



**CITY OF LLOYDMINSTER**  
**Governance and Priorities Committee - AGENDA**

Date: March 21, 2022  
Time: 1:30 pm  
Location: Council Chambers

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**Pages**

**1. Call to Order and Silent Moment of Personal Reflection**

The City of Lloydminster and the Council of Lloydminster would like to acknowledge that the chambers in which we are holding today's meeting is situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

We will now pause for a silent moment of personal reflection.

Reminder, all members of Council are obligated to declare a conflict of interest OR a pecuniary interest (as per S. 133 of the Lloydminster Charter) regarding any item on the agenda.

**2. Approval of the Agenda**

**Recommendation:**

That the Agenda dated March 21, 2022 be approved.

**3. Approval of the Previous Meeting Minutes**

4 - 7

**Recommendation:**

That the Governance and Priorities Committee Minutes dated February 14, 2022 be approved.

**4. Public Presentations**

**4.1. Vic Juba Community Theatre Future Expansion Plans**

8 - 27

Presented by: Jen McConnell

**5. Administration Presentations**

**5.1. Lloydminster RCMP Annual Report - 2021**

28 - 38

Presented By: Lee Brachmann

**5.2. Public Safety Annual Report - 2021**

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Presented By: Glenn Alford

**5.3. Fire Services Annual Report - 2021**

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	Presented By: Leigh Sawicki	
5.4.	Intermunicipal Appeal Boards	59 - 89
	Presented By: Doug Rodwell	
5.5.	2020 Outstanding Stormwater Utility – Transfer to Taxes	90 - 92
	Presented By: Karen Dela Rosa	
5.6.	Lloydminster Place Design Update #1	93 - 145
	Presented By: Joel Turcotte	
5.7.	Event Facility Survey Report	146 - 158
	Presented By: Leo Pare	
<b>6.</b>	<b>Governance and Priorities Matters</b>	
6.1.	Taxi and Vehicle for Hire Bylaw Amendment – Fees	159 - 160
	Presented By: Glenn Alford	
6.2.	Recreation Access Policy Review 2022	161 - 178
	Presented By: Patrick Lancaster	
6.3.	Bylaw No. XX-2022 Operating Line of Credit	179 - 183
	Presented By: Denise MacDonald	
6.4.	Investment Policy No. 134-05	184 - 193
	Presented By: Denise MacDonald	
6.5.	Finance Charge Policy No. 134-06	194 - 197
	Presented By: Denise MacDonald	
6.6.	Proposed Area Structure Plan Policy No.: 610-03 and Proposed Neighbourhood Structure Plan Policy No.: 610-02	198 - 219
	Presented By: Natasha Pidkowa	
6.7.	2022 Proclamation Requests	220 - 221
	Presented By: Chelsie Green	
6.8.	Repealing Bylaw – Outdated Bylaws	222 - 224
	Presented By: Chelsie Green	
<b>7.</b>	<b>Inquiries from the Media</b>	
	<b>Recommendation:</b>	
	That the March 21, 2022 Governance and Priorities Committee recess for a short break at ____ PM.	
<b>8.</b>	<b>In Camera Session</b>	



**Recommendation:**

That the March 21, 2022 Governance and Priorities Committee Meeting go into a closed session at \_\_\_\_ PM.

That the March 21, 2022 Governance and Priorities Committee Meeting resume open session at \_\_\_\_ PM.

8.1. Policy Options/Advice (Section 16(1)(a) of LAFOIP)

**9. Adjournment**

**Recommendation:**

That the March 21, 2022 Governance and Priorities Committee Meeting be adjourned at \_\_\_\_\_ PM.



# LLOYDMINSTER

## City of Lloydminster

### Minutes of a Governance and Priorities Meeting

Date: Monday, February 14, 2022  
Time: 1:30 pm  
Location: Council Chambers

Members Present Mayor Gerald Aalbers  
Councillor Aaron Buckingham  
Councillor Michael Diachuk  
Councillor Glenn Fagnan  
Councillor Lorelee Marin  
Councillor Jonathan Torresan  
Councillor Jason Whiting

Staff Present Dion Pollard, City Manager  
Doug Rodwell, City Clerk  
Denise MacDonald, Chief Financial Officer  
Tracy Simpson, Executive Manager, Community Development Services  
Don Stang, Executive Manager Operations  
Marie Pretty, Chief of Staff  
Wendy Leaman, Executive Coordinator  
Leo Pare, Director Communications  
Marilyn Lavoie, Manager Legislative Services  
Chelsie Green, Legislative Services Coordinator

#### 1. Call to Order and Silent Moment of Personal Reflection

Mayor Aalbers called the meeting to order at 1:30 PM.

#### 2. Approval of the Agenda

Motion No.: 22-2022

Moved By: Councillor Whiting

Seconded By: Councillor Buckingham

That the Agenda dated February 14, 2022 be approved.

**CARRIED**

**3. Approval of the Previous Meeting Minutes**

Motion No.: 23-2022

Moved By: Councillor Whiting

Seconded By: Councillor Diachuk

That the Governance and Priorities Committee Minutes dated January 17, 2022 be approved.

**CARRIED**

**4. Administration Presentations**

**4.1 2021 Quarter 4 - Procurement Update**

Administration presented the 2021 Quarter 4 procurement update.

**4.2 2021 Quarter 4 - Governance Document Review**

The Committee was provided with the 2021 Quarter 4 Governance Document Review Report.

**4.3 2021 Quarter 4 - Engineering's Capital Infrastructure Projects Update and 2022 Capital Infrastructure Projects**

Administration provided the Committee with the 2021 Quarter 4 infrastructure projects report, as well as an overview of the 2022 capital infrastructure projects.

**4.4 Parks and Green Spaces Proposed 2021 – 2023 Fees and Rental Rates**

The Committee was provided with the Parks and Green Spaces Proposed 2021-2023 fees and rental rates.

Councillor Torresan left the meeting at 2:12 PM.

**4.5 Arena Visual Identity and Community Engagement Update**

Administration provided the Committee with an update on the Arena Visual Identity and Community Engagement.

Councillor Torresan returned to the meeting at 2:14 PM.

#### **4.6 Offsite Levy Policy and Bylaw No. 25-2025, Offsite Levy Update**

The Committee was provided with an update on the Offsite Levy Policy of the City.

### **5. Governance and Priorities Matters**

#### **5.1 Asset Management Policy and Progress Update**

Administration presented the Committee with an update on the development of an asset management policy.

#### **5.2 Policy No. 110-01 – Recognition from Members of Council**

The Committee reviewed proposed changes to the Recognition of Members of Council Policy.

#### **5.3 Draft Policy No. 110-07 – Ethical Governance & Decision Making**

Administration provided the Committee with proposed updates to the Ethical Governance & Decision Making policy.

#### **5.4 Outdated Policy Repeal**

The Committee was presented with a listing of outdated policies that will be brought forward to a future Council Meeting for decision.

### **6. Inquiries from the Media**

Councillor Buckingham reported that the funeral for a member of the Castor Fire Department will be held tomorrow, with members of the Lloydminster Fire Department attending to show support.

Media requested to speak with Mayor Aalbers.

Motion No.: 24-2022

Moved By: Councillor Diachuk

Seconded By: Councillor Fagnan

That the February 14, 2022 Governance and Priorities Committee recess for a short break at 3:53 PM.

**CARRIED**

### **7. In Camera Session**

The media interviews were conducted and then the February 14, 2022 Governance & Priorities Committee Meeting reconvened at 4:22 PM.

Motion No.: 25-2022

Moved By: Councillor Buckingham

Seconded By: Councillor Diachuk

That the February 14, 2022 Governance and Priorities Committee Meeting go into a closed session at 4:23 PM.

**CARRIED**

Motion No.: 26-2022

Moved By: Councillor Diachuk

Seconded By: Councillor Buckingham

That the February 14, 2022 Governance and Priorities Committee Meeting resume open session at 5:54 PM.

**CARRIED**

**8. Adjournment**

Motion No.: 27-2022

Moved By: Councillor Buckingham

That the February 14, 2022 Governance and Priorities Committee Meeting be adjourned at 5:55 PM.

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MAYOR

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CITY CLERK



The background of the image shows a stage setup. In the center, a large screen displays the 'VIC JUBA COMMUNITY THEATRE' logo in white. The logo features a stylized 'V' with a musical note inside a circle. Below the text, a drum set is visible. Stage lights in blue, red, and yellow are positioned around the stage, casting beams of light. Microphones on stands are also visible.

VIC JUBA  
COMMUNITY  
THEATRE

*Your*

ENTERTAINMENT VENUE

SINCE 2002



# Touch Points

1

## 20TH ANNIVERSARY

Then and now.

3

## CRITICAL CAPITAL

How we're future planning.

2

## PILLARS & PARTNERS

How we operate & with who.

4

## EXPANSION

Our community is growing.



1997



LLOYDMINSTER

*Theatre Advisory Committee*

THINK LLOYD FIRST



# *Institutional Groups*

63% of theatre use allocated to the public and catholic schools along with Lakeland College

# *Community*

37% of theatre use allocated to community events and other rentals



# ENTERTAINMENT VENUE

# Users





"Culture makes people understand each other better. And if they understand each other better in their soul, it is easier to overcome the economic and political barriers. But first they have to understand that their neighbour is, in the end, just like them, with the same problems, the same questions."

— PAULO COELHO







1998



# 2002 *Marks Community Culture Milestone*



**MARCH 21**





**“Whatever you do, do it well. Do it so well that when people see you do it they will want to come back and see you do it again and they will want to bring others and show them how well you do what you do.” - Walt Disney**







# Strategic Pillars

## PEOPLE

Cohesive and collaborative team that is accountable to community needs.. With special focus on volunteerism.

## COMMUNITY

Foster a community of arts & culture to build a reputation for the City of Lloydminster. Provide services to meet community needs.

## SHOW

Deliver live diverse programming of both local and worldly acclaim while focusing on local partners to enhance experience.

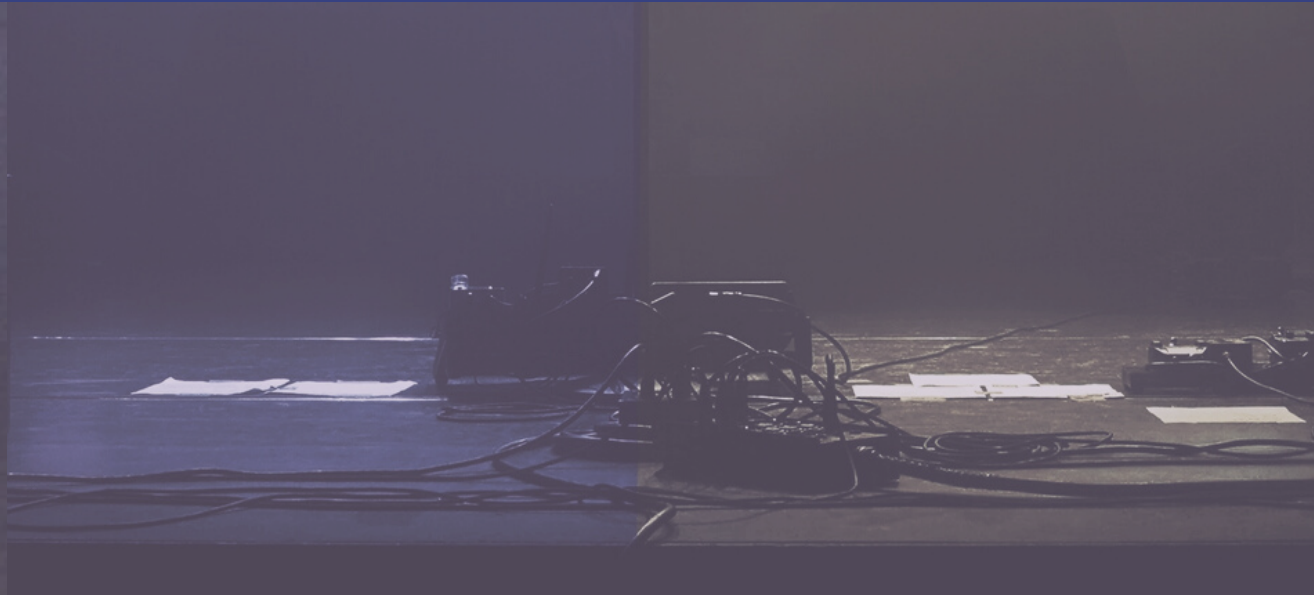
## SUSTAINABILITY

Maintain and exceptional performing arts venue to deliver enhanced entertainment options. Ensure sustainability via fundraising efforts.





# Partners





# VIC CO JUBA COMMUNITY THEATRE

**CRITICAL CAPITAL**



# OPERATIONS IN JEOPARDY

- Emergency Lighting
- Amps
- Projector





**CURRENTLY WE CANNOT HOST SOME EVENTS  
DUE TO THE LACK OF A FULLY FUNCTIONING FACILITY.**



# FUNDRAISING


- Increase guest experience (up-selling)
- Fundraiser events
- Rentals
- Donations
- Grant funding





*Expansion*





# *Black Box & Arts Wing*

In negotiations with Lakeland

# Timeline

## MILESTONES

**2022**

Operational agreement finalized with tri-parties.

**2023**

Review and revise 2021-2023 strategic plan.

Begin renovations and expansion.

**2024**

Launch new 3-year strategic plan.

Complete renovations and expansion.

**2025**

Partner with local groups to fully utilize all spaces and maximize offerings/revenues..



# Upcoming PERFORMANCES

- **Ukrainian Dancing on the Border Festival**
  - March 25-27
- **An Intimate Evening with Johnny Reid**
  - April 3 & 4
- **Zachary Stevenson's Tribute to Buddy Holly**
  - April 6
- **Diyet & The Love Soldiers**
  - Workshop in collaboration with the museum
  - Sings in both English and Southern Tutchone
  - April 10
- **The Presleys: Darren Lee & Robin Kelly**
  - April 11
- **Classic Albums Live - Sgt. Pepper's Lonely Hearts**
  - April 20







Thank  
You!





# Lloydminster RCMP

Update to City Council

Insp. Lee Brachmann

March 21, 2022





# Human Resources Update

- Established positions: 50
- Hard vacancies: 7
- Special leave: 4
- Working: 39





# Statistics

Year End 2021



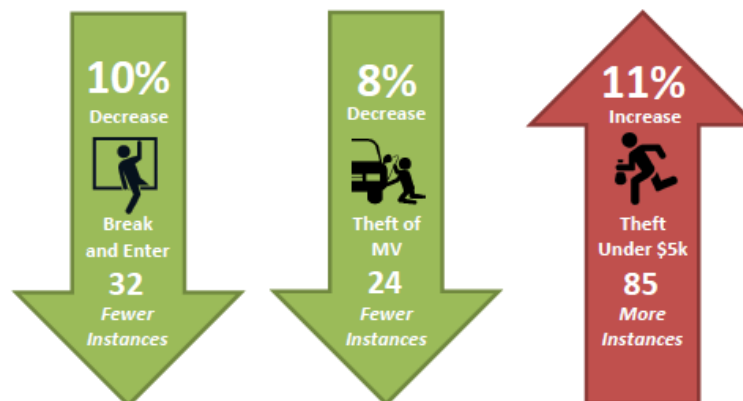


# Current Crime Trends

## Criminal Code Offences



## Select Property Crime





Category	2017	2018	2019	2020	2021
Persons Crimes	766	837	911	1,040	1,289
Property Crimes	3,219	3,666	3,745	3,426	3,927
Other Criminal Code	1,729	1,884	2,255	2,969	2,840
Drugs	282	282	223	234	117
Motor Vehicle Collisions	1,016	840	845	599	631
Provincial Traffic	3,712	2,679	2,890	2,846	2,826
Criminal Code Traffic	384	338	387	440	363
Mental Health Act	334	291	390	522	529



# Detachment Performance Plan

Quarter 3 Update





# Community Engagement

Target	From	Target	Progress to date
Track Lloydminster Youth Drop-in Centre Visits – establish baseline		8	11
Track proactive media releases – establish baseline			16
Enhance engagements with diverse communities	2	4	7







# Enhance Road Safety

Target	From	Target	Progress to date
Decrease total MVCs from 2020 stats by 2%	600	588	503
Increase impaired charges and admin sanctions from 2020 stats by 5%	130	137	74





# Crime Reduction (Property Crime)

Target	From	Target	Progress to date
Decrease person crimes by 5% from 2020 numbers	1,017	966	796
Decrease offensive weapons occurrences by 5% from 2020 numbers	83	79	68
Decrease property crimes by 5% from 2020 numbers	3,404	3,234	2,452





# Detachment Performance Plan

Consultation/Planning


Fiscal Year 2022/23





## Questions and discussion



 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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<b>Subject Matter: Public Safety Annual report 2021</b>
<b>Department: Office of the City Clerk</b>
Presented By: Glenn Alford
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To provide the Committee with the Public Safety Annual Report

**Background:** The City of Lloydminster Public Safety Team is Comprised of four (4) different units: Municipal Enforcement, Automated Traffic Enforcement (Photo Radar), 9-1-1 Lloydminster Operational Communications Centre (LOCC) and the RCMP administrative function which Performs all administrative duties for the RCMP contract.

These units compliment the RCMP service provided to the residents of Lloydminster with some units Providing services to other aspects of the Public Safety function (9-1-1, Bylaw Enforcement & Fire Services)

**Objective:** To Provide the Committee with updated information regarding the activities of each unit that comprises the Public Safety Team.

**Options:**

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Providing a Safe Community. Providing the Committee and the Public with Information and Detail in relation to Public Safety

**Governance Implications:** N/A

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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### Report Approval Details

Document Title:	2021 Public Safety Annual Report.docx
Attachments:	- 2021 Public Safety Report.docx
Final Approval Date:	Mar 15, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard



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# Public Safety Annual Report

2021

March 21, 2022

Glenn Alford, Senior Manager Public Safety

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**Purpose:**

The purpose of this report is to inform Council and the community as a whole of the activities of the Public Safety Department during 2021.

**Department Overview:**

The Public Safety Department consists of four sections as follows;

- Municipal Enforcement
- Automated Traffic Enforcement
- Lloydminster Operational Communications Centre (LOCC)
- RCMP Administration

The first three sections will be detailed in this report. The municipal employees categorized as RCMP Administration are engaged in support of the contracted police service provided by the Royal Canadian Mounted Police. These employees report operationally to the Manager, RCMP Administration and ultimately the Officer in Charge of the Lloydminster Detachment.

**Municipal Enforcement**

Municipal Enforcement employs four Community Peace Officers (CPO). Level 1 officers have authority to conduct vehicle stops and have red/blue lights mounted on their vehicles.

Municipal Enforcement works with all other City departments but primarily with Transportation and Planning to resolve public safety issues and assist with enforcement where required.

The patrol vehicles utilized are equipped with the tools necessary to perform the assigned tasks (animal capture tools, cameras, etc). There are two Sport Utility vehicles and one light duty pickup truck. All patrol units are marked Peace Officer Vehicles and follow existing policies mandated by the Justice & Solicitor General Department from the Province of Alberta. While the primary mandate for Lloydminster Public Safety is the enforcement of bylaws, the officers also enforce certain Alberta and Saskatchewan provincial statutes. The Traffic Safety Act, Gaming, Liquor & Cannabis Control Act, Trespass to Premises Act and Dangerous Dogs Act are the most commonly enforced statutes. The Lloydminster Charter permits the officers to work anywhere in the City of Lloydminster and enforce both Alberta legislation as per their Peace Officer appointments and the reciprocal Saskatchewan legislation.

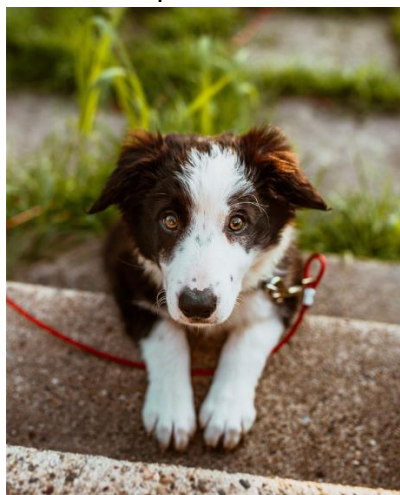


There were 1,713 case reports generated in 2021 which represents a decrease of 175 files over 2020 or just under 1%. Most of these calls were for enforcement of municipal bylaws. The primary bylaws enforced are the Community Standards, Domestic Animal and Traffic Bylaws. The top 5 concerns reported were

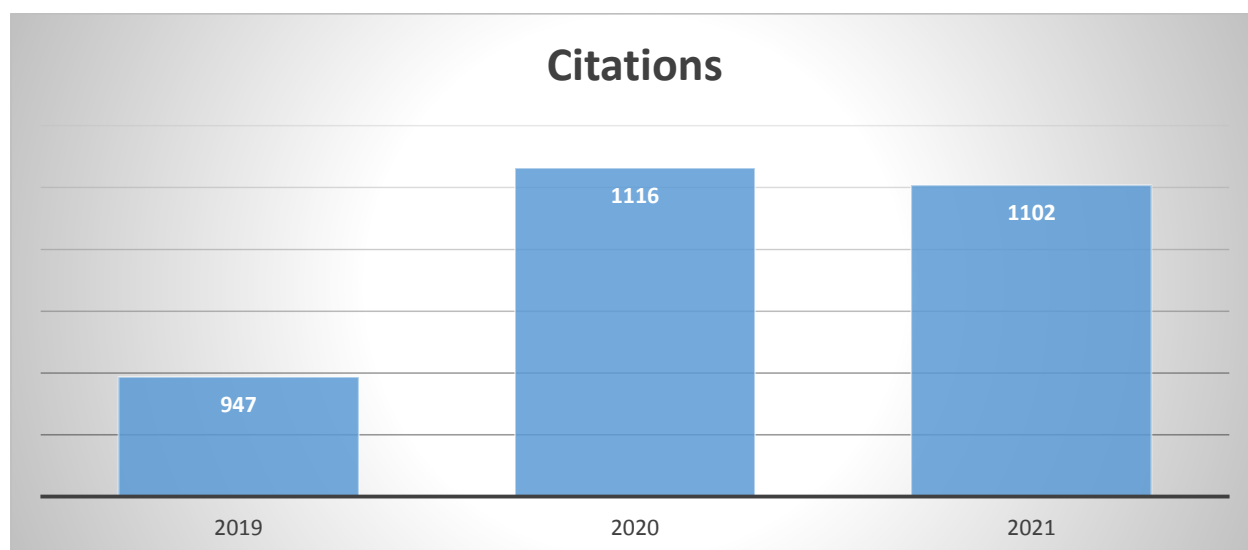
- Parking – 303
- Dog / Cat At Large – 290
- Unsightly Premise – 148
- Dog Barking Excessively – 80
- Animal Protection Act – 71

2021 was a difficult year for all enforcement agencies when involved in enforcing the public health orders. Fortunately, the vast majority of the public complied with these orders and interactions with law enforcement were generally positive.

Peace Officers are responsible for domestic animal control within the City and work with the Lloydminster and District SPCA which is contracted by the City as a pound keeper. The department also assists residents with skunk control by providing traps. Wherever possible, domestic animals are reunited with their owners by the SPCA as part of the agreement with the city. A change to the domestic animal bylaw in 2021 eliminated licencing and instead requires an identification tag with the owner's phone number. This facilitates quick return of any animals that our officers capture without the need to impound them.



During 2021, there were 1102 violation tickets issued which was a decrease of 14 from 2020. This is attributed to an extended officer vacancy during summer 2021. Of note, 135 of these charges in 2020 were for uninsured vehicles or suspended drivers which is a 71% increase over 2020. Part of this increase is the technology available to the Peace Officers in their vehicle. Officers can now access Alberta and Saskatchewan databases to ascertain registration and drivers licence status without having to call via radio to a dispatcher. The Alberta government will be transitioning the majority of traffic violations away from the courts and to an administrative adjudication system through the Provincial Administrative Penalties Act. This will be a transparent process that deals with disputes of any traffic violation penalty issued.



Officers are monitored continuously while on patrol by the Lloydminster Operational Communications Centre. This Centre is responsible for the Peace Officers, Fire Department and the RCMP communications needs as well as being a primary 9-1-1 PSAP Centre.

The Community Peace Officers are scheduled 7 days a week to provide the maximum service to city residents. When a municipal enforcement officer is not available during off hours, the RCMP will respond to matters that require immediate attention. If the matter is not resolved initially, it is turned over to the next Community Peace Officer on duty.

Lloydminster Peace Officers enjoy a good working relationship with other City departments as well as external partners, including the RCMP, Saskatchewan Highway Patrol and County of Vermillion River Peace Officers. The Public Safety Department are co-located within the Lloydminster Municipal RCMP Detachment.

There were two complaints against Peace Officers during the year. One was a public complaint, and one was employer initiated. Both complaints were resolved with operational guidance to the officers involved. As required by Peace Officer program requirements, these incidents were reported to the Alberta Solicitor General Peace Officer Program. The Peace Officer program was satisfied with the investigation and resolution of these incidents.

## Automated Traffic Enforcement

The Automated Traffic Enforcement Unit or more commonly known as Photo Radar has two City of Lloydminster marked vehicles and two full time operators. There are also two casual operators that are trained in the operation of the radar and camera equipment. All Photo Enforcement operators are appointed as Community Peace Officers (Level 2) by the Province of Alberta after having successfully completed the required training. The casual employees fill in as required when the full-time operator is away. The operators work a rotating schedule of days and evenings.

There are 44 zones in the City of Lloydminster that the program operates. The program operated by the City must meet the Automated Traffic Enforcement Guidelines as laid out by the Province of Alberta. These guidelines can be found on the Government of Alberta website at the following website URL;

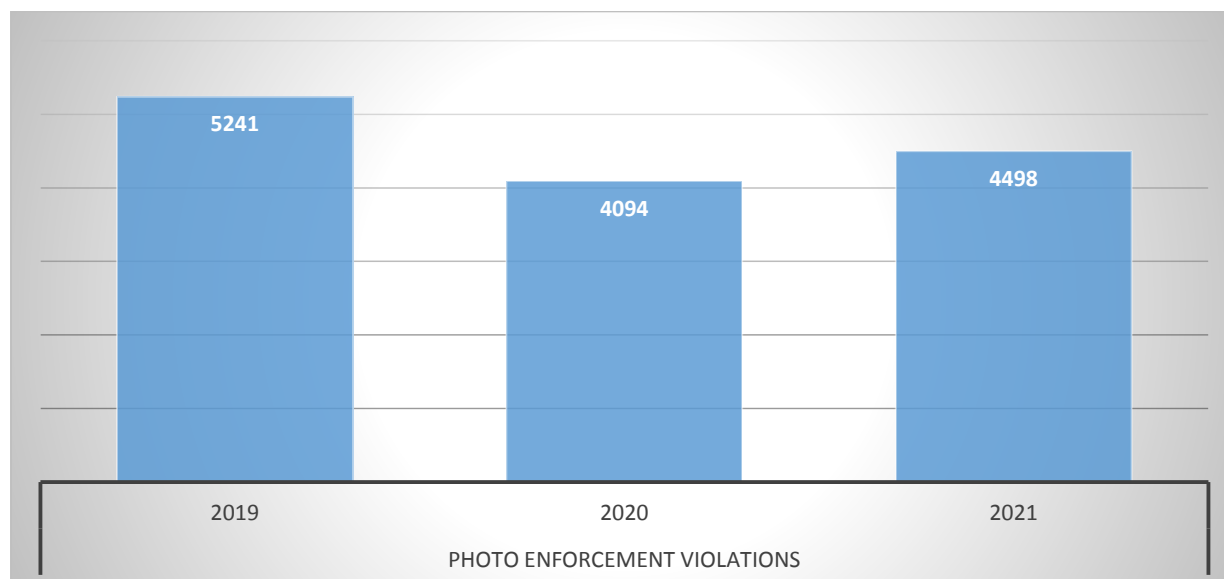
<https://open.alberta.ca/publications/automated-traffic-enforcement-technology-guidelines>



The 44 zones are broken down as indicated below.

- 30 kph – 22 zones
- 50 kph – 14 zones
- 60 kph – 16 zones
- 80 kph – 2 zones

The City of Lloydminster operates speed enforcement technologies only and does not utilize intersection safety devices (red light cameras) currently. The Alberta Justice and Solicitor General's Department in conjunction with the Ministry of Transportation completed their review of the program and issued new guidelines for all municipalities participating in Automated Traffic Enforcement. Compliance dates were provided throughout the year with full implementation by December 1, 2022. The guidelines will be followed by the city and only require minor adjustments which are anticipated to be completed by April 2022.



The total traffic volume monitored by the Automated Traffic Enforcement Unit was 274,629 which was down from 336,466 in 2020. Of this, 4,428 violation tickets were issued to the registered owner. This equates to an overall rate of 1.61% ticketed of the total volume of traffic, compared to 1.22% in 2020.

### **Lloydminster Operational Communications Centre (LOCC)**

Lloydminster Operational Communications Centre (LOCC) provides and manages emergency 9-1-1 services for the City of Lloydminster. It is part of the Alberta 9-1-1 Advisory Association and follows the Alberta 9-1-1 standards. Partial funding for the centre is received from the Alberta Emergency Management Agency.

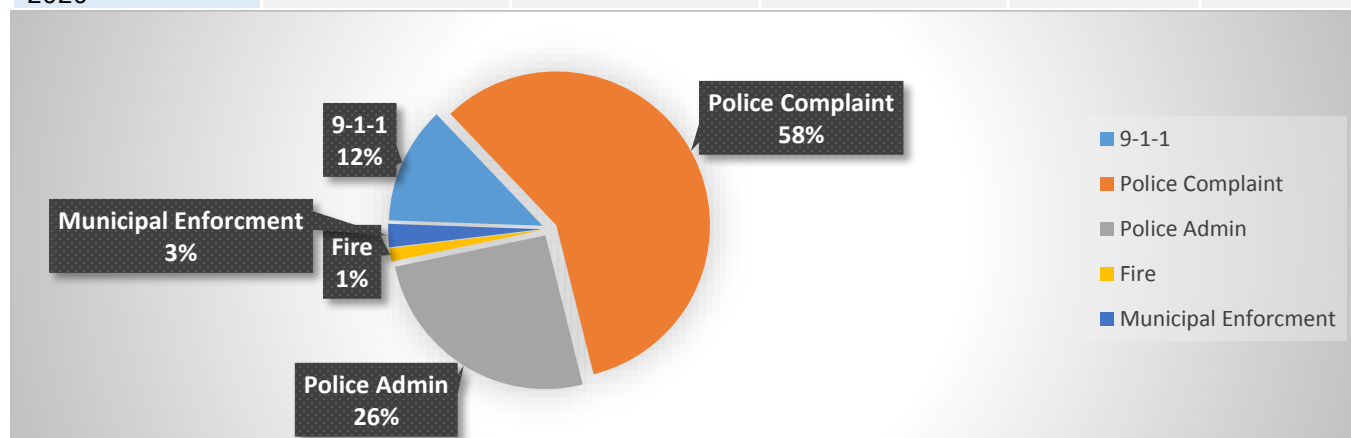
Dial 9-1-1 for any emergency within the City of Lloydminster and you will be connected with emergency assistance for police, fire and emergency medical services (EMS). Once the call taker obtains basic information and determines the assistance required, the call is then directed to the appropriate first responder agency.

The LOCC is located within the RCMP Detachment and is also responsible for answering emergency and non-emergency calls for service and dispatching for the RCMP, Fire Department, and Public Safety Municipal Enforcement section. The LOCC is a 24 hour a day, 7 days a week operational centre that has 2 dedicated full-time dispatchers working 12 hour shifts and is supported with additional casual employees during increased call volume, major incidents, and staff absence due to vacation, training or illness. A plan was put forward in fall of 2021 to staff and additional 4 part time positions to deal with call volume at peak periods.

During 2021, a total of 76,331 telephone calls were received by the LOCC. This represents an overall decrease of 1.5% from 2020.

### 2021 Call Volumes - LOCC

Call Type	9-1-1	Police Complaint	Police Admin	Fire	Municipal Enforcement
Volume	9374	44220	19819	1051	1857
Change from 2020	+13.7%	-14.6%	+18.3%	+28.0%	+272.9%*



- Call volume increase attributed to change in how calls are handled for Municipal Enforcement more accurately reflect actual calls

All calls into the centre are recorded and a sample of these are reviewed by the 9-1-1 Supervisor to ensure call standards quality is met and to use it both as a training tool and to recognize excellent performance by staff.

A secondary 9-1-1 site has been established which is fully operational in the event it is required to evacuate primary centre. This site is located at the City Operations building on 52nd Street. This location meets the Alberta 9-1-1 Standards. In partnership with East Central 9-1-1 (EC9-1-1) located in Wainwright, an agreement was reached with EC9-1-1 to utilize this location as a secondary site for them as well. EC9-1-1 and the City of Lloydminster 9-1-1 Centre provide service to each other in the event of call overflow or in the unlikely event of an equipment failure. During a transition to the back up site, emergency 9-1-1 calls would be routed to and handled by EC9-1-1.

### RCMP Administration Section

As part of the Municipal Policing contract, the City of Lloydminster provides administrative and operational support to the police officers of the Lloydminster RCMP Detachment. The Administrative support consists of a variety of positions that employ 14 full time, 1 part time and 4 casual positions. The Departments within the Administration section include front counter support, head watch

support, records section, exhibit custodian, court liaison officer, and general investigations section coordinator.

### **Summary**

The City of Lloydminster Public Safety team strives to provide the best service possible with the resources available. As Lloydminster continues to grow, annexation is completed and economic activity increases, these challenges will be met by the dedicated staff of the City and the RCMP.

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: 2021 Fire Service Annual Report</b>
<b>Department: Office of the City Clerk</b>
Presented by: Leigh Sawicki
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To provide the Committee with the Fire Service Annual Report

**Background:** The City of Lloydminster Fire Service team consists of two (2) Chief Officers, one (1) administrative assistant, one (1) training officer and forty-eight (48) suppression firefighters consisting of both full-time and part-time members who provide protection to the community from two (2) fire station twelve (12) months of the year.

The operation of the fire service is divided into five service areas.

1. Administration
2. Fire Prevention
3. Public Education
4. Training and
5. Operations

The Fire Service continues to shift from a reactive, response-based model to a proactive model which focuses more on public education and fire prevention. This shift enhances the fire services commitment to improving its response to emergencies, thus reducing property loss, injuries and death from fires and other hazards.

The key goals and initiatives highlighted in the fire master plan will continue to improve our service level delivery and emergency response, thus ensuring that the Lloydminster Fire Service is well positioned to provide a high level of service to our growing and dynamic community.

**Objective:** To provide the Committee with an update regarding the Lloydminster Fire Service operations in 2021

**Options:**

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Providing a Safe Community. Providing the Committee and the public with information and detail related to fire safety.

**Governance Implications:** N/A

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

**Report Approval Details**

Document Title:	Fire Service Annual Report - 2021.docx
Attachments:	- 2021 Fire Service Annual Report.docx
Final Approval Date:	Mar 7, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard





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# Fire Service Annual Report

Annual Report 2021

January 20, 2022

Leigh Sawicki, Fire Chief

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## **Purpose**

The purpose of this report is to inform Council and the community, of the activities of the Lloydminster Fire Service during 2021.

## **Fire Service Overview**

The Lloydminster Fire Service consists of:

- 1 – Fire Chief
- 1 – Assistant Fire Chief
- 1 – FTE Administrative Assistant
- 1 – FTE Training Captain
- 8 – FTE Operational Fire Fighters (4 Captains and 4 Fire Fighters)
- 40 – Part-Time Paid-Call Operational Fire Fighters

Lloydminster Fire Service Fleet

- 3 Fire Engines
- 1 Aerial Platform
- 1 Rescue Truck
- 1 Wildland Truck
- 3 SUV's

## **Calls for Service**

2020 – 642

2021 – 776

## **Fire Inspections**

2020 – 27, plus 21 follow-up inspections

2021 – 119, plus 147 follow-up inspections

## **Fire Investigations**

2020 – 55

2021 – 52

## **Training Hours**

2021 – 3755

## Administration

Each day, 52 staff continue to deliver excellent service in an increasingly all hazard capacity twenty-four hours a day, seven days a week focused on public safety, risk reduction, and emergency management.

To meet the needs of citizens, the Lloydminster Fire Service continuously refines its service delivery model based on the evolving characteristics of the community, assessed levels of risk across the city, demand for services and community expectations.

In 2021, service demands increased 17 per cent to 776 calls, with alarm calls representing approximately 34 per cent and Motor Vehicle Collisions 24 per cent of those calls.

Our priorities for 2022 include continuing to enhance the delivery of high-quality public safety services valued and expected by City residents. This involves constantly evaluating service levels and using information and research to enhance service delivery; ensuring that the right services are provided in the right way for residents; identifying cost savings that benefit taxpayers; capitalizing on opportunities for financial sustainability; and seeking opportunities to increase the positive impact the Lloydminster Fire Service makes in the community.

Internally, we will continue to support employee well-being through emphasizing training and physical and psychological safety.

## Training

In 2020, the Lloydminster Fire Service transitioned to a greater reliance in online learning as COVID-19 precautionary measures were implemented. In person hands-on training sessions were limited to in-station cohorts when necessary.

Specialty programs the Fire Service implemented in 2021 were the creation of a surface water and ice rescue program along with a more robust Hazardous Material Program for remediating dangerous goods incidents.

In May the team started the recruitment process for seven new part-time members to bring our compliment back to forty members. Three recruits came to us already certified, and after a month of skills review were



rotated into the services roster in August. The four other recruits have started their NFPA 1001 training which hope to see completed in early 2022.

In the spring two members took their Professional Responder Instructor training certification in Camrose through Red Cross. This course will allow the team to complete first responder training in house allowing for a cost saving in hiring contract instructors and the flexibility to certify members throughout the year.

The early spring saw 20 members re-certified to the Red Cross First Responder level.

This summer two members went to Kananaskis to take part in the NFPA 1521 Safety Officer Certification. This course allows us to have a greater depth of safety while operating at emergency incidents.

This summer also saw two members take part in a Heavy Rescue course held in Wetaskiwin. Members came back with knowledge on the mitigation of incidents involving tractor trailer and rail incidents which can be used in the city, which has a large truck and rail base.



October saw 30 of our members attend the Vermilion Fire Training School for two days of live fire training both in structural and industrial settings. These days allowed the team to work on fundamental fire skills and our incident command processes.

## Fire Prevention and Investigation

The Fire Prevention and Investigation provides a proactive service to protect life and property. In-station staff are tasked with completing basic fire code inspections to buildings that are accessible to the public.

“

2021 Inspections average 1.5 hours for the initial inspection and an additional hour for each follow-up.

”

The City of Lloydminster has approximately 1100 inspectable buildings where concerns and self-identified issues are prioritized by the fire service in three categories with Priority 1 being a risk to life, Priority 2 being a potential for a risk to life and a Priority 3 being a nuisance in the community.

Fire investigation involves determining the origin, cause, and circumstances of a fire. The findings are reported back to the Saskatchewan Public Safety Agency and Alberta Fire Commissioner for statistical use. Complete and accurate data helps the Lloydminster Fire Service evaluate the effectiveness of existing programs and identify the need for new programs.

“

2021 Investigations average 4.6 hours per fire.

”

Fire incident reports and statistics are used to develop new programs such as Firestop and After the Fire, plan training programs for firefighters, identify necessary improvements to fire safety regulations, identify and plan municipal assistance programs, coordinate investigations with the appropriate agencies of jurisdiction.

## Operations

In the spring of 2021 Fire Services with the help of Engineering and Facilities broke ground on a NEW fire station which will be located on the east side of the city. This fire station was built to replace the aging station located downtown which was well past its service life. This new station will be able to meet the cities operational requirements and ensure the health, safety and wellness of the fire fighters for the next fifty years. The Fire Service teams is looking forward to being operational in this station come early 2022.

The Fire Services team is also proud to advise that twenty-five of thirty-four operational recommendations brought forward in the Fire Services Master Plan have been completed. Of the nine outstanding seven are in progress and two have not be started. The two recommendations that have not been started were related to fire safety programs for 10 to 12 year old's and public sixty-five and older. COVID restrictions over the past two years have hampered our ability to move forward on these initiatives.



In 2021 Fire Services also purchased twenty-eight Self-Contained Breathing Apparatus (SCBA). Lloydminster Fire Department implemented an ever-greening process to ensure that breathing protection evolves with best practices and industry standards. By replacing these front-line operational SCBAs, has improve the safety for firefighters, ensured the team is following industry best practice and that we are ensuring the health and safety of members by implementing individual facepieces for all firefighters.

## Incidents

The department provides a wide range of emergency and non-emergency services to the citizens of Lloydminster. The following data provides a brief overview of these activities. In 2021, the Fire Service responded to a total of 776 incidents which constituted a 17 per cent increase to the overall calls of service during the same period in 2020.

The 64 fires accounted for in 2021 include building, vehicle, garbage and grass type fires. Although there was an estimated \$3.8 million in fire loss, firefighters saved and estimated \$30 million in property and content value from fire loss, a save rate of 89 percent.



## Fire Loss / Save Rate

	2020	2021
Total Population	31400	31582
Number of Fire Incidents	60	64
Fire Incident Rate (per 1000 Population)	1.9	2.0
Loss from Fires (est.)	\$4,075,100	\$3,813,950
Fire Loss Per Capita	\$129.78	\$120.76
Value of Property affected by Fire (est.)	\$61,440,000	\$33,835,000
Value Saved from Fire (est.)	\$57,364,900	\$30,021,050
Percentage of Value Saved	93%	89%

## Alarm call Breakdown

	2019	2020	2021
1 <sup>st</sup> Alarm	495	595	718
2 <sup>nd</sup> Alarm	43	40	49
3 <sup>rd</sup> Alarm	20	7	9

## Summary

Each day the Lloydminster Fire Department strives to provide Lloydminster's communities with exceptional fire and rescue services. The Fire Master Plan will help align our priority goals and initiatives for the years ahead, including the challenges we experience along the way. These key goals and initiatives will advance the Lloydminster Fire Department's work already underway across the organization.

	2019	2020	2021	Percentage of total calls per category	% change from Previous Year
<b>Total Incidents</b>	<b>558</b>	<b>642</b>	<b>776</b>		<b>(+17%)</b>
	2019	2020	2021		% Change
<b>Fires</b>	<b>69</b>	<b>60</b>	<b>64</b>	<b>8%</b>	<b>(+6%)</b>
<b>Alarms</b>	<b>217</b>	<b>269</b>	<b>268</b>	<b>35%</b>	<b>(0%)</b>
<b>Motor Vehicle Collisions</b>	<b>103</b>	<b>140</b>	<b>190</b>	<b>24%</b>	<b>(+26%)</b>
<b>Medical Assist</b>	<b>39</b>	<b>49</b>	<b>108</b>	<b>14%</b>	<b>(+55%)</b>
<b>Dangerous Goods</b>	<b>37</b>	<b>42</b>	<b>41</b>	<b>5%</b>	<b>(-2%)</b>
<b>Burning Complaint</b>	<b>34</b>	<b>30</b>	<b>44</b>	<b>6%</b>	<b>(+32%)</b>
<b>Electrical Hazard</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>1%</b>	<b>(+60%)</b>
<b>RCMP Assist</b>	<b>11</b>	<b>13</b>	<b>12</b>	<b>2%</b>	<b>(-8%)</b>
<b>Other</b>	<b>42</b>	<b>35</b>	<b>39</b>	<b>5%</b>	<b>(+10%)</b>



	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: Intermunicipal Appeal Boards</b>
<b>Department: Office of the City Clerk</b>
Presented By: Doug Rodwell
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To provide the Committee with information on an intermunicipal appeal board for Subdivision and Development Appeal Board (SDAB) and Assessment Review Board (ARB).

**Background:** The administrations of, The County of Vermilion River, Town of Vermilion, The Villages of Kitscoty, Mannville, Paradise Valley, Marwayne and the City of Lloydminster have collaborated to create an Intermunicipal Subdivision and Development Appeal Board (ISDAB) and Regional Assessment Review Board (RARB) framework and agreements.

The City of Lloydminster and its regional partners entered conversations on creating regional collaboration around the development of ISDAB and RARB opportunities. Recently the participating partners were able to finalize those agreements and will be taking the agreements and bylaws to their respective Councils for approval. The regional approach to ISDAB and RARB provides opportunities for collaboration, fostering relationships and creating a regional view on subdivision and assessment appeals. The ability for all the participating municipalities to leverage a single board in both of these appeal streams allows for consistency and reduces the need for municipal duplication. The City of Lloydminster will initially undertake the role of "Appointing Municipality" and will provide administrative oversight and support to the signatories of the agreements.

**Objective:** To provide the Committee with information on intermunicipal appeal boards.

**Options:**

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. By entering into intermunicipal appeal boards, the City of Lloydminster is building regional partnerships.

**Governance Implications:** The development of an intermunicipal appeal board would require approval by Bylaw. Administration has prepared draft Bylaws (attached) to bring forward to a future Council Meeting for decision.

**Budget/Financial Implications:** Costs associated with the ISDAB and RARB are born by the municipality in which the appeal is filed, and the City receives compensation for its role as the “Appointing Municipality”.

**Environmental Implications:** N/A

### Report Approval Details

Document Title:	Intermunicipal Appeal Boards.docx
Attachments:	<ul style="list-style-type: none"> <li>- Draft ISDAB Bylaw.docx</li> <li>- SDAB Bylaw for Alberta Municipalities.docx</li> <li>- ISDAB Agreement 1.docx</li> <li>- Draft Joint ARB Bylaw 1.docx</li> </ul>
Final Approval Date:	Mar 10, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard

BYLAW NO. [REDACTED]/2022

BEING A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND DEVELOPMENT APPEALS BOARD

**AND WHEREAS** Section 7(2) of the Lloydminster Charter declares Part 17 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, to be an approved enactment and to apply to the entirety of the City of Lloydminster, except in respect of intermunicipal disputes and subdivision and replotting in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan;

**WHEREAS** Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

**AND WHEREAS** the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members;

**AND WHEREAS** Section 26 of the *Planning and Development Act, 2007*, S.S. 2007, c. P-13.2 authorizes an approving authority to by bylaw determine and prescribe certain matters with respect to a development appeals board;

**AND WHEREAS** the Council of the City of Lloydminster deems it necessary to establish:

- (a) an intermunicipal subdivision and development appeal board pursuant to the *Municipal Government Act*, and;
- (b) a development appeals board pursuant to the *Planning and Development Act, 2007*.

**NOW THEREFORE** the Council of the City of Lloydminster duly assembled hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the “Intermunicipal Subdivision and Development Appeal Board Bylaw”.

**2. ESTABLISHMENT**

- 2.1. The City of Lloydminster is hereby authorized to enter into an agreement, in the form attached in Schedule “A” to this Bylaw, to establish an Intermunicipal Subdivision and Development Appeal Board and provide for the following:
  - a. The hearing of subdivision and development appeals within the boundaries of the participating municipalities;



- b. The function and duties of the Intermunicipal Subdivision and Development Appeal Board, and;
  - c. The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.
- 2.2. A Development Appeals Board for the City is hereby established pursuant to the *Planning and Development Act, 2007*, S.S. 2007, c. P-13.2, and shall be the Intermunicipal Subdivision and Development Appeal Board established by Section 2.1 of this Bylaw.
- 2.3. Council hereby authorizes the appointment of members to the Intermunicipal Subdivision and Development Board and Development Appeals Board in accordance with the agreement attached as Schedule “A” to this Bylaw.

### 3. GENERAL PROVISIONS

- 3.1. Bylaw No.                                  and all amendments thereto are hereby repealed.
- 3.2. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
- 3.3. This Bylaw shall come into force and effect upon the date it is passed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

BYLAW NO. [REDACTED]/2022

BEING A BYLAW OF [REDACTED] IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members;

AND WHEREAS the Council of [REDACTED] deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of [REDACTED] and other participating municipalities.

NOW THEREFORE the Council of [REDACTED] duly assembled hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the “Intermunicipal Subdivision and Development Appeal Board Bylaw”.

**2. ESTABLISHMENT**

- 2.1. [REDACTED] is hereby authorized to enter into an agreement, in the form attached in Schedule “A” to this Bylaw, to establish an Intermunicipal Subdivision and Development Appeal Board and provide for the following:
- a. The hearing of subdivision and development appeals within the boundaries of the participating municipalities;
  - b. The function and duties of the Intermunicipal Subdivision and Development Appeal Board, and;
  - c. The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.
- 2.2 Council hereby authorizes the appointment of members to the Intermunicipal Subdivision and Development Board and Development Appeals Board in accordance with the agreement attached as Schedule “A” to this Bylaw.

**3. GENERAL PROVISIONS**

- 3.1. Bylaw No. [REDACTED] and all amendments thereto are hereby repealed.

3.2. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

3.3. This Bylaw shall come into force and effect upon the date it is passed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_



**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD  
AGREEMENT DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 (the “Effective Date”)**

BETWEEN

**COUNTY OF VERMILION RIVER**  
(the "County")

- and –

**CITY OF LLOYDMINSTER**  
("Lloydminster")

- and –

**TOWN OF VERMILION**  
("Vermilion")

-and-

**VILLAGE OF KITSCOTY**  
("Kitscoty")

- and –

**VILLAGE OF MANNVILLE**  
("Mannville")

-and-

**VILLAGE OF PARADISE VALLEY**  
("Paradise Valley")

- and –

**VILLAGE OF MARWAYNE**  
("Marwayne")

(Hereinafter collectively referred to as the "Municipalities")

**WHEREAS** the County, Vermilion, Kitscoty, Mannville, Paradise Valley and Marwayne are municipal corporations pursuant to the *Municipal Government Act*, RSA 2000, c. M-26;

**AND WHEREAS** Lloydminster is a municipal corporation pursuant to the *City of Lloydminster Act* and the Lloydminster Charter;

**WHEREAS** Part 17, Section 627 of the *Municipal Government Act* authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

**AND WHEREAS** Section 7(2) of the Lloydminster Charter declares Part 17 of the *Municipal Government Act* to be an approved enactment and to apply to the entirety of the City of Lloydminster, except in respect of intermunicipal disputes and subdivision and replotting in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan;

**AND WHEREAS** the Councils for the respective Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purposes of hearing appeals from subdivision and development appeals as set out herein;

**NOW THEREFORE** in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

## **1. DEFINITIONS**

- a. **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26 as amended from time to time.
- b. **"Appointing Municipality"** means the Municipality responsible for appointing Members of the ISDAB pursuant to Section 5 of this Agreement.
- c. **"Assisting Municipality"** means a Municipality providing administrative resources for an ISDAB Hearing at the request of an Originating Municipality.
- d. **"Clerk"** means a person appointed to act as Clerk for the ISDAB.
- e. **"Council"** means a Council of a Municipality.
- f. **"Intermunicipal Subdivision and Development Appeal Board" ("ISDAB")** means the appeal board established by the Municipalities by this Agreement pursuant to s. 627 and 628 of the Act.
- g. **"Member"** means a member of the ISDAB.
- h. **"Originating Municipality"** means the Municipality within which a subdivision or development appeal arises for which the applicable appeal fee has been paid.
- i. **"Planning and Development Act"** means the *Planning and Development Act*, 2007, S.S. 2007, c. P-13.2;
- j. **"Quorum"** means three (3) members of the ISDAB to act at a hearing.

All other terms used in this Agreement shall have the meaning assigned to them in the Act.

## **2. TERM OF AGREEMENT**

- a. The term of this Agreement shall commence on the Effective Date and continue until terminated in accordance with Section 2 herein.
- b. A Municipality may withdraw from the Intermunicipal Subdivision and Development Appeal Board at any time by providing one (1) year's written notice of termination to each of the other Municipalities. In the event of the withdrawal of a Municipality pursuant to this subsection, the ISDAB shall continue and this Agreement shall remain in full force and effect with respect to the remaining Municipalities.

## **3. ESTABLISHMENT**

- a. The Intermunicipal Subdivision and Development Appeal Board (ISDAB) is hereby established.
- b. The ISDAB has all the powers, duties and responsibilities of a Subdivision Development and Appeal Board under the Act and the Subdivision and Development Regulations passed pursuant to the Act.
- c. The ISDAB Procedures as set out in Schedule "A" are incorporated into and shall form part of this Agreement.

## **4. FUNCTION AND DUTIES**

- a. The ISDAB shall hear all subdivision and development appeals arising within the Municipalities, as set out in Part 17, Division 10 of the Act, in accordance with the requirements of the Act and this Agreement; provided however that the ISDAB shall not be required to or have the authority to hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan unless designated and appointed by City Council to do so in accordance with subsection (c) herein.
- b. The Municipalities acknowledge and agree that City Council may from time to time designate and appoint the ISDAB as the Development Appeals Board for the City pursuant to the Planning and Development Act hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan as required from time to time.

- c. The ISDAB shall, if designated and appointed by City Council as the Development Appeals Board for the City pursuant to the Planning and Development Act also hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan as required from time to time, in accordance with the requirements of the Planning and Development Act.

## **5. APPOINTING MUNICIPALITY**

- a. The City of Lloydminster shall be the Appointing Municipality for the first three (3) years of the Term of this Agreement (the “Initial Appointment”).
- b. Following the expiry of the Initial Appointment Term, the Municipalities shall from time to time select a Municipality to act as the Appointing Municipality (a “Subsequent Appointment”), subject to the selected Municipality’s consent. The term of a Subsequent Appointment shall be established by the Municipalities.

## **6. MEMBERSHIP**

- a. The ISDAB shall consist of seven (7) Members at large appointed by resolution of the Council for the Appointing Municipality of whom no more than one can be a Member of Council of a participating Municipality.
- b. Members shall have:
  - i. Good communication and interpersonal skills;
  - ii. The ability to maintain impartiality, consider arguments, analyze issues or contribute to writing decisions;
  - iii. A basic familiarity with the ISDAB’s jurisdiction and its relationship to the municipality, and;
  - iv. Knowledge and/or experience that will assist the ISDAB in determining appeals before it.
- c. Appointing Municipality shall make reasonable efforts to attract candidates and appoint Members who are resident in each of the participating Municipalities. Notwithstanding the foregoing, Council for the Appointing Municipality may appoint a Member who is not a resident of any of the participating Municipalities if:
  - i. The Appointing Municipality does not receive a sufficient number of applications from candidates who are residents of the participating Municipalities, or;
  - ii. In the opinion of the Appointing Municipality the Member has particular qualifications, skills or experience which will assist the ISDAB in determining appeals before it.



- d. Up to three (3) Members may be appointed by resolution of the Appointing Municipality as alternate Members to fill a vacancy on the ISDAB caused by an absence, retirement or resignation of a Member at large, to allow the ISDAB to continue to conduct business to ensure quorum requirements are fulfilled.
- e. No person shall be appointed as a Member of the ISDAB who is; an employee of a participating Municipality, carries out subdivision and development powers, duties and functions on behalf of a participating Municipality or is a member of a Municipal Planning Commission of a participating Municipality.
- f. In the event a Member vacancy occurs on the ISDAB, Council for the Appointing Municipality may by resolution appoint an individual to hold office for the remainder of the term of the vacated Member position.
- g. The Appointing Municipality may, by resolution remove a Member from the ISDAB at any time if:
  - i. In the majority opinion of Council for the Appointing Municipality or the majority opinion of the ISDAB, a Member is not performing their duties satisfactorily in accordance with this Agreement and the Act, or;
  - ii. A Member is absent for more than three (3) consecutive meetings of the ISDAB without reasonable excuse.
- h. Upon the decision of Appointing Municipality or ISDAB to remove a member a written notice will be provided to the member and parties to this agreement.
- i. The Appointing Municipality may, by resolution, appoint additional Members to the ISDAB for a specific short period of time, as the Council for the Appointing Municipality sees fit, in order to ensure that the ISDAB will have a quorum for a meeting and/or a hearing.
- j. Members are expected to participate in any training offered by the Municipalities or the Province, to assist them in carrying out their duties as Members of the ISDAB.
- k. Members shall adhere to the Member Rules of Conduct as set out in Schedule "B" to this Agreement.

## **7. TERM OF OFFICE**

- a. The term of office for Members shall be three (3) years.
- b. Members may be reappointed by the Appointing Municipality for one (1) or more additional terms subject to their written application to do so in accordance with an advertised request for ISDAB Members.

- c. Any Member may resign from his position on the ISDAB by sending written notice to the Chair of the ISDAB and Council for the Appointing Municipality
- d. The Chair and Vice Chair may resign from their positions on the ISDAB by sending written notice to Clerk of the Appointing Municipality.

## **8. ISDAB CLERK**

- a. Each Municipality's Council may designate one or more person(s) to act as Clerk for the ISDAB in their respective Municipality.
- b. The responsibilities of the Clerk for the ISDAB are as follows:
  - i. ensure all statutory requirements of the ISDAB are met,
  - ii. inform all statutory parties of the appeal hearing in accordance with the Act;
  - iii. inform all affected parties of the appeal hearing in accordance with the Act;
  - iv. compile all necessary documentation for distribution to the Members;
  - v. attend all ISDAB appeal hearings;
  - vi. provide services for the recording of the proceedings of the ISDAB and for retention of exhibits, including all written submissions to the ISDAB;
  - vii. prepare the minutes for the ISDAB hearing, including the names and addresses of all parties making representations to the ISDAB;
  - viii. communicate decisions of the ISDAB to the affected parties in accordance with the Act; and
  - ix. such other matters as the ISDAB may direct.
- c. In the case of subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan, the responsibilities of the Clerk for the ISDAB, as set out in subsection (b) herein, shall be subject to such modifications as are required to comply with the requirements of the Planning and Development Act.

## **9. MEMBER REMUNERATION**

- a. Members shall be entitled to such remuneration, travelling and other expenses, as may be fixed from time to time by the Appointing Municipality

## **10. ADMINISTRATION**

- a. The Appointing Municipality will provide the administrative resources, including the ISDAB Clerk, for ISDAB hearings. Notwithstanding the foregoing, an Originating Municipality may request that another Municipality act as an Assisting Municipality and provide the administrative resources, including the ISDAB Clerk, for an ISDAB hearing.
- b. In the event that a Municipality agrees to act as an Assisting Municipality for an ISDAB hearing the Originating Municipality shall be required to reimburse the Assisting Municipality in accordance with Section 9 of this Agreement.
- c. The fee for an appeal will be the fee as set by the Council of the Originating Municipality, as the case may be, from time to time. A refund of the appeal fee may be granted by the Originating Municipality in its sole discretion if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the appeal hearing being sent out provided however that nothing in the foregoing shall relieve the Originating Municipality's from its responsibility for the costs of the appeal in accordance with Section 9 of this Agreement.
- d. ISDAB hearings will be held at the municipal office of the Originating Municipality or such other location as determined by the Originating Municipality or Assisting Municipality, as the case may be, and advertised in accordance with the Act or Planning and Development Act from time to time.

## **11. ISDAB COSTS**

- a. Each Municipality shall pay an administrative fee in the amount of two hundred and fifty dollars (\$250.00) dollars per annum throughout the term of this Agreement (the "Annual Fee") to the Appointing Municipality, as contribution to the Appointing Municipality's administrative and other costs and expenses with respect to the appointment of Members and general operations of the ISDAB. The Annual Fee shall be payable by each of the Municipalities no later than the 30<sup>th</sup> day of March during each year of the Term of the Agreement regardless of whether or not an appeal has been filed in a Municipality in any given year, and is in addition to and does not replace the costs and expenses referred to in paragraphs (b) and (c) below.

- b. All costs and expenses incurred by the Appointing Municipality with respect to training ISDAB Members, advertising, including administrative costs and any legal or other fees the Appointing Municipality may incur (the “Training Costs”), shall be paid by each of the Municipalities to the Appointing Municipality on a cost recovery basis. The Training Costs shall be payable by the Municipalities on a pro rata basis, with each Municipality paying an equal share of such costs.
- c. All ISDAB costs and expenses which relate to a particular appeal, including the administrative cost of holding the hearing and any legal or other costs that are incurred by the ISDAB, shall be paid by the Originating Municipality to the Appointing Municipality or to the Assisting Municipality on a cost recovery basis.

## **12. GENERAL**

- a. Headings in this Agreement are for reference purposes only.
- b. Words in the masculine gender will include the feminine gender whenever the context so required and vice versa.
- c. Words in the singular shall include the plural or vice versa whenever the context so requires.
- d. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.



**IN WITNESS WHEREOF**, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below

**COUNTY OF VERMILION RIVER**

**CITY OF LLOYDMINSTER**

Per: \_\_\_\_\_  
Reeve

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

Per: \_\_\_\_\_  
Chief Administrative Officer

**TOWN OF VERMILION**

**VILLAGE OF MARWAYNE**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

Per: \_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF KITSCOTY**

**VILLAGE OF MANNVILLE**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Chief Administrative Officer

Per: \_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF PARADISE VALLEY**

Per: \_\_\_\_\_  
Mayor

\_\_\_\_\_

Per: \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_

## **SCHEDULE "A"**

### **INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES**

#### **1. DEFINITIONS**

Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*, RSA. 2000, Chapter M-26, as amended (the "Act").

- 1.1. **"Agreement"** means the Intermunicipal Subdivision and Development Appeal Board Agreement dated the Effective Date of the ISDAB Agreement.
- 1.2. **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Intermunicipal Subdivision and Development Appeal Board and paid the applicable appeal fee.
- 1.3. **"Board"** means the ISDAB.
- 1.4. **"Clerk"** means the person(s) appointed to act as Clerk for the ISDAB.

#### **2. APPLICATION**

- 2.1 These procedures shall apply to all meetings of the ISDAB.

#### **3. TRAINING**

- 3.1 All Members shall receive training as ISDAB Members in accordance with the requirements of the Act.
- 3.2 The Appointing Municipality at its discretion may retain legal counsel to provide training or advice before, during or after a hearing as the case may be, the costs of which shall be paid by the Municipality within which the appeal arises in accordance with Section 9 of the ISDAB Agreement.

#### **4. PANEL AND CHAIR**

- 4.1 When a hearing is required, the panel of Members to hear the appeal will be selected by the Clerk of the ISDAB based on Member availability and experience.
- 4.2 The Clerk will use his/her best efforts to assign to the panel a Member(s) residing in the Municipality from which the appeal originated.
- 4.3 The ISDAB will appoint a Chair and Vice-Chair during the first meeting of the ISDAB in each calendar year during the term of this Agreement.

4.4 The Chair shall be responsible for the conduct of the hearing and for ensuring the hearing is conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice.

4.5 If the Chair is absent for any reason from a hearing, the Vice Chair shall preside.

## **5. QUORUM**

5.1 Three (3) Members shall constitute a quorum of the Board.

## **6. DECISIONS**

6.1 Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Board. The Clerk shall not participate in the making of a decision on any matter before the Board.

6.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board. In the event of a tie vote, the appeal shall be denied.

6.4 If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision of the matter.

6.5 An order, decision, approval, notice or other thing made, given or issued by the Board shall be signed by the Chair or Vice Chair or his or her designate.

## **7. APPEAL HEARINGS AND PROCEDURE**

7.1 The Board shall hear, consider and decide all subdivision and development appeals arising within the Municipalities, as set out in Part 17, Division 10 of the Act, in accordance with the requirements of the Act and the Agreement; provided however that the ISDAB shall not be required to or have the authority to hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan unless designated and appointed by City Council to do so in accordance with the Agreement.

7.2 The Board shall, if so required by the Agreement, hear, consider and decide all subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan in accordance with the requirements of Planning and Development Act.

7.3 Members of the public in attendance at a hearing:

- (a) shall address the board through the Chair;
- (b) shall maintain order and quiet; and

- (c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.

7.4 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be removed. The Chair may request assistance from a Peace Officer to remove the person.



**SCHEDULE "B"**  
**ISDAB MEMBER RULES OF CONDUCT**

1. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
2. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of s. 170 of the Act shall apply, substituting the term "Member" for the term "Councillor".
3. No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant or any parties that appear before the Board.
4. Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove him/herself from participating a Board Member in the hearing of the appeal.
5. When hearing subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan in accordance with the requirements of Planning and Development Act, Members shall ensure that they comply with the requirements of s. 2(2) of the Planning and Development Act as they relate to conflict of interest and financial interests.
6. Members shall:
  - (a) not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
  - (b) keep *in camera* discussions of Board and legal advice provided to the Board confidential, except where required to disclose that information by law;
  - (c) attend all Board hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
  - (d) participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.

BYLAW NO. \_\_\_\_\_/2022

BEING A BYLAW OF [MUNICIPALITY], IN THE PROVINCE OF ALBERTA, TO ESTABLISH JOINT ASSESSMENT REVIEW BOARDS FOR THE COUNTY OF VERMILION RIVER, CITY OF LLOYDMINSTER, TOWN OF VERMILION, VILLAGE OF KITSCOTY, VILLAGE OF PARADISE VALLEY AND THE VILLAGE OF MARWAYNE;

WHEREAS Section 455 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes two or more municipal councils to agree to jointly establish the local assessment review board or the composite assessment review board or both to have jurisdiction in their municipalities;

AND WHEREAS Section 410 of the Lloydminster Charter, as amended, authorizes Council of the City of Lloydminster to by bylaw establish a local assessment review board or composite assessment review board or both;

AND WHEREAS the Council of [municipality] deems it necessary to establish a joint local assessment review board and a joint composite assessment review board to hear assessment complaints within the municipal boundaries of the County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Dewberry, Village of Paradise Valley and the Village of Marwayne;

NOW THEREFORE the Council of [municipality] duly assembled hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the “Joint Assessment Review Boards Bylaw”.

**2. DEFINITIONS**

- 2.1. In this Bylaw, unless the context otherwise requires, the following definitions apply:

- (a) “Appointing Municipality” means the Municipality responsible for appointing Members pursuant to Part 4 of this Bylaw;
- (b) “Assisting Municipality” means a Participating Municipality providing administrative resources for a Hearing at the request of an Originating Municipality;
- (c) “Charter” means the Lloydminster Charter;
- (d) “Clerk” means the designated officer appointed as the clerk of the Joint Assessment Review Boards in accordance with section 456 of the *Municipal Government Act* and section 414 of the Charter;
- (e) “Hearing” means a hearing of a Joint Assessment Review Board;

- (f) “Joint Assessment Review Boards” means the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board;
- (g) “Joint Composite Assessment Review Board” means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(2) of the *Municipal Government Act* or, in the case of the City of Lloydminster, s. 419(2) of the Lloydminster Charter;
- (h) “Joint Local Assessment Review Board” means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the *Municipal Government Act* or, in the case of the City of Lloydminster, s. 419(1) of the Charter;
- (i) “Member” means a member of the Joint Assessment Review Boards as appointed by the Appointing Municipality;
- (j) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- (k) “Originating Municipality” means the Participating Municipality within which a complaint arises for which the applicable complaint fee has been paid;
- (l) “Participating Municipalities” means the County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Dewberry, Village of Paradise Valley and the Village of Marwayne;
- (m) “Regulations” means the applicable regulations established under the *Municipal Government Act* or the Lloydminster Charter as the case may be.

### **3. ESTABLISHMENT**

- 3.1. The Councils of the Participating Municipalities hereby jointly establish a Joint Local Assessment Review Board to exercise the functions of a Local Assessment Review Board in their municipalities.
- 3.2. The Joint Local Assessment Review Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board under the provisions of the *Municipal Government Act* and Lloydminster Charter in respect of assessment complaints made by taxpayers of the Participating Municipalities.
- 3.3. The Councils of the Participating Municipalities hereby jointly establish a Joint Composite Assessment Review Board to exercise the functions of a Composite Assessment Review Board in their municipalities.
- 3.4. The Joint Composite Assessment Review Board shall have jurisdiction to exercise the functions of a Composite Assessment Review Board under the provisions of the *Municipal Government Act* and Lloydminster Charter in respect of assessment complaints made by taxpayers of the Participating Municipalities.



- 3.5. The Joint Assessment Review Boards shall adhere to the Joint Assessment Review Board Procedures as set out in Schedule "A".

#### **4. MEMBERSHIP**

- 4.1. The Joint Assessment Review Boards shall consist of        (        ) Members at large appointed by resolution of the Council for the Appointing Municipality at its Annual Organizational Meeting. Members shall be appointed for a one (1) year term and in a manner such that the expiry dates of their appointments are staggered. For further clarity, Council hereby delegates its authority to appoint Members to the Appointing Municipality.
- 4.2. The Appointing Municipality shall be designated by resolution of the Councils of the Participating Municipalities, which resolution shall establish the term of the Appointing Municipality.
- 4.3. All Members must meet the qualifications prescribed in the *Municipal Government Act*, the Lloydminster Charter, and the Regulations.
- 4.4. All Members shall be considered jointly appointed to both the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
- 4.5. Council for the Appointing Municipality shall make reasonable efforts to attract candidates and appoint Members who are resident in each of the Participating Municipalities. Notwithstanding the foregoing, Council for the Appointing Municipality may appoint a Member who is not a resident of any of the Participating Municipalities if:
- (a) Council for the Appointing Municipality does not receive a sufficient number of applications from candidates who are residents of the Participating Municipalities;
  - (b) In the opinion of Council for the Appointing Municipality, the Member has particular qualifications, skills or experience which will assist the Joint Assessment Review Boards in determining complaints before them.
- 4.6. Up to three (3) Members may be appointed by resolution of Council for the Appointing Municipality as alternate Members to fill a vacancy on the Board caused by an absence, retirement or resignation of a member at large, to allow the Joint Assessment Review Boards to continue to conduct business to ensure quorum requirements are fulfilled.
- 4.7. No person shall be appointed as a Member of the Joint Assessment Review Boards who is:
- (a) an employee of a Participating Municipality;
  - (b) an assessor on behalf of a Participating Municipality;

- (c) a designated officer having authority to grant or cancel tax exemptions or deferrals under the *Municipal Government Act* or Lloydminster Charter;
  - (d) a person who regularly acts for assessed persons or taxpayers during the assessment complaint process or at hearings before a panel of any assessment review board or the Municipal Government Board; or
  - (e) a member of Council of a Participating Municipality.
- 4.8. Council for the Appointing Municipality may, by resolution, remove a Member from the Joint Assessment Review Boards at any time if:
  - (a) In the opinion of Council for the Appointing Municipality, a Member is not performing their duties satisfactorily in accordance with this Bylaw and the *Municipal Government Act* or the Lloydminster Charter as the case may be; or
  - (b) A Member is absent for more than three (3) consecutive meeting of the Joint Assessment Review Boards without adequate excuse.
- 4.9. In the event Council for the Appointing Municipality is considering the removal of Member, Council for the Appointing Municipality shall provide the Member or the Member's representative a reasonable opportunity to be heard by Council for the Appointing Municipality and thereafter provide the Member with a decision in writing with reasons.
- 4.10. Council for the Appointing Municipality may, by resolution, appoint additional Members to the Joint Assessment Review Boards for a specific term of up to 3 months, as the Council for the Appointing Municipality sees fit to ensure the Joint Assessment Review Boards will have a quorum for a Hearing.
- 4.11. Members shall adhere to the Member Rules of Conduct as set out in Schedule "B" to this Bylaw.
- 4.12. Any Member may resign as a Member of the Joint Assessment Review Boards by sending written notice to Council for the Appointing Municipality.
- 4.13. Before participating in a Hearing all Members are required to complete the training requirements defined in the *Municipal Government Act*, the Lloydminster Charter, and the Regulations.
- 4.14. At the direction of the Chair, Members must participate in any training offered by the Participating Municipalities or the Province, to assist them in carrying out their duties as Members of the Joint Assessment Review Boards.

## **5. CHAIR**

- 5.1. The Chair of the Joint Assessment Review Boards shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organizational Meetings for a one year term.
- 5.2. The Chair of the Joint Assessment Review Boards shall be jointly appointed as the Chair of the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
- 5.3. The Chair may delegate any of the powers, duties or functions of the Chair to another Member but not a provincial Member of a panel of the Joint Composite Assessment Review Board.
- 5.4. In addition to any other duties and functions prescribed in the *Municipal Government Act* and the Lloydminster Charter, as the case may be, and the Regulations, the Chair:
  - (a) When a Hearing is to be held, shall convene a panel to hear the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be;
  - (b) Shall ensure that all Hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the *Municipal Government Act* or Lloydminster Charter, as the case may be, and the rules of natural justice;
  - (c) Is authorized to rule that evidence presented at a Hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence;
  - (d) Shall prescribe training programs for Members; and
  - (e) May limit a submission if he determines it to be repetitious.
- 5.5. The resolution referred to in Section 5.1 herein shall prescribe the remuneration and expenses, if any, payable to the Chair of the Joint Assessment Review Boards

## **6. QUORUM**

- 6.1. Where a panel of the Joint Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial Member.
- 6.2. Where a panel of the Joint Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

## **7. CLERK**

- 7.1. The Clerk shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organization Meetings.



7.2. The responsibilities of the Clerk are as follows:

- (a) ensure all statutory requirements of the Joint Assessment Review Boards are met;
- (b) inform all affected parties of a Hearing in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be;
- (c) inform all statutory parties of a Hearing in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be;
- (d) compile all necessary documentation for distribution to the Members;
- (e) attend all Hearings;
- (f) provide services for the recording of the proceedings of the Joint Assessment Review Boards and for retention of exhibits, including all written submissions to the Joint Assessment Review Boards;
- (g) prepare the minutes for Hearings, including the names and addresses of all parties making representations to the Joint Assessment Review Boards;
- (h) communicate decisions of the Joint Assessment Review Boards to the affected parties in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be; and
- (i) such other matters as the Joint Assessment Review Boards may direct.

## **8. DECISIONS**

- 8.1. Only Members present for the entire Hearing shall participate in the making of a decision on any matter before the Joint Assessment Review Boards.
- 8.2. The decision of the majority of Members present at the meeting shall be deemed to be the decision of the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.
- 8.3. In the event of a tie vote, the complaint shall be dismissed.

## **9. MEMBER REMUNERATION**

- 9.1. With the exception of the Chair, Members shall be entitled to such remuneration as may be fixed from time to time by Council for the Appointing Municipality. For further clarity, Council hereby delegates its authority to prescribe the remuneration and expenses, if any, payable to Members to the Appointing Municipality.

## **10. ADMINISTRATION**

- 10.1. The Originating Municipality will provide the administrative resources for a Hearing. Notwithstanding the foregoing, an Originating Municipality may request that another Participating Municipality act as an Assisting Municipality and provide the administrative resources for a Hearing.
- 10.2. In the event that a Participating Municipality agrees to act as an Assisting Municipality for a Hearing the Originating Municipality shall be required to reimburse the Assisting Municipality in accordance with Part 11 of this Bylaw.
- 10.3. The fee for a complaint will be the fee as set by the Council of the Originating Municipality, as the case may be, from time to time. A refund of the complaint fee may be granted by the Originating Municipality in its sole discretion if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the Hearing being sent out provided however that nothing in the foregoing shall relieve the Originating Municipality's from its responsibility for the costs of the complaint in accordance with Part 11 of this Bylaw.
- 10.4. Hearings will be held at the municipal office of the Originating Municipality or such other location as determined by the Originating Municipality or Assisting Municipality, as the case may be, and advertised in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be, from time to time.

## **11. JOINT ASSESSMENT REVIEW BOARD COSTS**

- 11.1. Each Participating Municipality shall pay an administrative fee in the amount of two hundred fifty (\$250.00) dollars per annum throughout the term of this Agreement (the "Annual Fee") to the Appointing Municipality, as contribution to the Appointing Municipality's administrative and other costs and expenses with respect to the appointment of Members and general operations of the Joint Assessment Review Board. The Annual Fee shall be payable by each of the Participating Municipalities no later than the 30<sup>th</sup> day of March during each year this Bylaw remains in effect regardless of whether or not a complaint has been filed in a Participating Municipality in any given year, and is in addition to and does not replace the costs and expenses referred to in subsections (b) and (c) below.
- 11.2. All costs and expenses incurred by the Appointing Municipality with respect to training Members, including administrative costs and any legal or other fees the Appointing Municipality may incur (the "Training Costs"), shall be paid by each of the Participating Municipalities to the Appointing Municipality on a cost recovery basis. The Training Costs shall be payable by the Participating Municipalities on a pro rata basis, with each Participating Municipality paying an equal share of such costs.
- 11.3. All Joint Assessment Review Board costs and expenses which relate to a particular complaint, including the administrative cost of holding the Hearing and any legal or other fees the Joint Assessment Review Board may incur, shall be paid by the Originating Municipality to an Assisting Municipality on a cost recovery basis.

## **12. GENERAL PROVISIONS**

- 12.1. Bylaw                      and all amendments thereto are hereby repealed.
- 12.2. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
- 12.3. This Bylaw shall come into force and effect upon the date it is passed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

## **SCHEDULE A**

### **JOINT ASSESSMENT REVIEW BOARD PROCEDURES**

#### **1. HEARINGS**

- 1.1. The Joint Assessment Review Boards shall hold a public hearing respecting the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.2. The Joint Assessment Review Boards shall give notice of the hearing in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.3. The Joint Assessment Review Boards shall make available for public inspection prior to the hearing all relevant documents and materials respecting the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.4. The Joint Assessment Review Boards shall hear from parties in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.5. The Joint Assessment Review Boards shall hear complaint in public, but it may at any time recess and deliberate in camera.
- 1.6. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
- 1.7. The Joint Assessment Review Boards shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 1.8. The Joint Assessment Review Boards shall give a written decision together with the reasons for the decision in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.

#### **2. CONDUCT AT HEARINGS**

- 2.1. Members of the public in attendance at a hearing:
  - (a) shall address the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be, through the Chair;
  - (b) shall maintain order and quiet; and
  - (c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.



- 2.2. The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request the assistance from a Peace Officer to remove the person.

**SCHEDULE "B"**  
**MEMBER RULES OF CONDUCT**

**1. PECUNIARY INTEREST**

- 1.1. A Member of the Joint Assessment Review Boards must not hear or vote on any decision that relates to a matter in respect of which the Member has a pecuniary interest.
- 1.2. A Member has a pecuniary interest in a matter to the same extent that a councillor would have a pecuniary interest in the matter as determined in accordance with the *Municipal Government Act* or the Lloydminster Charter, as the case may be.
- 1.3. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a pecuniary interest in the matter before the panel, the Members shall immediately disclose their pecuniary interest, and shall immediately recuse themselves from the proceedings. If the panel still has quorum as defined in this bylaw and the *Municipal Government Act* or the Lloydminster Charter, as the case may be, after the Member's recusal, it may continue to hear the complaint. If the panel does not have quorum as defined herein after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the complaint.

**2. CONFLICT OF INTEREST**

- 2.1. Where a Member of the Joint Assessment Review Boards is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member must absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
  - (a) Declares a conflict of interest; and
  - (b) Describes in general terms the nature of the conflict of interest.
- 2.2. The Clerk shall cause a record to be made in the Minutes of the Member's absence and the reasons for it.
- 2.3. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a conflict of interest in the matter before the panel, the Member shall immediately disclose that they are in a conflict of interest, and shall immediately recuse themselves from the proceedings. If the panel still has a quorum as defined in this bylaw and the *Municipal Government Act* or Lloydminster Charter, as the case may be, after the Member's recusal, it may continue to hear the complaint. If the panel does not have quorum as defined herein after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the complaint.
- 2.4. For further clarity, a Member has a conflict of interest in respect of a matter before the Joint Assessment Review Boards when the member is of the opinion that:

- (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
- (b) Substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of the matter.

### 3. **MEMBER CONDUCT**

#### 3.1. A Member shall:

- (a) not discuss any matter under complaint with any party to that complaint, outside of the formal hearing process;
- (b) keep in camera discussions of the Joint Assessment Review Boards and legal advice provided to the Joint Assessment Review Boards confidential, except where required to disclose that information by law; and
- (c) attend all Joint Assessment Review Boards hearings to which he has been assigned unless prior written consent has been received from the Chair.

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: 2020 Outstanding Stormwater Utility – Transfer to Taxes</b>
<b>Department: Operations</b>
Presented By: Karen Dela Rosa
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To inform the Committee of the Stormwater Utility customer accounts for the year ending 2020 that have outstanding amounts owing to the City of Lloydminster.

**Background:** Stormwater Utility revenue covers the cost of operating the City’s stormwater infrastructure and allows the City to fund reserves for future capital projects. Properties connected to City utilities are charged the Stormwater Utility fee on their monthly utility bill. Properties that are not connected to City utilities are billed annually in January of the following year. Property owners are given one (1) year to settle the outstanding amounts prior to the transfer to the tax roll.

Currently there are thirty-two (32) properties, from twenty (20) accounts owing Stormwater Utility charges for 2020. The total outstanding amount is \$38,394.98.

Administration will present a recommendation for Council’s consideration at a future Regular Council Meeting that the total outstanding amount of \$38,394.98, including finance charges, listed in Table 1 – 2020 Outstanding Stormwater Utility Charges, be transferred to the 2022 property tax roll of the Property Owner.

Notification letters were mailed to Property Owners on March 1, 2022, to inform them that Administration has begun the process to transfer the outstanding 2020 Stormwater Utility charges to their 2022 tax roll if the outstanding amount is not paid by March 31, 2021.

**Objective:** The transfer of outstanding Stormwater Utility charges to the property tax roll is intended to recover \$38,394.98 in arrears, including finance charge.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. Revenue generated from the Stormwater Utility provides funding for operating the stormwater system and future capital projects.



**Governance Implications:** The *Lloydminster Charter* defines the Stormwater Utility as a public utility. Any charges in relation to a public utility are an amount owing to the City by the owner of the property receiving the benefit.

**Budget/Financial Implications:** The transfer will enable the City to collect the amounts owed in Stormwater Utility charges. The City anticipates that \$38,394.98 in outstanding Stormwater Utility Charges including finance charge will be recovered.

**Environmental Implications:** N/A

### Report Approval Details

Document Title:	2020 Outstanding Stormwater Utility – Transfer to Taxes.docx
Attachments:	Table 1 – 2020 Outstanding Storm Water Utility Charges.pdf
Final Approval Date:	Mar 15, 2022

This report and all of its attachments were approved and signed as outlined below:

Don Stang

Doug Rodwell

Dion Pollard

**Table 1 - 2020 Outstanding Stormwater Utility Charges**

<b>Roll Number</b>	<b>2020 Amount Owning</b>
11009480000	\$40.79
11017350000	\$6,192.00
12039000000	\$1,548.00
21112800000	\$1,548.00
21112800000	\$6,192.00
21112997000	\$1,548.00
21112997000	\$1,548.00
21112200000	\$1,548.00
21112100000	\$1,548.00
21103556000	\$6,192.00
21103557000	\$3,354.00
21101155000	\$40.79
21181270000	\$62.41
21105290000	\$64.50
21181086000	\$590.59
21181225000	\$1,548.00
21181854000	\$1,467.59
22163300000	\$161.39
22181830000	\$40.79
22181910000	\$40.79
22181935000	\$40.79
22182497000	\$40.79
22184529000	\$40.79
22184570000	\$40.79
12023305000	\$167.70
11010005000	\$167.70
21181856000	\$2,515.50
21112750000	\$64.50
22301043000	\$40.79
<b>Total</b>	<b>\$38,394.98</b>

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: Lloydminster Place Design Update #1</b>
<b>Department: Community Development Services</b>
Presented By: Joel Turcotte
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To provide the Committee with the first design update for the new event facility project, Lloydminster Place.

**Background:** Administration has been working with the consultant TBD Architecture & Urban Planning (TBD) on the first stages of design details for Lloydminster Place, the new event facility project.

During the initial planning meeting, the City team and TBD worked to define our vision for the facility – *a place that celebrates the people, recreation, sport, and entertainment in Lloydminster*. The vision of an Event District is one that *supports the delivery of best-in-class opportunities for guests and provides an innovative space for purposeful programming that will maximize the value for the people of Lloydminster*. The site will have the potential to be activated 365 days a year and deliver opportunities 52 weeks of the year for people to visit Lloydminster.

Since awarding the contract to TBD in July 2021, the Project Team has completed facility tours of relevant facilities, completed two sessions of stakeholder engagement meetings with primary and secondary stakeholders of the facility, evaluated several sites and proposed the East Site location to Council at the January 6, 2022 Special Council Meeting where Council approved the site, and most recently prepared a temporary brand for the facility called Lloydminster Place, and launched a public engagement survey for how Lloydminster residents will experience the new facility.

With the site being selected, the Project Team has proceeded with investigating some substantial design options that will impact the size, the budget, and the overall design of the facility. The presentation attached elaborates on the design options that the Project Team is recommending for the facility, specifically with regards to the configuration of the bowl and capacity, premium seating options, and dressing room layouts.

**Objective:** To obtain the Committees feedback on the first design considerations for the new event facility.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.

3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Managing our Environment and Infrastructure.

**Governance Implications:** N/A

**Budget/Financial Implications:** The budget for the detailed design phase of the project is detailed in the table below.

**Funding Sources**

• Approved Capital Project No. 2074008 Architecture Services only	\$1,447,350.00	
• 10% Contingency	\$144,735.00	
		<b>\$1,512,350.00</b>

**Consultant Costs**

• Approved costs to date	\$301,893.91	
		\$301,893.91

**Miscellaneous Costs**

• Change Order #1 Sponsorship Package	\$20,000.00	
• Change Order #2 Climate Lens Assessment	\$45,000.00	
		\$65,000.00

Total Incurred to Date	\$366,893.91
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<b>Remaining Budget</b>	<b>\$1,145,456.09</b>
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**Environmental Implications:** N/A

**Report Approval Details**

Document Title:	Lloydminster Place Design Update 1.docx
Attachments:	- 2022 03 21 Design 1 Presentation.pdf
Final Approval Date:	Mar 14, 2022

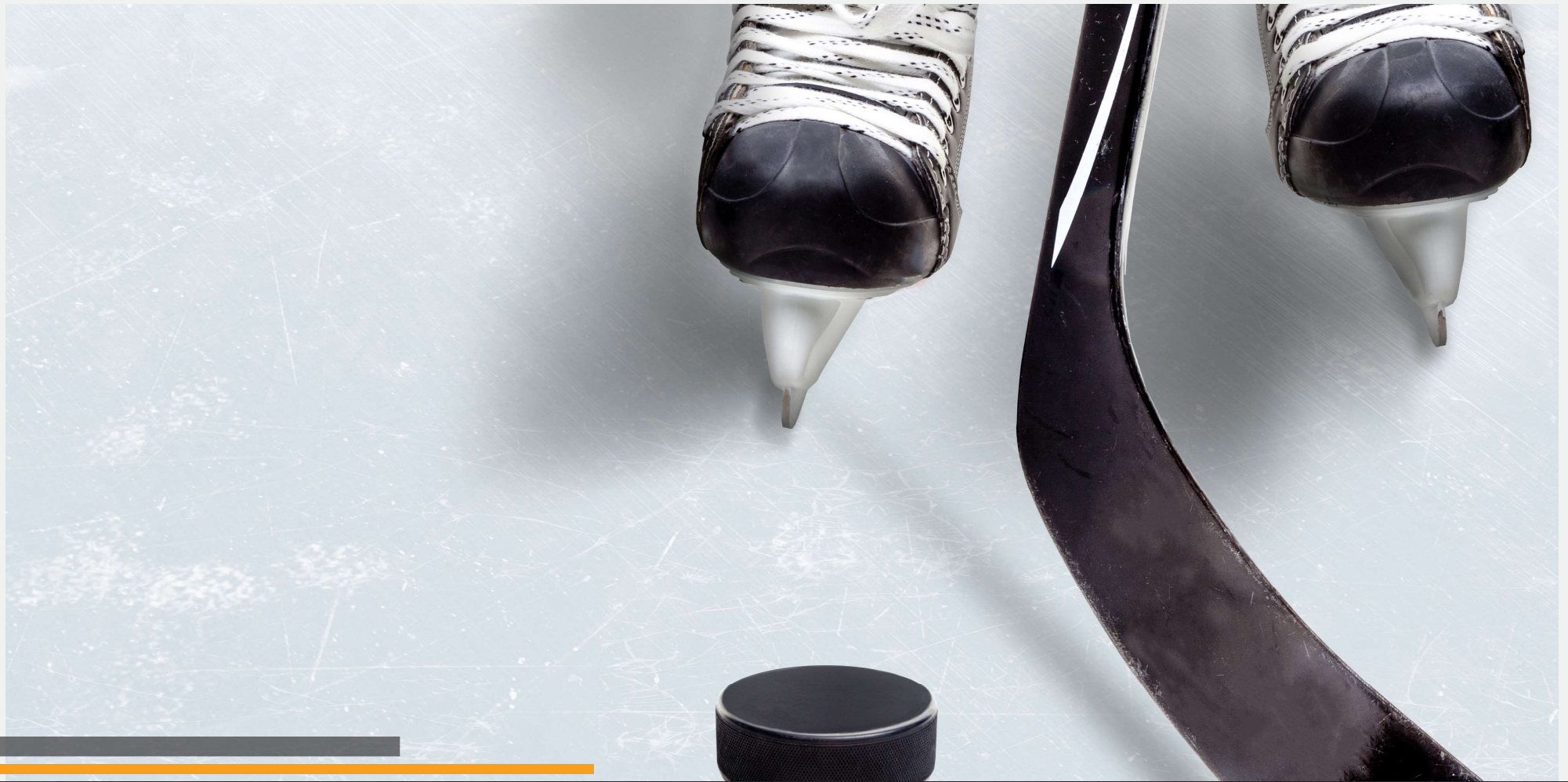
This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Doug Rodwell

Dion Pollard





# LLOYDMINSTER DESIGN UPDATE #1

MARCH 21, 2022





## AGENDA

PROJECT MISSION VISION VALUES

BOWL CONFIGURATION AND CAPACITY

SPECIALITY SEATING OPTIONS

DRESSING ROOMS

NEW DESIGN UPDATES

LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 3



LLOYDMINSTER



## Mission

We are building a **vibrant** and alive **celebration** of people, place, recreation, sport and entertainment. We deliver best in class opportunities for guests local and from away. With **thoughtfully crafted design** and **purposeful programming** we maximize the total value for the people of Lloydminster today and in the future.



## Vision

We are where **great moments happen** in Rural Alberta/Saskatchewan. We are **activated** 365 days a year for our community and **deliver opportunity** 52 weeks a year for people to visit Lloydminster.



# Values



## Clear and Accountable

We are communicative, well informed, based in fact and data, and we are accountable and honest. Always.

## Engaging

We connect with stakeholders, we engage partners, we welcome new thoughts, and we make informed decisions by listening.

## Built for Us

We build solutions that meet the needs of our community. This is our facility, and it is built by our community and for our community.

## Sustainable

We build sustainable solutions that drive value and efficiency that meets the needs of our community today and for future generations.

## Responsible

We manage the community investment with a relentless commitment, transparency and truth.

## Entrepreneurial & Innovative

We lead each day with an entrepreneurial spirit and courageous promise to delivering the best way possible.

## Inclusive

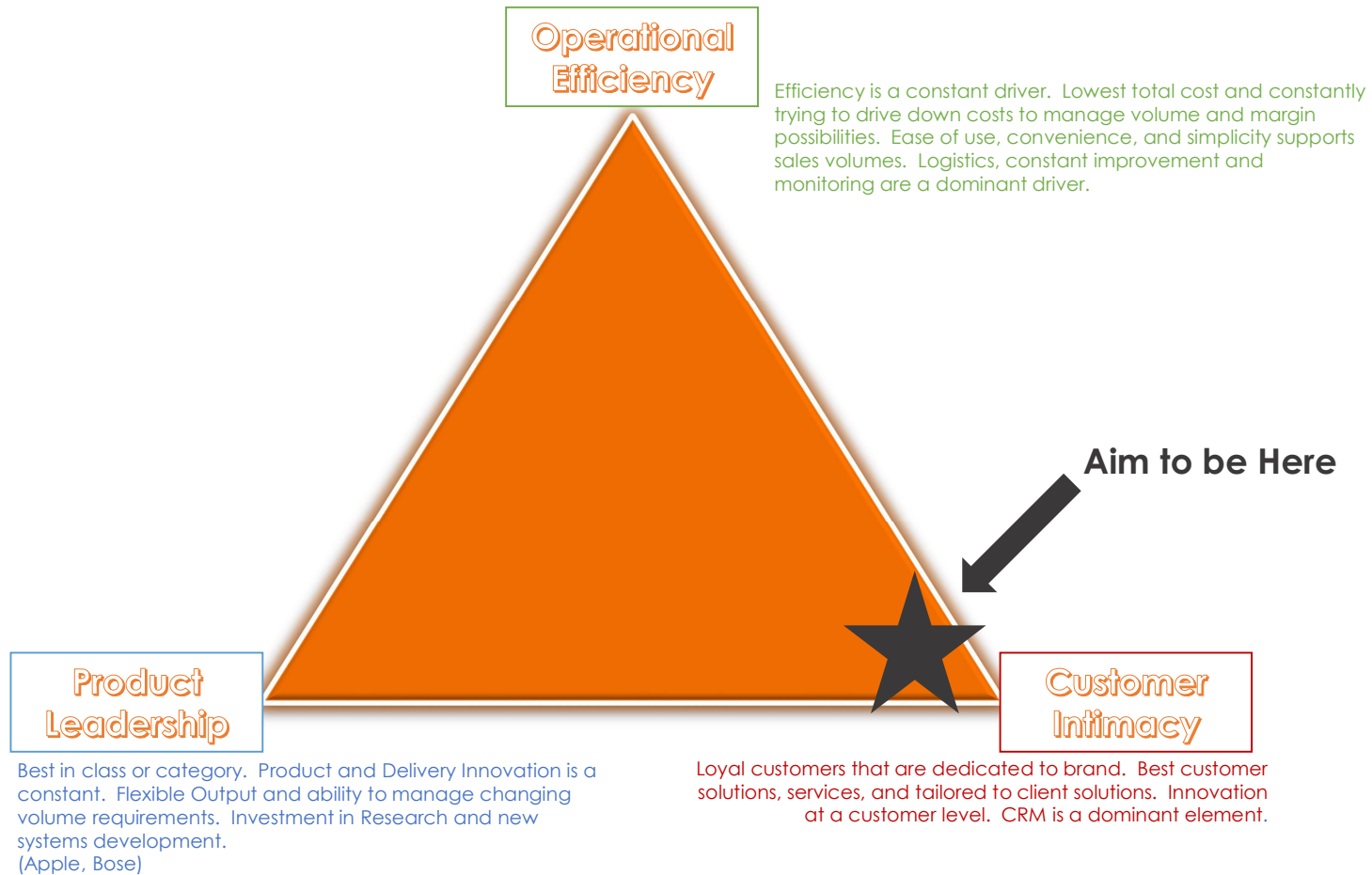
Everyone, always, and all the time. We are welcoming, inviting, and fair. Our facility includes all people.

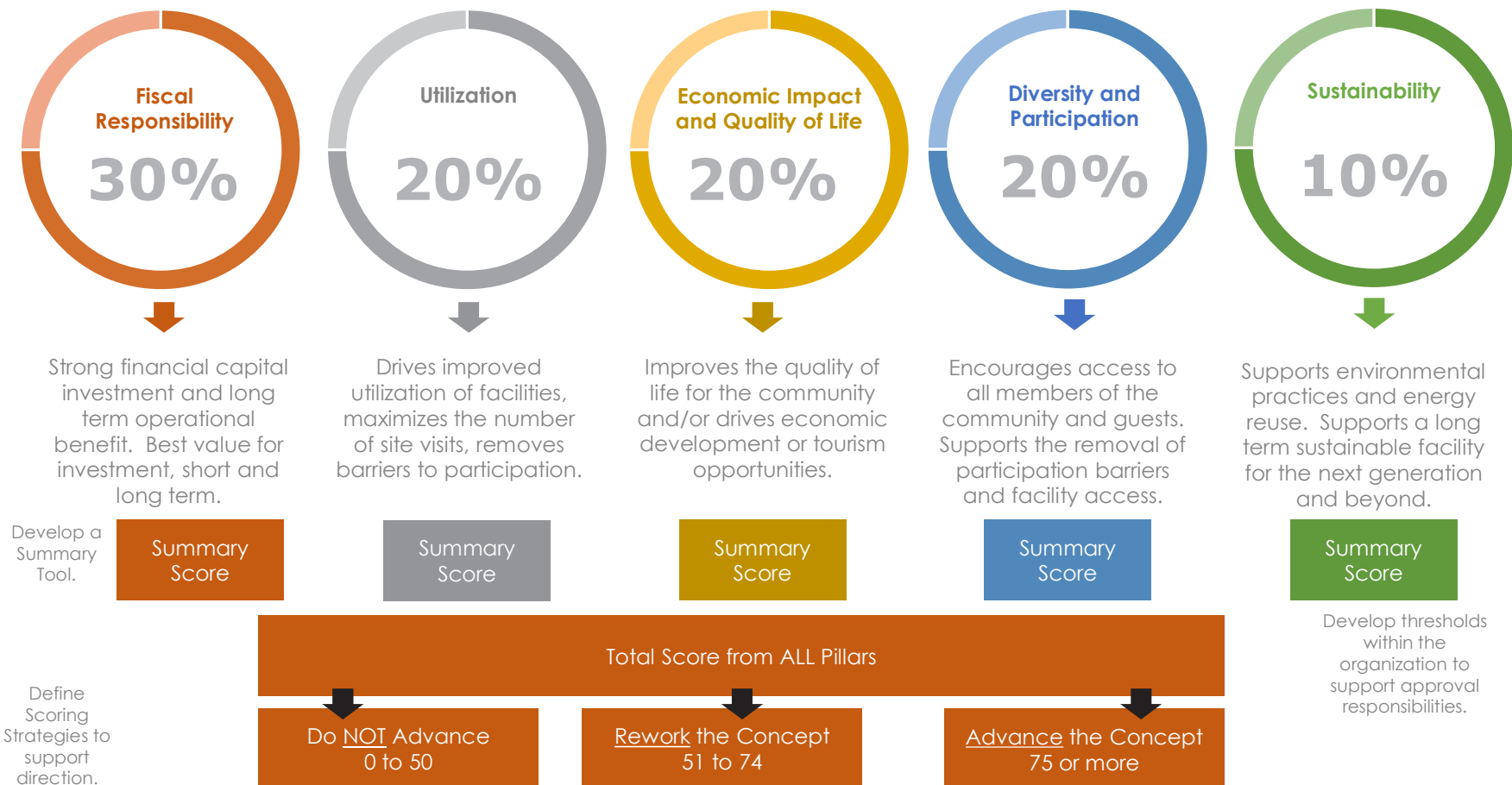


LLOYDMINSTER

LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 5

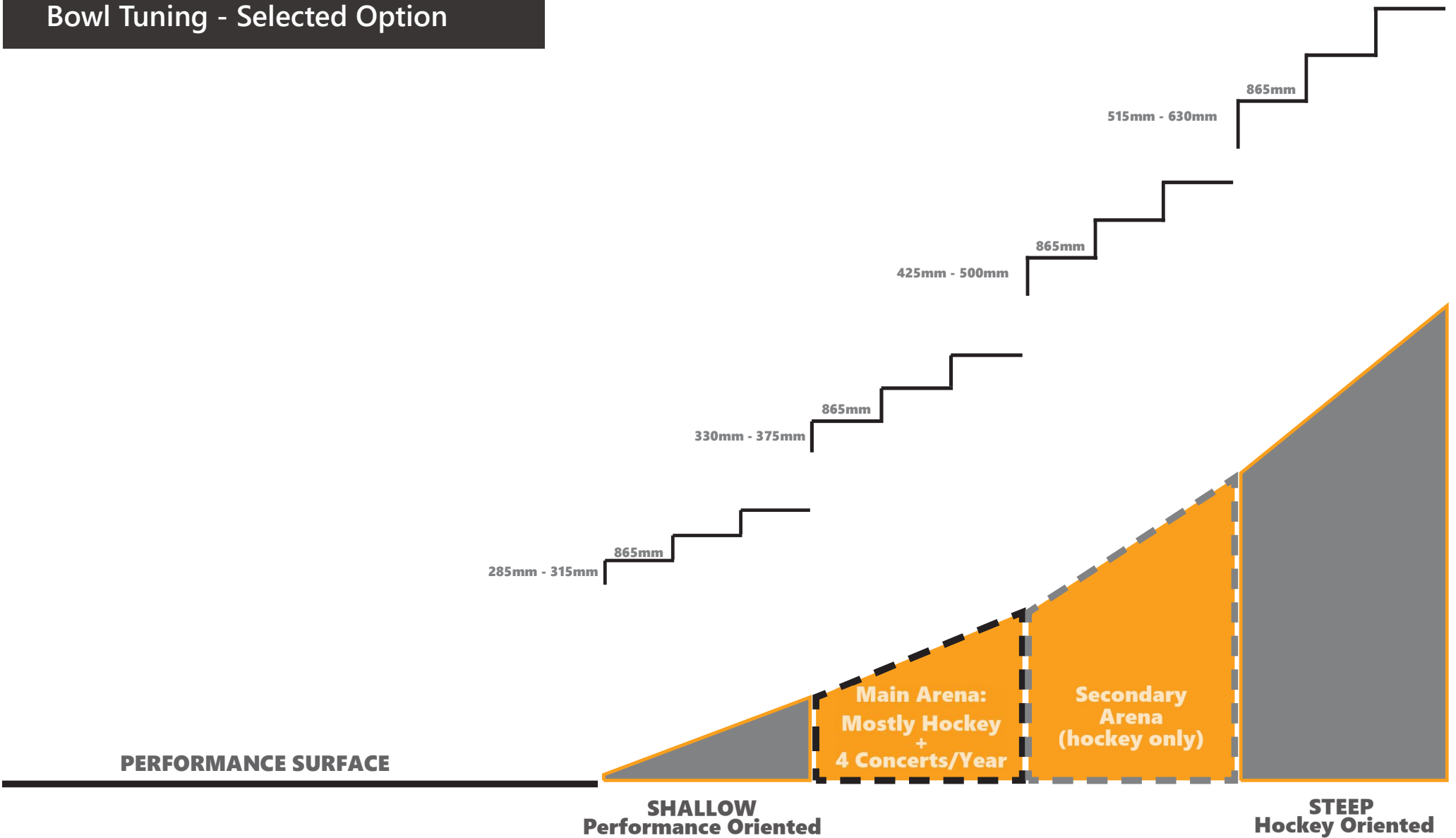






# **BOWL CONFIGURATION AND CAPACITY**

## Bowl Tuning - Selected Option

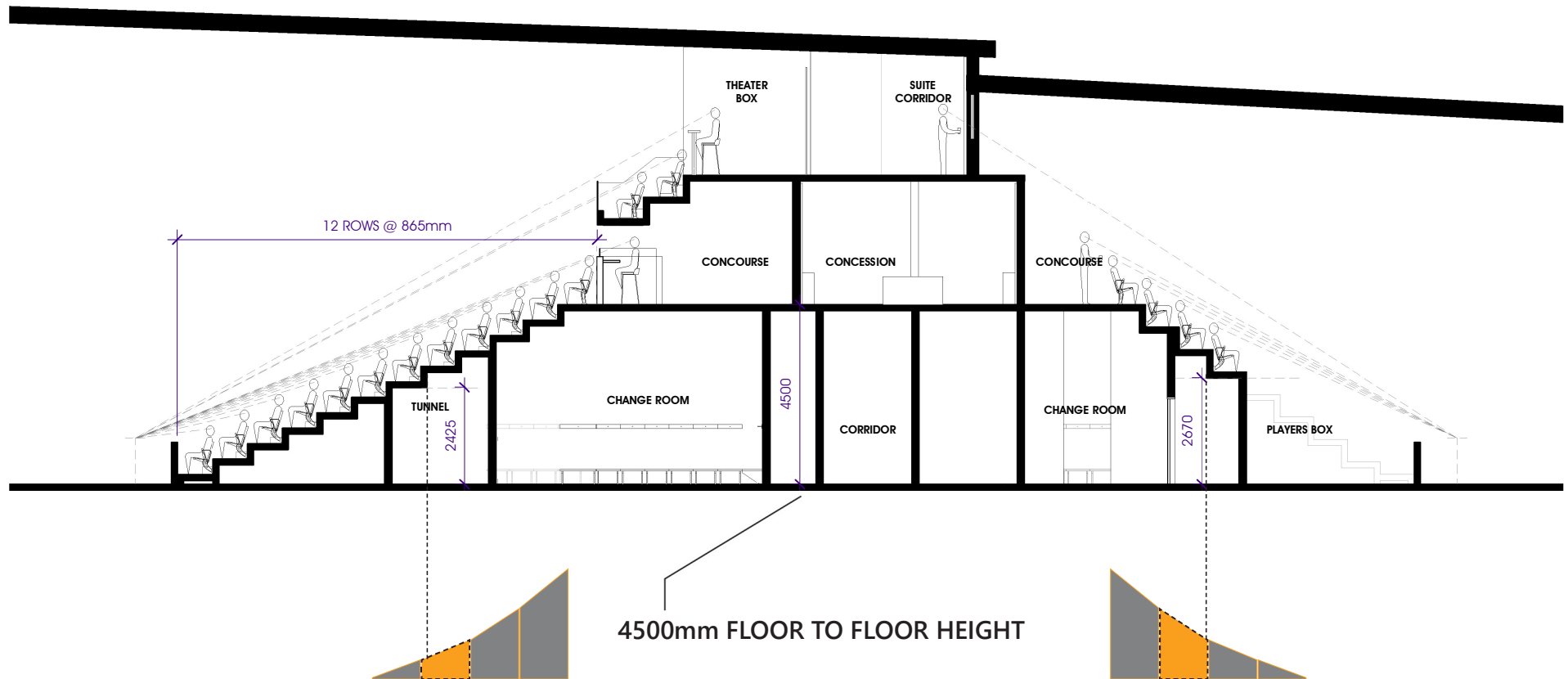




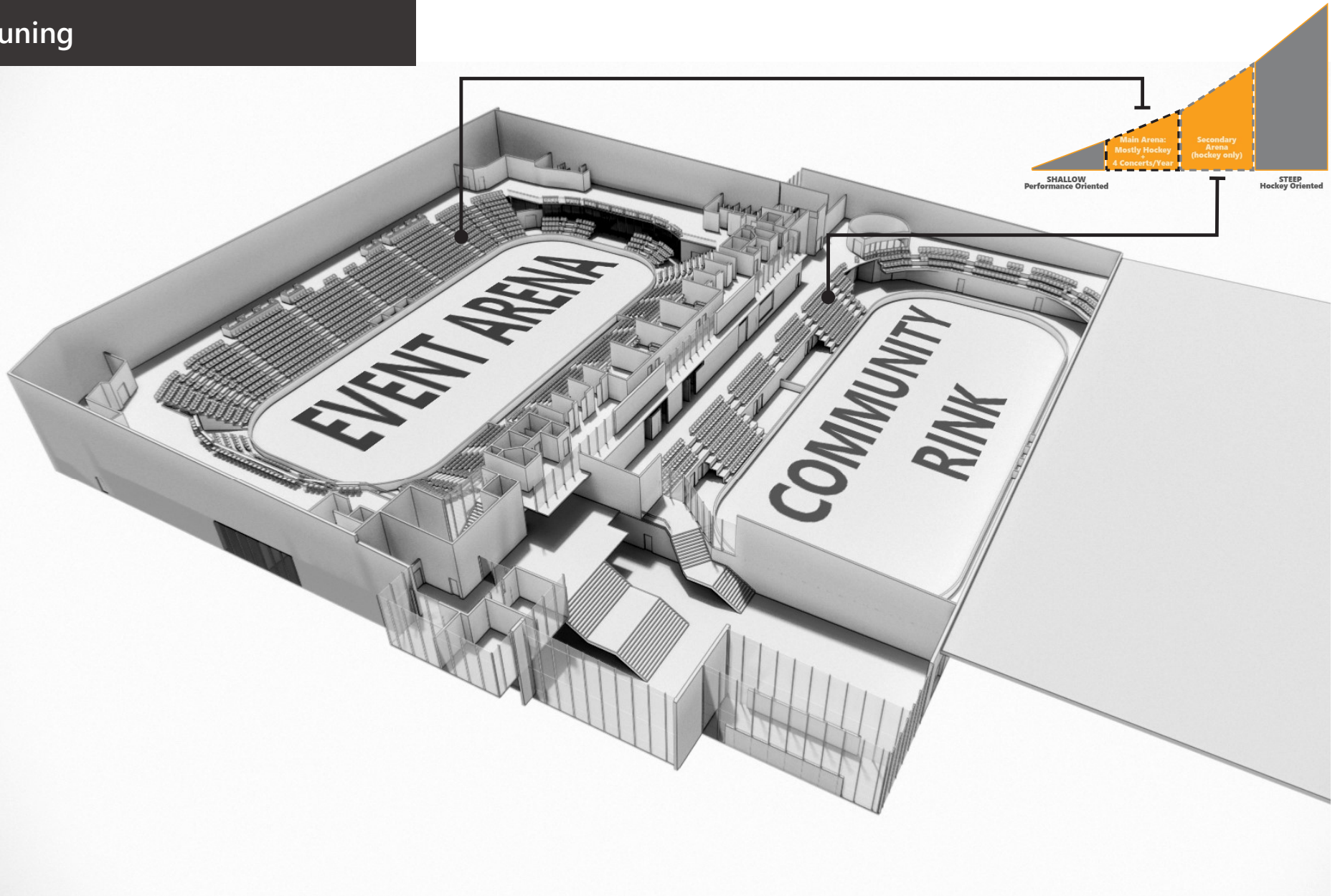
## Bowl Tuning - Section

Main Bowl (375mm) - 12 rows

(2000 permanent bowl seats)



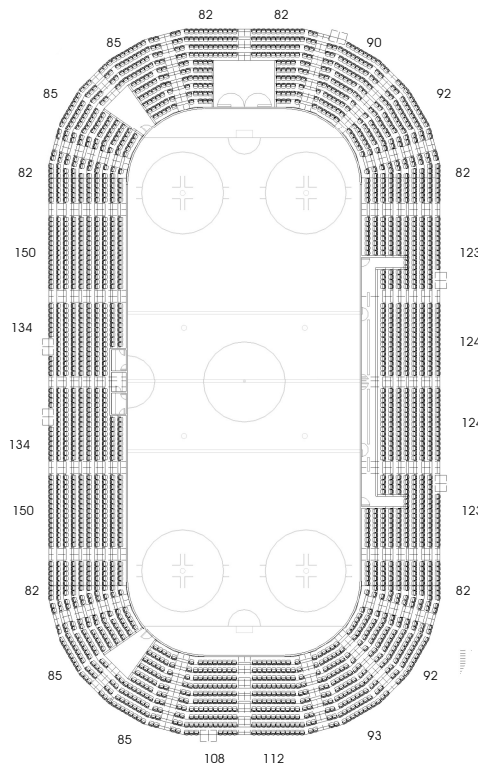
## Bowl Tuning



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 11

## Bowl Configuration - Hockey

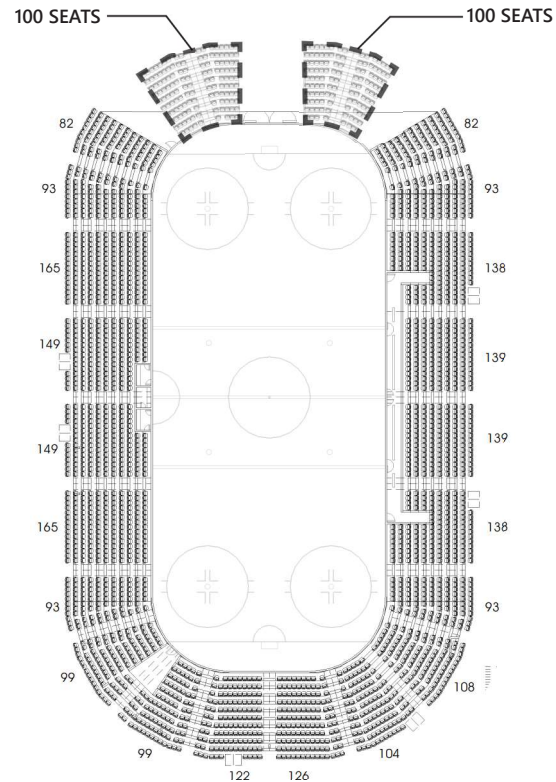
**Option A: Full Bowl**



2,450 SEAT CAPACITY in 10 ROWS  
+ 300-400 PREMIUM SEATS

**+/-2,850 TOTAL**

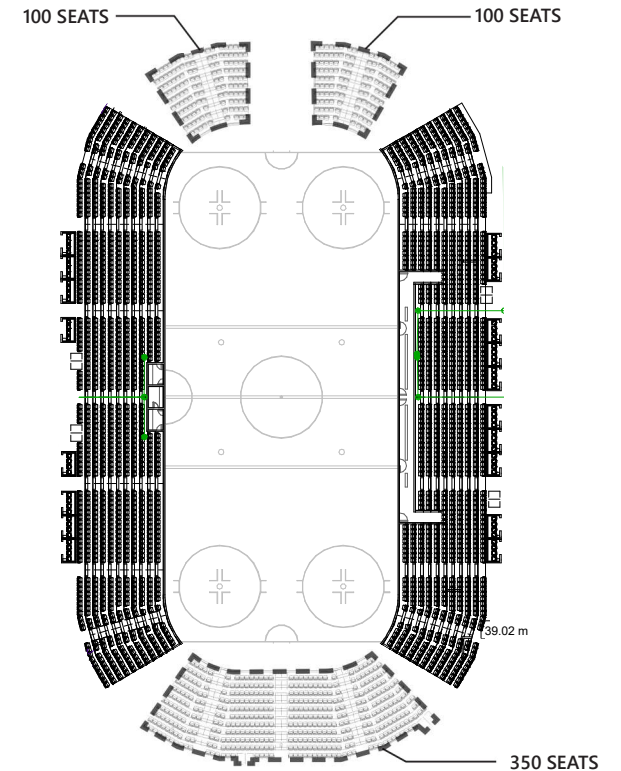
**Option B: U-Bowl**



2,300 (PERMANENT) SEAT CAPACITY in 11 ROWS  
+ 300-400 PREMIUM SEATS  
+/- 200 TELESCOPIC BLEACHER SEAT CAPACITY @ TOP END

**+/-2,900 TOTAL**

**Option C: Open Ended Bowl**



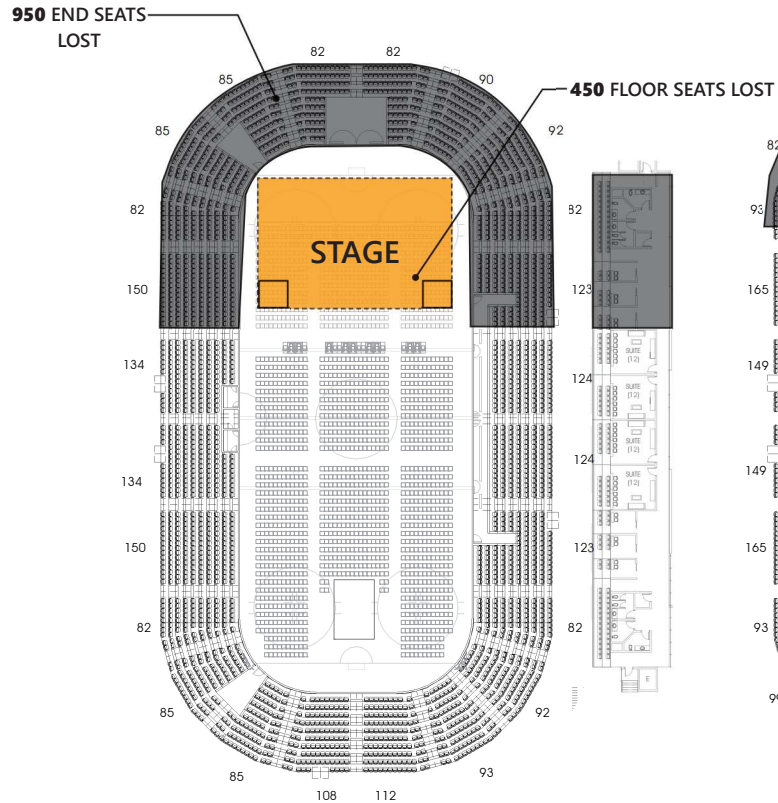
2,000 (PERMANENT) SEAT CAPACITY in 12 ROWS  
+ 300-400 PREMIUM SEATS  
+/- 550 TELESCOPIC BLEACHER SEAT CAPACITY @ ENDS

**+/-2,950 TOTAL**



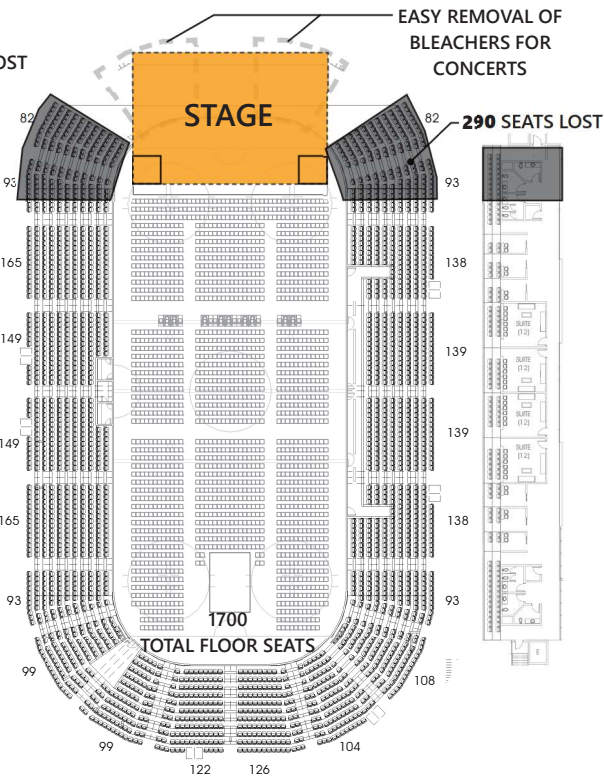
## Bowl Configuration - Concert

Option A: Full Bowl



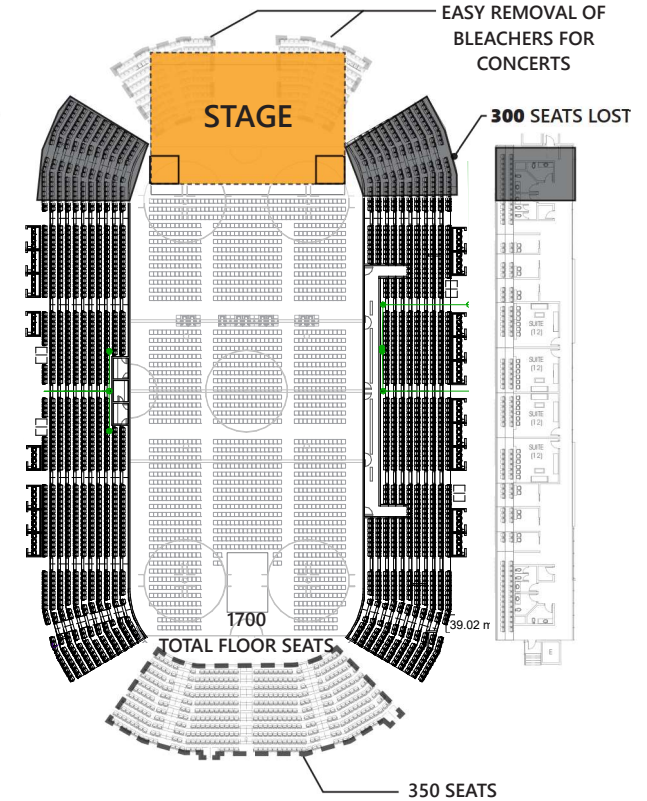
**3500 +/-** CONCERT SEAT MAX CAPACITY  
(includes 550 premium seats)

Option B: U-Bowl



**4400 +/-** CONCERT SEAT MAX CAPACITY  
(includes 600 premium seats)

Option C: Open Ended Bowl



**4450 +/-** CONCERT SEAT MAX CAPACITY  
(includes 600 premium seats)

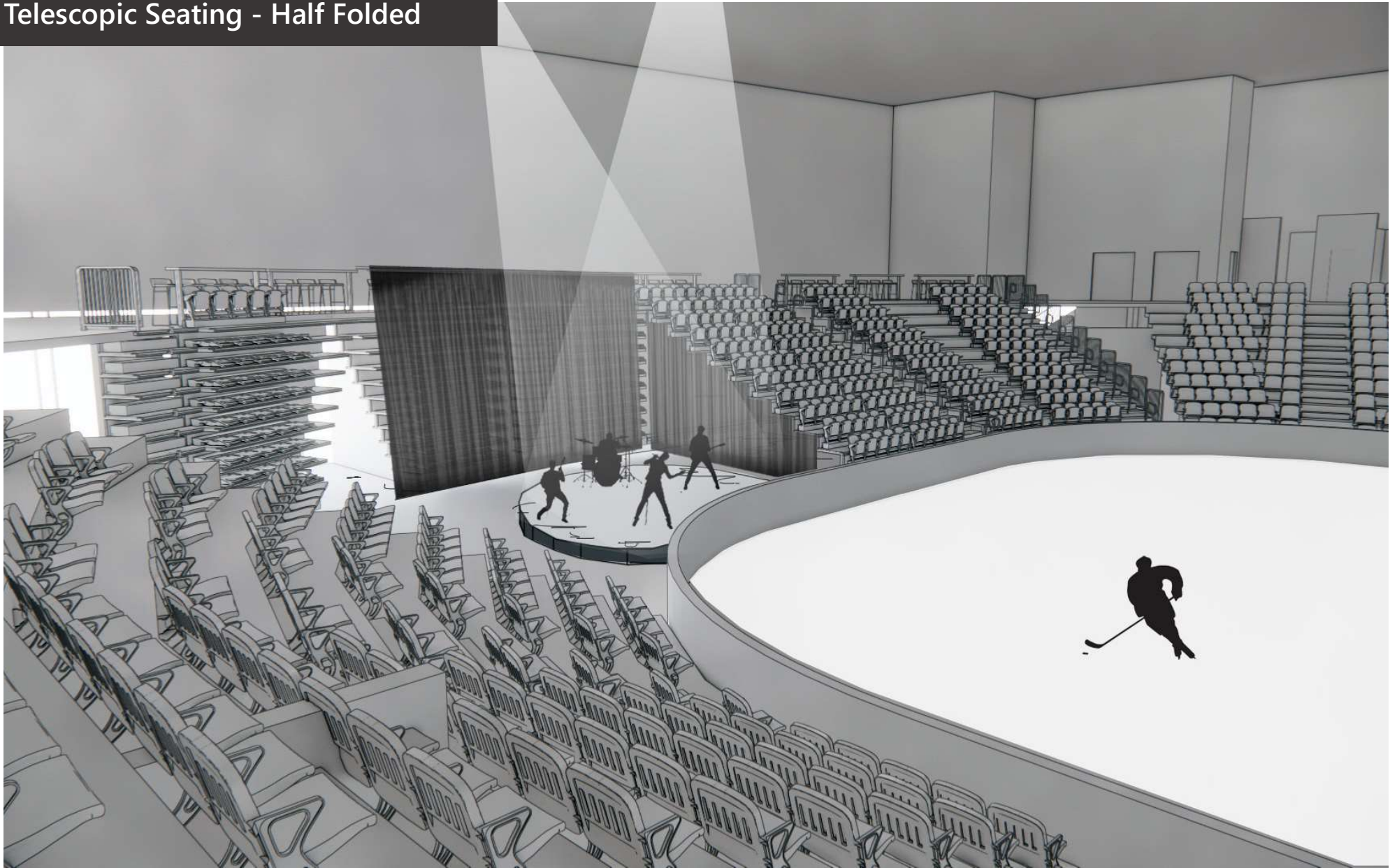


## Telescopic Seating - Fully Unfolded



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 14

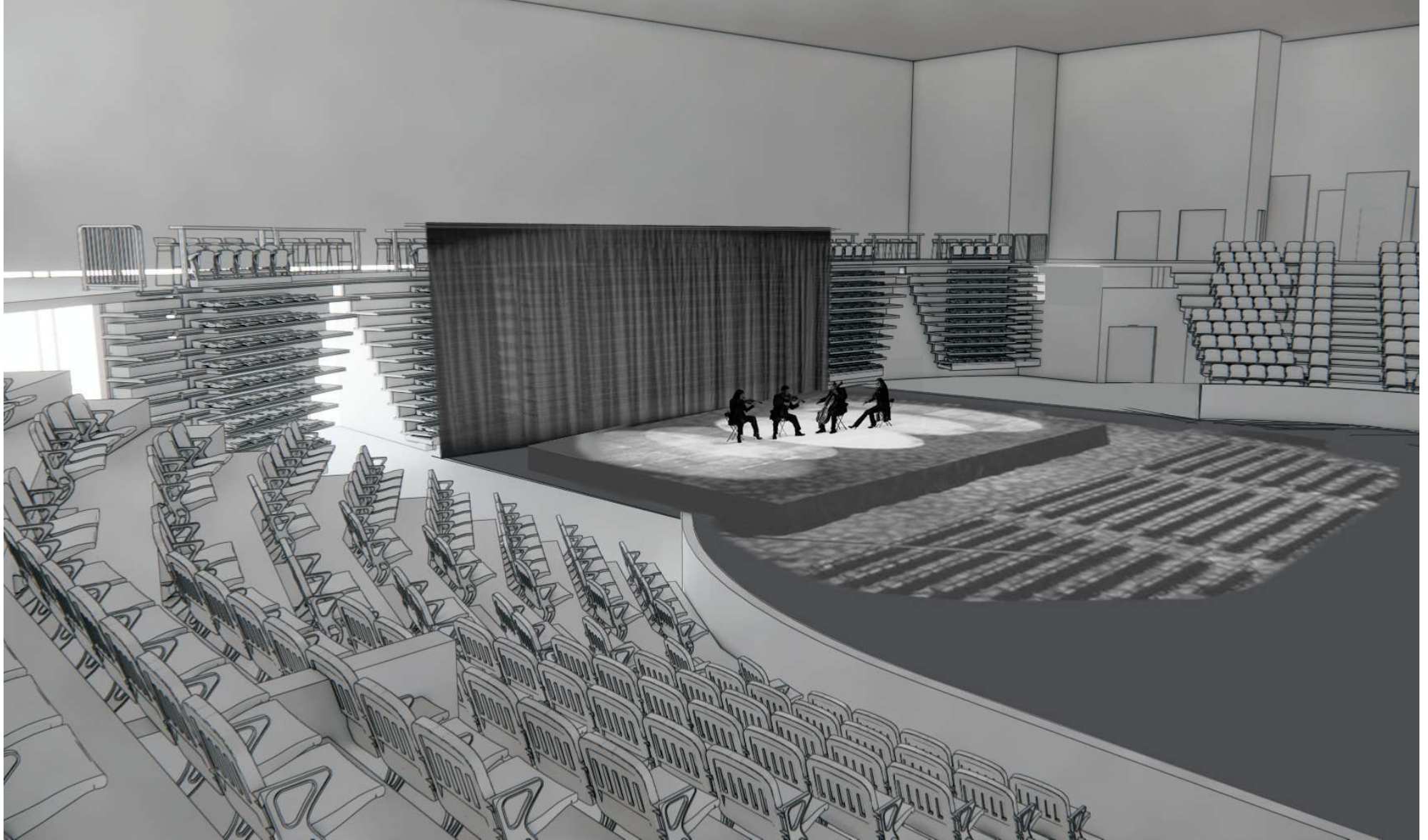
## Telescopic Seating - Half Folded



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 15



## Telescopic Seating - Fully Folded



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 16

## Special Event Seating Impact

The charts on the following pages indicate the anticipated models and special event seating impacts that can be projected based on a variety of fixed seating numbers.

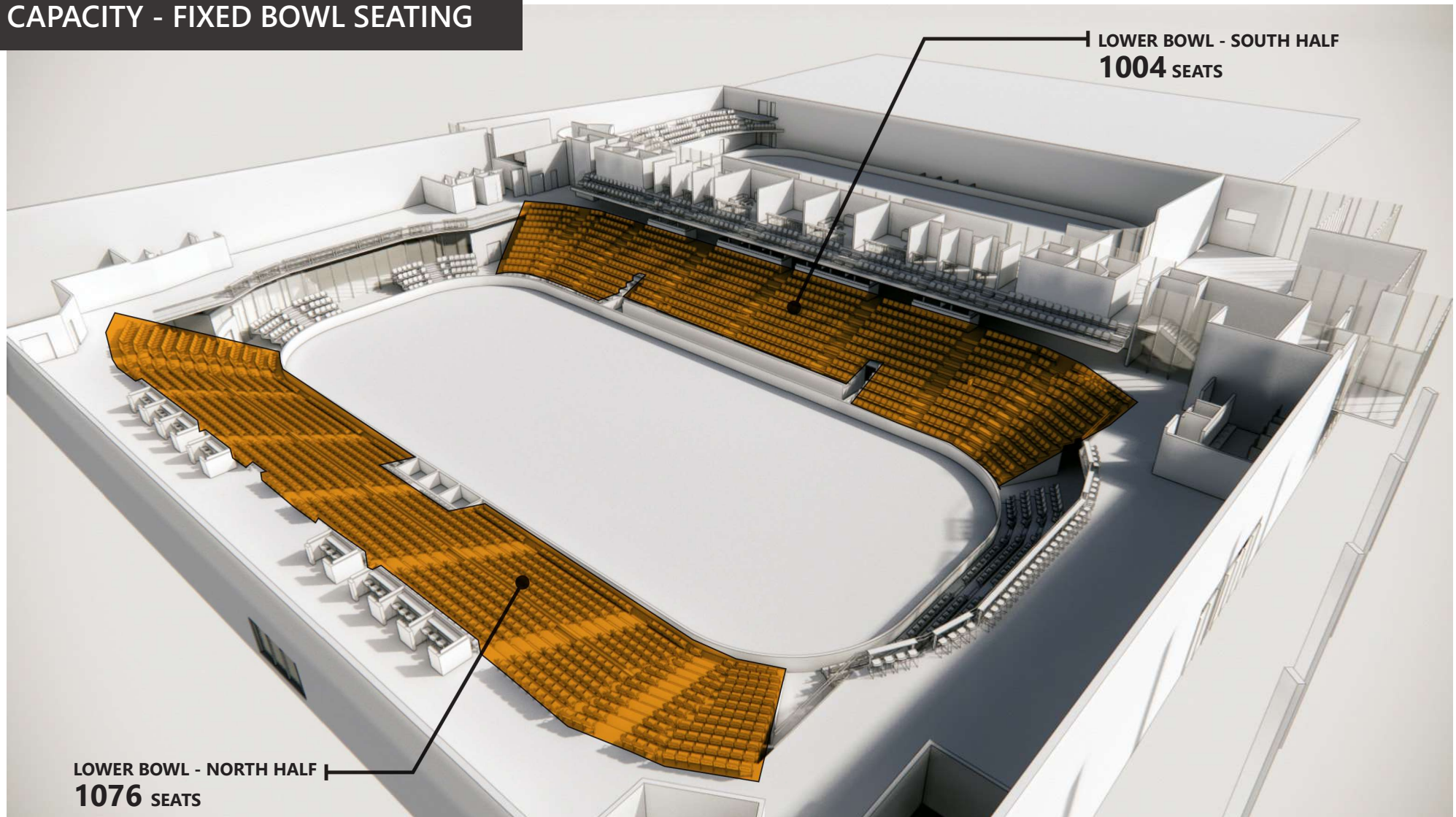
CANADIAN CONCERT BRACKETS	RANGE		\$70 SEAT SALE
Entry Level	\$20,000.00	\$50,000.00	714.29
C Class Touring	\$50,001.00	\$120,000.00	1,714.29
B Class Touring	\$120,001.00	\$250,000.00	3,571.43
A Class Touring	\$250,000.00	\$3,000,000.00	42,857.14



## Arena Capacity - Right-Sizing the Facility



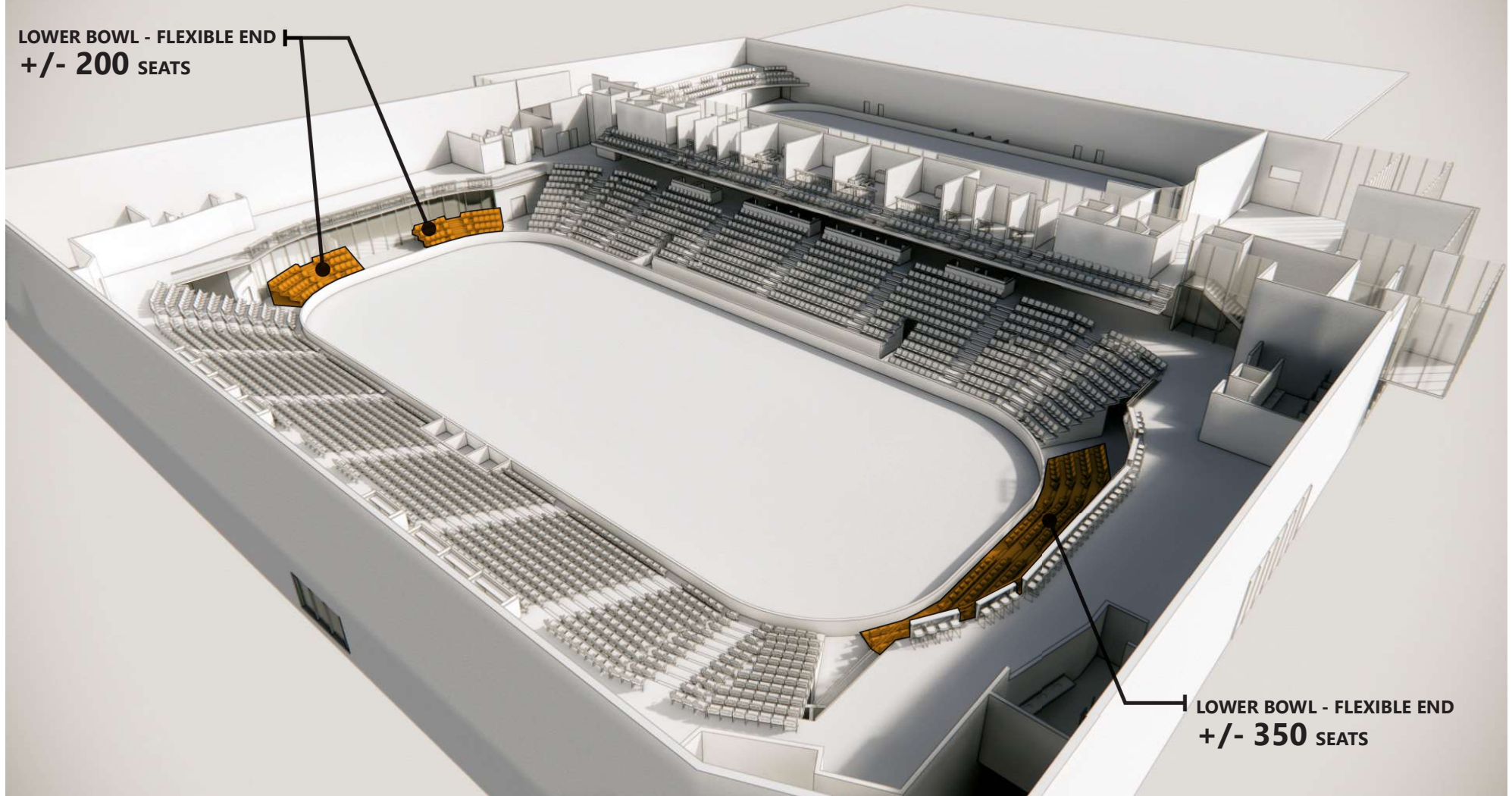
## CAPACITY - FIXED BOWL SEATING



**2080 FIXED BOWL SEATS**

## CAPACITY - MOVABLE END SEATING

LOWER BOWL - FLEXIBLE END  
+/- 200 SEATS



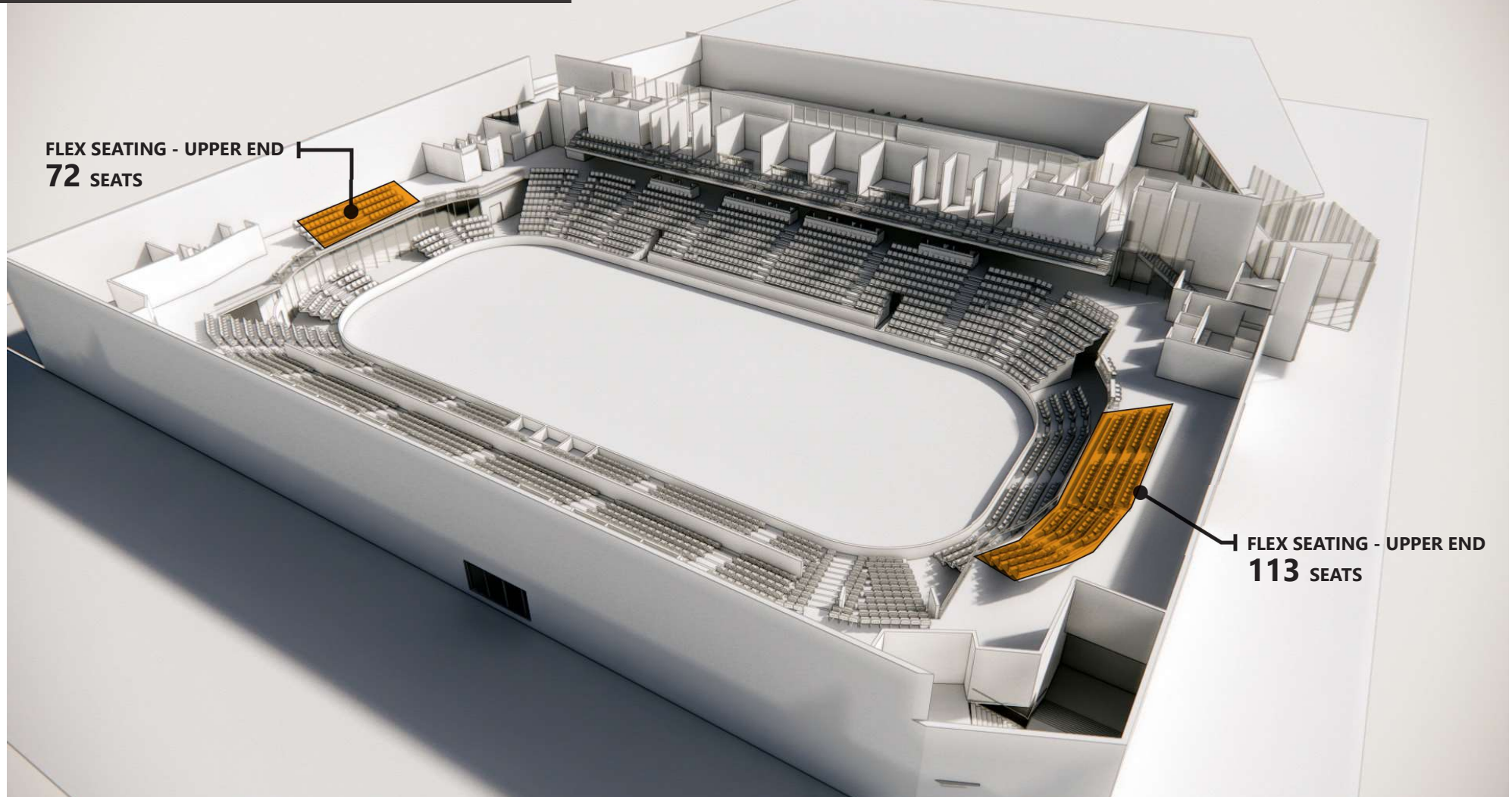
LOWER BOWL - FLEXIBLE END  
+/- 350 SEATS

# 550 FLEX END SEATS



## UPPER END FLEX SEATING

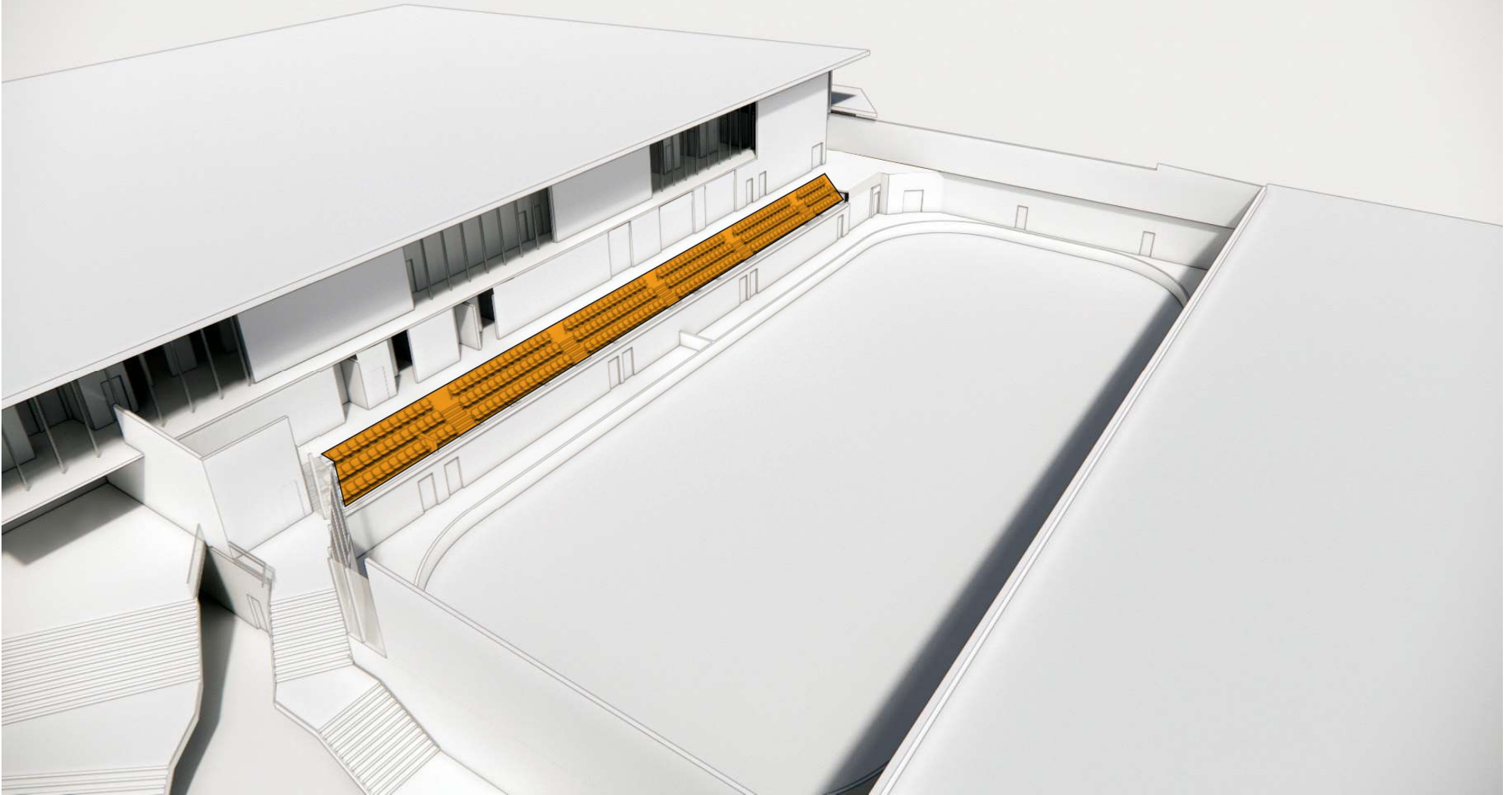
\* REQUIRES REMOVAL OF 75 % OF EXECUTIVE RAIL PREMIUM SEATS



**185 ADDITIONAL SEATS**

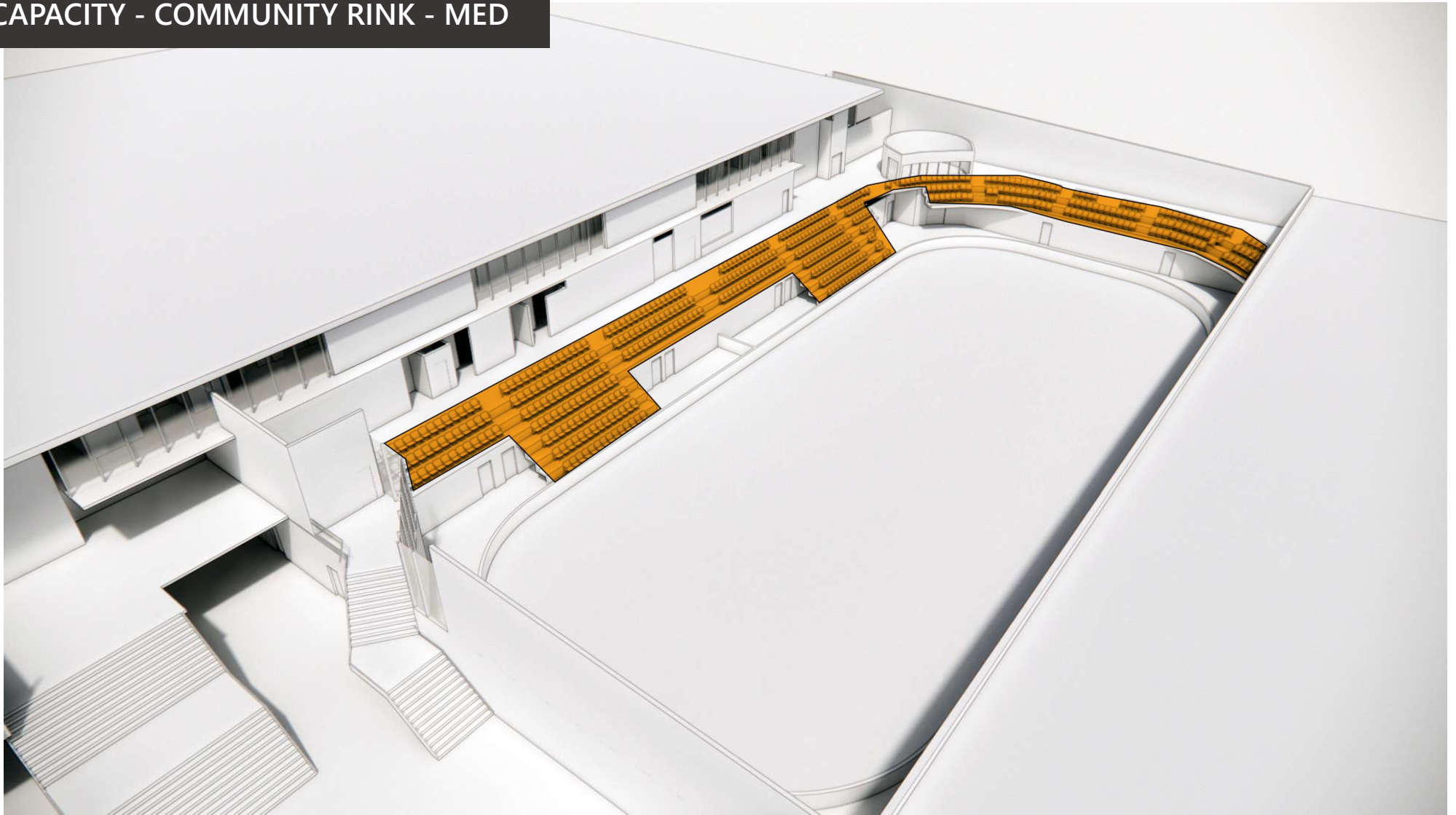


## CAPACITY - COMMUNITY RINK - SML



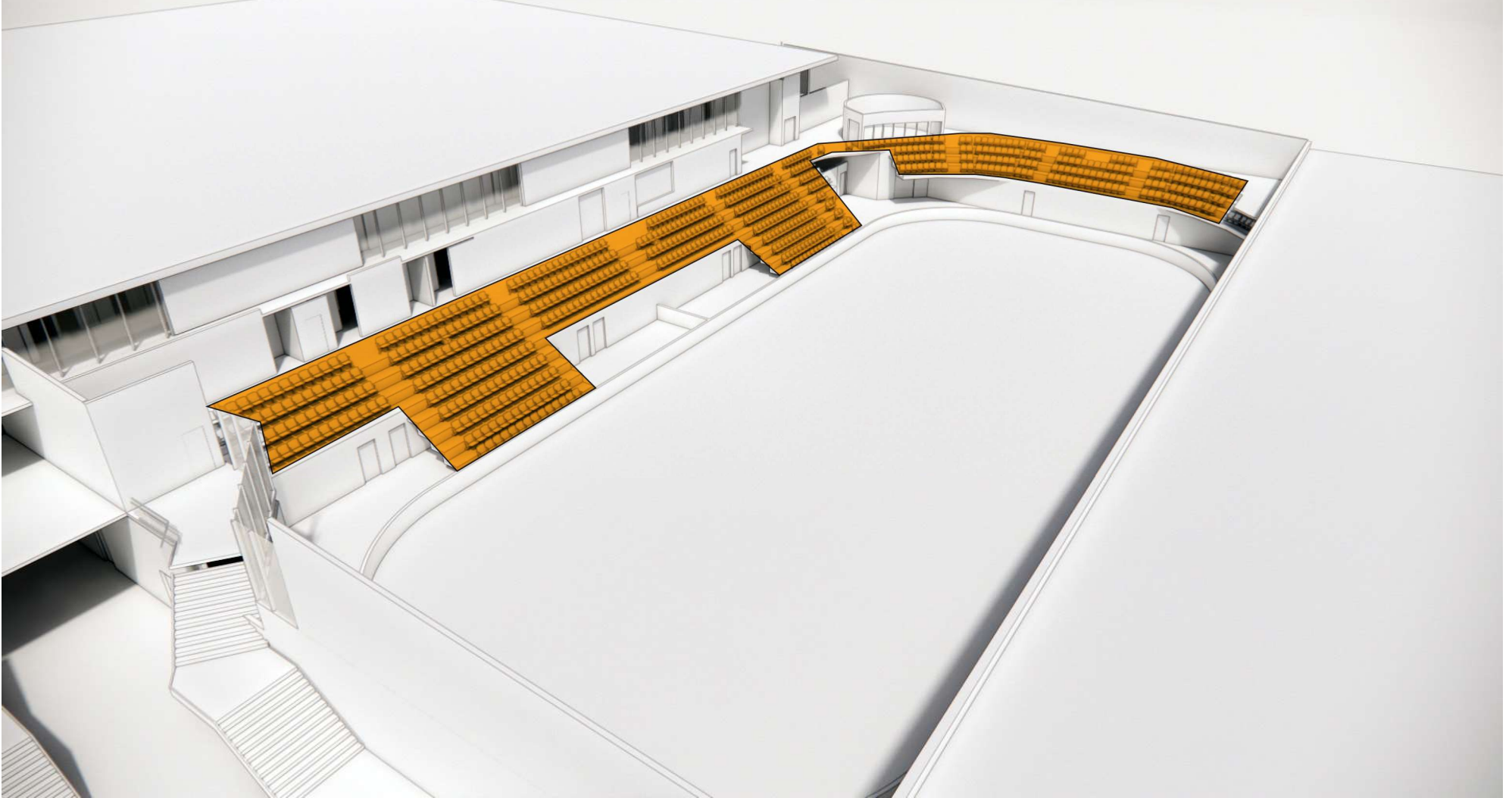
**250 SEATS**

## CAPACITY - COMMUNITY RINK - MED



**500 SEATS**

## CAPACITY - COMMUNITY RINK - LRG

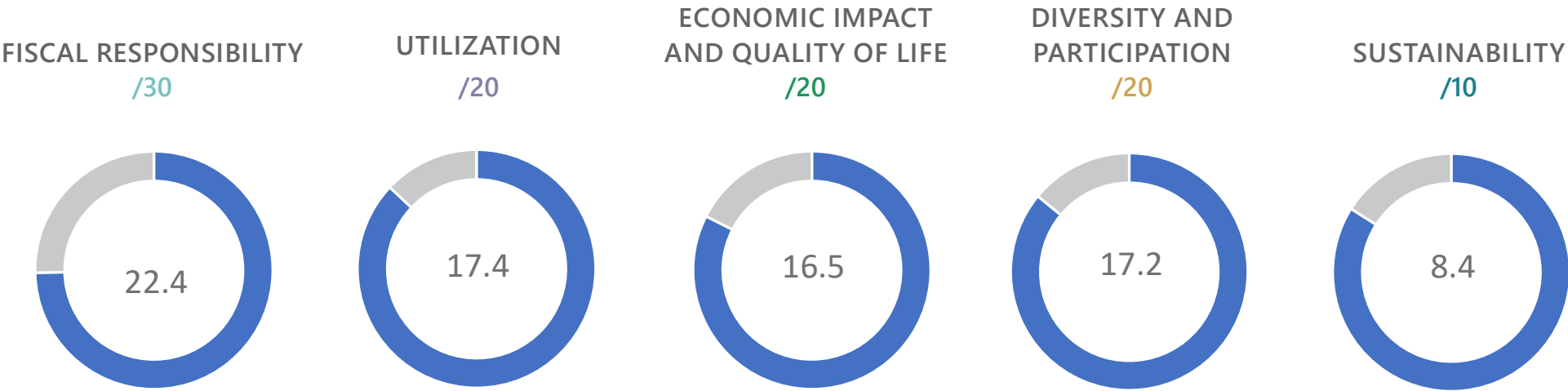


**700 SEATS**

# Making the Decision

## Full Bowl

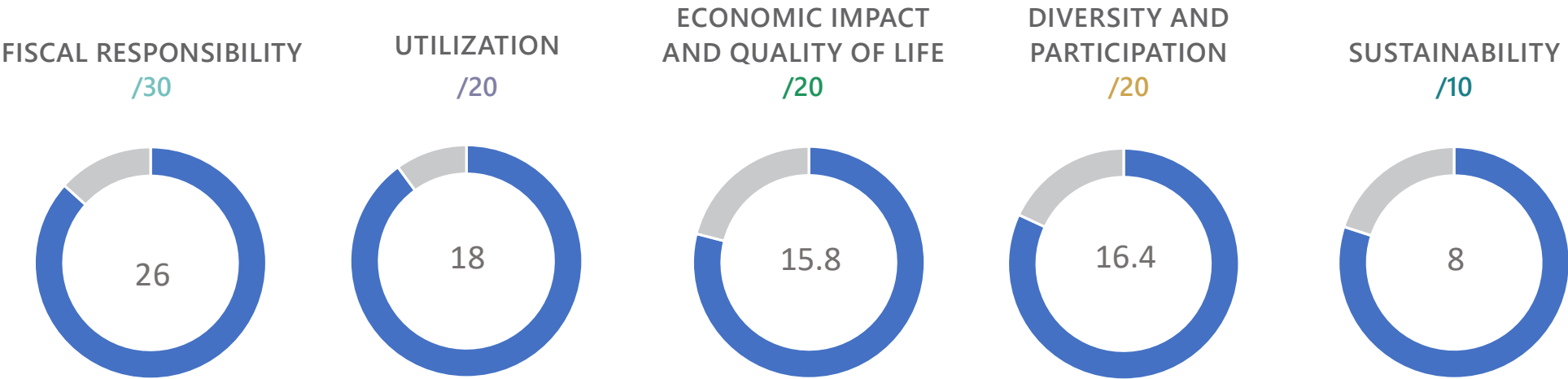
The team reviewed the concept of a full bowl configuration by running it through the Operational Decision-Making Matrix that was developed at the project onset.



TOTAL: 82 / 100



The team reviewed the concept of a U-Shaped bowl configuration by running it through the Operational Decision-Making Matrix that was developed at the project onset.



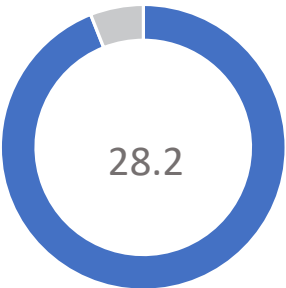
TOTAL: 84.2 / 100

Our Recommendation

Open-Ended Bowl

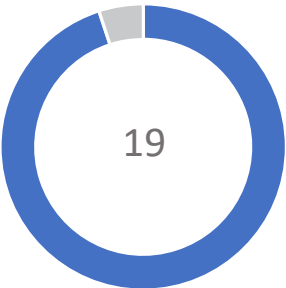
Based on the stakeholder requirements, steering committee and core team conclusions, and the operational decision-making valuations below, we recommend an open-ended bowl for approval by Council.

FISCAL RESPONSIBILITY  
/30



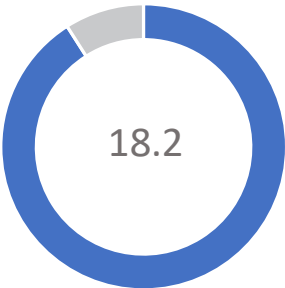
- Provides room for expansion at a later date in a phased approach to minimize initial capital impact
- Will involve less upfront cost for omitted seats, etc.

UTILIZATION  
/20



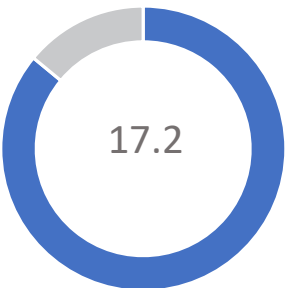
- Provides maximum flexibility for the greatest variety of events
  - Efficient way of gaining space at the event level for other uses

ECONOMIC IMPACT  
AND QUALITY OF LIFE  
/20



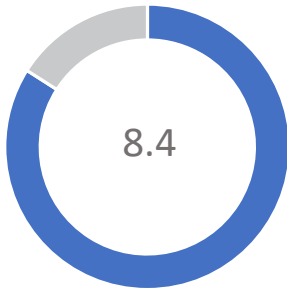
- Will allow for a greater variety of events to be brought to the community through venue flexibility

DIVERSITY AND  
PARTICIPATION  
/20



- Will allow for a greater variety of events to be brought to the community through venue flexibility

SUSTAINABILITY  
/10



- Best opportunity for future expansions to the existing bowl without major demolition

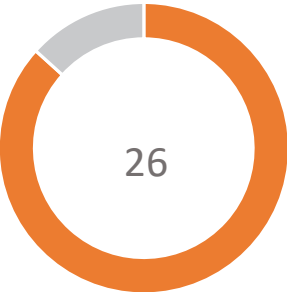
TOTAL:  
**91 / 100**

Our Recommendation

Bowl Capacity

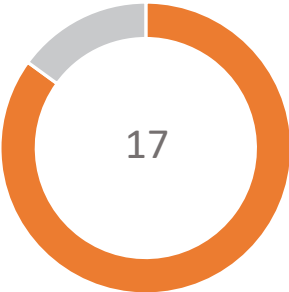
Based on the stakeholder requirements, steering committee and core team conclusions, and the operational decision-making valuations below, we recommend a 2,000-seat bowl model for approval by Council.

FISCAL RESPONSIBILITY  
/30



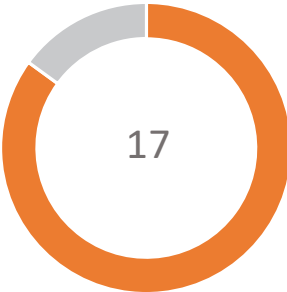
- Approximate initial capital cost of \$20,000/seat
- Operational cost for maintenance increases per seat

UTILIZATION  
/20



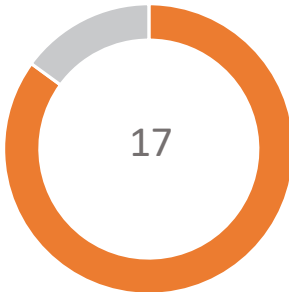
- Stakeholders have identified that any additional seats may not be fillable by hockey, etc., and that a bowl that looks fuller is more desirable

ECONOMIC IMPACT  
AND QUALITY OF LIFE  
/20



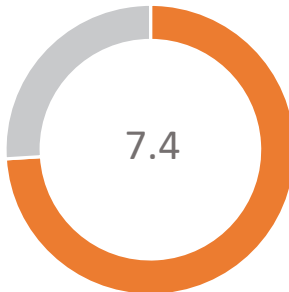
- The next tier up (2,500-3,000 seats) will not increase tiered show and event opportunities

DIVERSITY AND  
PARTICIPATION  
/20



- Will still provide a variety of show and event opportunities such as Pinty's, all major events for teams at current level, etc.

SUSTAINABILITY  
/10



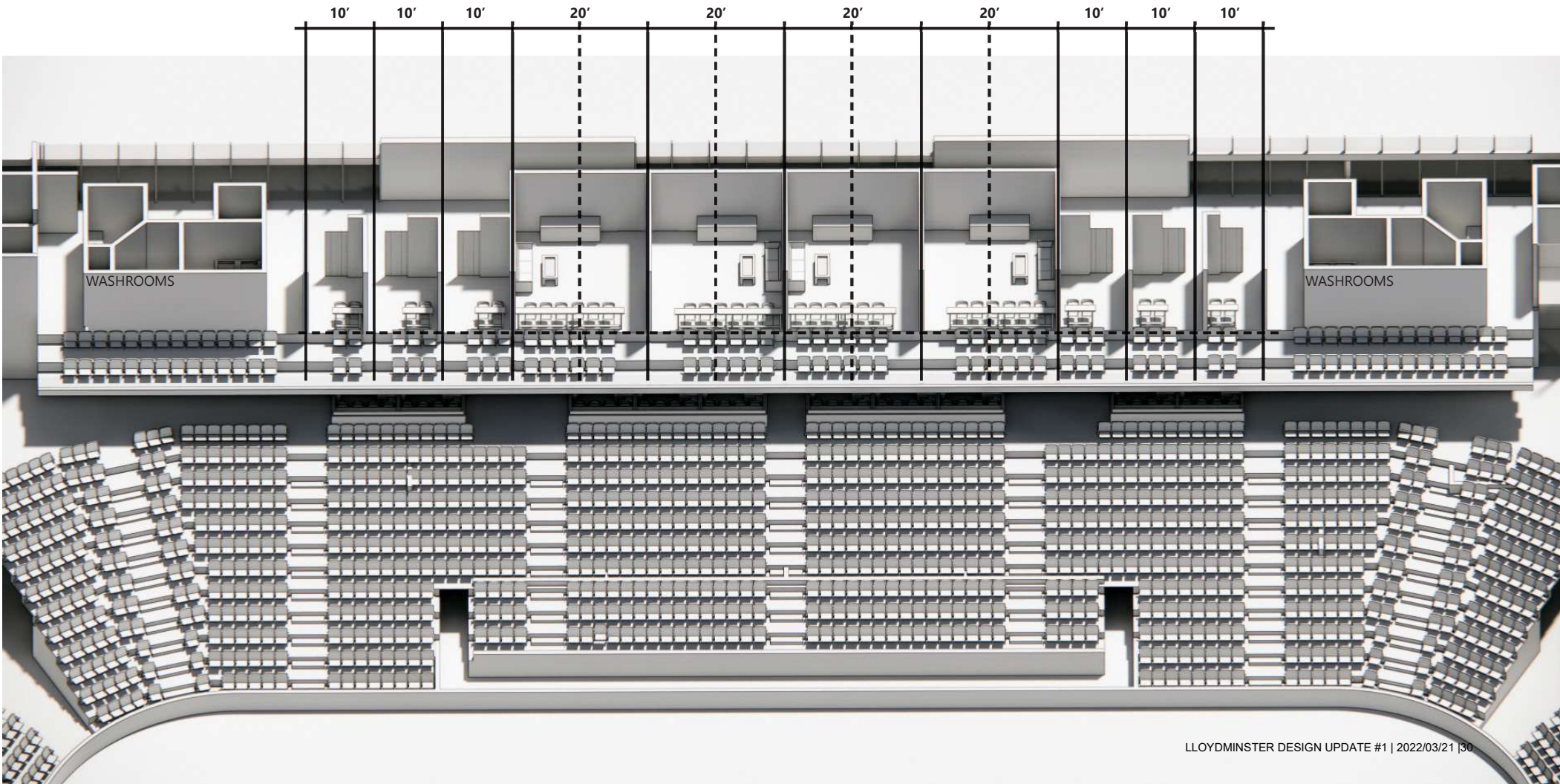
- Lower operational maintenance budget required to sustain the facility over the long term
- With expansion opportunities this will still be plenty of seating

TOTAL: 84.4 / 100

# **SPECIALTY SEATING**



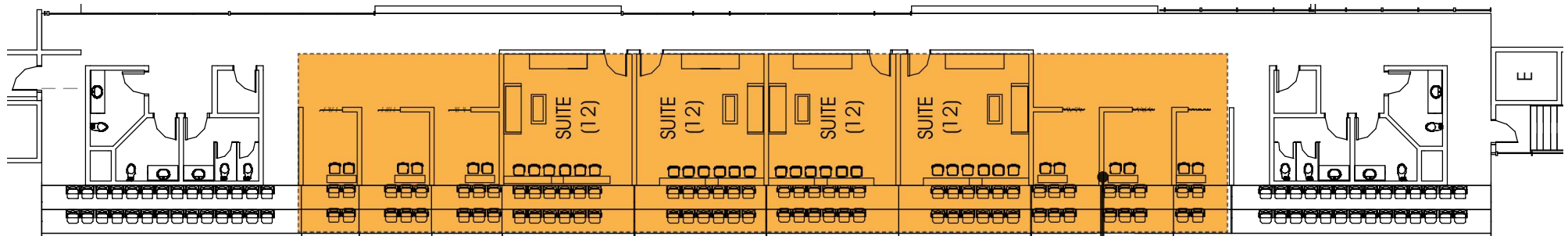
## Flexible Suites - 10' Grid Layout



## Example Suite Level Configurations

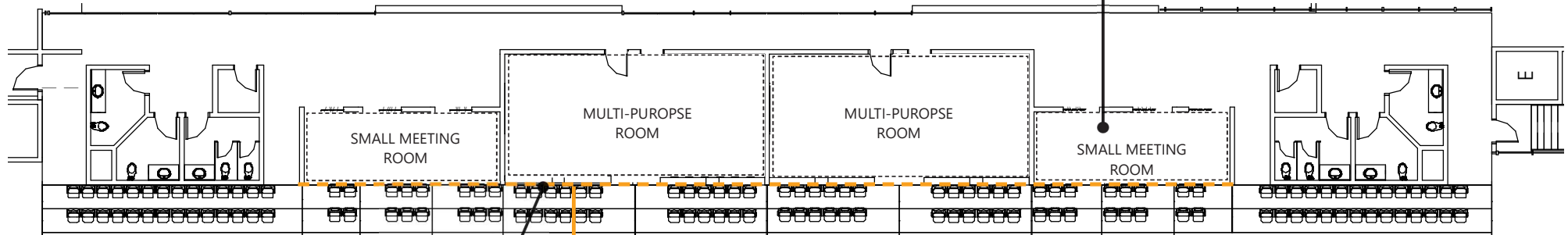
### GAME ON

FLEXIBLE, EVENT-ORIENTED SUITES AND BOXES



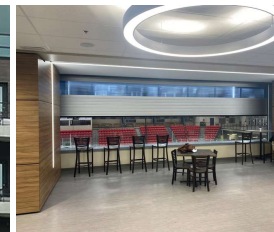
### GAME OFF

FLEXIBLE AND RENTABLE SPACES



CENTER PARTITIONS MAY FOLD AWAY  
BASED ON USER NEEDS

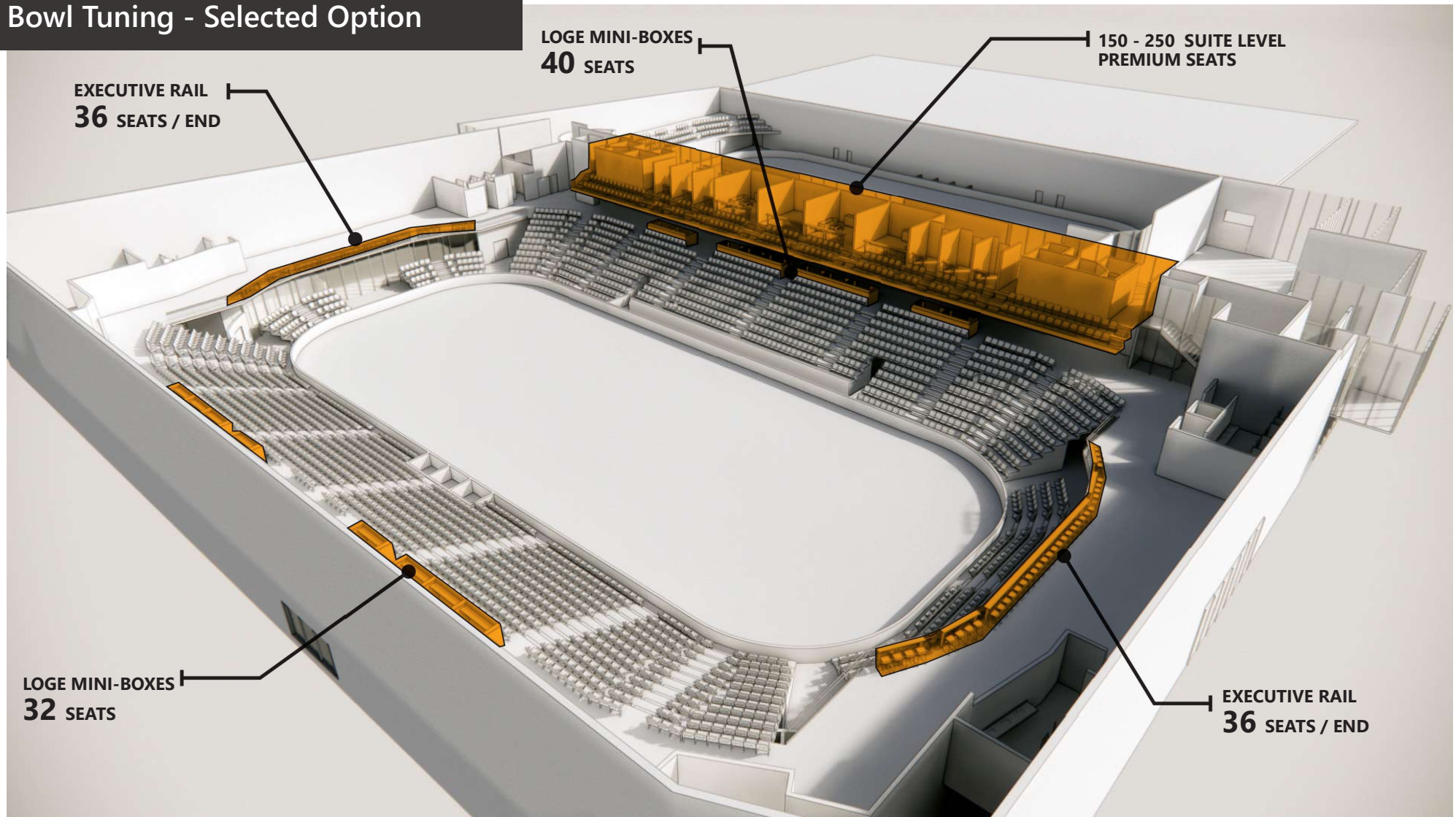
OVERHEAD DOORS ENCLOSE SPACE



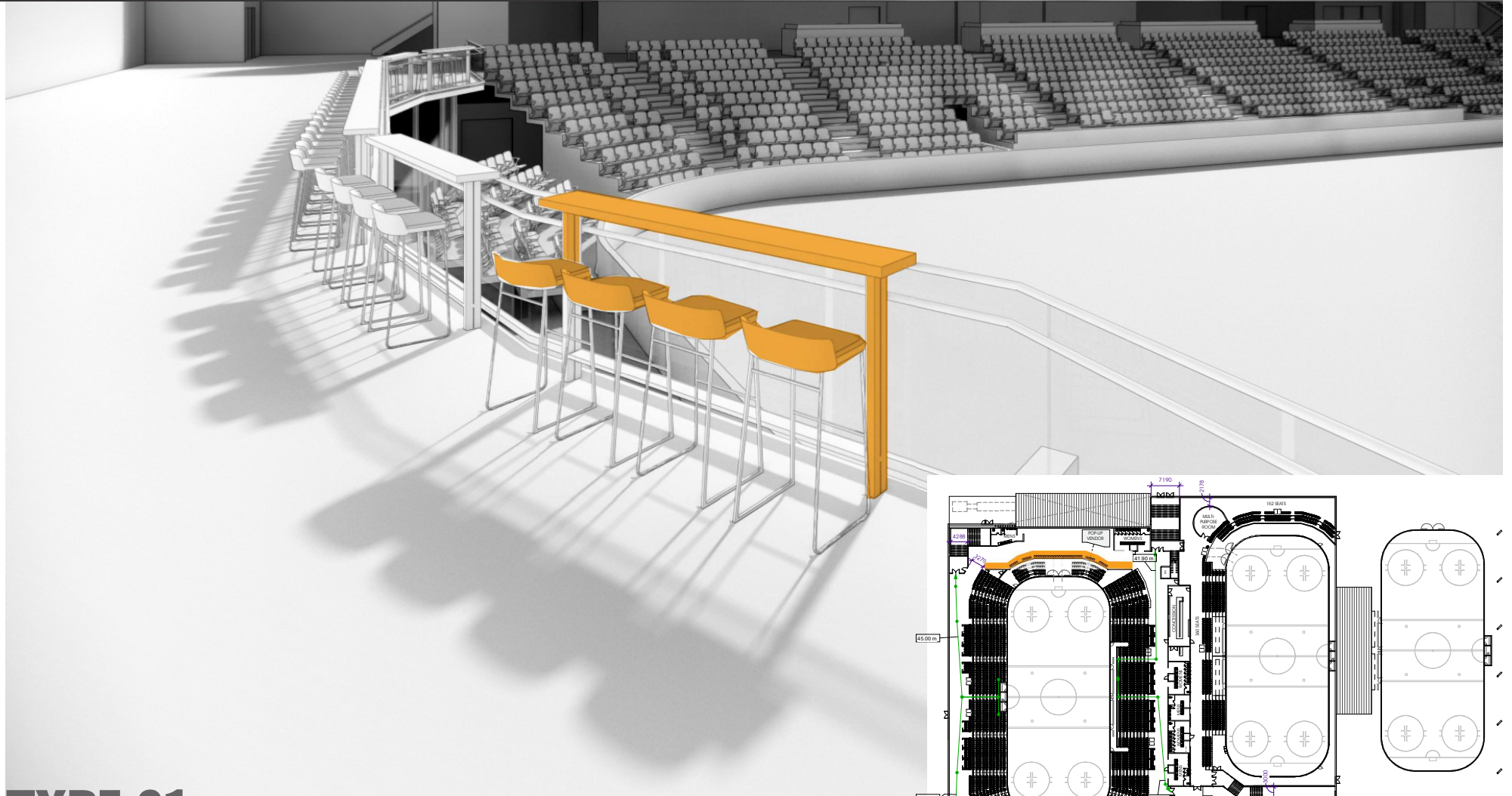
LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 |31



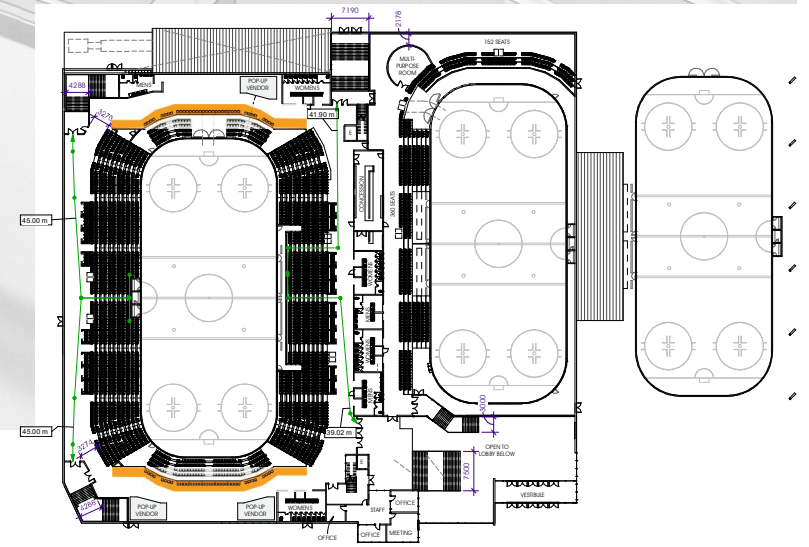
## Bowl Tuning - Selected Option



## Premium Seating - Variety of Experience



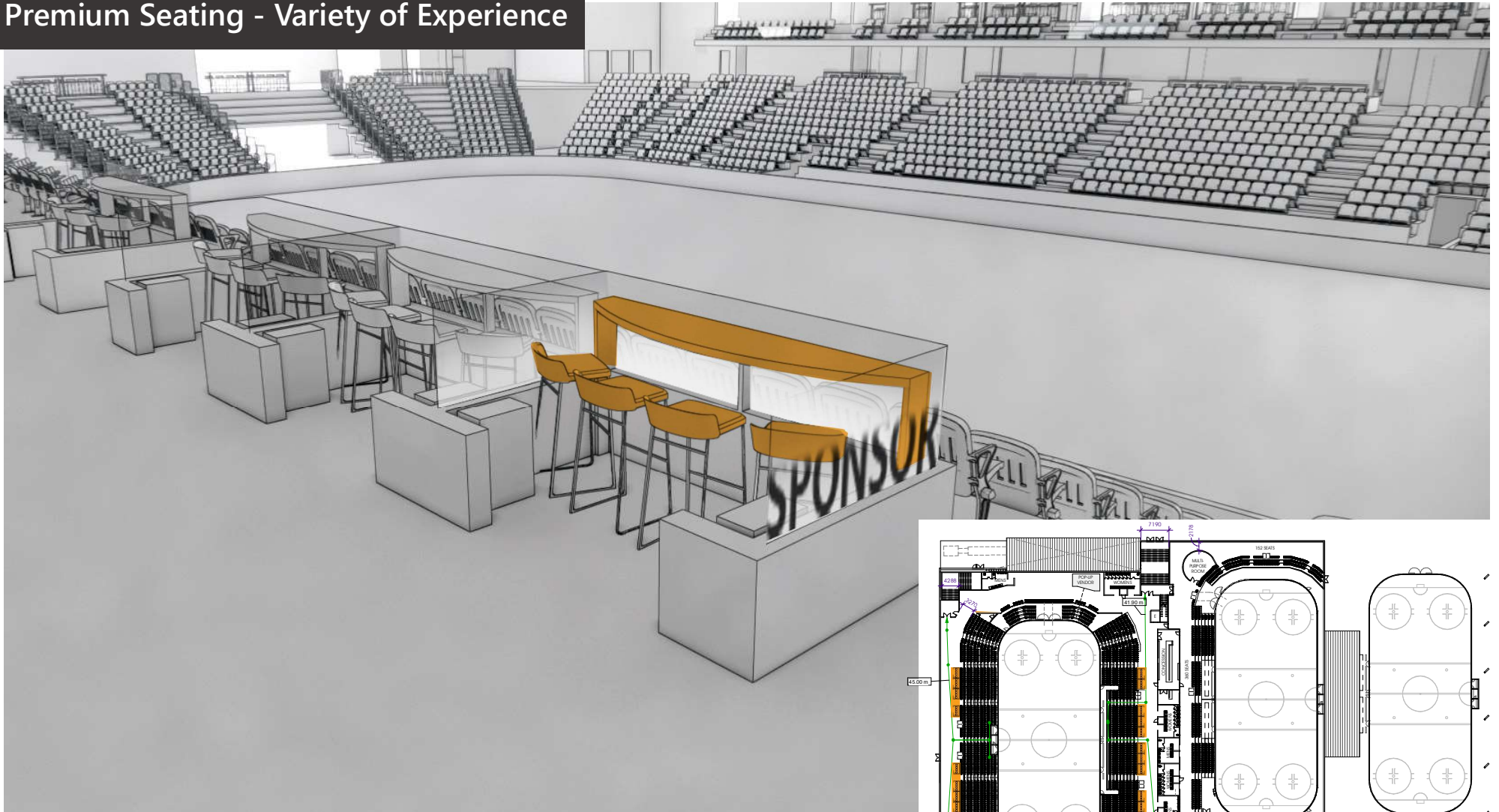
**TYPE 01**  
**Executive Rail @ Ends**  
**Total Seats: 72**



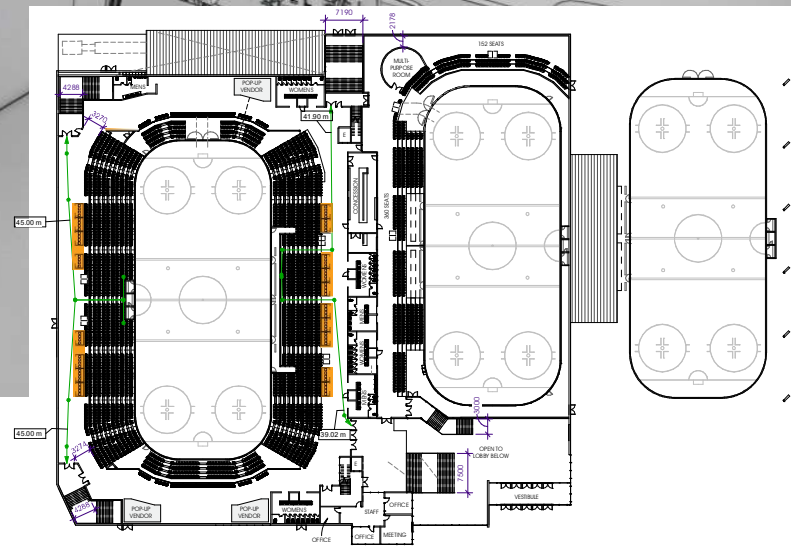
LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 33



## Premium Seating - Variety of Experience

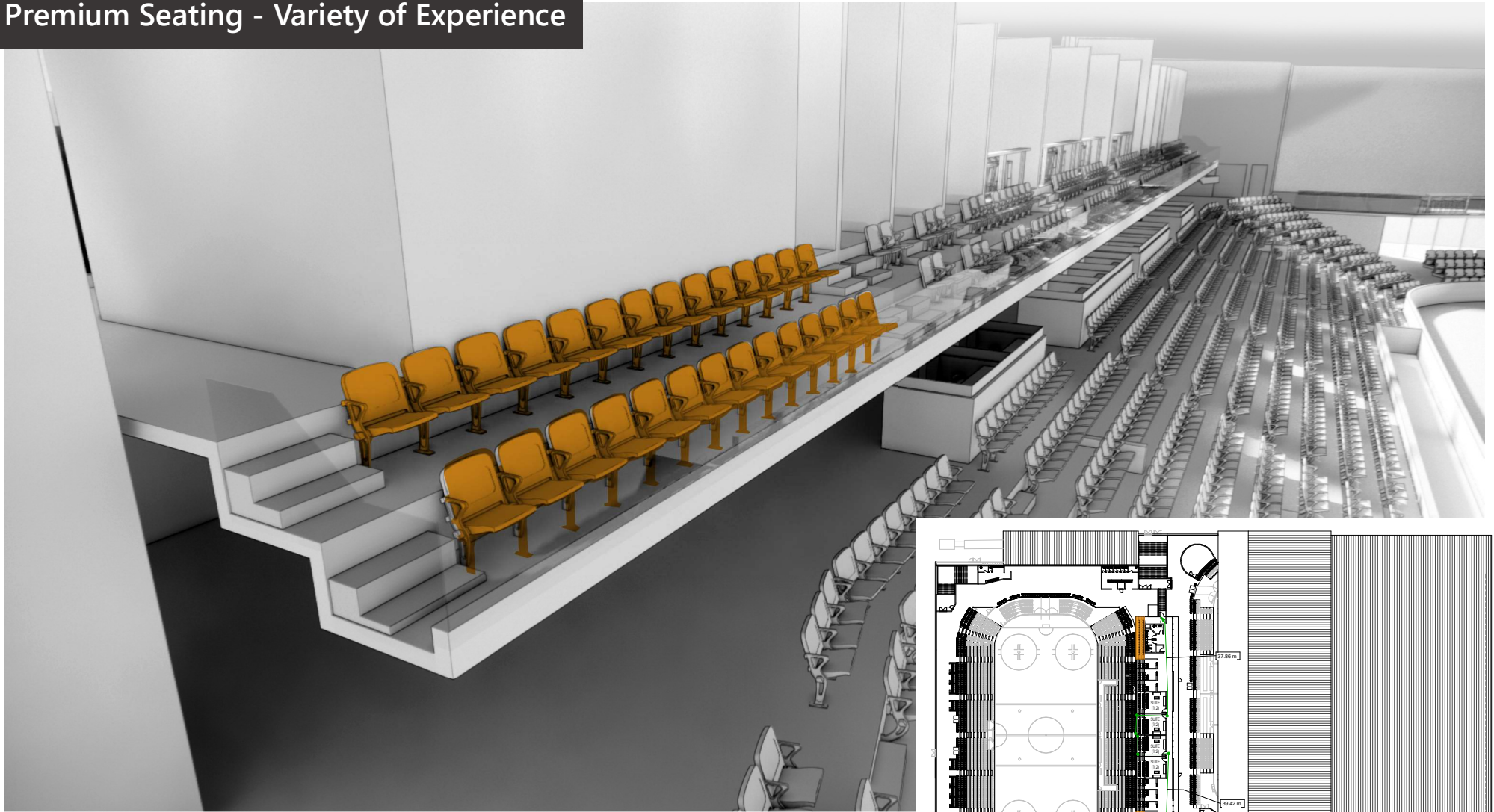


**TYPE 02**  
**Loge Mini-Box**  
**Total Seats: 64**

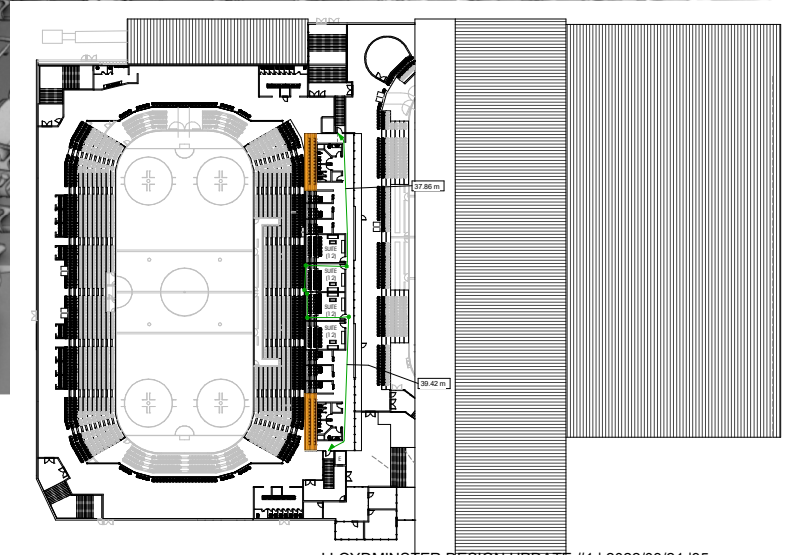


LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 |34

## Premium Seating - Variety of Experience

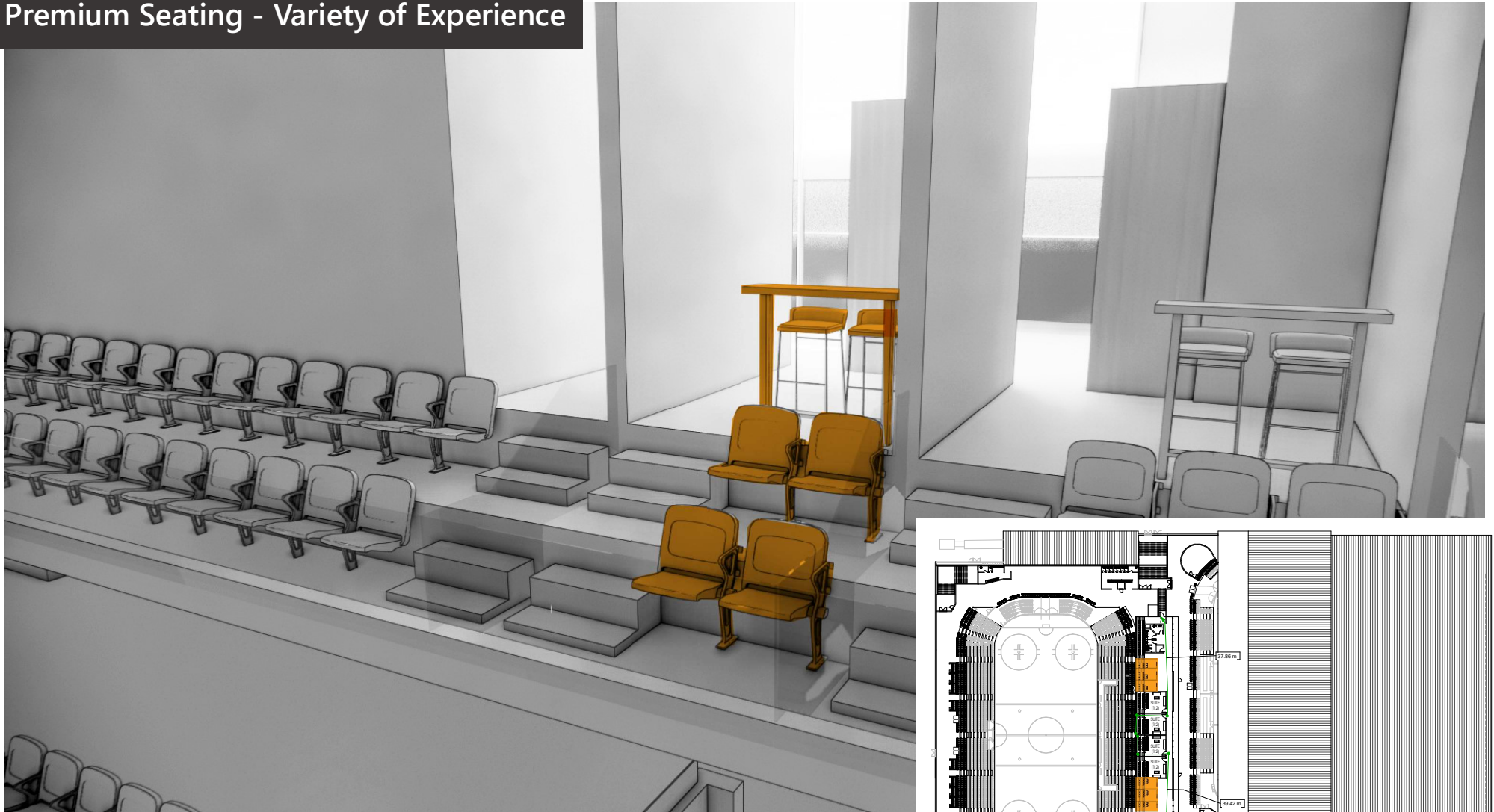


**TYPE 03**  
**Balcony Seating**  
**Total Seats: 56**

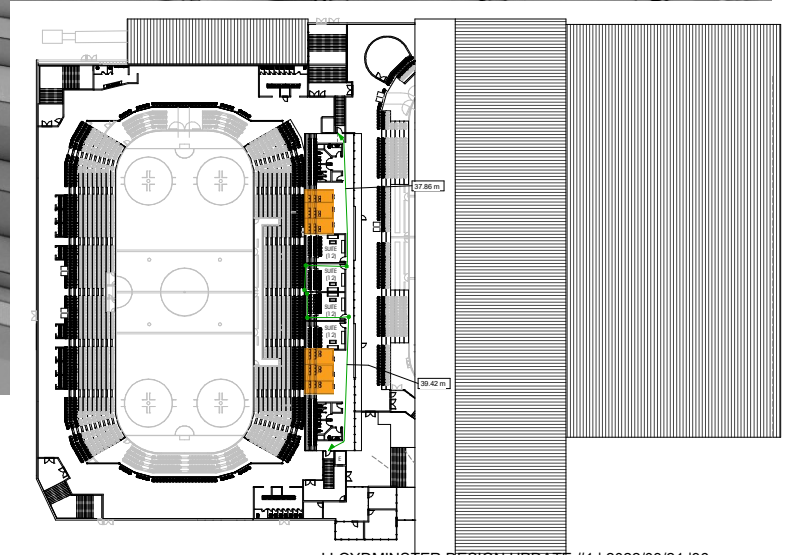


LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 35

## Premium Seating - Variety of Experience



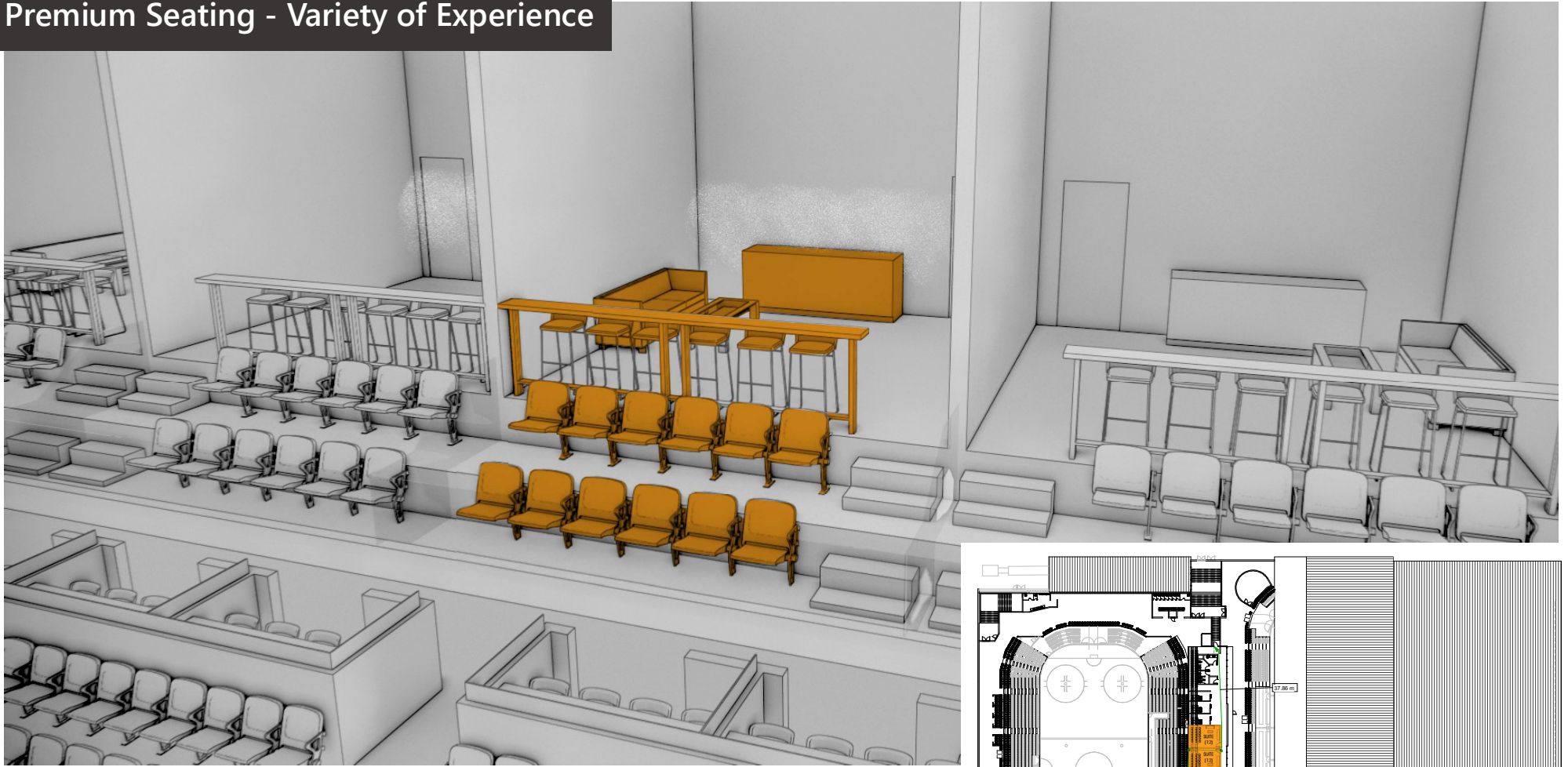
**TYPE 04**  
Theater Box  
Total Seats: 48 (6 Boxes)



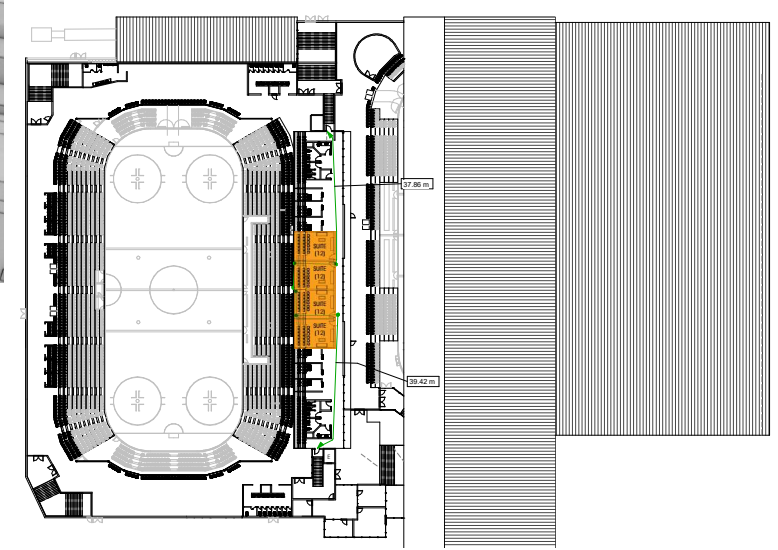
LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 36



## Premium Seating - Variety of Experience



**TYPE 05**  
Suite  
Total Seats: 48 (4 Suites)



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 37

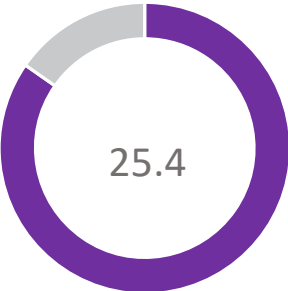


Our Recommendation

Specialty Seating

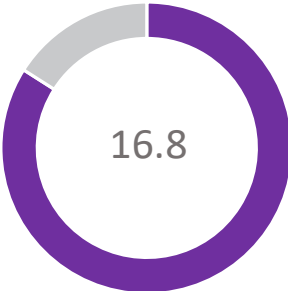
Based on the stakeholder requirements, steering committee and core team conclusions, we are recommending a specialty product configuration that offers maximum flexibility for future growth while understanding that what is needed Day One and what is needed 10 years from now will likely be different.

FISCAL RESPONSIBILITY  
/30



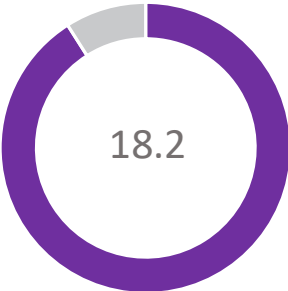
- Building the platform Day One will be less costly than adding it later
- The platform will be an added expense to the project, but this can be scaled to fit the budget (i.e. FFE)

UTILIZATION  
/20



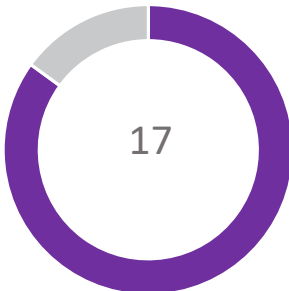
- Platform can be configured for alternate uses if needed (i.e. additional meeting room space, offices, etc.)
- Will be configured to be flexible throughout the season

ECONOMIC IMPACT  
AND QUALITY OF LIFE  
/20



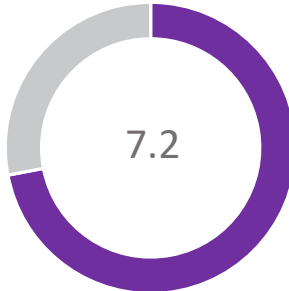
- Provides additional sponsorship opportunities for revenue generation
- Provides community connections
- Can be used as rental spaces

DIVERSITY AND  
PARTICIPATION  
/20



- Allows for varied product at price points matching patron willingness to spend

SUSTAINABILITY  
/10



- Provides greater options that support the growth of sports, recreation, and events in the long term
- Provides room for expansion at a later date

TOTAL: 85 / 100

# **DRESSING ROOMS**

## Dressing Room Sizing

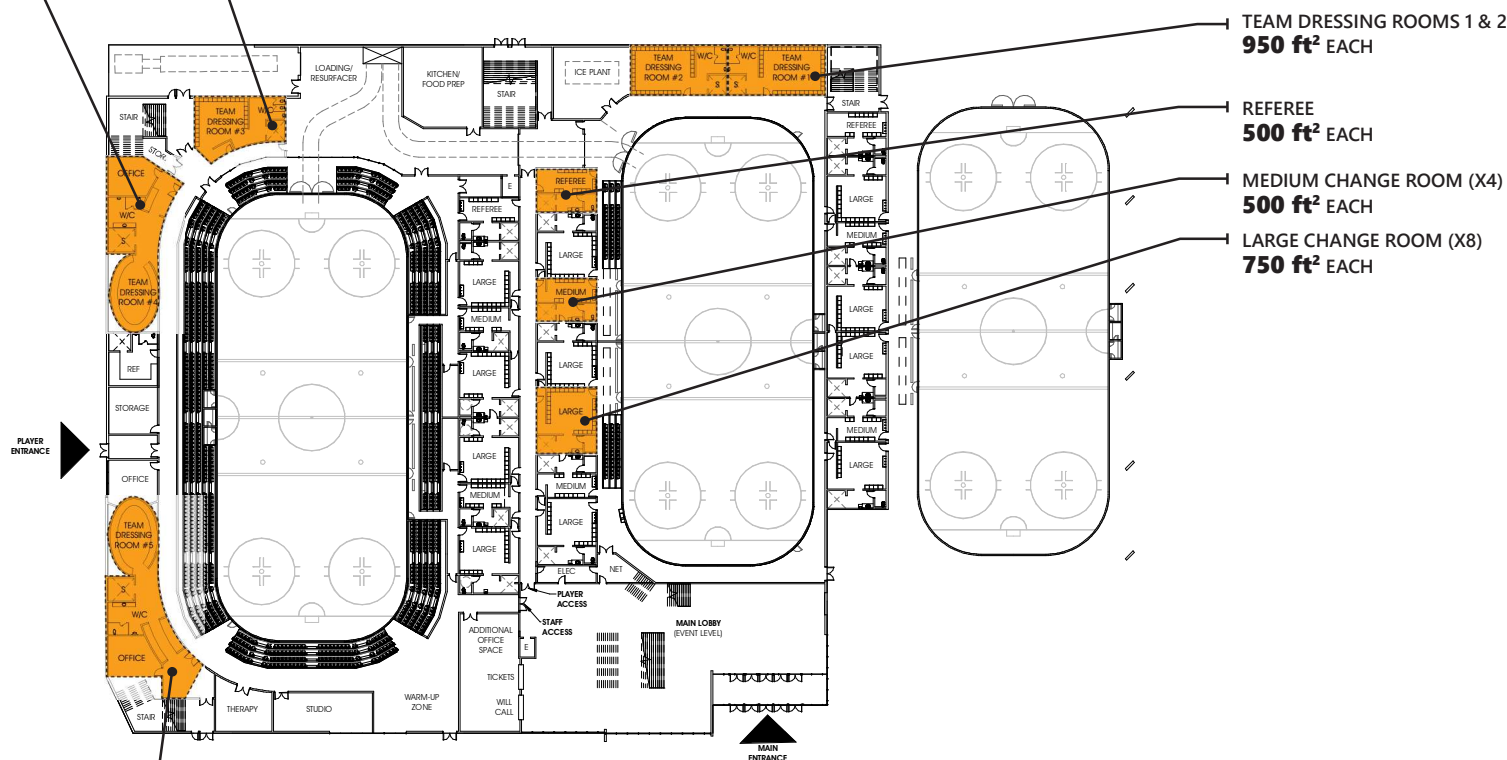
TEAM DRESSING ROOM #3  
**950 ft<sup>2</sup>**

TEAM DRESSING ROOM #4  
**1740 ft<sup>2</sup>**

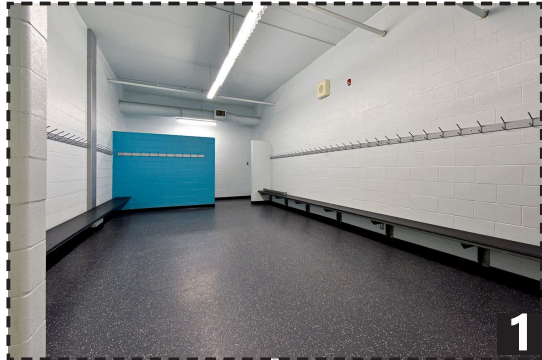
TEAM DRESSING ROOM #5  
**2110 ft<sup>2</sup>**

Dressing Room Size Comparisons								
	Merlis Belsher	Swift Current	Moose Jaw	Humboldt	Lloydminster	Yorkton	Melville	Melfort
AAA Male	700	912	1,837		434	420 969 (redesign inc. coaches office)		
AAA Female	700				281			
WHL		1,680 256 (Coach)	3,534					
SJHL				800 (Includes trainers room, showers & coaches room)	433	570 1,442 (redesign)	2,119 (Includes trainers room, showers & coaches room)	972 (includes weight room)

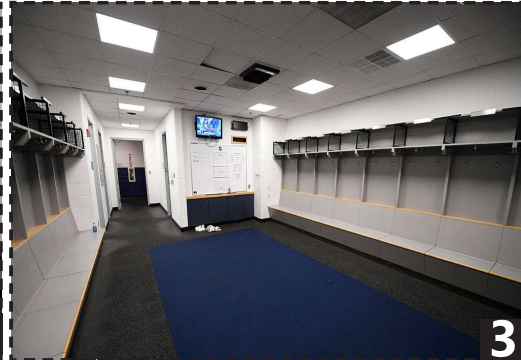
\*Measurements are in square feet.



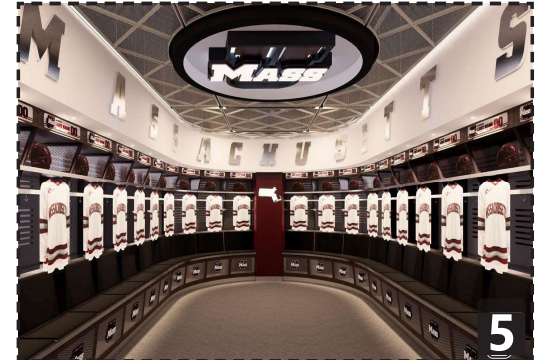
## Locker Stall Fit-Out Spectrum



1



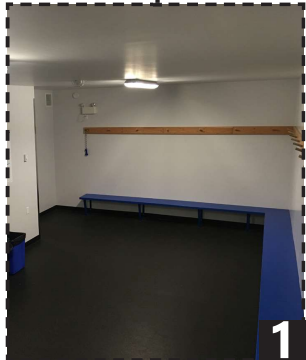
3



5

\$100 /ft<sup>2</sup>

\$300 /ft<sup>2</sup>



1



2



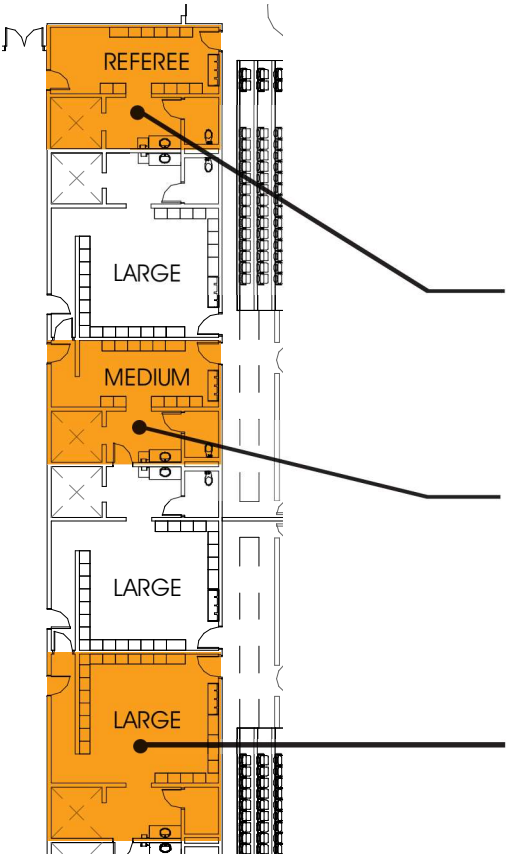
4



4



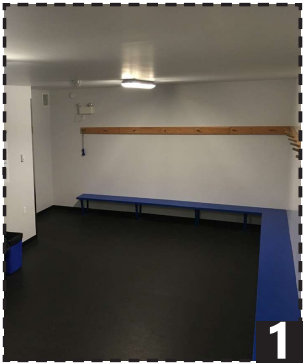
# Dressing Room Costing



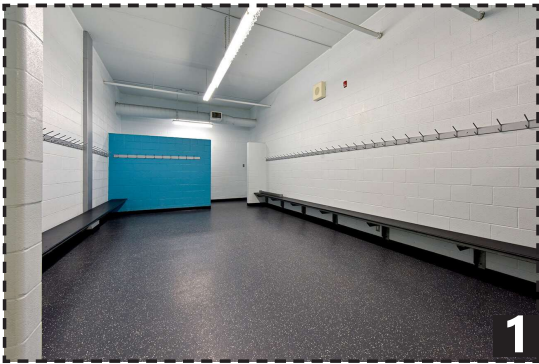
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SJHL				800 (Includes trainers room, showers & coaches room)	433	570 1,442 (redesign)	2,119 (Includes trainers room, showers & coaches room)	972 (includes weight room)

\*Measurements are in square feet.

REFEREE  
500ft<sup>2</sup> EACH



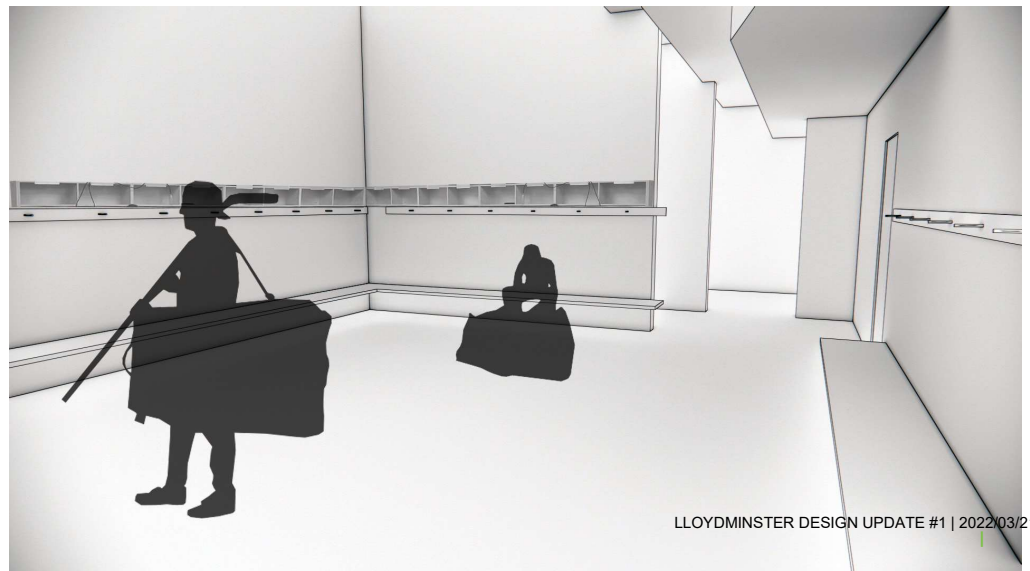
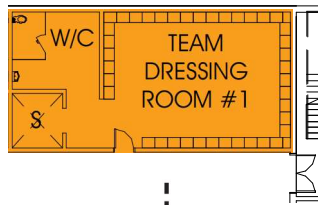
MEDIUM  
500ft<sup>2</sup> EACH



LARGE  
750ft<sup>2</sup> EACH

## Team Dressing Room Type 1

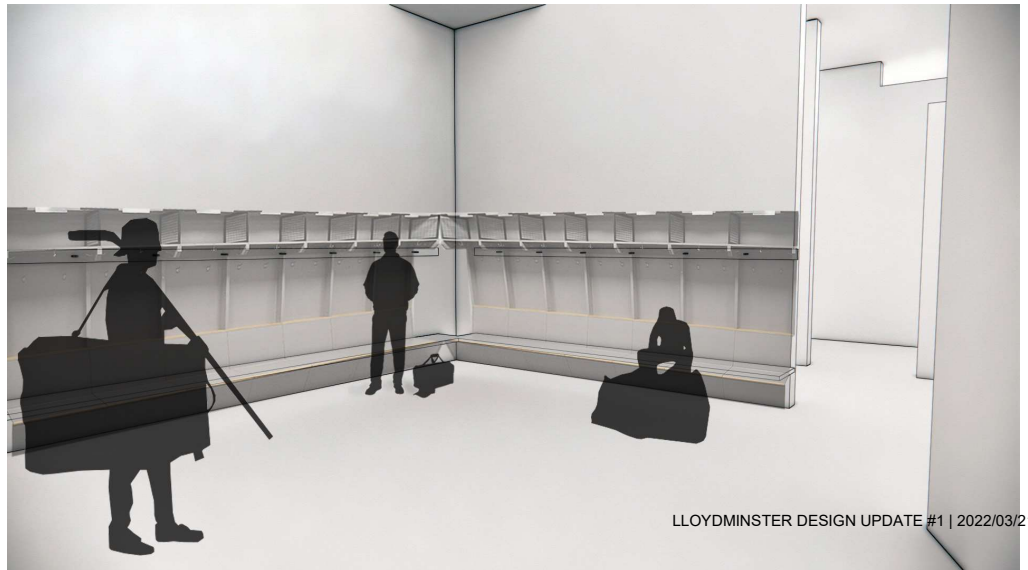
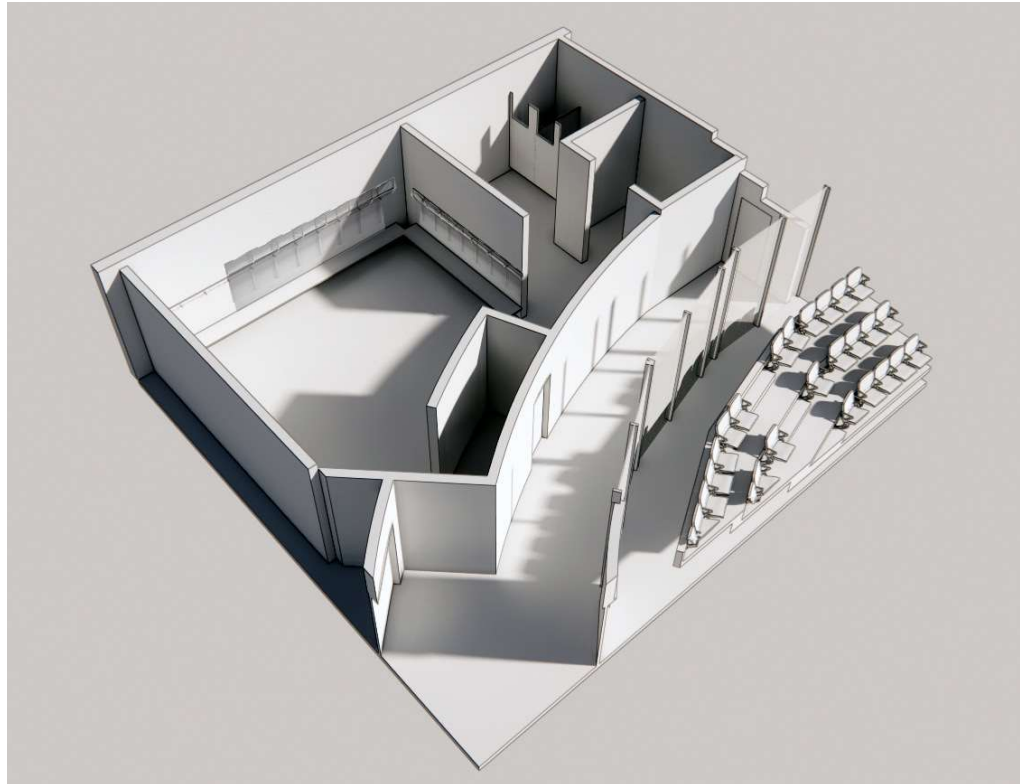
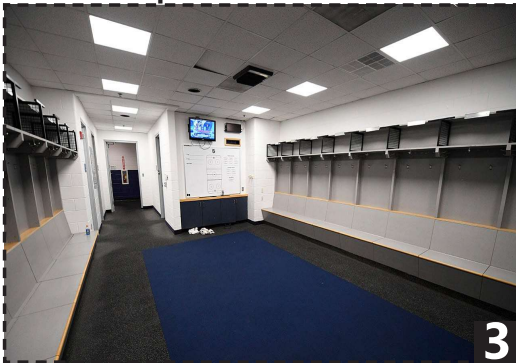
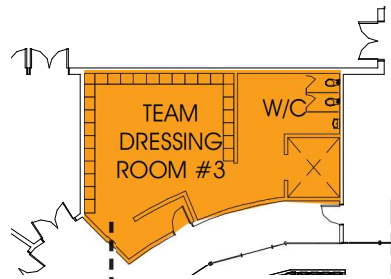
950ft<sup>2</sup> EACH



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 43

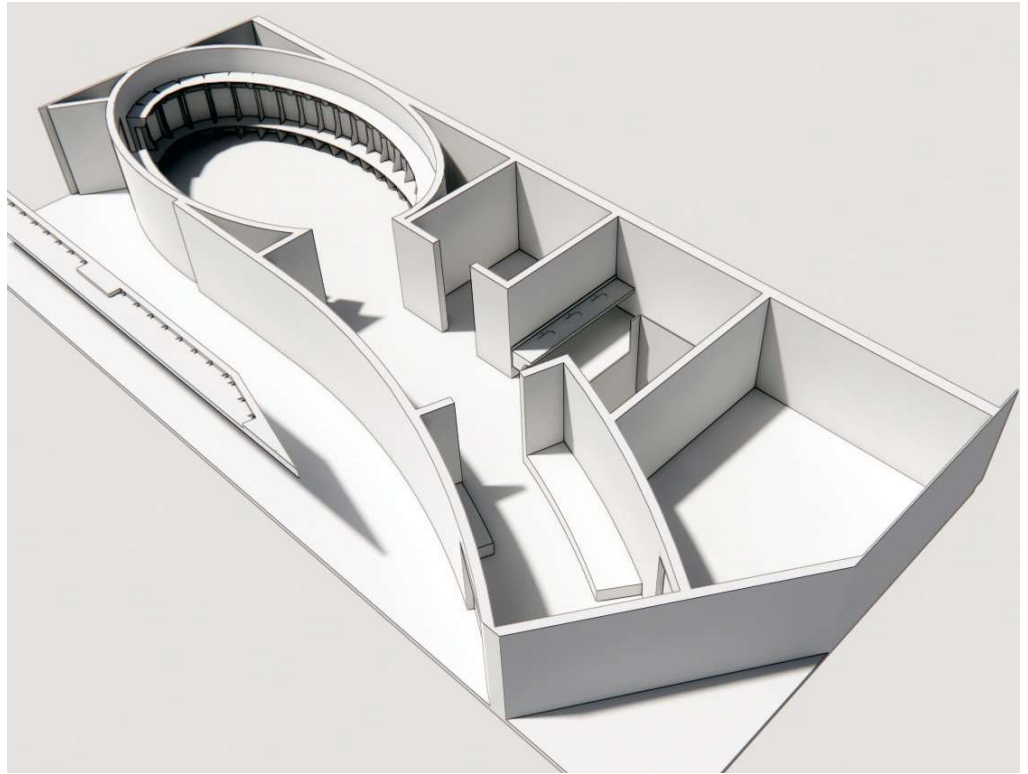
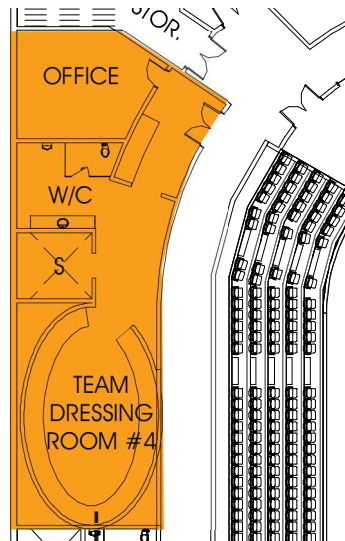
## Team Dressing Room Type 2

950ft<sup>2</sup>



## Team Dressing Room Type 3

1740 ft<sup>2</sup>

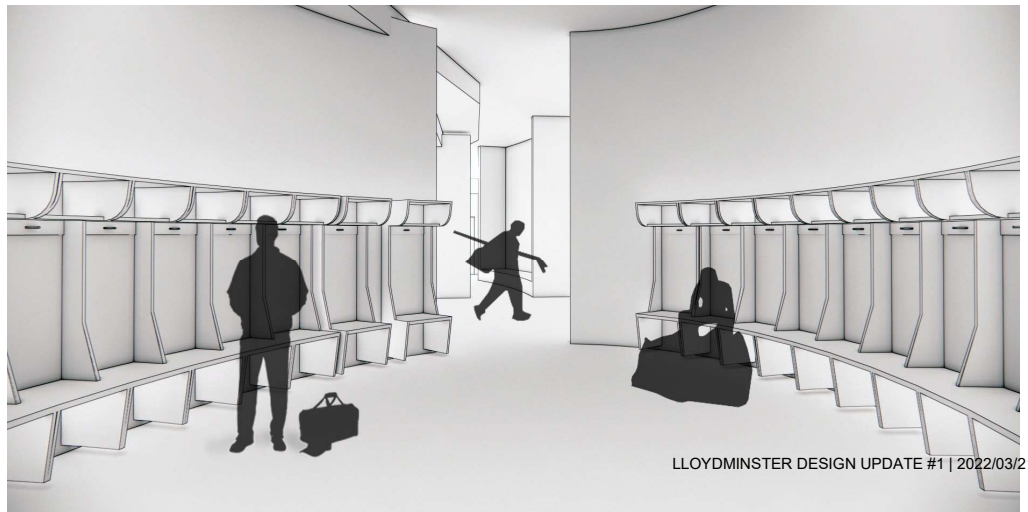
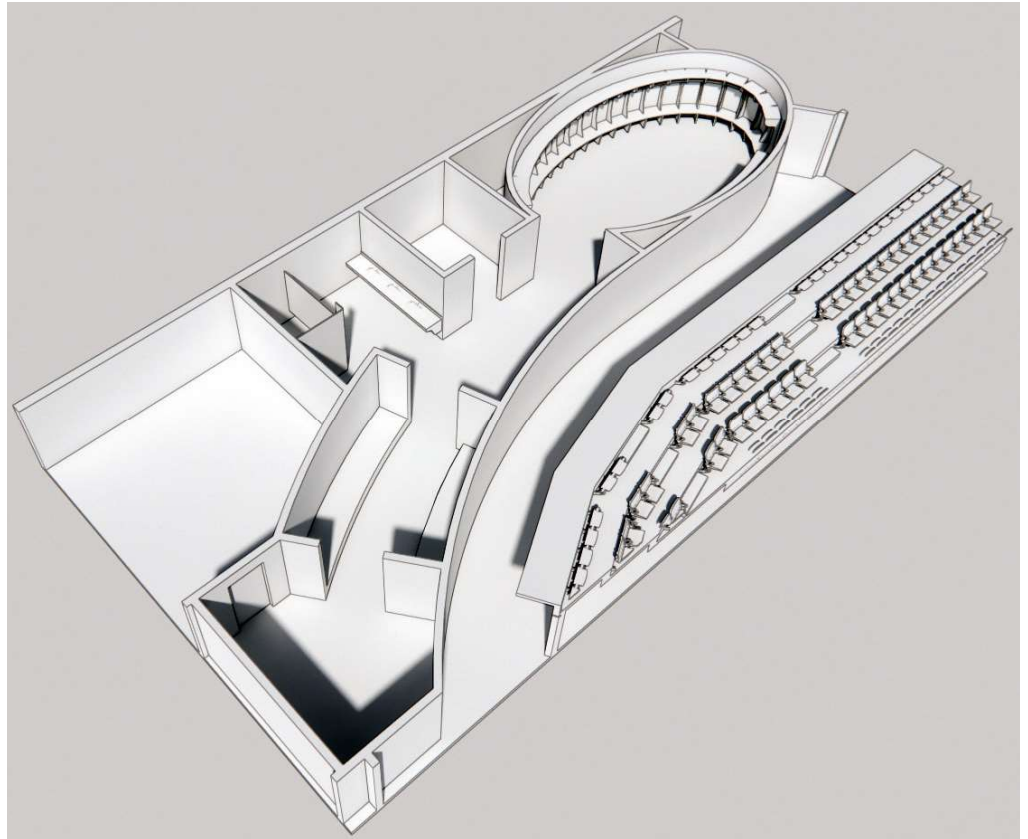
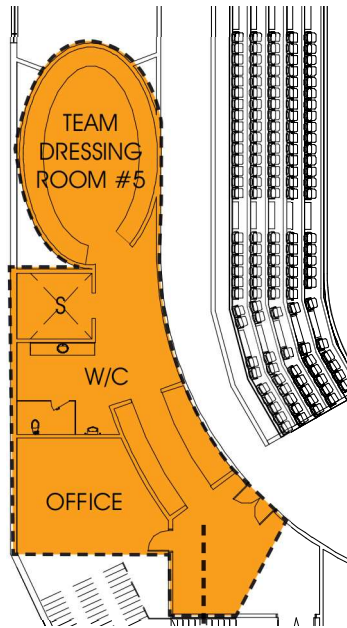


LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 45



## Team Dressing Room - Type 4

2110 ft<sup>2</sup>



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 46

# **NEW DESIGN UPDATES**

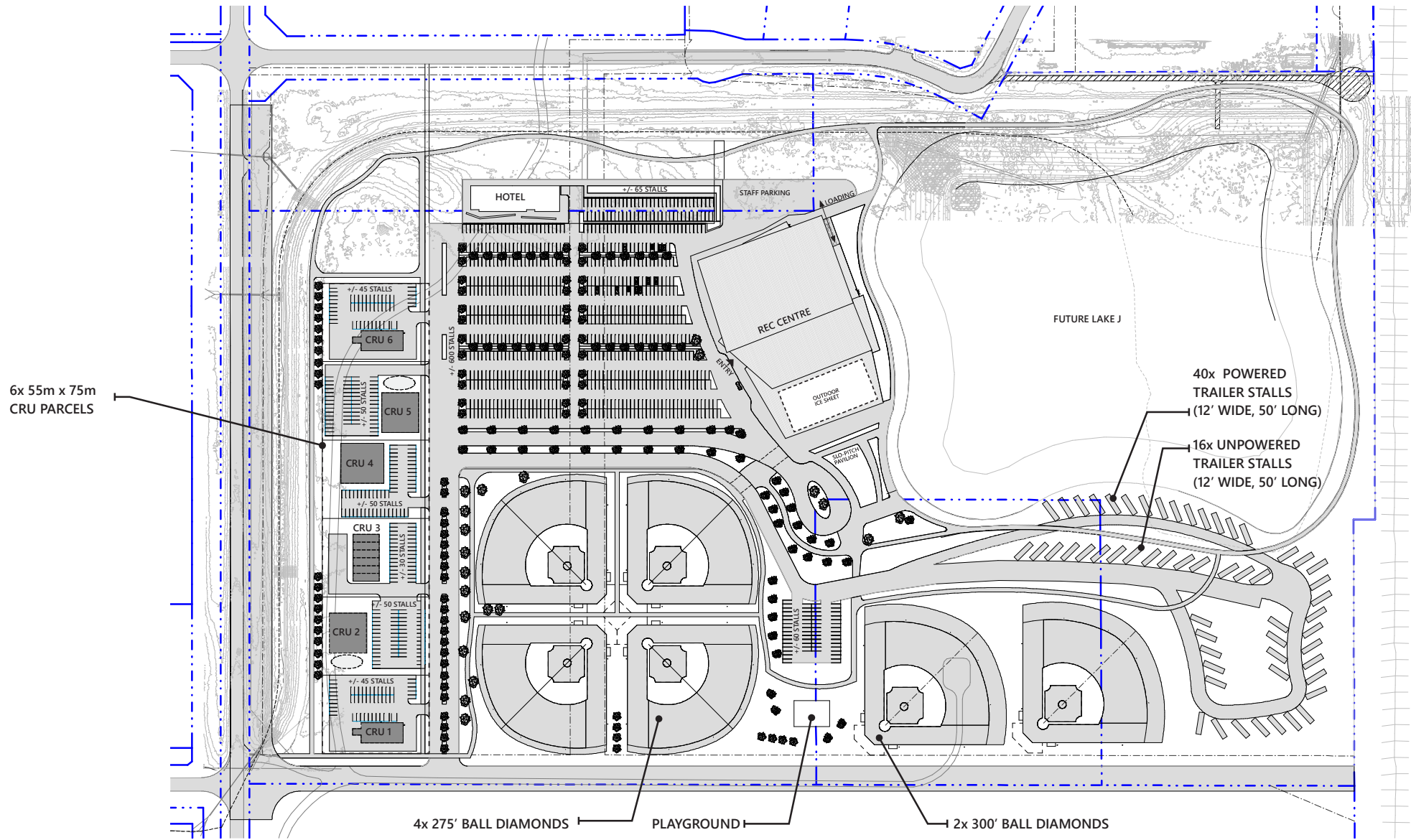


## Overall Site



LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 | 48

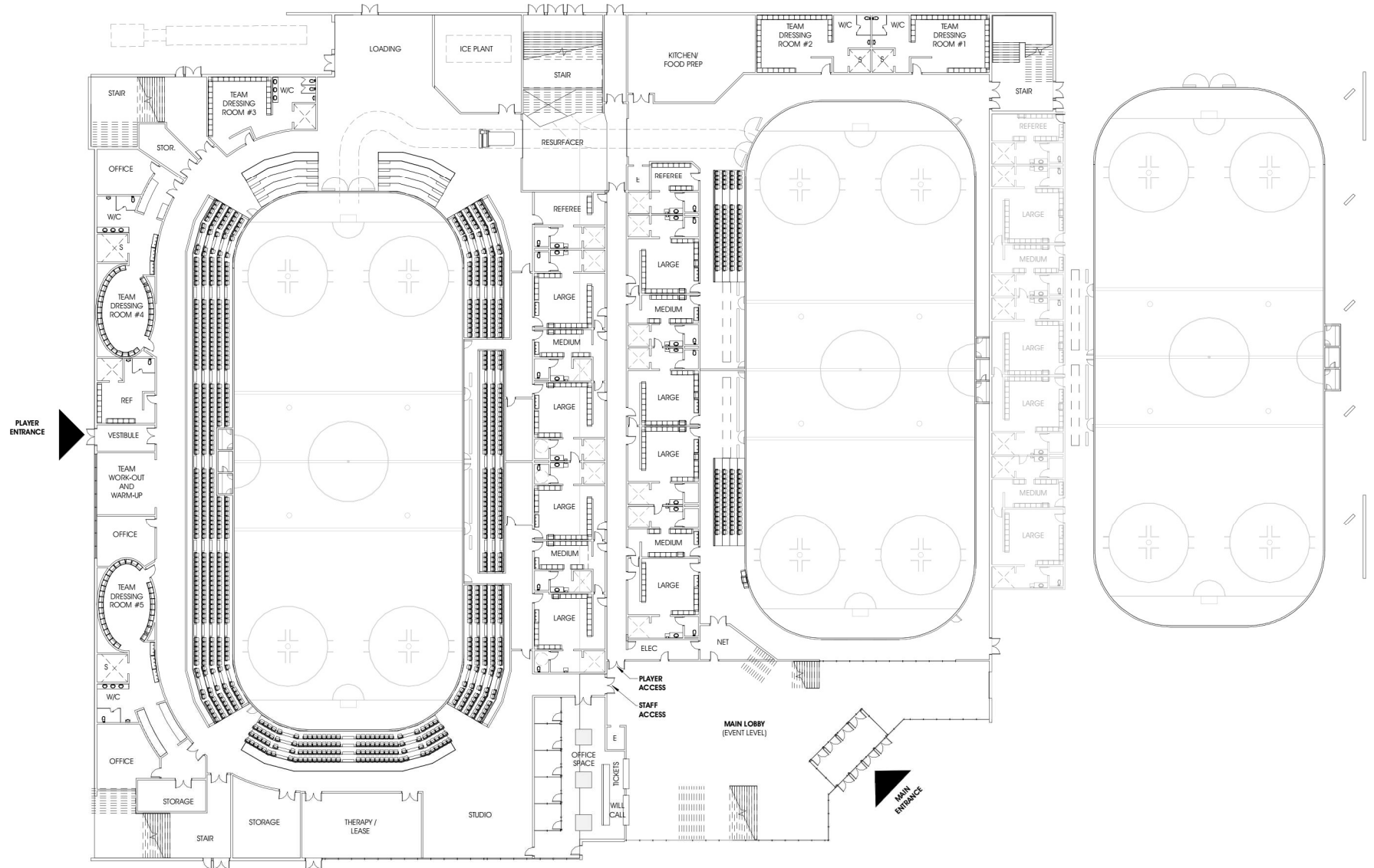
# Site Plan



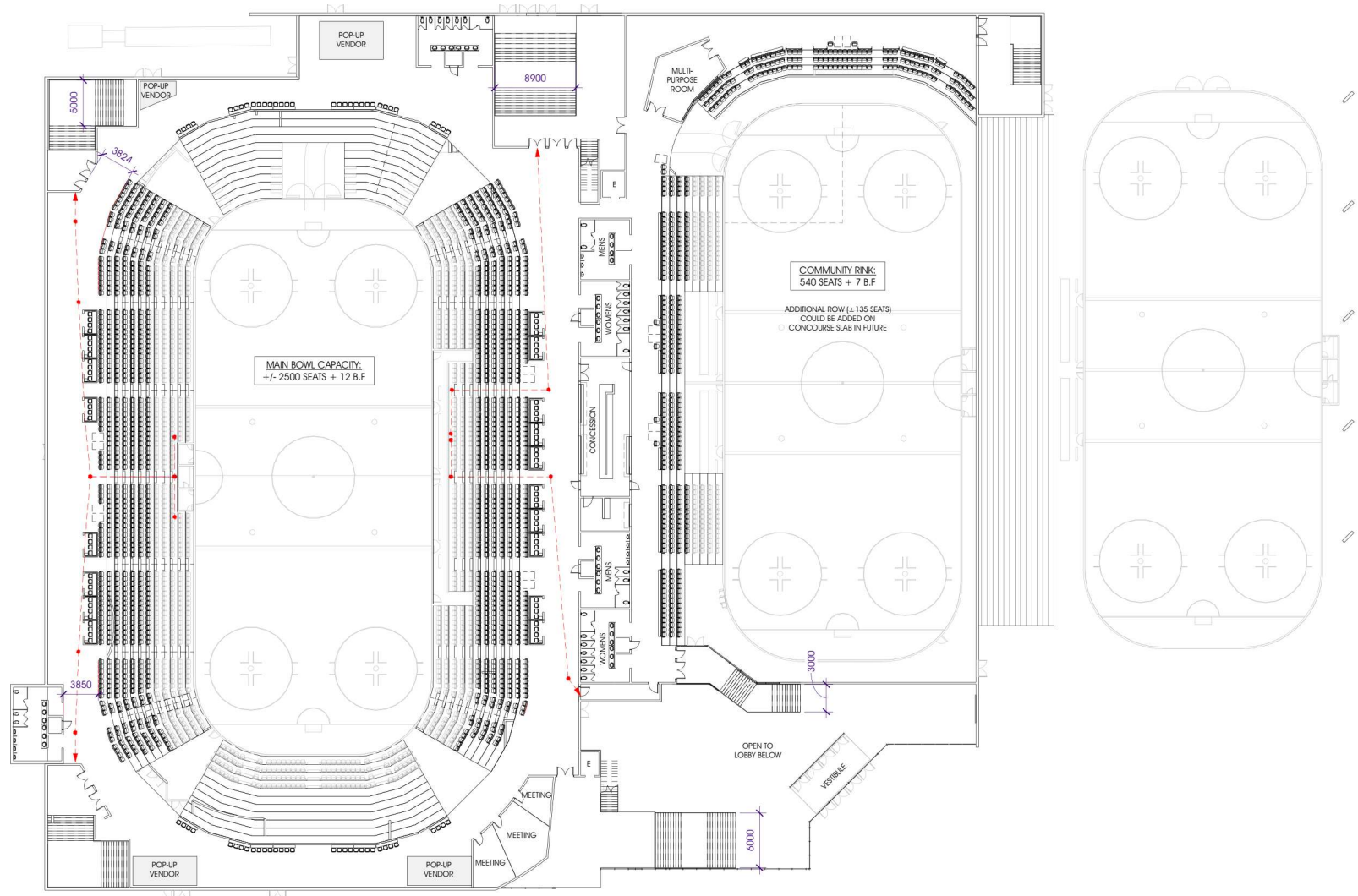
LLOYDMINSTER DESIGN UPDATE #1 | 2022/03/21 |49



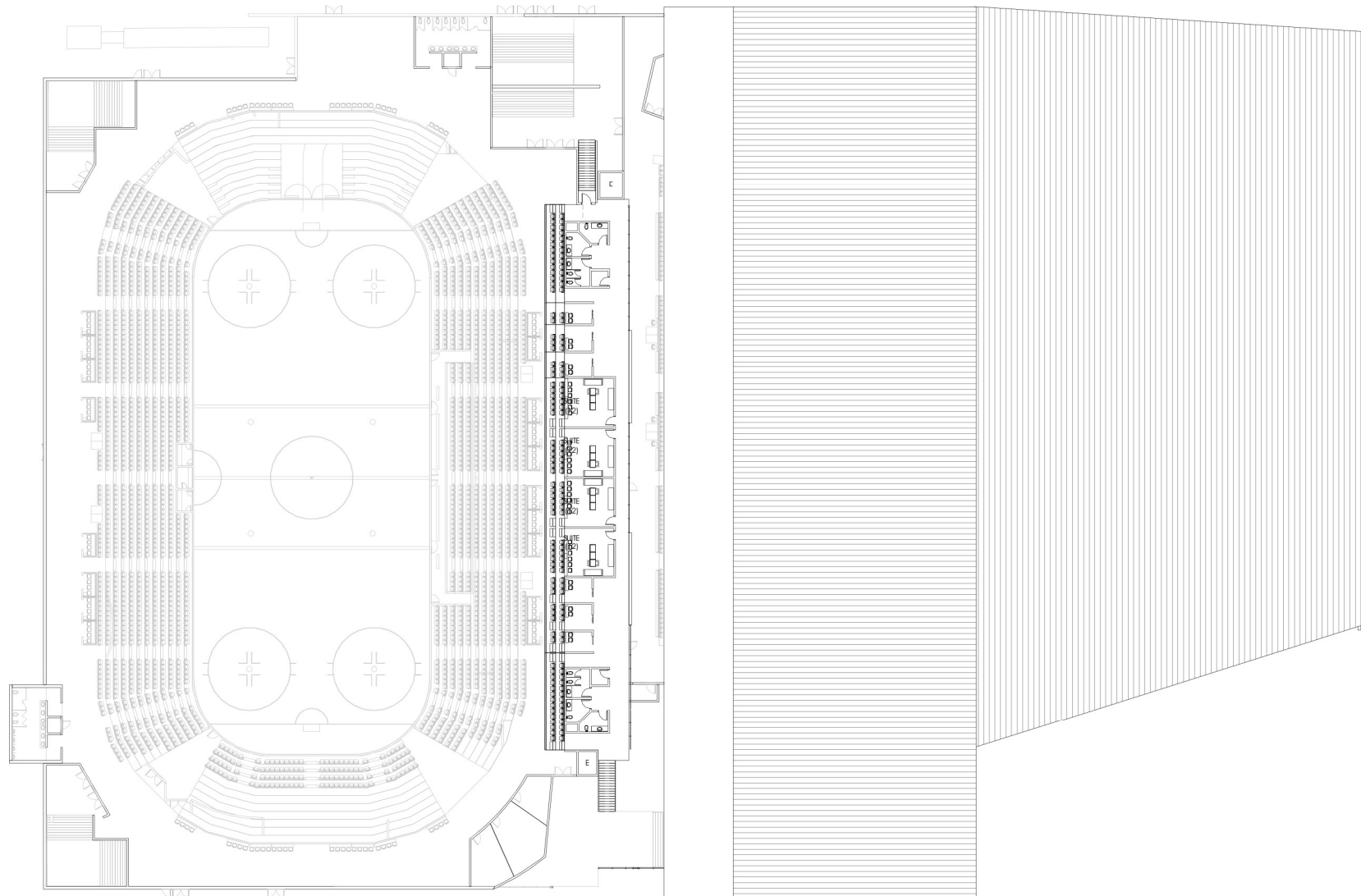
## Current Layout




## Current Layout



## Current Layout



 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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<b>Subject Matter: Event Facility Survey Report</b>
<b>Department: Community Development Services</b>
Presented By: Leo Pare
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** On February 14, 2022, Administration opened a public survey to assess how the public might utilize a new indoor event facility in southeast Lloydminster, once constructed. Through the online survey, feedback was sought from both residents of Lloydminster and the surrounding region. Garnering more than 1,600 completed responses, the findings of this survey will support the detailed design and future programming of the event facility.

**Background:** The City of Lloydminster is preparing to design and build a modern new events facility. Administration expects to break ground on the project in early 2023, with a grand opening in 2025. The 'Your Place, Your Experience' survey launched on February 14, 2022 and concluded on March 5, 2022. In recent months, City has been leading stakeholder conversations with local user groups regarding their anticipated needs for the new building. Administration anticipates providing additional community-engagement opportunities as the project advances. Regular updates are shared on the project website at [www.lloydminsterplace.ca](http://www.lloydminsterplace.ca).

**Objective:** The survey, which took about six minutes to complete, focused on expectations for future experiences, amenities, accessibility, events and uses. In promoting awareness for the survey and soliciting a strong public response, members of the project team participated in a series of in-person engagement events at local junior and minor hockey games, a figure-skating event, a farmers market, WinterFest, and a community event at LloydMall. These interactive events provided members of City Council and Administration an opportunity for conversation with residents about recreation in Lloydminster and the City's work to design, fund and construct the new facility.

#### **Options:**

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. The City ensures the public is meaningfully engaged on recreational infrastructure priorities.

**Governance Implications:** N/A



	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

### Report Approval Details

Document Title:	Event Facility Public Survey.docx
Attachments:	- What We Heard Report-Event Facility Engagement.pdf
Final Approval Date:	Mar 14, 2022

This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Doug Rodwell

Dion Pollard



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# New Event Facility Public Engagement

*Your Place, Your Experience*  
What We Heard Report

March 2022

Community Engagement Coordinator

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## Background

From November 2019 to July 2020, the City commissioned a Feasibility Study to determine the future of arenas in the City of Lloydminster; specifically, the future of the Centennial Civic Centre (CCC). It was recommended that the City prioritize the construction of a new event facility to replace the Centennial Civic Centre due to its condition and limited life expectancy.

TBD Architecture & Urban Planning was hired as the Architectural Services Consultant to create a detailed design of the new event facility. With construction currently estimated at \$50 million, this new facility will represent one of the most significant recreational investments in Lloydminster's history. Throughout the design and construction phases of the event facility – temporarily named Lloydminster Place – it has been a priority of Council and the project team to engage with the public using different mediums and strategies to reach the broadest possible cross-section of residents, visitors and user groups. After meeting with key stakeholders for in-person engagement sessions, the City of Lloydminster reached out to the public regarding the future experiences and amenities of Lloydminster Place. This was done through the *Your Place, Your Experience* engagement campaign.

## Target Audience

The target market for this campaign was broad as it pertains to residents of Lloydminster and the surrounding areas that would travel to the new event facility. This campaign had elements to engage individuals of all ages (18-75+) but were primarily targeted residents in their 20s to 50s, a large demographic most likely to attend events at Lloydminster Place, once built.

Within the consult level, the City of Lloydminster did an extensive information campaign to ensure the public fully understands the scope and scale of the new event facility being proposed and offer all residents and stakeholders ample opportunity to share their voice.

## Engagement Techniques

The City of Lloydminster launched the *Your Place, Your Experience* engagement campaign on February 14, 2022, following a Community Engagement Unveiling event that officially launched the campaign as well as the site plan, sponsorship opportunities and the Lloydminster Place brand.

The campaign consisted mainly of an online survey that was housed on [yourvoicelloyd.ca/ypye](https://yourvoicelloyd.ca/ypye). Other techniques included a series of in-person information kiosks at various locations and events in Lloydminster to further educate the public on the Lloydminster Place project and entice the public to complete the survey.

## Survey advertising

### Print Media

- Newspaper
  - o Meridian Source
  - o Vermilion Voice
  - o Morning News
  - o Weekly Bean
- Lobby Displays
  - o City Hall
- Posters
  - o At all City facilities
  - o Lloyd Mall
  - o Lakeland College

### Digital Media

- Social Media
  - o Facebook
  - o Twitter
  - o Instagram
  - o *Added new project-specific social channels*
- Websites
  - o Lloydminsterplace.ca
  - o yourvoicelloyd.ca
- Newsletters
  - o FCSS Lloydminster
  - o Ec Dev Lloydminster
  - o City of Lloydminster Public Engagement
  - o School Districts
  - o Lakeland College App
- Digital Billboards
  - o Servus Sports Centre (corner of 52B ave and 12 st)
  - o RCMP Building (corner of 52 ave and 44 st)
  - o OnSite sign (corner of 62 ave and 44 st)
  - o RM of Wilton sign (corner of 40 ave and 12 st)
- Radio
  - o The Goat 106.1FM
  - o Real Country 95.9FM
  - o HOT 93.7

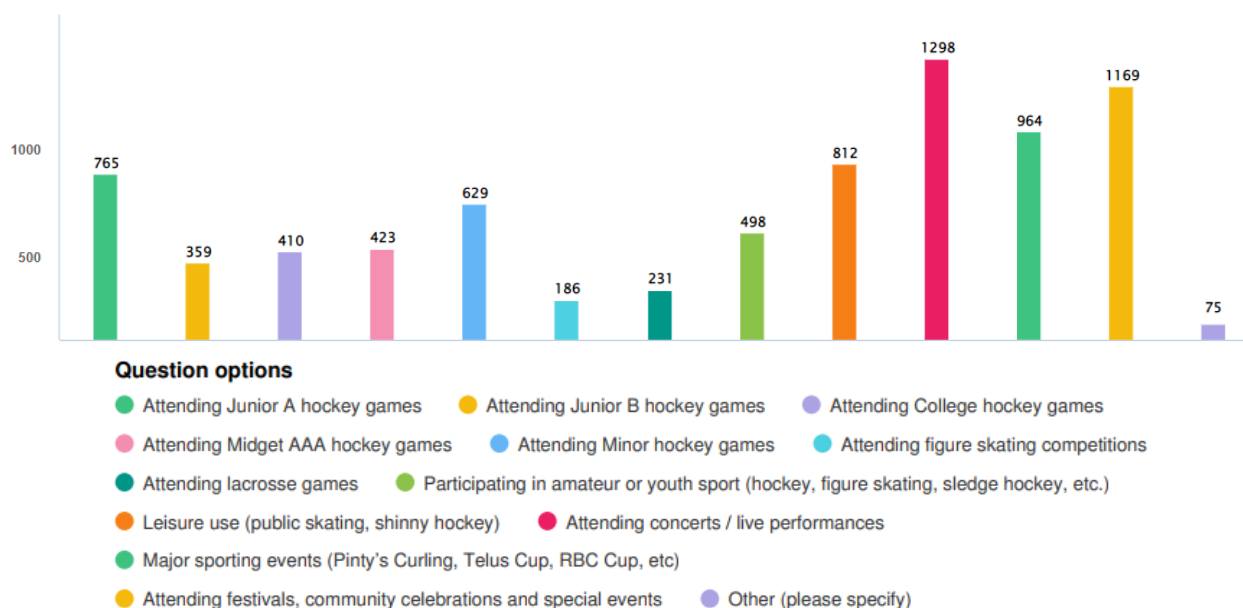


## Engagement Findings

### Your Place, Your Experience Survey

The *Your Place, Your Experience* survey was open for a total of 20 days with a closure date of March 5, 2022. It was made up of nine questions regarding future Lloydminster Place events and amenities, the Centennial Civic Centre and demographic questions. The survey received a total of 1,602 responses.

#### Q1. Of the following options, what are the reasons you would visit Lloydminster Place, once constructed?

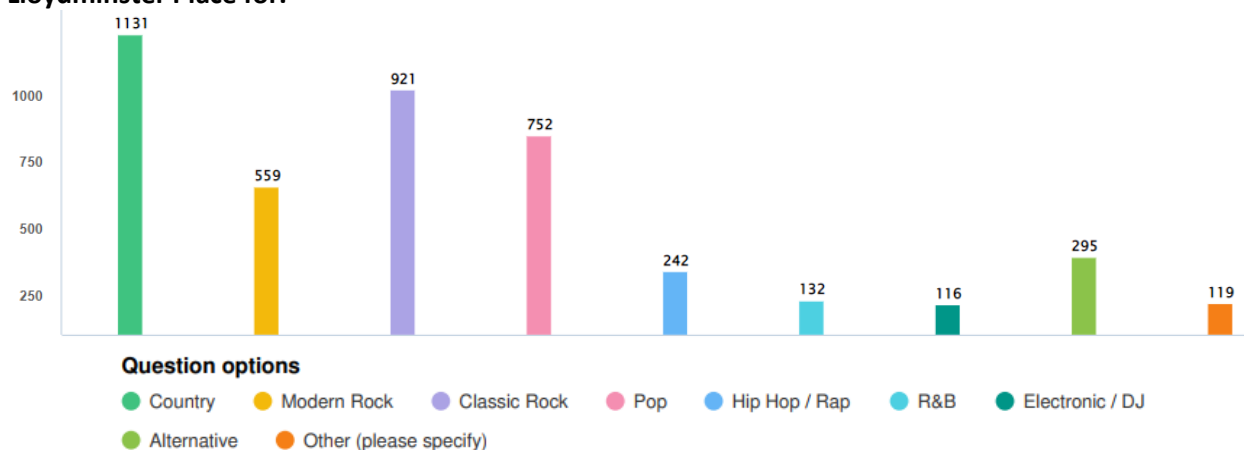


The top three options that respondents chose were to attend concerts/live performances, to attend festivals, community celebrations and special events, then to participate in amateur or youth sport (hockey, figure skating, sledge hockey, etc.)

Major themes that were extracted from the 75 'other' responses include the following:

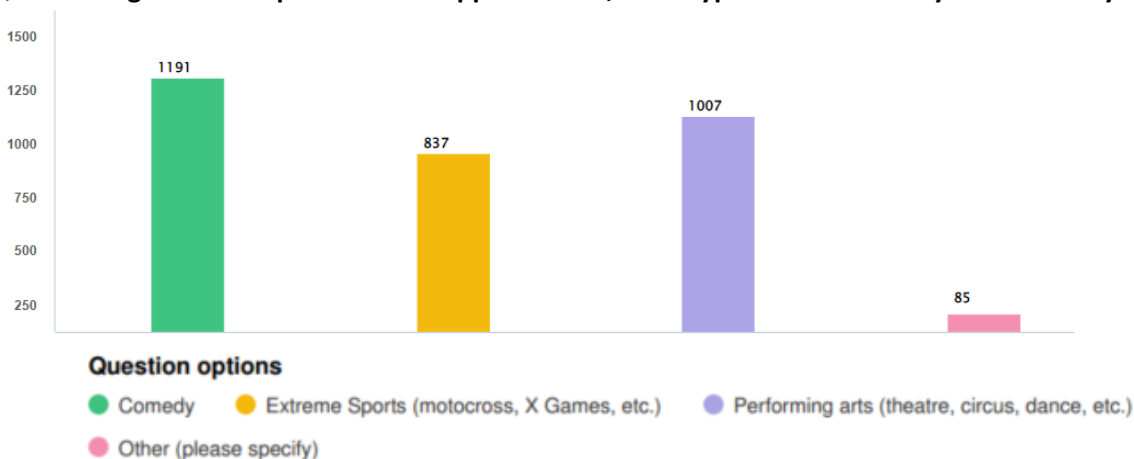
- Sports other than hockey (rock wall, basketball, rowing)
- Rental spaces for special events
- The expressed need for a new indoor pool

**Q2. Select the top three music genres that you would most likely attend live performances at Lloydminster Place for.**



Country music was the top choice with 1,131 selections. Classic rock and pop were among the second-highest choices. Electronic/DJ and R&B music were among the least favoured genres. 119 respondents selected 'other' genres that were specified in comments, most of them covering folk, jazz, and gospel/worship music.

**Q3. Thinking about live performance opportunities, what types of acts would you most likely attend?**



All three options listed were popular choices with the respondents, but comedy was the top choice. Major themes that came from 'other' suggestions included professional wrestling, theatre/musicals, and rodeo.

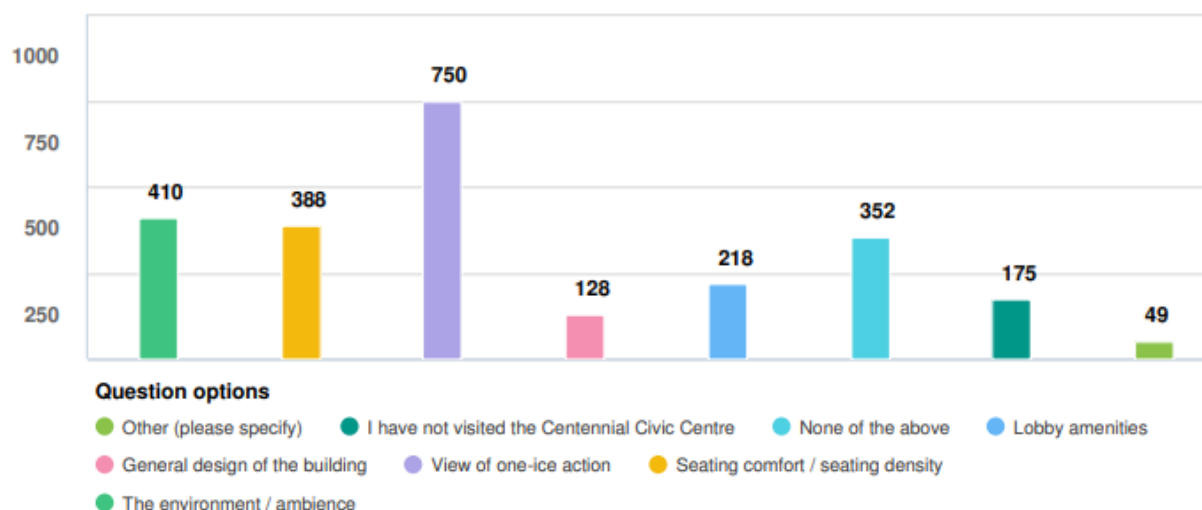
**Q4. Thinking as a Lloydminster Place guest, please rank the following amenities based on their importance to you. (Alternative data view in Appendix)**



Comfortable seating was a priority among the majority of respondents with about 67% of survey takers ranking it 'very important.' The majority of respondents ranked 'gathering areas' and a 'spacious lobby' with mid-level importance.

*Please see the Appendix for a further breakdown of each amenity's selections.*

**Q5. If you have visited the Centennial Civic Centre in the past, what did you enjoy most as a visitor?**



The 'view of on-ice action' option was the most enjoyed aspect from respondents that have visited the Centennial Civic Centre (CCC) in the past. The general design of the building was enjoyed by only 8% of past visitors making it the least selected option. There were 32.9% of respondents that either never visited the CCC or did not enjoy any of the aspects listed.

For the 'other' comments of what visitors enjoyed, the following themes emerged:

- The Auditorium space
- The heaters
- Nostalgia
- Navigation / parking
- Wood beams

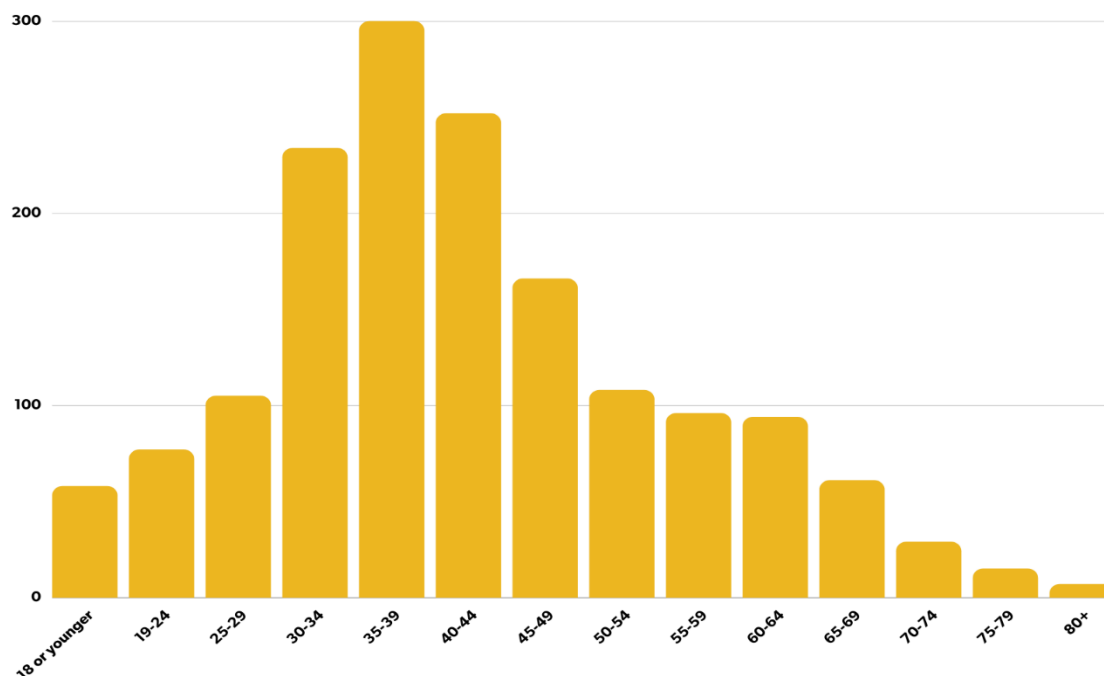


**Q6. If you have visited the Centennial Civic Centre in the past, are there specific events or moments that stand out?**

This question was optional for respondents to answer. A total of 480 comments were submitted for specific events/moments at the Centennial Civic Centre that stood out to respondents. Common mentions found within these comments included:

- Scotiabank Hockey Day in Canada
- RBC Cup
- Pintys curling
- Bobcat Games
- Royal Bank Cup
- Allan Cup tournaments
- Jr. B Provincials
- Battle of the Badges
- Weddings/Christmas Parties
- Circus
- Team Canada vs Bobcats Game
- Oilers vs Flames Alumni Game
- Many minor hockey games
- Various Concerts (*with mentions of lack of good audio/acoustics*)
- Figure Skating carnivals
- Festival of Trees

## Age of respondents



The majority of respondents were 30 to 40 years of age. There was a total of 135 respondents that were 18 or younger to 24 years old.

## Location of respondents

Respondents were asked to enter their postal codes. It was concluded that 30.4% of respondents live on the Saskatchewan side of Lloydminster, 61.4% live on the Alberta side of Lloydminster and 8.1% are from the surrounding areas of Lloydminster.

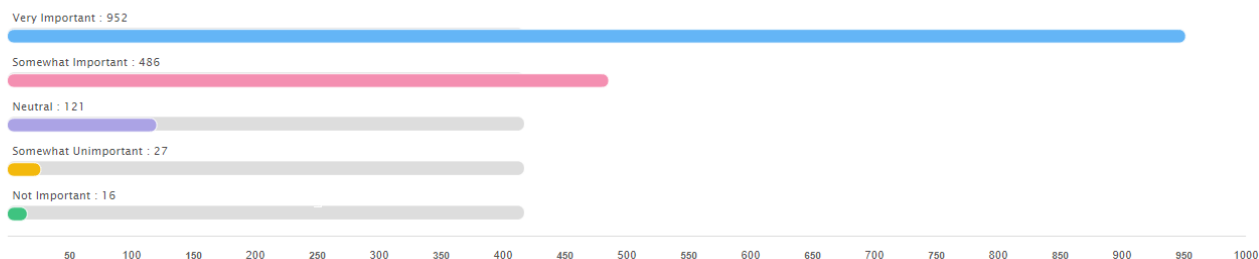
## Email list

A total of 403 respondents (25%) submitted their email addresses and requested regular updates about the new event facility.

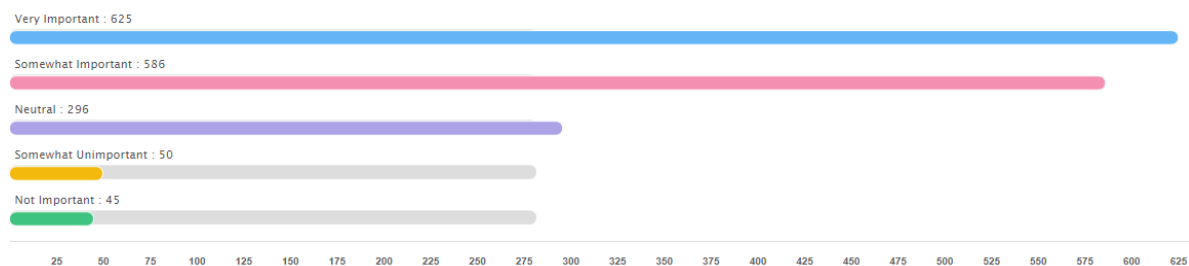
## Appendix

### Q4.

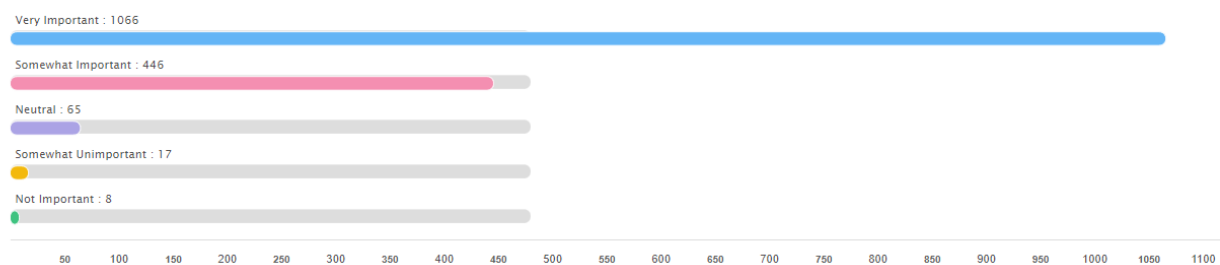
High quality audio



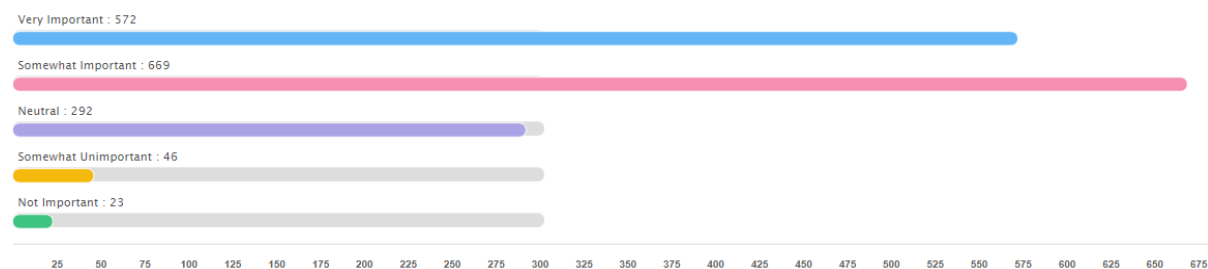
Large video screen / central score clock



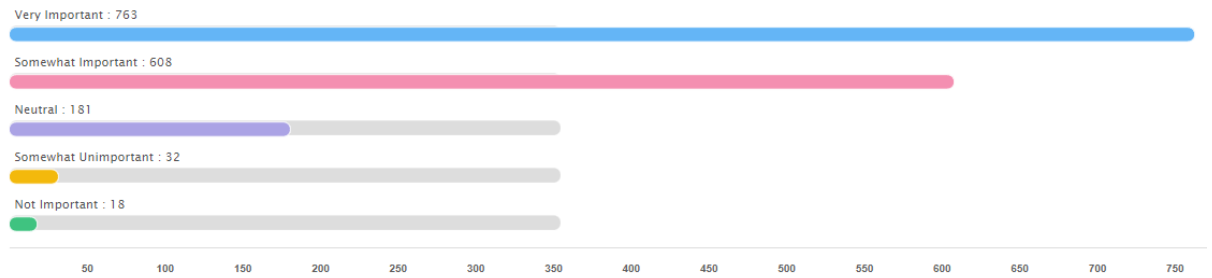
Comfortable seating



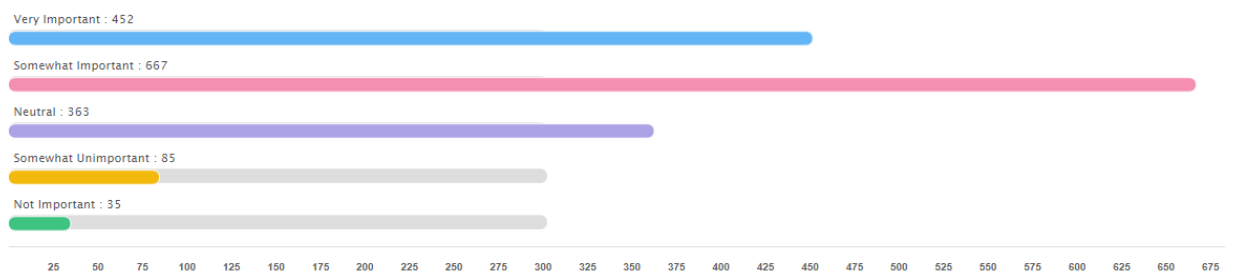
Spacious lobby / concourse



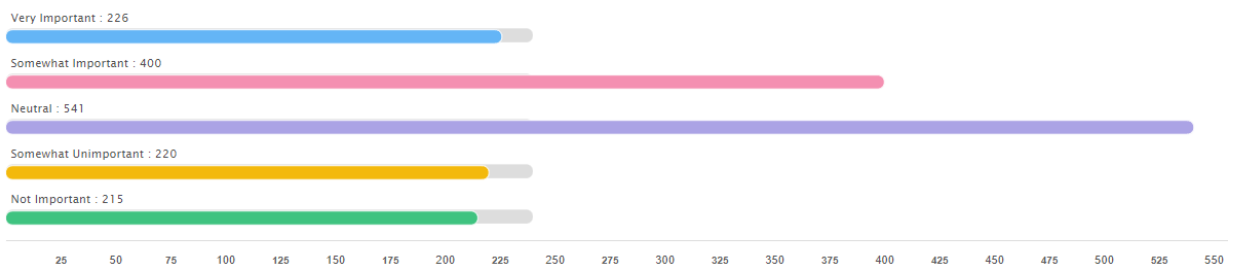
#### Food and beverage options



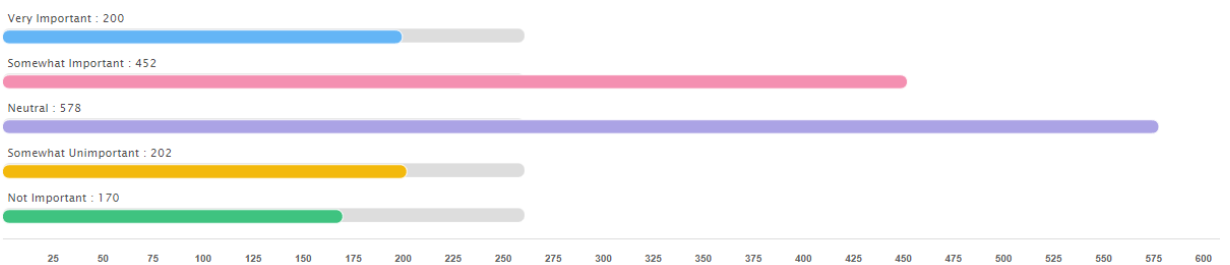
#### Gathering areas (chairs, tables, leaning benches, etc.)



#### Unique design features / public art



#### Retail services (team merchandise, pro shop, etc.)





<b>Subject Matter: Taxi and Vehicle for Hire Bylaw Amendment – Fees</b>
<b>Department: Office of the City Clerk</b>
Presented By: Glenn Alford
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** Amendments to the Taxi and Vehicle for Hire Bylaw

**Background:** On March 16, 2022, Administration was approached by local Taxi and Vehicle for Hire companies regarding the current fee structure established within the Bylaw. Concerns were identified with the fees outlined as the cost of operating has increased. The Bylaw was developed in 2016 when fuel was approximately \$0.90 per litre. The cost of fuel has increased significantly, along with the cost of insurance.

To ensure local companies within the City are able to operate effectively and efficiently while ensuring fair rates for residents, Administration has determined the request from local companies to be fair and reasonable and is recommending a structure similar to the structure in Saskatoon.

Schedule "B" of the Taxi and Vehicle for Hire Bylaw, establishes the rates and Administration is recommending the following changes. New fees are highlighted for Council's review below.

<b>Taxi Meter Fees</b>		
First <del>150</del> 117 meters	\$3.00	<b>\$3.75</b>
Thereafter each <del>150</del> 117 meters	\$0.25	\$0.25
Waiting Time Per Hour	\$40.00	<b>\$60.00</b>

**Objective:** To align with current economic conditions, ensure accessibility throughout the City, ensure a fair and affordable fee structure for residents, while ensuring local companies can operate and remain viable.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Building Economic Resilience. Updating fees to reflect current economic conditions ensures companies within the City can continue to operate and remain viable.

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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**Governance Implications:** This will amend the Taxi and Vehicle for Hire Bylaw.

**Budget/Financial Implications:** If approved, there would be a financial impact to the Seniors Taxi Program. Budget costs in 2021 were \$106,719 and would rise to approximately \$140,000 if the fee amendment is passed by council.

**Environmental Implications:** N/A


### Report Approval Details

Document Title:	Taxi and Vehicle for Hire Bylaw Amendment - Fee Schedule.docx
Attachments:	
Final Approval Date:	Mar 17, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard

 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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<b>Subject Matter: Recreation Access Policy Review 2022</b>
<b>Department: Community Development Services</b>
Presented By: Patrick Lancaster
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** The Recreation Access Policy has been active for 3 years and is due for review.

**Background:** In 2018, the Community Social Needs Assessment indicated that more than 20% of residents were facing financial barriers to participation in recreation.

At the May 28, 2018, Regular Council Meeting, Council directed Administration to proceed with the deliverables presented and incorporate them into a five (5) year plan. Deliverable #10 of the Community Needs Assessment identified the following:

*Working with the Recreation and Culture Department to develop a proposal to remove financial barriers to recreation services for low-income residents.*

Administration conducted research of communities that have recreation access programs and developed the Recreation Access Policy which was approved by Council January 28, 2019.

The Policy creates a process by which residents who fall within a low-income bracket are able to receive a reduced rate of admission or membership at City of Lloydminster facilities.

	2019	2020	2021	Total
Cards Issued	443	126	263	832
Drop-ins	1,138	656	128	1922
Memberships	77	46	52	175

Over the past 3 years the Social Programs and Services (SPS) department has been collecting feedback on the Recreation Access Program. In addition we have conducted research on Alberta and Saskatchewan municipalities that offer similar programs. The overarching goals of the proposed changes are to further reduce financial barriers, build inclusiveness, and reduce administration. The proposed changes are as follows:

#### **Change to the income threshold**

Number of Household Members	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
Current RAP LICO-AT	\$19,042	\$23,177	\$28,859	\$36,005	\$41,000	\$45,470
<b>Proposed RAP</b>	<b>\$31,200</b>	<b>\$36,173</b>	<b>\$41,146</b>	<b>\$46,119</b>	<b>\$51,092</b>	<b>\$56,065</b>

- The proposed increase in threshold would make the recreation opportunities more accessible for residents. The proposed rate was calculated using 2080 hours at \$15.00/per hour with \$4,973 added for each additional household member. This would be re-evaluated at the next review of the Policy.
- The current threshold is set by the Low Income Cut Off After Tax (LICO-AT). The 2016 Federal Census indicated that there were 1,815 residents that qualified based on this threshold. The proposed threshold is slightly larger than the Low-Income Measure, which the 2016 Federal Census calculated at 2,865 in Lloydminster. Based on a 25% rate of uptake (2019) we estimate an increase for 260 participants that will apply and qualify.

#### **Additional Inclusion Based Eligibility Criteria**

- Permanent Residents, Temporary Foreign Workers, and Status Refugees who have been in the country for less than 18-months would be exempt of the income threshold requirement. Inclusion in recreation opportunities is proven to support immigrant settlement and the development of resiliency. Waiving of the financial eligibility requirement will encourage newcomers to become part of our recreation centers and drive future revenue.
- The residency requirement would not apply to First Nations, Metis, and Inuit applicants. City of Lloydminster recreation facilities operate on Treaty 6 territory which encompass and extend past City of Lloydminster corporate limits. By waiving the residency requirement, we hope Indigenous people will feel more welcome in our facilities.

#### **Addition of Conditional Approval**

- The SPS department will have the authority to review and approve applications that do not meet income threshold requirements on a case-to-case basis. This would be utilized in situations such as experiencing loss due to fire, or the death of a family member, etc. To action this criterion, it would require an assessment from a Community Support Worker and a Manager's approval.

#### **Change to Renewal Terms**

- Standard approval will remain as twelve (12) months.
- To extend the expiration date for applicants who receive Assured Income for the Severely Handicapped (AISH) or Saskatchewan Assured Income for Disability (SAID) to 3-years. Our conversations with supporting agencies have indicated that AISH/SAID status is unlikely to change and that continual applications creates more administrative work for applicants and the City. In the interest of "reducing red tape", increasing approvals to thirty-six (36) months will reduce both administrative and support work for applicants.
- Will introduce conditional/discretionary approval to six (6) months, to serve as a check and balance to the Conditional Approval criteria.



**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area:

Providing a Safe Community. Continue to assist with removing barriers to City Recreation and Culture services. Increasing the thresholds for financial eligibility. Increasing approval terms for applicants receiving AISH or SAID.

Providing a Safe Community. All residents feel included in the community and that their diversity is valued. Addition of Newcomer eligibility criteria.

Providing a Safe Community. Indigenous people feel welcome in Lloydminster. Lifting of the residency requirement for Indigenous applicants.

**Governance Implications:** The Recreation Access Policy is due for review in 2022.

**Budget/Financial Implications:** The Recreation Access Program is a revenue generating alternate fee structure not unlike the rates the City of Lloydminster charges for youth or seniors. Some municipalities budget a subsidy to balance the cost of perceived "lost revenue" or program fees as part of their access program. In Lloydminster, the Recreation Access Program is generating new revenue from residents who would not have made purchases prior. For example: Approximately \$1,500 in revenue was generated from RAP drop ins in 2019.

**Environmental Implications:** N/A

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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## Report Approval Details

Document Title:	Recreation Access Policy Review 2022.docx
Attachments:	- RAP Presentation.pptx - RAP 2022-Markup.docx
Final Approval Date:	Mar 1, 2022

This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Doug Rodwell

Dion Pollard

# Recreation Access Program

2022-2025 Policy Recommendations



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# Background

In 2018, the Community Social Needs Assessment identified that more than 20% of residents were facing financial barriers to participation in recreation.

At the May 28, 2018, Regular Council Meeting, Council directed Administration to work with the Recreation and Culture Department to develop a proposal to remove financial barriers to recreation services for low-income residents.

In March of 2019, the City of Lloydminster launched the Recreation Access Program.



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# Recreation Access Program

The Recreation Access Program (RAP) is an income-based access program designed to remove some of the financial barriers associated with using City of Lloydminster Recreation and Cultural facilities.

Since 2019

- 832 RAP cards issued
  - 697 new applicants (84%)
  - 135 renewals (16%)
- 1,922 Drop-Ins
- 49 10-passes
- 175 memberships



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# Proposed Revisions

- Income Threshold
- New Inclusion-based Eligibility Criteria
- Conditional/Discretionary Approval
- Renewal Terms

The purpose of the revision is to allow for more access to the program. The current program is restrictive in terms of eligibility.

With the revisions, the goal is to promote more access, inclusion, and diversity in the City of Lloydminster.



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# Income Threshold

To have the SPS Department set its own Income Threshold based on Alberta's Provincial Minimum Gross Net + \$4,973 per additional dependant (AB Income Support).

Number of Household Members	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
Net Annual Salary (LICO-AT)-2022	\$19,042	\$23,177	\$28,859	\$36,005	\$41,000	\$45,470	\$49,939
Annual Salary (AB-Min.Wage)	\$31,200	\$36,173	\$41,146	\$46,119	\$51,092	\$56,065	\$61,038

Based on Statistics Canada (2016)

1,815 or 5.9% of Lloydminster residents fall under Low Income Cut Off (After Tax).



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# City of Leduc: Recreation Assistance Program

Population: 32,448

Income Eligibility: CRA Community Volunteer Income Tax Program

Number of Household Members	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
Net Annual Salary 2021	\$35,000	\$45,000	\$47,000	\$50,000	\$52,000	\$55,000

## Approvals

- 2019: 448 applicants
- 2020: 318 applicants
- 2021: 303 applicants

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# New Inclusion Based Eligibility Criteria

- Permanent Residents, Temporary Foreign Workers, and Status Refugees who have been in the country for less than 18-months.
- The residency requirement would not apply to First Nations, Metis, and Inuit applicants.



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# Conditional/Discretionary Approval

- SPS department to have authority to review and approve applications that do not meet requirements on a case-to-case basis.
- Community partners can provide letter/email for approval of applicants without proper documentation or identification.



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# Renewal Terms

- Standard approval is for 1-year.
- To extend the expiration of AISH and SAID applicants to 3-years.
- To reduce conditional/discretionary approval to 6-months.



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**Questions**  
**Comments**  
**Thank you**  
**for your time.**



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<b>Policy Title:</b>	Recreation Access Policy	<b>Policy Number:</b>	551-02
<b>Date of Adoption:</b>	March 11, 2019	<b>Motion Number:</b>	51-2019
<b>Date of Amendment:</b>		<b>Motion Number:</b>	

## 1. Purpose:

- 1.1. The City of Lloydminster acknowledges that health, well-being, culture and recreation are key pillars of Community Sustainability.
- 1.2. Furthermore, the City of Lloydminster recognizes that access to recreation contributes to physical, social, and mental health of **individuals and families**.
- 1.3. Therefore, the City of Lloydminster will ensure that recreation services will be reasonably accessible to individuals and families, regardless of their income status.
- 1.4. This Policy commits to an application process for **individuals and families facing financial barriers** to receive access to City owned recreation facilities at a reduced rate.

## 2. Definitions:

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Admission</b>	<b>Individual fee for a one-day visit to an Eligible Facility</b>
<b>Eligible Facilities</b>	City of Lloydminster recreation facilities participating in the Recreation Access Program include: Servus Sports Centre, BioClean Aquatic Centre, Outdoor Pool, and <b>the Lloydminster Museum and Archives</b>
<b>Member of Council</b>	An individual elected pursuant to The Local Government Election Act (Saskatchewan) as a Member of Council.
<b>Membership</b>	<b>Individual fee for access to an Eligible Facility for a set period of time. For example: 1 Year membership.</b>
<b>User Fee(s)</b>	Membership or admission fees paid to access

## 3. Scope:

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy shall apply to all applicants to the Recreation Access Program

#### 4. Recreation Access Program

- 4.1. A process shall be available to provide assistance for individuals and families facing financial barriers to accessing Eligible Facilities known as the Recreation Access Program.
- 4.2. The Recreation Access Program shall be applied in a respectful and dignified manner. ~~to City of Lloydminster residents who qualify, providing a reduced User Fee for access to Eligible Facilities.~~
- 4.3. Approved individuals can pay a Recreation Access Program User Fee for access to Eligible Facilities.
- 4.4. ~~Applicants shall be required to re-apply every twelve (12) months or as required by the City of Lloydminster, to receive the reduced User Fee.~~
- 4.5. ~~Applicants shall be required to be City of Lloydminster residents.~~
- 4.6. ~~Applicants shall meet one of the following financial criteria:~~
  - 4.6.1. ~~An after-tax household income below the current Statistics Canada Low Income Cut-Off After Tax (LICO-AT) for a community between 30,000 and 99,999 inhabitants;~~
  - 4.6.2. ~~Receiving Assured Income for the Severely Handicapped (AISH);~~
  - 4.6.3. ~~Receiving Saskatchewan Assured Income for Disability (SAID).~~

#### 5. Eligibility

- 5.1. Applicants shall be required to be living within City of Lloydminster corporate limits.
  - 5.1.1. Shall not apply to First Nations, Métis or Inuit applicants.
- 5.2. Applicant and their dependents shall meet a minimum of one (1) of the following eligibility requirements outlined below, to be deemed eligible for the program:
  - 5.3.1. Have annual household income less than:

Number of Household Members	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
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Gross Annual Income	\$31,200	\$36,173	\$41,146	\$46,119	\$51,092	\$56,065	\$61,038
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- 5.3.2. Be receiving Assured Income for the Severely Handicapped (AISH) or Saskatchewan Assured Income for Disability (SAID).
- 5.3.3. Be a Permanent Resident, Temporary Foreign Worker, or Status Refugee, who has been in Canada for less than eighteen (18) months.
- 5.3.4. Present extraordinary circumstances to be reviewed by the Social Programs and Services Department and subject to approval by the Department Manager.

## **6. Recreation Access Program User Fee**

- 6.1. Membership or admission fees paid to access Eligible Facilities;
  - 6.1.1. \$2.00 Admission for Adults 18 and older
  - 6.1.2. \$1.00 Admission for Children/Youth 2-17
  - 6.1.3. 75% reduction in Membership cost

## **7. Approval Term**

- 7.1. Applicants shall be required to re-apply every twelve (12) months or as required by the City of Lloydminster, to receive the Recreation Access Program User Rates.
- 7.2. Applicants approved under 5.3.2 shall be required to re-apply every thirty-six (36) months or as required by the City of Lloydminster.
- 7.3. Applicants approved under 5.3.4 shall be required to re-apply every six (6) months or as required by the City of Lloydminster.

## **8. Penalty:**

- 8.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 8.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "Code of Conduct Bylaw" or provisions of "The Lloydminster Charter."

## **9. Responsibility:**

- 9.1. City Council shall review and approve all policies.

- 9.2. Administration shall administer this Policy through the use of a supporting procedure.
- 9.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.



	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: Bylaw No. XX-2022 Operating Line of Credit</b>
<b>Department: Chief Financial Officer</b>
Presented By: Denise MacDonald
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** Bylaw No. xx-2022 Operating Line of Credit

**Background:** When the COVID-19 pandemic outbreak began in 2020, various health public orders and mandates were enforced that had resulted in number of measures such as closure of some of its facilities and deferred payment options. The City was uncertain how to forecast expected revenues from tax and user fees; therefore, as a cautionary measure the maximum Operating Line of Credit was increased to \$25,000,000. This line of credit was established and was not accessed. As a result, Administration wishes to revisit the amount and reduce it to a maximum operational borrowing amount of \$8,000,000. This amount was reviewed with our current financial institution and supported.

The new Operating Line of Credit complies with Section 199(2) of the *Lloydminster Charter* which states:

*S199(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operational expenditures, must not exceed the amount the City estimates will be raised in taxes in the year of borrowing is made.*

**Objective:** To inform the Committee with the proposed reduction of the maximum Operating Line of Credit from \$25,000,000 to \$8,000,000.

**Options:**


1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance.

**Governance Implications:** This item is in alignment with Policy No. 120-01, the Governance Documents Policy. This Bylaw once approved, shall repeal Bylaw 14-2020.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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## Report Approval Details

Document Title:	Bylaw No. xx-2022 Operating Line of Credit.docx
Attachments:	- Draft - Operating Line of Credit Bylaw xx-2022.docx
Final Approval Date:	Mar 7, 2022

This report and all of its attachments were approved and signed as outlined below:

Denise MacDonald

Doug Rodwell

Dion Pollard

## BYLAW NO. XX-2022

### A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN AUTHORIZING COUNCIL TO INCUR INDEBTEDNESS FOR OPERATING EXPENDITURE REQUIREMENTS.

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with services provided by or on behalf of the City.

WHEREAS the *Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

WHEREAS the *Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

WHEREAS, the Council of the City of Lloydminster, has decided to issue a bylaw pursuant to Section 199 of the *Lloydminster Charter* to authorize borrowing of a revolving operating line of credit to cover the City's operational expenditures.

WHEREAS the amount of borrowing capacity for operating purposes will not exceed the current year's taxes levied for municipal purposes.

AND WHEREAS the Council identified the source of money to be used to repay the money borrowed, inclusive of all principal, interest and other amounts include taxes and penalties on taxes assessed and or levied by the City during the borrowing period.

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of the *Lloydminster Charter*, enacts as follows:

1. That for the purpose of operating expenses within the borrowing period, up to principal sum of Eight Million Dollars, (\$8,000,000) be borrowed from an authorized financial institution by way of a revolving operating line of credit, on the credit and security of the City of Lloydminster at large, of which the full sum borrowed is to be paid by the City of Lloydminster at large.
2. The City Manager and the Chief Financial Officer are authorized for and on behalf of the City of Lloydminster:
  - a. to apply to an authorized financial institution for the aforesaid loan to the City of Lloydminster and to arrange the amount, terms and conditions of the loan and security or securities to be given to the authorized financial institution; and
  - b. as security for any money borrowed from an authorized financial institution:
    - i. to execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debts;
    - ii. to give or furnish to the authorized financial institution all such securities and promises as the authorized financial institution requires to secure repayment of such loans and interest thereon; and

## BYLAW NO. XX-2022

- iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of all or any property, moveable or immovable, now or hereafter owned by the City of Lloydminster or in which the City of Lloydminster may have any interest, and any other documents or contracts necessary to give or to furnish to the authorized financial institution the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from an authorized financial institution shall be levied and raised during the borrowing period through municipal taxes sufficient to pay the indebtedness.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Lloydminster Charter*.
5. The City of Lloydminster shall repay the indebtedness according to the repayment terms as outlined by the authorized financial institution; interest will be paid monthly, with principal amount repaid prior to the end of the borrowing period. Interest will be calculated at the authorized financial institution and will not exceed the established maximum of prime borrowing rate, plus 1% per annum.
6. The indebtedness shall be contracted on the credit and security of the City of Lloydminster.
7. The net amount borrowed under the bylaw shall be applied only for the purposes specified by this Bylaw

This Bylaw shall come into force and effect upon the final passing thereof.

The following bylaws and all amendments thereto are hereby repealed:

- Bylaw No. 14-2020 - Operating Line of Credit

INTRODUCED AND READ a first time this \_\_\_ day of \_\_\_\_, 2022, A.D.

READ a second time this \_\_\_ day of \_\_\_\_, 2022, A.D.

READ a third time this \_\_\_ day of \_\_\_\_, 2022, A.D.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date Signed

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




**BYLAW NO. XX-2022**

As per signing authority resolution, a third signature is required on this Bylaw.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
CITY MANAGER

DRAFT

 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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<b>Subject Matter: Investment Policy No. 134-05</b>
<b>Department: Chief Financial Officer</b>
Presented By: Denise MacDonald
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** City of Lloydminster Investment Policy No. 134-05 review and update.

**Background:** Investment Policy No. 134-05 was approved by Council on October 28, 2019. It was identified during the governance document review process that the Policy requires updates such as definition additions and formatting. Policy changes have been highlighted in the draft Policy attached.

A summary of the proposed changes are as follows:

- Updated content to provide more clarity and transparency.
- Addition of Section 5.2.3 which specifies that as a member of municipal associations, the City may be offered investment tools that will be considered therefore, may exempt from the local presence requirement as long as the rate is competitive with the call for investment rates.
- Addition of Section 4.1.1 for consistency with other City policies.
- Updated Appendix A Debt Rating Comparison Chart and replaced the DBRS Long Term Obligation Scale Definition with S&P Rating Definition.
- Updated Appendix B Maximum Term of Maturity from 1 year to 5 years.

Investments must conform to the guiding principles set forth in this Policy as well as comply with the legislative requirements under the *Lloydminster Charter*, Section 21 and all other provincial statutes and regulations governing the investment of municipal funds.

**Objective:** To ensure that the City has an established Investment Policy in place that is in accordance with the DBRS and S&P credit rating scales.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. The Investment Policy is essential for Council and Administration to have guidance on investing public funds in a manner which will provide reasonable returns with maximum security while meeting the daily cash flow requirements of the City.

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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**Governance Implications:** This Policy has been reviewed as per the requirements of the Governance Documents Policy No. 120-01.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

### Report Approval Details

Document Title:	Investment Policy 134-05.docx
Attachments:	- Policy 134-05 Investment Policy.docx
Final Approval Date:	Mar 7, 2022

This report and all of its attachments were approved and signed as outlined below:

Denise MacDonald

Doug Rodwell

Dion Pollard

<b>Policy Title:</b>	Investment Policy	<b>Policy Number:</b>	134-05
<b>Date of Adoption:</b>	October 28, 2019	<b>Motion Number:</b>	282-2019
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department:</b>	Finance		

**1. Purpose:**

- 1.1. To establish investment principles and guidelines.
- 1.2. To ensure proper practices and procedures to prudently invest public funds.
- 1.3. Outline eligible investments, strategies, constraints and compliance requirements to guide investment management and achieve the City's investment objectives.
- 1.4. Ensure responsible investment provides necessary financial resources and generates sustainable investment income in support of City operations.

**2. Definitions:**

<b>Administration</b>	An employee or contract employee of the City of Lloydminster.
<b>Bonds</b>	A fixed income investment in which an investor loans money to corporation, financial institution or government which borrows the funds for a defined period at a variable or fixed interest rate.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Conflict of Interest</b>	A situation in which Administration has the potential for real or perceived personal or financial gain.
<b>DBRS</b>	Means the Dominion Bond Rating Services Ltd. Detailed in Appendix A.
<b>Financial Institution</b>	Means a Schedule "1" Chartered Bank, agency of a bank, credit union, or any other financial institution carrying on business in Alberta.
<b>Liquidity</b>	Refers to the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest.
<b>Long-Term Investments</b>	Means securities with maturities greater than one year.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.



<b>Schedule "1" Chartered Banks</b>	Financial Institutions that are allowed to accept deposits and which are not subsidiaries of a foreign bank. Chartered banks receive their characters from the federal government under the Bank Act. Schedule "1" Chartered Banks are widely held.
<b>Security or securities</b>	Includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, and notes.
<b>S&amp;P</b>	Means the Standard & Poor's Rating Detailed in Appendix A.
<b>Short-Term Investments</b>	Means securities with maturities of one year or less or cash held for investment purposes.

### 3. Objectives:

#### 3.1. Capital Preservation:

The City recognizes its fiduciary responsibility for the safekeeping of public funds with which it has been entrusted. Safeguarding of principal is a primary objective of this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To assist in achieving this objective the City will ensure that sufficient diversification exists within its investment portfolio.

3.1.1. 100% Guaranteed or backed by the financial institution submitting the investment tool versus a third party.

3.1.2. Maximum term for investments will be five (5) years.

#### 3.2. Liquidity:

The City's investment portfolio will be sufficiently liquid to enable the City to meet its operating cash flow requirements which might be reasonably anticipated in the short and long term. For the purposes of this Policy, the City defines Liquidity as the ability to convert an investment into cash without loss of principal and/or earning a reasonable rate of return.

#### 3.3. Return of Investment:

The City's investment portfolio will be effectively managed to ensure that an optimum rate of return is realized on all investments within the parameters of the objectives established within this Policy.

#### 3.4. Compliance with the *Lloydminster Charter*:

The City will ensure that all investments purchased and owned by City of Lloydminster are in accordance with the *Lloydminster Charter*.

### 3.5. Risk:

At any given time, the total investments at any one financial institution cannot accumulate to over sixty percent (60%) of the reserve balance stated in the prior year's audited financial statements.

## 4. Scope:

### 4.1. This Policy applies to:

4.1.1. All Members of Administration and Council; and

4.1.2. To all funds under management by the City and encompasses:

- i. The City of Lloydminster General Fund:  
Those monies received by the City of Lloydminster from various sources and not immediately required for the payment of operating and/or capital expenditures.
- ii. The City of Lloydminster Reserve Funds:  
Various monies held for future operating and capital expenditures.
- iii. Capital Deposits:  
Monies received for various capital projects from land developers (pursuant to development agreements or the *Lloydminster Charter*), and from other governments through grants and/or revenue sharing agreements.
- iv. Trust Funds:  
Those monies held under legal agreement, joint use with a third party and The City of Lloydminster, and/or managed by specific request of a third party connected to the City.

## 5. Guiding Principles:

### 5.1. Authority/Responsibility to Implement

- 5.1.1. The City Manager is responsible for administrative compliance and monitoring of this Policy.
- 5.1.2. The City Manager may delegate responsibility to the Chief Financial Officer to establish and administer compliance with this Policy. Furthermore, the Chief Financial Officer shall:
  - i. Establish appropriate guidelines, procedures, and internal controls to achieve the objectives identified within this Policy;

- ii. Oversee overall implementation strategy process and ensures annual reviews of the Investment Policy;
- iii. Ensure that non-negotiable cash and short-term investment certificates and records are maintained in the appropriate location at the City of Lloydminster; and
- iv. Report to Council on the investment activities undertaken by the City on a quarterly basis.

## 5.2. Authorized Investments

5.2.1. The schedule of approved investments identifies the Securities that the Chief Financial Officer can purchase on behalf of and in the name of the City.

5.2.2. The City will request a call for investment rates for each investment opportunity. The call will include Financial Institutions that are physically located in the City. Effectively, this measure will create a competition for our local financial institutions to support their presence in our community. In event, that they have a centralized bidder or affiliate for that institution, the City will work with that bidder or affiliate but will maintain only bidder or affiliate per institution.

5.2.3. As a member of municipal associations, the City may be offered investment tools that will be considered; therefore, maybe exempt from the local presence requirement as long as the rate is competitive with the call for investments.

## 5.3. Credit Quality

5.3.1. Long-Term Investments and Short-Term Investments in the portfolio will ensure preservation of capital and adhere to the credit quality restrictions in the Schedule of Approved Investments in Appendix B.

5.3.2. If a rating falls below A- or R-1 (low) after time of purchase, it shall be removed from the portfolio as soon as practical.

5.3.3. Securities must have a minimum rating of A- or R-1 (low) from the date of issue.

## 5.4. Ratings

5.4.1. All ratings in this Policy refer to the ratings of the DBRS or S&P.

## 5.5. Safekeeping and Custody

5.5.1. The Chief Financial Officer shall ensure that:

- i. All securities shall be held in the name of City;
- ii. All securities shall be held for safekeeping by the financial institution where the investment accounts are maintained; and
- iii. The financial institution shall issue a receipt to City listing the specific investment, interest rate, maturity, and other pertinent information. Quarterly or at minimum annual basis, the financial institutions will provide reports which list all securities held for the City.

## 5.6. Conflict of Interest/Ethics

### 5.6.1. The Chief Financial Officer and all members of Administration involved in the investment process shall:

- i. Avoid a Conflict of Interest, whether real or perceived; Administration shall report any conflict of interest to their direct supervisor.
- ii. Refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair the ability to make impartial decisions for the City. Employees shall provide written disclosure to their direct supervisor regarding any material interests in financial institutions with which the City invests, and as a result of this relationship, they cannot use information gained in the bidding for the City for actual or perceived personal gain.

## 6. Penalty:

- 6.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.
- 6.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

## 7. Responsibility:

- 7.1. City Council shall review and approve all policies.
- 7.2. Sponsoring Department is responsible for creating and amending a supporting procedure.
- 7.3. City Administration may administer the policy through the use of a supporting procedure.



**Appendix A**  
**Debt Rating Comparison Chart**

DEBT RATING COMPARISON CHART			
	Credit Quality	Credit Rating S&P	Credit Rating DBRS
Acceptable	Extremely Strong	AAA	R-1 (High)
	Very Strong	AA-, AA, AA+	R-1 (Mid)
	Strong	A-, A, A+	R-1 (Low)
Unacceptable	Adequate*	BBB-, BBB, BBB+	R-2 (High)
			R-2 (Mid & Low)
	Speculative	BB, BB+	
	Highly Speculative	B CCC CC	

## DBRS RATING DEFINITION

The DBRS rating scale rates the creditworthiness of borrowers and issuers by rating their debt and other securities. The scale runs from R-1 to D. The R-1 and R-2 rating categories are further denoted by the subcategories “(high)”, “(middle)”, and “(low)”.

**R-1 (high)** Highest credit quality. The capacity for the payment of financial obligations as they fall due is exceptionally high. Unlikely to be adversely affected by future events.

**R-1 (middle)** Superior credit quality. The capacity for the payment of financial obligations as they fall due is very high. Differs from R-1 (high) by a relatively modest degree. Unlikely to be significantly vulnerable to future events.

**R-1 (low)** Good credit quality. The capacity for the payment of financial obligations as they fall due is substantial. Overall strength is not as favorable as higher rating categories. May be vulnerable to future events, but qualifying negative factors are considered manageable.

**R-2 (high)** Upper end of adequate credit quality. The capacity for the payment of financial obligations as they fall due is acceptable. May be vulnerable to future events.

**R-2 (middle)** Adequate credit quality. The capacity for the payment of financial obligations as they fall due is acceptable. May be vulnerable to future events or may be exposed to other factors that could reduce credit quality.

**R-2 (low)** Lower end of adequate credit quality. The capacity for the payment of financial obligations as they fall due is acceptable. May be vulnerable to future events. A number of challenges are present that could affect the issuer’s ability to meet such obligations.

## S&P RATING DEFINITION

The S&P rating scale rates the creditworthiness of borrowers and issuers by rating their debt and other securities. The scale runs from AAA to D and intermediate ratings of (+) or (-) are offered at each level between AA and CCC (for example, BBB-, BBB and BBB+). S&P may also offer guidance (referred to as a credit watch) on whether it is likely to be upgraded (positive), downgraded (negative) or uncertain (neutral).

- Investment Grade:
  - AAA (extremely strong capacity to meet financial commitments);
  - AA-, AA, AA+ (very strong capacity to meet financial commitments);
  - A-, A, A+ (strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances);
  - BBB-, BBB, BBB+ (adequate capacity to meet financial commitments but more subject to adverse economic conditions).
- Non-Investment Grade:
  - BB, BB+ (less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions);
  - B (more vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments);
  - CCC (currently vulnerable and dependent of favorable business, financial and economic conditions to meet financial commitments);
  - CC (highly vulnerable; default has not yet occurred, but is expected to be a virtual certainty);
  - C (currently highly vulnerable to non-payment, and ultimate recovery is expected to be lower than that of higher rated obligations);

## Appendix B


### Schedule of Approved Investments

Investment Description	DBRRS Minimum Rating	Maximum Term of Maturity
<b>Government:</b>		
Security issued or guaranteed by: Federal or Provincial Government	R-1 (Middle)	5 years
<b>Chartered Banks:</b>		
Securities issued or guaranteed by: Schedule "1" Chartered Banks	R-1 (Middle)	5 years
<b>Other Financial Institutions:</b>		
Securities issued or guaranteed by:		
ATB Financial *	R-1 (Middle)	5 years
Servus Credit Union*	R-1 (Middle)	5 years
Synergy Credit Union*	R-1 (Middle)	5 years
Canadian Western Bank	R-1 (Low)	5 years

\* Approved institutional limit is reflected in 3.5 of this Policy.

\* ATB and Servus Credit Union deposits are 100% guaranteed by the Government of Alberta

\* Synergy Credit Union deposits are 100% guaranteed by Credit Union Deposit Guarantee Corporation.

 <b>LLOYDMINSTER</b>	<b>City of Lloydminster Information Report (IR)</b>
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<b>Subject Matter: Finance Charge Policy No. 134-06</b>
<b>Department: Chief Financial Officer</b>
Presented By: Denise MacDonald
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** City of Lloydminster Finance Charge Policy No. 134-06 update.

**Background:** Finance Charge Policy No. 134-06 was approved by Council on October 26, 2020. As part of the City's Governance Documents review process, Administration reviewed and updated the Policy for clarity, consistency, and transparency.

Changes to the Policy have been highlighted in the draft Policy attached.

A summary of the proposed changes are as follows:

- Updated Section 1.1 and added new definitions to provide more clarity.
- Addition of Section 3.2 for consistency with other City policies.
- Sections 4.1 and 4.2 were originally combined in one section; split them into two sections for transparency and clarity.

The City of Lloydminster will continuously ensure effective accounts receivable management practices are in place while maintaining credible and consistent customer relations.

**Objective:** To provide a policy to direct consistent transparent finance charges for outstanding accounts receivable balances on goods supplied or services provided.

#### **Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance.

**Governance Implications:** This Policy has been reviewed as per the requirements of the Governance Documents Policy No. 120-01.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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### Report Approval Details

Document Title:	Finance Charge Policy 134-06.docx
Attachments:	- Finance Charge Policy No. 134-06.docx
Final Approval Date:	Mar 8, 2022

This report and all of its attachments were approved and signed as outlined below:

Denise MacDonald

Doug Rodwell

Dion Pollard



<b>Policy Title:</b>	Finance Charge Policy	<b>Policy Number:</b>	134-06
<b>Date of Adoption:</b>	October 26, 2020	<b>Motion Number:</b>	
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department</b>	Finance		

**1. Purpose:**

- 1.1. To establish a fair, consistent, and transparent finance charge for outstanding accounts receivable balances for goods supplied or services rendered by the City for goods or services rendered by the City.

**2.  
Definitions:**

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Customers</b>	The person or business to which the City provides goods or services.
<b>Invoice</b>	A document outlining the amount of money due from a customer in exchange for goods supplied or services rendered by the City and the payment terms.
<b>Accounts Receivable Statement</b>	A document outlining the Invoices, payments, finance charges, or other adjustments for a customer account for a specific time period.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

**3. Scope:**

- 3.1. This Policy applies to all accounts receivable in the City, unless finance charges are otherwise stipulated by City policies, bylaws, leases, agreements, contracts, or by resolutions of Council.
- 3.2. This Policy applies to all members of Administration and all Customers of the City.

#### **4. Guiding Principles:**

- 4.1** All accounts receivable by the City shall be considered due and payable upon issuance unless otherwise determined by the City policies, bylaws, leases, agreements, contracts, or resolutions of Council.
- 4.2** The finance charge will be applied to an invoice in excess of 30 days from the Invoice date and every month thereafter until the outstanding invoice is paid.
- 4.3. All outstanding Invoices where finance charges are applicable shall receive a finance charge of 1.5% (one and a half percent) in accordance with 4.2.

#### **5. Penalty:**

- 5.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.
- 5.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

#### **6. Responsibility:**

- 6.1. City Council shall review and approve all policies.
- 6.2. City Administration shall administer the policy through the use of a supporting procedure.
- 6.3. Sponsoring Department is responsible for creating and amending a supporting procedure.

<b>Subject Matter: Proposed Area Structure Plan Policy No.: 610-03 and Proposed Neighbourhood Structure Plan Policy No.: 610-02</b>
<b>Department: Operations</b>
Presented By: Natasha Pidkowa
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** To provide the Committee with information pertaining to the proposed Area Structure Plan Policy No.: 610-03 and proposed Neighbourhood Structure Plan Policy No.: 610-02, which were initiated by Administration to address current issues and challenges regarding the Lloydminster planning framework and hierarchy.

**Background:** The Area Structure Plan (ASP) is a statutory plan enabled under Part 17 of the *Municipal Government Act*. ASPs are a high level, lower detail land use planning document that implements the vision of the Municipal Development Plan and gives guidance for more detailed planning documents. ASPs cover large areas of the community, typically greater than one quarter section (64 ha) in size.



Figure 1 shows the relative location of the ASP within the City of Lloydminster's planning document hierarchy.

Planning is proposing changes in the approach to ASPs, which includes creating a Terms of Reference to guide applications. The primary proposed change includes that ASPs would be undertaken primarily by the City of Lloydminster, contain less detail, and cover larger areas of land. Benefits of this approach include:

- providing clarity to applicants regarding the preparation and submission of plans;
- ensuring consistency among all ASPs going forward;
- reducing the time it takes to create or amend an ASP; and
- as ASPs are done in advance of development, they set the stage for Neighbourhood Structure Plans and applications.

With this approach, Planning is proposing to initiate Neighbourhood Structure Plans (NSP) that will follow the associated ASP (See Figure 1). NSPs would be undertaken by the developer and provide the necessary detail and technical studies required to support the subdivision and development of smaller neighbourhood pockets within a broader ASP area. Since Council provides direction in the creation of ASPs, which NSPs must adhere to, NSPs are proposed to be approved by a Technical Review Committee. The Technical Review Committee would be comprised of experts from City Departments. Benefits of this approach include:

- red tape reduction in creating NSPs; and
- subdivision applications for later individual phases can be approved in a quick and efficient manner.

Consultation with the development community took place on March 17, 2022.

**Objective:** To provide the Committee with information pertaining to the proposed Area Structure Plan Policy and proposed Neighbourhood Structure Plan Policy.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. These policies provide clarity to applicants and consistency in ASPs and NSPs going forward, as well as reduce the need and time to amend ASPs and reduce the processing time for subsequent applications.

**Governance Implications:** This approach requires an Area Structure Plan Policy and Neighbourhood Structure Plan Policy.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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### Report Approval Details

Document Title:	Proposed Area Structure Plans Policy No. 610-03 and Proposed Neighbourhood Structure Plans Policy No. 610-02.docx
Attachments:	- DRAFT Policy No. 610-02 - Neighbourhood Structure Plans Policy.docx - DRAFT Policy No. 610-03 - Area Structure Plans Policy.docx
Final Approval Date:	Mar 15, 2022

This report and all of its attachments were approved and signed as outlined below:

Don Stang

Doug Rodwell

Dion Pollard



<b>Policy Title:</b>	Neighbourhood Structure Plan Policy	<b>Policy Number:</b>	610-02
<b>Date of Adoption:</b>		<b>Motion Number:</b>	
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department:</b>	Planning & Engineering		

## **1. Purpose:**

- 1.1. To create a framework and provide clarity for comprehensive long-range planning of any undeveloped parcel of land which is one (1) quarter section (64.7 ha) in size or smaller.
- 1.2. To provide clarity to Applicants regarding the preparation and submission of plans and to ensure consistency in end products.

## **2. Background:**

- 2.1. The City requires the preparation of a Neighbourhood Structure Plan prior to the districting and subdivision of land in newly developing areas.

## **3. Definitions:**

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Applicant</b>	An individual that submits an application to the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

## **4. Process:**

- 4.1. Prior to a formal application, the City requires a pre-application meeting to outline the concept, constraints, and mitigation strategies.
- 4.2. The Applicant shall be responsible for preparing any technical studies deemed necessary during the pre-application meeting.
- 4.3. The Applicant shall be responsible for organizing and conducting stakeholder consultation, to the satisfaction of Administration, held at an appropriate location.

- 4.4. The Applicant shall submit a draft Neighbourhood Structure Plan at the time of application for review by Administration.
- 4.5. Administration will circulate the draft Neighbourhood Structure Plan to City departments for comments and return to the Applicant with comments for revision.
- 4.6. If Administration refuses an application to adopt a Neighbourhood Structure Plan or amendment, Administration shall not accept another application for a Neighbourhood Structure Plan or amendment on the same land that is the same or substantially the same until six (6) months have passed after the date of such refusal.

## **5. Content:**

- 5.1. Neighbourhood Structure Plans shall include the information as described in Schedule "A": Neighbourhood Structure Plan Terms of Reference.

## **6. Amendments:**

- 6.1. Applications to amend an existing Neighbourhood Structure Plan shall follow the same process as the creation of a Neighbourhood Structure Plan outlined in Section 4.

## **7. Penalty:**

- 7.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 7.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

## **8. Responsibility:**

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration shall administer this Policy through the use of a supporting procedure.
- 8.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.

**Schedule "A"**

Neighbourhood Structure Plan  
Terms of Reference

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## 1.0 Introduction

The purpose of this Terms of Reference is to provide the applicant with sufficient detail to successfully undertake the development of a Neighbourhood Structure Plan (NSP).

The Appendices contain important supplemental information to guide development of an NSP and should be carefully reviewed.

Outstanding questions can be directed the City of Lloydminster's Planning Department at 780-874-3700.

## 2.0 Context

The Neighbourhood Structure Plan (NSP) is enabled by an Area Structure Plan, which is statutory document pursuant to Part 17 of the Municipal Government Act. The NSP itself does not have statutory standing and is not a bylaw. Rather, it is a detailed land use planning document that guides subdivision, servicing and land use development at the neighbourhood scale, at or less than a quarter section in area, up to approximately 64 ha.

Figure 1 below shows the relative location of the NSP within the City of Lloydminster's planning document hierarchy:

*Figure 1. Lloydminster Planning Hierarchy*



## 3.0 Neighbourhood Structure Plans

Neighbourhood Structure Plans were instituted to allow for greater responsiveness to changes in market conditions and to reduce the red tape in the approvals and amendment processes.

Whereas Area Structure Plans interpret and implement the long-term vision of the Municipal Development Plan on larger tracts of land and over long periods of time, NSPs are developed for smaller areas that will be developed in the immediate future. Therefore, the level of detail required in an NSP is high. The high level of detail is required to inform near-term decisions regarding redistricting, subdivision, and development applications. If an NSP is consistent with the overarching ASP, then it can



be approved by resolution of Council without delay, paving the way for redistricting, subdivision, and development approvals. Neighbourhood Structure Plans need to be consistent with other community master planning and engineering documents.

The NSP must address the following topic areas:

- Land use, density, and development staging
- Opportunity and constraints
- Traffic circulation and the transportation network
- Utility servicing
- Parks, open spaces, and reserve lands
- Community services
- Implementation

Graphic representation of data is critical. At a minimum, the NSP must graphically illustrate the following:

- Plan area in the context of the greater community
- Relation of plan area to the approved ASP and the MDP
- Aerial photography of plan area with existing parcel boundaries
- Existing natural and built environment features representing opportunities and constraints to development
- Land use, development concept and internal road layout
- Development staging
- Utility servicing locations including shallow utilities

## 4.0 NSP Preparation Process

As mentioned above, the level of detail required for an NSP is high. Preparation of an NSP will involve the following steps:

1. Pre-application meeting with City Administration
2. Assess the existing conditions.
3. Create a development concept.
4. Prepare technical studies.
5. Undertake public engagement.
6. Create the NSP document.

### 4.1 Pre-Application Meeting

Prior to initiating the preparation of an NSP, the applicant must meet with City Administration to discuss the proposed development concept and overall project approach. The intent of the meeting is to clarify requirements for the applicant, identify any additional technical studies that may be required due the specific circumstances of the proposal, and confirm that the proposal is consistent with the intent of the overarching ASP.

### 4.2 Existing Conditions

The NSP will need to assess the existing conditions of the proposed development area. This may include preparation of:

- Phase 1 Environmental Site Assessment (ESA)
- Geotechnical investigation
- Historical resources search
- Biophysical assessment

#### 4.3 Development Concept

The development concept will illustrate:

- plan boundary
- all roads and trails
- housing types and land uses by block
- location of parks and open spaces (including school sites, municipal reserve and environmental reserve)
- north arrow, legend, scale, etc.

Supporting discussion on the above is necessary to clarify the intended look and feel of the neighbourhood, including any architectural or urban design standards.

Details on each land use class and subclass including population and employment statistics are required.

#### 4.4 Technical Studies

The following technical studies supporting the proposed development will be required:

- detailed traffic impact assessment (TIA)
- detailed servicing design brief
- overall grading plan (is this realistic – check with engineering)

Additional studies may be required at the discretion of the development authority depending on the nature of the proposed development. Such additional studies could include but are not limited to a parking study, a noise study, or a Phase 2 ESA.

#### 4.5 Public Engagement

The applicant may be required to undertake public and stakeholder engagement. In particular, if the proposed development is considered contentious. The style of engagement is at the discretion of the applicant; however, the engagement approach must be sufficiently advertised and arranged to allow for access by the greatest number of people possible. An engagement report must be prepared identifying concerns raised and approaches to mitigate those concerns.

#### 4.6 Document Layout

Appendix A contains a sample table of contents for an NSP. It is recommended applicants follow this sample outline for consistency across all NSP and to streamline the review and approval processes.

Additionally, documents should be concise and visually appealing with clear policy statements that can be readily interpreted and implemented.

### 5.0 NSP Approval Process

An NSP will be approved by resolution of Council. Once the final NSP document is submitted to Administration for processing, it will be circulated internally for review and comment. A memorandum

summarizing all review comments will be prepared and taken to the Technical Review Committee for review and consideration of NSP approval.

### 5.1 Technical Review Committee

The Technical Review Committee is comprised of representatives from the Operations Department and Community Development Services Department, including Planning & Engineering, Community Services, Parks & Green Spaces, Social Programs & Service, and Recreation & Cultural Services.

## 6.0 NSP Amendment Process

The amendment process for NSPs is similar to that of the approval process. Once an amendment request is submitted for processing, it will be circulated internally for review and comment. A recommendation report will be prepared and taken to Council. Approvals are granted by Council through a resolution. The process can take two to three months depending on Council's schedule.

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## **Appendix A**

### Sample Neighbourhood Structure Plan Table of Contents

#### Sample Table of Contents

1. Executive Summary
2. Introduction & Purpose
3. Policy Framework Context
4. Analysis of Existing Conditions
5. Opportunities and Constraints
6. Development Concept
  - a. Overall Vision
  - b. Residential
  - c. Commercial
  - d. Institutional
  - e. Industrial
  - f. Parks & Open Spaces
  - g. Staging
7. Utility Services
  - a. Water
  - b. Wastewater/Sanitary
  - c. Stormwater and Drainage
  - d. Shallow Utilities
8. Policies
9. Implementation
10. Monitoring & Amendment

<b>Policy Title:</b>	Area Structure Plan Policy	<b>Policy Number:</b>	610-03
<b>Date of Adoption:</b>		<b>Motion Number:</b>	
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department:</b>	Planning & Engineering		

### **1. Purpose:**

- 1.1. To create a framework and provide clarity for comprehensive long-range planning of any undeveloped parcel of land which is larger than one (1) quarter section (64.7 ha) in size.
- 1.2. To provide clarity to applicants regarding the preparation and submission of plans and to ensure consistency in end products.
- 1.3. To ensure compliance with the City's Municipal Development Plan.

### **2. Definitions:**

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Applicant</b>	An individual that submits an application to the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
<b>Public Hearing</b>	As outlined within the City's Procedure Bylaw, as amended from time to time.

### **3. Process:**

- 3.1. Prior to a formal application, the City requires a pre-application meeting to outline the concept, constraints, and mitigation strategies.
- 3.2. The Applicant shall be responsible for organizing and conducting stakeholder consultation, to the satisfaction of Administration, held at an appropriate location.
- 3.3. The Applicant shall submit a draft Area Structure Plan at the time of application for review by City Administration.



- 3.4. Administration shall circulate the draft Area Structure Plan to City departments for comments and return to the Applicant with comments for revision. The Applicant may be required to engage the public if there are substantial revisions.
- 3.5. Administration shall submit all comments along with the amended Area Structure Plan at first reading.
- 3.6. Administration shall include all external agency comments along with the amended Area Structure Plan at the Public Hearing.
- 3.7. If Council refuses a bylaw to adopt an Area Structure Plan or amendment, Administration shall not accept another application for an Area Structure Plan or amendment on the same land that is the same or substantially the same until six (6) months have passed after the date of such refusal.

#### **4. Content:**

- 4.1. Area Structure Plans shall include the information as described in "Schedule A": Area Structure Plan Terms of Reference.

#### **5. Amendments:**

- 5.1. Applications to amend an existing Area Structure Plan will follow the same process as the creation of an Area Structure Plan outlined in Section 3.
- 5.2. The Applicant shall only be required to present the draft Area Structure Plan amendment at a public open house for applications that result in significant changes to the existing Area Structure Plan.
- 5.3. For Area Structure Plans in existence prior to this policy coming into effect, the amendment process shall be at the discretion of Administration.

#### **6. Penalty:**

- 6.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 6.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

#### **7. Responsibility:**

- 7.1. City Council shall review and approve all policies.

- 7.2. Administration shall administer this Policy through the use of a supporting procedure.
- 7.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.

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**Schedule "A"**

Area Structure Plan  
Terms of Reference

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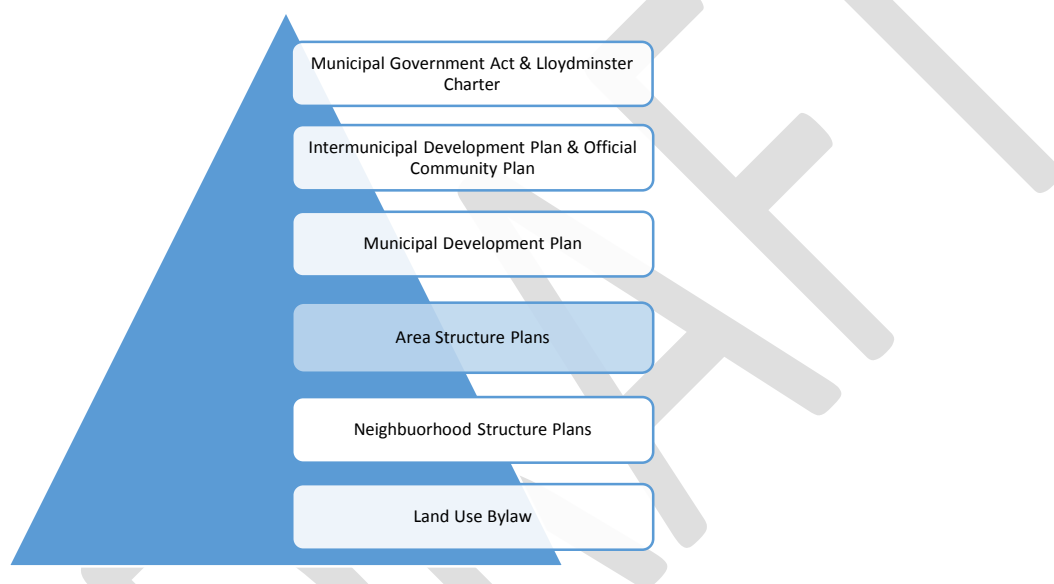
## 1.0 Introduction

## 2.0 Context

The Area Structure Plan (ASP) is a statutory plan enabled under Part 17 of the *Municipal Government Act*. In Lloydminster, the ASP is a high level, lower detail land use planning document that implements the vision of the Municipal Development Plan and gives guidance for more detailed planning documents, such as the Neighbourhood Structure Plan. Area Structure Plans cover large areas of the community, typically greater than one quarter section (64 ha) in size.

Figure 1 below shows the relative location of the ASP within the City of Lloydminster's planning document hierarchy:

*Figure 1. Lloydminster Planning Hierarchy*



## 3.0 Area Structure Plans

Area Structure Plans interpret and implement the long term vision of the Municipal Development Plan on larger tracts of land and over long periods of time. The ASP is a policy document that helps guide the overall look and feel of the community in a particular area to achieve more cohesive and consistent development patterns.

As such the level of detail required for an ASP is lower than that required at the Neighbourhood Structure Plan level. Network level analysis is suitable for transportation and utility servicing analysis, and land use classification locations are generalized, leaving details to the Neighbourhood Structure Plan stage. Area Structure Plans need to be consistent with other community master planning and engineering documents.

The ASP must describe the following in a generalized manner:

- the proposed land uses
- the density of population



- the sequence of development
- the general location of major transportation routes and public utilities

Graphic representation of data is critical. At a minimum, the ASP must graphically illustrate the following:

- Plan area in the context of the greater community
- Relation of plan area to the MDP and Intermunicipal Development Plan, if appropriate
- Aerial photography of plan area with existing parcel boundaries
- Existing natural and built environment features representing opportunities and constraints to development
- Generalized locations of land uses
- Development staging
- Generalized utility servicing (network level) locations

## 4.0 ASP Preparation Process

As mentioned above, the level of detail required for an ASP is relatively low. Preparation of an ASP will require extensive public engagement to encourage community support for and feedback on the overall development scheme.

At a minimum the following steps should be undertaken during the preparation of an ASP:

1. Pre-Application meeting with City Administration
2. Assessment of existing conditions
3. Development of generalized land use concept
4. Prepare technical studies.
5. Undertake public engagement.
6. Create the ASP document.
7. Attend Public Hearing
8. Seek ASP bylaw adoption.

### 4.1 Pre-Application Meeting

Prior to initiating the preparation of an ASP, the applicant must meet with City Administration to discuss the proposed generalized land use concept and policy approach. The intent of the meeting is to clarify requirements for the applicant, discuss the public engagement plan and confirm that the intended policy approach is consistent with the intent of the MDP.

### 4.2 Existing Conditions

The ASP will need to assess the existing conditions of the proposed development area. This may include preparation of:

- Desktop analysis of the following:
  - Historical resources
  - Biophysical including soils
  - Utility servicing capacity
  - Transportation network capacity
  - Opportunities and constraints

### 4.3 Development Concept

The development concept will illustrate:

- plan boundary
- all roads and trails
- housing types and land uses by block
- location of parks and open spaces (including school sites, municipal reserve and environmental reserve)
- north arrow, legend, scale, etc.

Supporting discussion on the above is necessary to clarify the intended look and feel of the neighbourhood, including any architectural or urban design standards.

Details on each land use class and subclass including housing forms, population and employment statistics are required.

### 4.4 Technical Studies

The following technical studies supporting the proposed development will be required:

- detailed traffic impact assessment (TIA)
- detailed servicing design brief

Additional studies may be required at the discretion of the development authority depending on the nature of the proposed development. Such additional studies could include but are not limited to a parking study, a noise study, or a Phase 2 ESA.

### 4.5 Public Engagement

The applicant is required to undertake public and stakeholder engagement. The style of engagement is at the discretion of the applicant; however, the engagement approach must be sufficiently advertised and arranged to allow for access by the greatest number of people possible. During the pre-application meeting the engagement approach shall be reviewed with Administration. An engagement report must be prepared identifying concerns raised and approaches to mitigate those concerns.

### 4.6 Document Layout

Appendix A contains a sample table of contents for an NSP. It is recommended applicants follow this sample outline for consistency across all NSP and to streamline the review and approval processes.

## 5.0 ASP Approval Process

As a statutory document, an ASP requires three readings from Council to be adopted by bylaw. Prior to second and third readings a public hearing is held.

Prior to seeking first reading, the applicant will prepare a draft ASP document for Administrative review prior to formal submission. Additionally, the applicant is required to undertake public engagement to present the preliminary ASP highlights and seek feedback. Feedback should be incorporated into the final ASP document, as appropriate, prior to submission.

Once submitted, the ASP is circulated internally and to external agencies for review and comment. All comments inform the preparation of the first reading report to Council.

The entire application and approval process can take up to six months depending on influencing factors.

## 6.0 ASP Amendment Process

The amendment process for an ASP is similar to the approval process. The application for amendment is reviewed and circulated internally and externally for review and comment. Three readings of an amending bylaw and a public hearing are required to undertake an amendment. The process can take up to four months.

For ASPs in existence prior to this Policy coming into effect, the amendment process is subject to the discretion of the Planning department. Minor/housekeeping amendments may follow the ASP amendment process. However, amendments for significant changes to the future land use concept, land use statistics and/or policies may necessitate the development of a Neighbourhood Structure Plan rather than an ASP amendment.

DRAFT

**Appendix A**  
Sample Area Structure Plan Table of Contents

**Sample Table of Contents**

1. Executive Summary
2. Introduction & Purpose
3. Policy Framework Context
4. Analysis of Existing Conditions
5. Opportunities and Constraints
6. Generalized Future Land Use Concept
  - a. Overall Vision
  - b. Residential
  - c. Commercial
  - d. Institutional
  - e. Industrial
  - f. Parks & Open Spaces
  - g. Staging
7. Utility Services
  - a. Water
  - b. Wastewater/Sanitary
  - c. Stormwater
  - d. Shallow Utilities
8. Policies
9. Implementation
10. Monitoring & Amendment

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: 2022 Proclamation Requests</b>
<b>Department: Office of the City Clerk</b>
Presented By: Chelsie Green
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** Proclamation Requests for 2022.

**Background:** The purpose of the Recognition from Members of Council Policy, that was approved in 2018, is to provide criteria regarding the recognition of citizens, organizations, and events in a professional and consistent manner. An application form is available on the webpage which clearly outlines the criteria.

A total of five (5) proclamation requests for 2022 were received:

New Lloydminster Nissan CPCA Finals	August 15 – August 21
Lloyd Ex Fair 2022	July 10 – July 16
Melanoma & Skin Cancer Awareness Month	May 1 – May 31
Day of Action Against Anti-Asian Racism	May 10
GBS/CIDP Awareness Month	May 1 – May 31

Administration performed a review of all requests and is recommending that Council proceed with the following two (2) Proclamation Requests as they meet the criteria outlined within the Policy;

- New Lloydminster Nissan CPCA Finals Week; and
- Lloyd Ex Fair Week.

The three (3) other proclamation requests do not meet the criteria as outlined within the Policy and are not from a local organization.

**Objective:** To provide recognition of citizens, organizations, and events in a professional and consistent manner.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.



**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. Ensuring policy guidelines are being followed and recognition is given consistently is important in providing meaningful recognition within the community.

**Governance Implications:** This item is in compliance with Policy No. 110-01, the Recognition from Members of Council Policy.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

### Report Approval Details

Document Title:	2022 Proclamation Requests.docx
Attachments:	
Final Approval Date:	Feb 22, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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<b>Subject Matter: Repealing Bylaw – Outdated Bylaws</b>
<b>Department: Office of the City Clerk</b>
Presented By: Chelsie Green
<b>GPC Meeting Date: March 21, 2022</b>

**Topic:** Outdated bylaw repeal.

**Background:** During the governance document review process, Administration identified a total of six (6) outdated bylaws needing to be repealed. These bylaws were developed for specific projects and are no longer needed, or relevant as all of the monies and levies have been collected.

The bylaws Administration is recommending being repealed, were approved by having all three readings in the same meeting. The Lloydminster Charter outlines that a bylaw must be repealed in the manner it was brought forward; and therefore, Administration will be recommending all three readings be done in the same Council meeting.

The six (6) bylaws that Administration is recommending be repealed are as follows;

- 07-2007 – Special Assessment Bylaw (Street Paving)
- 04-2005 – Special Assessment Rates Bylaw
- 08-2007 – Special Assessment Bylaw (Street Lights)
- 12-2011 – Local Improvement Bylaw
- 28-2006 – Local Improvement Bylaw
- 29-2006 – Local Improvement Bylaw

**Objective:** To ensure only relevant and accurate information is active and available to members of the public.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. Ensuring only accurate governance documents are active ensures members of Council, Administration and the public are well informed and reduces confusion.

	<p align="center"><b>City of Lloydminster Information Report (IR)</b></p>
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**Governance Implications:** This Repealing Bylaw will repeal all six (6) outdated bylaws.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

### **Report Approval Details**

Document Title:	Repealing Bylaw - Outdated Bylaws .docx
Attachments:	- Draft Repealing Bylaw No. XX-2022.docx
Final Approval Date:	Mar 1, 2022

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard

## BYLAW NO. XX-2022

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO REPEAL BYLAWS 07-2007, 04-2005, 08, 2007, 12-2011, 28-2006, and 29-2006

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the peace, order and good government of the City.

AND WHEREAS the Lloydminster Charter provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS the Lloydminster Charter provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to repeal outdated bylaws; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of the Lloydminster Charter, enacts as follows:

The following Bylaws and all amendments thereto are hereby repealed:

- 07-2007 – Special Assessment Bylaw (Street Paving)
- 04-2005 – Special Assessment Rates Bylaw
- 08-2007 – Special Assessment Bylaw (Street Lights)
- 12-2011 – Local Improvement Bylaw
- 28-2006 – Local Improvement Bylaw
- 29-2006 – Local Improvement Bylaw

INTRODUCED AND READ a first time this \_\_\_ day of \_\_\_\_, 2022, A.D

READ a second time this \_\_\_ day of \_\_\_\_, 2022, A.D

READ a third time this \_\_\_ day of \_\_\_\_, 2022, A.D

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date Signed

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