



**CITY OF LLOYDMINSTER  
Regular Council - AGENDA**

Date: Monday, October 6, 2025  
Time: 1:30 pm  
Location: Council Chambers

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**Pages**

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

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

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

Reminder, all members of Council are obligated to declare a conflict of interest OR a 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 October 6, 2025 be approved.

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

3 - 7

That the Regular Council Meeting Minutes dated September 22, 2025 be approved.

**5. Business Arising from the Minutes**

**6. New Business; Department Reports**

6.1 Community Development Services

6.1.1 Saskatchewan Lotteries Community Grant Policy No. 551-01

8 - 14

Presented By: Patrick Lancaster

That Council approve Saskatchewan Lotteries Community Grant Policy 551-01, as presented.

6.1.2 Safe and Healthy Communities Grant Policy No. 551-05

15 - 21

Presented By: Patrick Lancaster

That Council approve Safe and Healthy Communities Grant Policy 551-05, as presented.

**7. Mayor/Councillor Reports**

**8. Any Other Matters**

**9. Inquiries from the Media**

That the October 6, 2025 Regular Council Meeting recess for a short break at \_\_\_\_\_ PM.

**10. In Camera Session**

That the October 6, 2025 Regular Council Meeting go into a closed session as per LAFOIP Section 16(1)(a) at \_\_\_\_\_ PM.

That the October 6, 2025 Regular Council Meeting resume open session at \_\_\_\_\_ PM.

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

**11. Adjournment**

That the October 6, 2025 Regular Council Meeting be adjourned at \_\_\_\_\_ PM.



# LLOYDMINSTER

## City of Lloydminster Minutes of a Regular Council Meeting

Date: Monday, September 22, 2025  
Time: 1:30 PM  
Location: Council Chambers

Members Present  
Mayor Gerald Aalbers  
Councillor Michele Charles Gustafson  
Councillor Michael Diachuk  
Councillor David Lopez  
Councillor Jim Taylor  
Councillor Justin Vance  
Councillor Jason Whiting

Staff Present  
Dion Pollard, City Manager  
Don Stang, Executive Manager, Operations  
Wendy Leaman, Executive Coordinator  
Leo Pare, Director, Communications  
Adele Wakaruk, Executive Manager, Corporate Services  
Hailey Stark, Legislative Services Admin  
Shannon Rowan, Interim City Clerk  
Misty Rogerson, Records Management, Legislative Services

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

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

### 2. Additions/Deletions to the Agenda

### 3. Approval of the Agenda

Motion No. 275-2025  
Moved By: Councillor Lopez  
Seconded By: Councillor Whiting

That the Agenda dated September 22, 2025 be approved.

**CARRIED**

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

Motion No. 276-2025

Moved By: Councillor Lopez

Seconded By: Councillor Whiting

That the Regular Council Meeting Minutes dated September 8, 2025 be approved.

**CARRIED**

**5. Business Arising from the Minutes**

**6. New Business; Department Reports**

**6.2 Corporate Services**

**6.2.1 2025 Alberta Tax Enforcement Public Auction**

Motion No. 277-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

That Council approve the 2025 reserve bids on five (5) Alberta-side properties in tax arrears, as listed in Schedule "A", which are to be offered for sale by public auction in accordance with the *Municipal Government Act (Alberta)*.

**CARRIED**

Motion No. 278-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

That Council approve the City of Lloydminster Terms & Conditions for the 2025 Alberta Public Auction as outlined in Schedule B.

**CARRIED**

### **6.2.2 2025 Provincial Education Requisition Credit (PERC) Application**

Motion No. 279-2025

Moved By: Councillor Vance

Seconded By: Councillor Diachuk

That Council approve the submission of an application for the Provincial Education Requisition Credit (PERC). The application also includes the Designated Industrial Requisition Credit (DIRC).

**CARRIED**

Motion No. 280-2025

Moved By: Councillor Vance

Seconded By: Councillor Diachuk

That Council approve the write-off of taxes deemed uncollectable in the amount of \$11,252.19, less any amount that is successfully collected through the PERC application, as per Schedule "A".

**CARRIED**

### **6.3 Community Development Services**

#### **6.3.1 Lloydminster Public Library Appointment**

Motion No. 281-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Vance

That Council approve the appointment of Amy Roper for one additional three (3) year term to the City of Lloydminster Public Library Board, ending November 20, 2028.

**CARRIED**

### **6.4 Operations**

#### **6.4.1 Subdivision Policy No. 610-06**

Motion No. 282-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Diachuk

That Council approve Subdivision Policy No. 610-06.

**CARRIED**



#### **6.4.2 Parkview Storm Water Improvements – Budget Commitment**

Motion No. 283-2025

Moved By: Councillor Diachuk

Seconded By: Councillor Vance

That Council decommits \$550,000 from Capital Project No.: 2535001 – STORM – 75 Avenue East Drainage Improvement to the Stormwater Capital Reserve No.: 1-300-350-37116.

**CARRIED**

Motion No. 284-2025

Moved By: Councillor Diachuk

Seconded By: Councillor Vance

That Council commits \$550,000 from the Stormwater Capital Reserve No.: 1-300-350-37116 to Capital Project No.: 2261209 – LAND – Parkview 6-3 – Greenspace Development.

**CARRIED**

### **7. Bylaws**

#### **7.1 Bylaw 14-2025 Lakeside Area Structure Plan - Land Use Concept Bylaw Amendment**

Motion No. 285-2025

Moved By: Councillor Lopez

Seconded By: Councillor Whiting

That Council grant first reading to Bylaw No. 14-2025, a bylaw to amend Lakeside Area Structure Plan Bylaw No. 09-2019 Land Use Concept, as per Schedule 'A', and that Council establish a Public Hearing to be held during the October 27, 2025 Regular Council Meeting at 2:00 PM.

**CARRIED**

#### **7.2 Bylaw 15-2025 Land Use Bylaw Map Amendment (Lakeside)**

Motion No. 286-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

That Council grant first reading to Bylaw No. 15-2025, a bylaw to amend the Land Use Maps, being:

- Figure 3: Land Use District and Overlay Map;

- Part 9, Map 3: Land Use District and Overlay Map;
- Part 9, Map 5: Land Use District and Overlay Map: City Index; and
- Part 9, Map 5: Land Use District and Overlay Map: Section V

to Bylaw No. 05-2025 as per Schedule 'A' and that Council establish a Public Hearing to be held during the October 27, 2025 Regular Council Meeting at 2:00 PM.

**CARRIED**

**8. Mayor/Councillor Reports**

**8.1 Mayor Report as of September 19, 2025**

**9. Any Other Matters**

**10. Inquiries from the Media**

The media requested to speak with Mayor Aalbers.

**11. Adjournment**

Motion No. 287-2025

Moved By: Councillor Whiting

That the September 22, 2025 Regular Council Meeting be adjourned at 2:53 PM.

**CARRIED**

\_\_\_\_\_  
MAYOR

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

|                                                                                                          |                                                                                  |
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| <br><b>LLOYDMINSTER</b> | <p align="center"><b>City of Lloydminster<br/>Request for Decision (RFD)</b></p> |
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|---------------------------------------------------------------------------------|
| <b>Subject Matter:</b> Saskatchewan Lotteries Community Grant Policy No. 551-01 |
| <b>Department: Community Development Services</b>                               |
| Presented By: Patrick Lancaster                                                 |
| <b>Council Meeting Date: October 6, 2025</b>                                    |

### **Recommendation:**

That Council approve Saskatchewan Lotteries Community Grant Policy No. 551-01, as presented.

**Issue:** To provide Council with an updated Saskatchewan Lotteries Community Grant Policy No. 551-01 for approval.

### **Background:**

The purpose of the Saskatchewan Lotteries Community Grant Policy No. 551-01 is to ensure proper distribution of funds received through the Saskatchewan Lotteries Community Grant Program. The grant assists in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers.

Amendments presented at the September 9, 2025 Governance and Priorities Committee meeting included:

Updates to definitions:

- the definition of Community Services Advisory Committee;
- adding the definition of City-Led Initiatives;
- adding the timeline to the definition Grant Cycle;
- changing the definition of Under-Represented Populations to definition provided by Saskatchewan Lotteries Community Grant;

Additional updates:

- 4.3 adding a requirement that the Manager, Social Programs and Services must review all applications for eligibility;
- 6.1.2.a eligibility expanded from only Saskatchewan-based organizations to all organizations outside city limits as long as they are benefiting Lloydminster Residents;
- 7.1 a higher threshold to trigger a call for applications. Administration given authority to negotiate adjustments to the applications.
- 7.5 the change increases the approval limit for the City Manager or designate to reallocate unused or returned grant funds, from \$10,000 to \$50,000 per grant cycle;
- 7.6 reallocations will be reported through annual reporting.

Based on feedback provided at the September 9, 2025 Governance and Priorities Committee meeting, the following changes were made:

- 7.3 should an organization be required to return unused funds or decline grant funding, these funds may be reallocated to other eligible projects within the first call for applications, or a new call for applications may be requested by the Community Services Advisory Committee;
- 7.4 the Community Services Advisory Committee shall provide recommendations for reallocation of unused grant funding;
- 7.5 increasing the City Manager or designate to reallocate unused or returned grant funds from \$10,000 to \$25,000 per Saskatchewan Lotteries Community Grant cycle;
- 7.6 reallocations and shall be reported at a Governance and Priorities Committee meeting following approval.

**Options:**

- 1. That Council approve Saskatchewan Lotteries Community Grant Policy No. 551-01, as presented.
- 2. That Council not approve Saskatchewan Lotteries Community Grant Policy No. 551-01.
- 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: Governance Excellence. The Saskatchewan Lotteries Community Grant Policy No. 551-01 provides clarity, accountability, and transparency for the allocation of funding.

**Legal Review:** N/A

**Governance Implications:** N/A

**Budget/Financial Implications:** The City of Lloydminster receives \$86,454 in funding to distribute based on our Saskatchewan population.

**Environmental Implications:** N/A

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|  | <p align="center"><b>City of Lloydminster<br/>Request for Decision (RFD)</b></p> |
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### Report Approval Details

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| Document Title:      | Saskatchewan Lotteries Community Grant Policy Update 2025.docx |
| Attachments:         | - SLCG Policy 551-01 Updated 2025.docx                         |
| Final Approval Date: | Sep 29, 2025                                                   |

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

Tracy Simpson

Shannon Rowan

Dion Pollard

|                           |                                               |                       |          |
|---------------------------|-----------------------------------------------|-----------------------|----------|
| <b>Policy Title:</b>      | Saskatchewan Lotteries Community Grant Policy | <b>Policy Number:</b> | 551-01   |
| <b>Date of Adoption:</b>  | May 4, 2020                                   | <b>Motion Number:</b> | 59-2018  |
| <b>Date of Amendment:</b> | September 19, 2022                            | <b>Motion Number:</b> | 362-2022 |
| <b>Date of Amendment:</b> |                                               | <b>Motion Number:</b> |          |

## 1. Purpose:

- 1.1. The purpose of this Policy is to ensure proper distribution of funds received from the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation through the Saskatchewan Lotteries Community Grant Program to local non-profit organizations that provide sport, culture, and recreation activities to Residents.

## 2. Definitions:

|                                              |                                                                                                                                                                                                                                      |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administration</b>                        | An employee, contract employee or volunteer of the City.                                                                                                                                                                             |
| <b>City</b>                                  | The corporation of the City of Lloydminster.                                                                                                                                                                                         |
| <b>City Manager</b>                          | The individual appointed under section 147(1) of <i>The Lloydminster Charter</i> as Commissioner.                                                                                                                                    |
| <b>Community Services Advisory Committee</b> | A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Committee Terms of Reference.                                                                                           |
| <b>Grant Cycle</b>                           | A one-year term starting April 1 and ending March 31 of the following year.                                                                                                                                                          |
| <b>Under-Represented Populations</b>         | Any group that is under-represented in sport culture or recreation including, but not limited to Indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability and single-parent families. |
| <b>Resident</b>                              | Any person residing within the City limits.                                                                                                                                                                                          |

## 3. Scope:

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to funds provided under the Saskatchewan Lotteries Community Grant Program Agreement with the Province of Saskatchewan.
- 3.3. This Policy shall apply to all applicants to the Saskatchewan Lotteries Community Grant Program.

### **Saskatchewan Lotteries Community Grant Overview:**

- 3.4. The City Manager or designate shall be authorized to sign the Saskatchewan Lotteries Community Grant Program application, final report, and all required documents with the Saskatchewan Lotteries Community Grant Program.
- 3.5. The City shall establish the Saskatchewan Lotteries Community Grant process for the distribution of funds to non-profit organizations.
- 3.6. The Manager, Social Programs and Services will review applications for eligibility.
- 3.7. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 3.8. Priority may be given to projects that:
  - 3.8.1. support the inclusion of Under-Represented Populations in programs or establish new programs to meet the needs of Under-Represented Populations;
  - 3.8.2. remove financial barriers to access sport, culture, or recreation;
  - 3.8.3. establish new opportunities/activities for sport, culture, or recreation in Lloydminster.
- 3.9. Recommendations by the Community Services Advisory Committee will be directed to Council for decision.
- 3.10. The decisions regarding Saskatchewan Lotteries Community Grant Program approvals are final and are not subject to appeal.

### **4. Budget and Reporting**

- 4.1. Funds received from the Saskatchewan Lotteries Truest Fund for purpose of the Saskatchewan Lotteries Community Grant Program will be allocated to eligible community organizations.
- 4.2. Successful applicants of the Saskatchewan Lotteries Community Grant shall be required to submit reporting through the Manager, Social Programs and Services.
- 4.3. The Manager, Social Programs and Services shall provide an annual report on the outcomes of Saskatchewan Lotteries Community Grant.

### **5. Saskatchewan Lotteries Community Grant Eligibility:**

- 5.1. To be eligible for grant funding the applicant must:
  - 5.1.1. be a non-profit organization operated by volunteers that provide sport, culture, or recreational activities; and

- 5.1.2. be located within City limits.
  - a. Notwithstanding 6.1.2 above, applicants located outside City corporate boundaries may be approved if demonstrated to be of benefit to Lloydminster Residents.
- 5.2. To be eligible for grant funding the project must:
  - 5.2.1. meet the guidelines established by the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation for the Saskatchewan Lotteries Community Grant Program; and
  - 5.2.2. take place within City limits.
    - a. Notwithstanding 6.2.2 above, projects taking place in the Province of Saskatchewan and outside City corporate limits may be approved if demonstrated to be of benefit to Lloydminster Residents.

## **6. Reallocation of Funds:**

- 6.1. Should less than seven thousand five hundred dollars (\$7,500) remain following a call for grant applications, the Manager, Social Programs and Services shall work with applicants to adjust their requests to utilize the funding.
- 6.2. Should more than seven thousand five hundred dollars (\$7,500) remain following a call for grant applications, the Manager, Social Programs and Services shall enact a second call for applications.
- 6.3. Should an organization be required to return unused funds or decline grant funding, these funds may be reallocated to other eligible projects within the first call for applications, or a new call for applications may be requested by the Community Services Advisory Committee.
- 6.4. The Community Services Advisory Committee shall provide recommendations for reallocation of unused grant funding.
- 6.5. The City Manager or designate shall be authorized to approve the reallocation of unused or returned grant funds up to a maximum of twenty-five thousand dollars (\$25,000) per Saskatchewan Lotteries Community Grant cycle.
- 6.6. All reallocations and shall be reported at a Governance and Priorities Committee meeting following approval.

## **7. Penalty:**

- 7.1. Any staff member found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

- 7.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*."

**8. Responsibility:**

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration may administer this Policy through the use of a supporting procedure, as required.

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|  | <p align="center"><b>City of Lloydminster<br/>Request for Decision (RFD)</b></p> |
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|-----------------------------------------------------------------------------|
| <b>Subject Matter:</b> Safe and Healthy Communities Grant Policy No. 551-05 |
| <b>Department:</b> Community Development Services                           |
| Presented By: Patrick Lancaster                                             |
| <b>Council Meeting Date:</b> October 6, 2025                                |

**Recommendation:**

That Council approve Safe and Healthy Communities Grant Policy No. 551-05, as presented.

**Issue:** To provide Council with an updated Safe and Healthy Communities Grant Policy No. 551-05 for approval.

**Background:**

The purpose of the Safe and Healthy Communities Grant Policy No. 551-05 is to ensure proper distribution of fees collected under Fees and Charges Bylaw 06-2025 pursuant to the sections related to Tobacco Retailer Surcharge and Cannabis Retailer Surcharge in the Business License Bylaw 26-2023 to non-profit organizations and City led initiatives that enhance the health, wellness, and safety of residents.

Amendments presented at the September 9, 2025 Governance and Priorities Committee meeting included:

Updates to definitions:

- the definition of Community Services Advisory Committee;
- adding the definition of City-Led Initiatives;
- adding the timeline to the definition Grant Cycle.

Additional updates:

- 6.2.2.v. addition of criteria for grant funding eligibility which is to support mental health through building resiliency, social connection, self-esteem or problem-solving skills;
- 8.1 change of approval authority to initiate a second call for applications to City Manager or designate;
- 8.2 change of approval authority for reallocation of funds decision-making power to City Manager or designate;
- 8.3 addition allowing organizations with unused funding at the end of the grant cycle to request an extension (up to one year, subject to approval);
- 8.4 increasing the City Manager or designate to reallocate unused or returned grant funds from \$10,000 to \$50,000 per grant cycle;
- 8.5 reallocations will be reported through annual reporting.

Based on feedback provided at the September 9, 2025 Governance and Priorities meeting the following changes were made:

- 7.3.6 addition to City-Led initiatives: support mental health through building resiliency, social connection, self-esteem or problem-solving skills;
- 8.2 should an organization be required to return unused funds or decline grant funding, the City Manager or designate may reallocate these funds to other eligible projects within the first call for applications or enact a new call for applications;
- 8.3 the Community Services Advisory Committee shall provide recommendations for reallocations of unused grant funding;
- 8.4 increasing the City Manager or designate to reallocate unused or returned grant funds from \$10,000 to \$25,000 per Safe and Healthy Committees grant cycle;
- 8.6 reallocations and extensions shall be reported at a Governance and Priorities Committee meeting following approval.

**Options:**

1. That Council approve Safe and Healthy Communities Grant Policy No. 551-05, as presented.
2. That Council not approve Safe and Healthy Communities Grant Policy No. 551-05.
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: Governance Excellence. The Safe and Healthy Communities Grant Policy No. 551-05 provides clarity, accountability, and transparency for the allocation of funding.

**Legal Review:** N/A

**Governance Implications:** Fees are collected under Fees and Charges Bylaw 06-2025 pursuant to the sections related to Tobacco Retailer Surcharge and Cannabis Retailer Surcharge in the Business Licensee Bylaw 26-2023.

**Budget/Financial Implications:**

| Surcharges Collected                      | 2025     | 2024     | 2023     | 2022     |
|-------------------------------------------|----------|----------|----------|----------|
| Tobacco/Flavored/Vapour Product Retailers | \$29,700 | \$28,000 | \$27,125 | \$24,800 |
| Cannabis Retailers                        | \$13,400 | \$12,800 | \$13,725 | \$13,725 |
| Total                                     | \$43,100 | \$40,800 | \$40,850 | \$38,525 |

**Environmental Implications:** N/A

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|  | <p align="center"><b>City of Lloydminster<br/>Request for Decision (RFD)</b></p> |
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### **Report Approval Details**

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| Document Title:      | Safe and Healthy Communities Grant Policy Update 2025.docx |
| Attachments:         | - SHC Grant Policy 551-05 Updated 2025.docx                |
| Final Approval Date: | Sep 29, 2025                                               |

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

Tracy Simpson

Shannon Rowan

Dion Pollard

|                           |                                    |                       |          |
|---------------------------|------------------------------------|-----------------------|----------|
| <b>Policy Title:</b>      | Safe and Healthy Communities Grant | <b>Policy Number:</b> | 551-05   |
| <b>Date of Adoption:</b>  | September 6, 2022                  | <b>Motion Number:</b> | 338-2022 |
| <b>Date of Amendment:</b> |                                    | <b>Motion Number:</b> |          |

## 1. Purpose:

- 1.1. The purpose of this Policy is to ensure proper distribution of fees collected pursuant to the sections related to Tobacco Retailer Surcharge and Cannabis Retailer Surcharge in the *Business Licence Bylaw* to non-profit organizations and City-Led Initiatives that enhance the health, wellness, and safety of residents.

## 2. Definitions:

|                                              |                                                                                                                                                                                                            |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Addictive Substances</b>                  | A substance that involves compulsive and continuous use despite negative impacts to a person, their family, friends, and others.                                                                           |
| <b>Administration</b>                        | An employee or contract employee of the City of Lloydminster.                                                                                                                                              |
| <b>Cannabis Retailer</b>                     | As defined within the <i>Business Licence Bylaw</i> , as amended from time to time.                                                                                                                        |
| <b>Cannabis Retailer Surcharge</b>           | The fee established by the <i>Fees and Charges Bylaw</i> , as amended from time to time, that applies to all Cannabis Retailers.                                                                           |
| <b>City</b>                                  | The corporation of the City of Lloydminster.                                                                                                                                                               |
| <b>City-Led Initiatives</b>                  | Programs and projects initiated, managed and funded directly by the City of Lloydminster.                                                                                                                  |
| <b>Collected Funds</b>                       | For the purpose of this Policy, this refers to the fees collected under the <i>Fees and Charges Bylaw</i> , as amended from time to time for Cannabis Retailer Surcharges and Tobacco Retailer Surcharges. |
| <b>Community Services Advisory Committee</b> | A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Terms of Reference.                                                                           |
| <b>Grant Cycle</b>                           | A one-year term starting January 1 and ending December 31.                                                                                                                                                 |
| <b>Member of Council</b>                     | An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.                                                                                    |
| <b>Tobacco Retailer</b>                      | As defined within the <i>Business Licence Bylaw</i> , as amended from time to time.                                                                                                                        |

|                                   |                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Tobacco Retailer Surcharge</b> | The fee established by the <i>Fees and Charges Bylaw</i> , as amended from time to time, that applies to all Tobacco Retailers. |
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### **3. Scope:**

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to Collected Funds under the *Fees and Charges Bylaw*.
- 3.3. This Policy shall apply to all applicants of the Safe and Healthy Communities Grant.

### **4. Budget and Reporting:**

- 4.1. The City shall allocate Collected Funds to City-Led Initiatives and/or the Safe and Healthy Communities Grant through an annual budgeting process.
- 4.2. Priority shall be given to City-Led Initiatives.
- 4.3. City-Led Initiatives and successful applicants of the Safe and Healthy Communities Grant shall be required to submit reporting through the Manager, Social Programs and Services.
- 4.4. The Manager, Social Programs and Services shall provide an annual report on the outcomes of the City-Led Initiatives and the Safe and Healthy Communities Grant.

### **5. Safe and Healthy Communities Grant Overview:**

- 5.1. The City shall establish the Safe and Healthy Communities Grant process for the distribution of Collected Funds to non-profit organizations.
- 5.2. Eligible projects shall be subject to review by the Community Services Advisory Committee for recommendation.
- 5.3. Recommendations made by the Community Services Advisory Committee shall be directed to Council for decision.
- 5.4. The decisions regarding the Safe and Healthy Communities Grant approvals are final and shall not be subject to appeal.

### **6. Safe and Healthy Communities Grant Eligibility:**

- 6.1. To be eligible, the applicant shall be:
  - 6.1.1. an incorporated Alberta or Saskatchewan non-profit organization;
  - 6.1.2. a charitable organization; or
  - 6.1.3. a school or school division.
- 6.2. For a project to be eligible for grant funding:
  - 6.2.1. the project shall take place within the City corporate limits; and
  - 6.2.2. must align with at least one (1) of the following objectives:

- i. provide knowledge/understanding on the harms and risks associated with Addictive Substances;
- ii. support the cessation of the use of Addictive Substances;
- iii. promote the adoption of healthy, substance free lifestyles;
- iv. provide education to recognize risk, make informed choices and consider the consequences of decisions and behaviours;
- v. support mental health through building resiliency, social connection, self-esteem or problem-solving skills.

6.3. The following expenditures shall be ineligible for grant funding:

- 6.3.1. alcoholic beverages, cannabis products, tobacco, tobacco substitutes, or vaporizers to be utilized for consumption;
- 6.3.2. subsidization of wages for permanent employees;
- 6.3.3. donations or projects that are primarily focused on fundraising;
- 6.3.4. medical research;
- 6.3.5. capital expenses such as purchasing equipment, construction and renovation expenses, retrofits, and repairs to buildings;
- 6.3.6. costs to sustain the organization outside the direct delivery of the program, including but not limited to property taxes, audit costs, and utilities;
- 6.3.7. direct religious activities;
- 6.3.8. activities designed to directly advocate or influence municipal, provincial, or federal government legislation, acts, or policies;
- 6.3.9. activities exclusive to a specific family, business, religious, or political group.

## **7. City-Led Initiatives**

- 7.1. The City shall implement City-Led Initiatives utilizing Collected Funds for the objectives outlined in 7.3.
- 7.2. All City-Led Initiatives shall be approved during the annual capital and operating budget process.
- 7.3. City-Led Initiatives shall align with at least one (1) of the following objectives:
  - 7.3.1. reduce costs to enforce legislation, such as acts, regulations, bylaws, or policies, pertaining to Addictive Substances;
  - 7.3.2. provide education on the harms and risks associated with Addictive Substances;
  - 7.3.3. support the cessation of the use of Addictive Substances;
  - 7.3.4. promote the adoption of healthy, Addictive Substance-free lifestyles;
  - 7.3.5. provide education to recognize risks, make informed choices and consider the consequences of decisions and behaviors regarding the use of Addictive Substances;

- 7.3.6. support mental health through building resiliency, social connection, self-esteem or problem-solving skills.

## **8. Reallocation of Funds:**

- 8.1. Should funds remain following a call for grant applications, the City Manager or designate may enact a second call for applications. Any unallocated funds shall be transferred to City-Led Initiatives or reserves under the direction of the City Manager or designate.
- 8.2. Should an organization be required to return unused funds or decline grant funding, the City Manager or designate may be reallocated these funds to other eligible projects within the first call for applications or enact a new call for applications.
- 8.3. The Community Services Advisory Committee shall provide recommendations for the reallocation of unused grant funding.
- 8.4. The City Manager or designate shall be authorized to approve the reallocation of unused or returned Safe and Healthy Community Grant program funds up to a maximum of twenty-five thousand dollars (\$25,000) per grant cycle.
- 8.5. An organization may be granted an extension if they have not utilized all the project funding by the end of the grant cycle. Extensions are subject to approval by the Manager, Social Programs and Services and shall not exceed one (1) year.
- 8.6. All reallocations and extensions shall be reported at a Governance and Priorities Committee meeting following approval.

## **9. Penalty:**

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

## **10. Responsibility:**

- 10.1. City Council shall review and approve all policies.
- 10.2. Administration may administer this Policy through the use of a supporting procedure, as required.