

Council Policy No.:	C 076 CAO 014
Council Policy Name:	Remembrance Day Donations Policy
Date Approved by Council:	May 8, 2007 CR2007-459
Date revision approved by Council:	

Policy Statement and Rationale:

This policy is developed to deal consistently with all communities who hold Remembrance Day Services throughout the City of Kawartha Lakes to ensure that a wreath is placed at all cenotaphs by the City to recognize the community veterans.

Scope:

This policy will apply to all requests from Royal Canadian Legion Branches throughout the City of Kawartha Lakes regarding Remembrance Day donations.

Policy, Procedure and Implementation:

1.0 Background and Rationale

- 1.01 The Clerks office shall send cheques in the amount of \$75.00 per location that the Royal Canadian legion Branch is responsible for prior to October 30th of each year for the purchase of a wreath to be presented by a City representative at the local Remembrance Day Service. Any surplus funds may be used for other purposes associated with the Remembrance Day Event (i.e.) bugler, refreshments.
- 1.02 The Clerks office shall be responsible for budgeting this amount annually and for keeping any records pertaining to this policy including recommendations for amendments to the budget amount on this policy.
- 1.03 Through the Office of the Mayor, staff shall arrange for the Mayor and/or Ward Councillor(s) to be advised of the date and time of Remembrance Day Services at the various cenotaphs to ensure city representation at all services.
- 1.04 Through the Office of the Mayor, staff shall advise the Community Services Department staff of the date and location of the Remembrance Day services to

ensure that new Canadian Flags are installed prior to all Remembrance Day Services.

- 1.05 The Communications Officer shall advise the public of the various Remembrance Day Services via a press release and/or advertisement within corporate communications in the local media.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
1	May 8, 2007	Initial Release	