



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.9

Title Promotional Items Procurement and 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 Department for all promotional products exceeding \$50 per item.
- 2.2. The use of County symbols or branding on promotional products must comply with preestablished branding guidelines.
- 2.3. All requests (internal and external) for promotional products will be made through the Communications Department. Items, such as door prizes and donations, can be provided for events at the discretion of the Communications Department. Items will be valued based on the projected number of participants attending.

<50 participants	\$50
50-100 participants	\$100
100-200 participants	\$150
200+ participants	\$200

- 2.4. Requests for purchase of items or items not covered by this policy will require the approval of the CAO.
- 2.5. Departments requiring purchases outside of the range covered by this policy will be required to contribute to the costs of these products, unless otherwise approved by the CAO. Individual departments are not permitted to purchase promotional items without prior approval from the CAO.
- 2.6. The CAO, may, at their discretion, distribute promotional items to special delegates/groups.
- 2.7. Promotional products may be sold to the general public, staff and Council members at cost (including GST).
- 2.8. 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.

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2.9. Requests for County promotional products may be made to the Communications Department, provided that one of the listed conditions are met: any funds raised through the use of the item will directly support the requesting organization's operations; the item will be used as a prize or silent auction contribution for a fundraising event that is open to the public.

2.10. Requests for promotional products must include the following information: organization requesting; item(s) requested; purpose for items; quantity, and; date required by.

2.11. Council members will be allotted a yearly allowance of \$550 for the purchase of promotional products, subject to the approval of the Communications Department, to distribute at their own discretion (\$100 extra for Reeve).

3. Related Documents:

3.1. Volunteer Recognition Award Administrative Procedure 12.0.8

Previously Signed

Scott MacDougall, CAO

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Council Resolution