

**TOWN OF LOCKEPORT
POLICY STATEMENT**

CANADA DAY CELEBRATIONS Effective Date
Committee Terms of Reference May 27, 2019
And Policy

POLICY #GG-03λ
Revision Date:
April 27, 2020
Feb. 15, 2024
April 22, 2026

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 5 members, one of whom is a Town Councillor. The Make Your Move co-ordinator will provide support to the Committee but will not be a voting member. The chair of the Committee 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. Members who are not able to attend a meeting will notify the chair by noon of the meeting date. Any member absent for 3 consecutive meetings without notification will be deemed to have vacated their position and the position will be filled per the terms of reference

Budget and Finances

The chair of the Committee 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 in the Towns' 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

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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.

Statement

1. Planning today and saving incrementally for future capitol 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 Capitol Reserve Fund pursuant to Section 99 of the *Municipal Government Act*. The level of Capitol Reserve Fund will be a least twenty per sent (20%) of regular general fund operating expenses plus amortization expenses.

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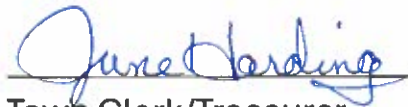
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Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Passage of Current Policy: May 27, 2019

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


Town Clerk/Treasurer

May 15/26
Date

April 22, 2026
Revision Date