



CITY OF LLOYDMINSTER
Governance and Priorities Committee Meeting - AGENDA

Date: Monday, October 20, 2025
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. Approval of the Agenda

Recommendation:

That the Agenda dated October 20, 2025 be approved.

3. Approval of the Previous Meeting Minutes

3 - 5

Recommendation:

That the Governance and Priorities Committee Meeting Minutes dated September 15, 2025 be approved.

4. Administration Presentations

4.1 2025 Q3 Procurement Report

6 - 11

Presented By: Mika Wangler

4.2 2025 Q3 Governance Document Report

12 - 19

Presented By: Shannon Rowan

4.3 Draft 2026 Meeting Schedule

20 - 22

Presented By: Shannon Rowan

5. Governance and Priorities Matters

5.1	Draft Traffic Bylaw Amendment – Speed Zone Changes	23 - 28
	Presented By: Andrew DeGruchy	
5.2	Draft Taxi and Vehicle for Hire Bylaw	29 - 51
	Presented By: Andrew DeGruchy	
5.3	Draft Religious Bodies Property Tax Exemptions Bylaw	52 - 58
	Presented By: Scott Pretty	
5.4	Draft Reserves Policy No. 134-04	59 - 83
	Presented By: Ryan Hill	
5.5	Draft Investment Policy No. 134-05	84 - 94
	Presented By: Ryan Hill	
5.6	Draft Debt Management for Capital Expenditures Policy No. 134-07	95 - 101
	Presented By: Ryan Hill	
5.7	Draft Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11	102 - 122
	Presented By: Linsay Organ	

6. Inquiries from the Media

Recommendation:

That the October 20, 2025 Governance and Priorities Committee Meeting recess for a short break at _____ PM.

7. In Camera Session

Recommendation:

That the October 20, 2025 Governance and Priorities Committee Meeting go into a closed session as per LAFOIP Section 16(1)(a) at _____ PM.

Recommendation:

That the October 20, 2025 Governance and Priorities Committee Meeting resume open session at _____ PM.

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

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

8. Adjournment

Recommendation:

That the October 20, 2025 Governance and Priorities Committee Meeting be adjourned at _____ PM.



City of Lloydminster

Minutes of Governance and Priorities Committee Meeting

Date: Monday, September 15, 2025
Time: 1:30 PM
Location: Council Chambers

Members Present Mayor Gerald Aalbers
Councillor Michael Diachuk
Councillor David Lopez
Councillor Jason Whiting
Councillor Justin Vance
Councillor Michele Charles Gustafson
Councillor Jim Taylor – in attendance via Zoom

Staff Present Dion Pollard, City Manager
Tracy Simpson, Executive Manager, Community Development Services
Don Stang, Executive Manager, Operations
Wendy Leaman, Executive Coordinator
Leo Pare, Director, Communications
Shannon Rowan, Interim City Clerk
Adele Wakaruk, Executive Manager, Corporate Services
Hailey Stark, Legislative Services Admin
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. Approval of the Agenda

Motion No. 269-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Vance

That the Agenda dated September 15, 2025 be approved.

CARRIED



3. Approval of the Previous Meeting Minutes

Motion No. 270-2025

Moved By: Councillor Vance

Seconded By: Councillor Diachuk

That the Governance and Priorities Committee Meeting Minutes dated August 11, 2025 be approved.

CARRIED

5. Administration Presentations

5.1 Asset Management Update 2025

6. Governance and Priorities Matters

6.1 Draft Public Art Policy No. 770-01

6.2 Draft Saskatchewan Lotteries Community Grant Policy No. 551-01

Councillor Diachuk stepped out of the meeting at 2:22 PM and returned at 2:25 PM.

6.3 Draft Safe and Healthy Communities Grant Policy No. 551-05

6.4 Draft Subdivision Policy No. 610-06

6.5 Draft Oil and Gas Development Policy No. 610-07

6.6 Lakeside Area Structure Plan Amendment and Land Use Bylaw Map Amendment

7. Inquiries from the Media

Media requested to speak with Mayor Aalbers.

Motion No. 271-2025

Moved By: Councillor Whiting

Seconded By: Councillor Vance

That the September 15, 2025 Governance and Priorities Committee Meeting recess for a short break at 3:18 PM.

CARRIED



8. In Camera Session

The media interviews were conducted and then the September 15, 2025 Governance and Priorities Committee Meeting reconvened at 3:35 PM, with all in person members in attendance.

Motion No. 272-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Diachuk

That the September 15, 2025 Governance and Priorities Committee Meeting go into a closed session as per LAFOIP Section 16(1)(a) at 3:35 PM.

CARRIED

Motion No. 273-2025

Moved By: Councillor Vance

Seconded By: Councillor Diachuk

That the September 15, 2025 Governance and Priorities Committee Meeting resume open session at 4:04 PM.

CARRIED

9. Adjournment

Motion No. 274-2025

Moved By: Councillor Whiting

That the September 15, 2025 Governance and Priorities Committee Meeting be adjourned at 4:04 PM.

CARRIED

MAYOR

CITY CLERK

	City of Lloydminster Information Report (IR)
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Subject Matter: 2025 Q3 Procurement Report
Department: Corporate Services
Presented by: Mika Wangler
GPC Meeting Date: October 20, 2025

Topic: To provide the Committee with the 2025 Q3 Procurement Activity Report.

Background: Section 8.3 of the Procurement and Purchasing Policy requires that the Procurement Officer report procurement activity to Council on a quarterly basis.

This report contains procurement in which both Administration and Council have approved awards in accordance with the policy thresholds. The procurements in this report were awarded in the third quarter.

Objective: To provide the Committee with an update of Procurement on a quarterly basis.

Options:

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

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

Governance Implications: The quarterly report, in compliance with the Procurement and Purchasing Policy, will ensure transparency by keeping Council aware of Administration's procurement activities.

Budget/Financial Implications: N/A

Environmental Implications: N/A

	City of Lloydminster Information Report (IR)
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Report Approval Details

Document Title:	2025 Q3 Procurement Report.docx
Attachments:	- 2025 Q3 - Procurement Report.pdf
Final Approval Date:	Oct 15, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard



2025 Quarter 3 - Procurement Activity

October 20, 2025 Governance and Priorities
Committee Meeting

Procurement
Legislative Services

2025 Purchasing Activity

This report is intended to provide the public with Procurement updates and information pertaining to Council and Administration's procurement activity for publicly procured contracts in accordance with the trade agreements. This is in compliance with the Procurement and Purchasing Policy.

The project delivery methods identified are procurements where the project totals are approved by Council prior to Administration awarding the individual scopes.

This report is broken down by department in the following order:

1. Operations

- Environmental Services
- Transportation

2. Community Development Services

- Leisure Services
- Social Programs & Services

3. Land Development

- Land Development

No procurements to report for the quarter:

Chief of Staff, Corporate Services, Economic Development, Office of the City Manager

1. Operations

Contracts	¹ Administration Approved	¹ Council Approved	Procurement Method	Project Delivery	Vendor Awarded
Environmental Services					
2542006 – East and West Sanitary Trunk Sewer – Planning and Design	\$120,511.00 + 15% contingency		RFP		Bar Engineering Co. Ltd.
2535001 – 75 Avenue Drainage Improvements		\$562,308.75 + 15% contingency	RFT		ABS Excavating Ltd.
Transportation					
2513201 – Fleet Management Software & Implementation	**\$184,978.00 for three years		RFP		Faster Asset Solutions
2532008 – 75 Avenue Intersection Signalization		\$824,862.13 + 10% contingency	RFT		Primary Engineering and Construction
2532008 – 75 Avenue 12 Street to 19 Street Upgrades		\$965,241.35 + 15% contingency	RFT		ASL Paving Ltd.

2. Community Development Services

Contracts	¹ Administration Approved	¹ Council Approved	Procurement Method	Project Delivery	Vendor Awarded
Leisure Services					
SSCRFP 2025-01 – Servus Sports Centre Snow Removal	*\$35,628.00/ year for three years		RFP		Rusway Construction
2074008 – Skid Steer	\$88,750.64		RFP		Horizon Ag & Turf
Social Programs & Services					
SPSRFP 2025-01 – Housing Strategy Lead	\$143,985.00		RFP		V3 Companies of Canada

3. Land Development

Contracts	¹ Administration Approved	¹ Council Approved	Procurement Method	Project Delivery	Vendor Awarded
Land Development					
2261209 – Parkview Greenspace – Underground Servicing	\$403,628.28 + 15% contingency		RFT		Rusway Construction Ltd.

*Estimated amount.

**Estimate includes implementation fees.

¹The amounts listed exclude GST

Legend

Acronym	Procurement/Project Delivery Method
BGP	Buying Group Purchase
CM	Construction Management
IPD	Integrated Project Delivery
ITB	Invitation to Bid

Acronym	Procurement/Project Delivery Method
QBS	Qualifications-Based Selection
RFP	Request for Proposals
RFQ	Request for Quotes
RFT	Request for Tenders

 LLOYDMINSTER	City of Lloydminster Information Report (IR)
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Subject Matter: 2025 Q3 Governance Document Update
Department: Corporate Services
Presented by: Shannon Rowan
GPC Meeting Date: October 20, 2025

Topic: Administration has completed the third quarter (Q3) Governance Document Review.

Background: The attached report outlines all governance documents reviewed, created, or amended within the third quarter of 2025, as well as all outstanding items.

As part of the governance document review, Administration has completed a review of three (3) governance documents and brought forward an additional seven (7) governance documents for Council's approval.

Objective: To provide the Committee with an update of governance documents on a quarterly basis.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. Governance documents are reviewed in accordance with the *Records Management Bylaw* to ensure accuracy and compliance with legislation.

Governance Implications: The quarterly review and update to the Committee is in accordance with the *Records Management Bylaw*.

Budget/Financial Implications: N/A

Environmental Implications: N/A

	City of Lloydminster Information Report (IR)
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Report Approval Details

Document Title:	2025 Q3 Governance Document Update.docx
Attachments:	- 2025 Q3 Governance Document Report.docx
Final Approval Date:	Oct 9, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard



GOVERNANCE DOCUMENT REVIEW

2025 THIRD QUARTER

October 2025

Corporate Services

PREFACE

The *Records Management Bylaw* was approved in 2022 and provides guidelines, processes, roles and responsibilities for the review and updating of governance documents.

This report outlines the 2025 review schedule, all reviews completed within the third quarter (Q3), as well as any new policies and bylaws that have been established within this quarter.

Documents Scheduled for Review

Below is a detailed review of the bylaws and policies scheduled for review in Q3:

DOCUMENT TITLE	DEPARTMENT	STATUS	NOTES
POLICIES			
Sponsorship and Advertising Policy	Leisure Services	Under Review	Anticipated completion Q4 2025.
Museum Collections Management Policy	Leisure Services	Under Review	Anticipated completion Q4 2025.
Debt Management for Capital Expenditures Policy	Finance	Under Review	Anticipated completion Q4 2025.
Municipal Enforcement Service Standards Policy	Public Safety	Under Review	Anticipated completion Q4 2025.
Safe and Healthy Communities Grant Policy	Social Programs and Services	Complete	
FCSS Grant Policy	Social Programs and Services	Under Review	Anticipated completion Q4 2025.
Saskatchewan Lotteries Community Grant Policy	Social Programs and Services	Complete	
BYLAWS			
Controlled Street Bylaw - 44 Street	Planning and Development	Under Review	Anticipated completion Q4 2025.
Subdivision Authority Bylaw	Planning and Development	Under Review	Anticipated completion Q4 2025.
Road Closure Bylaw	Planning and Development	Under Review	Anticipated completion Q4 2025.
Wastewater Bylaw	Environmental Services	Under Review	Anticipated completion Q4 2026.
Debenture Bylaw - Outdoor Pool Upgrades	Finance	Review Complete	To be repealed

New Governance Documents

In addition to the governance document reviews scheduled for Q3, Administration has brought forward the following governance documents for approval by Council. The below documents were either scheduled for review previously or have been newly developed.

Bylaws

- Borrowing Bylaw – Operating Line of Credit
- Designated Offices Bylaw
- Financial Administration Bylaw
- Council Code of Ethics Bylaw

Policies

- Subdivision Policy
- Employee Code of Conduct Policy
- Signing Authority Policy

Governance Document Review Schedule 2025

Below is the 2025 schedule for each quarter, not including any newly developed documents to be brought forward:

Q1	Q2	Q3	Q4
POLICIES			
Roadside Memorial Policy	Business Expense Reimbursement Policy	Sponsorship and Advertising Policy	Saskatchewan Tax Enforcement Policy
Asset Management Policy	Travel Expense Reimbursement Policy	Museum Collections Management Policy	Reserves Policy
Street Sweeping Policy	Investment Policy	Debt Management for Capital Expenditures Policy	
Recognition from Members of Council Policy	Fieldhouse and Arena Allocation Policy	Municipal Enforcement Service Standards Policy	
Finance Charge Policy	Ethical Governance Policy	Safe and Healthy Communities Grant Policy	
Recreation Access Policy		FCSS Grant Policy	
Area Structure Plan Policy		Saskatchewan Lotteries Community Grant Policy	
Neighbourhood Structure Plan Policy			
BYLAWS			
Domestic Animal Bylaw	Public Reserve Bylaw - Changes	Controlled Street Bylaw - 44 Street	Planning District Community Plan Bylaw
ASP Bylaw - Colonial Park	Transportation System Bylaw	Subdivision Authority Bylaw	Saskatchewan Summer Games Bylaw
ASP Bylaw - Hill Industrial	Traffic Bylaw	Road Closure Bylaw	Refuse Collection Bylaw
Tax Penalty Bylaw		Wastewater Bylaw	
		Debenture Bylaw - Outdoor Pool Upgrades	

Outstanding Governance Document Reviews

Below is a listing of all outstanding reviews:

POLICIES	DEPARTMENT	STATUS
Public Art Policy	Leisure Services	Anticipated completion Q4 2025.
Letters of Compliance Policy	Planning and Development	Anticipated completion Q4 2025.
Street Sweeping Policy	Roads Operations	Anticipated completion Q4 2025.
Area Structure Plan Policy	Planning and Development	Anticipated completion Q4 2025.
Neighbourhood Structure Plan Policy	Planning and Development	Anticipated completion Q4 2025.
BYLAWS	DEPARTMENT	STATUS
Plumbing and Drainage Bylaw	Planning and Development	Anticipated completion Q4 2025.
Building Bylaw	Planning and Development	Anticipated completion Q4 2025.
IDP Bylaw	Planning and Development	Anticipated completion Q2 2026.
Street Numbering Bylaw	Planning and Development	Anticipated completion Q4 2025.
Taxi and Vehicle for Hire Bylaw	Public Safety	Anticipated completion Q4 2025.
Utility Bylaw	Water Services	Anticipated completion Q4 2026.
Library Bylaw	Recreation and Cultural Services	Anticipated completion Q2 2026.
Downtown Area Redevelopment Plan Bylaw	Planning and Development	Anticipated completion Q4 2025.
Domestic Animal Bylaw	Public Safety	Anticipated completion Q2 2026.
ASP Bylaw - Colonial Park	Planning and Development	Anticipated completion Q4 2025.
ASP Bylaw - Hill Industrial	Planning and Development	Anticipated completion Q4 2025.
Public Reserve Bylaw - Changes	Planning and Development	Anticipated completion Q4 2025.
Transportation System Bylaw	Transportation Services	Anticipated completion Q2 2026.
Traffic Bylaw	Public Safety	Anticipated completion Q2 2026.

	City of Lloydminster Information Report (IR)
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Subject Matter: Draft 2026 Meeting Schedule
Department: Corporate Services
Presented By: Shannon Rowan
GPC Meeting Date: October 20, 2025

Topic: Presentation of the Draft 2026 Meeting Schedule.

Background: The *Procedure Bylaw* requires City Council to establish the schedule for the upcoming year's Council and Committee Meetings no later than December 31 of each year. Amendments to the meeting schedule can be made by resolution at any future meeting. Administration has prepared the attached Draft 2026 Meeting Schedule for review. This schedule maintains Monday meeting dates and includes the annual budget review on November 4, 2026.

Objective: To provide the Committee with the Draft 2026 Meeting Schedule.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. Setting the meeting schedule for a complete year provides timely public information on when meetings will be held.

Governance Implications: Approval of the 2025 Meeting Schedule prior to December 31 is in alignment with the *Procedure Bylaw*.

Budget/Financial Implications: N/A

Environmental Implications: N/A

	City of Lloydminster Information Report (IR)
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Report Approval Details

Document Title:	Draft 2026 Meeting Schedule .docx
Attachments:	- DRAFT 2026 Meeting Schedule.pdf
Final Approval Date:	Oct 9, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

Council Meeting Schedule

2026

Please note: All Council Meetings and GPC Meetings Commence at 1:30pm in Council Chambers

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	29	30	31	1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2
1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
																					SUMA Conference						
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	31	1	2	3	4	5
AB Municipalities Conference							FCM Conference																				
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
														4th = Budget Review Meeting													

	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Traffic Bylaw Amendment – Speed Zone Changes
Department: Community Development Services
Presented By: Andrew DeGruchy
GPC Meeting Date: October 20, 2025

Topic: Draft recommendation presented related to City of Lloydminster speed zone changes for Committee review and discussion.

Background: With ongoing construction and development throughout the community, Administration presents a recommendation to adjust speed zones to better accommodate traffic trends, growth, and standards, thereby increasing roadway safety.

Changes proposed affect the roadways of 12 Street and 75 Avenue, lowering speed limits from 80km/h to 60km/h. This recommendation is given following ongoing development in the area, changing traffic trends, and ongoing traffic concerns expressed by the public.

A more comprehensive review of the Traffic Bylaw is scheduled to occur throughout 2025 and extend into the Spring of 2026; however, Administration feels that these changes were required in a timelier manner.

Amendments proposed include:

- Reduction of 80km/h zone from 12 Street (600M West of 50 Avenue to 300M West of 75 Avenue) to 60km/h
- Reduction of 80km/h zone from 75 Avenue (South City Limits to 150M South of 29 Street) to 60km/h
- Location name change of 50 Avenue 60km/h zone, with no speed zone changes.

Objective: Provide Committee with information related to speed zone changes for direction, comments, and questions.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Community Safety and Well-Being. Updated speed zones ensure that traffic safety measures are taken appropriately.

	City of Lloydminster Information Report (IR)
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Governance Implications: Bylaw No. 02-2024 shall be repealed on final reading.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

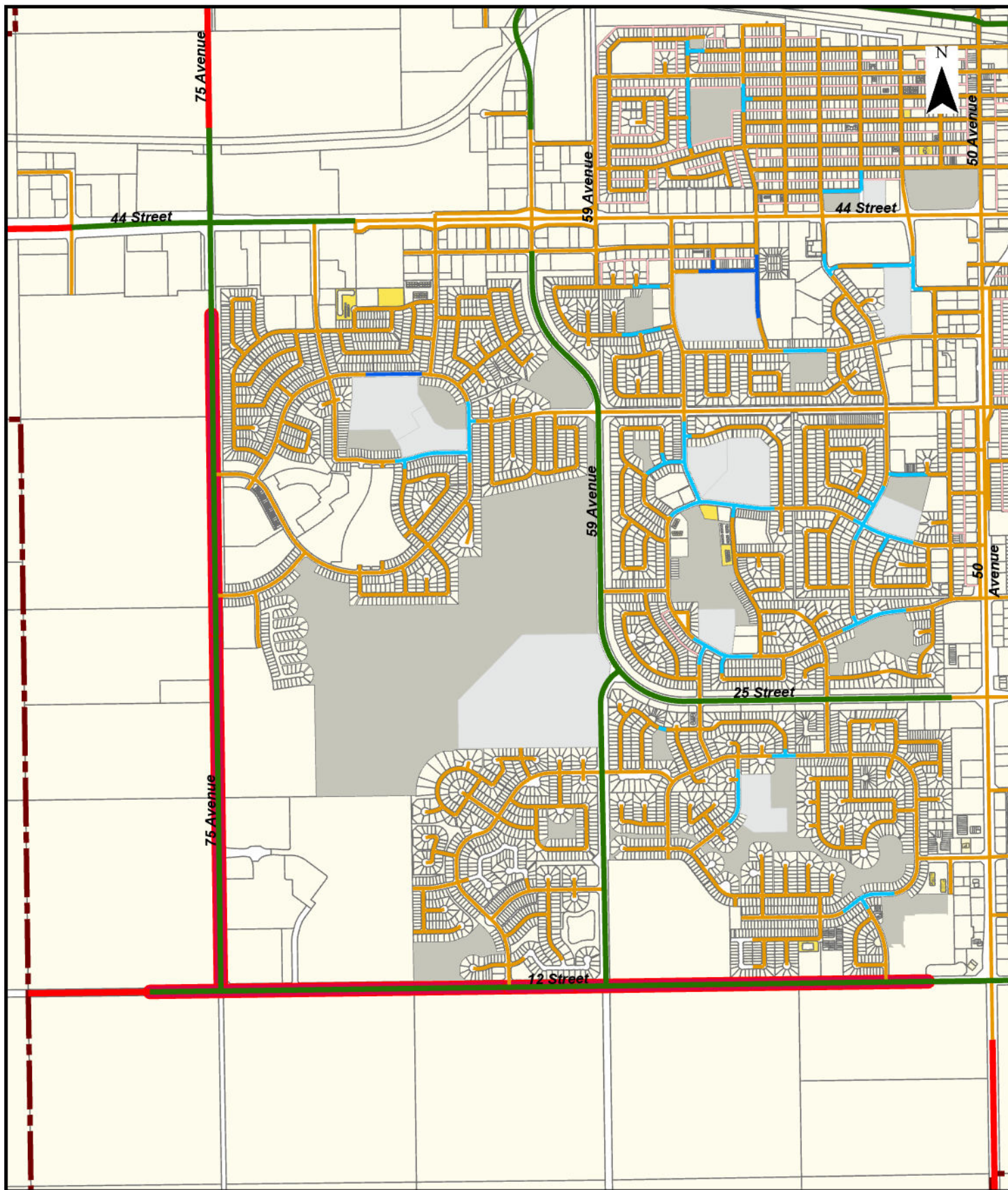
Document Title:	Traffic Bylaw Amendment - Speed Zone Changes .docx
Attachments:	- Speed Zone Change Map.pdf - Bylaw XX-2025 Amending Bylaw to Bylaw No. 05-2021 Traffic Bylaw.docx
Final Approval Date:	Oct 9, 2025

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

Tracy Simpson

Shannon Rowan

Dion Pollard



The City of Lloydminster
Alberta / Saskatchewan

Speed in km per hour

- 20
- 30, Playground Zone
- 30, School Zone

- 50
- 60
- 80

- Changed from 80kph to 60kph
- City Limit

BYLAW NO. XX-2025

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO AMEND BYLAW NO. 05-2021, BEING THE TRAFFIC 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. 05-2021; 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 Traffic Bylaw Amendment.

2. AMENDMENT

2.1. That Schedule "B" to Bylaw No. 05-2021 Traffic Bylaw be deleted in its entirety and replaced with Schedule "B" as attached hereto.

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.

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

The following bylaw and all amendments thereto are hereby repealed:

- Bylaw No. 02-2024 Traffic Bylaw Amendment.

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

BYLAW NO. XX-2025

SCHEDULE "B"

Speeds

- a) Unless otherwise posted by proper signage authorized by City Council, no Person shall operate any Vehicle at a rate of speed greater than:
- i) fifteen (15) kilometres per hour in any parking lot owned by the City of Lloydminster;
 - ii) twenty (20) kilometres per hour in any lane or Alley;
 - iii) thirty (30) kilometres per hour on any Roadway within School Zones and Playground Zones during applicable hours; and
 - iv) fifty (50) kilometres per hour on all other Roadways, unless otherwise identified below.
- b) Notwithstanding Section 5.11, a sixty (60) kilometres per hour Speed Zone shall exist as follows:

	ON	FROM	TO
i)	40 Avenue	150 metres South of 31 Street	125 metres North of 52 Street
ii)	40 Avenue	145 metres North of 67 Street	North City Limits
iii)	50 Avenue	1,800 metres North of Highway 16 200 Meters North of 56B Street	North City Limits
iv)	59 Avenue	12 Street	36 Street
v)	62 Avenue	36 Street	43 Street
vi)	62 Avenue	60 metres North of 47 Street	67 Street
vii)	75 Avenue	150 metres South of 29 Street 12 Street	400 metres North of 44 Street
viii)	12 Street	100 metres East of 47A Avenue	600 metres West of 50 Avenue 300 metres West of 75 Avenue
ix)	25 Street	150 metres West of 50 Avenue	59 Avenue
x)	44 Street	100 metres West of 37 Avenue	100 metres East of 45 Avenue
xi)	44 Street	250 metres East of 70 Avenue	West City Limits
xii)	52 Street	40 Avenue	63 Avenue
xiii)	62 Street	130 metres West of 53 Avenue	75 Avenue
xiv)	67 Street	750 metres East of 40 Avenue	40 Avenue
xv)	67 Street	550 metres East of 62 Avenue	62 Avenue
xvi)	67 Street	250 metres East of 50 Avenue	250 metres West of 50 Avenue

- b) Notwithstanding Section 5.11 an eighty (80) kilometers per hour Speed Zone shall exist as follows:

	ON	FROM	TO
i)	40 Avenue	South City Limits	150 metres South of 31 Street
ii)	40 Avenue	125 metres North of 52 Street	145 metres North of 67 Street
iii)	50 Avenue	South City Limits	250 metres South of 12 Street
iv)	75 Avenue	South City Limits	150 metres South of 29 Street
v)	75 Avenue	400 metres North of 44 Street	North City Limits
vi)	12 Street	East City Limits	100 metres East of 47A Avenue

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vii)	12 Street	600 meters West of 50 Avenue 300 metres West of 75 Avenue	West City Limits
viii)	44 Street	East City Limits	100 metres West of 37 Avenue
ix)	67 Street	40 Avenue	250 metres East of 50 Avenue
x)	67 Street	250 metres West of 50 Avenue	550 metres East of 62 Avenue
xi)	67 Street	62 Avenue	West City Limits

DRAFT

 LLOYDMINSTER	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Taxi and Vehicle for Hire Bylaw
Department: Community Development Services
Presented By: Andrew DeGruchy
GPC Meeting Date: October 20, 2025

Topic: The draft Taxi and Vehicle for Hire Bylaw is presented to the Committee for open discussion.

Background: The City of Lloydminster utilizes the Taxi and Vehicle for Hire Bylaw to establish a program and regulate the taxi industry in the interest of public safety. This is a common practice within municipalities in Alberta and Saskatchewan to work within alignment of applicable provincial legislation, while also creating a program appropriate for their local municipality. In Lloydminster, the requirements for the bylaw and programming are increased due to the complexities created by being a bi-provincial community. Typically, public safety concerns addressed by bylaws regulate the manner and conduct in which the taxi industry must operate, while supporting a background and screening process to reduce risk to taxi users, specifically in their dealing with the vulnerable sectors.

In Lloydminster, Taxi and Vehicle for Hire Bylaw 10-2016 has been supporting this programming for nearly 10 years, with only one amendment related to prices and rates coming in 2022. Growth and advancements within the taxi industry, along with evolving concerns related to public safety, continue to change, requiring an overhaul of the Bylaw.

Presented today is a draft version of the Taxi and Vehicle for Hire Bylaw, which is built to Lloydminster's needs and concerns, while promoting growth and success for taxi brokers. While structurally, many elements of the Bylaw remain the same, suggested are red tape reduction efforts to increase both municipal and broker operations, while establishing stronger controls and oversight related to public safety, all while placing a stronger onus on the taxi brokers to monitor the behaviour of their employees, contractors, and affiliates.

Remaining consistent with the Bylaw:

- Strong screening process related to Taxi Operators (Drivers) and Brokers (Company).
- Outline of duties required from a Taxi Operator, including prohibited duties, decorum, operational practices, and process for charging Taxi fares.
- Vehicle requirements, including age, appearance, mechanical safety considerations, and operational requirements of marked decaling, taxi meters, and the permitting process.
- Consistent oversight of Bylaw Enforcement Officers and their ability to perform inspections as required.
- Consideration of "specialized operators" including Transportation Network Companies (TNC – Rideshares), limousines, or other services to support future development.
- Clearly defined penalty and offence structure.

- City's ability to suspend, alter, or revoke any Vehicle Permit, Taxi Operator Permit, or Taxi Broker based on Bylaw infractions or criminal involvement.

Key components and additions to the bylaw, which are presented for Council's review and discussion, are:

- Bylaw format changes to improve readability and understanding.
- Inclusion of in-car recording devices (interior/exterior + audio) to protect both passenger and operator.
 - Included as both a tool to monitor Operators whom the City is concerned about criminal involvement **OR** as a minimum requirement for all Taxis to increase public safety.
 - Included ability to control the minimum requirements of recording device, including quality, placement, recording management, and municipal access.
- Key additions which see more oversight of responsibilities placed on the Brokers, including parallel fine structure, which may see Brokers fined should their Operators breach rules.
- Updated appeal process, which sees appeals directed to the City Clerk for an administrative review to be established.
- Minimum Broker fleet increased from 5 to 7, insurance requirements changed to require Broker to insure vehicles.
- Changes to Taxi Meter process to permit digital Taxi Meters, while also increasing oversight and penalties of breaching prescribed Taxi rates.
- Other stipulations in line with driver requirements, including reporting trips to Broker, not transporting unpaid passengers, and surcharges.
- Included component related to Passengers, permitting a bylaw fine to be imposed for not paying a fare or spoiling a Taxi.
- Updated rates of the Taxi Bylaw implemented in 2028. Should see short trips increase in price by approximately \$1, and longer trips increase up to \$3.

To inform the changes of the Bylaw, Administration met with key stakeholders, including Taxi Brokers, senior taxi voucher users, provincial programmers, policing services and other Municipalities. All discussions showed positive support for the proposed bylaw changes.

A copy of the draft Bylaw was also sent to seven (7) Taxi Brokers, with two (2) providing feedback on the Bylaw. One consistent piece of the feedback was related to fair and consistent enforcement of the Bylaw, with a perceived imbalance in enforcement efforts. Internal reviews have consistently shown our inspections, stops, and infractions to be fair throughout the industry. In 2025, there has been a notable increase in Municipal Enforcement and RCMP stopping Taxis for inspections and document checks to ensure compliance.

Objective: Ensure the City of Lloydminster’s Taxi and Vehicle for Hire Bylaw reflects best practices to support transportation needs within the community, while also balancing public safety needs and requirements.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. An updated Bylaw ensures that best practices are met in the community.

Governance Implications: Upon final reading, Bylaw No. 10-2016 and Bylaw No. 10-2022 will be repealed.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Draft Taxi and Vehicle for Hire Bylaw .docx
Attachments:	- Draft Taxi and Vehicle for Hire Bylaw.docx
Final Approval Date:	Oct 9, 2025

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

Tracy Simpson

Shannon Rowan

Dion Pollard

BYLAW NO. XX-YYYY

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR THE ESTABLISHMENT OF A TAXI AND VEHICLE FOR HIRE BYLAW

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with transport and transportation systems, including carriers of persons or goods;

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 license and regulate Taxis and Vehicles for hire within the City of Lloydminster; 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 Taxi and Vehicle for Hire 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. 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, or their designate, 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;
 - 3.2.4. approve or refuse applications, with or without conditions;
 - 3.2.5. cancel, suspend, alter, or create conditions related to Taxi Brokers, Taxi Operators, Vehicle Permits, and Vehicles for Hire;
 - 3.2.6. establish and collect fees associated with applications or administrative functions;
 - 3.2.7. initiate, conduct, investigate, and enforce any non-compliance with this Bylaw.

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4. APPLICATION

- 4.1. This Bylaw applies to the operation of vehicles used or offered for the transportation of at least one (1) Passenger in return for a fare or other fee from any place within the City to a destination either within or outside of the City.
- 4.2. This Bylaw does not apply to:
- 4.2.1. a vehicle owned or operated by or on behalf of the City;
 - 4.2.2. towing service and emergency vehicles;
 - 4.2.3. any service where the Passenger is regularly driven without a fare, compensation or other fee; and
 - 4.2.4. Border City Connects or similar medical aid operations, if exempted by the City Manager.

5. TAXI OPERATOR PERMIT

- 5.1. No Person shall operate a Taxi or Vehicle for Hire in the City unless that Person holds a subsisting Taxi Operator Permit issued in accordance with the provisions of this Bylaw.
- 5.2. No Taxi Broker, or owner or Operator of a Taxi Brokerage, shall permit any person to operate a Taxi in the City unless that Person holds a subsisting Taxi Operator Permit issued pursuant to the provisions of this Bylaw.
- 5.3. A Person who desires to obtain or renew a Taxi Operator Permit shall submit in Person, and not by agent or attorney, to the City:
- 5.3.1. a fully completed and signed application in a form as prescribed by the City Manager or designate;
 - 5.3.2. the fee or fees prescribed by the *Fees and Charges Bylaw*, as amended from time to time;
 - 5.3.3. a valid Province of Alberta Class 1, 2, or 4 Operator's licence issued to the Applicant or a valid Province of Saskatchewan Class 1, 2, or 4 Operator's licence issued to the Applicant;
 - 5.3.4. a ten (10) year driver's abstract for the applicant's Operator's license, which is issued by the Registrar of Vehicles of the Province of Alberta or Saskatchewan Government Insurance, and is dated not more than thirty (30) days before the date on the application for the Taxi Operator Permit;
 - 5.3.5. a completed Criminal Records and Vulnerable Person Record Check issued by the RCMP, which is dated not more than thirty (30) days prior to the date on the application for the Taxi Operator Permit;
 - 5.3.6. in certain instances, a Designated Officer may request a letter completed by a doctor who is certified by the College of Physicians and Surgeons of Alberta or Saskatchewan indicating that the applicant has no impairment that would prevent the person from being considered a suitable applicant for a Taxi Operator Permit which is dated not more than thirty (30) days before the date on the application for the Taxi Operator Permit;
 - 5.3.7. proof that the applicant is 18 years of age or older, and;

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- 5.3.8. any other information reasonably required by a Designated Officer to process the application.
- 5.4. Upon receiving an application to obtain or renew a Taxi Operator Permit, the City Manager or designate shall take such steps as deemed necessary to verify the accuracy of the information contained in the application and shall determine whether the applicant is a fit person to operate a Taxi, having regard to:
 - 5.4.1. the letter completed by a doctor who is certified by the College of Physicians and Surgeons of Alberta or Saskatchewan in accordance with subsection 5.3.6, if applicable;
 - 5.4.2. whether the applicant has been found guilty or convicted of an offence under the Criminal Code (Canada) or under any other criminal statute of Canada or any other country, within the five years preceding the application;
 - 5.4.3. whether the applicant has been found guilty or convicted of any driving related offences;
 - 5.4.4. any other information within the knowledge of the City concerning the character or conduct of the applicant; and
 - 5.4.5. whether the applicant has had any previous conviction for bylaw offences.
- 5.5. If a Taxi Operator Permit has been issued or renewed by the City and the City subsequently comes to the decision, based on any non-compliance with the requirements of this Bylaw, that the holder of the Taxi Operator Permit no longer meets the requirements of the Bylaw, the City may:
 - 5.5.1. revoke the Taxi Operator Permit; or
 - 5.5.2. suspend the Taxi Operator Permit for a period of time not exceeding the unexpired term of the Permit; or
 - 5.5.3. suspend the Taxi Operator Permit until the requirements of the Bylaw, in the opinion of a Designated Officer, have been complied with.
- 5.6. A Person whose Taxi Operator Permit has been revoked under subsection 5.5.1 and who desires to obtain a Taxi Operator Permit shall follow the steps outlined to apply for a new Taxi Operator Permit.
- 5.7. If the City refuses an application under this section or suspends or revokes a subsisting Taxi Operator Permit, the City shall notify the applicant or permit holder in writing of the refusal, suspension or revocation, giving the reasons for the decision.
- 5.8. All Taxi Operator Permits issued pursuant to this Bylaw shall be valid for 2 years after issuance.
- 5.9. Each Taxi Operator Permit shall:
 - 5.9.1. display an approved photo of the permit holder that has been taken not less than thirty (30) days prior to the date of application for the Taxi Operator Permit;
 - 5.9.2. be signed by the holder of the Taxi Operator Permit;

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- 5.9.3. display the date of issue and the date of expiry of the Taxi Operator Permit;
 - 5.9.4. have recorded on the Taxi Operator Permit the valid provincially issued Operator's license that is issued in the name of the permit holder; and
 - 5.9.5. any other information as deemed required by the City.
- 5.10. The Taxi Operator Permit shall validate an individual to work for any Taxi Broker or an approved Vehicle for Hire business, provided that the broker has the records pursuant to the provisions of this Bylaw.
- 5.11. No Person shall omit or fail to provide any relevant information, or knowingly provide any false, inaccurate or misleading information, when applying for or renewing a Taxi Operator Permit pursuant to the provisions of this Bylaw.
- 5.12. Any application that is discovered to have omitted or otherwise failed to include any relevant information, or which contains any false, inaccurate or misleading information, shall be refused and dependent upon the nature of the information omitted or provided, the City may bar the applicant from applying for any further Taxi Operator Permits for a period of 5 years.

6. DUTIES OF TAXI AND VEHICLE FOR HIRE OPERATORS

- 6.1. Taxi Operators shall ensure that their Taxi Operator Permit is posted so as to be visible by any person within the Vehicle and available to a Designated Officer or Bylaw Enforcement Officer upon request.
- 6.2. No Taxi Operator shall at any time carry a number of Passengers greater than the number recommended by the manufacturer of the Taxi, or greater than the number of functioning seatbelts in the Vehicle.
- 6.3. After the completion of every trip, the Taxi Operator must check the Vehicle to ensure that no items were left in the Vehicle. If any item is found, the Taxi Operator must return items found to the Taxi Broker.
- 6.4. Unless otherwise directed by the Passenger, the Taxi Operator shall drive the most economical route to the destination.
- 6.5. The Taxi Operator shall not while on duty:
 - 6.5.1. drink any liquor, take any narcotics, be under the influence of alcohol/narcotics, nor unlawfully carry any liquor or narcotics in the Taxi, in accordance with the provisions of this Bylaw and all applicable municipal, provincial, and federal regulations and legislation;
 - 6.5.2. knowingly carry any dangerous, illegal or contraband goods or substances;
 - 6.5.3. smoke any tobacco, electronic cigarette, or vape product while inside the Vehicle;
 - 6.5.4. knowingly misinform a person about Taxi processes, rates, routes, or laws.
- 6.6. Operators must be neat in appearance and be dressed in neat attire.

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- 6.7. Operators shall be in possession of a valid Alberta or Saskatchewan Operator's licence in accordance with the provisions of this Bylaw and any other governing regulations or legislation.
- 6.8. Operators shall assist Passengers, when requested, reasonable, and safe, in loading and unloading of parcels, groceries or other like items.
- 6.9. Operators shall provide assistance in loading Passengers who may require or request assistance.
- 6.10. Operators shall, to the best of their ability, ensure that the Vehicle they are operating is safe and in proper driving condition.
- 6.11. Operators shall not refuse service to any Person except when:
 - 6.11.1. the Person is engaged in a criminal or illegal activity;
 - 6.11.2. the Person is abusive or threatening,
 - 6.11.3. the Operator reasonably believes that there is a danger to their personal safety or of severe damage to property
 - 6.11.4. their vehicle is not in service,
 - 6.11.5. the Person insists on smoking in the Taxi,
 - 6.11.6. the Person is known to be indebted to the Taxi broker for previous fares.
 - 6.11.7. the Person requests that the Taxi Operator carry an animal, other than a Service Animal assisting persons with Disability in the Taxi or an animal secured correctly in a transport cage.
- 6.12. When transporting Passengers, the Taxi Meter shall not be started until the Passenger is properly seated in the vehicle and shall be turned off immediately when the vehicle arrives at the final destination.
- 6.13. The Taxi Operator shall, upon the request of a Passenger, provide to the Passenger a receipt for the fee or charge paid by or on behalf of the Passenger for taxi services
- 6.14. Taxi Operators are permitted to accept, from or on behalf of a Passenger, a voluntary payment of a tip or gratuity for services rendered.
- 6.15. If at the direction of a paying Passenger or with the consent of that Passenger, other Passengers are picked up at one or more locations to be carried to the same destination as that of the original Passenger or to any other destination, the total fee payable shall be the fee payable pursuant to the provisions of the this Bylaw, for a continuous trip from the point where the first Passenger is picked up to the point where the last Passenger is discharged.
- 6.16. Nothing in subsection 6.15 of this Bylaw shall be construed to prevent the Operator from charging wait time, when asked to wait by a Passenger.
- 6.17. Taxi Operators may only provide Taxi services to trips that an approved Taxi Broker has recorded.
 - 6.17.1. Passengers of a Taxi who are not an active fare are only permitted if they also hold a Taxi Operator Permit or are an employee of a Taxi Broker.

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- 6.18. Taxi Operators may only charge Taxi Fares as prescribed by Schedule "C" of this Bylaw.
- 6.19. Operators must comply with all applicable municipal, provincial and federal regulations and legislation.

7. VEHICLES FOR HIRE

- 7.1. No Person shall operate a Vehicle for Hire unless the Vehicle has been approved by the City and received a Vehicle Permit.
- 7.2. No Broker shall permit a Vehicle for Hire to operate unless the City has approved it and it holds a valid Vehicle Permit
- 7.3. Any Vehicle being operated as a Vehicle For Hire must carry the Vehicle Permit at all times.
- 7.4. A Vehicle for Hire must be insured and registered by an approved Taxi Broker.
 - 7.4.1. Specialized Operators in Section 10, must be insured and registered to the approval of a Designated Officer.
- 7.5. A Vehicle for Hire permit shall only be issued to Taxi Brokers, or specialized Operators contained within Section 10.
- 7.6. A Vehicle for Hire must always have a valid commercial vehicle inspection sticker while being operated.
- 7.7. A Broker wishing to apply for or renew a Vehicle for Hire permit shall:
 - 7.7.1. submit to the City a fully completed and signed application form, including vehicle information, inspection documents, pictures, and other information as requested;
 - 7.7.2. pay the fee associated with a Vehicle for Hire Permit as prescribed and amended from time to time with the Fees and Charges Bylaw;
 - 7.7.3. comply with any additional requests from the City.
- 7.8. The City shall review the application package received and render a decision on approval, refusal, or conditions for the Vehicle for Hire Permit within 30 days of receiving the application.
- 7.9. Vehicle Permits are valid for 1 year from the date of issuance.
- 7.10. Vehicle Permits may not be transferred to other vehicles.
- 7.11. Payment or fees for Vehicle Permits may not be transferred to other vehicles.
- 7.12. Vehicle Permits shall only be issued to Vehicles which, in the opinion of a Designated Officer or Bylaw Enforcement Officer, comply with the following:
 - 7.12.1. are free from mechanical defects as proven by commercial vehicle inspections.
 - 7.12.2. the vehicle's exterior and interior are clean and in good appearance for its age.
 - 7.12.3. Are no older than ten (10) years of the date the vehicle was manufactured, unless authorized by a Designated Officer.

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- 7.13. Vehicle for Hire operated by Taxi Brokers must also contain:
- 7.13.1. a working Taxi Meter that showcases the rate to any person within the vehicle;
 - 7.13.2. the Taxi Meter must adhere to rates contained in Schedule "C" of this Bylaw;
 - 7.13.3. the Taxi Meter must have a means to prove to a Bylaw Enforcement Officer the rate being utilized;
 - 7.13.4. a Taxi Operator and Taxi Broker may not permit a Taxi to operate outside of the rates prescribed in Schedule "C" unless approved by a Designated Officer;
 - 7.13.5. marking on the vehicle to identify the Taxi Broker business, including;
 - 7.13.5.1. decaling and colours approved by a Designated Officer;
 - 7.13.5.2. the name and phone number of the Broker on three (3) sides of the vehicle;
 - 7.13.5.3. a Vehicle unit number displayed on three (3) sides of the vehicle.
- 7.14. Vehicle for Hire operated by specialized Operators within section 10 must contain:
- 7.14.1. when in use, an exterior visible marking indicating the vehicle is participating in Vehicle for Hire services;
 - 7.14.2. meet other requirements as stipulated by a Designated Officer at the time of approval within Section 10.
- 7.15. A Bylaw Enforcement Officer may perform an inspection of a Vehicle for Hire at any time it is operating as such:
- 7.15.1. failure to comply with a requested inspection may see a penalty issued to the Operator and Broker and/or the vehicle permit may be temporarily suspended.
- 7.16. A Bylaw Enforcement Officer may temporarily revoke a Vehicle Permit at any time should they feel that;
- 7.16.1. the Vehicle has mechanical or physical defects which affect the performance and safety of the Vehicle;
 - 7.16.2. the Vehicle contravenes the provisions of this Bylaw;
 - 7.16.3. the Vehicle does not have a properly operating Taxi Meter, or the Operator cannot prove the Taxi Fare rates;
 - 7.16.4. in the opinion of the Bylaw Enforcement Officer, the Vehicle poses a risk to Public Safety.
- 7.17. Should any Vehicle for Hire be involved in a reportable accident, the Operator or Broker shall:
- 7.17.1. immediately report the accident, including pictures and statement, to the Designated Officer;
 - 7.17.2. cease operations of the Vehicle for hire until approved by a Designated Officer or Bylaw Enforcement Officer;

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- 7.17.3. if requested, complete a safety inspection by a certified facility of the vehicle to ensure that the vehicle's safety equipment and devices are in good working order before continuing;
 - 7.17.4. follow any other conditions or guidelines established by a Bylaw Enforcement Officer or Designated Officer.
- 7.18. The City may stipulate that all Vehicles for Hire must contain a functioning recording device that captures audio of all conversations and/or video from the entire interior and exterior of the Vehicle for Hire while in operation. This requirement may contain minimum standards on;
- 7.18.1. Quality of the recording (eg, 4k Resolution);
 - 7.18.2. Night vision capabilities;
 - 7.18.3. Cloud storage requirements with City access to recordings;
 - 7.18.4. Camera placement, style, or intent;
 - 7.18.5. Taxi markings indicating the vehicle is using a recording device;
 - 7.18.6. Other requirements set forth by a Designated Officer to increase public safety or reduce criminal involvement.

8. TAXI BROKER LICENSE

- 8.1. No Person shall operate a Taxi business in the City, unless they hold a valid Taxi Broker License issued or renewed pursuant to the provisions of this Bylaw.
- 8.2. A Taxi Broker License issued pursuant to this Bylaw shall be valid for a period of three (3) years unless:
 - 8.2.1. The Operator of the Taxi Broker fails to renew their Business License, or fails to adhere to the provisions of this Bylaw; or
 - 8.2.2. it is suspended or revoked by a Designated Officer or City Manager.
- 8.3. A Person who desires to obtain or renew a Taxi Broker License shall submit to the City a fully completed and signed Application in a form as prescribed by the City.
- 8.4. Taxi Broker License shall have a fee to operate as a Taxi Broker as prescribed by the *Fees and Charges Bylaw*, as amended from time to time.
- 8.5. A Person who desires to obtain or renew a Taxi Broker License must provide proof of the following:
 - 8.5.1. that they are the owner of a minimum of seven (7) vehicles that will be used as Taxis within the City of Lloydminster, unless authorized by a Designated Officer;
 - 8.5.2. that the business will operate from a business location in the City that meets all the requirements of and is in compliance with the City of Lloydminster Land Use Bylaw and all relevant provisions of the Land Use Bylaw and amendments thereto;
 - 8.5.3. proof of business Incorporation, along with the names of all officers of the incorporated company;
 - 8.5.4. the physical address and location of the taxi business;

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- 8.5.5. a criminal records and vulnerable person record check, completed by the RCMP, not more than thirty (30) days prior to the date of the Application, for all directors and officers of the Taxi Brokerage;
 - 8.5.6. confirmation that all Taxis associated with that Taxi Broker will follow the color and design as approved by a Designated Officers;
 - 8.5.7. any supplemental information as required by the Designated Officer to showcase that the Taxi Broker will operate in a legal and safe manner.
- 8.6. A Taxi Broker must operate a twenty-four (24) hour dispatch service and, if in a different place than the location identified in subsection 8.5.2 of this bylaw, proof of its location and that it meets the requirements of the Land Use Bylaw and amendments thereto.
- 8.7. Notwithstanding the requirements of this Bylaw, a Taxi Brokerage may operate remote or electronic dispatching services, provided that such service is in compliance with all relevant provisions of the City of Lloydminster Land Use Bylaw and amendments thereto, and all applicable municipal, provincial and federal regulations and legislation.
- 8.8. No Taxi Broker may move, alter, change or add additional services to their place of business without first obtaining permission to do so from the Designated Officer and all changes must be in compliance with all relevant provisions of the City of Lloydminster Land Use Bylaw and amendments thereto.
- 8.9. The City may issue or renew a Taxi Broker License upon receipt of a fully completed and signed Application, which is accompanied by payment of the required fee as set out in the *Fees and Charges Bylaw*, as amended from time to time.
- 8.10. The City may refuse to issue or renew a Taxi Broker License, or may revoke or suspend a subsisting Taxi Broker License, if in its opinion there are just and reasonable grounds for refusal of the Application or for revocation or suspension of the Taxi Broker License. Such as but not limited to;
- 8.10.1. the RCMP provides information that the Taxi Broker, or Taxi Operators associated with the Broker, are suspected of continual criminal behaviour or involvement.
 - 8.10.2. the Taxi Broker, or its Operators, have committed more than ten (10) Taxi and Vehicle for Hire Bylaw infractions within one (1) calendar year, or the infractions, in the opinion of a Designated Officer, create a public safety concern.
 - 8.10.3. should the applicant have been found guilty or convicted of an offence under the Criminal Code (Canada) or under any other criminal statute of Canada or any other country, within the five years preceding the application.
- 8.11. Should a Taxi Broker or Operator have continued issues related to misconduct, provincial or municipal infractions, or criminal involvement, The City may, through a Designated Officer, order the requirement for a Taxi Broker to establish a functioning recording device which captures audio of all conversations and/or

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video from the entire interior compartment/exterior of the Vehicle for Hire while in operation.

- 8.11.1. The data collected from this device will be held for a period prescribed by the Designated Officer and available to any Bylaw Enforcement Officer upon request.
- 8.12. If a Designated Officer, on just and reasonable grounds, refuses an Application under this Bylaw or suspends or revokes a subsisting Taxi Broker License, they shall notify the Applicant or license holder in writing of the refusal, suspension or revocation, giving written reasons for their decision.
- 8.13. A Taxi Broker License issued or renewed pursuant to the provisions of this Bylaw shall, unless sooner revoked or suspended pursuant to the provisions of this Bylaw, expire three (3) Calendar years from issuance.
- 8.14. A Taxi Broker License cannot be sold, assigned or transferred to any Person.
- 8.15. No Person shall operate any Taxi Brokerage in contravention of any applicable municipal, provincial or federal regulations or legislation.
- 8.16. No Person shall operate or cause or allow to be operated, whether knowingly or unknowingly, the burden of proof being on the Person or Taxi Broker, a Taxi which does not have valid and subsistent Insurance and registration which meets the provisions of this Bylaw.
- 8.17. If any Taxi Broker has its Taxi Broker License suspended more than two (2) times within five (5) calendar years, the City Manager may, in their sole discretion, permanently suspend said Taxi Broker's License.
- 8.18. Any Person identified as the owner or Operator of a company for which the Taxi Broker License has been permanently suspended may not own, operate or manage a Taxi Brokerage in the City of Lloydminster for a period of seven (7) years. The seven (7) year time period shall be calculated from the first day of the date that permanent suspension begins.
- 8.19. Any Person whose Taxi Brokerage License has been permanently suspended pursuant to this Bylaw may appeal such a suspension in accordance with the provisions of Section 13 of this Bylaw.

9. DUTIES OF A TAXI BROKER

- 9.1. Taxi Brokers shall instruct and ensure that their Taxi Operators meet all the requirements of this Bylaw.
- 9.2. Taxi Brokers must ensure that their Vehicle fleet is compliant with all the provisions of this Bylaw and, in addition, is compliant with all applicable municipal, provincial and federal regulations and legislation.
- 9.3. Taxi Brokers must document all Passenger complaints and provide such documentation to a Designated Officer when requested; this shall include:
 - 9.3.1. name, address, & phone number of complaint;
 - 9.3.2. nature of the complaint;

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- 9.3.3. response provided to the complainant.
- 9.4. Taxi Brokers must maintain a list of all Taxi Operators affiliated with the brokerage and provide it to a Designated Officer upon request.
 - 9.4.1. Taxi Brokers must confirm and maintain records, before employment, that the Operators under their license are legally eligible to perform work of this type within Canada.
- 9.5. Taxi Brokers must ensure that the public can contact their business during regular business hours.
- 9.6. Taxi Brokers are responsible for the behaviour and actions of their Taxi Operators, contractors, and employees and shall take reasonable steps to ensure that they behave appropriately.
- 9.7. Should the City become aware of a circumstance in which the Taxi Broker or Owner of a Taxi Company has, in the sole opinion of a Designated Officer, not acted appropriately to resolve any issues or concerns with a contractor or employee's behaviour, the Designated Officer may direct the suspension or termination of the Taxi Broker License. Any suspension or termination may be appealed in accordance with the provisions set forth in Section 13 of this Bylaw.
- 9.8. Taxi Broker must supply dispatching services for Taxi operations which:
 - 9.8.1. provide dispatching services twenty-four (24) hours per day, every day of the year, or,
 - 9.8.2. for all times, the taxi business is considered operational through a publicly accessible business schedule.
 - 9.8.3. Taxi Brokers' dispatching services may not dispatch other Taxi Brokers which have not been requested unless approved by the original Passenger.
- 9.9. Taxi Brokers must ensure that Taxi Meters within vehicles are performing as established within Section 7 of this bylaw
- 9.10. Taxi Brokers must make Passengers aware if they will not accept payment through cash, debit, or credit cards.
 - 9.10.1. Taxi Brokers may not permit an additional fee to be established to accept payment through Cash, Debit or Credit Cards unless the Passenger is aware of the fee before the time of booking. This includes establishing a minimum transaction amount.
- 9.11. Payment arrangements, fees, promotions, or conditions must first be approved by a Designated Officer.

10. LIMOUSINES, TRANSPORTATION NETWORK COMPANIES, OR OTHER VEHICLES FOR HIRE

- 10.1. Any Limousine or other Vehicle for Hire must have a valid Vehicle Permit as outlined in Section 7 of this bylaw, to operate. This includes Transportation

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Network Companies or anything in which a fee is paid for transportation services for a Person.

- 10.2. Any driver of a Limousine or other Vehicle for Hire must adhere to the same Taxi Operator Permit requirements as required in Section 5 of this Bylaw.
- 10.3. Any driver of a Limousine or other Vehicle for Hire has the same duties and responsibilities as referred to in Section 6 of this Bylaw.
- 10.4. The owner or Operator of any Limousine or other Vehicle for Hire shall meet all the requirements of the City of Lloydminster Land Use Bylaw and Business License Bylaw as it relates to their services.
- 10.5. Limousines and Vehicles For Hire are exempt from the provisions in this bylaw that require a fixed address for dispatch services, as long as the provision of such services complies with all relevant provisions of the Land Use Bylaw and amendments thereto, and does not contravene any applicable municipal, provincial or federal regulations or legislation.
- 10.6. Prior to commencement of services, Limousines and Vehicles for Hire must obtain the written approval of a Designated Officer with respect to the service model being utilized.
 - 10.6.1. The Designated Officer may deny, approve, or set conditions on the Limousine or Vehicle for Hire.
 - 10.6.2. The Designated Officer shall supply their decision in writing to the applicant.
- 10.7. Limousines and Vehicles for Hire shall maintain complete files with the entire driver's information relating to licensing, driver permits issued pursuant to this bylaw, and any public complaints received relating to the behaviour of the driver or operation of a vehicle, these files must be presented to a Bylaw Enforcement Officer or Designated Officer upon demand and such records may be examined by a Bylaw Enforcement Officer or Designated Officer at any time during City business hours.
- 10.8. A Bylaw Officer or Designated Officer may take with him, for the purpose of copying, any records referred to in subsection 10.7 of this Bylaw.
- 10.9. A Limousine or Vehicle for Hire must utilize the fare rates prescribed within Schedule "C" of this Bylaw, or enter into a confirmable Two-Way Agreement related to fare or service rates before the service begins.
 - 10.9.1. A Vehicle which operates within a Taxi Broker fleet may not participate in Transportation Network Company, Rideshare, or other Vehicle for Hire services outside of traditional Taxi services, unless approved by a Designated Officer.
- 10.10. Any Operator of a Limousine or Vehicle for Hire who, in the opinion of a Designated Officer, contravenes this Bylaw may, in addition to any other remedy provided for in this Bylaw, be prohibited from operating a Limousine or Vehicle for Hire for a period decided by the Designated Officer, not exceeding three (3) years.

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- 10.11. Prior to operating a Vehicle as a Limousine or Vehicle for Hire, the business must pay all fees prescribed in the Fees and Charges Bylaw, as amended from time to time.
- 10.12. All Limousines and Vehicles for Hire must adhere to all applicable municipal, provincial and federal regulations and legislation.

11. PASSENGERS

- 11.1. No person shall fail to pay any fare lawfully charged for the Vehicle for Hire.
- 11.2. A Taxi Broker may charge a cleaning fee, up to \$250.00, for any individual's actions, or lack thereof, which creates the requirement for clean up of vomit, urine, feces, blood, or other contamination within a Vehicle for Hire.

12. POWERS OF BYLAW OFFICER OR DESIGNATED OFFICER

- 12.1. A Bylaw Officer or Designated Officer may at any time inspect any Vehicle for Hire, Taxi Operator Permit or Taxi Brokerage for the purpose of determining whether the provisions of this Bylaw are being complied with.
- 12.2. Where a Bylaw Officer has reasonable and probable grounds to believe that a Person has contravened any provision of this Bylaw, they may serve upon the Person a written Notice of Violation either personally or by mailing it to the last known address of the person, and service of the violation notice as provided for in this subsection shall be deemed adequate for the purposes of this Bylaw.
- 12.3. If a Bylaw Officer or Designated Officer forms the opinion on reasonable and probable grounds the lack of compliance with any provision of this Bylaw or any Person has caused or may cause danger to the health or safety of the public, the Bylaw Enforcement Officer or Designated Officer may direct either verbally or in writing to the Taxi Operator or the Taxi Broker to immediately suspend any services until such danger is abated.
- 12.4. Any Person who receives an order or direction to cease services pursuant to subsection 12.3 shall immediately comply with such an order or direction.

13. APPEAL PROCESS

- 13.1. A Person affected by a decision of the City Manager or Designated Officer may request an appeal on matters regarding:
 - 13.1.1. the Suspension or Refusal to renew a Taxi Operator Permit;
 - 13.1.2. the Suspension or Refusal to renew a Taxi Broker Licence;
 - 13.1.3. other appeals, can be presented to the City Clerk and requested to be heard.
- 13.2. Such appeal must be made in writing to the City Clerk within fourteen (14) days of the date of the decision.
- 13.3. Upon the receipt of the request for appeal, the City Clerk or designate will review the circumstances of the decision within fourteen (14) calendar days and determine if the appeal shall move forward. If it is determined that the appeal is to be heard, the City Clerk will establish an appeals committee consisting of three

BYLAW NO. XX-YYYY

(3) senior members of Administration and set a date for the appeal to be heard. All decisions in response to an appeal are final and not appealable.

13.4. An appellant shall be notified of all decisions surrounding an appeal in writing.

14. OFFENCES, PENALTIES AND VOLUNTARY PAYMENTS IN LIEU OF PROSECUTION

- 14.1. Any Person who contravenes any provision of this Bylaw is guilty of an offence and shall be liable for the penalties set out in such section or set out opposite such section number in Schedule "B" hereto.
- 14.2. A Person who fails to comply with any provision of this Bylaw is guilty of an offence punishable on summary conviction and is liable to pay a fine as outlined in Schedule "B" of this Bylaw or to be imprisoned for a period not exceeding six months in default of payment of the fine.
- 14.3. If a Person charged with an offence under this Bylaw is alleged to have contravened a provision that is referred to in Schedule "B" attached to and forming part of this Bylaw, the minimum fine upon conviction by a court shall be the amount set out in Schedule "B" opposite the description of the offence, under the column entitled "Payment Acceptable in Lieu of Prosecution"
- 14.4. A notice or form commonly called a Notice of Violation having printed wording approved by a Designated Officer, 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.
- 14.5. A Summary Offence Ticket or a Violation Ticket shall be deemed to be sufficiently served:
- 14.5.1. if served personally on the accused; or
 - 14.5.2. if mailed to the address of the person accused by regular mail.
- 14.6. If payment is received by the City from or on behalf of a person to whom a violation notice has been issued, under this Section, in the amount set out on the violation notice as the payment acceptable in lieu of prosecution, and within thirty (30) days from service upon the person in any manner permitted under this Section, the person shall thereafter not be liable to be prosecuted for the occurrence or transaction in respect of which the violation notice was issued.
- 14.7. Nothing in this section shall be read or construed as preventing a person from defending a charge of having failed to comply with a provision of this Bylaw.
- 14.8. The RCMP shall notify the City Manager of any criminal activities involving Taxi Operators or Taxi Brokers, and depending upon the seriousness of these alleged activities, the City Manager may direct the suspension or termination of either the Taxi Operators' Licence or the Taxi Broker Licence. Any suspension or termination may be appealed in accordance with the provisions set forth in Section 13 of this Bylaw.

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- 14.9. There shall be no refund of any paid licensing fee in the event of revocation or suspension of any license issued or renewed pursuant to the provisions of this Bylaw.
- 14.10. 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).

15. UNSPECIFIED PENALTY

- 15.1. Any offence of this Bylaw that has not been provided a penalty in Schedule "B" shall be considered to be unspecified and subject to a fine of not less than \$300.00 and not more than \$10,000.00 in the case of A Taxi Operator or Passenger.
- 15.2. Any offence of this Bylaw that has not been provided a penalty in Schedule "B" shall be considered to be unspecified and subject to a fine of not less than \$500.00 and not more than \$10,000.00 in the case of a Taxi Broker.

16. NUMBER AND GENDER REFERENCES

- 16.1. 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.

17. SEVERABILITY

- 17.1. 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. XX-YYYY

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

The following bylaws and all amendments thereto are hereby repealed:

- Taxi and Vehicle for Hire Bylaw 10-2016
- Taxi and Vehicle for Hire Amending Bylaw 10-2022

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

BYLAW NO. XX-YYYY

SCHEDULE "A"

Definitions

Applicant	A Person who is applying for a Taxi Operator, Vehicle Permit, or Taxi Broker License.
Application	A form created by the City of Lloydminster that is required to be submitted through electronic fashion for the purpose of receiving a Taxi Operator Permit, Vehicle Permit, or Taxi Broker Licence .
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 Peace Officer Act S.A. 2006, c. P-3.5, as amended or repealed and replaced from time to time.
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 Clerk	Appointed by Council and whose duties include those outlined in <i>The Lloydminster Charter</i> .
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or their designate.
Council	The Municipal Council of the City of Lloydminster.
Designated Officer	City employee authorized to carry out specific duties and responsibilities as outlined in <i>The Lloydminster Charter</i> through the Designated Officers Bylaw or future amendments.
Operator	Any Person which drives and handles a Taxi or Vehicle for hire while it is operating as such.
Order	Any written notice or letter that requires a Person to remedy a contravention of this Bylaw or <i>The Lloydminster Charter</i> .
Passenger	A Person who is travelling in the vehicle, but not operating or working in it.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.
RCMP	Any member of the Royal Canadian Mounted Police.
Reportable Accident	A Motor Vehicle accident which meets the Government of Alberta reporting conditions based on the damage amount and circumstances.
Summary Offence Ticket	As defined by the <i>Summary Offences Procedures Act</i> (Saskatchewan), as amended from time to time.

BYLAW NO. XX-YYYY

Taxi	Any vehicle, which is associated with a Taxi Broker and is marked as such, that is operated or intended to be operated for the purpose of carrying Passengers for valuable consideration.
Taxi Broker	Any Person whom has been approved to operate or own a taxi business within the City of Lloydminster.
Taxi Meter	A physical or digital device which is installed in a taxi that is capable of computing and displaying the fare payable by or on behalf of a Passenger on each occasion when taxi services are provided.
Transportation Network Company	An entity or individual that connects Passengers with drivers for pre-arranged transportation using an online platform.
Two-Way Agreement	A verbal or written agreement or acknowledgement of a rate for service from both parties involved.
Vehicle	A device propelled by any power other than muscular power, including a moped, but does not include a bicycle, power cycle, an aircraft, or a vehicle that runs only on rails.
Vehicle for Hire	Any vehicle which temporarily, periodically, or permanently provides transportation of an individual for an associated fee or charge. This includes but is not limited to Limousines, Rideshares, Transportation Network Companies (As described by the Alberta Traffic Safety Act), and party buses.
Vehicle Permit	A document issued by the City of Lloydminster which certifies the use approval for a Vehicle to participate in Taxi or Vehicle for Hire services following proof of satisfaction with the conditions of this Bylaw.
Violation Ticket	As defined by the <i>Provincial Offences Procedure Act</i> (Alberta), as amended from time to time.

BYLAW NO. XX-YYYY

SCHEDULE "B"

Penalties

SECTION	OFFENCE	FINE
5.1	Operate a Taxi or Vehicle for Hire without a valid Operator Permit	\$500.00
5.11	Omit, Fail, or knowingly provide false or incomplete information on an Operator Permit Application	\$300.00
6.1	Operating a Vehicle for Hire without a visible Operator Permit	\$300.00
6.4	Fail to travel in the most economical fashion	\$300.00
6.5	While on duty, perform any prohibited conduct	\$500.00
6.13	Fail to provide a receipt of fare upon request	\$400.00
6.17	Charge Taxi Fare outside the Permitted Rate	\$300.00
7.1/7.2	Operate a Vehicle for Hire without a valid Vehicle Permit (Operator/Broker)	\$300.00
7.3	Failure to provide a Vehicle Permit on demand	\$100.00
7.13.1	Operate a vehicle without a properly operating Taxi Meter (Operator and/or Broker)	\$300.00
7.13.2	Failure to provide proof that the meter adheres to the Taxi and Vehicle for Hire Bylaw	\$150.00
7.15.1	Failure to comply with a vehicle inspection request	\$1000.00
7.17	Failure to report an accident (Broker)	\$500.00
8.1	Operate a taxi business without a Taxi Broker Licence	\$5000.00
8.10	Failure to establish and maintain record of a recording device as prescribed by a designated officer	\$2500.00
9.3	Failure to document a Passenger complaint	\$200.00
9.4	Failure to provide affiliated Operators' records	\$500.00
9.10	Failure to accept payment	\$300.00
9.10.1	Overcharge for services beyond 2-party consent	\$300.00
9.11	Unapproved payment arrangements	\$250.00
10	Limousine or vehicle hire failing to adhere to Municipal regulation, policy, or bylaw	\$1000.00
11.1	A Passenger failing to pay the lawful fare	\$150.00

BYLAW NO. XX-YYYY

SCHEDULE "C"

Permitted Charges 2025-2027

Taxi Meter Fares	
First 117 Meters	\$3.75
Thereafter each 117 Meters	\$0.25
Waiting time per Hour	\$60.00

Permitted Charges 2028 +

Taxi Meter Fares	
First 110 Meters	\$4.00
Thereafter each 110 Meters	\$0.25
Waiting time per Hour	\$60.00

Permitted Additional Charges	
Van or Truck	\$10.00 Flat Fee
Cleaning Fee	\$100/ Hr to a \$250.00 Maximum

 LLOYDMINSTER	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Religious Bodies Property Tax Exemptions Bylaw
Department: Corporate Services
Presented By: Scott Pretty
GPC Meeting Date: October 20, 2025

Topic: To provide the Committee with the Draft Religious Bodies Property Tax Exemptions Bylaw.

Background: In 2022, during the review of *The Lloydminster Charter* (Charter), an update was proposed for Section 312(c) to fully adopt the wording on Section (362)(1)(k) of the *Municipal Government Act* (MGA), which exempts property held by a religious body from property taxes, regardless of land size. This was agreed upon by the Alberta and Saskatchewan provinces, but was not included in the final version of the updated Charter. Currently, the Charter allows for a property tax exemption for religious bodies where the property is owned and does not exceed two (2) acres in land size. Any rented properties, or the portion exceeding two (2) acres is taxable. Since the Charter only provides exemptions for properties owned by a religious body, those situated on leased properties require a Council-approved motion to be considered for exemption.

Therefore, in compliance with the Charter, when completing the City of Lloydminster (City) assessment roll for 2025 tax year, taxable assessment was applied to any portion of land in excess of two (2) acres. There are three (3) religious bodies exceeding two (2) acres that are taxed on the exceeding portion.

Furthermore, there are two (2) religious bodies on leased properties that are currently approved for property tax exemption under the Community Organization Property Tax Exemption Regulation (COPTER) pursuant to the MGA. These exemptions are granted on a three-year term, with new applications required in 2026. In order for these organizations to apply through COPTER, Administration was first required to bring forward a Council motion, which was approved in 2022, effective 2023.

A draft bylaw is being presented for the Committee's review and feedback in consideration to establish a clear, consistent, and equitable regulation for property tax exemptions for all religious bodies within City limits, incorporating the relevant provisions of both the Charter and the MGA. Additionally, the draft bylaw will help streamline the process and reduce administrative complexity, particularly for owned properties exceeding 2 acres or leased properties by a religious body.

Objective: To present the Committee with the draft Religious Bodies Property Tax Exemptions Bylaw for comments and feedback.

Options:

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

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

Governance Implications: Section 313 of *The Lloydminster Charter* states that Council may pass a Bylaw exempting property held by a non-profit from taxation to the extent that Council considers appropriate.

Budget/Financial Implications: There would be a reduction in property taxes collected, with minor changes to the budget or property tax mill rate.

Environmental Implications: N/A

Report Approval Details

Document Title:	Religious Bodies Property Tax Exemption.docx
Attachments:	- DRAFT Religious Bodies Property Tax Exemption Bylaw .docx - Charter - 312 - Exemptions from Taxation.pdf - Charter - 313 - Exemptions granted by bylaw (2).pdf
Final Approval Date:	Oct 14, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND
SASKATCHEWAN TO EXEMPT PROPERTY HELD BY RELIGIOUS BODIES FROM PAYING
PROPERTY TAXES REGARDLESS OF LOT SIZES

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, Section 312(c) of *The Lloydminster Charter* includes exemption of a place of public worship and the land used in connection with it, not exceeding two (2) acres and owned by a religious organization;

AND WHEREAS, a property held by a religious body, regardless of property size, is exempt from taxation as per Section 362(1)(k) of the *Municipal Government Act*;

AND WHEREAS, pursuant to the provisions of Section 313 of *The Lloydminster Charter*, the Council of the City of Lloydminster may pass a bylaw exempting property held by a non-profit organization from taxation, to the extent that Council considers appropriate.

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 Religious Body Property Tax Exemption Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless the 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, including a Designated Officer;
 - 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. PROPERTY TAX EXEMPTION

- 4.1. Subject to the provisions of Section 313 of *The Lloydminster Charter*, a property tax exemption shall hereby be granted to property that is held by religious bodies, and used chiefly for divine service, public worship, or religious education.

- 4.2. The Property Tax Exemption shall be effective as of January 1, 2026.
- 4.3. The Property Tax Exemption shall remain in effect until such time that the property is no longer held by a religious body for the purpose of divine service, public worship, or religious education, or as outlined in Section 312(c) of *The Lloydminster Charter*.
- 4.4. If a property is leased by a religious body, the religious body must receive the benefit of the exemption not the owner of the property.
- 4.5. The assessment of the property must appear on the assessment roll in each year of the exemption.

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.

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

INTRODUCED AND READ a first time this ___ day of ____, 2025, A.D.

READ a second time this ___ day of ____, 2025, A.D.

READ a third time this ___ day of ____, 2025, A.D.

Date Signed

MAYOR

Date Signed

CITY CLERK

SCHEDULE "A"

Definitions

Charter	Refers to <i>The Lloydminster Charter</i>
Council	The Municipal Council of the City of Lloydminster
City Manager	The Commissioner of the City of Lloydminster as appointed by Council City Manager or designate.
Held By	Owned or held with a legal lease agreement
Municipal Government Act	The <i>Municipal Government Act</i> , RSA 2000, c.26, as amended.
Religious Body	An association, a body or organization primarily engaged in operating religious organization for religious worship, training or study; administering an organized religion or promoting religious activities.
Property Tax Exemption	An exemption of all property taxes including municipal levies and education levies.

- (c) “electricity” means electric energy, electric power, reactive power or any other electromagnetic effects associated with alternating current or high voltage direct current electric systems;
- (d) “system access service” means the service obtained by eligible persons through a local substation connection to the transmission system or the interconnected electric system, and includes access to exchange electric energy through the power pool and access to system support services;
- (e) “transmission system” means all transmission facilities in Alberta and Saskatchewan that are part of the interconnected electric system.

(7) An agreement under this section with an operator who is subject to regulation by the Alberta Utilities Commission is of no effect unless it is approved by the Alberta Utilities Commission.

AR 212/2012 s311;252/2022

Exemptions from taxation

312 The following property is exempt from taxation under this Division:

- (a) the interest of the Crown in any property, including property held by any person in trust for the Crown;
- (b) property specially exempted by law;
- (c) every place of public worship and the land used in connection with it, not exceeding 2 acres, of which a religious organization is the owner, except any part that has any other building on it, and where the land exceeds 2 acres, the assessment must be apportioned, but if a portion of a place of public worship is used as a dwelling or is leased and used for purposes other than public worship, that portion and the land used in connection with it is subject to taxation;
- (d) every cemetery other than a cemetery operated for gain;
- (e) property owned and occupied by a school district or school division established under an Act of Alberta or Saskatchewan and consisting of any or all of the following:
 - (i) an office building and the land used in connection with it not exceeding 1/2 acre;

- (k) the buildings with grounds attached owned by a branch of The Royal Canadian Legion, the Army, Navy and Air Force Veterans in Canada, if the buildings and grounds are actually used and occupied by one of those branches but not if otherwise occupied;
- (l) every monument erected as a war memorial and the land used in connection with it;
- (m) the buildings and grounds of every agricultural society established under the *Agricultural Societies Act* (Alberta) and the property of every agricultural society, fair and exhibition incorporated or continued pursuant to *The Non-profit Corporations Act, 1995* (Saskatchewan) or *The Non-profit Corporations Act, 2022* (Saskatchewan);
- (n) every residential-service facility as defined in *The Residential Services Act* (Saskatchewan) that is exempt from taxation under that Act, except with respect to any liability for local improvement taxes and special charges;
- (o) the buildings owned by a rural municipality or county and used for municipal purposes, and the land used in connection with the buildings not exceeding 1/2 acre, but where a portion of any such building is occupied as a dwelling or for any purpose other than a municipal purpose, that portion is subject to taxation and the relative portion of the land on which the building is situated is also subject to taxation.

AR 212/2012 s312;252/2022

Exemptions granted by bylaw

313(1) Council may, by bylaw, exempt from taxation under this Division property held by a non-profit organization as defined in section 183(f).

(2) Council may, by bylaw, exempt from taxation under this Division machinery and equipment used for manufacturing or processing.

(3) Property is exempt under this section to the extent that Council considers appropriate.

(4) Where Council exempts property from taxation pursuant to subsection (1) or (2), the assessment for that property must appear on the assessment roll in each year of the exemption.

	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Reserves Policy No. 134-04
Department: Corporate Services
Presented By: Ryan Hill
GPC Meeting Date: October 20, 2025

Topic: City of Lloydminster Reserves Policy No. 134-04 review and update.

Background: Reserves Policy No. 134-04 was last updated and approved by Council in December 12, 2022. This policy was developed to outline the goals and objectives related to the City's reserves which assists with long term financial planning and financial stability. As part of the City's governance documents review process, Administration reviewed and updated the Policy for clarity, consistency, and transparency and have recommended some changes.

Objective: The primary objective of the proposed amendments is provide guidance to members of Council and Administration on the goals and objectives related to Reserves and Reserve funds. Secondly, Administration is proposing the creation of some additional reserves to better support long-term financial planning and stability and while maintaining a viable and sustainable Reserve strategy for the City. For a detailed summary of the proposed changes please refer to Schedule A. Schedule B outlines a mapping of the City's current and proposed reserves. Changes to the Policy have been highlighted in the draft Policy attached.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. The Reserves Policy is essential to maintain consistent standards for the management of Reserves.

Governance Implications: This Policy has been reviewed in accordance with the Records Management bylaw.

Budget/Financial Implications: This Policy supports the City's long term financial planning and financial stability.

Environmental Implications: N/A

	City of Lloydminster Information Report (IR)
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Report Approval Details

Document Title:	Draft Reserves Policy No.134-04.docx
Attachments:	- Reserve Policy - 2025 Draft - For Council.pdf - Schedule A - Reserves Policy - Summary of Changes.pdf - Schedule B - Reserves Policy - Current vs Proposed Reserve Mapping.pdf
Final Approval Date:	Oct 17, 2025

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

Adele Wakaruk

Task assigned to Shannon Rowan was completed by delegate Adele Wakaruk

Dion Pollard

Policy Title:	Reserves Policy	Policy Number:	134-04
Date of Adoption:	September 23, 2019	Motion Number:	251-2019
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To provide a safeguard and assist with long term financial stability and financial planning.
- 1.2. To outline the goals and objectives related to the City's Reserves.
- 1.3. To ensure financial resources are available to maintain a viable and sustainable community.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Council	The municipal Council of the City of Lloydminster.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Tangible Capital Asset (TCA)	A key component in the delivery of municipal services. Property, plant, or equipment of physical substance that meet the following criteria: • be held for use in the production or supply of goods and services, • have a useful economic life extending beyond one year, • is used on a continuing basis, and • is not for sale in the ordinary course of operations.

3. Objective:

- 3.1. Reserves shall be established and expanded to:
 - 3.1.1. ensure stable and predictable tax levies;
 - 3.1.2. provide for operating emergencies;
 - 3.1.3. finance new Tangible Capital Assets; and
 - 3.1.4. support the replacement of existing Tangible Capital Assets.

4. Scope:

- 4.1. This Policy applies to all Members of Council and Administration.

5. Guiding Principles:

5.1. Reserve Creation or Amendment

- 5.1.1. The creation of a new Reserve or amendment of an existing Reserve must be authorized by Council.
- 5.1.2. City Reserves are outlined in Appendix "A" of this Policy, and subject to Council changes and amendments.

5.2. Closure

- 5.2.1. The closure of an existing Reserve that has depleted its funds and Administration identifies it is no longer necessary can be closed.

5.3. Reserve Transaction

- 5.3.1. All Reserve transactions shall be authorized by Council in any of the following forms:
 - a. the annual Operating or Capital budget;
 - b. separate budget amendments; or
 - c. by Council resolution.
- 5.3.2. The City Manager Contingency Reserve shall be exempt from Section 5.3.

- 5.4. Reserves are at the discretion of Council, often as part of an overall strategy for funding programs or projects.

- 5.5. Reserves are segregated and restricted for specific purposes. In the City, a further distinction is made between Restricted and Unrestricted Reserves.

- 5.5.1. Restricted Reserve Funds are established by provincial or municipal legislation and can only be used for their prescribed purposes.
- 5.5.2. Unrestricted Reserves are established, based on Council's direction to fund current or future expenditures for which the City has the authority to spend money or to provide for a specific purpose. Unrestricted Reserve Funds can be further established to assist in funding operational requirements or capital replacements/long term capital programs or for other special purposes.

- 5.6. Reserves are generally used as a funding source to mitigate the impact of fluctuations in operating costs and revenue reductions over multiple budget cycles. Reserves help to eliminate fluctuating taxation rates resulting in a more horizontal tax rate with an incline for inflation.

- 5.7. Reserves do not typically earn interest unless it is established to earn interest by Council, a legal obligation, or legislated requirement.
- 5.8. Sponsorship and Advertisement Funds received will be allocated in accordance with the *Sponsorship and Advertising Policy*.
- 5.9. Operational Reserves may have a targeted optimal balance based on ten percent (10%) of the most current approved operating budget. Other Reserves may have a targeted optimal balance based on its intended purpose.

6. General Criteria:

- 6.1. Reserves shall be established, maintained, and used in accordance with the following general criteria:
 - 6.1.1. shall meet statutory and legislative requirements, City bylaws, policies, or Council direction; and
 - 6.1.2. shall meet accounting standards and must meet generally accepted accounting principles.

7. Policy Administration:

- 7.1. The Executive Manager, Corporate Services shall be responsible for:
 - 7.1.1. ensuring compliance with this Policy;
 - 7.1.2. ensuring that the Reserves are established and maintained;
 - 7.1.3. conducting an annual review of the Reserves and report annually in the Audited Financial Statements;
 - 7.1.4. recommending revisions or amendments to this Policy due to changes in applicable statutes, accounting standards or economy;
 - 7.1.5. ensuring allocations of Reserves, with the exception of the City Manager's Reserve, are supported in the adopted budget or by Council resolution;
 - 7.1.6. monitor the Optimal balance for continued contributions;
 - 7.1.7. monitoring that budgeted transfers to Capital Reserves correspond with the future capital expenditures identified in the 10-year capital plan; and
 - 7.1.8. presenting the annual year-end surplus allocation proposal from the City Manager and the Executive Leadership Team to Council for approval subsequent to the capital carry forward allocations being approved by Council.
- 7.2. Any remaining surplus balances shall be forwarded to related departments' operating or capital Reserve unless otherwise allocated by Executive Leadership Team or by Council.

- 7.3. In the event a department is in a deficit position, a draw from Reserves may be proposed to address the deficit.
- 7.4. The total amount of Reserves will be monitored on a quarterly basis to verify that Reserves are funded, and that the cash and investments are greater than the total Reserve balance.

8. Penalty:

- 8.1. 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.
- 8.2. 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*."

9. Responsibility:

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

Appendix A

Restricted - Municipal/Cash in lieu Reserve		
Purpose:	As outlined in Part 17 of the MGA 666(1)(b).	
Source of Funding:	Funds designated in accordance with Part 17 of the MGA 666(1)(b).	
Type of Expenditures:	Any prescribed purposes outlined by Part 17 of the MGA 666(1)(b).	
Target Balance:	N/A	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Municipal/Cash in lieu Reserve	1-100-130-32110

Restricted - Internal Offsites Reserves		
Purpose:	As outlined in the Offsite Levy Bylaw.	
Source of Funding:	Any internally generated funds designated as per the Offsite Levy Bylaw.	
Type of Expenditures:	Any prescribed purposes outlined by the Offsite Levy Bylaw.	
Target Balance:	N/A	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name	
	Number	
	Internal Offsites - Roads	1-300-320-33130
	Internal Offsites - Stormwater	1-300-350-33120
	Internal Offsites - Water	1-400-410-33100
	Internal Offsites - Wastewater	1-400-420-33110

Restricted - Subdivision Prepaid Improvement Reserve		
Purpose:	As outlined in Part 17 of the MGA 650(1).	
Source of Funding:	Funds designated in accordance with Part 17 of the MGA 650(1).	
Type of Expenditures:	Any prescribed purposes outlined by Part 17 of the MGA 650(1).	
Target Balance:	N/A	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Subdivision Prepaid Improvements	1-600-612-32150

Restricted - Business Improvement District		
Purpose:	Specifically designated funds for the improvement of the downtown district.	
Source of Funding:	Funds designated from the BID Levy.	
Type of Expenditures:	Expenditures related to the improvement of the downtown district.	
Target Balance:	N/A	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Business Improvement District (BID)	1-600-631-32111

Unrestricted Operating Reserves		
Purpose:	Established to assist in funding operational requirements and to mitigate the impact of fluctuations of operating costs and revenues of multiple budget cycles.	
Source of Funding:	Budgeted transfers as approved by Council and other sources as approved by Council.	
Type of Expenditures:	Any one time operating item that is not expected to occur in perpetuity.	
Target Balance:	10% of budgeted annual operating expenditures	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name	Number
	General Government	1-100-130-34110
	Protective Services	1-200-250-34120
	Fire Services	1-200-230-34121
	Road Infrastructure	1-300-320-34130
	Airport Services	1-300-340-34131
	Stormwater Services	1-300-350-37117
	Water/Wastewater Services	1-400-410-34140
	Solid Waste Services	1-400-430-34141
	Social Services	1-500-550-34150
	Cemetery	1-500-540-34151
	Planning & Development	1-600-610-34160
	Economic Development	1-600-630-34161
	Parks Services	1-700-710-34171
	Leisure Services	1-700-740-34170
	Lloydminster Golf & Curling Centre	1-700-731-34172

Unrestricted Capital Reserves		
Purpose:	Established to fund capital projects in the City's long term capital plan.	
Source of Funding:	Budgeted transfers as approved by Council and other sources as approved by Council.	
Type of Expenditures:	Existing and new tangible capital assets.	
Target Balance:	In alignment with the expected needs of the City's 10-Year Capital Plan approved in principal.	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name	Number
	General Government	1-100-130-35110
	Capital Infrastructure Levy	1-100-130-37110
	Protective Services	1-200-250-35120
	Fire Services	1-200-230-35121
	Equipment Fleet Reserve	1-300-312-37111
	Road Infrastructure	1-300-320-37112
	Airport Services	1-300-340-35131
	Stormwater Services	1-300-350-37116
	Water/Wastewater Services	1-400-410-35140
	Solid Waste Services	1-400-430-35141
	Social Services	1-500-550-35150
	Cemetery	1-500-540-35151
	Sale of City Land and Building	1-600-612-36114
	Planning & Development	1-600-610-35160
	Economic Development	1-600-630-35161
	Parks Services	1-700-710-35171
	Leisure Services	1-700-740-35170
	Lloydminster Golf & Curling Centre	1-700-731-35172

Innovation Reserve		
Purpose:	To explore innovative and creative solutions by Administration toward City efficiencies through a proposal to the City Manager and Executive Leadership Team.	
Source of Funding:	One-time transfers as approved by Council.	
Type of Expenditures:	Any Operating or Capital item as proposed by Administration related to the creation of efficiency.	
Target Balance:	\$250,000	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Innovation	1-100-130-36111

Resiliency Reserve		
Purpose:	For extraordinary and unforeseen expenditure requirements or revenue shortfalls. Used to minimize fluctuations of taxes levied and to manage cashflows.	
Source of Funding:	One-time transfers as approved by Council.	
Type of Expenditures:	Unforeseen, emergent items that arise throughout the year that are not part of the normal budgeting process.	
Target Balance:	10% of the annual municipal taxation levy (excluding the seamless levy)	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Resiliency	1-100-130-36112

City Manager Reserve		
Purpose:	To give the City Manager the flexibility to commit funds from one reserve without Council Approval so that City operations can operate in a seamless, efficient manner.	
Source of Funding:	Will be replenished at the end of each year, or as approved by Council. Funds for replenishment will come from existing reserves as approved by Council.	
Type of Expenditures:	For operating or capital expenditures that are time sensitive in nature or relatively small when compared to the overall City budget.	
Target Balance:	Purchasing threshold for City Manager.	
Authorization for Use:	City Manager	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	City Manager	1-100-131-36110

Special Events Reserve		
Purpose:	To set aside funds specifically designated to attracting or holding special community events, including major events at Cenovus Energy Hub.	
Source of Funding:	All profits from events will replenish this reserve as well as one-time transfers as approved by Council.	
Type of Expenditures:	Operating expenditures related to special community events and major events at Cenovus Energy Hub.	
Target Balance:	\$500,000	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Special Events	1-700-740-36113

Arena Reserve		
Purpose:	To set aside funds for the Cenovus Energy Hub project.	
Source of Funding:	Budgeted transfers as approved by Council and other sources as approved by Council.	
Type of Expenditures:	Capital expenditures related to the construction of the Cenovus Energy Hub.	
Target Balance:	As required by the City's 10-Year Capital Plan	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Arena	1-700-740-36114

Public Art Reserve		
Purpose:	To set aside funds as per the Public Art Policy.	
Source of Funding:	Source of funding as per the Public Art Policy.	
Type of Expenditures:	Expenditures as per the Public Art Policy.	
Target Balance:	Target Balance as per the Public Art Policy.	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Public Art	1-700-740-36115

Lloydminster Museum & Archive Reserve		
Purpose:	To set aside funds for capital projects related to the Lloydminster Museum & Archives. This is where donations related to a new museum are held.	
Source of Funding:	Third Party Donations and one-time transfers as approved by Council.	
Type of Expenditures:	New capital projects related to the Lloydminster Museum & Archives.	
Target Balance:	As required by the City's 10-Year Capital Plan	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name Number	
	Lloydminster Museum & Archive	1-700-761-37115

Safety Initiative		
Purpose:	To set aside funds as per the Automated Photo Enforcement Policy.	
Source of Funding:	Source of funding as per the Automated Photo Enforcement Policy.	
Type of Expenditures:	Expenditures as per the Automated Photo Enforcement Policy.	
Target Balance:	Target balance as per the Automated Photo Enforcement Policy.	
Authorization for Use:	Council	
Duration:	Ongoing	
Interest Bearing:	No	
Accounts:	Name	Number
	Safety Initiative	1-200-220-37114

Schedule A

Reserves Policy – Summary of Changes

New Items	
Fire Services Operating Reserve	Previously, operating items were funded from the Protective Services Operating Reserve. This segregation allows for better cost tracking as it relates to Fire Services operations and will assist in determining future allocations to reserves. The majority of the forecast ending balance of the existing Protective Services Operating Reserve will be allocated to the Fire Services Operating Reserve based on the future anticipated needs of the department.
Road Infrastructure Operating Reserve	Previously, operating items were funded from the Transportation Services Operating Reserve. This segregation allows for better cost tracking as it relates to Roadway Services operations and will assist in determining future allocations to reserves. Approximately 5/6 of the forecast ending balance of the existing Transportation Services Operating Reserve will be allocated based on the future anticipated needs of the department.
Stormwater Services Operating Reserve	Previously, operating items were from the Environmental Services Operating Reserve. This segregation allows for better cost tracking as it relates to Stormwater Services operations and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Environmental Services Operating Reserve will be allocated based on the future anticipated needs of the department.
Solid Waste Services Operating Reserve	Previously, operating items were from the Environmental Services Operating Reserve. This segregation allows for better cost tracking as it relates to Solid Waste Services operations and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Environmental Services Operating Reserve will be allocated based on the future anticipated needs of the department.
Cemetery Operating Reserve	Previously, operating items were from the Social Services & Cemetery Operating Reserve. This segregation allows for better cost tracking as it relates to Cemetery Services operations and will assist in determining future allocations to reserves. Approximately 1/2 of the forecast ending balance of the existing Social Services & Cemetery Operating Reserve will be allocated based on the future anticipated needs of the department.
Economic Development Operating Reserve	Previously, operating items were from the Planning & Economic Development Operating Reserve. This segregation allows for better cost tracking as it relates to Economic Development operations and will assist in determining future allocations to reserves. Approximately 1/2 of the forecast ending balance of the existing Planning & Development Operating Reserve will be allocated based on the future anticipated needs of the department.
Parks Services Operating Reserve	Previously, operating items were funded from the Recreation & Culture Operating Reserve. This segregation allows for better cost tracking as it relates to Parks Services operations and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Operating Reserve will be allocated based on the future anticipated needs of the department.

Lloydminster Golf & Curling Centre Operating Reserve	Previously, operating items were funded from the Recreation & Culture Operating Reserve. This segregation allows for better cost tracking as it relates to Lloydminster Golf & Curling Centre operations and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Operating Reserve will be allocated based on the future anticipated needs of the department.
Fire Services Capital Reserve	Previously, capital items were funded from the Protective Services Capital Reserve. This segregation allows for better cost tracking as it relates to Fire Services capital projects and will assist in determining future allocations to reserves. The majority of the forecast ending balance of the existing Protective Services Capital Reserve will be allocated to the Fire Services Capital Reserve based on the future anticipated needs of the department.
Solid Waste Services Capital Reserve	Previously, capital projects were funded from the Environmental Services Capital Reserve. This segregation allows for better cost tracking as it relates to Solid Waste Services capital projects and will assist in determining future allocations to reserves. Approximately \$3,000,000 of the forecast ending balance of the existing Environmental Services Capital Reserve will be allocated based on the future anticipated needs of the department.
Cemetery Capital Reserve	Previously, capital projects were from the Social Services & Cemetery Capital Reserve. This segregation allows for better cost tracking as it relates to Cemetery Services capital projects and will assist in determining future allocations to reserves. The majority of the forecast ending balance of the existing Social Services & Cemetery Capital Reserve will be allocated based on the future anticipated needs of the department.
Economic Development Capital Reserve	Previously, capital projects were funded from the Planning & Economic Development Capital Reserve. This segregation allows for better cost tracking as it relates to Economic Development capital projects and will assist in determining future allocations to reserves. The majority of the forecast ending balance of the existing Planning & Economic Development Capital Reserve will be allocated to the Planning & Development Capital Reserve, with a nominal amount left in the Economic Development Capital Reserve, based on the future anticipated needs of the department.
Parks Services Capital Reserve	Previously, capital projects were funded from the Recreation & Culture Operating Reserve. This segregation allows for better cost tracking as it relates to Parks Services capital projects and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Capital Reserve will be allocated based on the future anticipated needs of the department.
Lloydminster Golf & Curling Centre Capital Reserve	Previously, capital projects were funded from the Recreation & Culture Capital Reserve. This segregation allows for better cost tracking as it relates to Lloydminster Golf & Curling Centre capital projects and will assist in determining future allocations to reserves. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Capital Reserve will be allocated based on the future anticipated needs of the department.

Changed	
Transportation Services Operating Reserve	The Transportation Services Operating Reserve will be renamed Airport Services Operating Reserve. With Roadway Services now having a newly created dedicated reserve and Fleet Services utilizing the Equipment Fleet Reserve, Airport is the only department that will be utilizing it, so re-naming it more accurately reflects who will be using the funds. Approximately 1/6 of the forecast ending balance of the existing Transportation Services Operating Reserve will be allocated based on the future anticipated needs of the department.
Environmental Services Operating Reserve	The Environmental Services Operating Reserve will be renamed Water/Wastewater Services Operating Reserve. With Stormwater and Solid waste now having newly created dedicated reserves, Water and Wastewater Services are the only departments that will be utilizing it, so re-naming it more accurately reflects who will be using the funds. Since the City has a combined water/wastewater rate, the reserve is also combined. If/when this rate is split, separate reserves would be recommended. Approximately 1/3 of the forecast ending balance of the existing Environmental Services Operating Reserve will be allocated based on the future anticipated needs of the departments.
Social Services & Cemetery Operating Reserve	The Social Services & Cemetery Operating Reserve will be renamed to the Social Services Operating Reserve. With Cemetery now having a newly created dedicated reserve, Social Services is the only department that will be utilizing it, so re-naming it more accurately reflect who will be using the funds. Approximately 1/2 of the forecast ending balance of the existing Social Services & Cemetery Operating Reserve will be allocated based on the future anticipated needs of the department.
Planning & Economic Development Operating Reserve	The Planning & Economic Development Operating Reserve will be renamed to the Planning & Development Operating Reserve. With Economic Development now having a newly created dedicated reserve, Planning & Development is the only department that will be utilizing it, so re-naming it more accurately reflect who will be using the funds. Approximately 1/2 of the forecast ending balance of the existing Planning & Economic Development Operating Reserve will be allocated based on the future anticipated needs of the department.
Recreation & Culture Operating Reserve	The Recreation & Culture Operating Reserve will be renamed Leisure Services Operating Reserve. With Parks Services and Lloydminster Golf & Curling Centre now having newly created dedicated reserves, re-naming it more accurately reflects who will be using the funds. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Operating Reserve will be allocated based on the future anticipated needs of the department.
Capital Infrastructure Levy Reserve	Capital Programs Reserve will be renamed to Capital Infrastructure Levy Reserve and will be funded from the Infrastructure Levy that is levied to residents through property taxes. Previous Infrastructure Levies were transferred to General Government Capital Reserve and amounted to \$952,604: the amount of which will be transferred to the new Capital Infrastructure Levy Reserve.
Transportation Services Capital Reserve	The Transportation Services Capital Reserve will be renamed Airport Services Capital Reserve. Roadway Services and Fleet have their own dedicated capital reserves so Airport is the only department that utilizes it, so re-naming it more accurately reflects who will be using the funds.

	The forecast ending balance of the existing Transportation Services Capital Reserve will be allocated based on the future anticipated needs of the department.
Environmental Services Capital Reserve	The Environmental Services Capital Reserve will be renamed Water/Wastewater Services Capital Reserve. With Solid Waste now having newly created dedicated reserve, Water and Wastewater Services are the only departments that will be utilizing it, so re-naming it more accurately reflects who will be using the funds. Since the City has a combined water/wastewater rate, the reserve is also combined. If/when this rate is split, separate reserves would be recommended. Approximately \$5,979,689 of the forecast ending balance of the existing Environmental Services Capital Reserve will be allocated based on the future anticipated needs of the departments.
Social Services & Cemetery Capital Reserve	The Social Services & Cemetery Capital Reserve will be renamed to the Social Services Capital Reserve. With Cemetery now having a newly created dedicated reserve, Social Services is the only department that will be utilizing it, so re-naming it more accurately reflect who will be using the funds. The majority of the forecast ending balance of the existing Social Services & Cemetery Capital Reserve will be allocated to the Cemetery Capital Reserve, with a nominal amount left in the Social Services Capital Reserve, based on the future anticipated needs of the department.
Planning & Economic Development Capital Reserve	The Planning & Economic Development Capital Reserve will be renamed to the Planning & Development Capital Reserve. With Economic Development now having a newly created dedicated reserve, Planning & Development is the only department that will be utilizing it, so re-naming it more accurately reflect who will be using the funds. The majority of the forecast ending balance of the existing Planning & Economic Development Capital Reserve will be allocated to the Planning & Development Capital Reserve, with a nominal amount left in the Economic Development Capital Reserve, based on the future anticipated needs of the department.
Recreation & Culture Capital Reserve	The Recreation & Culture Capital Reserve will be renamed Leisure Services Capital Reserve. With Parks Services and Lloydminster Golf & Curling Centre now having newly created dedicated reserves, re-naming it more accurately reflects who will be using the funds. Approximately 1/3 of the forecast ending balance of the existing Recreation & Culture Capital Reserve will be allocated based on the future anticipated needs of the department.
Appendix A	Appendix A has been expanded to provide more information for each reserve, including: - Purpose - Source of Funding - Type of Expenditures - Authorization for Use - Duration - Interest Bearing - Account Numbers

Schedule B

Current vs Proposed Reserve Mapping

		Current	Proposed
Restricted		Municipal/Cash in lieu Reserve	Municipal/Cash in lieu Reserve
		Internal Offsites - Roads	Internal Offsites - Roads
		Internal Offsites - Stormwater	Internal Offsites - Stormwater
		Internal Offsites - Water	Internal Offsites - Water
		Internal Offsites - Wastewater	Internal Offsites - Wastewater
		Subdivision Prepaid Improvements	Subdivision Prepaid Improvements
		Business Improvement District (BID)	Business Improvement District (BID)
Unrestricted	Operating	General Government	General Government
		Protective Services	Protective Services Fire Services
		Transportation Services	Road Infrastructure Airport Services
		Environmental Services	Stormwater Services Water/Wastewater Services Solid Waste Services
		Social Services and Cemetery	Social Services Cemetery
		Planning & Economic Development	Planning & Development Economic Development
		Recreation and Culture	Parks Services Leisure Services Lloydminster Golf & Curling Centre
	Capital	General Government	General Government
		Capital Programs	Capital Infrastructure Levy
		Protective Services	Protective Services Fire Services
		Transportation Services	Equipment Fleet Reserve Road Infrastructure Airport Services
		Environmental Services	Stormwater Services Water / Wastewater Services Solid Waste Services
		Social Services and Cemetery	Social Services Cemetery
		Planning & Economic Development	Planning & Development Economic Development
		Recreation and Culture	Parks Services Leisure Services Lloydminster Golf & Curling Centre
	Other	Innovation	Innovation
		Resiliency	Resiliency
		City Manager Contingency	City Manager Contingency
		Safety Initiative	Safety Initiative
		Equipment Fleet Reserve	Moved Above
		Road Infrastructure	Moved Above
		Stormwater	Moved Above
		Sale of City Land and Building	Moved Above
		Special Events Reserve	Special Events Reserve
		Arena	Arena
		Public Art Reserve	Public Art Reserve
		LMA Reserve	LMA Reserve

 LLOYDMINSTER	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Investment Policy No. 134-05
Department: Corporate Services
Presented By: Ryan Hill
GPC Meeting Date: October 20, 2025

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

Background: The Investment Policy No. 134-05 was last updated and approved by Council on March 28, 2022. This Policy was developed to ensure proper practices and procedures are followed to prudently invest public funds. It ensures responsible investment that provides sustainable investment income in support of City operations.

Investments must conform to the guiding principles set forth in this Policy as well as comply with the legislative requirements under the *Lloydminster Charter*, Section 213 and all other provincial statutes and regulations governing the investment of municipal funds.

As part of the City's governance documents review process, Administration reviewed the Policy for clarity, consistency, and transparency, and have recommended some changes.

Objective: The primary objective of the proposed amendments are to provide clarity and create alignment with the *Financial Administration Bylaw*. For a detailed summary of the proposed changes please refer to Schedule A. Changes to the Policy have been highlighted in the draft Policy attached.

Options:

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

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

Governance Implications: This Policy has been reviewed in accordance with the Records Management Bylaw No. 15-2022.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Draft Investments Policy No.134-05.docx
Attachments:	- Schedule A - Investment Policy - Summary of Changes.pdf - Investment Policy No. 134-05 - 2025 Draft - For Council.pdf
Final Approval Date:	Oct 17, 2025

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

Adele Wakaruk

Task assigned to Shannon Rowan was completed by delegate Adele Wakaruk

Dion Pollard

Schedule A

Investment Policy – Summary of Changes

Changed	
2. Definitions – Financial Institution	Added 'Saskatchewan' to where Financial Institutions could be located. Previously only Alberta was indicated which may limit certain any Financial Institutions located solely on the Saskatchewan side.
3.1 Capital Preservation	Changed wording under 3.1.1 to clarify that principal must be 100% guaranteed – previously it did not specify what was guaranteed. Changed wording to clearly state that the principal must be guaranteed or backed by the financial institution submitting the investment tool. There was no need to say 'verses a third party' verbiage as that is redundant and causes confusion to the reader.
4. Scope	Consolidated the scope of which funds this policy pertains to. There are funds under management of the City, and funds that we need to invest in accordance to any contractual obligation the City enters into. All funds are managed the same unless a contractual obligation states otherwise.
5.2 Authorized Investments	Changed wording in 5.2.2 regarding who the City can invest with. We now point to the City's Financial Administration Bylaw as it clearly outlines each Financial Institution that we can invest with. Removed all related verbiage as it was redundant and was trying to speak to what was already outlined elsewhere. Removed 5.2.3 as it stated we could use other investment tools by being a member of a municipal association. The Financial Administration Bylaw outlines who we can invest with and so this can be removed.
CFO to EMCS	Throughout the document, changed Chief Financial Officer to Executive Manager, Corporate Services.
Appendix B	Changed notation as Servus Credit Union is now backed by Credit Union Deposit Corporation.

Policy Title:	Investment Policy	Policy Number:	134-05
Date of Adoption:	October 28, 2019	Motion Number:	282-2019
Date of Amendment:	March 28, 2022	Motion Number:	124-2022
Date of Amendment:			

1. Purpose:

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

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Bonds	A fixed income investment in which an investor loans money to corporation, financial institution or government which borrows the funds for a defined period at a variable or fixed interest rate.
City	The corporation of the City of Lloydminster.
Conflict of Interest	A situation in which Administration has the potential for real or perceived personal or financial gain.
Council	The municipal Council of the City of Lloydminster.
DBRS	Dominion Bond Rating Services Ltd. detailed in Appendix A.
Financial Institution	A Schedule "1" Chartered Bank, agency of a bank, credit union, or any other financial institution carrying on business in Alberta or Saskatchewan

Liquidity	The ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest.
Long-Term Investments	Securities with maturities greater than one year.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Schedule "1" Chartered Banks	Financial Institutions that are allowed to accept deposits and which are not subsidiaries of a foreign bank. Chartered banks receive their characters from the federal government under the Bank Act. Schedule "1" Chartered Banks are widely held.
Security or securities	Bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, and notes.
S&P	The Standard & Poor's Rating detailed in Appendix A.
Short-Term Investments	Securities with maturities of one year or less or cash held for investment purposes.

3. Objectives:

3.1. Capital Preservation:

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

3.1.1. Principal must be 100% guaranteed or backed by the financial institution submitting the investment tool.

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

3.2. Liquidity:

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

3.3. Return on Investment:

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

3.4. Compliance with *The Lloydminster Charter*:

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

3.5. Risk:

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

4. Scope:

4.1. This Policy applies to:

4.1.1. All Members of Administration and Council; and

4.1.2. To all funds under management by the City. Funds will be invested in accordance with any restriction or contractual obligations the City enters into.

5. Guiding Principles:

5.1. Authority/Responsibility to Implement

5.1.1. The City Manager is responsible for administrative compliance and monitoring of this Policy.

5.1.2. The City Manager may delegate responsibility to the Executive Manager, Corporate Services to establish and administer compliance with this Policy. Furthermore, the Executive Manager, Corporate Services shall:

- a. establish appropriate guidelines, procedures, and internal controls to achieve the objectives identified within this Policy;
- b. oversee overall implementation strategy process and ensures annual reviews of the Policy;
- c. ensure that non-negotiable cash and short-term investment certificates and records are maintained in the appropriate location at the City of Lloydminster; and
- d. report to Council on the investment activities undertaken by the City on a quarterly basis.

5.2. Authorized Investments

5.2.1. Appendix B: Schedule of Approved Investments identifies the Securities that the Executive Manager, Corporate Services can purchase on behalf of and in the name of the City.

5.2.2. The City will request a call for investment rates for each investment opportunity from all Financial Institutions outlined in the *Financial Administration Bylaw*.

5.3. Credit Quality

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

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

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

5.4. Ratings

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

5.5. Safekeeping and Custody

5.5.1. The Executive Manager, Corporate Services shall ensure that:

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

5.6. Conflict of Interest/Ethics

5.6.1. The Executive Manager, Corporate Services and all members of Administration involved in the investment process shall:

- a. avoid a Conflict of Interest, whether real or perceived; Administration shall report any conflict of interest to their direct supervisor;
- b. refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair the ability to make impartial decisions for the City. Employees shall provide written disclosure to their direct

supervisor regarding any material interests in financial institutions with which the City invests, and as a result of this relationship, they cannot use information gained in the bidding for the City for actual or perceived personal gain.

6. Penalty:

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

7. Responsibility:

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

Appendix A

Debt Rating Comparison Chart

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

DBRS RATING DEFINITION

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

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

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

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

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

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

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

S&P RATING DEFINITION

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

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

Appendix B

Schedule of Approved Investments

Investment Description	DBRS Minimum Rating	Maximum Term of Maturity
Government:		
Security issued or guaranteed by: Federal or Provincial Government	R-1 (low)	5 years
Chartered Banks:		
Securities issued or guaranteed by: Schedule "1" Chartered Banks	R-1 (low)	5 years
Other Financial Institutions:		
Securities issued or guaranteed by:		
ATB Financial *	R-1 (low)	5 years
Servus Credit Union*	R-1 (low)	5 years
Synergy Credit Union*	R-1 (low)	5 years

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

* ATB deposits are 100% guaranteed by the Government of Alberta.

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

 LLOYDMINSTER	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Debt Management for Capital Expenditures Policy No. 134-07
Department: Corporate Services
Presented By: Ryan Hill
GPC Meeting Date: October 20, 2025

Topic: City of Lloydminster Debt Management for Capital Expenditures Policy No. 134-07 update.

Background: Debt Management for Capital Expenditures Policy No. 134-07 was last updated and approved by Council on August 22, 2022. This Policy was developed to provide financial guidelines and appropriate controls for the issuance and use of new debt and to ensure parameters are set for the utilization of debt as a financing tool for capital projects. As part of the City’s governance documents review process, Administration reviewed the Policy for clarity, consistency, and transparency and have recommended some changes.

Objective: The primary objective of the proposed amendments are to allow for borrowing from both provinces and to create alignment with *The Lloydminster Charter*. For a detailed summary of the proposed changes please refer to Schedule A. Changes to the Policy have been highlighted in the draft Policy attached.

Options:

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

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

Governance Implications: This Policy has been reviewed in accordance with the Records Management Bylaw No. 15-2022.

Budget/Financial Implications: N/A

Environmental Implications: N/A

	City of Lloydminster Information Report (IR)
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Report Approval Details

Document Title:	Draft Debt Management for Capital Expenditures Policy No.134-07.docx
Attachments:	- Schedule A - Debt Managment for Capital Expenditures Policy - Summary of Changes.pdf - Debt Managment for Capital Expenditures Policy - 2025 Draft - For Council.pdf
Final Approval Date:	Oct 17, 2025

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

Adele Wakaruk

Task assigned to Shannon Rowan was completed by delegate Adele Wakaruk

Dion Pollard

Schedule A

Debt Management for Capital Expenditures – Summary of Changes

New Items	
Definition – The Cities Act	Added the act that allows the City to borrow from the Government of Saskatchewan. This was done so that the City can borrow from both the Alberta or Saskatchewan governments.

Changed	
What Can be Financed	Previously, 4.3.1 specifically stated that infrastructure was all that debt could be used for. The Lloydminster Charter already defines what the City can borrow for so this removed redundancy/potential conflict.
Who the City Can Borrow From	Previously, 7.1 stated that the City must obtain its debt from the Government of Alberta, unless a more advantageous rate can be obtained. Changed to also include the Government of Saskatchewan as an option to borrow from to increase the City's options.

Policy Title:	Debt Management for Capital Expenditures	Policy Number:	134-07
Date of Adoption:	December 14, 2020	Motion Number:	389-2020
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To establish parameters of debt financing for capital expenditures and to maintain long-term viability of the City.
- 1.2. To establish guiding principles and appropriate controls for the issuance and use of new debt and to ensure an acceptable financial position while supporting the City's long-term capital plan.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Council	The municipal Council of the City of Lloydminster.
LACFA	<i>Local Authorities Capital Financing Act</i> is the legislating act providing local authorities with financing for capital expenditures with the Government of Alberta.
The Cities Act	<i>The Cities Act</i> is the legislating act providing local authorities with financing for capital expenditures with the Government of Saskatchewan.
Debenture	A medium to long-term financial instrument that is used to issue debt. Debentures are for a fixed term, established with a payment schedule for principal and interest for that term.
Intergenerational Equity	Fair and equitable distribution of long-term capital expenditures across the generations that benefit from the underlying assets.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.

3. Scope:

- 3.1. This Policy applies to all Members of Council and Administration.

4. Guiding Principles:

- 4.1. The City may leverage debt as a financial tool to support the City's long-term financial plan and pursuit of Council's strategic priorities.
- 4.2. The City may leverage lease financing agreements as a financial tool. It is subject to an analysis that assesses the financial cost as well as other risks associated with a proposed lease. Upon completing the analysis proving leasing is a viable option, leasing is not subject to the requirements of this Policy.
- 4.3. To maintain a sound debt position, the following shall be adhered to:
 - 4.3.1. The City shall only consider debt to finance expenditures allowed by *The Lloydminster Charter* whose expenditure value exceeds \$1,000,000 unless otherwise approved by Council.
 - 4.3.2. The capital expenditure shall appear in the approved capital plan or as approved by Council.
 - 4.3.3. With the exception of specialized capital equipment with a useful life more than 10 years such as emergency equipment, the City shall not finance the purchase of machinery and equipment, such as vehicles, through debt.
 - 4.3.4. The term of debt financing shall not exceed the probable lifetime of the capital expenditure.
 - 4.3.5. Cost of debt financing associated with growth related capital expenditures shall be considered in calculations for future development levies where allowed by *The Lloydminster Charter*.

5. Debt Categories

- 5.1. For purposes of debt planning, management and reporting, debt is categorized into three (3) groups based on the nature of the capital expenditure and the funding source or combination of sources for debt servicing as follows:
 - 5.1.1. Tax Supported Debt - issued for capital expenditures where the debt servicing payments shall be repaid from tax-supported revenues such as property taxes, non-utility user fees, rent/lease, sponsorships, fines, licenses, permits and investment income.
 - 5.1.2. Local Improvement Supported Debt - issued for capital expenditures that benefit specific properties pursuant to an approved local improvement plan. Debt servicing payments shall be repaid from a combination of local improvement tax levies on the benefitting properties and municipal revenue sources where the municipal portion does not exceed forty nine percent (49%).
 - 5.1.3. User Fee Supported Debt - issued for capital expenditures where debt servicing, or a portion of, shall be repaid from user fees.

6. Debt Restrictions

- 6.1. The City shall further restrict the debt limit of the municipality to seventy-five percent (75%) of the amount established by the Debt Limit Regulation established by the *Municipal Government Act*, unless the capital expenditure is required for one or more of the following purposes:
 - 6.1.1. legislative or regulatory requirements related to environmental or safety matters; or
 - 6.1.2. unexpected emergency or disaster, requiring a capital expenditure to replace damaged critical infrastructure.

7. Debt Issuance, Terms and Repayment:

- 7.1. Unless more advantageous interest rates can be obtained elsewhere, the City shall issue debt under *LACFA* from the Government of Alberta or under *The Cities Act* from the Government of Saskatchewan, unless otherwise approved by Council.
- 7.2. When establishing debt terms, consideration shall be given to the following factors:
 - 7.2.1. cost minimization;
 - 7.2.2. availability of debt servicing funding;
 - 7.2.3. Intergenerational Equity;
 - 7.2.4. capital life cycle implications;
 - 7.2.5. long-term financial sustainability; and
 - 7.2.6. financial flexibility.
- 7.3. When a Debenture is fully paid and retired, the City shall assess the viability of maintaining equivalent or a percentage of payments into capital reserves.
- 7.4. Debt shall only be repaid before the scheduled repayment date if it appears to be financially beneficial to do so.

8. Reporting

- 8.1. Quarterly, the City shall report the debt limit, existing debt, and debt service limit to Council. Periodically, the City may report on debt related financial ratios which may include:
 - 8.1.1. debt to capital;
 - 8.1.2. debt to taxable property value;
 - 8.1.3. debt service payments as a percentage of tax supported revenue or expenditures, etc.

- 8.2. A multi-year debt guideline, corresponding debt servicing schedule, and funding strategy shall be maintained and consistent with the City's long-term capital plan and various master servicing plans.

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.

	City of Lloydminster Information Report (IR)
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Subject Matter: Draft Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11
Department: Corporate Services
Presented By: Linsay Organ
GPC Meeting Date: October 20, 2025

Topic: Proposed amendments to the Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11.

Background: The Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11 provide guidance to Members of Council and Administration on incurring business and travel-related expenses. Both policies outline key principles (e.g., prudence, accountability), required documentation and approvals for transactions, appropriate payment methods, supervisory responsibilities, and specific guidance on various expense scenarios.

Although separate, the two policies are closely linked and are best considered together. Last approved by Council in May 2022, they are scheduled for review in 2025 as part of the City's ongoing policy review cycle.

Objective: These policies are key components of the City's internal control framework, helping to ensure accountable spending and establish clear, consistent boundaries for Council and Administration.

The proposed amendments aim to make the policies more straightforward with less ambiguity, align them with internal control best practices, and reinforce the requirement that all expenses be properly documented and authorized to support transparency and accountability.

For a detailed summary of the proposed changes (additions, changes, or removals) please refer to Schedule A and Schedule B. The full policy drafts are also appended, with new or significant changes clearly highlighted.

Options:

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

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Organizational Excellence. These policies are part of a framework of internal controls that are important to achieve organizational accountability and transparency.

Governance Implications: Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11 will be updated.

Budget/Financial Implications: N/A.

Environmental Implications: N/A.

Report Approval Details

Document Title:	Travel and Business Expense Policies.docx
Attachments:	- 1. Schedule A - Business Expense Policy - Summary of Changes.pdf - 2. Schedule B - Travel Policy - Summary of Changes.pdf - 3. Business Expense Policy - 2025 Draft - For Council.pdf - 4. Travel Expense Policy - 2025 Draft - For Council.pdf
Final Approval Date:	Oct 14, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

Schedule A

Business Expense Policy – Summary of Changes

New Items	
Purpose & Principles	This section (4) of the draft policy sets expectations for Council Members and Administration when incurring travel expenses. Based on the Alberta Government's policy, it provides guiding principles to support consistent and responsible decision-making.
Supporting Documentation	The draft policy includes clearer guidance on handling business expenses without adequate documentation (5.1). These updates formalize existing City best practices: • If a receipt is missing, efforts must be made to obtain a duplicate from the merchant. • A description of the transaction must be provided when a receipt does not provide an adequate description of the transaction.
Hospitality Expenses	The draft policy clearly defines Hospitality Expenses (definitions) and distinguishes them from meals or refreshments for internal City events. It provides guidance on when hospitality is appropriate, and who it can be offered to, and sets the Meal Per Diem rates per the Travel Expense Policy as a guideline for the reasonable cost-per-person (draft policy section 7).
Financial Coding	Hospitality, Meal, and Refreshment expenses must be coded to the appropriate financial account, as directed by Finance. This will allow for better reporting on the City-wide expenditures for these items (draft policy 5.4.1).

Changed	
Policy Name	The draft policy name has changed from " Business Expense Reimbursement Policy " to " Business Expense Policy ." There are very limited situations where reimbursement is required for Business Expenses, as PCards and Accounts Payable are the required methods of payment.
Payment Method	Clearer guidance on how to pay business expenses (previous policy section 5, draft policy section 6): • A PCard should be used whenever possible, • Amounts not eligible or suitable for payment with Purchasing Card should be processed through Accounts Payable (i.e. PO), • Personal funds should be limited to only when no other reasonable option is available.
Supervisor Approval – Hospitality, Meals, and Refreshments	Previously, employees were required to get pre-approval from their supervisor for meal and hospitality expenses (previous policy 7.1). However, there was no direction regarding how this approval should be obtained and documented which caused inconsistencies. The draft policy now clearly states that this approval should be documented and must be included with the transaction documentation (except for employee engagement funds, which can be spent without prior supervisor approval) (draft policy 5.2, 7.1). The draft policy does allow for 'blanket approvals' for purchases that relate to the same activity or purpose (i.e., ongoing purchases for a certain committee, ongoing purchases for a specific project, purchases within a certain budget, etc.) (draft policy 5.2.1).

Internal Meal & Refreshment Expenses	Meal and refreshment expenses for internal use are clearly defined in the draft policy. The situations when internal food and refreshment can be purchased remain unchanged (<i>previous policy section 7, draft policy section 8</i>), however the draft policy sets the Meal Per Diem rates per the Travel Expense Policy as a maximum limit for the cost per person (<i>draft policy 8.2</i>).
Alcohol	The previous policy allowed alcohol purchases only if approved by the City Manager or when hosting dignitaries (<i>previous policy 7.2</i>). Now, City Manager approval is still required, but the exception for dignitaries has been removed (<i>draft policy 7.7</i>). A new section has been added: alcohol can only be served at internal events if attendees pay for it themselves and it is served responsibly (food is provided) (<i>draft policy 8.4</i>).

Removed	
Reimbursements	Discussion of reimbursements and reimbursement approvals has been removed. Business expenses are required to be incurred on a PCard or through Accounts Payable (<i>previous policy 4</i>). In very rare circumstances personal funds may be reasonably used to pay business expenses. In such situations, the reimbursement guidance of the Travel Expense Policy can be used.

Schedule B

Travel Expense Policy – Summary of Proposed Changes

New Items	
Purpose & Principles	This section (4) sets expectations for Council Members and Administration when incurring travel expenses. Based on the Alberta Government's policy, it provides guiding principles to support consistent and responsible decision-making.
Supporting Documentation	The policy now includes clearer guidance on handling travel expenses without adequate documentation (5.1 to 5.3). These updates formalize existing City best practices: • If a receipt is missing, efforts must be made to obtain a duplicate. • If proof of travel is unavailable, a written explanation outlining the purpose of travel is required.
Reimbursement Approvals	The policy clarifies expectations for Supervisors when approving travel reimbursements (7.3 to 7.4): • Approvers are accountable for their decisions, which must reflect sound judgment, informed understanding, and compliance with policy. • When discretion is used, approvers must document the rationale for their decision.
Timeline to Submit a Reimbursements	Reimbursement claims must be submitted as soon as possible and will not be approved if submitted more than one year after the travel date (7.7). This change encourages staff to submit claims promptly. It also helps ensure proper verification, which can be difficult after a significant period, especially if the employee's supervisor has changed.
Per Diem Currency	Per diems will be paid in Canadian Dollars, based on the equivalent value of the local currency where the travel took place, using Bank of Canada exchange rates (7.6). This ensures per diems are appropriate for countries where the Canadian Dollar has less purchasing power.
Finance Review	Clearer roles for the Finance department in reviewing reimbursement claims (7.8 to 7.9): • The Finance department will review all reimbursement claims and issue payments as appropriate. • The Executive Manager of Corporate Services (or their delegate) will monitor claims for compliance and have the authority to approve or deny them.
Departure & Return	New guidance on reasonable travel times (9): • You may depart the night before if your trip requires leaving before 7:00 a.m. to arrive on time. • You may stay an extra night if returning home would require travel after 7:00 p.m. • Alternate travel plans may be approved if they result in lower overall travel costs.

Changed																	
Policy Name	The policy name has changed from "Travel Expense Reimbursement Policy" to "Travel Expense Policy.". The policy covers all travel expenses, whether paid personally (and reimbursed) or directly by the City. Reimbursements are less prevalent now that PCards are the required form of payment for most Travel Expenses.																
Reporting & Disclosure	Council Members and Executive Managers will now complete travel reports quarterly instead of monthly (previous policy 5.1, draft policy 16.1). This change aligns with practices in similar municipalities and reduces the administrative workload, while still ensuring timely public reporting.																
Payment Method	Clearer guidance on paying for travel expenses to reduce personal reimbursements (previous policy 7, draft policy 6): • Whenever possible, travel expenses should be paid using a PCard. • Personal payments should be avoided, except for per diems.																
Meal Per Diems	Updated the rates to be in line with the average rates for comparable municipalities, (previous policy 8.1, draft policy 12.1): <table><tr><td></td><td>Prior</td><td>New</td></tr><tr><td>Breakfast</td><td>\$16</td><td>\$20</td></tr><tr><td>Lunch</td><td>\$21</td><td>\$25</td></tr><tr><td>Supper</td><td>\$32</td><td>\$45</td></tr><tr><td>Total</td><td>\$69</td><td>\$90</td></tr></table> Additionally, added more clarity on what meals you are entitled to based on your time of departure and return, see Schedule A (previous policy 8.2).			Prior	New	Breakfast	\$16	\$20	Lunch	\$21	\$25	Supper	\$32	\$45	Total	\$69	\$90
	Prior	New															
Breakfast	\$16	\$20															
Lunch	\$21	\$25															
Supper	\$32	\$45															
Total	\$69	\$90															
Claiming True Cost of a Meal	Kept the option of claiming the actual cost of a meal instead of using the per diem. However, new guidance has been added that this option should only be used in exceptional situations beyond your control, where the per diem amount is not enough to cover the meal cost. In such cases, the member of Council/Administration must be able to show that the per diem rate was not sufficient (previous policy 8.6, draft policy 12.4).																
Personal Loyalty Rewards	More clarity on what is acceptable regarding the collection of Personal Loyalty Rewards – they can be collected, however participation in these programs must not influence any travel decisions (previous policy 6.7, draft policy 17.1).																
Coordinate Travel Arrangements	More concise guidance for when more than one Member of Council and/or Administration is attending the same event: all attendees must coordinate travel arrangements where practical/possible (such as carpooling) (previous policy 6.1, draft policy 10.4).																
Other travel expenses	Additional expenses explicitly listed as reasonable travel expenses: • Excess baggage charges where extra equipment is required • Charges for electronic communication • Internet connectivity in hotels, airplanes or other public places. (previous policy 12, draft policy 15).																

Removed	
Travel Coordinator	The policy no longer formally assigns an Executive or Administrative Assistant to handle travel arrangements for a specific group or department (defined as 'Travel Coordinator'). This reflects the current, more informal, practice where administrative support may help with travel in some cases, but not always, aligning the policy with how things work in the City (previous policy 2, within definitions, and 6.5).

Policy Title:	Business Expense Policy	Policy Number:	134-10
Date of Adoption:		Motion Number:	
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To guide Members of Council and Administration when incurring Business Expenses.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Business Expenses	An authorized expense incurred to acquire goods or services necessary for the provision of municipal services that demonstrates prudence, good judgement, moderation, and is defensible to an impartial observer.
City	The corporation of the City of Lloydminster.
Hospitality Expenses	The provision of meals and/or Refreshments to guests of the City or individuals otherwise not engaged in work for the City as a matter of courtesy, diplomacy, protocol, or to facilitate City business.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Purchasing Card	A city issued Purchasing Card.
Receipt	Detailed itemized listing of individual products and services purchased, which must include the product description, unit price, subtotal, taxes and extended total.
Refreshments	Beverages or food (i.e. light snacks) or both, served between meals.
Supervisor	The person who directly oversees a Member of Council or Administration.

3. Scope:

3.1. This Policy applies to all Members of Council and Administration.

4. Purpose and Principles

4.1. Members of Council and Administration are expected to adhere to the following principles when incurring Business Expenses:

4.1.1. public funds are to be used prudently and responsibly with a focus on accountability and transparency;

4.1.2. Business Expenses must support the City's business objectives and Council's strategic plan;

4.1.3. Business Expenses must be demonstrated to be necessary and economical;

4.1.4. all Business Expenses incurred should be:

a. able to withstand the scrutiny of internal and external audits, as well as members of the public;

b. properly explained and documented;

c. reasonable; and

d. appropriate.

5. Supporting Documentation

5.1. Business Expenses are required to be supported by Receipts.

5.1.1. A description of the transaction must be provided when a Receipt does not provide an adequate description of the transaction.

5.1.2. If a Receipt cannot be provided, an attempt to obtain a duplicate Receipt from the merchant must be made. If a Receipt cannot be provided by the merchant, a missing Receipt declaration must be completed to validate the expense and be approved by the direct Supervisor.

5.2. Hospitality, meal, and Refreshment purchases must include a list of the names and positions of all people in attendance, and proof of prior Supervisor approval.

5.2.1. Approvals should be documented, such as an email or written note. Approvals can cover more than one purchase, if the purchases relate to the same activity or purpose. (i.e., ongoing purchases for a certain committee, ongoing

purchases for a specific project, purchases within a certain budget, etc.)

5.2.2. Notwithstanding 5.2, Supervisors may use employee engagement funds for meal and/or Refreshment expenses for their direct reports without needing prior approval.

5.3. All Business Expenses must be explained and documented, having regard to the principles set out in Section 4.

5.4. Business Expenses purchases must be coded to the appropriate financial account.

5.4.1. Hospitality, meal and Refreshment purchases have specific accounting codes that must be used for tracking. Finance will provide direction on appropriate coding.

5.5. The Executive Manager, Corporate Services or delegate will monitor Business Expense support for compliance and may request additional documentation.

6. Payment Method

6.1. The use of personal funds to pay for Business Expenses should be avoided whenever possible and used only when no other reasonable option is available.

6.2. A Purchasing Card is the preferred method of payment for Business Expenses within the parameters of the Purchasing Card Policy.

6.3. Business Expenses not eligible or suitable for payment with Purchasing Card should be processed through Accounts Payable ., (purchase order, payment request).

6.4. When a Business Expense is incurred for two or more members of Administration, the highest-ranking person present must pay for the expenditure and obtain the respective Receipt and supporting documentation.

6.5. Notwithstanding 6.4, administrative support may use their Purchasing Card to pay for Business Expenses in consultation with a Member of Council and/or Administration.

- 6.5.1. To ensure proper oversight, if administrative support use their Purchasing Card to pay for their Supervisor's Business Expenses, the Purchasing Card transaction must be approved by a Supervisor at a higher level. This prevents a Supervisor from approving their own Business Expenses.

7. Hospitality Expenses

- 7.1. A member of Administration must obtain **documented** pre-approval from their Supervisor to incur any Hospitality Expenses. This approval must be made having regard to the principles set out in Section 4.
- 7.2. Decisions to offer hospitality are carefully considered and determined necessary based on courtesy, diplomacy, protocol, or to facilitate the business of the City.
- 7.3. Members of Council and/or Administration alone are not eligible for Hospitality Expenses.
- 7.4. Hospitality Expenses should be limited to only those members of Administration and/or Council whose attendance is necessary.
- 7.5. The Meal Per Diem rates in the *Travel Expense Policy* should be used as a guideline for what a reasonable cost per person is when incurring Hospitality Expenses.
- 7.6. Tipping on Hospitality Expenses must not exceed 20%.
- 7.7. Alcohol is considered a personal expense and is not an allowable Hospitality Expense unless an exception has been pre-approved in writing by the City Manager. **This approval must be included with the support for the purchase.**

8. Internal Meal and Refreshment Expenses

- 8.1. Meals and Refreshments for Members of Council and/or Administration shall not be considered a Business Expense except for the following situations:
 - 8.1.1. meals may be provided when attendance is required during usual mealtimes, with no adequate break provided;

- 8.1.2. Refreshments may be provided when internal training or meetings exceed **three (3)** consecutive hours;
- 8.1.3. with approval from the City Manager or delegate, meals and/or Refreshments may be provided for employee events such as team building, staff appreciation, milestone celebrations, or recognition of extra efforts;
- 8.1.4. **as specified in any applicable union agreements.**

8.2. **The Meal Per Diem rates in the *Travel Expense Policy* should be used as the maximum allowable cost per person when incurring internal meal and Refreshment expenses.**

8.3. Tipping on internal meal expenses must not exceed 20%.

8.4. Alcohol may be served at City events with prior approval from the City Manager, **provided attendees cover the cost. Alcohol must be served responsibly and include the provision of food.**

9. Gift Cards

- 9.1. Gift cards may be considered a Business Expense at the discretion of the City Manager or in the following circumstances:
 - 9.1.1. as a prize for a member of the public for competitions, programs, or events; and
 - 9.1.2. volunteer appreciation for members of the public.
- 9.2. Gift cards must be purchased on a PCard. Gift cards purchased personally shall not be eligible for reimbursement.

10. Clothing

- 10.1. Clothing shall only be considered a Business Expense when it is provided as:
 - 10.1.1. a corporate gift;
 - 10.1.2. personal protection equipment; or
 - 10.1.3. as part of a uniform for public facing employees; or
 - 10.1.4. or as approved in advance by the City Manager.

11. Personal Loyalty Rewards

- 11.1. Members of Council and/or Administration may collect points/credits for loyalty programs while incurring Business Expenses. However, participation in these programs must not influence any Business Expenses, which must be incurred with the principles of Section 4 observed.

12. Penalty

- 12.1. Any member of Administration found to be in violation of this Policy may be subjected to 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.
- 12.2. 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 "*The Lloydminster Charter*".

13. Responsibility

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

Policy Title:	Travel Expense Policy	Policy Number:	134-11
Date of Adoption:		Motion Number:	
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To guide Members of Council and Administration when incurring Travel Expenses, and their entitlement to Per Diem Reimbursements.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Accommodations	A room or rooms rented out to a Member of Council or Administration that shall include but not be limited to hotels, motels, cabins, campgrounds, or home shares/rentals. Accommodations shall not apply to a private residence.
Incidental Per Diem	An expense allowance that covers miscellaneous expenses incurred when travelling a minimum of eight (8) consecutive hours.
Fleet	City owned vehicles, excluding Lloydminster RCMP and Lloydminster Fire Department equipment.
Travel Expense	An authorized expense incurred when a member of Council or Administration is required to leave the corporate boundaries of Lloydminster for the purposes of Professional Development or City business. This shall not include the provision of municipal services beyond corporate boundaries.
Meal Per Diem	A Reimbursement that covers expenses associated with subsistence.
Member of Council	An individual elected pursuant to the <i>Local Government Election Act, 2015 (Saskatchewan)</i> as a Member of Council.
Mileage Per Diem	A Reimbursement that covers expenses associated with the use of a personal vehicle.
Purchasing Card (PCard)	A city issued Purchasing Card.

Professional Development	Learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Members of Council or Administration in relation to their role and responsibilities.
Supervisor	The person who directly oversees a Member of Council or Administration.
Receipt	Detailed itemized listing of individual products and services purchased, which must include the product description, unit price, subtotal, taxes and extended total.
Reimbursement	A payment made by the City to a Member of Council or Administration who has incurred an out-of-pocket expense related to a legitimate Business Expense.

3. Scope:

- 3.1. This Policy applies to all Members of Council and Administration when incurring Travel Expenses.

4. Purpose and Principles

- 4.1. Members of Council and Administration are expected to adhere to the following principles when incurring Travel Expenses:
- 4.1.1. public funds are to be used prudently and responsibly with a focus on accountability and transparency;
 - 4.1.2. Travel Expenses must support the City's business objectives and Council's strategic plan;
 - 4.1.3. Travel Expenses must be demonstrated to be necessary and economical;
 - 4.1.4. all Travel Expenses incurred should be:
 - a. able to withstand the scrutiny of internal and external audits, as well as members of the public;
 - b. properly explained and documented;
 - c. reasonable; and
 - d. appropriate.

5. Supporting Documentation

- 5.1. Travel Expenses (excluding Per Diems) are required to be supported by Receipts.
- 5.1.1. A description of the transaction must be provided when a Receipt does not provide an adequate description of the transaction.
 - 5.1.2. If a Receipt cannot be provided, an attempt to obtain a duplicate Receipt from the merchant must be made. If a Receipt cannot be

provided by the merchant, a missing receipt declaration must be completed to validate the expense and be approved by the direct Supervisor.

- 5.2. In addition to 5.1, proof of travel documentation is required for Travel Expenses (including Per Diems) such as the conference agenda, meeting invite, or travel itinerary.

- 5.2.1. If proof of travel documentation is not available, a written explanation of the reason for the travel must be provided.

- 5.3. All Travel Expenses must be explained and documented, having regard to the principles set out in Section 4.

6. Payment Method

- 6.1. The use of personal funds to pay for Travel Expenses should be avoided whenever possible (excluding Per Diems) and used only when no other reasonable option is available.

- 6.2. A Purchasing Card is the required method of payment for Travel Expenses.

- 6.3. Notwithstanding 6.2, a Purchasing Card should not be used to purchase expenses covered under a Per Diem allowance.

- 6.4. Supervisors may use their Purchasing Card to pay for Travel Expenses on behalf of their direct reports.

- 6.5. Administrative support may use their Purchasing Card to pay for Travel Expenses in consultation with a Member of Council and/or Administration.

- 6.5.1. To ensure proper oversight, if administrative support use their Purchasing Card to pay for their Supervisor's Travel Expenses, the Purchasing Card transaction must be approved by a Supervisor at a higher level. This prevents a Supervisor from approving their own Travel Expenses.

7. Reimbursement Approvals

- 7.1. All claims for Reimbursement shall be submitted to the direct Supervisor.

- 7.2. If the direct Supervisor is a beneficiary of the Travel Expense, then the claim for Reimbursement shall be submitted to a direct Supervisor at least one level higher.

- 7.3. Supervisors are accountable for their decisions when approving, which must be:

- 7.3.1. subject to good judgment and informed knowledge of the situation;
 - 7.3.2. exercised in appropriate circumstances; and
 - 7.3.3. compliant with the principles and requirements set out in this Policy.
- 7.4. Supervisors must document their rationale for approval decisions for each claim where they have exercised discretion.
- 7.5. Per Diems may be paid in advance, if approved by the Supervisor.
- 7.6. Per Diems will be paid in Canadian dollars equivalent to the currency of the country where the expenditures occurred based on the Bank of Canada exchange rate at the date the expense occurred.
- 7.7. A claim for Reimbursement or allowance must be made within a reasonable time after the expense or occasion giving rise to the claim. However, in no event may Reimbursement or allowance be approved more than one year after that time, unless approved by the City Manager or delegate.
- 7.8. Approved Reimbursements must be submitted to the Finance department, who will appropriately review and issue payment.
- 7.9. The Executive Manager, Corporate Services or delegate will monitor Reimbursements for compliance and may approve or deny a claim.

8. Travel Approval

- 8.1. Prior to travel occurring or travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor. Depending on the destination, additional approval may be required:

Destination	Approval Required
Alberta and Saskatchewan	Direct Supervisor
Out-of-province (in Canada, but not Alberta or Saskatchewan)	Executive Manager
Out of Canada	City Manager

- 8.2. Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any travel that exceeds their approved budget.
- 8.3. The use of luxury accommodation or travel, such as hotel suites, luxury rental vehicles, or first-class airfares, will not be authorized without justification and prior written approval by the City Manager.

9. Departure & Return

- 9.1. If a Member of Council or Administration would need to leave before 7:00 a.m. to arrive at their destination on time, it is reasonable to travel the day before.
- 9.2. If returning home would require travelling past 7:00 p.m., it is reasonable to stay an extra night and travel the next day.
- 9.3. Notwithstanding 9.1 and 9.2, Members of Council or Administration may request alternate travel dates (more than one day before or after an event) if it results in overall cost savings (e.g., discounted fares or lower travel costs), or if travel options are not available or reasonable for the required times.
 - 9.3.1. These alternate arrangements must be approved in advance by the Supervisor on a case-by-case basis.

10. Travel by Vehicle

- 10.1. Members of Council and/or Administration using a private vehicle for travel shall track their mileage and shall receive a kilometer Mileage Per Diem Reimbursement.
- 10.2. The Mileage Per Diem rate will match the rate set by the Canada Revenue Agency as of January 1 annually. This rate covers all personal vehicle expenses, including but not limited to fuel, insurance, and maintenance.
- 10.3. Rental vehicles or Fleet Units may be utilized if the nature of Travel necessitates the use of a vehicle or when they are a more economical option. Vehicle size should be the most economical and practical considering distance and number of passengers.
- 10.4. When more than one Member of Council and/or Administration are attending the same event, all attendees must coordinate travel arrangements where practical and/or possible (such as carpooling).
- 10.5. Members of Council and/or Administration shall only operate a City owned or leased vehicle if they have the appropriate class of driver's license for the vehicle they are going to operate and are legally able to operate the vehicle and have completed Fleet training for the City.
- 10.6. Anyone receiving a vehicle allowance shall not be eligible for Reimbursement for any mileage or expenses related to the use of their private vehicle within City limits.

11. Travel by Air

- 11.1. For airfare, the lowest available fare for the most direct route should be chosen. The cost effectiveness of the route selected should consider the fare cost as well as the impact on the employee's schedule and other related costs.
- 11.2. Airfare should be booked sufficiently in advance to obtain a lower rate, and employees should try to take advantage of seat sales and advanced booking fares.

12. Travel Meals

- 12.1. When travelling, Meal Per Diems may be claimed in accordance with the following limits:

Meal	Per Diem
Breakfast	\$20.00
Lunch	\$25.00
Supper	\$45.00
Daily Maximum	\$90.00

- 12.2. A claimant's entitlement to Meal Per Diems is based on the time of departure and time of return of their travel, as per Schedule A.
- 12.3. A Meal Per Diem cannot be claimed when a meal was provided.
- 12.4. A member of Council and/or Administration may claim the true meal expense rather than a Meal Per Diem when extraordinary circumstances outside their control make the Meal Per Diem inadequate to cover the cost incurred. The member of Council and/or Administration should be able to demonstrate that the Meal Per Diem rates were insufficient to reasonably cover the cost incurred.

13. Travel Incidentals

- 13.1. When travelling for a minimum of 8 consecutive hours, a Member of Council and/or Administration may claim an Incidental Per Diem. This Per Diem is to cover minor travel-related costs not otherwise specified in this Policy at a rate of \$17.

14. Travel Accommodations

- 14.1. Overnight travel must be pre-approved by the direct Supervisor, having given regard to the principles set out in Section 4, and the departure and return guidelines set out in Section 9.

- 14.2. When booking accommodations, preference should be given to host or sister accommodations. When not available, accommodation should be selected based on practical location and reasonable cost.
- 14.3. Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a rate of \$50 per night.

15. Other Travel Expenses

- 15.1. Other Travel Expenses are legitimate when they are shown to be required, including but not limited to:
 - 15.1.1. parking, vehicles for hire, and public transportation expenses;
 - 15.1.2. excess baggage charges where extra equipment is required;
 - 15.1.3. charges for electronic communication; and
 - 15.1.4. internet connectivity in hotels, airplanes, or other public places.
- 15.2. When travelling on City business or attending conferences, optional conference events and personal entertainment are not considered legitimate Travel Expenses, unless there is a significant educational, learning, or networking opportunity. Such exceptions shall be subject to Supervisor approval and the department's budget.
- 15.3. Expenses related to a spouse/partner attending a business trip, conference, or event shall not be considered a legitimate Travel Expense, unless:
 - 15.3.1. an exception has been pre-approved in writing by the City Manager; or
 - 15.3.2. an organized event explicitly extends an invitation in writing to include a spouse/partner. In this case, only the cost of the event ticket will be reimbursed.

16. Travel Reporting

- 16.1. Members of Council and Executive Managers shall complete a quarterly Travel Expense report detailing their travel for City business, to be posted to the City's website.

17. Personal Loyalty Rewards

- 17.1. Members of Council and/or Administration may collect points/credits for loyalty programs while travelling on City business. However, participation in these programs must not influence any travel decisions, which must be incurred with the principles of Section 4 observed.

18. Penalty

- 18.1. Any member of Administration found to be in violation of this Policy may be subjected to 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.
- 18.2. 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 "*The Lloydminster Charter*".

19. Responsibility

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

Schedule A – Meal Per Diem Entitlement

Same Day Trips

		Return Time		
		12pm or Earlier	12pm - 6pm	After 6pm
Departure Time	Prior to 7am	Breakfast	Breakfast & Lunch	Breakfast, Lunch & Dinner
	7am - 12pm	NA	Lunch	Lunch & Dinner
	12pm - 6pm	NA	NA	Dinner
	After 6pm	NA	NA	NA

Overnight Travel - Day of Departure

Departure Time	Prior to 7am	Breakfast, Lunch & Dinner
	7am - 12pm	Lunch & Dinner
	12pm - 6pm	Dinner
	After 6pm	NA

Overnight Travel - Day of Return

Return Time	12pm or Earlier	Breakfast
	12pm - 6pm	Breakfast & Lunch
	After 6pm	Breakfast, Lunch & Dinner