

 <p style="text-align: center;">STANDARD POLICY</p>	S.P. #: CC 002
SUBJECT: Mayor/Councillor expenses for promotional items	DEPARTMENT: Mayor's Office
COUNCIL AUTHORITY: City Council April 10, 2006 (to be effective Dec 1/06)	NEW: X
	REVISED:

1.0 PURPOSE AND BASIS:

- 1.1 This policy establishes a standard practice for members of Council with respect to use of promotional items provided through the City.
- 1.2 Members of Council, in the course of their duties, periodically require access to promotional items to provide as gifts on behalf of the City.

Pursuant to this policy, members of Council will be provided with promotional items to be used only where promotion of the City is the prime objective.

- 1.3 Whenever a significant investment opportunity arises, members of Council should work through City staff (usually Development Services Department staff) to pursue such opportunity. Use of promotional items in course of pursuing these investment opportunities will be subject to the practices defined by Development Services Department staff.

2.0 ANNUAL ALLOCATION:

- 2.1 Members of Council shall obtain all promotional items from the Mayor's Assistant who shall be responsible for stocking required items and maintaining records.

- 2.2 Promotional items that members of Council will be entitled to use with their respective value in terms of points shall be as follows:

- City buttons: .5 points each
- City lapel pins: 1 point each
- City fridge magnets: 2 points each
- City key rings: 3 points each
- City pens: 5 points each
- City coffee mugs: 5 points each
- City coaster sets: 6 points each
- City spoons: 6 points each
- City flags (6" X 10") 8 points each
- City Hall book: 15 points each

- 2.3 The Mayor shall be allocated 500 points annually with respect to the use of promotional items in accordance with this policy.
 - 2.4 Each Councillor shall be allocated 250 points annually with respect to the use of promotional items in accordance with this policy.
 - 2.5 Any member of Council who wishes to access more promotional items in any year than available with allocated points shall first obtain the approval of City Council.
 - 2.6 The Mayor may authorize an additional allocation of promotional items for use by members of Council in support of special events (ie. twinning activities) without the prior approval of Council.
- 3.0 ECONOMIC DEVELOPMENT AND SPECIAL GIFTS/SOUVENIRS:
- 3.1 Development Services staff shall provide to members of Council upon request standard promotional packages (consisting generally of brochures and other literature) to be used to promote the City.
 - 3.2 The Mayor may authorize special gifts in support of significant economic development (ie. a gift in recognition of a major new investment), to be funded through the Development Services Department.
 - 3.3 The Mayor's Office shall maintain an inventory of:
 - a) special gifts that shall be used for special occasions or to provide to visiting dignitaries, special guests to the City, or residents who have achieved a significant goal, and
 - b) souvenirs to be used in conjunction with special events.

Requests from local organizations/individuals for souvenirs to be used in conjunction with special events should be referred to the Mayor's Office for administration by the Mayor's Assistant.
 - 3.4 In exceptional circumstances, the Mayor may authorize issuance of a "key to the City".