



# POLICY

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## Requests for Proclamations

<b>Policy Number:</b> 120-014	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2015-10-20 <b>Amended:</b> 2024-06-25	<b>Approved By Council Motion Number:</b> 2015-10-20 19-06-24

### 1.0 Purpose

To ensure a consistent response to the handling of requests for proclamations.

### 2.0 Scope

This Policy covers all requests for proclamations received by the Town of Wolfville. Its provisions extend to all staff involved in the management of requests for Proclamations.

### 3.0 References

Not applicable

### 4.0 Policy Statement

4.1 The Town of Wolfville does not issue proclamations. There is limited benefit to the community by declaring proclamations and no provision for them in the Municipal Government Act.

### 5.0 Procedure

Office of the CAO will:

- 5.1 Receive all correspondence requesting a proclamation.
- 5.2 Send a response advising of this policy.
- 5.3 Advise council of the nature of the request should they wish to acknowledge it another way.

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CAO or Town Clerk

2024-06-25

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Date