

# Town of Truro – Policy & Procedure Manual

<b>Subject:</b>	Proclamation Policy
<b>Policy Number:</b>	P190-002
<b>Approval Date:</b>	May 1, 2023
<b>Departments:</b>	Council

1. This policy is entitled the *Proclamation Policy*.
2. Proclamations are issued in recognition of and to raise public awareness of a special cause. Such Proclamations may recognize a particular day, week, or month.
3. The purpose of the *Proclamation Policy* is to state Council's position not to entertain requests for Proclamations and provide staff with direction on how to respond to requests for Proclamations.
4. Due to the large number of requests to deliver Proclamations as well as the additional work created, it shall be the policy of the Town of Truro not to entertain any requests for Proclamations. Requests will therefore not be brought forward to Council.
5. The Chief Administrative Officer's office will respond in writing to requesters advising of this policy.
6. This policy in no way is to be interpreted as lack of respect for the efforts of any organization making such request.