

Management Directive No.:	
Management Directive Name:	<b>Remembrance Day Donations</b>
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy, Forms	<b>CP2021-038 Flag Policy</b>

## Directive Statement and Rationale:

The purpose of this Management Directive is twofold. It has been developed to provide consistency across Remembrance Day Services throughout the City of Kawartha lakes; and to ensure that a wreath is placed at all cenotaphs, by the City, in recognition of community veterans.

## Scope:

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

## Management Directive:

- 1.01 The Clerk's Office shall send cheques, up to a maximum amount of \$100 per location that the Royal Canadian Legion Branch is responsible for, prior to October 30<sup>th</sup>, each year. The funds donated by the City are to be allocated towards 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 Clerk's Office shall be responsible for budgeting this amount annually and for keeping any records pertaining to this policy, including recommendations for amendments to the outlined budget amounts.
- 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 unfit flags, per our Flag Policy, be removed and that new Canadian Flags are installed prior to all Remembrance Day Services.

- 1.05 Through the Office of the Mayor, Staff shall advise the Clerk's Office of the date, and location, of the Remembrance Day Services and the cost associated with wreath donations for each ceremony.
- 1.06 Through the Office of the Mayor, Staff Shall advise the Communications, Advertising and Marketing Division of the date, and location, of Remembrance Day Services.
- 1.07 The Communications, Advertising and Marketing Division shall advise the public of the various Remembrance Day Services via a press release and/or advertisement in the local media.
- 1.08 Any changes or exceptions will be considered in consultation with the City Clerk and at the direction of the Mayor and the CAO.

### Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial Release	