

**Town of Annapolis Royal  
Committee of the Whole  
Approved Minutes of the Meeting Held  
March 5, 2014, 6:00 pm**

**Present:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, CAO Carol St-Amour and Recording Secretary Dawn Bourke.

**1. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:03 pm

**2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** February 6, 2014  
**MOTION #CoW-2014-MAR-5-1**

It was moved by Councillor Hudson, seconded by Councillor Mersereau to approve the Committee of the Whole Minutes of February 6, 2014 as presented. **CARRIED.**

**3. ADDITIONS TO AGENDA:**

Business Arising: Town Pension Plan Sponsorship after March 31, 2014

New Business: Change Polling District Boundaries and/or the number of Councillors

Correspondence: Phase 2 of the ARWA Strategic Waterfront Development Plan

Addition to Tab 6: 2014/15 Assessment Recovery

**4. APPROVAL OF AGENDA:**

**MOTION #CoW-2014-MAR-5-2**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the agenda as amended. **CARRIED.**

**5. PUBLIC HEARING:** None

**6. PUBLIC INPUT:** None

**7. PRESENTATIONS:** None

**8. BUSINESS ARISING:**

- i. **Expressions of Interest re: ARRA Promotional Material in Hard Copy and Digital Format**

The Committee members viewed digital work of Dan Froese of Daniel Froese Photography and Design; Jim Todd of Todd Graphic and Kimberly Gunn of Red Shed Graphic Design.

Discussion was held regarding the proposals; it was noted the internally prepared draft is a dry document not a marketable document in its current form and the Town requires a marketable visually attractive document.

**MOTION #CoW-2014-MAR-5-3**

It was moved by Councillor Hudson, seconded by Councillor Mersereau to recommend to Council that the proposal from Jim Todd of Todd Graphic be accepted for the provision of a professional document professionally designed in high resolution digital and print format for the Annapolis Royal Regional Academy promotional brochure. Two Ayes, 3 Nays. **DEFEATED.**

**MOTION #CoW-2014-MAR-5-4**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power, to recommend to Council that the proposal from Kimberly Gunn of Red Shed Graphic Design be accepted for the provision of a professional document professionally designed in high resolution digital and print format for the Annapolis Royal Regional Academy promotional brochure. 1 Nay, 4 Ayes. **CARRIED.**

**ii. Friends of the Library, Request for Variance**

Discussion was held regarding the proposed Annapolis Royal Library Extension and the request for variance. It was noted it is time for the Town to have a discussion with the Friends of the Library regarding the design of the extension. The Friends of the Library are prepared to pay the capital costs and the Town would be responsible for the operating costs.

It was agreed to invite the Friends of the Annapolis Royal Library to the April Committee of the Whole.

**iii. Borrowing Resolution**

Councillor Mersereau clarified that the word “optional” should have been “operational”.

It was agreed to place this item on the next Council meeting with the change of the word “optional” to “operational” within point 5 of the Borrowing Resolution.

**iv. Events Protocol**

March 28th Queen Annapolis Royal Dinner, Mayor attends, formal wear with Chain of Office and speech; April 19<sup>th</sup> Eggstravaganza, Mayor attends, casual wear with Chain of Office; April 16th Volunteer Week Ceremony at King’s Theatre, Mayor attends, formal wear with Chain of Office and speech. Annual General Meetings; Annapolis Board of Trade March 20<sup>th</sup> at 7pm upstairs at Ye Olde Towne Pub; Historic Gardens March 26<sup>th</sup> at 7pm at St Luke’s; Friends of the Annapolis Royal Library March 11<sup>th</sup> at 7pm at the Annapolis Royal Library; King’s Theatre April 14th at 7pm at King’s Theatre. It was also noted that March 20<sup>th</sup> at 7 pm an Annapolis Partnership Steering Committee Joint Councils meeting for all members of Council will be held at the Bridgetown Fire Hall.

CAO St-Amour advised the Macleans Magazine Canada 2014: “10 Places You’ve Got To See” article has a release date for tomorrow. CAO St-Amour advised she can access the link this evening and everyone present watched the video from the article that showcases the Town of Annapolis Royal.

**v. Town Pension Plan Sponsorship after March 31, 2014**

It was noted that the Town Pension Plan needs to be arranged by March 31<sup>st</sup>, 2014. Standard Life will continue to provide for each municipality for a set period of time. There is a CAO’s meeting Monday, March 10<sup>th</sup> and additional information will be provided. CAO St-Amour will update Council on the 17<sup>th</sup> regarding the discussions from the CAO’s meeting.

Councillor Mersereau noted a choice should be made; the first option is keeping the same investment options offered under the UNSM sponsored plan which brings in investment type decisions; second option is to choose a prebuilt portfolio that basically puts the management part in Standard Life's hands to design a few options and members would pick one and there would be an extra charge; and the third practical option is a defined contribution plan with Standard Life or with another pension plan provider or a group RRSP which effectively works similar to a defined contributions pension plan except that you do not have all the pension plan regulations. Deputy Mayor Power suggested this item should be brought up at the Steering Committee meeting. Councillor Mersereau suggested that the Union of Nova Scotia Municipalities, as a parting service should provide 3 different options plans and a couple of group RRSP's options.

#### **9. NEW BUSINESS:**

i. **Recreation Nova Scotia – re: 40<sup>th</sup> Annual Provincial Volunteer Awards Ceremony & Luncheon**

It was noted that if members of Council are unable to attend, the available ticket may be used by a member of Town staff. In the past both the Town representative and the volunteer drove to the function together.

ii. **Destination Southwest Nova – Request for Support**

It was agreed to request both the budget for the upcoming year and the previous year's financial statements prior to considering the funding request. It was also agreed to ask what Destination Southwest Nova's tourism plans are for the ferry and ask if there are plans regarding the entrances to Annapolis Royal.

iii. **Numbers and Boundaries of the Polling District and/or the Number of Councillors**

Councillor Mersereau advised the Polling District Boundary Review is a routine matter that happens every 8 years and a review is due this year.

#### **10. CORRESPONDENCE: (For Information)**

- i. Property Valuation Services, Proportional Share of Uniform Assessment
- ii. Service Nova Scotia and Municipal Relations – Municipal Services Division 2012-2013 Annual Update
- iii. Lease for Phase Two of Annapolis Royal Wharf Association Strategic Waterfront Development Plan

#### **MOTION #CoW-2014-MAR-5-5**

It was moved by Councillor Hudson, seconded by Councillor Paquette to move in camera at 7:55 pm. **CARRIED.**

#### **11. IN-CAMERA:**

- i. Reason (c) Personnel Matter
- ii. Reason (h) Public Security
- iii. Reason (f) Litigation or Potential Litigation

**MOTION #CoW-2014-03-MAR-6**

It was moved by Councillor Hudson, seconded by Councillor Paquette to come out of in camera at 8:27pm. **CARRIED.**

**12. ADJOURNMENT:**

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 8:30 pm. **CARRIED.**

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Mayor Michael Tompkins

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CAO Carol St-Amour