

<b>COUNTY OF WETASKIWIN NO. 10</b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  <b>1000 GENERAL GOVERNMENT SERVICES</b>
	<b>SECTION:</b>  <b>1200 GENERAL ADMINISTRATION</b>

## **COUNTY LAPEL PINS POLICY #1203**

### POLICY STATEMENT

The County of Wetaskiwin No. 10 will sell County lapel pins upon request, and will provide designated groups and organizations with a limited number of County lapel pins at no charge.

### PROCEDURES

1. Individual lapel pins will be offered for sale at \$2.50 each, plus G.S.T., plus postage when mailing.
2. County of Wetaskiwin groups and organizations may obtain annually up to 50 free lapel pins for school reunions, 4-H exchanges, and sports club provincials and/or nationals. A fee of cost, plus 10%, plus GST, will be charged for each pin thereafter. (Appendix 'A' of this policy.)  
\*\*Written requests for over 50 free lapel pins will be considered by Council.
3. Council members may obtain 75 pins per year to distribute at their own discretion. (25 extra for Reeve)
4. Department Heads may obtain 25 pins per year to distribute at their own discretion.
5. The County Administrator, may, at his discretion, distribute lapel pins to special delegates.
6. Responsibilities:
  - 6.1 Executive Secretary to:
    - 6.1.1 Ensure there is sufficient supply of County lapel pins for distribution in each year.
    - 6.1.2 Ensure that each Council member is provided annually, following the Organizational meeting, with 75 County lapel pins for distribution throughout the year.

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- 6.1.3 Ensure that each Department Head is provided annually, following the Organizational meeting, with 25 County lapel pins for distribution throughout the year.
- 7.2. County Staff to:
- 7.2.1 Provide groups/organizations with up to 50 free lapel pins with a charge of cost, plus 10%, plus GST, per pin thereafter.
- 7.2.2 Ensure that a County Lapel Pin request form is completed prior to the distribution of pins outlined in 7.2.1. (see Appendix "A".)
- 7.2.3 Provide individual lapel pins for sale at the front counter at a cost of \$2.50 per pin plus G.S.T., plus postage when mailing.

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## APPENDIX "A"

### ORGANIZATION/GROUP APPLICATION FOR PINS

Name, Address & Phone Number of Organization/Group Requesting pins:

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Purpose:

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Number requested: \_\_\_\_\_

Number of free pins provided (Maximum 50): \_\_\_\_\_

Number of pins purchased \_\_\_\_\_ at \$ \_\_\_\_\_ + \_\_\_\_\_ / pin = \$  
(cost + 10%) (GST)

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County Administrator or  
Date

Assistant Secretary Treasurer

Paid by Cash \_\_\_\_\_ Cheque \_\_\_\_\_

(Code Sundry Revenue 1-1-403-12) Receipt # \_\_\_\_\_

File #3106

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