



LLOYDMINSTER

**COUNCIL ORIENTATION
PACKAGE**

Municipal Council

2016

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LLOYDMINSTER

Welcome to the City of Lloydminster Council!

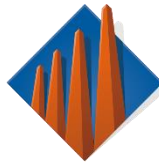
On behalf of staff of the City of Lloydminster, we congratulate you on the election and welcome you to our team. The next four years promise to be a challenging and rewarding growth opportunity for all members of the City.

During the first year you will learn a great amount of new information, such as the Lloydminster Charter, passing the City budget, discussing infrastructure plans, land development, and familiarizing yourself with the land use bylaw. As this may feel overwhelming, please know that your staff's training and experience will become an important resource to you as you progress through your term.

The past year has been challenging with the economy, but our staff has taken on extra workloads and continues to provide world class customer service. In order to empower our City Council to be sufficiently equipped to fulfill responsibilities, we are here to provide background research, best practices, comparatives, and more than anything; the professional expertise in our chosen discipline.

We have prepared this orientation package for you, so you have a point of reference for key procedures and documents that will be referenced frequently. Again, welcome to City Council. We are excited to work with you to ensure our vibrant City has sustainable infrastructure, builds strong relationships, and is in a healthy financial position.

City of Lloydminster Staff
November 2016



LLOYDMINSTER

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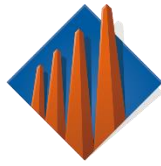
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LLOYDMINSTER

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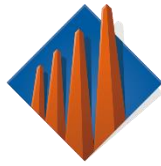
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LLOYDMINSTER

Lloydminster Charter

The Lloydminster Charter was developed collaboratively by both the Provinces of Alberta and Saskatchewan, and the City, with the goal to create a seamless City. The Charter is our City's governing document, similar to the Municipal Government Act for Alberta Municipalities, and the Cities Act for Saskatchewan Cities.



Province of Alberta

CITY OF LLOYDMINSTER ACT

THE LLOYDMINSTER CHARTER

Alberta Regulation 212/2012

Lloydminster Charter—An Introduction

The *Lloydminster Charter* is provincial legislation, approved by both the Province of Alberta and the Province of Saskatchewan. Any amendments to the Charter must be approved by the two provinces through complimentary Orders in Council.

The Charter provides the framework for administration and government for the City of Lloydminster.

Though it is provincial legislation, it gives Lloydminster City Council the same authority that is provided to municipal governments in other Alberta and Saskatchewan cities. It is a document that recognizes the unique challenges our civic government faces due to our location on the provincial border. Where possible, it provides authority to apply legislation from one province to the entire City, thus enabling a “seamless” city where possible.

What is included in the Charter?

The Charter covers a variety of aspects of the City’s operations such as:

- Planning & Development
- Council Meetings
- City Organization
- Public Hearings
- Roads
- Utility Service
- Budgets
- Financial Statements
- Assessment & Taxation
- Bylaw Enforcement

Legislation like the Lloydminster Charter is one of the most important instruments of government.

Questions?

Legislative Services
780.871.8328
mlavoie@lloydminster.ca

Did you know?

Legislative Services is building a list of concerns regarding our City’s Charter. This list will help to encourage regular reviews by the AB/SK Governments. By sharing your ideas with our team, we can track potential amendments and be prepared when the Charter is up for review.



LLOYDMINSTER

Code of Conduct

The Code of Conduct Bylaw was passed in April 2016. Administration drafted the Code of Conduct, taking into consideration resident feedback, best practices, and what is required to meet the unique needs of the City of Lloydminster. Both the Municipal Government Act and the Cities Act are undergoing amendments to their regulations that will now require a mandatory Code of Conduct for Elected Officials and enhance municipal accountability and transparency.



BYLAW NO. 08-2016

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR CERTAIN BASIC RULES FOR ELECTED OFFICIALS WITHIN THE CITY OF LLOYDMINSTER.

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with: the conduct of Council and Council Committees.

AND WHEREAS, it is deemed necessary to establish a Bylaw to deal with other bodies established by Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by Council.

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

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

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to establish basic rules for elected officials within the City of Lloydminster so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council Members is, at all times, service to the community and the public; and

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

1. SHORT TITLE

1.1 This Bylaw shall be cited as the Code of Conduct Bylaw.

2. GENERAL

2.1. Members of Council shall:

- a) Govern their conduct in accordance with the requirements and obligations set out in municipal, provincial, and federal legislation;
- b) Govern their conduct in accordance with Schedule A of this Bylaw;
- c) Preserve the integrity and impartiality of Council;

2.2. Members of Council acknowledge that their term as a Councillor or Mayor is for a four (4) year term and that resignation from Council should only occur under extraordinary circumstances.

2.3. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited under this Bylaw or by any legislation are therefore condoned.

2.4. Members of Council will uphold the intent of this Bylaw and to govern their actions accordingly.



2.5. During their term, Members of Council may only enter into an agreement between the City of Lloydminster and the Member of Council or any entity owned, or partially owned, by the Council Member, for goods or services, in accordance with the following conditions:

- a) The procurement of the agreement must abide by the City of Lloydminster Purchasing/Procurement Policy;
- b) All contracts awarded to a Member of Council or an entity owned by a Member of Council must go before Council for approval; and
- c) The Member of Council must identify a conflict of interest and refrain from participating in all discussions, debate, and voting, pertaining to the agreement, and any other area where a conflict may exist.

2.6. If, notwithstanding section 2.2 above, a Member of Council resigns prior to the expiry of his or her term, the Member agrees to a mandatory twelve (12) month cooling off period before entering into any agreement between the City of Lloydminster and the Member of Council or any entity owned, or partially owned, by the Council Member, for goods or services. The only circumstances in which the Member of Council may enter into such agreements during the twelve (12) month cooling off period is where:

- a) The procurement of the agreement abides by the City of Lloydminster Purchasing/Procurement Policy; and
- b) Any such contract, including employment, proposed to be awarded to a Member of Council or an entity owned by a Member of Council or former Member of Council goes before Council for approval, and is approved by Council.

Following the twelve (12) month cooling off period, all agreements between the City of Lloydminster and the former Member of Council or any entity owned, or partially owned, by the former Council Member shall follow the City of Lloydminster standard hiring and procurement procedures.

2.7. Following their four (4) year term, Members of Council agree to a mandatory six (6) month cooling off period before entering into any agreement between the City of Lloydminster and the Member of Council or any entity owned, or partially owned, by the Council Member, for goods or services. The only circumstances in which the Member of Council may enter into such agreements during the six (6) month cooling off period is where:

- a) The procurement of the agreement abides by the City of Lloydminster Purchasing/Procurement Policy; and
- b) Any such contract, including employment, proposed to be awarded to a Member of Council or an entity owned by a Member of Council or former Member of Council goes before Council for approval, and is approved by Council.

Following the six (6) month cooling off period, all agreements between the City of Lloydminster and the former Member of Council or any entity owned, or partially owned, by the former Council Member shall follow the City of Lloydminster standard hiring and procurement procedures.

2.8. This bylaw will be reviewed on an annual basis, or as needed.



- a) Residents will be notified in advance of the review and a draft of any proposed revisions to the bylaw will be made available to allow residents the opportunity to review and provide input to the City of Lloydminster.

3. NUMBER AND GENDER REFERENCES

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

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.

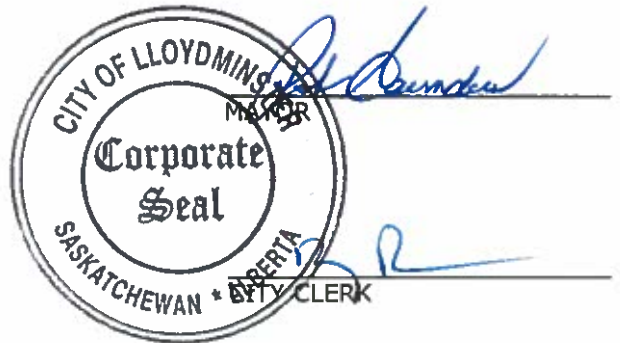
INTRODUCED AND READ a first time this 14th day of March, 2016, A.D.

READ a second time this 25th day of April, 2016, A.D.

READ a third time this 25th day of April, 2016, A.D.

Date signed May 2, 2016

Date signed 2 May 2016



SCHEDULE "A" ATTACHED TO
BYLAW NO. 08-2016

CODE OF CONDUCT FOR MEMBERS OF LLOYDMINSTER CITY COUNCIL

Purpose

Ethics and integrity are at the core of public confidence in government and in the political process. Residents of Lloydminster expect high standards of conduct from all elected officials. The City of Lloydminster's Members of Council are committed to achieving transparent and accountable governance.

The purpose of this Code of Conduct is to provide standards for members of Lloydminster City Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards. It reflects a commitment to the City of Lloydminster's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the City, and applies to the Mayor and all City Councillors.

Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

This Code of Conduct also applies, subject to any necessary modification, to council appointments to boards, committees, agencies, and commissions.

Members of Council will uphold the intent and standards of conduct in The Code and to govern their actions accordingly during their time as a Member of Council and for a period of twelve (12) months after leaving office. Conduct related to confidential information shall apply in perpetuity.

GOVERNING LEGISLATION & STATUTORY OBLIGATIONS

It is the responsibility of all Members of Council to be aware of, understand, and abide by all statutory obligations imposed upon municipal Council as a whole, as well as Members of Council individually. Members must govern their conduct in accordance with the requirements and obligations set out in municipal, provincial, and federal legislation, including, but not limited to, the following:

- Applicable Human Rights Legislation
- Criminal Code of Canada
- The Local Authority Freedom of Information and Protection of Privacy Act, SK (LA/FOIP)
- The Local Government Election Act, SK
- The Lloydminster Charter
- City of Lloydminster Procedure Bylaw



DEFINITIONS

Cooling Off Period	A mandatory waiting period.
Conflict of Interest (Private)	A situation in which a Member of Council has personal interest sufficient enough to appear, or could appear, to influence the objective exercise of his or her official duties.
Conflict of Interest (Financial/Pecuniary)	A situation in which the matter could monetarily affect the Member of Council or an employer of a Member of Council, or the Member of Council knows or should know that the matter could monetarily affect the Member's Relatives/Family.
Ex Officio	A member of a body (a board, committee, etc.) who is part of it by virtue of holding another office.
Relatives/Family	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild. This includes common-law, in-law, and step relationships.

GENERAL CONDUCT OF MEMBERS OF COUNCIL

Members of Council endeavor to conduct themselves with decorum during the decision-making process and convey Council business in a transparent, accountable and equitable manner. Members shall treat all persons with dignity and respect in an environment free of discrimination and harassment.

Council Members shall make every effort to participate in the activities of the agencies, boards, commissions and committees to which they are appointed in the same manner as Council activities. Members recognize that the public has a right to open government and reasonable access to information on how decisions are made.

Role of the CAO

Under the direction of the CAO, staff serves Council as a whole, and the combined interest of all Members as evidenced through Council decisions. The CAO has overall responsibility for the administration of City affairs in accordance with the decisions adopted by Council.

Improper Use of Influence

Members of Council empower the CAO to establish administrative procedures in order to carry out City operations and implement the decisions of Council.

Staff is responsible, through the CAO, to the whole of Council and shall provide advice based on political neutrality and objectivity. No member of Council shall use the influence of their position for any purpose other than to exercise official duties on behalf of Council as a whole or the City of Lloydminster. Further, Members are prohibited from using their position for undue influence for personal gain for themselves or that of their relatives, friends, associates, business, or otherwise.

Business Relations and Current and Prospective Employment

Members of Council shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.



CONFIDENTIAL INFORMATION

Council Members shall:

- Refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;
- Not use confidential information (such as knowledge respecting bidding on the sale of City property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and
- Refrain from accessing or attempting to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by policy or by municipal, provincial, or federal legislation.

In Camera Meetings

In accordance with the City of Lloydminster Procedure Bylaw, Members of Council can move to an In Camera session to debate any matter that meets the criteria outlined in *The Local Authority Freedom of Information and Protection of Privacy Act (SK)*. All matters discussed at an In Camera (closed) meeting shall remain confidential until such time that it is deemed appropriate to make such matters public.

MEDIA AND PUBLIC COMMUNICATIONS

Members of Council will accurately communicate the decisions of the City of Lloydminster, even if they disagree with the majority decision of Council, and by doing so, affirm the respect for and the integrity in the decision making process. Members may state their contrasting support of a decision; however, Members will refrain from making disparaging comments about other Members of Council, members of administration, or about the processes and decisions of Council as a whole.

Members of Council shall keep confidential information confidential, until such a time as the matter can properly be made public.

When communicating with the media, Members will refrain from speculating or reflecting upon the motives of both other Members of Council and administration.

APPROPRIATE USE OF CITY ASSETS AND SERVICES

Expectation of Privacy as it pertains to *The Local Authority Freedom of Information and Protection of Privacy Act (SK)*

All City Council Members are notified that all computers, cell phones, blackberries, and other electronic devices provided by the City are the property of the City, and may be subject to access and review by the City for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act* or other otherwise, including as set out below.



Council members are entitled to use these devices for personal as well as for City purposes. However, they are hereby notified that:

- a) All emails or messages sent or received on City devices may be subject to *The Local Authority Freedom of Information and Protection of Privacy Act*;
- b) All files stored on City devices, all use of internal email and all use of the internet through the City's firewall may be inspected, traced or logged by the City; and
- c) In the event of a complaint pursuant to this Code, the Head of the City of Lloydminster as it pertains to the *Local Authority Freedom of Information and Protection of Privacy Act (SK)* may require that any or all of the electronic devices provided by the City to Council members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or web searches may be retrieved.

GIFTS AND BENEFITS

No member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's Relatives/Family that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

The following are recognized exceptions:

- a) Such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$750.00;
- b) A suitable memento of a function honouring the member;
- c) Food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
- d) Food and beverage consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitation is infrequent.

ACTIONS DURING CIVIC ELECTION PERIODS

No member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillors newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign related activities. Any campaign related activities that occur in City Hall or any civic facility must take place in a location that is



normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of civic staff for election related purposes during hours in which those civic staff members receive any compensation from the City.

BOARDS AND COMMITTEE APPOINTMENTS

The decisions of Council are to be fair, impartial, and of a high standard of ethical conduct. They shall not allow outside interests, appointments, or professional agendas interfere with their ability to make decisions in the best interest of the City of Lloydminster.

Ex Officio Board Appointments

Members of Council may be appointed to external boards as an Ex Officio Member. They must abide by the board's Bylaws and act as a representative of the City of Lloydminster. A Member of Council appointed as an Ex Officio Board Member is not required to abstain from matters that come before Council pertaining to that particular board or organization, unless it is perceived that there may be a conflict of interest regarding that particular matter.

Personal Board Appointments

Members of Council may choose to be a member of a board as a personal citizen, rather than through their Council position. Members of Council are required to disclose all organizational interests and affiliations they or a persons close to them have. Councillors must declare either a Conflict of Interest (Financial/Pecuniary) or a Conflict of Interest (Private) when such interests may influence or may appear to influence the decisions of the Councillor. If a matter comes before Council pertaining to an organization that a Member has declared as a potential conflict, the Members shall not engage in discussion, or vote, and may be required to leave the meeting during which the matter is under discussion. When a Council Member perceives that another member has a Conflict of Interest, which has not been declared, the Councillor may request the Chair to rule. While the Chair determines whether or not a conflict exists, Council shall not engage in discussion of the matter.

COMPLIANCE

Members of Council are required to observe the terms of all policies and procedures established by Council.

All members of Council shall cooperate in any investigation made pursuant to this Section.

A complaint under this code must be in writing and must be made either:

- a) By a member of Council;
- b) By the City Clerk; or
- c) By a member of the public to the City Clerk who will then determine the validity of a complaint.

The City Clerk shall forward all complaints, including the name of the complainant, to the Council (in Camera), and to the member about whom the complaint is made.



Upon receipt of a complaint under this Section of the Code, the Council shall meet, in camera, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Council, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the decision.

If the Council decides to investigate the complaint, it shall take such steps as it may consider appropriate which may include hiring an independent investigator to conduct the investigation, seeking legal advice, or other steps deemed appropriate in the circumstances. All proceedings of Council regarding the investigation shall be in camera.

If, after the complaint is investigated, Council believes that the member of Council concerned has breached a provision of this code or any other legislation, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.

If the Council concludes that the member of Council concerned has breached a provision of this code or other legislation, it may, in its sole discretion, impose sanctions pursuant to this Code. The Council member concerned shall be advised of the Council's determination. Further, if it is determined that a breach under Section 136 of the Lloydminster Charter has occurred, the Council may, in its sole discretion, direct that the appropriate proceedings be commenced pursuant to section 137 of the Lloydminster Charter

Section 137 of the Lloydminster Charter provides that a member who is disqualified must resign immediately. If a member of Council does not resign as required, Council or an elector may apply to a judge of the court for:

- a) An order determining whether the person was never qualified to be or has ceased to be qualified to remain a member of Council; or
- b) An order declaring the person to be disqualified from Council.

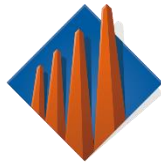
Sanctions

City Council has the authority to sanction Council members in breach of this Code, provided that no such sanction will have the effect of denying Council members sufficient access to information and services so as to be able to carry out their duties as Council members.

Sanctions may include, but are not limited to:

- a) Removal of the council member from any national or provincial organization, civic board, commission, authority or committee;
- b) Restriction of access to civic services or City Hall;
- c) Restrictions on how documents are provided (eg. No electronic copies, but only watermarked paper copies);
- d) Reduction in salary and/or benefits and/or expenses.





LLOYDMINSTER

LAFOIP ACT

The Local Authority Freedom of Information and Protection of Privacy Act is a provincial statute that applies to municipalities along with all other local authorities. As outlined in the Lloydminster Charter, the City of Lloydminster follows the Saskatchewan LAFOIP Act, as opposed to the Alberta FOIP Act.



LAFOIP—An Introduction

The *Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) is a provincial statute that applies to all local authorities.

The Act aims to strike a balance between the public's right to know and the individual's right to privacy as these rights relate to information held by public bodies.

Two Key Components of LAFOIP

Freedom of Information ensures that individuals have access to public documents and to personal information about themselves that is collected and held by a local authority.

Privacy Protection ensures that personal information held by a local authority is protected and not used or released without permission or legal authority.

Your Role as a Member of the Public Body

Be aware of your responsibility to protect personal information.

Be aware of how you handle personal information (how you collect it, where you keep it, what you do with it and how you destroy it).

Be polite and courteous in your records as it could be made public at any given notice.

As employees of a public body, we have a responsibility to protect personal information.

Questions?

Legislative Services

780.871.8328

mlavoie@lloydminster.ca

What is Personal Information?

Recorded Information about an identifiable individual. The following are considered personal information:

- Race, religion, sexual orientation, family status, age, nationality
- Financial transactions and status
- Educational, criminal, employment, health history
- Identifying numbers or symbols (e.g. SIN)
- Home or business address, phone numbers, finger prints
- Personal opinions
- Tax information
- Name associated with other information
- Photographs

The following are Non-Personal Information:

- Government or Local Authority employee classification, salary, benefits, responsibilities, expenses, "work product" opinion
- Salary, benefits of legislative secretary or member of Cabinet
- Financial or other details of a contract for personal services
- Details of a license, permit or discretionary benefit granted by government
- Details of financial benefit granted an individual by government

What is a Record?

Information in any form, including information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records.



LLOYDMINSTER

Procedure Bylaw

The Procedure Bylaw governs all meetings of Council, Public Hearings and any other meetings as may be directed by Council. Some contents in this bylaw are: conduct of meetings, motions, pecuniary or conflict of interest, voting, delegations, and public hearings.



BYLAW NO. 24-2015

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO GOVERN AND REGULATE THE PROCEEDINGS OF THE COUNCIL OF THE CITY OF LLOYDMINSTER

WHEREAS: The council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by the council, the conduct of the councillors and the conduct of members of council committees and other bodies established by council;

AND WHEREAS: To provide a standard, familiar format for council meetings and to make it clear for members of council, staff, the media and the public to understand the decision making process;

NOW THEREFORE: The Council of the City of Lloydminster, in the Provinces of Alberta and Saskatchewan, enacts as follows:

Title

1. This Bylaw shall be known as the Procedure Bylaw.



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DEFINITIONS

2. See Schedule "A"

GENERAL

3. This Bylaw shall govern all meetings of Council, Public Hearings and any other meetings as may be directed by Council.
4. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
5. A motion to waive any provision of this Bylaw may be brought at any time, and if accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed.
6. The precedence of the rules governing the procedure of Council is:
 - a) Lloydminster Charter
 - b) City of Lloydminster Procedure Bylaw
 - c) Roberts Rules of Order Revised Seventy-Fifth Anniversary Edition
7. The Mayor, when present, shall act as Chair for all meetings of Council.
8. The Deputy Mayor shall chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this bylaw.
9. As a general rule, the Chair does not make any motion, but shall be allowed to provide support for what he deems a useful motion and may seek a Council member to move the motion.
10. Direction to administration by Council shall be limited to Council providing the direction to the Chief Administrative Officer/City Manager for action as required.
11. The Mayor shall be an ex officio member of all Committees.
12. In Council Meetings and all Committee Meetings quorum must be maintained in order to conduct the business as outlined on the agenda.

COMMITTEE OF THE WHOLE

13. A committee is hereby established called "Committee of the Whole" with all members of Council being considered members of Committee of the Whole.
14. Council, by resolution, may schedule a Committee of the Whole meeting, or may resolve itself into Committee of the Whole.

MEETINGS – REGULAR

15. All regular meetings of Council will be held in public.
16. All meetings of Council will be held within the boundaries of the City of Lloydminster; and unless otherwise provided for, the meetings will be held at City Hall in Council Chambers.
17. Regular Council meetings shall be held according to Schedule C which is attached and forms part of this Bylaw.
18. The regular meeting agenda and supporting documentation will be available:
 - a. to Council by 1:00 p.m. no less than four (4) calendar days prior to the date of the scheduled meeting; and
 - b. to the public by 1:00 p.m. no less than two (2) calendar days prior to the date of the scheduled meeting.



19. The date, hour or place of any meeting may be changed by resolution of Council, provided that at least twenty-four (24) hours notice of change is given to any Councillor not present at the meeting at which the change was made and notice is given to the public.
20. At the hour appointed for the meeting, as soon as there is a Quorum present, the Mayor shall take the chair and call the members to order.
21. Prior to transacting any business, Council must:
 - a. add new items (if any) to the agenda by a resolution;
 - b. delete items (if any) from the agenda by a unanimous vote; and
 - c. adopt the agenda.
22. The order of business to be dealt with by the Council shall be stated in the agenda in the following order:
 - a. refer to Schedule A, attached to and forming a part of this Bylaw.

MEETINGS – COMMITTEE OF THE WHOLE

23. All Committee of the Whole meetings will be held in public.
24. When Council moves into Committee of the Whole within a Council meeting with the intention of returning to the regular Council meeting to make a decision on a matter, Committee of the Whole is not required to vote on a recommendation to Council.
25. When Council schedules a meeting of the Committee of the Whole, an agenda shall be prepared by the Mayor and City Clerk, in accordance with the items to be considered.
26. Committee of the Whole may consider any matter that Council refers to it.
27. Notice of a scheduled meeting of Committee of the Whole shall be provided to the public by notification on the City of Lloydminster website.
28. The agenda and supporting documentation (if any) for a scheduled meeting of Committee of the Whole shall be provided:
 - a. to Council by 1:00 p.m. no less than four (4) calendar days prior to the date of the scheduled meeting.
 - b. to the public by 1:00 p.m. no less than two (2) calendar days prior to the date of the scheduled meeting.
29. Committee of the Whole may NOT conduct statutory Public Hearings.
30. In Committee of the Whole, the procedures of Council shall be relaxed as follows:
 - a. a Councillor may speak even if there is no motion on the floor, but if there is a motion on the floor, the Councillor shall address only that motion;
 - b. a Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already had the opportunity to do so.

MEETINGS – SPECIAL

31. Any special meeting of Council shall be held in public.
32. The Mayor may call special meetings of the Council whenever he deems it prudent to do so, and when requested in writing by a majority of Council.
33. Subject to subsection 32, where a special meeting of the Council is to be held, all the members shall be duly notified at least twenty-four (24) hours prior to the meeting, and in general terms, of the business to be transacted.
 - a. The notice may be delivered personally or left at the usual place of business or residence of the member or electronically providing verification of receipt of notice can be provided.



34. The Mayor may call a special meeting of the Council upon shorter notice, either verbal or written as he deems sufficient, if all the members of the Council give their consent, in writing, to such notice before the commencement of the meeting.
35. No business other than that stated in the notice shall be transacted at any special meeting of Council unless the whole Council is present, in which case, by unanimous consent any other business may be transacted.
36. At all special meetings of the Council, the Agenda shall be prepared as directed by the Mayor, and lacking such direction, then as would allow for the items to be discussed to be included on the agenda.
37. The public will be advised of the special council meeting through notification on the City website and through social media. If time allows, a notification of the special meeting may be placed in the newspaper.

MEETINGS – INAUGURAL MEETING OF NEW COUNCIL

38. The meeting immediately following a general municipal election shall be called the inaugural meeting.
39. Each member of Council shall, before entering upon the duties of office, take the prescribed oath of office as the first order of business,
40. Until the Mayor has taken the oath of office, the chief administrative officer shall chair the inaugural meeting.
41. The Mayor will assume the duty of Chair of the meeting, once all oaths have been administered.
42. The balance of the meeting will continue according to the prepared agenda.

MEETINGS – IN CAMERA

43. Council or Committee of the Whole can move to an In Camera session to debate any matter that meets the criteria outlined in The Local Authority Freedom of Information and Protection of Privacy Act, RSS, when it would be unfair to the parties involved to discuss the matter in public. Decisions made as a result of discussions while Council is In Camera must be made at a meeting that is open to the public.
44. Council or Committee of the Whole has no power at an In Camera session to pass any bylaw or resolution, except the resolution to revert back to an open meeting.
45. No recording or minutes shall be produced from an In-Camera meeting or an In-Camera portion of a meeting.

MEETINGS – CANCELLATION

46. Council and Committee of the Whole meetings may be cancelled:
 - a. by a majority of Council at a previous meeting, or
 - b. with written consent of a majority of Council, provided twenty(24) hours notice is provided to Council and the public; or
 - c. with written consent of two-thirds (2/3) of Council if less than twenty-four (24) hours notice is provided to the public.
47. Special meetings may be cancelled:
 - a. by the Mayor with twenty-four(24) hours written notice provided to Councillors and the public; or
 - b. if less than twenty-four (24) hours notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the Councillors.



MEETINGS – QUORUM

48. In the case where the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a Quorum is present, the City Clerk (or designate) shall call the meeting to order and the Councillors in attendance will, by resolution, select a Chairperson for that meeting and that person shall assume the duties of the Chair of the Council meeting. The Mayor or Deputy Mayor, upon their arrival will assume the chair at the onset of the next business item.
49. If a Quorum is not present within thirty (30) minutes after the time appointed for the meeting, the City Clerk (or designate) shall record the names of the Councillors present, and the Council shall stand adjourned until the next regular or special meeting.
50. No meeting shall be held without a Quorum present.
51. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.

MEETINGS – MINUTES OF COUNCIL MEETINGS AND COMMITTEE OF THE WHOLE MEETINGS

52. The preparation and distribution of minutes of Council meetings and Committee of the Whole meetings shall be the responsibility of the City Clerk's office.
53. The names of Councillors present at the meeting shall be recorded as present, and the names of Councillors absent shall be recorded as absent.
54. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
55. The minutes of each Council meeting shall be presented to Council for adoption at the next Council meeting.
56. The minutes of each scheduled meeting of Committee of the Whole shall be approved at the next scheduled meeting of Committee of the Whole.
57. Adoption of the minutes of the previous meeting(s) shall follow the adoption of the agenda of the current meeting. Any errors or omissions will be noted at this time.
58. Clerical, typographical and grammatical errors in adopted minutes may be corrected by the City Clerk.

MEETINGS – AUDIO AND VIDEO RECORDING OF COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS

59. Regular Council meetings, special Council meetings and meetings of Committee of the Whole may be electronically recorded by City of Lloydminster staff or appointed delegate.

MEETINGS – CONDUCT OF A MEETING

60. The Chair shall preside over the conduct of the meeting, including preservation of order and decorum, ruling on points of order, replying to points of procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.



61. The Chair may invite persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interest of the issue being discussed, the public, and the conduct of good business.
62. A motion must be made by a Councillor before Council can debate any item before it.
63. All discussion, questions and points of clarification at a meeting of Council shall be directed through the Chair.
64. When two or more Councillors wish to speak, the Chair or other presiding officer shall name the Councillor who, in his opinion, first gained the attention of the Chair.
65. Unless otherwise provided by resolution, a Councillor may speak only:
 - a. once on any motion,
 - b. once on any amendment to a motion.
66. With the approval and direction of the Chair:
 - a. a Councillor may ask questions of administration or other Councillors on any motion or amendment to a motion;
 - b. a Councillor may speak to answer questions asked by other Councillors; and
 - c. a Councillor who has made a motion may speak a second time to close the debate.
67. The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
68. The Mayor may make a motion on any matter on the agenda, but before doing so, the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
69. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken.
70. A Councillor who is speaking may not be interrupted except:
 - a. if the Chair determines that he is speaking out of order,
 - b. the matter being addressed by the Councillor is outside of the jurisdiction of Council,
 - c. on a point of privilege or a point of order.
71. The Councillor who is speaking when a point of order or privilege is raised shall cease speaking immediately.
72. The Chair may grant permission:
 - a. to the Councillor raising the point of order or privilege to briefly explain the point;
 - b. to the Councillor who was speaking to respond briefly; but otherwise, a point of order or privilege is not debatable or amendable.
73. The Chair must rule on the point of order or privilege and no vote will be taken unless there is a challenge by a Councillor to the Chair's ruling.
74. The Chair may seek advice from the City Clerk, or a person acting in that capacity, on a point of order or privilege or to determine whether a matter is within the jurisdiction of council.
75. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with by Council.
76. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair's ruling and then put the question to Council.
77. Council shall decide the challenge, by majority vote, without debate.
78. The decision of Council on the challenge is final.



79. Councillors shall not:
- a. use offensive words or language in the meeting;
 - b. disobey the rules of the meeting or decision of the Chair or of members of Council on questions of order, or upon the interpretation of the rules of the meeting;
 - c. leave their seats or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. pass between a Councillor who is speaking and the Chair;
 - e. use an electronic communication device or a cell phone to send or review a message from any person, including another councillor, while a meeting is in progress.
80. Councillors who persist in breaching the foregoing section, after being called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.
81. At the discretion of the Chair, a Councillor may resume his/her seat following an apology.

MEETINGS – ORDER IN COUNCIL CHAMBERS – PUBLIC

82. No person present in the gallery or on the floor of Council Chambers shall cause a disturbance, interrupt any speaker or interfere with the action of Council.
83. The Chair may call to order any person on the floor or in the gallery who has created a disturbance and may request that person to leave Council Chambers.
84. Any person who refuses to leave Council Chambers upon request of the Chair may be removed by a peace officer.

MEETINGS – ELECTRONIC

85. Council and committees may conduct meetings by means of electronic or other communication devices according to the procedures outlined in Schedule C attached to and forming part of this bylaw.

MOTIONS

86. A motion must be made and seconded prior to any debate or vote .
87. Council shall consider only one motion at a time.
88. Once a motion has been moved and seconded, and it is in the possession of Council it may not be withdrawn without unanimous consent of all Councillors present at the meeting.
89. At any time a Councillor can request that the motion under debate be read, except when another Councillor is speaking.
90. The mover and seconder of a motion must be present when the vote on the motion is taken.
91. When a motion is under debate, no motion shall be considered other than a motion to:
- a. fix the time for adjournment
 - b. adjourn
 - c. withdraw
 - d. table
 - e. call the question (that the vote must be now taken)



- f. postpone to a certain time or date
- g. refer
- h. amend
- i. postpone indefinitely

which shall be the order of precedence.

92. **A motion to table** may be made to enable Council to consider other matters, and
- a. a motion that has been tabled may be brought back at any time by a majority vote, and when brought back, it will take precedence over other new motions;
 - b. a motion to table is not debatable;
 - c. a motion to take from the table is not debatable or amendable and requires a majority vote;
 - d. a motion may be taken from the table at any regular meeting, but not a special meeting, unless prior notice was given.
93. **A motion to postpone to a certain time or date** is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. The motion is generally used if Council would prefer to consider the main motion later in the same meeting or another meeting.
94. **A motion to refer** shall require direction as to the person or group to which it is being referred and is debatable. A motion to refer is generally used to send a pending question to a committee, department or administration for the question to be carefully investigated and put into a better form for Council to consider.
95. **A motion to postpone indefinitely** must include a reason for postponement and is debatable. Debate cannot go into the main question. The motion is generally used as a method to dispose of a question without bringing it to a direct vote.
96. **Motion to amend:**
- a. only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced.
 - b. all amendments must relate to the matter being discussed in the main motion and shall not alter the main motion so substantially that the basic intent or meaning of the main motion is lost. The Chair shall rule on disputes arising from amendment.
 - c. an amendment shall be voted on, and if it is carried, the main motion, as amended shall be put to the vote, unless a further amendment is proposed.
97. **Motion to reconsider:**
- a. after a motion has been voted upon, and before moving to the next item on the agenda or at any time before the Chair declares the meeting adjourned, any Councillor who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider;
 - b. debate on a motion to reconsider must be confined to reasons for or against reconsideration;
 - c. if a motion to reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally;
 - d. reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Councillors present to carry it, unless otherwise required by this Bylaw.



98. Any Councillors may move that Council recess:
- a. for a specific time;
 - b. however, this motion cannot be used to interrupt a speaker; and
 - c. after the recess, the business of Council will be resumed exactly where it was interrupted by the recess.

MOTIONS – DIVIDING MOTIONS INTO PARTS

99. When the question under consideration contains distinct propositions, upon the request of any Councillor, the vote upon each proposition shall be taken separately.

MOTION – TO RESCIND

100. A motion to rescind a previous motion may be proposed and if passed by a majority vote of the Council present, the previous motion referred to would be considered null and void.
101. No motion to rescind may be made when a vote has caused an irrevocable action.

MOTION – QUESTION

102. When a motion that a vote be taken (to call the question) is presented, it shall be put to a vote without debate, and if carried by a majority vote of the members of Council present, the motion and any amendments shall be submitted to a vote immediately without further debate.
103. When the Chair, having ascertained that no further information is required, commences to take a vote, no Councillor shall speak to, or present, another motion until the vote has been taken on such motion or amendment.
104. A member of Council who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be taken again.

MOTIONS – TO ADJOURN

105. A motion to adjourn shall always be in order.
106. A motion to adjourn is not debatable.

PECUNIARY OR CONFLICT OF INTEREST

107. If a Councillor has a pecuniary interest or a conflict of interest in any question or matter before Council, that Councillor shall, prior to debate or vote upon the matter that creates the conflict, state that he/she has a pecuniary interest or conflict of interest and leave the meeting.
- a. Where a Councillor leaves due to a pecuniary interest or a conflict of interest, the reason for and the time of the Councillor's departure and return shall be recorded in the minutes.
 - b. If Council amends the motion before it, Council shall recess to allow the City Clerk to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in conflict.



RECOMMENDATION INCLUDED ON AGENDA REPORT

108. The agenda reports that are included on the Council agenda will generally contain a recommendation from administration with regard to the subject matter. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it. At all times, Council has the authority to present the recommendation as provided or to change, amend or reject the recommendation entirely.

VOTING – COUNCILLORS MUST VOTE

109. Every member of council present, including the Mayor, shall vote on every matter, unless:
- a. the Councillor is required to abstain from voting under this or any other bylaw or enactment, or
 - b. the Councillor is permitted to abstain from voting under this or any other bylaw or enactment.
110. The vote of the Mayor shall always be considered in the affirmative of the motion, unless the Mayor specifically casts his ballot in opposition of the motion.
111. Votes shall be made by raising of hands as the Chairs calls for those in favour or against.
- a. Where electronic voting is available, Councilors shall cast their vote according to the instruction of the device that allows the electronic voting to take place.
 - b. If a Councilor is attending the meeting via remote electronic device, that Councillor's vote shall be verbally confirmed by the Councillor at the end of the electronic voting completed by the Councillors in attendance in the Council Chambers
112. When a Public Hearing on a proposed bylaw or resolution is held, a Councillor:
- a. must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
 - b. may abstain from voting on the bylaw or resolution if the Councillor was only absent from part of the Public Hearing.
113. If a Councillor is to be excused from voting, a motion must be made to that effect.
114. Any Councilor who fails to vote will be recorded as having voted in the affirmative, unless a statue expressly allows or requires that the Councilor abstain from voting.
115. If a motion cannot be voted on because there would be no quorum due to an abstention allowed or required, then the matter will be dealt with at the next regular meeting of the Council.

VOTING – RECORDED VOTE

116. A Councillor may request that a vote be recorded prior to Council taking the vote.
117. When a Councillor requests a recorded vote, all members of Council present, unless required or permitted to abstain from voting, shall vote as the Chair calls for those in favour and against.
- a. If electronic voting is available, Councillors shall vote according to the device instruction.
118. Whenever a recorded vote is requested, the City Clerk (or designate) shall record in the minutes the names of each Councillor who voted for or against the matter and the Chair shall announce the results of the vote.



VOTING – TIE VOTE

119. If there are an equal number of votes for or against a resolution or bylaw, the resolution or bylaw is defeated.

VOTING – MOTION CARRIED

120. A motion will be carried when the majority of Councillors at a meeting vote in favour of the motion.

APPOINTMENT OF COMMITTEES

121. Council may by resolution or bylaw appoint special or standing committees it deems advisable, which committees shall perform the duties assigned in terms of the appointment.

122. The general duties of a Committee of the Council shall be as follows:

a. to report to the Council from time to time, whenever directed by the Council, and as often as the interest of the City may require, on all matters referred to it. The approval by Council of a recommendation of a Committee of Council shall be sufficient authority to the committee to carry out the recommendation.

123. All meetings of a Committee shall be called by the Chairman whenever he shall deem it necessary to do so.

124. The Chairman of a Special Committee may vote with the other members on all questions, and any question on which there is an equality of votes shall be deemed negative.

DELEGATIONS

125. A person or delegation wishing to speak to Council, on a matter that is already on the agenda of a Council meeting shall submit a written application to the City Clerk by 9:00 a.m. four (4) full business days prior to the day of the regularly scheduled council meeting, and

a. if a matter on the agenda of council is deferred to a later council meeting, only those delegations who had requested to speak at the original council meeting shall be heard;

b. each delegation will be limited to one speaker, except where Council permits otherwise;

c. the time allowed for the presentation will be limited to five (5) minutes, except where Council permits otherwise.

126. A person or delegation wishing to speak to Council, on a matter that is not on the agenda of a Council meeting, shall submit a written request to the City Clerk, outlining the subject matter the delegation wishes to present,

a. by 9:00 a.m. four (4) full business days before the next regularly scheduled council meeting at which the person or delegation wishes to speak;

b. each delegation shall be limited to one speaker, unless Council permits otherwise;

c. the total time allowed for any one delegation to make its presentation shall be ten (10) minutes, unless Council permits otherwise.



BYLAWS

127. All bylaws shall be introduced by motion of Council.
128. Each proposed bylaw must:
 - a. Have a number assigned by the City Clerk's Office, and
 - b. Include a short, descriptive title.
129. The bylaw number and short title of the proposed bylaw are to be included on the agenda of the meeting at which the bylaw will be introduced.
130. A copy of each bylaw to be introduced is to be provided to all Councillors prior to first reading of the bylaw.
131. Every bylaw shall have three distinct and separate readings before it is finally passed; but not more than two such readings shall be had at one meeting except by the unanimous vote of the Councillors present.
132. Any amendments to the bylaw that are approved by Council before the bylaw passes third reading:
 - a. are deemed to have received first and second reading, and
 - b. are incorporated into the proposed bylaw.
133. Any previous readings of a proposed bylaw are rescinded if the bylaw:
 - a. does not receive third reading within two years of first reading, or
 - b. is defeated on second or third reading.
134. A bylaw is not subject to amendment during third reading.
135. When a bylaw has been given three readings and is signed in accordance with the Lloydminster Charter, it is considered an enactment of the City and is effective immediately unless the bylaw or an applicable provincial statute indicates otherwise.
136. Every bylaw shall be under the seal of the City and shall be signed by the City Clerk and the Mayor or other person who presided at the meeting at which the bylaw was finally passed.
137. The Clerk shall endorse on all Bylaws read in the Council meeting, the dates of the readings thereof, and shall be responsible for their correctness, should they be amended.
138. Clerical, typographical and grammatical errors in bylaws may be corrected by the City Clerk.
139. Once a bylaw has been passed, it may only be amended or repealed by another bylaw.

PETITIONS AND COMMUNICATIONS

140. All petitions and communications intended for the Council shall be read to the members of the Council following which the same shall be disposed of as the Council may direct.

PUBLIC HEARINGS – STATUTORY

141. Public Hearings will be held in conjunction with a regular Council meeting.
142. Council shall hold a Public Hearing when The Lloydminster Charter or another enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of a proposed bylaw or before council votes on a resolution.



143. Any person who wishes to speak at a Public Hearing may register with the City Clerk's office prior to the Public Hearing. Names of registered speakers will be included on the agenda and will be released to the public.
144. Any person wishing to provide a written submission may deliver it to the City Clerk's office four (4) business days prior to the Public Hearing. Written submissions received four(4) business days preceding the Public Hearing will be included with the agenda and will be released to the public. Council will accept written submissions on the date of the Public Hearing as well.
145. Public Hearings will commence as close as reasonably practicable to the time advertised during the regular Council meeting, and will be held in the Council Chambers.
146. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
 - a. the Chair of the Public Hearing shall declare the Public Hearing open and query the chamber for participants;
 - b. the Chair shall provide a brief background on the proposed bylaw or resolution;
 - c. declarations, if any, of pecuniary interest;
 - d. presentations shall be limited to five (5) minutes;
 - e. persons speaking will have only one opportunity to speak;
 - f. order of presentation will be:
 - i. those in support
 - ii. those opposed
 - iii. those deemed affected
 - g. each person making a presentation shall give his/her name, and address;
 - h. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - i. no verbal or written submissions shall be received after the Public Hearing has been declared closed;
 - j. the Chair of the Public Hearing shall declare the Public Hearing closed.
147. Where there are no participants to the Public Hearing, procedure will eliminate b, c, d, e, f, g, h as listed in Section 138.
148. After the close of the Public Hearing, Council may pass the proposed bylaw or resolution, make any amendment to the proposed bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, OR, Council can defeat the proposed bylaw or resolution.
149. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
150. Council may cancel a Public Hearing by resolution.

NON-STATUTORY PUBLIC HEARINGS

151. On the advice of administration, and if Council deems it appropriate, a non-statutory Public Hearing may be held at a date, time and place approved by resolution of Council.
152. The procedures for the conduct of a non-statutory Public Hearing shall be the same as those for a statutory Public Hearing.



PROCEDURES AND RULES

- 153. In the event of conflict between the provisions of this bylaw and any other resolution or bylaw, the provisions of this bylaw shall govern.
- 154. When any matter arises relating to Council procedure, which is not covered by this bylaw, the matter shall be decided by reference to Roberts Rules of Order Revised Seventy-fifth Anniversary Edition.
- 155. In the event of a conflict between provisions of this bylaw and those contained in Roberts Rules of Order Revised Seventy-fifth Anniversary Edition, the provisions of this bylaw shall apply.

Bylaws 49-2011 and 55-2011 are hereby repealed.

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

INTRODUCED AND READ a first time this 22nd day of June, 2015, A.D.

READ a second time this 22nd day of June, 2015, A.D.

READ a third time this 22nd day of June 2015, A.D.

Date signed JUN 25 2015

Date signed JUN 25 2015



**Schedule A to
Bylaw 24-2015**

Definitions

Agenda	The order of the business to be brought before Council
Chair	The person that is presiding at the meeting
Conflict of Interest	Any situation that may have the potential to undermine the impartiality of a member of Council due to a clash between personal and/or professional interest and public interest.
Consent Agenda	A listing of items of a routine nature that require Council approval but generally do not require debate
Council	The Mayor and Councillors elected pursuant to <i>The Lloydminster Charter</i> and <i>The Local Government Election Act, RSS</i>
Councillor	All persons elected to council of the City of Lloydminster, and in general includes the chief elected official
Debate	Formal discussion of a motion that is before Council
Delegation	A person or group of persons wishing to appear before Council to address a specific matter
Deputy Mayor	The person that is appointed to act as Mayor in the absence or or inability of the Mayor
In Camera	A meeting at which only the Mayor and Councillors and any other persons specified by Council may attend; and which is closed to the public
Mayor	The person who is elected as Mayor, pursuant to the <i>Lloydminster Charter</i>
Minutes	The record of all decisions of any meeting of Council, such minutes to be recorded in the English language and without any additional note or comment



Pecuniary Interest	A financial interest that could affect a member of Council as described in <i>The Lloydminster Charter</i>
Point of Order	A demand that the Chair of a meeting enforce the rules of procedure
Public Hearing	A public meeting of Council to hear matters with regard to a proposed bylaw or resolution, matters pursuant to the Lloydminster Charter, or any other matter at the direction of Council
Quorum	<p>In the case of Council:</p> <ul style="list-style-type: none"> i. the majority of those who have been elected to Council, and <p>In the case of a Committee of Council or any Special Committee appointed by Council:</p> <ul style="list-style-type: none"> ii. the majority of members of the Committee



**Schedule B
to Bylaw 24-2015**

Order of Business-Regular Council Meeting

1. Call to order and Moment of Silent Personal Reflection
2. Additions/deletions to the agenda
3. Approval of the agenda
4. Declaration of Conflict of Interest or Pecuniary Interest by Council
5. Approve minutes of previous meetings
6. Business arising from the minutes
7. Public Presentations/Acknowledgements
8. Public Hearing and Bylaws
9. New Business/Department Reports/Bylaws
10. Consent agenda items
11. Business arising from consent agenda
(any items removed from the consent agenda that require debate)
12. Correspondence/Information Items
13. Mayor/City Manager/Councillor Reports
14. Any other items
15. Media Inquiries
16. Adjournment



**Schedule C
to Bylaw 24- 2015**

**Procedure for Councillor to Participate in Council or
Committee of the Whole Meeting
from Remote Location**

Circumstance for Participation from Remote Location

1. A Councillor(s) may participate in the meeting using an audio/video communication device if:
 - a. the Councillor(s) is outside the City of Lloydminster for any reason;
 - b. the Councillor(s) is inside the City of Lloydminster but is unable to attend the meeting for medical reasons of himself/herself or an immediate family member;
 - c. there is a quorum of members at the actual meeting place, to ensure that, if the communication device failed, the meeting could continue;
 - d. the City Manager or City Clerk is present at the place specified in the notice to the public about this meeting.
2. The Councillor will be recorded as attending the meeting via electronic device.
3. The City Clerk will contact the Councillor via the pre-arranged audio/video device at the beginning of the meeting.
4. When a vote is called on a motion, the Councillor participating via an audio/video communication device will vote verbally, so that all present can hear the vote. The Councillor who is not in the meeting location will indicate their vote after all other Councillors have voted.
5. In the event a Councillor is out of Lloydminster when a special meeting of council is called, the City Clerk will use best efforts to contact the Councillor, at the phone number or email address that has been left by the Councillor prior to departure, to notify the Councillor of the meeting. The Councillor will be given opportunity to participate in the special meeting as provided in this Schedule.

Special Meeting - All of Council participation via Audio/Video Communication Device

1. In an emergency situation, when a decision of Council is required, and all or the majority of Council is away from Lloydminster, a special meeting of Council can be called, and all of Council will be authorized to attend the meeting via communication device.
 - a. The communication must be established so that all of Council will have the ability to participate through the audio/video communication device at all times.
2. The City Clerk or City Manager must be present in Council Chambers or a specified location that will allow for the conduct of the meeting via audio/video communication device.
 - b. The location of the meeting must enable the public to listen to, view or participate in the meeting
3. A quorum of Council would be required to attend the meeting via the audio/video communication device or be present at the designated meeting location and no decision would be made unless the quorum of Council is maintained.



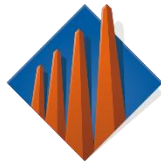
**Schedule D
to Bylaw 24-2015**

Schedule of Regular Meetings of City Council

Council shall determine the Schedule of Regular Meetings of City Council for the upcoming year on or before October 31 of the current year. Each schedule shall allow for the following:

1. A minimum of one regular meeting of City Council shall be scheduled for each month.
2. There may be some months in which the schedule provides for more than one regular meeting of City Council.
3. Once Council has approved the schedule of meetings for the upcoming year, the schedule shall be posted on the City's website.
4. No regular meeting of City Council shall be scheduled to be held on a statutory holiday.
5. Council shall establish the start time of the regular meetings of City Council and publish those times in conjunction with the schedule for the upcoming year's regular meetings of City Council.
6. All regular meetings of Council shall be held in public.





LLOYDMINSTER

Acronyms and Abbreviations

You will find that a lot of acronyms are used in government to describe various programs, committees, and documents. These acronyms are used to make communication more clear and quick. They can cut down on the amount of text used in messages and increase memorability.

LGCC RFQ
LUB FOIP RBA
SUMA IDP CAMA IANC
AUMA FCM
MDP AAMDC LPDC
MGA EARN AGM CARB
GIS ILC AMSC LEDC
LCSC FCSS VRRRA
SARM PNRHA

<p>AAMDC</p>	<p>The <i>Alberta Association of Municipal Districts and Counties</i> is an independent association comprising Alberta’s 69 counties and municipal districts. Since 1909, we have helped rural municipalities achieve strong, effective local government. The AAMDC provides Advocacy and Aggregated Business Services (including Trade, Prairie Fuel Advisors and Jubilee Insurance).</p>
<p>AGM</p>	<p><i>Annual General Meeting</i></p>
<p>AHS</p>	<p><i>Alberta Health Services</i></p>
<p>AMIP</p>	<p>The <i>Alberta Municipal Infrastructure Program</i> is a new program commencing in 2005 to assist municipalities in addressing their municipal capital infrastructure needs.</p>
<p>AMSC</p>	<p><i>Alberta Municipal Services Corporation</i> is a solutions-based company dedicated to meeting the business needs of municipalities, municipally related organizations and their employees. It is a wholly owned subsidiary of AUMA.</p>
<p>AUMA</p>	<p><i>Alberta Urban Municipalities Association</i> represents Alberta’s 277 urban municipalities including cities, towns, villages, summer villages, and specialized municipalities, as well as Associate and Affiliate members.</p> <p>AUMA advocates the interests of all members to both the provincial and federal governments as well as other provincial and federal organizations.</p>
<p>AWB</p>	<p><i>Art Without Borders</i> is a non-profit group in Lloydminster that holds an art festival annually, which includes the Mayor’s Celebration of the Arts Awards.</p>
<p>BCF- CC</p>	<p><i>Build Canada Fund - Communities Component (BCF-CC)</i> program, partnered with Alberta municipalities to invest in local infrastructure.</p> <p>This program continued the tradition of cost-sharing infrastructure investments among the three levels of government: Federal/Provincial/Municipal.</p> <p>No new applications are being accepted.</p>
<p>BMASP</p>	<p><i>Bud Miller All Seasons Park</i> is a two hundred acre playground with a ten acre trout fishing</p>

	lake, paved walking trails, playground, wildlife, concession services, garden plot rentals, picnic areas, seasonal skating, mini golf. Opened June 19, 1986
CAMA	Canadian Association of Municipal Administrators is a national, non-profit association open to all Chief Administrative Officers/City Managers and any person employed in a senior management position that reports directly to the CAO. CAMA has a membership of approximately 500 City Managers, Chief Administrative Officers and Senior Appointed Officials from all parts of Canada.
CARB	Composite Assessment Review Board the Municipal Government Board provides members to be presiding officers for Composite Assessment Review Boards (CARBs). CARBs hear all property assessment complaints except for 1) residential properties with three or fewer dwelling units and 2) farm land. There are 3 Councillors and 1 Administrator on this board. All Councillors who wish to be on this board must take training and pass the exam.
CCC	Centennial Civic Centre
CCJU	City/College Joint Use committee was designed to hold bi-annual meetings between the City and the College to talk about projects that impact both organizations. The City appoints 3 Council members and 1 Administration members annually.
CF or CFLR	Community Futures or Community Futures Lloydminster Region offers a wide range of services to entrepreneurs, not-for-profit organizations and communities in the Lloydminster region. Their mandate is to diversify the economy of the region through entrepreneurship and community economic development. The City appoints a board member annually to the Community Future Board.
CFEP	Community Facility Enhancement Program has been established to assist in fostering the unique characteristics of Alberta's many communities.

	The program is intended to reinvest revenues generated from provincial lotteries in communities, to empower local citizens, and community organizations to work together and respond to local needs. To accomplish this, the program has been designed to respond to local facility enhancement needs and to work in partnership with community groups and volunteers.
CIB	<i>Communities in Bloom</i> is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on the promotion of green spaces in community settings. The City currently does not have a Communities in Bloom committee.
CISP	<i>Community Investment Support Program</i> Helping municipalities expand, retain, and attract foreign direct investment.
CVR	<i>County of Vermilion River</i>
DIP	<i>Development Initiative Program</i> supports Albertans working on sport, recreation, parks and wildlife projects and programs.
EARN	<i>Employee Attraction and Retention Network</i> is a partnership between Alberta Works, Lloydminster Economic Development and Your Recruitment & HR Division Inc. that brings in speakers with a focus on Human Resource to assist owners and HR managers in Lloydminster with their recruitment and retention needs.
EOEP	The <i>Elected Officials Education Program (EOEP)</i> offers a wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration and the general public.
EMO	<i>Emergency Management Organization</i> is responsible to prepare source of information of how to prepare for emergencies in the region.
EOC	<i>Emergency Operations Centre</i> serves as a place for city staff to operate effectively in times of crisis.
FCSS	<i>Family and Community Support Services</i> is an 80/20 funding partnership between the Government of Alberta, and municipalities.

FCM	<p>The <i>Federation of Canadian Municipalities</i> has been the national voice of municipal government since 1901.</p> <p>With close to 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 21 provincial and territorial municipal associations.</p>
FGTF	<p><i>Federal Gas Tax Fund (New Deal for Cities)</i></p> <p>The <i>Federal Gas Tax Fund</i> grant program commenced in 2005 as the New Deal for Cities and Communities to assist municipalities in addressing their sustainable municipal capital infrastructure needs. The program is supported through the allocation to Alberta and Saskatchewan Municipalities of a portion of the federal gasoline tax.</p>
FOIP	<p><i>Freedom of Information and Privacy Act</i> is in place to ensure that public bodies are open and accountable to the public by providing a right of access to records; and to protect the privacy of individuals by controlling the manner.</p>
GIS	<p><i>Geographic Information System</i></p>
HR	<p><i>Human Resources</i> within the City that looks after benefits, hiring, terminating, employee wellness, payroll, union matters, orientation, health and safety, and business licenses.</p>
HUB	<p><i>Northeast Alberta Information Hub</i> is a regional economic development alliance of Northeast Alberta. Alberta HUB is a partnership of community and educational members who have joined together to promote the advantages of our region.</p> <p>The City of Lloydminster withdrew its membership with this association in 2010.</p>
ICMA	<p><i>International City Managers Association</i></p> <p>Develops and advances professional local government management to create sustainable communities that improve lives worldwide. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to nearly 9,000 city, town, and county experts and other individuals and organizations throughout the world.</p>

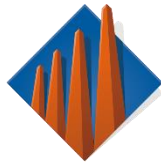
<p>ICSP</p>	<p><i>Integrated Community Sustainability Plan</i> The 2005 Canada-Alberta Agreement, the New Deal for Cities and Communities, includes a requirement that municipalities develop an “Integrated Community Sustainability Plan” (ICSP), which outlines how the gas-tax transfer funding would be put toward projects that move communities toward a sustainable future. AUMA has developed a template that can be utilized to help municipalities fulfill the ICSP requirement of the Canada-Alberta federal gas tax transfer agreement.</p>
<p>Information Sharing Session</p>	<p>These sessions are generally held the third Wednesday of the month and were set up as an opportunity for organizations to inform Council about what they are doing, upcoming projects, etc. This is open to Council for information only. There are no decisions that are made at this session and it is not mandatory to attend.</p>
<p>IDP</p>	<p><i>Inter-Municipal Development Plan</i> The purpose of the IDP is to establish a regional framework for attracting economic opportunities and managing land use, subdivision and development in the IDP area.</p>
<p>ILC</p>	<p><i>Inter-Municipal Liaison Committee</i> Representatives and Administration from the City and the County of Vermillion River meet on a monthly basis to discuss present and future development of the area outlined in the Inter-municipal Development Plan (IDP). The City annually appoints 3 Councillors, 1 of which is an alternate, and 1 member from administration to this committee.</p>
<p>IANC</p>	<p><i>Inter-municipal Annexation Negotiation Committee</i></p>
<p>E & P</p>	<p><i>Engineering & Planning</i> is a division of the City that provides planning, engineering, maintenance and management of the City's primary infrastructure.</p>
<p>IT</p>	<p><i>Information Technology</i> looks after the management of the computers, software and information Systems at the City.</p>
<p>L&DHAC</p>	<p><i>Lloydminster & District Health Advisory Committee</i> was set up as an independent body to represent our region, making recommendations to PNRHA and AHS.</p>

	1 member of Council and 1 representative from administration are appointed to this board annually
LADSAC	<i>Lloydminster and Area Drug Strategy Committee</i> was created to come up with a strategy to create awareness and decrease substance abuse in the City. Council appoints the entire board for 2 year terms.
LARB	The <i>Lloydminster Assessment Review Board</i> is a quasi-judicial tribunal that hears all appeals (Complaints) relating to property assessments in Lloydminster. It is set up to provide an impartial process for the adjudication of assessment disputes between the City of Lloydminster and its assessed persons or taxpayers that yields fairness and equity in accordance with the Municipal Government Act. 3 members of Council and 1 representative from administration are appointed to this board annually. There is a prerequisite of a course and exam to be appointed to this board.
LC	<i>Leisure Centre</i>
LCSD	<i>Lloydminster Catholic School Division</i>
LCSC	<i>Lloydminster Culture & Science Centre</i> - the City appoints the entire Board for terms of 2 years. We have one Council appointment and 1 Administration appointment for a 1 year term.
LFD	<i>Lloydminster Fire Department</i>
LGAA	<i>Local Government Administrators Association</i> is an organization whose membership is made up of municipal administrative personnel. One of the goals of the organization is to facilitate networking and information sharing among members and agencies.
LGCC	<i>Lloydminster Golf and Curling Centre</i>
LPDC	<i>Lloydminster Planning District Commission</i> is a co-operation between the Rural Municipality of Wilton, the Rural Municipality of Britannia, and the City of Lloydminster. This commission is used as an opportunity for the three municipalities to address mutual concerns and allow each municipality to grow and develop in cooperation.
LPSD	<i>Lloydminster Public School Division</i>
Lloydminster Charter	<i>The Lloydminster Charter</i> provides the framework for administration and governance for the City of Lloydminster

<p>LFC</p>	<p>Lloydminster Facilities Corp is a wholly owned subsidiary owned by the City of Lloydminster and governed by a board. It is responsible for the operation of the LGCC. The board is comprised of 1 elected official and a maximum of 4 management staff.</p>
<p>LRHG</p>	<p>Lloyd Region Housing Group manages Community and Senior Citizen Housing in Lloydminster (Alberta side only), Kitscoty and Marwayne. The City of Lloydminster appoints 1 member from City Council annually and 1 member at large for a 3 year term to this board.</p>
<p>LEDC</p>	<p>Lloydminster Economic Development Corporation is a solely owned subsidiary of the City of Lloydminster. They are responsible for the economic development and tourism strategy for Lloydminster. Governed by a Board of Directors that is appointed by the City of Lloydminster annually. 1 Councillor and 1 representative from Administration</p>
<p>LRA</p>	<p>Lloydminster Region Archives One Councillor appointed annually</p>
<p>LUB</p>	<p>Land Use Bylaw is a key tool used to regulate and control the use and development of all land and buildings in the City of Lacombe.</p>
<p>MCFP</p>	<p>Major Communities Facility Program is intended to address the need for major community facilities where funding requirements exceed the level of grants provided by the Community Facility Enhancement Program (CFEP), which generally has a cap of \$125,000.</p>
<p>MD</p>	<p>Municipal District is an administrative entity composed of a clearly defined territory and its population and commonly referring to a city, town, or village.</p>
<p>MDP</p>	<p>Municipal Development Plan or as it is more commonly called, Plan Lloydminster, establishes guidelines for the orderly growth and development of the City of Lloydminster.</p>
<p>MGA</p>	<p>Municipal Government Act</p>
<p>MIP</p>	<p>Municipal Infrastructure Plan is required for MSI Grant funding. For information on municipal infrastructure plan see our 10 year capital plan.</p>
<p>MLDP</p>	<p>Municipal Leadership Development Program is a series of six modules, or workshops, that</p>

	target specific issues of importance to northern, rural and urban municipalities
MOG	Municipal Operating Grant is Saskatchewan's commitment to provide funding for operations or municipal infrastructure projects.
MOU	Memorandum of Understanding
MSI	Municipal Sustainability Initiative is Alberta's commitment to provide predictable, sustainable funding for municipal infrastructure projects.
NAMCR	Northern Alberta Mayors Caucus & Reeves is made up of the cities and counties from Edmonton and north.
OLCN	Onion Lake Cree Nation
OPS Centre	Operations Centre consists of Public Works and Planning & Engineering also includes, GIS and Building Maintenance
PIPA	Personal Information Protection Act of Alberta protects individual privacy by requiring, in most cases, private-sector organizations to obtain consent for the collection, use and disclosure of personal information and providing individuals with a right of access to their own personal information.
PL	Pioneer Lodge - there is currently one Council member appointed to the Pioneer Lodge Board annually.
PNRHA	Prairie North Regional Health Authority
PS	Public Safety is the department responsible for bylaw enforcement, emergency management, fire, photo radar and RCMP.
RBA	Regional Business Accelerator works with business owners and entrepreneurs in the region by providing connections, coaching, mentoring and resources.
RCMP	Royal Canadian Mounted Police
RFP	Request for Proposals is a tool used to ask qualified companies to bid on a project.
RFQ	Request for Quotations is a process used to invite suppliers into a bidding process to bid on specific products or services.
RM	Rural Municipality is a form of municipality in Saskatchewan.
SARM	Saskatchewan Association of Rural Municipalities is the independent association that represents rural municipal government in Saskatchewan and is the principal advocate in representing them before senior governments.

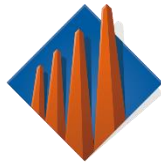
SERM	<i>Saskatchewan Environment & Resource Management</i>
SSC	<i>Servus Sports Centre</i>
SPRA	<i>Saskatchewan Parks and Recreation Association</i> non-profit volunteer organization whose purpose is to promote, develop and facilitate parks and recreation opportunities throughout the province.
Streetscapes	<p><i>Streetscapes Destination Downtown</i> is an organization formed by the downtown business community in cooperation with the City of Lloydminster. It provides a forum for the exchange of ideas and engages in community programs and activities that work to secure a solid future for the downtown area, which in effect, enhances the overall appeal of the city.</p> <p>South at 44th Street (Ray Nelson Drive), West to 52nd Avenue North to 51st Street, East to 50th Avenue North to 52nd Street, East to 49th Avenue, South to 51st Street, East to 48th Avenue, South to 44th Street (Ray Nelson Drive).</p>
SUMA	<i>Saskatchewan Urban Municipalities Association</i> represents the interests of municipal governments on policy and program matters.
TCYHA	<p><i>TransCanada Yellowhead Highway Association</i> is a four (4) province, non- profit association established to promote the development, maintenance and use of the Yellowhead Corridor as vital to Canada's national transportation system and national unity.</p> <p>One Councillor appointed annually</p>
VRRRA	<i>Vermilion River Regional Alliance</i> is a membership between the Village of Kitscoty, Village of Marwayne, Town of Vermilion, Village of Mannville, Village of Paradise Valley, Village of Dewberry, County of Vermilion River and the City of Lloydminster. The purpose of this membership is to strengthen regional relationships and to share best practices.



LLOYDMINSTER

2017 Council Meeting Dates

2017 Council Meeting dates will be determined by Mayor and Council during a Regular Council Meeting. According to the Procedure Bylaw, the 2017 Meeting Dates must be set by December 31, 2016.



LLOYDMINSTER

Mayor Events Schedule

The following is a list of scheduled meetings, and conferences that the Mayor typically attends:

SUMA Convention

3 day Convention – rotates between Saskatoon & Regina

February

AUMA Convention

3 day Convention – rotates between Calgary & Edmonton

September

AB Mayor's Caucus

2 day Meetings – Rotates throughout Alberta

March/June/September

Northern Alberta Mayor's & Reeves Caucus

1 day Meetings-Rotates throughout Northern Alberta

March/June/October

AB Mid-Sized Cities Mayor's & CAO's Meeting

1 day Meetings-Rotates throughout Alberta

April/September

SK City Mayor's Caucus

1 day Meetings-Rotates throughout Saskatchewan

May/October

FCM Convention

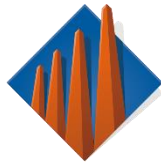
3 day Convention – Rotates Eastern/Western Canada

June

Indigenous Economic Partnership Summit-iSummit

1 day Summit in Lloydminster

October



LLOYDMINSTER

Elected Officials Education

The City of Lloydminster is committed to encourage all staff and Council to strive to be knowledgeable, innovative and creative leaders in the workforce, by ensuring they receive ongoing training on pertinent legislation and relevant processes. We will continue to hold education sessions throughout your term.

Some other external education programs offered are:

Elected Officials Education Program

The Alberta Elected Officials Education Program (EOEP) is a jointly owned subsidiary of both the Alberta Association of Municipal Districts and Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA). This program was developed to provide municipally elected officials with an opportunity to broaden their knowledge and skills, raising the quality of municipal government and enabling those in office to effectively achieve the goals of their community.

Courses are offered both in person and online. In person classes are available in conjunction with the AAMDC and AUMA conventions. Online education options are also offered to limit travel expenses and work at your own pace.

Municipal Leadership Development Program

The Municipal Leadership Development Program (MLDP) is a series of modules or workshops developed exclusively for elected and appointed municipal leaders in Saskatchewan. The modules target specific issues of importance to urban, rural and northern municipalities. The MLDP is presently structured around six one-day modules. Modules are held each year in the fall at various locations throughout the Province. The winter modules are scheduled prior to the SUMA and SARM Annual Conventions.

Council Members Handbooks

Both the Province of Saskatchewan and the Province of Alberta have prepared Council Member's Handbooks that can be a valuable resource. Please keep in mind that the City of Lloydminster follows the Lloydminster Charter.

The Saskatchewan Municipal Council Member's Handbook can be found here:

<https://www.saskatchewan.ca/~media/files/government%20relations/advisory%20services/2012council%20members%20handbook%20%20march%202012.docx>

The Alberta "Now That You've Been Elected" Handbook can be found here:

<http://www.municipalaffairs.gov.ab.ca/documents/ms/NowThatYouveBeenElected2013.pdf>



LLOYDMINSTER

Sample Agenda and Minutes

The following is a sample of a Regular Council Meeting Agenda, as well as the Minutes for that Agenda. This is to help familiarize yourself with the format of the documents, as well as the organization of the meetings.

For further reference, all agendas and minutes are posted on our webpage at:

<http://www.lloydminster.ca/Index.aspx?NID=337>





LLOYDMINSTER

CITY OF LLOYDMINSTER Regular Council - AGENDA

Meeting #: 6
Date: Monday, April 25, 2016
Time: 1:30 pm
Location: Council Chambers

Pages

1. **Call to Order and Silent Moment of Personal Reflection**
Reminder, all members of Council are obligated to declare a conflict of interest OR a pecuniary interest (as per S. 133 of the Lloydminster Charter) regarding any item on the agenda.
2. **Additions/Deletions to the Agenda**
3. **Approval of the Agenda**
Recommendation:
That the Agenda dated April 25, 2016, be approved.
4. **Approval of Minutes of Previous Meeting**
Recommendation:
That the Regular Council Minutes dated March 28, 2016, be approved.
5. **Business Arising from the Minutes**
6. **Public Presentations/Acknowledgements**
 - 6.1 Proclamation - Pitch-in Lloydminster Week 6 - 6
 - 6.2 Proclamation - Emergency Preparedness Week 7 - 7
 - 6.3 Proclamation - McHappy Day 8 - 8
 - 6.4 Proclamation - Maternal Mental Health Day 9 - 9
 - 6.5 Written Submission - Comments regarding draft Bylaw 10-2016 (Taxi Vehicle for Hire) 10 - 13
7. **Public Hearing/Second and Third Reading of Bylaws**
 - 7.1 Public Hearing for Bylaws
Public Hearing to be held at 2:00 PM
 - 7.1.1 Bylaw 7-2016 - Debenture for Husky Lands 14 - 15
 - 7.1.2 Bylaw 12-2016 - Repealing Debenture Bylaw 16 - 16
 - 7.2 Second and Third Readings of Bylaws

Recommendation:

That the following bylaws be read a second time:

Bylaw 7-2016
Bylaw 12-2016

Recommendation:

That the following bylaws be read a third time:

Bylaw 7-2016
Bylaw 12-2016

8. New Business; Department Reports; Bylaws

8.1 Community Services

Councillor Larry Sauer

- 8.1.1 Memorandum of Understanding - Rescue Services between City of Lloydminster and Lloydminster Rescue Squad Inc. 17 - 26

Agenda Report No. PS 005 2016

Recommendation:

That Council approve the Memorandum of Understanding between the City of Lloydminster and Lloydminster Rescue Squad Inc. and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

- 8.1.2 Taxi and Vehicle for Hire Bylaw 27 - 52

Agenda Report No. PS 006 2016

Recommendation:

That Council accept the administration report on the draft Taxi and Vehicle for Hire Bylaw as information.

- 8.1.3 Sponsorship/Naming Rights Review - Leisure Centre 53 - 61

Agenda Report No. ST-03-2016

Recommendation:

That Council approve the attached naming right proposal for the Lloydminster Leisure Centre.

8.2 Finance

Councillor Lachlan Cummine

- 8.2.1 Assessment Review Board - 2016 62 - 63

Agenda Report No. F25-2016

Recommendation:

That Council authorize Scott Pretty and Ian Grant as the Assessment Review Board Clerks as noted in Section 6(d) of the Bylaw.

- 8.2.2 2015 Audited Consolidated Financial Statements

Agenda Report No. F30-2016

Recommendation:

That Council accept the City of Lloydminster Audited Consolidated Financial Statements for the year ending December 31, 2015 as presented.

8.3 Legislative Services

Councillor Jason Whiting

- 8.3.1 Code of Conduct Bylaw
Agenda Report No. LS 237

64 - 74

Recommendation:

That Council accept the agenda report on the draft Code of Conduct Bylaw as information, to be discussed informally.

8.4 Planning & Engineering

Councillor Linnea Goodhand

- 8.4.1 Plan of Proposed Rezone
Agenda Report No. PD-022-16

75 - 82

Recommendation:

1) That Council grant First Reading to Bylaw 13-2016, being a bylaw to amend all of Lots 42-44, Block 9, Plan 102195839 within S.W. 1/4 Sec.26-Twp.49-Rge.28-W3M from R1 (Single Detached Residential) to R3 (Low Density Residential) on the Zoning Map within the City of Lloydminster Zoning Bylaw 12-2001; and

2) That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

- 8.4.2 Zoning Bylaw Amendment; Larsen Grove, Saskatchewan
Agenda Report No. PD-029-16

83 - 91

Recommendation:

1. That Council grant 1st Reading to Bylaw 15-2016, being a bylaw to amend approximately 0.094 ha (0.232 ac) of all of Lots 21, 22 & 38, Block 4, Plan C298 within N.W. 1/4 Sec.35-Twp.49-Rge.28-W3M from R1 - Single Detached Residential to R4 - Medium Density Residential on the Zoning Map within the City of Lloydminster Zoning Bylaw 12-2001; and

2. That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

- 8.4.3 Proposed Road Closure - South Kodiak Lands
Agenda Report No. PD-030-16

92 - 98

Recommendation:

1. That Council grant First Reading to Bylaw 14-2016, being a bylaw to close approximately 0.487 ha (1.203 ac) of part of 44th Street, Road Plan 2033PX within S.E. 1/4 Sec.02-Twp.50-Rge.01-W4M and part of Highway Street, Plan 1032KS and part of 44th Street, Road Plan 2033PX within S.W.1/4 Sec. 02-Twp.50-Rge.01-W4M; and

2. That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

8.4.4 Lloydminster Utilities Corporation

8.5 Public Works

Councillor Ken Baker
No items.

8.6 Strategy

Councillor Chris McQuid

8.6.1 Social Media Policy 99 - 104

Agenda Report No. ST-02-2016

Recommendation:

That Council approval of the Social Media Policy, which was tabled during the February 22, 2016 Regular Council Meeting, be lifted from the table so the matter can be discussed.

Recommendation:

That Council approve Social Media Policy #2016-009.

8.7 Bylaws

8.7.1 Bylaw 8-2016 - Code of Conduct 105 - 113

Recommendation:

That Bylaw 8-2016 be read a 2nd time, as amended.

Recommendation:

That Bylaw 8-2016 be read a third time.

8.7.2 Bylaw 10-2016 - Taxi/Vehicle for Hire 114 - 137

Recommendation:

That Bylaw 10-2016 be read a second time, as amended.

Recommendation:

That Bylaw 10-2016 be read a third time.

9. Consent Agenda

Recommendation:

That Council approve items on the Consent Agenda as presented:

9.1 Statement of Operations - February 2016 138 - 145

9.2 Statement of Operations - March 2016 146 - 153

9.3 Lease Agreement - Helm Maintenance & Construction Inc. 154 - 168
Agenda Report No. F28-2016

9.4 Lease Agreement - Husky Oil Operations Ltd 169 - 184
Agenda Report No. F29-2016

9.5 Discretionary Use - Home Occupation: Baking Services 185 - 190

Agenda Report No. PD-027-16

- 9.6 Discretionary Use - DC 1 - Direct Control #1 - Mixed Use - Apartments Combined with Commercial Uses 191 - 198

Agenda Report No. PD-028-16

10. Business Arising from Consent Agenda

11. Correspondence/Information Items

12. Mayor/City Manager/Councillor Reports

- 12.1 Mayor Report 199 - 201

- 12.2 In Support of Public-Rail Safety Week

Recommendation:

Whereas Public-Rail Safety Week is to be held across Canada from April 25-May 1, 2016;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities including our municipality;

It is hereby RESOLVED to support national Public-Rail Safety Week, to be held from April 25-May 1 2016.

13. Any Other Matters

14. Inquiries from the Media

15. In Camera Session

- 15.1 Lloydminster Utilities Corporation

Recommendation:

That the regular Council Meeting go into a closed session at ____ PM.

Recommendation:

That the regular Council Meeting resume at ____ PM.

16. Adjournment

Recommendation:

That the Council Meeting be adjourned at _____ PM.



LLOYDMINSTER

City of Lloydminster

Minutes of a Regular Council Meeting

Meeting #: 6
Date: Monday, April 25, 2016
Time: 1:30 pm
Location: Council Chambers

Members Present: Mayor Rob Saunders
Councillor Ken Baker
Councillor Lachlan Cummine
Councillor Linnea Goodhand
Councillor Larry Sauer
Councillor Jason Whiting

Members Absent: Councillor Chris McQuid

Staff Present: Glenn Carroll, City Manager, CAO
Kirk Morrison, Deputy CAO
Alan Cayford, Director, Public Works
Terry Burton, Director, Planning & Engineering
Don Stang, Director, Community Services
Lisa Buchan, Acting Director, Finance
Todd Corrigall, Acting Director, Strategy
Doug Rodwell, General Manager, Public Safety
Amy Smart, General Manager, Legislative Services
Marie Pretty, Executive Administrator, City Manager Office
Wendy Leaman, Sr. Executive Assistant, Mayor/City Manager Office
Johanna Reyes, Executive Assistant, Legislative Services
Leo Pare, Coordinator, Communications & Marketing

1. Call to Order and Silent Moment of Personal Reflection

Mayor Saunders called the meeting to order at 1:29 PM.



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3. Approval of the Agenda

Motion No.: 92-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

That the Agenda dated April 25, 2016, be approved.

CARRIED

4. Approval of Minutes of Previous Meeting

Motion No.: 93-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

That the Regular Council Minutes dated March 28, 2016, be approved.

CARRIED

5. Business Arising from the Minutes

Councillor Baker requested for the second bullet of Item 8.4.1 in the Regular Council Minutes dated March 28, 2016, to be changed as follows:

"Shareholder representation would be critical and the Lloydminster Utilities Corporation Board should have a minimum 50/50 split of EPCOR and City Board members"

6. Public Presentations/Acknowledgements

6.1 Proclamation - Pitch-in Lloydminster Week

Mayor Saunders proclaimed May 2-8 as Pitch-In Lloydminster Week. Representatives from various local organizations were present in support of this proclamation. It was noted that the 2016 Household Hazardous Waste Round-up will be held on Saturday, May 7, 2016.

6.2 Proclamation - Emergency Preparedness Week

Mayor Saunders proclaimed May 1-7, 2016 as Emergency Preparedness Week. Anne Danielson, Emergency Management Coordinator, Strategy encouraged residents to sign up for emergency alert notifications by registering online to receive updates and information via cell, text or email.

6.3 Proclamation - McHappy Day

Mayor Saunders proclaimed May 4, 2016 as McHappy Day. Representatives from McDonald's Restaurants were in attendance in support of this proclamation.



6.4 Proclamation - Maternal Mental Health Day

Mayor Saunders proclaimed May 4, 2016 as Maternal Mental Health Day. Representatives from various local organizations were in attendance in support of this proclamation. It was noted that the maternal health initiative is working with different organizations to provide care and support as well as improve awareness and beat the stigma against maternal health.

6.5 Written Submission – Comments regarding draft Bylaw 10-2016 (Taxi Vehicle for Hire)

There was no one present to speak to this item.

Mayor Saunders welcomed the students and staff from Hillmond Central School, who will be in attendance for a portion of the meeting.

8. New Business; Department Reports; Bylaws

8.1 Community Services

8.1.1 Memorandum of Understanding - Rescue Services between City of Lloydminster and Lloydminster Rescue Squad Inc.

Councillor Sauer presented this item. It was noted that the term of the agreement is three years.

Motion No.: 94-2016

Moved By: Councillor Sauer

Seconded By: Councillor Whiting

That Council approve the Memorandum of Understanding between the City of Lloydminster and Lloydminster Rescue Squad Inc. and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

CARRIED

8.1.2 Taxi and Vehicle for Hire Bylaw

Councillor Sauer presented this item. Council had the opportunity to discuss and ask clarifying questions. Don Stang, Director, Community Services stated that taxi operators should provide assistance to passengers who may require or request for assistance – mainly seniors or people who have large quantities of parcels, grocery bags or other like items.

Council also requested for further clarification regarding equipping a taxi vehicle with a GPS tracking system. Director Stang stated that having a GPS tracking system in a taxi vehicle is an industry standard that the City is trying to meet. This will provide information in case of emergencies where the movement of the taxi can be tracked, which will therefore protect both users and taxi brokers.

25/04/2016



The image shows two official signatures in blue ink. The top signature is for the Mayor, and the bottom signature is for the City Clerk. Both signatures are enclosed in a circular stamp that contains the text 'Mayor' and 'City Clerk' respectively.

It was also noted that the information on the GPS tracking systems will be sent directly to the taxi broker, but can be called upon by the City if needed.

Motion No.: 95-2016

Moved By: Councillor Sauer

Seconded By: Councillor Whiting

That Council accept the administration report on the draft Taxi and Vehicle for Hire Bylaw as information.

CARRIED

7. Public Hearing/Second and Third Reading of Bylaws

7.1 Public Hearing for Bylaws

Mayor Saunders opened the public hearing at 2:00 PM.

There was no one present to speak to and no written submissions were received regarding the following Bylaws:

7-2016 - Debenture for Husky Lands

12-2016 - Repealing Debenture Bylaw

Mayor Saunders closed the public hearing at 2:01 PM.

7.2 Second and Third Readings of Bylaws

Motion No.: 96-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

That the following bylaws be read a second time:

Bylaw 7-2016

Bylaw 12-2016

CARRIED

Motion No.: 97-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

That the following bylaws be read a third time:

Bylaw 7-2016

Bylaw 12-2016

CARRIED

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8. New Business; Department Reports; Bylaws

8.1 Community Services

8.1.3 Sponsorship/Naming Rights Review - Leisure Centre

Councillor Sauer presented this item. Council had the opportunity to discuss this item and ask clarifying questions.

It was noted that the sponsorship amount is based on Servus Sports Centre's sponsorship/naming rights contract as well as the number of people using the facility. As of 2015, the Servus Sports Centre saw 500,000 visitors while the Leisure Centre had 49,000 visitors.

Director Stang noted that the funds received from sponsorship opportunities will be used to offset capital expenses, in particular, towards the sponsored facility.

It was also noted that administration is actively seeking and working with numerous businesses to obtain sponsorships for other facilities. An active list of sponsorship opportunities is available from the Strategy department and questions or discussions regarding sales, advertising or sponsorship opportunities from the public should be directed to Mark Neumann.

Motion No.: 98-2016

Moved By: Councillor Sauer

Seconded By: Councillor Whiting

That Council approve the attached naming right proposal for the Lloydminster Leisure Centre.

CARRIED

8.2 Finance

8.2.1 Assessment Review Board - 2016

Councillor Cummine presented this item.

Motion No.: 99-2016

Moved By: Councillor Cummine

Seconded By: Councillor Whiting

That Council authorize Scott Pretty and Ian Grant as the Assessment Review Board Clerks as noted in Section 6(d) of the Bylaw.

CARRIED

8.2.2 2015 Audited Consolidated Financial Statements

Councillor Cummine presented this item.

Motion No.: 100-2016

Moved By: Councillor Cummine

Seconded By: Councillor Whiting

That Council accept the City of Lloydminster Audited Consolidated Financial Statements for the year ending December 31, 2015 as presented.

CARRIED

8.3 Legislative Services

8.3.1 Code of Conduct Bylaw

Councillor Whiting presented this item. Council had the opportunity to discuss this item. It was noted that the cooling-off period has been changed from one year to six months.

Motion No.: 101-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

That Council accept the agenda report on the draft Code of Conduct Bylaw as information, to be discussed informally.

CARRIED

8.4 Planning & Engineering

8.4.1 Plan of Proposed Rezone

Councillor Goodhand presented this item.

Motion No.: 102-2016

Moved By: Councillor Goodhand

Seconded By: Councillor Sauer

1) That Council grant First Reading to Bylaw 13-2016, being a bylaw to amend all of Lots 42-44, Block 9, Plan 102195839 within S.W. 1/4 Sec.26-Twp.49-Rge.28-W3M from R1 (Single Detached Residential) to R3 (Low Density Residential) on the Zoning Map within the City of Lloydminster Zoning Bylaw 12-2001; and

2) That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

CARRIED

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8.4.2 Zoning Bylaw Amendment; Larsen Grove, Saskatchewan

Councillor Goodhand presented this item. Council had the opportunity to discuss this item and ask clarifying questions.

Motion No.: 103-2016

Moved By: Councillor Goodhand

Seconded By: Councillor Sauer

1. That Council grant 1st Reading to Bylaw 15-2016, being a bylaw to amend approximately 0.094 ha (0.232 ac) of all of Lots 21, 22 & 38, Block 4, Plan C298 within N.W. 1/4 Sec.35-Twp.49-Rge.28-W3M from R1 - Single Detached Residential to R4 - Medium Density Residential on the Zoning Map within the City of Lloydminster Zoning Bylaw 12-2001; and

2. That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

CARRIED

8.4.3 Proposed Road Closure - South Kodiak Lands

Councillor Goodhand presented this item. Council had the opportunity to discuss this item further. It was noted that the South Kodiak Lands will be accessed via major intersections.

Director Burton noted that administration is looking at reducing current service roads in the area. As there is currently no businesses or development located in this section, the removal of the service roads will be less complicated.

Motion No.: 104-2016

Moved By: Councillor Goodhand

Seconded By: Councillor Sauer

1. That Council grant First Reading to Bylaw 14-2016, being a bylaw to close approximately 0.487 ha (1.203 ac) of part of 44th Street, Road Plan 2033PX within S.E. 1/4 Sec.02-Twp.50-Rge.01-W4M and part of Highway Street, Plan 1032KS and part of 44th Street, Road Plan 2033PX within S.W.1/4 Sec. 02-Twp.50-Rge.01-W4M; and

2. That Council establishes a Public Hearing to be held at City Hall Council Chambers, during Regular Council Meeting on May 24, 2016 at 2:00 p.m.

CARRIED

8.4.4 Lloydminster Utilities Corporation

Councillor Goodhand presented this item. It was noted that the City has not been fully compliant with water standards in place dating back to 2001 and non-compliance has a potential personal and financial liability.

Possible solutions to be compliant were looked into and studies were conducted and taken into consideration. Improvements were made into our system, with the most recent being the pilot project for a submerged attached growth reactor (SAGR). A study conducted on this pilot program still resulted in the need to build a new water treatment facility in order to meet requirements for carbonaceous biological oxygen demand (CBOD) and total suspended solids (TSS) removal.

It was noted that one of the major aspects of the need for a new facility is the rapid growth of the city.

8.6 Strategy

8.6.1 Social Media Policy

Motion No.: 105-2016

Moved By: Councillor Cummine

Seconded By: Councillor Whiting

That Council approval of the Social Media Policy, which was tabled during the February 22, 2016 Regular Council Meeting, be lifted from the table so the matter can be discussed.

CARRIED

Councillor Cummine presented this item. Council discussed the retraction or deletion of content by the City and who would be responsible for overseeing this portion of the policy. It was noted that content that is considered confidential, inflammatory and discriminatory would be considered grounds for retraction and that procedures will be developed and put in place after the approval of the policy.

Motion No.: 106-2016

Moved By: Councillor Cummine

Seconded By: Councillor Whiting

That Council approve Social Media Policy #2016-009.

CARRIED

25/04/2016



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8.7 Bylaws

8.7.1 Bylaw 8-2016 - Code of Conduct

Motion No.: 107-2016
Moved By: Councillor Whiting
Seconded By: Councillor Cummine
That Bylaw 8-2016 be read a 2nd time, as amended.

CARRIED

Motion No.: 108-2016
Moved By: Councillor Whiting
Seconded By: Councillor Cummine
That Bylaw 8-2016 be read a third time.

CARRIED

8.7.2 Bylaw 10-2016 - Taxi/Vehicle for Hire

Motion No.: 109-2016
Moved By: Councillor Whiting
Seconded By: Councillor Cummine
That Bylaw 10-2016 be read a second time, as amended.

CARRIED

Motion No.: 110-2016
Moved By: Councillor Whiting
Seconded By: Councillor Cummine
That Bylaw 10-2016 be read a third time.

CARRIED

9. Consent Agenda

Motion No.: 111-2016
Moved By: Councillor Whiting
Seconded By: Councillor Sauer
That Council approve items on the Consent Agenda as presented:

- 9.1 Statement of Operations – February 2016
- 9.2 Statement of Operations – March 2016
- 9.3 Lease Agreement – Helm Maintenance & Construction Inc.
- 9.4 Lease Agreement – Husky Oil Operations Ltd.
- 9.5 Discretionary Use – Home Occupation: Baking Services
- 9.6 Discretionary Use – DC 1 – Direct Control #1 – Mixed Use – Apartments Combined with Commercial Uses

CARRIED



12. Mayor/City Manager/Councillor Reports

12.1 Mayor Report

See attached for Mayor's report.

On behalf of administration, Glenn Carrol, City Manager, would like to welcome Doug Rodwell as City Clerk effective April 25, 2016.

Councillor Cummine would like to invite residents to the Lloydminster Regional Archives Annual General Meeting to be held on Monday, May 2 at the Grace United Church Hall. The doors will open at 5:30pm, followed by a potluck supper at 6:00pm and a presentation and meeting at 7:00pm.

Councillor Baker noted that he has received numerous inquiries regarding the financial aspects of the Wastewater Treatment Plant. Administration noted that a comprehensive package is to be made available for the public at the May 5 Your Voice Night.

Mayor Saunders, on behalf of Council, would like to congratulate the Triple A Bobcats for representing Lloydminster at a national level.

12.2 In Support of Public-Rail Safety Week

Motion No.: 112-2016

Moved By: Councillor Whiting

Seconded By: Councillor Cummine

Whereas Public-Rail Safety Week is to be held across Canada from April 25-May 1, 2016;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities including our municipality;

It is hereby RESOLVED to support national Public-Rail Safety Week, to be held from April 25-May 1 2016.

CARRIED

25/04/2016



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13. Any Other Matters

Lisa Buchan, Acting Director, Finance, noted that the 2015 Audited Financial Statements will be available on the City website and is also included as-part of the Report to the Community that will be available to residents in May 2016.

14. Inquiries from the Media

Media requested to speak with Councillor Goodhand, Councillor Sauer and Councillor Whiting.

15. In Camera Session

Motion No.: 113-2016

Moved By: Councillor Whiting

Seconded By: Councillor Sauer

That the regular Council Meeting go into a closed session at 3:06 PM.

CARRIED

The media interviews were conducted and then the In Camera Session began at 3:35 PM.

Motion No.: 114-2016

Moved By: Councillor Sauer

Seconded By: Councillor Cummine

That the regular Council Meeting resume at 5:17 PM.

CARRIED

16. Adjournment

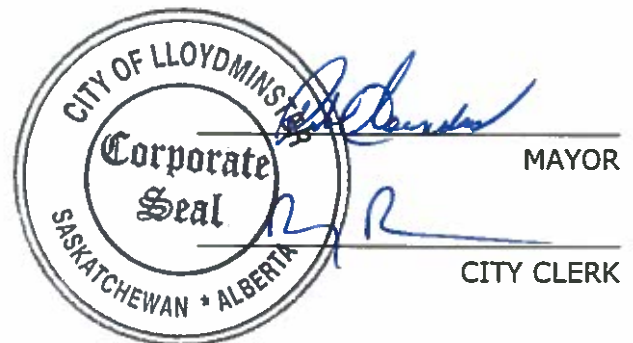
Motion No.: 115-2016

Moved By: Councillor Cummine

Seconded By: Councillor Sauer

That the Council Meeting be adjourned at 5:18 PM.

CARRIED





LLOYDMINSTER

Information Sessions and Packages

Information Sharing Sessions

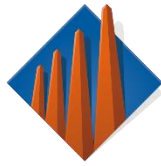
Information Sharing Sessions are typically held once a month in the morning. These sessions are one way communication, with optional attendance (no quorum required), and there are no discussions on anything within the jurisdiction of Council. These sessions are to provide Council with information on upcoming events and ensure Council is better informed through project updates.

Information Packages

Information Packages are sent out around the 15th of every month. These packages provide Council with information items that aren't normally attached to the Regular Council Agendas. Examples of items that would be included in the information package are: accounts payable summaries, public safety monthly reports, and minutes from external boards.

Envisio Report

Envisio is a program used for both strategic and operational planning. Responsibilities and timelines are assigned through this program, and progress updates are recorded. Each quarter, you will receive a report from staff that will provide you with progress updates on the projects.



LLOYDMINSTER

Information Technology Allowance

This policy establishes financial support to City Councillors for the purchase and maintenance of electronic equipment and connections that may be required to allow the Councillor to satisfy the duties of their position.





Information Technology Allowance for City Councillors

1. Purpose & Objective

This policy is intended to establish financial support available to City Councillors for the purchase and maintenance of electronic equipment and connections that may be required to allow the Councillor to satisfy the duties of their position.

The allowance will allow Councillors to:

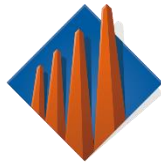
- 1.1 Communicate with their constituents and colleagues regarding meetings and activities of City Council.
- 1.2 Communicate with their constituents regarding the business and services of the City and its agencies.
- 1.3 Receive all meeting packages and communications electronically.

2 Procedure

- 2.1 Each Councillor shall receive the Information Technology Allowance of \$1,600.00 per year, less taxes, to procure, furnish and operate all Information Technology and Telecommunication equipment required to discharge the duties of their position.
- 2.2 This allowance will be paid annually on the second pay period of November each year of their term.
- 2.3 Computer equipment utilized or purchased by the Councillor must be compatible with any system currently being used by the City of Lloydminster for the provision of electronic agendas and communication with council.
- 2.4 Each Councillor will be responsible to purchase equipment of their choice.
- 2.5 In the event that a Councillor leaves his/her position prior to the end of his/her term, he/she will be required to repay, on a pro-rated basis, the portion of the Information Technology Allowance he/she is no longer entitled to.
- 2.6 Any additional costs over and above the yearly Information Technology Allowance will be the responsibility of the individual Councillor.

3 Responsibility

- 3.1 City Clerk will review and update this policy as required.



LLOYDMINSTER

Additional IT Information

The following is additional IT information to assist you with connecting to the City Network, and launching eSCRIBE. eSCRIBE is the program that is used for agendas and minutes.

Connecting an iPad to a Wireless Network

To connect to a wireless network with your iPad, follow these steps:

- 1) Tap on the 'Settings' app
- 2) On the left hand side, second from the top, tap on 'Wi-Fi'.
- 3) On the right hand side, you will now see a list of wireless networks you can connect to. To connect to one you know, tap on the name. You will be prompted for the wireless key, which you enter now.

Note: the iPad will remember wireless networks, so you should only have to complete this step once for each network you choose to use.

Connecting an iPad to the City Hall Wireless Network

Connecting to the City Hall wireless network is slightly different. The following steps will connect you to the City Hall Private Network:

- 1) Tap on the 'Settings' app
- 2) On the left hand side, second from the top, tap on 'Wi-Fi'.
- 3) Choose 'City of Lloydminster WLAN' as the network you want. You will be prompted to input your domain credentials. This is the same username/password you use to log in to the network.
- 4) After you have input the credentials, tap 'Join', the blue button in the upper-right hand portion of the window.

Logging into Webmail

Open a web browser such as Internet Explorer, Google Chrome, or Mozilla Firefox

In the address bar, type: webmail.lloydminster.ca

At the login screen, enter your City provided username and password and click "Sign In"

VPN for iOS Devices

To launch the VPN app, which gives you access to private network resources, tap on the 'Sonicwall' app.

You will see a white bar that says "Add connection", tap that to continue to the next screen.

For "Name" enter "vpn". For server, type in **vpn.lloydminster.ca:4433** and tap "Next". You will be asked to tap "Continue". Do so to get to the next prompt, which is for Server Port. Tap "Yes" on this prompt.

Now, you must enter your credentials. In the username field, type in your domain username. Type in your password and tap the blue button in the top right corner, "Save".

You will now be taken back to the main screen for the app. Click the green "Connect" button to connect to the SSLVPN. Once you have connected, you will see a small white VPN logo in the upper left part of your status bar, right beside your wireless signal strength. When you see this logo, you are connected to VPN and can access private resources with your iOS device. If you wish to disconnect from the VPN, launch the SonicWALL Mobile Connect app and tap "Disconnect".

Launching the ESCRIBE Standard App

To launch the eScribe App, you must either have the Sonicwall VPN client running or be connected to the City Hall internal network. To launch the app, tap on the eScribe app and input the login information. You will have to input the following information:

Portal URL: <https://sharepoint01.lloydminster.ca/escribe>

Domain: Lloydminster

Username: your domain user name

Password: your domain password

After you have entered these four pieces of information, tap 'Log In' to access eScribe.



LLOYDMINSTER

Expenses

This policy deals with approving expenses incurred at conventions, seminars, etc, while on City business.

We have also included the Per Diem Form and Expense Claim Form, for reference.

Please Note: all public expenses are subject to LAFOIP and may be released.





CITY OF LLOYDMINSTER POLICY

Title: Expense Accounts
Policy Number: CW-02-87-21200
Jurisdiction: Council/Administration/Employees
Adopted By: Council

Originated: November 1, 1987
Revised: Nov/00; Jan/03; Aug/07; Apr/09; Jul/10; Oct/12
Effective Date: November 1, 2012
Origin/Authority: City Manager/CAO

1. PURPOSE

- A. To ensure a uniform policy is maintained when approving expenses incurred at conventions, seminars, etc., while on City business.

2. POLICY

A. General

- i. Receipts are required for all expenses claimed (travel, meals, accommodation, parking, taxi, etc.)
- ii. Spouse's expenses are not eligible for payment, and any personal costs should be deducted before expenses are submitted for approval.

B. Travel

- i. Mileage for personal vehicle or personal rental of a vehicle will be paid based on the actual kilometers traveled while on City business at the following rates:
 - Out-of-Town - \$.50/km
 - In-Town - \$.50/km
- ii. As few vehicles as possible are to go to conventions. Anyone having the opportunity to share a vehicle but taking his or her own vehicle for personal reasons will be paid for half the mileage.
- iii. Direct vehicle rental costs or air travel costs are allowed only on approval from the Mayor or the City Manager/CAO or Deputy CAO for the Department.

C. Accommodation and Meals

- i. Accommodations and meals will be paid only for the duration of the convention or seminar.

D. Authorization

- i. Mayor or Deputy Mayor shall authorize Council Members' and City Manager/CAO's expenses.
 - ii. Mayor's expenses shall be authorized by a minimum of two (2) Council Members.
-



CITY OF LLOYDMINSTER POLICY

Title: Expense Accounts
Policy Number: CW-02-87-21200

Jurisdiction: Council/Administration/Employees
Adopted By: Council

Originated: November 1, 1987

Revised: Nov/00; Jan/03; Aug/07; Apr/09; Jul/10; Oct/12

Effective Date: November 1, 2012

Origin/Authority: City Manager/CAO

- iii. City Manager/CAO shall authorize Deputy CAO's and Department Managers' expenses.
- iv. Deputy CAOs or Department Managers shall authorize employees' expenses for their Departments.
- v. All conventions, seminars, travel, etc., are to be approved in advance by the applicable Authority.

3. RESPONSIBILITIES

- A. The City Manager is designated as being responsible for recommending revisions to this Policy as seen appropriate.



LLOYDMINSTER

**LLOYDMINSTER CITY COUNCIL
EXPENSE CLAIM FORM**

NAME: _____

EXPENSES

DATE	DESCRIPTION	AMOUNT
SUBTOTAL:		

MILEAGE

DATE	DESCRIPTION	AMOUNT
		@\$0.50/KM
		@\$0.50/KM
SUBTOTAL:		

TOTAL:	
--------	--

SIGNATURE OF CLAIMANT: _____

DATE: _____

APPROVED BY: _____

DATE: _____

TITLE: _____

SIGNATURE: _____



LLOYDMINSTER

**LLOYDMINSTER CITY COUNCIL
PER DIEM FORM**

NAME: _____

PER DIEMS

DATE	DESCRIPTION	AMOUNT
SUBTOTAL:		

SIGNATURE OF CLAIMANT: _____

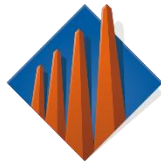
DATE: _____

APPROVED BY: _____

DATE: _____

TITLE: _____

SIGNATURE: _____



LLOYDMINSTER

Benefits

Council Members are entitled to the same benefits package as City employees with the exception of the long term disability, and eligibility in the group RRSP through Manulife. Benefits for members of Council are optional. If Council Members would like to enroll in benefits they must do so within 60 days of being elected to office.

Health (Cost shared 50/50) (Sun Life)

- 80% reimbursement for prescription drugs
- 100% for all other expenses:
 - Paramedical (Massage/Chiropractor/etc.)
 - Accidental Dental
 - Ambulance
 - Auxiliary/Convalescent Hospital
 - Equipment and other Supplies
 - Hearing Aids
 - Hospital Benefits
 - Nursing
 - Out-Patient
 - Outside Province Emergency Coverage & Referrals

Dental (City pays) (Sun Life)

- 100% reimbursement for basic and diagnostic care
- 50% reimbursement for dentures
- 50% reimbursement for major restorative work
 - Above 3 items to a combined yearly maximum of \$2,500
- 50% reimbursement for orthodontics
 - Orthodontics to a lifetime maximum of \$2,500

Health Care Spending Account (City pays)

- \$600/year to cover eligible medical expenses
- Unused credits will carry forward one year only

Employee Assistance Program (Cost shared 50/50) (Shepell-fgi)

- Confidential, voluntary, and free support service 24/7

Preferred Vision Services (No Premium)

- Discounts on prescription lenses, eyewear, laser vision surgery and hearing aids

Group Life insurance (Cost shared 50/50) (Sun Life)

- 2x member's annual salary (Principal Sum)
- Can purchase additional optional amounts
- Amount of coverage reduces to \$15,000 for council members

Accidental Death and Dismemberment

- Percentages paid out based on member's principal sum
- Can purchase additional optional amounts for member and dependents
- Coverage ends at age 70
 - Voluntary coverage ends at age 65

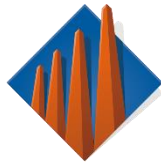
Dependent Life Insurance (Cost shared 50/50) (Sun Life)

- \$15,000 coverage for spouse
- \$10,000 coverage for dependent child
- Coverage ends at age 70

Optional Critical Illness Insurance (Member pays) (Industrial Alliance)

- Coverage for 25 illnesses
- Can purchase amounts for member and dependents
- Coverage ends at age 75

Optional Pet Insurance (Member pays) (Petsecure)



LLOYDMINSTER

Board Appointments

Each year, City Council Members are appointed to a variety of boards and committees, listed below. Recommendations, advice and input from members of Council, staff and volunteers participating in boards, committees and commissions are integral to the operations of the City of Lloydminster.

ASSESSMENT REVIEW BOARD (CARB & LARB)

(1-2 days per year to deal with assessment appeals)

LLOYDMINSTER CULTURAL & SCIENCE CENTRE BOARD - LCSC

(4th Friday of the Month @ 8:00 a.m. – City Hall)

CHAMBER OF COMMERCE

(3rd Tuesday of the Month @ 4:00 p.m. – Community Services Bldg.)

CITY/COLLEGE JOINT USE COMMITTEE

(Meets Twice/Year – To be Scheduled)

CITY/SCHOOL PLANNING COMMITTEE

(Twice/Year – To be Scheduled)

COMMUNITY FUTURES COMMITTEE

(3rd Wednesday of the month at the Community Futures Office)

COMMUNITY GRANTS BOARD

(Meets 4-5 Times/Year – To be Scheduled)

HANDIVAN BOARD

(2nd Thursday of the Month @ 7:00 p.m. – LABIS Office)

INTERMUNICIPAL LIAISON COMMITTEE - ILC

(3rd Thursday of the month at 8:30 a.m.)

INTER-MUNICIPAL ANNEXATION NEGOTIATIONS COMMITTEE-IANC

LABOUR NEGOTIATIONS COMMITTEE

(Meets Once or Twice/Year – To be Scheduled)

LIBRARY BOARD

(4th Thursday of the Month @ 7:00 p.m. – Library)

LLOYDMINSTER & AREA DRUG STRATEGY ACTION COMMITTEE

(4th Wednesday of each Month)

LLOYDMINSTER & DISTRICT HEALTH ADVISORY COMMITTEE

LLOYDMINSTER ECONOMIC DEVELOPMENT CORPORATION BOARD - LEDC

(2nd Tuesday at 4:00 pm)

LLOYDMINSTER PLANNING DISTRICT COMMISSION - LPDC

(Last Friday of the Month @ 9:00 a.m. – City Hall)

PIONEER LODGE BOARD

(3rd Thursday of the Month @ 10:30 a.m. at Pioneer Lodge)

STREETSCAPES (BID)

(4th Wednesday of the Month @ 7:30 a.m. – Community Services Bldg.)

THEATRE FOUNDATION

(Scheduled as Required)

THEATRE OPERATIONS BOARD

(Last Wednesday of the Month @ 8:00 p.m. - Theatre)

VERMILION RIVER REGIONAL ALLIANCE (VRRRA) GENERAL COMMITTEE

(3rd Thursdays of January, May & September @ 7:00 p.m.)

TRANSCANADA YELLOWHEAD HIGHWAY ASSOCIATION

(Scheduled as Required)

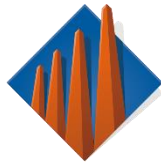
LLOYDMINSTER REGION ARCHIVES BOARD - LRA

Note: Conflicts will arise due to Council and Staff outside commitments.

We will do our best to accommodate all Council and Staff Members to maximize attendance

NOTE:

1. *Appointees: Attend Meetings*
2. *Administration: Designation * Attend Meetings*
3. *All members of Council and Administration to ensure all committee meeting minutes are submitted to **Wendy Leaman (Senior Executive Assistant)** to ensure they are included with information packages.*
4. *Directors to designate staff attendees.*
5. *All members of Council or Administration should advise the Mayor's Office if you are unable to attend your designated meeting or meetings. We will try and arrange an alternate Council member to sub on your behalf*



LLOYDMINSTER

Strategic Plan

The Strategic Plan is the document that provides focus and purpose to everything that we do. It represents a long term vision of priorities and objectives that will result in a progressive community focused on balancing long term growth, fiscal responsibility and strong partnerships for our future generations.

STRATEGIC PLAN (2015-2017)

VISION

A world class community with unlimited opportunity

MISSION

For the community and our neighbours, we provide the highest quality of services through communication, innovation and dedication.

VALUES

Respect
Integrity
Trust
Commitment
Accountability

STRATEGIC PRIORITIES

- 1** Strong Relationships
- 2** Vibrant City
- 3** Sustainable Infrastructure
- 4** Healthy Financial Position

STRATEGIC OBJECTIVES

- | | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> 1.1 Seamless City 1.2 Building Partnerships 1.3 Engaged Inclusive Community 1.4 Clear Communication 1.5 Our People | <ul style="list-style-type: none"> 2.1 Promote Culture 2.2 Safe Community 2.3 Thriving Neighbourhoods 2.4 Aesthetically Pleasing 2.5 Destination to Host Events | <ul style="list-style-type: none"> 3.1 Transportation Systems 3.2 Facilities 3.3 Enhanced Technology 3.4 Environmental 3.5 Utility Systems | <ul style="list-style-type: none"> 4.1 Increase Revenue 4.2 Adequate Reserve Levels 4.3 Long Term Budgeting 4.4 Effective Utilization of Operational Resources |
|--|--|---|--|

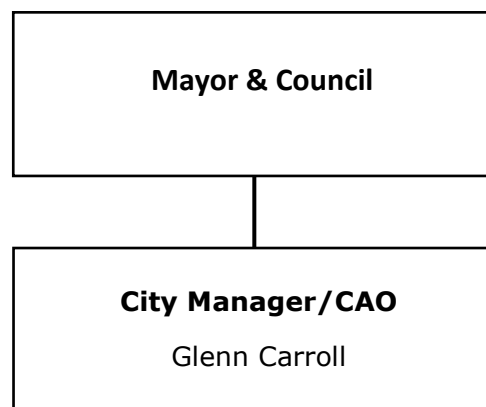


LLOYDMINSTER

Organizational Chart

Council is the governing body of the City of Lloydminster. Council's job is to work with other Council Members to set the overall direction of the municipality through their role as a policy maker.

As stated in the Lloydminster Charter, Council must appoint their one employee – the City Manager. The City manager is the administrative head of the municipality. The City Manager's responsibilities include ensuring the policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.



This organizational chart shows the structure of the City of Lloydminster's Senior Management Team, along with which functions they oversee.



LLOYDMINSTER

