

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #GG-032**

**Canada Day Celebrations  
Committee Terms of Reference  
And Policy**

**Effective Date:  
May 27, 2019**

**Revision Date:  
April 27, 2020  
February 15, 2024**

**Objective**

The purpose of the Canada Day Committee is to provide advice to Council on matters relating to Canada Day activities of the Town. The Committee is established as outlined in Section 24 of the *Municipal Government Act (MGA)*.

The Canada Day Committee will plan and implement Canada Day activities for the Town.

**Composition**

The Committee will consist of at least 6 members, two of whom are town councilors.

The Town Community Coordinator will provide support to the Committee but will not be a voting member. The Community Coordinator should liaise through the Clerk Treasurer and/or designate.

Council shall annually appoint the Committee. The Committee will elect a chairperson.

All Committee members will serve without pay.

**Budget and Finances**

The Town Community Coordinator shall bring forward budget requests of the Committee as part of the Town budget process.

All funds collected for the Canada Day event shall be deposited into the Town's bank account.

All expenses associated with the event will be paid by the Town from these funds.

Any excess funds from the event shall be kept in the Town's special reserves, segregated for Canada Day purposes.

**Duties and Responsibilities**

Canada Day Committee meetings are open to the public and suggestions and recommendations of the Committee are made available to the public.

The Committee must maintain minutes of meetings.

The Committee reports to Council.

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**Statement**

1. Planning today and saving incrementally for future capital expenditures will help address some of the long-term funding strategies for the Town and to ensure good financial and cash management for ongoing financial stability of the Town.
2. The Town of Lockeport is required to establish and maintain a Capital Reserve Fund pursuant to Section 99 of the *Municipal Government Act*. The level of Capital Reserve Fund will be at least twenty per cent (20%) of regular general fund operating expenses plus amortization expenses.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: April 27, 2020

I certify that this Policy was adopted by Council as indicated above.

  
Town Clerk/Treasurer

June 1, 2020  
Date

February 15, 2024  
Revision Date