



**City of
Lloydminster**

Policy

Policy Title:	Recognition from Members of Council	Policy Number:	110-01
Date of Adoption:	June 11, 2018	Motion Number:	178-2018
Date of Amendment:	February 28, 2022	Motion Number:	74-2022
Sponsoring Department:	Legislative Services		

1. Purpose:

- 1.1. To provide general criteria regarding the recognition of citizens, organizations, and events in a professional and consistent manner.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Council	The Council of the City of Lloydminster.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Gift-In-Kind	A gift or donation of anything other than cash.
Person	An individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society, or co-operative organization.
Proclamation	An official declaration issued by City Council.

3. Scope:

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

4. Objective:

- 4.1. To ensure that all requests for Proclamations are made in a consistent manner and that Proclamations are the highest honour that Council can award.
- 4.2. To allow for creative and meaningful ways to recognize-Persons and events.

- 4.3. To ensure correspondence from City Council is directed through the Mayor or designate with due respect for the primacy of the Council table.
- 4.4. This policy is not intended to prevent organizations or citizens with concerns or initiatives from requesting correspondence from City Council.

5. Recognition:

- 5.1. Any Person wishing to receive recognition from Council may submit their request in writing to the Mayor's Office.
- 5.2. Administration shall consider and work with any Person to identify possible opportunities for forms of recognition not addressed in this policy.
- 5.3. Council and/or Administration shall not recognize matters;
 - 5.3.1. of Religious nature;
 - 5.3.2. of individual conviction;
 - 5.3.3. with no direct relationship to the City;
 - 5.3.4. that are for profit purposes;
 - 5.3.5. attempting to influence government policy; or
 - 5.3.6. that are contrary to City policies or bylaws.
- 5.4. Council, at its discretion, may recognize through this policy the effect of any event or an event that affects the Community that might not otherwise be allowed within this policy.

6. Proclamations:

- 6.1. Proclamations may be provided if the Proclamation is for;
 - 6.1.1. a significant event that impacts the whole community; or
 - 6.1.2. a Person's outstanding achievement deserving merit of the highest degree, especially in service to the city of Lloydminster or the community at large.
- 6.2. All requests for Proclamations shall be submitted on a form prescribed by Council, as amended from time to time, and sent to the Office of the City Clerk on or before the first Monday in October for the following calendar year.
- 6.3. No more than one Proclamation shall be made for any individual calendar day, calendar week, or calendar month. Proclamations shall not overlap.
- 6.4. Administration shall review all requests for Proclamations and provide Council with no more than seven (7) recommendations for a Calendar year.

- 6.5. Notwithstanding section 6.4 above, Council may make as many Proclamations in a Calendar year as it deems necessary.
- 6.6. Council shall, in its sole discretion, by resolution decline or approve a request for Proclamation.
- 6.7. Council may at its discretion, by resolution, approve a Proclamation for a period of up to three (3) years, provided however that nothing in this Policy shall be interpreted to restrict the discretion of a future council.
- 6.8. Decisions related to Proclamations by Council, or this Policy are not appealable.

7. Correspondence:

- 7.1. Requests for correspondence on behalf of City Council and the City of Lloydminster shall be entrusted to the Mayor or designate for consideration and approval.
- 7.2. The Mayor or designate shall not issue any correspondence on behalf of City Council or the City of Lloydminster which contains a commitment for funding or resources of the City unless Council has approved the funding request or commitment.
- 7.3. Council may, by resolution authorize the Mayor or designate to issue correspondence for any purpose that requires a commitment for funding or resources of the City.
- 7.4. The Mayor or designate has the authority to issue the following types of letters;
 - 7.4.1. formal thank you letters or cards;
 - 7.4.2. congratulatory letters to individuals or groups, for sports accomplishments, public service accomplishments, wedding anniversaries of 25 years and over, and birthdays for citizens 65 years and older;
 - 7.4.3. support letters for grants;
 - 7.4.4. business openings or business anniversaries 25 years and over congratulatory letters; and
 - 7.4.5. letters for the purposes of government correspondence.
- 7.5. Notwithstanding anything in this policy, the Mayor or designate may issue support letters for grants applied to by the City.
- 7.6. Copies of all correspondence issued by the Mayor or designate shall be provided to all of Council and the City Manager during the weekly reports.

8. Penalty:

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

9. Responsibility:

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration shall administer this Policy through the use of a supporting procedure.
- 9.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.