

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-009**

**PROCLAMATION POLICY**

**Effective Date:      Revision Date: March 7, 2024  
December 11, 2017**

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**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

March 7, 2024  
Revision Date