



Village of Baddeck

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

Monthly Village Commissioner Meeting Thursday, June 13th, 2024

Village of Baddeck Office 492 Chebucto St. Baddeck

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

Online:

Regrets:

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

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

1. Addition to Agenda

- The agenda was distributed to the Commission on June 4th, 2024.
- Addition to Agenda:
 - Americo Pino added to new business for presentation.
 - Baddeck Area Advisory Committee to report section.
- No other additions
- The agenda was approved as amended.

2. Request of Conflict of Interest

- No conflicts of interest

3. Approval of Minutes

- Minutes of the regular meeting on May 8th, 2024, were distributed to the Commission by email on June 4th. No corrections, errors, omissions, or additions were stated. Minutes were approved as distributed.

4. Business arising from the minutes.

- Concerns about water and wastewater treatment and implications for rezoning and increasing density in the Village were discussed in the meeting with EDPC (John Bain).
- Please inform John Bain that the RFP is forthcoming. John assured us we had identified our service area and needed our engineering report.
- The BAC (Baddeck Audit Committee) Report is the same information that has been taken off the agenda. The committee is on hiatus until September.



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5. Election Upcoming

- The nomination period ended today (June 13th) at 4:30. There were two nominations, so there will be no election. Gary Crowder and Bonnie Whyte were nominated; they will be sworn in, next week at the AGM.

6. New Business

- Americo Pino and a group of volunteers want to host Festiville Baddeck on August 19th. They plan to host music and vendors on Main Street in Baddeck.
- Has reached out to Steve MacDonald from TIR to receive approval to close the street. (Only approval is needed, according to Steve M.)
- Village Commission is in full support, and if they need support, the Village will help.
- Please contact Chris Woodford to ensure that his planned event does not interfere with his plans.
- A newsletter is going to be sent out, and if they want to put information about the event to help spread the word,

7. Yacht Club

- The Yacht Club is selling a plot of land; the membership has approved the sale.
- They approached the Village Commission to see if they wanted to buy the land.
- The Village Commission needs a capital budget to buy the land at fair market value.
- Interest on behalf of the Commission to keep that piece of land public and not private.
- The waterfront commission and subcommittee would like to discuss later what stewardship might look like as a partnership or collaboration with other public entities.
- A conversation with the County or a partnership with the county could be an option.

8. Budget 2024

- VM Braun presented the Budget for 2024
- The Village will breakeven for 2024/2025
- The budget was not approved; it will be addressed further at the next Commissioners meeting.



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9. Reports

- **Community Club Committee:** Meet on June 4th, 2024, to discuss the applications received for committee members.
 - Five committee members, Patty Garland, Holly McInnis, Sarah (can't spell her name), Tammy MacSween, and Katie MacLellan, are all willing to stay on.
 - A maximum of four voting positions remain on the committee. The Committee reviewed all the applications and selected the four people they would like to recommend as committee voting members. (Each of these members lives within the village limits)
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 - We are thankful to all the applicants we have received and intend to invite all applicants to participate in future meetings.
 - The request for motion is that the following people be nominated for the Community Club Committee: Laura MacLean, Carl MacKinnon, Andreas Burger, and Gaby Braun.

The Community Club is seeking a motion from the Commission to appoint those individuals to the committee.

A motion was moved by Com. MacNeil and seconded by Com. MacKinnon. All in favour – Motion carried.

- Audit Committee: There is no written report. The next meeting is July 3rd, and a written report will follow that meeting.
 - Working on establishing policies and procedures for virtually every element of what happens in the Village, including a detailed handbook for employee responsibility and compensation.
 - The policies and procedures are largely completed, but they still need to be tuned and approved by the Commission before being returned to the audit committee for a final look.
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 - After the final check, it will be brought back to the Commission for a complete acceptance approval.
- **Accessibility Committee: The next meeting is June 24th.**
 - The meeting will be about working through the details related to how we want to format the accessibility report.



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- Accessibility report is a government requirement, and modelling report after other villages that have completed them, but also integrating elements from the Municipality report (which has already been submitted and approved)
- Written report after June 24th
- **Waterfront Baddeck Committee** (Steven Goldthwaite and Denise Mulley)
 - The last Wharf Committee Meeting was on May 24th.
 - Marketing for Wharf: The Committee wants the social media to reflect the community. How does it represent the historical past and community events, not solely about the wharf and the larger boats coming in?
 - The social media account was put out for bid. Three respondents responded, but Steve and Denise have not followed up with them yet.
 - \$ 10,000 in the budget
 - Steven and Denise have had several meetings about the online booking system, which will be fully functional by mid-season.
 - The wharf booking calendar is finalized. It will be shared with the Yacht Club and BABTA and made available on the website.
 - Wharf Event Policy: Review tonight.
 1. It has gone through 3 to 4 sets of revisions, and copies were given out for review. This is a starting point, and the Wharf Committee feels good about the progress.
 2. Need to make sure that the Wharf Event Policy is in line with the municipal by-laws and land use policy.
 - The final agreement with Winstar is ready and waiting to be signed (signed at the end of the meeting)
 - The structure is placed on the Wharf; Denise and the public works guys will install it tomorrow.
 - Emily is the waterfront intern for the summer.
 - The harbour boat is ready and should arrive next week or this weekend. The Yacht Club will most likely use it for Laser Nationals
 - The goal of harbour boats is to be seen and publicly used boats.
 - We need to start thinking about an AGM for the Waterfront Baddeck and new members, which we need to review with the committee.
 - The Boardwalk: If the middle part of the boardwalk is accepted, it could be opened for the summer. A conversation with Patrick is needed to determine the village's liability.
 - Roman is checking with Patrick and leaving it as an operational decision.



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- County Bicycle Nova Scotia has given us two bike racks. They are being stored at the public works building until a suitable place is found for them.
 - Maybe one by the Yacht Club and the other on the boardwalk
- The Next Waterfront Baddeck meeting is a public meeting (could be held at the Yacht Club or the Courthouse)

- **Public Works Report:**
 - Standpipes have been installed; they are replacing them for the new water meter hookups.
 - Completed projects on Twining Street.
 - New hookup on the new house in town.
 - Upgrade on chlorine analyzers at the water plant and water tower.
 - Upcoming:
 - PH prob installment at the water tower, one that was previously purchased did not track the PH, needed to be exchanged for one that tracked PH values.
 - Wastewater collection: The new control panel was installed, but issues popped up. Work is in progress.
 - Roman suggested getting a service company to come and check the plant so they can determine what needs to be replaced.

 - Purchased lumber for the structure on the wharf.
 - Started to do garbage pickup in town.
 - PW picked up chlorine from Inverness. No invoice received yet.
 - Sewer manholes: checking them.
 - Checked out one at the soccer field to see where they can hookup water and sewer, they want to put a building there.

- **Village Manager Report**
 - The PCAP grant application is due at midnight tonight, and we need a motion from the Commission to apply for a grant.

A motion was moved by Com. Crowder and seconded by Com. MacKinnon to apply for Provincial Capital Assistance Program (PCAP) grant for the necessary engineering study Water, Sewer and Storm sewer Infrastructure Assessment



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which is essential for securing water and wastewater services in the Village of Baddeck. All in favour – Motion carried.

- If the Commission wants to outsource garbage collection on the weekends or during the week, Andrew MacDonald is asking for \$600 per week or \$100 per day on the weekends.
- Right now, the garbage cans are not on Village property and are charged a tipping fee when dropped off at the transfer station. The village previously asked the County to drop the tipping fee, but they could not accommodate it.
- Garbage cans might have to be moved to Village property:
 - Outsourcing garbage is a significant move on the Commission's part.
- We should have a conversation with the county CAO or CFO about how garbage is a burden on the Village and public works guys. The Village has the capacity to deal with garbage on its own property, but other than that, there needs to be some sort of partnership.
- The public works guys are currently mowing the lawn at VIC, not the Village property or facility. Notifying BABTA that the Village is coming into line with our strategic plan and moving forward won't be something that the Village can do.
- Request a drinking fountain at the BYC. If the water consumption is higher than the Village is paying, there will be an additional cost.
 - Appropriate discussion for the AGM
- Wondering if the Village wants to rent the old post office. Lease is up in the fall, will add to the list of possible new office spaces.
 - Tabled until the July meeting.
- Community club volunteers: In Com. MacDonald report
- Meeting with John Bain on June 6th

- There are five requests for water line extensions. We must hold off until the engineering study is done. We cannot approve them because of capacity concerns.
- Insurance claims: received claims for the construction of the wharf repair.
- Fraud Insurance Claim: still waiting on their response.
- Village Administration HR:
 - Monica completed the employee handbook.



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- Village admin is looking to find staff who can work 20 hours a week and then be hired full-time when Kerianne McNeil is on maternity leave.
- Sarah Collins is the Village office student for the summer.
- New health and dental benefits for village employees: savings are approximately \$18,000 per year.
- Village Financial: bank statements are posted for the commission.
- Want to add an admin fee with all the accounts that are 30 days and over. \$10 per month for emailed statements and \$15 for mailed statements.
- Administration: The village will not accept payments from Victoria County anymore, but it is still receiving water payments from them. The County is charging 2.5% admin fees, so the Village must absorb that cost. The 2.5% will be charged back to the customer and they will be made aware that if they don't switch their account payments to the Village, they will be charged the extra 2.5%.
 - Village admin will send another email to everyone to make sure all customers have all the information.
- Write Offs: There is a total of \$5800 in accounts that have not been paid and most likely will not be paid. To get this balance out of the books, we need to clarify with MNP.
- Accounts Receivable: From April 10th to May 8th (last commissioners meeting), a total of \$330 000 in April and \$250 000 in May and June \$150,000.
 - Monica has been following up with accounts and collecting bills.
 - Total for accounts receivable: \$ 120,000.
 - Still working on the taxes for 2020 and 2021.
- Sewer bill for the rink: not included in the account receivable (water bill is still outstanding)
- Water meter reads are happening in July.
- The Fire Department property transfer is being worked on. Victoria County is reviewing the documents.
- The engineering study is ready; still waiting on EDPC to respond.
- Nova Scotia Environment: We submitted a water report. For 25-27 days, we exceeded the amount drawn out of the wells. The water treatment plant is over capacity.

A motion to accept all reports: Community Club, Audit, Accessibility, Wharf, Public Works, Village Manager, Financial Report, BAAC, and Waterfront Baddeck



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A motion was moved by Com. McNeil and seconded by Com. MacKinnon. All in favour – Motion carried.

10. Correspondence:

- Email about fibreOp: There is a concern that the village or municipality had opted out of fibreOp being provided. Confirmation from Senior Management of Government Affairs for Bell indicated that there is no opt in or opt out with the fibreop build program. Build Nova Scotia runs the Internet for the Nova Scotia Initiative, and it determines the location and addresses to be served. It was confirmed with Com. MacDonald (meaning Senior Manager) said a further build is happening in Greater Baddeck and Middle River, and residents can check their addresses on their websites.

11. General Public Input:

- Paul Jamieson (Sailing CBI) was at the meeting to discuss the proposed berthing agreement.
- The Commissioners believe the lease agreement is fair and cannot be amended.
 - Paul asked if he did not have a space on the wharf would it be ok to pick up and drop off passengers. The Wharf policy states that commercial operators' drop-offs fall outside the scope of the wharf's usage, so it is impossible.

The meeting adjourned at 8:21 by Com McNeil



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Signatures:

Minutes approved Jennifer MacDonald July 10, 2024
Com. Jennifer MacDonald Date

Minutes approved Gary Crowder July 10, 2024
Com. Gary Crowder Date

Minutes approved Daniel McNeil July 10, 2024
Com Daniel McNeil Date

Minutes approved Absent
Com. Kenneth MacKinnon Date

Minutes approved Bonnie Whyte June 10, 2024
Com. Bonnie Whyte Date

Certified by Roman Braun-Huettner 2024-07-10
Roman Braun-Huettner (Village Manager) Date