



POLICY MANUAL

Subject Area:	Administration	Policy No.	1.10.01
Policy title:	Civic Lapel Pins		
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective date: 2009-02-16
	Administrative	<input type="checkbox"/>	Date for review: 2012-02
Issued by:	Kathleen Vincent, Director	Legislative & Administrative Services	Issue date: 2009-02-25 Manner Issued: E-mail

Policy Statement:

The distribution of civic lapel pins has long been recognized as a cost-effective means of marketing the City of Port Coquitlam and fostering community pride. A specified amount of civic lapel pins will be made available to individuals and recognized community groups and organizations for the purpose of presentation or exchange.

Purpose:

To develop a process for the distribution of civic lapel pins to ensure that distribution is fair, equitable and cost effective.

Policy:

1. General Guidelines

In order to obtain civic lapel pins free of charge, community groups and organizations must be involved in an activity that promotes Port Coquitlam outside the City (e.g. sports tournaments, student exchanges, conventions, etc.).

Requests for civic lapel pins must be received in writing or an individual or group representative must come to City Hall Reception in person to collect the pins requested.

An individual picking up lapel pins on behalf of a group of people may only collect the total number of pins allowed for the group and not the total for each individual member of the group. (i.e. a coach or parent collecting pins on behalf of a sports team consisting of two coaches and ten athletes would be eligible to receive a total of 12 pins not 60.)

2. Civic Lapel Pin Distribution and Eligibility Criteria

a) Wordmark Pin (white rectangular pin bearing navy and green Wordmark logo)

- A recognized group or organization **representing the City of Port Coquitlam** shall be entitled to receive, for the purpose of presentation or exchange, one Wordmark lapel pin for each member of the group up to a maximum of 40 pins. The next 50 pins may be purchased at half the retail price (\$0.25 each).
- A recognized group or organization not specifically representing the City of Port Coquitlam are entitled to, for the purpose of presentation or exchange, purchase up to 50 Wordmark lapel pins at the retail price (\$0.50 each).
- A recognized group or organization hosting a recognized event, such as a conference, seminar, cultural exchange or sports tournament, within the City of Port Coquitlam shall be entitled to receive, for the purpose of presentation or exchange, up to 50 Wordmark lapel pins free of charge and to purchase up to 50 additional pins at half the retail price (\$0.25 each).
- Individuals requesting civic lapel pins for the purpose of collection, exchange or presentation shall be entitled to receive up to five Wordmark lapel pins free of charge. Additional pins may be purchased for the full retail price (\$0.50 each). Pin requests submitted by individuals must be received in writing or in person at City Hall.
- Individuals representing the City of Port Coquitlam at the Terry Fox Canadian Youth Centre located in Ottawa, Ontario shall be entitled to received free of charge up to 40 Wordmark lapel pins and to purchase up to 25 additional pins at half the retail price (\$0.25 each).
- Council members and City staff representing the City of Port Coquitlam at a conference, civic function or community event shall be provided, free of charge, up to 50 lapel pins free of charge for the purposes of presentation or exchange.

b) Cityscape Pin (square silver pin bearing Cityscape logo)

- Cityscape pins are not available for retail sale nor are they provided to the public for the purposes of exchange.
- Cityscape pins are reserved for Council and civic presentations in recognition of outstanding community service or athletic achievement.

Responsibilities:

As per Policy 10.01 Policy Development and Maintenance.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
1.10	2000-03-28	2009-02	Yes – 1.10.01	2009-02-25