

Village of Baddeck

ANNUAL GENERAL MEETING

JUNE 23 2025



An aerial photograph of a coastal town, likely in Nova Scotia, Canada. The town is built on a peninsula and is surrounded by water. A prominent lighthouse stands on a small point of land in the foreground. The background shows a dense forest of trees, some of which are bare, suggesting a cooler season. The water is a deep blue, and the sky is a pale blue.

AGENDA

- ✓ **Call to Order, Welcome, Land Acknowledgement**
- ✓ **Approval of the Agenda**
- ✓ **Disclosure of Conflicts of Interest**
- ✓ **Approval of the Minutes from previous AGM: June 18,2024**
- ✓ **Swearing in of Acclaimed Commissioners**
- ✓ **Annual Report from the Commission (Jen MacDonald, Chair)**
- ✓ **Financial Statements for Year Ending March 31, 2025 (Jerred Stephenson, MNP)**
- ✓ **Budget 2025/26 (Roman Braun-Huettner, Village Manager)**
- ✓ **General Public Input**
- ✓ **Adjournment**

Nomination Period & Election

- 2 Candidates Acclaimed:
 - Gary Crowder
 - Anna MacDonald
- Swearing In



An aerial photograph of a small town covered in snow, with houses and trees illuminated by warm lights at dusk. The town is situated near a body of water, with a dock visible in the foreground. The sky is a mix of blue and orange from the setting sun.

Annual Report

July 1, 2024-
June 22, 2025

Thank you to Ken MacKinnon and Dan MacNeil

Regular Monthly meetings

- **2nd Wednesday of every month at 6:30 p.m.**
- **shifted to 4:30 p.m. meetings in winter**

Special meetings

- **November & February (strategic direction & budget)**
- **October & April (Boardwalk updates/feedback)**

Strategic Plan



- 1. Utility Management: Waste Water Treatment & Water Treatment & Distribution**
- 2. Financial Planning & Administration**
- 3. Public Spaces Management**
- 4. Community Engagement**
- 5. Monitoring and Evaluation**
- 6. Continuous Improvement**

Strategic Planning: Waste Water Treatment

- **PROJECTS COMPLETED/ONGOING:**
 - Upgrades to the Control Panel & technology upgrades complete, generator in the works
 - Infrastructure Assessment (underway & to be completed in Fall)
 - Inflow and Infiltration
 - De-watering process
 - New hookups being approved, based on infrastructure capacity
 - SBR Cleanout (complete)
 - Ongoing maintenance, repair of fence
 - Sewer Bylaw update upcoming
- **Ongoing challenges**
 - Capacity Concerns
 - Funding (75K secured PCAP, \$185K secured MCGP)
 - Change to CCBF agreement with Municipality

Strategic Planning: Water Treatment & Distribution

- Projects completed/ongoing
 - Infrastructure assessment complete
 - Capital Plan developed
 - Application and approval process clarified
 - New hookups being approved based on infrastructure capacity
 - Replacement of undersized line on Water Street (collab with NS Public Works)
 - Water Meter Replacements: 50 left (CCBF project)
 - Water rate study to begin
- Ongoing concerns
 - Capacity & Water Loss
 - Funding (\$25K PCAP, \$36K MCGP: grant seeking ongoing)
 - Change to CCBF agreement with Municipality

Table 7.1 Implementation Plan

Term	Item No.	Item Description	Location	Unit	Quantity	Unit Rate	Cost
Short Term	A1	Supply and install of two new Hach Turbidimeters with auto cleaning	Well Buildings	each	2	\$24,500	\$49,000
	A2	Remove booster pump control valve and use VFDs to prevent pressure surges in the system	Well Buildings	each	2	TBD	TBD
	A3	Purchase and store a backup for each well pump	Well Buildings	each	2	\$14,000	\$28,000
	A4	Add backup power to well buildings	Well Buildings	each	2	\$155,400	\$310,800
	A5	Add backup power to WTP	WTP	L.S.	1	\$172,900	\$172,900
	A6	Continue efforts to locate and repair leaks	Throughout system	-	-	-	-
	A7	Application to NSE to increase water withdrawal limit	existing location	L.S.	1	\$10,000	\$10,000
	A8	Calibrate pH and conductivity probes	Well Buildings	each	2	-	-
SHORT TERM Total							\$571,000

Intermediate Term	B1	Installation of new production well and well building with backup power	Wellfield	each	1	\$966,000	\$966,000
	B2	Upgrade access to wells	Existing Site	L.S.	1	\$330,000	\$330,000
	B3	Install PRV Chamber	Twining Street	each	1	\$350,000	\$350,000
	B4	Either abandon concrete reservoir, or repair and pre-chlorinate.	existing location	L.S.	1	TBD	TBD
	B5	Abandon 100mm line on Twinning	Twinning	L.S.	1	\$42,000	\$42,000
	B6	Continue to make improvements to distribution system	various	m	-	-	-
INTERMEDIATE TERM Total							\$1,688,000

Long Term		New WTP Building	Existing Site	L.S.	1	\$560,000	
	C1						\$560,000
	C2	Replace tank with larger volume tank to allow for abandonment of concrete reservoir	Existing Site	L.S.	1	\$2,240,000	\$2,240,000
LONG TERM Total							\$2,800,000
Total Construction Cost							\$5,059,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Strategic Planning: Financial Planning & Administration

- **Code of Conduct Training completed by Commissioners**
- **All committees functioning as per Terms of Reference**
- **Staff handbook in place for Village employees**
- **Occupational Health & Safety Policy in Place**
- **Court Case: Sentencing Complete**
- **All documents requested for audits submitted to MNP**
- **Summer student (1)**
- **Grant applications ongoing!**
- **RFPs in the works for village service contracts**
- **Tax exemptions & Fire Protection: upcoming meeting**

Strategic Planning: Community Engagement

- **Call for new member on Audit Committee**
- **Accessibility Plan submitted and approved by the Province (also included Equity & Inclusion Plan)**
- **Increased attendance at meetings**
- **Special meetings (November and March) to address budget and strategic direction; Boardwalk community engagement meeting in spring**
- **Continuation of mailouts and updates to website**
- **Continue to advocate for improvements to other Departments and levels of government when appropriate**

Strategic Planning: Public Space Management

Waterfront Baddeck: Community Wharf & Gateway, Kidston Island, Boardwalk

- New members of WFB
- Events policy now in place, Wharf Operations Manual in place
- Reservation/booking/feedback online system in the works for wharf
- Summer intern on the waterfront: hiking tours, environmental work
- Dinghy Dock installation upcoming
- 3 Business operators
- Boardwalk Project: Funding secured
 - \$1.1M Federal ACOA, \$1.01M Provincial, \$75K Municipal, \$250K village (includes water line replacement)
 - Updates on website
 - Accessibility component of the project
 - Culvert replacement (environmental impact), aeration device solar powered via SCCF program funds
- Shift to Solar Power on the Island
- Lighthouse Project Upcoming
- Ongoing partnership with Lions Club on the Island (beach, dock)

Community Club Property

Strategic Planning: Public Space Management

- Cleanup of the space, cutting of alders and shrubs, removal of broken fence by Public Works Staff
- Pickleball on the Court
 - Other groups welcome!
- Exploratory Space
 - Anyone interested in helping build some Montessori type activity spaces, please get in touch
- Grant applications ongoing

An aerial photograph of a coastal village. In the foreground, there's a dense forest of bare trees. A body of water, likely a lake or bay, occupies the middle ground. On the right side of the water, a small peninsula features a white lighthouse with a red top. The background shows a residential area with many houses and more trees. A large blue rectangle is overlaid on the left side of the image, containing white text.

Strategic Planning: Public Space Management

- Beautification Projects
 - Shift away from projects on private property
 - Move towards public spaces/village owned spaces
 - Benches, hanging baskets in place
- Snowplowing/maintenance of sidewalks
- Garbage Collection
 - Required twice a day collection (overtime!), required sorting and tipping fees
 - Primarily take out containers, bags from vehicles/RVS - not residential garbage which is Village's primary tax base
 - Cans at wharf and community club
 - BABTA at VIC

Strategic Planning: Monitoring and Evaluation

- Policy Updates: Policies Requiring Review
 - Travel Policy
 - Rename "Expense Policy"
 - Schedule B travel rates change from \$0.58/km to 59.32cents per km to reflect current PSB rates
 - Hospitality Policy
 - Change CAO/Clerk Treasurer/Interim CAO to Village Manager
 - MOTION TO AMEND TRAVEL POLICY BY RENAMING IT EXPENSE POLICY AND CHANGING TRAVEL RATES TO REFLECT CURRENT PSC RATES
 - MOTION TO AMEND HOSPITALITY POLICY TO CHANGE CAO/Clerk Treasurer/Interim CAO to VILLAGE MANAGER

Budget 2025/26

Presentation 2025-06-23



Revenues

- Tax Revenue
 - Rates (no change)
 - Residential → \$0.31 on 100\$ of assessed value
 - Resource → \$0.31 on 100\$ of assessed value
 - Commercial → \$0.35 on 100\$ of assessed value
 - Revenue
 - Residential → \$234,727 (2024: \$224,522)
 - Resource → \$10,769 (2024: \$10,011)
 - Commercial → \$75,131 (2024: \$75,044)
 - **TOTAL** → **\$320,626 (2024: \$309,687)**
 - Calculation for fire protection (Water Revenue)
 - New Fire protection rate \$0.0846 on 100\$ of assessed value
 - Total revenue fire protection \$127,937
 - 33% hydrants outside of the village boundaries: (\$41,912)

Revenues

Water

- 604 Customers
- Total Base Charges → \$125,222
- Consumption (Rate \$1.38 per m³; 105,000m³) →
\$144,900
- **TOTAL** → **\$270,122**
- (Budget 2024/25; \$314,032 138,000m³)

Sewer

- 487 Customers
- Consumption (Rate \$5.40 per m³; 92,000m³) →
\$496,800
- (Budget 2024/25; \$583,200; 108,000m³)

Revenues

• Other Revenues		
• Bank Interest	➔	\$35,000
• Water Hookups	➔	\$7,500
• Interest AR (Water/Sewer/Taxes)	➔	\$2,500
• Private Fire Protection	➔	\$1,200
• Federal Student Grant	➔	\$2,198
• Admin fees	➔	\$100
• TOTAL	➔	\$48,498
• Grants in Lieu	➔	\$10,000
• Wharf	➔	\$85,900
• Est. TOTAL Revenue	➔	\$1,359,883

Expenses

Salaries and Benefits



\$439,507

Commission expenses & Travel



\$6,600

Operations and Supplies

- Office and supplies → \$59,382
- Telephone and internet → \$15,900
- Repair & Maintenance (General) → \$30,598
- R&M (Water/Sewer) → \$246,000
- Power → \$143,000
- Vehicles → \$48,025

Expenses

Insurance



\$46,750

Beautification and Marketing

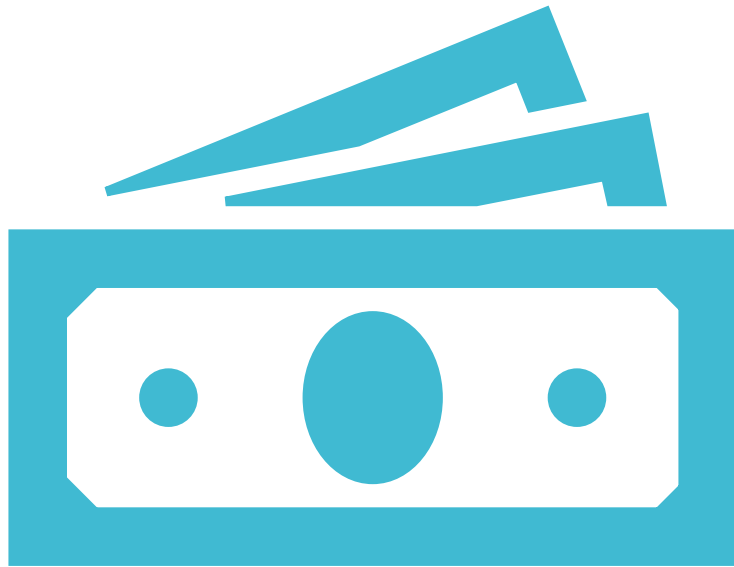
- Marketing and Social Media → \$18,250
- Landscaping / Beautification → \$11,700

Administration Cost

- Contribution and Planning → \$35,334
- Memberships → \$5,601
- Training / Clothing → \$11,000
- Hospitality → \$4,200
- Charitable Contribution → \$10,045

Expenses

• Financial Services and Rent	➔	\$73,857
• Bad Debt	➔	\$3,900
• Amortization	➔	\$210,000
• Wharf projects	➔	\$23,500
• Wharf Reserve	➔	\$12,885
• Total Expenses	➔	\$1,456,036



Summary Operational Budget 2025/26

Planned total revenue → \$1,359,883

Planned total Expenses → \$1,456,036

Net Surplus / (Deficit) → (\$ 96,153)

Projects carried over from 2024/25

SBR cleanouts

Cost MNP for missing audited Statements

Village of Baddeck - Capital Projects

Budget for 2025-2026

DRAFT (Unaudited)

	2025	2025	2025	2025	2025
Capital Projects 2025-26	General	Sewer	Wharf	Water	Total
Funding					
MCGP	-	97,980	-	73,990	171,970
Capital Grants and other					-
Contribution from gas tax	-	-		-	-
PCAP (Waterline replacement Water Street; Applied)					-
PCAP (Infrastructure Assessment)					-
Provincial Accessibility Grant			34,043		34,043
Municipality	254,011	-		-	254,011
	254,011	97,980	34,043	73,990	460,024
Expenditure					
Capital Projects 2025/26					
Wharf Projects (Accessible seating area Boardwalk)			51,580		51,580
Smart Meter Upgrade				50,000	50,000
MCGP Generator Hookup Electrical Work WWTP		72,233			72,233
MCGP Generator WWTP Purchase		218,552			218,552
MCGP Generator WTP Purchase				47,129	47,129
Infrastructure Assessment / Engineering Study		141,188		28,594	169,782
Waterline Replacement Water Street Part 1				180,000	180,000
Waterline Replacement Water Street Part 2				150,000	150,000
Supply and install of two new Hach Turbidimeters with auto cleaning (ea. \$24,500) (Well Buildings)				49,000	49,000
Purchase and store a backup for each well pump (ea. \$14,000) (Well Buildings)				28,000	28,000
Sewer Plant Fence Repair / Armourstone (3 quotes received)		25,000			25,000
	-	456,973	51,580	532,723	1,041,276
Net over (under) funded	254,011	(358,993)	(17,537)	(458,733)	(581,252)

Capital Projects

Applied Grants

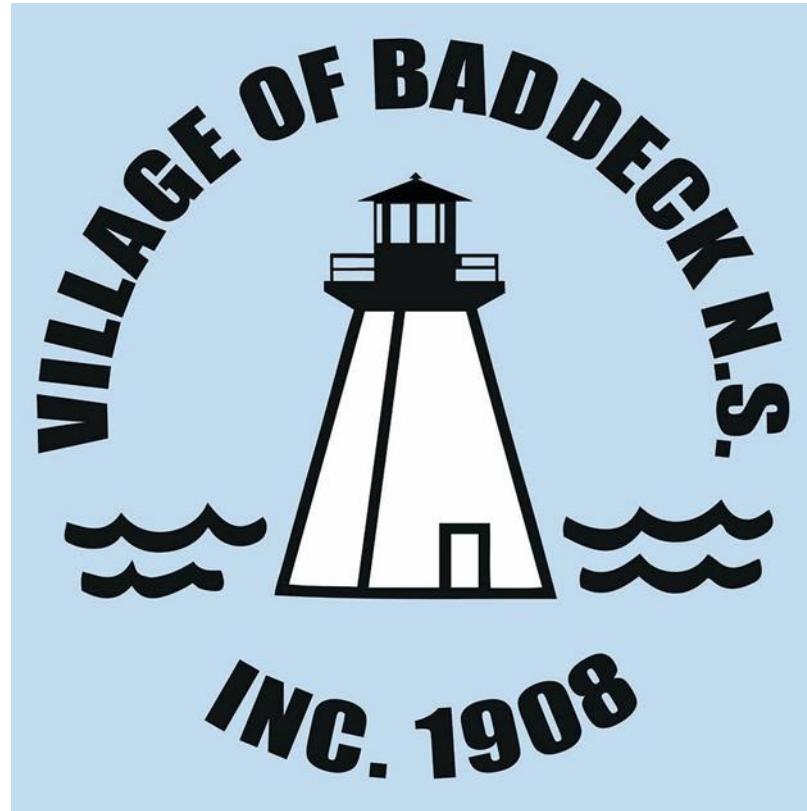
PCAP

Waterline Replacement
Water St →
\$100,000



MNP

General Public
Input,
Questions,
Comments



Adjournment and Thank You

Next meeting:
August 13, 2025 at
6:30 p.m.

