



Village of Baddeck

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

Monthly Village Commissioners Meeting

Wednesday, July 10th, 2024

Village of Baddeck Office 492 Chebucto St, Baddeck.

Participants: Jennifer MacDonald (Chair), Gary Crowder (Vice-Chair), Dan McNeil, Bonnie Whyte
Online:
Regrets: Kenneth MacKinnon

The meeting was called to order at 6:30 PM by Chair Com. MacDonald

Com. MacDonald reads the land acknowledgement to the Mi'kmaw People.

1. Approval of/Additions to the Agenda

- a. No additions to the agenda
- b. Budget has been tabled until next meeting, going to need some more input from County and BABTA on budgetary items.
- c. Agenda was approved as distributed

2. Disclosure of Conflict of Interest

- a. Com. McNeil stated a conflict of interest with the Employee Handbook due to his wife (Kerianne) working in the Village Office.

3. Approval of Minutes from Previous Regular Meeting

- a. Com. Crowder misstated date for next Audit Committee meeting. It is scheduled for July 17th not July 3rd.
- b. Minutes were distributed on July 8th to the Commissioners by email. One correction. No errors, omissions, or additions were stated. Minutes were approved as distributed.

A motion was moved by Com. McNeil and seconded by Com. Crowder to accept the minutes as distributed. All in favour – Motion carried.

4. Business Arising from Minutes

- a. Water and Sewage Capacity Considerations
 - i. As discussed in December, there are capacity issues with the water and wastewater treatment plants. There has been communication with John Bain (EDPC) and other employees (building planners, and inspectors). Roman (VM) has had multiple conversations and emails back and forth with UARB
 - ii. Capacity issues have been a problem across the province, not just Baddeck



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- iii. The UARB is doing their diligence around the expectations they have for the water utilities.
- iv. To the best of the Commissioners knowledge and understanding, it is our responsibility to protect the current water and wastewater utilities users. Until the current users can be assured that there is no risk to their water and sewer supply. The Commissioners cannot approve new hookups to our water and sewer lines.
- v. Background: There has been difficulty for the Village Commission because we acknowledge that the water and sewer lines extend outside of the Village limits. There has been some confusion and questions to the possibility of sewer and water hookups outside the Village limits, but it has been clarified that the Commission does in fact have the power to deny those requests both inside and outside the Village limits.
- vi. The Village Commissioners don't want to hinder development in the Village, but they don't want to risk a boiling order or conserve water order.
- vii. Any existing account would be protected. New building permits, sub-divisions, development plans would be an issue.
- viii. Water treatment plant is running 23 and a half hours, exceeding environmental regulations for pulling water out of the wells. These events are not just happening during peak tourist season, but also during rain events.
- ix. The engineering study is going to be underway.

Com. Crowder states that he as a conflict of interest and left the room for the conversation

- x. All building inspectors at EDPC are aware of the capacity issues and are not approving anything until the issues have been resolved.
- xi. Without having access to hookups from the Village, there are other ways to get access to water and sewer. You can install a septic system and drill a well for water. These are not regulated by the Village, but the building inspectors.
- xii. The engineering study will tell us if there is any capacity left or if there is none and the Village needs to try and build some.

Com. Crowder came back into the room before discussion was over

- xiii. The capacity issues in the Village are not well known by the community. There has been very little blowback because they are not aware and not aware of how serious the issue has become in recent months.

A motion was moved by Com. McNeil and seconded by Com. Whyte to complete suspensions on water and sewer hookups in and outside of Baddeck. All in favour – Motion carried.

- b. Meeting with BABTA
- c. Budget (moved to next meeting)



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5. Reports

a. Waterfront Baddeck Committee (Steven Goldthwaite)

- i. Addressing the entrance of the wharf: the Waterfront Baddeck Committee agreed that removing the overhead sign and support structure and shift flowerpots and Adirondack chairs.
- ii. Improving signage is a project that needs to be addressed.
- iii. No oppositions to removing the sign and structure off the wharf (from Commissioners)
- iv. Baddeck Quest has asked for permission to use host their event on the wharf, they approved it.
- v. Adam Langley and Peter Bigelow have provided preliminary planning concepts for the wharf area.
- vi. Bev Bryson: The Winstar has a couple concerns regarding the entrance to the wharf. When customers are coming, they can't see the boat, until proper signage is sorted can they have a sandwich board sign.
 - a. Commission on signage: Commission would like to comply with by-laws and if there is a complaint it will be dealt with.
 - b. The sandwich boards are a temporary solution until the Commission develops a signage policy.
 - c. Setting up a meeting with EDPC, they can give guidance on what type of signage allowed under current by-laws.
 - d. If Winstar is going to put out a sandwich board, make sure that it is always on Village property.
- vii. As of right now, sandwich boards are against zoning and by-laws and EDPC, and municipalities.

b. Audit Committee (Com. Crowder)

- i. Next meeting is July 17th
- ii. There has been a formal request by a couple different parties for a loan collection of financial statements, accounts receivable, accounts payable. All elements for review at the Audit Committee Meeting.

c. Wharf Manager (Denise Mulley)

- i. Received permit from David Mackenzie to erect the building on wharf. All supplies have been picked up and Monty Nicholson is available to secure wharf. Public works guys will build hopefully next week.
- ii. Sailing CBI has agreed to the berthing agreement for the season.
- iii. June financial statements have been submitted.
- iv. Have had a few visits from Canadian Coast Guard Training vessel and Police Enforcement ship: looking to ask Commission to allow a rate of \$2.50 for government special service vessels – in line with Commissioners strategic plan. All Commissioners agreed with lowering the rate for the government vessels.



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- v. Moving forward, Commissioners can empower Waterfront Baddeck/Wharf Manager to make that decision to lower rate, as long as its in line with the strategic plan.
- vi. Update on fire safety plan: Denise has been in contact with David MacKinnon (Fire Chief) and the Fire Chief in Halifax. So far, they have not had the time to look over the plan.
- vii. The fire safety plan right now is currently only an outline.
- viii. Halifax Wharf has a fire safety plan, would be a bigger plan then needed but it would be a good comparison.
- ix. Going to get in contact with Lyle Donovan: EMO (Emergency Management Office) with municipality, might be able to help with the fire safety plan.
- x. Tabling fire plan discussion pending EMO's advice.

d. Public Works Report (Scott MacLeod)

- i. June 10th- July 8th
- ii. Water Treatment & Distribution: Ongoing
 - 1. Worked with Lynk for removal of singer valves at well houses
 - 2. Weekly well measurements in Big Baddeck
 - 3. Daily/weekly water testing and sampling
- iii. Completed:
 - 1. Well 4 running off VFD and put back into operation
 - 2. New water service on Victoria Street (building permit was approved before November)
 - 3. Continue to pick up hypo from Inverness
- iv. Waste Water Collection and Treatment: Ongoing Projects
 - 1. Weekly sampling and lab testing sludge testing and wasting
- v. Completed:
 - 1. Bearing replaced in Feed pump 1 and put back in service
 - 2. SBR 1 waste line was plugged, valve was taken apart and flushed with Mill Creek Environmental Service, line was unplugged.
 - 3. Flushing of sewer mains was done on Water St. from the lift station to museum
- vi. Upcoming:
 - 1. Waste pump 2 at WWTP (Waste Water Treatment Plant) is not working. Was taken apart and determined issue. B/F (Baldwin and Francis) to replace bearing/impeller with spare at plant, B/F also going to check grinder noise/determine issues.
 - 2. Blowers to get serviced this month by proax tech.
- vii. Other: Ongoing Projects
 - 1. Summer student has started to help with watering hanging baskets and flower beds and garbage collection, and weekly mowing of tennis courts, Waterfront, Welcome Centre and other smaller locations.



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- viii. Completed Projects:
 - 1. Topsoil and seed put at standpipe replacement on old Margaree Road
 - 2. Smart meter reading and manual meter reading completed
- ix. Upcoming:
 - 1. Met with Roman and Steve MacDonald (Dep. Of Highways) to determine hole on the corner of Queen and Grant Street. Determined that the Village is responsible.
 - 2. Dye test to confirm it is a sewer manhole cover that was paved over. Highways will deliver metal plate to cover hole and pave for temporary fix.
 - 3. Com. MacDonald spoke with Steve on Friday and the asphalt patchers should be here in the next week or two.
- x. Waterfront: Completed
 - 1. Barricade with 2 x 4's replaced with 4 x 4 posts and ropes.

e. Village Manager (Roman Braun Huettner)

- i. Grant Applications:
 - 1. Beautification Grant – no answer
 - 2. PCAP (Provincial Capital Assistance Program) – no answer
- ii. VIC
 - 1. A meeting has been set for Victoria County, BABTA, and the Village on July 18th at 2 PM to help clarify the operational cost of the VIC bathrooms
 - 2. A meeting with BABTA and Dan Coffin has also been scheduled
- iii. Boardwalk Section Closed:
 - 1. Village solicitor suggested keeping the section of boardwalk closed until the Village is confident that is reconstructed by a qualified contractor.
 - 2. Section of boardwalk is to remain closed, public works guys have already blocked off.
- iv. Premier Tim Houston Visit
 - 1. Premier Houston came to Baddeck, MLA Keith Bain organized the visit.
 - 2. Premier Tim Houston visited the boardwalk and the government wharf. The rebuild of the boardwalk and issues with water and sewer capacity were addressed.
- v. Engineering Study:
 - 1. After consultation with procurement specialist, the Village will use the process of Consulting Services – Building Design standing offers for the engineering study. The process will be sped up contracting an engineering company.
- vi. Water Utility – UARB (Utility and Review Board)
 - 1. Village Manager (Roman) reached out to UARB and is waiting for their response on water capacity concerns.



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- vii. Meeting BYC – NSE (Nova Scotia Environment) – Sewer Issues
 - 1. Nova Scotia Environment visited BYC location to check on the sewer system. On heavy rain days, BYC is pumping water out of tank and out into the lake. BYC mentioned there is a back up from the sewer line on water street.
 - 2. Nova Scotia Environment inspected the area/system. Recommended emptying the holding tank in the sewer system before heavy rain events to make room for water.
 - 3. NS Environment will review internally and respond to the issue.
- viii. NS – Environment
 - 1. Inspection report update was submitted
- ix. Insurance Claims
 - 1. Fraud Claim:
 - a. The Village received a response from the insurance company. This insurance offers to settle \$38,397.32. The Commission needs to discuss whether to accept the settlement or take the next step.
 - 2. Wharf Claim:
 - a. Claim went through. Due to the delay, the repairs will be done in the fall (November 2024), to make sure there is no interference with the Freight Shed business.
- x. Insurance Policies
 - 1. The insurance policies will be renewed in September
 - 2. Recommendation from the Insurance Company
 - a. Cyber attack insurance
 - 3. Review property schedule
 - a. Boardwalk is missing on list
 - b. Wharf is missing on list
 - c. Floating dock at Kinston Island
 - d. Watercraft floaters: Floating dock should be put on the list
 - e. Computers
- xi. Village Administration HR
 - 1. Monica MacLean has completed the Employee Handbook/Agreement which needs to be revised
 - 2. Preparing for job posting for part time Village admin/clerk
 - 3. David Ross started working for Public Works on July 2nd
- xii. Public Works Clothing
 - 1. PW clothing has been ordered
- xiii. Village Financial
 - 1. Reconciled and bank statements and CC statements were shared with the Commission on July 10th.
- xiv. Audit 2022
 - 1. Information was submitted to MNP



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- xv. Water Meter Read and Billing
 - 1. Readings are done. Administration is working on the billing. Plan is to get most of the bills out July 12th or July 15th
- xvi. Fire Department Property Transfer
 - 1. No update
- xvii. Water Conservation Poster
 - 1. Sarah Collins created a water conservation poster which was posted on Facebook.
- xviii. Leak Detection Program
 - 1. Graham MacDonald did a water leak detection program in Baddeck with Public Work staff on June 19th. Greg Weir and two of his staff members were participating.
 - 2. Theoretical part on determining water loss, piping etc. Village Manager is investigating how to determine the night flow. The night flow gives an idea of the actual water loss. Graham suggested the installation of a water meter on the main, down to the Village which would make monitoring of the night flow easy.
 - 3. Hydrant testing: it was recommended to do a night testing of the hydrants. The Sewerin tool should be used in the night to listen on all hydrants if there is a lot of flow.
 - 4. Roman (VM) ordered an additional microphone for the Sewerin tool.
- xix. WWTP Control Panel Upgrade
 - 1. IT upgrade has been ordered. A new computer at the WWTP and probably a backup computer at the WTP
 - 2. Allan Hawco and Roman (VM) will meet on Thursday to discuss the IT-upgrades
- xx. Correspondence
 - 1. VHCC Letter
- xxi. Bold Centre Letter Henry Fuller

f. Accessibility Committee

- i. Met on June 24th at Alderwood.
- ii. Reviewed the program, currently 90% complete for the accessibility plan. Planning to have it finished by the end of 2024.
- iii. Meetings scheduled for September, October, and November. November meeting will include Terry as a representative from the Director and at this point looking for her to approve, and they can submit and meet their deadline.
- iv. In September – the municipality and accessibility committee are going to band together to integrate their accessibility plan so that it suits everyone.
- v. The grant request for funding support for lighting improvement on Boardwalk and Public Wharf was not approved by Nova Scotia Community ACCESS-Ability Program.



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g. Community Club Committee

- i. Had a brief meeting, all members that were nominated accepted their positions and the committee has been fully formed (four people were nominated).
- ii. Looking at getting stakeholders together to talk about what that property might look like (property in town with the tennis courts).
- iii. First action item: stop on the Baddeck Quest

h. Baddeck Area Advisory Committee

- i. BAAC is on hiatus until September 2024

A motion was moved by Com. McNeil and seconded by Com. Crowder to accept the presented reports of Waterfront Baddeck Committee, Wharf Manager, Audit Committee, Accessibility Advisory Committee, Community Club Committee, Public Works, Village Manager . All in favour – Motion carried.

6. New Business

- a. Employee Handbook
 - i. Due to the interest of time, this item was moved to the meeting in August
- b. Insurance Settlement
 - i. Received a settlement proposal from the insurance company, their offer of for the proposed settlement is \$38,397.32.
 - ii. The amount offered is less than what the Commission thought it would be, but also more than agreed upon statement of facts that the courts have determined.
 - iii. The Commission needs to decide tonight if they are willing to accept the offer or go back to them and have another conversation.
 - iv. Due to the importance of this decision, Com. MacDonald reached out to Com. MacKinnon (absent from meeting) to get his opinion.
 - v. His position is that we should accept the offer.
 - vi. Com. Crowder believes that the offer should be accepted so that the chapter is closed on this, and we can move on.

Com. Crowder is putting a motion forward to accept the settlement from the insurance company, Com. McNeil seconded. All in favour – Motion carried.



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7. Old Business

- a. No old business

8. Correspondence

- a. BOLD Centre
 - i. Henry Fuller came to the meeting tonight on behalf of the BOLD Centre
 - ii. They have received an accessibility grant for the Kinston Island building.
 - iii. Trying to get everything lined up to start the work in late August because there's nothing going on at BOLD then.
 - iv. Planning to put a ramp where the stairs currently are.
 - v. Going to redo the bricks that lead into the building and clean up the area on the other side of the building, hopefully going to be able to fit a couple of cars there.
 - vi. Henry wants to meet with Roman (VM) and landscaping company to figure out what the plan is exactly.
 - vii. Com. Crowder suggested Henry to get in contact with Cassandra Yonder. Part of her responsibility at the Municipality is accessibility.
 - viii. Work should take about a week to do.

9. General Public Input

- a. No public input

10. Adjournment

- a. **Meeting adjourned at 8:17 PM by Com. McNeil**



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Signatures:

Minutes approved

Jennifer MacDonald Aug 14/24
Com. Jennifer MacDonald Date

Minutes approved

Gary Crowder August 14, 2024
Com. Gary Crowder Date

Minutes approved

Daniel McNeil Aug 14/24
Com Daniel McNeil Date

Minutes approved

Com. Kenneth MacKinnon Date

Minutes approved

ABSENT
Com. Bonnie Whyte Date

Certified by

R. Braun-Huettner August 14/24
Roman Braun-Huettner (Village Manager) Date