



**CITY OF LLOYDMINSTER
Regular Council - AGENDA**

Date: Monday, November 3, 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. Additions/Deletions to the Agenda

3. Approval of the Agenda

That the Agenda dated November 3, 2025 be approved.

4. Approval of the Previous Meeting Minutes

4 - 11

That the Regular Council Meeting Minutes dated October 27, 2025 be approved.

5. Business Arising from the Minutes

6. New Business; Department Reports

6.1 Corporate Services

6.1.1 2025 SK Tax Enforcement – Six Month Notice

12 - 14

Presented By: Scott Pretty

That Council authorize Administration, in accordance with *The Tax Enforcement Act* of Saskatchewan, to initiate proceedings to apply for title to the sixteen (16) properties listed in Schedule A.

6.1.2 SK Tax Enforcement – Lands in Arrears

15 - 19

Presented By: Scott Pretty

That Council approve the list of Saskatchewan Lands in Arrears as

of October 23, 2025, as presented in Schedule A and that Administration be authorized to proceed with enforcement actions in accordance with *The Tax Enforcement Act* of Saskatchewan.

6.2 Community Development Services

6.2.1 FCSS Grant Funding Allocations 2026 Cycle

20 - 23

Presented By: Patrick Lancaster

That Council approves the 2026 Family and Community Support Services (FCSS) Grant allocation of \$385,000 as follows:

1. Big Brothers Big Sisters of Lloydminster for Mentoring Matters, \$45,000.
2. Walking Through Grief Society for Walking Through Grief Support, \$19,000.
3. Lloydminster Native Friendship Centre for Strengthening Our People, \$48,230.
4. Lloydminster & Area Brain Injury Society for Pathways to Empowerment, \$10,000.
5. The Olive Tree Community Centre for Senior Outreach Worker, \$20,000.
6. Catholic Social Services for Seniors Connections, \$70,000.
7. Inclusion Lloydminster Engaging Families, Creating Good Lives, \$7,000.
8. SPARK Foundation of Lloydminster for the Family Violence Prevention Program, \$40,000.
9. SPARK Foundation of Lloydminster for Lloydminster Community Youth Centre Outreach Program, \$54,000.
10. Midwest Family Connections for First Steps, \$45,000.
11. Midwest Family Connections for Maternal Mental Health Initiative, \$3,000.
12. Border City Connects Society for Volunteer Recruitment and Retention, \$15,770.
13. Lloydminster Area Drug Strategy for #yll Minds Matter, \$8,000.

6.2.2 City of Lloydminster Cold Weather Strategy 2025-2026

24 - 25

Presented By: Patrick Lancaster

6.3 Operations

6.3.1 Safety Codes Services; Building and Plumbing - Contract Award

26 - 28

Presented By: Terry Burton

That Council approve the award of the Safety Codes Services;

Building and Plumbing Permit Plan Review and Inspection Services for a two (2) year contract, with the option to extend for one (1) additional year to Park Enterprises Ltd., and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

7. Bylaws

- 7.1 Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes 29 - 33

Presented By: Andrew DeGruchy

That Council grant second reading to Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes.

That Council grant third and final reading to Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes.

- 7.2 Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw 34 - 54

Presented By: Andrew DeGruchy

That Council grant first reading to Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw.

- 7.3 Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions 55 - 59

Presented By: Scott Pretty

That Council grant first reading to Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions, effective January 1, 2026.

- 7.4 Bylaw No. 19-2025 Joint Assessment Review Board Bylaw 60 - 74

Presented By: Dion Pollard

That Council grant first reading to Bylaw No. 19-2025 Joint Assessment Review Board Bylaw.

8. Mayor/Councillor Reports

9. Any Other Matters

10. Inquiries from the Media

That the November 3, 2025 Regular Council Meeting recess for a short break at ____ PM.

11. In Camera Session

That the November 3, 2025 Regular Council Meeting go into a closed session as per LAFOIP Section 16(1)(a) at ____ PM.

That the November 3, 2025 Regular Council Meeting resume open session at ____ PM.

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

12. Adjournment

That the November 3, 2025 Regular Council Meeting be adjourned at ____ PM.



City of Lloydminster

Minutes of a Regular Council Meeting

Date: Monday, October 27, 2025
Time: 1:30 PM
Location: Council Chambers

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

Members Absent Mayor Gerald Aalbers

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

1. Call to Order and Silent Moment of Personal Reflection

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

2. Additions/Deletions to the Agenda

3. Approval of the Agenda

Motion No. 302-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Vance

That the Agenda dated October 27, 2025 be approved.

CARRIED

4. Approval of the Previous Meeting Minutes

Motion No. 303-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

That the Regular Council Meeting Minutes dated October 6, 2025 be approved.

CARRIED

5. Business Arising from the Minutes

7. New Business; Department Reports

7.1 City Manager's Office

7.1.1 City of Lloydminster Strategic Plan 2022-2025 Status Update

Motion No. 304-2025

Moved By: Councillor Lopez

Seconded By: Councillor Charles Gustafson

That Council accept the City of Lloydminster's Strategic Plan 2025 Status Update as information.

CARRIED

7.2 Corporate Services

7.2.1 Quarterly Financial Report for the Period Ending September 30, 2025

Motion No. 305-2025

Moved By: Councillor Vance

Seconded By: Councillor Lopez

That Council accept the Quarterly Financial Report for the period ending September 30, 2025, as presented.

CARRIED

6. Public Hearing

6.1 Bylaw No. 14-2025 Lakeside Area Structure Plan Land Use Concept Amendment

No persons were present to speak in favor, against, or affected by Bylaw No. 14-2025 Lakeside Area Structure Plan Land Use Amendment.

6.2 Bylaw No. 15-2025 Land Use Bylaw Map Amendment

No persons were present to speak in favor, against, or affected Bylaw No. 15-2025 Land Use Bylaw Map Amendment.

7. New Business; Department Reports

7.2 Corporate Services

7.2.2 2025 Q3 City Manager Contingency Reserve Update

Motion No. 306-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Vance

That Council accept the 2025 Q3 City Manager Contingency Reserve Update, as presented.

CARRIED

7.2.3 Reserves Policy No. 134-04

Motion No. 307-2025

Moved By: Councillor Taylor

Seconded By: Councillor Whiting

That Council approve Reserves Policy No. 134-04.

CARRIED

7.2.4 Investment Policy No. 134-05

Motion No. 308-2025

Moved By: Councillor Lopez

Seconded By: Councillor Taylor

That Council approve Investment Policy No. 134-05.

CARRIED

7.2.5 Debt Management for Capital Expenditures Policy No. 134-07

Motion No. 309-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Vance

That Council approve Debt Management for Capital Expenditures Policy No. 134-07.

CARRIED

7.2.6 Business Expense Policy No. 134-10 and Travel Expense Policy No. 134-11

Motion No. 310-2025

Moved By: Councillor Vance

Seconded By: Councillor Lopez

That Council approve Business Expense Policy No. 134-10 to come into effect January 1, 2026.

CARRIED

Motion No. 311-2025

Moved By: Councillor Vance

Seconded By: Councillor Whiting

That Council approve Travel Expense Policy No. 134-11 to come into effect January 1, 2026.

CARRIED

7.2.7 Draft 2026 Meeting Schedule

Motion No. 312-2025

Moved By: Councillor Lopez

Seconded By: Councillor Taylor

That Council approve the Draft 2026 Meeting Schedule, as presented.

CARRIED

7.3 Community Development Services

7.3.1 Public Art Policy No. 770-01

Motion No. 313-2025

Moved By: Councillor Taylor

Seconded By: Councillor Vance

That Council approve Public Art Policy No. 770-01.

CARRIED

7.4 Operations

7.4.1 Oil and Gas Development Policy No. 610-07

Motion No. 314-2025

Moved By: Councillor Lopez

Seconded By: Councillor Whiting

That Council approve Oil and Gas Development Policy No. 610-07, as amended.

CARRIED

8. Bylaws

8.1 Bylaw No. 14-2025 Lakeside Area Structure Plan – Land Use Concept Amendment

Motion No. 315-2025

Moved By: Councillor Vance

Seconded By: Councillor Whiting

That Council grant second reading to Bylaw No. 14-2025, a bylaw to amend Lakeside Area Structure Plan Bylaw No. 09-2019 Land Use Concept, as per Schedule 'A'.

CARRIED

Motion No. 316-2025

Moved By: Councillor Vance

Seconded By: Councillor Whiting

That Council grant third and final reading to Bylaw No. 14-2025, a bylaw to amend Lakeside Area Structure Plan Bylaw No. 09-2019 Land Use Concept, as per Schedule 'A'.

CARRIED

8.2 Bylaw No. 15-2025 Land Use Bylaw Map Amendment

Motion No. 317-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

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

- Figure 3: Land Use District and Overlay Map;
- Part 9, Map 3: Land Use District and Overlay Map;
- Part 9, Map 5: Land Use District and Overlay Map: City Index; and
- Part 9, Map 5: Land Use District and Overlay Map: Section V to Bylaw No. 05-2025 as per Schedule 'A'.

CARRIED

Motion No. 318-2025

Moved By: Councillor Whiting

Seconded By: Councillor Taylor

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

- Figure 3: Land Use District and Overlay Map;
- Part 9, Map 3: Land Use District and Overlay Map;
- Part 9, Map 5: Land Use District and Overlay Map: City Index; and
- Part 9, Map 5: Land Use District and Overlay Map: Section V to Bylaw No. 05-2025 as per Schedule 'A'.

CARRIED

8.3 Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes

Motion No. 319-2025

Moved By: Councillor Lopez

Seconded By: Councillor Taylor

That Council grant first reading to Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes.

CARRIED

9. Mayor/Councillor Reports

9.1 Mayor Report as of October 25, 2025

10. Any Other Matters

11. Inquiries from the Media

The media requested to speak with Deputy Mayor Diachuk.

Motion No. 320-2025

Moved By: Councillor Vance

Seconded By: Councillor Taylor

That the October 27, 2025 Regular Council Meeting recess for a short break at 3:23 PM.

CARRIED

12. In Camera Session

Motion No. 321-2025

Moved By: Councillor Vance

Seconded By: Councillor Taylor

That the October 27, 2025 Regular Council Meeting go into a closed session as per LAFOIP Section 16(1)(a) at 3:35 PM.

CARRIED

Motion No. 322-2025

Moved By: Councillor Charles Gustafson

Seconded By: Councillor Taylor

That the October 27, 2025 Regular Council Meeting resume open session at 3:58 PM.

CARRIED

13. Adjournment

Motion No. 323-2025

Moved By: Councillor Taylor

That the October 27, 2025 Regular Council Meeting be adjourned at 3:58 PM.

CARRIED

MAYOR

CITY CLERK

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: 2025 SK Tax Enforcement – Six Month Notice
Department: Corporate Services
Presented By: Scott Pretty
Council Meeting Date: November 3, 2025

Recommendation:

That Council authorize Administration, in accordance with *The Tax Enforcement Act* of Saskatchewan, to initiate proceedings to apply for title to the sixteen (16) properties listed in Schedule A.

Issue: Administration requires Council’s authorization in accordance with Section 22(1) of *The Tax Enforcement Act* of Saskatchewan to initiate proceedings to apply for title on any Saskatchewan property that has a tax lien registered for more than six (6) months.

Background: The City of Lloydminster has sixteen (16) Saskatchewan properties remaining that had tax liens submitted in January 2025. Administration has attempted to contact all property owners and will continue to work with them to make payment arrangements. Letters advising property owners of Administrations intent to proceed to Council were sent to these property owners in September 2025. Unless arrears are paid in full, Administration would like to proceed with enforcement procedures.

As per the Saskatchewan legislation, six (6) months after the tax lien has been registered, Council may authorize the “Administrator”, by resolution, to start proceeding for the title. Upon Council’s authorization, the next step is to send the “Six Month Notice” which advises the property owner, and all other interests registered on title that if tax arrears are not paid in full within six (6) months, the City intends to apply to be registered as the owner of the property. After the expiration of the “Six Month Notice,” the City must apply to the Provincial Mediation Board (PMB) for permission to make final application for title. Once the Board’s consent has been registered against the title, the City must send out a “Thirty Day Final Notice” to all interests registered on title. If the arrears and costs remain unpaid after the expiration of the thirty (30) days, the City may apply to transfer title into the City’s name. The City must then offer the property for sale within one (1) year of taking title. The PMB currently has a tax arrears agreement on one property from the 2021 Further Action List and they continue to make monthly payments. For additional information, the number of “Six Month Notices” issued in previous years are as follows: 2024 – twenty five (25), 2023 – thirteen (13) (was not completed until January 2024), 2022 – sixteen (16), 2021 – nineteen (19).

Options:

1. That Council authorize Administration to initiate steps to proceed to apply for title under *The Tax Enforcement Act* of Saskatchewan for the sixteen (16) properties listed in Schedule A. This option will allow Administration to take steps to collect the remaining tax arrears, if necessary.

	City of Lloydminster Request for Decision (RFD)
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2. That Council not authorize Administration to initiate steps to proceed to apply for title under *The Tax Enforcement Act* of Saskatchewan for the sixteen (16) properties listed in Schedule A.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. The process for tax arrears on the Saskatchewan side is legislated through *The Tax Enforcement Act* of Saskatchewan.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: This legislative process enables the City to take action to collect the remaining tax arrears outstanding. Any additional tax enforcement costs are added to the account of the property owner incurring the cost.

Environmental Implications: N/A

Report Approval Details

Document Title:	2025 SK Tax Enforcement - 6 Month Notice.docx
Attachments:	- Schedule A - Saskatchewan Properties Tax Enforcement List 2025.pdf
Final Approval Date:	Oct 27, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

Schedule A

Saskatchewan Properties Arrears List 2025

Saskatchewan list of lands in arrears for 2025 Further Enforcement

Roll Number	Legal Description	2025	2024	2023	Total Balance
11001885000	Lot:29-30 Block:3 Plan:B 1127	\$2,748.97	\$3,843.21	\$2,746.50	\$9,338.68
11015353000	Lot:4 Block:2 Plan:99B 14502	\$13,138.47	\$21,366.98	\$21,572.33	\$56,077.78
11085153000	Lot: Unit 4 Block: Condo PI Plan: 101895239	\$606.00	\$631.85	\$663.94	\$1,901.79
12002141000	Lot:1 Block:8 Plan:102194276	\$10,931.93	\$1,113.60	\$0.00	\$12,045.53
12021340000	Lot:16 Block:C Plan:BX 1084	\$2,359.66	\$2,336.69	\$152.52	\$4,848.87
12023690000	Lot:9 Block:4 Plan:BM 2186	\$1,547.20	\$151.25	\$0.00	\$1,698.45
12024095000	Lot:2 Block:18 Plan:63B 08586	\$3,690.39	\$4,803.05	\$1,292.15	\$9,785.59
12024541000	Lot:48 Block:4 Plan:75B 01894	\$3,580.03	\$3,735.46	\$2,811.73	\$10,127.22
12024709000	Lot:8 Block:4 Plan:77B 03702	\$3,206.51	\$3,301.27	\$2,732.82	\$9,240.60
12025409000	Lot:44 Block:14 Plan:80B 07482	\$2,897.65	\$3,192.67	\$3,583.13	\$9,673.45
12025925000	Lot:ET 23-24 Block:13 Plan:C 298	\$2,461.96	\$5,317.47	\$9,427.00	\$17,206.43
12026764000	Lot:94 Block:7 Plan:101534778	\$3,050.17	\$3,567.51	\$3,978.77	\$10,596.45
12027142000	Lot: 5 Block: 4 Plan: 101993261	\$4,322.35	\$5,478.93	\$675.56	\$10,476.84
12040007000	Lot: 3 Block: 1 Plan: 102102084	\$44,529.14	\$53,503.63	\$2,400.86	\$100,433.63
12060634000	Lot:10 Block:10 Plan:101903060	\$4,787.47	\$5,418.70	\$1,190.57	\$11,396.74
12085280000	Lot: Unit 21 Block: Condo PI Plan: 102113334	\$3,181.22	\$3,558.15	\$3,844.20	\$10,583.57

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: SK Tax Enforcement – Lands in Arrears
Department: Corporate Services
Presented By: Scott Pretty
Council Meeting Date: November 3, 2025

Recommendation:

That Council approve the list of Saskatchewan Lands in Arrears as of October 23, 2025, as presented in Schedule A and that Administration be authorized to proceed with enforcement actions in accordance with *The Tax Enforcement Act* of Saskatchewan.

Issue: In accordance with Section 3(1) of *The Tax Enforcement Act* of Saskatchewan, Administration is required to submit a list of all Saskatchewan lands in arrears to Council by the 15th day of November each year.

Background: The 2025 City of Lloydminster property tax arrears reminder notices were mailed at the end of July and lien warning letters were mailed in September. Additionally, phone calls were made to the registered owners on title. The attached Schedule A provides a detailed list of the 74 properties in tax arrears as of October 23, 2025. This list is required to be advertised in a local newspaper, as well as posted in the Administrator’s office and a public place at City Hall, at least 60 calendar days before the tax liens are registered. If the arrears amount and any further penalties are not paid by January 15, 2026, these properties will have a tax lien registered on title. Administration continues to work with property owners to resolve outstanding tax arrears, prior to the statutory deadline for tax lien registration.

This list being presented to Council does not include the 36 Saskatchewan properties that already have a tax lien registered. For additional reference, there were 76 properties on the Saskatchewan tax arrears list in 2024 and 103 properties in 2023.

Options:

1. That Council approve the list of Saskatchewan Lands in Arrears as of October 23, 2025, as presented in Schedule A and that Administration be authorized to proceed with enforcement actions in accordance with *The Tax Enforcement Act* of Saskatchewan.
2. That Council does not approve the list of Saskatchewan Lands in Arrears as of October 23, 2025, as presented and Administration is not authorized to proceed with enforcement in accordance with *The Tax Enforcement Act* of Saskatchewan. This option may limit the amount of time Administration has to meet the legislated requirement to advertise the list in a local paper.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision. This option may also limit the amount of time Administration has to meet the legislated requirement to advertise the list.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. The process for tax arrears on the Saskatchewan side is legislated through *The Tax Enforcement Act* of Saskatchewan.

Legal Review: N/A

Governance Implications: If Council approves the Recommendation, Administration shall be able to meet the legislated requirement to advertise the list in a local paper, sixty (60) days prior to registering the tax liens.

Budget/Financial Implications: Any legal, advertising, or other enforcement costs incurred as a result of the tax enforcement process will be added to the tax roll of the property owners incurring the cost.

Environmental Implications: N/A

Report Approval Details

Document Title:	2025 SK Tax Enforcement - Lands in Arrears.docx
Attachments:	- Schedule A - Saskatchewan Properties Arrears List 2025.pdf
Final Approval Date:	Oct 27, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

Schedule A

Saskatchewan Properties Arrears List 2025

Saskatchewan list of lands in arrears for 2026 Property Liens

Roll Number	Legal Description	2025	2024	2023	Total Balance
11000005000	Lot:3-6 Block:1 Plan:B 1271	\$15,221.32	\$5,093.17	\$0.00	\$20,314.49
11000030000	Lot:1-3 Block:16 Plan:B 1271	\$16,626.87	\$12,878.76	\$0.00	\$29,505.63
11000120000	Lot:1-PT 2 Block:15 Plan:B 1271	\$7,393.38	\$9,713.46	\$67.28	\$17,174.12
11000680000	Lot:19-20 Block:6 Plan:B 1271	\$2,637.88	\$3,171.13	\$0.00	\$5,809.01
11000815000	Lot:16-17 Block:7 Plan:B 1271	\$1,692.12	\$2,230.20	\$0.00	\$3,922.32
11000830000	Lot:1-2 Block:10 Plan:B 1271	\$1,522.33	\$1,688.18	\$0.00	\$3,210.51
11000975000	Lot:1-NT 2 Block:9 Plan:B 1271	\$1,770.89	\$2,264.18	\$0.00	\$4,035.07
11001010000	Lot:ST 11-12 Block:9 Plan:B 1271	\$4,749.03	\$2,160.62	\$0.00	\$6,909.65
11001605000	Lot:PT 26-27 Block:5 Plan:B 1127	\$1,614.63	\$1,994.61	\$64.72	\$3,673.96
11001775000	Lot:3 Block:3 Plan:B 1127	\$2,258.89	\$2,770.66	\$0.00	\$5,029.55
11009590000	Lot:12-13 Block:12 Plan:B 1127	\$1,769.61	\$1,762.72	\$0.00	\$3,532.33
11009605000	Lot:16 Block:12 Plan:B 1127	\$1,367.38	\$1,502.56	\$0.00	\$2,869.94
11010195000	Lot:ET 15-16 Block:24 Plan:B 1127	\$2,122.84	\$3,226.82	\$0.00	\$5,349.66
11011411000	Lot: Unit 6 Block: Condo Pl Plan: 76B 14514	\$1,415.80	\$1,287.70	\$0.00	\$2,703.50
11011535000	Lot:14-PT 15 Block:27 Plan:B 1127	\$1,427.75	\$1,717.31	\$0.00	\$3,145.06
11011560000	Lot:22-23 Block:27 Plan:B 1127	\$1,820.88	\$2,319.36	\$0.00	\$4,140.24
11085095000	Lot: Unit 16 Block: Condo Pl Plan: 101880783	\$2,183.04	\$1,393.31	\$0.00	\$3,576.35
11085113000	Lot: Unit 34 Block: Condo Pl Plan: 101880783	\$2,425.94	\$3,058.40	\$194.23	\$5,678.57
11085124000	Lot: Unit 45 Block: Condo Pl Plan: 101880783	\$1,924.57	\$2,232.87	\$0.00	\$4,157.44
11085140000	Lot: Unit 61 Block: Condo Pl Plan: 101880783	\$1,761.63	\$2,029.40	\$0.00	\$3,791.03
12020495000	Lot:11 Block:4 Plan:65B 05966	\$2,590.03	\$3,022.66	\$0.00	\$5,612.69
12021300000	Lot:8 Block:C Plan:BX 1084	\$3,595.35	\$4,420.02	\$0.00	\$8,015.37
12021330000	Lot:14 Block:C Plan:BX 1084	\$2,848.69	\$3,317.16	\$470.55	\$6,636.40
12023425000	Lot:PT 5-6 Block:2 Plan:C 298	\$2,702.84	\$2,997.10	\$0.00	\$5,699.94
12023592000	Lot:18 Block:3 Plan:C 298	\$3,088.32	\$3,675.26	\$0.00	\$6,763.58
12024045000	Lot:11-12 Block:17 Plan:61B 05936	\$4,738.57	\$3,708.66	\$0.00	\$8,447.23
12024050000	Lot:13 Block:17 Plan:61B 05936	\$5,770.65	\$5,997.84	\$0.00	\$11,768.49
12024342000	Lot:56 Block:2 Plan:71B 05699	\$2,089.80	\$2,481.87	\$0.00	\$4,571.67
12024578000	Lot:46 Block:5 Plan:75B 01894	\$2,398.60	\$775.12	\$0.00	\$3,173.72
12024611000	Lot:12 Block:7 Plan:75B 01894	\$2,632.59	\$3,485.08	\$0.00	\$6,117.67
12024643000	Lot:14 Block:1 Plan:77B 03702	\$3,430.97	\$581.51	\$0.00	\$4,012.48
12024669000	Lot:11 Block:2 Plan:77B 03702	\$3,588.20	\$2,752.45	\$0.00	\$6,340.65
12024720000	Lot:25 Block:4 Plan:78B 08366	\$2,083.06	\$1,811.68	\$81.56	\$3,976.30
12024820000	Lot:6 Block:7 Plan:77B 03702	\$3,117.60	\$1,215.53	\$0.00	\$4,333.13
12025173000	Lot:9 Block:4 Plan:80B 00296	\$3,078.47	\$527.49	\$0.00	\$3,605.96



Schedule A Saskatchewan Properties Arrears List 2025

Roll Number	Legal Description	2025	2024	2023	Total Balance
12025208000	Lot:4 Block:6 Plan:80B 00296	\$4,336.36	\$4,134.50	\$0.00	\$8,470.86
12025333000	Lot:10 Block:10 Plan:80B 07482	\$3,479.40	\$4,125.38	\$0.00	\$7,604.78
12025411000	Lot:46 Block:14 Plan:80B 07482	\$2,627.62	\$2,495.09	\$0.00	\$5,122.71
12025459000	Lot:46 Block:7 Plan:85B 11529	\$2,970.61	\$1,533.87	\$0.00	\$4,504.48
12025579000	Lot:59 Block:14 Plan:86B 10886	\$3,274.88	\$3,914.89	\$0.00	\$7,189.77
12026042000	Lot:15 Block:12 Plan:BM 5137	\$2,051.75	\$1,248.25	\$0.00	\$3,300.00
12026440000	Lot:19 Block:2 Plan:68B 03852	\$2,169.55	\$869.33	\$0.00	\$3,038.88
12026535000	Lot:38 Block:2 Plan:68B 03852	\$3,544.63	\$3,669.74	\$0.00	\$7,214.37
12027055000	Lot:43 Block:8 Plan:85B 05629	\$3,427.93	\$863.69	\$0.00	\$4,291.62
12027088000	Lot:3 Block:10 Plan:01B 14941	\$2,844.13	\$1,031.27	\$0.00	\$3,875.40
12028400000	Lot:36 Block:11 Plan:101860567	\$4,301.51	\$4,787.01	\$0.00	\$9,088.52
12028455000	Lot:47 Block:11 Plan:101860567	\$4,227.45	\$3,108.66	\$0.00	\$7,336.11
12032400000	Lot:23 Block:3 Plan:101839620	\$4,228.60	\$2,301.45	\$0.00	\$6,530.05
12040009000	Lot: 1 Block: 2 Plan: 102102084	\$14,494.61	\$17,227.85	\$0.00	\$31,722.46
12040042000	Lot:12 Block:3 Plan:102144383	\$6,789.15	\$6,474.69	\$0.00	\$13,263.84
12040044000	Lot:14 Block:3 Plan:102144383	\$5,202.84	\$5,970.00	\$157.73	\$11,330.57
12040096000	Lot:13 Block:6 Plan:102147410	\$3,266.88	\$1,342.45	\$0.00	\$4,609.34
12050041000	Lot: 9 Block: 2 Plan: 102113659	\$5,023.94	\$5,592.91	\$0.00	\$10,616.85
12050052000	Lot: 20 Block: 2 Plan: 102113659	\$3,804.70	\$4,335.50	\$0.00	\$8,140.20
12059086000	Lot:19 Block:11 Plan:102195839	\$3,258.90	\$4,909.46	\$0.00	\$8,168.36
12059087000	Lot:20 Block:11 Plan:102195839	\$3,986.27	\$5,089.51	\$0.00	\$9,075.78
12059108000	Lot: 37 Block: 2 Plan: 102076871	\$4,078.18	\$892.10	\$0.00	\$4,970.28
12059120000	Lot: 49 Block: 2 Plan: 102076871	\$4,657.03	\$2,776.00	\$0.00	\$7,433.03
12059759000	Lot:34 Block:6 Plan:101898928	\$4,357.36	\$5,022.61	\$240.83	\$9,620.80
12060673000	Lot:37 Block:4 Plan:101903060	\$4,532.32	\$5,641.83	\$260.78	\$10,434.93
12060705000	Lot: 20 Block: 12 Plan: 102096132	\$4,227.45	\$1,147.06	\$0.00	\$5,374.51
12060724000	Lot: 60 Block: 2 Plan: 102096132	\$3,916.39	\$2,263.65	\$0.00	\$6,180.04
12070522000	Lot:29 Block:7 Plan:87B 14827	\$3,636.08	\$3,214.09	\$0.00	\$6,850.17
12070656000	Lot: Block:E Plan:76B 03103	\$13,582.62	\$1,557.00	\$0.00	\$15,139.62
12070830000	Lot:1 Block:6 Plan:83B 13948	\$18,101.98	\$19,433.46	\$0.00	\$37,535.44
12085174000	Lot: Unit 5 Block: Condo PI Plan: 101903295	\$1,757.08	\$514.04	\$0.00	\$2,271.12
12085196000	Lot: Unit 27 Block: Condo PI Plan: 101903295	\$1,717.19	\$1,966.49	\$0.00	\$3,683.68
12085302000	Lot: Unit 13 Block: Condo PI Plan: 101921464	\$1,835.69	\$2,089.65	\$0.01	\$3,925.35
12085352000	Lot: Unit 11 Block: Condo PI Plan: 101920542	\$1,518.93	\$2,002.62	\$99.10	\$3,620.65
12085723000	Lot: Unit 4 Block: Condo PI Plan: 102120646	\$2,308.58	\$2,639.82	\$185.78	\$5,134.18
12085733000	Lot: Unit 4 Block: Condo PI Plan: 102125506	\$2,503.42	\$761.16	\$0.00	\$3,264.58
12085749000	Lot:Unit 10 Block:Condo PI Plan:102142189	\$2,277.80	\$2,252.05	\$134.11	\$4,663.96

Schedule A
Saskatchewan Properties Arrears List 2025

Roll Number	Legal Description	2025	2024	2023	Total Balance
12085806000	Lot:Unit 42 Block:Condo Pl Plan:102144945	\$2,045.37	\$2,343.99	\$0.00	\$4,389.36
12185173000	Lot:29 Block:5 Plan:102176636	\$983.36	\$1,161.96	\$0.00	\$2,145.32

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: FCSS Grant Funding Allocations 2026 Cycle
Department: Community Development Services
Presented By: Patrick Lancaster
Council Meeting Date: November 3, 2025

Recommendation:

That Council approves the 2026 Family and Community Support Services (FCSS) Grant allocation of \$385,000 as follows:

1. Big Brothers Big Sisters of Lloydminster for Mentoring Matters, \$45,000.
2. Walking Through Grief Society for Walking Through Grief Support, \$19,000.
3. Lloydminster Native Friendship Centre for Strengthening Our People, \$48,230.
4. Lloydminster & Area Brain Injury Society for Pathways to Empowerment, \$10,000.
5. The Olive Tree Community Centre for Senior Outreach Worker, \$20,000.
6. Catholic Social Services for Seniors Connections, \$70,000.
7. Inclusion Lloydminster Engaging Families, Creating Good Lives, \$7,000.
8. SPARK Foundation of Lloydminster for the Family Violence Prevention Program, \$40,000.
9. SPARK Foundation of Lloydminster for Lloydminster Community Youth Centre Outreach Program, \$54,000.
10. Midwest Family Connections for First Steps, \$45,000.
11. Midwest Family Connections for Maternal Mental Health Initiative, \$3,000.
12. Border City Connects Society for Volunteer Recruitment and Retention, \$15,770.
13. Lloydminster Area Drug Strategy for #yll Minds Matter, \$8,000.

Issue: The Community Services Advisory Committee has reviewed grant applications for the 2026 FCSS Grant funding and provided recommendations for Council approval.

Background: The FCSS program is an 80/20 funding partnership between municipalities or Métis settlements and the Province of Alberta, provided through the *FCSS Act and Regulations* since 1966. Under FCSS legislation, communities “design and deliver social programs that are preventative in nature, provided at the earliest opportunity, to promote and enhance well-being among individuals, families and communities”.

FCSS funding supports City led programs and non-profit organizations that offer preventative social services. These funds are utilized to serve residents in Alberta and Saskatchewan and are calculated by the Province based on Lloydminster’s Alberta population.

City Administration manages an annual grant program to allocate FCSS funds to non-profit organizations for programs that fall within the scope of the *FCSS Act and Regulations*. In the 2026 Budget \$385,000 is available through the Grant.

A call for applications was issued August 1, 2025 – September 29, 2025. Seventeen (17) applications were received totaling \$736,009. In 2024, seventeen (17) applications were received totaling \$760,816.

All applications were received and submitted to the Community Services Advisory Committee (Committee). The Committee is comprised of eight (8) community representatives, appointed by Council, who volunteer their time to review, evaluate, and provide recommendations regarding community organization applications for municipal grants.

Applications were examined based on the program, expenses, past performance, and the community need. The Committee met on October 21, 2025, and unanimously support the allocation recommendations provided. Upon Council's approval of the recommendations, Administration can move forward with the allocation process and see funds dispersed to community partners in January 2026.

Due to having more submissions than available funding, not all projects received their full request. Four (4) applications did not receive a recommendation for funding. Consideration was given to whether the amount recommended would allow the program to proceed. While not all programs received a recommendation for their full request, the Committee is confident that programs can proceed with some scaling of services as has frequently been the practice.

Options:

1. That Council approve the motion as indicated in the Recommendation above.
2. That Council does not approve the 2026 Family and Community Support Services Grant Program allocations of \$385,000. Administration and the Committee will further review the allocation recommendations, based on input from Council. Allocations will be brought back to Council for approval at a future Council meeting. This option may delay the disbursement of funding to non-profit organizations.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Community Safety and Well-Being. Preventative social services build resiliency to crisis through the development of social connection, skills, and awareness of community supports.

Legal Review: N/A

Governance Implications: These allocations are subject to Family and Community Support Services (FCSS) Grant Policy No. 551-04.

Budget/Financial Implications: The 80/20 agreement with the Province of Alberta equates to annual contributions of \$486,536.33 from the Province and \$116,396.00 from the municipality.

Environmental Implications: N/A

	City of Lloydminster Request for Decision (RFD)
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Report Approval Details

Document Title:	FCSS Grant Funding Allocations 2026 Cycle.docx
Attachments:	- FCSS 2026 Allocations.pdf
Final Approval Date:	Oct 27, 2025

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

Task assigned to Tracy Simpson was completed by delegate Andrew DeGruchy

Shannon Rowan

Dion Pollard

	Organization	Program	2026 Request	2026 Grant	% Funded
1	Big Brothers Big Sisters of Lloydminster	Mentoring Matters	\$ 45,000	\$45,000	100%
2	Walking Through Grief Society	Walking Through Grief Support	\$ 19,000	\$19,000	100%
3	Lloydminster Native Friendship Centre	Strengthening Our People	\$ 60,500	\$48,230	80%
4	Lloydminster & Area Brain Injury Society	Pathways to Empowerment	\$ 10,000	\$10,000	100%
5	The Olive Tree Community Centre	Outreach Support Workers	\$ 36,300	\$20,000	55%
6	Libbie Young Inc	Mental Health Day Program	\$ 84,950	\$0	0%
7	Lloydminster Sexual Assault Services	Prevention and Education Division	\$ 109,600	\$0	0%
8	FOCUS	Family and Children Support Services	\$ 34,250	\$0	0%
9	Catholic Social Services	Senior Connections	\$ 72,149	\$70,000	97%
10	Inclusion Lloydminster	Engaging Families, Creating Good Lives	\$ 15,000	\$7,000	47%
11	SPARK Foundation of Lloydminster	Family Violence Prevention Program	\$ 50,000	\$40,000	80%
12	SPARK Foundation of Lloydminster - LCYC	LCYC Outreach Program	\$ 60,000	\$54,000	90%
13	Midwest Family Connections	First Steps	\$ 70,000	\$45,000	64%
14	Midwest Family Connections	Maternal Mental Health Initiative	\$ 5,590	\$3,000	54%
15	Residents in Recovery Society	Child Development Program	\$ 39,900	\$0	0%
16	Border City Connects	Volunteer Recruitment and Retention	\$ 15,770	\$15,770	100%
17	Lloydminster Area Drug Strategy	#yll Minds Matter	\$ 8,000	\$8,000	100%
			\$ 736,009	\$ 385,000	

	City of Lloydminster Information Report (IR)
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Subject Matter: City of Lloydminster Cold Weather Strategy 2025-2026
Department: Community Development Services
Presented By: Patrick Lancaster
Council Meeting Date: November 3, 2026

Topic: To provide Council with an update on support for unhoused residents in extreme weather conditions.

Background: In 2024 the City of Lloydminster conducted a Point in Time (PiT) Homelessness count. The results of this count indicated at least 60 individuals residing in the community are “unsheltered”. People who are unsheltered may be sleeping in vehicles, encampments, abandoned properties, or on the streets and alleys and are particularly vulnerable to extreme weather. These risks are elevated at night as temperatures decline and available public spaces close.

There are several non-profit organizations in Lloydminster that provide necessities and comfort to unhoused residents. These organizations experience challenges to provide shelter without additional resources. Finding the right location and securing the funding to operate are amongst the main barriers.

On December 16, 2024, Council approved \$99,950 in funding for the implementation of a warming van project that operated from January 1 to March 31, 2025. The City partnered with Lloydminster and Vermilion for Equity to coordinate the service to support residents at night during extreme cold (-30 Celsius with windchill) events.

The Mobile Warming Shelter was activated 28 times between January 2 and March 15 with the longest consecutive activation being February 1 to 19. On average 27 individuals were served per night with the lowest being 24 and the highest being 30. The City and partners did not receive any reports of casualties caused by extreme weather over the course of the program. The total cost for 28 activations was \$61,924; 62% of the budget was utilized with \$37,325 remaining.

Winter 2025/2026

The City of Lloydminster will partner with Lloydminster and Vermilion for Equity Foundation (LVE) to operate the warming van from October 30, 2025 to March 31, 2026. LVE is a registered non-profit promoting economic and social equity through support, connection, and advocacy. LVE has extensive experience supporting unhoused residents and will coordinate activations, accept donations, and act as the primary contact for the program.

The program will operate at night between the hours of 10:00 PM and 8:00 AM when the temperature reaches -30 Celsius with windchill. Van operation will include one (1) team member from LVE, one (1) driver, and one (1) security staff.

Administration is estimating costs to accommodate 45 activations will be \$120,900. This includes staffing, vehicle rental, cleaning, and provisional access to washrooms. This estimate includes an increase of two extra hours per activation from the previous winter.

Options:

1. That Council accept this report as information.
2. That the Council request more information.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Community Safety and Well-Being; providing vulnerable residents with an opportunity to warm up during extreme cold weather.

Governance Implications: N/A

Budget/Financial Implications: \$99,950 was approved for operation of warming van services in 2025. The total cost for 28 activations was \$61,924. 62% of the budget was utilized with \$37,325 remaining. Cost estimates for 45 activations for the 2025-2026 winter season are \$120,900. Administration has included this in the 2026 draft budget.

Environmental Implications: N/A

Report Approval Details

Document Title:	City of Lloydminster Cold Weather Strategy 2025-2026.docx
Attachments:	
Final Approval Date:	Oct 27, 2025

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

Tracy Simpson

Shannon Rowan

Dion Pollard

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Safety Codes Services; Building and Plumbing - Contract Award
Department: Operations
Presented By: Terry Burton
Council Meeting Date: November 3, 2025

Recommendation:

That Council approve the award of the Safety Codes Services; Building and Plumbing Permit Plan Review and Inspection Services for a two (2) year contract, with the option to extend for one (1) additional year to Park Enterprises Ltd., and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

Issue: The City of Lloydminster is looking to secure a vendor to provide the City with building and plumbing permit review, issuance and inspection services for a two (2) year contract, with the option to extend for one (1) additional year. The City of Lloydminster is currently operating within the final one (1) year extension that was provided as an option in the previous contract.

Background: Following *The Lloydminster Charter*, the City of Lloydminster is required to provide and oversee the Safety Codes services for the building and plumbing disciplines. Gas and electrical disciplines are administered through agencies governed by both provinces.

Administration has been reviewing internal and external practices and LEAN principles within building and plumbing permit issuance and inspection services and has been working to create efficiencies to improve customer service levels through the application of a combined building and development permit application and online submission option. Administration will be working closely with the vendor throughout the life of the contract adjusting processes where necessary to ensure a streamlined, efficient and satisfactory customer service experience is provided.

A Request for Proposal (RFP) was issued on August 28, 2025, for Safety Codes Services; Building and Plumbing Permit Plan Review and Inspection Services, which closed on September 25, 2025. The RFP was issued and posted on the City's Bids and Tenders website. Three (3) proposals were received, and all three (3) vendors were interviewed to confirm that mandatory submission requirements and the services listed within the RFP could be achieved.

The evaluation team reviewed each proposal for completeness and scored based on the following criteria:

- Corporate Qualifications & Experience
- Key Staff Qualifications & Experience
- Methodology/Work Plan
- Financial Summary

	City of Lloydminster Request for Decision (RFD)
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The submission scoring results are as follows:

Firm	Permit Fee Revenue Percentage Split*	Total Score
Park Enterprises Ltd.	60/40	75.79
Inspections Group Inc. Inc.	80/20	67.83
Superior Safety Codes Inc.	55/45	67.23

**Permit Fee Revenue Percentage Split – This represents the percentage split of the permit revenue received for building and plumbing applications.*

Through the submitted proposal and subsequent interview Park Enterprises Ltd. showed their commitment to customer service, values, ability to meet changing demands of industry, and enhanced collaboration (be it with Administration or the local development and building community). This is reflected in the scoring results for Park Enterprises Ltd. being the recommended vendor.

Upon Council approval and the finalization of the agreement, Park Enterprises Ltd. will be responsible for coordinating with the City to issue permits, complete plan reviews, and inspection services associated with building and plumbing permits within the City of Lloydminster. The vendor will continue to support the City of Lloydminster with respect to ongoing education surrounding the National Building Code and National Energy Code for both internal personnel, external contractors and residents. Administration will work with the successful vendor to transition services effective January 1, 2026. In addition, communication with the development and building community will be conducted via email, newspaper, social media, meet and greet and/or open house.

Options:

1. That Council approve the award of the Safety Codes Services; Building and Plumbing Permit Plan Review and Inspection Services for a two (2) year contract, with the option to extend for one (1) additional year to Park Enterprises Ltd., and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.
2. That Council not approve the motions as indicated in the Recommendation above.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

Alignment with Strategic Plan: Community Safety and Well-Being. Having qualified contractors to represent the City to provide Safety Codes services in the building and plumbing Disciplines ensures that Development within the City of Lloydminster is constructed to all applicable codes giving residents comfort that the new buildings they are entering are safe.

Legal Review: N/A

Governance Implications: As per the City of Lloydminster *Procurement and Purchasing Policy* and the *Signing Authority Policy*, procurement over \$500,000 requires Council approval.

Budget/Financial Implications: Safety Codes Inspection Services – Building and Plumbing Disciplines is included in the 2026 Operating Budget and is an ongoing service required by

	City of Lloydminster Request for Decision (RFD)
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the City of Lloydminster. The average permit revenue over the past three years, 2022 to 2024, was \$455,062.

Environmental Implications: N/A

Report Approval Details

Document Title:	Safety Codes Services - Building and Plumbing.docx
Attachments:	
Final Approval Date:	Oct 29, 2025

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

Don Stang

Shannon Rowan

Dion Pollard

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes
Department: Community Development Services
Presented By: Andrew DeGruchy
Council Meeting Date: November 3, 2025

Recommendation:

That Council grant second reading to Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes.

That Council grant third and final reading to Bylaw No. 16-2025 Traffic Bylaw Amendment – Speed Zone Changes.

Issue: Laneway configuration and traffic trend changes on 12 Street and 75 Avenue have created a requirement to change speed zones along these roadways.

Background: Continued development and construction along the 12 Street and 75 Avenue roadways, along with the upcoming installation of enhanced Traffic Control Devices (Lights), have created a requirement to review the current speed zones within the area and bring forward suggested changes.

This review also considers traffic changes in the area, most notably the increased usage of 12 Street connecting traffic from 61 Avenue and 59 Avenue, and the increased usage of 75 Avenue connecting traffic to 29 Street and 34 Street. Both areas have traffic volumes beyond what is reasonable for current speed zones, requiring changes.

This is further supported by several public complaints about the speed and noise associated with this type of traffic. These changes should aid in the reduction of notable issues, plus create stronger enforcement opportunities for our community policing systems.

Bylaw No. 16-2025 Traffic Bylaw Amendment- Speed Zone Changes, sees the following changes in speed zones, which all adhere to provincial and municipal standards:

- reduction of 80km/h zone on 12 Street (600M West of 50 Avenue to 300M West of 75 Avenue) to 60km/h
- reduction of 80km/h zone on 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.

Options:

1. That Council approve all motions as indicated in the Recommendation above.
2. That Council not approve Bylaw No. 16-2025, Traffic Bylaw Amendment – Speed Zone Changes.

3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Community Safety and Well-Being. Ensuring speed zones align with roadway geometry and traffic patterns to promote traffic and public safety.

Legal Review: N/A

Governance Implications: Bylaw 05-2021 Traffic Bylaw shall be amended and Bylaw 02-2024 Traffic Bylaw Amendment shall be repealed.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No 16-2025 Traffic Bylaw Amendment .docx
Attachments:	- Bylaw 16-2025 Amending Bylaw to Bylaw No. 05-2021 Traffic Bylaw.docx - Speed Map_80to60kph 3 (1).pdf
Final Approval Date:	Oct 29, 2025

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

Tracy Simpson

Shannon Rowan

Dion Pollard

BYLAW NO. 16-2025

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. 16-2025

SCHEDULE "B"

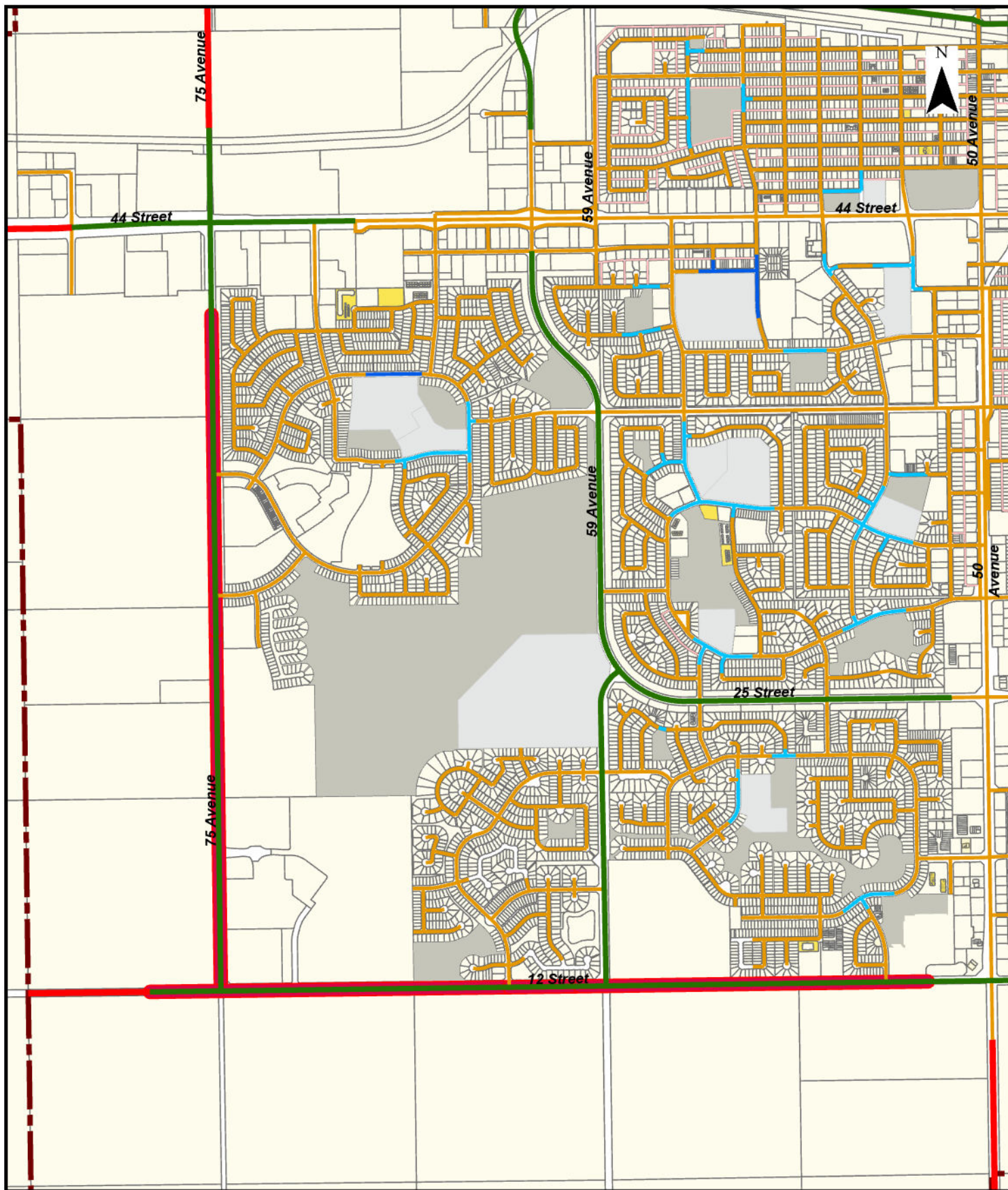
Speeds

- 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	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	12 Street	400 metres North of 44 Street
viii)	12 Street	100 metres East of 47A 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
v)	75 Avenue	400 metres North of 44 Street	North City Limits
vi)	12 Street	East City Limits	100 metres East of 47A Avenue
vii)	12 Street	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



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

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw
Department: Community Development Services
Presented By: Andrew DeGruchy
Council Meeting Date: November 3, 2025

Recommendation:

That Council grant first reading to Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw.

Issue: City of Lloydminster Taxi and Vehicle for Hire Bylaw is brought forward for first reading.

Background: The City of Lloydminster Taxi and Vehicle for Hire (VFH) Bylaw establishes a framework for Taxis and VFH operating within the city to enhance public safety. This framework works in alignment with provincial regulations in both Alberta and Saskatchewan to create a program specific to Lloydminster's needs. It further provides an opportunity for the Taxi Industry to flourish and remain sustainable within the community, knowing our community's requirements on the transportation network it provides.

The Taxi and Vehicle for Hire Bylaw presented today provides an update to a Bylaw which has been serving our community and industry for nearly a decade. This update recognizes the growth and changes within the Taxi and VFH industry, as well as the increasing community requirements, public safety trends, and operational efficiencies of the Public Safety department.

Key aspects and considerations of the Bylaw presented today are:

- clear application and screening requirements for Brokers, Operators, and Vehicles within the Taxi and VFH industry;
- outlines behavioral and operational requirements of Operators;
- implementation of new Public Safety considerations such as in-car recording devices;
- flexibility related to specialized operators to promote the sustainability of alternative vehicles for hire models such as rideshares or other Transportation Network Companies.

Since the initial presentation on October 20, 2025, Governance and Priorities Committee Meeting, the following changes have been made:

- introduced definition for Specialized Operators, acknowledging them as any vehicle for Hire which is not a Taxi;
- introduced definition of a Rideshare, which is described as a TNC;
- term Vehicle for Hire Permit removed and replaced with Vehicle Permit;
- definition for Taxi Brokerage added;
- clarification related to supplement fees for Van/Truck added;

- Taxi Operator Permit terminology remains unchanged.

Options:

1. That Council grant first reading to Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw.
2. That Council not approve Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Community Safety and Well-Being. The Taxi and Vehicle for Hire Bylaw creates a structure for Administration to monitor and enforce public safety concerns.

Legal Review: N/A

Governance Implications: Bylaw No. 10-2016 and Bylaw No. 10-2022 shall be repealed upon final reading.

Budget/Financial Implications: Slight increase in revenue related to updated fees on Broker License, Taxi Operator Permit, and Vehicle Permits.

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No. 17-2025 Taxi and Vehicle for Hire Bylaw .docx
Attachments:	- Bylaw No 17-2025 Taxi and Vehicle for Hire Bylaw.docx
Final Approval Date:	Oct 27, 2025

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

Tracy Simpson

Shannon Rowan

Dion Pollard

BYLAW NO. 17-2025

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 Society or similar medical aid operations, if exempted by the City Manager or Designate.

5. TAXI OPERATOR PERMIT

- 5.1. No Person shall operate a Taxi 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 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 two (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;

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- 5.9.2. be signed by the holder of the Taxi Operator Permit;
 - 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 five (5) years.

6. DUTIES OF TAXI 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.

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- 6.6. Taxi Operators must be neat in appearance and be dressed in neat attire.
- 6.7. Taxi 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. Taxi Operators shall assist Passengers, when requested, reasonable, and safe, in loading and unloading of parcels, groceries or other like items.
- 6.9. Taxi Operators shall provide assistance in loading Passengers who may require or request assistance.
- 6.10. Taxi Operators shall, to the best of their ability, ensure that the Vehicle they are operating is safe and in proper driving condition.
- 6.11. Taxi 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 Vehicle;
 - 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.

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- 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.
- 6.18. Taxi Operators may only charge Taxi Fares as prescribed by Schedule "C" of this Bylaw.
 - 6.18.1. If requested from a Passenger, Taxi Operators may charge an additional fee for a Van or Truck, as outlined within Schedule "C".
- 6.19. Taxi Operators must comply with all applicable municipal, provincial and federal regulations and legislation.

7. VEHICLE 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 Taxi 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 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 Taxi Broker wishing to apply for or renew a Vehicle Permit shall:
 - 7.7.1. submit to the City a fully completed and signed Application, including vehicle information, inspection documents, pictures, and other information as requested;
 - 7.7.2. pay the fee associated with a Vehicle Permit as prescribed and amended from time to time within 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 Permit within thirty (30) days of receiving the Application.
- 7.9. Vehicle Permits are valid for one (1) year from the date of issuance.
- 7.10. Vehicle Permits may not be transferred to other vehicles.
- 7.11. Payment of 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:

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- 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; and
 - 7.12.3. Are no older than ten (10) years of the date the vehicle was manufactured, unless authorized by a Designated Officer.
- 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;
 - 7.13.1.1. the Taxi Meter must adhere to rates contained in Schedule "C" of this Bylaw;
 - 7.13.1.2. the Taxi Meter must have a means to prove to a Bylaw Enforcement Officer the rate being utilized;
 - 7.13.2. 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;
 - 7.13.3. marking on the Vehicle to identify the Taxi Broker business, including;
 - 7.13.3.1. decalling and colours approved by a Designated Officer;
 - 7.13.3.2. the name and phone number of the Broker on three (3) sides of the vehicle;
 - 7.13.3.3. 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.

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- 7.17. Should any Vehicle for Hire be involved in a Reportable Accident, the Operator or Taxi 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;
 - 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.
- 7.19. 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. 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:

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- 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;
 - 8.5.5. a criminal record 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 Officer;
 - 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. 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.
- 8.7. 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.
- 8.8. 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.
- 8.9. 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;
- 8.9.1. the RCMP provides information that the Taxi Broker, or Taxi Operators associated with the Broker, are suspected of continual criminal behaviour or involvement.
 - 8.9.2. 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.
 - 8.9.3. should the Applicant have been found guilty or convicted of an offence under the Criminal Code (Canada) or under any other criminal statute of

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Canada or any other country, within the five (5) years preceding the Application.

- 8.10. 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 video from the entire interior compartment/exterior of the Vehicle for Hire while in operation.
 - 8.10.1. 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.
- 8.11. 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.
- 8.12. A Taxi Broker License cannot be sold, assigned or transferred to any Person.
- 8.13. No Person shall operate any Taxi Brokerage in contravention of any applicable municipal, provincial or federal regulations or legislation.
- 8.14. 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.
- 8.15. 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.
- 8.16. 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;
 - 9.3.3. response provided to the complainant.

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

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- 10.2. A Designated Officer may require any driver of a Limousine or other Vehicle for Hire to 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 Enforcement 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 Taxi 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 Taxi Fare lawfully charged for the Vehicle for Hire.
- 11.2. A Taxi Broker may charge a cleaning fee, up to \$250, 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 ENFORCEMENT OFFICER OR DESIGNATED OFFICER

- 12.1. A Bylaw Enforcement 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 Enforcement 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 Enforcement 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, Taxi Broker, or other Vehicle for Hire 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 calendar (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

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to be heard, the City Clerk will establish an appeals committee consisting of three (3) senior members of Administration and, as deemed necessary by the City Clerk, one (1) member of Council, appointed by the Mayor. The City Clerk will 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 (6) months if 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 to 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 be 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

BYLAW NO. 17-2025

- 14.9. termination may be appealed in accordance with the provisions set forth in Section 13 of this Bylaw.
- 14.10. 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.
- 14.11. 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 and not more than \$10,000 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 and not more than \$10,000 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.

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. 17-2025

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.
Notice of Violation	A ticket or similar document issued by the City alleging a bylaw offence and providing a Person with the opportunity to pay an amount to the City in lieu of prosecution for the offence.
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.
Rideshare	A Transportation Network Company.

BYLAW NO. 17-2025

Reportable Accident	A motor Vehicle accident which meets the Government of Alberta reporting conditions based on the damage amount and circumstances.
Specialized Operators	A Vehicle for Hire program, which is not a Taxi service.
Summary Offence Ticket	As defined by the <i>Summary Offences Procedures Act</i> (Saskatchewan), as amended from time to time.
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 fee or valuable consideration.
Taxi Broker	Any Person whom has been approved to operate or own a taxi business within the City of Lloydminster.
Taxi Brokerage	A business which has been approved to operate and own a taxi business within the City of Lloydminster.
Taxi Fare	A fee, pursuant with Schedule "C" of this Bylaw, which charges a Passenger for services of a Taxi 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.
Taxi Operator Permit	A document issued by the City of Lloydminster which certifies and individual to operate a Taxi or Vehicle for Hire within the municipal boundaries.
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. 17-2025**SCHEDULE "B"****Penalties**

SECTION	OFFENCE	FINE
5.1	Operate a Taxi without a valid Taxi Operator Permit.	\$500.00
5.11	Omit, fail, or knowingly provide false or incomplete information on an Application.	\$300.00
6.1	Operating a Taxi without a visible Taxi Operator Permit.	\$300.00
6.4	Fail to travel the most economical route.	\$300.00
6.5	While on duty, perform any prohibited conduct.	\$500.00
6.13	Fail to provide a receipt of Taxi 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/Taxi 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 (Taxi Operator and/or Taxi Broker).	\$300.00
7.13.2	Failure to provide proof that the Taxi Meter adheres to this Bylaw.	\$150.00
7.15.1	Failure to comply with a vehicle inspection request.	\$1,000.00
7.17	Failure to report a reportable accident (Taxi Broker).	\$500.00
8.1	Operate a taxi business without a Taxi Broker Licence.	\$5,000.00
8.10	Failure to establish and maintain record of a recording device as prescribed by a Designated Officer	\$2,500.00
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	Knowingly overcharge for services beyond two-party agreement.	\$300.00
9.11	Unapproved payment arrangements.	\$250.00
10	Limousine or Vehicle for Hire failing to adhere to municipal regulation, policy, or bylaw.	\$1,000.00
11.1	A Passenger failing to pay the lawful fare.	\$150.00

BYLAW NO. 17-2025

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

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions
Department: Corporate Services
Presented By: Scott Pretty
Council Meeting Date: November 3, 2025

Recommendation:

That Council grant first reading to Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions, effective January 1, 2026.

Issue: Section 312(c) of *The Lloydminster Charter* includes a property tax exemption for a place of public worship and the land used in connection with it, not exceeding two (2) acres. There are currently three (3) religious bodies that exceed the two (2) acres and are taxed on the exceeding portion.

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 provincial representatives, 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.

During the October 20, 2025, Governance and Priorities Committee meeting, there was a question regarding use of a non-connecting parcel as a parking lot. As this would be a separate request from the main parcel in question, the religious body would have to put in a separate request for exemption.

Options:

1. That Council grant first reading to Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions.
2. That Council not approve first reading to Bylaw No. 18-2025 Religious Bodies Property Tax Exemptions.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Governance Excellence. Council is required to pass a Bylaw exempting any non-profit property from property taxes. Aligning *The Lloydminster Charter* and the *Municipal Government Act* ensures fair treatment of the affected properties.

Legal Review: N/A

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

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

Environmental Implications: N/A

Report Approval Details

Document Title:	Religious Bodies Property Tax Exemptions.docx
Attachments:	- Bylaw No. 18-2025 Religious Bodies Property Tax Exemption.docx
Final Approval Date:	Oct 29, 2025

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

Adele Wakaruk

Shannon Rowan

Dion Pollard

BYLAW NO. 18-2025

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 LAND SIZE

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 a property tax exemption for a place of public worship and the 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.

BYLAW NO. 18-2025

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

BYLAW NO. 18-2025

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.

	City of Lloydminster Request for Decision (RFD)
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Subject Matter: Bylaw No. 19-2025 Joint Assessment Review Board Bylaw
Department: City Manager's Office
Presented By: Dion Pollard
Council Meeting Date: November 3, 2025

Recommendation:

That Council grant first reading to Bylaw No. 19-2025 Joint Assessment Review Board Bylaw.

Issue: The administrations of the County of Vermilion River, Town of Vermilion, the Villages of Kitscoty, Mannville, Paradise Valley, Marwayne and the City of Lloydminster have collaborated to create a Joint Assessment Review Board bylaw.

Background: The City of Lloydminster and its regional partners entered conversations on creating regional collaboration around the development of a Joint Assessment Review Board opportunity in 2022. At that time a bylaw was passed by the City of Lloydminster, however the joint board was not finalized.

In addition to the City of Lloydminster receiving approval, the participating partners are asking for their respective Councils for approval. The regional approach to the Joint Assessment Review Board provides opportunities for collaboration, fostering relationships and creating a regional view on assessment appeals. The ability for all the participating municipalities to leverage a single board for appeals allows for consistency and reduces the need for municipal duplication. The City of Lloydminster will initially undertake the role of "Appointing Municipality" and will provide administrative oversight and support to the signatories of the agreements. The City will be seeking ARB members from outside the City of Lloydminster to be trained and equipped should appeals occur in the region.

Options:

1. That Council grant first reading to Bylaw No. 19-2025 Joint Assessment Review Board Bylaw.
2. That Council not approve Bylaw No. 19-2025 Joint Assessment Review Board Bylaw.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

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

Legal Review: This bylaw has been reviewed by legal.

	City of Lloydminster Request for Decision (RFD)
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Governance Implications: Bylaw No. 09-2022 will be repealed with the passing of Bylaw No. 19-2025.

Budget/Financial Implications: Costs associated with the Joint Assessment Review Board are born by the municipality in which the appeal is filed, and the City receives compensation for its role as the "Appointing Municipality".

Environmental Implications: N/A

Report Approval Details

Document Title:	Bylaw No. 19-2025 Joint Assessment Review Board Bylaw.docx
Attachments:	- Joint Assessment Review Boards Bylaw - DRAFT.docx
Final Approval Date:	Oct 27, 2025

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

Dion Pollard

Shannon Rowan

BYLAW NO. 19-2025

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

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

AND WHEREAS section 456 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes Council of the City of Lloydminster to by bylaw establish a local assessment review board or composite assessment review board or both;

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

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

1. TITLE

1.1. This Bylaw may be cited as the "Joint Assessment Review Boards Bylaw".

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. ESTABLISHMENT

3.1. The Councils of the Participating Municipalities hereby jointly establish a Joint Local Assessment Review Board to exercise the functions of a Local Assessment Review Board in their municipalities.

3.2. The Joint Local Assessment Review Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board under the provisions of the *Municipal Government Act* and *The Lloydminster Charter* in respect of assessment complaints made by taxpayers of the Participating Municipalities.

3.3. The Councils of the Participating Municipalities hereby jointly establish a Joint



BYLAW NO. 19-2025

Composite Assessment Review Board to exercise the functions of a Composite Assessment Review Board in their municipalities.

- 3.4. The Joint Composite Assessment Review Board shall have jurisdiction to exercise the functions of a Composite Assessment Review Board under the provisions of the *Municipal Government Act* and *The Lloydminster Charter* in respect of assessment complaints made by taxpayers of the Participating Municipalities.
- 3.5. In the event that not all of the Participating Municipalities adopt this Bylaw to establish the Joint Assessment Review Boards, for the purpose of this Bylaw the Participating Municipalities shall be deemed to be the municipalities that have adopted the Bylaw.
- 3.6. The Joint Assessment Review Boards shall adhere to the Joint Assessment Review Board Procedures as set out in Schedule "B".

4. MEMBERSHIP

- 4.1. The Joint Assessment Review Boards shall consist of at least four (4) Members at large appointed by resolution of the Council for the Appointing Municipality. Members shall be appointed for a specified term not exceeding three (3) years. For further clarity, the Participating Municipalities hereby delegate their authority to appoint Members to the Appointing Municipality.
- 4.2. The Appointing Municipality shall be designated by resolution of the Councils of the Participating Municipalities, which resolution shall establish the term of the Appointing Municipality.
- 4.3. All Members must meet the qualifications prescribed in the *Municipal Government Act*, *The Lloydminster Charter*, and the Regulations, as amended from time to time.
- 4.4. All Members shall be considered jointly appointed to both the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
- 4.5. Council for the Appointing Municipality shall make reasonable efforts to attract candidates and appoint Members who are residents in each of the Participating Municipalities. Notwithstanding the foregoing, Council for the Appointing Municipality may appoint a Member who is not a resident of any of the Participating Municipalities if:
 - 4.5.1. Council for the Appointing Municipality does not receive a sufficient number of applications from candidates who are residents of the Participating Municipalities; or
 - 4.5.2. in the opinion of Council for the Appointing Municipality, the Member

BYLAW NO. 19-2025

has particular qualifications, skills or experience which will assist the Joint Assessment Review Boards in determining complaints before them.

- 4.6. Up to three (3) Members may be appointed by resolution of Council for the Appointing Municipality as alternate Members to fill a vacancy on the Board caused by an absence, retirement, or resignation of a member at large, to allow the Joint Assessment Review Boards to continue to conduct business to ensure quorum requirements are fulfilled.
- 4.7. No person shall be appointed as a Member of the Joint Assessment Review Boards who is:
 - 4.7.1. an employee of a Participating Municipality;
 - 4.7.2. an assessor on behalf of a Participating Municipality;
 - 4.7.3. a designated officer having authority to grant or cancel tax exemptions or deferrals under the *Municipal Government Act* or *The Lloydminster Charter*; or;
 - 4.7.4. a person who regularly acts for assessed persons or taxpayers during the assessment complaint process or at hearings before a panel of any assessment review board or the Municipal Government Board.
- 4.8. Council for the Appointing Municipality may, by resolution, remove a Member from the Joint Assessment Review Boards at any time if:
 - 4.8.1. in the opinion of Council for the Appointing Municipality, a Member is not performing their duties satisfactorily in accordance with this Bylaw and the *Municipal Government Act* or *The Lloydminster Charter* as the case may be; or
 - 4.8.2. a Member is absent for more than three (3) consecutive meetings of the Joint Assessment Review Boards without an adequate excuse.
- 4.9. In the event Council for the Appointing Municipality is considering the removal of a Member, Council for the Appointing Municipality shall provide the Member or the Member's representative a reasonable opportunity to be heard by Council for the Appointing Municipality and thereafter provide the Member with a decision in writing with reasons.
- 4.10. Council for the Appointing Municipality may, by resolution, appoint additional Members to the Joint Assessment Review Boards for a specific term of up to three (3) months, as the Council for the Appointing Municipality sees fit to ensure the Joint Assessment Review Boards will have a quorum for a Hearing.
- 4.11. Members shall adhere to the Member Rules of Conduct as set out in Schedule "C" to this Bylaw.



BYLAW NO. 19-2025

- 4.12. Any Member may resign as a Member of the Joint Assessment Review Boards by sending written notice to the Council for the Appointing Municipality.
- 4.13. Before participating in a Hearing all Members are required to complete the training requirements defined in the *Municipal Government Act*, *The Lloydminster Charter*, and the Regulations.
- 4.14. At the direction of the Chair, Members must participate in any training offered by the Participating Municipalities or the Province, to assist them in carrying out their duties as Members of the Joint Assessment Review Boards.

5. CHAIR

- 5.1. The Chair of the Joint Assessment Review Boards shall be appointed by resolution of the Council for the Appointing Municipality for a one (1) year term. For further clarity, the Participating Municipalities hereby delegate their authority to appoint a Chair to the Appointing Municipality
- 5.2. The Chair of the Joint Assessment Review Boards shall be jointly appointed as the Chair of the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
- 5.3. The Chair of the Composite Assessment Review Board shall be the Provincial Member.
- 5.4. The Chair may delegate any of the powers, duties, or functions of the Chair to another Member, but not a provincial Member of a panel of the Joint Composite Assessment Review Board.
- 5.5. In addition to any other duties and functions prescribed in the *Municipal Government Act*, *The Lloydminster Charter*, and the Regulations, as the case may be, the Chair:
 - 5.5.1. when a Hearing is to be held, shall convene a panel to hear the complaint in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be;
 - 5.5.2. shall ensure that all Hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be, and the rules of natural justice;
 - 5.5.3. is authorized to rule that evidence presented at a Hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence;
 - 5.5.4. shall prescribe training programs for Members; and
 - 5.5.5. may limit a submission if they determine it to be repetitious.

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6. QUORUM

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

7. CLERK

- 7.1. The Clerk shall be appointed by resolution of the Council for the Appointing Municipality. For further clarity, the Participating Municipalities hereby delegate their authority to appoint a Clerk to the Appointing Municipality.
- 7.2. The responsibilities of the Clerk are as follows:
 - 7.2.1. ensure all statutory duties and requirements of the *Municipal Government Act*, *The Lloydminster Charter* and related regulation regarding Joint Assessment Review Boards are met;
 - 7.2.2. inform all affected parties of a Hearing in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be;
 - 7.2.3. inform all statutory parties of a Hearing in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be;
 - 7.2.4. compile all necessary documentation for distribution to the Members;
 - 7.2.5. attend all Hearings;
 - 7.2.6. provide services for the recording of the proceedings of the Joint Assessment Review Boards and for retention of exhibits, including all written submissions to the Joint Assessment Review Boards;
 - 7.2.7. prepare the minutes for Hearings, including the names and addresses of all parties making representations to the Joint Assessment Review Boards;
 - 7.2.8. communicate decisions of the Joint Assessment Review Boards to the affected parties in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be; and
 - 7.2.9. such other matters as the Joint Assessment Review Boards may direct.

8. DECISIONS

- 8.1. Only Members present for the entire Hearing shall participate in the making of a decision on any matter before the Joint Assessment Review Boards.

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8.2. The decision of the majority of Members present at the meeting shall be deemed to be the decision of the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.

8.3. In the event of a tie vote, the complaint shall be dismissed.

9. FEES AND REMUNERATION

9.1. Each Member shall be paid remuneration as follows:

0 – 4 Hour Hearing	\$150
4 – 8 Hour Hearing	\$250
8+ Hour Hearing	\$400
Organizational Meeting or Training	\$150

9.2. A Chair shall be paid remuneration as follows:

0 – 4 Hour Hearing	\$200
4 – 8 Hour Hearing	\$300
8+ Hour Hearing	\$450
Organizational Meeting	\$200

9.3. A Clerk shall be invoiced to the Originating Municipality by the Appointing Municipality as follows:

0 – 4 Hour Hearing	\$200
4 – 8 Hour Hearing	\$300
8+ Hour Hearing	\$450

9.4. Members of the Assessment Review Board shall not be entitled to any additional compensation, remuneration, or honorarium for time spent preparing for hearings, including reviewing disclosure materials, legislation, or decisions.

10. ADMINISTRATION

10.1. The Originating Municipality will provide the administrative resources for a Hearing. Notwithstanding the foregoing, an Originating Municipality may request that another Participating Municipality act as an Assisting Municipality and provide the administrative resources for a Hearing.

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

11. JOINT ASSESSMENT REVIEW BOARD COSTS

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

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- 11.4. Hearing and any legal or other fees the Joint Assessment Review Board may incur, shall be paid by the Originating Municipality to an Assisting Municipality on a cost recovery basis.

12. NUMBER AND GENDER REFERENCES

- 12.1. 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.

13. SEVERABILITY

- 13.1. 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 bylaws and all amendments thereto are hereby repealed:

- Bylaw No. 09-2022 – Joint Assessment Review Boards Bylaw

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

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SCHEDULE "A"

Definitions

Appointing Municipality	The Municipality responsible for appointing Members pursuant to Part 4 of this Bylaw.
Assisting Municipality	A Participating Municipality providing administrative resources for a Hearing at the request of an Originating Municipality.
Charter	Refers to <i>The Lloydminster Charter</i> .
Clerk	The designated officer appointed as the clerk of the Joint Assessment Review Boards in accordance with section 456 of the <i>Municipal Government Act</i> .
Hearing	Hearing of a Joint Assessment Review Board.
Joint Assessment Review Boards	The Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
Joint Composite Assessment Review Board	A board established to hear and make decisions on complaints about any matter referenced in section 460(1) of the <i>Municipal Government Act</i> .
Member	A member of the Joint Assessment Review Boards as appointed by the Appointing Municipality.
Municipal Government Act	The <i>Municipal Government Act, RSA 2000, c M-26</i> , as amended from time to time.
Participating Municipalities	The County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Mannville, Village of Paradise Valley and the Village of Marwayne.
Regulations	The applicable regulations established under the <i>Municipal Government Act</i> or <i>The Lloydminster Charter</i> as the case may be.

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SCHEDULE "B"

JOINT ASSESSMENT REVIEW BOARD PROCEDURES

1. HEARINGS

- 1.1. The Joint Assessment Review Boards shall adhere to the principles of administrative justice, including but not limited to, procedural fairness, transparency, and accountability, as applicable to their respective roles.
- 1.2. The Joint Assessment Review Boards shall hold a public hearing respecting the complaint in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be.
- 1.3. The Joint Assessment Review Boards shall give notice of the hearing in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be.
- 1.4. The Joint Assessment Review Boards shall make available for public inspection prior to the hearing all relevant documents and materials respecting the complaint in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be.
- 1.5. The Joint Assessment Review Boards shall hear from parties in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be.
- 1.6. The Joint Assessment Review Boards shall hear complaints in public, but may, at any time, recess and deliberate in camera when it considers it necessary to protect confidential, personal, financial or commercial information, and where the need for confidentiality outweighs the desirability of a public hearing.
- 1.7. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
- 1.8. The Joint Assessment Review Boards shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 1.9. The Joint Assessment Review Boards shall give a written decision together with the reasons for the decision in accordance with the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be.

2. CONDUCT AT HEARINGS

- 2.1. Members of the public in attendance at a hearing:



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- 2.1.1. shall address the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be, through the Chair;
 - 2.1.2. shall maintain order and quiet; and
 - 2.1.3. shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.
- 2.2. The Chair may order that a member of the public, or a party to the hearing, who repeatedly interrupts the proceedings or engages in disorderly conduct after being warned by the Chair, be removed or expelled from the hearing. In executing such an order, the Chair may request assistance from the Clerk, or any other law enforcement officer as deemed necessary, for this purpose.

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SCHEDULE "C"

MEMBER RULES OF CONDUCT

1. PECUNIARY INTEREST

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

2. CONFLICT OF INTEREST

- 2.1. Where a Member of the Joint Assessment Review Boards is of the opinion that they have a conflict of interest in respect of a matter before the Board, the Member must abstain themselves from the board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - 2.1.1. declares a conflict of interest; and
 - 2.1.2. describes in general terms the nature of the conflict of interest.
- 2.2. The Clerk shall cause a record to be made in the minutes of the Member's absence and the reasons for it.
- 2.3. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a conflict of interest in the matter before the panel, the Member shall immediately disclose that they have a conflict of interest, and shall immediately recuse themselves from the proceedings. If the panel still has a quorum as defined in this Bylaw and the *Municipal Government Act* or *The Lloydminster Charter*, as the case may be, after the Member's recusal, it may continue to hear the



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complaint. If the panel does not have quorum as defined herein after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the complaint.

2.4. For further clarity, a Member has a conflict of interest in respect of a matter before the Joint Assessment Review Boards when the member is of the opinion that:

- 2.4.1. they have a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
- 2.4.2. substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of the matter.

3. MEMBER CONDUCT

3.1. A Member shall:

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