

SECTION: GENERAL ADMINISTRATION

SUBJECT: PROMOTIONAL ITEMS

Original Resolution No: 92-10-13  
Revision Resolution No.: 01-06-04  
Revision Resolution No.: 03-01-51

### Promotional Products

The County of Warner recognizes the need to provide items of promotional value to the public within the County boundaries, including the towns and villages. This includes entities such as special interest groups, volunteer emergency services, dignitaries, local charitable organizations, service groups and sports events. Promotional products include items such as County pins, pens, hats, mugs, glasses, spoons, vests, etc. These contributions allows an opportunity for the County to donate items that recognize and promote the County.

### Guidelines

1. Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Upon recommendations from representatives of Council and Management, Council may approve the purchase of the promotional items required. Council shall establish an annual budget for these products.
2. County Councillors and the Management Committee shall use discretion in the distribution of promotional products to the entities listed above. Less expensive promotional items such as pins, pens, etc. can be freely donated. However, items such as vests, hats, glasses, mugs, etc. may require the entity to purchase the promotional products requested when the value of the items exceed \$20. This value may change from time to time by a Council resolution.
3. Distribution of promotional products to the general public and County employees shall be sold at cost plus handling charges, and these rates may change from time to time as inventory is replenished. However, employees may be able to obtain a preferred rate as determined by Council or through staff or contract negotiations.
4. Any requests to exceed the donated value limitations requires Council's or the Administrator's approval prior to the promotional product distribution.
5. Donations of a County vest shall be at the discretion of Council.