the 5th annual Historic Lethbridge Week held May 3-10 with the assistance of a steering committee including representatives from the Lethbridge Public Library, University of Lethbridge and Lethbridge Historical Society. The event was expanded to include the outlying communities of Coalhurst, Magrath and Stirling.

**Wild Tales on Park Trails**

A free partnership program with Helen Schuler Nature Centre which initiated the tours in 2005. Eight programs were offered in July and August to help raise appreciation and understanding of the cultural and natural history of Lethbridge’s parks for local citizens and visitors.

**Database Clean-Up**

With the assistance of a Canadian Heritage grant, Galt staff have gathered and ordered a contact database of the people who support our work.
2008 HIGHLIGHTS

Visitor Attendance

<table>
<thead>
<tr>
<th>Category</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid &amp; free days</td>
<td>12,408</td>
</tr>
<tr>
<td>Archives</td>
<td>495</td>
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<tr>
<td>School and Public Programs</td>
<td>13,860</td>
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<tr>
<td>Bookings</td>
<td>14,510</td>
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<td>Events</td>
<td>3,213</td>
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<tr>
<td>Total</td>
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Visitor Demographics - geography

<table>
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<tr>
<th>地理分布</th>
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<tbody>
<tr>
<td>Lethbridge</td>
<td>64 %</td>
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<tr>
<td>Southern Alberta</td>
<td>13 %</td>
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<tr>
<td>Other Alberta</td>
<td>6 %</td>
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<tr>
<td>Canada</td>
<td>9 %</td>
</tr>
<tr>
<td>International</td>
<td>5 %</td>
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Memberships/Annual Passes

The majority of our memberships and annual passes are held by local residents who benefit from free admission to the Galt. The number of Pass holders more than doubled this year.

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Corporate Adult</td>
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<tr>
<td>Adult</td>
<td>28</td>
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<tr>
<td>Senior</td>
<td>60</td>
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<tr>
<td>Family</td>
<td>323</td>
</tr>
<tr>
<td>TOTAL</td>
<td>414</td>
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Financial Stability

Revenue Generation

The Galt wishes to diversify its revenue streams.

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<tr>
<td>Admissions</td>
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<td>Museum Store *</td>
<td>109,214</td>
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<td>Special Events</td>
<td>12,823</td>
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<tr>
<td>Archives</td>
<td>5,685</td>
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<tr>
<td>Program Fees</td>
<td>16,702</td>
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<tr>
<td>Memberships</td>
<td>6,811</td>
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<tr>
<td>Facility Rentals [net]</td>
<td>20,702</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$197,741</td>
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</table>

* Gross sales were up 10% over 2007.

Facility Rentals

Coordinated by Lea-Ann Owsley and staffed by a great crew of Facility Attendants, this growing revenue generating endeavour emphasizes the Galt’s focus of being a meeting place for community members and visitors. Weddings, lectures, announcements, workshops, meetings, retirement parties and other receptions were held at the Galt. Lea-Ann was a Finalist for the Lethbridge Chamber of Commerce FIRE Awards: Events & Conferences category.

<table>
<thead>
<tr>
<th>YEAR</th>
<th># of bookings</th>
<th>Total Attendance</th>
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<tbody>
<tr>
<td>2008</td>
<td>288</td>
<td>14,510</td>
</tr>
<tr>
<td>2007</td>
<td>158</td>
<td>13,072</td>
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</table>

Visitor Services

Managed by Michelle Christensen, the front desk and Museum Store are a hopping place as the central information station, membership and ticket sales centre and retail facility and is looked after by capable and welcoming staff. The Store carries work by local and area artists, a great selection of locally published books, jewellery, exhibit related toys and more. The Visitor Services group looks after the enjoyment and well-being of all our visitors. Bobbie Fox was a Finalist for the Lethbridge Chamber of Commerce FIRE Awards: Attractions category.
Special Events

Three fundraising events were organized in 2008 by coordinator Lori Harasem – named a Finalist for the Lethbridge Chamber of Commerce FIRE Awards: Events & Conferences category – with the assistance of volunteer-based committees:

Feast of the Black Knight (April)

*The sell-out evening included dancers, singers, wandering entertainers and actors performing during the multi-course meal, as well as a silent auction, a live auction for seats at the Royal Table, and the “sale” of forks!*

Galt Beer Tasting (September)

*This event is both a friend and a fundraiser and sells out every year. The history of beer is reviewed while celebrating its current status.*

An Egyptian New Year’s Eve (December)

*Our first New Year’s Eve Party held on one of the coldest days of the winter in a shrinking economy.*

As well as the following cultural and community events:

Robbie Burns Day (January)

*At the request of the Scottish community.*

Eggstravaganza (April)

*Medieval themed.*

Taste of Downtown (May)

*The Galt’s support of 2008 Historic Lethbridge Week.*

Galt Babies Birthday Party (June)

*A drop-in afternoon event to celebrate all the people born in our Galt Hospital building.*

Scenic Plaza Whoop-Up Days BBQ (August)

*A BBQ on the Galt patio following the Whoop-Up Days parade, organized in conjunction with the businesses located in Scenic Plaza. All proceeds were donated to the Family Centre.*

Volunteer Program

Most areas were running at capacity in 2008, with waiting lists in some areas. Coordinator Lori Harasem organized training sessions and special events for the volunteers, solidified the Museum’s Studies and Applied Studies relationships with the University of Lethbridge, and continued to stay current on volunteerism.

<table>
<thead>
<tr>
<th></th>
<th>volunteers</th>
<th>hours</th>
<th>$ value based on $17/hr</th>
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<td>2015</td>
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<td>17</td>
<td>382</td>
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<tr>
<td>Clerical</td>
<td>2</td>
<td>14</td>
<td>$235.17</td>
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<tr>
<td>Collections</td>
<td>27</td>
<td>1023</td>
<td>$17,325.83</td>
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<tr>
<td>Curatorial</td>
<td>36</td>
<td>205</td>
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<tr>
<td>Events</td>
<td>102</td>
<td>1062</td>
<td>$18,054.57</td>
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<tr>
<td>Exhibit Design</td>
<td>8</td>
<td>182</td>
<td>$3,097.12</td>
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<tr>
<td>Friends of the Galt</td>
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<td>433</td>
<td>$7,361.00</td>
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<tr>
<td>Fund Development</td>
<td>11</td>
<td>63</td>
<td>$1,077.52</td>
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<tr>
<td>Health and Safety</td>
<td>36</td>
<td>91</td>
<td>$1,539.92</td>
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<tr>
<td>Marketing</td>
<td>24</td>
<td>174</td>
<td>$2,965.37</td>
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<tr>
<td>Museum Store</td>
<td>14</td>
<td>216</td>
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<tr>
<td>Programming</td>
<td>118</td>
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<td>Volunteer Coordination</td>
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<td>General Orientations</td>
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<td>0</td>
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<tr>
<td>TOTALS</td>
<td>246</td>
<td>8,167</td>
<td>$137,281.52</td>
</tr>
</tbody>
</table>
Marketing

Overall marketing – including design work of posters, advertising, and brochures, website maintenance and communications – is overseen by Anine Vonkeman, who continues to represent the Galt at local and provincial committee levels including:

- City of Lethbridge Joint Promotions
- Lethbridge Chamber of Commerce Tourism Connection
- Chinook Country Marketing
- Canadian Badlands Marketing
- Travel Alberta ALTO Awards

69 media releases and advisories were sent out to local and provincial media. Print coverage for the Galt includes local and regional newspapers, specialty magazines and tourist publications. Coverage on local and provincial radio stations includes CKUA and CBC 1010 and TV such as Citytv and SHAW Television.

The Galt participated in Global’s Wedding Wish endeavour by providing the Community Savings Learning Studio for the Gift Opening.

The Galt undertook a pilot project with Fort Whoop-Up National Historic Site to share its visitors by providing a 2 for 1 site admission coupon at both locations.

Joint marketing initiatives were undertaken with City of Lethbridge attractions, as well as the Ramada Hotel through Travel Alberta.

Three bus tours were designed in 2008: Blackfoot Crossing Historical Park [24 participants], Frank Slide & More [28], and Ancient History Unearthed Ammolite [26].

Three surveys were used to solicit community input: Community Exhibit Feedback survey [card form and via Survey Monkey]; Exhibit Feedback surveys and Bus Tour evaluations.

Chinook Country Tourist Association awarded the Galt with a Marketing Excellence Award for Auschwitz: The Eva Brewer Story at its AGM.

Monthly and weekly web statistical analysis indicates that new exhibits, special events and special initiatives bring additional visitors to galtmuseum.com. This was particularly evident for the opening and duration of Once Upon A Time, Community Feedback Survey, Feast of the Black Knight, the start of Prisoner of War, Galt Beer Tasting and Cemetery Tours, Egypt, Gift of the Nile opening, Rocky Horror Picture Show screening and the Adopt-An-Artifact online fundraiser.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Unique Visitors</th>
<th>First Time Visitors</th>
<th>Returning Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>32,795</td>
<td>29,208</td>
<td>3,587</td>
</tr>
<tr>
<td>2007</td>
<td>24,505</td>
<td>21,676</td>
<td>2,829</td>
</tr>
</tbody>
</table>

Engraved Bricks

In the fall of 2008, the long-awaited placing of 250 engraved bricks came to fruition with the assistance of Lethbridge Monuments and Hilgersom Paving & Landscaping Ltd. The bricks are located south of the 1910 Galt Hospital wing, flanking the base for the nurse statue. The bricks have been sponsored by Galt Babies, Galt School of Nursing Graduates and the general public. The Brick Campaign, commenced during the Growing Our Legacy expansion Campaign, and continues. Additional sponsored bricks will be placed annually in September.

Nurse Statue

Galt staff worked with the Galt School of Nursing Alumnae Association to select local artist Don Toney who began creating a life-sized bronze statue of a Galt School of Nursing Graduate in 2008. This project was spearheaded by the GSNAA when they were asked to support a memorial garden as part of the 2004-2006 museum expansion. Special thanks to President Donna Karl, Pat Sassa, Janice Hopp and Elaine Hamilton.
2008 DONORS & SPONSORS

The Galt is grateful for the support it receives for our programs, events, exhibits and operations by the community. We would like to recognize individuals, corporations and organizations for their sponsorship, donations and in-kind support in 2008:

360 Inspired Cuisine
385267 Alberta Ltd.
Abraham, Jarmila
Acheson, Palmer
Advanced Technique Denture Centre Ltd.
Adventure Boot Camp Affleck, Ann
Alberta Museums’ Association
alberta photo Alysa Harron
AMA
Anarchy In Rags Andrew Hilton
Andrews, Susan
Appelt, Sharon
Aspelet, Iris
Asplund, James
Atco Gas
Baczuk, Jeanie
Barber, Vivian
Barrington, Adele
Bartz, Linda
beans
Beautiful Belly Doulas
Big Rock
Blue, Dora
Boras, V.F.
Bovingdon, Levi
Bowman Arts Centre
Brazier, Doreen
Bridget Pastoor MLA bronze tan
Buit, Jen
Burnbrae Farms
Burning Ground Studios
Burns, Tracy
Burrows-Johnson, Craig & Susan
Button, Edna
Cadbury
Canadian Parents For French
Canbra Foods
Carlson, Brett
Cave Cantemus
Charlebois, Robin
Chic events
Chipman, Juanita
Chris Yauck Photo
Christie, Elvira
Clark, Diane
Class of 63 GSNAS clubandpub.ca
Community Savings
Constable, Deborah
Constant, Lisa
Costco
Costco Wholesale
Coulter, Glenn
Country Kitchen Catering
Coupland, Marilyn
Crighton, Robert
Cronkhite, Louella
Crowson, Belinda
CTV/Dorry Rossiter
Dahl, Carol
Darmody, Carol
Davey, Michelle
Davidson, Denise
DBS Environmental
Deacon-Rogers, Jessica
Desert Wind Bellydancers
Dick, Lorene
Dickson, Louise
Downtown BRZ
Ducan Industries
ecobabycanada
Edgecombe, Barbara
Ems, Marilyn J
Epplett, Chris
Erickson, Linda
Esquire’s Coffee House
Evans, Edith
Evergreen Golf Centre
Express Coffee
Fairfield, Anne
Felger, Elsie
Felger, Fred
Fire Chef’s Creations Food and service’
Fisher, John
Fitzpatrick, Dennis
Forbis, Terri
Fort Macleod Provincial Historic Area
Fort Museum Of NWMP
Fountain Tire
Foxcroft, Myrna
Frank Slide Interpretive Centre
Freel, Nicole
Fuller, Jim
Geiger, K. Warren
General Stewart Branch #4
Gerald & June Stitchman
Getkate, John
Gill, Collin
Gilmore, Sandra
Grant, Derwyn A.
Graphcom Printers
Green, Peter
Greenlee, Tim and June
Greer, Michael
Hamilton, Elaine
Hammerback, Wendy C.
Harrison, Elaine
Harron, Alysa
Harvey, Tracey
Harvie, Ken
Haynes, Helen
Heart of Our City
Hemboff, Trudy
Henderson, Isabelle
Hendricks, Helen
Heritage Canada
Hilgersom Paving Stone & Landscaping Inc.
Hills, D.M.
Himsl, Ralph
Hjertaas, Judy
HLW
Hopkins, Leona
Horn, Gunter
House, Shirley
Hranac, Rita
Hudson, Doug
Imperial Order of Daughters of the Empire
Jasmine Room
Jenny Jones
Jenny Thornhill
John Wort Hannam
Johnston, Pauline
Johnstone, Jean
Jolliffe, Muriel
Kadezabek, Joseph
Kathryn Randell
Keith, Ann
Kiraly, Debbie
Kics, Betty
Kokko, Eric
Korth, Jean
Kostelansky, Alice
Kovalchuk, Igor
Krysa, Cheryl
Kurze, Richard
Kvill, Gerald
LA Chefs
Labatt
Lacey, Barbara
Lanier, Charles
Laroche, Debbi
Latta, Nancy
Lawrence, N. Patrick
Lawrey, Eleanor
Layton, Robert
LBN
Lembicz, Corrine
Lethbridge Centre
Lethbridge College
Lethbridge Country Club
Lethbridge Herald
Lethbridge Iron Works
Company Limited
Lethbridge Lodge
Lethbridge Lodge No. 2
Lethbridge School District
No. 51
Lethbridge Historical Society
Lidstone, Derek
Lingard, William
Liquor Depot
LMC
Lomas, George
Lucelle Prindle
Lumley, Lenora
Lund, Johanne
MacDonald, Heidi
MacDonald-Sorochan, Heather
Maclean, Barb
Mah, Terry
Marietta, Helen
Mark Anthony Group
Marshall’s
Martin, Debbie
McBeath, Karen
Mccleary, Charles
McCreary, Lorraine
McEwan Meats
McGarry, Noel
McKillop, Bruce
McLennan, Shauna
Medve, Melissa
Mitson, Dr. Walter
MM North Liquor
Mocha Cabana
Molson
Mongolie Grill
Mundell, Doug
mystique images
Nakagawa, Katie
Nakashima, James
Navratil, John
Neely, Marjorie
Neufeld, Cheryl
Neufeld, Kella
Nickle, Elspeth
Nielson, Beatrice
Nielson, Carol
Nielson, Barb
Niggli, Trudy
Nishiyama, Keyko
Norbridge Liquor
North, R. Philip M.
Nugent, Janay
Nunweiler, Neil
Nyhoff, George & Sharron
O'Brien, Dennis
Olson, Alastair
Olson, Barry
Oordt, Martin
O'Rileys
pavelbreak Café
Palmer, Valerie
Parascak, Kandis
Party Central
Pauline Johnston
Penny Coffee House
Pepsi Bottling Group
(Canada) Ltd.
Perlch Bros
Perron, Doug
Peterson, Letisha
Petris Liquor
Pilkinton, Julie
Pizza Hut
PJ's antiques
PMA
Porter, R. Michael
Prairie Vintners
Pratt & Whitney Canada
Prindle, Frazer & Lucelle
Prowse, Betty
Pyramid Entertainment
Ramsay, Carol
Raymond Playhouse
Theater
Red Cross
Redfern, Gladys
Remington Carriage
Reynar, Ruth
Rice, Robert
Robdrup, Melissa
Robin, Keith
Robins, Janie
Robins, Nora
Rode, Lesley
Roemmele, Matthew
Ross, Margaret
Roth, Debbie
Rowland, Scott
Royal Bank Foundation
Russell, Ron
SAAG
Sandham, James
Sandman Inn
Santa, Les
Sassa, Pat
Saunders, Nancy
Save-On Foods
Scheu, Verner G.
Schikowsky, Bernard
Sharpe, Sheldon
Sherlock, Lisa
Shields, Rochelle
Shigeiro, Tom
Shimazaki, Beverly
Sinclair, Brenda
Steeleman
Slice Bar and Grill
Snowden, Marion
Southall, Norm
Southern Alberta Language Assessment
St. Martha's Council
Starbucks at Chapters
Stauffer, Gary
Steadman, Kelly
Stevenson, Gepke
Stillwell, Dr. J. B.
Stouck, Jordan W.
Subway
Svrcek, Ron
SWATCA
Szundi, Dagney
Taylor, Dorothy
Teather, Ronald
The Fuzzy Lizard
The Lounge 94.1 FM
Thompson, Colin
Trapp, Veronica
Turner, Shirley
Two Guys & A Pizza Place
Van Horne, L. W.
Vaselenak, Gwendolyne
Volk, Helen
Volunteer Canada
Walls, Fletcher
Warren, Jeff
Warren, Scott
Waswick, Sharon
Watson-Erickson
Weskow, George
West, Charles
Wickersham, Kevin
Wilde, Betty
Williams, Mary
Wilson, Brian A.
Windermere Souvenir
Wine Cavern
Winnies Liquor
Winston Churchill High School
Yamanaka, Sachio
## Statement of Operations (Unaudited)

For the year ended December 31, 2008

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Current Year</th>
<th>Prior Year</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>City of Lethbridge Operating Funds</td>
<td>$999,000</td>
<td>$932,700</td>
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<tr>
<td>Admissions</td>
<td>$25,804</td>
<td>$21,774</td>
<td>$21,000</td>
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<tr>
<td>Museum Store</td>
<td>$109,214</td>
<td>$99,993</td>
<td>$80,000</td>
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<tr>
<td>Special Events</td>
<td>$12,823</td>
<td>$8,268</td>
<td>-</td>
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<tr>
<td>Archives</td>
<td>$5,685</td>
<td>$3,478</td>
<td>$2,000</td>
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<tr>
<td>Program Fees</td>
<td>$16,702</td>
<td>$14,935</td>
<td>-</td>
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<tr>
<td>Traveling Exhibits</td>
<td>-</td>
<td>$2,500</td>
<td>-</td>
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<tr>
<td>Memberships</td>
<td>$6,811</td>
<td>$2,466</td>
<td>-</td>
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<tr>
<td>Facility Rentals (Net)</td>
<td>$20,702</td>
<td>$4,150</td>
<td>$14,000</td>
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<tr>
<td>Grants</td>
<td>$63,715</td>
<td>$7,305</td>
<td>-</td>
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<tr>
<td>Donations</td>
<td>$19,941</td>
<td>$17,176</td>
<td>-</td>
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<tr>
<td>Historic Lethbridge Week</td>
<td>-</td>
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</tr>
<tr>
<td>Heritage Fair</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Friends Fundraising Events</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>434</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,280,397</td>
<td>$1,115,179</td>
<td>$1,116,000</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
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</tr>
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<tbody>
<tr>
<td>Museum Administration</td>
<td>$218,300</td>
<td>$219,601</td>
<td>$252,700</td>
</tr>
<tr>
<td>Display/Gallery</td>
<td>$82,597</td>
<td>$80,240</td>
<td>$105,100</td>
</tr>
<tr>
<td>Museum Store &amp; Visitors Services</td>
<td>$197,993</td>
<td>$177,109</td>
<td>$164,700</td>
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<tr>
<td>Collections Management</td>
<td>$129,127</td>
<td>$104,578</td>
<td>$110,600</td>
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<tr>
<td>Curatorial</td>
<td>$84,444</td>
<td>$80,239</td>
<td>$85,400</td>
</tr>
<tr>
<td>Visitor Programs</td>
<td>$180,129</td>
<td>$152,143</td>
<td>$161,700</td>
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<tr>
<td>Marketing</td>
<td>$116,754</td>
<td>$113,053</td>
<td>$109,000</td>
</tr>
<tr>
<td>Archives</td>
<td>$147,713</td>
<td>$120,741</td>
<td>$126,800</td>
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<tr>
<td><em>Fifties Forever</em> Exhibit</td>
<td>-</td>
<td>3,246</td>
<td>-</td>
</tr>
<tr>
<td>Historic Lethbridge Week</td>
<td>-</td>
<td>10,935</td>
<td>-</td>
</tr>
<tr>
<td>Heritage Fair</td>
<td>-</td>
<td>1,289</td>
<td>-</td>
</tr>
<tr>
<td>Main Gallery Temporary Exhibits</td>
<td>$39,435</td>
<td>$9,281</td>
<td>-</td>
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<tr>
<td>Traveling Exhibits</td>
<td>-</td>
<td>1,324</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,196,492</td>
<td>$1,073,779</td>
<td>$1,116,000</td>
</tr>
</tbody>
</table>

| Surplus *                                    | $83,905      | $41,400    | -             |

* The surplus from 2008 and 2007 has been applied against the unfunded balance from the Capital Project which is financed by the Municipal Revenue Stabilization Reserve.
BOARD OF DIRECTORS

Fred Baskerville
Treasurer

Jeff Carlson / Ryan Parker
City Council Representative

Chris Epplett
Vice-Chair

Tim Greenlee

Isabelle Henderson

Robin Hopkins

Lorraine [Lola] Major

Edith Olson

Dr. Lucelle Prindle
Chair

Ex-Officio

Glenn Coulter
President – Friends of the Galt

Kathy Hopkins
City of Lethbridge Community Services

Jean Johnstone / Sheila McManus
Lethbridge Historical Society

Doug McLaughlin
Past-President

Susan Burrows-Johnson CEO

Secretary to the Board: Shirley Trowbridge
2008 GALT COMMITTEES

Archives
Greg Ellis
Robin Hopkins
Lola Major Chair
Susan Burrows-Johnson CEO

Cultural History Collections
Wendy Aitkens
Jean Johnstone
Past President, Lethbridge Historical Society
Kevin MacLean
Janay Nugent
Dr. William Ramp Chair

Finance
Fred Baskerville Chair
Susan Burrows-Johnson CEO
Edith Olson
Evelyn Yackulic

Fund Development
Fred Baskerville Chair
Susan Burrows-Johnson CEO
Jeff Clarke
Glenn Coulter
President, Friends of Galt Society
John Hoopfer

Annual Giving Sub-Committee
Lori Harasem
Isabelle Henderson Chair
Susan Burrows-Johnson CEO
Lucelle Prindle

Governance
Dr. Lucelle Prindle
Edith Olson Chair
Susan Burrows-Johnson CEO

Health & Safety
Michelle Christensen Chair
David Baldwin
Jane Bruinsma
Susan Burrows-Johnson
Joan Carthen
Belinda Crowson
Camille Fairbanks
Lori Harasem
Ruth Liska
Support and advice from Darren Price,
Brian Gedrasik, Holly Koshey and Liisa Vann
from City Integrated Risk Management

Nomination
Tim Greenlee
Dr. Lucelle Prindle Chair
Gymnast Group at Camp 133 A gymnastic group of POW performs in the camp at Lethbridge, 1942-45. 19861122010
stories unfolding...
October 14, 2009

His Worship The Mayor and Members of City Council
City of Lethbridge
910 4th Avenue South
Lethbridge, Alberta    T1J 0P6

His Worship The Mayor and Members of City Council:

Re: Technology Commercialization Centre Opportunity

The Board of Directors of Economic Development Lethbridge identified Cluster Development, with a particular emphasis in Technology Commercialization, as a strategic goal in the current 2009 – 2011 Business Plan. Following that, City Council provided one-time initiative budget funding for EDL to pursue the establishment of a facility of this nature in Lethbridge with additional support in the Fall of 2008.

An opportunity to create a facility for technology commercialization and business incubation has now come forward. This centre has the potential to serve Lethbridge and the surrounding area in attracting, developing and expanding knowledge-industry businesses as well as supporting area entrepreneurs in commercializing their ideas. The plan involves the partnership of a private company along with public funders, creating business development capacity for this region and our community.

EDL would like to present the opportunity to City Council at the regular Council Meeting on Monday, October 19. The presentation would last approximately 15 minutes.

Thank you for your time, support and consideration.

Sincerely,

Ryan Kasko      Cheryl Dick
Chair       Chief Executive Officer

cc   Lorna Kurio, City of Lethbridge Economic Development Liaison
His Worship the Mayor and
Members of City Council

RE: Bylaw 5616: Proposed Land Use Bylaw Amendment
Global TV Site
1401 28th Street North

Bylaw 5616 is before City Council for first reading. The application has been submitted by Alvin Fritz Architect Ltd on behalf of Harvest Capital Management. The purpose of the bylaw is to reclassify 1401 28th Street North from IG (General Industrial) to UI (Urban Innovation). This parcel is approximately 15.7 hectares (39 acres) in size and is proposed to be used for a mix of commercial and residential uses.

It is recommended that City Council schedule a Public Hearing to allow for community input on this matter.

Gary Weikum, MA, MCIP
Community Planning Manager
BYLAW 5616
PROPOSED LAND USE BYLAW
AMENDMENT
NORTH LETHBRIDGE

Legend:
From: IG (General Industrial)
To: UI (Urban Innovation)

Legal: Lot 2, Block 6, Plan 7710509
His Worship the Mayor and
Members of City Council

RE: Bylaw 5616:  Proposed Amendment to Land Use Bylaw 4100
1401 – 28 Street North, Lethbridge, AB
From General Industrial to Urban Innovation

Attached hereto for Council’s consideration and first reading is Bylaw 5616. Also
on the Agenda you will note a letter of explanation from Gary Weikum,
Community Planning Manager, with respect to this amendment.

Douglas S. Hudson, Q.C.,
City Solicitor
BYLAW 5616

-----------------------------------------------

A BYLAW OF THE CITY OF LETHBRIDGE TO
AMEND BYLAW 4100 – THE LAND USE BYLAW OF
THE CITY OF LETHBRIDGE

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

1. Bylaw 4100 – The Land Use Bylaw of the City of Lethbridge is hereby
amended.

2. Bylaw 4100 is amended by changing the land use classification of:

Lot 2, Block 6, Plan 7710509

(Municipal Address 1401 28th Street North)

From: IG (General Industrial District)

To: UI (Urban Innovation District)

(All of which is shown on the attached Schedule “A”)

3. This Bylaw will come into full force and effect on the date of final
passing thereof.

READ A FIRST TIME this _______ day of_________________, A.D. 2009

____________________________________________  __________________________________
MAYOR                                    CITY CLERK

READ A SECOND TIME this _______ day of ________________, A.D. 2009

____________________________________________  __________________________________
MAYOR                                    CITY CLERK

READ A THIRD TIME this ________ day of _________________, A.D. 2009

____________________________________________  __________________________________
MAYOR                                    CITY CLERK
BYLAW 5616
PROPOSED LAND USE BYLAW
AMENDMENT
NORTH LETHBRIDGE

Legend:
- From: IG (General Industrial)
- To: UI (Urban Innovation)

Global TV Site

Legal: Lot 2, Block 6, Plan 7710509
Bylaw 5617 is before City Council for first reading. The application has been submitted by Stantec Consulting Ltd on behalf of Melcor Developments Ltd. The purpose of the bylaw is to reclassify approximately 25 hectares (63 acres) of land from UR (Urban Reserve) to R-L (Low Density Residential), R-CL (Comprehensively Planned Low Density Residential), R-37 (Medium Density Residential), R-75 (Medium Density Residential), and P-R (Park and Recreation). The reclassification will facilitate the continued expansion of the Legacy Ridge neighbourhood.

It is recommended that City Council schedule a Public Hearing to allow for community input on this matter.

Gary Weikum, MA, MCIP
Community Planning Manager
Legal Description: Portion of West ½ of the NE ¼ -18-9-21-W4M
His Worship the Mayor and
Members of City Council

RE: Bylaw 5617: Proposed Amendment to Land Use Bylaw 4100
West Half of the North East Quarter 18-9-21-W4
Legacy Ridge Neighbourhood

Attached hereto for Council's consideration and first reading is Bylaw 5617. Also on the Agenda you will note a letter of explanation from Gary Weikum, Community Planning Manager, with respect to this amendment.

Douglas S. Hudson, Q.C.,
City Solicitor
BYLAW 5617

A BYLAW OF THE CITY OF LETHBRIDGE TO
AMEND BYLAW 4100 – THE LAND USE BYLAW OF
THE CITY OF LETHBRIDGE

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

1. Bylaw 4100 – The Land Use Bylaw of the City of Lethbridge is hereby
amended.

2. Bylaw 4100 is amended by changing the land use classification of:

A portion of the West ½ of the NE ¼-18-9-21-W4M

From:  UR     (Urban Reserve)
To: R-L     (Low Density Residential)
      R-CL    (Comprehensively Planned Low Density Residential)
      R-37    (Medium Density Residential)
      R-75    (Medium Density Residential) and
      P-R     (Park and Recreation)

(All of which is shown on the attached Schedule “A”)

3. This Bylaw will come into full force and effect on the date of final
passing thereof.

READ A FIRST TIME this _______ day of_________________, A.D. 2009

____________________________ _______________ _____________
MAYOR     CITY CLERK

READ A SECOND TIME this _______ day of _______________, A.D. 2009

____________________________ _______________ ____________
MAYOR     CITY CLERK

READ A THIRD TIME this ________day of _________________, A.D. 2009

____________________________ _______________ _____________
MAYOR     CITY CLERK
BYLAW 5617
PROPOSED LAND USE BYLAW AMENDMENT
Legacy Ridge Neighbourhood

Legend

- From UR (Urban Reserve) To R-L (Low Density Residential)
- From UR (Urban Reserve) To R-C1 (Comprehensively Planned Low Density Residential)
- From UR (Urban Reserve) To R-37 (Medium Density Residential)
- From UR (Urban Reserve) To R-76 (Medium Density Residential)
- From UR (Urban Reserve) To PAR (Park & Recreation)

V Valley District

Legal Description: Portion of West ½ of the NE ¼ -18-9-21-W4M
WHEREAS the City of Lethbridge owns and operates a Municipal Electric Distribution Utility;

AND WHEREAS the City of Lethbridge Municipal Electric Distribution Utility has been designated as a Wire Service Provider pursuant to the ELECTRIC UTILITY ACT, S.A. 2003;

AND WHEREAS it is necessary to establish a Regulated Rate Option and to identify who may qualify for such a rate option;

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

1. Bylaw 5609 the City of Lethbridge Electric Regulated Rate Option Bylaw is hereby established.

2. The Electric Regulated Rate Option rates are as set forth in following Rate Schedules:

   Rate Code 791 Standard Rate Classification Rate
   Rate Code 792 Standard Other Customer Rate
   Rate Code 794 General Other Customer Rate
   Rate Code 795 Dedicated Other Customer Rate
   Rate Code 798 Public Lighting Other Customer Rate
   Rate Code 799 Unmetered Other Customer Rate

3. There is hereby established a Regulatory Rate Option Electric Energy
Pricing Plan attached as Schedule “A” hereto.

4. Bylaw 5446 and amendments thereto are hereby repealed.

5. This Bylaw shall take effect on the 1st day of November, 2009

READ A FIRST TIME this __________ day of ________________, A.D. 2009

____________________________       _____________________________
MAYOR                                                    CITY CLERK

READ A SECOND TIME this __________ day of ________________, A.D. 2009

____________________________       _____________________________
MAYOR                                                    CITY CLERK

READ A THIRD TIME this __________ day of ________________, A.D. 2009

____________________________       _____________________________
MAYOR                                                    CITY CLERK
City of Lethbridge
ELECTRIC UTILITY

Electric Regulated Rate Option
Rate Schedule

City of Lethbridge
Bylaw 5609

Effective:
November 1, 2009

City of Lethbridge
Infrastructure Services
Electric Utility
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**Electric Regulated Rate Option (RRO)**

**Electric RRO Tariff**
The current Electric Regulated Rate Option Tariff includes an RRO Electric Energy Price Setting Plan, a Regulated Rate Schedule and Electric Utility Terms and Conditions of Electric Service (Article 5).

**Electric RRO Rate**
The current Electric Regulated Rate includes: 1) an electric energy component determined through a City of Lethbridge Electric Utility RRO Electric Energy Price Setting Plan, and 2) distribution access and transmission access components applied through the current approved Electric Distribution Tariff.

**Electric Utility RRO Electric Energy Price Setting Plan**
The RRO Electric Energy Pricing Plan provides for the procurement of electric energy within the framework of RRO Regulation

**Electric Distribution Tariff**

**Effective Rate Period**
Current Electric RRO Rates take effect November 1, 2009 and remain in effect until replaced by a new or amended rate approved by the City Council of the City of Lethbridge.

**Rate Application Authority**
The City of Lethbridge undertakes to apply an Electric Regulated Rate Option as per Section 103 of Electric Utility Act of the Province of Alberta (Statutes of Alberta, 2003 Chapter E-5.1) and applicable Regulations.

**Rate Approval Authority**
The City of Lethbridge Electric Utility undertakes to apply the current Electric RRO under the authority of City of Lethbridge Bylaw 5609.

**Terms and Conditions**
Electric Regulated Rate Option customers are subject to Terms and Conditions of Electric Service, Technical Terms and Conditions for Distribution Wire Access, Guidelines for Generators, Guidelines for Power Quality and Distribution Tariff Fee Schedule.

**Price Adjustments and Riders**
Electric Regulated Rate Option riders noted herein are provided for information and are not intended to be part of the City of Lethbridge RRO Tariff. Adjustments and Riders retain specific approvals, effective periods and terms and conditions.

---

1 Current Regulations as noted in Schedule C.
Definitions

Billing Period The period of time for which distribution rate calculations apply.

Cumulative Meter A metering device that measure system usage by continuously adding current use to prior use. Current consumption is determined as the difference between a current reading and a prior reading.

Customer Means the recipient of electric services.

Demand Meter Means the metering device used to determine Demand.

Distribution Access Means access to the City of Lethbridge Electric Distribution System.

Electric Service Area The area determined under the Hydro and Electric Energy Act in which the City of Lethbridge as owner of an electric distribution system may distribute electricity.

Interval Meter Means a meter that measures, at intervals of 60 minutes or less, the amount of electricity consumed, and satisfies the standards for revenue collection under the Electricity and Gas Inspection Act (Canada) and the Weights and Measures Act (Canada).

kVA Means Kilovolt ampere and is the unit of measure used for Demand, Contract Maximum, Contract Minimum and Contract Ratchet.

kWh Means Kilowatt-hour (one kilowatt of power supplied/taken for one hour) and is the unit of measure used for System Usage.

LEU Means the Lethbridge Electric Utility owned and operated by the City of Lethbridge and includes its directors, officers and employees.

Losses Means allocated distribution losses.

Procurement Means the purchase of the RRO energy component

Regulated Rate Option Means the Tariff an owner of an electric distribution system must prepare for the purpose of recovering prudent costs for providing electric energy services to eligible customers that are not enrolled with a retailer.

RFP Means a Request for Proposals

Risk Margin Means an addition to the RRO energy component price representing LEU’s direct exposure to energy volume risk, price risk, credit risk and unaccounted for energy and losses.

Secondary Voltage Means the output of a load-supply City of Lethbridge Electric Distribution Transformer.

Service Connection Means the point of connection to the City of Lethbridge Electric Distribution System.

Single-Phase Connection Means a 3-wire connection point.

Three-Phase Connection Means a 4-wire connection point.

Transmission Access Means access to the Alberta Interconnected Electric System.

Unaccounted for Means the difference between distribution system total load for an hour and the
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy (UFE)</td>
<td>sum of allocated hourly loads at the customer meters.</td>
</tr>
<tr>
<td>Unmetered</td>
<td>Means a Service Connection without a City of Lethbridge Electric Utility provided metering device.</td>
</tr>
</tbody>
</table>
**Electric Regulated Rate Option Rates**

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>RRO Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>791</td>
<td><strong>Standard Rate Classification Rate</strong> – for service metered through a single cumulative meter.</td>
</tr>
<tr>
<td></td>
<td>▪ Rate Classification eligible customers as defined under RRO Regulation(^2)</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Electric Standard Distribution Rate 991</td>
</tr>
<tr>
<td>792</td>
<td><strong>Standard Other Customer Rate</strong> - for service metered through a single cumulative meter.</td>
</tr>
<tr>
<td></td>
<td>▪ Other Customer eligible customers as defined under RRO Regulation(^1)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual consumption of 250 megawatt hours or less</td>
</tr>
<tr>
<td></td>
<td>▪ Demand of 5 kVA or less</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Electric Standard Distribution Rate 991</td>
</tr>
<tr>
<td>794</td>
<td><strong>General Other Customer Rate</strong> – for 200 amp service metered through a single demand meter.</td>
</tr>
<tr>
<td></td>
<td>▪ Other Customer eligible customers as defined RRO Regulation(^1)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual consumption of 250 megawatt hours or less</td>
</tr>
<tr>
<td></td>
<td>▪ Demand greater than 5 kVA and less than 150 kVA</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Electric General Distribution Rate 994</td>
</tr>
<tr>
<td>795</td>
<td><strong>Dedicated Other Customer Rate</strong> – for service through a dedicated three-phase connection at secondary voltage metered through a single demand meter.</td>
</tr>
<tr>
<td></td>
<td>▪ Other Customer eligible customers as defined under RRO Regulation(^1)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual consumption of 250 megawatt hours or less</td>
</tr>
<tr>
<td></td>
<td>▪ Demand of 150 kVA or greater and less than 300 kVA</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Electric Dedicated Distribution Rate 995</td>
</tr>
<tr>
<td>798</td>
<td><strong>Public Lighting Other Customer Rate</strong> – for unmetered municipally owned and provincial owned public lighting systems and individual customer subscribed unmetered security lighting.</td>
</tr>
<tr>
<td></td>
<td>▪ Other Customer eligible customers as defined under RRO Regulation(^1)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual consumption of 250 megawatt hours or less</td>
</tr>
<tr>
<td></td>
<td>▪ Demand of 5 kVA or less</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Electric Public Lighting Distribution Rate 998</td>
</tr>
<tr>
<td>799</td>
<td><strong>Unmetered Other Customer Rate</strong> – for unmetered service connections with small, consistent and predictable system usage. Rate also applicable to qualifying Rate Classification Customers under the Regulated Rate Option Tariff.</td>
</tr>
<tr>
<td></td>
<td>▪ Other Customer eligible customers as defined under RRO Regulation(^1)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual consumption of 250 megawatt hours or less</td>
</tr>
<tr>
<td></td>
<td>▪ Demand of 5 kVA or less</td>
</tr>
<tr>
<td></td>
<td>▪ Includes Unmetered Distribution Rate 999</td>
</tr>
</tbody>
</table>

\(^2\) Current Regulations as noted in Schedule C.
City of Lethbridge Electric Utility  
Electric Regulated Rate Option Rate Schedule

Rate Code 791: Standard Rate Classification Rate

Service
Rate Classification eligible customers as defined under RRO Regulation\(^3\)
Service connected within the City of Lethbridge electric service area
Metered through a single cumulative meter

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

\(^3\) Current Regulations as noted in Schedule C.
City of Lethbridge Electric Utility
Electric Regulated Rate Option Rate Schedule

Rate Code 792: Standard Other Customer Rate

Service
Other Customer eligible customers as defined under RRO Regulation
Service connected within the City of Lethbridge electric service area
Metered through a single cumulative meter
Demand of 5 kVA or less
Annual consumption of 250 megawatt hours or less

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

4 Current Regulations as noted in Schedule C.
City of Lethbridge Electric Utility
Electric Regulated Rate Option Rate Schedule

Rate Code 794: General Other Customer Rate

Service
Other Customer eligible customers as defined under RRO Regulation\(^5\)
Service connected within the City of Lethbridge electric service area
200 amp service
Metered through a single demand meter
Demand greater than 5 kVA and less than 150 kVA
Annual consumption of 250 megawatt hours or less

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

\(^5\) Current Regulations as noted in Schedule C.
Rate Code 795: Dedicated Other Customer Rate

Service
Other Customer eligible customers as defined under RRO Regulation\(^6\)
Service connected within the City of Lethbridge electric service area
Connected through a dedicated three-phase service
Metered through a single demand meter
Demand of 150 kVA or greater and less than 300 kVA
Annual consumption of 250 megawatt hours or less

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

---

\(^6\) Current Regulations as noted in Schedule C.
Rate Code 798: Public Lighting Other Customer Rate

Service
Other Customer eligible customers as defined under RRO Regulation\(^7\)
Service connected within the City of Lethbridge electric service area
Customer subscribed security lighting provided by the City of Lethbridge
Unmetered
Demand of 5kVA or less
Annual consumption of 250 megawatt hours or less

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

\(^7\) Current Regulations as noted in Schedule C.
City of Lethbridge Electric Utility
Electric Regulated Rate Option Rate Schedule

Rate Code 799: Unmetered Other Customer Rate

Service
Rate Classification eligible customers as defined under RRO Regulation\(^8\)
Service connected within the City of Lethbridge electric service area
Unmetered
Demand of 5 kVA or less
Annual consumption of 250 megawatt hours or less

Charges
a) Electric Energy Rate per Schedule A: RRO Electric Energy Price Plan
b) Administration Fee per Schedule D: Fees
c) Distribution Access Rate per Schedule B: Electric Distribution Rate
d) Transmission Access Rate per Schedule B: Electric Distribution Rate
e) Local Access Fee per Schedule B: Electric Distribution Rate

Application
The billing period is monthly
The City of Lethbridge Terms and Conditions of Electric Service apply to this rate
The City of Lethbridge Electric Utility requires at least 30 days notice to enter or exit the Regulated Rate Option

\(^8\) Current Regulations as noted in Schedule C.
Schedule A: RRO Electric Energy Price Setting Plan

The City of Lethbridge Electric Utility RRO Electric Energy Pricing Plan undertakes to provide for the pricing of the electric energy component of the City of Lethbridge RRO Rate within the context of RRO Regulation⁹.

A1. Regulated Rate Option Energy Price Formula

The RRO energy price is established based on the following RRO Energy Price formula:

\[ \text{RRE}_m = \left( PEP_m + RSL_m + UFE_m + RRM_m + ROC_m \right) \]

\( m = \text{month} \)
\( \text{RRE}_m \) = is the Regulated Rate Option energy price in $/kWh (for month m).
\( PEP_m \) = is the Procured Energy Price in $/kWh (for month m). The Procured Energy Price is calculated on a weighted basis (procured energy versus forwards energy) as per the requirements of the current RRO Regulation.
\( RSL_m \) = is the System Losses in $/kWh (for month m)
\( UFE_m \) = is the Unaccounted for Energy in $/kWh (for month m)
\( RRM_m \) = is the Regulated Rate Risk Margin in $/kWh (for month m)
\( ROC_m \) = is Other Costs for providing the Regulated Rate in $/kWh (for month m)

A2. Regulated Rate Option Energy Price

The RRO energy price, \( \text{RRE}_m \) in the formula in A1 is calculated using the following factors:

<table>
<thead>
<tr>
<th>Period</th>
<th>Energy</th>
<th>System Losses</th>
<th>Unaccounted For Energy</th>
<th>Risk Margin</th>
<th>Other Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(PEP)</td>
<td>(RSL)</td>
<td>(UFE)</td>
<td>(RRM)</td>
<td>(ROC)</td>
</tr>
<tr>
<td></td>
<td>Schedule A3</td>
<td>Schedule A4</td>
<td>Schedule A4</td>
<td>Schedule A5</td>
<td>Schedule A6</td>
</tr>
<tr>
<td>2007</td>
<td>Procurement Plan (A3)</td>
<td>3.75%</td>
<td>2.0%</td>
<td>Pricing Plan (A5)</td>
<td>$ 0.00286/kwhr</td>
</tr>
</tbody>
</table>

The City of Lethbridge RRO Energy Price will be posted on the City of Lethbridge website (http://www.lethbridge.ca/electric) no later than 5 business days prior to the beginning of the period to which the energy price applies.

⁹ Current Regulations as noted in Schedule C.
A3. Regulated Rate Option Energy Procurement Plan

The City of Lethbridge Electric Utility manages the RRO Energy Procurement Plan, which provides for the ongoing procurement of Electric Energy for the hedged or procured energy component of the RRO within the context of RRO Regulation. Future energy procurement will be managed through City Council Resolution(s).
A4. System Losses and Unaccounted for Energy

System Losses and Unaccounted for Energy (UFE) are determined by the designated Load Settlement Agent. Losses represent energy that is lost through the process of transmitting and distributing electricity. UFE is the hourly difference between the distribution system total load, including allocated losses, and the sum of the allocated load over all customer meters.

System Losses and UFE are applied as a percentage of the Regulated Rate option electric energy procurement price for the forecast period.

A5. Regulated Rate Option Risk Margin Plan

The City of Lethbridge Electric Utility Risk Margin Plan provides for the recovery of a margin on the procurement and sale of the electric energy component of the RRO within the context of the current RRO Regulation.

The risk margin represents the material risk that the amount of energy purchased under the procurement plan as well as other fixed costs will not be sufficient to cover the City of Lethbridge’s actual costs of providing the Regulated Rate.

The RRO Risk Margin is determined based on energy volume risk, energy price risk and credit risk.

The Risk Margin is adjusted monthly as required to cover the City of Lethbridge’s actual costs of providing the Regulated Rate for that month. All adjustments to the Risk Margin are communicated to Council prior to the rate being posted.

A6. Other Costs

Other costs to the City of Lethbridge for providing the Regulated Rate Option include the Power Pool trading fee direct administrative and external costs.

<table>
<thead>
<tr>
<th>Other Cost</th>
<th>Per MWh</th>
<th>Per kWh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Pool Trading Fee</td>
<td>$0.30</td>
<td>$0.00030</td>
</tr>
<tr>
<td>Administrative &amp; External Costs</td>
<td>$1.85</td>
<td>$0.00185</td>
</tr>
<tr>
<td>PILOT (Payment in Lieu of Tax)</td>
<td>$0.71</td>
<td>$0.00071</td>
</tr>
<tr>
<td></td>
<td>$2.86</td>
<td>$0.00286</td>
</tr>
</tbody>
</table>

Other costs are updated on an annual basis as required with formal notification to Council.
**Schedule B: Electric Distribution Tariff Rates**

The City of Lethbridge RRO Rate includes currently approved Distribution Rates (DT) and applicable City of Lethbridge Distribution Tariff (DT) Rate Riders as follows:

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Rate Description</th>
<th>Electric Distribution Access Rate</th>
<th>Electric Transmission Access Rate</th>
<th>DT Rate Riders</th>
</tr>
</thead>
<tbody>
<tr>
<td>791</td>
<td>Standard Rate Classification Rate</td>
<td>Rate 991</td>
<td>Rate 991</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
<tr>
<td>792</td>
<td>Standard Other Customer Rate</td>
<td>Rate 991</td>
<td>Rate 991</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
<tr>
<td>794</td>
<td>General Other Customer Rate</td>
<td>Rate 994</td>
<td>Rate 994</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
<tr>
<td>795</td>
<td>Dedicated Other Customer Rate</td>
<td>Rate 995</td>
<td>Rate 995</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
<tr>
<td>798</td>
<td>Public Lighting Other Customer Rate</td>
<td>Rate 998</td>
<td>Rate 998</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
<tr>
<td>799</td>
<td>Unmetered Other Customer Rate</td>
<td>Rate 999</td>
<td>Rate 999</td>
<td>Riders A, B, and C per Current Distribution Tariff</td>
</tr>
</tbody>
</table>

Distribution Tariff Rate Rider A: Local Access Fee (LAF) also referred to as a Municipal Consent and Access Fee (MCAF).
Distribution Tariff Rate Rider B: Balancing Pool Consumer Allocation Rider.
Distribution Tariff Rate Rider C: Transmission Deferral Rider.
Schedule C: RRO Regulation

The City of Lethbridge undertakes to apply an Electric Regulated Rate Option as per Section 103 of Electric Utility Act of the Province of Alberta (Statutes of Alberta, 2003 Chapter E-5.1) and applicable Regulations.

ELECTRIC UTILITY ACT, Alberta Regulation 262/2005T REGULATED DEFAULT SUPPLY REGULATION

Subsequent additions, amendments or replacement of Alberta Regulation 262/2005T

Access to current RRO Regulations is available through the City of Lethbridge website (http://www.lethbridge.ca/electric).
**Schedule D: Fees**

City of Lethbridge Electric Utility RRO customers are subject to fees as per the current City of Lethbridge Electric Bylaw including Schedule D, and the City of Lethbridge Electric Distribution Tariff Bylaw.
Schedule F: Terms & Conditions
As per the City of Lethbridge Terms and Conditions of Electric Service:
BYLAW 5614

A BYLAW OF THE CITY OF LETHBRIDGE
TO AMEND BYLAW 5402 – A BYLAW TO ESTABLISH
THE CITY OF LETHBRIDGE ELECTRIC DEFAULT SUPPLIER TARIFF

******************************************************************************

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

1. Bylaw 5402 – A Bylaw to Establish the City of Lethbridge Electric Default Supplier Tariff
   is hereby amended.

2. Bylaw 5402 is hereby amended by deleting the present Schedule A contained in the
   Default Supplier Electric Energy Pricing Plan and inserting in its place the attached new
   Schedule A;

3. This Bylaw shall come into full force and effect on November 1, 2009

READ A FIRST TIME THIS _____day of__________________ , AD, 2009

___________________________________    __________________________________
Mayor   City Clerk

READ A SECOND TIME  THIS _____day of ________________, AD, 2009

___________________________________   __________ ________________________
Mayor   City Clerk

READ A THIRD TIME THIS _____day of__________________ , AD, 2009

___________________________________   __________ ________________________
Mayor   City Clerk
Schedule A: Default Supplier Electric Energy Price Setting Plan

The City of Lethbridge Electric Utility Default Supplier (DS) Electric Energy Pricing Plan provides the means to price the electric energy component of the City of Lethbridge DS Rate within the context of Roles, Relationships and Responsibilities Regulation AR 169/2003.

The DS Energy Price Setting Plan is applicable from November 1, 2009 until replaced or amended by Lethbridge City Council.

The DS Energy Price Setting Plan provides for setting a monthly price prior to the first day of the pricing month.

A1. Default Supplier Energy Pricing

DS energy for the pricing month is determined as follows:

<table>
<thead>
<tr>
<th>Price Base</th>
<th>RRO Price Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS Risk Margin:</td>
<td>Adjusted Monthly</td>
</tr>
<tr>
<td>System Losses</td>
<td>3.75%</td>
</tr>
<tr>
<td>Unaccounted For Energy (UFE)</td>
<td>2.00%</td>
</tr>
<tr>
<td>Other Costs</td>
<td>.05%</td>
</tr>
</tbody>
</table>

A2. DS Risk Margin

The City of Lethbridge Electric Utility Risk Margin Plan provides for the recovery of a margin on the purchase and sale of the DS energy load.

The risk margin represents the material risk that the amount of energy purchased under the procurement plan as well as other fixed costs will not be sufficient to cover the City of Lethbridge’s actual costs of providing the Default Rate.

The Default Risk Margin is determined based on energy volume risk, energy price risk and credit risk.

The Risk Margin is adjusted monthly as required to cover the City of Lethbridge’s actual costs of providing the Default Rate for that month. All adjustments to the Risk Margin are communicated to Council prior to the rate being posted.

- *Volume and Price Risk* - representing the material risk that the amount of energy purchased will not match the actual monthly DS energy load or that the forecast price will not match actual Pool Price for that month. The Volume and Price Risk margin is applied to the pricing components determined through a month ahead forecast.
- *System Losses* – represents the cost of energy that is lost through the process of transmitting and
distributing electricity.

- **Unaccounted For Energy (UFE)** – represents the cost of energy being the difference between total allocated DS distribution system load including attributed losses and the sum of the load for all metered DS consumers.
- **Other Costs** – represents the cost to the City of Lethbridge for administering DS energy including Power Pool trading fees and direct administrative and external costs.
  
  - A margin of 0.05% is added to all pricing components for other pricing and purchasing costs.

### A3. Energy Price Posting

The City of Lethbridge Electric Utility will post the DS price for the pricing period on website [www.lethbridge.ca/electric](http://www.lethbridge.ca/electric) prior to the beginning of the pricing month.
BYLAW 5614

A BYLAW OF THE CITY OF LETHBRIDGE
TO AMEND BYLAW 5402 – A BYLAW TO ESTABLISH
THE CITY OF LETHBRIDGE ELECTRIC DEFAULT SUPPLIER TARIFF

******************************************************************************

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

1. Bylaw 5402 – A Bylaw to Establish the City of Lethbridge Electric Default Supplier Tariff
   is hereby amended.

2. Bylaw 5402 is hereby amended by deleting the present Schedule A contained in the
   Default Supplier Electric Energy Pricing Plan and inserting in its place the attached new
   Schedule A;

3. This Bylaw shall come into full force and effect on November 1, 2009

READ A FIRST TIME THIS _____day of__________________ , AD, 2009

___________________________________    __________________________________
Mayor   City Clerk

READ A SECOND TIME THIS _____day of ________________, AD, 2009

___________________________________   __________ ________________________
Mayor   City Clerk

READ A THIRD TIME THIS _____day of__________________ , AD, 2009

___________________________________   __________ ________________________
Mayor   City Clerk
Schedule A: Default Supplier Electric Energy Price Setting Plan

The City of Lethbridge Electric Utility Default Supplier (DS) Electric Energy Pricing Plan provides the means to price the electric energy component of the City of Lethbridge DS Rate within the context of Roles, Relationships and Responsibilities Regulation AR 169/2003.

The DS Energy Price Setting Plan is applicable from November 1, 2009 until replaced or amended by Lethbridge City Council.

The DS Energy Price Setting Plan provides for setting a monthly price prior to the first day of the pricing month.

A1. Default Supplier Energy Pricing

DS energy for the pricing month is determined as follows:

<table>
<thead>
<tr>
<th>Price Base</th>
<th>RRO Price Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS Risk Margin:</td>
<td>Adjusted Monthly</td>
</tr>
<tr>
<td>System Losses</td>
<td>3.75%</td>
</tr>
<tr>
<td>Unaccounted For Energy (UFE)</td>
<td>2.00%</td>
</tr>
<tr>
<td>Other Costs</td>
<td>.05%</td>
</tr>
</tbody>
</table>

A2. DS Risk Margin

The City of Lethbridge Electric Utility Risk Margin Plan provides for the recovery of a margin on the purchase and sale of the DS energy load.

The risk margin represents the material risk that the amount of energy purchased under the procurement plan as well as other fixed costs will not be sufficient to cover the City of Lethbridge’s actual costs of providing the Default Rate.

The Default Risk Margin is determined based on energy volume risk, energy price risk and credit risk.

The Risk Margin is adjusted monthly as required to cover the City of Lethbridge’s actual costs of providing the Default Rate for that month. All adjustments to the Risk Margin are communicated to Council prior to the rate being posted.

- **Volume and Price Risk** - representing the material risk that the amount of energy purchased will not match the actual monthly DS energy load or that the forecast price will not match actual Pool Price for that month. The Volume and Price Risk margin is applied to the pricing components determined through a month ahead forecast.
- **System Losses** – represents the cost of energy that is lost through the process of transmitting and
distributing electricity.

- **Unaccounted For Energy (UFE)** – represents the cost of energy being the difference between total allocated DS distribution system load including attributed losses and the sum of the load for all metered DS consumers.
- **Other Costs** – represents the cost to the City of Lethbridge for administering DS energy including Power Pool trading fees and direct administrative and external costs.
  - A margin of 0.05% is added to all pricing components for other pricing and purchasing costs

### A3. Energy Price Posting

The City of Lethbridge Electric Utility will post the DS price for the pricing period on website [www.lethbridge.ca/electric](http://www.lethbridge.ca/electric) prior to the beginning of the pricing month.
WHEREAS City Council directed the Oldman River Chapter in May 2009 to provide the completed conceptual proposal for protecting the Castle Special Place, for its review and comments

AND WHEREAS a report regarding the Conceptual Proposal, Castle Special Place – Legislated Protected Areas was received from Carole Stark, Executive Director, Chinook Institute for Community Stewardship for City Council review

BE IT RESOLVED THAT City Council supports in principle the Proposal prepared by the Castle Special Place Working Group

AND FURTHER BE IT RESOLVED THAT City Council supports the Castle Special Place Working Group principle that:

- the current provincial system of designated Protected Areas and Parks be adopted as the basis for obtaining legislative protection for the Castle Special Place with the boundary being that which the Alberta Government has already mapped as per the Alberta Community Development map titled Special Places Program Final Status – July 24, 2001

- the lands held by Castle Mountain Resort be exempted as proposed by the Castle Special Place Working Group.

AND FURTHER BE IT RESOLVED THAT a copy of this resolution be forwarded to Carole Stark, Executive Director, Chinook Institute for Community Stewardship and Richard Burke, Co-Chair, Oldman River Chapter, Trout Unlimited Canada.
• Carole Stark, Executive Director, Chinook Institute for Community Stewardship, re Castle Special Place – Conceptual Proposal and Update (Castle Head Water Area)

625-D

J.H. CARLSON:

WHEREAS City Council directed the Oldman River Chapter in May 2009 to provide the completed conceptual proposal for protecting the Castle Special Place, for its review and comments

BE IT RESOLVED that the report submitted by Carole Stark, Executive Director, Chinook Institute for Community Stewardship, regarding the Conceptual Proposal, Castle Special Place – Legislated Protected Areas, be received as information and filed

AND FURTHER BE IT RESOLVED THAT Ms. Stark be advised that City Council is appreciative of the substantial work incorporated into this report.

-------------------------CARRIED

ACTION: City Clerk
City Council Meeting  
Monday, May 4, 2009

- Richard Burke, Co-Chair, Oldman River Chapter, Trout Unlimited Canada, Don Sheppard and Ian Gazeley, Lethbridge Fish and Game Association, re Legislated Protection for 1,000 sq. kil. of the Castle Head Water Area (Castle Special Place Working Group)

J.H. CARLSON:

BE IT RESOLVED THAT the communication from Richard Burke, Oldman River Chapter, requesting to appear before City Council to provide information on the conceptual proposal for protecting the Castle Special Place, be received as information and filed

AND FURTHER BE IT RESOLVED THAT following completion of the proposal, in June, that it be provided to City Council for its review and comments

AND FURTHER BE IT RESOLVED THAT Mr. Burke, Mr. Sheppard and Mr. Gazeley, be thanked for their presentation.

-------------------------CARRIED

<table>
<thead>
<tr>
<th>ACTION:</th>
<th>City Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
...............
WHEREAS the Nikka Yuko Japanese Gardens have become a Lethbridge icon;

AND WHEREAS the viewing experiences of some Japanese gardens have been diminished as a consequence of high-rise developments surrounding them;

THEREFORE BE IT RESOLVED that the Administration be directed to prepare, for City Council’s consideration, a height-restriction policy that would protect the viewing experience of the Nikka Yuko Japanese Garden.
Date of City Council Meeting: October 19, 2009

Subject: Tender Summary for September, 2009

Submitted By: Garth Sherwin, CA
City Manager

RECOMMENDATION: That the Tender Summary Report for September, 2009 be received as information and filed.

PURPOSE: Attached is a summary of all competitions awarded for the month of September, 2009 and a description of each competition as well as the year-to-date summary.

FINANCIAL: N/A

Reports / Documents: Tender Summary Report

Reviewed & Endorsed by City Manager: ________________________________
## DETAIL OF TENDER/QUOTATIONS FOR
### SEPTEMBER, 2009

<table>
<thead>
<tr>
<th>Tender/Quote No.</th>
<th>Commodity</th>
<th>Awarded to</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ-09-56</td>
<td>1 Ton Extended Cab SRW Cab &amp; Chassis (4WD)</td>
<td>Dunlop Ford Sales</td>
<td>$33,073.95</td>
</tr>
<tr>
<td>EQ-09-58</td>
<td>Telephone Upgrade in the PSCC</td>
<td>DRC Communications Inc.</td>
<td>$22,050.00</td>
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<td>EQ-09-60</td>
<td>Mid Sized Car for City Fleet</td>
<td>Davis Pontiac Buick GMC</td>
<td>$18,047.50</td>
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<tr>
<td>EQ-09-62</td>
<td>Downtown Garbage Receptacle Replacement</td>
<td>Haul-All Equipment</td>
<td>$45,528.00</td>
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**Total Equipment (4):**

$118,699.45

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<tr>
<th>Tender/Quote No.</th>
<th>Commodity</th>
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</thead>
<tbody>
<tr>
<td>S-09-76</td>
<td>Downtown Sidewalk Cleaning</td>
<td>Atomic Mobile Power Wash</td>
<td>$5,250.00</td>
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<tr>
<td>S-09-82</td>
<td>Yard Waste Bag Delivery Service</td>
<td>Lethbridge Football Club</td>
<td>$13,500.00</td>
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<tr>
<td>S-09-85</td>
<td>McKay Parking Meter - Door Replacement</td>
<td>Modern Machines Shop Ltd.</td>
<td>$7,875.00</td>
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**Total Service (3):**

$26,625.00

**TOTAL - LOCAL ONLY (7):**

$145,324.45

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<tr>
<th>Tender/Quote No.</th>
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<tr>
<td>EQ-09-57</td>
<td>Used Minivan for City Fleet</td>
<td>Bridge City Chrysler Jeep</td>
<td>$21,787.50</td>
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**Total Equipment (1):**

$21,787.50

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<thead>
<tr>
<th>Tender/Quote No.</th>
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<tbody>
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<td>S-08-42</td>
<td>Engineering Services - Assignment 6</td>
<td>AMEC Earth and Environmental</td>
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<td>S-09-55</td>
<td>Professional Auditing Services</td>
<td>KPMG LLP</td>
<td>$54,862.50</td>
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<td>S-09-60</td>
<td>Performing Arts Center Master Plan</td>
<td>Ferrari Westwood Babits Architects</td>
<td>$407,085.00</td>
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<td>S-09-75</td>
<td>Pathway Expansion-Functional Study</td>
<td>ISL Engineering and Land Services</td>
<td>$138,443.55</td>
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<tr>
<td>(Feasibility), and Detailed Design</td>
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<tr>
<td>S-09-83</td>
<td>Lethbridge Regional Landfill - Fabrication of Signage</td>
<td>DaVinci Signs (of Lethbridge, AB)</td>
<td>$11,524.13</td>
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**Total Services (5):**

$624,795.18

**TOTAL - LOCAL SUCCESSFUL (6):**

$646,582.68

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<tbody>
<tr>
<td>C-09-29</td>
<td>Stafford Centre Renovations</td>
<td>Western Construction &amp; Combustion Services Inc. (of Calgary, AB)</td>
<td>$3,144,750.00</td>
</tr>
</tbody>
</table>

**Total Construction (1):**

$3,144,750.00

Page 1 of 8
<table>
<thead>
<tr>
<th>Tender/Quote No.</th>
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<td>EQ-09-55</td>
<td>EQUIPMENT</td>
<td>T Two Industries (of High River, AB)</td>
<td>$8,987.55</td>
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<td></td>
<td>Flat Deck for One Ton Truck</td>
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<td></td>
<td>Total Equipment (1):</td>
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<td>$8,987.55</td>
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<td>SC-09-30</td>
<td>SUPPLIES/COMMODITIES</td>
<td>White Lake Colony (of Nobleford, AB)</td>
<td>$102,532.50</td>
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<tr>
<td></td>
<td>Road Sanding Material 2009</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Total Supplies/Commodities (1):</td>
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<tr>
<td></td>
<td>TOTAL - NON-LOCAL SUCCESSFUL (3)</td>
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<td>$3,256,270.05</td>
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<td></td>
<td><strong>NO LOCAL BIDS</strong></td>
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<tr>
<td>E-09-25</td>
<td>ELECTRIC</td>
<td>E.A.Nunn Ltd. (of Red Deer, AB)</td>
<td>$19,845.00</td>
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<tr>
<td>E-09-26</td>
<td>Substation Operation and Safety Training</td>
<td>Stead Consulting Ltd. (of Calgary, AB)</td>
<td>$11,000.00</td>
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<td></td>
<td>Substation Maintenance Plan</td>
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<td>Total Electric (2):</td>
<td></td>
<td>$30,845.00</td>
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<td>S-09-01</td>
<td>SERVICES</td>
<td>Datanet Imaging Systems Inc. (of Markham, ON)</td>
<td>$157,811.00</td>
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<td></td>
<td>Meeting and Document Management Software Solution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-09-16</td>
<td>Insurance Claims Management System</td>
<td>Computer Sciences Corp (of Falls Church, VA)</td>
<td>$243,235.00</td>
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<tr>
<td>S-09-73</td>
<td>Harrassment Awareness, Prevention and Interventions Strategies</td>
<td>Hill Advisory Services (of Winnipeg, MB)</td>
<td>$6,300.00</td>
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<tr>
<td>S-09-74</td>
<td>2009 Winter Sand Mixing</td>
<td>Sandpoint Services Ltd. (of Okotoks, AB)</td>
<td>$81,377.10</td>
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<tr>
<td>S-09-86</td>
<td>Metasys DDC Boiler Controls for Transit Building and Civic Ice Centre</td>
<td>Johnson Controls (of Calgary, AB)</td>
<td>$13,875.75</td>
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<tr>
<td>S-09-91</td>
<td>Spectrum Workshop</td>
<td>Glen Rey Group Inc.</td>
<td>43,737.12</td>
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<td></td>
<td>Total Services (6):</td>
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<td>TOTAL - NO LOCAL BIDS (8)</td>
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<td>$577,180.97</td>
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<td></td>
<td><strong>CONTRACT RENEWALS</strong></td>
<td></td>
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</tr>
<tr>
<td>S-06-23</td>
<td>SERVICES</td>
<td>Intergold Ltd. (of Calgary, AB)</td>
<td>$52,500.00</td>
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<tr>
<td>S-08-89</td>
<td>Employee Recognition Service Program</td>
<td>Quad Design and Barrier Free Consulting</td>
<td>10,000.00</td>
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<tr>
<td></td>
<td>Barrier Free Consulting - Final Option Year</td>
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<td>Total Services (2):</td>
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<td>$62,500.00</td>
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<td>TOTAL - CONTRACT RENEWALS (2)</td>
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<td>$62,500.00</td>
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<tr>
<td>Tender/Quote No.</td>
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<td>Cost</td>
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<tr>
<td>-----------------</td>
<td>-----------</td>
<td>-----------------------------</td>
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<tr>
<td>S-05-115</td>
<td>SERVICES</td>
<td>Sahuri &amp; Partners Architecture</td>
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<td></td>
<td>West Lethbridge Centre Prime Consultant - Sahuri &amp; Partners Architecture-Amendment 2</td>
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<td></td>
<td>Total Services (1):</td>
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<tr>
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<td>TOTAL - AMENDED CONTRACTS (1)</td>
<td></td>
<td>$ 20,312.25</td>
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<td>SURPLUS SALES</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>EQUIPMENT</td>
<td>Darin Bourassa</td>
<td>$ (2,100.00)</td>
</tr>
<tr>
<td></td>
<td>1998 Chev Tracker</td>
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<td></td>
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<tr>
<td></td>
<td>1990 50' Aerial Bucket Truck</td>
<td>1st Technicall Systems (Dan Sawatsky)</td>
<td>$ (12,075.00)</td>
</tr>
<tr>
<td></td>
<td>Chew Tracker - Unit 98107</td>
<td>Samuel Pater</td>
<td>$ (2,100.00)</td>
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<td>1998 Chew Tracker - Unit 98105</td>
<td>Frank Bajnoczi</td>
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<td>1992 GMC Top Kick, Box &amp; Hoist</td>
<td>Addevelopments (Alan Filkowski)</td>
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<td>Total Equipment (5):</td>
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<td>$ (27,195.00)</td>
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<td></td>
<td>TOTAL ... SURPLUS SALES (5)</td>
<td></td>
<td>$ (27,195.00)</td>
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<tr>
<td></td>
<td>CANCELLATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EQUIPMENT</td>
<td>no bids met specifications</td>
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<tr>
<td></td>
<td>EQ-09-54</td>
<td>14 Passenger Buses for Access-A-Ride</td>
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<td></td>
<td>Total Equipment (1):</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL ... CANCELLATIONS (1)</td>
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<tr>
<td></td>
<td>TOTAL ... COMPETITIONS (33)</td>
<td></td>
<td>$ 4,680,975.40</td>
</tr>
</tbody>
</table>
LOCAL ONLY

EQ-09-56  1 Ton Extended Cab SRW Cab & Chassis (4WD)
Description: The purpose of this process is to obtain pricing on supply of a new 1 ton cab and chassis for use by the City of Lethbridge Building Maintenance Department. A service body will be purchased and mounted after delivery.

EQ-09-58  Telephone Upgrade in the PSCC
Description: The Public Safety Communications Centre (PSCC) is in need of a more current telephone system. This project involves replacing the current telephone switch, updating its system software, and updating the telephone handsets and expansion modules at each of the workstations in the PSCC.

EQ-09-60  Mid Sized Car for City Fleet
Description: The purpose of this quotation is to obtain pricing on supply of one used mid sized car for use in the LRPS Fleet.

EQ-09-62  Downtown Garbage Receptacle Replacement
Description: To replace twenty-seven (27) brick and stainless steel trash containers as well as five (5) older, incompatible “Hid-a-bag” bins that are distributed throughout downtown.

S-09-76  Downtown Sidewalk Cleaning
Description: The objective of this proposal is to secure a licensed firm that is qualified to facilitate sidewalk cleaning effectively and efficiently in the downtown area.

S-09-82  Yard Waste Bag Delivery Services
Description: To select a supplier to deliver a sample yard waste bag to each residential home as part of the implementation of the ‘Fall Leaf Collection Program’ for the City of Lethbridge.

S-09-85  McKay Parking Meter – Door Replacement
Description: To procure the services of a machine shop to assist in the fabrication of steel parking meter doors for the Guardian style, Mackay Parking Meter. The doors would need to match the existing design specifications for the parking meters.
LOCAL SUCCESSFUL

**EQ-09-57  Used Minivans**  
**Description:** The purpose of this quotation is to obtain pricing on supply of new / used minivans for use in the LRPS Fleet.

**S-08-42  Engineering Services – Assignment 6**  
**Description:** Complete a geotechnical assessment of the new West Lethbridge Reservoir Site and provide recommendations on design and construction.

**S-09-55  Professional Auditing Service**  
**Description:** The City of Lethbridge requested proposals from qualified public accounting firms (CA’s, CMA’s and CGA’s) to audit its financial statements for a three (3) year period covering the fiscal years ending December 31, 2009 through December 31, 2011 with the provision for an extension of up to three (3) additional years.

**S-09-60  Performing Arts Centre Master Plan**  
**Description:** To select the most qualified consultant to provide a schematic design, business plan and functional plan for a Performing Arts Centre.

**S-09-75  Pathway Expansion-Functional Study (Feasibility), and Detailed Design**  
**Description:** This project will select the most qualified consultant team based on their available team of professionals to provide the required functional, detailed design and construction plans for the Lethbridge Pathway Expansion Project.

**S-09-83  Lethbridge Regional Landfill – Fabrication of Signage**  
**Description:** Select a contractor to provide fabrication of the signage required for the landfill that meets the City’s requirements and installation of selected signage.

NON-LOCAL SUCCESSFUL

**C-09-29  Stafford Centre Renovation**  
**Description:** Renovation of Facility at 304 Stafford Dr. N (Stafford Centre)

**EQ-09-55  Flat Deck for One Ton Truck**  
**Description:** The purpose of the quotation is to obtain pricing on the supply of one (1) flat deck for a 1 ton cab and chassis for use in the Fire & Emergency Services of the City of Lethbridge.

**SC-09-30  Road Sanding Material 2009**  
**Description:** The City of Lethbridge has requested quotations from suppliers to provide Road Sanding Material.
NO LOCAL BIDS

E-09-25    Substation Operation and Safety Training
Description: Establish documentation and deliver on site training to Electric Operations staff regarding:

- Qualified to enter and work within an energized substation
- Qualified to switch 13.8 kV and 138 kV devices within an energized substation
- Application of equipotential bonding and grounding strategies prior to beginning work within an energized substation

E-09-26    Substation Maintenance Plan
Description: Establish and document a substation maintenance program using industry best practices to insure the reliable and safe operation of substation power system elements operated by the City of Lethbridge.

S-09-01    Meeting and Document Management Software Solution
Description: Purchase and implementation of an automated meeting and document management software/hardware system.

S-09-16    Insurance Claims Management Data System
Description: To select and implement a replacement insurance claims management software system.

S-09-73    Harrassment Awareness, Prevention and Interventions Strategies
Description: A pilot project to provide training to City of Lethbridge managers and supervisors on dealing with harassment in the workplace

S-09-74    2009 Winter Sand Mixing
Description: The City of Lethbridge requested quotations from suppliers to provide winter sand treatment and mixing for winter freeze proofing the City’s Road Sanding Material.

S-09-86    Metasys DDC Boiler Controls for Transit Building and Civic Ice Centre
Description: Upgrade controls infrastructure at the Civic Ice Centre and the Transit Building.

S-09-91    Spectrum Workshop
Description: Delivery of two pilot workshops to 24 City of Lethbridge employees

CONTRACT RENEWALS

S-06-23    Employee Recognition Service Program
Description: Select the most qualified vendor to provide Employee Service Recognition Program awards and administrative assistance with the program.
S-08-89  Barrier Free Consulting - Final Option Year

Description:  Provide barrier free consulting services for infrastructure projects including facilities, sidewalks and parking for streets and parking lots.

AMENDED CONTRACTS

S-05-115  West Lethbridge Centre Prime Consultant – Amendment #2

Description:  To provide design layout, detailing, specification and tendering of the Library Furniture
### SUMMARY - TENDERS/QUOTATIONS
#### SEPTEMBER, 2009

<table>
<thead>
<tr>
<th>No. of Tenders</th>
<th>Total Value</th>
<th>Local Only</th>
<th>Local Successful</th>
<th>Non-Local Successful</th>
<th>No Local Bids</th>
<th>Renewal</th>
<th>Amended Contracts</th>
<th>Cancelled</th>
<th>Surplus Sales</th>
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<tbody>
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<td>0</td>
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<tr>
<td>Electric</td>
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<td>Supplies/Commodities</td>
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<tr>
<td><strong>Total No. Tenders</strong></td>
<td><strong>33</strong></td>
<td><strong>$4,680,975.40</strong></td>
<td><strong>7</strong></td>
<td><strong>6</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>% of $ Value</strong></td>
<td></td>
<td></td>
<td>3%</td>
<td>14%</td>
<td>70%</td>
<td>12%</td>
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</table>

### YTD SUMMARY - TENDERS/QUOTATIONS
#### August 1 to September 30, 2009

<table>
<thead>
<tr>
<th>No. of Tenders</th>
<th>Total Value</th>
<th>Local Only</th>
<th>Local Successful</th>
<th>Non-Local Successful</th>
<th>No Local Bids</th>
<th>Renewals</th>
<th>Amended Contracts</th>
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<td>Construction</td>
<td>33</td>
<td>$34,746,460.60</td>
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<td>Electric</td>
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<td>Equipment</td>
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<td>12.5</td>
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<td>Services</td>
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<td>30</td>
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<td>Supplies/Commodities</td>
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<td>$3,050,830.45</td>
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<td>6</td>
<td>4</td>
<td>15</td>
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<td><strong>Total No. Tenders</strong></td>
<td><strong>255</strong></td>
<td><strong>$61,555,544.41</strong></td>
<td><strong>59</strong></td>
<td><strong>38.5</strong></td>
<td><strong>38.5</strong></td>
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<td><strong>% of $ Value</strong></td>
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<td>28%</td>
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<td>43%</td>
<td>14%</td>
<td>4%</td>
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<td>Item</td>
<td>Responsibility</td>
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<tr>
<td>March 7/05; Oct. 5/09</td>
<td>89</td>
<td>To ensure capsules are removed and contents distributed and capsules refilled for the next period (no time capsules from 2006 Centennial)</td>
<td>City Clerk</td>
<td>Sept. 20/10</td>
<td>September 2034, 2059 and 2084 - open in 2010 (in conjunction with Galt Museum, Mayor's Office, City Clerk's Office, Communications Office, 1985 Centennial Committee)</td>
<td></td>
<td></td>
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<tr>
<td>Jan. 9/06</td>
<td>10</td>
<td>Purchase of land in Fairmont Park</td>
<td>City Solicitor</td>
<td>May 1/08</td>
<td>1/2 to be conveyed to Medican</td>
<td></td>
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</tr>
<tr>
<td>Jan. 8/07</td>
<td>11</td>
<td>Land swap with Elim Society for acquisition of land for road right-of-way for the future North Scenic Drive</td>
<td>City Solicitor</td>
<td>Nov. 30/09</td>
<td>Documents at Land Titles</td>
<td></td>
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<tr>
<td>May 26/08</td>
<td>218</td>
<td>Water Conservation Request</td>
<td>Ad Hoc Committee</td>
<td>June, 2009</td>
<td>Review request to incorporate water conservation measures as part of Environment Plan &amp; Policy Initiative</td>
<td></td>
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<tr>
<td>March 9/09</td>
<td>105</td>
<td>Lethbridge College Residence Development Project</td>
<td>City Solicitor</td>
<td>Nov. 2/09</td>
<td>Debenture to be prepared</td>
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<tr>
<td>July 7/08; March 9/09</td>
<td>106</td>
<td>Sale of neighborhood commercial land in Sunridge (Howler Developments Ltd.)</td>
<td>City Solicitor</td>
<td>March 31/10</td>
<td>Closing date extended to March 31/10</td>
<td></td>
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<tr>
<td>March 23/09</td>
<td>137</td>
<td>SHIA Funding Agreements</td>
<td>City Solicitor</td>
<td>July 31/09</td>
<td>Mayor &amp; City Clerk to execute appropriate funding agreements</td>
<td></td>
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<tr>
<td>April 6/09</td>
<td>159</td>
<td>Land Sale - Water Tower Site</td>
<td>City Solicitor</td>
<td>Nov. 2/09</td>
<td>Execute related agreements</td>
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<td></td>
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<td>1) Lethbridge Southwest Little League Baseball;</td>
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<td>2) Lethbridge North Little League Baseball;</td>
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<tr>
<td>July 13/09</td>
<td>284</td>
<td>Renewal of Contract - Fee for Service Agreements for: 1) Allied Arts Council for the Bowman Arts Centre; 2) Lethbridge Symphony Association;</td>
<td>City Solicitor</td>
<td>Oct. 30/09</td>
<td>Mayor &amp; City Clerk to sign the agreements. Awaiting return of executed agreements.</td>
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<tr>
<td>July 27/09</td>
<td>305</td>
<td>Purchase portion of 238 - 22 St. N.</td>
<td>City Solicitor</td>
<td>October, 2009</td>
<td>Execute related agreements</td>
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<tr>
<td>Sept. 21/09</td>
<td>358</td>
<td>Unsightly Premises - 1310-6 Ave. N.</td>
<td>City Clerk</td>
<td>Oct. 19/09</td>
<td>Issue Notice in Form B</td>
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<tr>
<td>Sept. 21/09</td>
<td>359</td>
<td>Designation of the Vendome Hotel (110-8 St. S.) as a Municipal Historic Resource</td>
<td>City Clerk</td>
<td>Nov. 30/09</td>
<td>Send &quot;Notice of Intent to Designate&quot; to the property owners; prepare Designation Bylaw for City Council's consideration following expiry of the required 60 days notice</td>
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<tr>
<td>Sept. 21/09</td>
<td>360</td>
<td>Lethbridge Animal Shelter Grounds Maintenance Agreement</td>
<td>Mayor &amp; City Clerk</td>
<td>Oct. 31/09</td>
<td>Mayor &amp; City Clerk to execute the agreement with the Grow It Community Garden Association</td>
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<td></td>
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<td>City Council advertise their intention to extend the lease from Jan. 1, 2012 to Jan. 1, 2018; City Clerk to advertise pursuant to the MGA</td>
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<tr>
<td>Sept. 21/09</td>
<td>360</td>
<td>Extension of lease agreement between Henderson Lake Golf Club and the City</td>
<td>City Council &amp; City Clerk</td>
<td>Oct. 19/09</td>
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<tr>
<td>Oct. 5/09</td>
<td>383</td>
<td>Unsightly Premises 916 - 9 St N.</td>
<td>City Clerk</td>
<td>Nov. 2/09</td>
<td>Issue Notice in Form B</td>
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<tr>
<td>Oct. 5/09</td>
<td>383</td>
<td>Unsightly Premises 1906 - 6 Ave N.</td>
<td>City Clerk</td>
<td>Nov. 2/09</td>
<td>Issue Notice in Form B</td>
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<tr>
<td>Oct. 5/09</td>
<td>376</td>
<td>2012 Alberta Summer Games Bid</td>
<td>Mayor</td>
<td>Oct. 31/09</td>
<td>Mayor to write letter of support to accompany bid</td>
<td></td>
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<tr>
<td>Oct. 5/09</td>
<td>384</td>
<td>Questionnaire - Oldman River Regional Services Commission</td>
<td>Mayor</td>
<td>Oct. 31/09</td>
<td>To arrange a meeting with local representatives of the South Sask. Regional Advisory Council</td>
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<td>Council Date</td>
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</tbody>
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Mayor, City Council, City Clerk
and City Solicitor 4
Revised 10/14/2009
<table>
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<th>Item</th>
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FOLLOW UP ACTION LIST - CITY MANAGER

City Manager 1
Revised 10/14/2009
<table>
<thead>
<tr>
<th>Council Date</th>
<th>Page</th>
<th>Responsibility</th>
<th>Estimated Completion Date</th>
<th>Status</th>
</tr>
</thead>
</table>
| March 23/09   | 131  | Lethbridge Curling Club's request for a comprehensive planning review of the Civic Sportsfield | Director of Community Services | May 1/10  
Administration to complete a comprehensive review of the Civic Sports Field/LSCO/YMCA/City Hall/Civic Ice Arena area, and report back to City Council during 2011-20 CIP Discussions |
<table>
<thead>
<tr>
<th>Council Date</th>
<th>Page</th>
<th>Item</th>
<th>Responsibility</th>
<th>Estimated Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24/09</td>
<td>328</td>
<td>Increase in the Crossing Library Branch construction project budget</td>
<td>City Treasurer</td>
<td>Oct. 15/09</td>
<td>Amend 2008-2010 Capital Budget (D3) from $29,260,000 to $29,865,000 with funding from Operating Reserves</td>
</tr>
<tr>
<td>Sept. 8/09</td>
<td>345</td>
<td>Request from Community &amp; Social Development Committee for interim funding for the Youth Mentoring &amp; Support Program of Lethbridge Family Services</td>
<td>City Treasurer</td>
<td>Oct. 15/09</td>
<td>Amend the 2009 Operating Budget to reflect the $25,000 increase in funding</td>
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</table>
## FOLLOW UP ACTION LIST - INFRASTRUCTURE SERVICES

<table>
<thead>
<tr>
<th>Council Date</th>
<th>Page</th>
<th>Item</th>
<th>Responsibility</th>
<th>Estimated Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1/07</td>
<td>433</td>
<td>Bicycle corridors and bicycle/pedestrian corridors</td>
<td>Transportation Manager</td>
<td>Dec. 14/09</td>
<td>Update Bicycling Bylaw 3515</td>
</tr>
<tr>
<td>April 28/08</td>
<td>185</td>
<td>Circulation Roadways Planning Study</td>
<td>Transportation Manager</td>
<td>Nov. 2/09</td>
<td>Complete evaluation of river crossing locations; Request Province of Alberta to amend Special Basic Capital Grant</td>
</tr>
<tr>
<td>May 26/08</td>
<td>218</td>
<td>Water Conservation Request &amp; Environmental Plan/Policy</td>
<td>Ad Hoc Committee</td>
<td>Nov. 30/09</td>
<td>Review request to incorporate water conservation measures as part of Environment Plan &amp; Policy Initiative</td>
</tr>
<tr>
<td>July 7/08</td>
<td>286</td>
<td>Land Development System Evaluation and Rebuild (LaSER)</td>
<td>Urban Construction Manager</td>
<td>Dec. 14/09</td>
<td>Undertake an evaluation and rebuild of system for reviewing and approving new land developments</td>
</tr>
<tr>
<td>Feb. 23/09</td>
<td>70</td>
<td>Pilot project to evaluate waste collection methods in the Downtown Core</td>
<td>Waste &amp; Recycling Manager</td>
<td>Oct. 19/09</td>
<td>Administration to report results to City Council</td>
</tr>
<tr>
<td>Feb. 23/09</td>
<td>77</td>
<td>Canadian Paraplegic Association (parking in the downtown core for those with physical disabilities)</td>
<td>Transportation Manager</td>
<td>Nov. 16/09</td>
<td>Administration to report to City Council on the feasibility of implementing the solutions</td>
</tr>
<tr>
<td>Feb. 23/09</td>
<td>72</td>
<td>Snow and ice removal operations</td>
<td>Transportation Manager</td>
<td>Oct. 19/09</td>
<td>Review operating practices and procedures with the intention of improving the speed of snow removal, keeping the costs to a minimum and maintaining the level of service within the current snow removal policy -- and report back to City Council.</td>
</tr>
<tr>
<td>March 9/09</td>
<td>97</td>
<td>Curb Side Chipping Program</td>
<td>Waste &amp; Recycling Manager</td>
<td>March 1/10</td>
<td>Administration to review the feasibility of a Curb Side Chipping Program and provide a recommendation to City Council</td>
</tr>
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</table>

Infrastructure Services 1  
Revised 10/14/2009
<table>
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<tr>
<th>Council Date</th>
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<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>June 15/09</td>
<td>251</td>
<td>Lethbridge Astronomy Society - designating Popson Park as an &quot;Urban Dark Sky Preserve&quot;</td>
<td>Director of Infrastructure Services</td>
<td>Nov. 30/09</td>
<td>Refer to Environment Committee to review and report back to Council</td>
</tr>
<tr>
<td>Sept. 21/09</td>
<td>355</td>
<td>Improvements to recycling depot system</td>
<td>Waste &amp; Recycling Manager</td>
<td>March 31/10; July 1/10</td>
<td>Prepare a comprehensive review of the recycling depot system and report back by March 2010; Increase the recycling charge in Bylaw 5543 from $3.40/month to $3.60/month</td>
</tr>
<tr>
<td>Sept. 21/09</td>
<td>356</td>
<td>Protective Plumbing Incentive Program and Overland Flooding</td>
<td>Water &amp; Wastewater Engineering Manager</td>
<td>March 31/10</td>
<td>Report back to City Council with alternatives and estimated costs of capital improvements for consideration in advance of the 2011-2020 CIP</td>
</tr>
<tr>
<td>Oct. 5/09</td>
<td>380</td>
<td>Clearview Subdivision in S.E. Lethbridge</td>
<td>Director of Infrastructure Services</td>
<td>Jun 2010</td>
<td>Work with developer to create a cost neutral development scenario and report back to Council when complete</td>
</tr>
<tr>
<td>Oct. 5/09</td>
<td>379</td>
<td>Peter Portlock, Angie Barrows - parking concerns at Noma Place</td>
<td>Director of Infrastructure Services</td>
<td>Oct. 19/09</td>
<td>Review parking situation, look at options, and report back to City Council</td>
</tr>
<tr>
<td>Council Date</td>
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<td>Item</td>
<td>Responsibility</td>
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</tr>
<tr>
<td>Jan. 22/07</td>
<td>23</td>
<td>Sustainable Water Use Practices</td>
<td>Director of Planning &amp; Development</td>
<td>2010</td>
<td>The Environmental Policy Council Strategic Initiative will begin in 2009. Water conservation will be a component of this initiative and it is recommended that implementation of any water conservation measures be part of the implementation plan that will be developed from the Environmental Policy Program.</td>
</tr>
<tr>
<td>May 4/09</td>
<td>190</td>
<td>Refer the 2004 Redevelopment Incentive Policy to the Heart of Our City Revitalization Committee to evaluate the program and prepare recommendations for City Council's consideration</td>
<td>Director of Planning &amp; Development</td>
<td>October 31/09</td>
<td>Report back to City Council by October 31/09</td>
</tr>
<tr>
<td>May 14/07</td>
<td>196</td>
<td>Worldwide Day Recognizing Labour</td>
<td>Downtown Revitalization Manager</td>
<td>Dec. 31/2010</td>
<td>Consider incorporating a memorial to miners in downtown gateways</td>
</tr>
<tr>
<td>June 23/08</td>
<td>262</td>
<td>Central Neighbourhood Issues Identification Study</td>
<td>Senior Community Planner</td>
<td>Fall, 2009</td>
<td>Develop options and budget implications and report back to City Council</td>
</tr>
<tr>
<td>Nov. 10/08</td>
<td>445</td>
<td>Micro Wind Turbines</td>
<td>Senior Community Planner</td>
<td>Spring, 2009</td>
<td>Planning is working on sample regulations to be presented to MPC in October 2009. It is intended to have them incorporated into the Land Use Bylaw update due this fall.</td>
</tr>
<tr>
<td>Sept. 21/09</td>
<td>363</td>
<td>Merchants on 6th Street - concerns about parking problems caused by the Wednesday Downtown Farmers Market</td>
<td>BRZ &amp; Downtown Revitalization Manager</td>
<td>Oct. 31/09</td>
<td>Prepare report addressing merchants' concerns, and report back to City Council</td>
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<td>Oct. 5/09</td>
<td>388</td>
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<td>BYLAW 5605</td>
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<td>(606 W.T. Hill Blvd. S)</td>
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<td>City Solicitor</td>
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<td>Nov. 2/09</td>
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<td>First Reading given Oct. 5/09</td>
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<td>June 15/09</td>
<td>259</td>
<td>C-09-17; Pre-Engineered Sanitation Vehicle Storage Building (Clark Builders of Calgary)</td>
<td>City Solicitor</td>
<td>Sept. 30/09</td>
<td>Awaiting return from Clark Builders</td>
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<td>August 10/09</td>
<td>319</td>
<td>S-09-68; Fundamentals of Supervision, two year contract (Capability Connections Consulting, Calgary)</td>
<td>City Solicitor</td>
<td>Sept. 21/09</td>
<td>Awaiting return from Capability Connections Consulting</td>
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<td>RFP S-09-55; Auditors for 2009-2011 and pension plan audits in 2011 (KPMGLLP, Lethbridge)</td>
<td>City Solicitor</td>
<td>Oct. 31/09</td>
<td>Execute 3-year contract (with option to extend for up to 3 additional years)</td>
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<td>C-09-29; Stafford Centre Renovations (Western Construction &amp; Combustion Services Inc., Calgary)</td>
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<td>Oct. 31/09</td>
<td>Awaiting return from Western Construction</td>
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<td>Improvements to recycling depot system</td>
<td>City Solicitor</td>
<td>Nov. 15/10</td>
<td>Extend the contract for provision of recycling services (S-02-16) for two years</td>
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<td>RFP E-09-16; Electrical Substation Engineering, Construction &amp; Commissioning Service (Rising Edge Engineering Ltd., Calgary)</td>
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<td>Nov. 16/09</td>
<td>Execute contract</td>
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<td>C-09-30; University Drive Landscaping &amp; Irrigation (Bos Scapes Inc., Coaldale)</td>
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<td>Awaiting return from Bos Scapes</td>
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<td>RFP S-09-78; North Lethbridge Regional Park Consulting Service (Stantec Consulting Ltd., Lethbridge)</td>
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<td>Nov. 16/09</td>
<td>Execute contract</td>
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<td>March 19/07</td>
<td>96</td>
<td>Galt Museum Expansion Project</td>
<td>City Treasurer</td>
<td>Dec. 31, 2011</td>
<td>Allocate $342,369 from MRSR for capital expansion - credit MRSR with Museum operating surpluses through 2008 and naming funds through 2011 (reduced to $169,316 in 2008)</td>
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## FOLLOW UP ACTION LIST - COMPLETED ITEMS

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Revised 10/14/2009