



Lapel Pin Distribution Policy

Department: **Council**
Adopted: **March 14, 2000**

Policy No: **X.XX**

1. Purpose

1.1. To outline the guidelines for the distribution of Town lapel pins.

2. Objectives

2.1. The objectives of the Lapel Pin Distribution Policy will be to:

- a. Determine where the lapel pins will be available;
- b. Set a price for the sale of the pins;
- c. Define who will manage the distribution of the pins

3. Policy

- 3.1. Town lapel pins will be available for sale to the public at the General Office. The Deputy Clerk will ensure that the pins are properly displayed and will maintain the supply in the General Office.
- 3.2. Pins will be available for sale at a cost of \$1.00 each. Councilors and Town employees will each receive one free pin. Any groups or organizations who are requesting pins free of charge should submit a written request to the Town Clerk for consideration.

Revision Dates:	March 14, 2000 May 1, 2012
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