



## Village of Baddeck

492 Chebucto Street  
Unit 5, P.O. Box 63  
Baddeck, Nova Scotia B0E 1B0

# Monthly Village Commissioner Meeting Wednesday, January 17<sup>th</sup>, 2024

Village of Baddeck Office 492 Chebucto St, Baddeck.

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**Participants:** Gary Crowder (Vice Chair), Kenneth MacKinnon  
Dan McNeil

**Online:**

**Regrets:** Jennifer MacDonald (Chair)

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## Meeting called to Order at 6:30pm by Vice-Chair Com Crowder

(Note: Due to a storm the Public Meeting from Jan 10<sup>th</sup>, 2024 was moved to Jan 17<sup>th</sup>, 2024)

## Com Crowder reads the land acknowledgement to Mi'kmaq People.

### 1. Addition to Agenda

- Agenda was distributed to the Commission on Jan 2<sup>nd</sup>, 2024.
- Agenda was submitted with the old date of the meeting (Jan 10<sup>th</sup>) Date was changed to Jan 17<sup>th</sup> and updated agenda was posted on website.
- No other corrections were made, and the agenda was approved as distributed.

**Motion was moved by Com McNeil, seconded by Com MacKinnon to approve the agenda as distributed on Jan 2<sup>nd</sup>, 2024. All in favour – Motion carried**

### 2. Request of conflict of interest

- No conflict of interest was disclosed.

### 3. Approval of Minutes

Minutes of the regular meeting on Dec 13<sup>th</sup> were distributed to the commission by email on Jan 4<sup>th</sup>. The date of the Jan 10<sup>th</sup> meeting changed. No other corrections, errors, omissions, or additions were stated.

**Motion was moved by Com MacKinnon, seconded by Com McNeil to approve the minutes as distributed. All in favour – Motion carried**

### 4. Business arising from the Minutes:

#### Election

- After the call for nominations, no nominations were handed in at the office. The commission will move on with four (4) commissioners until the AGM.
- VM Braun-Huettner contacted Municipal Advisor Ross MacDonald to clarify if the election can be held shortly after the AGM.



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- Ross MacDonald was asked if it is possible to hold the election before the AGM, so the new commissioners can be sworn in at the AGM. Com Crowders term ends 2024 and Former Com Flaherty's position is open. After consulting the province, the village will clarify with its solicitor if it is possible to do an election before the AGM.
- Details will be provided at the next Village Meeting on Feb 14<sup>th</sup>, 2024.

### VHCC sublease

- Village solicitor drafted a sublease for the property with a few adjustments and recommendations. The plan is to sign the lease on Feb 14<sup>th</sup> and submit the sublease to VHCC.
- VM received the sublease, recommended changes:
  - Address is still Campbell Street; needs to be changed to Jessica Wong Ln
  - Paragraph 12.1: Recommendation of solicitor to take this paragraph out of the main lease and the sublease.

### Grant Policy

- Consultation with village solicitor took place.
- Recommendation of Solicitor:
  - MGA 423 (1) states Villages are allowed to permit expenditures on advertising costs. The draft policy implies allocating monies to more than tourism.
  - Grant policy focus is mostly on tourism promotion. Should the wording be extended to include business and industrial purposes as well or be reduced to tourism.
  - MGA 423 (1) states that grants can only be issued to societies. Change from "organization" in the policy to "society".
  - Perhaps add: "Approved applicants shall be required to provide reporting to the Village in such form and at such times as may be required by the Village."
  - Perhaps add heading for timing and method of funding the grant monies. "Disbursement of Grant Fund monies": "Grant Fund monies shall be disbursed to the successful applicants in such matter and upon such conditions as the Village shall determine and set out in writing to the applicants from time to time."

### UARB Hearing

- It was not possible for the Board to make a decision before Christmas.
- Documents were provided to the board.
- Follow up with the board, if we do not hear back until the 31<sup>st</sup> of January.
- Board recommended to start to plan for another rate study in late 2024, early 2025.

## 5. Reports:

### Water Front Baddeck

- Steven Goldthwaite is sending his regrets.
- John Langley presents the report to the commission.
- Additions to the report:
  - Freight Shed backside Wahrf repair: \$10,000 deductibles will be funded out of the wharf account
  - Jaime Battiste was not able to come to Baddeck. New date will be found



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- CBC morning interview with Steven Goldthwaite about the lighthouse project on Jan 18th at 7:30am.

### Community Club Committee

- No report.
- The \$900 out of the community Club account have been transferred to the Village account.
- Road Allowance information has been deferred by TIR as 6 months.
- The village should discuss a plan for the upcoming season on the property, even if there is no development happening. Maintenance, Cleanup, garbage, etc. Topics will be discussed with Public works.

### Audit Committee:

- Tracey Campbell is the new chair of the committee.
- Quarterly meetings are scheduled.
- Each meeting will require:
  - Bank statements or bank reconciliation statements.
  - Credit Card Statements.
  - Accounts payable summary or complete listing.
  - Accounts receivable summary or complete listing.
  - Internal financial statements.
- AC is volunteering to review of procurement policy.
- AC is volunteering to assist with grant planning process.

### Wharf Manager Report

- No report
- Village of Baddeck Wharf Email: Future use of [wharf@baddeckvillage.ca](mailto:wharf@baddeckvillage.ca) for wharf manager will be discussed with Waterfront Baddeck.

### Public Works Report

- Addition to the report:
  - Information of Facebook: If hydrants are maintained and flushed the water can be dirty in the beginning. Customer should run the water for a bit and it will clear up.
  - Received second quote for Roof repair PW building It is cheaper and more accurate. The village moved forward with the second quote. If it is an emergency, it is not a problem if we do not have three quotes for the repair.

### Village Manager Report

- Additions to report
  - Tax Bills Update: Victoria County will be updated which accounts did not pay their taxes for 2023.
  - Accessibility Committee Meeting: Feb 6<sup>th</sup> 1-3pm at Alderwood



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- EDPC (John Bain): No response on the letter (Capacity concern WTP and WWTP) from EDPC. Com Crowder and Com MacDonald will meet Mr. Bain at the Zoning Meeting and talk to him.
- Com McNeil recuses himself from the discussion about employee topics. Village Manager will put a proposal together for HR related topics for Village employees (pay raises, certificates, etc.) which will be discussed at the next meeting.
- Service Charge for water/tax charges paid to Municipality: Com Crowder is asking for a proposal of topics that can be discussed with Victoria County at the next village meeting.

**A motion was moved by Com McNeil and seconded by Com MacKinnon to approve the presented reports from Community Club, Waterfront Baddeck, Audit Committee, Wharf Manager, Public Works, Village Manager. All in Favour – Motion carried.**

### 6. New business arising

**Tax Bill collection** return to Victoria County

**A motion was moved by Com McNeil and seconded by Com MacKinnon to recommend sending tax bills back to Victoria County. All in Favour – Motion carried.**

#### Procurement Policy

- VM will reach out to Ross MacDonald about the procurement policy.

#### Website

- Budget item for next year
- HR: If the village decides to hire another person Website and Facebook hosting should be part of the job description

#### Newsletter

- Last review before it will be sent out.

### 7. Correspondence

- No Correspondence

### 8. Next Meeting will be held on Feb 14th, 2024.

### 9. Adjournment

- **Meeting adjourned at 8:15pm by Com McNeil**



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**Signatures:**


Minutes approved

  
\_\_\_\_\_  
Com. Jennifer MacDonald Date

Minutes approved

  
\_\_\_\_\_  
Com. Gary Crowder Date Feb 14, 2024

Minutes approved

  
\_\_\_\_\_  
Com Daniel McNeil Date FEB 14, 2024

Minutes approved

  
\_\_\_\_\_  
Com. Kenneth MacKinnon Date Feb 14, 2024

Minutes approved

\_\_\_\_\_  
TBD Date

Certified by

  
\_\_\_\_\_  
Roman Braun-Huettner (Village Manager) Date 2024-02-14

