



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.9

Title Promotional Products Distribution

1. Policy Statement:

1.1. The County recognizes the need to provide items of promotional value to the public from time to time, under varying circumstances. This would include requests for donations from non-profit groups, conference attendees, dignitaries and special events.

2. Guidelines:

2.1. Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council approves the budget for these products through the annual budget process. Inventory tracking will be maintained by the Communications Officer for all promotional products exceeding \$50 per item.

2.2. All requests (internal and external) for promotional products will be made through the Communications Officer. Items provided will be valued at a maximum of \$100 per event depending on stock on hand at time of request.

2.3. Requests for a large number of items or items not covered by this policy will require the approval of the CAO or Assistant CAO.

2.4. Departments requiring a large number of products will be required to contribute to the costs of these products, unless otherwise approved by the CAO or Assistant CAO. Individual departments are not permitted to purchase promotional items without prior approval of the CAO or Assistant CAO.

2.5. The CAO, may, at their discretion, distribute promotional items to special delegates/groups.

2.6. Promotional products may be sold to the general public, staff and Council members at cost (including GST).

2.7. Lapel pins are available upon request, and the County will provide designated groups and organizations up to 50 County lapel pins at no charge. A fee of cost, plus 10%, plus GST, will be charged for each pin thereafter.

2.8. Directors may request up to 25 items, valued up to \$5.00 per item, per year, to distribute at their own discretion.

2.9. Council members may request up to 75 items, valued up to \$5.00 per item, per year, to distribute at their own discretion. (25 extra for Reeve)

3. Related Documents:

3.1. Volunteer Recognition Award Administrative Procedure 12.0.8

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
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