

## ATTACHMENT 1

Approved as presented 6/8/2022

**MINUTES** of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, May 11, 2022, at 3:30 p.m., Culver City Room – City Hall with the following in attendance:

### MEMBERS:

Lorien Johansen, Lethbridge Historical Society (Chair)  
Tara Gillanders, Allied Arts Council  
Penny Warris, Citizen-at-large  
Mike Prociw, Economic Development Lethbridge  
Daylyn Smolenski, Citizen-at-large  
Sheri Kain, Downtown BRZ  
Dominika Wojcik , Tourism Lethbridge

### OTHERS:

Andrew Malcolm, Urban Revitalization Manager  
Stephanie Parsons, City Clerks Office (Presenter)

### REGRETS:

Unfilled Position, Lethbridge Chamber of Commerce  
Jordon Head, Indigenous Representative  
Ken Harvie, Development Industry  
Jackie French, Southern AB Ethnic Association  
Kevin Brees, Citizen-at-large  
Kelti Baird, Citizen-at-large  
Sarah Amies, Downtown BRZ Community Director  
Sgt. Mike Williamson, Lethbridge Police Service

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### CALL TO ORDER:

The meeting was called to order at 3:36 p.m.

#### 1. ACKNOWLEDGE STATEMENT:

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

#### 2. CONSENT AGENDA:

- a) Approval of Minutes
  - April 13, 2022 (Attachment 1)
  - As Presented.
- b) Adoption of Agenda
  - As amended
    - Add two Items as (g) Downtown Housing an (h) Downtown Business Signage

P.Warris moved, L. Johansen seconded that the consent agenda of the May 11<sup>th</sup>, 2022 Heart of Our City Committee meeting be approved as amended.

**CARRIED**

### 3. AGENDA ITEMS:

- a) Lethbridge Police Service Update
  - No update.
  
- b) Boards, Committees, and Commission's Presentation
  - City Clerks Office presented on a few key items/updates as it relates to good committee governance.
  - Introducing a skills matrix which will be utilized in review of citizen at large applicants. HOC currently does not have one in place and will need to complete and have sent back to the City Solicitors Office by end of July. TOR should be utilized as basis for skills matrix.
    - A separate skills matrix will be required for the Indigenous Citizen Member, Development Industry Member, and General Citizen at Large
  - Recruitment will occur from end of June until August with ratification taking place in October.
  - Jordan Head, Kevin Brees, Ken Harvie, and Penny Warris terms all coming to an end in 2022. Just because you are an incumbent does not mean you will be guaranteed to continue, all need to reapply. Jordan Head is at the end of his two term limit.
  - Agendas and Minutes need to be posted online a week before each meeting for the public.
  - When going InCamera/Closed Session the relevant FOIP section needs to be identified.
  - If the Committee has any TOR/Bylaw amendments, they will need to be submitted by June 20<sup>th</sup>. Committee made extensive changes in 2021 so not envisioned to be many however the Warehouse District specific position should be discussed.
  - Advantageous for the HOC to present to a Council SPC (Civic Works) in September to go over Strategic Plan, work of the past 4 years, and to advocate for continued financial support through upcoming Operating Budget.
  
- c) Action Item Review
  - Touch base with Community Social Development (CSD) department to see about presenting on the Community Wellbeing and Safety Strategy (CWSS).
    - Currently the Manager of CSD is on a leave and not in a position currently to present, and once returned this update can occur. Will add to the future meetings.
  - LPS Presentation of Quarterly Statistics is on hold until at least September once LPS has a data analyst hired.
  
- d) Re-Imagine Grant (Attachment 2)
  - Intake 3 closed on Friday, April 22 at 4 pm. A review panel comprising of five City staff met to review, score and provide funding recommendations for 12 applications. The review panel's recommendations align with HOC Master Plan, the outcomes of the Personas Report and take into consideration the tight financial constraints as we draw down on the \$80,500 in available funds remaining for this grant program (grant was over-allocated in intake 2 last year due to the high quality of applications). Another consideration for this year, was our aim in providing grant assistance to as many projects as possible that will carry us to fall 2022.
  - As in previous years, the process is not to have the HOC Committee re-score the applications but to provide oversight that a solid and fair assessment was made by the panel with final approval to proceed with these recommendations coming from the HOC Committee.
  - **Motion: That the Heart of Our City Committee acknowledges City administrations evaluation of the Re-Imagine Downtown Activation Grant aligns with the intent of the program and supports the recommendation to support 9 initiatives for a total not to exceed \$80,500.**
    - S.Kain, T. Gillanders, M. Prociw, and L. Johansen abstained due to organizational applications.

**APPROVED UNANIMOUSLY**

- Inquiry on the Downtown Winter Rink Project that was funded in 2021 – Rink was purchased but due to weather the event never took place. Applicant put all their learnings from the

process to get set up into a document which can be used in future years. The rink is in City storage and will be made available to community partners in future years.

- e) 3<sup>rd</sup> Avenue and Festival Square Grant Opening Event Update
  - Working group continues to meet bi-weekly with the hired event consultants and is progressing with plans for the event.
  - Attached is an agenda and update of progress to date.
  - Was recommended by D.Wojcik to connect with Chamber for the use of the large scissors for ribbon cutting.
  
- f) HOC Governance – Road Mapping/Action Plan Update
  - Revisions based on the meeting on April 28<sup>th</sup> are being made by S.Amies, A.Malcolm, and L. Johansen and should result in a penultimate draft for consideration.
  
- g) Downtown Housing
  - M.Prociw shared some highlights from the latest release from StatsCanada related to Downtown. Lethbridge’s Downtown population is one of the oldest in Canada in terms of % of population over 65 years of age with a very low % of millennial population.
  - Lethbridge was very high in terms of multifamily housing starts, but would question how many if any were in the Downtown/urban core.
  - Discussion on what the HOCC’s role is in increasing housing in the downtown/urban core especially as there is significant funding coming in the Federal Budget (approx. \$8 billion). It is looking like it will show up as a high priority in the immediate time frame in the pending strategic plan. Add to the June agenda for further discussion.
  
- h) Downtown Business Signage
  - City has kicked off a small project with ISL Engineering to provide recommendations on an improved process for the approval of downtown signage. Currently it is a complicated back and forth between City Development Services and the BRZ with a lot of grey area in the formal bylaws.
  - A small stakeholder group has been identified including an HOCC representative, question was asked as to who from HOCC would like to be involved. The Committee recommended K.Baird and/or K.Harvie, both were not present at meeting so will be approached outside the meeting.
  
- i) Andrew’s Corner
  - None.
  
- j) Member Reports
  - None.

<b>ACTION:</b>	<b>A. MALCOLM:</b> <ul style="list-style-type: none"> <li>• Touch base with Community Social Development (CSD) department to see about presenting on the Community Wellbeing and Safety Strategy (CWSS).</li> <li>• Develop a skills matrix for the positions of Indigenous Citizen Member, Development Industry Member, and General Citizen at Large.</li> <li>• Agendas and Minutes need to be posted online a week before each meeting for the public.</li> <li>• Circulate and discuss with Committee desire for any TOR/Bylaw amendments including Warehouse District specific position. Any amendments will need to be submitted by June 20<sup>th</sup>.</li> <li>• Make a request for HOC to present at the September 1 Civic Works SPC on Strategic Plan, work of the past 4 years, and to advocate for continued financial support through upcoming Operating Budget.</li> </ul>
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	<ul style="list-style-type: none"><li>• Let FS/3<sup>rd</sup> Ave working group know to touch base with Chamber for scissors for ribbon cutting.</li><li>• Add Downtown Housing to the June agenda</li><li>• Touch base with K.Baird and/or K.Harvie for participation in the Downtown Business Signage review.</li></ul> <p><b>LETHBRIDGE POLICE SERVICE:</b></p> <ul style="list-style-type: none"><li>• Look into whether LPS could provide quarterly statistic reports to the Committee – revisit in September 2022.</li></ul>
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**4. IN CAMERA:**

- a) N/A

**5. NEXT MEETING:**

The next regular meeting will be held Wednesday, June 8<sup>th</sup>, 2022 in Culver City Room at City Hall.

**6. ADJOURNMENT:**

Meeting adjourned at 5:03 p.m.

**7. FUTURE MEETING ITEMS:**

- a) Downtown Housing – June
- b) TOR Amendments - June
- c) LPS Quarterly Statistics – September
- d) HOC Community Engagement - TBD
- e) CWSS Presentation from CSD - TBD