



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

## Monthly Village Commissioner Meeting Wednesday, November 08<sup>th</sup>, 2023

Village of Baddeck Office 492 Chebucto St, Baddeck.

---

**Participants:** Jennifer MacDonald (Chair), Gary Crowder (Vice Chair), Kenneth MacKinnon  
Dan McNeil  
**Regrets:** Laura Flaherty

---

### Meeting called to Order at 6:30pm by Chair Com MacDonald

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

#### 1. Addition to Agenda

- Agenda was distributed to the Commission on Nov 1<sup>st</sup>. There have been additions and subtractions made after Nov 1<sup>st</sup>. Com MacDonald asks for additions or corrections on the latest agenda. No additions were made, and the agenda was approved as distributed.
- Request of conflict of interest; No conflict of interest was disclosed.

#### 2. Approval of Minutes

Minutes from the regular meeting on Oct 11<sup>th</sup> were distributed to the commission by email on Nov 1<sup>st</sup>. No corrections, errors, omissions or additions were stated. Com MacDonald states that the minutes will be distributed to the commission and posted on the website before the next meeting.

**Minutes were approved as distributed by the commission.**

#### 3. Business arising from the Minutes:

- **Request for Salty Dog Sailors Voucher for Paul Jamieson:**
  - It is possible to accommodate three days docking for a 40ft boat at the end of July.
  - Importance of a policy for waiving fees is stated. The request of a development of a policy was sent to WFB and the sub committee will have a conversation about it.
- **Term of Reference:**
  - WFB found a few typos in section A and F that need to be corrected.
  - Clarification on missed meetings. It was meant, having a conversation with the chair of the subcommittee if the member misses more than three meetings per year.
- **Smoke Free Places Policy:**
  - Draft policy was attached to the agenda package.



## Village of Baddeck

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

- Commission decided to proceed with a policy, not a by-law. By-Laws need enforcement which the village cannot provide.
- The policy applies to all facilities, vehicles, buildings, and properties owned by the village. The village already falls under the provincial and municipal policy. The advantage is if the village has its own policy, it is possible to apply for grants for signage.
- The scope of the policy is around employees, contractors, consultants, interns, summer students, volunteers, visitors and residents.
- The policy will be communicated to the public and residents via signage.
- WFB will discuss where the signs should be put up
- Denise Mulley is asking if it effects the whole waterfront and the wharf. It was stated that it should cover at least the high volume and high concern areas, but only village properties.
- The village employees are allowed to talk to people and explain that village properties are non-smoking areas.
- The village is allowed to put stricter rules in the policy than the province and the municipality have in place, but it is difficult to enforce them.
- The policy included a clause around consequences. An initial violation of the policy by visitors or residents will result in a reminder of our smoke free policy and the person will be immediately directed to stop smoking, vaping, etc. Employees and village contractors would have the ability to have that conversation. If the person is not following the rules, the person has to leave the property.

**Motion was moved by Com McNeil, seconded by Com Crowder to approve the smoke free places policy. All in favour – Motion carried**

- **Grant Policy:**
  - Moved to the next meeting.
- The rest of business arising from the minutes will be addressed in the reports of Public Works and Village Manager

#### 4. Reports:

- **Water Front Baddeck**

The minutes of the last meeting were sent to the commission and will be attached to the meeting minutes.

**Request of WFB for approval or feedback on following items:**

- **Boardwalk subcommittee.** Description of the subcommittee is attached to the WFB Minutes. The sub committee will focus on the boardwalk development. This will be a major project for the next 12-18 months and it is necessary to have a group dedicated to keep the project on pace.
- The subcommittee request follows the terms of reference, except the application part. The commission states that there has not been an application process put forward this



## Village of Baddeck

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

time. For future subcommittees future members need to apply for the subcommittee and will be appointed to the initial committee. The commission wants to make sure a public call is put out.

**Motion was moved by Com McNeil, seconded by Com MacKinnon to approve the Boardwalk Subcommittee. All in favour – Motion carried**

**Wharf operations have \$47,000 surplus. WFB was requesting to spend surplus money on following items:**

- **Lions Club Ferry Dock:**

- The used dock is a loaner. In the next months docks will become available. The cost of a dock like the used one is \$8,000. Com MacDonald made a suggestion to use grants for funding capital infrastructure.
- WFB reached out to the Lions Club and the club is willing to fund 50% of the cost.
- The committee requested to fund the \$8,000 for the dock. The club returns \$4,000. WFB will try to get grant funding for \$4,000. If there is no funding available the cost would be \$4,000 for the village.

**Motion was moved by Com McNeil, seconded by Com MacKinnon to approve to buy a floating ferry dock to a maximum price of \$8,000. All in favour – Motion carried**

- **Online Berthing Reservation system:**

- WFB applied for a grant of \$10,000.
- WFB proposes if there is no grant money available to use \$2,500 for a less robust system.
- The plan is to work on the system the upcoming winter and have it ready for the next season.

**Berthing online system decision was moved to next meeting. It is not clear if the grants application will be approved. The commission will wait for the decision first.**

- **Wharf brackets and Pins:**

- WFB proposes to build up a five year supply of brackets and pins. Monty Nicholson will identify the need and the estimate was around \$2,500
- The pins should be galvanized which will take up to a few months.
- It was suggested to put tools in as well and they will be put in the 2025 budget.

**Brackets and Pins: The commission requests a quote for the pins and brackets first before a motion is moved.**

- **Lighthouse structural survey and engineering study**

- A structural survey was done, and a copy of the report was handed out to the commission.
- WFB requested to put a RFP out for an engineering study. There are \$9,000 left from the Lighthouse fundraiser which could be used for the RFP.



## Village of Baddeck

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

- It was mentioned to check on the possibility of the lighthouse being a heritage building. There could be additional funding available.

**Motion was moved by Com MacKinnon, seconded by Com McNeil to use up to \$9,000 from the lighthouse fundraiser for the engineering RFP. All in favour – Motion carried**

▪

### - Webcam on the Freight Shed building:

- Monthly cost is \$129. Steven was paying for it, and it was proposed to hand it over to the village.
- Denise Mulley stated that the webcam is important for cruise ships. Transport Canada is checking on it if cruise ships are planning to come to Baddeck.
- Com MacDonald suggested to link the webcam to the Village website as well.
- It was stated that there could be fundings available from Transport Canada

**Motion was moved by Com McNeil, seconded by Com Crowder to carry the monthly \$129 for the webcam over to the village operational cost and make it a 2025 budget item.**

### - Boardwalk Community Meeting

- The Community Session will be held on the 5<sup>th</sup> or 6<sup>th</sup> of December and it was requested if the commission could participate.

### - Baddeck Community Club

- BCC didn't have a meeting, no report.

### - Audit Committee

- AC didn't have a meeting, no report.

### - Wharf Manager Report

- Denise Mulley presented the WM report.
- Winstar is still on the wharf. Power is still required for Winstar.
- It was stated these are operational topics and can be decided on by the wharf manager and the village manager.
- Water needs to be turned off and lines need to be drained.
- There was one overnight stay until the last meeting.
- Long term stays. There is a request of a boat to stay at the wharf for 60 days. WFB will discuss long term stays and will make recommendations to the commission.
- WIFI will be cancelled and reconnected in May 2024. Denise Mulley is taking care of it
- Modification of the commercial berthing agreement. Com Crowder will modify the agreement.

### - Public Works Report:

- Report was presented by Roman Braun-Huettner
- Report is attached to the minutes



## Village of Baddeck

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

### - Village Manager Report

- Report was presented by VM
- Additions to the report:
  - Draft statements for fiscal 2020 and 2021 will be reviewed by the Audit committee and approved in the next village meeting.

**Motion was moved by Com Crowder, seconded by Com McNeil to approve the presented reports of Waterfront Baddeck, Wharf Manager, Public Works, Village Manager. All in favour – Motion carried**

## 5. New business arising:

### - Resignation of Laura Flaherty:

- Commissioner Flaherty handed her resignation letter in. She and her family are moving and she is not longer eligible to sit as a commissioner.
- The resignation of Laura Flaherty will be effective on Thursday Nov 9<sup>th</sup>, 2023 and an election has to be planned within 30 days. A letter with details about election date and nomination period will be sent out to the residents on Nov 9<sup>th</sup>.
- The term for the new commissioner will be until the AGM 2024, lates June 30<sup>th</sup>, 2024
- VM Braun-Huettner will be assigned as election officer, and he can assign scrutineers.
- The commission thanks Laura for her service and wished all the best for her future.

### - Christmas in Baddeck

- The village commission will put a float in the parade. Details will be discussed with public works.
- Lighting: Snowflakes will go up before the parade on Nov 25<sup>th</sup>

### - Grant fundings:

- **CCBF – Gas Tax:** Funds are transferred from the federal government to the Municipality and 15% are reserved for the Village.
- Projects need to be prioritized for this particular fund need to be brought forward to the municipality.
- Municipal grant program which was announced has the deadline Dec 13<sup>th</sup>. In order for projects to be eligible for this finding stream a motion needs to be moved.

### **A list of projects/replacement/upgrades on water and wastewater is attached to the minutes.**

- Most important is the **replacement of the control panel** at WWTP. If the control panel fails, the plant can be out of service for up to a year. The quote for the control panel is \$47,500.
- **Generator Upgrade for the WWTP:** In case of a power outage the WWTP can't operate.
- The **grinder** is the next piece of equipment which needs to be replaced or repaired
- **Inflow and infiltration assessment:** A massive amount of storm water coming into our sanitary sewer and storm water is treated as sewage. This overwhelms the WWTP on heavy rain days and bypasses are necessary. There was an increase of bypasses. Alan



## Village of Baddeck

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

Benninger noted that in 2019 there was a federal policy passed that says further connections to Wastewater treatment plants must be limited if bypass events increase annually. The village is in the situation right now that our bypass events increase annually. It is questionable if the village should approve additional hookups.

- **Dewatering process upgrade:** The sludge is hauled and transported to New Hastings. PW hauls 98% water and the cost for hauling and driving it to Port Hastings is about \$900 per load. The Village is in conversation with Victoria County to find a possibility to bring sludge to the transfer station. At the moment it is not accepted.
- **IT Upgrades** are necessary for the WWTP. The IT infrastructure is outdated and needs to be upgraded.
- **Fence repair at the WWTP:** Storm damage of the fence needs to be addressed. It was mentioned there could be funding access to shoreline erosion.

**Motion was moved by Com McNeil, seconded by Com MacKinnon to accept the presented prioritized list of investments/replacements and upgrades for the wastewater facility and according to the list apply for the Municipal Capital Growth Program for the replacement of the control panel and the generator power upgrade including two generators for wastewater plant and the water plant. All in favour – Motion carried**

that so it includes the Municipal Grant program and is specific about the projects? I know I said we might not need to much detail, but on this item we do, for the application

- Com MacDonald presents the list of upgrades for the Water treatment
  - **Repairs and replacements of hydrants:** Some hydrants do not work and need to be replaced.
  - Replacement of three **Chlorine residual** meters
  - Replacement of **turbidity meter** at wells (not as urgent as other items at the WWTP)
  - Replacement of **singer valve at the wells**. Sourcing water out of one well at the moment. There exists an approval how much water the village is allowed to withdraw out of the wells and the capacity limit is hit on certain days.
  - **Engineering assessment** to figure out the capacity of the water system and the water production for Baddeck. In summer times the WTP is pumping and treating water for 23 hours. The plant is maxed out.
  - **Upgrade on SCADA system.** It was not possible to check on the system when the power outage happened at the WWTP. NSE wanted PW to check on it manually which would have been complicated. The development of a backup system is necessary.
  - It was discussed that the village has reserve funds and access to CCBF. The list needs to be prioritized and it is important to plan how to leverage the investments.

**Motion was moved by Com MacKinnon, seconded by Com McNeil to accept the presented prioritized list of investments for the water facility. All in favour – Motion carried**

## 6. Presentation of Lyle Donovan (EMO – Emergency Management Coordinator for Victoria County)



## Village of Baddeck

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

- The Village of Baddeck falls under the municipal emergency plan under the MGA. The Village cannot declare a local state of emergency, it has to go through VC
- It was stated that the village is concerned about getting information to the water users, especially in case of a boil water advisory. There is tools for education like FB or the website, but it is difficult to reach out to residents if it is urgent.
- VC has an emergency alert system in use, which sends information to residents by landline calls, email, text, etc. The system allows to narrow the alerts down to one street. E.g. the Municipality is using it for garbage collection date changes.
- The village commission discussed how to educate the public because people need to subscribe to the Voyant Alert System. The app can be downloaded on cell phones.
- Lyle Donovan will draft a letter with instructions which will be added to the next water bills. If an alert needs to be sent to residents, it should be sent to Lyle Donovan and he will post the alert.
- Generator: A portable 30 KW generator which can be used for the water treatment plant is \$45,000. The village has two sites so it was recommended to buy a portable one. It was also discussed if the generator can be rented or shared with other municipalities but no decision made.
- Baddeck is working on its own emergency plan. Lyle sent examples of same size entities to VM which can be used as templates.

### 7. Old Business:

#### - **Municipal Training Session:**

- The commission had 2 session of strategic planning with the municipal advisor which were very productive. The commission will continue to do more of these kind of trainings with Municipal Affairs

#### - **Sidewalks / Plowing - salting**

- **Sidewalks:** The Minister of PW responded to the letter and stated that sidewalks construction and maintenance are municipal responsibilities, and the roles and responsibilities are provincial and municipal. It also said that, properly defined, designed and maintained, sidewalks are preferred to paved shoulders. The minister also recommended contacting the Municipality of Victoria to begin the planning process to upgrade the sidewalks. Moving forward the village will collaborate with the municipality and the province on this topic.
- **Plowing:** PW is confident plowing and salting Chebucto Street. The other sidewalks (Grant St, Jessica Wong Ln, Twining St) are difficult to plow because of their bad condition. Com MacDonald and VM had a conversation with Bruce Morrison, Leanne MacEchern, and Steff MacLeod. It was brought forward that the municipality paid yearly \$8,000 to the village for plowing/salting but didn't pay the last three years. The money was put aside but not sent. The bill was sent to the Victoria County and the village received \$24,000 for the years 2020, 2021, 2022. The village will plow the sidewalks this year but continue to have the discussion with Victoria County. It was mentioned that plowing sidewalks in Ingonish is budgeted with \$17,000. The commission will have a



## Village of Baddeck

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

conversation about the cost for plowing with VC for future years, because it was not adjusted for 10 years.

- It was also suggested to talk to Bruce Morrison the representative Counsellor for Baddeck in VC and start the discussion about the sidewalk repairs.
- The commission got invited to council meeting on Dec 11<sup>th</sup>. A discussion about collaboration can be started there.

### VHCC Lease Agreement

- Meeting with the province and the rink board about the lease agreement took place. Com Crowder, Com MacDonald and VM were on the call. Sean MacSween represented the rink board.
- Lease expired at the end of August and a new lease agreement needs to be signed.
- Discussion with the province about the length of the lease; 5 years, 25 years.
- Province prefers the Village or municipal unit as lease holder, not a non for profit. No other parties are interested in signing the lease agreement.
- If the village is not signing the lease, there is responsibilities to the province as former leaseholder.
- Discussion if the County would be the better lease holder, because it is already more involved in the project development than the village.
- Province has no plans to sell the property.
- Lease was sent to the village solicitor for feedback.
- The commission states that it supports the rink development project and does not have an issue to sign the lease. It looks like all parties assumed the villages signs again. Village commission needs to do its due diligence before signing a 50 year lease.
- There discussion lead into entering a formal process to discuss plans for this particular property.
- The province leans toward leasing the property to the village not a not-for-profit organization.

**Motion was moved by Com McNeil, seconded by Com Crowder to enter a conversation with all of stakeholders (VHCC Board, Victoria County, VHCC Steering Committee, Province NS, First Nations, Curling Rink) around the rink development and get clarification before the village commission signs the lease agreement with the province. Decision will be made until 2023-12-31. All in favour – Motion carried**

### - VHCC Water bills

- Discussion about the open water bills of VHCC. It is not possible to write water off. If it is declared as bad dept, it would affect the water rate. All water accounts would subsidize the rink water.
- Water and sewer charges will be looked at in detail. The sewer charges are higher than the water charges. The total charges (water and sewer) are around \$104,000. This is a sum of the last three years.
- If the village covers the water cost, it has to take the money from the general account. It is very clear in the UARB order that the village has to collect the money.





## Village of Baddeck

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

- The commission stated that the village needs a grant policy in place. At the moment it is not possible to give any grants in lieu without a policy. It would be a grant that grants the rink, because it is serving public interest.
- The commission will deal with water and sewer charges differently.
- The commission will set up a meeting with the rink board to start a discussion about the water bills and the future approach. The meeting is planned for Wednesday Dec 13<sup>th</sup>, 6pm., no motion necessary.

**The commission goes in Camera at 9:10pm:**

**Motion moved by Com McNeil, seconded by Com MacKinnon.**

**The commission goes out of Camera at 9:20pm:**

**Motion moved by Com McNeil, seconded by Com MacKinnon.**

### **8. Adjournment**

- Meeting adjourned at 9:20pm by Com MacDonald



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

**Signatures:**

Minutes approved

Jennifer MacDonald Dec. 13/23  
Com. Jennifer MacDonald Date

Minutes approved

Gary Crowder Dec. 13/23  
Com. Gary Crowder Date

Minutes approved

Daniel McNeil Dec. 13/23  
Com Daniel McNeil Date

Minutes approved

Kenneth MacKinnon Dec 13/23  
Com. Kenneth MacKinnon Date

Minutes approved

TBD Date

Certified by

Roman Braun-Huettner Dec 13/23  
Roman Braun-Huettner (Village Manager) Date