



LLOYDMINSTER

CITY OF LLOYDMINSTER Regular Council - AGENDA

Date: Monday, December 11, 2023
Time: 1:30 pm
Location: Council Chambers

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 financial interest (as per S. 133 of the Lloydminster Charter) regarding any item on the agenda.

2. Additions/Deletions to the Agenda

3. Approval of the Agenda

That the Agenda dated December 11, 2023 be approved.

4. Approval of the Previous Meeting Minutes

7 - 17

That the Regular Council Minutes dated November 20, 2023 be approved.

5. Business Arising from the Minutes

6. New Business; Department Reports

6.1 City Manager's Office

6.1.1 Startup Lloydminster Agreement

18 - 20

Presented By: Katlin Ducherer

That Council authorize the City to enter a three (3) year agreement with Startup Lloydminster (Lloydminster and Region Incubator Board) at a cost of \$127,500 in 2024 and \$115,000 in both 2025 and 2026. Additionally, that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

6.1.2	Proposed Listing Price Amendment - Hill Industrial 7-3 and Parkview 6-2 Redesigned Lots	21 - 24
	Presented By: Katlin Ducherer	
	That Council approve the amended listing prices for Hill Industrial Phase 7 Stage 3 as per the attached listing price sheet.	
	That Council approve the amended listing price for Lots 87-97, Block 22, Plan 232 1339 in Parkview Estates Phase 6 Stage 2 as per the attached listing price sheet.	
6.1.3	Proposed Listing Pricing for Commercial Sites in the Lloydminster Recreation and Event Area	25 - 26
	Presented By: Katlin Ducherer	
	That Council approve the listing price of \$675,000 per acre for the commercial sites within the Lloydminster Recreation and Event Area.	
6.2	Office of the City Clerk	
6.2.1	2024 Proclamation Requests	27 - 28
	Presented By: Shannon Rowan	
	That Council proclaim the following:	
	<ul style="list-style-type: none"> • Lloyd Ex Fair Week from July 10 - 13, 2024; • Saskatchewan Summer Games Week from July 21 - 27, 2024; • New Lloydminster Nissan CPCA Finals Week from August 14 - 18, 2024; • Veterans' Week from November 5 - 11, 2024. 	
6.2.2	Neighborhood Sign – Aurora Neighborhood	29 - 30
	Presented By: Marilyn Lavoie	
	That Council allow Land Division to enter into a Licence of Occupation Agreement with the City of Lloydminster for a neighborhood sign in Aurora Residential neighborhood.	
6.3	Chief Financial Officer	
6.3.1	Declaration of Eligibility – Saskatchewan Municipal Revenue Sharing Grant for 2024-2025	31 - 35
	Presented By: Denise MacDonald	
	That Council confirm that the City of Lloydminster meet the eligibility requirements to receive the Saskatchewan Municipal Revenue Sharing Grant for 2024-2025.	
6.3.2	2023 Inactive Utility Accounts Deemed Uncollectible	36 - 39

Presented By: Adèle Wakaruk

That Council approve an adjustment to bad debt expense for 23 utility accounts totaling \$1,704.10, as per the attached list of inactive utility accounts deemed uncollectible.

- 6.3.3 Asset Disposal Policy 134-14 40 - 46

Presented By: Adèle Wakaruk

That Council approve Asset Disposal Policy 134-14.

6.4 Community Development Services

- 6.4.1 Old Minster Log Church Restoration Project 47 - 49

Presented By: Don Bowey

That Council authorize Administration to enter into a Partnership Agreement with Richard Larsen Barr Colony Foundation and allocate all funds raised through the partnership to the Old Minster Log Church Restoration Project.

That the December 11, 2023 Regular Council Meeting recess for a short break at 2:53 pm.

- 6.4.2 The Olive Tree Homebase Funding Request 50 - 53

Presented By: Patrick Lancaster

That Council postpone the Olive Tree funding request until the completion of the Housing Needs Assessment and Strategy.

- 6.4.3 Saskatchewan Housing Corporation 2022 Settlement Municipal Share 54 - 57

Presented By: Patrick Lancaster

That Council approve the request to transfer \$14,975.01 from the Social Services and Cemetery Operations Reserve 1-500-550-34150 to the Saskatchewan Housing Corporation to cover the unbudgeted portion of the City's five percent (5%) share of the operating loss for 2022.

- 6.4.4 Cenovus Energy Hub Request for Additional Funding 58 - 62

Presented By: Tracy Simpson

That Council approve the revised project budget for Cenovus Energy Hub Project No. 2074008 (formerly Lloydminster Place) in the amount of \$98,637,719 excluding GST with a contingency of \$2,668,457 excluding GST, to be funded by multiple revenue sources including reserves, grants, and additional borrowing.

That Council approve the amendment of the PCL Construction Management Inc. contract value in the amount of \$86,665,315 excluding GST to be funded from Capital Project No. 2074008 and

that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

That the December 11, 2023 Regular Council Meeting recess for a short break at 4:46 pm.

6.4.5 Vic Juba Funding Agreement 2024-2026 63 - 65

Presented By: Tracy Simpson

That Council authorize Administration to enter into a Funding Agreement with Vic Juba Community Theatre at a cost of \$250,000 for 2024 and a 5% increase annually, pending operational budget approval, to be paid over a three-year term commencing January 1, 2024, and ending December 31, 2026, and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

That Council authorize Administration to provide the Vic Juba Community Theatre with \$50,000 for a Project Coordinator role to be funded in 2024 on a one-year term with the option to extend for an additional six months at a cost of \$25,000, as outlined in the three-year Funding Agreement for 2024-2026.

That Council approve the allocation of \$107,390 from the Recreation & Culture Operating Reserve 1-700-740-34170 to fund the 2024 costs of the Funding Agreement.

6.4.6 Lloydminster Golf & Curling Centre Interim Restaurant Lease 66 - 67

Presented By: Joel Turcotte

That Council authorize Administration to enter into an interim lease agreement with the Lloydminster Curling Club for food and beverage services within the Lloydminster Golf & Curling Centre at no cost for the 2023-2024 curling season.

6.5 Chief of Staff

6.5.1 Standing Offer Agreement for Photography 68 - 69

Presented By: Leo Pare

That Council approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$15,000 for the year 2024.

6.6 Operations

6.6.1 Bud Miller All Seasons Park Master Plan 70 - 216

Presented By: Jordan Newton

That Council adopt the Bud Miller all Seasons Park Master Plan as presented.

7. Bylaws

- 7.1 Bylaw No. 36-2023 Cemetery Management Bylaw Amendment 217 - 223
Presented By: Jordan Newton
That Council grant first reading to Bylaw No. 36-2023, a Bylaw to Amend Bylaw No. 18-2022, Cemetery Management Bylaw.
- 7.2 Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw 224 - 236
Presented By: Dave Henning
That Council grant second reading to Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.
That Council grant third and final reading to Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.
- 7.3 Bylaw No. 28-2023 Fees and Charges Bylaw 237 - 265
Presented By: Shannon Rowan
That Council grant second reading to Bylaw No. 28-2023 Fees and Charges Bylaw.
That Council grant third and final reading to Bylaw No. 28-2023 Fees and Charges Bylaw.
- 7.4 Bylaw No. 26-2023 Business Licence Bylaw 266 - 277
Presented By: Ryan Hill
That Council grant second reading to Bylaw No. 26-2023, Business Licence Bylaw.
That Council grant third and final reading to Bylaw No. 26-2023, Business Licence Bylaw.
- 7.5 Bylaw No. 31-2023 Repealing Bylaw 278 - 280
Presented By: Shannon Rowan
That Council grant second reading to Bylaw No. 31-2023 Repealing Bylaw.
That Council grant third and final reading to Bylaw No. 31-2023 Repealing Bylaw.
- 7.6 Bylaw No. 32-2023 Repealing Bylaw – Road Closures 281 - 283
Presented By: Shannon Rowan
That Council grant second reading to Bylaw No. 32-2023 Repealing Bylaw – Road Closures.
That Council grant third and final reading to Bylaw No. 32-2023 Repealing Bylaw – Road Closures.
- 7.7 Bylaw No. 35-2023 Council Code of Ethics Bylaw 284 - 298

Presented By: Shannon Rowan

That Council grant first reading to Bylaw No. 35-2023 Council Code of Ethics Bylaw.

8. Mayor/Councillor Reports

8.1 Mayor Report for December 8, 2023

299 - 303

9. Any Other Matters

10. Inquiries from the Media

That the December 11, 2023 Regular Council Meeting recess for a short break at 5:52 PM.

11. In Camera Session

That the December 11, 2023 Regular Council Meeting go into a closed session as per LAFOIP Section _____ at ____ PM.

That the December 11, 2023 Regular Council Meeting resume open session at ____ PM.

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

12. Adjournment

That the December 11, 2023 Regular Council Meeting be adjourned at ____ PM.



LLOYDMINSTER

City of Lloydminster

Minutes of a Regular Council Meeting

Date: Monday, November 20, 2023
Time: 1:30 pm
Location: Council Chambers

Members Present
Mayor Gerald Aalbers
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
Wendy Leaman, Executive Coordinator
Leo Pare, Director Communications
Marilyn Lavoie, Manager Legislative Services
Shannon Rowan, Legislative Services Coordinator
Kirsten DeSchover, Legislative Services Admin

1. Call to Order and Silent Moment of Personal Reflection

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

Councillor Diachuk declared a conflict with item 8.1.1.



2. Additions/Deletions to the Agenda

3. Approval of the Agenda

Motion No. 415-2023

Moved By: Councillor Whiting

Seconded By: Councillor Marin

That the Agenda dated November 20, 2023 be approved.

CARRIED

4. Approval of the Previous Meeting Minutes

Motion No. 416-2023

Moved By: Councillor Whiting

Seconded By: Councillor Marin

That the Regular Council Minutes dated November 6, 2023 be approved.

CARRIED

5. Business Arising from the Minutes

6. Public Presentations/Acknowledgements

6.1 Manhattan Inn Request for Appeal of 504 Order

Hamid Rahmanian requested Council provide a time extension of one to three months to complete upgrades and be compliant.

8. New Business; Department Reports

8.1 City Manager's Office

Councillor Diachuk left the meeting at 1:50 pm.

8.1.1 Lloydminster & District Health Advisory Committee Appointment

Motion No. 417-2023

Moved By: Councillor Fagnan

Seconded By: Councillor Torresan

That Council approve the appointment of Paul Richer, Elaine Kondro and Michael Diachuk (as a member at large) to the Lloydminster and District Health Advisory Committee for the term ending December 31, 2025.

CARRIED



Councillor Diachuk returned to the meeting at 1:52 pm.

8.2 Office of the City Clerk

8.2.1 Appeal of Order – Manhattan Inn Ltd.

Motion No. 418-2023

Moved By: Councillor Diachuk

Seconded By: Councillor Whiting

That Council confirm the order issued November 8, 2023 to Manhattan Inn Ltd. to bring the property into compliance with applicable National Fire Code of Canada Standards.

CARRIED

7. Public Hearing

7.1 Bylaw 27-2023 Land Use Bylaw No. 5-2016 Text Amendment - replace Temporary Shelter with Community Support Centre

Mayor Aalbers declared the Public Hearing for Bylaw 27-2023 open at 2:14pm.

There were 14 written submissions in opposition to the bylaw.
There was 1 written submission in favor of the bylaw.

Janice Unrau spoke in opposition to the draft bylaw.

Mariane Hohmann spoke in opposition to the draft bylaw.

Leon Cherney spoke in opposition to the draft bylaw.

Valery Cadrain spoke in opposition to the draft bylaw.

Nanette Steward spoke in opposition to the draft bylaw.

Motion No. 419-2023

Moved By: Councillor Whiting

Seconded By: Councillor Diachuk

That the November 20, 2023 Regular Council Meeting recess for a short break at 3:02 pm.

CARRIED



The November 20, 2023 Regular Council Meeting resumed at 3:11 pm with all members in attendance.

Pastor Douglas Sharp spoke in opposition to the draft bylaw.

Vern Osterland spoke in opposition to the draft bylaw.

Kerri Taylor spoke in opposition to the draft bylaw.

Linda Kappel spoke in opposition to the draft bylaw.

Lesley Cey spoke in opposition to the draft bylaw.

Catherine Hill spoke in favour of the draft bylaw.

Michael Davison spoke in favour of the draft bylaw.

David Skoretz spoke in favour of the draft bylaw.

Ryan Ferrence spoke in favour of the draft bylaw.

Greg Jones spoke in favour of the draft bylaw.

Tina Cherney spoke as a member of public affected by the bylaw.

8. New Business; Department Reports

8.2 Office of the City Clerk

8.2.2 Policy 120-04 – Appointments Policy

Motion No. 420-2023

Moved By: Councillor Marin

Seconded By: Councillor Whiting

That Council approve the Appointments Policy as presented.

CARRIED

8.2.3 2024 By-Election Remuneration for Election Officials

Motion No. 421-2023

Moved By: Councillor Diachuk

Seconded By: Councillor Whiting

That Council approve the following rates for remuneration for election officials for the 2024 By-Election and 2024 General Election:



- Supervising Deputy Returning Officer: \$325/day
- Issuing Deputy Returning Officer: \$250/day
- Receiving Deputy Returning Officer: \$250/day
- Poll Clerk: \$185/day
- Training Session: \$40/session
- Advance Poll: to be paid at same rate as regular polls shown above

CARRIED

8.3 Chief Financial Officer

8.3.1 2024 Operating and Capital Budget

Councillor Whiting left the meeting at 4:10pm.
Councillor Whiting returned to the meeting at 4:11pm.

Councillor Torresan left the meeting at 4:37pm.

Councillor Torresan returned to the meeting at 4:39pm.

Motion No. 422-2023

Moved By: Councillor Whiting

Seconded By: Councillor Diachuk

That Council approve the 2024 Operating budget with a total operating revenue of \$57,148,721; with operating expenditures of \$102,898,485 resulting in municipal taxation levy requirement of \$45,749,764 (excluding amortization of \$22,553,288) and the 2024 Capital budget which has a total capital revenues of \$64,482,503 to support total costs of \$64,482,503.

CARRIED

Motion No. 423-2023

Moved By: Councillor Whiting

Seconded By: Councillor Marin

That Council accept Operating written plans for 2025, 2026, and 2027 and the ten (10) year Capital plan for planning purposes.

CARRIED



Motion No. 424-2023
Moved By: Councillor Whiting
Seconded By: Councillor Diachuk

That Council approve an additional 1% increase in the mill rate to be contributed to support the infrastructure deficit resulting in an additional tax revenue of \$425,000 and a related contribution to infrastructure reserve of \$425,000.

CARRIED

Motion No. 425-2023
Moved By: Councillor Whiting
Seconded By: Councillor Diachuk

That the November 20, 2023 Regular Council Meeting recess for a short break at 5:25 pm.

CARRIED

The November 20, 2023 Regular Council Meeting resumed at 5:36 pm with all members in attendance.

Motion No. 426-2023
Moved By: Councillor Torresan
Seconded By: Councillor Fagnan

That item 9.2 Bylaw 27-2023 be moved to the next item.

CARRIED

9. Bylaws

- 9.2 Bylaw No. 27-2023 Land Use Bylaw Text Amendment – Remove and Replace Temporary Shelter with Community Support Centre – Add into C1 – Central Commercial District, C5 – Service Commercial District, I1 – Light Industrial District, and I2 – Med**



Motion No. 427-2023
Moved By: Councillor Marin
Seconded By: Councillor Diachuk

That Council grant second reading to Bylaw No. 27-2023 Land Use Bylaw Text Amendment.

CARRIED

Motion No. 428-2023
Moved By: Councillor Marin
Seconded By: Councillor Diachuk

That Council grant third and final reading to Bylaw No. 27-2023 Land Use Bylaw Text Amendment.

CARRIED

8. New Business; Department Reports

8.4 Community Development Services

Councillor Torresan left the meeting at 6:00pm.

8.4.1 Old Minster Log Church Restorations Project

Motion No. 429-2023
Moved By: Councillor Whiting
Seconded By: Councillor Diachuk

That Council accept this report as information.

CARRIED

9. Bylaws

9.1 Bylaw No. 29-2023 Traffic Bylaw Amendment

Motion No 430-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant second reading to Bylaw No. 29-2023 Traffic Bylaw Amendment.

CARRIED



Motion No. 431-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant third and final reading to Bylaw No. 29-2023 Traffic Bylaw Amendment.

CARRIED

9.3 Bylaw No. 28-2023 Fees and Charges Bylaw

Motion No. 432-2023
Moved By: Councillor Marin
Seconded By: Councillor Fagnan

That Council grant first reading to Bylaw No. 28-2023 Fees and Charges Bylaw.

CARRIED

9.4 Bylaw No. 26-2023 Business Licence Bylaw

Motion No. 433-2023
Moved By: Councillor Diachuk
Seconded By: Councillor Whiting

That Council grant first reading to Bylaw No. 26-2023 Business Licence Bylaw.

CARRIED

9.5 Bylaw No. 30-2023 Election Bylaw

Motion No. 434-2023
Moved By: Councillor Whiting
Seconded By: Councillor Fagnan

That Council grant second reading to Bylaw No. 30-2023 Election Bylaw.

CARRIED



Motion No. 435-2023
Moved By: Councillor Whiting
Seconded By: Councillor Fagnan

That Council grant third and final reading to Bylaw No. 30-2023 Election Bylaw.

CARRIED

9.6 Bylaw No. 31-2023 Repealing Bylaw

Motion No. 436-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Diachuk

That Council grant first reading to Bylaw No. 31-2023 Repealing Bylaw.

CARRIED

9.7 Bylaw No. 32-2023 Repealing Bylaw – Road Closures

Motion No. 437-2023
Moved By: Councillor Marin
Seconded By: Councillor Whiting

That Council grant first reading to Bylaw No. 32-2023 Repealing Bylaw – Road Closures.

CARRIED

9.8 Bylaw No. 34-2023 Assessment Review Boards Bylaw

Motion No. 438-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant first reading to Bylaw No. 34-2023 Assessment Review Boards Bylaw.

CARRIED



Motion No. 439-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant second reading to Bylaw No. 34-2023 Assessment Review Boards Bylaw.

CARRIED

Motion No. 440-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant unanimous consent to consider Bylaw No. 34-2023 Assessment Review Boards Bylaw for a third and final reading.

CARRIED

Motion No. 441-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council grant third and final reading to Bylaw No. 34-2023 Assessment Review Boards Bylaw.

CARRIED

Motion No. 442-2023
Moved By: Councillor Fagnan
Seconded By: Councillor Whiting

That Council approve the following appointments of members to the Assessment Review Board for the terms as noted:

Darrell Dunn – term ending May 31, 2024;

Brian Kimmel – term ending December 31, 2024;

Larry Sauer – term ending December 31, 2024.

CARRIED



9.9 Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw

Motion No. 443-2023

Moved By: Councillor Diachuk

Seconded By: Councillor Marin

That Council grant first reading to Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.

CARRIED

10. Mayor/Councillor Reports

Mayor Aalbers detailed meetings with the Alberta government and the City Mayors Caucus meetings in Regina. He also spoke to the upcoming Saskatchewan Research Council announcement regarding Saskatchewan nuclear and the SUMA meeting being held in Manitoba.

11. Any Other Matters

12. Inquiries from the Media

The media requested to speak with Mayor Aalbers.

14. Adjournment

Motion No. 444-2023

Moved By: Councillor Diachuk

That the November 20, 2023 Regular Council Meeting be adjourned at 6:38pm.

MAYOR

CITY CLERK

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Startup Lloydminster Agreement
Department: City Manager's Office
Presented By: Katlin Ducherer
Council Meeting Date: December 11, 2023

Recommendation:

That Council authorize the City to enter a three (3) year agreement with Startup Lloydminster (Lloydminster and Region Incubator Board) at a cost of \$127,500 in 2024 and \$115,000 in both 2025 and 2026. Additionally, that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

Issue: 2023 is the final year in the existing agreement with Startup Lloydminster. The City recognizes the need to continue funding Startup Lloydminster’s entrepreneurial initiatives and is recommending entering another three (3) year agreement with Startup Lloydminster to allow for continuity, strategic future planning and forward-thinking programming and projects and a smooth transition into 2024, 2025 and 2026.

Background: Startup Lloydminster is funded partially through a third party ask from the City of Lloydminster. This is a budgeted operational expense under the Economic Development budget, funding Startup Lloydminster as the Entrepreneurial Development leg of Economic Development. Startup has been and will continue to be a huge asset to Lloydminster.

Startup helps nurture companies until they have established themselves firmly within the community. Entrepreneurs can look to Startup Lloydminster for hands-on management assistance, education, information, technical and vital business support services, networking resources, financial advice as well as advice on where to go to seek financial assistance.

Startup Lloydminster utilizes many local organizations by connecting new Entrepreneurs with the services and mentors they may require while starting up a new business or scaling up an existing business. In 2024, 2025 and 2026 we are adding the development of downtown incubation space to the agreement, using existing expertise, resources and business supports to bring a DARP action item to fruition.

Wendy Plandowski, Executive Director of Startup Lloydminster presented at the regularly scheduled, November 6th, 2023, Council meeting, updating Council on Startup Lloydminster’s successes and initiatives.

Options:

1. That Council authorize the City to enter a three (3) year agreement with Startup Lloydminster (Lloydminster and Region Incubator Board) at a cost of \$127,500 in 2024 and \$115,000 in both 2025 and 2026. Additionally, that the Mayor and City Clerk be authorized to sign and seal all necessary documents.
2. That Council does not approve the City entering a three (3) year agreement with Startup Lloydminster (Lloydminster and Region Incubator Board) at a cost of \$127,500 in 2024 and \$115,000 in both 2025 and 2026.
3. That Council request further 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: Building Economic Resilience. Entrepreneurship and innovation fuel growth, Startup Lloydminster fuels Entrepreneurship. Offering business coaching, networking, and professional learning events to entrepreneurs at all levels. From business planning, technical, professional, and operational business supports, physical meeting space and educational seminars, Startup supports success and incubates Lloydminster and regions Entrepreneurs.

Legal Review: NA

Governance Implications: NA

Budget/Financial Implications: The City has allocated \$127,500 for Startup Lloydminster in the approved 2024 Budget.

If Council approves the agreement, the following costs will be budgeted in the upcoming years:

Year	Budgeted Amount
2024	\$127,500
2025	\$115,500
2026	\$115,500

Environmental Implications: (What are the environmental implications, what are we doing to mitigate them)

Report Approval Details

Document Title:	Startup Lloydminster Agreement .docx
Attachments:	
Final Approval Date:	Dec 4, 2023

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

Dion Pollard

Doug Rodwell



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Proposed Listing Price Amendment - Hill Industrial 7-3 and Parkview 6-2 Redesigned Lots

Department: City Manager's Office

Presented By: Katlin Ducherer

Council Meeting Date: December 11, 2023

Recommendation:

1. That Council approve the amended listing prices for Hill Industrial Phase 7 Stage 3 as per the attached listing price sheet.
2. That Council approve the amended listing price for Lots 87-97, Block 22, Plan 232 1339 in Parkview Estates Phase 6 Stage 2 as per the attached listing price sheet.

Issue: Price adjustment needed: The current per-acre prices for Hill Industrial lots surpass market rates, considering a recent appraisal, and the last three industrial lot sales in the past 12 months. The recent redesign of residential lots in Parkview requires a list price adjustment to reflect the changes accordingly. The redesigned lots now feature a width of 15 meters, to accommodate the market demand of a minimum 1,200 sq. ft. home with a triple car garage.

Background: On December 13, 2021, adjustments were made to the prices of lots in Hill Industrial Phase 7 Stage 3 to align with prevailing market conditions. Following our land sale policy, two third-party appraisals were conducted by Administration in November 2023, which indicated the necessity of reducing the price per acre to stay competitive in the current market.

The proposed reduction in the listing price per acre for Hill Industrial Phase 7 Stage 3 was informed by both current market conditions and the analysis of three recent valid sales within the last 12 months.

Additionally, in response to market demand, the Administration redesigned one block of 13 lots in Parkview to 11, aiming to meet specific requests for 1,200 sq. ft. homes with 3-car garages. Given the exhaustion of available lots in Parkview to fulfill this demand, Administration took the proactive step of redesigning one block to address this gap in the market.

Options:

1. That Council approve the amended Hill Industrial Phase 7 Stage 3 prices per acre and Lots 87-97, Block 22, Plan 232 1339 in Parkview Estates Phase 6 Stage 2 as per the attached listing price sheets.
2. That Council not approve the amended Hill Industrial Phase 7 Stage 3 per acre and Lots 87-97, Block 22, Plan 232 1339 in Parkview Estates Phase 6 Stage 2 as per the attached listing price sheets. ...
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.



**City of Lloydminster
Request for Decision (RFD)**

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. Administration is following Land Sales Policy 630-01 to set listing prices for the sale of City of Lloydminster land.

Legal Review: NA

Governance Implications: Administration is following Land Sales Policy 630-01, passed May 25, 2020, to establish the listing prices for City of Lloydminster land.

Budget/Financial Implications: The proposed listing prices still reflect a profit for the lot sales in Hill Industrial Phase 7 Stage 3 and Lots 87-97, Block 22, Plan 232 1339 in Parkview Estates Phase 6 Stage 2.

Environmental Implications: N/A

Report Approval Details

Document Title:	Proposed Listing Price Amendment - Hill Industrial 7-3 and Parkview 6-2 Redesigned Lots.docx
Attachments:	- 2023-11-29 Hill Industrial Proposed Land Prices.pdf - 2023-11-29 Parkview Proposed Lot Prices.pdf
Final Approval Date:	Dec 4, 2023

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

Dion Pollard

Doug Rodwell

Proposed Lot Prices: Parkview Estates Phase 6 Stage 2

Total Number of Lots: 11

Parkview Estates Phase 6 Stage 2

Address	Lot, Block, Plan	Proposed Lot Price
3704 70 Ave.	Lot 87, Block 22, Plan 232 1339	\$125,000.00
3702 70 Ave.	Lot 88, Block 22, Plan 232 1339	\$125,000.00
3610 70 Ave.	Lot 89, Block 22, Plan 232 1339	\$125,000.00
3608 70 Ave.	Lot 90, Block 22, Plan 232 1339	\$125,000.00
3606 70 Ave.	Lot 91, Block 22, Plan 232 1339	\$125,000.00
3604 70 Ave.	Lot 92, Block 22, Plan 232 1339	\$125,000.00
3602 70 Ave.	Lot 93, Block 22, Plan 232 1339	\$125,000.00
3508 70 Ave.	Lot 94, Block 22, Plan 232 1339	\$125,000.00
3506 70 Ave.	Lot 95, Block 22, Plan 232 1339	\$125,000.00
3504 70 Ave.	Lot 96, Block 22, Plan 232 1339	\$125,000.00
3502 70 Ave.	Lot 97, Block 22, Plan 232 1339	\$125,000.00

Lot Prices: Hill Industrial Phase 7 - Stage 3

Total Number of Industrial Lots: 19



Hill Industrial 7-3

Block 2	Lot	Size (acre)	Proposed Price Per Acre
6417 70 Ave.	24	3.48	\$195,000.00
6405 70 Ave.	25	2.89	\$195,000.00
6311 70 Ave.	26	2.54	\$195,000.00
6303 70 Ave.	27	2.57	\$195,000.00
6211 70 Ave.	28	2.61	\$195,000.00
6201 70 Ave.	29	2.53	\$195,000.00
Block 4	Lot	Size (acre)	Proposed Price Per Acre
6502 73 Ave.	10	2.3	\$195,000.00
6416 73 Ave.	11	2.3	\$195,000.00
6402 73 Ave.	12	2.3	\$195,000.00
6314 73 Ave.	13	2.3	\$195,000.00
6306 73 Ave.	14	2.3	\$195,000.00
6212 73 Ave.	15	2.3	\$195,000.00
6202 73 Ave.	16	2.28	\$195,000.00
Block 5	Lot	Size (acre)	Proposed Price Per Acre
7002 62 Street	2	2.47	\$195,000.00
7012 62 Street	3	2.36	\$195,000.00
7102 62 Street	4	2.36	\$195,000.00
7114 62 Street	5	2.36	\$195,000.00
7202 62 Street	6	2.37	\$195,000.00
7212 62 Street	7	2.47	\$195,000.00

Updated Dec. 11, 2023





**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Proposed Listing Pricing for Commercial Sites in the Lloydminster Recreation and Event Area

Department: City Manager's Office

Presented By: Katlin Ducherer

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve the listing price of \$675,000 per acre for the commercial sites within the Lloydminster Recreation and Event Area.

Issue: The existing commercial sites do not have an approved list price for public sale.

Background: The Lloydminster recreation and event area has reached the stage where the marketing of commercial sites within the vicinity is underway. Administration is in the process of preparing these commercial sites for public marketing, which involves conducting an appraisal and market analysis to determine the current market list price. Upon approval from the Council for the proposed list price, the finalization of marketing materials will be completed, and the sites will be distributed to all interested parties and developers.

Options:

1. That Council approve the listing price of \$675,000 per acre for the commercial sites within the Lloydminster Recreation and Event Area.
2. That Council not approve the listing price per acre as presented for the commercial sites in the Lloydminster recreation and event area.
3. That Council request further 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. Administration is following Land Sales Policy 630-01 to set listing prices for the sale of City of Lloydminster Land.

Legal Review: N/A

Governance Implications: Administration is following Land Sales Policy 630-01, passed May 25, 2020, to establish the listing prices for City of Lloydminster land.

Budget/Financial Implications: The proposed listing prices reflect a profit for the commercial sales.

Environmental Implications: N/A

Report Approval Details

Document Title:	Proposed Listing Pricing for Commercial sites in the Lloydminster Recreation and Event Area.docx
Attachments:	
Final Approval Date:	Dec 8, 2023

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

Dion Pollard

Doug Rodwell



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: 2024 Proclamation Requests

Department: Office of the City Clerk

Presented By: Shannon Rowan

Council Meeting Date: December 11, 2023

Recommendation:

That Council proclaim the following:

- Lloyd Ex Fair Week from July 10 - 13, 2024;
- Saskatchewan Summer Games Week from July 21 - 27, 2024;
- New Lloydminster Nissan CPCA Finals Week from August 14 - 18, 2024;
- Veterans' Week from November 5 - 11, 2024.

Issue: Proclamation requests received require Council's review and decision.

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. All proclamations are reviewed and approved by Council, and at a future date determined by the Mayor and the organization, a Member of Council may attend a public event to formally announce the proclamation, should the organization wish.

A total of six (6) proclamation requests for 2024 were received:

New Lloydminster Nissan CPCA Finals 2024	August 14 - 18
Lloyd Ex Fair 2024	July 10 - 13
2024 Saskatchewan Summer Games	July 21 - 27
Veterans' Week 2024	November 5 - 11
Amyloidosis Awareness Month 2024	March 1 - 31
British Home Child Day 2024	September 28

Administration performed a review of all requests and is recommending that Council proceed with the following four (4) Proclamation Requests as they meet the criteria outlined within the Policy:

- Lloyd Ex Fair Week;
- Saskatchewan Summer Games Week;
- New Lloydminster Nissan CPCA Finals Week;
- Veterans' Week.

The other proclamation requests, while important, do not meet the criteria outlined within the Policy and are not from a local organization.



**City of Lloydminster
Request for Decision (RFD)**

Options:

1. That Council approve the motion in the Recommendation above.
2. That Council not approve the motion in the Recommendation above.
3. That Council request further 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. Ensuring policy guidelines are being followed and recognition is given consistently is important in providing meaningful recognition within the community.

Legal Review: N/A

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

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	2024 Proclamation Requests.docx
Attachments:	
Final Approval Date:	Nov 7, 2023

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

Task assigned to Doug Rodwell was completed by delegate Marie Pretty

Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Neighborhood Sign – Aurora Neighborhood

Department: Office of the City Clerk

Presented By: Marilyn Lavoie

Council Meeting Date: December 11, 2023

Recommendation:

That Council allow Land Division to enter into a Licence of Occupation Agreement with the City of Lloydminster for a neighborhood sign in Aurora Residential neighborhood.

Issue: The Aurora Residential neighborhood is currently without a neighborhood sign, the sign is an approved capital project and will allow for Land Division to identify the neighborhood and market more effectively. Through consultation with internal City of Lloydminster departments the Road Right of Way along 40th ave is the appropriate location, however the License of Occupation Policy as written does not allow for permanent structures.

Background: Through consultation with internal City of Lloydminster departments the Right of Way along 40th Avenue is the appropriate location for the proposed sign, historically neighborhood signs have been and are located within the Right of Way.

Options:

1. That Council allow Land Division to enter into a Licence of Occupation Agreement with the City of Lloydminster for a neighborhood sign in Aurora Residential neighborhood.
2. That Council not approve Land Division entering into a Licence of Occupation Agreement with the City of Lloydminster for a neighborhood sign in Aurora Residential neighborhood.
3. That Council request further 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: Managing our Environment and Infrastructure.

Legal Review: NA

Governance Implications: License of Occupation may be reviewed to include Neighborhood Signage.

Budget/Financial Implications: Aurora Neighborhood Sign approved capital item in the 2023 Budget.

Environmental Implications: NA

Report Approval Details

Document Title:	Neighborhood Sign - Aurora Neighborhood .docx
Attachments:	
Final Approval Date:	Dec 4, 2023

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

Dion Pollard

Doug Rodwell

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Declaration of Eligibility – Saskatchewan Municipal Revenue Sharing Grant for 2024-2025
Department: Chief Financial Officer
Presented By: Denise MacDonald
Council Meeting Date: December 11, 2023

Recommendation:

That Council confirm that the City of Lloydminster meet the eligibility requirements to receive the Saskatchewan Municipal Revenue Sharing Grant for 2024-2025.

Issue: To complete the Declaration of Eligibility for the Saskatchewan Municipal Revenue Sharing (MRS) Grant, a resolution is required from Council confirming the eligibility requirements have been met by the City.

Background: Each year, municipalities report their compliance with the eligibility requirements to the Saskatchewan Ministry of Government Relations by submitting an online Declaration of Eligibility Form on January 31 of each year. There are six (6) eligibility requirements to receive the MRS Grant as follows:

1. Submission of the Audited Financial Statement to the ministry;
2. Submission of the Municipal Waterworks Reporting to the ministry;
3. Education Property Tax in good standing;
4. Adoption of a Council Procedures Bylaw;
5. Adoption of an Employee Code of Conduct; and
6. Public Disclosure Statements from all members of Council, as required.

Above-mentioned eligibility requirements for MRS Grant have been completed in accordance with the updated *Lloydminster Charter*.

Options:

1. That Council confirm that the City of Lloydminster meet the eligibility requirements to receive the Saskatchewan Municipal Revenue Sharing Grant for 2024-2025.
2. That Council request further 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. Adhering to eligibility requirements is fundamental to ensure a fair, transparent, and efficient grant process which aligns with the principles of good governance.

Legal Review: N/A

Governance Implications: The online declaration for MRS Grant cannot be submitted without a Council resolution confirming that the City meets all eligibility requirements. Failure

to submit the declaration by January 31, 2024, will impact payment for the 2024 Revenue Sharing Grant and will be withheld until fulfilled.

Budget/Financial Implications: Failure to receive the funds in a timely manner will impact the City’s cashflows. Furthermore, failure to receive the funds entirely will impact the tax rate as the Revenue Sharing Grant is included in revenue for the 2024 budget.

Environmental Implications: N/A

Report Approval Details

Document Title:	Declaration of Eligibility - Saskatchewan Municipal Revenue Grant for 2024 - 2025.docx
Attachments:	- MRS Declaration of Eligibility -2024 -25 Grant.pdf
Final Approval Date:	Nov 30, 2023

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

Denise MacDonald

Doug Rodwell

Dion Pollard

Municipal Revenue Sharing Grant Declaration of Eligibility - 2024-25 Grant

To confirm eligibility for Municipal Revenue Sharing (MRS) Grant funding, the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality's response to this Declaration of Eligibility (declaration).

As a municipality, you will need to:

1. Answer all the questions in this declaration;
2. Pass a resolution confirming your municipality's answers;
3. Understand the notice; and
4. Have the administrator/city clerk complete and sign the declaration.

Once that is done, click on "Submit" and the information will be sent to the ministry. You will be taken to a "Thank-You" screen - this is how you know your declaration was successfully submitted and you can print/save your submission.

The deadline for completing and submitting the declaration is January 31, 2024. The link to the online declaration will not be available after the deadline. Therefore, please be sure to submit the declaration by the deadline, even if your municipality does not meet all eligibility requirements.

All declarations are subject to a random audit. If municipalities are found to have provided false information on their declaration, their MRS Grant may be immediately withheld.

Ministry officials are available to assist you if you have questions about the declaration. They can be contacted at 306-787-2740 or by email at GRCompliance@gov.sk.ca.

NOTE: At any point, if you want to go back and change or review an answer to a previous question, be sure to use the "Back" button at the bottom of each page. **DO NOT USE YOUR BROWSER'S "Back" button as this may cause your data to be lost.**

Municipality Name:

City of Lloydminster (Saskatchewan Part)

According to the Government of Saskatchewan's records*, the above municipality:

HAS submitted its 2022 Audited Financial Statement to the Ministry of Government Relations as required by legislation.

Is the above information correct?

Yes

Legislative references to the submission of Audited Financial Statements:
The Municipalities Act, S. 186 and 404; The Northern Municipalities Act, 2010 S. 208 and 440 and The Cities Act, S. 157 and 360.

Municipality Name

City of Lloydminster (Saskatchewan Part)

According to the Government of Saskatchewan's records*, the above municipality:

HAS submitted its 2022 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

Is the above information correct?

Yes

Legislative references to the submission of Public Reporting on Municipal Waterworks:

The Municipalities Regulations, S.51 and 55(3); The Northern Municipalities Regulations, S.41 and 45(3) and The Cities Regulations, S. 22.2 and 22.6(3).

Municipality Name

City of Lloydminster (Saskatchewan Part)

Is the above municipality considered "in good standing" in regards to their Education Property Tax reporting and remittances?

Yes

*** A definition of "in good standing" can be found in the *Declaration of Eligibility Guide*.**

Legislative reference to Education Property Tax Returns and Remittances:
The Education Property Tax Act, S.10 & 15.

Municipality Name

City of Lloydminster (Saskatchewan Part)

Has the above municipality adopted a Council Procedures Bylaw as required by legislation?

Yes

Legislative references to municipal councils passing a Council Procedures Bylaw:
The Municipalities Act, S. 81.1; The Northern Municipalities Act, 2010, S. 100.1 and The Cities Act, S. 55.1.

Municipality Name

City of Lloydminster (Saskatchewan Part)

Has the above municipality adopted an Employee Code of Conduct as required by legislation?

Yes

Legislative reference to municipal councils adopting an Employee Code of Conduct: *The Municipalities Act, S. 111.1; The Northern Municipalities Act, 2010, S. 127.1 and The Cities Act, S. 85.1.*

Municipality Name

City of Lloydminster (Saskatchewan Part)

Have all elected council members (including mayor/reeve) completed and filed their Public Disclosure Statement with the administrator/city clerk as required by legislation?

Yes

Have all elected council members (including mayor/reeve) completed their Public Disclosure Statement Annual Declaration and filed them with the administrator/city clerk as required by legislation?

Yes

Legislative reference to filing and annually updating Public Disclosure Statements by all members of municipal council:

The Municipalities Act, S. 142; The Northern Municipalities Act, 2010, S. 160 and The Cities Act, S. 116.



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: 2023 Inactive Utility Accounts Deemed Uncollectible

Department: Chief Financial Officer

Presented By: Adèle Wakaruk

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve an adjustment to bad debt expense for 23 utility accounts totaling \$1,704.10, as per the attached list of inactive utility accounts deemed uncollectible.

Issue: Outstanding utility (water, wastewater, garbage, and stormwater) arrears have been deemed uncollectible after internal and external collection attempts. For this reason, an adjustment to bad debt expense is recommended to ensure the utility accounts receivable balance is not overstated on the City's statement of financial position for year-ending December 31, 2023.

Background: When a customer is no longer receiving City utility services, a final bill is sent to the customer and the status of the account is set to inactive.

Utility arrears for inactive accounts can potentially be collected by transferring any outstanding balances to the related property tax account or an active utility account held by the same customer. However, not all accounts are eligible for these transfers. Such accounts are contacted for payment by City employees (internal collections), if unsuccessful then they are sent to an external collection agency. The external collection agency only accepts account balances greater than \$50.

As of November 16, the total outstanding utility arrears on inactive accounts was \$14,703.77 comprised of 96 accounts.

The 23 accounts that have been recommended to be adjusted to bad debt are:

- a) ineligible to be transferred to property taxes or an active utility account, **and**
- b) are in external collections, **or**
- c) are ineligible for external collections (balance is less than \$50.00).

The 73 accounts that have not been recommended to be adjusted to bad debt expense are either:

- a) eligible to be transferred to taxes or an active water account, **or**
- b) are in internal collections, **or**
- c) have not been outstanding for more than 30 days.

Below is a table that demonstrates the history of utility account revenue deemed uncollectible.

Year	Amount Deemed Uncollectible	Annual Revenue (Utility Accounts)	Percentage of Revenue Deemed Uncollectible
2017	\$94,314	\$19,941,863	0.473%
2018/2019	\$139,700	(2018) \$19,736,436 (2019) 19,901,866	0.378%
2020	\$7694	\$18,921,511	0.041%
2021	\$5,313	\$22,789,248	0.023%
2022	\$7,313	\$21,267,425	0.034%
2023	\$1,704	(forecast) \$24,339,061	0.007%

Options:

1. That Council approve an adjustment to bad debt expense for the 23 utility accounts totaling \$1,704.10, as per the attached list of inactive utility accounts deemed uncollectible.
2. That Council request further 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.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: The City will expense \$1704.10 to bad debt expense in the 2023 fiscal year.

Environmental Implications: N/A

Report Approval Details

Document Title:	2023 Inactive Utility Accounts Deemed Uncollectible.docx
Attachments:	- 2023 11 16 UB Accounts Deemed Uncollectible.pdf
Final Approval Date:	Dec 5, 2023

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

Denise MacDonald

Doug Rodwell

Dion Pollard

City of Lloydminster
 Inactive Utility Accounts Deemed Uncollectable
 Prepared: November 16, 2023

Utility Account No.	Total Outstanding	Notes	Recommendation	Total to Write-off	Leave Outstanding
165876.013	\$ 124.70	Account Error, needs to be written off	Adjust to Bad Debt	\$ 124.70	\$ -
20535.015	\$ 216.55	In collections, no indication of payment	Adjust to Bad Debt	\$ 216.55	\$ -
25475.008	\$ 223.98	In collections, no indication of payment	Adjust to Bad Debt	\$ 223.98	\$ -
185081.002	\$ 209.92	In collections, no indication of payment	Adjust to Bad Debt	\$ 209.92	\$ -
177145.008	\$ 101.44	In collections, no indication of payment	Adjust to Bad Debt	\$ 101.44	\$ -
168439.006	\$ 209.86	In collections, no indication of payment	Adjust to Bad Debt	\$ 209.86	\$ -
164110.011	\$ 177.67	In collections, no indication of payment	Adjust to Bad Debt	\$ 177.67	\$ -
190595.005	\$ 107.98	In collections, no indication of payment	Adjust to Bad Debt	\$ 107.98	\$ -
183799.002	\$ 84.05	In collections, no indication of payment	Adjust to Bad Debt	\$ 84.05	\$ -
135961.010	\$ 68.04	In collections, no indication of payment	Adjust to Bad Debt	\$ 68.04	\$ -
107755.001	\$ 0.90	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 0.90	\$ -
165060.003	\$ 5.38	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 5.38	\$ -
11565.013	\$ 25.25	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 25.25	\$ -
190016.002	\$ 1.74	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 1.74	\$ -
40.014	\$ 0.74	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 0.74	\$ -
176215.003	\$ 28.17	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 28.17	\$ -
104740.016	\$ 13.48	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 13.48	\$ -
104740.020	\$ 11.35	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 11.35	\$ -
25930.015	\$ 5.22	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 5.22	\$ -
102415.013	\$ 16.44	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 16.44	\$ -
23265.012	\$ 34.73	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 34.73	\$ -
24783.008	\$ 3.99	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 3.99	\$ -
105420.002	\$ 32.52	Too small for ext. collections (<\$50), no payments	Adjust to Bad Debt	\$ 32.52	\$ -
Totals	\$ 1,704.10			\$ 1,704.10	\$ -



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Asset Disposal Policy 134-14

Department: Chief Financial Officer

Presented By: Adèle Wakaruk

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve Asset Disposal Policy 134-14.

Issue: Administration requires Council's approval of the Asset Disposal Policy.

Background: The City utilizes a wide variety of assets in the delivery of services to the community. These assets range from road maintenance equipment to fitness equipment at Servus Sports Centre. Due to the diverse nature of assets, appropriate methods of disposal can vary broadly. Currently, there is an opportunity to formalize the disposal of City assets.

A consistent process is required for the disposal of assets, regardless of the type of asset being disposed. This policy provides the framework required to achieve that objective.

Updates subsequent to the GPC Meeting on December 4, 2023 are as follows:

- expanded the definition of 'Asset' to add clarity to the scope of items included (i.e., small operational items up to large capital items);
- updated the terminology from 'Bona Fide Auctioneer' to 'Licensed Auctioneer';
- updated the terminology of 'Controlled Substance' to 'Controlled Asset', and clarified the definition;
- added verbiage to 5.1 to indicate the requirement of an operational need for an internal transfer of an asset.

Options:

1. That Council approve Asset Disposal Policy 134-14.
2. That Council not approve Asset Disposal Policy 134-14.
3. That Council request further 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 Asset Disposal policy is vital to ensure consistent internal practices.

Legal Review: N/A

Governance Implications: Establishing a new policy.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Asset Disposal Policy 134-14.docx
Attachments:	- 134-14 Asset Disposal Policy FINAL DRAFT.pdf
Final Approval Date:	Dec 7, 2023

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

- Denise MacDonald
- Doug Rodwell
- Dion Pollard



Policy Title:	Asset Disposal Policy	Policy Number:	134-14
Date of Adoption:		Motion Number:	
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To enable Members of Council and Administration to dispose of City Assets in an open, equitable, and transparent manner.
- 1.2. To provide guidance in determining the best manner to dispose of Assets.

2. Definitions:

'As Is – Where Is'	A condition of a sale where an Asset is being sold in its existing state and condition and the buyer accepts it with all its faults and defects, whether immediately apparent. No warranties are expressed or implied by the seller.
Administration	An employee, contract employee, or volunteer of the City of Lloydminster.
Asset	Property owned by the City, regardless of cost or use (i.e., from small operational goods/supplies to large capital assets). Inclusive of items in their entirety, or individual components thereof (i.e., salvage).
Conflict of Interest	When an individual or business interest (family, friendships, financial, social) could compromise the judgment, decisions or actions of a person or business.
Controlled Asset	An asset that has legal or regulatory restrictions regarding its possession and use.
Disposal	The process of getting rid of something, either through sale, Donation, or landfill.
Donation	A voluntary transfer of cash, cash equivalents, services, or goods for the benefit of the recipient.
Electronic Bid	An electronically submitted response to an invitation to bid.
Licensed Auctioneer	A reputable auctioneer, who is registered and in good standing with relevant regulatory bodies, who performs public sales in which goods or

	property are sold to the highest bidder (in person or online).
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Public Bid	A formal, public, and competitive procedure during which offers to purchase Assets are requested, received, and evaluated.
Real Property	Fixed property, principally land and permanent structures, such as buildings.
Resale Value	The value that can be reasonably expected to be recovered when an Asset is resold.
Reserve Bid	The minimum amount that a seller will accept as the winning bid.
Sealed Bid	A document enclosed in a sealed envelope and submitted in response to an invitation to bid.
Tangible Capital Asset	Non-Financial Assets with physical substance that: <ul style="list-style-type: none"> i. are held for use in the production or supply of goods and services, rental to others, administrative purposes, or for the development, construction, maintenance or repair of other tangible capital Assets; ii. has a Useful Life of more than five years; iii. will be used on a continuing basis; and iv. are not for sale in the ordinary course of operations.

3. Scope

- 3.1. This Policy applies to all Assets controlled by the City, except for:
 - 3.1.1. cultural artifacts;
 - 3.1.2. inventory for sale;
 - 3.1.3. Real Property;
 - 3.1.4. Controlled Assets.
- 3.2. This Policy applies to all City departments.

4. Responsibilities

- 4.1. Council is responsible for approving this Policy and any amendments.
- 4.2. The City Manager is responsible for implementing this Policy and approving related procedures.
- 4.3. Finance is responsible for making all necessary accounting adjustments related to Asset Disposals.

- 4.4. Department managers are responsible for:
 - 4.1.1. identifying Assets to be disposed of; and
 - 4.1.2. providing Finance with the financial details of all sales; and
 - 4.1.3. providing notice to remove the Asset from the Tangible Capital Asset register; and
 - 4.1.4. providing notice to remove the Asset from the City's insurance policy, and
 - 4.1.5. preparing comprehensive plans for the disposal of Real Property.
- 4.5. Employees are responsible for notifying their supervisor of any Assets or goods that could be considered for Disposal.

5. Methods of Disposal

- 5.1. When it is possible and reasonable to do so, an Asset will be re-assigned to another City department, should a reasonable need be identified, before proceeding to a Disposal method.
- 5.2. The Finance department must be notified of any re-assignments of Assets.
- 5.3. Any Asset that has been determined to have a resale value and cannot be transferred shall adhere to one of the following methods of Disposal:
 - 5.3.1. offered for sale at fair market value, or;
 - 5.3.2. exchanged in a trade-in for a new Asset or credit, or;
 - 5.3.3. donated to a local non-profit organization, subject to section 6.
- 5.4. Private sales may be authorized on a case-by-case basis with approval of the City Manager or delegate, if the following conditions are met:
 - 5.4.1. the Asset does not have wide public appeal;
 - 5.4.2. a timely sale is advantageous; and
 - 5.4.3. a private sale will result in a higher sale price.
- 5.5. Any Asset that has been determined to have no resale value and cannot be transferred shall adhere to the following methods of Disposal:
 - 5.5.1. donated to a local non-profit organization; or
 - 5.5.2. disposed of at a landfill.

6. Non-Profit Organizations

- 6.1. If a prior need is identified, the Asset will be offered for sale at fair market value to a non-profit organization.
- 6.2. An Asset may be donated to a non-profit organization with the following approvals:

- 6.2.1. Resale Value less than \$2,500 – City Manager or delegate approval;
- 6.2.2. Resale Value greater than \$2,500 – Council approval.

7. Public Auctions

- 7.1. The following criteria must be met to dispose of an Asset in a Public Auction:
 - 7.1.1. reasonable efforts are made to advertise the sale through a variety of means (City website, social media accounts, public notices, etc.); and
 - 7.1.2. the Auction is held by a Licensed Auctioneer; and
 - 7.1.3. the public can participate in the auction; and
 - 7.1.4. the Asset is sold with a 'As Is – Where Is' condition, with no warranties or guarantees expressed or implied.

8. Public Bid

- 8.1. The following criteria must be met to dispose of an Asset in a Public Bid:
 - 8.1.1. reasonable efforts are made to advertise the sale through a variety of means (City website, social media accounts, public notices, etc.); and
 - 8.1.2. bids are taken using either the Sealed Bid or Electronic Bid method; and
 - 8.1.3. the Asset is sold with a 'As Is – Where Is' condition, with no warranties or guarantees expressed or implied.

9. Minimum Bid Price

- 9.1. For Assets individually valued by the City to have a Resale Value over \$10,000, there must be a reserve bid price equal to 50% of the Resale Value of the Asset, regardless of the method of sale.
- 9.2. Resale Value shall be determined as follows:
 - 9.2.1. Resale Value less than \$20,000 – informal or formal valuation methods as determined by the department manager.
 - 9.2.2. Resale Value greater than \$20,000 – formal valuation methods, such as an external appraisal.
- 9.3. If the reserve bid price is not received, the item shall be disposed of at the discretion of the City Manager or delegate as follows:
 - 9.3.1. sold to the highest bid received; or
 - 9.3.2. donated to a local non-profit organization; or

9.3.3. disposed of in a landfill or recycling system.

10. Disposal at a Landfill

10.1. Any Asset that has been determined to be of no value or unsafe must be disposed of at a landfill with no attempts to sell for proceeds or donate.

10.2. Any Assets disposed of at a landfill shall:

10.2.1. be taken apart or disabled to discourage scavenging; and

10.2.2. be disposed of in accordance with the governing environmental requirements or best practices.

11. Tangible Capital Assets

11.1. Department managers are responsible for determining whether the Asset being disposed of is a Tangible Capital Asset.

11.2. Assets that are Tangible Capital Assets must adhere to the "*Tangible Capital Asset Policy*".

12. Disposal of Technology

12.1. If disposing of technology that holds data, the hard drive of the device needs to be wiped by the Information Technology department before it is disposed.

12.2. If it is not possible to wipe all data, the device and/or its hard drive must be destroyed.

13. Conflict of Interest

13.1. Sale of an Asset to a City employee is permitted provided that the employee has participated in the public auction or public bid outside of working hours.

14. Penalty

14.1. 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 written warning to dismissal with cause.

14.2. 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*."



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Old Minster Log Church Restoration Project

Department: Community Development Services

Presented By: Don Bowey

Council Meeting Date: December 11, 2023

Recommendation:

That Council authorize Administration to enter into a Partnership Agreement with Richard Larsen Barr Colony Foundation and allocate all funds raised through the partnership to the Old Minster Log Church Restoration Project.

Issue: The Old Minster Log Church is requiring a financial investment to restore the building to a programmable space.

Background: In October 2021, Administration chose to permanently shutter the Old Minster Log Church (Church) due to structural deficiencies. On August 2, 2022, a Request for Proposal was issued for the Church Conservation/Restoration Plan and was awarded in September. The plan was completed in November 2022.

On May 15, 2023, Administration presented the restoration project to Council at the Governance and Priorities Committee meeting for information.

Administration approached the Richard Larsen Barr Colony Foundation (Foundation) in May 2023, and proposed a fundraising partnership for the restoration of the Church. With a lack of grant opportunities for historical restoration and preservation work, Administration asked the Foundation to take the lead in the community on fundraising efforts for this project.

At the November 20, 2023, Council meeting, Administration presented the restoration project and information about the Partnership Agreement to Council for information.

The Partnership Agreement for Phase 1 of the Log Church project includes a clear delineation of the respective responsibilities. The City's responsibilities include:

- Contractor management.
- Project reporting to the community, City Council, and the Foundation.
- Safety and insurance management.
- Financial management.
- Cost overruns and inflation.

Additionally, the City will recognize the Foundation for their contribution to the project with onsite signage and through digital platforms.

The Foundation's responsibilities include:

- Financial management of their own finances and financial tracking of all fundraising efforts.

- Adherence to legislative requirements relating to their fundraising activities.
- Applicable grant applications.
- Any costs associated with the Foundations fundraising efforts.

The Foundation has agreed to contribute \$92,474 to Phase 1 of the Project. Upon approval of the Partnership Agreement, the Foundation will transfer their funds to the City.

On November 22, 2023, Administration received further information from the Heritage Engineer and Heritage Conservationist regarding life expectancy. If all the rehabilitation work (recommended conservation interventions) and maintenance of the building is completed and routine maintenance is kept up, they would place life expectancy of the building at 50+ years. Routine maintenance includes chinking/daubing repair as needed, sealant replacement, repainting, roof maintenance, etc. These items should be completed by a qualified heritage contractor that follows the Standards and Guidelines from the Conservation of Historic Places in Canada.

Options:

1. That Council authorize Administration to enter into a Partnership Agreement with Richard Larsen Barr Colony Foundation and allocate all funds raised through the partnership to the Old Minster Log Church Restoration Project.
2. That Council does not approve the Old Minster Log Church Restoration project and authorizes Administration to deaccession the Old Minster Log Church.
3. That Council request further 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: Managing our Environment and Infrastructure. The Church is a historical building for the City and has the potential to be used as a space to celebrate art and culture within our community.

Legal Review: The agreement has been reviewed by the Legislative Services department.

Governance Implications: N/A

Budget/Financial Implications: The following table shows the funding contributions for the City and the Foundation toward Phase 1 of the Old Minster Log Church Restoration Project and identifies the project expenses that will be incurred for this specific phase.

Project No. 2476102 Old Minster Log Church Restoration Project **\$308,700**

Funding Sources

Recreation & Culture Capital Reserve (1-300-320-63270)	\$216,226	
Richard Larsen Barr Colony Foundation Funds	\$92,474	
	\$308,700	\$308,700

Project Expenses

Restoration	\$177,000	
Consultant & Construction Services	\$80,663	
Contingency (20%)	\$51,037	
	\$308,700	\$308,700

Remaining Budget **\$0**

Environmental Implications: N/A

Report Approval Details

Document Title:	Old Minster Log Church Restoration.docx
Attachments:	
Final Approval Date:	Dec 5, 2023

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

Tracy Simpson

Doug Rodwell

Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: The Olive Tree Homebase Funding Request

Department: Community Development Services

Presented By: Patrick Lancaster

Council Meeting Date: November 6, 2023

Recommendation:

That Council table the Olive Tree funding request until the completion of the Housing Needs Assessment and Strategy.

Issue: The Olive Tree Community Centre Inc. (Olive Tree) has requested funding and support for the Homebase Program.

Background: At the October 23, 2023, Regular Council Meeting, the Olive Tree presented to Council their proposal for the Homebase program. Homebase is a Housing First approach to addressing homelessness. Housing First is based on the principle of facilitating the process of moving individuals who are unhoused into housing and providing them with wraparound supports so that they can maintain this housing.

The Olive Tree has requested Outreach Worker Wages of \$60,000 annually for three (3) years. This position would provide case management to unhoused individuals, help them to acquire housing, and connect them with community supports and crisis intervention to ensure they are able to maintain housing. See Appendix "A" for a detailed description.

In 2022, the City of Lloydminster conducted a Social Needs Assessment. It was used to develop a Social Policy Framework which identified Housing and Homelessness as one of eight community priorities. The Social Policy Framework recommended conducting a housing needs assessment and building a comprehensive strategy which would include the development of coordinated intake and housing first models. Council adopted the Social Policy Framework December 5, 2022.

The City of Lloydminster is currently working on a Housing Needs Assessment and Strategy as directed by Council through the 2022-2025 Strategic Plan: 3.4.3 To allow all people in Lloydminster to live safely and recreate well. This project is expected to be completed Q1 of 2024.

While the Housing Needs Assessment and Strategy is not yet complete, several stakeholder engagement sessions have taken place with non-profits, realtors, persons with lived experience, and businesses. Housing First has consistently come up in community conversations as a viable approach in Lloydminster. However, as the project is not complete there is a risk that the program may not be in alignment with the final goals and recommendations of the strategy.

Housing First programs are in alignment with Reaching Home: Canada's Homelessness Strategy and is part of an Outcome Based Approach. It has been adopted by several cities

across Alberta and Saskatchewan. The completion of a Housing Strategy and the deployment of Housing First program would strengthen requests for Provincial and Federal funding.

The Olive Tree submitted a funding application to the Community Services Advisory Committee for FCSS. This request was declined as it did not meet the requirements of the grant, however, the Committee did recognize the value of the program. The Olive Tree has received funding through FCSS for community outreach for the past eight years and has maintained compliance in its reporting.

By providing this funding to the Olive Tree, the City can help the program get established while maintaining accountability and cooperation through reporting requirements.

Options:

1. That Council table the Olive Tree funding request until the completion of the Housing Needs Assessment and Strategy.
2. That Council does not approve tabling the Olive Tree funding request.
3. That Council request further 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. By supporting individuals to transition from homelessness to being housed they can experience safety. Reducing the number of individuals experiencing homelessness in our community should have a positive impact on safety in our community.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: It would be significantly more costly for the Municipality to deliver this service directly. If approved, funds would need to be allocated in the 2024 Budget.

Environmental Implications: N/A

**Appendix "A"
Description of Homebase Outreach Worker Activities**

Assessment: Conducting assessments to determine the needs and vulnerabilities of individuals or families facing housing instability or homelessness. This may involve interviews and gathering information about their living situations, financial circumstances, and social support networks.

Housing Counseling: Providing guidance and counseling on housing options, including affordable housing, rental assistance programs, and temporary shelters. They help clients apply for housing subsidies and navigate the rental market.

Case Management: Developing individualized case plans for clients and helping them set and achieve housing stability goals. This involves connecting clients with services such as job training, mental health support, substance abuse treatment, or childcare assistance.

Referrals: Connecting clients to community resources and support services, including healthcare, food assistance, legal aid, and educational programs.

Advocacy: Advocating on behalf of clients to access housing resources and resolve housing-related issues. This may involve working with landlords, housing authorities, and government agencies.

Crisis Intervention: Providing immediate assistance to individuals and families facing eviction or homelessness crises.

Outreach: Identifying and engaging with individuals who are homeless or at risk of homelessness in the community. This can involve street outreach, visiting shelters, and collaborating with other organizations to locate and assist those in need.

Documentation and Reporting: Keeping detailed records of client interactions, progress, and outcomes.

Education and Prevention: Educating clients about their rights and responsibilities as tenants, as well as strategies for preventing homelessness in the future.

Community Engagement: Building relationships with community partners, local organizations, and government agencies to coordinate services and resources for clients.

Report Approval Details

Document Title:	The Olive Tree Homebase Program Request.docx
Attachments:	
Final Approval Date:	Oct 30, 2023

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

- Tracy Simpson
- Doug Rodwell
- Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Saskatchewan Housing Corporation 2022 Settlement Municipal Share

Department: Community Development Services

Presented By: Patrick Lancaster

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve the request to transfer \$14,975.01 from the Social Services and Cemetery Operations Reserve 1-500-550-34150 to the Saskatchewan Housing Corporation to cover the unbudgeted portion of the City's five percent (5%) share of the operating loss for 2022.

Issue: The City of Lloydminster has received the 2022 Settlement Municipal Share letter from the Saskatchewan Housing Corporation. The City's share of the operating loss for 2022 is \$17,975.01.

Background: The City of Lloydminster holds a five percent (5%) share in the following housing projects in partnership with the Lloydminster Housing Authority and Saskatchewan Housing Corporation (SHC).

- Hallsholme: Seventy-six (76) apartment units.
- Barr Crescent Project: Sixteen (16) three-bedroom units.

As a project partner, the City receives/pays 5% of the surpluses or operating losses incurred by the Lloydminster Housing Authority on these projects. The agreements were initiated in 1975 for Hallsholme and 1969 for Barr Crescent. These agreements are in place for the lifespan of the properties with the Settlement issued annually.

Budget Year	SHC Share	Deficit	Surplus
2022	2021	\$17,975.01	
2021	2020	\$10,064.15	
2020	2019	\$8,439.09	
2019	2018		\$5,816.57
2018	2017	\$1,961.80	
2017	2016		\$8,199.09
2016	2015		\$8,612.47
2015	2014		\$222.52

In 2021 SHC began to issue estimates to assist municipalities with their budget planning.

Year	SHC Share	Estimate	Actual
2022	2021	\$2,945.26	\$10,064.15
2023	2022	\$6,351.66	\$17,975.01
2024	2023	\$3,975.01	N/A

\$3,000 was budgeted for 2023. To pay for the 2022 share, \$14,975.01 will need to be transferred from reserves.

The City has been in communication with Saskatchewan Housing Corporation, and they are aware of the difference between the estimate provided and the actuals in the invoice.

The 2022 deficit was primarily attributed to an unexpected replacement of the boiler in Halls Holme.

Options:

1. That Council approve the request to transfer \$14,975.01 from the Social Services and Cemetery Operations Reserve 1-500-550-34150 to the Saskatchewan Housing Corporation to cover the unbudgeted portion of the City’s five percent (5%) share of the operating loss for 2022.
2. That Council request further 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. The strategic plan provides direction on determining the City’s responsibility in providing access to housing choices. The City will honor existing agreements to support housing with other orders of government.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: The City’s share of the operating loss for 2022 is \$17,975.01. This is \$14,975.01 over what was budgeted for in 2022.

Environmental Implications: N/A

Report Approval Details

Document Title:	Saskatchewan Housing Corporation 2022 Settlement Municipal Share.docx
Attachments:	- 2022 Settlement of Municipal Share.pdf
Final Approval Date:	Dec 4, 2023

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

Tracy Simpson

Doug Rodwell

Dion Pollard

PROJECT	PROJECT NUMBER	PROJECT TYPE	Business Unit Description	Columns		NET INCOME/(LOSS) PER HOUSING AUTHORITY			BUDGETED NET INCOME/(LOSS) PER HOUSING AUTHORITY			ESTIMATED 2023 INVOICE	ESTIMATED 2024 CHEQUE
				Business Unit	Business Unit	2022 FINANCIAL STATEMENT	MUNIC SHARE H.A. INCOME/(LOSS)	TOTAL INVOICE	TOTAL CHEQUE	FINANCIAL STATEMENT	H.A. INCOME/(LOSS)		
LLOYDMINSTER	70 21	2482	SC	Lloydminster - HALLSHOLV	1313	1313	(322,761.30)	(16,138.07)			0.00		
	71 21	4475	FAM	Lloydminster - BARR CRST	1413	1413	(49,350.71)	(2,467.54)			(76,946.00)	(3,847.30)	
	75 21	8941	PHD	Lloydminster - PARK MANC	1589	1589	(116,816.54)	0.00			(15,188.00)	(758.30)	
	75 21	8942	PHD	Lloydminster - ASPEN VILL	1590	1590	(135,912.21)	0.00			(89,234.00)	0.00	
	87 21	8808	SEC 58.1	LLOYDMINSTER 58.1	1968	1968	2,279.50	0.00			(125,900.00)	0.00	
MARSHALL	77 21	7115	OLD 40	Lloydminster - MARSHALL F	1784	1784	0.00	0.00			(2,366.00)	0.00	
RENT SUPPLEMENT				Lloyd Rent Supp - Rемаi	2013	2013	(1,888.00)	0.00			0.00	0.00	
LESS: Interest Differential				Lloyd Rent Supp - Rемаi				830.59			(3,912.00)	0.00	
Sub-Total								Sub-Total			0.00	630.59	3,975.01
Total			LLOYDMINSTER				Total	Total			0.00	Total	3,975.01



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Cenovus Energy Hub Request for Additional Funding

Department: Community Development Services

Presented By: Tracy Simpson

Council Meeting Date: December 11, 2023

Recommendation:

That Council approve the revised project budget for Cenovus Energy Hub Project No. 2074008 (formerly Lloydminster Place) in the amount of \$98,637,719 excluding GST with a contingency of \$2,668,457 excluding GST, to be funded by multiple revenue sources including reserves, grants, and additional borrowing.

That Council approve the amendment of the PCL Construction Management Inc. contract value in the amount of \$86,665,315 excluding GST to be funded from Capital Project No. 2074008 and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

Issue: The Cenovus Energy Hub project has progressed through detailed design and is now in the process of procuring vendors for the construction of the facility. With the largest elements of the project having been procured, the budget for the project has increased.

Background: On April 24, 2023, Council approved the Cenovus Energy Hub (formerly Lloydminster Place) project to proceed and set a total budget for the project at \$93,925,250. The project budget was based on a Class "B" estimation conducted by PCL Construction Management Inc. (PCL) in late 2022 and provided to the City on January 17, 2023. The estimations were based on the Class "B" drawing set provided by TBD Architecture + Urban Planning (TBD). The Class "B" estimated costs provided by PCL are based on traditional industry standards of -5% to +10% accuracy.

The procurement process for the project began at the end of June 2023, when PCL mobilized to site. While many scopes of work were close to the Class "B" budget presented to Council in April 2023, some of the larger scopes had a significant increase from Class "B" budgets. Some of the more significant overages came from concrete and reinforcing steel (\$775,000), masonry (\$400,000), structural steel and metals (\$1.7 million), roofing and cladding (\$745,000), drywall, flooring, and painting (\$420,000), and mechanical (\$2.8 million). These overages alone nearly add up to the entire amount of the additional request for funding.

The Core Project Team has diligently reviewed the scopes of work with the respective vendors to identify value engineering opportunities that will reduce costs. This review focused on several areas including evaluation of alternative materials, alternative equipment, alternative vendors, and potential reduction in cosmetic appearances of some items within the facility. The Team prioritized the value engineering opportunities on items that would not drastically impact the functionality or programming of the facility on opening day or the deferral of materials that could be added in the future. The total savings found through value engineering

was \$3,041,848. While this total is a result of savings across the majority of the scopes of work, the most significant savings were found in the following areas:

- Alternative Material for the main facility roof from a metal roof to a membrane roof. This requires slight redesign and is recommended to purchase an Alberta Roofing Contractors Association (ARCA) warranty that wasn't previously available for the metal roof. This cost has been included in the updated budget.
- Reduction in the length of the scarf that wraps from the front entrance to the north side. Reduction will be along the north side of the facility.
- Acceptance of an alternative vendor for the mechanical system controls.
- Change of some masonry walls to steel stud and drywall in appropriate locations.
- Acceptance of alternative materials and equipment, and a reduction in system requirements within the electrical system.
- Acceptance of alternative product for the acoustic panels.

Additionally, over \$300,000 in savings were achieved through the use of the pile load test which resulted in a redesign including a reduction in the number of piles and a reduction in the depth and width of the foundational piles.

The Class "B" budget approved by Council in April 2023, included a \$3,920,250 contingency. This contingency has been fully allocated to reduce the expense overages and an updated contingency has been added in the amount of \$2,668,457. Approximately 90% of the work has been tendered to date, therefore, the risk of the costs increasing has been reduced, resulting in a reduction in the required contingency. The updated contingency includes a 2% contingency for tendered scopes of work and a 10% contingency for the outstanding scopes to be tendered including underground utilities, full landscaping package and the audio-visual package. These tenders are expected to be procured in quarter one of 2024.

The updated budget presented to Council today reflects the value engineering savings and the updated contingency. Administration has provided four additional scope change options for Councils consideration that would result in further savings but more significant impacts to programming capabilities, future revenues, user experience and the functionality of the space.

1. Deferral of the Outdoor Rink Construction: This would include deferring the installation of the asphalt pad along the south side of the facility and purchasing of a set of dasher boards. The current Scotiabank Day in Canada boards system the City has in storage would be slightly altered and utilized in the Community Arena. Potential cost savings of \$500,000.
2. Deferral of the executive suite level fit out: This would include removing all suites walls and drink rail creating an open platform. The two rows of seats would remain with the addition of a guard rail for safety. The washrooms and media room would remain as well as the elevator access from both. Potential cost savings of \$200,000.
3. Removal of the Private Dressing Room Finishes: This would transfer the responsibility for flooring, benches, cubbies and hooks, and whiteboards to the private teams for completion. The construction would only finish the included washrooms. Potential cost savings of \$600,000.

4. Alternative Seating Options: Changing the seating in the Community Arena and the end of the bowl on the Performance Arena (west side) to bench seating from individual bucket seats. Potential cost savings of \$80,000.

The Core Project Team is continuously and actively seeking grant opportunities that can add additional revenue to the project, offsetting the impact on borrowing. Currently the Team is working on an application to the Enabling Accessibility Fund from the Government of Canada which has potential funding of \$500,000 to \$3 million per project if approved. This funding opportunity focuses on making facilities more accessible for persons with disabilities. Additionally, the Team is working on an application to the Government of Canada's Tremendous Tree Grant, which may result in funds for the trees within the project site.

The Friends of Cenovus Energy Hub Committee have been working on a strategic plan to formalize upcoming fundraisers and are working on a sponsorship package that will be distributed to local businesses for sponsorship opportunities within the facility.

The updated budget presented to Council includes the \$5,000,000 for the required development of infrastructure adjacent and off the project site. The City Engineering Services Department has been working to complete the final geometric design of both the 41-street urbanization and the 36-street extension, estimated to be completed in mid-December of this year. Detailed design work will proceed shortly thereafter, and tendering will commence in early 2024. Once the geometric design has been completed, 41-street and 36-street intersection signalization on 40th avenue design-build package will be developed with an estimated project completion of Q4 2024. The 40-avenue water main connection will be completed by PCL Construction Management during the construction of 39-avenue (on-site), and the 41-street water and sewer upgrades will be completed in 2025 to limit the possibility of contractor conflicts. The proposed \$5 million budget for all these activities is still anticipated to be needed, and Engineering Services will be working to manage all activities within the approved budget while maintaining the required level of service. More information will be provided in the 2024 quarterly project updates to Council.

The Core Project Team has completed a thorough and exhaustive analysis of the construction components and has presented cost savings that are responsible and that will not negatively impact the functionality or quality of the facility. The value engineering process aligned with the values of the project, ensuring the quality and sustainability of the facility that meets the needs of our community today and for future generations.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council does not approve allocating additional funds to the Cenovus Energy Hub project.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.



**City of Lloydminster
Request for Decision (RFD)**

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. Design, planning, and construction of a new event facility as part of an entertainment district within the City.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: Table 1 below provides a detailed breakdown of the project expenditures including the Class "B" from April 24, 2023, and the budget presented today.

Table 1. Cenovus Energy Hub Project Costs		
Components	Class "B" Budget April 24, 2023	Updated Budget December 11, 2023
Event Arena		
Groundwork and Foundations	\$18,161,854	\$19,567,129
Building Envelope	\$21,689,425	\$23,686,216
Building Systems	\$14,876,779	\$16,917,736
Arena Construction	\$7,485,547	\$6,316,302
Interior Finishings	\$5,875,172	\$5,730,153
General Construction Expenses	\$8,579,447	\$11,171,318
Furniture, Fixtures & Equipment	\$2,000,000	\$1,804,400
Audio Visual - Cash Allowance	<i>included in interior finishing</i>	\$1,416,890
Construction Manager Fee	\$1,736,776	\$1,859,571
Total Event Arena Costs	\$80,405,000	\$88,469,715
Offsite Infrastructure	\$5,000,000	\$5,000,000
Project Soft Costs	\$4,600,000	\$5,168,004
Construction Contingency	\$3,920,250	\$2,668,457
Total	\$93,925,250	\$101,306,176
Difference from Class B to Current		\$7,380,926

Table 2 below provides the funding structure for the project showing the allocation of additional funds totaling \$7,380,926 to be funded from various sources including additional reserve allocations, future grants, and additional borrowing.

Table 2. Cenovus Energy Hub Project Funding Sources

Funding Source	April 24, 2023 Approved Sources	Current Funding Sources
Special Arena Reserve (1-700-740-36114)	\$11,796,742	\$11,796,742
Borrowing Bylaw (Bylaw No. 03-2022)	\$33,000,000	\$33,000,000
ICIP Funding – Federal	\$16,463,508	\$16,463,508
ICIP Funding – Saskatchewan	\$16,665,000	\$16,665,000
Fundraising/Sponsorship	\$8,000,000	\$8,000,000
Commercial Retail Unit Sales	\$5,000,000	\$5,000,000
Other Government Funding	\$3,000,000	\$3,000,000
Reserves, grants, additional borrowing		\$7,380,926
Total	\$93,925,250	\$101,306,176

Environmental Implications: All environmental assessments for the site have been completed.

Report Approval Details

Document Title:	Cenovus Energy Hub Request for Additional Funding.docx
Attachments:	
Final Approval Date:	Dec 7, 2023

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

Tracy Simpson

Doug Rodwell

Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Vic Juba Funding Agreement 2024-2026

Department: Community Development Services

Presented By: Tracy Simpson

Council Meeting Date: December 11, 2023

Recommendation:

That Council authorize Administration to enter into a Funding Agreement with Vic Juba Community Theatre at a cost of \$250,000 for 2024 and a 5% increase annually, pending operational budget approval, to be paid over a three-year term commencing January 1, 2024, and ending December 31, 2026, and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

Additionally, that Council authorize Administration to provide the Vic Juba Community Theatre with \$50,000 for a Project Coordinator role to be funded in 2024 on a one-year term with the option to extend for an additional six months at a cost of \$25,000, as outlined in the three-year Funding Agreement for 2024-2026.

That Council approve the allocation of \$107,390 from the Recreation & Culture Operating Reserve 1-700-740-34170 to fund the 2024 costs of the Funding Agreement.

Issue: The current three-year funding agreement with the Vic Juba Community Theatre (Theatre) is expiring December 31, 2023, and a new funding agreement is required.

Background: On January 11, 2021, Council approved administration to enter into a three-year funding agreement with the Theatre to provide funding for the purpose of delivering community programs and/or services. The City of Lloydminster (City) had been providing funding to the Theatre for several years through a third party ask annually, and in 2021, Council approved a new process of funding non-profit organizations in three-year terms. The original agreement identified the requirements of both parties to complete the following:

- The Theatre is required to utilize the funds for the purpose of delivering community programs and/or services and the City could alter the funding should these requirements not be met.
- The Theatre acknowledges the City's contributions on promotional and advertising materials.
- The Theatre submits annual audited financial statements to the City.
- The City and the Theatre partner in the development of a 5 – 10-year capital plan and align the capital project requirements with the City's annual budget process. The City committed to having a more proactive approach on the maintenance of the building envelope, which is owned by the City.

The agreement is set to expire on December 31, 2023, so the City and the Theatre have been negotiating the terms of the new agreement. The following items have been added to the new agreement, which will have a term of three years and will expire on December 31, 2026.

- Negligence, Indemnity, and Termination sections have been added/updated.
- Insurance section updated to reflect that the Theatre has their own insurance policy now and is not included in the City’s policy.
- The City shall provide limited access to professionals in human resources, finances and accounting, communication and marketing, and building maintenance in-kind to the Theatre.
- Additional reporting requirements of once annually presenting to Council at a Governance and Priorities Committee meeting and a final report for all capital projects funded by the City.
- The addition of contractor on a one-year term to lead a comprehensive project plan aimed at achieving key organizational objectives including the following:
 - Board Governance – oversee the rewriting of the organization’s board bylaws, facilitate the establishment and functionality of the governance board committee, and facilitate training sessions for committee members including producing an on-boarding training manual.
 - Policy Development – lead the development and completion of a comprehensive policy handbook, providing clear guidelines for organizational operations.
 - Microsoft 365 Roll-out – assist with the smooth transition and implementation of the updated Microsoft 365 tools across the organization.
 - Partnership Agreements – establish a partnership agreement with the Lloydminster Regional Theatre Foundation and the Lloydminster Concert Series Association.
 - Tri-party Operating Agreement – implementation of agreed upon terms.
 - Business Plan – assist the General Manager in developing a comprehensive business plan, outlining strategic goals, financial projections, and sustainability measures.

The City and the Theatre are looking forward to continuing the partnership and advancing community access to arts and culture.

Options:

1. That Council approve the motions as indicated in the recommendations above.
2. That Council does not authorize Administration to enter into a 3-year Funding Agreement with the Vic Juba Community Theatre.
3. That Council request further 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: Managing our Environment and Infrastructure. The City of Lloydminster owns the Vic Juba Community Theatre building and is responsible for ensuring that the building is properly maintained, by investing annually.

Legal Review: Legislative Services has reviewed the draft Funding Agreement.

Governance Implications: N/A

Budget/Financial Implications: The City of Lloydminster will make a grant payment to the Vic Juba in monthly installments up to the total amount for each year:

2024 Revenue Sources

2024 Operating Budget	\$192,610	
Recreation and Culture Operating Reserve Allocation (1-700-740-34170)	\$107,390	
Total 2024 Revenue		\$300,000

2024 Expenses

2024 Grant Payment	\$250,000	
2024 Project Coordinator Role	\$50,000	
Total 2024 Expenses		\$300,000

Future Budget Implications

2025 Grant Payment	\$262,500	
2025 Project Coordinator Role (pending approval by both parties)	\$25,000	
2026 Grant Payment	\$275,625	
Total Future Budget Implications		\$563,125
Total Agreement Value		\$863,125

Environmental Implications: N/A

Report Approval Details

Document Title:	Vic Juba Funding Agreement 2024-2026.docx
Attachments:	
Final Approval Date:	Dec 8, 2023

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

Tracy Simpson

Doug Rodwell

Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Lloydminster Golf & Curling Centre Interim Restaurant Lease

Department: Community Development Services

Presented By: Joel Turcotte

Council Meeting Date: December 11, 2023

Recommendation:

That Council authorize Administration to enter into an interim lease agreement with the Lloydminster Curling Club for food and beverage services within the Lloydminster Golf & Curling Centre at no cost.

Issue: The Lloydminster Golf & Curling Centre requires an interim lease for food and beverage services in the restaurant, and Council is required to advertise all proposals that are less than market value for any interest of the City as per Section 69 of the *Lloydminster Charter*.

Background: In the fall of 2023, the previous contractor for the restaurant at the Lloydminster Golf & Curling Centre (LGCC) ended their tenancy. This has left a gap in service level of food & beverage services within the facility. The Lloydminster Curling Club is currently operating leagues, rentals, and bonspiels within the facility and are requesting to take over the food and beverage services within the restaurant on the interim until a more permanent vendor has been selected.

Administration is proposing to enter into a short-term lease agreement with the Lloydminster Curling Club (LCC) for the operation of the food and beverage services within the facility including the restaurant, kitchen, and downstairs concession for the remainder of the 2023/2024 curling season. The agreement will provide the LCC with the right to use the space to provide food and beverage services during their events and league play. The agreement will provide expectations of the LCC for the cleaning of equipment, required permits and certificates for the duration of the lease.

The lease agreement with the LCC will be at no cost, therefore Council is required to approve property that is provided to organizations at less than market value.

Options:

1. That Council authorize Administration to enter into an interim lease agreement with the Lloydminster Curling Club for food and beverage services within the Lloydminster Golf & Curling Centre at no cost.
2. That Council does not authorize Administration to enter into an interim lease agreement with the Lloydminster Curling Club for food and beverage services within the Lloydminster Golf & Curling Centre at no cost.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.



**City of Lloydminster
Request for Decision (RFD)**

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. Ensuring there are food and beverage services provided within the Lloydminster Golf & Curling Centre.

Legal Review: N/A

Governance Implications: As per Section 69 of the *Lloydminster Charter*, Council approval is required for property provided to an organization for less than market value.

Budget/Financial Implications: The City of Lloydminster will be leasing the food and beverage facilities to the Lloydminster Curling Club at no cost.

Environmental Implications: N/A

Report Approval Details

Document Title:	Lloydminster Golf and Curling Centre Interim Restaurant Lease.docx
Attachments:	
Final Approval Date:	Dec 8, 2023

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

Tracy Simpson

Doug Rodwell

Dion Pollard

 LLOYDMINSTER	City of Lloydminster Request for Decision (RFD)
--	--

Subject Matter: Standing Offer Agreement for Photography
Department: Chief of Staff
Presented By: Leo Pare
Council Meeting Date: December 11, 2023

Recommendation:

That Council approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.

Issue: To request approval to enter into an agreement with a business that is operated by a member of Council.

Background: The City of Lloydminster works with local photographers to purchase photos on an ad hoc basis when required for marketing and communications content. Administration had completed a request for quotations for photography services. The only bid received through this public process was from Videre Images, which is operated by Councillor Jason Whiting.

Upon review of the *Lloydminster Charter* and the Code of Conduct Bylaw No. 23-2020, there is no legislative requirement for Council to approve this procurement as no formal agreement is required for minimal ad hoc use. However, as the business is owned and operated by a member of Council, Administration recommends entering into a standing offer agreement to formalize the relationship between the City and a Council member’s business. By entering into a formal agreement for photography services, this activates the requirement in the Code of Conduct Bylaw for Council to review and provide decision on the agreement. In order to promote transparency, Administration is seeking Council’s decision to enter into a standing offer agreement with a business that has connection to a member of Council.

Options:

1. That Council approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.
2. That Council not approve entering into a standing offer agreement with Videre Images for photography services, up to a maximum of \$10,000 for the year 2024.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. By bringing this item forward to Council for decision, the City is aligning with governing documents and proper practice.

Legal Review: N/A

Governance Implications: Section 3.5 of the Code of Conduct Bylaw (No. 23-2020) requires that all contracts awarded to a Member of Council, or an entity owned by a Member of Council must go before Council for approval.

Budget/Financial Implications: Funds to pay for the expenses for photography are in the approved operating budget for Communications and Marketing.

Environmental Implications: N/A

Report Approval Details

Document Title:	2024 Standing Offer Agreement for Photography.docx
Attachments:	
Final Approval Date:	Nov 27, 2023

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

Task assigned to Marie Pretty was completed by delegate Don Stang

Doug Rodwell

Dion Pollard



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bud Miller All Seasons Park Master Plan

Department: Operations

Presented By: Jordan Newton

Council Meeting Date: December 11, 2023

Recommendation:

That Council adopt the Bud Miller all Seasons Park Master Plan as presented.

Issue: An update to the Bud Miller All Seasons Park Master Plan is required.

Background: Administration presented the Bud Miller All Seasons Park Master Plan (BMASP) (see attached) during the December 4, 2023 Governance and Priorities Committee Meeting Administration. Within the BMASP Master Plan are recommendations obtained during several engagement opportunities with members of the community, including:

- Online surveys.
- Virtual Question and Answers.
- In-person community events.
- Input obtained meeting with key external stakeholders.

Bud Miller All Seasons Park is fully inclusive in that it provides recreation and active transportation opportunities to all demographics and the updated Master Plan is designed to continue to build on that inclusivity. The Master Plan includes a review of current and future recreational amenities and placement of trails and sidewalks that provide active transportation routes, as well as safety features, lighting, and waste management within BMASP.

The BMASP Master Plan provides detailed information pertaining to future development and use of the park. This information, which includes anticipated costs associated with implementation of the recommendations within the Plan, will assist Administration when planning for Bud Miller All Seasons Park future sustainability. As such, the BMASP Master Plan is a valuable tool that will assist the community, Council, and Administration in Bud Miller All Seasons Park future decision making as it relates to the City of Lloydminster's:

- 10 Year Capital Planning;
- Development of the Asset Management Plan; and
- Future grant funding application opportunities (with a focus on addressing accessibility and climate resiliency).

There have been minor grammatical changes to the BMASP Master Plan since it was presented as information during the December 4, 2023 Governance and Priorities Committee Meeting. Administration is recommending Council adopt the Bud Miller All Seasons Park Master Plan as circulated with the December 11, 2023 Regular Council Meeting.

Options:

1. That Council adopt the Bud Miller all Seasons Park Master Plan as presented.

2. That Council not adopt the Bud Miller All Seasons Park Master Plan as presented.
3. That Council request further 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: Managing our Environment and Infrastructure. Bud Miller All Seasons Park is a crucial piece of the City of Lloydminster’s identity and requires sustainable long-term planning to maintain the character and amenities within the park.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: The Bud Miller All Seasons Park Master Plan (2022 Capital Project No. 2271004) has an approved budget of \$150,000. The breakdown is as follows:

Funding Sources:		
<u>Grant Funding Sources:</u>		
• Infrastructure Canada - Active Transportation Fund	\$50,000.00	
<u>Approved 2022 Capital Budget Sources:</u>		
• Recreation and Culture Capital Reserve (Account No: 1-700-740-35170)	\$100,000.00	
		\$150,000.00
Consultant Proposed Costs at time of Award:		
• Consultant Proposal Amount	\$44,990.00	
• Contingency (20%)	\$9,000.00	
		\$53,990.00
Anticipated Remaining Budget		\$96,010.00*

**Remaining budget, upon the processing of the Consultant’s final invoice, shall be reallocated (returned) to the Recreation and Culture Capital Reserve Account No: 1-700-740-35170*

Environmental Implications: The BMASP Master Plan recognizes the necessity to maintain the natural elements that exist within the park and the importance to continue to support environmental stewardship.



**City of Lloydminster
Request for Decision (RFD)**

Report Approval Details

Document Title:	Bud Miller All Seasons Park - Master Plan .docx
Attachments:	- 22065 BMASP Masterplan_R2 2023-12-07_FINAL.pdf
Final Approval Date:	Dec 7, 2023

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

Don Stang

Doug Rodwell

Dion Pollard

The City of Lloydminster

BUD MILLER ALL SEASONS PARK MASTER PLAN

November, 2023

Acknowledgements

The City of Lloydminster and the Consulting team recognize that Lloydminster and Bud Miller All-Seasons Park are located within Treaty 6 territory which spans across present day Alberta and Saskatchewan.

Great communities are built upon the active involvement and commitment of their residents. This was certainly reflected at the City of Lloydminster as the Bud Miller All-Seasons Park Master Plan was developed.

Stakeholder and public engagement were informative and vital and it is obvious that citizens are highly invested in their community. Thank you for your dedication to enhancing the lives of City of Lloydminster residents and your involvement in this planning process.

More specifically, thanks go out to:

- Community members who participated in the survey(s) and engagement process;
- Representatives of key user groups and community services stakeholders for sharing their perspectives and enthusiasm;
- All others who engage in the Park and who are invested in the betterment of the community; and
- City of Lloydminster Steering Committee, Council, Executive Leadership Team and Administration who provided their advice, information, support, and opinions and who recognize the importance of investing in long-term planning.

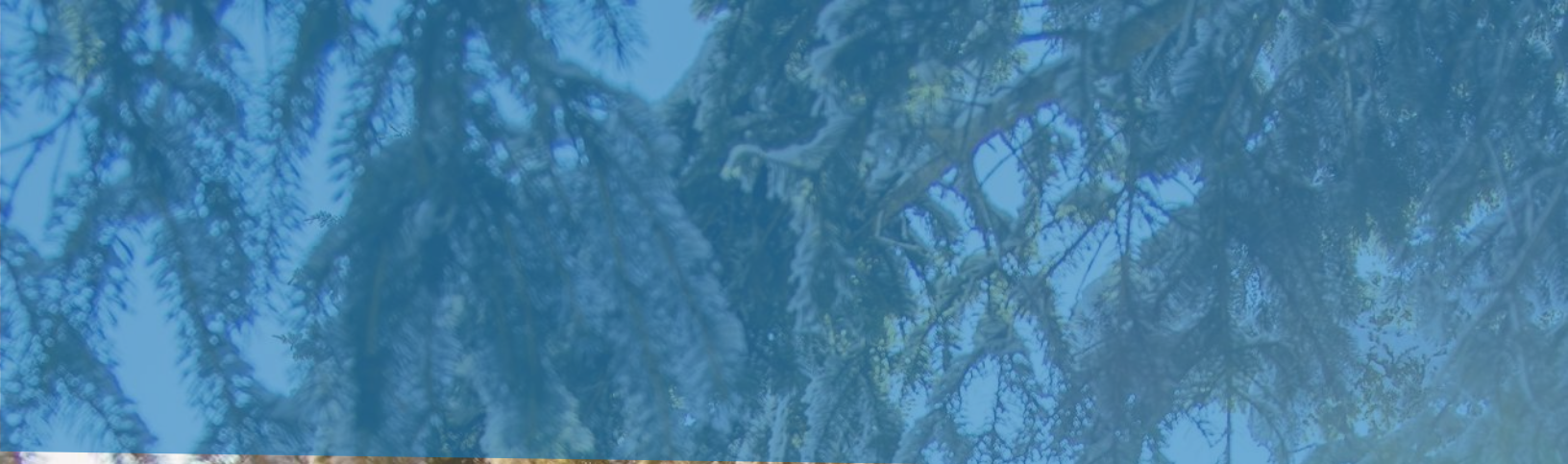
BUD MILLER ALL-SEASONS PARK MASTER PLAN

**Prepared for the City of Lloydminster
Parks and Greenspaces Department
Jordan Newton, Senior Manager**

By Crosby Hanna & Associates

Michelle Tustin, SALA, CSLA

William Hrycan, SALA, CSLA



EXECUTIVE SUMMARY

The City of Lloydminster commissioned Crosby Hanna & Associates to complete the Bud Miller All-Seasons Park Master Plan that includes recommendations to meet the needs of residents and visitors for the next 10 + years.

The project was guided by the City of Lloydminster Department of Recreation and Community Development. Stakeholder and public consultation occurred throughout all phases of the Master Plan development.

Phase 1 involved information gathering, leading to the completion of base maps showing understood existing conditions, and review of pertinent documents relevant towards the park design and function.

Phase 2 of the project engaged stakeholders and invited key user groups with foundational consultation. The initial stakeholder engagement, along with a public survey conducted by the City, informed the preliminary Master Plan. In December, 2022 initial site reconnaissance was completed which provided a general understanding of the Bud Miller All-Seasons Park site during the Winter season.

Phase 3 involved preliminary Master Plan development, delivering presentation boards suitable for stakeholder consultation. Crosby Hanna & Associates worked with The City to develop opportunities and goals that reflected stakeholder objectives and resident/user group needs. The preliminary concept presented key concepts for input and feedback. A summary of stakeholder consultation can be found in Appendix A: Final Stakeholder Summary.

Phase 4 of the project included public engagement, encompassing an in-person Open House held May 17th, 2023, and a virtual Open House, spanning two weeks. The Open Houses were accompanied by an online questionnaire for public input. This information is compiled in Appendix B: Open House Survey Responses.

Taking into consideration survey results, engagement feedback, and additional site visits held in April and May, 2023, **Phase 5** commenced, which involved finalizing the Park Master Plan. Presented in this report are a series of final recommendations for the City of Lloydminster to consider within a parameter of priorities, phasing, and financial impacts.

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SECTION 1

1.0 INTRODUCTION

1.1 Introduction

Parks provide multiple pathways to wellbeing for individuals, residents, communities, and visitors. The City of Lloydminster has developed this Bud Miller All-Seasons Park Master Plan (the Plan) as a means of providing direction for future park redevelopment, rehabilitation, and improvements over the next 10+ years.

Bud Miller All-Seasons Park (BMASP) is located in the southwest corner of Lloydminster and is frequently visited by residents, visitors and tourists each year. Since being established in 1986, this 200-acre greenspace is noted for its lake views, abundance of natural forested areas, and diversity of recreation opportunities. The Park also plays host to many special community and private events such as weddings, picnics, community runs, and municipal Canada Day celebrations.

BMASP is a crucial piece to the community identity and requires sustainable long-term planning to maintain and bolster the character and amenities within the Park. Original elements and features are showing signs of degradation and nearing the end of their lifecycle. Replacement, remediation and/or relocation were priority discussions for features that contribute to the identity of the Park. The City retained Crosby Hanna & Associates to develop a Master Plan to guide the redevelopment of the Park.

Throughout the development of the Plan, the project team engaged with residents and stakeholders to better understand the opportunities and challenges presented. Stakeholder engagement and public consultation has been a key resource, with a broad array of perspectives and responses collected through various engagement methods. These included focus-group meetings, 910 responses provided as part of a City led Needs and Demands survey (Phase 1), 20 groups participating as part of stakeholder engagement, and 635 individuals providing feedback as part of the Open House Survey.

This report summarizes the findings from the site assessment, consultation process, and concept development which led to the creation of the redevelopment Master Plan.

To see the detailed findings from these engagement activities please refer to Appendix A: Final Stakeholder Summary, and Appendix B: Open House Survey Responses.

BUD MILLER ALL SEASONS PARK MASTER PLAN



Figure 1: Location of Bud Miller All Seasons Park

1.2 Process

The Bud Miller All-Seasons Park Master Plan aimed to accomplish the following:

- Identify and address public and stakeholder needs and priorities;
- Build a comprehensive overview and inventory of the Park;
- Review current and future park trends and best practices within the industry;
- Review strategies for climate resiliency within the Park Redevelopment;
- Provide a set of recommendations and concept to support a 10+ year vision for the Park;
- Provide an implementation strategy for recommended action items and priority sequencing; and
- Provide a financial impact assessment for budgets, phasing, operations and maintenance of the Plan.

1.3 Approach and Methodology

The Plan was created through a collaborative effort between the City of Lloydminster and Crosby Hanna & Associates, along with the invaluable contributions of the public and other stakeholders. The approach to producing the Plan included the following major activities:

- Gathering of background data and review of documents, to provide a baseline understanding of BMASP existing conditions, and identify constraints to future implementation and opportunities to build on;
- Consultation with the public, key stakeholders, Council, and Executive Leadership Team (ELT) members;
- Identifying a set of goals and key ideas to work towards in developing the Master Plan concept;
- Identification of issues and opportunities;
- Development of a concept plan to address the issues and opportunities and illustrate the vision; and
- Preparation of the Plan, as an overall document consisting of inventory and background analysis, stakeholder and public consultation, Master Plan, implementation, financial summary, and conclusion.

1.4 Driving Factors

Driving factors for the Master Plan were developed through engagement processes and contributed to ideas and conversations for BMASP re-development.

Primary driving factors include:

- Inclusive Recreation opportunities / Accessibility
- Sense of Place / Enhancing Park Character
- Environmental Responsiveness and Climate Resiliency
- Security, Maintenance and Operations

Complimentary areas of focus include:

- Recreation and Amenities – What is trending vs. waning.
- Core area and Amphitheatre
- Festival sites
- All-Season Use

1.5 Role of the Master Plan

The Bud Miller All-Seasons Park Master Plan (the Plan) is a single, comprehensive document and guides the development and use of the Park, including:

- Recreational amenities and placement in the Park;
- Trail, path and other surfacing improvements, and extensions that provide and promote Active transportation routes;
- Safety features and lighting;
- Accessible and inclusive considerations;
- Climate resiliency and sustainable considerations;
- Future expansion opportunities;
- Lifecycle review; and
- Other amendments.

Master plans help set direction and guidance for long and short-term growth, adjustments, and rehabilitation. This Plan is intended to be a document specific enough in nature to inform park development, but flexible enough to be adaptable to changing conditions.

The Master Plan should be used as a template to guide future planning and feature development within Bud Miller All-Season Park. However, further study and review as part of design development and detailed design is recommended as part of realization and implementation of future development.

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BUDMILLER
ALL SEASONS PARK

- PLAYFIELD
- BEACH SHEDDLE
- BEACH SITE
- LAZERS
- MINI-GOLF COURSE
- SPRAY PARK
- LAWN BOWLING
- BALL DEMONSTRATION
- TENNIS COURTS
- SHUTTLEBALL COURTS
- MINI-GOLF
- DISC GOLF
- WALKWAY
- BIKEWAY
- TRAIL
- TRAIL
- TRAIL
- TRAIL

HOURS
7AM - 11PM
DAILY

LLOYDMINSTER

ALL PETS MUST BE ON LEASH AND OWNERS MUST DISPOSE OF FECES
BYLAW 17-85

NOTICE TO ALL DOGS
Please pick up your dog's waste and dispose of it properly.

SECTION 2

2.0 INVENTORY AND ANALYSIS

In the opening stages of the Master Plan process, Crosby Hanna & Associates undertook an extensive review of documents pertaining to the City of Lloydminster and Bud Miller All Seasons Park. This included a review of City, Provincial and Federal plans and policies, historic Master Plan documents, historical and recent photographs, existing plans, maps and air photos, and online resources such as the Bud Miller All Seasons Park and Discover Lloydminster websites, and social media pages.

The Consulting Team visited the Bud Miller All-Seasons Park site on multiple days, as part of the engagement phasing. Site visits on December, 2022, April and May, 2023. The initial site visit was covered mostly by vehicle due to cold weather conditions, however also involved on-foot exploration. April and May, 2023 allowed exploration of the Park under a range of warm and cold seasons. Digital photography was used for all site visits to record existing conditions.

The Consultants also made use of digital 360 imagery provided by ISL for the City of Lloydminster, which covers views from both vehicle and pedestrian routes.

Digital photography of specific features and seasons was made available to the Consultant team through stakeholders.

2.1 Planning Context

Along with presenting its own goals, key ideas, and guiding principles, it is important to ensure that the Master Plan strategies listed within this document are coordinated with the City's and District's other planning documents. At all stages of implementation of the recommendations presented, these plans should be referenced and crosschecked to ensure compliance. Any discrepancies present may involve amendment of the appropriate document to ensure consistency is maintained.

2.1.1 Existing Plans and Policies

This Master Plan should act as part of a total package with the following documents. Relevant sections, strategies, and policies are listed for reference.

City of Lloydminster 2022-2025 Strategic Plan

The City's Strategic Action Plan is one year within its timeframe, and its vision, mission, core values, sustainability pillars, and key priorities all very much align with those of this Master Plan. Innovative, inclusivity, sustainable development, accountability and transparency, and striving towards resiliency and excellence are at the heart of the Master Plan and City's Strategic Plan.

Lloydminster Land Use Bylaw (No. 5 2016)

Bylaw No. 5 of 2016 pertains to land use zoning. It defines responsibilities and regulates the uses and development of land and buildings within the City of Lloydminster to achieve fair, orderly and economic development of land. Bud Miller All Seasons Park falls under the Urban Park (UP) Land Use District outlined in Section 9.3, and must also consider General Regulations, that apply to all districts, outlined in Section 4.

Municipal Development Plan 2013 – 2032 (No. 1 2013)

Bylaw 01-2013 is halfway within its planning timeframe and is intended to guide the Land Use Bylaw and growth and development of the City of Lloydminster. Section 3.0 Vision and Strategic Priorities provides a vision for Lloydminster by 2032 and highlights a set of strategic priorities to help towards decision making on issues and developments not addressed in other Civic policies. A series of sections highlighting a list of goals, objectives and policies are most relevant to the BMASP Master Plan:

- Section 5: Complete, Healthy and Livable Lloydminster
- Section 7: Environmental Management
- Section 11: Parks, Recreation, Open Space, Trails and Schools
- Section 12: Urban Design and Historic Preservation

Municipal Development Plan – Connection to Our Future (No. 14 2023)

Bylaw 14 - 2023 is a document that provides guidance for how Lloydminster will develop and change over time with consideration given to the needs of the people who live, work, and do business here. It provides consideration to all aspects of a community such as transportation, environment, social aspects, arts, and culture, etc. Section 2. Our Values, Preferences, and Anticipated Outcomes outlines core values, community drivers, and preference for community drivers, all established through community input. Section 3. Our Future Urban Form presents the Future Land Use Concept for Lloydminster – how different designations of land are applied to the existing and future development areas across the city. Section 4. Our Connection to the Future presents the policies that will be used to guide future decision making by all who use this document. The policies are categorized by values and informed by the community input received.

Municipal Development Standards (October 2020)

Section 8 – Landscaping and Fencing covers the minimum landscaping requirements for a given piece of land, as well as approved materials, procedures and maintenance.

Official Community Plan (2014)

the Lloydminster Planning District Commission (2014) lays out the following Regional Goals in Section 2 and Section 3:

- To utilize the natural resources in the Planning District in a manner that is economically, socially and environmentally sustainable.
- To collaborate in regional land use matters such as transportation, storm water and watershed management, utilities, recreation and economic development.
- To promote and encourage the protection and preservation of animal and plant communities, wildlife habitat areas and ecosystems in the Planning District.
- To encourage the subdivision and development of land in the Planning District in an environmentally sustainable manner.

This Official Community Plan has a comprehensive focus that touches on all aspects of life in the region.

Area Structure Plans Bylaws

- Parkview Estates ASP (Bylaw 12-2021)
- Lakeside ASP (Bylaw 09 - 2019)

Master Plan Documents and Studies

- City of Lloydminster Trails and Sidewalk Master Plan (2022)
- The City of Lloydminster Stormwater Master Plan (2015)
- Recreational, Cultural and Parks Facilities Master Plan (2016)
- Lloydminster Recreation Facilities: Feasibility study (2020)
- Lloydminster and County of Vermillion River Joint Regional Growth Study (2019)

Provincial and National Guidelines

Several longstanding and new action plans, frameworks, networks, and guidelines for parks and recreation, both Provincially (Saskatchewan, Alberta) and Nationally. The principles within these plans will help to inform recommendations for this Master Plan and should also be cross-referenced often throughout the implementation of this plan.

Saskatchewan

- SaskCulture: 2020-2025 Strategic Plan
- Sask Sport Inc. Sport Development Strategic Plan – 2017-2021
- Saskatchewan in Motion: 2019 – 2022 Active Saskatchewan Strategic Plan
- SaskOutdoors – Saskatchewan Outdoor Environmental Education Association.
- Saskatchewan Recreation and Parks Association

Alberta

- Alberta Recreation and Parks Association
- Ministry of Culture and Tourism, Government of Alberta: Alberta Sport Action Plan (2019-2029)
- Government of Alberta: Going the distance: The Alberta Sport Plan (2014-2024)
- Government of Alberta: Active Alberta 2011-2021

Canada

- Canadian Parks Council: Parks for All an Action Plan for Canada's Parks Community (2017).
- Joint Initiative of the Interprovincial Sport and Recreation Council and the Canadian Parks and Recreation Association: A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
- Government of Canada (and provincial and territorial governments): Let's Get Moving: A Common Vision for Increasing Physical Activity and Reducing Sedentary Living in Canada (2018).
- The Accessible Canada's Act (2019) and Canada's Disability Inclusion Action Plan (2022).
- Canadian Parks Council (in collaboration with representatives from federal, provincial, and territorial park systems): Connecting Canadians with Nature: An investment in the wellbeing of our citizens (2014).
- National Wildlife Federation and Natural Learning Initiative: Nature Play and Learning Spaces: Creating and managing places where children engage with nature (2014).
- Truth and Reconciliation Commission of Canada: Calls to Action (2015).
- Pan-Canadian Framework: On Clean Growth and Climate Change (2016).

LEGEND

- existing paved trails (concrete/asphalt)
- unpaved trails (crushed aggregate)
- existing natural forest
- existing water network
- existing low areas
- recreational amenities
- existing buildings
- existing roadways
- ⊙ existing trees

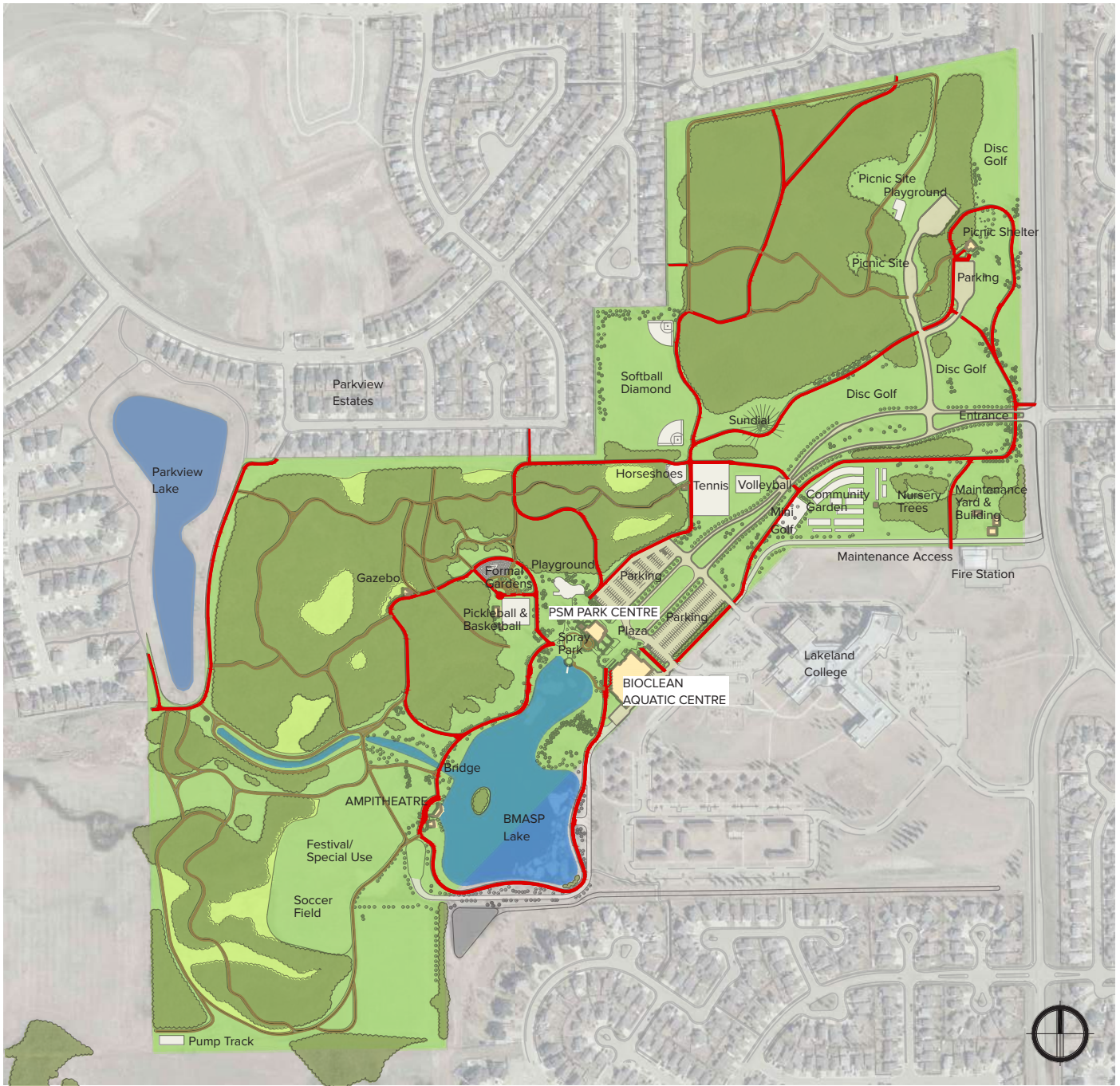


Figure 2: BMASP Existing Conditions

2.2 Existing BMASP Conditions

Existing conditions and current programming of Bud Miller All-Seasons Park are illustrated on Figure 2. These conditions form the framework from which all other natural systems (See Figure 3) and conditions are understood.

2.3 Existing Natural Resources and Systems

2.3.1 Existing Climate and Seasons

Lloydminster is located within the Humid Continental climate zone which is characterized by having four distinct seasons and warm summers and sits within the mixed grass Aspen Parkland Ecoregion.

Lloydminster experiences an average temperature of 2°C. January is the coldest month with an average temperature of -14.3°C. July is the warmest with an average temperature of 17°C. The region is relatively dry, experiencing an average annual precipitation of 316.7 mm of rainfall and 98.1 cm of snowfall for an average of 408.8 mm of total precipitation. (Environment Canada)

Climate change has already begun to affect temperatures and weather patterns globally. Over the next decades in a high carbon future, the impacts of climate change will be more pronounced. Projections in the region call for an increase in mean annual temperature of 2.2°C over the next three decades and an increase of 4.4°C by 2080. The mean summer temperature is projected to increase from 16°C to 20.2°C by 2080. Very hot days of +30°C and above will increase from a historic mean of five days annually to thirty by 2080. Along with this increase in temperature there is also a projected increase in precipitation of fifty millimeters by 2080. (Climate Atlas)

It is increasingly important to preserve and protect the natural resources within Bud Miller All-Seasons Park, and develop climate resilient strategies in order to adapt and mitigate against possible stresses on natural systems and infrastructure within the Park.

2.3.2 Vegetation

The Park hosts a variety of habitats that support various plant communities, vegetation, trees, and wildlife.

The formal garden contains a mix of native plants, prairie grasses, and wildflowers complemented by the addition of annual bedding plants. Adjacent to this area is a hedge maze and an arboretum. The arboretum features various specimens of ornamental trees to contrast with adjacent native forested areas.

Large, forested areas are located along the north and western sections of BMASP. Within the forested areas of the park an abundance of deciduous and coniferous trees mix with wildflowers and groundcover vegetation. The predominant tree species within the forested areas are poplar,

LEGEND





-  existing turf areas
-  existing natural forested areas
-  existing low areas
-  existing lakes and channels
-  existing single trees



Figure 3: Existing Natural Systems



Photo Credit: Tamara Tizzard

Predominant aspen forest canopy



Blue Spruce Tree



Scots Pine Tree



Saskatoon berry



Chokecherry



Raspberry



Native Strawberry



Bulrushes

pine, and spruce. A number of fruit bearing shrubs are also present within the park including chokecherry, blueberry, raspberry, saskatoon, and strawberry. In the waterlogged sections of the lakeshore willow and bullrushes provide habitat for wildlife.

2.3.3 Existing Water Systems

The ten-acre lake, south of the PSM Park Centre, was constructed for stormwater retention, wildlife enhancement, and to provide recreational activities for visitors including kayaking, canoeing, pedal boating, fishing, and skating. The lake is stocked with rainbow trout annually by the Alberta Conservation Association. The lake shore is predominantly constructed in a natural manner to anticipate natural fluctuations in the water level, with hard edge treatments occurring immediately adjacent to the Park Centre.

A stormwater retention pond in the Parkview Estates development connects with the BMASP lake through an overland drainage channel. These two lakes flow out at the southeast corner of 10-acre lake just south of Lakeland College.

2.3.4 Wildlife Habitat and Corridors

The Park features many habitats suited to a diversity of wildlife. The constructed lake supports a wide range of flora and fauna, including waterfowl, rainbow trout, water bugs and insects, muskrats, amphibians, and plant-like algae. The island within the lake acts as a nesting ground for a wide range of bird species.

Dryland areas support a diversity of large and small animals ranging from small insects to ground and tree squirrels, mice, deer, foxes and snowshoe hares. A wide variety of bird species inhabit the park, including but not limited to; rose-breasted grosbeak, American robin, house wren, sparrows, yellow warbler, black-capped chickadee, common tern, Baltimore oriole, northern flicker, blue jay, red-winged blackbird, black-billed magpie, American crow, common raven, barn swallow, cedar waxwing, western meadowlark, and Canada geese.

Corridors





Vegetation corridors contribute significantly to wildlife habitat. Corridors provide biodiversity, protection, and enhance water resource management. Corridors are important habitat features to permit and encourage the movement and migration of species. (Land Mosaics: The ecology of landscapes and regions, pg. 145)



BMASP acts as a vegetation corridor for wildlife and connects to a network of fragmented forests and shrub cover in fields south and west of the Park. Numerous ponds and wetlands west of BMASP also act as habitat steppingstones for migrating waterfowl.

Corridors also provide recreational opportunities and pathway connections which can assist in community cohesion.

BUD MILLER ALL SEASONS PARK MASTER PLAN

LEGEND

-  existing vehicle access
-  existing maintenance access
-  existing pedestrian trails and access
- 

 Holy Rosary School
 Ecole St. Thomas Elementary

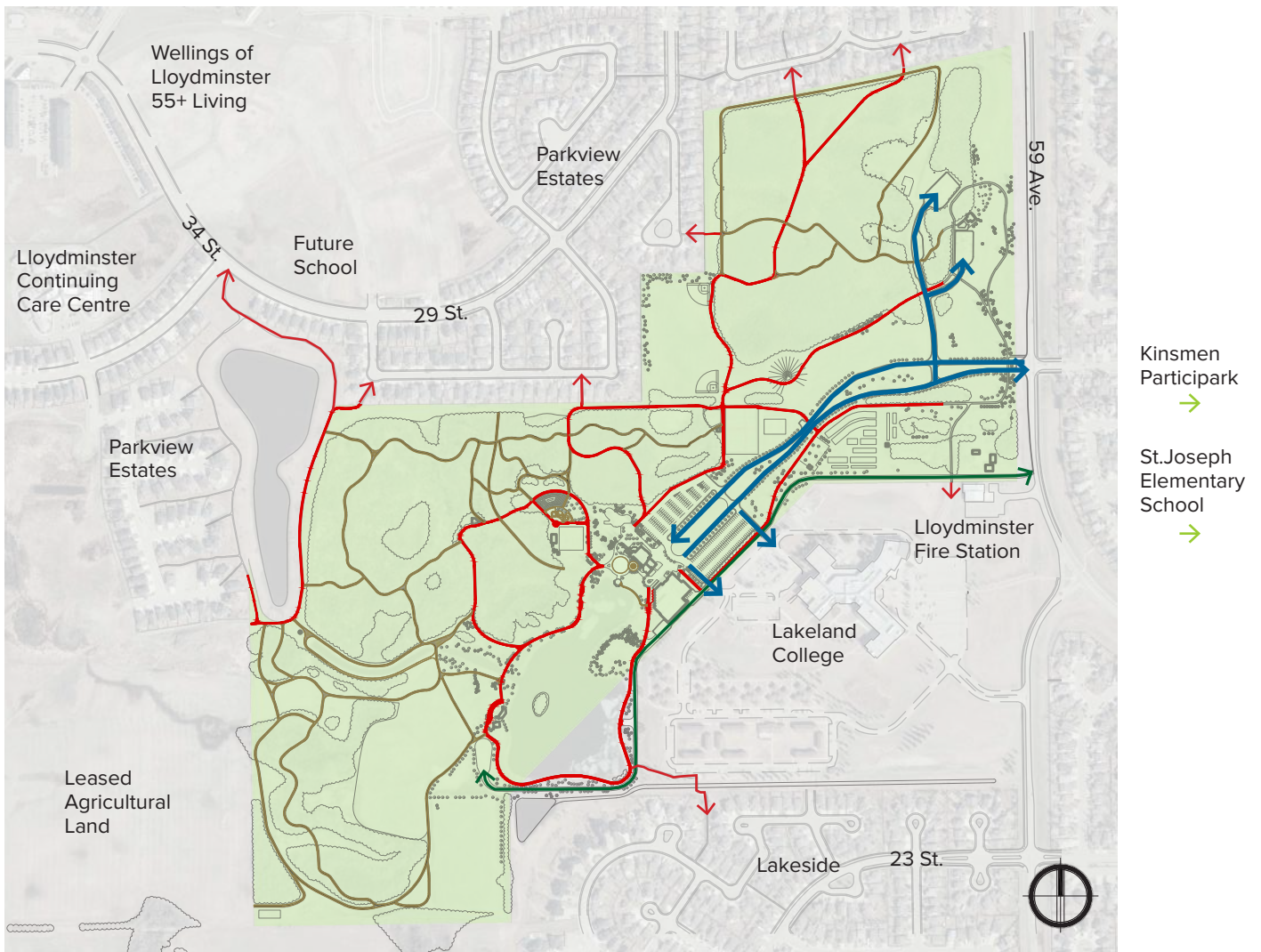


Figure 4: Park Edges and Connections

2.4 Park Edges and Connections

The perimeter of BMASP totals over five kilometers and features various distinct edge conditions.

Residential development abuts the north and west edges of the Park, with several pedestrian paths creating important pedestrian access points into the Park. Within the park are buffer areas including a mix of forested areas and berms, that separate immediate park use from backyard views.

The southwest portion of the Park borders undeveloped land, currently being leased by the City for agricultural use. This area is designated to be future residential development as part of the 2019 Joint Regional Growth Study and Parkview Estates ASP (2014; amended 2021).

Lakeland College and Lakeside subdivision borders the Park to the south-east, with pedestrian and controlled vehicle access through the College property. Lakeland college offers BMASP overflow parking through gated entry, however further coordination is required to ensure this is provided during peak events.

A service road and granular parking area just south of the lake provides maintenance access, and is used for complimentary shuttles for west park users during large events.

59th Ave is a major arterial road which connects BMASP to the larger community.

2.5 Existing Infrastructure and Amenities

2.5.1 Park Access and Parking

The primary vehicular access to the Park is off 59th Ave. This paved entrance road is comprised of in-bound and one out-bound lane, separated by a wide vegetated median. The main drive leads to parking areas for picnic sites for the northeast area of the Park, and a central parking lot adjacent to the PSM Park Centre and BioClean Leisure Centre.

2.5.2 Buildings

Existing buildings include the PSM Centre (Park Centre), the BioClean Aquatic Centre, Amphitheatre, Picnic Shelter, Gazebo, recreation buildings for tennis, pickleball and mini-golf areas, and the Maintenance Yard Building.

The BioClean Aquatic Centre, while set within the boundaries of the Park, is not considered for this Master Plan. The Aquatic Centre is addressed as part of the Recreational, Cultural and Parks Facilities Master Plan.

BUD MILLER ALL SEASONS PARK MASTER PLAN



PSM Park Centre



Existing Gazebo



Existing Amphitheatre



Existing Amphitheatre Washrooms



Existing BioClean Aquatic Centre



Existing Bridge



Photo Credit: City of Lloydminster

Existing Playground - Core Area



Photo Credit: City of Lloydminster

Existing Picnic Shelter



Photo Credit: City of Lloydminster

Existing Spray Park



Photo Credit: The Putting Zone

Existing Mini-Golf Course



Photo Credit: American Sundial Society

Existing Sun-dial

2.5.3 Amenities

Bud Miller All Seasons Park hosts a wide variety of activities year-round, including but not limited to:

- Ball diamonds
- Basketball
- Beach volleyball
- Bike pump track
- Bike trails
- Bird watching
- Canoeing and kayaking (bring your own)
- Community events
- Concession services
- Cross country skiing
- Disc golf
- Gardening
- Horseshoe pits
- Ice skating
- Indoor pool (Bioclean Aquatic Centre)
- Maze garden
- Pickle Ball
- Picnic areas/fire pits
- Playgrounds
- Snowshoeing
- Spray-park
- Tennis courts
- The Putting Zone - minigolf
- Walking paths

2.5.4 Trails

The extensive system of trails throughout BMASP is an attractive and well-used trail network for the City. There are over 15 kilometres of existing formal trails within the boundaries of the Park. Trails include trails and plazas, asphalt major trails, granular trails, bare-earth desire-trails or footpaths, and cross-country-ski trails.

Used by casual visitors and for organized events, the trails are noted as one of the biggest assets within the Park. They are also one of the major concerns of users, involving maintenance issues, user conflicts, accessibility and safety anxieties being noted as primary concerns.



During winter months, the maintenance staff grooms major pedestrian trails and around 7.7 kilometers of cross-country ski trails for all-season use.

2.5.5 Other Site Features

The Sundial is a significant feature in the Park that has been onsite since the Park opening. The Sundial is a well-known public art piece and tourist attraction for City visitors. Once considered the world's largest sundial, it has now been surpassed, however is still substantial in size.

The sundial shows signs of wear, and it is approaching the end of its lifecycle and requires attention. Posts, unit paving, and other features are in need of replacement or upgrades.

LEGEND

-  existing paved trails (concrete/asphalt)
total 5700 lin. m.
-  existing unpaved trails (granular)
total 6400 lin. m.

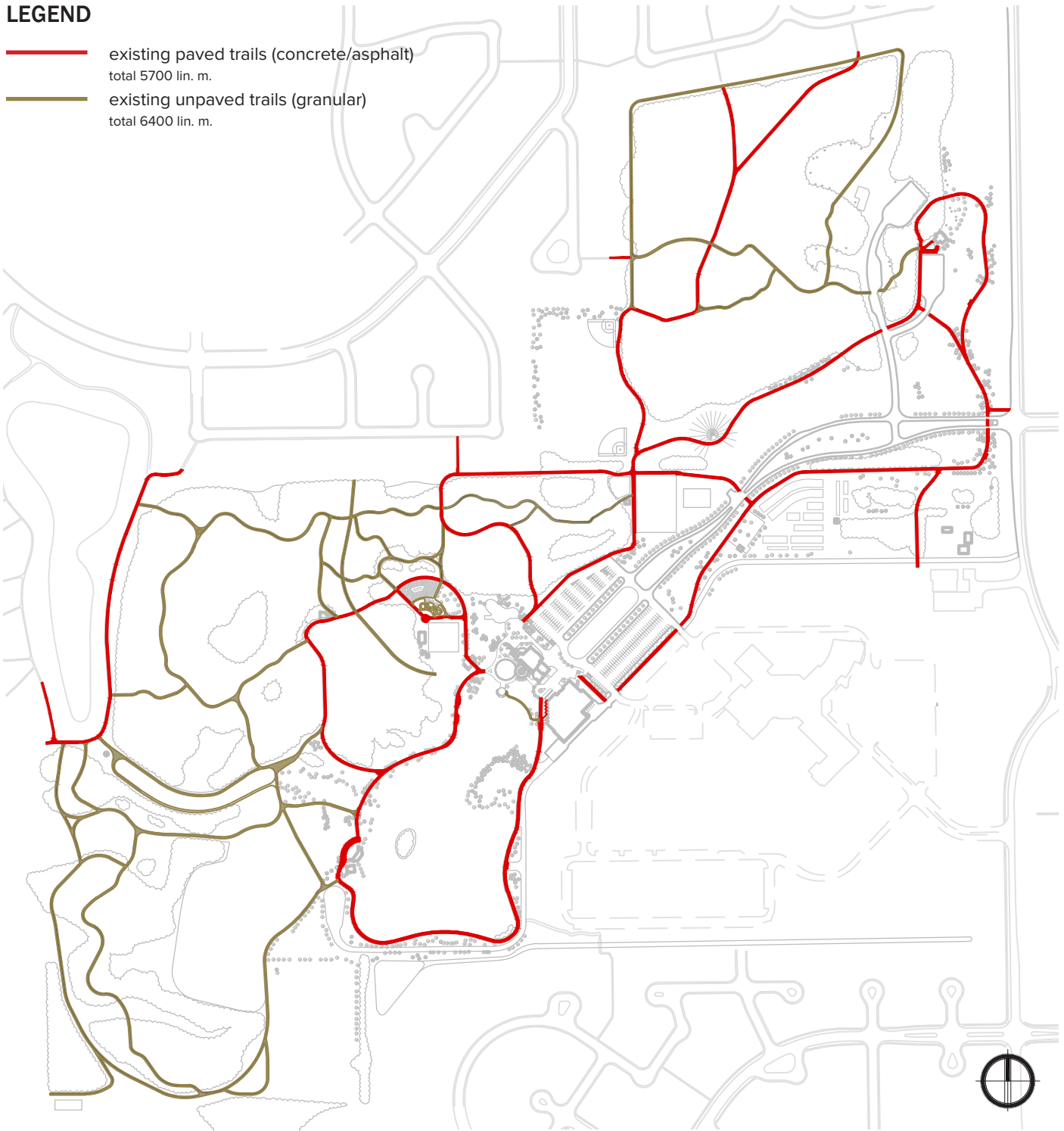


Figure 5: Existing Trails Plan

2.5.6 Programming and Events

There are many small and large events that occur within BMASP throughout the year. The PSM Centre hosts many day camps and workshops, and the amphitheatre is used for various outdoor dance and musical performances. Outdoor festivals include but are not limited to: Winterfest, Movie Night in the Park, Fall Festival – by Lloydminster and District Co-op, Lloydminster Event and BBQ, Canada Day, and the Pinoy Fiesta Philippines Festival.

Organized walks and runs include the Winter Runderland, Fun Run, and Terry Fox run, among others.

The City of Lloydminster also rents park facilities, including the PSM Centre and Amphitheatre, for weddings, galas, and other private functions.

Concerns with existing programming and events involve access to the south-west corner of the Park from the east entrance, lack of servicing, and under-utilization of both the PSM Centre and Amphitheatre for programming and event use.

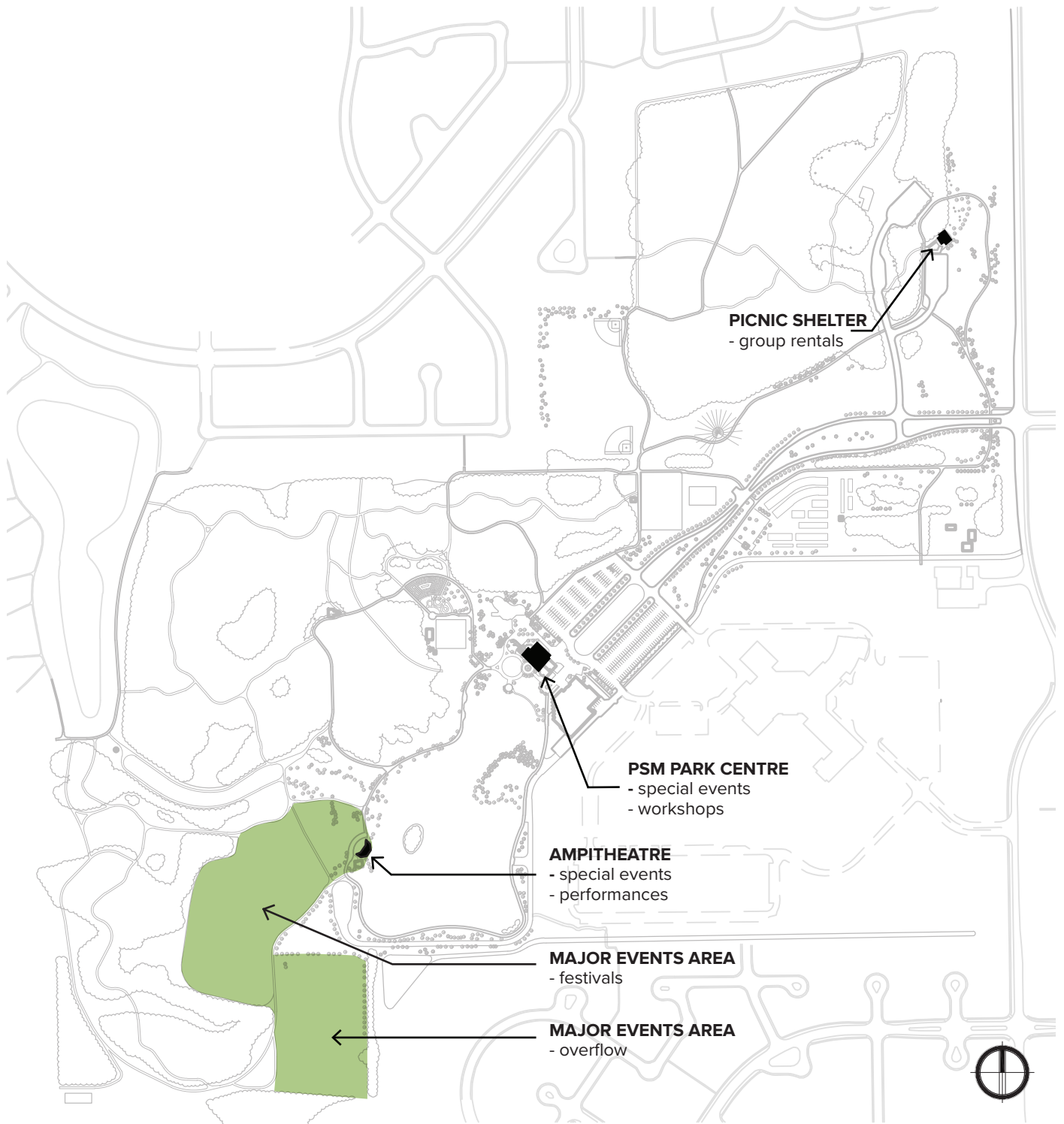


Figure 6: Existing Programming & Events

2.6 Security, and Maintenance

The Park is well-maintained and is considered a major asset of the Park by the Lloydminster community. The Maintenance staff take great pride in ensuring concerns are addressed in a timely fashion and provide an additional level of customer service for visitors in the Park through their ambassadorship. Vandalism is documented as noted issues within the Park, however, is quickly addressed by staff.

There are numerous lifecycle items and long-term maintenance concerns that are to be addressed as part of this Master Plan. The Master Plan also considers maintenance requirements for recommended implementation of new or replaced amenities and features.

2.7 Safety and Inclusive Design

Users note that the Park generally feels safe, however increased pedestrian lighting should be provided as a means of increased seasonal use and perceived feeling of safety.

It is understood that previously existing bollard pedestrian lighting along the trails was removed due to vandalism issues. The Master Plan considers re-integrating pedestrian lighting as part of the Plan.

Recreation and leisurely uses in the Park are generally well defined and do not result in conflicts or safety concerns within the Park. However there are some noted conflicts:

- Berms located in the northeast area of the Park are used as toboggan hills. These runs conflict with perimeter fencing.
- The existing disc golf course intersects pathways and vehicle traffic and conflicts with pedestrian and vehicle users.
- While prohibited, dog owners often allow dogs off-leash within the Park.

2.7.1 Accessibility and Inclusivity

Accessibility is defined as something that is easily used or accessed by people with and without disabilities (Merriam-Webster).

While accessibility has often been largely used solely as a term to defined wheelchair accessibility, there are many other disabilities that require consideration, including but not limited to: visual impairment; deaf or hard of hearing; mental health conditions; intellectual disabilities; brain injuries; autism spectrum disorder and other physical and cognitive disabilities. Some disabilities are not visible and involve social and/or economic barriers.

Inclusive design is a methodology that looks to accommodate a full diversity of people, including but not limited to all ages, gender, race, culture, language, abilities, and economic realities.

BMASP currently provides accessible and inclusive amenities within the Park such as paved trails

around the lake, barrier-free access to major buildings, accessible parking, and various amenities for multi-generational use. The Park, however, can benefit residents further by providing more accessible and inclusive infrastructure and amenities within the site.

Areas noted for increased accessibility involve:

- Additional parking to west side of park.
- Paved trails at north and southwest entrances into park.
- Accessible picnic tables and picnic areas.
- Raised garden beds for wheelchair users.
- Accessible playground surfacing and equipment for inclusive use.
- Modifiable or movable recreation equipment such as basketball nets.
- Added accessible washrooms.
- More senior-friendly recreation opportunities.
- Free equipment rentals.



SECTION 3

3.0 STAKEHOLDER & PUBLIC ENGAGEMENT

The City of Lloydminster and Crosby Hanna & Associates completed various stakeholder and public engagement events and data gathering process, for the development of the Bud Miller All-Seasons Park Master Plan.

3.1 Needs and Demands Survey

On January 30, 2023, the City of Lloydminster launched the first phase of public engagement with a community survey. This survey explored the current uses, satisfaction, and vision for the area. The survey was available until February 22, 2023, online at yourvoicelloyd.ca/BudMiller, and via paper at City Hall, Lloydminster Public Library, Bioclean Aquatic Centre, Operations Centre facilities and Winterfest community event. A total of 945 survey responses were collected through this engagement.

Through the initial consultation on February 14 and 15th, the project webpage also featured a virtual Q & A section which collected four submissions. This tool allows the City residents/visitors to discuss project-related questions on a virtual setting.

Throughout the consultation period, the project webpage had 1,487 individuals view the project webpage, 1,113 were informed of the activities on the page and 910 engaged in the survey or Q&A tool. Please note these statistics do not include residents who engaged via paper surveys.

The following data is a conclusion of the feedback received from the survey.

3.1.1 Main takeaways from the Needs and Demands Survey

Main takeaways from the preliminary survey include information on who, what, when and why. Respondents provided demographic information, and provided information on what they do when they visit Bud Miller Park, when they visit most within the year, and why they visit.

Responses are summarized below:

Demographics:

- 89% of respondents reside in the City of Lloydminster. 47% of respondents were from neighbourhoods of College Park (20%), Parkview Estates (14%) and Steel Heights (13%), however generally respondents were evenly distributed throughout the City.
- 68% of respondents were female.
- 40% of respondents were between the ages of 27 and 47; with 40% of households having children and youth, with 12 years and under (30%), and ages 13 to 19 (10%). Young adults ages 20 to 26 represented 5% of respondents.
- 11% of respondents were between the ages of 48 to 61. 6% contained the voices of people over 62 years of age.
- 17% of responses contained the voices of people over 65 years of age and an additional 17% were adults under 35. Children and youth comprised 24%.

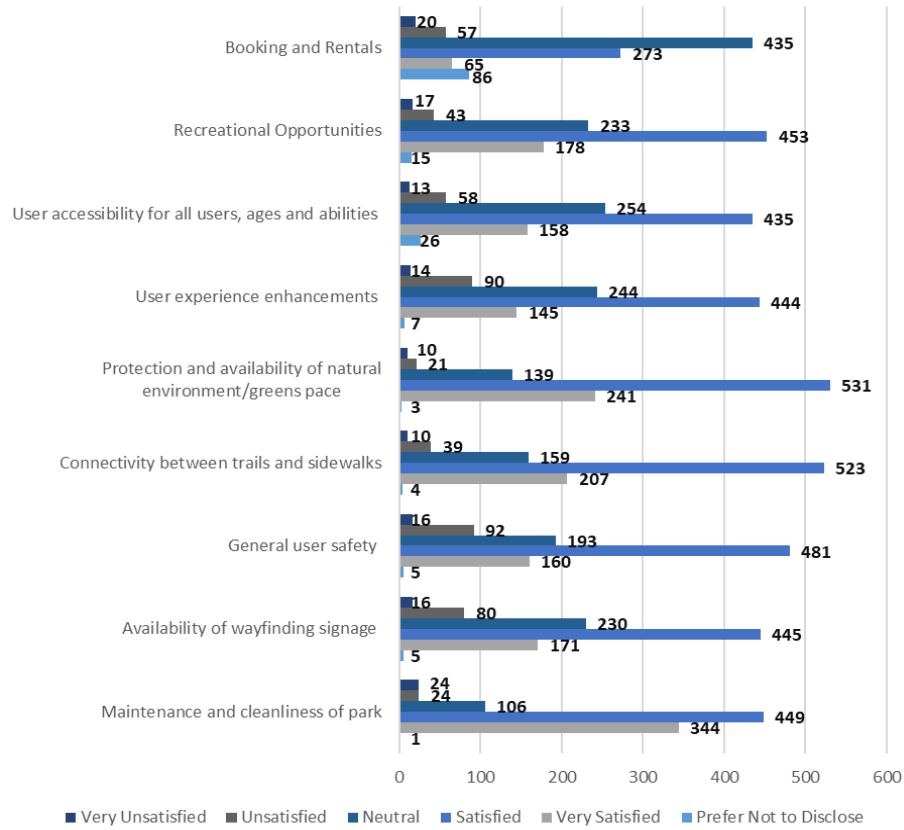
Seasonal use:

- Out of the seasons commonly visited by respondents, Summer (July-September) was the most visited time of year, representing 34% of responses. Spring and Fall were visited equally at 24% and 26% respectively, and Winter the least visited time of year at 15%.
- For respondents visiting BMASP, more than 60% visit at least once a week, no matter the season. 75% of respondents visit more than once a week during Summer months.

Access:

- 46% of respondents note they access BMASP by driving.
- 53% of respondents access the park by walking/running (32%) and Biking, Boarding or Scootering (21%).

Please rate the following categories based on your satisfaction:



Which of the following activities/amenities do you, or member(s) of your household access when visiting BMASP? Please select all that apply.

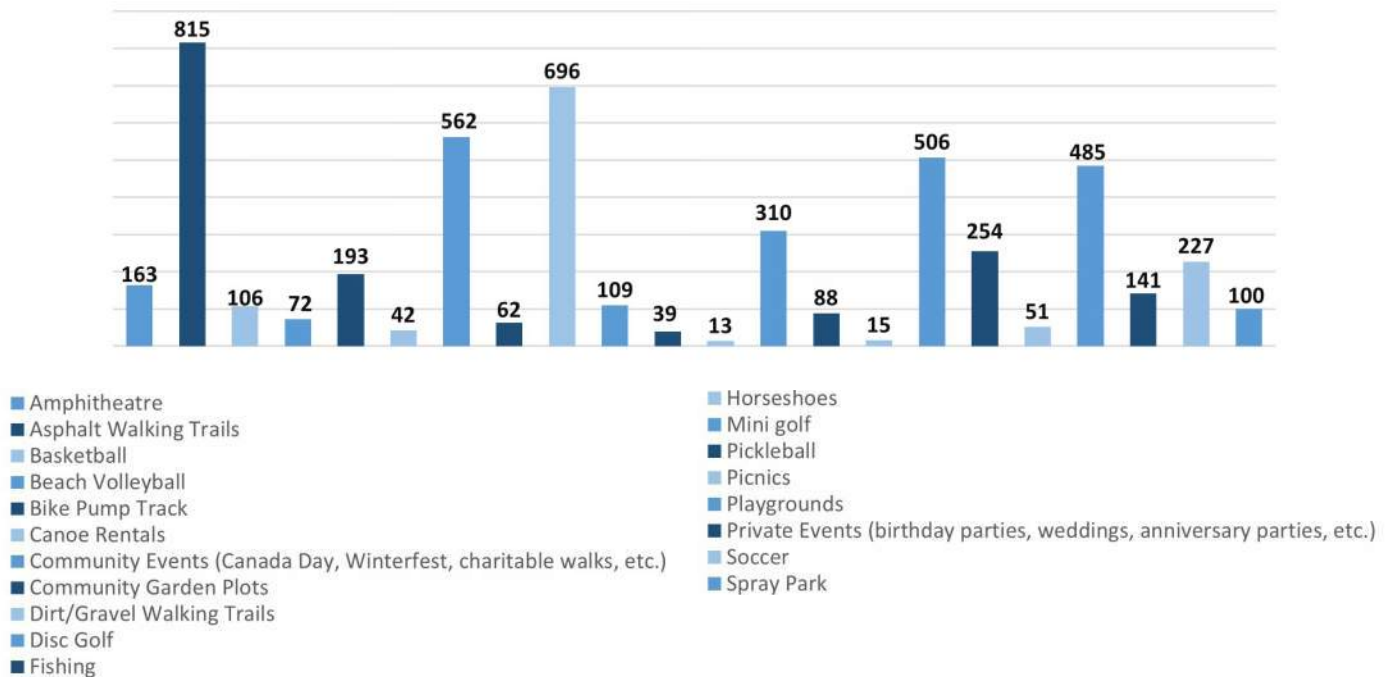


Figure 7: Needs and Demands Study - Example Responses

Activities/Recreation

- 56% of respondents who visit Bud Miller All-Seasons Park come for leisure and passive recreation, with 30% of respondents noted they go to BMASP for leisure activities, including swimming, splash park, picnics, canoeing, disc golf, biking, running, mini golf and fishing. 26% of respondents noted they go to BMASP for sight-seeing including walking, bird watching and enjoying nature.
- 10% of respondents who visit BMASP come for active recreation, including sporting activities such as pickleball, soccer, basketball, tennis, and softball.
- 31% of respondents who visit BMASP come for community events such as Canada Day, Winter Fest, and Charitable walks (21%), along with private events such as birthdays, weddings, and anniversaries (9%).
- Most popular activities / amenities within the Park include the asphalt and granular walking trails at 30%, Community events at 14%, and play activities through playgrounds and spray park at 19%.
- The least popular activities / amenities within the Park include horseshoes and picnics at less than 1%.
- Out of sporting activities, the pump track is considered most used at 30%, followed by tennis at 21%.

Value / Satisfaction

- General satisfaction of Bud Miller All-Seasons Park is high, with 77% of respondents being either very satisfied (20%) or satisfied (57%) with the Park.
- Those who are very unsatisfied and unsatisfied represent 3% of respondents.



Consultation with Stakeholders



Assets/Concerns Exercise

3.2 Initial Consultation with Stakeholder Groups

Initial stakeholder engagement, as part of the first phase of the project, helped to provide background and context for future broader public engagement. On February 14 and 15, 2023, Crosby Hanna & Associates conducted stakeholder consultation sessions with the Project Steering Committee, Council and Executive Leadership Team, Internal City departments, Parks maintenance group and key public stakeholders and adjacent Lloydminster community groups to discuss the Bud Miller All Seasons Park project. Base maps showing existing information and aerial imagery were provided as part of this meeting as a discussion tool for localizing areas of strength and concern, building on existing assets, and identifying opportunities where gaps may exist.

The perspectives of Stakeholders helped to shape the scope and general direction of the plan. The ideas generated at this stage were developed further and tested through the rest of the Master Planning process.

3.3 Stakeholders

An extensive group representing the City of Lloydminster internal stakeholders, park maintenance group, and invited list of key public user groups and business, were engaged during this Phase Two portion of the project. See Stakeholder list below.

The project consulting team continued to maintain contact with Stakeholders throughout the project and invited additional Stakeholders to provide input as they were identified through subsequent project phases.

Stakeholders include the following groups:

City of Lloydminster

- Steering Committee
- Council Members
- Executive Leadership Team (ELT)
- Administration

Internal Departments

- Parks
- Community Services
- Communications
- Economic Development
- Planning
- Operations
- Maintenance
- Engineering services
- Recreation and Culture

Select Public Stakeholders

- Lakeland College
- Lloydminster Rowing Club
- Lloydminster Runners
- Lloydminster Catholic School Division
- Terry Fox Run
- AMJ Lloydminster

3.4 Project Themes

Following initial stakeholder consultation, a list of programming objectives for the Master Plan helped to unfold key ideas and themes that informed the Master Plan concept. The following key themes were common to all engagement meetings:

BMASP has an abundance of natural forest that allows the community to connect to nature within the City limits.

- Retaining and protecting forested areas is a high priority.
- There is not a desire to add more amenities outside of the existing occupied footprint, so as not to encroach or compete with these natural areas.
- Ensuring BMASP is not enclosed by residential development will allow protection of corridors and provide a green belt for the City.
- There is a desire to increase biodiversity as a way for the Park to address climate change.
- A connection to nature can be explored further through added interpretive signage.
- A sense of wilderness and discovery is found in areas of the park, and this is an important part of the park's character. There are opportunities to maintain a sense of natural play elements, and 'hidden' places of discovery.

Paved and natural trails are appreciated and well used; however maintenance, additional access, and wayfinding is important to consider.

- Wheelchair accessible paving should be incorporated at the west side of the Park to ensure full access.
- Maintenance and lifecycle replacement of trails, paths and paving should be incorporated as part of the Plan.
- Considerations for trail user conflicts and trail widths should be reviewed for the Park.
- Trail users often have issues finding their way through the trail network. Wayfinding signage options to be explored.

The Park Centre is currently underutilized. The Master Plan should explore ways of programming the Centre as a more integral part of the Park.

- Food and beverage opportunities.
- Rental equipment.
- Liquor licensing and venue rental.

Access to the southwest areas is limited.

- The Canada Day Celebration was successful in 2022 in the new festival location (southwest area of the park) and the City hopes to use this area for future City festivals. This festival area is limited by access into the Park and lack of servicing.
- The south-west part of the Park is hard to access for limited mobility users; it is far from the current Park entrance.
- The amphitheatre is under-utilized, this could be due to its current accessibility within the Park.
- Master Plan should provide a new entrance into the Park and parking area from 75th Avenue.

Expand the Park West to 75th Ave.

- The City owns the property between BMASP and 75th Avenue.
- Park expansion can provide another entry point and additional parking for close access to park amenities.
- Possibility to add park features and amenities within this space that do not encroach on preserved natural areas.
- This expansion can help protect BMASP from being enclosed by other developments.
- Possibility of fostering additional naturalized planting in these areas as a way of extending forested areas and habitat corridors.

While there are currently some winter activities in the Park such as cross-country skiing and pond-skating, there is an opportunity to expand winter programming and recreation.

- Most paved trails are not illuminated and this limits winter use in the Park. Previous bollard lighting was removed due to vandalism; other pedestrian lighting options are desired.
- Park winter programs are often indoors; there is potential to include programs for outdoor exploration or sport.
- BMASP is a great location for a Christmas lighting festival, which is a great family-oriented opportunity during the winter season.
- The City is currently testing a skating trail just North of BMASP, and if feasible, would be a great addition to the Park.
- Potential to bring back winter rental equipment (cross country skis, snowshoes).
- Smaller hills on site are used as tobogganing hills, however there are safety issues in these areas. Masterplan should consider incorporating a toboggan hill as part of Expansion area.

BMASP is free to use for visitors, with most of the amenities free for public use. This is significant towards providing socio-economic equality for the Lloydminster community.

- Rental equipment could be provided as a free service to the benefit of the community. Rentals should consider allowing rentals to children without guardians or paid rentals.
- Masterplan should consider limiting new amenities/activities that require purchase or paid rentals to maintain the park as a free resource.

Liquor licensing has not been implemented in Lloydminster. Consideration for permitting options to be explored.

- This could be linked to a designated area such as the Park Centre.
- Event organizers currently use Lakeland College as a 'beer garden' since BMASP does not allow alcohol.

Play areas within the park are well used, however there is a desire to make these more inclusive for different ages and abilities and provide more seating surrounding the playground.

- Consider revisions to the existing playground, as well as lifecycle replacement recommendations towards an inclusive playground for the Park.

Existing features and infrastructure noted on site are approaching the end of their lifecycle. Considerations for replacement or alternative features to be included as part of the Master plan.

- Discussions include the sundial as a feature to refurbish, re-envision, or replace with another interactive feature.

Users note concern about some designated recreation areas related to functionality, placement, and capacity of use. There are also recreation opportunities not currently available in BMASP to consider.

- Softball fields are currently in a low area and experience drainage issues. There are currently other softball fields being implemented elsewhere in Lloydminster for softball leagues. Other uses in this area should be considered.
- Soccer fields were noted as an unused area; however, this could be due to limited access to the southwest end of the site.
- Concerns with the location and layout with disc golf were discussed.

Access to Washrooms

- Stakeholders noted having to walk great distances to use washroom facilities; additional permanent washrooms are to be considered.
- Washrooms outside of Park Centre are not year-round; and are closed during winter months. There is desire to make washrooms usable for all four seasons.
- Accessible stalls were also noted as a potential gap in service, and should be further reviewed as part of the plan.



BMASP Master Plan - Open House



3.5 Public Master Plan Engagement

3.5.1 Open House and Online Questionnaire

On May 17th, 2023, Crosby Hanna & Associates and the City of Lloydminster conducted an Open House, at the PSM Park Centre. This event displayed the preliminary Master Plan, provided a space for dialogue and interaction with residents, and allowed attendees to voice questions or concerns about the redevelopment plan.

Attendees to the Open house were also encouraged to participate in the online questionnaire as a way of providing additional feedback and comments.

The Open House boards were also displayed on the project website for the residents unable to attend in-person event. The boards and questionnaire were made available for a period of two weeks for review and response.

Questions within the questionnaire requested feedback about new developments, location options and changes to new and existing amenities, revitalization strategy preferences, and general feedback surrounding the success of the master plan revitalization concept. Respondents were also provided the opportunity to propose questions and other general comments as a way of expanding their responses. A total of 635 responses were received as part of this process.

Open House Survey responses can be found in Appendix B.



SECTION 4

4.0 MASTER PLAN

The Bud Miller All-Seasons Park Master Plan responds to a robust investigation and consultation process.

The Plan proposes recommendations that consider all base information, existing conditions, and opportunities and constraints identified through a detailed review and analysis of existing infrastructure, features, and amenities. It considers the Park's context within the City of Lloydminster, existing resources, and natural systems, and addresses all needs, goals, values, themes and driving factors identified and developed through stakeholder engagement and public consultation processes.

The Master Plan identifies existing features to preserve, including those at or near the end of their lifecycle, and recommends upgrades or replacements. It proposes new programming opportunities and recommends revision to existing programmed areas. The Plan recommends replacement of features that no longer match public or administrative values and considers safety issues and how to improve access and inclusivity throughout the Park.

Recommendations range from general guiding principles that provide long-term planning guidance, to specific and actionable tasks that are easy to implement in the short term. The Plan also provides guidance on implementation and phasing, including a detailed financial analysis for capital planning purposes.

This Plan is intended to be a comprehensive tool that is useful to guide short and long-term future development at Bud Miller All-Seasons Park.

4.1 Park Areas

With a site the size of Bud Miller All-Seasons Park, examining the Park as whole at first glance is challenging. Responding to varying levels of density and intensity of use within different areas of the Park, the redevelopment plan divides the site into areas to allow for a more comprehensive understanding of park characteristics, needs, gaps and opportunities.

The Park has been separated into 5 distinct areas as a way of further defining the Park's character and function of use. Park areas, as indicated Figure 8 and below, are based on a combination of geographic regions, intensity, and type of use.

The Northeast Area is defined by the main entrance into the Park site, a naturalized forest with trails and picnicking, community gardens and tree nursery, and recreation amenities such as volleyball, tennis, mini golf, softball and disc golf. A major sundial feature is also located within this region.

The Northwest Area is set at the edge of the Parkview neighbourhood and Parkview Lake, with continued naturalized forests from the northeast portion of the site. Formal gardens and mazes, trails and gazebo provide an experience predominately within tree cover and clearings. Existing recreation amenities include pickle ball and basketball courts.

The Core Area is set within the centre of the site, and is defined by high-intensity use and development: the existing PSM Park Centre, BioClean Aquatic Centre, and lake help shape plaza areas, spray park and play areas, and main views overlooking the Bud Miller Park Lake.

The Southwest Area encompasses the southern portion of the Park Lake, and includes the amphitheater, pedestrian bridge and drainage channel, and soccer fields on the east side of existing low forested areas. At the southwest portion of the property line is a newly formed pump track. The west side of the forested areas is defined by wetland and natural clearings.

Potential Expansion Area involves opportunities for the undeveloped area of land immediately west of the Southwest region of the site, bordered by 75th Ave on the west side, and Parkview Estates to the North.

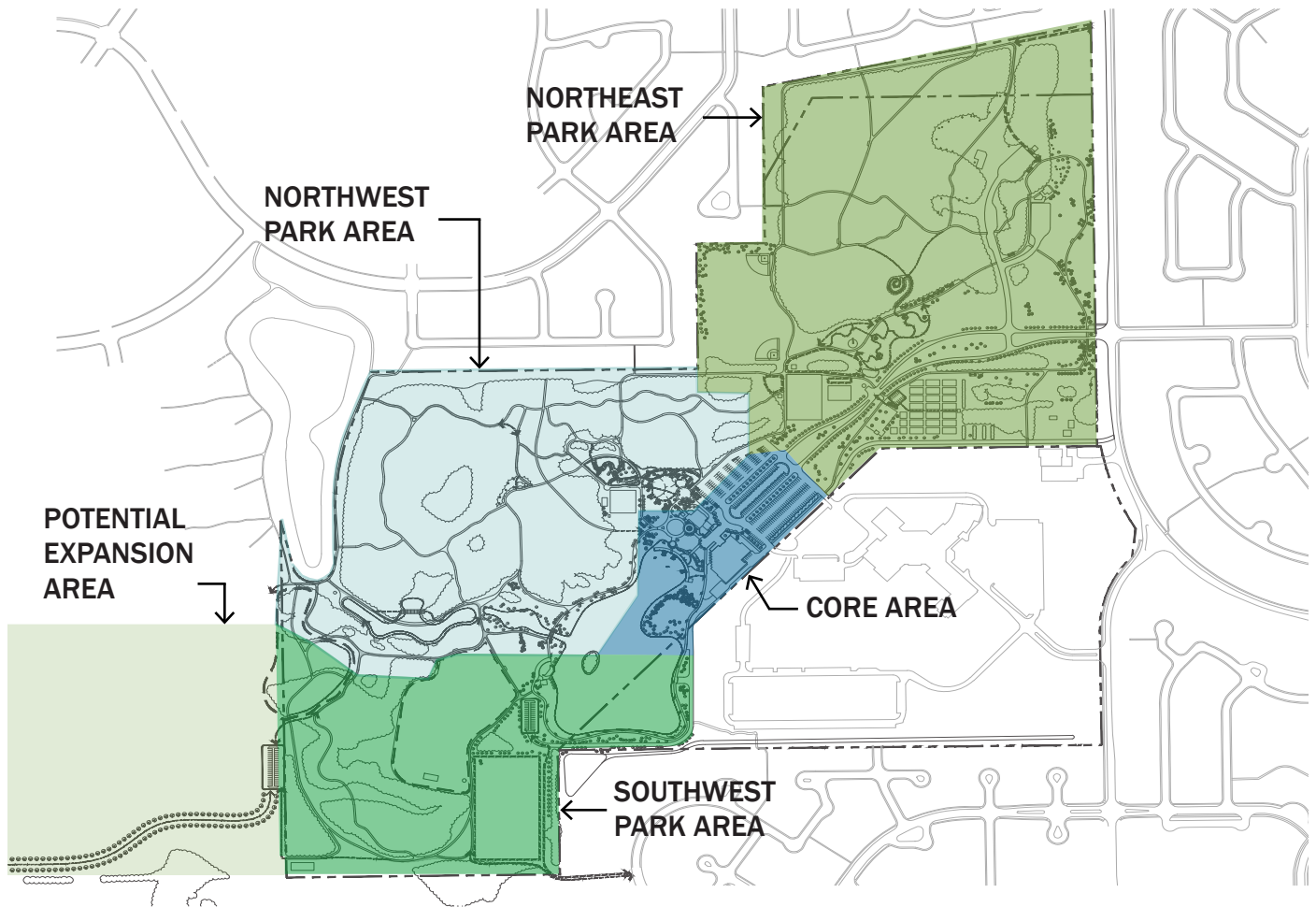


Figure 8: Park Areas

4.2 Redevelopment Concept

The Redevelopment Concept includes the overall concept plan as shown in Figure 9, outlines site specific existing improvements, new development and programming for each park area, and general recommendations for the entire Park.

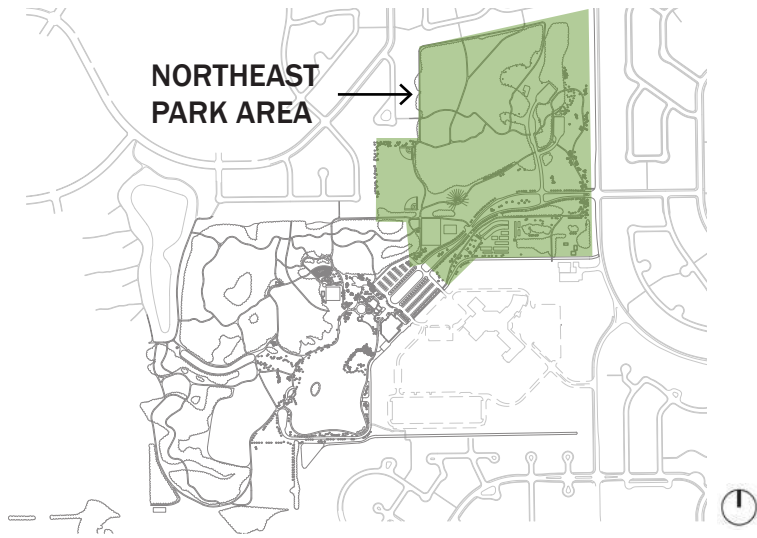
The Redevelopment Concept, or Plan follows the inventory and analysis outlined in Section 2.0 and the engagement process findings per Section 3.0, as a means of addressing gaps and concerns, building upon assets and opportunities, and working towards achieving project goals identified through analysis, stakeholder consultation, and design.

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Figure 9: Redevelopment Concept

BUD MILLER ALL SEASONS PARK MASTER PLAN



LEGEND

- A Updated community garden & potential expansion area
- B New community orchard
- C Additional pedestrian entrance from 59th Ave
- D New picnic shelter c/w washrooms
- E Accessible picnic areas
- F Relocated and revitalized horseshoes
- G Potential future mini golf area
- H New all-season washrooms
- I New fitness obstacle course and/or fitness nodes
- J Re-envisioned Sundial
- K New sculptural garden with trail node



Figure 10: Northeast Area

4.3 Northeast Area

4.3.1 Site Specific Existing Improvements

4.3.1.1 Community Garden

An existing community garden is located between the existing maintenance yard and Mini-Golf Course. Every spring, Bud Miller All-Seasons Park offers city residents the opportunity to rent a garden plot in the park to grow their own vegetables, fruit or flowers. The community garden is currently operating outside of the City of Lloydminster Park's department.

Proposed revisions include maximizing the capacity of the community garden through layout changes, and adding the opportunity to rent multiple plots, suited to the gardener's abilities. Additional wheelchair-accessible raised beds should be provided as a means of increasing the use by seniors and limited-mobility gardeners.

Figure 10 shows additional public access provided with a short-term parking area, designated for gardener use.

The Community Garden at Bud Miller expanded in 2016, doubling the number of plots from 42 to a total of 87 plots. Identified during the engagement process of this Master Plan is the desire to expand plot numbers further to address long wait times for plot openings. The opportunity to expand the community garden into Lakeland College north property was discussed in stakeholder consultation and is a viable option for garden expansion. This is also recommended as a way of expanding partnership between BMASP and Lakeland College.

4.3.1.2 Picnic Shelters

There is currently one picnic shelter at BMASP, located within the Northeast Area of the site. This picnic shelter includes covered seating and washrooms and can be rented for small events and gatherings. Through initial engagement, the picnic shelter was noted to be a major asset within the Park. This Master Plan proposes one additional shelter location north of the existing picnic shelter per Figure 10, as a way of increasing capacity.

The new picnic shelter should provide accessible and all-season washrooms. See Section 4.8.6 Toilet Facilities.

During stakeholder engagement, overflowing trash receptacles were noted near picnic shelters and in picnicking areas because of their small size and shape. Consider replacing receptacles with wildlife-proof receptacles to match those already found within the Park.



Source: BMASP Community Garden



Example Raised Garden Beds

4.3.1.3 Picnicking Sites

There are currently two large picnic areas within the Northeast Area, and clusters of picnic tables throughout the park. Most of these are simple clearings with designated picnic areas and shared fire pits.

Most picnic tables are not accessible; the Plan recommend designating a minimum of one accessible picnicking location within each defined picnic area. These spaces should have sufficient shade, a concrete pad, and provide barrier-free surfacing to the pads. See Figure 10.

4.3.1.4 Existing Recreation

Horseshoes

Horseshoe pits are found within the Northeast Area of the Park, just west of the existing tennis courts. As part of the initial Needs and Demands Survey, horseshoes were distinguished as one of the least popular amenities used in the Park, with only 13 out of 910 respondents noting the use of the pitches.

The Master Plan recommends horseshoes are retained, as they are a senior-friendly recreation option within the Park. As shown in Figure 10, the horseshoe pits are reduced in numbers and relocated slightly along one of the main paths.

Horseshoe pit construction should consider accessible surfacing surrounding the pitches, and bench seating at each end.

Mini Golf Course

The existing mini golf course, called The Putting Zone, is currently for lease and the City will be looking for new ownership. The Putting Zone is the only mini golf in Lloydminster, and through the initial Needs and Demands Survey, 310 respondents noted mini golf to be one of the more popular recreational amenities of the Park.

Engagement and site review revealed the need for revitalization of the mini golf course. The existing location, adjacent to the community garden is also understood to experience drainage issues during spring melt.



Example Natural Mini-Golf Course

As part of the Open House Survey, responses show the mini golf course should remain in Bud Miller Park. The Plan recommends reviewing relocation opportunities within the Park. Figure 10 shows the mini golf course relocated to create a recreational hub, adjacent to the existing tennis and beach volleyball courts, and close to washrooms for family access.

Mini golf features can be salvaged, restored, or relocated, or constructed new, as desired by the City and community. If building new, consider providing a course with topographical interest, barrier free surfacing throughout, and a mix of themed and naturalized elements.

Softball Diamonds

Two existing softball diamonds are found within the Northeast Area, just north of the existing horseshoe pits. Stakeholders noted these diamonds exist within a low area of the site and experience standing water during spring melt and major rain events. Grading and drainage for this area should be reviewed as part of a stormwater management strategy. See Section 4.8.2 Drainage and Stormwater Management.

While the diamonds are predominately used by softball leagues, the diamonds are also used for games of pick-up or catch. A new ball diamond complex is being developed elsewhere in Lloydminster, intended to be used for leagues including softball. Following the development of the Complex, softball diamonds in BMASP should be used for un-programmed, non-league use only.

Disc-Golf Course

A 9-hole disc-golf course exists throughout the open spaces in the Northeast Area of the Park and was installed as a temporary test facility. During the initial stakeholder engagement, it was noted that the course location and circuit are not ideal: the course crosses walking paths, and the 9th hole does not circle back to the course starting point.

Initial concepts displayed at the Open House showed disc golf removed from BMASP, with the intent to re-locate elsewhere in the City. A strong majority of respondents noted the desire to keep the Disc Golf Course in the Park, with many respondents expressing concern over the removal of disc golf prior to providing any other course in the City.

There is limited opportunity to provide a permanent disc golf course in this area of the Park; there are significant conflicts with walking paths and cycling, and other park amenities. The clearance area for a course is understood to be approximately 10m - 12m wide. Because of this, the Master Plan does not recommend this course be placed within the Park's forested areas as this conflicts with the desire to retain these forested areas as naturalized and unprogrammed space for enjoying nature.

Following review of potential layouts, the Plan recommends maintaining the existing layout, while other locations outside of the Park, or within the Park Potential Expansion Area, are reviewed as feasible locations. The disc golf course within BMASP should be maintained until a new disc golf course has been implemented elsewhere within the Park or elsewhere within the City.

4.3.1.5 Sundial

The Sundial is an original feature within the Park. Once the largest sundial in the world, it has since been superseded by other developments world-wide. It is understood the sundial still remains the largest sundial in Canada.

The existing sundial infrastructure is nearing its end of life and needs replacement or significant rejuvenation, including most features such as the unit paving, and wood posts.

In early discussions, stakeholders noted the sundial is a tourist attraction. Residents take friends and family to Bud Miller specifically to view the dial. Other stakeholders noted confusion with the functional use of the sundial, since there is no informative signage on what it is, how to interact with the structure, or the importance of the sundial as a public art installation.

The Open House Survey (Appendix B) asked the public to provide feedback on preferred rehabilitation strategy for the structure. A total of 56% of respondents noted for the sundial to be replaced and re-developed as either a sundial with a smaller footprint (29.9%) or within its



Example Sundial Revisioning Opportunities



existing footprint (26.1%). Approximately one-quarter of respondents believe the sundial should be refurbished with the same footprint, layout, and materials.

Based on this feedback, the Master Plan proposes re-envisioning the sundial and maintaining its location within the Park. It is recommended that the sundial provides spaces to sit, reflect, interpret, and interact with the dial as a learning opportunity. Informational signage showing instructions on how to use the dials should be added as part of its redevelopment. Further design of the structure should involve a team of landscape architects, land artists, structural engineers, and lighting designers (as required) to ensure the feature's success.

4.3.2 New Development and Programming

4.3.2.1 Orchard

New orchard tree planting is proposed adjacent to the community garden as a way of expanding the garden edge. Not only do fruit-bearing trees provide showy blossoms in spring, but Community orchard trees can provide fresh fruit to communities, supporting food security initiatives for low-income families, and/or for food banks partnerships. They also provide an opportunity to educate the community on how food is grown and can align with events such as the Fall Festival for harvesting activities. The Master Plan proposed approximately 20 fruit trees as part of an orchard implementation.

Prior to planting orchard trees, it is recommended to consult with the local food bank, and community garden members for potential programming opportunities within the City. A variety of tree species, such as apple, plum, apricot, chokecherry, and saskatoon should be selected to maximize diversity and yield. Varieties of native fruiting trees and shrubs can also be included to diversify the orchard and contribute to local biodiversity.



Community Orchard



Example Sculptural Garden



4.3.2.2 Additional Pedestrian Access

The Master Plan proposes adding an additional pedestrian access at the northern most connection into the Park at 59th Ave. This allows pedestrians and cyclists outside of the Parkview neighbourhood and north of the main vehicular entrance to enter the Park more freely. An existing sidewalk is not present along the west side of 59th Ave, and so it is also proposed that a crosswalk be established to connect to the sidewalk on the east side of the road. See Figure 10.

4.3.2.3 Sculptural Garden & Trail Node

A sculptural garden is proposed in the Northeast Area of the site, adjacent to the revitalized sundial. Using playful topography and a series of paths, this sculptural element provides an interesting maze-like landscape for playful leisure and opportunistic meandering. A continued path continuing in the forest leads you to stumble upon a surprising and peculiar element of land art (to be determined), setting a backdrop for imaginative wonder and play. See Section 4.8.8 Art.

Implementation of the sculptural garden and trail node should be implemented as part of, or aligned with, the sundial implementation. See Section 4.3.1.5 Sundial.

4.3.2.4 Fitness Obstacle Course and Fitness Node

The Master Plan proposes a new outdoor fitness area adjacent to the existing tennis and volleyball courts. Providing the benefit of free equipment, outdoor fitness can be used for stretching, training, opportunistic or programmed use, and provide another recreation opportunity to support community health and wellness.

The Open House Survey (Appendix B) asked the public for feedback on outdoor fitness preferences. Results showed 31.7% of respondents preferred an outdoor fitness track or obstacle course, 8.3% preferred the fitness nodes, and 38% preferred to have both options.



Example Obstacle Course



Example Fitness Nodes

An existing outdoor gym is located in Kinsmen Park, just a few blocks east of Bud Miller Park. This Plan therefore recommends the installation of a fitness obstacle course to provide a diversity of fitness equipment within the area. Inclusive options to allow use for a variety of ages and abilities should be considered.

Figure 10 illustrates fitness nodes along trails as an additional fitness item, adding a circuit-based fitness element throughout the Northeast Area of the Park to promote opportunistic and path-based use.

4.3.2.5 New Washroom

A proposed all-season washroom is located adjacent to the recreational hub to support high intensity use within this area.

Refer to 4.8.6 Toilet Facilities for general recommendations.

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Figure 11: Northwest Area

4.4 Northwest Area

4.4.1 Site Specific Existing Improvements

4.4.1.1 Gazebo

The existing gazebo is located in the Northwest Area of the site, near the existing formal gardens and surrounded by dense forest. This gazebo is used primarily for social gatherings and has a capacity for 5 covered picnic tables. It is also well used by bird watchers. The structure and area appears to be well loved; however, it was observed that wildlife such as squirrels and birds have taken residence within the building structure, which is a sign of deterioration.

Modest upgrades are recommended to allow for continued use for bird watching and the enjoyment of nature:

- Add wildlife-proof recycling receptacle(s).
- Remove unit paving and replace it with concrete or granular accessible surfacing.
- Provide an additional pathway to connect with the north trail allowing visitors to bypass the Gazebo.
- Potential to add interpretive signage for bird and plant identification. See Section 4.8.5 Signage.

During stakeholder consultation, the gazebo was not noted as a significant priority. Since the gazebo is a large building within the Park and set far from other amenities, the plan recommends minimal upgrades, and recommends it to be replaced with a less robust structure when it reaches end of life. This could be a semi-covered structure such as a pergola.

Potential Future Picnic Sites

The Master Plan shows picnic sites schematically placed within the existing clearing, near the Gazebo. Picnic sites could be provided to respond to increasing picnic site demands, and provide a relaxed location for picnicking. See 4.3.1.3 Picnicking Sites for barrier-free considerations. Because of the proximity to the forested area, the Plan does not recommend fire pits in these areas.

4.4.1.2 Pedestrian Bridge

The existing pedestrian bridge is located near the amphitheatre and needs full replacement. Its replacement should be fully accessible and consider maintenance access and loading requirements.

The replacement bridge should be comprised on a similar wood deck material, with a modernized rail system (for safety and accessibility), complete with seating areas located to take advantage of views of the BMASP lake and the proposed wetland gardens.

A new pedestrian bridge is recommended parallel with channel that connects the two existing lakes. This bridge provides opportunities to strengthen pathway connections and allows up-close viewing of the wetland garden.



Example Formal Garden Planting



Example Primary Multi-User Pathway

Custom bridges built in place, or prefabricated bridges, are both suitable options; for consistency, bridge design and materials for both replacement and new bridges should match. Structural engineering services are required for abutment and bridge design to ensure all loading requirements are met.

For implementation, the bridge can use either a custom-build design or choose to go with a prefabricated system. Structural engineering services are needed for abutments and loading requirements.

4.4.1.3 Formal Gardens

The existing formal gardens are located north of the existing pickle ball courts and are set within a forest clearing. The original master plan, had originally set the gardens on an axis towards the Gazebo, however over time and evolution of the Park, the formal gardens now feel disconnected from the rest of the Park.

The existing maze, a low shrubby wall of vegetation, needs major rejuvenation or removal. The planting bed edges, and planting beds also require major attention.

The Master Plan proposes revising the formal garden as a series of naturalized gardens, including potential pollinator gardens, woodland gardens, and Indigenous planting. This will provide a seasonally stimulating experience for visitors to the Park. Inspired by drought-tolerant plant species, formal gardens will also increase biodiversity and connect to the character of the Lloydminster eco-region. The proposed garden should be designed for low-maintenance practices (post establishment) to ensure there is sustainable maintenance in the Park. A variety of benches, lounge chairs, and picnic seating, interpretive signage, plant species markers, and donor opportunities should accompany the formal gardens and transform them into a calm, restorative, and restful setting.

Refer to 4.8.3 Irrigation for watering considerations.

4.4.1.4 Paved Accessible Trails

Existing granular trails proposed to be re-surfaced with asphalt and proposed additional paved trails are shown in Figure 11. These trails encourage barrier-free use and ease of access into the



Children's Sensory Garden Elements

Example Wetland Garden

Park from the Parkview Estates. As shown in Figure 4, The Lloydminster Continuing Care Centre exists approximately 500m from the north-west entrance into the Park, and the new Wellings Senior Complex is anticipated to be developed just north of the Care Centre. Holy Rosary High School, and Ecole St. Thomas School currently exist, and a third School is anticipated to be placed just north of the Parkview Lake.

Hard surfacing trails in this area will ensure all visitors have access to all areas of the Park, and can walk between the Core area and amenities within the Northwest and Southwest areas of the Park.

4.4.2 New Development and Programming

4.4.2.1 Children's Sensory Garden

A new children's sensory garden is proposed to connect the revitalized natural formal gardens to the playground and Core area of the Park. Children-sized natural structures, playful sculptures, fun and fascinating flowers, colourful elements, and barrier-free surfacing will allow for inclusive sensory play and encourage natural learning.

A schematic concept of the children's sensory garden layout is illustrated in Figure 11, however further engagement is needed to develop the concept through to detailed design. Consider consultation with children in the form of an art workshop to support a creative and child-oriented design.

4.4.2.2 Wetland Garden

An existing overland drainage channel links the BMA SP Lake and Parkview lake together as part of the City's stormwater management. Modifications to the current pond edges and water channels, development of formal pathways, seating areas, and water edge access points, provide ideal opportunities to develop a series of wetland gardens. These gardens will help increase biodiversity, improve stormwater management functions, and can be a key interpretive feature to highlight the importance of wetlands as a response to climate-sensitive design.

Design development of these wetland gardens should consider existing drainage patterns, elevations and water depths that support a variety of native planting for emergent, deep emergent, and aquatic settings, appropriate bridge crossings, pathway setbacks and intimate user experiences.

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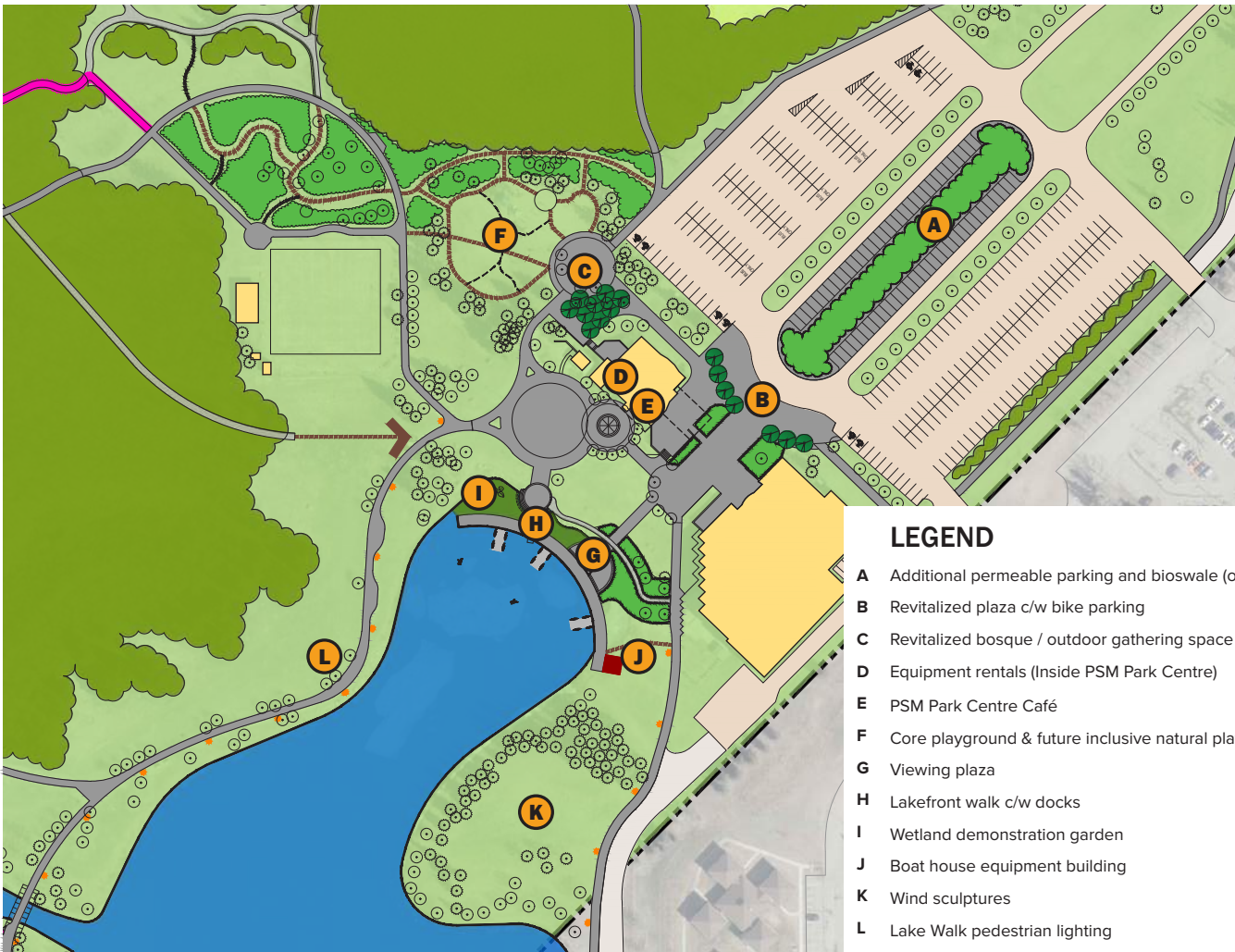
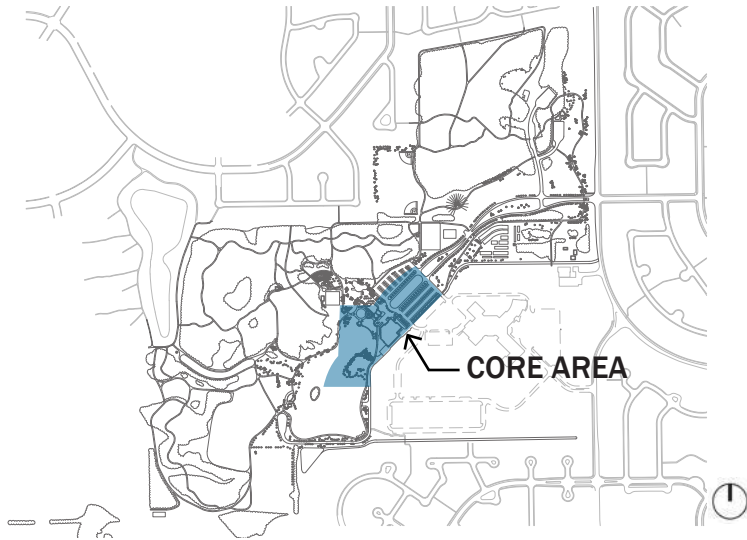


Figure 12: Core Area

4.5 Core Area

4.5.1 Site Specific Existing Improvements

4.5.1.1 Additional Parking

Additional parking is available at the main entrance parking lot along the main entrance drive. These parking spots are shown as an optional item on the Plan and can be added if needed for additional capacity in the future. When implemented, these additional parking stalls will encroach into the existing swale. Permeable paving design, bio swales, or other green infrastructure can be used to offset the impact of the swale. See 4.8.2 Drainage and Stormwater Management.

4.5.1.2 The Plaza

The existing plaza unit paving is showing its age, and is currently suffering from pitted areas, missing paving stones, and differential settling. This has been noted as a safety issue and is a priority for replacement.

The Plan proposes revitalizing the existing entrance plaza with new surfacing on areas surrounding the PSM Park Centre and BioClean Aquatic Centre, while maintaining the original inspiration and intent of the Plaza. Redefined Plaza extents can provide a cohesive design aesthetic to the spray park and lakefront plaza areas.

Additional seating areas, bike parking (see 4.8.4.4), new tree planting and bollards will help to re-establish the plaza as a safe and welcoming entrance into the Park. Paving patterns and functional considerations such as barrier-free use, vehicle access, drainage and loading requirements must be rationalized as part of detailed design within these areas to ensure the park remains accessible for all users. Permeable unit paving should be considered as part of a stormwater management strategy as noted in Section 4.8.2.

4.5.1.3 The PSM Park Centre

The existing PSM Park Centre was originally built in 1983 and has been retrofitted and revitalized throughout the years. The Park Centre is used primarily for skate changing in the winter, special events and meetings, and also includes all-season washrooms. The building is often closed from public access and has been subject to occasional vandalism. Recently, accessible public washrooms have been developed, with access from the exterior of the building. These washrooms are an excellent addition to the Park and aligns with the Plan goals and recommendations.

In the preliminary stakeholder consultation, the Park Centre was noted consistently as being under-utilized, and in need of renovation. From the initial engagement, revitalization of the PSM Park Centre emerged as a significant theme of the Plan. Respondents want to explore ways of programming food and beverage, possible liquor licensing, and equipment rentals. As part of the stakeholder and public engagement process, the Park Centre should be retrofitted to accommodate a café and equipment rental base.

The café is recommended to be designed to support a small commercial kitchen suitable for a coffee shop style food and drinks, including but not limited to coffee, tea, sandwiches, salads, baking, and desserts. This vendor would ideally be a third-party, leased by Contract from the City of Lloydminster. Adjacent areas in the interior and exterior patio should be retrofitted to have comfortable tables and seating for all-season use. Further consulting services are required with an Architect to review feasibility and design prior to moving forward with implementation.

Another important theme that emerged during engagement is the need to maintain free recreational options for the public within the Park. Free rental equipment for low-income families and for novice users is a service the City of Lloydminster acknowledges as a major priority within the Master Plan. The Park Centre originally was designed to provide equipment rentals, and this Plan proposes a similar location and layout be provided as part of future revitalization efforts. To support operations, part-time staff will be required to facilitate rentals throughout the day.

4.5.1.4 Revitalized Bosque Area

North of the PSM Park Centre, and south of the existing core playground is a large, paved area set within a bosque of trees. The area is generous in size but currently under programmed.

Redefining the edges of the patio area, creating accessible pathway connections, replanting trees in formal rows, and providing long communal tables and bench seating will transform this space into a large gathering spot, suited for unprogrammed and programmed functions. This will complement transforming the PSM Park Centre into a café space and create a central location for social gathering, eating, and drinking.

In cooler months, this area could provide heaters and/or fire tables, to extend seasonal use.



Photo credit: Assiniboine Park

Example Park Café



Example Bosque Area - outdoor gathering

4.5.1.5 Core Playground

The engagement process revealed that upgrades or additions to the core playground are necessary to extend the play value for younger age groups, provide accessible surfacing, and add seating areas. Stakeholders also expressed the desire to make this playground an inclusive play area as part of the 10+ year vision.

The existing playground equipment was installed in 2014 and currently appears to be in good/fair condition. The following upgrades are recommended:

- Provide additional free-standing junior play equipment.
- Replace surfacing for some areas of the current playground, using engineered wood fiber and/or pour-in-place rubber play surfacing to accommodate a diversity of play experiences and users with mobility challenges.
- Add barrier-free connections through and around the play area.
- Add designated accessible seating areas with shade umbrellas.

Towards the final years of implementing the 10+ year Master Plan, re-envisioning and replacement of the playground area is recommended. The Plan recommends re-designing the playground as a naturalized play area, with wood-inspired playground equipment and natural elements to compliment the forested character of the site. See Section 4.8.7 Play Areas for general recommendations.

4.5.1.6 Hidden Playground

There is also a hidden playground located north of the core playground within the forest. This playground comprises of a grouping of dated wooden equipment including monkey bars, rope climbs and seesaws, and is currently without play surfacing. The community was enthusiastic about this play space throughout the engagement process as a secret element within the Park. The hidden playground clearly provides visitors with a sense of excitement, wonder and pleasure, all based on a sense of discovery, risk, and unique encounter.



Example Nature Playgrounds





Example Lakefront and Walk



Example Walk and Docks

The structures are, however in need of replacement. It is recommended a re-imagining of these structures be provided to replace existing equipment. Rather than replacing with certified play equipment, these structures could become interactive sculptural elements, such as log tangles, beams, and semi-climbable structures. The City may consider placing additional new ‘hidden’ playful elements elsewhere within the park, as a way of re-establishing a new sense of discovery for visitors.

The playground became inspiration for other ‘stumble upon’ experiences for the Park such as the Sculptural Garden and Trail Node. See Section 4.3.2.3. Opportunities to place unexpected features within the Park are much celebrated and should continue to be emphasized as part of the Park’s character.

4.5.2 New Development and Programming

4.5.2.1 Viewing Plaza, Lakefront Walk and Docks

A new lookout and built-in seating area is proposed at the lakefront, guiding and framing views along the central axis of the entrance drive, towards the lake. The viewing plaza encourages park users to approach the water to experience prime views of the Bud Miller lake, and becomes a major destination within the Park. There is also the opportunity to provide interpretive signage, and a community fire pit for winter use.

The lakefront walk continues beyond the viewing plaza, surrounding the edge of the lake and providing dock access. This walk should include built-in benches along the path to allow multiple seating spaces for large groups. Docks will support boat rentals and further activate the Lake, and provide another form of recreation for visitors.

For winter use, the lakefront walk design should include a skating ramp to provide access onto the lake during winter months. Seasonal rubber mats should continue to be installed between the PSM Centre to the waterfront, and extend to the lakefront walk bench seating areas to make the built-in benches a four-season feature.



Boating on the Lake



Example Kinetic Sculpture



Example Pedestrian Lighting

4.5.2.2 Wetland Demonstration Garden

Adjacent to the new viewing plaza and lakefront walk, the Master Plan proposes maintaining a naturalized edge and creating a shallow wetland garden, to support transitional aquatic plants and habitat for terrestrial and aquatic life. Large boulders set at the centre of the shallow area will provide places for ducks and other wildlife to perch, providing opportunities for safe and memorable wildlife viewing.

A pond fountain and/or air pump should be provided within this area to maintain water movement and aeration. Civil consultants can be retained to provide pump and aeration design.

4.5.2.3 Boat House

The plan proposes that a separate boat house adjacent to the lakefront walk be provided for the primary use of storing boat equipment and safety gear, such as helmets and lifejackets. This will free up programmable space within the PSM Park Centre. There is also an opportunity to use the Boat House specifically for coordinating boat equipment rentals, which would require additional summer staff.

A third-party boat rental company is already operational within the Park. Continued and expanded partnerships will be important to consider for implementing boat rentals and rental infrastructure, for establishing vandalism protection, and as a means of providing a successful rental experience for visitors.

4.5.2.4 Wind Sculpture/ Art Feature

This Master Plan proposes a grouping of kinetic (mobile) sculptures, set on the top of the hill south of the lake. Placed at different heights, one or two sculptures may rise above the treetops, with several others becoming visible on the other side of the lake walk.

These sculptures should be reviewed against any bird conflict concerns in the area prior to implementing. These sculptures can be incorporated as part of the City of Lloydminster Art Program. See Section 4.8.8 Art.

4.5.2.5 Lake Walk Lighting

A lack of adequate pedestrian lighting was noted as a concern for walking and cycling routes within the Park, due to perceived safety, visibility, particularly for winter use.

Pole-mounted pedestrian scaled light fixtures should be installed around the BMAASP lake pathways, at major entrances and exits into the Park. Fixtures should comply with dark sky guidelines to reduce light pollution, reduce over-brightness and increase energy-efficiency for the Park. Colour temperature should match current guidelines for exterior lighting and be sympathetic to wildlife.

In winter, lighting can relate to winter light programming opportunities to light paths and gardens. See Section 4.8.9 Lighting.

4.5.2.6 Additional Winter Programming

Set within forested areas, a new scenic skating trail is proposed as an added winter experience. These trails provide an opportunity for extended skating tracks, with benefits of wind protection for skaters on cold and windy days.

Further review is required to provide an appropriate path layout. Future design must consider maintenance capacity, and limit potential conflicts with other winter user groups. (cross country skiing, snowshoeing, walking).

Crokicurl, a newly invented winter sport that combines curling and crokinole, has been adopted by many Canadian winter cities. It is compact and can be played by all ages and abilities. The Plan proposes Crokicurl be added within the lakefront plaza area or bosque for unprogrammed use.

Expanding the seasonal use of the Park as an outdoor gathering place can be accomplished through the addition of community fire-pits, and seasonal heating for outdoor patio areas such as the Bosque and existing patio.

Winter festivals are another source of winter programming, and work towards extending Park use throughout colder months. Festivals such as Winterruption (Saskatoon), Festival du Voyageur (Winnipeg), All is Bright Light Festival (Edmonton), and competitions such as the Warming Hut Competition (Winnipeg), and Chiseled Ice Sculpture competition (Edmonton) are all examples of small and large winter festivals that bring music, storytelling, outside activities, and food and drink to the community. Winter festivals should be located near existing winter activities and surrounding the PSM Centre as a base for accessibility purposes.

See Section 4.8.9 for proposed Winter Lighting Displays in the Park.



Skating trails



Crokicurl



Winter Outdoor Gathering Areas



Christmas and Winter Lighting Displays



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Figure 13: Southwest Area

4.6 Southwest Area

4.6.1 Site Specific Existing Improvements

4.6.1.1 Revitalized Parking and Controlled Entrance

The Southwest area of the park has an existing large granular surface, connected to the maintenance road network. Currently used for drop-off, the granular area is underutilized as a functional area. Also noted are issues with dust from vehicles traveling adjacent to pedestrians on the lake trail.

The Plan proposes this area becomes a permanent parking area, to support the new permanent festival site and event space. The parking area should be gated-accessed from the proposed lakeside entrance. Parking should be used for festival set-up and take-down personnel and equipment, vendors, media personnel, and provide accessible parking for major festivals and other special events such as weddings and major gatherings. See Figure 13 and Section 4.6.2 Southwest Area New Developments.

Operations of the parking area can be managed by either City staff or event volunteers, depending on the event and maintenance requirements.

4.6.1.2 Soccer Field

An existing soccer field is found in the Southwest area, but the engagement process revealed that this is unknown to most stakeholders and the community. The underutilization of the soccer field may be due to its location and limited access.

The Master Plan proposes that the soccer field move south, allowing the current location to be developed into festival and special event infrastructure. With the addition of the southwest parking lot, the soccer field will become a more accessible and flexible sporting area for all park users.

As part of the soccer field relocation, irrigation should be provided to ensure suitable field conditions and adequate turf health.

4.6.1.3 Pump Track

The existing pump track is a recent addition to the Park, built as a dirt track, with a series of rollers and banks for cyclists, skateboarders, BMX, and other riders.

Pump tracks typically cater to a variety of difficulty levels which make them accessible to a diversity of user groups. Pump tracks are also relatively simple and inexpensive to construct.

The pump track at Bud Miller All-Seasons Park has shown itself to be very popular, with 193 of 910 participants noting they use the pump track in the initial Needs and Demands survey.

Desire for pump track expansion was indicated during public engagement, however feedback has been limited. The Plan proposes maintaining the pump track as primarily dirt surfacing, with minor adjustments to the track to accommodate a variety of bike types, as needed.

The pump track should be expanded to provide proper infrastructure, servicing, and site furnishings, as needed to support demand. Expansion should consider catering to a variety of difficulty levels and users, address potential conflicts, and adjust grading within the track and surrounding site as needed for positive drainage.

4.6.2 New Development and Programming

4.6.2.1 New Pedestrian Entrance & Controlled Festival Access

The Plan proposes to add a pedestrian entrance from the Lakeside community towards the southwest area of the Park to provide additional access routes for pedestrians and cyclists. This entrance is located off 63 Ave, just north of 20A Street Close, and is a designated open space for Park connection.

4.6.2.2 Permanent Festival Site & Flexible Sport Use

The creation of a permanent festival site location will provide a diverse range of benefits for the City, event organizers, community members and visiting friends and family. The success of Canada Day in 2022 and 2023 in the southeast portion of the site, provided confidence in this area as a permanent large festival space.

A lack of available and accessible parking for festival and event use was noted as a primary concern throughout engagement. Two new parking lots are proposed: one located off 63 Avenue for controlled access by vendors, event organizers, accessible users, performers and set up/take down crew; and one for visitors in the Potential Expansion area. See Figure 13 and Section 4.6.1.1 Revitalized Parking and Controlled Entrance.

Permanent bike parking locations should be considered as part of the festival site infrastructure, with the opportunity to use bike valets as a way of promoting cycling as a major mode of transportation.



Large Festivals



Other Events

Providing good access to the site for pedestrians and cyclists will lessen parking requirements and alleviate congestion for festivals and events.

A Festival and Special Event functional plan should be undertaken to define desired festival scales, to locate festival extents, amenities, power connections, potable water, performance areas and bike valets, lighting, features and any surface requirements for sustainable and functional maintenance.

4.6.2.3 New Event Stage

A proposed permanent stage / bandshell is positioned at the south portion of the festival site. The stage will support larger performances, festivals, and movie screenings for local and regional use.

The size of the stage has yet to be determined and will require further conceptual and detailed design to respond to functional and aesthetic needs. Design may be implemented as part of a Festival and Special Event functional plan as noted in 4.6.2.2.

4.6.2.4 New Accessible Washrooms

The Plan proposes an accessible washroom east of the proposed Event Stage, adjacent to the primary pathway and controlled festival parking as an additional permanent public washroom for Bud Miller Park.

Refer to 4.8.6 Toilet Facilities for general washroom recommendations.

4.6.2.5 New Fenced Off-Leash Dog Park

Off-leash dog walking throughout the Park was noted as a concern for people, pets, and wildlife. Dog feces was also noted as a major concern for initial stakeholders, indicating not all dog owners are diligent cleaning up after their pet, within the Park.



Flexible recreation use



Fenced and gated off-leash dog park

Preliminary concepts explored multiple options for fenced, off-leash locations, including one option in the Northeast zone of the park within the softball diamond area, and one option the Southwest zone of the Park. The Open House survey (Appendix B) revealed 29.4% of respondents preferred the southwest location, compared to 15.4% who preferred the northeast location. A third of respondents noted the desire to not have the off-leash dog park within the Park. There are currently two off-leash dog parks within the east side of the City, however nothing exists on the west side.

An off-leash dog park is proposed in the southwest area, north of the new southwest parking lot. See Figure 13. This area provides 4.5 acres of open space and adjacent forested areas for designated off-leash trail walking for a variety of experiences and shade conditions. The off leash area should be fenced from the rest of the Park, and have gate entrances at key locations.

It is understood that this area is at a higher elevation than the other areas of the Park, however a topographical survey and further review is needed to review potential drainage needs. Development of this dog park will require fine grading to ensure an even turf area, free from major divots, perimeter fencing and gates to connect to existing trails, parking entrance, and trails (bare earth) for walking. Signage should also be provided for mapping, park extents, and to inform etiquette for dog owners. Maintenance of open grass areas will be important to mitigate ticks and other pests.

Comments received as part of the Open House Survey indicated the desire for wooden structures, additional pond areas, water fountains and more space for dogs to run within a fenced area. These ideas are to be further explored as part of the implementation process, to ensure the dog park is a successful addition to the Park. There also is potential to extend the dog park into the Potential Expansion Area. See 4.7.1.2 Potential Future Development and Considerations.

A fenced off-leash dog park would not eliminate the requirement to walk dogs on leashes throughout the Park, however, it is provided to lessen concerns surrounding user conflicts with off-leash dogs and people. On-leash requirements should be strictly enforced throughout other areas of the Park.

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BUD MILLER ALL SEASONS PARK MASTER PLAN

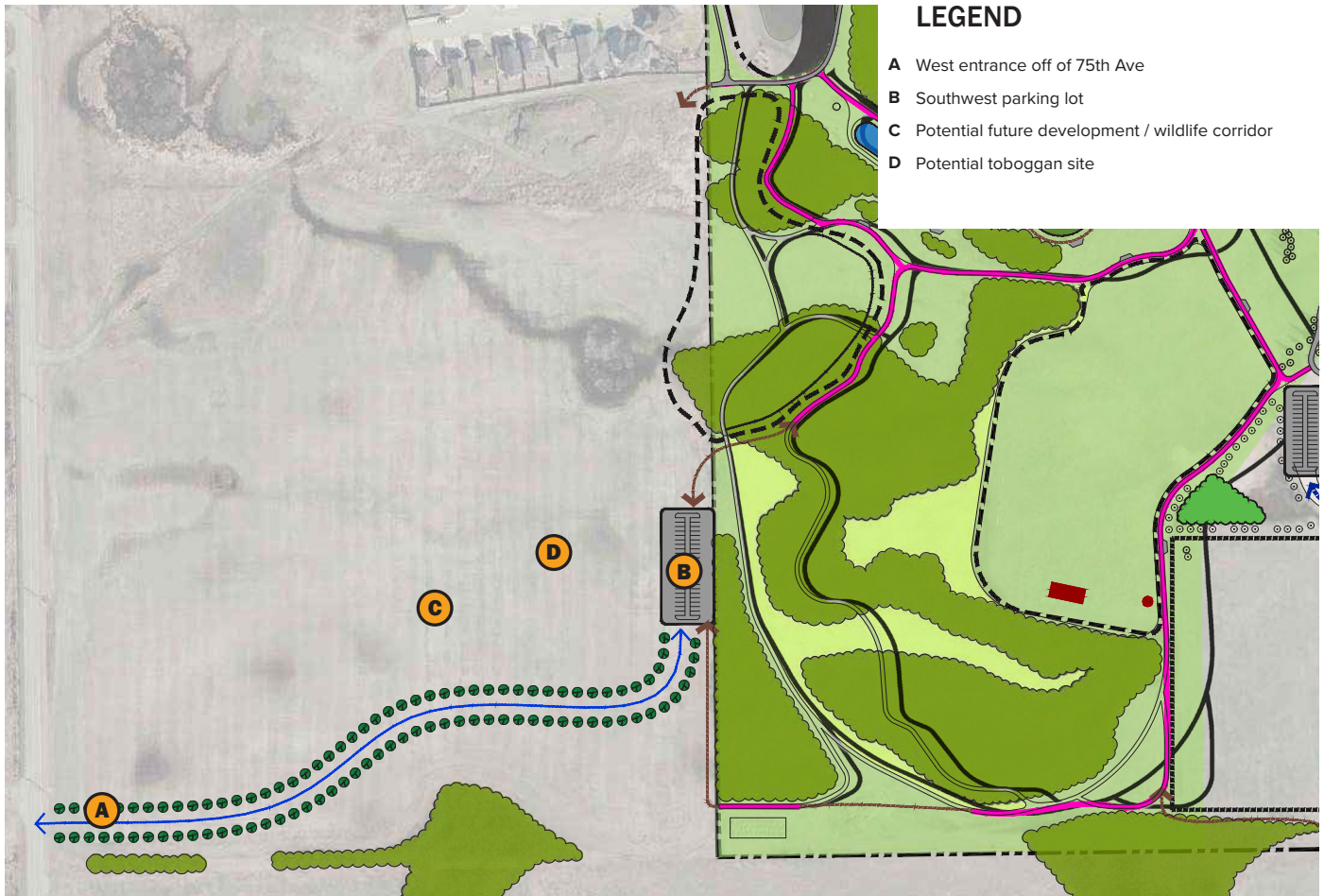
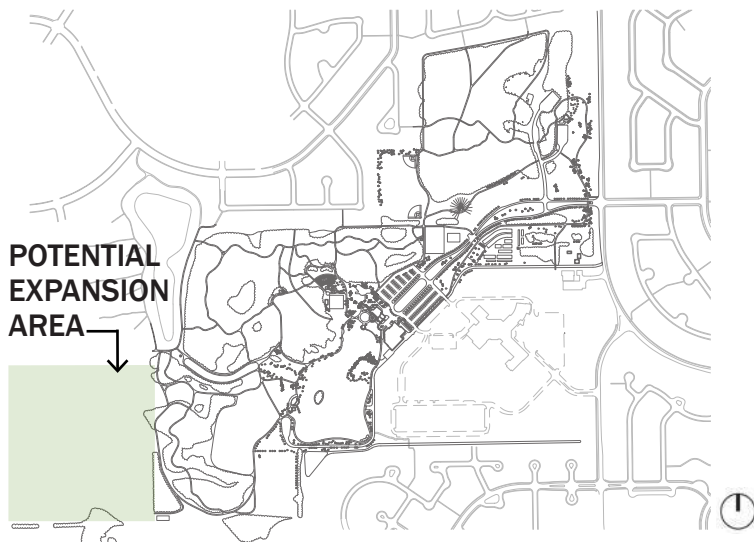


Figure 14: Potential Expansion Area

4.7 Potential Expansion Area

4.7.1 New Development and Programming

This area is a Land Division Asset outlined in the current Parkview ASP as a future residential expansion. Currently land is being leased for agricultural use. Noted development below will require the Parkview ASP to be adjusted.

4.7.1.1 New West Entrance and Parking Lot

The Master Plan proposes upgrading an existing agricultural access route into a formalized west entrance into the Park from 75th Avenue. Providing an additional vehicle entrance on the west side of the Park is an essential component to ensure accessible use of the Southwest and Northwest areas of the Park, and alleviate vehicle congestion from the east park entrance.

Rather than designing a parking lot to provide maximum vehicle capacity, the parking lot design should consider above-average typical use of the Park from the west entrance. This will help to promote alternative transportation modes such as walking and cycling into the Park, and free up budget investments for green space and recreational amenity development.

Parking lot design should also consider sustainable and stormwater management practices as noted in Section 4.8.2 Drainage and Stormwater Management.

4.7.1.2 Potential Future Development and Considerations

Areas west of the Park should be zoned as a Municipal Buffer or Open Space to ensure additional urban development does not enclose the Park on all sides. Future development west of 75th Avenue would allow the Park to expand west and continue as a green corridor as Lloydminster develops in the coming years.

A variety of wildlife, including large mammals, are frequently observed within the Park. Considerations for implementing wildlife corridors should be a major priority for the Park to the west, which should involve the following next steps:

- A wildlife assessment can be completed through desktop and site review to determine species inhabiting the site.
- A wildlife movement study should be completed for the Park. This study involves installing trail cameras in the park for one year, and can provide information on wildlife movement patterns, define potential corridor implications, and inform design considerations (fencing/signage/road passing 75th Ave, etc).

These studies will guide any future design to respond to wildlife corridor requirements, and provide other wildlife considerations for the Park.



Toboggan Site



Wildlife in the Park



4.7.1.3 Potential Toboggan Site

Existing hills in the Park are currently being used for tobogganing by the public, but safety concerns exist because of fences and other conflicts. A large, designated toboggan hill/tube hill was noted as a desired addition to the Park as a means of expanding winter-use, however, due to the limited open space within the Park, a large toboggan hill is not feasible. The potential expansion area would be a suitable location for this and could be incorporated with wildlife corridor spaces if a large open space is provided.

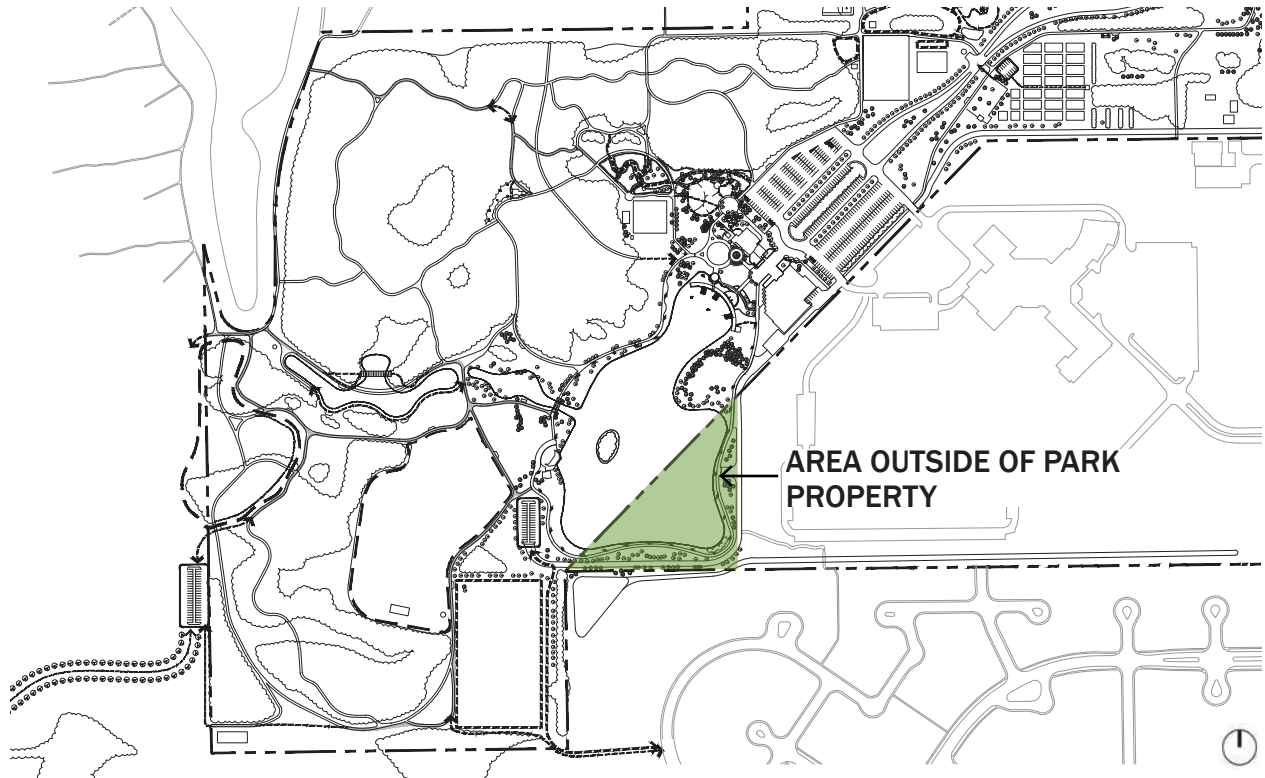


Figure 15: Site Boundaries

4.8 General Recommendations

4.8.1 Site Boundaries

Legal boundaries of any public space should be easily understood and recognizable. The current property line between Lakeland College and BMASP presents a challenge: a major property line passes through Bud Miller Park Lake, and part of this significant feature of the park exists on Lakeland college land. Parking and maintenance access, pedestrian walkways, servicing, and lighting for BMASP all cross this property line into Lakeland College and are currently being maintained and operated by City staff.

The site is delineated between Lakeland College and Bud Miller Park by an existing fence, that follows the lake trail to the south. It is recommended to work closely with Lakeland College to have the College Parcel legally sub-divided, so that the City can acquire this land and add it officially to the Park. See Figure 15. This will help provide clear demarcation between Park and College properties, and clarify roles and responsibilities for ownership, operations, and maintenance.

It is understood that Lakeland College will be undertaking a Master Plan for the College site. The City of Lloydminster should make every attempt to participate in this process as a key stakeholder, to ensure BMASP development goals and the interests of the City are represented along shared borders between the college and Bud Miller All-Seasons Park.

4.8.2 Drainage and Stormwater Management

There are many existing low areas within the Park, negatively impacting trail systems in the Northwest area and manicured park areas such as the existing softball diamonds. Existing wetlands and sloughs should be maintained and protected, and potentially expanded, as part of the Park's functional stormwater strategy.

A detailed grading plan and on-site stormwater management strategy should be prepared as a priority item. Geotechnical and hydrological investigations, and a topographical survey are required to provide accurate background information and information needed for grading design. The Stormwater Master Plan (2015), the Park Master Plan, detailed design of Master Plan components, and on-site stormwater management strategies will provide further frameworks for new development on site.

Within the Master Plan are interactive areas where green infrastructure stormwater management strategies should be integrated. This includes but is not limited to:

- Redefining the stormwater channel edges and lakefront edge to provide a series of wetland gardens. See Section 4.4.2.2.
- Providing a bioswale for additional entrance parking, as needed. See Section 4.5.1.1.
- The use of drought tolerant flowering species in the children's sensory garden to reduce irrigation requirements following establishment. See Section 4.4.2.1.
- Revitalizing the entrance plaza and other hard surfacing areas with permeable unit paving. See Section 4.5.1.2.
- Bio-retention through planting additional trees and shrubs.
- Potential to add water catchment areas as part of new washroom facilities and structures. See Section 4.8.6.
- Sustainable irrigation design. See Section 4.8.3.



Example Permeable parking and bioswale



General stormwater and drainage site strategies may involve:

- Re-grading areas within the site so surface water flows to planting beds, bioswales, wetlands and sloughs, lakes, gardens or permeable surfaces, or stormwater capture for irrigation re-use.
- The use of permeable paving materials for new parking lots and hard surfaces.
- Planting predominantly native and locally adapted trees and shrubs which are well suited to the local climate.
- Harvesting water off roofs of new park structures (washrooms, covered stage, covered bike racks) for irrigation and grey-water re-use.
- Creating absorbent landscapes.
- Including green roofs on the new park structures (washrooms, covered stage).
- Providing structural soil or soil cells under paved surfaces to ensure trees have sufficient growing medium and provide potential stormwater capture.

4.8.3 Irrigation

Modifications and improvements to the irrigation system are a priority. An existing irrigation system is located around the PSM Park Centre, including north of the Bud Miller Lake, turf areas within the existing parking lot entrances, and the frontage of the BioClean Aquatic Centre.

The system is in very poor condition and is past its need of replacement. This plan recommends all irrigation systems be replaced with new systems.

A new efficient irrigation system should use the latest standards and technologies such as rain/ soil moisture sensors to provide efficient use of water and peak performance. New irrigation systems should be added for priority areas only. Priority areas include but are not limited to:

- Core area planting and turf areas surrounding PSM Park Centre.
- Water access for community garden use and orchard trees.
- Soccer field.
- New west Park Entrance establishment bubblers for tree planting.
- Establishment watering for proposed naturalized gardens and children's sensory gardens.

Consider moving towards a high efficiency drip irrigation system for planting beds and gardens. These systems apply water directly to the root system, minimizing evaporation from typical above-ground sprinkler systems, and result in significant water use reductions.

A detailed irrigation design is needed to ensure sufficient water connections, adequate pressure, efficient sprinkler spacing, and quick coupler strategies for establishment purposes in non-priority areas.

As noted in Section 4.8.2 Drainage and Stormwater Management, there is opportunity to capture stormwater for irrigation use. This should be reviewed as part of future irrigation planning.

4.8.4 Circulation and Access

BMASP currently has over 15 kilometres of paved and granular trails throughout the Park, providing exemplary connectivity through the site, and to adjacent residential areas.

4.8.4.1 Trail Hierarchy

Primary Paths/Trails:

Primary paths and trails are used to create a continuous link through the extent of a defined area, with the main purpose of directing users through an area to destinations and major amenities and major links. They are typically more formalized, constructed of accessible surfacing such as asphalt, concrete, and compacted granular surfacing, and are wider to accommodate multi-user groups and higher volumes of activity.

Path and trail surface grades should be reviewed to ensure positive drainage and provide gentle grade changes for ease of use.

Secondary Paths/Trails:

Secondary trails connect primary trails within less intensive-use areas. They encourage movement between primary trails, often providing users with alternate routes to move away from primary trail locations, or detour/loop back on themselves. Secondary paths and trails may have a less formalized surface, including but not limited to crusher dust, compacted soil, woodchips, turf, or other groomed surfaces.

Secondary trails and paths are focused on more recreational use rather than transportation.

4.8.4.2 Trail Network Recommendations:

The initial Needs and Demands Survey revealed that 53% of respondents access the park by walking/running and biking, boarding or scooter.

Through initial consultation, it was noted that there is a lack of paved trails on the west side of the Park for visitors who have limited mobility, wheelchairs, strollers, or who use rollerblades and skateboards to travel. Within the Master Plan, multiple secondary trails are upgraded to become primary paths, for accessible use and to improve pedestrian and wheeled access into the park. See Figure 9.

Recent pathway surface revitalization initiatives in the Southeast area have improved trail conditions, and these efforts should continue throughout the Park for all the trails where infrastructure is approaching end of life. On-going maintenance of asphalt and granular pathways should be continued, with lifecycle replacement as part of their operations budget.

Primary paved trails should be a minimum of 4m wide. High intensity areas through the Park should include pavement painting to control circulation.

Respite seating areas should be provided along primary paths on average every 150 – 200 metres. The frequency of seating on secondary trails can be much less (every 500+m) however should consider resting areas that are highly visible, are located at path intersections, have beautiful views of the Park, and/or are far from other resting spaces. Respite seating areas should provide a minimum of 2m clear space to support wheelchair user seating.

Primary paths and trails within the Core area should continue to be made accessible year-round, with enhanced snow clearing to ensure access through winter months.

Provide pedestrian lighting for the paved trails surrounding the Lake and important trail connections and intersections for evening and winter use.

4.8.4.3. Vehicle Circulation and Parking Recommendations

In the Needs and Demands Survey, conducted by the City, 46% of respondents used their personal vehicle to access the Park.

To minimize congestion the Plan proposes potential additional park entrances, parking lots, and maintenance access areas in the following areas:

- Community garden parking (potential/future).
- Additional core parking (as needed)
- Festival and Special Event Parking, and
- Proposed south-west parking lot.

Proposed roadways and parking areas are planned to utilize existing or planned future roadways and intersections, to minimize new road infrastructure. Additional parking lots will provide improved access throughout the Park and will work to manage vehicle congestion for large events. See 4.6.1.1 Revitalized Parking and Controlled Entrance and 4.7.1.1 New West Entrance and Parking Lot.

For granular service roads and parking lots, it is recommended to use a surface binder for minimizing dust. Where possible, new parking areas should consider permeable paving for parking stalls, or surface drainage into adjacent bioswales. Parking curbs, stall signs, fencing, and/or line painting should be used to inform proper and efficient use of parking. Parking medians should use soft landscaping and shade trees to buffer parking and lanes, provide shade, increase bioretention, and reduce the heat-island effect of extensive paved areas. Bioswales can also be provided between parking to handle run-off.

Through initial consultation, it is understood that both Bud Miller All-Seasons Park and Lakeland College provide each other with overflow parking for large events. Continued partnership with Lakeland College for managing effective gate access to use Lakeland College parking is recommended.



Photo credit: Dero Bike Racks

Example bike parking shelter

4.8.4.4 Bike Parking

As part of the Needs and Demands Survey, 21% of respondents noted using a bike, longboard, or scooter to access the Park, however there is minimal bike parking currently provided within the Park.

Additional bike parking should be provided at major destinations within the Park, including but not limited to:

- PSM Park Centre
- BioClean Aquatic Centre
- Amphitheatre
- Picnic Shelters
- Near major recreation hubs in the Park
 - Pickleball / Basketball courts
 - Volleyball and Tennis courts
- Near playgrounds
- Mini-golf course
- Soccer pitches
- Festival sites
- Washroom facilities

Sheltered bike parking should be considered near the PSM Park Centre and BioClean Aquatic Centre. Bike racks that only cradle the front wheel should be avoided. Bike racks should be commercial quality with tamper-proof fasteners, and be u-lock compatible.

See Section 4.6.2.2 Permanent Festival Site & Flexible Sport Use for bike parking as part of festivals and special events.

4.8.5 Signage

4.8.5.1 Wayfinding and Etiquette Signage

Bud Miller Park has a strong and successful brand which is used for all informational, etiquette and wayfinding signs throughout the Park.

Signage should provide trail users with additional comprehensive information about trail routes, surfacing, distances, and amenity information. This will provide users with useful information for wayfinding, added safety, fitness, and programmed runs/walks.



Example Trail and Wayfinding Signage

There is an over-abundance of etiquette signs, often found at major trail intersections and destinations. Some etiquette signs are larger than existing wayfinding signs and have accumulated over time as the Park has grown. This has resulted in clutter with respect to signage.

It is recommended that wayfinding and etiquette information be consolidated onto one sign where appropriate, and a re-design of wayfinding signage be provided to create a hierarchy of information. Existing branding for the Bud Miller All-Seasons Park should be maintained. Continue to use universally understood pictograms and communication standards to limit language and reading barriers, and visual impairments for visitors.

4.8.5.2 Interpretive Signage

Minimal interpretive signage exists currently in the Park. This is a significant missed opportunity noted during the engagement process. An interpretive signage strategy can be established to further visitors' connection to the Park, strengthen the park's identity, and provide learning opportunities for visitors on the Park's history and natural systems.

Key areas suited for interpretive signage include but are not limited to:

- Main plaza overlooking the lake (lake history; historic images).
- Gazebo (Bird/Animal identification).
- Forested Areas (Plant identification; ecology).
- Bioswales (Information about bioswales and how they work).
- Sundial (Information on how to read time) .
- Wetlands (including the importance of wetlands to climate resiliency).
- Water catchment areas (information on water re-use and efficiency).

Interpretive signage could be included as part of the wayfinding re-design through the City's communications department.

4.8.6 Toilet Facilities

There are currently four toilet facilities found within the Park for public use, including the PSM Centre, BioClean Aquatic Centre, Picnic Shelter and Amphitheatre. During engagement, distance and availability of washrooms was noted as a major concern within the Park. The PSM Centre has recently updated the washroom facilities to be barrier free and accessed separately from the interior building. Neither the Amphitheatre nor Picnic Shelter facilities are currently operational during winter months.

Additional toilet facilities are proposed in the following locations. See Figure 9:

- Northwest Area – Within the newly proposed picnic shelter.
- Northeast Area – Near the beach volleyball court.
- Southwest Area – An accessible washroom within the proposed festival and special event space.

The Plan recommends retrofitting existing washrooms for all-season use as part of the first phase of toilet facility updates. All new toilet facilities should become all-season and include a barrier-free stall. Change tables within the accessible stalls should also be provided. Washrooms may be custom-built or prefabricated models.

There is an opportunity to include rooftop rainwater harvesting systems or green vegetated roofs for all new washrooms as part of stormwater management & climate resiliency strategies. We recommend reviewing this further to ensure feasibility and budgeting. See Section 4.8.2.

For festivals and special events, portable washrooms may be required to accommodate peak attendance.

4.8.7 Play Areas

There are two existing playgrounds in the Park. One is located within the Northeast portion of the site, completed (2007), and one in the Core, just north of the PSM Centre (completed 2014). An accessible playground is also available for BMASP users within Lakeland College.

General recommendations for playground upgrades and replacements include:

- Provide inclusive playgrounds, designed for a variety of age groups and challenge levels for all play areas.
- For wheelchair users, consider rubber surfacing and freestanding equipment instead of a substantial ramp system. Choose wheelchair accessible play equipment that does not exist in the Lakeland college playground, to increase play value and experience.
- Design environments to engage the senses (sight, hearing, touch, and smell), and encourage imaginative play.
- Encourage risk taking.
- Relate playgrounds to nature found within the Park by using natural materials and designs/themes inspired by the environment, custom panels, wildlife, etc.
- Provide barrier free access wherever possible.
- Use a variety of play surfaces to promote a range of play opportunities. This includes



Example Sculptural Art Installations

sand, engineered wood fiber and rubber surfacing. Include subsurface drainage where necessary.

- Consider winter play activities as part of the play area design. This can include lighting design, providing embankments for tobogganing, providing wind protection, and creating flexible spaces for unprogrammed play, areas for snow forts, etc.
- Provide a drinking water source where possible.
- Provide ample seating areas integrated within the playground area.
- Provide thermal comfort using strategic tree planting, shade structures, and screening.

Refer to Section 4.5.1.5 and 4.5.1.6 for Core Playground and Hidden Playground recommendations.

4.8.8 Art

4.8.8.1 Sculptural Art

The addition of public art helps to strengthen the Park’s identity, accentuate features within the Park, and connect the City’s art community to the park. The City currently has a Public Art Program, where public art is located at City-owned recreation centres, parks and urban spaces throughout the community.

This program can be expanded to include BMASP Park areas suitable for public art include:

- The Northeast Area within the Sculptural Garden.
- The Northeast Area revitalized Sundial.
- The Northwest Area within the naturalized garden and Children’s Sensory Garden.
- The Core Area kinetic sculptures.
- The Core Area hidden playground.

This list is not exhaustive and other areas may also be suitable to feature art. Sculptures within the Park should be carefully chosen to ensure they are suited to the Park’s sense of place, and robust enough to be vandalism resistant. Art can either be acquired through the Public Art Program or sourced elsewhere through commissioning of work. Sculptures harnessing natural processes such as wind or water, elements that set of scenes of nature, or frame a view are all possibilities. The location of all sculptures must be considered to ensure art fits within the context of the Park.

4.8.9 Lighting

Adequate lighting is critical for safety (and perceived safety) of all park users. Lighting should be designed to be uniform, and at appropriate levels and colour temperatures. Minimize abrupt transitions between bright and dark zones to avoid visibility issues. Consult with an electrical engineer for detailed design of all area lighting.

4.8.9.1 Winter lighting Display

Providing a Christmas and/or winter lighting display within the Park is a recommended family friendly winter program that encourages the community to embrace winter and enjoy the outdoors. Whether it is to provide a lighting festival or simply a display, BMASP is a fitting location for park visitors to see the Park in a new light. See 4.5.2.6 Additional Winter Programming.

Providing sufficient power for lighting displays in key areas of the Park is critical to the success of this programming. Implementation should include electrical engineer detailed design services.

Recommended lighting display locations include but are not limited to:

- Lighting displays along the east entrance into the Park, set up as a route to be viewed by vehicles or by trail users.
- Bosque and entrance plaza trees.
- Garden lighting.
- Lighting arches along skating, ski, and/or walking trails.
- Bridges.
- Uplighting of trees with vibrant colours.

4.8.10 Site Furnishings and Other Site Features

4.8.10.1 Site Furnishings

New or replacement site furnishings should match existing products or styles. Additional styles of site furniture such as single lounge seating, café style table and chairs, and built-in seating can be considered to create unique gathering and resting spaces, for a range of social uses. Respite areas should consider a mix of bench and single user seating.

Vandalism was noted as an issue for picnic tables within the Park, during stakeholder consultations. Consider materials, finishes, and fastening, mounting when selecting site furnishings.

4.8.10.2 Bollards

Existing wood bollards can be found lining the vehicle entrance of the Park, parking barriers, granular parking areas, and controlled access areas. Some existing bollards require replacement, and the Plan recommends this is done on a successional basis.

For hard surface areas requiring controlled access, bollards should either be metal or concrete, and spaced appropriately to control unwanted vehicles. Removable locking bollards may also be

considered for maintenance access.

Trail bollards and control bars should include reflective lighting to ensure they are clearly visible to bicyclists and pedestrians during night hours.

4.8.10.3 Fencing

A mix of black and silver chain link, wooden post and wire, wood barrier fencing, and metal picket fencing can be found along the perimeter of the Park, with chain link style fencing used for tennis and pickle-ball courts.

New developments and replacement fencing should consider fencing to match adjacent existing fencing on site, suited to its appropriate use, with wildlife-friendly fencing considerations, where necessary.

4.8.11 Alcohol Licensing

Alcohol licensing within municipal parks is an increasingly popular trend across Canada. As part of the Master Plan, the feasibility of alcohol licensing was reviewed within the Open House survey questionnaire.

These are multiple potential scenarios to address alcohol licensing within BMASP:

- Alcohol may be sold and consumed in the park during special events and occasions.
- Alcohol consumption may be allowed within a specified area of the park year-round.
- Alcohol consumption may be allowed within all areas of the park year-round.
- Alcohol consumption may be allowed in the park seasonally, or on specific days of the week/month, or
- Alcohol will not be allowed within the park at any time, for any reason.

These scenarios will be further considered by the Council and Executive Leadership Team.



SECTION 5

5.0 IMPLEMENTATION

One primary key to successful Master Plan implementation is the establishment of priorities. These priorities provide focus for implementation, and form the basis of actionable items that can be phased in over the lifespan of the Master Plan.

Implementation of the Plan can begin immediately. Early implementation steps include undertaking background studies, acquisition of land, and other pre-requisites needed to complete major projects.

Successful revitalization of the Park is also dependent on understanding and mitigating drainage issues as noted in Section 4.8.2. Hydrological, geotechnical reports and a topographical survey are critical to understanding accurate surface topography and existing surface conditions, with geotechnical and hydrological reports providing accurate information on soil and water conditions within the Park.

Resolving safety and accessibility issues should also become initial priorities, to ensure the Park is suitable for all uses. Smaller, yet influential projects, including end of life replacement, can also be completed within initial phases of implementation. This will ensure the public sees Council's commitment to implementing improvements and additions, and to set in motion a positive momentum for future phases.

5.1 Implementation Strategies

1. Invest in repairs and on-going maintenance to meet safety and accessibility requirements;
2. Commission studies, reviews, and site investigating, as a pre-requisite to major improvements and new developments;
3. Commit to seeking sources of funding and revenue;
4. Work continually on enhancement projects, keeping the public and park users well-informed; provide opportunities for ongoing public input where appropriate;
5. Design and construction considerations based on the Driving Factors (See 1.4) through implementation, operations, and on-going maintenance;
6. Assess successes and monitor annual progress to determine the best course of action for full implementation. Adjust as needed on priorities as the Plan proceeds.

5.2 Phasing Summary

Recommended phasing strategies are provided below. Phasing should be reviewed annually to ensure revitalization efforts match current and ongoing priorities, and to respond to budgets and maintenance capacity.

5.2.1 Phase 1: Establishment Period (1-2 years)

1. Cultivate existing partnerships and establish new partnerships with community groups, within the Park
2. Commission prerequisite reports, feasibility studies and master planning. This may include:
 - Topographical survey, geotechnical and hydrological investigation.
 - Wildlife movement study and desktop review
 - Festival Functional Plan
 - PSM Park Centre Café feasibility study
 - Servicing capacity analysis for lighting strategies, and festivals/events/building expansions.
3. Acquire land from Lakeland College
 - Meet with Lakeland College to determine fair price, and undertake legal subdivision processes.
4. Plant orchard trees in partnership with food banks, festivals, etc.
5. Replace end of life and vandalized site furniture and features. Adopt accessible replacements:
 - Add accessible seating/respice areas including:
 - Replacing the existing picnic shelter table with an accessible structure.
 - Adding barrier-free picnicking areas.
 - Replace bollards and site furnishings as part of on-going maintenance.
 - Replace trash and recycling with wildlife-proof receptacles.
6. Permanently move soccer field to new location
7. Improve trail quality, and provide re-surfacing, path widening and respice seating for priority areas
8. Upgrade gazebo area
 - Replace surfacing to improve accessibility and provide wildlife-proof receptacles
 - Continue to monitor building condition. Provide minor repairs as needed as part of on-going maintenance
 - An engineering review/study may be necessary to determine next steps/ removal recommendations.

9. Revitalize the Community Garden

- Revise layout, standardize garden plots, and increase capacity; provide raised gardens for accessible use.
- Provide vehicle access and granular parking for garden access.

10. Upgrade the existing playground with new junior equipment, surfacing and seating

11. Implement additional winter programming

- Purchase and build crokicurl within the Bosque or back plaza area towards the lake.
- Review possible skating trail possibilities and implement smaller trail network. Skating trails should be within forested areas as part of wind relief.

12. Design wayfinding & Interpretive signage

- Develop a wayfinding and interpretive signage plan. Utilize existing park branding and identity. Detailed design should consider creating a hierarchy of sign types with associated sign information, and appropriate sign locations within the Park.

5.2.2 Phase 2: Enhancement (1-5 Years)

1. Revitalize the Sundial

- Develop a concept plan to replace the existing sundial. The sundial design should be completed by a team of artists, landscape architects and structural engineers (if needed for wind loading and foundation design).
- Multiple concepts may be provided as part of on-going engagement or selection, as desired.
- Provide interpretive signage, seating areas, and path connection to support the interactive nature of the sundial.

2. Replace existing pedestrian bridge

- Retain structural engineer for bridge and abutment design. Follow all recommendations from the Geotechnical Report.
- Retain civil engineer to assist with bridge design to ensure clearances are met to satisfy hydrological requirements.

3. Upgrade the Plaza area surrounding the PSM Park Centre

- Redesign the Plaza and other areas around the Park Centre as part of re-surfacing upgrades and bosque revitalization. Consider vehicle access and barriers, bike parking, pedestrian plaza entrance and seating, connection to the lakefront plaza area, planting and soft landscaping, and outdoor site furnishings as part of redesign.
- Design plaza areas as barrier-free, and follow the Stormwater Management Strategy.

4. Replace and provide new electrical servicing
 - Provide electrical servicing and power outlets for permanent festival site, based on Festival Functional Plan recommendations and servicing studies.
 - Provide upgraded pedestrian lighting surrounding the lake walk, and priority pedestrian areas such as entrances.
 - Provide power connections for flexible winter lighting areas.
5. Construct the new west entrance and parking lot
 - Align new entrance design with east entrance layout and aesthetic.
 - Design parking areas to respond to parking capacity analysis.
 - Vegetate with trees / shrub / perennial planting as part of green stormwater infrastructure, and to provide shade to mitigate heat island effect.
6. Replace irrigation
 - Undertake a comprehensive and detailed irrigation design. Evaluate onsite rainwater storage and non-potable sources as part of design process.
 - Maximize water efficiency and explore sustainable water use.
7. Complete primary re-surfacing and trail widening for priority areas and areas requiring maintenance / upgrades
 - Provide respite seating areas and site furnishings.
8. Fabricate wayfinding and interpretive signage
 - Priority signage may include all wayfinding signage throughout the Park, and key interpretive signs for existing and new implemented areas.

5.2.3 Phase 3: Continued Improvement and Re-development (5-8 Years)

1. Provide new picnic shelter complete with washrooms
 - Design to match the existing renovated picnic shelter; the structure may be designed with its own identity with unique colours and signage.
2. Develop the Northeast recreational hub
 - Relocate horseshoe pits and provide accessible surfacing and seating.
 - Revitalize / relocate mini golf course.
 - Provide fitness obstacle course and nodes. Implementation may be part of fitness equipment funding.
 - Implement washroom servicing and any suitable water stations for the area.

3. Add pedestrian access to Northeast Area entrance
 - Modify fencing and develop additional trails to connect the entrance to 59th Avenue location.
 - Work with appropriate municipal departments for pedestrian crossings to connect to east sidewalk.
4. Implement Sculptural Garden and trail node
 - Working with a landscape architect, design a series of topographical mounds and walkways to support a meandering garden design.
 - Select areas that may feature artwork from the Public Art Program, or art that may be permanently placed.
 - Add seating nodes and site furnishings throughout.
 - Trail node feature to be explored further through land artist and landscape architect team.
 - Construct trail node to connect to existing network.
5. Implement Formal Garden revitalization
 - Develop Formal Garden design, coordinated with maintenance capacity.
 - Include Irrigation system for establishment.
6. Develop and construct the Children’s Sensory Garden
 - Working with local schools and art workshops, develop a concept plan based on child-based engagement.
 - Implement as separate projects or in connection to the natural Formal Gardens and new nature playground design.
7. Construct Wetland Gardens
 - Based on the topographical survey, hydrological report and Stormwater Drainage Strategy, identify suitable areas along the existing channel for new wetland gardens.
 - Create a concept illustrating wetland interventions, lookout and viewing areas, walkways, interactive spaces, and seating.
 - Locate and design bridges; new bridges should match the newly replaced pedestrian bridge; consider boardwalks as an alternative crossing or edge treatment.
8. Construct Festival Parking and Establish Pedestrian Access
 - Revise edges of existing granular lot to accommodate efficient parking based on anticipated festival capacities. Follow recommendations and findings from the Festival Functional Plan.
 - Pavement is not required for festival lot. Parking barriers and vehicle curbs should be provided to identify parking stalls and provide vehicle control.
 - Add a tackifier to parking lot for dust control, as needed.
 - Add formalized walkway access from 63rd Ave.

9. Renovate the PSM Park Centre to add Café and equipment rentals

- Consult with Architect for feasibility review for café renovations and rental areas; add kitchen, storage and seating areas.
- Review accessibility. Implement improvements to the building to bring up to current accessibility standards and best practices.
- Provide seating for interior and patio areas; provide shade with umbrellas or other shade structures as needed.

10. Commission and install Wind Sculpture / Art Feature

- Review options for commissioned or purchased wind sculptures.
- Work with a structural engineer for wind loading and foundation design and consult with environmental professionals to ensure sculptures do not pose a threat to birds.

11. New Event Stage and accessible washrooms

- Following the Festival Functional Plan, review event stage and accessible washroom location, functions and sizes suited to the current and potential future uses for the Park.
- Retain Architect to design stage and other structures to match a similar aesthetic to existing buildings.

12. Provide additional primary and secondary trails

- Construct primary and secondary trails. Work with landscape architect on layout and grading plans to ensure trail follows low-impact, accessible and feasible routes, especially through forested and low areas.

13. Continue implementation of wayfinding and interpretative signage

- Continue to implement wayfinding and interpretive signage through final landscape and art projects, as well as other potential spaces.

14. Implement Christmas and winter lighting display program

- Select a sub-committee responsible for winter lighting program within BMASP.
- Retain a lighting designer/engineer to provide a detailed lighting plan, showing light types, lighting configurations and options within the Park. Review light technology and controls as a way of creating light performances and colour variations.

15. Sculpture and Art Allowance

- For feature areas, work with local and national artists to commission and/or purchase pieces for designated areas of the Park.
- Large sculptures may require a team of other consultants to ensure the project's success, including but not limited to structural and electrical engineers and landscape architects.

5.2.4 Phase 4: Fulfillment (8-10+ years)

1. Northeast Recreation Hub Washrooms

- Retain Architect to design washrooms to match a similar aesthetic to existing buildings/structures.
- A water fountain attached to the building should be provided.

2. Additional Core Parking

- If additional parking is required, use the middle aisle of the east entrance drive for new stall locations.
- Convert swale to a bioswale area. Provide mix of water-loving shrubs and perennials, and trees within the central areas for green stormwater infrastructure
- This area of parking could be used for additional accessible parking, and electric charging stations.

3. Core playground replacement

- Replace existing playground with natural inclusive playground, complete with seating areas, a diversity of play surfacing. Include accessible access, lighting and shade.

4. Viewing Plaza, Lakefront Walk and Docks complete with Wetland Demonstration Garden, Boat House

- Develop concept and detailed design plans to formalize the design of the lake plaza area for the Park. A full consultant team is anticipated.
- Implement the design as one phase to ensure continuity.
- Add interpretive signage where allocated.

5. Enhance and expand Pump Track

- Expand pump track as demands grow to incorporate additional track space, seating and lighting areas.

6. Christmas Lighting Displays – Continued Implementation

- Expand lighting displays as funding allows to achieve goals for the lighting program.

7. Sculpture and Art Allowance – Continued Implementation

- Continue to acquire sculptures and work with local artists as desired for noted sculptural settings.



SECTION 6

6.0 FINANCIAL SUMMARY

6.1 Capital Cost Budget Estimate

Estimated Capital Costs included in the table below are Rough Order of Magnitude, and based on 2023 dollars. This costing is based upon similar construction projects, current market values, and consultation fees with appropriate consultants, local trades and suppliers. Contingencies set at 25% are include to buffer the current volatile market pricing and high inflation rates.

The costs below are intended to provide a guide to the scope of the work and assist with the budgeting and phasing of proposed work. They are not representative of actual costs to complete the Work. Within each implementation phase, more rationalized detailed design and additional cost estimation based on the current market conditions is needed to determine more accurate opinion of probable costs.

PHASE 1: Establishment (Years 1 - 2)		Estimated Costs
Cultivate existing partnerships and establish new partnerships		\$5,000
Commission prerequisite reports, feasibility studies & master planning		\$160,000
Acquire land from Lakeland College		\$10,000
Plant orchard trees in partnership with food banks, festivals, etc.		\$10,000
Replace end of life and vandalized site furniture and features		\$50,000
Permanently move soccer field to new location.		\$1,000
Improve trail quality, provide re-surfacing, path widening and respite seating for priority areas		\$140,000
Upgrade gazebo area		\$7,500
Revitalize the Community Garden		\$30,000
Upgrade the existing playground with new junior equipment, surfacing and seating		\$40,000
Implement additional winter programming		\$50,000
Design wayfinding & Interpretive signage		\$50,000
	Phase 1 Subtotal:	\$553,500
	Contingency (25%):	\$138,375
	PHASE 1 TOTAL:	\$691,875

PHASE 2: Enhancement (Years 1 - 5)		Estimated Costs
Revitalize the Sundial		\$60,000
Replace existing pedestrian bridge		\$200,000
Upgrade the Plaza area surrounding the PSM Park Centre		\$1,400,000
Replace and provide new electrical servicing		\$600,000
Construct the new west entrance and parking lot		\$700,000
Replace irrigation		\$260,000
Complete primary re-surfacing & trail widening for priority areas and areas requiring maintenance / upgrades		\$160,000
Fabricate and partial install wayfinding & interpretive signage		\$60,000
	Phase 2 Subtotal:	\$3,440,000
	Contingency (25%):	\$860,000
	Consultant Fees:	\$430,000
	PHASE 2 TOTAL:	\$4,730,000

PHASE 3: Continued Improvements (Years 5 - 8)		Estimated Costs
Provide new picnic shelter complete with washrooms		\$200,000
Develop the Northeast recreational hub		\$300,000
Add pedestrian access to Northeast Area entrance		\$5,000
Implement Sculptural Garden and trail node		\$60,000
Implement Formal Garden revitalization		\$250,000
Develop and construct the Children's Sensory Garden		\$250,000
Construct Wetland Gardens		\$650,000
Construct Festival Parking and Establish Pedestrian Access		\$60,000
Renovate the PSM Park Centre to add Café and equipment rentals		\$250,000
Commission and install Wind Sculpture / Art Feature		\$150,000
New Event Stage and accessible washrooms		\$300,000
Provide additional primary and secondary trails		\$220,000
Continue implementation of wayfinding and interpretative signage		\$10,000
Implement Christmas and winter lighting display program		\$200,000
Sculpture and Art Allowance		\$150,000
	Phase 3 Subtotal:	\$3,055,000
	Contingency (25%)	\$763,750
	Consultant Fees	\$381,875
	PHASE 3 TOTAL:	\$4,200,625

PHASE 4: Fulfillment (Years 8 - 10+)		Estimated Costs
Northeast Recreation Hub Washrooms		\$150,000
Additional Core Parking		\$160,000
Core playground replacement		\$800,000
Viewing Plaza, Lakefront Walk and Docks complete with Wetland Demonstration Garden, Boat House		\$2,000,000
Enhance and expand Pump Track		\$30,000
Christmas Lighting Displays - Continued Implementation		\$50,000
Sculpture and Art Allowance - Continued Implementation		\$100,000
	Phase 4 Subtotal:	\$3,290,000
	Contingency (25%):	\$822,500
	Consultant Fees:	\$411,250
	PHASE 4 TOTAL:	\$4,523,750

TOTAL ESTIMATED COST OF IMPLEMENTATION		Estimated Costs
Phase 1 Total		\$691,875
Phase 2 Total		\$4,730,000
Phase 3 Total		\$4,200,625
Phase 4 Total		\$4,523,750
TOTAL PHASES		\$14,146,250

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SECTION 7

7.0 CONCLUSION

Bud Miller All-Seasons Park is a cherished resource for the community of Lloydminster and surrounding area. The Park prioritizing social and physical connections, and effectively provides accessible neighbourhood recreation and park open spaces. This forward-thinking Master Plan prioritizes protecting existing forests, focuses on sustainable and inclusive design, and enhances recreational opportunities for all users. When implemented, the fully realized Master Plan will establish Bud Miller All-Season's Park as an advanced and progressive park, with an enhanced sense of place and identity.

The 10-year timeframe of the Master Plan is realistic, from both a capital planning and implementation perspective, and will enable the City of Lloydminster to fully realize the potential of Bud Miller All-Seasons Park for current and future generations.

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SECTION 8

8.0 APPENDICES

2023-04-18

Bud Miller All Seasons Park Master Plan

Secondary Stakeholder Engagement Summary

Phase 4 – Stakeholder Consultation

The stakeholder engagement process to develop a Bud Miller All Seasons Park Master Plan has come to a close. On April 3rd (virtual) and April 5th, 2023, Crosby Hanna & Associates conducted 3 stakeholder consultation sessions with the Project Steering Committee, Council and Executive Leadership Team, Internal stakeholders, and invited key public stakeholders and adjacent Lloydminster community to review the preliminary Bud Miller All Seasons Park master plan.

A preliminary master plan design was presented to stakeholders, followed by general feedback, and noted revisions to address priorities, concerns, and representation. Feedback provided by stakeholders in this phase of engagement will guide the Master Plan, suitable for presentation to the Public as part of the scheduled Open House in Mid-May, 2023.

Stakeholder List

Phase 2 and Phase 4

City of Lloydminster

- Steering Committee
- Council Members
- Executive Leadership Team (ELT)
- Administration

Internal Departments

- Parks
- Community Services
- Communications
- Economic Development
- Planning
- Operations
- Maintenance
- Engineering services
- Recreation and Culture

Select Public Stakeholders

- Lakeland College
- Lloydminster Rowing Club
- Lloydminster Runners
- Lloydminster Catholic School Division
- Terry Fox Run
- AMJ Lloydminster

- Community Garden

Project Discussions / Revisions

North-East Area:

- **Mini Golf:**
 - Existing mini golf to remain on plan. remove/shift proposed community garden parking lot and show future potential mini-golf re-location.
 - Concerns noted with proposed new mini golf location - maybe worse for vandalism?
 - Potential to move mini golf to Lloyd place site (Aurora), outside of BMASP.
- **Community Garden:**
 - Show existing garden shed on site.
 - Provide raised garden beds for better accessibility.
 - Community gardens are in high demand. Lakeland College stakeholder notes possibility to extend community garden into their north property.
- **Disc Golf:** Holes might be too short, is this the right location for disc golf? Perhaps a better course could be provided outside of BMASP.
- **Outdoor Fitness Area:** An outdoor gym already exists a couple blocks away and is not well used by the public. preference towards a outdoor fitness obstacle course, or fitness nodes along trails.
- **Orchard:** Shift east, remove first two rows (existing community garden space).
- **Sculptural garden:** might become a 'trail node' however there are concerns that this would become a hangout spot if there isn't through traffic.
- **Sundial:**
 - Sundial Revitalization Options to be provided as part of public survey at time of Open House.
 - Possibility to incorporate the sundial within the sculptural garden.
 - Consider other sculptures within the sculptural garden.
- **General:**
 - Add pedestrian access at North point of park from 59th Ave.
 - Add barrier free picnic tables and access.
 - Show rest stations along pathways.
 - Move proposed recreational hub washrooms east of volleyball courts for better servicing.

North-West Area:

- **Wetland Garden:**
 - Will help with water quality; water quality isn't a major concern for boat access.
 - Will help stormwater drain other low areas within the Park.
- **Childrens' Garden and Natural Garden Space:**
 - Could be a pollinator garden.
 - Potential for indigenous garden (could also be included in community garden) Mrs. Young potential Indigenous contact.
- **Gazebo area:**
 - Remove washrooms.
 - Gazebo revitalization is a low priority; could replace with a minor structure instead.
 - Could be an additional picnicking area (non-sheltered).

- **General:** Accessible pedestrian entrance into Park from Parkview will be important to the existing continuing care centre and proposed senior living.

South-West and Expansion Area:

- **Festival Space:** Provide more information on how this area is used outside of an event – needs to be multi-purpose.
- **Festival / special event parking:** Could be smaller scale.
- **Additional Expansion Area Parking:** remove washroom.
- **Off-Leash Dog Park:**
 - Dog park needs to be fenced; a recent fatal incident with a deer in the park.
 - The existing proposed location is a low area. Consider dryer locations and/or grading/drainage options for wet areas.
- **Wildlife Corridor:**
 - Put an Asterix beside 300m; CHA to review corridor requirements and/or recommended environmental studies for consideration.
- **General/Other:**
 - No opportunity to fit cricket pitches in current Park footprint.
 - Opportunity to include Corn Maze as seasonal feature.
 - Future potential Toboggan hill recommendations in Master Plan document.
 - Consideration to add Domes for camping experiences (Similar to Kananaskis Elevated Escapes and Elk Island).

Core Area:

- **Lake Access:**
 - No desire for swimming.
 - Boating on the lake appears to be desired. Community members can bring their own equipment with the option to rent.
- **Skating Trails:**
 - Trails on lake.
 - Remove layout on master plan drawing, locations t.b.d.
 - Safe trails will need lighting / seasonal lighting.
- **General/Other:**
 - Note Bioclean Aquatic Centre has separate feasibility study as part of report.
 - Considerations to keep rental equipment personnel inside PSM centre only.
 - Dock / lookout could be phased approach – confirm skating access is maintained
 - Consider an outdoor oven for gathering space.

All Areas:

- Bike parking considerations to be included in the Master Plan.
- Respite seating along the trails.
- Sculptural art should generally work with context of Park areas, and not necessarily part of the art program.

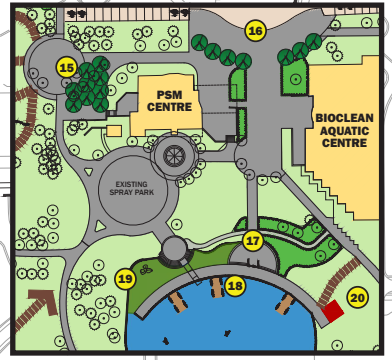
Alcohol Licensing:

- Questions about alcohol licensing in the Park to be part of public survey as part of Open House.
- Council and ELT to review and approve draft questions prior to final survey.



- LEGEND**
- 1 Community garden and potential expansion area
 - 2 New community orchard
 - 3 Additional Entrance from 59 Ave
 - 4 New picnic shelter c/w washrooms
 - 5 New accessible picnic areas
 - 6 Relocated & revitalized horseshoes
 - 7 Potential future relocated mini golf area
 - 8 New all-season washrooms
 - 9 New fitness obstacle course and/or fitness nodes
 - 10 Revitalized Sundial
 - 11 New sculptural garden with trail node
 - 12 New inclusive natural playground
 - 13 New children's garden
 - 14 Revitalized formal natural gardens
 - 15 Revitalized bosque / outdoor gathering space
 - 16 Revitalized entry plaza
 - 17 New viewing plaza c/w built in seating
 - 18 New lakefront walk c/w docks
 - 19 New wetland garden
 - 20 New boat house - rentals
 - 21 New wind sculpture
 - 22 New picnic shelters
 - 23 New wetland garden
 - 24 New pedestrian bridges
 - 25 New pedestrian and controlled festival access
 - 26 Revitalized parking for festivals/special events
 - 27 Relocated soccer field / Overflow event space
 - 28 Permanent festival site
 - 29 New event stage
 - 30 New accessible washrooms
 - 31 Resurfaced paved accessible trails
 - 32 New West entrance off of 75th Ave
 - 33 New Southwest parking Lot
 - 34 Off-leash dog park (fenced - Northwest option)
 - 35 Off-leash dog park (fenced - Southwest option)
 - 36 Potential future development
 - 37 Recommended wildlife corridor

- Existing Buildings
- Existing Road and Parking Lot
- Existing Forested Areas
- Proposed Buildings/Structures
- Proposed Roadways
- Proposed Maintenance/Control Access
- Proposed Resurfaced Trails
- Proposed Paved Trails
- Proposed Granular Trails
- Proposed Trees (Single)
- Proposed Planting



BUD MILLER ALL SEASONS PARK - MASTER PLAN

NORTH EAST PARK AREA



The North East area is defined by the main entrance into the Park, a naturalized forest with trails and picnicking areas, community gardens and tree nursery, and recreation amenities such as volleyball, tennis, mini golf, softball and disc golf. A large sundial feature is also located within this area.

This Plan shows a new pedestrian entrance at the northern most part of the site for communities north and east of the park.

The Plan looks to make the Park more inclusive through the addition of a picnic shelter, all-season accessible washrooms, accessible picnic tables and wheelchair-accessible sites, and raised community garden beds for lower-mobility users.

Creating a designated recreation area surrounding the tennis and volleyball courts will provide a hub of activity, distributing the intensive use of the core area of the Park. A fitness obstacle course will provide a space for training, programmed and unprogrammed fitness use, and warm-ups for runs and adjacent sport courts. It is proposed that disc golf is moved elsewhere off-site to provide a suitable and optimized course design.

Fitness nodes along trails are also proposed, adding an element of circuit-based fitness throughout the North-east area of the Park.

Adding a sculptural garden adjacent to a revitalized or re-envisioned sun dial, complete with meandering paths, playful topography and seating areas will provide a maze like garden suited for sculptural elements, imaginative play, fitness, respite and land art.



- LEGEND**
- A** Community garden and potential expansion area
 - B** New community orchard
 - C** Additional pedestrian entrance from 59th Ave
 - D** New picnic shelter c/w washrooms
 - E** New accessible picnic areas
 - F** Relocated and revitalized horseshoes
 - G** Potential future mini golf area
 - H** New all-season washrooms
 - I** New fitness obstacle course and/or fitness nodes
 - J** Revitalized Sundial
 - K** New sculptural garden with trail node
 - L** Fenced off-leash dog park option



A COMMUNITY GARDEN - RAISED BEDS



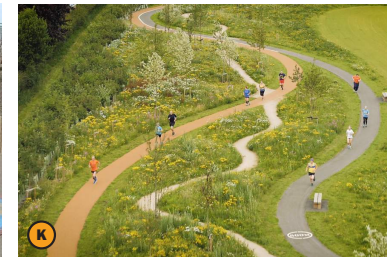
I FITNESS OBSTACLE COURSE



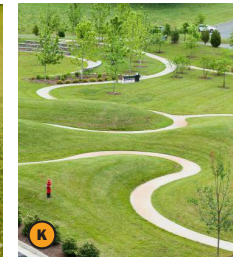
I FITNESS NODES



J RE-IMAGINED SUN DIAL



K SCULPTURAL GARDEN AND WINDING PATHS



K

BUD MILLER ALL SEASONS PARK - MASTER PLAN

NORTH WEST PARK AREA



The North West area is set at the edge of the Parkview neighbourhood and Lake, with continued naturalized forests from the North east portion of the site. Formal gardens and mazes, trails and gazebo provide an experience predominately within tree cover and clearings. Existing recreation amenities include pickle-ball and basketball courts.

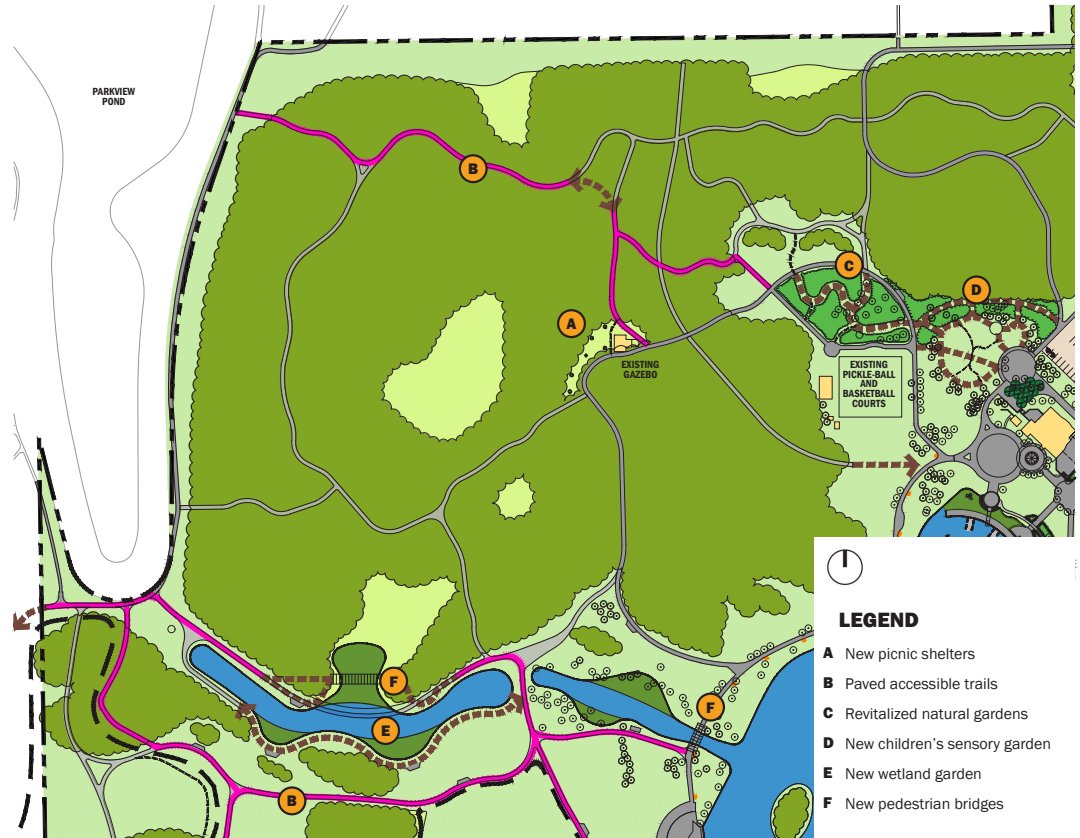
The Master Plan proposes additional picnic sites around the existing gazebo area, and paved granular paths for increased accessible pedestrian access from the Parkview neighbourhood.

Rejuvenating the formal garden area into a set of naturalized gardens, including potential pollinator gardens, woodland gardens, and native planting, will provide a leisurely and seasonally stimulating experience for visitors to the Park. Inspired by drought-tolerant plant species,

formal gardens will increase biodiversity, and connect to the character of the Lloydminster eco-region.

A new children's sensory garden is also proposed to connect the natural gardens to the playground and core area of the Park. Children-sized natural structures, playful sculptures, fun interesting flowers and colourful elements will allow for inclusive play and encourage natural learning.

Modifications to the current pond edges and water channels, and development of formal pathways, seating areas, and water edge access points, provide an ideal opportunity to develop intentional wetland gardens. These gardens will help increase biodiversity, improve stormwater management functions, and can be a key interpretive feature to highlight the importance of wetlands as a response to climate-sensitive design.



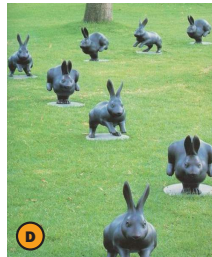
NATURAL GARDEN



NATURAL GARDEN



CHILDREN'S SENSORY GARDEN



CHILDREN'S SENSORY GARDEN



CHILDREN'S SENSORY GARDEN



WETLAND GARDEN



NEW BRIDGE

BUD MILLER ALL SEASONS PARK - MASTER PLAN

CORE PARK AREA



The Core area of the Park is set within the centre of the site, and is defined by high-intensity use and dense development. The existing PSM Centre, BioClean Aquatic Centre, and lake help shape plaza spaces, spray park and play areas, and extend views out towards the water. The PSM Centre is a major building for the Park, hosting places for winter warm-up, washrooms, programming and rentals.

Additional parking at the main entrance parking lot will also include a bioswale and permeable paving as part of stormwater management.

Set under a bosque of trees, the Master Plan proposes a central location for gathering, eating, and drinking as a component to the proposed PSM Centre Café. Dedicated areas for seating within the core playground are also shown to provide spaces for rest, gathering, and shade.

A new lookout and built-in seating area at the lakefront is proposed, guiding views along the central axis of the entrance drive, towards the lake, and offering a fantastic spot next to the water. This new lookout and seating area are connected to a lakefront walk with soft launch docks, and the potential for rental boating equipment will fill the lake with activity.

The Master Plan proposes maintaining a naturalized edge, and creating a shallow wetland demonstration garden for transitional aquatic plants and habitat suited for both terrestrial and aquatic life. Large boulders set at the centre of the shallow area provide places for ducks and other wildlife to perch, providing opportunities for safe and memorable wildlife viewing.



LEGEND

- A** Additional parking and bioswale
- B** Revitalized plaza c/w bike parking
- C** Revitalized bosque / outdoor gathering space
- D** New equipment rentals
- E** New PSM Centre Café
- F** New future inclusive natural playground
- G** New viewing plaza c/w built-in seating
- H** New lakefront walk c/w docks
- I** New wetland demonstration garden
- J** New boat house equipment building
- K** New wind sculptures
- L** New lake walk pedestrian lighting



LAKEFRONT WALK AND WETLAND GARDEN



LAKEFRONT WALK AND DOCKS



BOATING ON LAKE



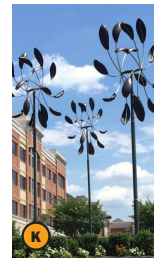
REVITALIZED BOSQUE - OUTDOOR GATHERING



NATURE PLAYGROUND



LIGHTING



WIND SCULPTURES

BUD MILLER ALL SEASONS PARK - MASTER PLAN

WINTER LIGHTING AND PROGRAMMING



Embracing winter is a way of improving livability for residents through long dark and cold months, with many Canadian cities adopting winter-specific design principles to support year-round programming and encourage getting outdoors.

Adding heaters, fire tables and offering warm food and drink from the proposed PSM Centre Café can quickly transform gathering spaces such as the new proposed bosque and existing patio, into all-season destinations.

Additional winter recreation opportunities include a new skating trail and addition of Crockicurl. Set within forested areas, a new scenic skating trail is proposed as an added experience for winter use, with the addition of wind protection and lighting for skaters. Crockicurl, a newly

invented Canadian winter sport that combines curling and crokinole, has been taken up by many Winter cities. Compact and easy to set up, Crockicurl is an accessible winter activity that can be played by all ages and abilities.

Providing a Christmas and/or winter lighting display within the Park is a proposed family friendly winter program. Whether it is to provide a lighting festival or simply a display, BMASP is a fitting location for park visitors to see the Park in a new light, and extend the use of the park by pedestrians through light trails and gardens.



LEGEND

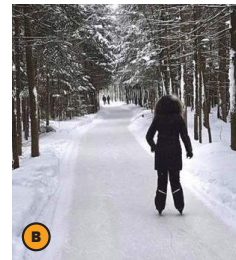
- A** Winter patios for hot food and drinks
- B** Pond skating and new skating trail
- C** Skating warm up and skate rental
- D** Crockicurl
- E** Garden winter lighting
- F** Light post christmas lighting



A WINTER GATHERING



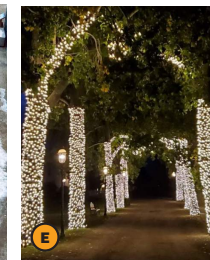
B E SKATING TRAIL AND FESTIVE LIGHTING



B SKATING TRAIL



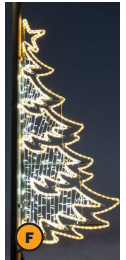
D CROKICURL



E GARDEN WINTER LIGHTING



E



F CHRISTMAS

BUD MILLER ALL SEASONS PARK - MASTER PLAN

SOUTH WEST PARK AREA AND EXPANSION



The South West area encompasses the southern portion of the Park lake, and includes the amphitheatre, bridges and drainage channel, and soccer fields on the east side of existing low forested areas. At the south west portion of the property line is an existing granular pump track. The west side of the forested areas is defined by slough areas and natural clearings.

With the success of the 2022 Canada Day event in the South west portion of the Park, the Master Plan proposes to designate this area as a permanent event space, with flexible recreation use outside of festival events.

A proposed permanent stage to support larger performances and music festivals will be positioned at the south portion of the festival site. A permanent accessible washroom north of the stage and close to major pathway is also proposed.

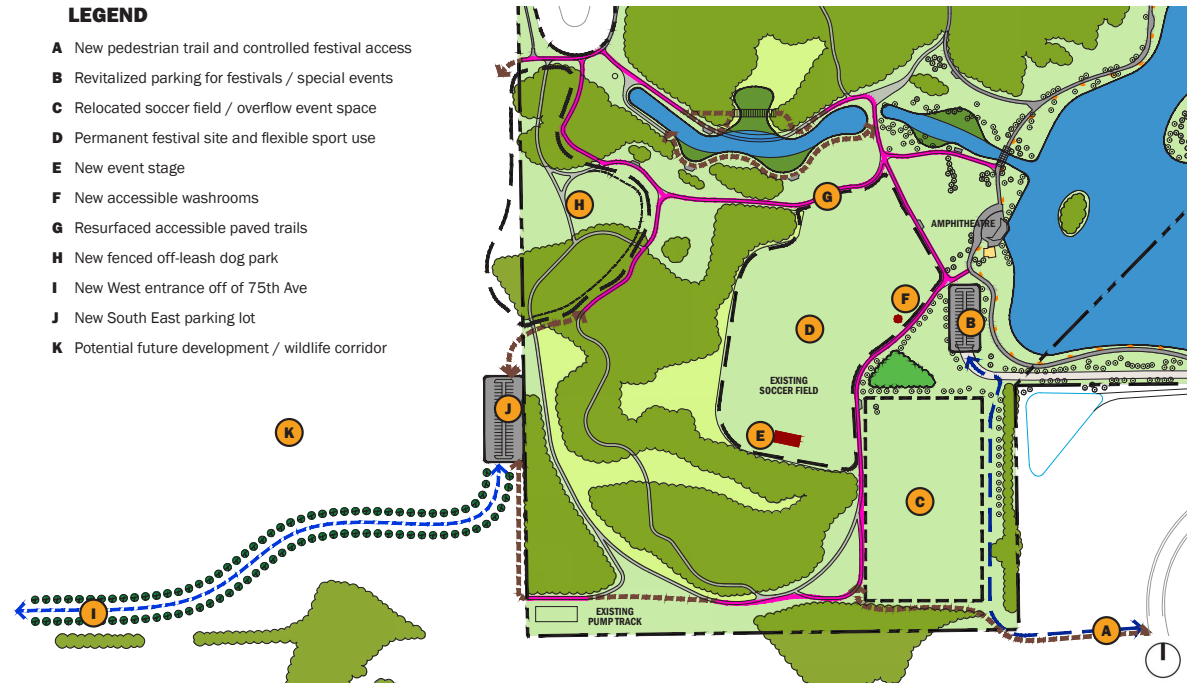
An additional pedestrian entrance is proposed for the Lakeland community. This entrance will also serve as controlled access to allow the function of major and special events.

An off-leash fenced dog park is proposed just south of Parkview lake and Parkview development. This provides a large open space for safe running, and adjacent forested areas for trail walking.

The Expansion Area takes advantage of open land immediately West of the Southwest region of the site, bordered by 75th Ave on the west side. Expanding the site West to 75th Avenue provides a benefit to add additional parking for close access to south-west amenities, and the ability to add park features and uses without encroaching on existing naturalized areas.

LEGEND

- A** New pedestrian trail and controlled festival access
- B** Revitalized parking for festivals / special events
- C** Relocated soccer field / overflow event space
- D** Permanent festival site and flexible sport use
- E** New event stage
- F** New accessible washrooms
- G** Resurfaced accessible paved trails
- H** New fenced off-leash dog park
- I** New West entrance off of 75th Ave
- J** New South East parking lot
- K** Potential future development / wildlife corridor



H OFF-LEASH DOG PARK



G ACCESSIBLE PAVED TRAILS



C D FLEXIBLE RECREATION



D E C CANADA DAY AND LARGE FESTIVALS



D E OTHER SPECIAL EVENTS

BUD MILLER ALL SEASONS PARK - MASTER PLAN

Phase 2 Survey

SURVEY RESPONSE REPORT

20 August 2018 - 28 May 2023

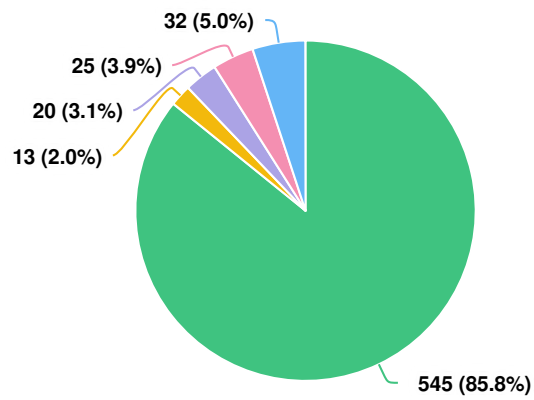
PROJECT NAME:

Bud Miller All Seasons Park Master Plan



SURVEY QUESTIONS

Q1 | Where do you reside?

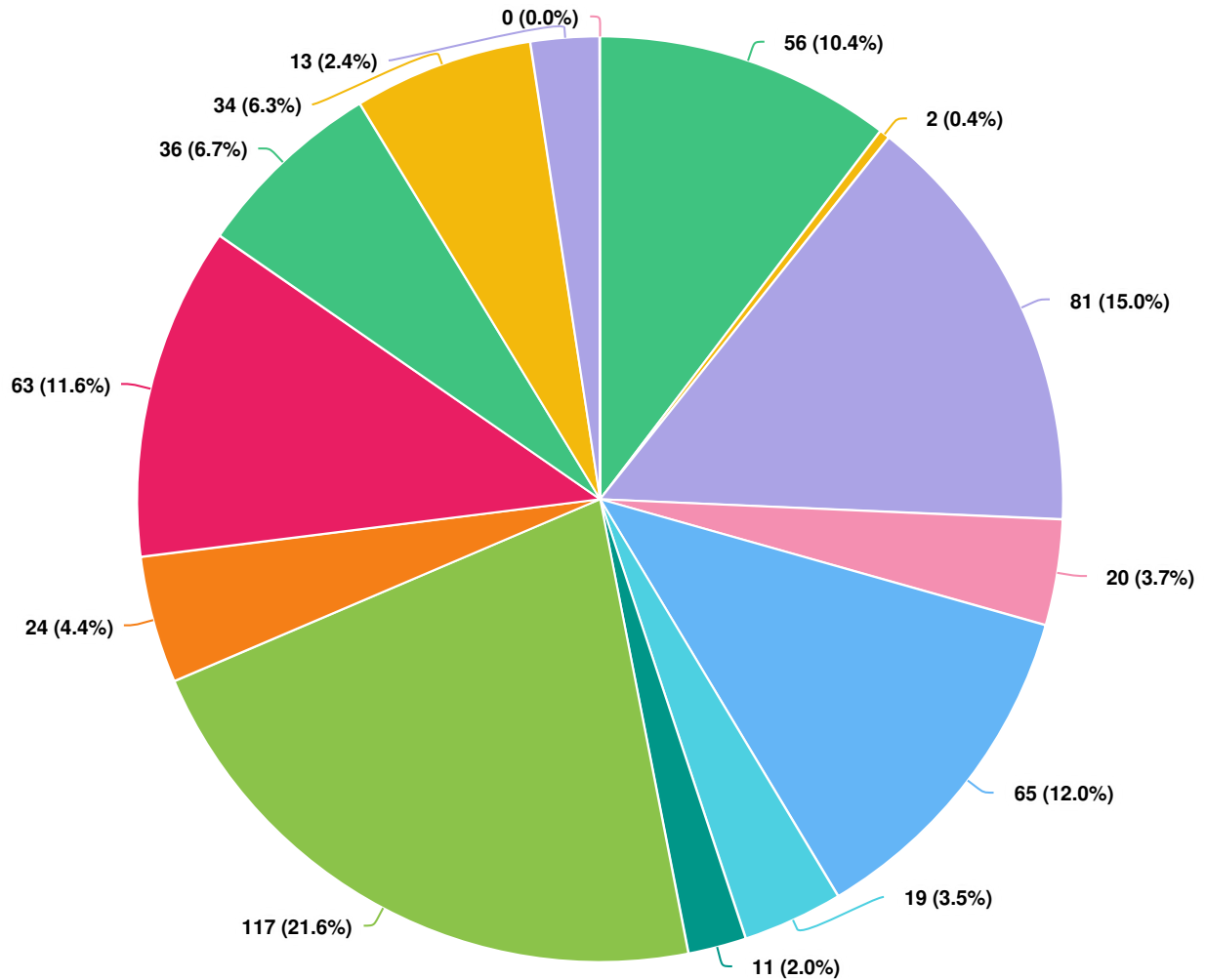


Question options

- Lloydminster Alberta or Saskatchewan
- RM of Britannia
- RM of Wilton
- County of Vermilion River
- Prefer not to disclose

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q2 If Lloydminster, which neighbourhood do you reside in?

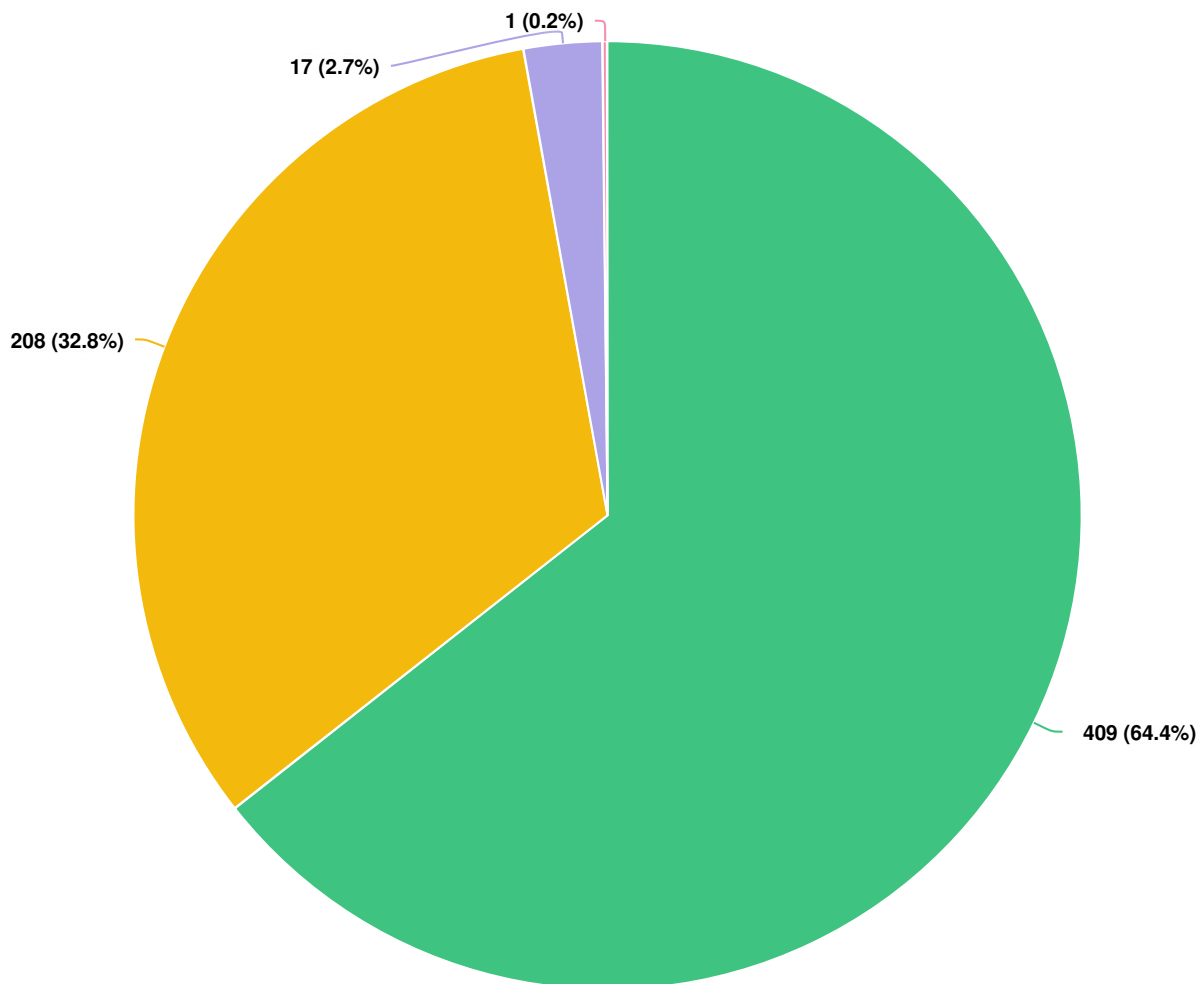


Question options

- Aurora
 Central Business District
 College Park
 East Lloydminster
 Lakeside
 Larson Grove
- North Lloydminster
 Parkview Estates
 Southridge
 Steele Heights
 Wallacefield
 West Lloydminster
- Prefer not to disclose
 North Industrial

Optional question (541 response(s), 94 skipped)
Question type: Radio Button Question

Q3 Please select your gender.

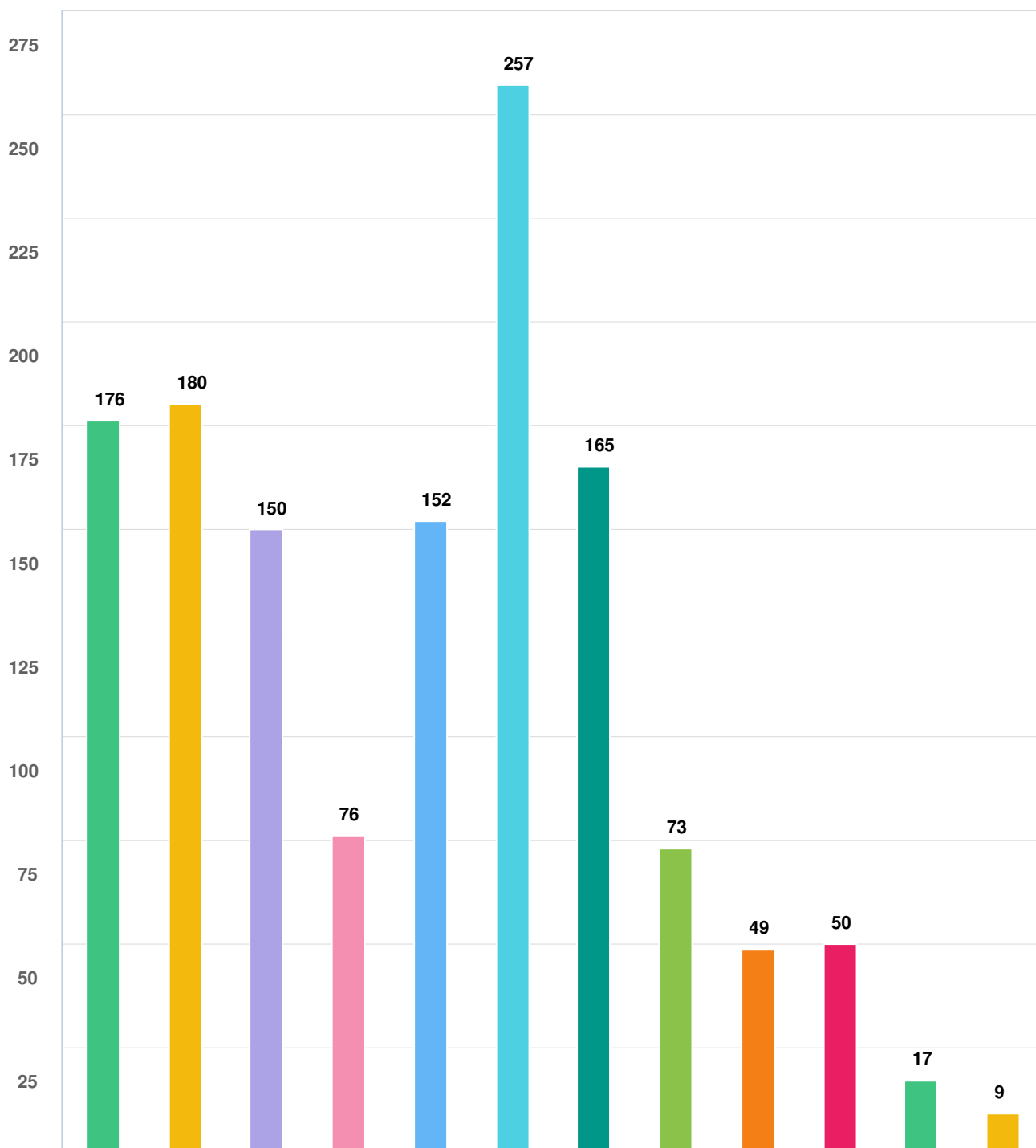


Question options

- Female
- Male
- Prefer not to disclose
- Other (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q4 Including yourself, which of the following age ranges reside within your household?
Please select all that apply.

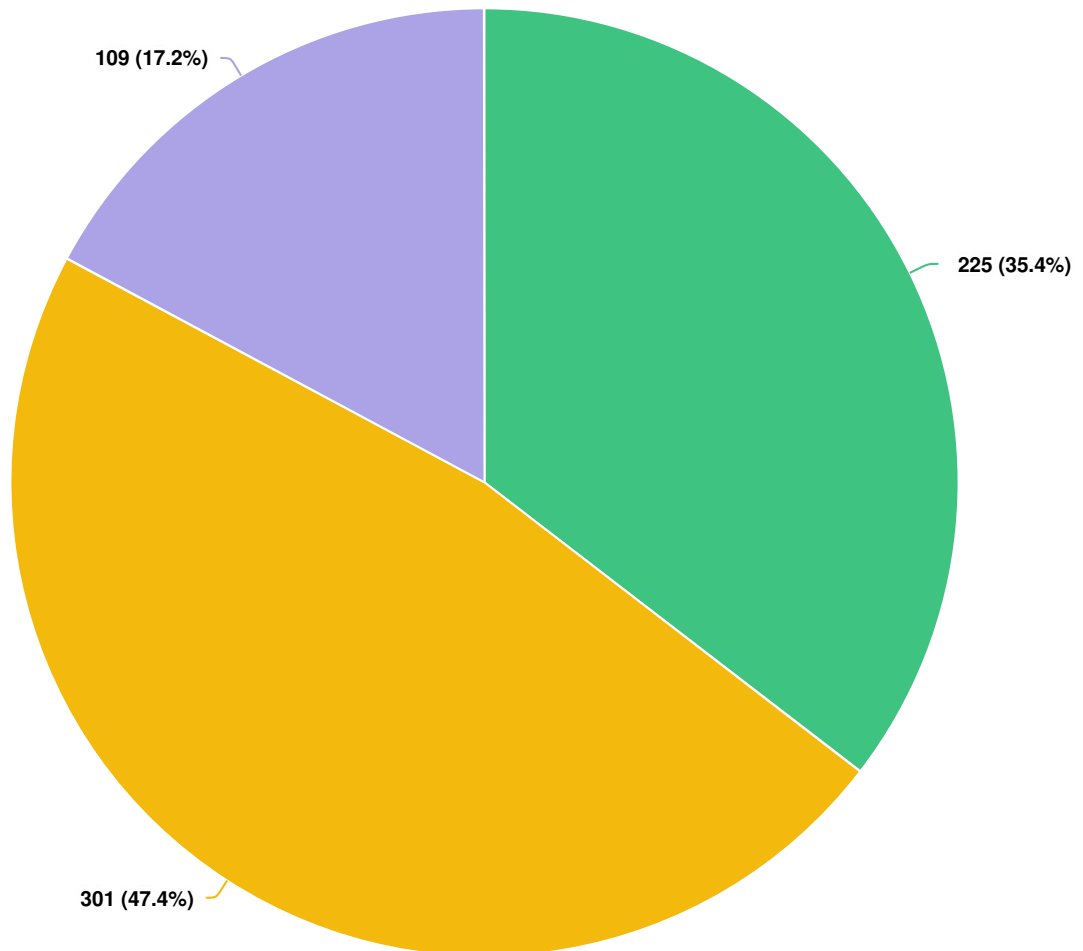


Question options

- 6 and under
- 7 to 12
- 13 to 19
- 20 to 26
- 27 to 33
- 34 to 40
- 41 to 47
- 48 to 54
- 55 to 61
- 62 to 68
- 69 and older
- Prefer not to dispose

Mandatory Question (635 response(s))
Question type: Checkbox Question

Q5 | Did you participate in the Phase 1 Bud Miller All Seasons Park Master Plan engagement (surveys or stakeholder meetings)?

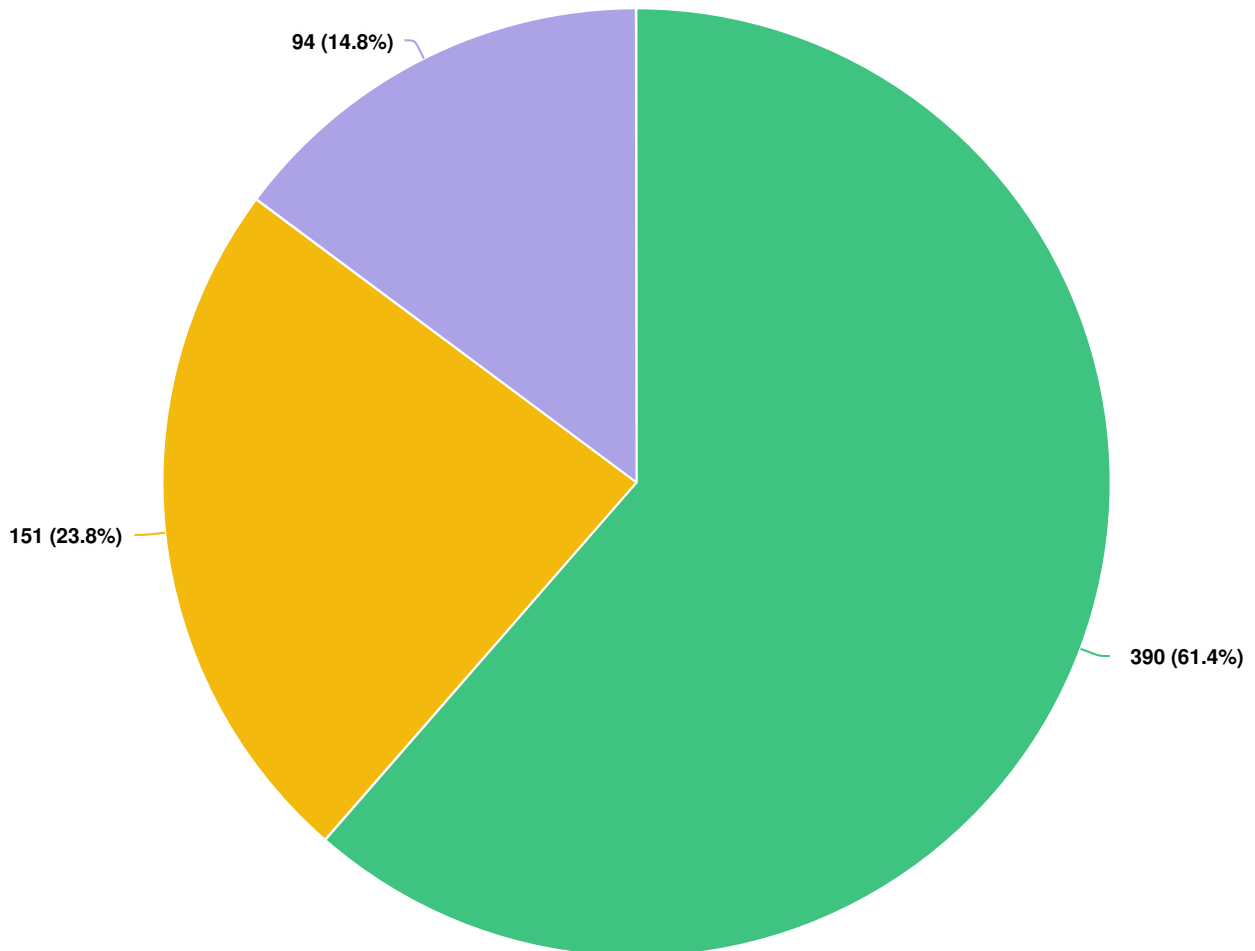


Question options

- Yes
- No
- Prefer not to disclose/Unsure

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q6 | Do you feel that the proposed plan has the appropriate balance of recreational opportunities and natural space/elements?

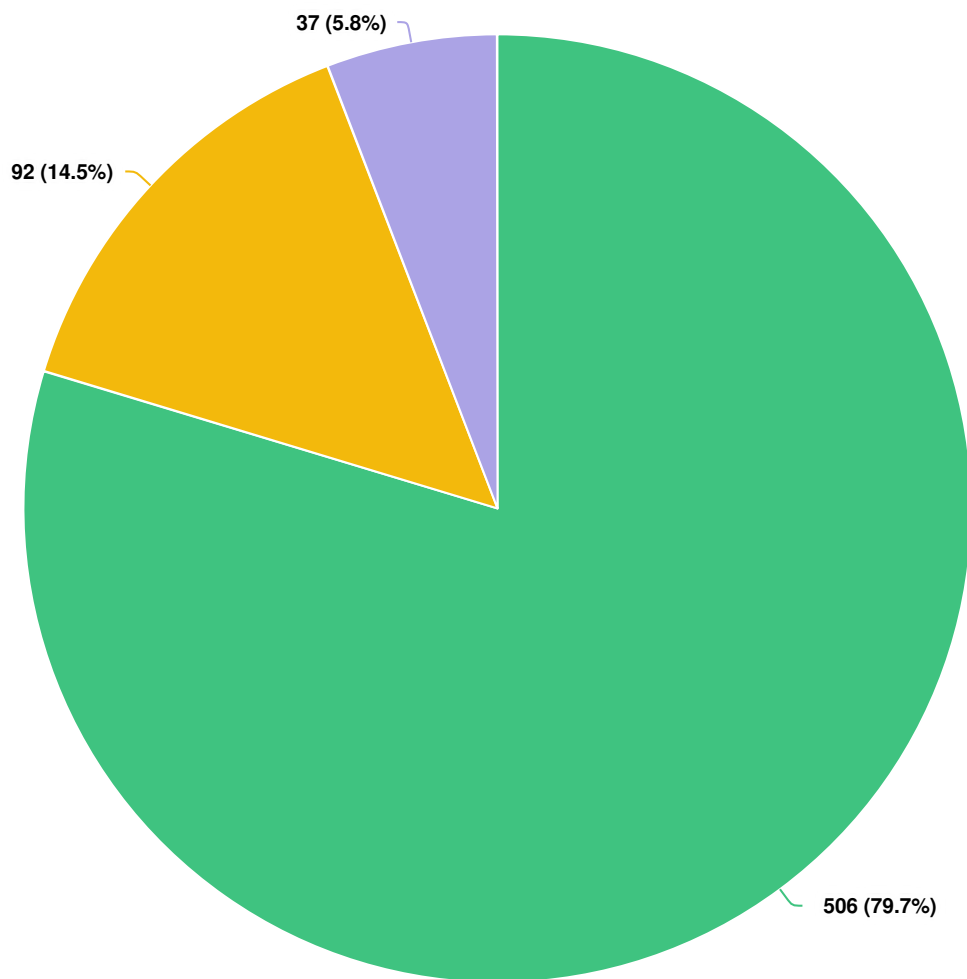


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q7 | The draft plan includes a proposed vehicle entrance from 75th Avenue and a pedestrian entrance from 59 Avenue. Do you believe these entrances will provide sufficient user access to the green space?

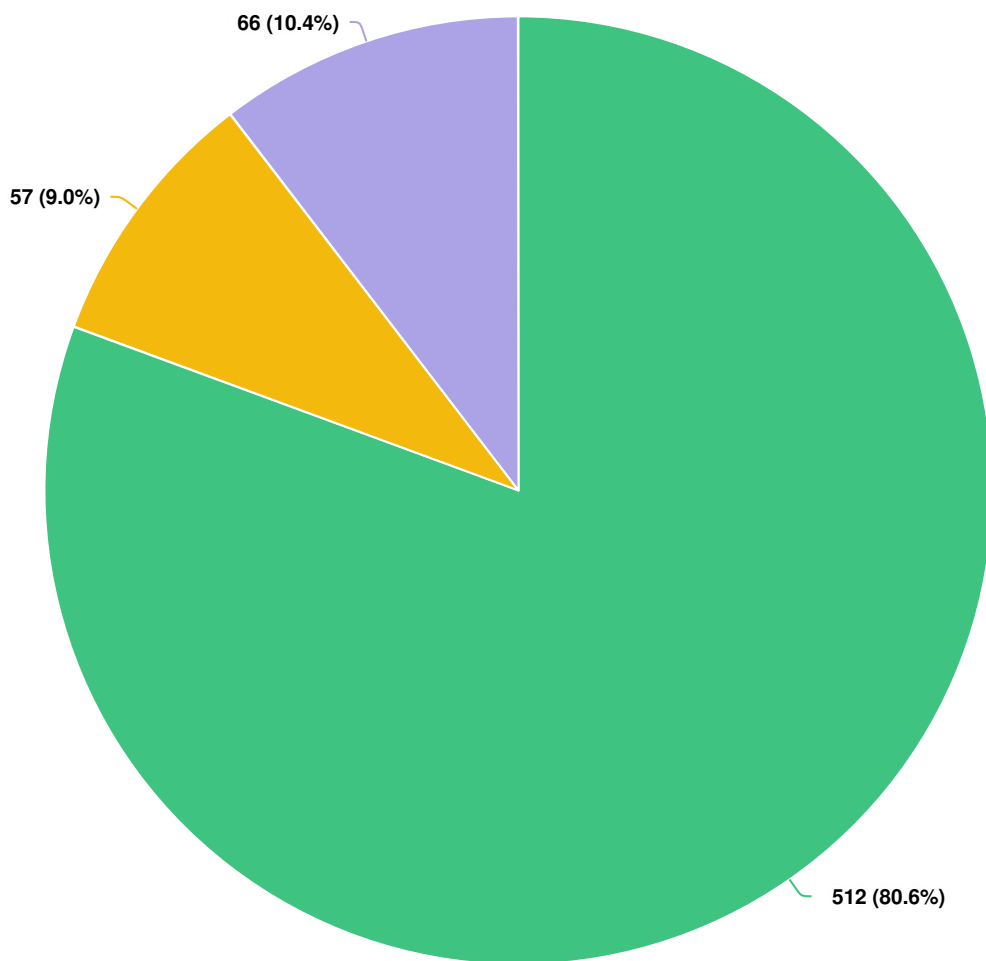


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q8 To enhance accessibility, the draft plan includes paving specific trails throughout the park. These trails are highlighted in pink on the above map. Are you satisfied with the proposed trail enhancements?

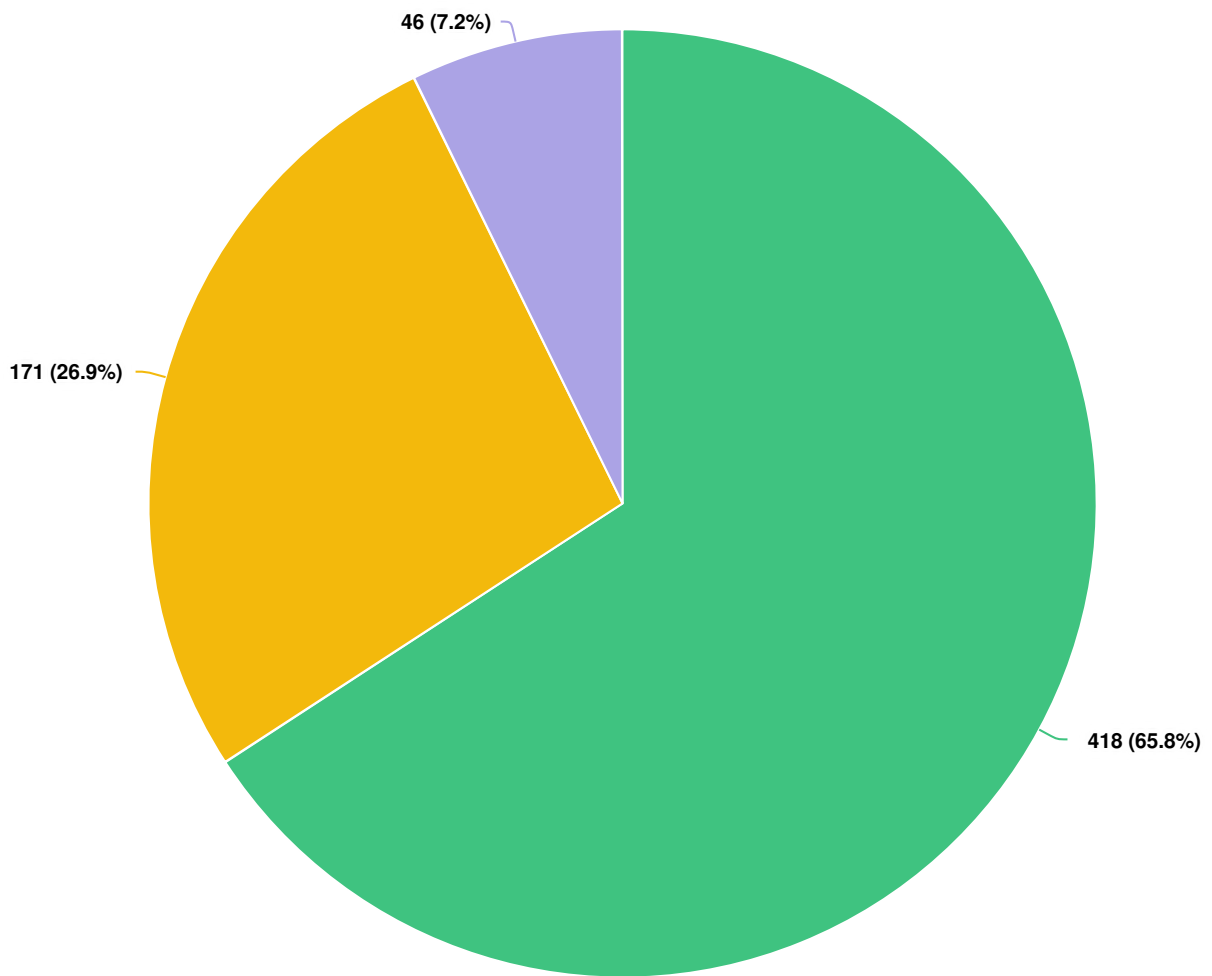


Question options

- Yes
- Unsure
- No (please specify the enhancement you would like to see)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q9 | The proposed plan includes a new permanent festival site in the southeast portion of the park. Do you believe the allocated space will provide adequate room for current and future events?

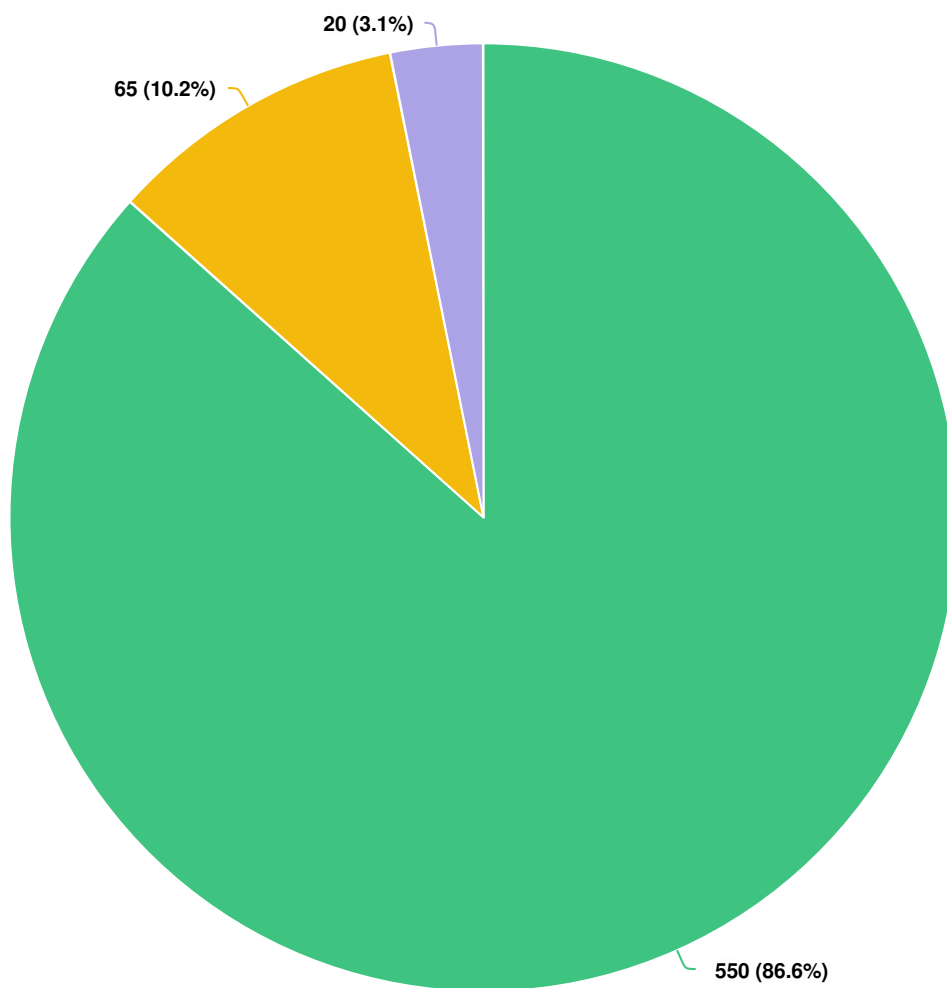


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q10 | The proposed plan aims to enhance washroom use for all users. By converting all existing washrooms to all-season facilities, as well as adding facilities in the northeast area (within the picnic shelter) and the southeast area (near the new permane...

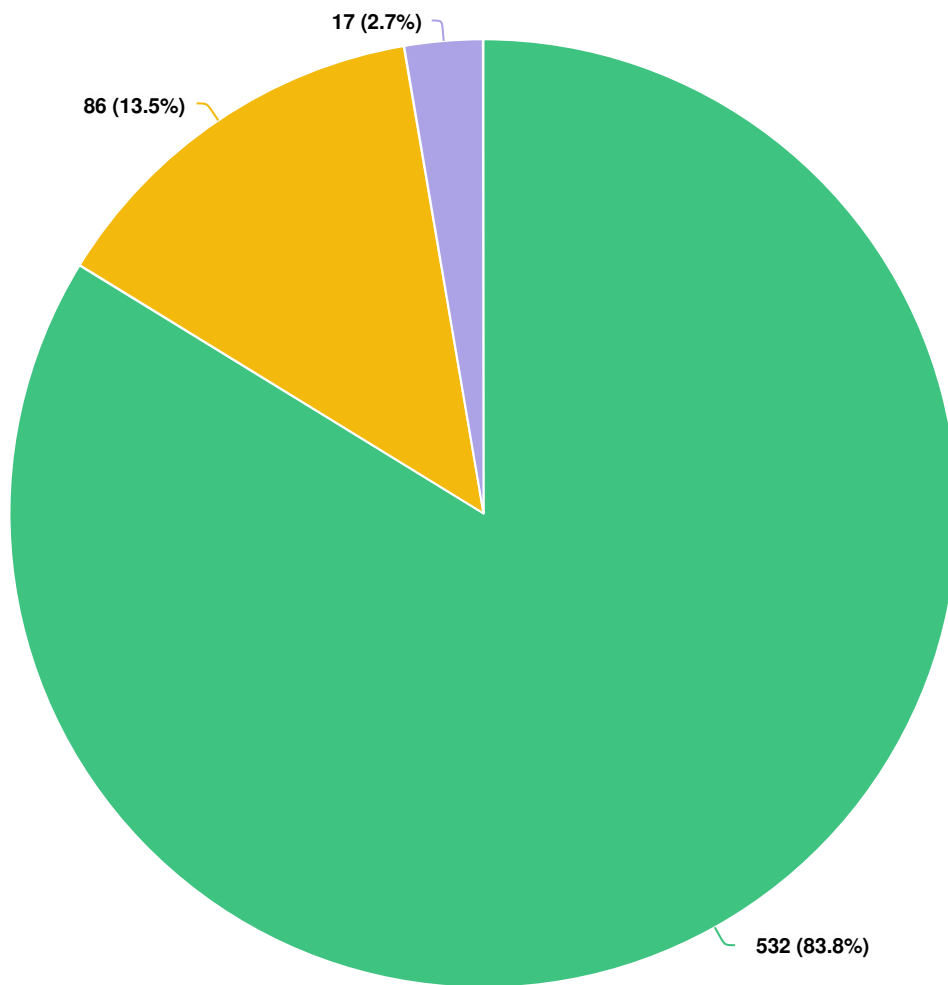


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q11 | Do you believe the placement (northeast and southeast) are appropriate locations for new washroom facilities?

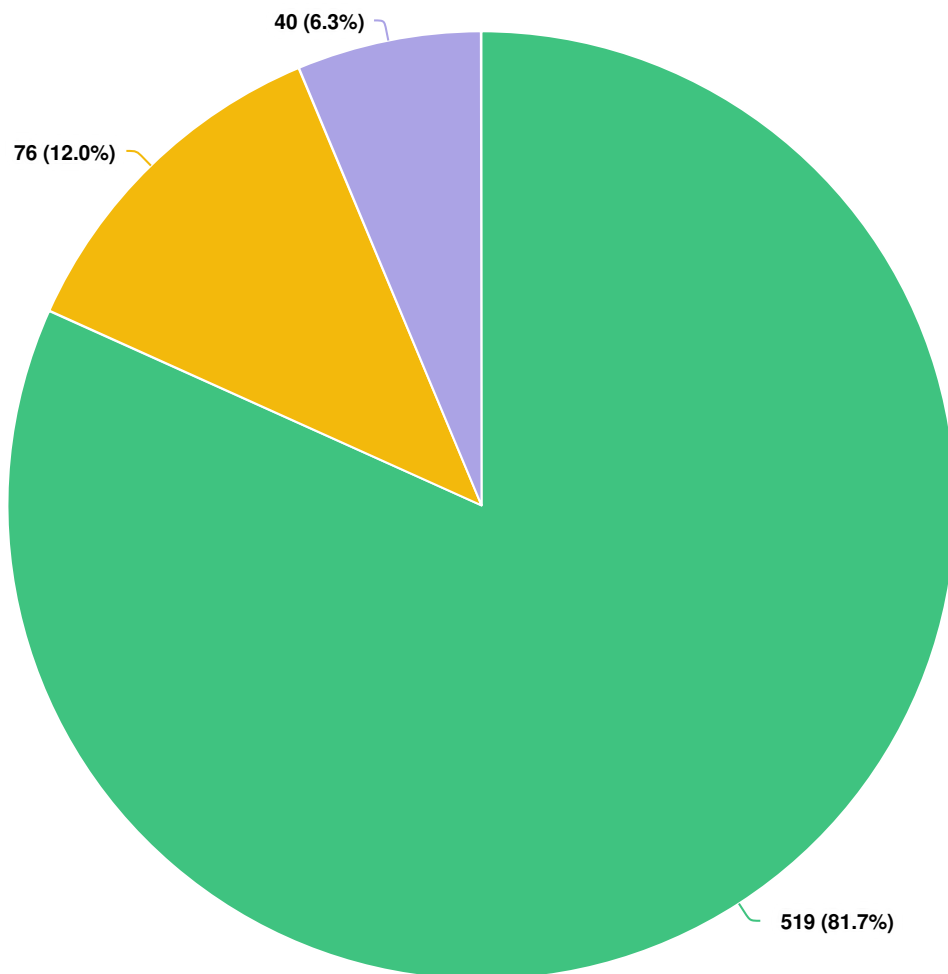


Question options

- Yes
- Unsure
- No (please specify where you would suggest the washrooms be located)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q12 | The park currently offers numerous sporting fields, courts and activities. Are you in favour of an equipment rental kiosk which lends/rents equipment for park amenities?

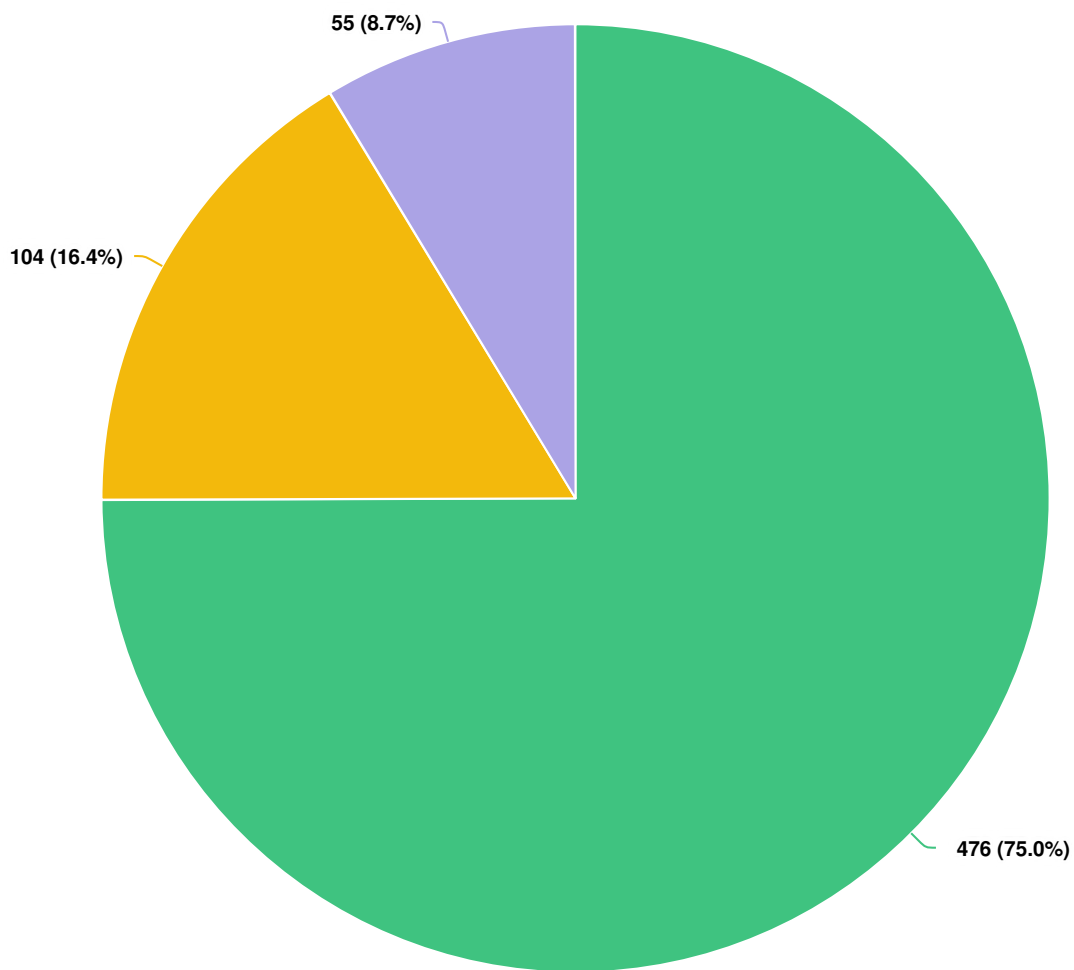


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q13 | Would you be in favour of additional boating rentals for the lake? (Kayak, canoe, paddle boards etc.)

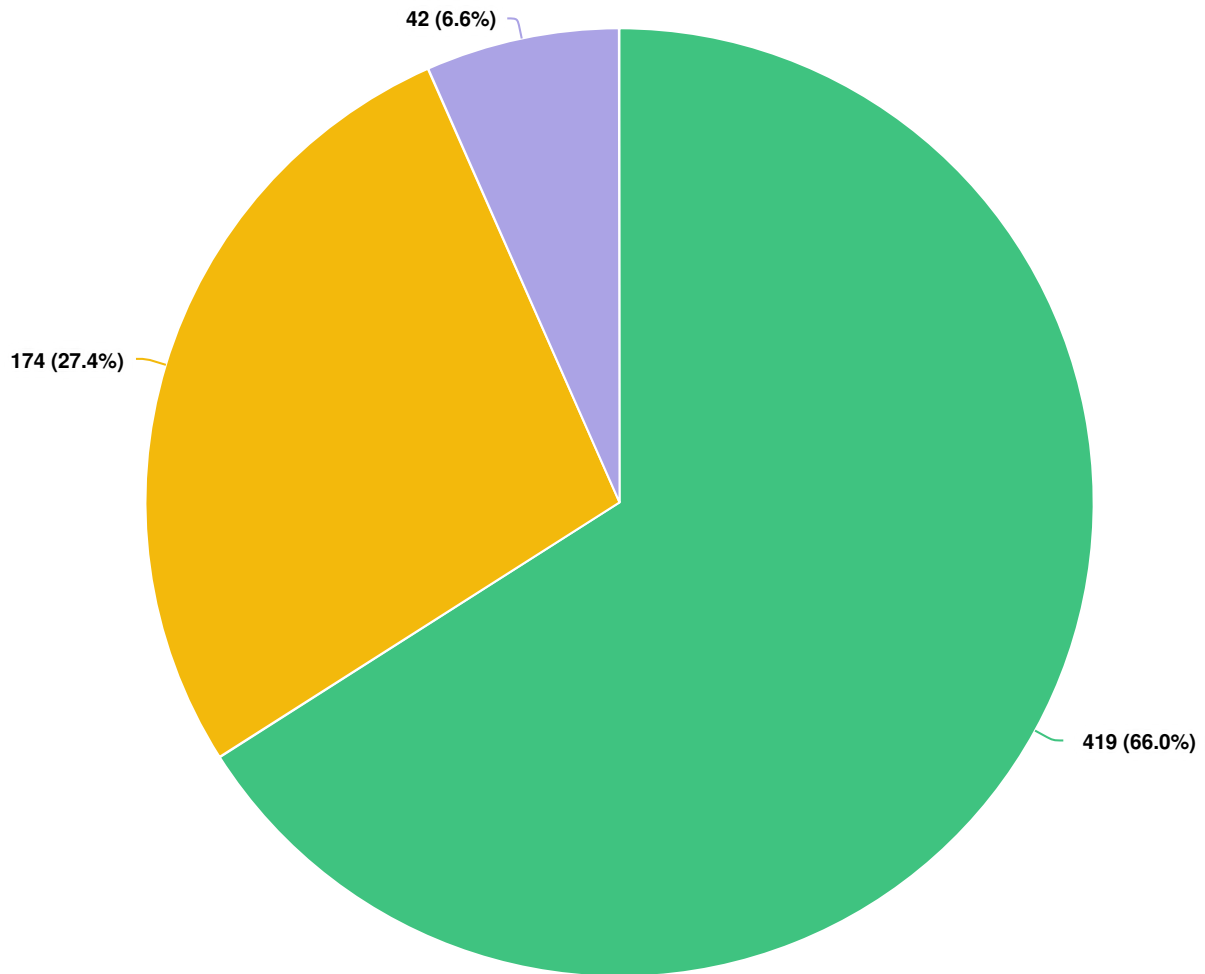


Question options

- Yes
- Unsure
- No (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q14 | The park currently includes a disc golf course. Do you believe this amenity should remain within Bud Miller All Seasons Park?

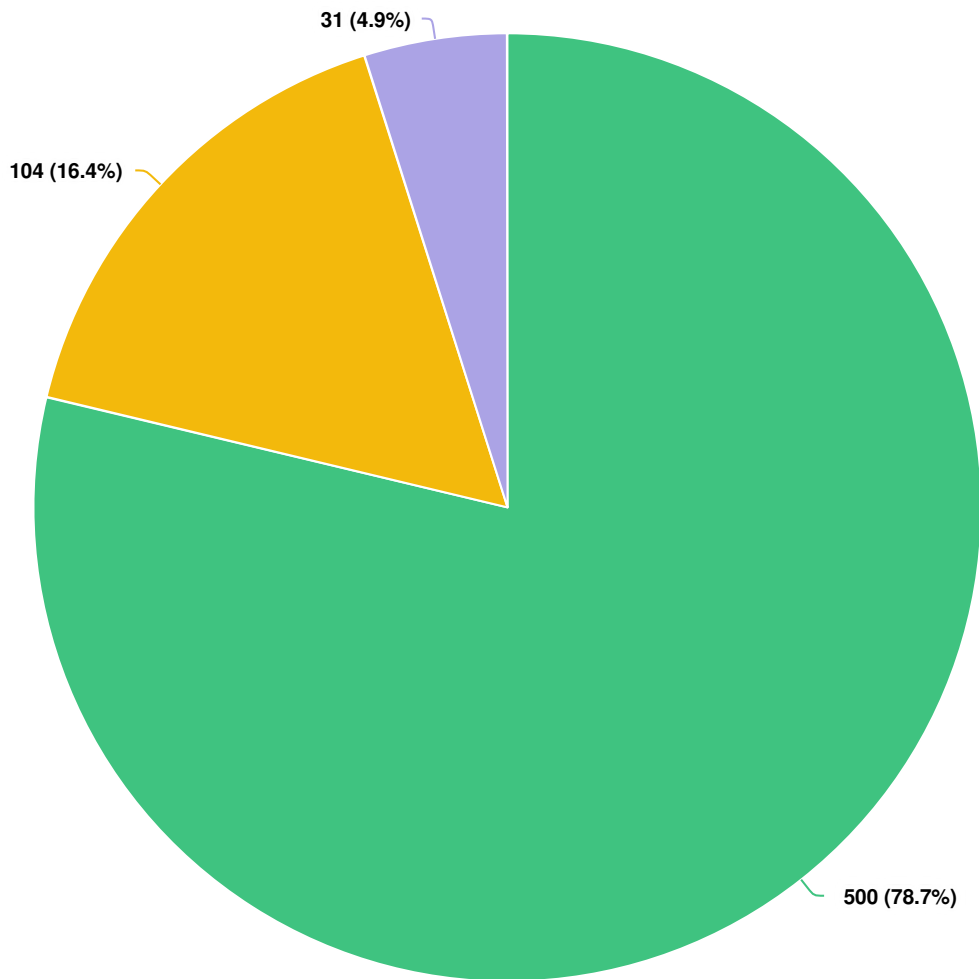


Question options

- Yes
- Unsure
- No, another park is more suitable (please specify which one)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q15 | The park currently includes a mini golf course. Do you believe this amenity should remain within Bud Miller All Seasons Park?

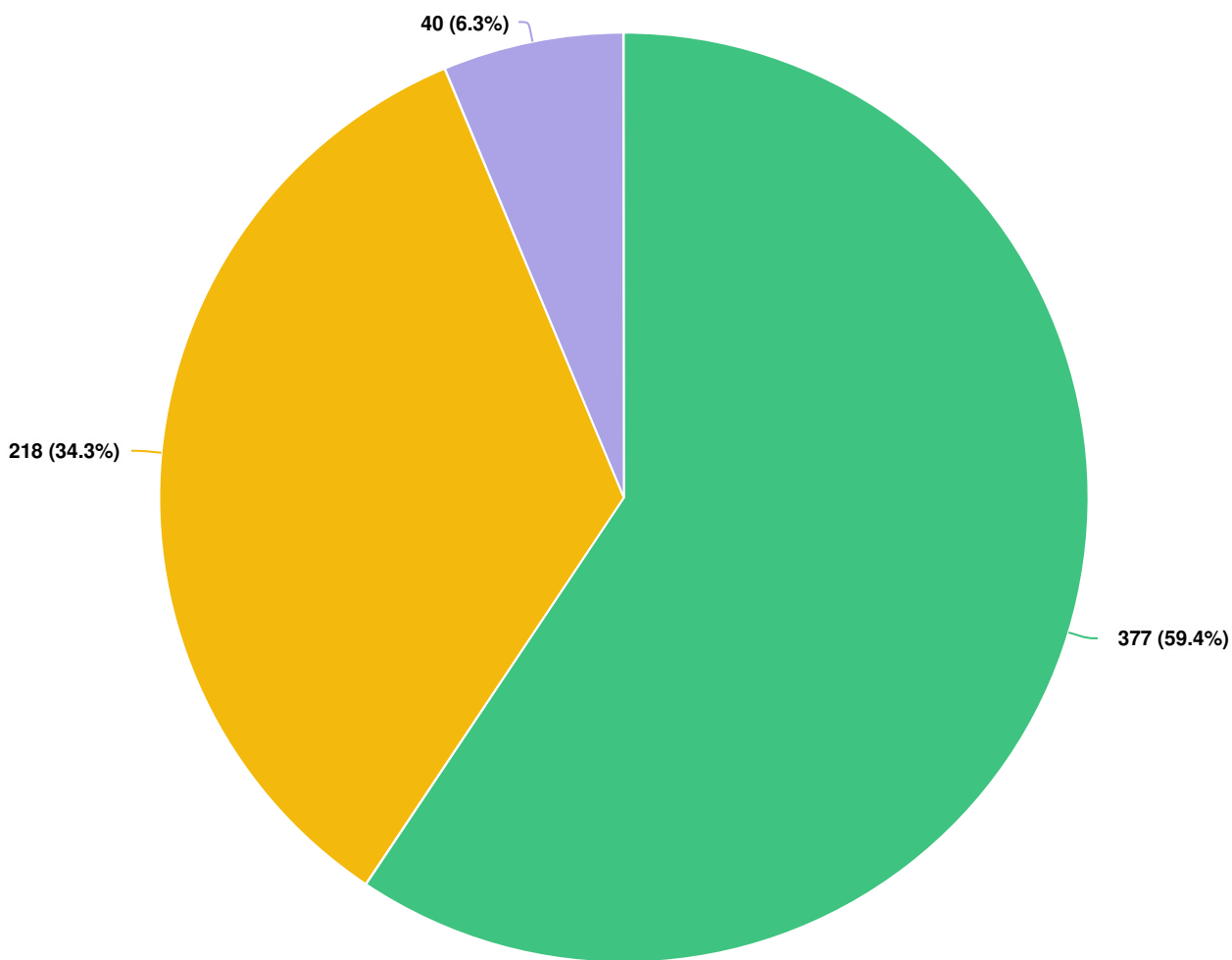


Question options

- Yes
- Unsure
- No, another park is more suitable (please specify which one)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q16 | Do you believe the draft plan provides adequate opportunities for winter recreation and programming?

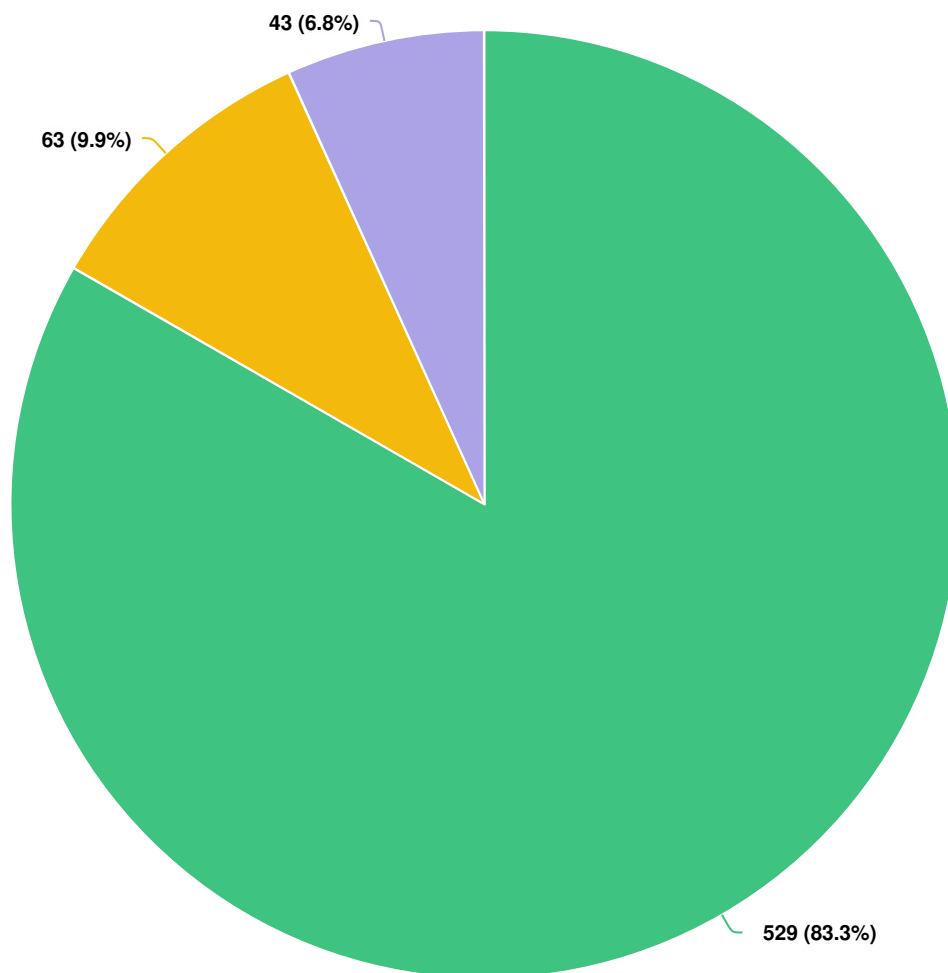


Question options

- Yes
- Unsure
- Other (please specify)

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q17 | Would you be in favour of a food and beverage vendor within the PSM Park Centre?

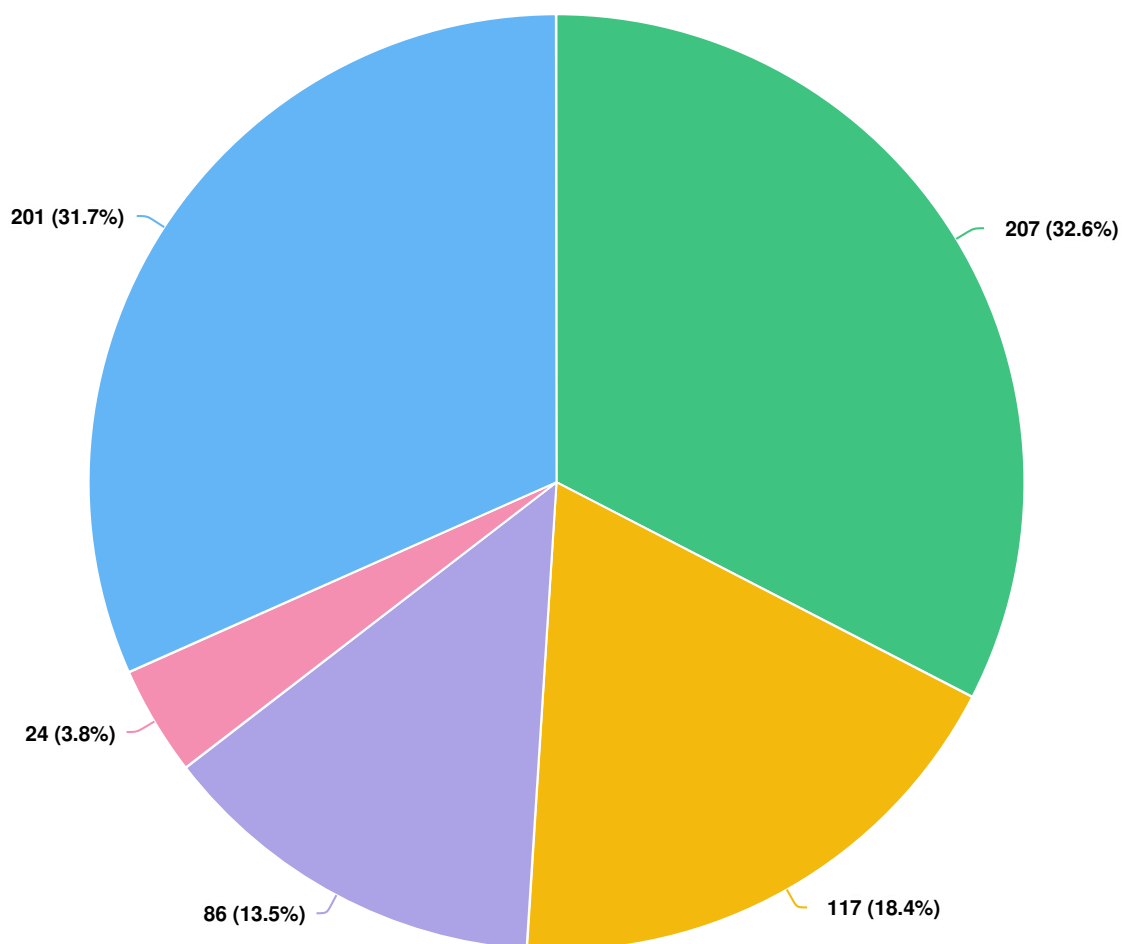


Question options

- Yes
- Unsure
- No

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q18 | The City of Lloydminster is weighing the risks and benefits of allowing limited, responsible alcohol consumption within the park. Consider each of the scenarios below and select which concept you support most.

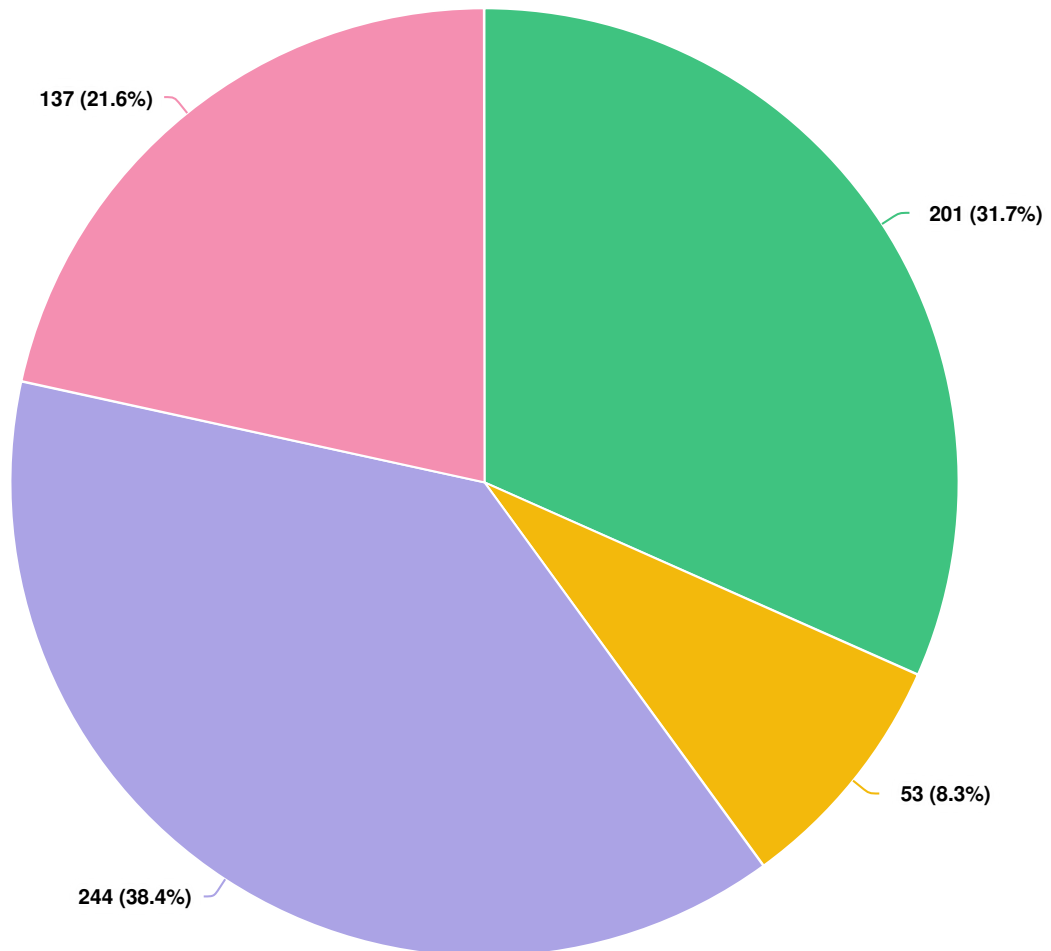


Question options

- Alcohol may be sold and consumed in the park during special events and occasions (Ex. community celebrations, weddings, sporting events etc.)
- Alcohol consumption may be allowed within a specific area of the park year round
- Alcohol consumption may be allowed within all areas of the park year round
- Alcohol consumption may be allowed in the park seasonally, or on specific days of the week/month
- Alcohol will not be allowed within the park at any time, for any reason

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q19 Outdoor fitness activities can be in the form of tracks and circuits or nodes along trails throughout the green space. Which of the following options do you prefer most?

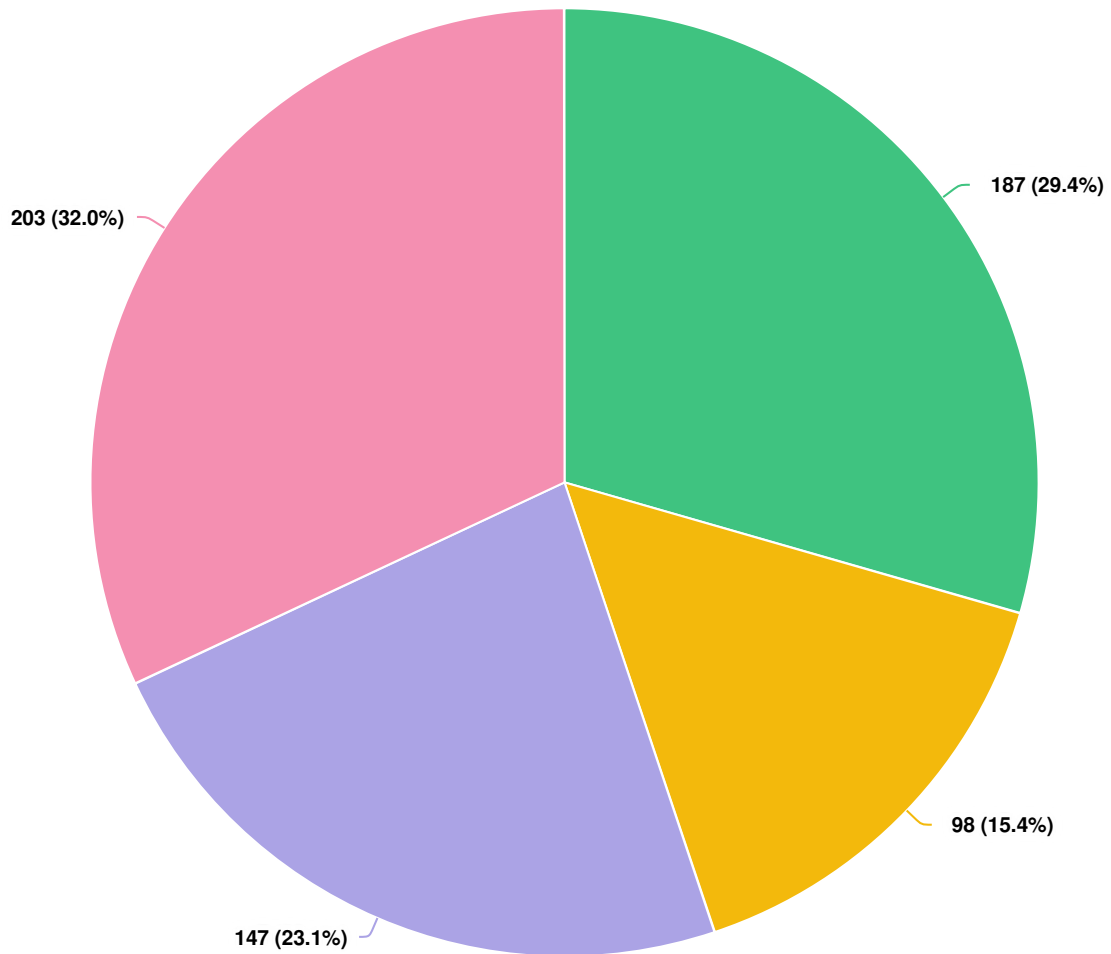


Question options

- Outdoor Fitness Track
- Fitness Node
- Both
- No Preference/Unsure

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q20 | The proposed master plan includes a potential location for an off-leash dog park. Which of the following locations, would you prefer?

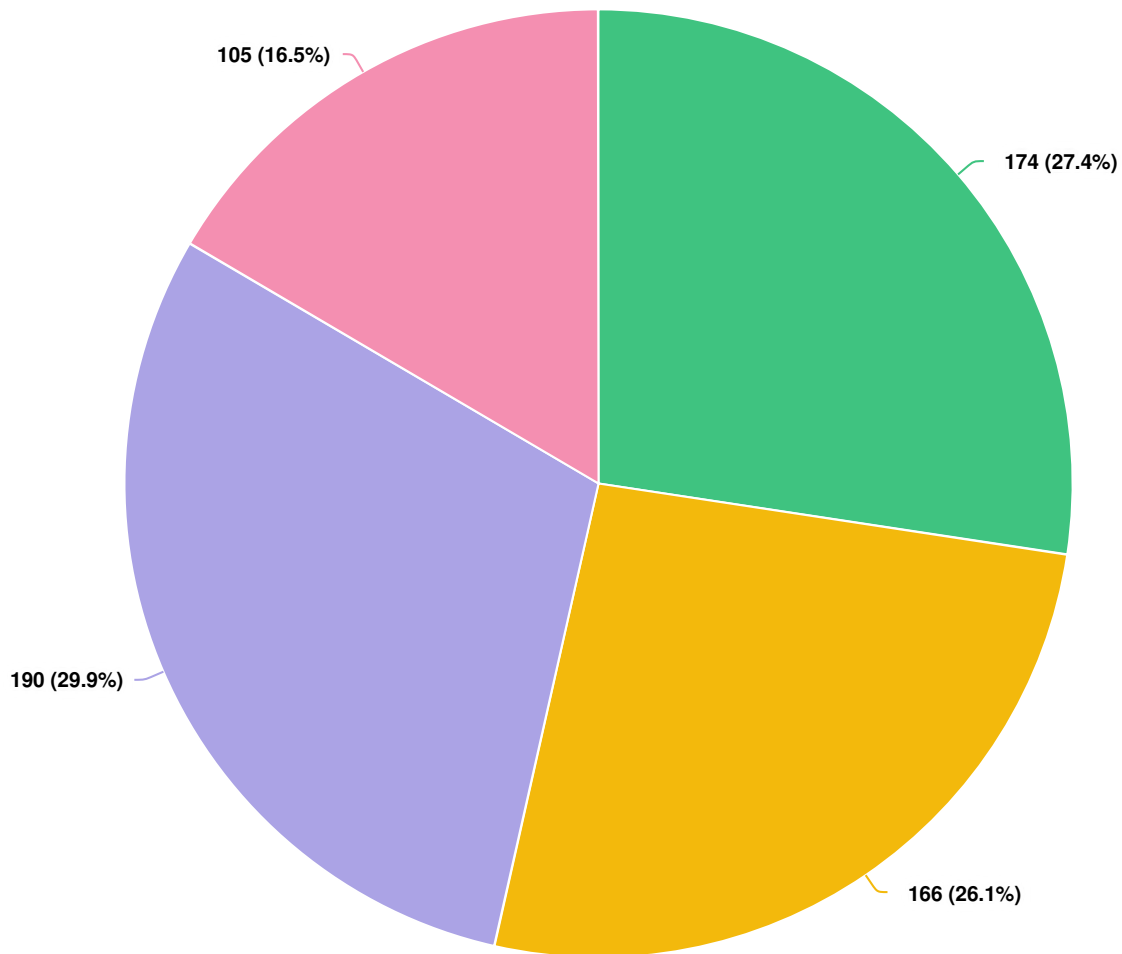


Question options

- Southwest Area
- Northeast Area
- No preference/Unsure
- I would not like to see an off-leash dog park added.

Mandatory Question (635 response(s))
Question type: Radio Button Question

Q21 | The existing sundial is nearing the end of its serviceable lifespan. Which of the following options would you prefer for future rehabilitation?



Question options

- Refurbish the existing sundial with the same footprint, layout and materials
- Re-develop the sundial with the existing footprint
- Re-develop the sundial with a smaller footprint
- Remove the sundial and replace with a different feature (please specify which feature(s) you would like to see added to the area)

Mandatory Question (635 response(s))
Question type: Radio Button Question



Subject Matter: Bylaw 36-2023 Cemetery Management Bylaw Amendment

Department: Operations

Presented By: Jordan Newton

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant first reading to Bylaw 36-2023 Cemetery Management Bylaw Amendment.

Issue: Bylaw No. 18-2022, Cemetery Management Bylaw requires amending to ensure it conforms to the *Saskatchewan Cemetery Act* and is in alignment with recommendations obtained through feedback received from members of the public and local funeral home operators.

Background: Council approved Bylaw No. 18-2022, Cemetery Management Bylaw at the October 3, 2022 Regular Council Meeting. This bylaw governs the operations, maintenance, and enforcement of the City of Lloydminster’s (City) Cemetery in accordance with the *Saskatchewan Cemetery Act*. Furthermore, the City of Lloydminster’s Cemetery Master Plan provided input when creating Bylaw No. 18-2022.

Since the passing of Bylaw No. 18-2022 feedback from members of the public and local funeral home operators have been submitted to Administration. As such, to address some of the challenges raised and to make certain operational efficiencies are maintained, Administration recommends first reading be granted to Bylaw No. 36-2023 to amend Bylaw No. 18-2022, Cemetery Management Bylaw, for Council’s consideration.

There have been no changes to Bylaw No. 36-2023 since it was presented by Administration during the December 4, 2023 Governance and Priorities Committee Meeting. The amendments outlined in Bylaw No. 36-2023 shall:

- Incorporate Indigent Persons per the *Saskatchewan Cemetery Act*;
- Address the placement of a Memorial prior to Internment of Human Remains or Cremated Remains;
- Add to Schedule ‘A’ Definitions (Indigent Persons);
- Delete Schedule ‘C’ items 1.7, 2.4.1, and 4.1.:
 - 1.7. No Memorial may be placed on a Lot prior to the Interment of Human Remains or Cremated Remains into the Lot.
 - 2.4. Every Memorial base (Riser) to be used in the Cemetery shall:
 - 2.4.1 have an unpolished, rock pitch (rough) finish on all of its vertical sides;
 - 4.1. No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or any side of a Memorial Riser, or a Memorial.
- Amend Memorials Specifications (Schedule ‘C’ 3.1, 3.2, 3.3, and 3.4); and

- Delete Schedule 'D' (Cemetery Fees and Rates) in its entirety and all references to Schedule 'D' throughout the Bylaw to support the City of Lloydminster's Fees and Charges Bylaw.

Options:

1. That Council grant first reading to Bylaw 36-2023 Cemetery Management Bylaw Amendment.
2. That Council not approve Bylaw 36-2023 Cemetery Management Bylaw Amendment.
3. That Council request further 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: Managing our Environment and Infrastructure. Recognizing the Lloydminster Cemetery as an important community asset, the Cemetery Management Bylaw provides clarity to the operation and management of the facility.

Legal Review: Legislative Services conducted a review of the Bylaw 36-2023 Cemetery Management Bylaw Amendment.

Governance Implications: Should Council grant final reading of Bylaw No. 36-2023 during a future Regular Council Meeting, Bylaw No. 18-2022, Cemetery Management Bylaw shall be amended.

Budget/Financial Implications: N/A

Environmental Implications: N/A



**City of Lloydminster
Request for Decision (RFD)**

Report Approval Details

Document Title:	Bylaw No. 36-2023, Amending Bylaw to Bylaw No. 18-2022, Cemetery Management Bylaw.docx
Attachments:	- Bylaw No. 36-2023, Amending Cemetery Bylaw.docx
Final Approval Date:	Dec 8, 2023

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

Don Stang

Doug Rodwell

Dion Pollard

BYLAW NO. 36-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO AMEND BYLAW NO. 18-2022, BEING THE CEMETERY MANAGEMENT BYLAW

WHEREAS *The Lloydminster Charter* provides authority to City Council to amend bylaws;

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to amend Bylaw No. 18-2022; and

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

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Cemetery Management Amending Bylaw.

2. AMENDMENT

Bylaw No. 18-2022 is hereby amended in the following manner:

2.1. That Section 7.15. is added to incorporate the following:

7.15.1. the City will grant Interment Rights and Lots to Indigent Persons subject to the *Saskatchewan Cemeteries Act*.

7.15.2. fees collected by the City as part of the Interment of Indigent Persons will be subject to the established Provincial funding.

2.2. That Section 9.3 be deleted and replaced with the following:

No Memorial may be placed on a Lot prior to the Interment of Human Remains or Cremated Remains into the Lot.

9.3.1. Notwithstanding 9.3, Memorials may be installed prior to remains being interred, if an interment has been approved by the City.

2.3. Schedule 'A' Definitions to Cemetery Bylaw No. 18-2022 is hereby amended to incorporate the following:

Indigent Persons	Any body under the ward of the Province, including a body that is unclaimed.
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2.4. That Schedule 'C', Section 1.7 be deleted in its entirety.

2.5. That Schedule 'C', Section 2.4.1 be deleted in its entirety.

2.6. That Schedule 'C', Section 3 be amended to incorporate the following:

3.1. For the following Sections, Memorials shall be:

BYLAW NO. 36-2023

SECTION: A, B, C, D, E, F			
SINGLE LOT	Minimum Length 45 cm (18 in.)	Minimum Width 30 cm (12 in.)	Maximum Height 122 cm (48 in.)
	Maximum Length 92 cm (36 in.)	Maximum Width 46 cm (18 in.)	
DOUBLE LOT	Minimum Length 92 cm (36 in.)	Minimum Width 46 cm (12 in.)	
	Maximum Length 122 cm (48 in.)	Maximum Width 46 cm (18 in.)	

3.2. For the following Sections, Memorials shall be:

SECTION: A1, G, H, J, Jc, M, M1, N			
SINGLE LOT	Minimum Length 45 cm (18 in.)	Minimum Width 30 cm (12 in.)	Maximum Height Front 20 cm (8 in.)
	Maximum Length 92 cm (36 in.)	Maximum Width 46 cm (18 in.)	
DOUBLE LOT	Minimum Length 92 cm (36 in.)	Minimum Width 46 cm (12 in.)	Section N Only Max. Ht. 60 cm (24 in.)
	Maximum Length 122 cm (48 in.)	Maximum Width 46 cm (18 in.)	

3.3. For the following Sections, Memorials shall be:

SECTION: K, K2, L			
SINGLE LOT	Minimum Length 45 cm (18 in.)	Minimum Width 30 cm (12 in.)	Maximum Height 122 cm (48 in.)
	Maximum Length	Maximum Width	

BYLAW NO. 36-2023

	92 cm (36 in.)	46 cm (18 in.)	
DOUBLE LOT	Minimum Length 92 cm (36 in.)	Minimum Width 30 cm (12 in.)	
	Maximum Length 183 cm (72 in.)	Maximum Width 46 cm (18 in.)	

3.4. For every cremation Lot, Memorials shall be:

CREMATION LOTS	
CREMATION NICHE	Subject to a design standard established for a columbaria, Memorialization shall be: <ul style="list-style-type: none"> engraving on the face of the niche shutter, in a design, font, and standard established by the City.

2.7. Schedule 'C', Section 3.8 be added to incorporate the following.

Notwithstanding 3.1, 3.2, 3.3, and 3.4 all upright monuments will have a minimum thickness of 10 cm (4 in.)

2.8. Schedule 'C', Section 4.1 be deleted in its entirety.

2.9. Schedule 'D' be deleted in its entirety and that all references to Schedule 'D' throughout the Cemetery Bylaw No. 18-2022 be replaced with "as prescribed in the Fees and Charges Bylaw, as amended from time to time."

3. NUMBER AND GENDER REFERENCES

3.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

4. SEVERABILITY

4.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

BYLAW NO. 36-2023

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

INTRODUCED AND READ a first time this __ day of ____, 20XX, A.D.

READ a second time this __ day of ____, 20XX, A.D.

READ a third time this __ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

DRAFT

 LLOYDMINSTER	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw
Department: Operations
Presented By: Dave Henning
Council Meeting Date: December 11, 2023

Recommendation:

That Council grant second reading to Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.

That Council grant third and final reading to Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.

Issue: To establish a bylaw for the Operation and Management of the Lloydminster Airport.

Background: Bylaw No. 33-2023 intends to support the City of Lloydminster’s Fees and Charges Bylaw and provide clarity to the Operation and Management of the Lloydminster Airport. It outlines available services at the Lloydminster Airport, clarifies roles and responsibilities and provides an explanation pertaining to costs that may be incurred by Lloydminster Airport Users.

There have been no changes to Bylaw No. 33-2023 since first reading was granted by Council during the November 20, 2023 Regular Council Meeting.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council not approve Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.
3. That Council request further 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: Managing our Environment and Infrastructure. Establish operation and management of the Lloydminster Airport terminal and lands and provide an explanation for applicable fees that may be incurred by Lloydminster Airport Users.

Legal Review: Legislative Services has conducted a review of Bylaw No. 33-2023.

Governance Implications: Upon the final passing of Bylaw 33-2023, the Bylaw will support the City of Lloydminster’s Fees and Charges Bylaw, provide clarity to the Operation and Management of the Lloydminster Airport, and will come into effect January 1, 2024.



**City of Lloydminster
Request for Decision (RFD)**

Budget/Financial Implications: Projected revenues collected through the City's Fees and Charges Bylaw, as they pertain to the Lloydminster Airport, are included in Lloydminster Airport's annual Operating Budget.

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No. 33-2023 a Bylaw to Establish the Operation and Management of the Lloydminster Airport.docx
Attachments:	- Bylaw No. 33-2023 Lloydminster Airport Operation and Management Bylaw.docx
Final Approval Date:	Nov 30, 2023

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

Don Stang

Doug Rodwell

Dion Pollard

BYLAW NO. 33-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO ESTABLISH THE OPERATION AND MANAGEMENT OF THE LLOYDMINSTER AIRPORT

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.

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 relating to the imposition of specific rules, regulations, prohibitions, rates, fees and charges relating to the use and operation of the Lloydminster Airport; 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:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Lloydminster Airport Operation and Management Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

- 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;
- 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
- 3.2.3. establish any forms required for the administration of this Bylaw.



BYLAW NO. 33-2023

4. AIRPORT LANDS

4.1. The following described real properties are set aside, held, laid out, developed, improved, used, and maintained, as the Lloydminster Airport and are dedicated for that use, and shall continue to be used, operated, and maintained for that purpose and shall not be used for any other purpose:

4.1.1. Lloydminster Airport legally described as; Lot: 1 Block: DESCR PL Plan: 892 1960; and also described as being located at the Civic Address: 7140 - 85 Avenue, Lloydminster, Alberta.

5. AIRPORT OPERATIONS AND MANAGEMENT

5.1. Lloydminster Airport Terminal Building operating hours are Monday to Friday 8:00 am to 5:00 pm, closed statutory holidays, Saturday and Sunday. Operating hours are subject to change.

5.2. The runway is open 24 hours a day, 7 days a week, 365 days a year.

5.3. Users of the Airport Terminal Building and facilities shall be subject to the applicable rates and charges for aircraft Landing Fees, aircraft parking fees, passenger fees, Terminal Fees, aviation fuel pricing, Airside Vehicle Operation, Restricted Area Access program, and public vehicle parking as prescribed in the *Fees and Charges Bylaw*, as amended from time to time.

5.4. The City Manager reserves the right to terminate the use of the Airport for any Person for any of the following reasons:

- 5.4.1. non-payment of any fee, rate, or charge when due;
- 5.4.2. use of Airport facilities contrary to this Bylaw; or
- 5.4.3. use contrary to Transport Canada requirements.

5.5. All Airport Occupants shall comply with the requirements of this Bylaw, all applicable legislation, and all operating procedures, agreements, rules and regulations relating to the operation of the Airport.

5.6. No Airport Occupant shall knowingly use the Airport for any purpose contrary to the conditions of approval for use of the Airport, however granted.

6. PENALTIES

6.1. Any Person who contravenes this Bylaw is guilty of an offence.

6.2. Persons having contravened certain sections of this Bylaw shall be liable for the penalties set out in such section or set out in Schedule "C" hereto.



BYLAW NO. 33-2023

6.3. A notice or form commonly called a Notice of Violation having printed wording approved by the City Manager, may be issued by a Bylaw Enforcement Officer to any Person alleged to have breached any provision of this Bylaw, and the said notice shall require the payment of the City of Lloydminster in the amount specified in Schedule "C" hereto. A Summary Offence Ticket or a Violation Ticket shall be deemed to be sufficiently served:

6.3.2. if served personally on the accused; or

6.3.3. if mailed to the address of the Person accused by regular mail.

6.4. The amounts specified in Schedule "C" hereto shall be the specified penalties for the purposes of the *Provincial Offences Procedures Act* (Alberta) or the *Summary Offences Procedure Act, 1991* (Saskatchewan).

7. NUMBER AND GENDER REFERENCES

7.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female Person, or a corporation or partnership.

8. SCHEDULES

8.1. The following Schedules form part of this Bylaw:

SCHEDULE "A" – Definitions

SCHEDULE "B" – Airport Services

SCHEDULE "C" – Penalties

9. SEVERABILITY

9.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

BYLAW NO. 33-2023

This Bylaw shall come into force and effect on the 1st day of January, 2024.

INTRODUCED AND READ a first time this 20th day of November, 2023, A.D.

READ a second time this __ day of ____, 2023, A.D.

READ a third time this __ day of ____, 2023, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

DRAFT

BYLAW NO. XX-YYYY

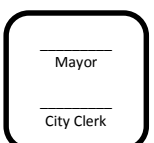
SCHEDULE "A"

Definitions

Administration	An employee or contract employee of the City of Lloydminster.
After Hours	Engaged in, or operating outside of regular business operating hours, 8:00 am to 5:00 pm, Monday to Friday, including statutory holidays.
Airport	The Lloydminster Airport located at 7140 85 Avenue, Lloydminster, Alberta on land legally described as: Lot 1, Block DESCR PL, Plan 892 1960.
Approved Maintenance Organization (AMO)	An AMO who may perform maintenance, preventative maintenance, or alterations on an aircraft, aircraft engine, propeller, appliance, component, or part thereof only for which it is rated and within the terms, conditions, and authorizations placed in its operations specifications.
Airside Vehicle Operator Program	Access granted by Airport Management when required to gain access to the restricted area and operate a vehicle on airside.
Bylaw Enforcement Officer	A Person appointed by the City pursuant to <i>The Lloydminster Charter</i> to enforce City Bylaws, including a member of the Royal Canadian Mounted Police and, when authorized, a Community Bylaw Enforcement Officer appointed under the Bylaw Enforcement Officer Act S.A. 2006, c. P-3.5, as amended or repealed and replaced from time to time.
Call Out	A request by an airline or individual for Airport staff to respond to the Airport after regular operating hours.
Canadian Civil Aircraft Registry (CCAR)	Contains the current mark, aircraft, and owner information of all Canadian civil registered aircraft.
Canadian Goods and Services Tax	A tax imposed on the supply of goods and services that are purchased in Canada.
Charter	Refers to <i>The Lloydminster Charter</i> .
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Council	The Municipal Council of the City of Lloydminster.
Electrified Parking Space	A parking space for a single vehicle that has access to an electrical outlet.
Hangar	A closed building structure used to house aircraft.

BYLAW NO. XX-YYYY

Landing Fees	The fees levied for the use of the Airport for landings of aircraft.
Local Registered	Aircraft that are registered with Lloydminster as the Owner's home City, within the Canadian Civil Aircraft Registry.
NavCanada Aircraft Movement (NavCanada)	A privately run, not for profit corporation that owns and operates Canada's civil air navigation.
Occupant	Lessee or user of the Airport.
Passenger Fees	Passenger fees are levied and charged to all scheduled flights in lieu of Landing Fees and Terminal Fees.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society, or co-operative organization.
Rack	A mechanism for delivering fuel from a refinery or terminal into a truck, or other means of non-bulk transfer.
Restricted Area Access	A defined area that falls under Transport Canada security protocols for the purpose of prohibiting or limiting public access.
Terminal Building	A building located at the Airport where passengers depart on a flight or arrive from a flight upon landing.
Terminal Fees	The amount of the Terminal Fee levied is related to the number of seats indicated on the aircraft's model and manufacturer's specifications.
Tie Down	A designated area at the Airport for parking of aircraft.
Transport Canada	The department within the Government of Canada responsible for developing regulations, policies and services of road, rail, and air transportation in Canada.
Transport Canada Civil Aircraft Registry	An aircraft registration code that is unique to a single aircraft, required by convention to be marked on the exterior of every civil aircraft, of which Transport Canada is responsible for Canada's aircraft registration program.



BYLAW NO. XX-YYYY

SCHEDULE "B"

Airport Services

1. AIRCRAFT LANDING FEES:

- 1.1. Aircraft are subject to a minimum Landing Fee as per the *Fees and Charges Bylaw*, as amended from time to time.
 - 1.1.1. Aircraft movements are captured through NavCanada;
 - 1.1.2. Aircraft ownership is determined through the Canadian Civil Aircraft Registry (CCAR); and
 - 1.1.3. Weights and seating capacities are determined by the aircraft manufacturer's specifications of the aircraft in its original configuration.
- 1.2. Scheduled flights are exempt from Landing Fees; Passenger Fees will apply.

2. AIRCRAFT PARKING FEES:

- 2.1. The City Manager may establish designated parking areas for aircraft, together with the rate and charges payable for such parking within such designated areas.
- 2.2. No Person shall park an aircraft at the Airport except within designated parking areas.
- 2.3. Any aircraft parked contrary to provisions of this Bylaw or in any area where aircraft parking is prohibited may be disabled from take off and subject to a penalty as outlined in Schedule "C".
- 2.4. Aircraft parking fees shall apply to all aircraft parking in Lloydminster Airport airside parking areas and/or Tie Down areas for forty-eight (48) hours or more.
- 2.5. After forty-eight (48) hours, parked aircraft shall be charged by the day up to the monthly maximum fee.
- 2.6. An aircraft owner having Lloydminster as their home City within the CCAR may pre-pay a discounted yearly parking fee.
- 2.7. Aircraft parking fees may be waived for Airport Land Lease Agreement leasees.
- 2.8. Owners of aircraft in for maintenance servicing by an approved Transport Canada maintenance organization parked on the Lloydminster Airport airside may request to waive aircraft parking fees up to a maximum of thirty (30) days by submitting in writing proof of maintenance servicing invoice specifying the time of aircraft parking to the City Manager or designate within thirty (30) days of issuance of the Lloydminster Airport invoice.

BYLAW NO. XX-YYYY

3. SCHEDULED FLIGHT PASSENGER FEES:

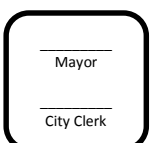
- 3.1. Scheduled flight Passenger fees are charged to all scheduled flights in lieu of Landing Fees and Terminal Fees. They are charged at an established fee per enplaning or deplaning passenger and are billed monthly.

4. TERMINAL FEES:

- 4.1. The Terminal Fee is structured so that only one charge applies for the use of the Terminal Building whether passengers are processed upon disembarkation, embarkation, or both.
- 4.2. The amount of the Terminal Fee is proportionate to the number of seats indicated on the aircraft's model and manufacturer's specifications.
- 4.3. Scheduled flights are exempt from Terminal Fees. All other flights will be assumed to have used the Terminal unless the aircraft is registered as Local Registered in the Transport Canada Civil Aircraft Register.

5. AVIATION FUEL PRICING:

- 5.1. The following shall be used to establish aviation fuel prices:
 - 5.1.1. Retail Jet-A aviation fuel prices shall be based on Rack delivered, plus percentage committed to:
 - a. capital expense;
 - b. overhead/administration expense;
 - c. profit; and
 - d. applicable taxes.
 - 5.1.2. Retail Avgas 100LL aviation fuel prices shall be based on Rack delivered, plus percentage committed to:
 - a. capital expense;
 - b. overhead/administration expense;
 - c. profit; and
 - d. applicable taxes.
- 5.2. Emergency fueling services assistance surcharge fee is applied when Airport staff are required to assist with fueling services during regular operating business hours and After Hours.



BYLAW NO. XX-YYYY

6. TRAINING FLIGHTS:

- 6.1. Training flight landings are eligible to a discounted Landing Fee provided the flight has been pre-declared and reported with a minimum twenty-four (24) hour advance notice provided to Lloydminster Airport Administration by email to: admin.airport@lloydminster.ca.
- 6.2. If notice is not provided as outlined in 6.1., the minimum Landing Fee shall be applied.

7. PUBLIC VEHICLE PARKING FEES:

- 7.1. The provisions of the City's Traffic Bylaw, as amended by Council from time to time, apply to the Lloydminster Airport motor vehicle parking lot and can be enforced by a Bylaw Enforcement Officer.
- 7.2. Public vehicle parking in designated public parking area is free for customers for a maximum of thirty (30) days unless prior arrangements are made with Lloydminster Airport Administration.
- 7.3. No Person shall plug a motor vehicle into an electrical outlet for which they are not authorized to do so, or for which they have not paid the fee, nor shall they plug in any device with a greater wattage than authorized:
 - 7.2.1. parking in a stall with an electrical outlet is on a first come, first serve basis;
 - 7.2.2. no Person shall run an extension cord to another stall plug in (whether currently in use or not) or to the building;
 - 7.2.3. each outlet will provide sufficient power for one block heater only. Overloading a circuit may leave all outlets on that circuit without electricity.

8. LEASES, SIGNAGE AND ADVERTISING SPACE (AIRSIDE AND NON-AIRSIDE)

- 8.1. Airside and non-airside agreements for commercial leases, hangar leases, sponsorship signage, and advertising space are negotiated separately with the City of Lloydminster.

9. OTHER SERVICE REQUESTS:

- 9.1. Other service requests, including and not limited to requests involving labour, equipment, and material costs, provided by Lloydminster Airport Administration shall be assessed a fee based on a cost recovery plus a 15% administration charge. These services include, and are not limited to snow removal and ice clearing, pavement sweeping, After Hours runway surface condition report, airside escort services, and security, etc.

BYLAW NO. XX-YYYY

10. INVOICING AND PAYMENTS:

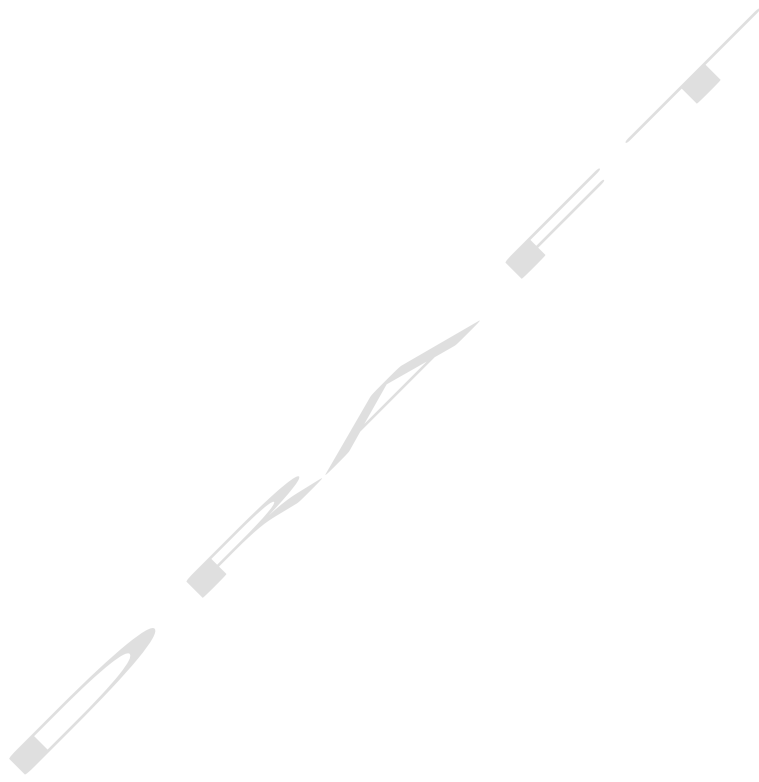
- 10.1. The primary source of information for calculation of charges is based on the traffic sheets provided by NavCanada Aircraft Movement Statistics.
- 10.2. Fees and charges described in the City of Lloydminster's Fees and Charges Bylaw, as amended by Council from time to time, do not include Canadian Goods and Services Tax, which must be paid by the customer in addition to any fee, or charge, unless noted otherwise and are to be paid in Canadian currency.
- 10.3. All fees and charges payable to the City of Lloydminster applicable under the Fees and Charges Bylaw, as amended by Council from time to time, shall be paid within thirty (30) days after the date of invoice of the same.
- 10.4. Invoicing or finance charge errors resulting from the City, and requests to waive fees or charges shall be submitted to Administration in writing with all supporting documentation within thirty (30) days of issuance of Lloydminster Airport invoice.
 - 10.4.1 Fees and charges that are to be reversed and reprocessed shall be submitted to the appropriate designate for approval prior to processing.
- 10.5. Accounts receivable by the City shall be considered due and payable upon issuance and finance charges will be applied to an invoice in excess of thirty (30) days in accordance with the Finance Charge Policy, as amended by Council from time to time.
- 10.6. Once it has been determined that all collection methods have been exhausted, accounts deemed uncollectable shall be submitted to the City Manager or designate, with all supporting documentation, on an annual basis, or more frequently as required, for approval prior to write off.

BYLAW NO. XX-YYYY

SCHEDULE "C"

Penalties

OFFENCE	SECTION	FINE
Parking or storage of aircraft materials outside of lease boundary and/or in a prohibited area	2	\$50.00
Parking of motor vehicle over thirty (30) days	7	\$50.00





**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bylaw No. 28-2023 Fees and Charges Bylaw

Department: Office of the City Clerk

Presented By: Shannon Rowan

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant second reading to Bylaw No. 28-2023 Fees and Charges Bylaw.

That Council grant third and final reading to Bylaw No. 28-2023 Fees and Charges Bylaw.

Issue: In an effort to provide easier access for citizens to the fees and charges applicable across all City departments, Administration is proposing the Fees and Charges Bylaw as a consolidated reference document.

Background: Administration has taken all fees and charges from bylaws, policies, and Council resolutions, and consolidated them into the one bylaw. Every year as part of the budget process, Administration will review fees and bring forward any fee amendments that are required as part of the budget.

No changes have been made to the bylaw since it received first reading at the November 20, 2023 Regular Council meeting.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council not approve Bylaw No. 28-2023 Fees and Charges Bylaw.
3. That Council request further 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. Providing a single reference point for fees and charges that is reviewed annually simplifies budgeting, streamlines the review process, and delivers good governance through transparency and improved customer service.

Legal Review: Providing a single reference point for fees and charges that is reviewed annually simplifies budgeting, streamlines the review process, and delivers good governance through transparency and improved customer service.

Governance Implications: The Fees and Charges Bylaw will amend the Business Licence Bylaw, Cemetery Management Bylaw, Domestic Animal Bylaw, Fire Services Bylaw, Landfill Use Bylaw, Refuse Collection Bylaw, Stormwater Utility Bylaw Amendment, Stormwater Utility Bylaw, Taxi & Vehicle for Hire Bylaw, Utility Bylaw, Recreation and Cultural Services Fees Policy, and License of Occupation Policy. The following will be repealed: Plumbing and



**City of Lloydminster
Request for Decision (RFD)**

Drainage Bylaw Amendment, Assessment and Taxation Information Fee Bylaw, Assessment Review Board Complaint Fee Bylaw, Utility Rate Bylaw, Taxi & Vehicle for Hire Bylaw Amendment, Development Fee Schedule Bylaw, Development Fee Schedule Bylaw Amendment.

Budget/Financial Implications: Incorporating the review of fees and charges into the annual budget process reduces redundancy and creates efficiencies.

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No. 28-2023 Fees and Charges Bylaw .docx
Attachments:	- Fees and Charges Bylaw - DRAFT.docx - Fees and Charges Schedule - DRAFT.pdf
Final Approval Date:	Nov 21, 2023

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

Doug Rodwell

Dion Pollard

BYLAW NO. 28-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO REGULATE FEES AND CHARGES FOR SERVICES FOR THE CITY OF LLOYDMINSTER

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.

AND WHEREAS the City of Lloydminster provides services pursuant to bylaws which contemplate the imposition of rates, fees, and charges adopted by Council from time to time;

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to establish fees and charges for services provided by the City of Lloydminster as amended or replaced from time to time; and

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 regulate the fees and charges for services; 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:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Fees and Charges Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;

BYLAW NO. 28-2023

- 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
- 3.2.3. establish any forms required for the administration of this Bylaw.

4. PROVISIONS

- 4.1. The fees, rates, and charges contained in the attached Schedules "B" to "E" inclusive are hereby established and are subject to the applicable taxes where applicable.
- 4.2. Where this Bylaw establishes a fee that also exists in another bylaw or policy that predates the effective date of this Bylaw, the fee in this Bylaw shall be the applicable fee and the other bylaw or policy is hereby amended accordingly.
- 4.3. This Bylaw shall be reviewed as part of the annual budget process.
- 4.4. Upon completion of annual review, amendments shall have an effective date as noted on the attached schedule.
- 4.5. Any amount owing under this Bylaw constitutes a debt owing to the City. All debt is recoverable by any or all of the following methods:
 - 4.5.1. the City may add the outstanding balance to the tax roll of a Property, if applicable;
 - 4.5.2. the City may send the outstanding balance to an external collection company; or
 - 4.5.3. the City may initiate action in any Court of competent jurisdiction.

5. NUMBER AND GENDER REFERENCES

- 5.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

6. SEVERABILITY

- 6.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

BYLAW NO. 28-2023

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. 4-2008 – Plumbing and Drainage Bylaw Amendment;
- Bylaw No. 16-2012 - Assessment and Taxation Information Fee Bylaw;
- Bylaw No. 27-2018 - Assessment Review Board Complaint Fee Bylaw;
- Bylaw No. 26-2022 - Utility Rate Bylaw;
- Bylaw No. 10-2022 - Taxi & Vehicle for Hire Bylaw Amendment;
- Bylaw No. 28-2016 - Development Fee Schedule Bylaw;
- Bylaw No. 04-2023 - Development Fee Schedule Bylaw Amendment.

INTRODUCED AND READ a first time this 20th day of November, 2023, A.D.

READ a second time this ___ day of ____, 20XX, A.D.

READ a third time this ___ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

BYLAW NO. 28-2023

SCHEDULE "A"

DEFINITIONS

Charter	Refers to <i>The Lloydminster Charter</i> .
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Council	The Municipal Council of the City of Lloydminster.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

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Description	Unit	GST	2024	2025	2026	Effective
SCHEDULE "B" - FINANCE						
Business Licences						
Fees						
General Licence (small)	\$/year	E	\$ 155.00	\$ 160.00	\$ 165.00	01-Jan
General Licence (medium)	\$/year	E	\$ 235.00	\$ 245.00	\$ 255.00	01-Jan
General Licence (large)	\$/year	E	\$ 485.00	\$ 510.00	\$ 535.00	01-Jan
Non-Resident Licence (regional)	\$/year	E	\$ 525.00	\$ 550.00	\$ 575.00	01-Jan
Non-Resident Licence (non-regional)	\$/year	E	\$ 575.00	\$ 600.00	\$ 625.00	01-Jan
Child Care Facility Licence	\$/year	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Not for Profit Licence	\$/year	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Economic Development Partnership	\$/year	E	\$ 210.00	\$ 220.00	\$ 230.00	01-Jan
Public Market	\$/year	E	\$ 285.00	\$ 295.00	\$ 305.00	01-Jan
Professional & Youth Entrepreneur	\$/year	E	-	-	-	01-Jan
Tobacco/Flavoured/Vapour Products Retailer (surcharge)	\$/year	E	\$ 800.00	\$ 825.00	\$ 850.00	01-Jan
Cannabis Retailer (surcharge)	\$/year	E	\$ 1,600.00	\$ 1,675.00	\$ 1,725.00	01-Jan
Licence Amendment or Replacement	per request	E	\$ 35.00	\$ 40.00	\$ 45.00	01-Jan
*All short term fees shall be at 50% of yearly fee. See <i>Business Licence Bylaw</i> for additional information.						

*GST – Exempt (E), Included (I), Plus (+)

2025 2026 rates are subject to change based on annual budget review.



Description	Unit	GST	2024	2025	2026	Effective
SCHEDULE "C" - OFFICE OF THE CITY CLERK						
Fire Services						
Fees						
Inspection/Investigation (commercial)	\$/hour	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Inspection/Investigation (dwelling)	\$/hour	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Inspection/Investigation (occupancy permit)	\$/instance	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Investigation (outside agency)	incurred cost	E	Cost + 10%			01-Jan
Commercial/Industrial Building Permit	permit value	E	10%			01-Jan
Fireworks Display Permit	\$/instance	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Fireworks Sale Permit	\$/instance	E	\$ 200.00	\$ 200.00	\$ 200.00	01-Jan
Standby	/hour/unit	E	T			01-Jan
Dangerous Goods Incidents	/hour/unit	E	T			01-Jan
Dangerous Goods Consumables	incurred cost	E	Cost			01-Jan
Motor Vehicle Incidents	/hour/unit	E	T			01-Jan
Mutual Aid Request		E	per Service Agreement			01-Jan
File Search	\$/instance	E	\$ 75.00	\$ 75.00	\$ 75.00	01-Jan
Reproduction of Photos	\$/digital	E	\$ 1.00	\$ 1.00	\$ 1.00	01-Jan
Reproduction of Photos	\$/hard copy	E	\$ 5.00	\$ 5.00	\$ 5.00	01-Jan
Other Fees & Services		E	Rates at industry standard plus costs			01-Jan
*The full hourly rate may be applied to any portion of an hour worked.						
*T assessed as Rates of Reimbursement for Fire Departments responding within provincial highway right-of-way. Inflation Adjustment by Alberta Ministry of Transportation.						
Geomatics						
Fees						
Custom Mapping	\$/hour	I	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Digital Copies	\$/hour	I	-	-	-	01-Jan
Digital Aerial Photos – Full Extent	\$/map	I	\$ 400.00	\$ 400.00	\$ 400.00	01-Jan
Digital Aerial Photos – 4 km x 4 km	\$/map	I	\$ 160.00	\$ 160.00	\$ 160.00	01-Jan
Digital Aerial Photos – 2 km x 2 km	\$/map	I	\$ 80.00	\$ 80.00	\$ 80.00	01-Jan
Digital Aerial Photos – 1 km x 1 km	\$/map	I	\$ 40.00	\$ 40.00	\$ 40.00	01-Jan
Colour Aerial Photos – 30 cm/pixel (91.4 cm x 101.6 cm)	\$/map	I	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Base Map – 1:25,000 (21.6 cm x 27.9 cm)	\$/map	I	\$ 5.00	\$ 5.00	\$ 5.00	01-Jan
Transportation Map – 1:25,000 (21.6 cm x 27.9 cm)	\$/map	I	\$ 5.00	\$ 5.00	\$ 5.00	01-Jan
Single Line Road Network 1:20,000 (45.7 cm x 50.8 cm)	\$/map	I	\$ 10.00	\$ 10.00	\$ 10.00	01-Jan
Base, Land Use, Legal Subdivision, Sanitary Sewer Collection, Storm Sewer Collection, Schools & Parks, Transportation - Single Line, Utility & ROW, Water Distribution, or Zoning – 1:10,000 (91.4 cm x 101.6 cm)	\$/map	I	\$ 10.00	\$ 10.00	\$ 10.00	01-Jan
Base, Land Use, Legal Subdivision, Sanitary Sewer Collection, Storm Sewer Collection, Schools & Parks, Transportation – Single Line, Utility & ROW, Water Distribution, or Zoning – Engineering Prints (A1 size or 84.1 cm x	\$/map	I	\$ 10.00	\$ 10.00	\$ 10.00	01-Jan

*GST – Exempt (E), Included (I), Plus (+)

2025 2026 rates are subject to change based on annual budget review.



**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Civic Address Base Map – 2 sheets – 1:4,000 (190.5 cm x 101.6 cm)	\$/map	I	\$ 40.00	\$ 40.00	\$ 40.00	01-Jan
Address & Lot Dimensions Base Map – 3 sheets – 1:3,000 (208.3 cm x 228.6 cm)	\$/map	I	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Sanitary Sewer Collection, Storm Sewer Collection, or Water Distribution Map Sets – 43 pages (91.4 cm x 76.2 cm)	\$/set	I	\$ 200.00	\$ 200.00	\$ 200.00	01-Jan
Information Technology						
Fees						
8½" x 11" Copy (black & white)	\$/page	I	\$ 0.25	\$ 0.25	\$ 0.25	01-Jan
8½" x 14" Copy (black & white)	\$/page	I	\$ 0.50	\$ 0.50	\$ 0.50	01-Jan
11" x 17" Copy (black & white)	\$/page	I	\$ 1.00	\$ 1.00	\$ 1.00	01-Jan
8½" x 11" Copy (colour)	\$/page	I	\$ 2.00	\$ 2.00	\$ 2.00	01-Jan
8½" x 14" Copy (colour)	\$/page	I	\$ 2.50	\$ 2.50	\$ 2.50	01-Jan
11" x 17" Copy (colour)	\$/page	I	\$ 4.00	\$ 4.00	\$ 4.00	01-Jan
Leasing - Licence of Occupation						
Fees						
Application	\$/instance	I	\$ 200.00	\$ 200.00	\$ 200.00	01-Jan
Annual Fee	\$/year	I	\$ 200.00	\$ 200.00	\$ 200.00	01-Jan
Public Safety						
Fees						
RCMP Criminal Record Check	\$/instance	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Criminal Record Check (volunteers)	\$/instance	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Fingerprint Processing	\$/instance	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Animal Impound						
Pound Keeper Fees						
Animal at Large – Peace Officer Surrender	\$/1st day	E	\$ 75.00	\$ 75.00	\$ 75.00	01-Jan
Animal at Large – Peace Officer Surrender	\$/day	E	\$ 20.00	\$ 20.00	\$ 20.00	01-Jan
Animal at Large – Citizen Surrender	\$/1st day	E	\$ 40.00	\$ 40.00	\$ 40.00	01-Jan
Animal at Large – Citizen Surrender	\$/day	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Taxi & Vehicle for Hire						
Fees						
Taxi Vehicle	\$/year	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Vehicle for Hire	\$/year	E	\$ 225.00	\$ 225.00	\$ 225.00	01-Jan
Taxi Operator Permit	\$/year	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Taxi License Plate	\$/year	E	\$ 15.00	\$ 15.00	\$ 15.00	01-Jan
Taxi Broker License	\$/year	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Vehicle Inspection (initial)	\$/instance	E	-	-	-	01-Jan
Vehicle Inspection (second)	\$/instance	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Vehicle Inspection (additional)	\$/instance	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan

*GST – Exempt (E), Included (I), Plus (+)

2025 2026 rates are subject to change based on annual budget review.



**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Review Boards						
Assessment Review Board						
Assessment Complaint Filing Fees						
Residential (3 or less units including farmland)	\$/instance	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Residential (4 or more units)	\$/instance	E	\$ 250.00	\$ 250.00	\$ 250.00	01-Jan
Non-residential (assessment up to and including \$999,999)	\$/instance	E	\$ 300.00	\$ 300.00	\$ 300.00	01-Jan
Non-residential (assessment between \$1,000,000 and up to and including \$4,999,999)	\$/instance	E	\$ 500.00	\$ 500.00	\$ 500.00	01-Jan
Non-residential (assessment of \$5,000,000 or greater)	\$/instance	E	\$ 650.00	\$ 650.00	\$ 650.00	01-Jan
Subdivision and Development Appeal Board						
Filing Fees						
Subdivision and Development Appeal	\$/instance	E	\$ 400.00	\$ 400.00	\$ 400.00	01-Jan
Taxation and Assessment						
Fees						
Tax Certificate (online)	\$/instance	E	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Tax Certificate (staff-assisted)	\$/instance	E	\$ 40.00	\$ 40.00	\$ 40.00	01-Jan
Historical Tax/Assessment Information (up to 3 years)	\$/account/year	E	\$ 10.00	\$ 10.00	\$ 10.00	01-Jan
Historical Tax/Assessment Information (more than 3 years) *minimum 1 hour fee	\$/hour	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Assessment/Tax Notice Copy (current year) *Taxpayer only	\$/account/year	E	-	-	-	01-Jan
Assessment/Tax Notice Copy (current year) *Non-taxpayer	\$/account/year	E	\$ 10.00	\$ 10.00	\$ 10.00	
Assessment/Tax Notice Copy (previous years)	\$/account/year	E	\$ 10.00	\$ 10.00	\$ 10.00	01-Jan
Municipal Government Act- Section 299 requests	\$/account/year	E	\$ 40.00	\$ 40.00	\$ 40.00	01-Jan
Municipal Government Act – Section 300 requests *minimum 1 hour fee	\$/hour	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Mortgage Administration Fee	\$/instance	E	\$ 15.00	\$ 15.00	\$ 15.00	01-Jan
Alberta Tax Recovery Notification	\$/account	E	\$ 75.00	\$ 75.00	\$ 75.00	01-Jan
Alberta Tax Recovery Collection	\$/account	E		Cost		01-Jan
Saskatchewan Tax Lien Registration	\$/account	E	\$ 75.00	\$ 75.00	\$ 75.00	01-Jan
Saskatchewan 6 Month Notice	\$/account	E	\$ 50.00	\$ 50.00	\$ 50.00	01-Jan
Saskatchewan Tax Enforcement	\$/account	E		Cost		01-Jan

*GST – Exempt (E), Included (I), Plus (+)

2025 2026 rates are subject to change based on annual budget review.



Description	Unit	GST	2024	2025	2026	Effective
SCHEDULE "D" - OPERATIONS						
Airport						
Rates & Fees						
Aircraft Landing Fee (2,000 kg or less – private)	\$/1,000 kg	+	-	-	-	01-Jan
Aircraft Landing Fee (2,001 kg – 21,000 kg)	\$/1,000 kg	+	\$ 4.10	\$ 4.25	\$ 4.35	01-Jan
Aircraft Landing Fee (21,000 kg +)	\$/1,000 kg	+	\$ 5.00	\$ 5.15	\$ 5.30	01-Jan
*Commercially Registered Minimum Landing Fee - \$14.20						
Terminal Fees (0 – 6 seats)	\$/0 - 6 seats	+	-	-	-	01-Jan
Terminal Fees (7 – 12 seats)	\$/7 - 12 seats	+	\$ 25.00	\$ 25.00	\$ 25.00	01-Jan
Terminal Fees (13 – 20 seats)	\$/13 -20 seats	+	\$ 35.00	\$ 35.00	\$ 35.00	01-Jan
Terminal Fees (21+ seats)	\$/21+ seats	+	\$ 65.00	\$ 65.00	\$ 65.00	01-Jan
*Scheduled flights exempt from terminal fees. All other flights assumed to use terminal unless local based registered aircraft.						
Aircraft Parking Fee (Daily)	\$/day	+	\$ 7.20	\$ 7.40	\$ 7.60	01-Jan
Aircraft Parking Fee (Monthly)	\$/month	+	\$ 72.00	\$ 74.00	\$ 76.00	01-Jan
Aircraft Parking (Yearly)	\$/year	+	\$ 350.00	\$ 360.00	\$ 370.00	01-Jan
Flight Training School Landing Fee	\$/day	+	\$ 14.20	\$ 14.20	\$ 14.20	01-Jan
*Per aircraft per day. Flights must be predeclared for internal training.						
Scheduled Flight Passenger Fees (enplaning and deplaning)	\$/passenger	+	\$ 5.00	\$ 5.00	\$ 7.50	01-Jan
Emergency fueling service assistance surcharge	\$/instance	+	\$25.00 + \$0.05/litre			01-Jan
After hours emergency fueling service assistance surcharge	\$/instance	+	\$125.00 + \$0.05/litre			01-Jan
Call Out Fee - first two hours	\$/first two hours	+	\$ 125.00	\$ 125.00	\$ 125.00	01-Jan
Call Out Fee - after two hours	\$/instance	+	Cost Recovery (loaded rate + 15%)			01-Jan
Labour, equipment and materials	\$/instance	+	Cost Recovery (loaded rate + 15%)			01-Jan
Public Vehicle Parking Fee	\$/first 30 days	+	-	-	-	01-Jan
Public Vehicle Parking Fee - electrified stall *minimum 1 week charge	\$/week	+	\$ 20.00	\$ 20.60	\$ 21.25	01-Jan
*Runaway is open 24 hours/day, 7 days/week, 365 days/year.						
Environmental Services						
Landfill						
In Town Residential Fees						
Garbage	\$/tonne	E	-	To be Reviewed		01-Jan
Asbestos	\$/tonne	E	\$ 344.50	\$ 361.75	\$ 380.00	01-Jan
Clean Concrete/Asphalt	\$/tonne	E	-	-	-	01-Jan
Unrecyclable Concrete	\$/tonne	E	\$ 344.50	\$ 361.75	\$ 380.00	01-Jan
Clean Fill	\$/tonne	E	-	-	-	01-Jan
Septic Waste	\$/load	E	\$ 75.75	\$ 79.50	\$ 83.50	01-Jan
Cardboard	\$/tonne	E	-	-	-	01-Jan
Electronics	\$/tonne	E	-	-	-	01-Jan
Battery	\$/tonne	E	-	-	-	01-Jan
Metal and Appliance	\$/tonne	E	-	-	-	01-Jan
Paint	\$/gallon	E	-	-	-	01-Jan
Tires, rimless (Type 0 – PLT sm ag/ind)	\$/piece	E	\$ 5.50	\$ 5.75	\$ 6.00	01-Jan
Tires, rimless (Type 1 – med truck + 20 imp)	\$/piece	E	\$ 15.50	\$ 16.25	\$ 17.00	01-Jan
Tires, rimless (Type 2 – ag over 20+ grader)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan
Tires, rimless (Type 3 – OTR 20.5 x 25 + up)	\$/piece	E	\$ 63.00	\$ 66.25	\$ 69.75	01-Jan
Tires, rimless (Type 4 – SPE)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan

*GST – Exempt (E), Included (I), Plus (+)

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Tires, rimless (Type 5 – OTR II 26.5 to 39)	\$/piece	E	\$ 154.50	\$ 162.25	\$ 170.50	01-Jan
*Tires with rims on will be charged double the tipping fees stated above.						
Used Oil, Containers and Filters (household quantities)	\$/piece	E	-	-	-	01-Jan
Glycol	\$/load	E	\$ 6.50	\$ 7.00	\$ 7.50	01-Jan
Mixed load (metal, garbage, soil)	\$/tonne	E	\$ 286.75	\$ 301.25	\$ 316.50	01-Jan
Mattress	\$/each	E	\$ 15.00	\$ 20.00	\$ 25.00	01-Jan
In Town Commercial Fees						
Garbage	\$/tonne	E	\$ 87.25	\$ 91.75	\$ 96.50	01-Jan
Asbestos	\$/tonne	E	\$ 344.50	\$ 361.75	\$ 380.00	01-Jan
Clean Concrete/Asphalt	\$/tonne	E	-	-	-	01-Jan
Unrecyclable Concrete	\$/tonne	E	\$ 344.50	\$ 361.75	\$ 380.00	01-Jan
Clean Fill	\$/tonne	E	\$ 12.00	\$ 12.75	\$ 13.50	01-Jan
Septic Waste	\$/load	E	\$ 75.75	\$ 79.50	\$ 83.50	01-Jan
Sump or Hydrovac Waste	\$/tonne	E	\$ 75.75	\$ 79.50	\$ 83.50	01-Jan
Cardboard	\$/tonne	E	-	-	-	01-Jan
Electronics	\$/tonne	E	-	-	-	01-Jan
Battery	\$/tonne	E	-	-	-	01-Jan
Metal and Appliance	\$/tonne	E	-	-	-	01-Jan
Paint	\$/gallon	E	Pre-Approval Required			01-Jan
Tires, rimless (Type 0 – PLT sm ag/ind)	\$/piece	E	\$ 5.50	\$ 5.75	\$ 6.00	01-Jan
Tires, rimless (Type 1 – med truck + 20 imp)	\$/piece	E	\$ 15.50	\$ 16.25	\$ 17.00	01-Jan
Tires, rimless (Type 2 – ag over 20+ grader)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan
Tires, rimless (Type 3 – OTR 20.5 x 25 + up)	\$/piece	E	\$ 63.00	\$ 66.25	\$ 69.50	01-Jan
Tires, rimless (Type 4 – SPE)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan
Tires, rimless (Type 5 – OTR II 26.5 to 39)	\$/piece	E	\$ 154.50	\$ 162.25	\$ 170.50	01-Jan
*Tires with rims on will be charged double the tipping fees stated above.						
Used Oil, Containers and Filters (household quantities)	\$/tonne	E	-	-	-	01-Jan
Glycol	\$/load	E	\$ 6.50	\$ 7.00	\$ 7.50	01-Jan
Mixed load (metal, garbage, soil)	\$/tonne	E	\$ 286.75	\$ 301.25	\$ 316.50	01-Jan
Mattress	\$/each	E	\$ 15.00	\$ 20.00	\$ 25.00	01-Jan
Specified Risk Materials/Special Handling	\$/tonne	E	\$ 344.50	\$ 361.75	\$ 380.00	01-Jan
In Town - Minimum Tipping Fee - Materials						
Garbage, Sump or Hydrovac Waste - Not Applicable to Residential Loads	\$/tonne	E	\$ 13.25	\$ 14.00	\$ 14.75	01-Jan
Clean Fill - Not Applicable to Residential Loads	\$/tonne	E	\$ 6.50	\$ 7.00	\$ 7.50	01-Jan
Special Waste (SRM, Asbestos, Unrecyclable Concrete, Mixed Load)	\$/tonne	E	\$ 115.50	\$ 121.25	\$ 127.50	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Out of Town Fees						
Garbage	\$/tonne	E	\$ 144.00	\$ 151.25	\$ 159.00	01-Jan
Asbestos	\$/tonne	E	\$ 459.00	\$ 482.00	\$ 506.25	01-Jan
Clean Concrete/Asphalt	\$/tonne	E	-	-	-	01-Jan
Unrecyclable Concrete	\$/tonne	E	\$ 396.00	\$ 416.00	\$ 437.00	01-Jan
Clean Fill	\$/tonne	E	\$ 18.00	\$ 19.00	\$ 20.00	01-Jan
Septic Waste	\$/load	E	\$ 75.75	\$ 79.50	\$ 83.50	01-Jan
Sump or Hydrovac Waste	\$/tonne	E	\$ 86.00	\$ 90.50	\$ 95.00	01-Jan
Cardboard	\$/tonne	E	-	-	-	01-Jan
Electronics	\$/tonne	E	-	-	-	01-Jan
Battery	\$/tonne	E	-	-	-	01-Jan
Metal and Appliance	\$/tonne	E	-	-	-	01-Jan
Paint	\$/gallon	E	Not Accepted			01-Jan
Tires, rimless (Type 0 – PLT sm ag/ind)	\$/piece	E	\$ 5.50	\$ 5.75	\$ 6.00	01-Jan
Tires, rimless (Type 1 – med truck + 20 imp)	\$/piece	E	\$ 15.50	\$ 16.25	\$ 17.00	01-Jan
Tires, rimless (Type 2 – ag over 20+ grader)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan
Tires, rimless (Type 3 – OTR 20.5 x 25 + up)	\$/piece	E	\$ 63.00	\$ 66.25	\$ 69.50	01-Jan
Tires, rimless (Type 4 – SPE)	\$/piece	E	\$ 27.50	\$ 29.00	\$ 30.50	01-Jan
Tires, rimless (Type 5 – OTR II 26.5 to 39)	\$/piece	E	\$ 154.50	\$ 162.25	\$ 170.50	01-Jan
*Tires with rims on will be charged double the tipping fees stated above.						
Used Oil, Containers and Filters (household quantities)	\$/tonne	E	-	-	-	01-Jan
Glycol	\$/load	E	\$ 12.75	\$ 13.50	\$ 14.25	01-Jan
Mixed load (metal, garbage, soil)	\$/tonne	E	\$ 330.75	\$ 347.50	\$ 365.00	01-Jan
Mattress	\$/each	E	\$ 23.50	\$ 24.75	\$ 26.00	01-Jan
Specified Risk Materials/Special Handling	\$/tonne	E	\$ 459.00	\$ 482.00	\$ 506.25	01-Jan
Out of Town - Minimum Tipping Fee - Materials						
Garbage, Sump or Hydrovac Waste	\$/tonne	E	\$ 21.50	\$ 22.50	\$ 23.75	01-Jan
Clean Fill	\$/tonne	E	\$ 6.50	\$ 7.00	\$ 7.50	01-Jan
Special Waste (SRM, Asbestos, Unrecyclable Concrete, Mixed Load)	\$/tonne	E	\$ 154.50	\$ 162.25	\$ 170.50	01-Jan
Surcharges						
Extended Hours	\$/hour	E	\$ 115.50	\$ 121.50	\$ 127.50	01-Jan
Oversized Concrete	\$/tonne	E	\$ 6.50	\$ 7.00	\$ 7.50	01-Jan
Unsecured Load	\$/load	E	\$ 23.75	\$ 25.00	\$ 26.25	01-Jan
Weighing Fee	\$/load	E	\$ 18.00	\$ 19.00	\$ 20.00	01-Jan
Snow Disposal Fee						
Single Axle Truck	\$/truck	E	\$ 3.50	\$ 3.75	\$ 4.00	01-Jan
Tandem Axle Truck	\$/truck	E	\$ 7.00	\$ 7.50	\$ 8.00	01-Jan
Tandem Axle Truck with pup/trailer	\$/truck	E	\$ 13.50	\$ 14.25	\$ 15.00	01-Jan
Tri-axle truck/trailer	\$/truck	E	\$ 20.00	\$ 21.00	\$ 22.00	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Refuse Collection Services						
Services Fees						
Curbside Collection (waste, organics, blue bag)	\$/month	E	\$ 18.52	\$ 19.45	\$ 20.42	01-Jan
Landfill Services (waste & organics disposal)	\$/month	E	\$ 6.13	\$ 6.44	\$ 6.76	01-Jan
Cart Retrieval Fee *per 2020-2030 GFL Agreement	\$/instance	E	\$ 35.00	\$ 35.00	\$ 35.00	01-Jan
Cart Replacement *per 2020-2030 GFL Agreement	\$/instance	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Stormwater Services						
Property Size (Developed)						
Up to 2,000	\$/month	E	\$ 16.94	\$ 17.79	\$ 18.68	01-Jan
2,001 – 7,000	\$/month	E	\$ 33.89	\$ 35.58	\$ 37.36	01-Jan
7,001 – 12,000	\$/month	E	\$ 149.06	\$ 156.51	\$ 164.34	01-Jan
12,001 – 17,000	\$/month	E	\$ 223.59	\$ 234.77	\$ 246.50	01-Jan
17,000 – 22,000	\$/month	E	\$ 298.12	\$ 313.03	\$ 328.68	01-Jan
22,001 – 30,000	\$/month	E	\$ 372.65	\$ 391.28	\$ 410.84	01-Jan
30,001 +	\$/month	E	\$ 550.37	\$ 577.89	\$ 606.79	01-Jan
Property Size (Undeveloped)						
Up to 2,000	\$/month	E	\$ 4.23	\$ 4.45	\$ 4.67	01-Jan
2,001 – 7,000	\$/month	E	\$ 8.47	\$ 8.90	\$ 9.34	01-Jan
7,001 – 12,000	\$/month	E	\$ 37.26	\$ 39.13	\$ 41.08	01-Jan
12,001 – 17,000	\$/month	E	\$ 55.90	\$ 58.69	\$ 61.63	01-Jan
17,000 – 22,000	\$/month	E	\$ 74.53	\$ 78.26	\$ 82.17	01-Jan
22,001 – 30,000	\$/month	E	\$ 93.16	\$ 97.82	\$ 102.71	01-Jan
30,001 +	\$/month	E	\$ 137.59	\$ 144.47	\$ 151.70	01-Jan
Sewer Service						
Auger (Monday to Friday, 8:00 am - 5:00 pm)	\$/service	E	\$ 245.00	\$ 250.00	\$ 255.00	01-Jan
Auger (After Hours)	\$/service	E	\$ 445.00	\$ 450.00	\$ 460.00	01-Jan
Camera (Monday to Friday, 8:00 am - 5:00 pm only)	\$/service	E	\$ 245.00	\$ 250.00	\$ 255.00	01-Jan
Water Services						
Fees						
Application	\$/instance	E	\$ 60.00	\$ 60.00	\$ 60.00	01-Jan
Deposit	\$/instance	E	\$ 250.00	\$ 250.00	\$ 250.00	01-Jan
New Install 5/8" (meter, radio, & install)	\$/meter	E	\$ 448.50	\$ 471.00	\$ 494.75	01-Jan
New Install 3/4" (meter, radio, & install)	\$/meter	E	\$ 537.50	\$ 564.50	\$ 592.75	01-Jan
New Install 1" (meter, radio, & install)	\$/meter	E	\$ 603.00	\$ 633.25	\$ 665.25	01-Jan
New Install 1 1/2" (meter, radio, & install)	\$/meter	E	\$ 2,362.25	\$ 2,480.50	\$ 2,605.25	01-Jan
New Install 2"(meter, radio, & install)	\$/meter	E	\$ 2,835.00	\$ 2,976.75	\$ 3,122.00	01-Jan
New Install 3" (meter only)	\$/meter	E	Cost Recovery + 15%			01-Jan
New Install 4" (meter only)	\$/meter	E	Cost Recovery + 15%			01-Jan
New Install 6" (meter only)	\$/meter	E	Cost Recovery + 15%			01-Jan

*GST – Exempt (E), Included (I), Plus (+)

250 2025 2026 rates are subject to change based on annual budget review.



**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Service Assistance						
Investigation, Manual/No Access	\$/instance	E	\$ 135.50	\$ 142.50	\$ 150.00	01-Jan
Reconnect/Turn-off	\$/instance	E	\$ 87.00	\$ 91.50	\$ 96.00	01-Jan
Removal of Facilities, Permanent Shut Off	\$/instance	E	\$ 87.00	\$ 91.50	\$ 96.00	01-Jan
Private Hydrant Inspection	\$/hydrant	E	\$ 105.00	\$ 110.00	\$ 115.00	01-Jan
Freeze/Thaw Private Service Line	\$/hr	E	Cost Recovery + 15%			01-Jan
Damage Repair	\$/instance	E	Cost Recovery + 15%			01-Jan
Other service requests	\$/hr	E	Cost Recovery + 15%			01-Jan
Temporary Service						
Equipment Deposit (temporary meter box 1" or 3" meter)	\$/meter	E	\$ 5,000.00	\$ 5,250.00	\$ 5,512.50	01-Jan
Installation	\$/instance	E	\$ 135.50	\$ 142.50	\$ 150.00	01-Jan
*Usage Rates as per Water and Wastewater Rates or Water Only Rates						
Monthly Distribution Charge						
5/8"	\$/month	E	\$ 22.21	\$ 23.32	\$ 24.48	01-Jan
3/4"	\$/month	E	\$ 33.31	\$ 34.98	\$ 36.73	01-Jan
1"	\$/month	E	\$ 55.51	\$ 58.29	\$ 61.20	01-Jan
1 1/2"	\$/month	E	\$ 133.22	\$ 139.88	\$ 146.87	01-Jan
2"	\$/month	E	\$ 222.04	\$ 233.14	\$ 244.80	01-Jan
3"	\$/month	E	\$ 510.70	\$ 536.23	\$ 563.05	01-Jan
4"	\$/month	E	\$ 910.39	\$ 955.91	\$ 1,003.71	01-Jan
6"	\$/month	E	\$ 2,042.81	\$ 2,144.95	\$ 2,252.20	01-Jan
Consumption Charge						
0 – 30	\$/m ³	E	\$ 4.21	\$ 4.42	\$ 4.64	01-Jan
30 – 70	\$/m ³	E	\$ 4.40	\$ 4.62	\$ 4.85	01-Jan
70 +	\$/m ³	E	\$ 4.48	\$ 4.70	\$ 4.94	01-Jan
Temporary & Bulk Water	\$/m ³	E	\$ 8.80	\$ 9.24	\$ 9.70	01-Jan
Planning and Development						
Advertising Fees						
Advertising - 1/2 page advertisement	\$/instance	E	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	01-Jan
Advertising - 1/4 page advertisement	\$/instance	E	\$ 300.00	\$ 350.00	\$ 400.00	01-Jan
Building Permit Fees						
All Construction	\$/ \$1,000 of proposed construction	E	\$ 6.50 (minimum fee: \$75.00)	\$ 6.50 (minimum fee: \$75.00)	\$ 6.75 (minimum fee: \$100.00)	01-Jan
Building Permit Re-Inspection Fee or Missed Inspection – Residential	\$/inspection	E	\$ 100.00	\$ 100.00	\$ 120.00	01-Jan
Building Permit Re-Inspection Fee or Missed Inspection – Commercial/Institutional/Industrial	\$/inspection	E	\$ 100.00	\$ 100.00	\$ 120.00	01-Jan
Building Compliance Letter – Residential	\$/property	E	\$ 150.00	\$ 150.00	\$ 180.00	01-Jan
Building Compliance Letter – Commercial/Industrial/Institutional	\$/property	E	\$ 300.00	\$ 300.00	\$ 315.00	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Development Fees						
Single Family Dwelling	\$/permit	E	\$ 180.00	\$ 200.00	\$ 200.00	01-Jan
Rowhouse, Townhouse, Apartment or Hotel	\$/permit	E	\$ 180.00	\$ 180.00	\$ 200.00	01-Jan
- additional per unit	\$/unit	E	\$ 160.00	\$ 160.00	\$ 160.00	01-Jan
Duplex	\$/permit	E	\$ 180.00	\$ 180.00	\$ 200.00	01-Jan
- additional per unit	\$/unit	E	\$ 160.00	\$ 160.00	\$ 160.00	01-Jan
Secondary/Backyard/Garden/Garage/Granny Suite	\$/permit	E	\$ 180.00	\$ 180.00	\$ 200.00	01-Jan
Residential Addition	\$/permit	E	\$ 100.00	\$ 100.00	\$ 120.00	01-Jan
Accessory Building or Shipping Container	\$/permit	E	\$ 90.00	\$ 90.00	\$ 100.00	01-Jan
Development - Deck/Garage/Pool/Driveway	\$/permit	E	\$ 90.00	\$ 90.00	\$ 100.00	01-Jan
Home Based Business – Minor	\$/permit	E	\$ 90.00	\$ 90.00	\$ 100.00	01-Jan
Home Based Business – Major (plus one ¼ page advertising fee)	\$/permit	E	\$ 180.00	\$ 180.00	\$ 200.00	01-Jan
Discretionary Use (plus one ¼ page advertising fee)	\$/permit	E	\$ 200.00	\$ 200.00	\$ 225.00	01-Jan
Variance – Prior to Construction Commencement (plus one ¼ page advertising fee)	\$/occurrence	E	\$ 350.00	\$ 350.00	\$ 375.00	01-Jan
Variance – After Construction Commencement (plus one ¼ page advertising fee)	\$/occurrence	E	\$ 700.00	\$ 700.00	\$ 750.00	01-Jan
Commercial/Industrial/Institutional - New Construction	\$/m ² of project floor area	E	\$ 5.00 (minimum fee: \$500, maximum fee: \$3,000)	\$ 5.00 (minimum fee: \$500, maximum fee: \$3,000)	\$ 5.00 (minimum fee: \$600, maximum fee: \$3,500)	01-Jan
Commercial/Industrial/Institutional - Addition to Existing Building	\$/m ² of project floor area	E	\$ 3.50 (minimum fee: \$300, maximum fee: \$1,500)	\$ 3.50 (minimum fee: \$300, maximum fee: \$1,500)	\$ 3.50 (minimum fee: \$400, maximum fee: \$2,000)	01-Jan
Commercial/Industrial/Institutional - Accessory Buildings/Structures	\$/m ² of project floor area	E	\$ 2.25 (minimum fee: \$300, maximum fee: \$1,000)	\$ 2.25 (minimum fee: \$300, maximum fee: \$1,500)	\$ 2.25 (minimum fee: \$300, maximum fee: \$1,500)	01-Jan
Commercial/Industrial/Institutional - Stripping and Grading	\$/permit/lot size	E	\$ 300.00	\$ 300.00	\$ 350.00	01-Jan
Work done without a Permit	\$/permit	E	Double Applicable Fee			01-Jan
Development Permit Extension – One Time	\$/permit	E	50% Original Fee			01-Jan
Demolition – Single Family (plus \$500 damage deposit)	\$/permit	E	\$ 100.00	\$ 100.00	\$ 125.00	01-Jan
Demolition – Other (plus \$5,000 damage deposit)	\$/permit	E	\$ 250.00	\$ 250.00	\$ 300.00	01-Jan
Compliance Certificate – Single Family (zoning/building)	\$/permit	E	\$ 175.00	\$ 175.00	\$ 200.00	01-Jan
Compliance Certificate – Multi-family/Non-residential (zoning/building)	\$/permit	E	\$ 325.00	\$ 325.00	\$ 350.00	01-Jan
Telecommunications Tower	\$/instance	E	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	01-Jan
Site Re-inspections (letters of credit/damage deposit)	\$/instance	E	\$ 100.00	\$ 100.00	\$ 125.00	01-Jan

*GST – Exempt (E), Included (I), Plus (+)

2520 2025 2026 rates are subject to change based on annual budget review.



**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Signs – Temporary (including portable)	\$/instance	E	\$ 150.00	\$ 150.00	\$ 175.00	01-Jan
Signs – Freestanding/Billboards	\$/instance	E	\$ 600.00	\$ 600.00	\$ 650.00	01-Jan
Signs – Other	\$/instance	E	\$ 200.00	\$ 200.00	\$ 225.00	01-Jan
Encroachment Agreement	\$/instance	E	\$ 200.00	\$ 250.00	\$ 300.00	01-Jan
*All applications include a current Land Title as part of the application fee						
Gas Permits and Electrical Permits						
Fees are set by the relevant provincial (Alberta or Saskatchewan) body						
Grading and Excavation Fees						
Grading - Single Family Residential (2 inspections included)	\$/permit	E	\$ 155.00	\$ 175.00	\$ 175.00	01-Jan
Grading - Commercial/Industrial/Multi-family (1 inspection included)	\$/hectare	E	\$ 130.00	\$ 150.00	\$ 150.00	01-Jan
Grading Re-Inspection - Single Family Residential	\$/permit	E	\$ 65.00	\$ 75.00	\$ 75.00	01-Jan
Grading Re-Inspection - Commercial/Industrial/Multi-family	\$/hectare	E	\$ 90.00	\$ 110.00	\$ 110.00	01-Jan
Excavation Permit	\$/permit	E	\$ 80.00	\$ 80.00	\$ 100.00	01-Jan
Excavation Permit Deposit - Roadway	\$/permit	E	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	01-Jan
Excavation Permit Deposit - Other	\$/100 m	E	\$ 400.00	\$ 400.00	\$ 400.00	01-Jan
Other Planning Fees						
City Standard Development Agreement - Major	\$/major	E	\$ 2,500.00	\$ 2,750.00	\$ 2,750.00	01-Jan
City Standard Development Agreement – Minor (additions to initial agreement)	\$/minor	E	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	01-Jan
Additional Inspections/Re-Inspections (Construction Completion Certificate (CCC)/Final Acceptance Certificate (FAC))	\$/instance	E	\$ 150.00	\$ 150.00	\$ 170.00	01-Jan
Area Redevelopment Plan (plus two ½ page advertising fees)	\$/instance	E	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00	01-Jan
Area Structure Plan	\$/instance	E	Fee To Be Determined with Developer			01-Jan
Area Structure Plan Amendment (plus two ½ page advertising fees)	\$/instance	E	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	01-Jan
Neighbourhood Structure Plan (plus two ½ page advertising fees)	\$/instance	E	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00	01-Jan
Municipal Development Plan (MDP) Amendment or Land Use Bylaw (LUB)						
Amendment - Text or Map (plus two ½ page advertising fees)	\$/instance	E	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	01-Jan
Road Closure (plus two ½ page advertising fees)	\$/instance	E	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	01-Jan
Land Title Search Request	\$/search	E	\$ 20.00	\$ 20.00	\$ 20.00	01-Jan
File Access Fee - Residential (plus copy fees per Schedule "C")	\$/search	E	\$ 50.00	\$ 50.00	\$ 55.00	01-Jan
File Access Fee - Non-residential	\$/search	E	\$ 125.00	\$ 125.00	\$ 130.00	01-Jan
File History Review for Environmental Letter Request – Single Family Residential	\$/lot	E	\$ 200.00	\$ 200.00	\$ 210.00	01-Jan
File History Review for Environmental Letter Request - Other	\$/lot	E	\$ 450.00	\$ 450.00	\$ 460.00	01-Jan
Subdivision Fees						
Subdivision of Residential Lots	\$/permit	E	\$ 600.00	\$ 700.00	\$ 700.00	01-Jan
- additional per lot	\$/lot	E	\$ 300.00	\$ 300.00	\$ 300.00	01-Jan
Bare land Condominium	\$/permit	E	\$ 600.00	\$ 700.00	\$ 700.00	01-Jan
- additional per lot	\$/lot	E	\$ 60.00	\$ 60.00	\$ 70.00	01-Jan
Subdivision of Non-Residential Lots	\$/permit	E	\$ 600.00	\$ 700.00	\$ 700.00	01-Jan
- additional per lot	\$/lot	E	\$ 400.00	\$ 400.00	\$ 400.00	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Plan Endorsement Fee of All Subdivided Lots	\$/lot	E	\$ 100.00	\$ 100.00	\$ 100.00	01-Jan
Approval Extension Prior to Expiry	\$/permit	E	\$ 200.00	\$ 200.00	\$ 200.00	01-Jan
Resubmission for Approval After Expiry	\$/permit	E	50% of Original Fee			01-Jan
Consolidation Review and Consent from Municipality	\$/permit	E	\$ 200.00	\$ 200.00	\$ 250.00	01-Jan
Plumbing Fees						
Permit	\$/instance	E	\$75.00 + \$7.00/fixture	\$75.00 + \$7.00/fixture	\$85.00 + \$7.00/fixture	01-Jan
Parks & Greenspaces						
Ball Diamonds						
Class A Rates						
Adult (18+)	\$/hour	I	\$ 37.00	\$ 38.50	\$ 40.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 24.50	\$ 25.50	\$ 26.00	01-Jan
Adult (18+)	\$/day	I	\$ 239.00	\$ 247.00	\$ 254.00	01-Jan
Youth (under 18)	\$/day	I	\$ 154.00	\$ 159.00	\$ 164.00	01-Jan
Ball Diamond #3 & #4 (lights)	\$/hour	I	\$ 42.00	\$ 43.50	\$ 45.00	01-Jan
Class AB Rates						
Adult (18+)	\$/hour	I	\$ 31.00	\$ 32.00	\$ 32.50	01-Jan
Youth (under 18)	\$/hour	I	\$ 20.50	\$ 21.00	\$ 22.00	01-Jan
Adult (18+)	\$/day	I	\$ 203.00	\$ 209.00	\$ 215.00	01-Jan
Youth (under 18)	\$/day	I	\$ 132.00	\$ 136.00	\$ 141.00	01-Jan
Class B Rates						
Adult (18+)	\$/hour	I	\$ 25.50	\$ 26.50	\$ 27.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 17.50	\$ 18.00	\$ 18.50	01-Jan
Adult (18+)	\$/day	I	\$ 166.00	\$ 171.00	\$ 177.00	01-Jan
Youth (under 18)	\$/day	I	\$ 108.00	\$ 111.00	\$ 114.00	01-Jan
Bud Miller All Seasons Park						
Picnic Shelter						
Hourly	\$/hour	I	\$ 41.50	\$ 42.50	\$ 44.00	01-Jan
Daily	\$/day	I	\$ 247.00	\$ 254.00	\$ 262.00	01-Jan
Picnic Area #1 or #2						
Hourly	\$/hour	I	\$ 25.50	\$ 26.50	\$ 27.00	01-Jan
Daily	\$/day	I	\$ 154.00	\$ 159.00	\$ 164.00	01-Jan
Amphitheatre						
Hourly	\$/hour	I	\$ 41.00	\$ 42.50	\$ 44.00	01-Jan
Daily	\$/day	I	\$ 247.00	\$ 254.00	\$ 262.00	01-Jan
Tennis Court						
Adult (18+)	\$/hour	I	\$ 8.50	\$ 9.00	\$ 9.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 6.50	\$ 6.50	\$ 7.00	01-Jan
Beach Volleyball Court						
Adult (18+)	\$/hour	I	\$ 8.50	\$ 9.00	\$ 9.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 6.50	\$ 6.50	\$ 7.00	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Garden Plot						
18' x 18'	\$/season	I	\$ 33.00	\$ 34.00	\$ 35.00	01-Jan
20' x 20'	\$/season	I	\$ 37.00	\$ 38.00	\$ 39.00	01-Jan
25' x 30'	\$/season	I	\$ 69.00	\$ 71.00	\$ 73.00	01-Jan
Trails						
Event	\$/day	I	\$ 82.00	\$ 85.00	\$ 87.00	01-Jan
Cemetery						
Licences						
Adult Plot Licence	\$/licence	I	\$ 1,709.00	\$ 1,761.00	\$ 1,813.00	01-Jan
Child (6 & under only) Plot Licence (designated child plot area)	\$/licence	I	\$ 869.00	\$ 895.00	\$ 922.00	01-Jan
Cremation Remains Licence	\$/licence	I	\$ 869.00	\$ 895.00	\$ 922.00	01-Jan
Monument Permit	\$/permit	I	\$ 144.00	\$ 148.00	\$ 153.00	01-Jan
Cremation						
Summer Interment (open/close)	\$/instance	+	\$ 216.00	\$ 222.00	\$ 229.00	01-Jan
Winter Interment (open/close)	\$/instance	+	\$ 509.00	\$ 525.00	\$ 540.00	01-Jan
Columbaria #1, #2 and #3 (12" x 12" x 16")	\$/niche	+	\$ 1,693.00	\$ 1,744.00	\$ 1,796.00	01-Jan
Columbaria Corner (11 ⁷ / ₈ " x 11 ⁷ / ₈ " x 18")	\$/niche	+	\$ 1,693.00	\$ 1,744.00	\$ 1,796.00	01-Jan
Columbaria Sides (11 ⁷ / ₈ " x 11 ⁷ / ₈ " x 12")	\$/niche	+	\$ 1,542.00	\$ 1,589.00	\$ 1,636.00	01-Jan
Additional (open/close)	\$/niche	+	\$ 168.00	\$ 174.00	\$ 179.00	01-Jan
Disinterment Exhumation (summer only)	\$/niche	+	\$ 661.00	\$ 681.00	\$ 701.00	01-Jan
Standard Burial						
Adult Summer Interment (open/close)	\$/instance	+	\$ 875.00	\$ 901.00	\$ 928.00	01-Jan
Child Summer Interment (open/close)	\$/instance	+	\$ 431.00	\$ 444.00	\$ 457.00	01-Jan
Adult Winter Interment (open/close)	\$/instance	+	\$ 1,359.00	\$ 1,400.00	\$ 1,442.00	01-Jan
Child Winter Interment (open/close)	\$/instance	+	\$ 685.00	\$ 706.00	\$ 727.00	01-Jan
Adult Disinterment Exhumation (summer only)	\$/instance	+	\$ 2,057.00	\$ 2,119.00	\$ 2,183.00	01-Jan
Child Disinterment Exhumation (summer only)	\$/instance	+	\$ 1,030.00	\$ 1,060.00	\$ 1,092.00	01-Jan
Additional Charges						
Administration	\$/instance	+	\$ 53.50	\$ 55.00	\$ 56.00	01-Jan
Short Notice/Overtime Fee	\$/hour	+	\$ 113.00	\$ 116.00	\$ 120.00	01-Jan
Weekend/Holiday Premium (open/close)	\$/instance	+	\$ 266.00	\$ 274.00	\$ 283.00	01-Jan
Weekday Evening Premium (open/close)	\$/instance	+	\$ 113.00	\$ 116.00	\$ 120.00	01-Jan
Neighbourhood Parks						
Rates						
Event	\$/day	I	\$ 60.00	\$ 61.50	\$ 63.00	01-Jan
Parks and Greenspaces Custom Service Work						
Rates						
Custom Service Work	\$/hour	I	Cost Recovery (loaded rate + 15%)			

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Soccer Pitches						
Class A Rates						
Adult (18+)	\$/hour	I	\$ 37.00	\$ 38.00	\$ 39.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 25.00	\$ 25.50	\$ 26.00	01-Jan
Adult (18+)	\$/day	I	\$ 240.00	\$ 248.00	\$ 254.00	01-Jan
Youth (under 18)	\$/day	I	\$ 154.00	\$ 159.00	\$ 164.00	01-Jan
Class B Rates						
Adult (18+)	\$/hour	I	\$ 25.50	\$ 26.50	\$ 27.00	01-Jan
Youth (under 18)	\$/hour	I	\$ 17.50	\$ 18.00	\$ 18.50	01-Jan
Adult (18+)	\$/day	I	\$ 166.00	\$ 171.00	\$ 177.00	01-Jan
Youth (under 18)	\$/day	I	\$ 108.00	\$ 111.00	\$ 114.00	01-Jan
Weaver Park						
Fees						
15/30 Amp	\$/day	I	\$ 47.00	\$ 48.50	\$ 50.00	01-Jan
50 Amp	\$/day	I	\$ 55.50	\$ 57.00	\$ 59.00	01-Jan
15/30 Amp	\$/week	I	\$ 284.00	\$ 292.00	\$ 301.00	01-Jan
50 Amp	\$/week	I	\$ 333.00	\$ 343.00	\$ 354.00	01-Jan
15/30 Amp	\$/month	I	\$ 1,089.00	\$ 1,122.00	\$ 1,156.00	01-Jan
50 Amp	\$/month	I	\$ 1,279.00	\$ 1,317.00	\$ 1,357.00	01-Jan
Wood	\$/bundle	I	\$ 12.00	\$ 13.00	\$ 13.00	01-Jan
Sewer Dump/Water Fill (non-campers)	\$/instance	I	\$ 12.00	\$ 12.00	\$ 12.00	01-Jan
Picnic Shelter	\$/hour	I	\$ 41.50	\$ 42.50	\$ 44.00	01-Jan
Picnic Shelter	\$/day	I	\$ 247.00	\$ 254.00	\$ 262.00	01-Jan
Transportation Services						
Rates & Fees						
Traffic Light Turn (over height) - Regular Operating Hours (Monday - Friday, 8:00 am - 5:00 pm)	\$/turn	+	\$150.00	\$150.00	\$175.00	01-Jan
Traffic Light Turn (over height) - After Hours, Statutory Holidays and Weekends	\$/turn	+	Cost Recovery (loaded rate + 15%)			01-Jan

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Description	Unit	GST	2024	2025	2026	Effective
SCHEDULE "E" - COMMUNITY DEVELOPMENT SERVICES						
Recreation & Cultural Services						
Administration						
Set Up/Tear Down Fee	\$/staff/hr	I	\$ 34.00	\$ 34.75	\$ 35.50	01-Sep
Arenas						
Prime Time Ice Rates						
Adult (18+)	\$/hour	I	\$ 243.00	\$ 247.75	\$ 250.25	01-Sep
Youth (under 18)	\$/hour	I	\$ 158.00	\$ 161.00	\$ 162.75	01-Sep
Daytime Ice Rates						
Adult (18+)	\$/hour	I	\$ 192.00	\$ 195.75	\$ 197.75	01-Sep
Youth (under 18)	\$/hour	I	\$ 125.00	\$ 127.25	\$ 128.50	01-Sep
Early Morning Ice Rates						
Adult (18+)	\$/hour	I	\$ 163.00	\$ 166.25	\$ 168.00	01-Sep
Youth (under 18)	\$/hour	I	\$ 106.00	\$ 108.00	\$ 109.25	01-Sep
Summer Ice Rates						
Adult (18+)	\$/hour	I	\$ 238.00	\$ 242.75	\$ 245.25	01-Sep
Youth (under 18)	\$/hour	I	\$ 190.00	\$ 194.25	\$ 196.25	01-Sep
Leisure Ice Rates						
Rental	\$/hour	I	\$ 72.00	\$ 74.25	\$ 76.50	01-Sep
Dry Floor Rates						
Adult (18+)	\$/hour	I	\$ 120.00	\$ 122.50	\$ 123.75	01-Sep
Youth (under 18)	\$/hour	I	\$ 78.00	\$ 79.50	\$ 80.50	01-Sep
*Prime Time - Monday - Friday 4:00 pm to 12:00 am and all day Saturday, Sunday, and Statutory Holidays.						
*Daytime - Monday - Friday 8:00 am to 4:00 pm.						
*Early Morning - Monday - Friday 6:00 am to 8:00 am.						
*Winter - September 1 to May 31.						
*Summer - June 1 to August 31.						
Other Rates						
Husky Oval Booking	\$/hour	I	\$ 58.00	\$ 59.25	\$ 59.75	01-Sep
School Booking	\$/hour	I	\$ 72.00	\$ 75.50	\$ 79.25	01-Sep
Change Rooms	\$/room	I	\$ 29.00	\$ 30.50	\$ 32.00	01-Sep
Centennial Civic Centre Auditorium						
Hourly	\$/hour	I	\$ 103.00	\$ 106.00	\$ 106.00	01-Sep
Half Day	\$/3-5 hours	I	\$ 350.00	\$ 360.00	\$ 360.00	01-Sep
Daily	\$/5+ hours	I	\$ 516.00	\$ 540.00	\$ 540.00	01-Sep
After Midnight/Next Day (5+ hours with kitchen)	\$/5+ hours	I	\$ 808.00	\$ 832.25	\$ 832.25	01-Sep
Kitchen Rental	\$/3-5 hours	I	\$ 137.00	\$ 141.00	\$ 141.00	01-Sep
Folding Chairs	\$/item	I	\$ 1.25	\$ 1.50	\$ 1.50	01-Sep
Poles and Drapes	\$/item	I	\$ 105.00	\$ 107.00	\$ 109.00	01-Sep
Red Carpet	\$/item	I	\$ 38.50	\$ 39.25	\$ 40.00	01-Sep
Screen and Projector	\$/item	I	\$ 26.25	\$ 26.75	\$ 27.25	01-Sep

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Bioclean Aquatic Centre						
Admission						
Adult (18+)	\$/day	I	\$ 8.25	\$ 8.25	\$ 8.25	01-May
Senior (60+)	\$/day	I	\$ 5.50	\$ 5.75	\$ 5.75	01-May
Student (13-17)	\$/day	I	\$ 6.50	\$ 6.75	\$ 6.75	01-May
Youth (7-12)	\$/day	I	\$ 5.00	\$ 5.25	\$ 5.25	01-May
Child (2-6)	\$/day	I	\$ 4.00	\$ 4.25	\$ 4.25	01-May
Infant (Under 2)	\$/day	I	-	-	-	01-May
Lane	\$/day	I	\$ 5.75	\$ 5.75	\$ 5.75	01-May
Group (up to 2 adults/seniors, maximum of 5 individuals)	\$/day	I	\$ 26.00	\$ 26.75	\$ 27.25	01-May
10 Punch Passes						
Adult (18+)	\$/10 pass	I	\$ 74.25	\$ 74.25	\$ 74.25	01-May
Senior (60+)	\$/10 pass	I	\$ 49.50	\$ 51.75	\$ 51.75	01-May
Student (13-17)	\$/10 pass	I	\$ 58.50	\$ 60.75	\$ 60.75	01-May
Youth (7-12)	\$/10 pass	I	\$ 45.00	\$ 47.25	\$ 47.25	01-May
Child (2-6)	\$/10 pass	I	\$ 36.00	\$ 38.25	\$ 38.25	01-May
Lane Swim	\$/10 pass	I	\$ 51.75	\$ 51.75	\$ 51.75	01-May
*10 punch passes expire two years from date of purchase.						
One Month Membership						
Adult (18+)	\$/month	I	\$ 49.50	\$ 49.75	\$ 49.75	01-May
Senior (60+)	\$/month	I	\$ 33.00	\$ 34.50	\$ 34.50	01-May
Student (13-17)	\$/month	I	\$ 39.25	\$ 40.50	\$ 40.50	01-May
Youth (7-12)	\$/month	I	\$ 30.00	\$ 31.50	\$ 31.50	01-May
Child (2-6)	\$/month	I	\$ 24.00	\$ 25.50	\$ 25.50	01-May
Four Month Membership						
Adult (18+)	\$/4 months	I	\$ 173.25	\$ 174.25	\$ 174.25	01-May
Senior (60+)	\$/4 months	I	\$ 115.50	\$ 120.75	\$ 120.75	01-May
Student (13-17)	\$/4 months	I	\$ 137.50	\$ 141.75	\$ 141.75	01-May
Youth (7-12)	\$/4 months	I	\$ 105.00	\$ 110.25	\$ 110.25	01-May
Child (2-6)	\$/4 months	I	\$ 84.00	\$ 89.25	\$ 89.25	01-May
One Year Membership						
Adult (18+)	\$/year	I	\$ 420.75	\$ 423.00	\$ 424.00	01-May
Senior (60+)	\$/year	I	\$ 280.50	\$ 293.25	\$ 293.25	01-May
Student (13-17)	\$/year	I	\$ 333.75	\$ 344.25	\$ 344.25	01-May
Youth (7-12)	\$/year	I	\$ 255.00	\$ 267.75	\$ 267.75	01-May
Child (2-6)	\$/year	I	\$ 204.00	\$ 216.75	\$ 216.75	01-May
Multiple Membership Discount						
2 nd Adult/Senior Membership	\$/month	I	5%	5%	5%	01-May
Additional Student/Youth/Child Membership	\$/month	I	15%	15%	15%	01-May
Team/Corporate Group Membership (15+)	\$/month	I	10%	10%	10%	01-May
*Discount applies after first membership paid in full to a maximum of 2 Adults/Seniors and no more than 5 individuals						

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258 2025 2026 rates are subject to change based on annual budget review.



**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Miscellaneous Membership Fees						
Membership Cancellation Fee	\$/instance	I	\$ 75.00	\$ 75.00	\$ 75.00	01-May
Recurring Membership Non-Sufficient Funds Fee	\$/instance	I	\$ 25.00	\$ 25.00	\$ 25.00	01-May
School Rates						
Grades K - 6	\$/person	I	\$ 4.50	\$ 4.50	\$ 4.50	01-May
Grades 7 - 12	\$/person	I	\$ 5.25	\$ 5.25	\$ 5.25	01-May
Group Party Packages						
8 - 12 persons	\$/2 hours	I	\$ 76.00	\$ 78.25	\$ 79.75	01-May
13 - 16 persons	\$/2 hours	I	\$ 96.00	\$ 99.00	\$ 101.00	01-May
17 - 20 persons	\$/2 hours	I	\$ 116.00	\$ 119.50	\$ 122.00	01-May
*1 hour meeting room & 1 hour swimming						
Lane Rental						
Adult (18+)	\$/hour	I	\$ 22.50	\$ 23.00	\$ 23.25	01-May
Youth	\$/hour	I	\$ 14.50	\$ 15.00	\$ 15.00	01-May
Swim Meet	\$/hour	I	\$ 185.00	\$ 190.50	\$ 192.50	01-May
Wave Pool Only						
50 - 70 persons	\$/hour	I	\$ 201.00	\$ 207.00	\$ 211.25	01-May
71 - 105 persons	\$/hour	I	\$ 268.00	\$ 276.00	\$ 281.50	01-May
106 - 130 persons	\$/hour	I	\$ 335.00	\$ 345.00	\$ 352.00	01-May
Entire Facility						
50 - 70 persons	\$/hour	I	\$ 230.00	\$ 237.00	\$ 241.75	01-May
71 - 105 persons	\$/hour	I	\$ 307.00	\$ 316.25	\$ 322.50	01-May
106 - 140 persons	\$/hour	I	\$ 383.00	\$ 390.75	\$ 398.50	01-May
141 - 175 persons	\$/hour	I	\$ 460.00	\$ 473.75	\$ 482.25	01-May
176 - 210 persons	\$/hour	I	\$ 537.00	\$ 553.00	\$ 564.00	01-May
211 - 250 persons	\$/hour	I	\$ 614.00	\$ 629.50	\$ 642.00	01-May
*All Pool Rentals are minimum 2 hours.						
Bioclean Meeting Room						
Hourly	\$/hour	I	\$ 39.00	\$ 39.75	\$ 40.50	01-May
Full Day	\$/6+ hours	I	\$ 226.00	\$ 230.50	\$ 239.00	01-May
PSM Park Centre Nature Meeting Room						
Hourly	\$/hour	I	\$ 39.00	\$ 39.75	\$ 40.50	01-May
Full Day	\$/6+ hours	I	\$ 226.00	\$ 230.50	\$ 239.00	01-May
Bioclean Aquatic Centre & Servus Sports Centre						
One Month Joint Membership						
Adult (18+)	\$/month	I	\$ 80.75	\$ 81.25	\$ 86.75	01-May
Senior (60+)	\$/month	I	\$ 54.00	\$ 56.25	\$ 60.25	01-May
Student (13-17)	\$/month	I	\$ 63.75	\$ 66.25	\$ 70.75	01-May
Youth (7-12)	\$/month	I	\$ 49.00	\$ 51.50	\$ 55.25	01-May
Child (2-6)	\$/month	I	\$ 39.25	\$ 39.50	\$ 39.50	01-May

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Four Month Joint Membership						
Adult (18+)	\$/4 months	I	\$ 282.75	\$ 284.50	\$ 301.00	01-May
Senior (60+)	\$/4 months	I	\$ 189.00	\$ 197.00	\$ 210.75	01-May
Student (13-17)	\$/4 months	I	\$ 223.25	\$ 232.00	\$ 247.50	01-May
Youth (7-12)	\$/4 months	I	\$ 178.00	\$ 180.25	\$ 193.25	01-May
Child (2-6)	\$/4 months	I	\$ 137.50	\$ 138.25	\$ 138.25	01-May
One Year Joint Membership						
Adult (18+)	\$/year	I	\$ 686.50	\$ 690.75	\$ 737.25	01-May
Senior (60+)	\$/year	I	\$ 459.00	\$ 478.00	\$ 512.00	01-May
Student (13-17)	\$/year	I	\$ 542.00	\$ 563.25	\$ 601.25	01-May
Youth (7-12)	\$/year	I	\$ 416.50	\$ 437.75	\$ 469.50	01-May
Child (2-6)	\$/year	I	\$ 333.75	\$ 335.75	\$ 335.75	01-May
Multiple Membership Discount						
2nd Adult/Senior Membership	\$/month	I	5%	5%	5%	01-May
Additional Student/Youth/Child Membership	\$/month	I	15%	15%	15%	01-May
Team/Corporate Group Membership (15+)	\$/month	I	10%	10%	10%	01-May
*Discount applies after first membership paid in full to a maximum of 2 Adults/Seniors and no more than 5 individuals						
Miscellaneous Membership Fees						
Membership Cancellation Fee	\$/instance	I	\$ 75.00	\$ 75.00	\$ 75.00	01-May
Recurring Membership Non-Sufficient Funds Fee	\$/instance	I	\$ 25.00	\$ 25.00	\$ 25.00	01-May
Servus Sports Centre						
Fitness Pass						
Adult (18+)	\$/day	I	\$ 8.25	\$ 8.25	\$ 8.25	01-May
Senior (60+)	\$/day	I	\$ 5.50	\$ 5.75	\$ 5.75	01-May
Student (13-17)	\$/day	I	\$ 6.50	\$ 6.75	\$ 6.75	01-May
Youth (7-12)	\$/day	I	\$ 5.00	\$ 5.25	\$ 5.25	01-May
Child (2-6)	\$/day	I	-	-	-	01-May
Seniors Toonie Tuesday (60+)	\$/day	I	\$ 2.00	\$ 2.00	\$ 2.00	01-May
Fitness 10 Punch Passes						
Adult (18+)	\$/10 pass	I	\$ 74.25	\$ 74.25	\$ 74.25	01-May
Senior (60+)	\$/10 pass	I	\$ 49.50	\$ 51.75	\$ 51.75	01-May
Student (13-17)	\$/10 pass	I	\$ 58.50	\$ 60.75	\$ 60.75	01-May
Youth (7-12)	\$/10 pass	I	\$ 45.00	\$ 47.25	\$ 47.25	01-May
*10 punch passes expire two years from date of purchase.						
Activity Pass						
Adult (18+)	\$/day	I	\$ 5.75	\$ 5.75	\$ 5.75	01-May
Senior (60+)	\$/day	I	\$ 4.00	\$ 4.00	\$ 4.00	01-May
Student (13-17)	\$/day	I	\$ 4.50	\$ 4.50	\$ 4.50	01-May
Youth (7-12)	\$/day	I	\$ 4.00	\$ 4.00	\$ 4.00	01-May
Child (2-6)	\$/day	I	\$ 3.00	\$ 3.25	\$ 3.25	01-May
Group Admission (up to 2 adults/seniors, maximum of 5 individuals)	\$/day	I	\$ 17.00	\$ 17.25	\$ 17.50	01-May

*GST – Exempt (E), Included (I), Plus (+)

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Activity 10 Punch Passes						
Adult (18+)	\$/10 pass	I	\$ 51.75	\$ 51.75	\$ 51.75	01-May
Senior (60+)	\$/10 pass	I	\$ 36.00	\$ 36.00	\$ 36.00	01-May
Student (13-17)	\$/10 pass	I	\$ 40.50	\$ 40.50	\$ 40.50	01-May
Youth (7-12)	\$/10 pass	I	\$ 36.00	\$ 36.00	\$ 36.00	01-May
Child (2-6)	\$/10 pass	I	\$ 27.00	\$ 29.25	\$ 29.25	01-May
*10 punch passes expire two years from date of purchase.						
One Month Membership						
Adult (18+)	\$/month	I	\$ 57.75	\$ 58.00	\$ 58.00	01-May
Senior (60+)	\$/month	I	\$ 38.50	\$ 40.25	\$ 40.25	01-May
Student (13-17)	\$/month	I	\$ 45.50	\$ 47.25	\$ 47.25	01-May
Youth (7-12)	\$/month	I	\$ 35.00	\$ 36.75	\$ 36.75	01-May
Child (2-6)	\$/month	I	\$ 27.00	\$ 27.50	\$ 27.50	01-May
Track Pass	\$/month	I	\$ 41.00	\$ 42.25	\$ 42.25	01-May
Four Month Membership						
Adult (18+)	\$/4 months	I	\$ 202.00	\$ 203.00	\$ 203.00	01-May
Senior (60+)	\$/4 months	I	\$ 134.75	\$ 140.75	\$ 140.75	01-May
Student (13-17)	\$/4 months	I	\$ 159.25	\$ 165.25	\$ 165.25	01-May
Youth (7-12)	\$/4 months	I	\$ 122.50	\$ 128.75	\$ 128.75	01-May
Child (2-6)	\$/4 months	I	\$ 94.50	\$ 96.25	\$ 96.25	01-May
One Year Membership						
Adult (18+)	\$/year	I	\$ 491.00	\$ 493.00	\$ 493.00	01-May
Senior (60+)	\$/year	I	\$ 327.25	\$ 342.25	\$ 342.25	01-May
Student (13-17)	\$/year	I	\$ 386.75	\$ 401.75	\$ 401.75	01-May
Youth (7-12)	\$/year	I	\$ 297.50	\$ 312.50	\$ 312.50	01-May
Child (2-6)	\$/year	I	\$ 229.50	\$ 233.75	\$ 233.75	01-May
Spin Studio						
Hourly	\$/hour	I	\$ 57.00	\$ 58.00	\$ 59.00	01-Sep
Daily	\$/day	I	\$ 284.50	\$ 290.25	\$ 296.00	01-Sep
Fitness Studio						
Hourly	\$/hour	I	\$ 57.00	\$ 58.00	\$ 59.00	01-Sep
Daily	\$/daily	I	\$ 284.50	\$ 290.25	\$ 296.00	01-Sep
OTS Meeting Room						
Hourly	\$/hour	I	\$ 95.00	\$ 97.00	\$ 99.00	01-Sep
Half Day	\$/3-5 hours	I	\$ 283.00	\$ 291.00	\$ 297.00	01-Sep
Full Day	\$/5+ hours	I	\$ 471.00	\$ 485.00	\$ 496.00	01-Sep
Fieldhouse Prime Time Rates						
Adult (18+) - Full	\$/hour	I	\$ 132.00	\$ 134.75	\$ 137.50	01-Sep
Youth (under 18) - Full	\$/hour	I	\$ 86.00	\$ 87.50	\$ 89.25	01-Sep
Adult (18+) - Half	\$/hour	I	\$ 87.00	\$ 88.75	\$ 90.50	01-Sep
Youth (under 18) - Half	\$/hour	I	\$ 57.00	\$ 57.75	\$ 58.75	01-Sep

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Fieldhouse Daytime Rates						
Adult (18+) - Full	\$/hour	I	\$ 99.00	\$ 101.00	\$ 103.00	01-Sep
Youth (under 18) - Full	\$/hour	I	\$ 64.00	\$ 65.75	\$ 67.00	01-Sep
School Rate - Full	\$/hour	I	\$ 54.00	\$ 56.25	\$ 58.50	01-Sep
Adult (18+) - Half	\$/hour	I	\$ 68.00	\$ 69.25	\$ 70.75	01-Sep
Youth (under 18) - Half	\$/hour	I	\$ 44.00	\$ 45.00	\$ 46.00	01-Sep
*Prime Time - Monday - Friday 4:00 pm to 12:00 am and all day Saturday, Sunday, and Statutory Holidays.						
*Daytime - Monday - Friday 8:00 am to 4:00 pm.						
General						
Indoor Track Rental	\$/hour	I	\$ 93.00	\$ 96.75	\$ 99.50	01-Sep
Upstairs Hallway	\$/day	I	\$ 117.00	\$ 119.25	\$ 121.75	01-Sep
Half Hallway	\$/day	I	\$ 491.00	\$ 505.75	\$ 526.00	01-Sep
Locker Room	\$/hour	I	\$ 29.00	\$ 30.50	\$ 32.00	01-Sep
Locker Room	\$/weekend	I	\$ 51.50	\$ 53.00	\$ 54.50	01-Sep
Tradeshows/Special Event	\$/event	I	\$ 1,410.00	\$ 1,452.25	\$ 1,495.75	01-Sep
Pre/Post Event Rental	\$/day	I	\$ 788.00	\$ 811.75	\$ 836.00	01-Sep
Batting Cage	\$/hour	I	\$ 16.50	\$ 16.75	\$ 17.00	01-Sep
Bleachers	\$/hour	I	\$ 55.00	\$ 56.00	\$ 57.75	01-Sep
SM Bouncy House	\$/hour	I	\$ 38.50	\$ 39.25	\$ 40.00	01-Sep
LG Bouncy House	\$/hour	I	\$ 49.50	\$ 50.50	\$ 51.50	01-Sep
XL Bouncy House	\$/hour	I	\$ 63.00	\$ 64.25	\$ 65.50	01-Sep
Tables	\$/table	I	\$ 5.00	\$ 5.00	\$ 5.25	01-Sep
Chairs (in facility)	\$/chair	I	\$ 1.25	\$ 1.25	\$ 1.25	01-Sep
Tablecloths	\$/cloth	I	\$ 5.00	\$ 5.00	\$ 5.25	01-Sep
Chairs (other facility)	\$/chair	I	\$ 2.00	\$ 2.00	\$ 2.00	01-Sep
Lost Keys	\$/key	I	\$ 50.00	\$ 50.00	\$ 50.00	01-Sep
Fieldhouse Cleaning	\$/event	I	\$ 108.00	\$ 110.00	\$ 112.00	01-Sep
Parking Lot						
SSC West Lot	\$/day	I	\$ 472.00	\$ 484.00	\$ 493.75	01-Sep
SSC ½ of South Lot	\$/day	I	\$ 583.00	\$ 597.50	\$ 609.50	01-Sep
SSC ⅓ of South Lot	\$/day	I	\$ 757.00	\$ 776.00	\$ 791.50	01-Sep
Lloydminster Golf & Curling Centre						
Green Fees						
Adult (18+)	\$/9 holes	I	\$ 35.50	\$ 36.25	\$ 37.00	01-Jan
Senior (60+)	\$/9 holes	I	\$ 30.00	\$ 30.50	\$ 31.00	01-Jan
Junior (12-17)	\$/9 holes	I	\$ 23.25	\$ 23.75	\$ 24.25	01-Jan
Child (7-11) - must be with guardian	\$/9 holes	I	-	-	-	01-Jan
Adult (18+)	\$/18 holes	I	\$ 55.75	\$ 57.00	\$ 58.25	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Senior (60+)	\$/18 holes	I	\$ 51.00	\$ 52.00	\$ 53.00	01-Jan
Junior (11-17)	\$/18 holes	I	\$ 33.00	\$ 33.75	\$ 34.50	01-Jan
Child (7-11) - must be with guardian	\$/18 holes	I	-	-	-	01-Jan
Twilight Rate - including cart	\$/18 holes	I	\$ 35.00	\$ 36.00	\$ 37.00	01-Jan
Season Pass						
Adult (18+)	\$/season	I	\$ 1,422.75	\$ 1,451.25	\$ 1,480.25	01-Jan
Couple (18+)	\$/season	I	\$ 2,632.00	\$ 2,700.00	\$ 2,800.00	01-Jan
Senior (60+)	\$/season	I	\$ 1,205.00	\$ 1,229.00	\$ 1,253.50	01-Jan
Couple (60+)	\$/season	I	\$ 2,229.25	\$ 2,300.00	\$ 2,381.00	01-Jan
Young Adult (23 - 29)	\$/season	I	\$ 1,109.25	\$ 1,131.50	\$ 1,154.25	01-Jan
Student (19 - 22)	\$/season	I	\$ 698.50	\$ 712.50	\$ 726.75	01-Jan
Junior (15 - 18)	\$/season	I	\$ 376.75	\$ 384.25	\$ 392.00	01-Jan
Youth (11 - 14)	\$/season	I	\$ 79.25	\$ 81.00	\$ 82.50	01-Jan
Child (10 & under) - must be with guardian	\$/season	I	-	-	-	01-Jan
Driving Range Seasonal (members only)	\$/season	I	\$ 422.25	\$ 435.00	\$ 443.75	01-Jan
Lifetime (new Lifetime season passes are not available for purchase)	\$/season	I	\$ 45.00	\$ 45.00	\$ 45.00	01-Jan
Ticket Books						
100 Tickets	\$/book	I	\$ 4,010.00	\$ 4,130.25	\$ 4,183.50	01-Jan
210 Tickets	\$/book	I	\$ 7,127.25	\$ 7,341.00	\$ 7,524.50	01-Jan
Cart Rentals						
Power Cart	\$/9 holes	I	\$ 16.75	\$ 16.75	\$ 16.75	01-Jan
Pull Cart	\$/9 holes	I	\$ 5.75	\$ 6.00	\$ 6.25	01-Jan
Power Cart	\$/18 holes	I	\$ 22.25	\$ 22.25	\$ 22.25	01-Jan
Pull Cart	\$/18 holes	I	\$ 9.25	\$ 9.50	\$ 9.75	01-Jan
Power Cart	\$/season	I	\$ 693.25	\$ 693.25	\$ 700.25	01-Jan
Driving Range						
Small	\$/bucket	I	\$ 9.50	\$ 9.75	\$ 9.75	01-Jan
Large	\$/bucket	I	\$ 13.50	\$ 13.75	\$ 13.75	01-Jan
10 Pass (small)	\$/bucket	I	\$ 85.50	\$ 87.75	\$ 87.75	01-Jan
10 Pass (large)	\$/bucket	I	\$ 121.50	\$ 123.75	\$ 123.75	01-Jan
30 Pass (large)	\$/bucket	I	\$ 236.50	\$ 240.50	\$ 240.50	01-Jan
Club Rentals						
Set	\$/9 holes	I	\$ 25.75	\$ 25.75	\$ 25.75	01-Jan
Set	\$/18 holes	I	\$ 31.00	\$ 31.00	\$ 31.00	01-Jan
Storage	\$/season	I	\$ 218.00	\$ 222.50	\$ 227.00	01-Jan
Tournament Fees						
Individual	\$/9 holes	I	\$ 45.50	\$ 46.50	\$ 47.50	01-Jan
Individual	\$/18 holes	I	\$ 62.25	\$ 63.25	\$ 64.50	01-Jan
Individual	\$/27 holes	I	\$ 73.50	\$ 75.00	\$ 76.50	01-Jan

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Lloydminster Golf & Curling Centre – Squash Courts						
One Month Membership						
Adult (18+)	\$/month	I	\$ 28.50	\$ 29.75	\$ 30.75	01-May
Senior (60+)	\$/month	I	\$ 17.00	\$ 17.50	\$ 18.00	01-May
Student (13-17)	\$/month	I	\$ 23.50	\$ 24.25	\$ 25.00	01-May
One Year Membership						
Adult (18+)	\$/year	I	\$ 243.00	\$ 250.25	\$ 257.75	01-May
Senior (60+)	\$/year	I	\$ 164.75	\$ 169.75	\$ 175.00	01-May
Student (13-17)	\$/year	I	\$ 198.00	\$ 204.00	\$ 210.25	01-May
Miscellaneous Membership Fees						
Loss of Card Fee	\$/instance	I	\$ 15.00	\$ 16.00	\$ 17.00	01-May
Lloydminster Museum + Archives						
Admission						
Adult (18+)	\$/day	I	\$ 7.75	\$ 7.75	\$ 7.75	01-May
Senior (60+)	\$/day	I	\$ 5.50	\$ 5.50	\$ 5.50	01-May
Student (13-17)	\$/day	I	\$ 6.00	\$ 6.00	\$ 6.25	01-May
Youth (7-12)	\$/day	I	\$ 5.00	\$ 5.00	\$ 5.25	01-May
Child (2-6)	\$/day	I	\$ 3.00	\$ 3.00	\$ 3.25	01-May
Group (up to 2 adults/seniors, maximum of 5 individuals)	\$/day	I	\$ 19.25	\$ 19.50	\$ 19.75	01-May
Photography	\$/hour	I	\$ 27.25	\$ 28.00	\$ 29.00	01-May
5 Time Exhibit Punch Pass						
Adult (18+)	\$/5 passes	I	\$ 27.25	\$ 27.25	\$ 27.25	01-May
Senior (60+)	\$/5 passes	I	\$ 19.25	\$ 19.25	\$ 19.25	01-May
Student (13-17)	\$/5 passes	I	\$ 22.00	\$ 22.00	\$ 22.00	01-May
Youth (7-12)	\$/5 passes	I	\$ 18.50	\$ 18.50	\$ 18.50	01-May
Child (2-6)	\$/5 passes	I	\$ 11.50	\$ 11.50	\$ 11.50	01-May
*5 punch passes expire two years from date of purchase.						
School Rates						
Guided Tour	\$/person	I	\$ 4.50	\$ 4.50	\$ 4.75	01-May
Archives						
Research Fees (plus copy fees as per Schedule "C")	\$/½ hour	I	\$ 15.75	\$ 16.00	\$ 16.00	01-May
Lloydminster Museum + Archives Studio						
Hourly	\$/hour	I	\$ 39.00	\$ 39.75	\$ 40.50	01-May
Full Day	\$/6+ hours	I	\$ 226.00	\$ 230.50	\$ 239.00	01-May
Outdoor Pool						
Admission						
Adult (18+)	\$/day	I	\$ 6.50	\$ 6.50	\$ 6.50	01-May
Senior (60+)	\$/day	I	\$ 5.25	\$ 5.50	\$ 5.50	01-May
Student (13-17)	\$/day	I	\$ 5.75	\$ 6.00	\$ 6.00	01-May
Youth (7-12)	\$/day	I	\$ 4.25	\$ 4.50	\$ 4.50	01-May

*GST – Exempt (E), Included (I), Plus (+)

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**CITY OF LLOYDMINSTER
FEES AND CHARGES BYLAW 28-2023**



Description	Unit	GST	2024	2025	2026	Effective
Child (2-6)	\$/day	I	\$ 3.25	\$ 3.50	\$ 3.50	01-May
Infant (Under 2)	\$/day	I	-	-	-	01-May
Lane	\$/day	I	\$ 5.75	\$ 5.75	\$ 5.75	01-May
Group (up to 2 adults/seniors, maximum of 5 individuals)	\$/day	I	\$ 23.50	\$ 24.25	\$ 24.50	01-May
Season Membership						
Adult (18+)	\$/season	I	\$ 96.50	\$ 96.50	\$ 98.00	01-May
Senior (60+)	\$/season	I	\$ 81.00	\$ 81.00	\$ 82.75	01-May
Student (13-17)	\$/season	I	\$ 88.75	\$ 88.75	\$ 90.50	01-May
Youth (7-12)	\$/season	I	\$ 65.75	\$ 65.75	\$ 67.00	01-May
Child (2-6)	\$/season	I	\$ 50.25	\$ 50.25	\$ 51.25	01-May
Group (up to 2 adults/seniors, maximum of 5 individuals)	\$/season	I	\$ 295.00	\$ 301.00	\$ 307.00	01-May
School Rates						
Grades K - 6	\$/person	I	\$ 4.00	\$ 4.00	\$ 4.00	01-May
Grades 7 - 12	\$/person	I	\$ 5.00	\$ 5.25	\$ 5.25	01-May
Pool Rental						
Up to 50 Persons	\$/hour	I	\$ 92.00	\$ 96.50	\$ 99.50	01-May
51 - 75 Persons	\$/hour	I	\$ 122.00	\$ 128.00	\$ 131.75	01-May
76 - 100 Persons	\$/hour	I	\$ 152.00	\$ 159.50	\$ 164.25	01-May
101 - 125 Persons	\$/hour	I	\$ 185.00	\$ 194.25	\$ 200.00	01-May
*All Pool Rentals are minimum 2 hours.						
Social Programs & Services						
Seniors Taxi Voucher						
Senior (65+)	\$/voucher	E	\$ 5.00	\$ 5.00	\$ 5.00	01-Jan
Recreation Access Program Admission						
Adult (18+)	\$/day	I	\$ 2.00	\$ 2.00	\$ 2.00	01-Jan
Child (under 18)	\$/day	I	\$ 1.00	\$ 1.00	\$ 1.00	01-Jan
Recreation Access Program Membership						
Adult (18+)	Membership	I		-75%		01-Jan
Child (under 18)	Membership	I		-75%		01-Jan

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**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bylaw No. 26-2023 Business Licence Bylaw

Department: Chief Financial Officer

Presented By: Ryan Hill

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant second reading to Bylaw No. 26-2023, Business Licence Bylaw.

That Council grant third and final reading to Bylaw No. 26-2023, Business Licence Bylaw.

Issue: The updated Business Licence Bylaw No. 26-2023 is being presented to Council for final readings.

Background: In support with Administration's initiative to consolidate all fees and charges into one bylaw for a streamlined governance, modifications to the Business Licence Bylaw have been completed to ensure a seamless transition as customers reference the new *Fees and Charges Bylaw* effective January 1, 2024. Since the draft bylaw was given first reading at the October 26, 2023, Regular Council Meeting, there were no further changes made thereafter. Once Business Licence Bylaw No. 26-2023 is approved for final readings, Business Licence Bylaw No. 28-2021 shall be repealed.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council not approve Bylaw No. 26-2023, Business Licence Bylaw.
3. That Council request further 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. Updates to the Business Licence Bylaw have been completed to ensure there is clarity and transparency for both governing body and the public on applicable business licence fees as they reference to the new *Fees and Charges Bylaw* effective January 1, 2024.

Legal Review: N/A

Governance Implications: Once the Business Licence Bylaw 26-2023 is approved for final reading, Business Licence Bylaw No. 28-2021 shall be repealed.

Budget/Financial Implications: N/A

Environmental Implications: N/A



**City of Lloydminster
Request for Decision (RFD)**

Report Approval Details

Document Title:	Second Third and Final Reading - Business Licence Bylaw 26-2023.docx
Attachments:	- Draft - Business Licence Bylaw No. 26-2023.docx
Final Approval Date:	Nov 28, 2023

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

Denise MacDonald

Doug Rodwell

Dion Pollard

BYLAW NO. 26-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR THE LICENSING CONTROL AND REGULATING OF ANY BUSINESS OR INDUSTRY

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a bylaw to deal with businesses, business activities and persons engaged in business.

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 register businesses operating within the City of Lloydminster and establish a system for fees, fines and penalties; 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:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Business Licence Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;

3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;

3.2.3. establish any forms required for the administration of this Bylaw.

4. BUSINESS LICENCES

4.1. No person shall actively seek Business activities in or locate a Business within the City unless a Business Licence has been issued pursuant to this Bylaw.

4.2. All Businesses shall be charged a fee in accordance with the *Fees and Charges Bylaw*.

BYLAW NO. 26-2023

- 4.3. Business Licence fees for all Businesses are due upon approval of the Business Licence Application or as otherwise indicated by the Licensing Administrator.
- 4.4. Multiple Businesses at a single location:
 - 4.4.1. Where a single location contains multiple Public Facing Businesses, each Business is required to obtain a Business Licence.
- 4.5. Business at Multiple locations:
 - 4.5.1. Where a Business is carried on or intended to be carried on concurrently in more than one location, a Business Licence shall only be required for each Public Facing location.
- 4.6. Any Advertising of a Business shall be deemed to be proof that the person Advertising is actively seeking or operating a Business.
- 4.7. Notwithstanding Section 4.1 above, a Business Licence shall not be required for:
 - 4.7.1. Municipal government services;
 - 4.7.2. Provincial government services;
 - 4.7.3. Federal government services;
 - 4.7.4. any Non-Resident Business working for any level of government;
 - 4.7.5. any person or Business specifically exempted from municipal licensing by Provincial or Federal legislation;
 - 4.7.6. the Lloydminster Agricultural Exhibition Association; or
 - 4.7.7. any person that holds a garage sale on a private residential property for a maximum of three (3) consecutive days and no more than three (3) events in a calendar year.
- 4.8. Notwithstanding anything in this Bylaw:
 - 4.8.1. for any public market that consists of multiple Businesses, if the public market organizer holds an active Special Licence Public Market with the City, the participating Businesses are not required to obtain a Business Licence for the purposes of conducting Business at the public market;
 - 4.8.2. public markets not organized by an exempted Business, wherever located, shall require a Special Licence Public Market.
- 4.9. Where a Business Licence is revoked or surrendered, or operation ceases, the Business Licensee shall not be entitled to a refund.
- 4.10. A Business Licence shall be produced on a document bearing, but not limited to;
 - 4.10.1. the identification of the City;
 - 4.10.2. the Business name(s); and
 - 4.10.3. the Business Licence number.
- 4.11. Every Business that holds a Business Licence shall display the Business Licence in a prominent place on the Business Premise.

BYLAW NO. 26-2023

5. APPLICATIONS

- 5.1. A Business Licence applicant shall make an application in the manner satisfactory to the City Manager.
- 5.2. Every Person who makes an application for a Business Licence shall submit to assist in every inspection required by the Licensing Administrator.
- 5.3. Business Licence updates such as a change in ownership, a change in contact information or a change in location may not require a new Business Licence application, but updates shall be submitted to the Licensing Administrator for review and shall be subject to a fee in accordance with the *Fees and Charges Bylaw* and must be in accordance with all other City bylaws.

6. BUSINESS LICENCE RENEWALS

- 6.1. Business Licences shall be renewed on or before January 1, or as otherwise indicated by the Licensing Administrator. Renewal fees shall be equal to the Business Licence fee in accordance with the *Fees and Charges Bylaw*.
- 6.2. Business Licence renewal fees are due on the renewal date as indicated by the Licensing Administrator and are subject to finance charges in accordance with City policies, as amended from time to time.
- 6.3. Any Business that wishes to renew their Business Licence, once the Business Licence has lapsed in accordance with the *Land Use Bylaw*, shall apply for a new Business Licence and must be in accordance with all other City bylaws.

7. BUSINESS LICENCE YEAR

- 7.1. All full year Business Licences are valid from January 1 of a given year until December 31 of the same calendar year, unless the Business Licence is revoked by the Licensing Administrator.
- 7.2. All short-term Business Licences are valid from the date issued for six (6) months or shall expire on December 31 of the same calendar year, whichever comes first.

8. REGULATION PERTAINING TO PARTICULAR BUSINESS TYPES

- 8.1. General Licence A shall include any Business in a building that is under 500 square feet or a Pop-Up Business.
- 8.2. General Licence B shall include any Business in a building that is within 500 - 4,999 square feet.
- 8.3. General Licence C shall include any Business in a building that is 5,000 square feet and over.
- 8.4. Non-Resident Licence A shall include any Business outside the City within the boundary established in accordance with Schedule "C" to this Bylaw.

BYLAW NO. 26-2023

- 8.5. Non-Resident Licence B shall include any Hawker/Peddler and any Business located outside the City and outside the boundary established in accordance with Schedule "C" to this Bylaw.
- 8.6. Special Licence Child Care Facility shall include any Business that is licensed under the applicable provincial licensing regulations including, but not limited to day care, private babysitting facility, family day home, out of school care and pre-school programs.
- 8.7. Special Licence Not-for-Profit shall include any Business that is incorporated as a not-for-profit.
- 8.8. Special Licence Public Market shall include any Business operating in a temporary location for a limited period of time. Public markets shall ensure they have written permission from property owners before conducting any Business on private or public property. Special Licence Public Market shall include, but is not limited to:
 - 8.8.1. Farmer's Market; and
 - 8.8.2. Mobile Vendors.
- 8.9. Special Licence Professional shall be a voluntary licence for any Business that is exempted in accordance with Section 4.7.5 of this Bylaw.
- 8.10. Special Licence Youth Entrepreneur shall be a voluntary educational licence and shall be available to any Business owned by any person under the age of eighteen (18).
- 8.11. Special Licence Economic Development Partnership shall be a limited voluntary licence to share in the regional marketing objectives of the City.
- 8.12. Tobacco Retailer Surcharge shall apply to any Business, in addition to their Business Licence fee, that keeps for sale, sells, exposes, or offers for sale Tobacco and Tobacco products.
- 8.13. Cannabis Retailer Surcharge shall apply to any Business, in addition to their Business Licence fee, that keeps for sale, sells, exposes, or offers for sale Cannabis and Cannabis products.

9. POWER OF REFUSAL AND REVOCATION

- 9.1. Subject to the provision of the Bylaw, the Licensing Administrator may grant, revoke, suspend or refuse to grant a Business Licence if in the opinion of the Licensing Administrator there are just and reasonable grounds for the refusal or revocation of the Business Licence such as, but not limited to non-payment or non-compliance with any municipal Bylaws.
- 9.2. Upon a Business Licence being revoked or suspended, the Licensing Administrator shall notify the Business Licensee thereof by written notice, delivered personally or by regular mail.
- 9.3. Where a Business Licence is revoked the Business Licensee shall forthwith destroy the Business Licence or return the Business Licence to the Licensing Administrator.

BYLAW NO. 26-2023

- 9.4. An appeal may be made by written format to the Office of the City Clerk where:
- 9.4.1. a Business Licence application has been refused; or
 - 9.4.2. a Business Licence has been revoked or suspended.
- 9.5. An appeal shall be made in writing within fourteen (14) calendar days after receiving notification of a Business Licence refusal, revocation, or suspension to the Office of the City Clerk.
- 9.6. Upon receiving a notice of appeal the City Clerk shall, within fourteen (14) calendar days:
- 9.6.1. direct the Business Licence to be issued or reinstated, with or without any other conditions, as reasonably determined by the City Clerk; or
 - 9.6.2. uphold the refusal, revocation, or suspension.
- 9.7. Once an appeal has been decided by the City Clerk, the matter shall be closed and shall not be subject to further appeal.

10. PENALTIES

- 10.1. Any person who contravenes this Bylaw is guilty of an offence.
- 10.2. Persons having contravened certain sections of this Bylaw shall be liable for the penalties set out in such section or set out in Schedule "B" hereto.
- 10.3. A notice or form commonly called a Notice of Violation having printed wording approved by the City Manager, may be issued by a Bylaw Enforcement Officer to any person alleged to have breached any provision of this Bylaw, and the said notice shall require the payment of the City of Lloydminster in the amount specified in Schedule "B" hereto.
- 10.4. A Notice of Violation shall be deemed to be sufficiently served:
- 10.4.1. if served personally on the accused; or
 - 10.4.2. if mailed to the address of the person accused by regular mail.
- 10.5. The amounts specified in Schedule "B" hereto shall be the specified penalties for the purposes of the *Provincial Offences Procedures Act* (Alberta) or the *Summary Offences Procedure Act 1990* (Saskatchewan).

11. NUMBER AND GENDER REFERENCES

- 11.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

12. SEVERABILITY

- 12.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

BYLAW NO. 26-2023

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. 28-2021, Business Licence Bylaw.

INTRODUCED AND READ a first time this 20th day of November, 2023, A.D.

READ a second time this ___ day of _____, 2023, A.D.

READ a third time this ___ day of _____, 2023, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

DRAFT

BYLAW NO. 26-2023

SCHEDULE "A"

Definitions

Advertising	To describe or draw attention to a service in a local public medium in order to promote a business activity taking place within City Limits.
Business	A commercial, merchandising or industrial activity or undertaking; A profession, trade, occupation, craft or employment; or An activity providing goods and services whether or not for profit and however organized or formed, including a cooperative and association of persons.
Bylaw Enforcement Officer	A Person appointed by the City pursuant to <i>The Lloydminster Charter</i> to enforce City Bylaws, including a member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer appointed under the <i>Peace Officer Act S.A. 2006, c. P-3.5</i> , as amended or repealed and replaced from time to time.
Business Licence	A document issued pursuant to the Bylaw that permits a Business to operate within the City of Lloydminster.
Business Licensee	A Person holding a valid and subsisting Business Licence issued pursuant to the is Bylaw.
Cannabis	As defined in the <i>Cannabis Act</i> (Canada) and its regulations and amended from time to time.
Charter	Refers to <i>The Lloydminster Charter</i> .
Child Care	Defined as outlined in the <i>Land Use Bylaw</i> under "Child Care Services" and any amendments thereto.
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Council	The Municipal Council of the City of Lloydminster.
Economic Development Partnership	Defined as a limited voluntary licence for businesses, corporations, organizations, municipalities that do not require a business licence but still opt to be considered in initiatives that enhance the local economic conditions and leverage regional resources to build capacity for sustainable regional economic development.
Farmer's Market	Where two (2) or more vendors sell their own products directly to the general public at a fixed location under a coordinating organization which includes but not limited to an artisan or craft fair or any combination thereof.

BYLAW NO. 26-2023

Garage Sale	An informal, irregularly scheduled sale of miscellaneous household goods on private residential property.
Hawker/Peddler	Any Person who, whether as principal or agent, goes from house to house selling or offering for sale any merchandise or service, or both.
Licensing Administrator	An employee of the City of Lloydminster responsible for managing the City's Business Licence program.
Mobile Vendor	Any Business where sales or service or both are operating strictly from a motor vehicle, trailer or cart, including but not limited to mobile canteen/concession, sale of merchandise, or windshield repair vendor.
Order	Any written notice or letter that requires a Person to remedy a contravention of this Bylaw or the <i>Lloydminster Charter</i>
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization
Pop-Up	A Business who sells goods or services located in a commercial building for no more than six (6) months in a calendar year for the purpose of market testing for any goods or services and operates as a seasonal or short-term vendor.
Public Facing	Any place, whether publicly or privately owned, to which members of the public have access as a right or by express or implied invitation, whether on payment of any fee or not.
Tobacco	Any products or device controlled under the <i>Tobacco and Vapour Products Control Act</i> (SK) as amended or the <i>Tobacco and Smoking Reduction Act</i> (AB) as amended and shall include Vapour Products.
Summary Offence Ticket	As defined by the <i>Summary Offences Procedures Act</i> (Saskatchewan), as amended from time to time.
Vapour Products	Means any or all of the following: An e-cigarette, an e-substance; a cartridge for or a component of an e-cigarette.
Violation Ticket	As defined by the <i>Provincial Offences Procedure Act</i> (Alberta), as amended from time to time.

BYLAW NO. 26-2023

SCHEDULE "B"

Penalties

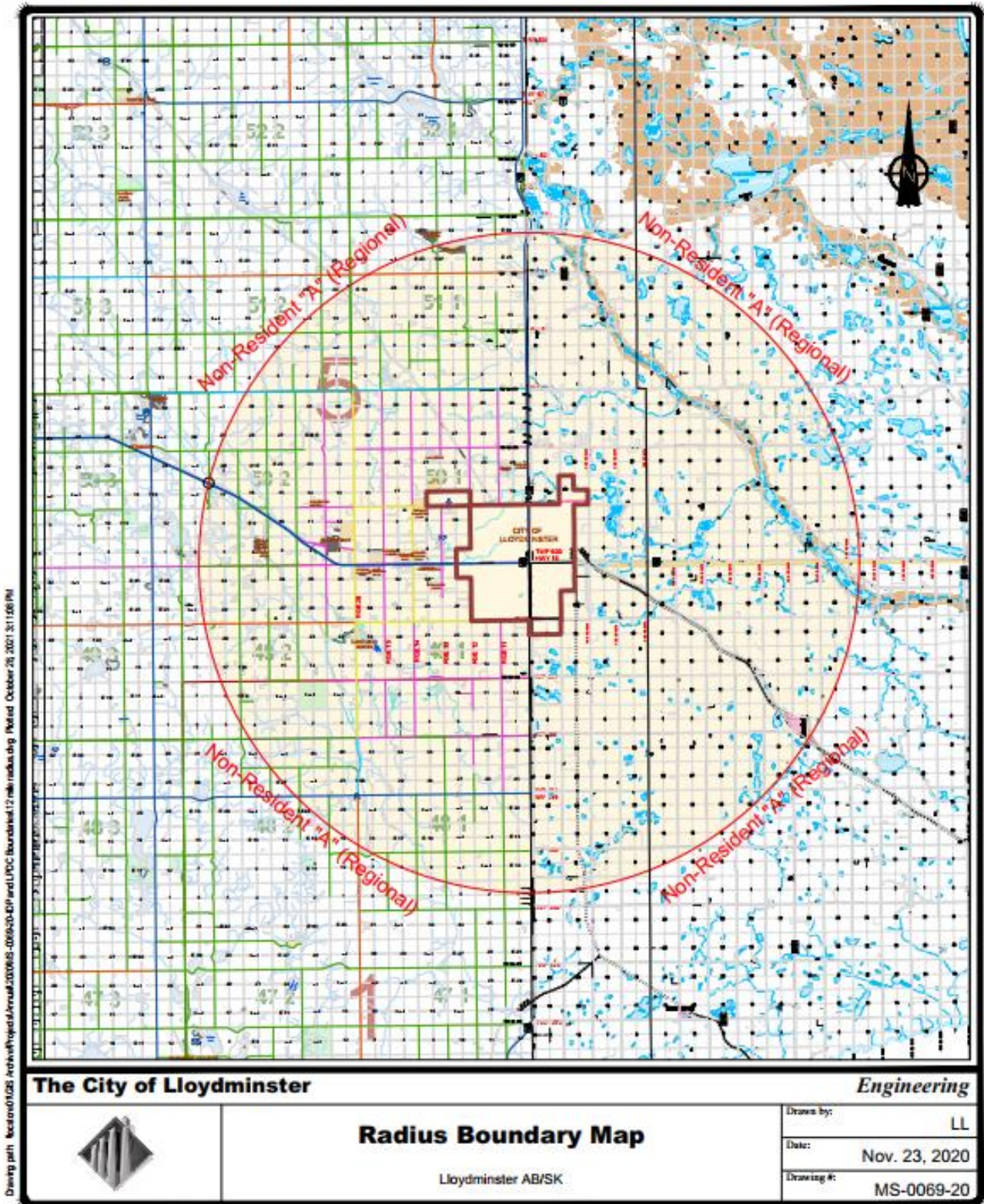
OFFENCE	SECTION	FINE
Operating without a Licence	4.1	\$500
2 nd offence within 12 months		\$1,000
Each subsequent offence within 12 months		\$5,000
Any other provision of the Bylaw	10.2	\$300
2 nd offence within 12 months		\$500
Each subsequent offence within 12 months		\$2,500

DRAFT

BYLAW NO. 26-2023

SCHEDULE "C"

Radius Boundary Map



Drawing path: localarea01025_archive\Project\Annual\00069-0069-20-EP and LPC Boundary\12-mile radius.dwg Plotted: October 20, 2021 3:11:26 PM



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bylaw No. 31-2023 Repealing Bylaw

Department: Office of the City Clerk

Presented By: Shannon Rowan

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant second reading to Bylaw No. 31-2023 Repealing Bylaw.

That Council grant third and final reading to Bylaw No. 31-2023 Repealing Bylaw.

Issue: During the quarterly review process, Administration identified five (5) outdated bylaws.

Background: As part of the governance document review process and in support of the Records Management Bylaw, governance documents that are no longer relevant are repealed.

Since first reading at the November 20, 2023 Regular Council meeting, no changes have been made.

Options:

1. That Council approve all motions as indicated in the Recommendations above.
2. That Council not approve Bylaw No. 31-2023 Repealing Bylaw.
3. That Council request further 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. Ensuring only relevant governance documents are active relays accurate information to members of the public.

Legal Review: N/A

Governance Implications: This item is in alignment with Bylaw 15-2022 Records Management Bylaw. This Bylaw will repeal five (5) outdated bylaws.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw 31-2023 Repealing Bylaw .docx
Attachments:	- Repealing Bylaw - DRAFT.docx
Final Approval Date:	Nov 21, 2023

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

Doug Rodwell

Dion Pollard

BYLAW NO. 31-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO REPEAL OUTDATED BYLAWS

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:

- Bylaw No. 67-2012 – Borrowing Bylaw – Taxes;
- Bylaw No. 68-2012 – Property Tax Penalties Bylaw;
- Bylaw No. 19-2010 – Sewage Rates Bylaw;
- Bylaw No. 22-2011 – Water Rates Bylaw
- Bylaw No. 38-2013 – Development Authority Bylaw.

INTRODUCED AND READ a first time this 20th day of November, 2023, A.D.

READ a second time this ___ day of ____, 20XX, A.D.

READ a third time this ___ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bylaw No. 32-2023 Repealing Bylaw – Road Closures

Department: Office of the City Clerk

Presented By: Shannon Rowan

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant second reading to Bylaw No. 32-2023 Repealing Bylaw – Road Closures.

That Council grant third and final reading to Bylaw No. 32-2023 Repealing Bylaw – Road Closures.

Issue: During the quarterly review process, Administration identified eight (8) outdated road closure bylaws.

Background: As part of the governance document review process and in support of the Records Management Bylaw, governance documents that are no longer relevant are repealed.

No updates have been made to the Bylaw since first reading at the Regular Council meeting on November 20, 2023.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council not approve Bylaw No. 32-2023 Repealing Bylaw – Road Closures.
3. That Council request further 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. Ensuring only relevant governance documents are active relays accurate information to members of the public.

Legal Review: Legal has been consulted on the requirements for repealing road closure bylaws.

Governance Implications: The noted bylaws will be repealed upon final approval of Bylaw No. 32-2023 Repealing Bylaw – Road Closures.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw 32-2023 Repealing Bylaw - Road Closures .docx
Attachments:	- Road Closure - Repealing Bylaw - DRAFT.docx
Final Approval Date:	Nov 21, 2023

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

Doug Rodwell

Dion Pollard

BYLAW NO. 32-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO REPEAL OUTDATED BYLAWS

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:

- Bylaw No. 50-2012 – Road Closure Bylaw;
- Bylaw No. 30-2013 – Road Closure Bylaw;
- Bylaw No. 55-2013 – Road Closure Bylaw;
- Bylaw No. 14-2016 – Road Closure Bylaw;
- Bylaw No. 25-2020 – Road Closure Bylaw;
- Bylaw No. 10-2021 – Road Closure Bylaw;
- Bylaw No. 24-2021 – Road Closure Bylaw;
- Bylaw No. 20-2022 – Road Closure Bylaw.

INTRODUCED AND READ a first time this 20th day of November, 2023, A.D.

READ a second time this ___ day of ____, 20XX, A.D.

READ a third time this ___ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Bylaw No. 35-2023 Council Code of Ethics Bylaw

Department: Office of the City Clerk

Presented By: Shannon Rowan

Council Meeting Date: December 11, 2023

Recommendation:

That Council grant first reading to Bylaw No. 35-2023 Council Code of Ethics Bylaw.

Issue: To provide Council with Bylaw No. 35-2023 Council Code of Ethics Bylaw for first reading.

Background: Administration has completed a review of Code of Conduct Bylaw No. 23-2020 and determined the requirement to complete a reorganization of the current bylaw for transparency and ease of reference, in addition to incorporating Code of Ethics language from The Cities Act (Saskatchewan) as required by amendments to The Lloydminster Charter. The Council Code of Ethics Bylaw now outlines all details regarding conduct for members of Council.

Other changes to the bylaw include updates to references, as well as grammatical and formatting changes that will assist with clarity and quick reference.

Following presentation at the December 4, 2023 Governance and Priorities meeting, section 4 was updated to reflect consistent tense with the rest of the Bylaw. No further changes were made.

Options:

1. That Council grant first reading to Bylaw No. 35-2023 Council Code of Ethics Bylaw.
2. That Council not approve Bylaw No. 35-2023 Council Code of Ethics Bylaw.
3. That Council request further 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. Ensuring that Members of Council are aware of their expected conduct and ensuring an up to date document will assist in process when issues arise.

Legal Review: Legal has reviewed Bylaw No. 35-2023 Council Code of Ethics Bylaw.

Governance Implications: Upon final approval of Bylaw No. 35-2023 Council Code of Ethics Bylaw, Bylaw No. 23-2020 Code of Conduct Bylaw will be repealed.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No. 35-2023 Council Code of Ethics Bylaw.docx
Attachments:	- Council Code of Ethics Bylaw 35-2023.docx
Final Approval Date:	Dec 5, 2023

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

Doug Rodwell

Dion Pollard

BYLAW NO. 35-2023

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR BASIC RULES FOR ELECTED OFFICIALS WITHIN THE CITY OF LLOYDMINSTER

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, it is deemed necessary to establish a Bylaw to deal with other bodies established by Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by Council;

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 create basic rules for elected officials within the City of Lloydminster so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council members is, at all times, service to the community and the public; 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:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Council Code of Ethics Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;

BYLAW NO. 35-2023

- 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
- 3.2.3. establish any forms required for the administration of this Bylaw.

4. PREAMBLE

4.1. Members of Council recognize that their actions have an impact on the lives of residents and property owners in the community. Fulfilling obligations and discharging duties responsibly requires a commitment to the highest ethical standards.

4.2. The quality of the public administration and governance of the City of Lloydminster, as well as its reputation and integrity, depends on the conduct of members of Council as elected officials.

5. PURPOSE AND INTERPRETATION

- 5.1. The purpose of this Bylaw is to outline basic ethical standards and values for members of Council. It is to be used to guide members of Council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.
- 5.2. This Bylaw is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.
- 5.3. Neither the law nor this Bylaw is to be interpreted as exhaustive, and there will be occasions on which a Council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.
- 5.4. It is the responsibility of each member of Council to uphold the standards and values set out in this code.
- 5.5. This Bylaw also applies, subject to any necessary modification, to the conduct of members of Council when acting as an appointee of Council to boards, committees, agencies, and commissions.
- 5.6. Members of Council will uphold the intent and standards of conduct in this Bylaw and govern their actions accordingly during their time as a member of Council and for a period of twelve (12) months after leaving office. Conduct related to confidential information shall apply in perpetuity.

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6. STANDARDS AND VALUES

6.1. Honesty

6.1.1. Members of Council shall be truthful and open in their roles as Council members and as members of the communities they serve.

6.2. Objectivity

6.2.1. Members of Council shall make decisions carefully, fairly, and impartially.

6.3. Respect

6.3.1. Members of Council shall treat every person, including other members of Council, municipal employees, and the public, with dignity, understanding and respect.

6.3.2. Members of Council shall not engage in discrimination, bullying or harassment in their roles as members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

6.4. Transparency and Accountability

6.4.1. Members of Council shall endeavour to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

6.4.2. Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

6.5. Confidentiality

6.5.1. Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council of a local

BYLAW NO. 35-2023

authority. Without limitation to the foregoing, members of Council shall keep in confidence matters discussed in private at a Council or Council committee meeting until discussed as a meeting in public.

6.6. Leadership and the Public Interest

6.6.1. Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

6.6.2. Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

6.7. Responsibility

Members of Council shall act responsibly and in accordance with the Acts of the Parliament of Canada, the Legislatures of Saskatchewan and Alberta, and *The Lloydminster Charter*.

6.8. This duty includes disclosing actual or potential Conflicts of Interest, either financial or otherwise relating to their responsibilities as members of Council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of Council is individually responsible for preventing potential and actual Conflicts of Interest.

7. GOVERNING LEGISLATION & STATUTORY OBLIGATIONS

7.1. It is the responsibility of all members of Council to be aware of, understand, and abide by all statutory obligations imposed upon municipal Council as a whole, as well as members of Council individually. Members must govern their conduct in accordance with the requirements and obligations set out in municipal, provincial, and federal legislation, including, but not limited to, the following:

7.1.1. *The Lloydminster Charter*;

7.1.2. applicable human rights legislation;

7.1.3. *Criminal Code* of Canada;

7.1.4. *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan);

7.1.5. *The Local Government Election Act, 2015* (Saskatchewan); and

7.1.6. City of Lloydminster Procedure Bylaw.

BYLAW NO. 35-2023

8. GENERAL CONDUCT OF MEMBERS OF COUNCIL

- 8.1. Members of Council shall endeavour to conduct themselves with decorum during the decision-making processes and convey Council business in a transparent, accountable, and equitable manner. Members of Council shall treat all persons with dignity and respect in an environment free of discrimination and harassment.
- 8.2. Members of Council shall make every effort to participate in the activities of the agencies, boards, commissions and committees to which they are appointed in the same manner as Council activities.
- 8.3. Members recognize that the public has a right to open government and reasonable access to information on how decisions are made and preserve the integrity and impartiality of Council.
- 8.4. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited under this Bylaw or by any legislation are therefore condoned.
- 8.5. Members of Council will uphold the intent of this Bylaw and govern their actions accordingly.
- 8.6. Members of Council acknowledge that their term as a Councillor or Mayor is for a four (4) year term and that resignation from Council should only occur under extraordinary circumstances.

9. ROLE OF THE CITY MANAGER

- 9.1. Under the direction of the City Manager, Administration serves Council as a whole, and the combined interest of all members as evidenced through Council decisions. The City Manager has overall responsibility for the administration of City affairs in accordance with the decisions adopted by Council.

10. IMPROPER USE OF INFLUENCE

- 10.1. Council empowers the City Manager to establish administrative procedures in order to carry out City operations and implement the decisions of Council. Administration is responsible, through the City Manager, to the whole of Council and shall provide advice based on political neutrality and objectivity.
- 10.2. No member of Council shall use the influence of their position for any purpose other than to exercise official duties on behalf of Council as a whole or the City of Lloydminster. Members of Council are prohibited from using their position for undue influence for personal gain for themselves or that of their Relatives, friends, associates, business, or otherwise.

BYLAW NO. 35-2023

11. AGREEMENTS AND CONTRACTS

11.1. During their term, members of Council may only enter into an agreement with the City in accordance with the following conditions:

11.1.1. the procurement of the agreement must abide by the City of Lloydminster *Procurement and Purchasing Policy*; and

11.1.2. all contracts awarded to a member of Council or an entity owned or partially owned by a member of Council must go before Council for approval; and

11.1.3. the member of Council must identify a Conflict of Interest and refrain from participating in all discussions, debate, and voting, pertaining to the agreement, and any other area where a conflict may exist.

11.2. If, notwithstanding Section 8.6 above, a member of Council resigns prior to the expiry of their term, the member agrees to a mandatory twelve (12) month Cooling Off Period before entering into any agreement between the City of Lloydminster and the member of Council or any entity owned, or partially owned, by the Council member, for goods or services. The only circumstances in which the member of Council may enter into such agreements during the twelve (12) month Cooling Off Period is where:

11.2.1. the procurement of the agreement abides by the City of Lloydminster *Procurement and Purchasing Policy*; and

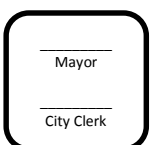
11.2.2. any such contract, including employment, proposed to be awarded to a member of Council or an entity owned or partially owned by a member of Council or former member of Council goes before Council for approval, and is approved by Council.

11.3. Following the twelve (12) month Cooling Off Period, all agreements between the City of Lloydminster and the former member of Council or any entity owned, or partially owned, by the former Council member shall follow the City of Lloydminster standard hiring and procurement procedures.

11.4. Following their four (4) year term, members of Council agree to a mandatory six (6) month Cooling Off Period before entering into any agreement between the City of Lloydminster and the member of Council or any entity owned, or partially owned, by the Council member, for goods or services. The only circumstances in which the member of Council may enter into such agreements during the six (6) month Cooling Off Period is where:

11.4.1. the procurement of the agreement abides by the City of Lloydminster *Procurement and Purchasing Policy*; and

11.4.2. any such contract, including employment, proposed to be awarded to a member of Council or an entity owned or partially owned by a member of



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Council or former member of Council goes before Council for approval, and is approved by Council.

- 11.5. Following the six (6) month Cooling Off Period, all agreements between the City of Lloydminster and the former member of Council or any entity owned, or partially owned, by the former Council member shall follow the City of Lloydminster standard hiring and procurement procedures.
- 11.6. A member of Council or former member of Council holding less than ten percent (10%) of the voting shares of an entity will be exempt from the provisions contained in Section 11 of this Bylaw.

12. MEETINGS CLOSED TO PUBLIC

- 12.1. In accordance with the City of Lloydminster Procedure Bylaw, Council may close all or part of their meetings to the public if the matter to be discussed meets the criteria outlined in *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
- 12.2. All matters discussed at a meeting closed to the public shall remain confidential until such time that it is deemed appropriate to make such matters public.

13. MEDIA AND PUBLIC COMMUNICATIONS

- 13.1. Members of Council will accurately communicate the decisions of the City of Lloydminster, even if they disagree with the majority decision of Council, and by doing so, affirm the respect for and the integrity in the decision-making process.
- 13.2. Members of Council may state their contrasting support of a decision; however, will refrain from making disparaging comments about other members of Council, members of Administration, or about the processes and decisions of Council as a whole.
- 13.3. Members of Council shall keep confidential information confidential, until such a time as the matter can properly be made public.
- 13.4. When communicating with the media, members of Council will refrain from speculating or reflecting upon the motives of both other members of Council and Administration.

14. APPROPRIATE USE OF CITY ASSETS AND SERVICES

- 14.1. All electronic devices provided by the City to members of Council are the property of the City and may be subject to access and review by the City for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) or other otherwise, including as set out below.

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14.2. Members of Council are entitled to use these devices for personal as well as for City purposes. However, they acknowledge that:

- 14.2.1. all emails and messages sent or received on City devices may be subject to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan);
- 14.2.2. all files stored on City devices, all use of internal email and all use of the internet through the City's firewall may be inspected, traced or logged by the City; and
- 14.2.3. in the event of a complaint pursuant to this Bylaw, the Head of the City of Lloydminster as it pertains to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) may require that any or all of the electronic devices provided by the City to members of Council may be confiscated and inspected as part of the investigation.

15. GIFTS AND BENEFITS

15.1. No member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's Relatives/Family that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

15.2. The following are recognized exceptions:

- 15.2.1. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$150.00;
- 15.2.2. a suitable memento of a function honouring the member;
- 15.2.3. food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
- 15.2.4. food and beverage consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable.

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16. ACTIONS DURING CIVIC ELECTION PERIODS

16.1. No member of Council shall use the facilities, equipment, supplies, services or other resources of the City, including Councillor's newsletters, the City's website and websites linked through the City's website, for any election campaign or campaign related activities.

16.2. Any campaign related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of civic staff for election related purposes during hours in which those civic staff members receive any compensation from the City.

17. BOARDS AND COMMITTEE APPOINTMENTS

17.1. The decisions of Council are to be fair, impartial, and of a high standard of ethical conduct. They shall not allow outside interests, appointments, or professional agendas to interfere with their ability to make decisions in the best interest of the City of Lloydminster.

17.2. All appointments of members of Council shall be done so in accordance with applicable policies, this Bylaw and *The Lloydminster Charter*.

18. COMPLIANCE

18.1. Members of Council are required to adhere all policies established by Council.

18.2. All members of Council shall cooperate in any investigation made pursuant to this Bylaw.

19. COMPLAINT PROCESS

19.1. Any complaint under this Bylaw must be in writing and must be made either:

19.1.1. by a member of Council;

19.1.2. by the City Clerk; or

19.1.3. by a member of the public to the City Clerk.

19.2. The City Clerk shall forward all complaints, including the name of the complainant, to the Code of Ethics Committee, on a confidential basis, and to the member about whom the complaint is made.

19.3. Upon receipt of a complaint under this Section, the Code of Ethics Committee shall meet, in closed session, and decide whether to proceed to investigate the complaint or not. The Code of Ethics Committee, in its sole discretion, may decide

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to take no action on the complaint. In that event, the member of Council about whom the complaint was made shall be notified of the decision.

- 19.4. If the Code of Ethics Committee decides to investigate the complaint, it shall take such steps as it may consider appropriate which may include hiring an independent investigator to conduct the investigation, seeking legal advice, or other steps deemed appropriate in the circumstances. All proceedings of the Code of Ethics Committee regarding the investigation shall be in closed session.
- 19.5. If, after the complaint is investigated, the Code of Ethics Committee believes that the member of Council concerned has breached any provision of this Bylaw or any other legislation, it shall advise the member of Council of this and give them an opportunity to make oral or written submissions to the Code of Ethics Committee.
- 19.6. If the Code of Ethics Committee concludes that the member of Council concerned has breached a provision of this Bylaw or other legislation, it may, in its sole discretion, impose sanctions pursuant to this Bylaw. The member of Council concerned shall be advised of the Code of Ethics Committee's determination. Further, if it is determined that a breach under Section 136 of *The Lloydminster Charter* has occurred, the Code of Ethics Committee may, in its sole discretion, recommend that Council direct that the appropriate proceedings be commenced pursuant to Section 137 of *The Lloydminster Charter*.
- 19.7. Section 137 of *The Lloydminster Charter* provides that a member who is disqualified must resign immediately. If a member of Council does not resign as required, Council or an elector may apply to a judge of the court for:
- 19.7.1. an order determining whether the person was never qualified to be or has ceased to be qualified to remain a member of Council; or
 - 19.7.2. an order declaring the person to be disqualified from Council.

20. SANCTIONS

- 20.1. The Code of Ethics Committee has the authority to sanction any member of Council that contravenes this Bylaw, provided that no such sanction will have the effect of denying the member of Council sufficient access to information and services so as to be able to carry out their duties.
- 20.2. Sanctions may include, but are not limited to:
- 20.2.1. removal of the member of Council from any organization, board, committee, commission, or authority;
 - 20.2.2. restriction of access to civic services or City Hall;
 - 20.2.3. restrictions on how documents are provided; and/or
 - 20.2.4. reduction in salary and/or benefits and/or expenses.

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- 20.3. The Code of Ethics Committee may, at its sole discretion, determine the length/duration of any sanctions it has the authority to impose.
- 20.4. The Code of Ethics Committee may, at its sole discretion, determine what, if any information will be reported regarding any sanction that has been levied against a member of Council as a result of an investigation and determination by the Code of Ethics Committee. When making this decision, the Code of Ethics Committee shall, consider the following:
- 20.4.1. the seriousness of the sanction applied; and
 - 20.4.2. the need for accountability and transparency.
- 20.5. Reporting shall be in writing and be attached to the Council Agenda for the meeting immediately following the decision to apply a sanction. Only the following information should be included:
- 20.5.1. the name of the member of Council who was the subject of the complaint;
 - 20.5.2. the nature of the complaint;
 - 20.5.3. the decision of the Code of Ethics Committee; and
 - 20.5.4. the sanction applied.

21. GENERAL

- 21.1. This Bylaw shall be reviewed as per the *Records Management Bylaw*.
- 21.2. Where a reference exists to the *Code of Conduct Bylaw* in another bylaw or policy that predates the effective date of this Bylaw, the reference is hereby amended to the *Council Code of Ethics Bylaw*.
- 21.3. Residents will be notified in advance of the review and a draft of any proposed revisions to the Bylaw will be made available to allow residents the opportunity to review and provide input to the City of Lloydminster.

22. NUMBER AND GENDER REFERENCES

- 22.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

23. SEVERABILITY

- 23.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

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

The following bylaws and all amendments thereto are hereby repealed:

- 23-2020 – Code of Conduct Bylaw

INTRODUCED AND READ a first time this __ day of ____, 20XX, A.D.

READ a second time this __ day of ____, 20XX, A.D.

READ a third time this __ day of ____, 20XX, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

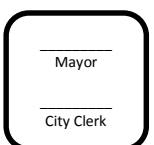
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SCHEDULE "A"

Definitions

Charter	Refers to <i>The Lloydminster Charter</i> .
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Code of Ethics Committee	A Council committee comprised of all of the members of Council except the member(s) against whom a complaint is made in accordance with this Bylaw. The function of the Code of Ethics Committee is to receive and investigate complaints made pursuant to this Bylaw and make decisions and impose sanctions in relation to complaints as required.
Cooling Off Period	A mandatory waiting period.
Conflict of Interest	A situation in which: (a) a member of Council has personal interest sufficient enough to appear, or could appear, to influence the objective exercise of his or her official duties. or; (b) the matter could monetarily affect the member of Council or an employer of a member of Council, or the member of Council knows or should know that the matter could monetarily affect the member's Relatives/Family.
Council	The Municipal Council of the City of Lloydminster.
Relatives/Family	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild. This includes common-law, in-law, and step relationships.



Mayor Report for Council Meeting as of December 8, 2023

October 23

- Meet with Legion Members to sign Proclamation for Veteran's Week and Poppy Day
- Attend Regular Council Meeting

October 24

- Media Interview with Kurt Price Live show
- Attend Community Health Assessment Day
- Attend the 2024 Lloydminster Heavy Oilshow Committee Meeting
- Attend the Lloydminster Sexual Assault office for Blue Day Open House
- Attend the Community Health Assessment Day held at Prairie North Plaza

October 25

- Meet with students from St Joseph's School Grade 4 class to discuss local government and answer questions from the students
- Provide input on a survey with Consultant, Greg Hoffort from RSG Group working with the SK Minister of Mental Health
- Attend presentation from Valour Canada on the history of Canada's military held at Holy Rosary High School
- Attend and participate as Guest Chef at the Harvest Festival held at the Lloydminster Exhibition

October 26

- Travel from Lloydminster to St Paul
- Attend Meeting with Alberta Hub Board and Members
- Return to Lloydminster from St Paul

October 27

- Attend Meeting with Paul Richer, Chair of Lloydminster and District Health Advisory Committee
- Attend Tour of Downtown Construction area with Project Manager

October 28

- Attend the Rotary Pancake Breakfast

October 29

- Attend the Fame Dance - United Youth Ballet Presentation held at the Vic Juba Community Theatre

October 30

- Travel from Lloydminster to Edmonton
- Attend the Alberta Throne Speech at the Legislature Building
- Travel from Edmonton to Lloydminster

October 31

- Attend Meeting with Joint/City School Committee
- Attend a Weaver Park Master Plan Engagement session
- Attend the Stockade RoundUp held at the Lloydminster Exhibition

November 1

- Office Work
- Travel from Lloydminster to Edmonton
- Attend a Reception Meeting with Alberta Mid-Size Mayor Caucus, Alberta Ministers and Alberta MLA's held in Edmonton
- Travel from Edmonton to Lloydminster

November 2

- Attend the Economic Development Breakfast held at the Lloydminster Exhibition
- Office Work

November 3

- Out of Office

November 6

- Attend Meeting with Waylon Falcon, Senior Advisor for Cenovus Energy
- Attend Virtual Meeting with SUMA Executive and Minister of Corrections, Policing and Public Safety, Paul Merriman
- Attend AGM Meeting with Residents in Recovery
- Attend Regular Council Meeting

November 7

- Attend Addictions Don't Discriminate Exhibit at the Black Box Theatre
- Attend Meeting with Onion Lake First Nations Councillor Hubert Pahtayken
- Media Interview with CBC Radio re: Impact to Lloydminster with the oil drilling at the Waseca Formation
- Meeting with Lloydminster & District Health Advisory Committee

November 8

- Attend Governance & Priorities Meeting

November 9

- Attend Virtual Meeting with SUMA Executive
- Attend Rendell Park School to meet with 85 students from Grade 4 to discuss local government
- Attend Virtual Meeting with Mayor of North Battleford, David Gillan, CAO Randy Patrick and City Manager, Dion Pollard

- Telephone Meeting with Alex Puddifant, Chief of Staff to AB Minister of Municipal Affairs

November 10

- Office Work

November 13

- Attend Meeting with Northeast Alberta Alliance for Growth & Opportunity (NAAGO) held in Chipman

November 14

- Office Work
- Travel to Regina

November 15

- Attend Meeting with SK Minister of Health Everett Hindley and Minister of Mental Health and Addictions, Seniors and Rural and Remote Health, Tim McLeod
- Attend Meeting with Randy Weekes, Speaker of the Legislative Assembly of Saskatchewan
- Host the SK City Mayor's Caucus Reception with Saskatchewan Minister's and MLA's

November 16

- Attend SK City Mayor's Caucus Meeting in Regina
- Attend Virtual Meeting with AB Mid-Size Mayor's Caucus
- Travel to Prince Albert

November 17

- Attend Meeting with SUMA Northern Section in Prince Albert
- Attend Meeting with SK Member of Parliament, Rosemarie Falk
- Travel back to Lloydminster

November 18

- Attend the Christmas Craft Fair and Chamber Expo held at the Lloydminster Exhibition

November 20

- Attend Regular Council Meeting

November 21

- Attend Meeting with Lloydminster Bobcats General Manager, Nigel Dube and President Brent Mohrbutter along with City Manager, Dion Pollard and Executive Manager Tracy Simpson

- Attend Meeting with Lloydminster Interval Home Society Director, Angela Rooks-Trotzok and Board Chair Glenn Stang
- Attend Ceremony for Bachelor of Science, Nursing Degree Recipients at Lakeland College
- Attend Start-up Lloydminster Coffee, Cocktails & Conversation
- Attend the University of Saskatchewan College of Nursing 85th Anniversary Reception held at Holiday Inn & Suites

November 22

- Attend Meeting with LPSD Board Chair David Thompson and Director of Education Jason Neville with City Manager, Dion Pollard
- Attend Virtual Meeting with MLA Shane Getson
- Attend Meeting with Lloydminster & District Health Advisory Committee
- Media Interview for a local documentary supported by TELUS Storyhive

November 23

- Attend Virtual Meeting with SUMA Audit & Finance Committee
- Attend Virtual Session re: AB Municipal Police Service Model Reviews
- Attend Intermunicipal Collaborative Framework Joint Council Meeting
- Attend Media Interview with Stingray re: Unhoused people
- Attend Festival of Trees held at the Gold Horse Casino

November 24

- Pre-record Message for the Lloydminster Regional Health Foundation Gift to Health Livestream
- Attend Meeting with Shaun Newman re: By-Election

November 26

- Travel to Saskatoon

November 27

- Attend Announcement of SRC Nuclear in Saskatchewan
- Travel to Brandon Manitoba

November 28 – November 30

- Attend the Association of Manitoba Municipalities representing Saskatchewan Urban Municipalities Association in Brandon Manitoba

December 1

- Travel back to Lloydminster

December 2

- Attend Here Comes Santa Claus Day events held downtown
- Serve Hot Chocolate at City Hall Drive Thru

December 3

- Attend Grand Opening Celebrations for Maxwell Reliant Realty

December 4

- Attend Virtual Meeting with SUMA, SARM and Government Relations
- Media Interview with Vista Radio re: 2023 Year-end
- Attend Governance & Priorities Meeting
- Attend Rotary Christmas Party
- Attend Senior Twinkle tour social held at Legacy Centre

December 5

- Attend Virtual Meeting with SUMA Executive and SK Minister of Finance, Donna Harpauer
- Attend Virtual Meeting with Alberta Hub Executive
- Attend Meeting with Graham Brown, Paul Richer and Stephanie Brown-Munro re: Long-term care for seniors in Lloydminster

December 6

- Attend Meeting with RM of Britannia Reeve, John Light, CAO Bryson Leganchuk along with City Manager, Dion Pollard, Executive Director, Don Stang and Environmental Services Director, Karen Dela Rosa
- Attend Emergency Advisory Committee Meeting
- Travel to Regina

December 7

- Attend Meetings with SUMA Executive Committee, Senior Executive and City of Regina Mayor & Council
- Attend Meetings with SUMA Executive

December 8

- Attend Meetings with SUMA Board of Directors
- Travel to Lloydminster