

# DRAFT ANNEXATION TRANSITION PLAN

**PREPARING FOR EFFECTIVE ANNEXATION**

February 27, 2020

City Manager's Office  
City of Lloydminster

Revised February 7, 2022

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## PRINCIPLES

- Intermunicipal collaboration.
- Regional perspective.
- Planning with implementation in mind.
- Reasonability of development strategies.

## STRATEGIC INTERESTS

- Equal opportunity to grow and develop for both municipalities
- Mutual benefit from economic development.
- Efficiency in service delivery and funding.
- Development equity without hindering City's future expansion.

# EXECUTIVE SUMMARY

## Purpose of the City Annexation Transition Plan

The purpose of the City of Lloydminster's Annexation Transition Plan (ATP) is to present information on the services and issues of annexation that affect people most directly, and to help answer questions affected owners and residents may have. These issues were identified during the stakeholder engagements on the proposed annexation.

This document reviews the status of current services, municipal properties and utilities, licenses, permits and taxes; identifies service level gaps between the City and the County; and suggests the best approaches/strategies for supporting as "seamless" a transition process as possible.

Property tax transition plans for affected lands are also presented in this document. Landowners within the proposed annexation area will be assessed on the same basis as if they had remained in the County and will be taxed using the lower of the City and County tax rates until 2051 unless a "triggering event" occurs in which case the lands would be subject to City assessment and tax rates. The broad categories of triggering events would include any one or a combination of the following owner-initiated events (*see page 39 for details*):

- (a) when the land becomes a new parcel created at the request of or on behalf of the landowner (other than the first parcel out from a previously unsubdivided quarter section);
- (b) when the land is redistricted at the request of or on behalf of the landowner; or
- (c) when the land is connected to City water and/or sanitary services at the request of or on behalf of the landowner.

The document is organized under the following four categories:

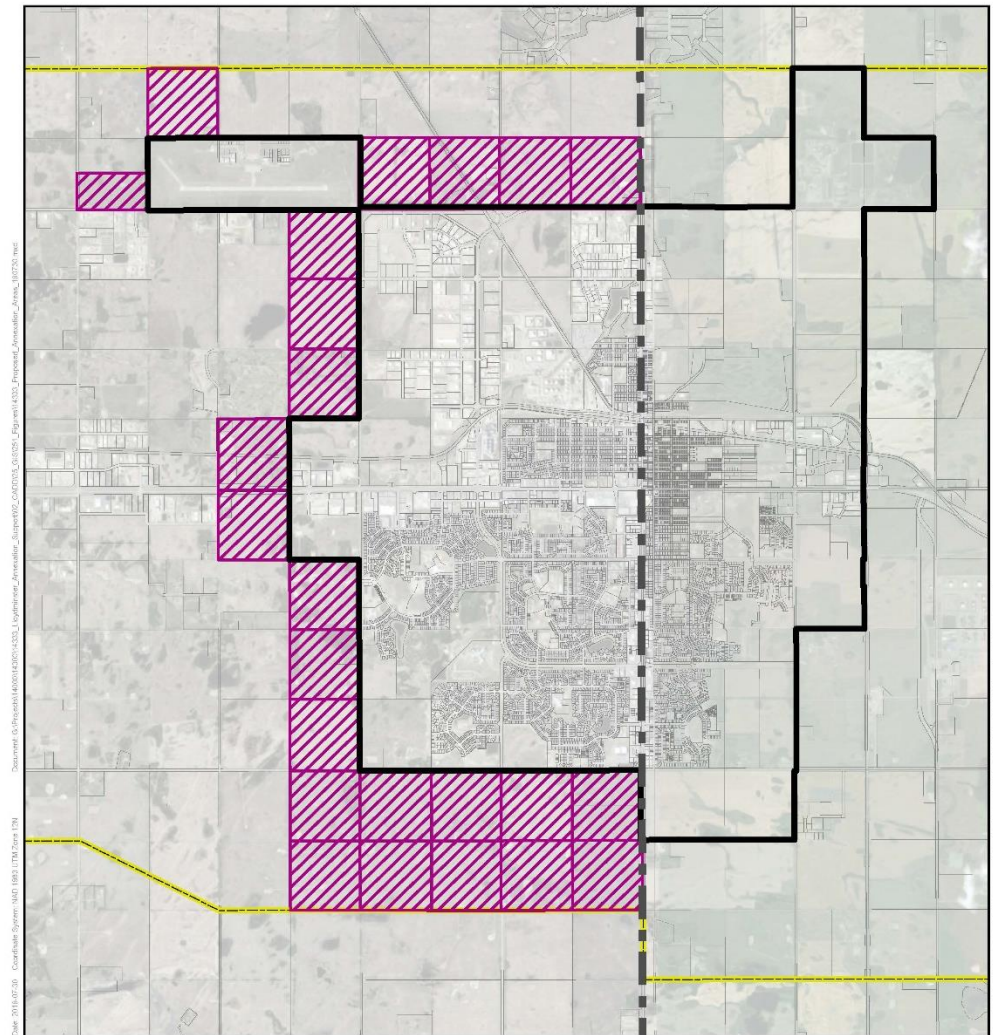
- Governance,
- City Services,
- Properties and Utilities, and
- Licenses, Permits and Taxes.



# ANNEXATION AREA MAP



LLOYDMINSTER



Source: City of Lloydminster, County of Vermilion River, and Province of Alberta. Map data: Esri, DeLorme, GeoEye, IGN, AeroGRID, IGN, and the GIS User Community



- Joint Growth Study Area
- City Boundary
- Provincial Boundary
- Parcel
- Proposed Annexation Area



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PROPOSED ANNEXATION AREAS IN ALBERTA



# GOVERNANCE





Governance

## Governance and elected officials

The City of Lloydminster is governed by [The Lloydminster Charter](#), a provincial legislation, approved by 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 recognizes the unique challenges the City of Lloydminster's civic government faces due to its location on the provincial border and a land base that is spread across two provinces.

Where possible, the Charter provides authority to apply legislation from one province to the entire City, thus enabling a "seamless" City where possible

Elected officials do not represent wards or divisions, they represent the whole City.

Some areas where the City follows the Saskatchewan legislation:

- [Saskatchewan LAFOIP Act](#)
- [Saskatchewan Local Authority Elections Act](#)

### City Contact:

City Clerk

780-875-6184

[cityclerk@lloydminster.ca](mailto:cityclerk@lloydminster.ca)

[leg@lloydminster.ca](mailto:leg@lloydminster.ca)

### More information:

[The Lloydminster Charter](#)



LLOYDMINSTER

# CITY SERVICES



City services

## Animal control

The City does not provide wildlife traps. Farm operations can continue to rent skunk traps from the County upon request and depending on availability.

Residents of annexed areas are advised to report all pest concerns as well as large or dangerous animals in the city limits to the correct provincial authority as indicated below.

City of Lloydminster Peace Officers trap domestic animals, which are defined as cats and dogs. They also set skunk traps in April to the first part of October. Domestic animals are taken to the animal pound (Lloydminster SPCA) and skunks are released out of town.

### City Contact:

Bylaw Enforcement

780-874-3710

[bylaw@lloydminster.ca](mailto:bylaw@lloydminster.ca)

### More information:

Alberta Fish and Wildlife  
(Vermilion Office) 708-  
853-8137

Saskatchewan Fish and Wildlife  
306-825-6430



City services

## Fire services and permits

City of Lloydminster Fire / Rescue Services will serve the annexed areas.

Fire Department's initial response to any fire call from the annexation area would be out of Fire Station # 1 (5013 - 49 Ave). This would be a single truck response with the on-duty-staffed crew.

If the call requires an escalation of resources, the additional response would be from both Fire Station #1 and Fire Station #2 (2716 - 59 Ave). This would provide additional staff and apparatus, based on the nature of the call.

Permits are required for burning wastes. The City does not permit open burning or the use of burn barrels.

In case of emergency, call 911.

### City Contact:

Fire Services  
306-825-6515

More information:

[Fire Bylaw 25-2015](#)



City services

## Solid waste and recycling

The City of Lloydminster provides curbside collection services for waste, organics and recyclables to all single detached and duplex dwellings within its corporate boundaries.

Acreages/farms within the City's boundaries are currently not receiving curbside collection services.

The City of Lloydminster also provides residents landfill tipping fee exemption for eligible residential waste.

### City Contact:

Waste Services

780-874-3700

[ws@lloydminster.ca](mailto:ws@lloydminster.ca)

### More information:

[Curbside Collection Program](#)

[Sanitary Landfill](#)



City services

## Policing services

The proposed annexation would not have a significant immediate impact on the provision of policing services. These areas will be serviced by the City's current RCMP complement.

From a long-term perspective, if and when future developments add more residents and business traffic, there would be a need to increase the complement of frontline policing resources to account for the increased population. The exact RCMP complement increase would be dependent on several factors, including policing data, criminal code files per member, and police to population ratio, among other metrics. Services in the new areas will be provided with consistency with the rest of the city.

In case of emergency, call 9-1-1.

Rural Crime Watch will continue. Residents are also encouraged to learn more about Crime Prevention Through Environmental Design (CPTED) to improve the safety and security of their property.

Security alarms will be verified by monitoring companies before the police will respond, unless there are extenuating circumstances.

### City Contact:

RCMP Detachment  
780-808-830

More information:

[Policing in Lloydminster](#)



City services

## Bylaw enforcement

City of Lloydminster Bylaw Enforcement Officers are responsible for:

- Traffic and parking violations
- Animals at large
- Untidy premises
- Lost and found inquiries

Bylaw Enforcement Officers do not enforce criminal code offenses but do work closely with the Lloydminster RCMP Detachment.

### [Reporting a Bylaw Issue](#)

The City of Lloydminster has a digital 'Report a Concern' option to efficiently submit bylaw complaints.

Residents of annexed areas can also contact the Bylaw Enforcement Office by phone at 780-874-3710 or email any bylaw complaints/inquiries to [bylaw@lloydminster.ca](mailto:bylaw@lloydminster.ca), including the name and phone number of the resident.

### **City Contact:**

Bylaw enforcement  
780-874-3710

### **More information:**

[Lloydminster bylaw enforcement](#)



City services

## Emergency, fire and rescue

Emergency service responses include:

- fires
- motor-vehicle collisions
- rescue services

The Lloydminster Fire Department conducts door-to-door residential inspections throughout Fire Prevention Week each October, checking smoke alarms, furnaces, electrical hazards and other areas for home fire safety.

Commercial Inspection and Occupancy Load Inspection, for businesses serving alcohol, are carried out by the Fire Department.

For more information, residents are advised to contact the fire hall nearest to them.

### City Contact:

Fire Hall #1  
5013 49 Avenue,  
Lloydminster, SK, S9V 0T8  
306-825-6515

Fire Hall #2  
2706 59 Avenue,  
Lloydminster, AB, T9V 2X5  
780-872-5708

Fire Chief  
RCMP Building Floor 2  
5106 44 Street  
Lloydminster, AB, T9V 0A6  
780-874-3710 Ext. 2905

### More information:

[Lloydminster Fire Services](#)





City services

## Ambulance and emergency medical

The current annexation will not affect ambulance services.

Please contact 9-1-1 in case of emergency.

Emergency Medical Services will continue to be managed by [Alberta Health Services](#). Response times are expected to remain the same.

### More information:

[WPD Ambulance](#)



City services

## Off-highway vehicles

The City will allow residents living and/or farming in the annexation area to use off-highway vehicle (OHV) in accordance with the City's regulations.

Contact Bylaw enforcement for more information.

**City Contact:**

Bylaw enforcement  
780-874-3710

**More information:**

[Lloydminster bylaw enforcement](#)



City services

## Road and sidewalk clearing

Property owners are responsible for clearing the snow and ice on the sidewalk adjacent to their property. Generally, residents have a grace period of 48 hours before they could face a warning or ticket.

Cases where enforcement could begin prior to the grace period include cases of high-traffic areas, around commercial businesses, and at locations where slips and falls have been reported.

**City Contact:**

Roadway Services

780-874-3700

**More information:**

[City roads and sidewalks](#)



City services

## Road maintenance

All City roads are regularly inspected to ensure safety and promote mobility. The City provides road maintenance services at the same level currently provided by the County. Standard road maintenance will continue to take place over the summer months (e.g., grading, patching).

Problem areas may be reported using a [Winter Maintenance Concern Form](#). This form is a tool that can be used to report concerns and provide feedback to the City of Lloydminster. The reported location must be within Lloydminster's city limits.

The City of Lloydminster's [Winter Maintenance Policy](#) itemizes priority routes and defines amounts of snow that require deployment of road maintenance resources.

For the first winter after annexation, new residents who have a valid two-year winter road clearing permit with the County that includes the year of annexation, will receive the same level of snow clearing as they had received from the County; this includes clearing driveways twice per winter, by request.

Arrangements for the second winter after annexation will be in accordance with the City's priority sequence as amended.

**City Contact:**  
Roadway Services

780-874-3700

**More information:**  
[City roads and sidewalks](#)  
[City winter maintenance](#)



City services

## Road construction

Roadway improvements planned by the County will be reviewed and assessed with the City of Lloydminster's priority list, as well as against other City projects.

Many factors are considered, including the remaining life of each pavement section. Road maintenance priorities are set based on the results of the assessment process.

**City Contact:**

Roadway Services

780-874-3700

**More information:**

[City roads and sidewalks](#)



City services

## Recreation services

The City provides access to its recreational facilities to all City residents. City's recreational facilities are open to all members of the public.

Fees for the use of picnic and other recreational facilities will remain at the approved rates at the time of annexation.

**City Contact:**

Recreation Services,  
780-875-4529

Parks & Green Spaces  
780-874-3700 etc. 2800

More information:

[City parks and sports fields](#)



# PROPERTIES & UTILITIES



Properties and utilities

## Addresses

The City of Lloydminster will work with Canada Post to change addresses to City of Lloydminster addresses.

Addresses will be assigned based on a standard addressing system. The City is unable to accommodate any requests for specific numbers or addresses.

The City of Lloydminster bylaws require that address numbers be clearly displayed so that emergency responders can quickly locate a property.

### **City Contact:**

Cashier desk  
780-875-6184

### **More information:**

Update your account





Properties and utilities

## Agricultural services and equipment rentals

Residents will still be able to rent equipment from County of Vermilion River. Information about equipment rentals can be obtained from the County's office.

Enforcement of clubroot restrictions will be handled by the City of Lloydminster municipal enforcement officers.

Identification of insect pests and tree and crop diseases is available from the County of Vermilion River during the transition period.

The County of Vermilion River will no longer provide other agriculture services such as clubroot testing and monitoring, weed control or spraying, or access to horticultural experts.

City Contact:  
n/a

**More information:**

County Agricultural Services  
780-846-2244  
[www.vermilion-river.com](http://www.vermilion-river.com)



Properties and utilities

## Farming

Residents who farm within the annexed areas can continue to do so.

Current land uses will continue until replaced by appropriate City land use district in accordance with [Land Use Bylaw 5-2016](#).

The City will replace the specific County Land Use Districts that currently govern the annexed land. It is believed that this transition will not affect the ability of landowners to develop their lands in accordance with current regulations.

Farming is a permitted use in the Urban Transition (UT) District of the City's [Land Use Bylaw 05-2016](#).

### City Contact:

Operations Centre  
780-874-3700

### More information:

[Land Use Bylaw 5-2016](#).



Properties and utilities

## Farm equipment

Tractors are allowed on local roads, but provincial rules will still apply.

Farm equipment is considered over-dimensional, overweight, and/or slow-moving categories vehicles and are encouraged to stay out of residential and off high traffic areas in accordance with the City's Traffic Bylaw.

Vehicles in these categories generally require permits. In the case of slow-moving vehicles, they are restricted from operating in high-traffic areas during peak traffic times, and for safety reasons require an escort vehicle when operating at night.

### City Contact:

Operations Centre  
780-874-3700

### More information:

[Traffic Bylaw 5-2021.](#)



Properties and utilities

## Guns / firearms

It is against the law to use a firearm within City limits, except in licensed and approved indoor / outdoor shooting ranges.

**City Contact:**

Bylaw enforcement  
780-874-3710

**More information:**

[Lloydminster bylaw enforcement](#)



Properties and utilities

## Land development

Existing County Land Use Districts and associated regulations will be transitioned into Lloydminster's Land Use Bylaw as 'Urban Transition (UT) District.'

The regulations for lands within the UT District can be viewed in Lloydminster's [Land Use Bylaw 05-2016](#).

Rezoning and subdivision are done through the Land Subdivision Application process. For the City of Lloydminster, the Subdivision Approving Authority is the City Manager or designate.

The Planning & Engineering Department encourages applicants to set up a pre-application meeting prior to [submitting an application](#).

When contacting the City, affected residents should indicate they are in the annexed area.

City Contact:

Planning

780-874-3700

[planning@lloydminster.ca](mailto:planning@lloydminster.ca)

**More information:**

[Land Use Bylaw 05-2016](#)



Properties and utilities

## Property maintenance

Under the [Community Standards Bylaw 10-2018](#), property owners are required to maintain their property in order to promote the safe, enjoyable and reasonable use of such property for the benefits of citizens of the City.

Key points include:

- Grass and nuisance weeds cannot be longer than 10 cm
- Noxious and prohibited noxious weeds must be controlled
- Excess accumulation of materials (e.g. construction materials, appliances, tires, garbage, damaged vehicles, or messy compost) is prohibited.

### City Contact:

Bylaw enforcement  
780-874-3710

### More information:

[Lloydminster bylaw enforcement](#)

[Community Standards Bylaw 10-2018](#)



Properties and utilities

## Water services

The current City [Utility Bylaw](#) outlines the use of wells for non-domestic water usage, which does not align with the County.

The Utility Bylaw is currently being updated and a clause inserted to address acreages using wells for domestic usage so that they may continue to use their well.

The Bylaw will also allow acreages to connect to City water when it becomes available at the property line, and will require all new development in proximity to City water to connect to existing services.

**City Contact:**

780-874-3700

[water@lloydminster.ca](mailto:water@lloydminster.ca)

**More information:** [Utility Bylaw](#)



Properties and utilities

## Stormwater and wastewater

The City of Lloydminster funds the management of stormwater through the [Stormwater Utility](#).

All properties within the City are charged a stormwater utility fee based on the size of the level of development and the size of the property. Fees are charged on the monthly utility bill or through the annual stormwater utility bill for properties not connected to [City utilities](#).

Stormwater utility fees will be waived on substantively undeveloped rural/agricultural lands post-annexation until urban development takes place.

The City of Lloydminster provides wastewater treatment to all residents connected to the City's sanitary system. Service fees for wastewater treatment is included in the monthly utility bill.

The City also provides septic disposal for commercial / residential properties that are not connected to the sanitary sewer system.

The City of Lloydminster regulates substances discharged into the sanitary sewer system through the [Wastewater Bylaw](#) which applies to all properties, businesses or residents within the City's corporate boundaries.

### City Contact:

780-874-3700

[wws@lloydminster.ca](mailto:wws@lloydminster.ca)

### More information:

[Wastewater Bylaw](#)

[Stormwater Utility](#)

[Septic disposal fees](#)



Properties and utilities	City Contact: n/a
<b>Natural gas</b>	
<p>The <a href="#">County Gas Utility</a> will continue to provide services to existing connected properties until ATCO Gas takes over the service area following annexation.</p> <p>The transfer to ATCO Gas will be completed about a year following annexation.</p>	<p>More information: County Gas Utility 780-846-2222</p> <p>ATCO Gas 306-825-3336 or visit <a href="#">ATCO Gas</a></p>

Properties and utilities	City Contact: n/a
<b>Electricity</b>	
<p><a href="#">ATCO Electric</a> will continue to provide services to its existing customers in the annexation area and will assume Devonian Rural Electrification Association's customers in the annexation area about a year following annexation.</p>	<p>More information: ATCO Electric 780-808-2722 or visit <a href="#">ATCO Electric</a></p>



# LICENSES, PERMITS AND TAXES



Licenses, permits and taxes

## Back taxes

Taxes owed to the County of Vermilion River, will be transferred to the City of Lloydminster. They are due and payable to the City of Lloydminster, and penalties will continue to apply at City rates.

**City Contact:**

Assessment & Taxation  
780-875-6184

[taxes@lloydminster.ca](mailto:taxes@lloydminster.ca)

More information:

[Taxes and Assessment](#)



Licenses, permits and taxes

## Business licenses

Farm operations will not need a business license. Other businesses, including home-based businesses, will be required to have a business license, and must do so following annexation.

Business licenses must be renewed annually.

Fees will be waived for one year following the effective date of annexation.

City Contact:

780-875-6184

[businesslicense@lloydminster.ca](mailto:businesslicense@lloydminster.ca)

More information:

[Business Licensing](#)



Licenses, permits and taxes

## Animal licensing and control (pets)

The [Domestic Animal Bylaw](#) protects the welfare and safety of both animals and residents within the City of Lloydminster.

Key points:

- All dogs and cats over six months of age in Lloydminster must wear a collar with a tag identifying the owner's phone number.
- When in public, owners must keep their animal under control. Pet owners must not let their animals roam freely. Wearing collars and tags in public is mandatory.
- Possessing more than five dogs or five cats, or a combination of the two that equals more than five animals total is prohibited.
- Owners are responsible for picking up and disposing of pet waste in public places.
- Owners in the annexation territory who keep livestock prior to annexation may continue to do so after annexation.

### City Contact:

Bylaw Enforcement  
780-874-3710

[bylaw@lloydminster.ca](mailto:bylaw@lloydminster.ca)

More information:

[Domestic Animal Bylaw](#)

[Lloydminster SPCA](#)



Licenses, permits and taxes

## Building permits and inspections

A building permit is required for most major construction projects (such as new buildings, additions, renovations, alterations, repairs, relocations, demolitions, or the change of use in an existing building). New house construction also requires a building permit.

The City of Lloydminster has a checklist for the types of permits required for different types of construction. This is intended to assist residents in their planning and development needs.

The City of Lloydminster (Alberta side) has retained the services of Superior Safety Codes Inc. to carry out the administration, inspections and issuing of building, plumbing, electrical and gas permits as per the National Building Code and other relevant regulations; therefore, all communication regarding building and plumbing permits and/or inspections should be directed to Superior Safety Codes at 306-825-2534 or [info@superiorsafetycodes.com](mailto:info@superiorsafetycodes.com).

City Contact:

Planning  
780-874-3700

[planning@lloydminster.ca](mailto:planning@lloydminster.ca)

More information:

Superior Safety Codes  
306-825-2534

[Land Use Bylaw 05-2016](#)



Licenses, permits and taxes

## Development permits

Landowners may develop their land in accordance with current land-use zoning rules.

Many development projects require both a development permit and a building permit prior to starting site development or construction. Check with the City to see what the requirements are in order to ensure that development meets all the requirements.

The City of Lloydminster will issue development permits under the City of Lloydminster [Land Use Bylaw 05-2016](#). Any new construction or change in how a property is used requires a City of Lloydminster development permit. Applicants may apply to change the use of their property, but if they choose or need to rezone/redistrict to accommodate a new use or intensify existing uses beyond what is currently allowed, they will have to rezone/redistrict to a city zone, per [Land Use Bylaw 05-2016](#).

Depending on the nature and size of the subject parcel, and Area Structure Plan may be required. Contact City Planning Department for more information.

City Contact:

Planning

780-874-3700

[planning@lloydminster.ca](mailto:planning@lloydminster.ca)

More information:

[Land Use Bylaw 05-2016](#)



Licenses, permits and taxes

## Land value

The City does not control land value. Land value reflects market value and is beyond the municipal government's control.

City Contact:  
n/a

More information:  
n/a





Licenses, permits and taxes

## Property taxation

Landowners within the proposed annexation area will be assessed on the same basis as if they had remained in the County and will be taxed using the lower of the City and County tax rates until 2051 unless a “triggering event” occurs in which case the lands would be subject to City assessment and tax rates.

The broad categories of triggering events would include any one or a combination of the following owner-initiated events:

- (a) when the land becomes a new parcel created at the request of or on behalf of the landowner as a result of subdivision or by any other method (other than the first parcel out from a previously unsubdivided quarter section);
- (b) when the land is redistricted at the request of or on behalf of the landowner; or
- (c) when the land is connected to City water and/or sanitary services at the request of or on behalf of the landowner.

Sale of property will not automatically trigger a tax rate change.

Property tax rates are the same on either side of the City of Lloydminster as per [The Lloydminster Charter](#). Education taxes for the entire City of Lloydminster fall under the Saskatchewan Education Act, 1995 per [The Lloydminster Charter](#). Education taxes in Lloydminster are collected and remitted to the school divisions monthly by the City rather than a requisition system being used in Alberta. Education rates in the City are set in collaboration with the provinces of Alberta and Saskatchewan.

### City Contact:

Assessment & Taxation  
780-875-6184  
[taxes@lloydminster.ca](mailto:taxes@lloydminster.ca)

More information:

[www.lloydminster.ca/taxes](http://www.lloydminster.ca/taxes)



Licenses, permits and taxes

## Property assessment

Property assessments will be calculated by a designated Assessor. The City does not control land value. Land value reflects market value and is beyond the municipal government's control.

Linear properties will be automatically transferred to the City of Lloydminster by Municipal Affairs upon receipt of notice from the [Land and Property Rights Tribunal](#) (formerly the Municipal Government Board) regarding the City's annexation request and the Province's decision.

### City Contact:

Assessment & Taxation

780-875-6184

[taxes@lloydminster.ca](mailto:taxes@lloydminster.ca)

More information:

[www.lloydminster.ca/taxes](http://www.lloydminster.ca/taxes)