



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

OPERATIONAL ADMINISTRATION

POLICY: PROMOTIONAL ITEMS

Policy 2.11

POLICY

There shall be a policy to provide Town of Tofield Promotional Items to individuals or groups for other than resale purposes, and to ensure that all groups and individuals requesting promotional items are treated consistently.

PROCEDURE

1. Requests may be in writing to the Chief Administrative Officer. Each application will be reviewed on its own merit with consideration given to the following:
 - Individual or groups are attending an event and the promotional items are for exchange or gifts.
 - Promotional items are for a silent auction, prizes for an event organized by a Not For Profit group/organization.
2. Promotional items shall be made available to the Mayor, Councillors, Chief Administrative Officer and senior administration staff to be presented or traded at their discretion.

COUNCIL APPROVAL MOTION #18-08-15


MAYOR

DATE: August 10, 2015