

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-10</b>			<b>Distribution of Town Pins</b>
Approval	D/M/Y	Resolution #	
<b>Amended</b>	<b>26/09/16</b>	<b>16.270</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for the distribution of Town Pins to various functions, groups and individuals.**

#### **1. Policy**

- 1.1** The Municipal Administrator is authorized to provide a maximum of Twenty five (25) Town Pins to a single function or group, at no charge, and at the administrator's discretion. If additional pins are required, they shall be provided at the rate established in the Town of Vulcan Fee Bylaw:
- 1.2** Economic Development functions requesting more than Twenty five (25) Town Pins, shall be provided additional pins at the wholesale purchase price paid by the Town of Vulcan.
- 1.3** The Municipal Administrator is authorized to provide a single Town Pin to an individual pin collector at no charge. Individuals requesting more than one Town Pin for souvenirs shall be charged the rate established in the Town of Vulcan Fee Bylaw
- 1.4** Council members and the Municipal Administrator will each be provided with Fifteen (15) Vulcan Pins for the AUMA Convention, as well as up to Twenty five (25) Vulcan Pins for other conventions if required.

**- END OF POLICY-**