



City of Lloydminster

Policy

Policy Title:	Volunteer Recognition Policy	Policy Number:	551-07
Date of Adoption:	February 23, 2026	Motion Number:	46-2026
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To formally recognize and appreciate the dedication and contributions of Volunteers appointed to City Committees for their time and effort in providing a valuable service to the community by establishing a volunteer recognition program.

2. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
City Committees	Committees established within the City of Lloydminster limits that have members of the public serving as Volunteers.
Committee Members	An individual that participates on a City Council appointed Committee and is compensated financially for their time and effort.
Community Association	A local non-profit organization or registered charity located in Lloydminster established exclusively for philanthropic purposes. Must be a registered Alberta or Saskatchewan non-profit corporation or provide proof of charitable organization status.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Volunteers	An individual that participates on a City Council appointed Committee and is not compensated financially or in any other way for their time and effort.

3. Scope:

- 3.1. This Policy applies to all Volunteers appointed to City Committees.
- 3.2. This Policy applies to Members of Council.

4. Criteria:

- 4.1. Volunteers shall reside within the City of Lloydminster or directly adjacent municipalities to qualify for recognition.
- 4.2. Volunteers shall be appointed by City Council to receive recognition.
- 4.3. Three levels of awards may be recognized for any Volunteer. Recognition of a Volunteer may be considered based on the milestones listed below:
 - 4.3.1. three (3) years of consecutive service – Letter of recognition from the Committee Chair (Mayor if the Committee Chair is being recognized) and a City-branded pen and pin valued up to \$50;
 - 4.3.2. five (5) years of consecutive service – Recognition from the Mayor and City branded clothing valued up to \$100;
 - 4.3.3. seven (7) years of consecutive service – letter of recognition from the Mayor, public recognition at a Council meeting, a plaque, and a gift valued up to \$250;
 - 4.3.4. any Volunteer with more than seven (7) years of service will be recognized at the discretion of the City Manager or designate.
- 4.4. For any of the levels of recognition, if a Volunteer does not wish to receive a gift, the value of the milestone may be donated to a Community Association of their choice.
 - 4.4.1. A Community Association may be able to provide the Volunteer with a charitable tax donation receipt for their contribution. Volunteers shall advise Administration if they wish to receive a tax donation receipt; Administration will work with the Community Association to issue the receipt directly to the Volunteer.
- 4.5. Volunteers will also be publicly recognized for each level of service.
- 4.6. Committee Members are not eligible for the recognition set out in item 4.3.
- 4.7. Written consent of the Volunteer receiving recognition of gift/donation and public recognition is required.

5. Penalty:

- 5.1. 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.
- 5.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter.*"

6. Responsibility:

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