

Memorabilia Policy



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| Administration & Finance | August 13, 2013 | 80-2013 | 1 | 2 |
| Subsection | Repeals By-Law Number | | Policy Number | |
| Memorabilia | | | AF-10-3 | |

Purpose

The purpose of this policy is to regulate the distribution of City of Kenora Memorabilia without having each request go forward to Council for approval.

However from time to time, should extraordinary requests be received by the Clerk and/or Deputy Clerk, it may be necessary to forward such requests to Council for approval.

Definitions

“Championship” – a recognized Regional, Provincial, National or Inter-National competition which includes local representation.

“Community Group” – an organization within the City of Kenora which is non-profit in nature.

“Individual Request” – a citizen requesting some type of Memorabilia item or items to take on a vacation, business trip, school function, special event or convention to promote the City of Kenora through the exchange of lapel pins and/or other promotional items.

“Memorabilia” – includes, but is not necessarily limited to the following items:

- City Flags/Table-top Flags
- City Lapel Pins
- Crests
- Hats
- Key Tags
- Coffee Mugs
- Sweatshirts
- Letter Openers
- Golf Balls; and

any other promotional items that may be purchased from time-to-time which bears the City Logo.

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Table Top Flags

Table top flags will be sold or rented to event organizers and the public, based on a fee of \$20 per flag, to be refunded upon the return of the rented flags.

Distribution of Lapel Pins {Council}

The Mayor and Members of Council may receive, upon request, a total of fifty (50) lapel pins per year for distribution at their discretion.

Distribution of Lapel Pins {General Public}

A total of five hundred (500) lapel pins may be given to a community group/organization/individual for an event, at no charge, with any more than five hundred (500) having to be purchased for the price of \$1.00 plus applicable taxes. Or, in the alternative, a letter may be submitted to Council to request the additional pins be given on a gratis basis should more than 500 pins be requested.

Distribution of all other "Memorabilia"

The following values are to be used as a guideline for the distribution of City Memorabilia to various groups, championships and individual requests without requiring previous Council approval, otherwise a letter of request to Council must be submitted:-

- i) "Championship" – to a maximum value of \$400.00 in items.
- ii) "Community Group" – to a maximum value of \$275.00 in items
- iii) "Individual Request" – to a maximum value of \$150.00 in items.

Control and Reporting

The City Clerk and/or the Deputy Clerk shall have the discretionary right to decide who will receive memorabilia items as authorized by this policy.

A quarterly report is to be circulated to Members of Council by the Deputy Clerk setting out how and where the items are being distributed.

From time to time Members of Council may also direct that any number of items be given to a particular group/organization/individual for a specific occasion.