

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
MINUTES
November 19, 2012
9:00 a.m.

Present: Mayor Tompkins, Deputy Mayor Power, Councillors Paquette, Mersereau, Hudson, CAO St-Amour, Town Planner Chris Millier, Administrative Assistant Monica Mills as recording secretary, and members of the public

Regrets: DOF Robinson

CALL TO ORDER: The meeting was called to order at 9:00 am by Mayor Tompkins.

APPROVAL OF REGULAR COUNCIL MINUTES: October 15, 2012 and November 7, 2012

Motion 1:

It was moved by Councillor Hudson, seconded by Deputy Mayor Hudson that the minutes be approved as amended. Motion carried.

-Deputy Mayor Power requested that the original motion be included with motion #16 to provide more clarity.

ADDITIONS/DELETIONS TO AGENDA:

1. Personnel matter: in camera # 6
2. Discussion regarding the future of planning services following December 31, 2012: Business Arising #7
3. Preliminary discussion regarding strategic planning for the next four years: New Business #4

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Paquette, seconded by Councillor Power that the agenda dated November 19, 2012 be approved with the additions. Motion carried.

PRESENTATIONS

9:15 am: Christine Igot regarding traffic calming of Chapel Street:

Christine Igot explained to Council that this is her third presentation to Council regarding traffic calming measures on Chapel Street. She explained that she is requesting that the newly elected Council make traffic calming an important issue. She stated that since she has moved to Chapel street there have been issues with speeding. She added that the former Council had approved the posting of 30km/hr signs, which have been erected. She added that the Police Department has posted a car at the Home Hardware with radar, in order to enforce the speed limit;

however, this is a temporary measure. Christine Igot stated that she has had many conversations with various residents in Town, most of whom did not know the actual speed limit within Town limits. She suggested that the Police Department perform educational blitzes biannually to educate the public on the speed limits within Town. She also suggested that Council strike a Traffic Committee to discuss traffic issues throughout the Town. Christine Igot stated that one option for Council could be a method called street narrowing or road diet (Appendix A). She explained that exclusive pedestrian and biking lanes could be painted on the street, which would narrow the driveable surface of the road. This would encourage three things:

1. A special lane for pedestrians and bicyclers would improve their safety as they would have a designated lane.
2. It would visually narrow the street for drivers which would curb speeding
3. Chapel Street would visually become more of a pedestrian street

She finished her presentation by stating that Annapolis Royal is a Town of firsts and that it could become a first in traffic calming measures.

Councillor Paquette asked if Chapel Street was indicated as part of the walking trail. Christine Igot replied in the affirmative. Deputy Mayor Power suggested that Mrs. Igot present her information to the Board of Police Commissioners.

RECESS:

Motion 3:

It was moved by Councillor Paquette, seconded by Councillor Mersereau that the meeting adjourn for a five minute recess at 9:25 am. Motion carried.

PUBLIC HEARING : 9:30 am

To consider an application by the Annapolis Learning and Living Institute to amend part 16.1 of the Land Use By-law as follows:
That the words “colleges, universities and other educational facilities” be replaced with “Public, Private or Commercial schools, colleges, universities and other educational facilities”

Councillor Mersereau declared a conflict of interest and left the meeting at 9:30 am.

PROCESS:

1. **CALL PUBLIC HEARING TO ORDER:** The public hearing was called to order by Mayor Tompkins at 9:32 am.
2. **PRESENTATION BY CHRIS MILLIER, PLANNER, TOWN OF ANNAPOLIS ROYAL**

Chris Millier, Town Planner, presented his staff report and recommendation regarding the proposed amendment to section 16.1 of the Land Use By-Law. (Appendix B)

QUESTION:

Mayor Tompkins opened the floor for Council's questions for Chris Millier. Mayor Tompkins asked if the applicant for the amendment was the property owner or a renter? He added that is it necessary to change the zoning of the property owner to accommodate the needs of a renter? Chris Millier replied in the affirmative, adding that the actual zoning would remain institutional. It would be an amendment to what was included in institutional zoning.

Councillor Paquette asked if the applicant was a legally incorporated entity and what the tax implication would be. Chris Millier explained that ALLI was a legally incorporated non-profit organization that may in the future evolve to be for-profit. He added that since the Town has eliminated business occupancy tax and institutional zones are not taxed there would be no implications.

Chris Millier provided clarification regarding the amendment noting that the amendment would not permit a wide range of commercial uses in an institutional zone, rather it would permit Public, Private or Commercial schools, colleges, universities and other educational facilities in the institutional zone.

Mayor Tompkins noted that this amendment would be applicable and beneficial to the future of ARRA¹. Deputy Mayor Power questioned the wording of the amendment and asked if it was a common amendment. Chris Millier added that the wording of the amendment is standard but the actual amendment is becoming more common, particularly in the case of private and public day-cares and private and public preschools.

3. APPLICANT INVITED TO PRESENT COMMENTS REGARDING THEIR APPLICATION

Applicant for ALLI, Kevin Burnell stated that the Town Planner has covered much of the application, he asked Council if they had any questions. Councillor Paquette asked for clarification on the plans of ALLI. Kevin Burnell stated that there are many talented residents in Town and the hope is that ALLI can facilitate the coordination of workshops. Currently, ALLI receives funding from provincial and federal grants, the hope is in the future to become self-sustaining and eliminate the need for this type of funding. Councillor Paquette asked for clarification as to who the governing body of ALLI would be. Kevin Burnell said that he would find the answer and report back to Council. Councillor Paquette asked if ALLI would have the right to veto competition. Kevin Burnell replied in the negative adding that any organization would have the same rights to rent the Legion if they would like. He added that the goal of ALLI is to help people in the community.

4. COMMENTS FROM THE PUBLIC

The floor was opened to comments from the public.

Paul Stackhouse, Hillsdale House asked if the Legion was tax-exempt. Mayor Tompkins stated that due to the institutional zoning that it was.

Paul Stackhouse asked if the tenant, ALLI, would receive benefit from the Legion being tax-exempt, as the Legion would not have to transfer the cost of tax to its renters. He added that as a commercial tax payer that he had an issue with a for-profit organization receiving this benefit.

Mayor Tompkins stated that this issue was between the renter and tenant, not the Town.

5. ADJOURNMENT PUBLIC HEARING

Motion 4:

It was moved by Councillor Paquette, seconded by Deputy Mayor Power that the Public Hearing be adjourned at 10:17 am. Motion carried.

¹ Annapolis Royal Regional Academy

Motion 5:

It was moved by Deputy Mayor Power, seconded by Councillor Hudson that Council approve the second and final reading to the Land Use By-law amendment. Motion carried, with one nay vote from Councillor Paquette.

Discussion:

Councillor Paquette stated that he was against the motion as he required clarification regarding the legislative regulations for ALLI. He added that he felt that Council was creating a tax loophole for the organization. He added that he did not feel that it was the Town's place to help promote the organization, when other businesses and organizations do not need the Town's assistance.

Deputy Mayor Power stated that she did not share Councillor Paquette's concerns, due to the fact, that the ALLI will be evolving into a for-profit organization. She added that she liked the idea of ALLI and hoped that they could continue using the space; however, if they outgrow the location they may have to move.

Councillor Hudson stated that he agreed with a lot of Councillor Paquette's points. He added that he felt that Council should assist organizations in getting established.

Mayor Tomkins stated that he did have concerns regarding the taxation issue; however, he added that he was interested in seeing this organization succeed and they should be allowed the opportunity.

Deputy Mayor Power added that by changing the by-law now, it will open doors for the academy which should be a priority right now.

Motion 6:

It was moved by Deputy Mayor Power, seconded by Councillor Hudson that the meeting recess at 10:40 am. Motion carried.

RECONVENE REGULAR COUNCIL MEETING:

SPECIAL PRESENTATIONS: 10:30 am.

Mayor Tompkins made presentations of the Queen's Diamond Jubilee Medals and certificates to the following:

- 1: Peter Davies, for his service as the Town Crier for many years
- 2: Harry Jost for his contributions to the preservation of the Town.
- 3: Alan Melanson for his incredible work with the Historical Association of Annapolis Royal and the guided tours.
- 4: Durline Melanson for her service as an outstanding volunteer in the community.

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. Traffic Calming on Chapel Street (Tab 2)	<p>CAO St-Amour explained that the tab contains the information from the previous presentations that Christine Igot made to Council. She added that there is also a report from Chief McNeil regarding the Police Department's efforts in curbing speeding on Chapel Street. She noted that in addition to the presented information and as a result of an inquiry from Councillor Mersereau, she learned that there is a requirement in the Motor Vehicle Act that states the lowering of a speed limit below 50km/hr requires the approval of the Provincial Traffic Authority. Mayor Tompkins noted that those who received tickets as a result of the lowering of the speed limit could appeal. CAO St-Amour replied in the affirmative. She noted that the Town will be asking for approval after the fact.</p> <p>Mayor Tompkins stated that he would like to see the development of a Traffic Review committee which would review all of the traffic issues in the Town.</p> <p>Councillor Mersereau stated that safety and speeding throughout the Town are vital issues and the first step would be establishing a committee. Councillor Hudson agreed adding that the committee should have Council representation, Police Department Representation and Public Works representation.</p> <p>Council directed staff to research the cost of the various means of street narrowing. Discussion was moved to New Business item #1.</p>	CAO and Traffic Flow Advisory Committee	

2. Tree Care (Tab 3)	<p>CAO St-Amour explained that Angelika Waldow is the Tree Care specialist in the Town. She is involved in many projects throughout Town. In order to obtain funding for these projects she and the Town jointly apply for grants. Item #3 is the application for such a grant called Green Streets supported by TD Bank. CAO St-Amour further explained that depending on how the Town chooses to structure the application; the Town's contribution could be either monetary or in-kind or a combination of both. CAO St-Amour added that she had been in discussions with another municipality that is interested in filing the grant jointly. Councillor Mersereau stated that he was in favour of seeing a draft application. Councillor Hudson agreed.</p> <p>Motion 7: It was moved by Councillor Hudson, seconded by Councillor Paquette that Council approve, Administration to draft a Green Streets grant application and bring it back to Council before January 7, 2013. Motion carried.</p>	CAO	
3. Grant Application (Tab 4)	Discussed with Business Arising item #2.		
4. Income and Expense Statement for the period of April 1 st , 2012 – October 31, 2012 (Tab 5)	<p>Council reviewed the income and expense statements. CAO St-Amour provided a brief explanation of the format. She suggested that she create a summary report noting any variances for Council's benefit. Council agreed. Mayor Tompkins asked why DOF Robinson would attend meetings if the CAO provided the cover sheet summary. Councillor Paquette stated that he felt the DOF presence was important so that she could address financial questions. Councillor Mersereau stated that he would like a balance sheet and a report on the unpaid tax accounts and water accounts. Councillor Hudson requested a breakdown of employee salaries which includes the percentage charged to the various accounts. Councillor Paquette noted that he would like to discuss the matter in camera.</p>	CAO and DOF	

5. Future of Planning services	<p>Deputy Mayor Power requested an update on the status of planning services. CAO St-Amour explained that the planning coordinator position will be extended by Middleton until January 31, 2013. She added that she will be having more discussions with Middleton regarding the matter. Mayor Tompkins added that he preferred that the position be covered internally. Councillor Mersereau requested that the matter be placed on the next Council agenda as January is not far away.</p> <p>Mayor Tompkins added that his goal for the budget would be no later than March 15, 2013.</p>	CAO	
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Council Committees and representation (Tab 6)	<p>Council discussed Council Committees and Representation.</p> <p>1. Planning and Heritage Advisory Committee: Mayor Tompkins stated that he would like to see more focus on planning within this committee as the emphasis appears to be on heritage. He recommended initiating advertising for citizen representation and then abiding by the by-law which stated that terms are staggered. He added that more business representation would be beneficial. Councillors Hudson and Paquette volunteered to be representatives and there should be advertisement for membership at large.</p> <p>2. Board of Police Commissioners: Deputy Mayor Power stated that one of the citizen representatives was just appointed. Mayor Tompkins added that the terms should be staggered.</p> <p>3. Traffic Flow Advisory Committee: It was decided that Chief McNeil, Traffic Authority Kevin McLean, Council representatives and two citizen representatives should comprise the committee.</p> <p>4. Marketing and Economic Development Committee: Mayor Tompkins stated that he feels that the Town should market itself more. He stressed that the Town should concentrate on economic development and promotion and an advisory committee could be of great benefit. Deputy Mayor Power cautioned Council that in the past, when the Town had a marketing position, there was a lot of public outcry. She added that the committee would have to be clearly defined. He added that it should be comprised of a business representative, residential representative and two members of council.</p> <p>Councillor Paquette directed CAO St-Amour to locate past marketing information and present to Council.</p>	CAO and Admin. Assistant	

	<p>CAO St-Amour requested direction from Council regarding whether they wanted her to draft terms of reference for the Traffic Advisory Committee and the Marketing Committee. Council agreed and requested that an ad be placed in the Town Crier newsletter for citizen representatives needed on committees.</p> <p>5. ADEDA²: Councillor Mersereau stated that he would like to serve on the board. Mayor Tompkins stated that he felt having our own economic development agency would be more beneficial. Councillor Mersereau stated that he would be interested in either. Councillor Paquette noted that the Town has given its notice regarding participation in the agency. It was decided that CAO St-Amour should contact Managing Director, Liz Morine, requesting a list of reports and resources from ADEDA. Mayor Tompkins will be the alternate</p> <p>6. REMO³: Mayor Tompkins stated that he would be a representative. Councillor Hudson stated that he would like to continue to be representative. Deputy Mayor Power volunteered to be the alternate.</p> <p>7. Annapolis County Mayors and Wardens: Mayor Tompkins and Deputy Mayor Power will be the alternate.</p> <p>8. Wharf Association: Council agreed that the newly developed marketing and economic development will look into this matter and that the Wharf Association could communicate to Council through the new Marketing and Economic Development Committee.</p> <p>Mayor Tompkins asked Council if they felt that Council should have representation on the following groups: Wharf Association, King's Theatre, Historic Gardens, Friends of the Health Center, Upper Clement's Park Society and Friends of ARRA. Council decided that although these groups are important, it would adequate to invite a representative to Council meetings for updates as needed rather than committing a Councillor to attend the meetings.</p> <p>9. Annapolis Valley Housing Authority: Council representation not required as an elected official can not serve.</p>		
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³ Regional Emergency Measures Organization

	<p>10. Friends of ARRA⁴: deferred to the Marketing and Economic Development Committee.</p> <p>11. Environment Committee: Council decided no representation required.</p> <p>12. Twinning Committee: Council decided no representation required.</p> <p>13. Board of Police Commissioners: Deputy Mayor Power will continue to serve and Councillor Mersereau will be the new Council representative. It was decided that the current membership will remain the same.</p> <p>14. Human Resource Committee: Councillor Hudson suggested that all members of Council be on the Human Resource Committee. Council disagreed. Deputy Mayor Power and Councillor Paquette will form the committee. The terms of reference will be reviewed.</p> <p>15. Marketing and Economic Development Committee: Councillors Paquette and Mersereau will be Council representatives.</p> <p>16. Traffic Flow Advisory Committee: The committee will address issues with one-way and two-way streets and speed limits within the Town. It was decided that Councillor Paquette and Councillor Mersereau will represent Council.</p> <p>Motion 8: It was moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the Council appointments as discussed and that the requests for citizen representatives be advertised as appropriate through the Town Crier Newsletter and on the Town website. Further, that a short advertisement be placed in the Annapolis Spectator inviting persons who are interested to serve on various committees, to look at details available on the Town website and to submit their interest to the Town. Motion carried.</p>		
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⁴ Annapolis Royal Regional Academy

	<p>Motion 9: It was moved by Councillor Hudson, seconded by Councillor Paquette that the meeting adjourn for a recess from 1:20 pm until 2:00 pm. Motion carried.</p> <p>The meeting was called to order at 2:00 pm.</p> <p>Mayor Tompkins stated that he has just received a letter from the Upper Clement's Park Society requesting Council representation as a replacement for former Councillor Shaffner.</p> <p>Motion 8: It was moved by Councillor Paquette, seconded by Councillor Hudson that the vacant position for the Upper Clement's Society be advertised with the other societies.</p> <p>Councillor Mersereau stated that he would like to discuss the motion. He added that he felt that Council had previously agreed not to have formal representation on the Upper Clement's Society. Mayor Tompkins agreed, he added that the committees without Council representation should be instructed to report to the Marketing and Economic Development Committee.</p> <p>Motion 9: It was moved by Councillor Paquette, seconded by Councillor Hudson that Council rescind the motion 8. Motion carried.</p>		
2. Invitation from County of Annapolis (Tab 7)	<p>CAO St-Amour informed Council that the County of the Municipality of Annapolis has invited them to a joint meeting. Council determined that they would like to discuss the following items:</p>		

	<ol style="list-style-type: none"> 1. Public Transit 2. Recreation 3. Fire services 4. Lapsed water and sewer agreements 5. Waste management options, particularly compost 6. Planning services <p>Deputy Mayor Power suggested that the meeting occur at a neutral location and suggested the Fire Hall. Councillor Mersereau noted that it would be a preliminary discussion.</p> <p>Deputy Mayor Power suggested Thursday as there are no meetings are scheduled for that date. CAO St-Amour suggested an early evening meeting from 4:30 pm or 5:00 pm on either December 6th or 13th. She added that she would contact the County and report back to Council. Mayor Tompkins requested an agenda from both the Town and County prior to the meeting.</p>		
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<p>3. Policy on Meetings and Procedures and Presentations</p>	<p>CAO St-Amour presented the current Town Policy on Meetings and Procedures and Presentations as well as her report on the various options. Council reviewed the options. It was decided to minimize the cost of having out-of-town Town consultants attend meetings, that special council meetings could be scheduled during daytime.</p> <p>Deputy Mayor Power suggested that Committee of the Whole remain during the day and the Council meeting be moved to the evening, as Committee of the Whole tended to be the longer of the two meetings. Mayor Tompkins stated that he would have to verify with his employer prior to committing to that.</p> <p>Councillor Paquette stated that the Town has a working mayor and accommodations must be made to accommodate his schedule, and he was in favour of changing staff's working hours</p> <p>Councillor Mersereau stated that he was in favour of day-time meetings but would be willing to accommodate the Mayor's schedule, but he would like to reserve the right to schedule day-time meetings to accommodate out-of-town professionals.</p> <p>Council discussed the necessity of the Director of Finance attending the Council and Committee of the Whole meetings. CAO St-Amour suggested that DOF Robinson could attend only a portion of the meetings if necessary. Councillor Mersereau stated that the DOF Robinson would be required to attend the meetings in the CAO's absence. Council agreed.</p> <p>Mayor Tompkins stated that the Budget meeting should be a full-day meeting and DOF Robinson would definitely be required to attend. Council agreed.</p> <p>Due to the fact that Mayor Tompkins is a working mayor, it was decided that both Committee of the Whole and Council meetings would be changed to 6:00 pm at night and the monthly dates would remain the same on a temporary basis until April 1st, 2013.</p> <p>Council discussed the monthly schedule of the meetings.</p> <p>Councillor Paquette stated that the CAO is in charge of staff hours and would therefore make the decision regarding the matter. Mayor Tompkins and Deputy Mayor Power agreed.</p>	<p>CAO and Admin Assistant</p>	
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	<p>Motion 10: It was moved by Councillor Hudson, seconded by Councillor Paquette that section 7 of the Policy on Meetings and Procedures and Presentations be amended to read, <i>“The regular monthly meeting of the Council shall be held at 6:00 p.m. on the third Monday in each and every month.”</i> and section 12 of the Policy on Meetings and Procedures and Presentations be amended to read, <i>“All meetings of Committee of the Whole convene at 6:00 p.m. on the second Wednesday preceding the regular monthly Council meeting unless otherwise designated by a resolution of Council.”</i> And section 19 be amended to read, <i>“...Approved minutes that have been reviewed by the Mayor or presiding Chair will be posted on the Town website once they receive Council approval.”</i> Motion carried.</p> <p>Discussion: Councillor Paquette requested all minutes to be posted within 72 hours of a predetermined time, as minutes have not been posted since April 2012. CAO St-Amour stated that she would verify that the minutes have been posted and report back to Council.</p>	<p>Admin Assistant to amend policy 2011-2 to reflect changes. Effective date Nov. 19, 2012</p>	
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<p>4. Strategic planning preliminary discussion</p>	<p>Councillor Mersereau stated that he would like to have a basic discussion regarding the strategic planning process. He added that input should be gathered from three important sectors:</p> <ol style="list-style-type: none"> 1. Council 2. Staff 3. The Public <p>He suggested that information could be gathered through a community survey, at a relatively low cost. The survey would invite feedback on the public's satisfaction level with services and their needs. It was suggested that the current strategic plan be reviewed by Council and senior staff. Councillor Paquette suggested that the Marketing and Economic Development Committee could be the front runner for creating the Council action plan, as the previous strategic plan has had an action plan for staff only. Mayor Tomkins suggested reviewing the report prior to the Budget meeting. Councillor Mersereau suggested at the Committee of the Whole meeting in January. CAO St-Amour stated that she would forward the information regarding the strategic plan to Council for their review prior to January's Committee of the Whole.</p>	<p>CoW January 2013</p> <p>CAO to forward Strategic plan and schedules to Council prior to Christmas.</p>	
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RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Committee of the Whole	<p>Council discussed the motion and the properties. CAO St-Amour explained that both properties are town-owned.</p> <p>Motion 12: It was moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council approve that the taxes be written off (forgiven) for the following roll numbers and amounts: Roll number 00092398 in the amount of \$680.85 Roll number 04997409 in the amount of \$3170.47. Motion carried.</p> <p>Discussion: Councillor Paquette requested a list of all the properties that receive these tax write-offs. He asked if the budget included these tax write-offs. CAO St-Amour replied in the affirmative, adding that it would be accounted for in the gross and net lines of the budget.</p>	DOF	
2. Planning and Heritage Advisory Committee	<p>Motion 13: It was moved by Councillor Hudson, seconded by Councillor Mersereau that the application to enlarge the garage at #1Riverview Drive be approved. Motion carried.</p>		
	<p>Motion 14: It was moved by Councillor Hudson, seconded by Councillor Mersereau that the application to install a patio door in place of a window and the installation of the heat pump and installation of a ground-level deck be approved. Motion carried.</p>		

3. Board of Police Commissioners	none		
4. Environment Committee	none		

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	None, as meeting has been rescheduled until November 21, 2012.		
(b) Mayor's Report	Mayor Tompkins reported the following: Nov.9 : attended the CEC ⁵ opening and met the Minister of Health Nov 11: attended the Remembrance Day ceremony with all of Council Nov 24: invited to a dinner at CARP ⁶ He stated that he had received a number of letters from Peter Davies, Stephen McNeil, ADEDA and Upper Clement's Park. Nov 30: invited to a gala dinner by the Nova Scotia Home Builders Association, he added that he would be sending his regrets.	Mayor Tompkins	
(c) ADEDA ⁷	No report.		
(d) Planning Services	The committee reviewed the report. CAO St-Amour explained the various components of the report to Council.		
(d) King's Theatre	No report.		
(e) REMO ⁸	No report.		

⁵ Collaborative Emergency Centre

⁶ Clean Annapolis River Project

⁷ Annapolis Digby Economic Development Agency

⁸ Regional Emergency Measures Office

{f} Twinning Committee	No report.		
{h} Environment Committee	No report.		
{i} Planning and Heritage Advisory Committee	No report.		
{j} CAO's Report (Tab 12)	CAO St-Amour presented her report and addressed Council questions.	CAO St-Amour	
{k} Water Reports	Water tests have been viewed and are within the required parameters.		
{l} Recreation Report (Tab 13)	Council reviewed the report. Councillor Paquette asked where the MPAL Leader is employed. CAO St-Amour explained that she is employed by all three towns. The Town's share of her cost is equivalent to the amount spent on recreation last year. Council discussed the location and process of making an outdoor rink.		

CORRESPONDENCE.

Council reviewed the correspondence:

1. Cox and Palmer – Nova Scotia Legislative Report – Fall Sitting, Nov. 2, 2012 (Tab 14)
2. 211 Service Nova Scotia (Tab 15)

OTHER BUSINESS:

CALENDAR ITEMS:

1. November 30, 2012: The Tree Lighting and LED exchange. Council instructed CAO St-Amour to contact ADBoT to obtain a schedule / agenda.
2. PHAC meeting: No meeting until new committee formed.
3. Committee of the Whole meeting: Dec. 5, 2012
4. Council meeting: Dec. 17, 2012

Motion 15:

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting move in camera at 4:00 pm. Motion carried.

IN CAMERA

1. Draft Lease (reason a)
2. Willing of Property (reason a)
3. Annapolis District Planning Commission (reason f) - it is an old item relating back to ADPC so we need to use that name
4. Contract Negotiations (reason d)
5. Water Utility Arrears (reason f)
6. Personnel Matter (c)

Motion 16:

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting come out of camera at 5:25 pm. Motion carried.

Motion 17:

It was moved by Deputy Mayor Power, Seconded by Councillor Hudson that Council approve Mayor Tompkins and CAO St-Amour to sign a lease between the Town of Annapolis Royal and James L. Eisan, Returning Officer for the Special School Board Election on Behalf of the Annapolis Valley Regional School Board for use of an office at Town Hall for a rental period of January 14, 2013 to February 22, 2013. Motion carried.

Motion 18:

It was moved by Councillor Hudson, Seconded by Deputy Mayor Power that:

A final 30 days' notice be mailed to the owner and delivered to the occupier of the property location described in Water Utility Account Number 553;

that the notice state the water will be shut off 30 days from the date of the notice unless three post-dated cheques are delivered to and received by the Town of Annapolis Royal prior to 3:00 pm on December 21, 2012;

that each of the post-dated cheques must be in an amount equal to one-third of the amount owing in arrears as at November 1, 2012 which is \$1,060.56; and,

that the first cheque in the amount of \$353.52 must be dated prior to December 28, 2012, the second cheque in the amount of \$353.52 must be dated prior to January 28, 2013 and the third cheque in the amount of \$353.52 must be dated prior to February 28, 2013; and,

that if the three post-dated cheques are not received by the Town by December 21, 2012, water will be shut off on December 28, 2012. Motion carried.

NEXT MEETING: December 17, 2012 at 6:00 pm.

ADJOURNMENT

Motion 17:

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting be adjourned at 5:32 pm. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by CAO		
Signed by Mayor		
Approved for website by CAO		
Sent to webmaster		