



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	1996-FEB-26
<b>Policy Number:</b>	COU-123	<b>Amendment Date/s:</b>	
<b>Title:</b>	Mayor and Council Gifts, Tributes and Souvenir Budget	<b>Repeal Date:</b>	
<b>Department:</b>	Legislative Services	<b>Approval Date:</b>	1996-FEB-26

**PURPOSE:**

N/A

**DEFINITIONS:**

N/A

**SCOPE:**

This policy applies to staff.

**POLICY:**

Staff given direction:

1. to continue its current policy with respect to athletic and merit awards;
2. that the distribution of pins/postcards and gifts for dignitaries is to be based on tradition and the discretion of Staff rather than formal policy;
3. to provide pictures to the May Queen and her party and silver trays to Miss Nanaimo and the first and second runners-up;
4. to forward any future requests from organizations requesting annual contributions similar to the May Queen and Miss Nanaimo directly to Council to determine whether it wishes to include the requested contribution within the established policy; and,
5. that special occasion greetings from the Mayor and Council and other such advertising is discontinued.

**PROCESS:**

N/A

**RELATED DOCUMENTS:**

Civic Sport Merit Awards and Arts and Culture Merit Awards Policy

**REPEAL/AMENDS:**

N/A