

**REGION OF QUEENS MUNICIPALITY  
COMMITTEE OF THE WHOLE  
TUESDAY, NOVEMBER 21, 2017  
9:00 a.m.**

**PRESENT:** Mayor David Dagley, Chair  
Councillor Kevin Muise  
Councillor Heather Kelly  
Councillor Brian Fralic  
Deputy Mayor Susan MacLeod  
Councillor Jack Fancy  
Councillor Raymond Fiske  
Jennifer Keating-Hubley, Interim Chief Administrative Officer  
Christine Watson, Recording / Management Secretary

**REGRETS:** Councillor Gilbert Johnson

1.0 CALL TO ORDER:

Mayor Dagley called the meeting to order at 9:00 a.m.

1.1 Approval of Agenda

**It was moved by Deputy Mayor MacLeod and seconded by Councillor Fralic that the Agenda be approved as presented.**

**MOTION CARRIED unanimously.**

1.2 Approval of Minutes – October 17, 2017

**It was moved by Councillor Fiske and seconded by Councillor Muise that the October 17, 2017 minutes be approved as circulated.**

**MOTION CARRIED unanimously.**

1.3 Public Comment

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson commented that the Region did a great job on the Main and School Street capital projects. He further commented that Item 2.1 Atlantic Synchronized Championship will bring a lot of people to the area.

## 2.0 PRESENTATION

### 2.1 Atlantic Synchronized Championship January 2018 – Melissa Robinson

Melissa Robinson, Competition Chair, 2018 Atlantic Synchronized Skating Championship, and Jill Knowles, Executive Director, Skate Canada Nova Scotia were welcomed to Council.

Ms. Robinson announced that the Queens County Blades will be hosting the 2018 Atlantic Synchronized Skating Championship, which will be held January 26 to 28, 2018 at Queens Place Emera Center. (Copy of announcement is attached to original set of Minutes.)

There will be 25 Synchronized Teams and over 500 participants from Nova Scotia, Prince Edward Island, New Brunswick and Newfoundland & Labrador. The teams are competing and may advance to the Skate Canada Synchronized Skating Championship which will be held in Oshawa.

## 3.0 CORPORATE SERVICES

### 3.1 Proclamation Policy Review

Heather Cook, Community Development Coordinator, reviewed the background information on the Proclamation Policy (copy of report attached to original set of Minutes).

Councillors provided reasons why they would support or not support adopting a Proclamation Policy. Some included:

- possibility of a wider audience if included on agendas and minutes,
- promoting community residents, events or accomplishments,
- evaluating whom/what to endorse, and
- the volume of endorsements.

Councillors were asked to provide staff a report with what they feel would work in the policy, i.e. criteria - local or outside community or province, for instance.

## 4.0 IN CAMERA

**It was moved by Deputy Mayor MacLeod and seconded by Councillor Muise that the proceedings go “In-Camera” at 9:55 a.m. to discuss the following:**

### 4.1 Contract Negotiations MGA 22(2)e

### 4.2 Personnel Matter MGA 22(2)c

**MOTION CARRIED unanimously.**

Council recessed for 5 minutes at 9:55 a.m.

**It was moved by Councillor Kelly and seconded by Deputy Mayor MacLeod that the proceedings exit the "In-Camera" session at 11:45 a.m.**

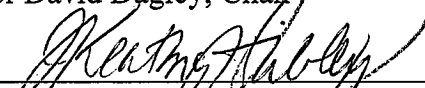
**MOTION CARRIED unanimously.**

6.0 ADJOURNMENT

**It was moved by Councillor Muise and seconded by Councillor Fralic that the meeting be adjourned.**

There being no further business, the meeting adjourned at 11:50 a.m.

  
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Mayor David Dagley, Chair

  
\_\_\_\_\_  
Jennifer Keating-Hubley, Interim CAO

  
\_\_\_\_\_  
Christine Watson, Recording / Management Secretary

Date Approved: January 16, 2018



## 2018 Atlantic Synchronized Championships

### Liverpool, Nova Scotia

The blades of 25 Synchronized Teams and over 500 participants from Nova Scotia, Prince Edward Island, New Brunswick and Newfoundland & Labrador will skate their way into Liverpool this coming January. Skate Canada Nova Scotia proudly supported the bid for Queens Place Emera Centre to host the 2018 Atlantic Synchronized Skating Championships over 3 days in January.

This competition will provide a developmental and competitive experience for synchronized skating teams which allows them the opportunity to qualify for the Skate Canada Synchronized Skating Championships in Novice, Intermediate, Open, Junior and Senior categories. The top team in each of the five qualifying categories in every Region may advance to the Skate Canada Synchronized Skating Championships

The Synchronized Skating Championships will generate significant economic impact for the community as the stay, dine and enjoy exploring our community. It'll be exciting to show off our community in such a unique way.

In selecting host sites for these championships, every attempt is made to move the event across each region in a regular cycle and to allow each synchronized skater to be presented in various communities in each section. Queens County has successfully been awarded the 2018 Atlantic Synchronized Skating Championships based on past successful events hosted by the Queens County Blades Skating Club. As a community it has been proven the success of hosting such prestige events.

In addition to experience the challenges and personal growth involved in competing at this level of skating, one of the features of this competitive system is to allow skaters an opportunity to experience the cultural diversity of Atlantic Canada through exploration of the community holding the championships. This is the opportunity to showcase everything Queens County has to offer from white sand beaches, historical museums, local dining, local shopping and the overall feeling of being welcomed so they come back again and again.

Sincerely,

Melissa Robinson  
 Competition Chair  
 2018 Atlantic Synchronized Skating Championship



## ITEM 3.1

**Information Report:** Proclamation Policy Review

**Submitted By:** Jennifer Keating Hubley

**Origin:** Motion of Council, August 22, 2017 Regular Council Meeting, Item 15.4 "Proclamations", and subsequent direction from Committee of the Whole meeting, October 17, 2017

**Date:** November 21, 2017

**Summary:** At the August 22, 2017 Regular Council meeting, Council approved the following motion:

**THAT the Council of the Region of Queens Municipality request a staff report examining policy option to enable Council to review Policy 8 – Proclamations.**

A discussion paper was brought forward on October 17, 2017, outlining information about policies and procedures regarding proclamations from 18 municipal units in Nova Scotia. Council members felt that proclamations may have a positive effect on community pride and bring awareness to businesses and people. Following discussions, staff was directed to investigate further on municipalities who do have proclamations and bring a report back to Council for consideration.

**Background:** Periodically, local community organizations, national and international organizations request that Council issue a proclamation in support of their organization. The Region of Queens Municipality approved Operational Policy 8 – Proclamations on February 16, 1998 (see attached), which states that while Council respects the excellent efforts of any organization requesting proclamation endorsement, it has been our policy not to endorse any proclamations. In the span of the past year, the Region of Queens Municipality received 10 proclamation requests through the Mayor's office, and multiple others through the office of the CAO.

**Discussion:** Since the October 17<sup>th</sup> report to Committee of the Whole, additional information has been added to this report. While the previous report covered information from 18 municipal units, three additional municipalities have responded in the time that has passed between reports, and one of the 18 which previously had no policy, developed a proclamations policy. The additional three municipalities included in this report are indicated in the "Summary" chart attached with **NEW** included with the community name. Those municipalities with a policy approved within the past two months are indicated with **NEW POLICY** in the chart.



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Practices and policies of 21 Municipal units were reviewed, and the following data summarizes the findings:

- 7 have no policies
  - 5 of them indicated all requests go before Council
  - 1 of those puts them all in the agenda for information purposes
  - 1 of them did not indicate how they handle them
- 5 have policies to not endorse proclamations
  - 1 of those puts them all in the agenda for information purposes
  - 4 of them do not endorse requests (currently the status of RQM)
- 9 have proclamation policies that endorse proclamations
  - 4 of them take all proclamations through the Council process
  - 5 of them do not take them to Council
    - 1 maintains a list in Policy
    - 1 warden signs proclamation
    - 1 CAO approves proclamations
    - 1 posted on a bulletin board
    - 1 Mayor approves request, recurring list in policy

According to the Oxford Dictionary, a "Proclamation" can be defined as:

- 1 A public or official announcement dealing with a matter of great importance.
- 2 The public or official announcement of an important matter.
- 3 A clear declaration of something.

Two of the three definitions in the Oxford Dictionary indicate that the matter being proclaimed is an important matter, and the third definition states that it is a clear declaration. With that in mind, Council must consider whether to endorse proclamations, and if so, what qualifies proclamations as important and how to define if they clearly support it, prior to declaring it.

As Council noted at the Oct. 17<sup>th</sup> Committee of the Whole meeting, in supporting proclamations, Council has an opportunity to acknowledge positive things that happen in the community and acknowledge events of a national, provincial or local significance, and in some cases, to make note of events or activities that are not positive in nature. In endorsing a proclamation, Council is essentially stating that they are in support of the subject being proclaimed. While many proclamations are supportive of positive things, it is important that Council consider each proclamation that is submitted to ensure it is not contrary to Municipal policies or bylaws, contrary to the Canadian Charter of rights and freedoms, may be offensive to others, or that may be intended to defame the integrity of the Municipality. As a municipal government, there is a standard of care, and expectation of fairness and equality.

Through information provided by the nine municipal units who have policies to endorse proclamations, it was noted that the number of requests for proclamations varies from 1 per year to 8 to 10 per year, while some Municipalities maintain a running list of recurring proclamations, and others indicate that there is no limit to the number of proclamations that may be included in a Council agenda. Some



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requests require the proclamation to be written by the municipality; most request a copy of the signed proclamation and/or confirmation of proclamation being approved and signed.

When researching the municipal units who have proclamation policies in place, as well as gathering information about other Municipalities regarding proclamations, several themes emerged that should be taken into account when making decisions regarding whether or not to make changes to Operational Policy 8:

- It was interesting to note that the Region of Queens Municipality is the only one of the three Regional Municipalities in Nova Scotia with a policy in place regarding proclamations. Cape Breton Regional Municipality (CBRM) and Halifax Regional Municipality (HRM) have no policy and each approach proclamations from a different perspective – CBRM receives requests to endorse proclamations and all requests go to Council for approval, whereas HRM includes requests for proclamations in their Council Agendas for informational purposes – Council in HRM does not make motions, nor endorse proclamations.
- **5/21** municipal units contacted have policies in place that state they do not endorse proclamation requests, which is currently the policy of the Region of Queens Municipality.
  - The Town of Yarmouth on Oct. 12, 2017, approved a policy regarding proclamations; it has an interesting approach to proclamations –proclamation requests are included in the agenda package for Regular Council meetings, as an informational Item. Their Council will not make a motion on proclamations, which leaves citizens the freedom to personally support or not support the cause. While their Council is not choosing to support or decline support for a proclamation, the organization and the cause or event being proclaimed receives public attention. An approach such as this relieves the administrative burden of reviewing and researching each request for a proclamation, to ensure Council is not inadvertently supporting a cause that is not ethical or morally sound.
  - This is similar to the way that that HRM handles proclamation requests in the absence of a formal policy .
- **3/21** are actively researching the proclamations policies and practices of other municipalities.
- Criteria of **5/9** who have policies to support proclamations includes that event must be tied to local event (ie; they do not approve proclamations unless there is a local group doing an event pertaining to the proclamation)
  - and an additional **2/9** indicate that only proclamations that pertain to direction/interests of the community are supported.
- **4/9** nine units who were contacted that have a policy in place re: proclamations with detailed criteria for approval do not require them to go before Council (the Mayor, Warden or CAO has been given authority to endorse the proclamation on behalf of Council).
  - Of the **5/9** remaining, two read the proclamation in its entirety at a meeting, one reads recurring proclamations aloud once in a five year period, and two do not read the proclamation aloud.



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- There are some commonalities amongst those who endorse proclamations in how the public are made aware of the proclamations. Among the ways used to increase public awareness:
  - 2/9 maintain a list of recurring proclamations in the policy or an appendix, populated either through requests from the public or through municipal staff research,
  - 5/9 include in Council agenda package,
  - 3/9 dates noted aloud at Council meeting,
  - 4/9 full proclamation is read aloud at Council or at a public event (1 indicated that it is not read aloud at Council, but if a public event, it is read aloud) (1 noted that it is read aloud once in a 5 year period),
  - 4/9 post on a bulletin board at Municipal Office,
  - 3/9 post on website,
  - 5/9 post on social media,
  - 1/9 advise the media.

As apparent in the list above, some use a combination of the noted means to get the information to the public in an effective and diverse way to reach as many residents as possible.

### Options:

- Council may provide direction to staff for amendments to Operational Policy 8 – Proclamations, and bring the draft amended policy back to Council for approval.
- Council may decide to maintain Policy 8 as it stands, and continue to recognize and celebrate groups and organizations in the community in ways that do not include proclamations.

**Attachment:** Region of Queens Municipality Policy 8 - Proclamations  
Chart: Proclamation Policies of other Nova Scotia Municipal units

**Report Author:** Heather Cook

**CAO Approval:**

**GENERAL STATEMENT OF POLICY:**

8.01 It shall be the policy of the Region of Queens Municipality to provide a policy for the handling of requests of the Region to proclaim certain weeks, months, years, events, and position statements.

**POLICY INFORMATION:**

8.02 It shall be the policy of the Region of Queens Municipality not to endorse any proclamations.

8.03 Section 8.02 is in no way to be interpreted as lack of respect for the excellent efforts of any organization that may request the Region of Queens Municipality to endorse a proclamation.

Policies re: Proclamations

Summary of policies and practices of 21 Municipal units

Community	Policy	Are requests approved at Council meeting?	Overview of policy statements	What works/issues encountered
<b>POLICY IS TO NOT ENDORSE PROCLAMATIONS</b>				
Town of Yarmouth	<b>NEW POLICY</b> Yes Oct. 12, 2017 approved (they went from having no policy to this recently approved policy)	No	Requests for proclamations are put on Council agenda "for information", and Council will not make motions on proclamations, which leaves citizens the freedom to personally support or not support the cause. Council does not make a judgment on each request. Avoids the administrative burden of reviewing and researching each request for a proclamation.	Do not endorse proclamations. Proclamations are included in Council packages for Information purposes only
<b>NEW</b> District of Saint Mary's	<b>NEW POLICY</b> Yes In Sept. 2017 adopted a new policy	No	They will no longer consider requests for proclamations because it is too difficult to make non partisan choices	Do not endorse proclamations
Municipality of East Hants	Yes	No	Policy is to not entertain requests for proclamations	Do not endorse proclamations
Town of Digby	Yes	No	Policy is to decline requests for proclamations	Do not endorse proclamations
Town of Mahone Bay	Yes	No	Policy is to not endorse proclamations	Do not endorse proclamations

<p><b>POLICY STATES PROCLAMATIONS DO NOT REQUIRE COUNCIL APPROVAL. MAYOR, WARDEN OR CAO APPROVE</b></p>					
<p>Town of Wolfville</p>	<p>Yes</p>	<p>No - Mayor approves. Dates noted at Council meeting.</p>	<p>Mayor approves requests for proclamations, and may consult Council at his/her discretion. Policy contains a list of recurring proclamations.</p>	<p><b>What works:</b> Prior to October 2015, there was no policy in place. The policy streamlines the process, and requests do not go to Council for approval. The Clerk has created proclamations and maintains a list of annual proclamations, as new requests are received, the list is added to. Once signed by the Mayor, they are Ecopied back to the group who requested the proclamation. <b>Issues encountered:</b> none <b>How presented publicly?</b> Proclamations are posted on a bulletin board at the Town Hall, on the website, and on the social media pages, as well as the dates being noted in the Mayor's opening remarks at Council meetings.</p>	<p>Unable to connect with staff for further information</p>
<p>Town of Kentville</p>	<p>Yes</p>	<p>No - posted on a bulletin board only</p>	<p>Proclamations are posted on a bulletin board in Town Hall, requests to post a proclamation must be received in writing. The organization pays for any direct costs resulting from requesting the town to make a proclamation. Policy has been in place since 1999.</p>	<p>Proclamations are posted on a bulletin board in Town Hall, requests to post a proclamation must be received in writing. The organization pays for any direct costs resulting from requesting the town to make a proclamation. Policy has been in place since 1999.</p>	<p>Only in support of specific community events at the request of the organizing group. Proclamations approved by CAO.</p>
<p>Town of Amherst</p>	<p>Yes</p>	<p>No - approved by CAO if meets criteria. Only goes to Council if a contentious issue</p>			<p><b>What works:</b> CAO determines whether proclamation is approved. Group, guests and Council is invited in for a proclamation signing/photo opportunity. The proclamations do not go on Council agendas. The process is driven by groups - municipality does not seek out proclamation. Groups must provide a written proclamation (if they do not have one, examples are provided, but municipal staff do not write document for them).</p>

<p>Municipality of the County of Annapolis</p>	<p>Yes</p>	<p>No – dates from standing list are noted on agenda.</p>	<p>Municipality initiates the proclamation or groups applying must have an activity that is copasetic with municipally sponsored events. They maintain a calendar in policy, and may amend the list by special resolution of Council.</p>	<p><b>Issues encountered:</b> Some groups have a last minute none in recent times  <b>How presented publicly?</b> The photo is posted on the website and social media pages, and media are advised. Media prefer to know in advance of signing so that they can do a story re the group (not a story re the proclamation being signed).</p> <p><b>What works:</b> Policy has been in place since 2007. Council has a list of specific proclamations in their policy, and only endorse those proclamations. The proclamations on the list are in line with Council involvement and community culture. Any policy requests received are included in the agenda as correspondence, for information. Recently they amended the policy to include Lyme Disease Prevention Month.</p> <p><b>Issues encountered:</b> none  <b>How presented publicly?</b> At the beginning of the month, the Warden signs the proclamations, they are displayed in the lobby of the Municipal Office, and photographs are shared on Social media. The dates are noted in Council by the Warden, and included in agenda.</p>
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<p><b>POLICY STATES THAT ALL PROCLAMATIONS GO BEFORE COUNCIL FOR DECISION</b></p>			
<p>Municipality of Cumberland</p>	<p>Yes</p>	<p>If meet criteria, proclamation is read at a Council meeting</p>	<p>Warden may sign a proclamation if a charitable or non profit group submits a written request, proclamation is about events occurring within the Municipality and message is determined to be for the public good.</p>
<p>Municipality of Kings</p>	<p>Yes</p>	<p>If meet criteria re: being a local event/organization, approved at Council meeting, and Mayor reads proclamation at meeting.</p>	<p>Proclamations are issued to Community groups, non profit organizations and charities to increase public awareness of their cause, all proclamation requests go before Council for approval. Currently reviewing policy.</p>
<p>Town of Shelburne</p>	<p><b>NEW POLICY</b> Yes</p>	<p>If meet criteria, approved at meeting, only read once in 5 years, after which dates mentioned in meeting.</p>	<p>Council approves applications for proclamations at regular Council meetings. Only new proclamations are read aloud, recurring proclamations are included in agenda package and read aloud every 5 years if requested. Specific list of what proclamations will not be issued for. Proclamations are posted on website and electronic sign.</p>
		<p><b>What works:</b> Their proclamations policy came about in 2008. They receive very few (about 5 per year) requests for proclamations.  <b>Issues encountered:</b> None  <b>How presented publicly?</b> Read aloud at Council meeting, posted on the website. They have no social media pages at this point in time.</p>	<p><b>What works:</b> Currently reviewing policy, as requests are steadily increasing. Occasionally, the organization will be in attendance at the meeting to see the mayor sign the proclamation.  <b>Issues encountered:</b> Proclamations can be time consuming.  <b>How presented publicly?</b> Included in agenda package, read aloud at Council and posted on social media.</p>
		<p><b>What works:</b> Prior to August 2017, they read all policies that were brought forward. There were many, and diverse, so developed policy. Only proclamations that are of interest to those in the community are brought forward.  <b>Issues encountered:</b> None yet - policy has only been in place a few months.  <b>How presented publicly?</b> Only read aloud in full once in 5 years - after the first year, just a reference to it during the meeting (ie; November is Veterans Month, etc.). If the group doesn't request it again at the conclusion of the 4 years, it is dropped from their Schedule. There are some that automatically are read that are significant to the community (ie; African Heritage month, M'kmaq History month, etc.). Each year the Schedule is updated with the years remaining</p>	

<p>Municipality of Colchester</p>	<p>Yes</p>	<p>No – not read aloud at meeting. If meet criteria, approved at meeting.</p>	<p>Council reviews requests at Council meetings, or in the case of time sensitive proclamations at their Committee meeting. Policy has list of criteria for approval and to not be approved – both are very specific.</p>	<p>updated. Proclamations are posted on website and electronic sign Also – proclamations are noted on social media.   <b>What works:</b> All proclamation requests go to Council meetings under Correspondence for approval (if timeline is short, it can go to Committee of the Whole). They do not maintain an annual list, requests must be resubmitted by groups each year. Their policy has been in place since 2003, and has only had one amendment, in 2016, to allow proclamations to also go to Committee of the Whole meetings for approval if necessary.  <b>Issues encountered:</b> none – all submitted have been approved (receive about 8 – 10 requests per year)  <b>How presented publically?</b> Full proclamation text, along with the recommendation to approve, is included in the Council agenda. After the approval, the official proclamation is printed on Municipal letterhead, and signed, it is then posted on a bulletin board in the municipal Office; not posted on social media or website at the present time.</p>
<p>Town of Annapolis Royal</p>	<p>Yes</p>	<p>No – included in the agenda, approved by Council, but not read aloud</p>	<p>Policy allows standing proclamations in support of Council approved grant applications, or in support of specific community event in or around the Town, at the request of group. Council approves requests.</p>	<p><b>What works:</b> The current Council recently decided that the Mayor may review the requests for proclamations, and only bring forward those that meet their criteria. They have a local view on proclamations they will endorse – it must be specifically tied to a local community event in their Municipality or in support of Council approved grant applications. In those cases, Council approves the proclamation. They receive very few local requests – 1 in the past year.  <b>Issues encountered:</b> none  <b>How presented publically?</b> Proclamation is included in Council Agenda, but not read at the meeting. If there is an event, it is read at the event, and then signed.</p>

THERE IS NO PROCLAMATION POLICY IN PLACE	No Policy	No	Requests for proclamations are put on Council agenda "for information", and Council does not have discussion or make motions regarding proclamations.
<p><b>NEW</b> Halifax Regional Municipality</p>	<p>No Policy</p>	<p>Requests for proclamations are put on Council agenda "for information", and Council does not have discussion or make motions regarding proclamations. There is no limit on the number of proclamations that may be included in the agenda. On occasion, the Deputy Mayor or another member may occasionally reference the proclamations on the agenda to highlight them, but there is no discussion. Their procedures of Council define that each Council member may speak once during the Community Announcements section of their agenda, for a maximum of one minute.</p>	<p>At present, they approve all that come in, and are currently researching creating a policy</p>
<p><b>NEW</b> Cape Breton Regional Municipality</p>	<p>No Policy</p>	<p>Currently are looking at creating a policy – researching other Municipal units' policies. At present, they approve all that come in, but requests are increasing.</p>	<p>Considered on an individual basis, and if there is a local or provincial connection, they are accepted with a motion of Council. Signed proclamations are printed out and put on display at Town Hall.</p>
<p>Town of Lunenburg</p>	<p>No policy</p>	<p>Receive less than 6 requests per year. They are considered on an individual basis, and if there is a local or provincial connection, they are accepted with a motion of Council. The proclamations are not read aloud; they are printed out and put on display in the Town Hall for the public to see.</p>	<p>Considered on an individual basis, and if there is a local or provincial connection, they are accepted with a motion of Council. Signed proclamations are printed out and put on display at Town Hall.</p>

Town of Bridgewater	No Policy	All go to Council for decision	Currently researching policies. They deal with requests on a case by case basis, all are taken to Council	All go to Council for decision. Currently researching a policy.
Municipality of Pictou	No Policy		An email states they do not have a proclamation policy – did not indicate if they do proclamations	
Town of Antigonish	No policy	All go to Council for decision	All proclamation requests go before Council for approval	
Municipality of District of Barrington	No policy	All go to Council for decision	All requests go to Council for approval	