

ATTACHMENT 1

MINUTES of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, January 13th, 2021, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- MEMBERS:** Lorien Johansen, Lethbridge Historical Society (LHS) (Chair)
Jackie Stambene, Tourism Lethbridge (Vice Chair)
Erin Crane, Economic Development Lethbridge (EDL)
Tara Gillanders, Allied Arts Council
Jackie French, Southern AB Ethnic Association
Sheri Kain, Downtown BRZ
Melissa Wiebe, Citizen-at-large
Jordon Head, Citizen-at-large
Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce
Ken Harvie, Development Industry
Kevin Brees, Citizen-at-large
Penny Warris, Citizen-at-large
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager
Cidnee Lorenz, Recorder
Tulene Steiestol, Executive Director, DBRZ
- REGRETS:** Suketu Shah, Citizen-at-large
-

-The meeting was opened by A. Malcolm-

CALL TO ORDER:

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

1. ACKNOWLEDGE STATEMENT:

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

2. ADOPTION OF MINUTES:

J. Stambene moved that the minutes of the December 9th, 2020 Heart of Our City Committee meeting be approved as presented.

CARRIED

3. ADOPTION OF AGENDA:

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

CARRIED

4. BUSINESS ARISING FROM THE MINUTES – Nothing to note

5. IN CAMERA – Nothing to note

6. AGENDA ITEMS:

- a) Membership:
 - Introductions took place and the committee welcomed new members Penny Warris, Citizen-at-large, Kevin Brees, Citizen-at-large and Suketu Shah, Citizen-at-large.
- b) Committee Chair Election:
 - L. Johansen let her name stand for the 2021 Chair of the HOC and J. Stambene let her name stand as the 2021 Vice Chair of the HOC.
 - J. French moved that L. Johansen be elected as the Chair of the Heart of Our City Committee for 2021.

CARRIED

 - M. Wiebe moved that J. Stambene be elected as the Vice Chair of the Heart of Our City Committee for 2021.

CARRIED

-L. Johansen took over from A. Malcolm as Chair at 3:46 p.m.-

- c) Completed HOCC Governance Review:
 - Western Management Consulting was hired in August of 2020 to conduct a Governance Review on the Heart of Our City Committee, the Downtown BRZ and the Urban Revitalization Department. The final Governance Report was attached for committee information and points of interest were as follows:
 - Key themes and findings identified:
 - Current structure has been reasonably productive but could do better.
 - Attention and resources have been underutilized because of overlap in functions and lack of clarity in processes.
 - Business planning is weak.
 - There is no robust measurement of performance against goals.
 - The role of the Urban Revitalization Department is underreported since most of its activities appear within either HOC or BRZ.
 - Recommendations include:
 - Reemphasize the importance of the HOC Master Plan.
 - Establish clear roles and authorities for HOC, DBRZ and the Downtown Revitalization department.
 - Strategic focus for individual and coordinated activities.
 - Develop metrics and establish for reporting on them.
 - Leverage real-estate more actively in the downtown core.
 - A. Malcolm and T. Steiestol have worked together to develop a rough first draft of an action plan which will be presented to the subcommittee in the coming days. As well A. Malcolm will draft an amended Terms of Reference based off of the Governance Report.
 - The committee is asked to take time to compare the existing TOR with the Governance Report findings for differences and to send any comments or suggestions to A. Malcolm.
 - The draft action plan and proposed TOR will be brought to the February HOC meeting for review and discussion.
 - A. Malcolm will ask WMC what they are referencing when they refer to “HOC Dashboard” in their report.

7. ROUNDTABLE:

- Allied Arts Council T. Gillanders):
 - The AAC Works retail location remains open Monday to Friday.
 - Casa is closed and doing virtual education programming.
- Tourism Lethbridge (J. Stambene):

- Staff are working on programming for the summertime, cataloging videos and finishing up renovations.
- Southern AB Ethnic Association (J. French):
 - Upcoming programming will be virtual.
 - The COVID Assistance Program funding will be available until March.
- DBRZ (T. Steiestol):
 - The Box Program over Christmas was a success and the DBRZ plans to run the program quarterly in 2021 with the first being over Valentine's.
- Citizen-at-large (J. Head):
 - Jordan is working with the Lethbridge School District 51's Indigenous Consultant to use language as a reference point for culture and working with teachers and students via zoom.
- Economic Development Lethbridge (E. Crane):
 - In December, Lethbridge's unemployment rate was the highest in the province.
 - Development projects and their expected completion dates can be found on EDL's site.
 - EDL is partnering with the Lethbridge Chamber for the Brighter Together survey and everyone is encouraged to spread the word to ask businesses to complete the survey.
- Citizen-at-large (P. Warris):
 - Penny's independent bookstore, Analog Books recently opened in the downtown and it has been very successful.
- Citizen-at-large (K. Brees):
 - Park Place is doing everything they can to support the retailers. Sephora's grand opening will take place on January 22nd.
- Lethbridge Chamber of Commerce (N. Chatur-Muhammad):
 - The Mustard Seed engagement took place yesterday and was well attended. A second event will take place on January 19th.
 - The Mayor's Breakfast will take place via zoom at the end of the month.
- Urban Revitalization Manager (A. Malcolm):
 - The Code of Conduct Declaration needs to be signed and returned by each committee member by January 31st.
 - Metrics are being collected with regards to the Simply Delivery campaign that was launched before the holidays to determine how successful it was.
 - Development Incentives - As of January 1st, there have been nineteen (19) applications. There are two (2) Targeted Redevelopment Incentive Program (TRIP) applications that should go to council in March.
 - Festival Square Designs – The first meeting with Stantec took place last week and a public engagement to finalize the designs will take place the first week of February.
 - The Streets Alive expansion project has been appealed and will go before the Appeal Board tomorrow evening.
 - There is a proposal for a six (6) storey residential building at the former Immigrant Services Building adjacent to Casa which would partner with the YWCA.

ACTION:	A. MALCOLM: <ul style="list-style-type: none"> ● Bring the draft action plan and proposed TOR to the February meeting and ask WMC what they are referencing when they refer to "HOC Dashboard" in their report.
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	HOC COMMITTEE:
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- Take time to compare the existing TOR with the Governance Report findings for differences and to send any comments or suggestions to A. Malcolm.
- Return the Code of Conduct Declaration to City Clerk's by January 31st.

8. NEXT MEETING:

The next regular meeting will be held Wednesday, February 10th, 2021

9. ADJOURNMENT:

Meeting adjourned at 4:48 p.m.

ATTACHMENT 1

MINUTES of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, February 10th, 2021, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- MEMBERS:** Lorien Johansen, Lethbridge Historical Society (LHS) (Chair)
Jackie Stambene, Tourism Lethbridge (Vice Chair)
Erin Crane, Economic Development Lethbridge (EDL)
Tara Gillanders, Allied Arts Council
Jackie French, Southern AB Ethnic Association
Sheri Kain, Downtown BRZ
Melissa Wiebe, Citizen-at-large
Ken Harvie, Development Industry
Kevin Brees, Citizen-at-large
Penny Warris, Citizen-at-large
Jordon Head, Citizen-at-large
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager
Cidnee Lorenz, Recorder
Tulene Steiestol, Executive Director, DBRZ
- REGRETS:** Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce
Suketu Shah, Citizen-at-large
-

CALL TO ORDER:

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

1. ACKNOWLEDGE STATEMENT:

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

2. ADOPTION OF MINUTES:

E. Crane moved that the minutes of the January 13th, 2021 Heart of Our City Committee meeting be approved as presented.

CARRIED

3. ADOPTION OF AGENDA:

J. French moved that the agenda be approved with the following addition:

- Simply Delivery Update

CARRIED

4. BUSINESS ARISING FROM THE MINUTES – Nothing to note

5. IN CAMERA – Nothing to note

6. AGENDA ITEMS:

- a) Lethbridge Police Service Update:
 - A. Malcolm will request that LPS submit a short written report when they are unable to attend.
 - The City and the Blood Tribe are working together to keep people off the street by busing people to the reservation where they are being housed during cold weather.
- b) Festival Square Stakeholder Engagement Event:
 - The engagement will be hosted this evening to finalize designs for the Festival Square.
 - The goal is to have construction complete by July 1st.
- c) 2020 Annual Report:
 - The 2020 report was attached for committee review and will go to the Civic Works Policy Committee on March 23rd with L. Johansen there to present. The Governance Review will be presented at the same time.
 - A. Malcolm will reach out to Joyce to see if she would be willing to present.
- d) Governance Review Presentation:
 - The presentation was attached for committee information. A similar presentation was recently made to the DBRZ and was approved by their Board.
 - Implementation Plan:
 - The Implementation plan was developed by the Steering Committee and then drafted by A. Malcolm.
 - A. Malcolm and T. Steiestol have drafted a collaborative interim two-year strategic plan (2021-2022), will meet with the Steering Committee this week and then bring the plan to the March meeting for feedback and recommendations.
 - A. Malcolm will distribute the document the committee had worked on a few years ago that identified where things were in relation to the HOC Master Plan.
 - HOCC Terms of Reference (TOR) Amendments – Track Changes:
 - Amendments to the TOR were attached for committee review and discussion.
 - Amended HOCC Terms of Reference:
 - The committee would like organization appointments and their term to be left to the discretion of the organization; A. Malcolm will work with the City Clerk to amend wording.
 - J. Stambene moved that the Heart of Our City Committee approve the Implementation Plan and Terms of Reference as presented and amended.

CARRIED

- e) Simply Delivery Update:
 - At the beginning of February, the promo code had been used two hundred and eighteen (218) times, there was one hundred and eighteen (118) new users of the service since the promo code started and eight (8) new downtown businesses had signed up with fourteen (14) businesses total.
 - \$6,300 has been spent to date.
 - Once the updated stats are pulled together, L. Johansen will share this with interested vendors and BRZ will share positive messaging on social media.

7. ROUNDTABLE:

- Allied Arts Council (T. Gillanders):
 - Casa will remain closed until at least March 22nd however the ACC Works retail location remains open.
 - “Taxes for Artists” will take place on March 4th via zoom.
- Southern AB Ethnic Association (J. French):
 - Several events such as Black Cultural Dance, a Fashion Show and Taste of Columbia are all taking place in February and more details can be found on SAEA’s site.

- SAEA is accepting new memberships and renewals right now.

-K. Brees left the meeting at 5:04 p.m.-

- Economic Development Lethbridge (E. Crane):
 - The Lethbridge Brighter Together survey has been extended a week.
 - EDL’s end of year data will go to their Board next week and can be presented to the HOC and BRZ at their request.
- Tourism Lethbridge (J. Stambene):
 - The Strategic Plan is finished and they are now planning for their AGM.
 - Staff continue to work on summer programming.
- Citizen-at-large (M. Wiebe):
 - The U of L will be holding a week long “Virtual Play Day” in lieu of their annual Family Day event.
- Downtown BRZ (T. Steiestol):
 - The 2021 budget was presented to and approved by the DBRZ Board last night.
 - The “Love Local” social media campaign has been successful.
 - One hundred (100) Valentine boxes sold out immediately.
 - AGM will take place March 8th and DBRZ is recruiting for board members.
- Lethbridge Historical Society (L. Johansen):
 - A video tour from the family of one of the original clock tower caretakers is being put together. In addition, memories and artifacts are being collected and will be displayed in the Post Office building.
 - LHS is currently working on their new book “Lethbridge History and Pictures”.
- Urban Revitalization Manager (A. Malcolm):
 - City administration continue to work closely on the Post Office development.
 - Andrew and T. Steiestol are working together on revamping the Clean Sweep Program.
 - City administration continue to work through the challenges of getting supportive housing for the community.

ACTION:	<p>A. MALCOLM:</p> <ul style="list-style-type: none"> ● Request that LPS submit a short written report when they are unable to attend. ● 2020 Annual Report - Reach out to Joyce to see if she would be willing to present. ● Distribute the document the committee had worked on a few years ago that identified where things were in relation to the HOC Master Plan. ● TOR – Work with City Clerk to amend wording (organization appointments and their term to be left to the discretion of the organization). <p>L. JOHANSEN & T. STEIESTOL - Once the Simply Delivery updated stats are pulled together, share this with interested vendors and BRZ will share positive messaging on social media.</p>
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8. NEXT MEETING:

The next regular meeting will be held Wednesday, March 10th, 2021

9. ADJOURNMENT:

Meeting adjourned at 5:23 p.m.

ATTACHMENT 1

MINUTES of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, March 10th, 2021, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- MEMBERS:** Lorien Johansen, Lethbridge Historical Society (LHS) (Chair)
Jackie Stambene, Tourism Lethbridge (Vice Chair)
Erin Crane, Economic Development Lethbridge (EDL)
Tara Gillanders, Allied Arts Council
Jackie French, Southern AB Ethnic Association
Sheri Kain, Downtown BRZ
Melissa Wiebe, Citizen-at-large
Penny Warris, Citizen-at-large
Jordon Head, Citizen-at-large
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager
Cidnee Lorenz, Recorder
Tulene Steiestol, Executive Director, DBRZ
- REGRETS:** Noorin Chatur-Muhammad, Lethbridge Chamber of Commerce
Suketu Shah, Citizen-at-large
Ken Harvie, Development Industry
Kevin Brees, Citizen-at-large
-

CALL TO ORDER:

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

1. ACKNOWLEDGE STATEMENT:

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

2. ADOPTION OF MINUTES:

E. Crane moved that the minutes of the February 10th, 2021 Heart of Our City Committee meeting be approved as presented.

CARRIED

3. ADOPTION OF AGENDA:

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

CARRIED

4. BUSINESS ARISING FROM THE MINUTES:

- A. Malcolm will follow-up with LPS again requesting that a short written report be submitted when a representative is unable to attend the meeting.
- A. Malcolm will distribute the document the committee had worked on a few years ago that identified where things were in relation to the HOC Master Plan.

5. IN CAMERA – Nothing to note

6. AGENDA ITEMS:

- a) Lethbridge Police Service Update – Nothing to note
- b) Simply Delivery Project Wrap-Up:
 - Between December 18th, 2020 and February 28th, 2021 there were 272 new users, 612 website orders, 20 new downtown vendors joined Simply Delivery and the promo code value of \$5,400 resulted in \$70,000 in sales.
 - A total of \$10,412 was funded by the HOC.
 - The committee has requested that testimonials via video promotion and/or a news article be done; this will be led by the BRZ.
- c) Clean Sweep Program Proposed Changes 2021:
 - Changes include:
 - Stricter reporting metrics similar to the Province. Specific reporting has been built in on a monthly basis to check performance indicators prior to payment being issued.
 - The manager position will now include more program development, sponsorship, community connection, and promotion on social media.
 - Two (2) foreman positions will be responsible for on the street teams and will report to the manager.
 - There will be two (2) shifts; a morning and an evening.
 - Underway - Branded gear, press release and community presence.
- d) Governance Review Implementation Update:
 - Presentations:
 - Presentations were made to the Governance Standing Policy Committee and the Civic Works Standing Policy Committee.
 - Both committees had questions but were generally supportive. The Governance Review is moving forward for recommended adoption on March 23rd.
 - HOCC Terms of Reference Amendments – Nothing to note
 - Next Steps:
 - Strategic Plan/Work Plan/Direction Going Forward – Committee, Subcommittees and R & R:
 - Feedback from both Standing Committee's will be taken to the Steering Committee for discussion and work before being brought back to the HOC.
 - Subcommittees - Subcommittee meetings will not be scheduled at this time. If there is an item that needs to be addressed a subcommittee may meet or the item will be brought to the regular HOC meeting.
 - Committee Membership:
 - Considerations include:
 - Reduction in committee members.
 - Move away from organizations to members-at-large with certain skill set.
 - Committee members will take a month to consider, talk to their stakeholder organizations and discuss again at the April meeting.
- e) Activity Grant:
 - At the December 2020 meeting, a motion was made and carried to not accept any new Activity Grant applications until July 1st, 2021.
 - Discussion took place on possibly fee for servicing the Activity Grant out.
 - As people are planning and assurances need to be made with regards to funding, a small group will meet with A. Malcolm to discuss different alternatives which will then be brought back to the April meeting.
 - A. Malcolm will arrange for E. Crane, J. Stambene and P. Warris to meet within the week.
 - Celebrate Downtown:
 - Discussion took place on shifting the event to the BRZ.

- T. Steiestol will take this discussion back to the BRZ Board and submit a letter of interest to the HOC to lead the event.
- Add continued discussion to April agenda.

7. ROUNDTABLE:

- Downtown BRZ (S. Kain):
 - The BRZ's AGM took place Monday and a new Board of Directors has been voted in.
- Tourism Lethbridge (J. Stambene):
 - TL remains closed to the public and is focusing on outdoor programming this year which include the Food Truck Fiesta, Outdoor Pop-up Antique Saturdays and the Windy City Golf Classic.
- Allied Arts Council (T. Gillanders):
 - Casa will be opening in a limited way.
 - The AAC AGM will take place via zoom on March 30th.
- Southern AB Ethnic Association (J. French):
 - SAEA will be opening for dance lessons, karate and small weddings and funerals.
 - Taste of Thailand will take place on March 26th.
 - COVID programming will continue until the end of March.
 - SAEA's new website is up and running.
- Citizen-at-large (P. Warris):
 - A group from the U of L did a zine for Black History Month and the Analog store event was a success.
- Economic Development Lethbridge (E. Crane):
 - The EDL AGM will take place on March 17th.
 - EDL's slide deck presentation on all of Lethbridge Census Metropolitan Area's economic indicators will be available on April 7th. In addition, the next HOC/BRZ joint meeting may be a good opportunity to share the presentation.
 - A. Malcolm will follow-up with Erin.
- Downtown BRZ (T. Steiestol):
 - The BRZ is working on their spring campaign which has a theme of "Businesses Blooming".
- Citizen-at-large (M. Wiebe):
 - The U of L is encouraging and asking students to return to the campus in the fall.
- Citizen-at-large (J. Head):
 - The U of L had their Indigenous Awareness Week the first week of March.
 - Jordan is now working with the School District No. 51 as a consultant.
- Lethbridge Historical Society (L. Johansen):
 - G. Kuhl will be doing a presentation on March 23rd.
 - LHS is awarding local business gift packs to new memberships.
- Urban Revitalization Manager (A. Malcolm):
 - The Chamber will be holding a session tomorrow called "The State of Industry on Retail".
 - New garbage cans will be rolled out slowly and distributed evenly throughout the downtown.
 - The Patio and Parklets Program press release will be released next week.
 - The 3rd Avenue reconstruction will start up again soon.

- Festival Square is at 95% detailed design as of today. The stage component has been removed from the initial design component due to budget constraints however a submission has been made for a federal grant in hopes that the stage component can move forward.
- People are investing in commercial locations and the four (4) year incentive budget may only last one (1) year.
- Galt Gardens security will most likely start as of April 1st.
- Andrew had an interesting conversation with a business owner about her experience with opening up a business in the downtown. A meeting will be arranged for her to share her story with City Administration, the Chamber, BRZ and EDL.

ACTION:	<p>A. MALCOLM:</p> <ul style="list-style-type: none"> ● Request that LPS submit a short written report when they are unable to attend. ● Distribute the document the committee had worked on a few years ago that identified where things were in relation to the HOC Master Plan. ● Add “Committee Membership” discussion to April agenda. ● Activity Grant - Arrange for the subcommittee of E. Crane, J. Stambene and P. Warris to meet within the week for further discussion and add continued discussion to the April agenda. ● Celebrate Downtown - T. Steiestol will take this discussion back to the BRZ Board and submit a letter of interest to lead the event. Add continued discussion to April agenda. ● Follow-up with E. Crane on EDL presentation to HOC/BRZ. <p>HOC COMMITTEE – Discuss committee member composition with perspective organizations.</p> <p>T. STEIESTOL:</p> <ul style="list-style-type: none"> ● Simply Delivery – Testimonials and wrap-up. ● Take the Celebrate Downtown Event discussion to the BRZ Board and submit a letter of interest to lead the event.
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8. NEXT MEETING:

The next regular meeting will be held Wednesday, April 14th, 2021

9. ADJOURNMENT:

Meeting adjourned at 5:40 p.m.

ATTACHMENT 1

MINUTES of a meeting of the **HEART OF OUR CITY COMMITTEE**, held on Wednesday, May 19th, 2021, at 3:30 p.m., Zoom Conference Call with the following in attendance:

- MEMBERS:** Lorien Johansen, Lethbridge Historical Society (LHS) (Chair)
Jackie Stambene, Tourism Lethbridge (Vice Chair)
Sheri Kain, Downtown BRZ
Tara Gillanders, Allied Arts Council
Penny Warris, Citizen-at-large
Erin Crane, Economic Development Lethbridge (EDL)
Jordon Head, Citizen-at-large
Kevin Brees, Citizen-at-large
Ken Harvie, Development Industry
Jackie French, Southern AB Ethnic Association
Melissa Wiebe, Citizen-at-large
- OTHERS:** Andrew Malcolm, Urban Revitalization Manager
Cidnee Lorenz, Recorder
Dominika Wojcik Lethbridge Chamber of Commerce (Not yet Council Ratified)
- REGRETS:** Suketu Shah, Citizen-at-large
-

CALL TO ORDER:

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

1. ACKNOWLEDGE STATEMENT:

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2. ADOPTION OF MINUTES:

E. Crane moved that the minutes of the April 14th, 2021 Heart of Our City Committee meeting be approved as presented.

CARRIED

3. ADOPTION OF AGENDA:

J. French moved that the agenda be approved with the following amendments:

- Update the meeting date to May 19th, 2021.
- Update 6. e) to “HOC/BRZ Joint Meeting – May 14th, 2021”.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES:

- All documents were distributed to the committee with the May agenda package.
- The Simply Delivery discussion did not take place due to the changes with the BRZ Executive Director.

5. **IN CAMERA** – Nothing to note

6. **AGENDA ITEMS:**

a) Lethbridge Police Service Update:

- A. Malcolm will circulate the LPS Report.
- The committee asks that A. Malcolm look into the outcome of the report that LPS had submitted to the Province.
- Administration is working on a temporary washroom strategy where portable washrooms would be placed in different locations around the entire urban core, specifically targeted for the vulnerable population.
- Galt Gardens will continue to be a challenge especially without structured activity in the form of events. In addition, many service providers such as Streets Alive have faced the same COVID restrictions as the rest of the community. Administration continues to work closely with The Watch, security, DOT and LPS to increase patrols.
- University students are currently working on a project to re-envision the landscape of the southwest corner in Galt Gardens.
- Farmers Market - Discussion took place on having the Farmer's Market in Galt Garden's which would allow for more physical distancing and room for vendors. S. Kain will bring this forward to the BRZ Board tomorrow evening and this item will also be added to the joint BRZ/HOC meeting agenda.

-S. Kain joined the meeting at 3:49 p.m.-

b) Downtown BRZ Executive Director Update/Membership:

- Tulene Steiestol is no longer with the BRZ and Melissa Johnson will be filling the Executive Director position on an interim basis.
 - The Celebrate Downtown Event has not been addressed and will be added to the joint BRZ/HOC meeting agenda.
- Erin has submitted her letter of resignation and Mike Prociw has been recommended as the new EDL representative on the HOC. The committee thanked Erin for her many years serving on the committee.

c) Governance Review Implementation Update:

- HOC Terms of Reference – Reviewed and approved by City Council.
- Combining of Real Estate and Land and Downtown/Urban Revitalization portfolio is well underway under a new City department called "Opportunity Lethbridge".
- Review BIA Bylaw:
 - City Clerk's office, City Solicitor, A. Malcom and BRZ Board members will be meeting again next week with the intent to draft a BIA Bylaw.
 - Once the Bylaw is complete, administration will be in the position to support BRZ in developing a more robust policy and procedure to help guide their organization.
 - The intent is to create a simple BIA Bylaw which can then be used as a template for any new BIA.
- Strategic Plan/Work Plan - This project has been delayed due to the recent changes at the BRZ. A. Malcolm will be meeting with M. Johnson next week to get the project back up and running.
- Support for Extended Areas (Warehouse/13th Street N.):
 - Warehouse District - L. Johansen, K. Harvie, E. Crane and A. Malcolm attended a meeting with the Warehouse District and there is a good group of new businesses that are interested in continuing to push for a BIA.
 - 13th Street N – L. Johansen will reach out to the owner of Jonny Bean to let him know that the HOC would be happy to support him and other business owners who are interested in creating a BIA.
- Committee Membership:
 - Discussion took place on different options for committee membership moving forward and points of discussion were as follows:

- Consider replacing Citizen-at-large positions (when their term ends) with a Warehouse District and 13th Street N representative.
 - Shift or define the wording for the Citizen-at-large positions so there is a better understanding of their role.
 - Use the BRZ/BIA to facilitate and reach out to stakeholders.
 - Add two (2) seats and leave structure as is.
 - Focus in on the Governance Review.
 - Engage with the entire community and host a semi-annual community discussion.
- A. Malcolm will arrange a meeting with K. Brees, K. Harvie, L. Johansen and J. Stambene to draft three (3) options which will be presented to the committee next month for a final decision.

-J. Head joined the meeting at 4:26 p.m.-

- d) Activity Grant/Re-Imagine Activity Grant:
 - A. Malcolm, P. Warris, L. Johansen and E. Crane have met several times and have drafted a “Re-Imagined Activity Grant” which was attached for committee review. Points of interest were as follows:
 - One main focus was on the HOC Master Plan and the Personas Project.

-M. Wiebe left meeting at 4:42 p.m.-

- The programs aim is to support businesses, entrepreneurs, organizations and community minded individuals in implementing initiatives, events and programs that seek to activate underutilized and under programmed private public spaces and spaces.
 - A. Malcolm will reach out to D. Wojcik with regards to attending a Virtual Town Hall with the Lethbridge Chamber.
 - The first intake will be postponed to June 25th and A. Malcolm will work with Communications to do the launch.
 - The committee is encouraged to help people put forward applications.
- e) HOC/BRZ Joint Meeting – May 21st:
 - The joint meeting will take place this Friday from 8:00-10:00 a.m.

7. ROUNDTABLE:

- Urban Revitalization Manager (A. Malcolm):
 - Urban Revitalization Manager Updates will become a standing agenda item beginning in June.
 - The CIP deliberations took place last week and a number of downtown related projects were being deliberated.
 - Application for the Pickle Ball Court in Galt Gardens was not supported.
 - The SAAG expansion, Urban Core Public Realm improvement, 5th Street preliminary design work, Civic Common comprehensive site plan for a future Performing Arts Centre and Warehouse District Area Redevelopment Plan were all supported.
 - A final decision should be made in two (2) weeks.

-K. Brees left the meeting at 5:10 p.m.-

- City Council has approved an additional two (2) millions dollars for the Urban Core Incentive Programs.
- A two (2) year pilot program for e-scooters was approved.
- The Community Wellness Strategy Phase 2 roll-out will begin tonight.

- The Transportation Department is looking for a HOC representative to take part in the Transportation Master Plan. L. Johansen will attend the first meeting and let S. Kain know what the expectations are prior to her committing.
- The construction bid for Festival Square just closed and both bids came in over budget.
- Southern AB Ethnic Association (J. French):
 - The Taste of Ukraine To-Go is on May 28th.
 - The Virtual Asian Heritage Festival will take place via zoom on May 22nd.
- Lethbridge Chamber (D. Wojcik):
 - An information session for the new Rapid Testing Initiative between the Chamber and Provincial Government will take place tomorrow and registration information can be found on the Chamber site.
 - All upcoming event information can be found on the Chamber site.
- Economic Development Lethbridge (E. Crane):
 - The Chamber networking event in virtual reality will take place on May 27th.
- Development Industry (K. Harvey):
 - There are a lot of exciting things happening in the urban core including warehouse building improvements, the new medical clinic downtown and 102 Scenic starting construction.
 - The Salvation Army building is available for lease.
- Tourism Lethbridge (J. Stambene):
 - Food Truck Friday will start on May 28th.
 - An antique pop-up will take place on June 5th.
 - The online auction begins June 1st and Jackie will circulate this to the committee.

ACTION:	<p>A. MALCOLM:</p> <ul style="list-style-type: none"> ● Circulate the LPS Report. ● Look into the report that LPS had submitted to the Province. ● Add Farmers Market and Celebrate Downtown to the joint meeting agenda. ● Committee Membership - Arrange a meeting with K. Brees, K. Harvie, L. Johansen and J. Stambene and draft three (3) options for June's meeting. ● Re-Imagined Activity Grant - Reach out to D. Wojcik with regards to attending a Virtual Town Hall. <p>COMMITTEE:</p> <ul style="list-style-type: none"> ● S. Kain – Discuss Farmers Market location change to Galt Gardens with the BRZ Board. ● L. Johansen – Reach out to owner of Jonny Beans regarding 13th Street N BIA and let S. Kain know of the time commitment with regards to the Transportation Master Plan.
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8. NEXT MEETING:

The next regular meeting will be held Wednesday, June 9th, 2021

9. ADJOURNMENT:

Meeting adjourned at 5:28 p.m.

Update for the Heart of Our City – May 19th, 2021

Here is an update to what is happening with the Downtown, from a policing perspective. Over the last month 27 Criminal Code charges were laid. The Downtown Policing Unit and the Community Peace Officers attended 468 occurrences in the Downtown, last month. With the warmer weather we have seen an increase in loitering, drug activity and thefts. We have been addressing these issues with an increased police presence which includes vehicle, bike and foot patrol. In addition, each Police Officer with the Downtown Policing Unit and the Community Peace Officers have all been assigned an area within our beat, which each officer is expected to develop relationships with those businesses and citizens within their assigned areas and are to report monthly any ongoings, negative activity or positive activities that are going on in their area, while still be responsible for the entire beat. With their assigned areas, it gives the Officers more of a vested interest and ownership within their assigned area. If you see an Officer in your area feel free to engage with them and if you have some concerns or great ideas of how to make the area safer and drive down crime, we would love to hear those concerns and ideas.

In the previous 3 weeks, we have had three more CPOs join our team, after being field trained, CPO Singh, CPO Smith and CPO Striegel. In a very short time we will have 2 more CPOs join our team as well. The new CPOs are our 1st experienced CPOs (CPOs that have joined Lethbridge Police Service from other agencies) and they are currently in training. As they are experienced CPOs, their in house training will be shorter and as such we will be able to deploy them to the street/patrols faster. Currently, we are comprised of 7 CPOs (and 9 when our experienced officers hit the street). As for the Downtown Policing Unit it is comprised of 6 Constables, 5 on patrols and 1 working the front counter.

That's it for the DPU and CPO update, however if you have concerns or any questions please feel free to contact me anytime.

Sgt. Mike Williamson