



Statement of Policy and Procedure			
Department:	City Manager's Office	Policy No.	<b>22.2</b>
Section:	Mayor's Office	Issued:	August 13, 2001
Subject:	<b>Lapel Pin Distribution Policy</b>	Effective:	September 5, 2023
Council Resolution # and Date:	Council Resolution No. 0303 dated September 5, 2023		
		Replaces:	22.1
Issued by:	Renee Horn, Executive Assistant	Dated:	July 14, 2014
Approved by:	Sherry Person, City Manager		

## 1 POLICY

- 1.01 To establish guidelines for fair and cost effective distribution of City lapel pins.

## 2 PURPOSE

- 2.01 To control the cost of lapel pins.
- 2.02 To outline the guidelines for the distribution of lapel pins.
- 2.03 To provide general guidance for staff in regard to the distribution of City of Prince Albert lapel pins.

## 3 SCOPE

- 3.01 The City of Prince Albert has a vast representation of individuals, clubs, groups and organizations that represent the City at events, conferences, and conventions, including but not limited to sports, arts and culture, education, and tourism.
- 3.02 The City wishes to acknowledge the accomplishments of residents that represent the City and recognizes that individuals, clubs, groups, and organizations usually trade a memento of their community with others.
- 3.03 To be eligible for free lapel pins, an individual, club, group or organization must be involved in an activity which promotes the City of Prince Albert.
- (a) An individual, club, group or organization attending an out-of-city event may receive up to 50 lapel pins;

(b) A club, group or organization hosting an in-city event may receive up to 150 lapel pins, or other amount approved by the Mayor's Office;

(c) If a request exceeds the allotted amount, additional pins can be purchased at a cost of \$1.00 per pin (tax included) at the Tourism Building.

#### **4 RESPONSIBILITY**

4.01 City lapel pins are ordered by the Purchasing Manager.

4.02 City lapel pins are stored by the City Clerk.

4.03 The Mayor's Office will review the request and duly authorize or decline.

4.04 City lapel pins are dispersed by the Mayor's Office.

4.05 City lapel pins are available for purchase at cost of \$1.00 per pin (including tax) at the Tourism Building.

#### **5 DEFINITIONS**

5.01 Lapel Pin – is a small pin worn on clothing, often on the lapel of a jacket, attached to a bag, or displayed on a piece of fabric. Lapel pins can be ornamental or can indicate the wearer's affiliation with an organization or cause.

#### **6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

6.01 The City of Prince Albert has a Coat of Arms lapel pin which is a pictorial history of the City of Prince Albert. The shield with the beaver and three sheaves of wheat represent the fur trade and our agricultural industry of the early days. The white spruce depicts our lumber industry. The North West Mounted Police Constable reflects the connection between the Force and the City which has existed since the Riel uprising of 1885. The Plains Cree Indian in full regalia represents the First Nations people who inhabited this area when Prince Albert was founded in 1866. The emblem at the top of the sheaf depicts a portion of the Coat of Arms of Prince Albert, the Prince Consort and husband of Queen Victoria. Royal permission was granted for such usage.

6.02 The City of Prince Albert Coat of Arms was modernized in 2015 in consultation with the Canadian Heraldic Authority and the Saskatchewan Indian Cultural Centre.

## **7 PROCEDURE**

7.01 Requests for lapel pins are to be submitted two (2) weeks prior to the event online or in-person:

7.01.1 If online:

The City's website is [www.citypa.com](http://www.citypa.com); or

7.01.2 If in-person:

The Mayor's Office is located on the 2<sup>nd</sup> Floor of City Hall, 1084 Central Avenue, Prince Albert, SK.