

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-009

PROCLAMATION POLICY

**Effective Date:
December 11, 2017**

Revision Date:

PURPOSE

The purpose of the Proclamation Policy is to:

1. State Council's position not to entertain requests for Proclamations
2. Provide Staff with direction on how to respond to request for Proclamations

SCOPE

This policy applies to all members of Council and the Town Clerk/Treasurer

POLICY

POLICY STATEMENT

As directed by Council, it is the policy of the Town of Lockeport that:

- The Town of Lockeport will not entertain any requests for Proclamations;
- Requests will not be brought forward to Council;
- The Town Clerk/Treasurer will respond in writing to requesters advising of the policy.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members
of intent to consider (7 days minimum): November 15, 2017

Date of Passage of Current Policy: December 11, 2017

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

Town Clerk/Treasurer

December 12, 2017
Date