

## Township Pin Distribution Policy Township of Springwater

Approved: August 18, 2008  
Effective: August 18, 2008  
Next Review: TBD

Department: Administration  
Subject: Pin Distribution  
Policy Number: A09 PI

### A. Authority

The authority for the Township Pin Distribution Policy shall be by the approval of the Township of Springwater Council.

### B. Policy Statement

The Corporation of the Township of Springwater is committed to the promotion of the Township. One form of promotion is the distribution of Township pins to visitors of the Township or to other groups who may be promoting the Township by traveling outside of Springwater.

### C. Definitions

Clerk – means the Clerk for the Township of Springwater

Council – means the Council of the Corporation of the Township of Springwater

Distribution – means the delivery or giving out of Township pins to staff, Council, guests or the public

Township Pin – means an official Township Pin

Township – means the Corporation of the Township of Springwater

### D. Purpose

The purpose of this policy is to establish guidelines for the distribution of Township pins to Council, Township staff and the public.

### E. Scope

This policy applies to all Township staff and Council with respect to the distribution of Township pins.

## **F. Procedures for the Township Pin Distribution Policy**

### **1. Council Distribution**

Every Council member shall, upon taking office, receive one (1) Township pin to be presented to Councillors at the Inaugural Meeting of Council. Two additional pins may be provided to Councillors for personal use.

Each member of Council may have available to them fifty (50) pins per year for public distribution.

Non-elected Committee and Board Members or appointed Township Officials (non-staff) may, upon appointment by Council, receive one (1) Township pin.

The distribution of Township pins will be subject to availability.

### **2. Staff Distribution**

Each new Township employee, including Springwater volunteer fire fighters and all Library Board employees, may be given a Township pin upon commencement of their employment.

This Township pin may be issued to the employee by his or her Senior Management supervisor. In the case of Senior Management, the pin may be presented by the Mayor or designate.

The distribution of Township pins will be subject to availability.

### **3. General Public Distribution**

Up to two (2) Township pins may be distributed to each visitor at the Township Administration Centre on a one time basis.

Township pins may be distributed at events being held in Springwater on a one time basis (one pin per delegate).

Members of teams, groups or organizations from the Township who are participating in provincial, national or international events may be issued ten (10) pins for trading with other participants.

Township pins may be distributed for the purpose of the promotion of the Township at the discretion of the Clerk.

Additional Township pins may be offered for sale at a cost recovery price as per the attached schedule.

The distribution of Township pins will be subject to availability.

**G. General**

This Policy shall be administered by the Administration Department.

This Policy shall be referred to as the Township Pin Distribution Policy.

This Policy shall come into force and effect on the date of passing of the By-law.

This Policy shall be reviewed when needed.

**THE CORPORATION OF THE TOWNSHIP OF SPRINGWATER**

**By-Law 2008 – 084**

**SCHEDULE 'B'**

**TOWNSHIP PIN DISTRIBUTION BY-LAW**

Cost to purchase a Township Pin: \$2.00 each