

# Downtown Area Redevelopment Plan

## Capital Project Recommendations

March 2021

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# Engagement Approach

To guide the implementation of the downtown plan over the coming years, City Council has directed administration to take a proactive approach to action DARP-related infrastructure improvement projects within the downtown.

The City conducted a public engagement process, including the formation of an Advisory Committee, to help guide the investment of **\$1.7 million over 10 years** for downtown capital projects in support of the DARP.

## Part 1: Public Consultation October–November 2020

The Public Consultation phase occurred from October 21 to November 30, 2020. Due to COVID-19 health and gathering restrictions, engagement was primarily conducted through an online survey that was available on the project website at [lacombe.ca/DARP](http://lacombe.ca/DARP). Engagement and communications tools also included the creation of informational videos, door-to-door conversations with downtown businesses and organizations, social media blasts, and posters located around the City.

The online survey garnered feedback from **282 participants**. These participants represented a variety of backgrounds including those that live, work, visit, operate a business or own property in downtown, as well as those that live outside of the downtown area.

## Part 2: Advisory Committee January–March 2021

The DARP Advisory Committee was formed in January 2021 to provide focused guidance on how funding should be allocated towards downtown revitalization projects. Members of the public were invited to identify their interest through the public consultation process. The committee members were selected by the City to represent the diverse range of backgrounds, experiences, and interests invested in the revitalization of downtown Lacombe.

The Advisory Committee attended five virtual workshops from late January to early March. The priority project recommendations in this report are the result of these workshop discussions.



### Part 1: Public Consultation



### Part 2: Advisory Committee



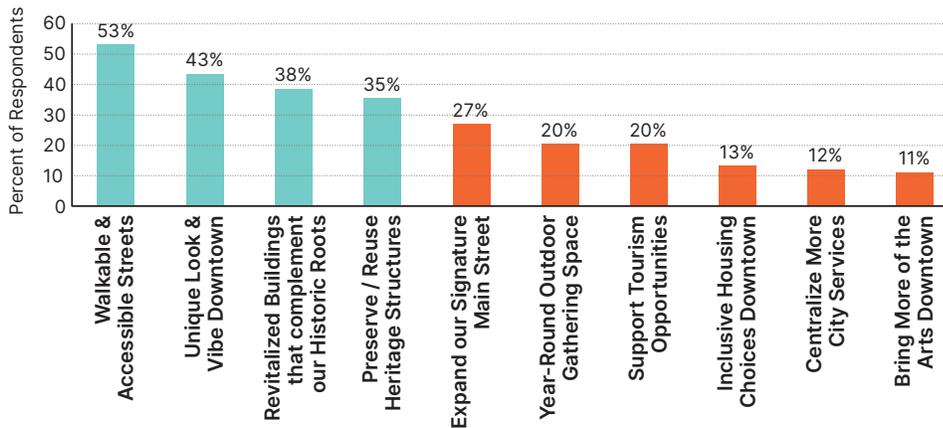
# Part 1: Public Consultation

In the phase 1 public consultation, participants indicated the need for **Walkable & Accessible Streets** to have the greatest impact on future growth downtown, followed closely by the desire to foster a **Unique Look & Vibe Downtown**. Participants also expressed their desire for increased amenities and activities in the downtown, and the need to attract new businesses to address storefront vacancies.

The summary below highlights the key priorities, concerns, and ideas gathered through the public engagement.

## Question Summaries

What will have the greatest impact on Lacombe's downtown future growth?



### Is there anything important missing from the Guiding Principles?

- Desire to increase businesses and shops downtown
- Perceived lack of parking downtown
- Preserve historic buildings, and enhance the historic Main Street
- Improve the quality of streetscapes and sidewalks downtown
- Host downtown festivals, events and activities, increasing the programming of downtown

### What types of projects/actions will benefit downtown most?

- Increase places that attract people downtown, including shops, restaurants, and increased amenities
- Increase “things to do” downtown, including additional festivals, events, programs and activities
- Improve streetscaping and beautification of downtown sidewalks through improved accessibility measures, lighting, garbage bins, benches, street trees and flowers
- Make downtown more pedestrian friendly and walkable, promoting pedestrian-only areas and/or temporarily closed streets for events and festivals

### Are you concerned about the future of downtown?

- Desire to increase the number and diversity of stores, for increased shopping opportunities downtown
- Attract new businesses to fill vacancies, support existing businesses and ensure that the businesses moving in will be active on the weekends and evenings
- Concern with the increasing downtown vacancy rate due to increased closures of businesses and relocations away from downtown

## Part 2: Advisory Committee

The breadth and depth of experience and knowledge about Lacombe’s downtown shared by the DARP Advisory Committee members has been instrumental in this community-driven prioritization process. The energy and commitment displayed by these volunteer members also highlights the great opportunity for stewardship and direction that a committee of citizens can provide to the implementation of the DARP on an ongoing basis in the future.

### Collaborative Decision-Making

To arrive at the final list of recommended projects, the committee worked together over several weeks of collaborative workshops through a number of steps and activities, including:

- **Understanding Community Values:** The review of public insights, consideration of diverse users and audiences, and exploration of the vision for downtown formed a common ground for collective decision-making.
- **Generating Project Ideas:** Using ideas collected from Public Consultation as a departure point, projects were developed based on the desired experiences in the downtown, and the infrastructure required to support those aims.
- **Prioritizing Projects & Investment:** Projects were short-listed through multiple revisions and discussions, and phased based on their level of impact, potential cost-benefit, and leveraging opportunities with other ongoing work.

### Guiding the Future of Downtown

Working from the defined DARP vision, the Advisory Committee established a shared understanding of the goals of downtown and how that could be realized into the future. Together, they defined that the downtown should be:

- Welcoming, inclusive, accessible for all residents and visitors
- Vibrant, alive, busy, and social
- Walkable, active, and safe
- Beautiful, unique, and natural

**Project Criteria:** To guide further prioritization, the following criteria were developed by the committee and considered in the evaluation of projects:

- **Does the project address the vision and priorities of the DARP?**
- **Will the project improve the perception and experience of downtown?**
- **Will the project support the needs of residents and visitors?**
- **Will the project have a long-term impact?**
- **Can projects be leveraged with existing work? (e.g. community initiatives, other planned City work)**

Moving forward, these criteria will also be used to inform future decision-making by the committee.

#### ADVISORY COMMITTEE MEMBERS

**Melissa Blunden**  
Lacombe resident and Lacombe & District Historical Society

**Troy Corsiatto**  
Downtown property owner

**Tracy Duckett**  
Downtown resident

**Peter Bouwsema**  
Downtown property owner

**Tammy & Don Derowin**  
Downtown business owners  
(Reds Source for Sports)

**Kim Kay**  
Downtown business owner  
(Cilantro & Chive)

**Myles Chykerda**  
Lacombe resident and Historical Resources Committee

**Hannah Downton**  
Downtown resident and business owner  
(Downton & Co.)

**Joe Whitbread**  
Downtown business owner  
(Jo(e) Social Media)

# Capital Project Prioritization

# Downtown Capital Project Priorities

These capital project priorities have been selected and recommended by the DARP Advisory Committee to foster the redevelopment and revitalization of Downtown Lacombe over the coming years.

	PROJECT	DETAILS	TIMING	BUDGET ALLOCATION	
SHORT TERM (2021-23)	Public Space	1A <b>Public Space Connector   Part A</b>	Site selection for an informal gathering space	N/A	
		2 <b>String Lights</b>	Lights strung up on 50 Street (50 Ave to 51 Ave)	\$50,000	
		3 <b>Downtown Entry/Landmark Signs</b>	Marking entry points to downtown (Locations and details to be determined through design process)	\$80,000	
	Planning	4A <b>Pedestrian Accessibility &amp; Improvements   Part A</b>	Preliminary design, standards and implementation plan for accessibility upgrades and new street furniture		\$36,000
		5A <b>Let's We Forget Park Surface Upgrade   Part A</b>	Study to determine suitable options to improve durability of skating rink area for continued year-round use		\$10,000
MEDIUM TERM (2024-26)	Parks	6 <b>Tree Asset Management Plan</b>	Strategy for the ongoing management and preservation of Lacombe's green downtown character		\$45,000
		5B <b>Let's We Forget Park Surface Upgrade   Part B</b>	Park surface repairs/upgrades to improve durability of skating rink area for continued year-round use	↑	\$270,000
	Streetscaping	7 <b>Pedestrian Friendly Shared Street</b>	Conversion of 50 Street (50 Ave to 51 Ave) to one-way to reduce traffic and facilitate closures for events		\$250,000
		4B <b>Pedestrian Accessibility &amp; Improvements   Part B</b>	Detailed design/installation and construction of accessibility upgrades and new street furniture, as outlined in Part A		\$400,000
LONG TERM (2027-29)	Public Space	8 <b>Decorative Crosswalks</b>	Feature cobblestone crosswalks to highlight key downtown locations		\$64,000
		1B <b>Public Space Connector   Part B</b>	Gathering space and pedestrian connection located in downtown core to activate Main Street area	↑	\$500,000

**TOTAL: \$1,705,000**

## Ongoing Coordination:

- Locations and project details will be established through future planning and design work, in consultation with the Advisory Committee.
- Projects impacting the streetscape should be considered alongside other ongoing maintenance and capital work to leverage efficiencies and cost savings wherever possible.

## Budget Prioritization:

↑ Indicates projects that should move up the scheduled list should the appropriate strategy/opportunity arise.

If projects come in under budget, funds should be reallocated to expand the quantity/scope of other projects (see page 13 for details).

Cost estimates from the City of Lacombe/  
Stantec Consulting Ltd.

# Project Rationales

The DARP Advisory Committee identified projects that would have the greatest positive impact to enrich and enliven the downtown for all residents and visitors. The following summary outlines initial ideas and recommendations for each project. Details will be determined through future design and development stages.

## 1 Public Space Connector

*A unique opportunity to create a new pedestrian connection, activate Main Street, and act as a catalyst to enliven the downtown for residents and visitors alike.*

### SHORT TERM | Part A: Site Selection

- What is it?**
- Advisory Committee to develop site selection criteria to evaluate potential locations as opportunities arise
  - City and Advisory Committee to actively seek new locations and potential leveraging opportunities

### LONG TERM\* | Part B: Detailed Design / Installation & Construction

- What is it?**
- Build an inviting, beautiful, exciting public space near Main Street
  - Create an accessible walkway between Main Street and back laneway/parking lots
  - Include amenities such as seating, invitations to stay/gather for all ages (e.g. fire pit, games, music), string lighting, murals/art, and plantings

- What outcomes will this enable?**
- Bring more people downtown to socialize together, create a lively community atmosphere, and visit local businesses
  - Improve pedestrian connections to nearby parking
  - Activate back laneways
  - Expand accessibility of downtown activities to all (e.g. barrier-free, free to use)
  - Encourage year-round use of the public realm
  - Opportunity for community stewardship and volunteer programming

**How will it achieve the aims of the DARP?**

#### DARP Guiding Principles

*Create an attractive, safe and comfortable pedestrian environment*

*Provide a central park space/plaza which can serve as a community gathering point throughout the year*

*Establish 50 Avenue as Lacombe's signature Main Street*

*Improve tourism infrastructure and marketing to spur economic development*

#### Public Consultation Priorities

*Walkable & Accessible Streets*

*Unique Look & Vibe Downtown*

*Revitalized Buildings that Complement our Heritage Roots*

*Expand our Signature Main Street*

*Year-round Outdoor Gathering Space*

*Support Tourism Opportunities*

**How will it address the Strategic Plan?**

#### Strategic Plan Goals

*To Improve the Economic Marketing Strategy for the City*

*To Develop a Healthy Retail Sector*

*To Make Lacombe a Walkable City*



\* Note: This project should become a top priority if the appropriate location/opportunity arises.

If there has been no movement on this project after a defined period of time, the budget allocated to this project could be reconsidered by the committee for redistribution among other DARP projects and initiatives.

## 2 String Lighting

Lighting in key locations to create a welcoming evening ambiance.

### SHORT TERM | Installation

- |  |  |
|--|--|
| <b>What is it?</b>                     | <ul style="list-style-type: none"> <li>String lights hung across the streets, sidewalks, or within street trees</li> </ul>   |
| <b>What outcomes will this enable?</b> | <ul style="list-style-type: none"> <li>Create cozy, warm, welcoming feeling when walking around downtown, while enhancing heritage character</li> <li>Encourage evening use of downtown, enabling longer business hours</li> <li>Visually highlight key areas of community gathering and commerce</li> </ul> |

- |  |  |  |
|--|--|--|
| <b>How will it achieve the aims of the DARP?</b> | <b>DARP Guiding Principles</b>   | <b>Public Consultation Priorities</b>  |
|  | <p>Create an attractive, safe and comfortable pedestrian environment</p> <p>Establish 50 Avenue as Lacombe's signature Main Street</p> | <p>Unique Look &amp; Vibe Downtown</p> <p>Expand our Signature Main Street</p> |

- |  |                                    |
|--|------------------------------------|
| <b>How will it address the Strategic Plan?</b> | <b>Strategic Plan Goals</b>        |
|  | To Develop a Healthy Retail Sector |



## 3 Downtown Entry/Landmark Signs

A welcoming signal for visitors to downtown Lacombe.

### SHORT TERM | Detailed Design / Installation & Construction

- |  |  |
|--|--|
| <b>What is it?</b>                     | <ul style="list-style-type: none"> <li>Welcome banners or landmark structures</li> <li>Potential to be movable to highlight various locations and events</li> </ul>  |
| <b>What outcomes will this enable?</b> | <ul style="list-style-type: none"> <li>Provide clear wayfinding marker to locate downtown</li> <li>Opportunity to integrate public art as a photo opportunity</li> <li>Potential to provide community/event information</li> </ul> |

- |  |  |   |
|--|--|---|
| <b>How will it achieve the aims of the DARP?</b> | <b>DARP Guiding Principles</b>   | <b>Public Consultation Priorities</b>                                       |
|  | <p>Create an attractive, safe and comfortable pedestrian environment</p> <p>Develop and promote a strong, unified visual identity</p> <p>Improve tourism infrastructure and marketing to spur economic development</p> | <p>Unique Look &amp; Vibe Downtown</p> <p>Support Tourism Opportunities</p> |

- |  |  |
|--|--|
| <b>How will it address the Strategic Plan?</b> | <b>Strategic Plan Goals</b>  |
|  | <p>To Improve the Economic Marketing Strategy for the City</p> <p>To Develop a Healthy Retail Sector</p> |



Note: Locations should be considered alongside **Decorative Crosswalks** to support a cohesive downtown strategy.

## 4 Pedestrian Accessibility and Improvements

Improve accessibility and street furniture throughout the downtown to create an inviting, distinct, and inclusive pedestrian experience for all.

### SHORT TERM | Part A: Preliminary Design, Standards & Implementation Plan

- What is it?**
- Develop a strategic City document that will:
    - Compile accessibility recommendations from existing standards
    - Identify a common aesthetic for street furniture (bike racks, benches, and garbage/recycling bins)
    - Identify priority locations for new amenities, including potential “parklet” spaces in residential area
    - Provide an implementation strategy based on existing conditions/ inventory and leveraging opportunities
  - Use to guide the detailed design/installation and construction of accessibility and streetscape amenity improvements (see *Part B*)

- What outcomes will this enable?**
- Ensure new street furniture installed supports and enhances a unified downtown identity
  - Guide the location and quantity of street furniture to address gaps in existing street furniture
  - Inform the next level of decision-making to align accessibility improvements with best practices and needs of local users
  - Leverage implementation with other downtown street improvement opportunities for efficiency and cost savings

### MEDIUM TERM | Part B: Detailed Design / Installation & Construction

- What is it?**
- Design and install recommendations (see *Part A*)
  - Accessibility improvements may include mid-block crossings, zebra crosswalks, curb extensions, regular/textured curb ramps, flashing beacons with audible buttons
  - Street furniture improvements may include additional bike racks, benches, and garbage/recycling bins
  - Consider locations to improve access across the entire downtown area, including connections to paths and surrounding areas
  - Consider adding amenities to new “parklet” spaces in residential area
  - Installation must minimize impacts to pedestrians (i.e. placement of amenities with limited sidewalk space)

- What outcomes will this enable?**
- Enhance accessibility beyond the typical City standard
  - Provide a comfortable experience for all users and visitors to access downtown streets and amenities
  - Support walking and biking for people to spend more time downtown
  - Brighten public amenities and promote a unique, distinct character without the need for formal signage

**How will it achieve the aims of the DARP?**

#### DARP Guiding Principles

*Provide a central park space/plaza which can serve as a community gathering point throughout the year*

#### Public Consultation Priorities

*Year-round Outdoor Gathering Space*

**How will it address the Strategic Plan?**

#### Strategic Plan Goals

*To Preserve and Maintain Excellent Existing Green Spaces  
To Develop a Healthy Retail Sector*



*Note: Improvements to accessibility should be the top priority when implementing recommendations.*

## 5 Lest We Forget Park Surface Upgrade

The resurfacing of Lest We Forget Park to support continued community use through all seasons.



### SHORT TERM | Part A: Strategy Development

- What is it?**
- Explore solution options to accommodate skating facilities in the winter, while also minimizing/eliminating ongoing damage to the park for year-round use
  - Solutions may include synthetic ground cover for existing ice rink area (e.g. astro turf, synthetic ice) with imprinted floor games, or investigation into alternate methods to install the ice surface

- What outcomes will this enable?**
- Guide the installation, maintenance, and/or upgrade of ground cover in the park

### MEDIUM TERM | Part B: Implementation & Construction

- What is it?**
- Implementation of recommendations (see Part A)
  - Provide a durable solution to existing infrastructure (i.e. skating facilities in winter, maintenance/growth of grass in summer)
  - Improve drainage and Christmas light conduit connections

- What outcomes will this enable?**
- Facilitate year-round use, from winter skating rink to summer community event space
  - Maintain and improve the quality of this important park space used by local residents

<b>How will it achieve the aims of the DARP?</b>	<b>DARP Guiding Principles</b>	<b>Public Consultation Priorities</b>
	<i>Provide a central park space/plaza which can serve as a community gathering point throughout the year</i>	<i>Year-round Outdoor Gathering Space</i>

<b>How will it address the Strategic Plan?</b>	<b>Strategic Plan Goals</b>
	<i>To Preserve and Maintain Excellent Existing Green Spaces To Develop a Healthy Retail Sector</i>

## 6 Tree Asset Management Plan

A strategy document to support the long-term lifecycle of downtown street trees and preserve the character they provide for generations to come.

### MEDIUM TERM | Strategy Development

- What is it?**
- Proactively outlines a staggered strategy for how/when trees need to be added/replaced in the public realm
  - Provides recommendations to allocate City funds for the renewal of street trees on an ongoing/as needed basis

- What outcomes will this enable?**
- Ensure the unique, green, highly-valued character that trees provide to the downtown area is not lost when trees reach their end-of-life
  - Maintain and improve the comfort provided by trees in the pedestrian environment (e.g. shade, aesthetics, heritage)

**How will it achieve the aims of the DARP?**

#### DARP Guiding Principles

*Create an attractive, safe and comfortable pedestrian environment*

*Develop and promote a strong, unified visual identity*

#### Public Consultation Priorities

*Walkable & Accessible Streets*

*Unique Look & Vibe Downtown*

**How will it address the Strategic Plan?**

#### Strategic Plan Goals

*To Preserve and Maintain Excellent Existing Green Spaces*

*To Make Lacombe a Walkable City*



## 7 Pedestrian Friendly Shared Street

The formation of a pedestrian-focused street for people to gather and support local businesses in the heart of downtown Lacombe.

### MEDIUM TERM | Detailed Design / Installation & Construction

- What is it?**
- Convert street to one-way with angled parking and parklet spaces
  - Periodic closure of street for pedestrian use on designated days/events

- What outcomes will this enable?**
- Create a more comfortable pedestrian environment with reduced traffic on Main Street
  - Encourage walking between businesses/destinations
  - Create a focal point for large events, markets, and festivals

**How will it achieve the aims of the DARP?**

#### DARP Guiding Principles

*Create an attractive, safe and comfortable pedestrian environment*

*Provide a central park space/plaza which can serve as a community gathering point throughout the year*

*Establish 50 Avenue as Lacombe's signature Main Street*

#### Public Consultation Priorities

*Walkable & Accessible Streets*

*Unique Look & Vibe Downtown*

*Expand our Signature Main Street*

*Year-round Outdoor Gathering Space*

**How will it address the Strategic Plan?**

#### Strategic Plan Goals

*To Make Lacombe a Walkable City*

*To Develop a Healthy Retail Sector*

*To Improve the Economic Marketing Strategy for the City*



Note: Locations should be considered alongside Pedestrian Accessibility & Improvements and Decorative Crosswalks to support a cohesive and efficient downtown strategy.

## 8 Decorative Crosswalks

A unique and colourful intervention to brighten key intersections around the downtown.

### LONG TERM | Detailed Design / Installation & Construction

- What is it?**
- Install pavers at key crosswalks using a variety of colours/patterns
  - Provide a durable alternative to painted crosswalks

- What outcomes will this enable?**
- Brighten infrastructure to signal welcome to downtown
  - Aid in the legibility and wayfinding of downtown by highlighting key locations or entry points

**How will it achieve the aims of the DARP?**

#### DARP Guiding Principles

*Create an attractive, safe and comfortable pedestrian environment*

*Develop and promote a strong, unified visual identity*

#### Public Consultation Priorities

*Walkable & Accessible Streets*

*Unique Look & Vibe Downtown*

**How will it address the Strategic Plan?**

#### Strategic Plan Goals

*To Make Lacombe a Walkable City*

*To Develop a Healthy Retail Sector*



Note: Locations should be considered alongside Pedestrian Accessibility & Improvements, Pedestrian Friendly Shared Street and Downtown Entry/Landmark Signage to support a cohesive and efficient downtown strategy.

## Alternate Capital Projects

Should the outlined projects come in under budget or circumstances change, funds should be reallocated to expand the following initiatives:

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### Downtown Entry/Landmark Signs

- Increase signage budget to expand the scale, location, and/or format of entry/landmark sign opportunities

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### String Lighting

- Increase quantity of string lighting on streets/trees

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### Pedestrian Accessibility and Improvements

- Allocate funding towards expansion of accessibility improvements to create a well-connected network throughout the entire downtown area

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### Decorative Crosswalks

- Increase quantity of decorative crosswalks to highlight additional entry points/locations within the downtown

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### Street Trees

- Additional new street trees, beyond the recommendations provided in the *Tree Asset Management Plan*

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## Other Considerations & Recommendations

The Advisory Committee produced several additional recommendations for downtown Lacombe that should be considered in future work:

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### Street Tree Replacement

- Generate policy to commit annual funds to street tree management/replacement

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### Limit Truck Traffic Downtown

- Limit truck traffic and consider no idling bylaw in downtown core to create a more comfortable, clean environment for pedestrians, patio-dwellers, etc.

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### Architectural Guidelines

- Consider strengthening architectural design guidelines to preserve/enhance/support the unique character of downtown Lacombe

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### Activities & Programming

- Work with the Advisory Committee to foster downtown community programming opportunities (e.g. interactive walks, markets, festivals, and other events)
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# Appendix A

# DARP Advisory Committee Terms of Reference

## 1.0 Mandate and Responsibilities

a. The DARP Advisory Committee shall:

- Provide guidance and recommendations on how the vision and goals of the Downtown Area Redevelopment Plan (DARP) can be achieved as the Plan is implemented within downtown Lacombe.
- Identify priority projects in the downtown and reconfirm priorities for every capital budget cycle to ensure implementation efforts align with the current needs of the downtown.
- Inform the development of additional strategies and other planning/design work required to implement DARP actions and recommendations, when deemed appropriate by the City.
- When needed, provide input about the design of approved projects in the downtown, helping bring them into alignment with the vision and goals of the DARP.

b. Members will be expected to:

- Actively participate and respectfully collaborate with other members.
- Provide guidance based on the goals and intent of the DARP.
- Be able to express how recommendations made by the committee furthers the aims of the DARP and will benefit the vibrancy and success of downtown.
- Consider the needs of the diverse range of downtown users.
- Consider the range of interests within the entire downtown area (DARP boundary).
- Balance the needs of current citizens with long term outcomes.

## 2.0 City Involvement

a. The Community Economic Development Manager will be the liaison between the City and the DARP Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

### 3.0 Membership and Qualifications

- a. The Lacombe DARP Advisory Committee shall be comprised of up to seven (7) to twelve (12) citizen members and one (1) member of City Council. The City shall strive to appoint citizens that represent the following background and experience:
  - Residents who live within the downtown area
  - Members who run a business (such as retail shop, restaurant, or professional office) or own property within the downtown area
  - Members who contribute to community organizations operating within the downtown area
  - Residents of Lacombe with an interest and/or knowledge of downtown
  - Residents of Lacombe with an interest and/or knowledge of economic development, municipal governance, or community activation
- b. The Chair shall be nominated and elected by the Lacombe DARP Advisory Committee members for a term of one (1) year. Elections will occur at the last meeting of every year.
- c. Appointments to the committee shall be made following a well-advertised application process.
- d. The Chair shall be responsible for replacing and appointing new members.
- e. If a member misses more than three (3) meetings, the Chair may dismiss the member from the Committee.

### 4.0 Decision Making

- a. The following criteria shall be used by the committee to guide decision-making:
  - *Does the project address the vision and priorities of the DARP?*
  - *Will the project improve the perception and experience of downtown?*
  - *Will the project support the needs of residents and visitors?*
  - *Will the project have a long-term impact?*
  - *Can projects be leveraged with existing work? (e.g. community initiatives, other planned City work)*
- b. Final decisions will be made through a voting process. All citizen members and the chair will have one vote.
- c. In the event of a tie vote the chair will abstain from voting.
- d. The City's liaison will attend all meetings as a non-voting member.

## **5.0 Meeting Frequency and Schedule**

- a.** The Lacombe DARP Advisory Committee shall meet at least twice a year, or as required as opportunities for specific project direction arise. A workplan should be established at the start of each year to inform the frequency of meetings required.
- b.** The duration of the meeting shall be two (2) hours for each scheduled meeting date, or as required.
- c.** The City shall be responsible for the scheduling, coordination, and hosting of meetings.