

SECTION: Economic Development & Tourism	SUBJECT: Kirkland Lake 100th Anniversary Committee	Pg. 1 of 1
		DATE: May 2, 2017

100th Anniversary Committee (Committee) is a group of volunteers in the Town of Kirkland Lake who will organize and implement events and projects for the benefit and participation of the entire community for the period up to and including Kirkland Lake’s Centennial Year 2019. As such, they are bound by the policy and procedures of the Town of Kirkland Lake and those of the Municipal Act. This policy sets out what will be required of the 100th Anniversary Committee to meet those terms.

- The accounting practices of the Committee will be consistent with those of the Town.
- The Town will have one representative on the Committee.
- The 100th Anniversary Committee may have separate bank accounts in the name of “Kirkland Lake 100th Anniversary Committee”.
- Committee will submit quarterly reports consisting of income statement and balance sheet.
- Committee is responsible for records retention of all bank statements, invoices, etc.
- Committee will pay their own expenses, retaining all related documents.
- All capital assets valued at > \$5000 will be recorded in Town Capital Asset ledger.
- All business and transactions will be subject to audit process and included in Town annual audit.
- Committee shall not be subject to Town Procurement Policy but is encouraged to purchase locally.
- Donations to Committee are eligible for Tax Receipt.
- Committee will meet with Director of Economic Development & Tourism on annual basis in January to review process and budget.

Approved By: Council Resolution

Date: May 2, 2017