



Village of Baddeck

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

Monthly Village Commission Meeting

Wednesday, March 12, 2025

Village of Baddeck Office 492 Chebucto St, Baddeck.

Participants: Jennifer MacDonald (Chair), Bonnie Whyte, Denise Roberts, Dan McNeil, Gary Crowder, Roman Braun-Huettner (VM)

Online:

Regrets:

The meeting was called to order at 4:00 PM by Com. MacDonald.

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

1. Approval of/Additions to the Agenda

- a. *Agenda was distributed on March 07, 2025.*
- b. *Agenda was approved as distributed.*

2. Disclosure of Conflicts of Interest

- a. *No conflicts of interest*

3. Approval of the Minutes from previous regular meeting: February 12, 2025

- a. *Minutes from the regular meeting in February were distributed on March 7, 2025.*
- b. *No errors, omissions, or additions were noted. The minutes were approved as amended.*

Commissioner Whyte moved a motion to approve minutes. Seconded by Commissioner Crowder. All in favor – motion carried.

4. Moment of Silence for Shane McFarlane

- a. *A moment of silence was observed in appreciation of Shane McFarlane, a long-time Village Commissioner and resident who passed away on February 14th, 2025.*

5. Community Meeting Update

- a. *The community meeting was rescheduled due to the passing of Shane McFarlane.*
- b. *The meeting had a good turnout, with approximately 40 attendees from various districts.*



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- c. *A quick overview of the strategic plan and budgetary items was presented, followed by a 40-minute discussion.*
- d. *Positive feedback was received from residents on the strategic plan and budgetary direction.*

6. Volunteer Fire Department Lease Update

- a. *The Fire Department's request to adjust lease terms was discussed. Village Manager confirmed that the matter has been sent to the Lawyer for further review.*
- b. *Next steps will involve presenting the suggestions to Victoria County.*

7. Association of Nova Scotia Villages Contribution Update

- a. *A proposal was discussed regarding contributions from all villages to finance staff.*
- b. *It was suggested that our village's contribution would be around \$500 based on size compared to other villages.*

Commissioner McNeil moved a motion to include this contribution in the upcoming budget. Seconded by Commissioner Whyte. All in favor – motion carried.

8. Anti-Racism Policy

- a. *The draft of the anti-racism policy was reviewed and sent to the province for feedback.*
- b. *The policy is expected to be finalized and approved in the next meeting.*

9. Reports

a. PW Report

- i. *Included in VM Report.*

b. Accessibility Advisory Committee

- i. *No new updates were provided on the accessibility grant application.*

c. VM Report

- i. *Presented by Roman Braun-Huettner.*
- ii. *New Water Hookups Outside Village Boundaries: Discussion ongoing regarding water hookups outside of the village.*
- iii. *PVSC Assessment File: A new file from PVSC was received, which will assist in creating a spreadsheet for tax purposes.*
- iv. *Kidson Island Lease Agreement: A draft for the lease agreement is being prepared.*
- v. *Water Meter Leak Repairs: Some water meters installed in 2023 have experienced leaks. The costs are currently being covered, but it may be time*



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to decide if this will be a warranty issue moving forward. The village will connect with Victoria County to discuss similar water meter issues and ensure consistency in handling repairs.

- vi. The Village is moving forward with the procurement process. There hasn't been a formal tender in the past, so staff is working to develop new procedures. The province may provide guidance on timelines and processes.*
- vii. There is a need to procure a new truck, and a tender document is being prepared. The purchase of the truck will be included in the next budget.*
- viii. Village Solicitor is finalizing the new template for water and sewer hookup letters, which will provide more detailed information on what residents are allowed and need to do for connections. This includes a capacity check, and approval from an engineer or a person with expertise to ensure the impact on water and wastewater systems is properly assessed.*
- ix. The landlords have requested a meeting with the commission. The meeting is to be scheduled, with at least two commissioners attending.*
- x. New Staff: Ashley Black has been hired for a 20-hour role and is working well with the team.*
- xi. Water Meter Replacements: A new spreadsheet has been created for tracking water meter replacements. Seventy seven meters, including 4 commercial meters, have to be replaced.*
- xii. Snow Plow Costs: So far, \$30,000 has been spent on snowplowing due to a particularly long and cold winter.*
- xiii. Infrastructure Assessment: CBCL conducted a roof inspection at the wastewater treatment plant. Updates will follow once the report is finalized.*
- xiv. A discussion regarding village HR matters was mentioned as part of the in-camera discussion after the meeting.*
- xv. Lions Club Accessibility Grant Application:*

Commissioner McNeil moved a motion to support Lions club Grant application for accessibility grant. Seconded by Commissioner Crowder. All in favor – motion carried

d. Financial reports

- i. Reconciled statements and bank statements were shared with the Commission on March 7th.*
- ii. The current accounts receivable stands at \$250,000 as of February 28th, down from \$369,000 at the end of January.*

e. Community Club

- i. Road Allotment Project: Committee member to collaborate with VM and Steve McDonald to move forward with the application and planning.*



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- ii. *Grant Applications: Community members looking into non-matching grants, particularly from the Community Health Board, to help beautify the property.*
 - iii. *Committee members will reach out to Adam Langley and Peter Bigelow to develop a phased plan. Feedback will be gathered from the community once plans are more concrete.*
- f. Waterfront Baddeck Committee**
- i. *Boardwalk Construction: Northern Construction has been recommended for the contract.*
 - ii. *Wharf budget will be presented at the next Village meeting.*
- g. Audit Committee:**
- i. *The meeting was held on February 6, 2025. A lot of work was done since the last meeting in October.*
 - ii. *Smart Meters Funding: A capital contribution cheque for \$254,000 was received from the Municipality of Victoria County, including \$65,000 for 2024/25. The contribution is the accumulated CCBF fund from past years (\$189,000) plus \$65,000 contribution. The village and the Municipality will work on an agreement for future funding and contributions.*
 - iii. *Policy Review: The committee aims to have all policies reviewed by April 16th, ensuring they are available for public review.*
 - iv. *Financial Training: A session for non-financial managers is being planned to enhance understanding of financial reporting.*
 - v. *Committee Member Resignation: A vacancy has opened on the audit committee, and a posting will be issued to find a replacement.*
- h. Wharf Manager**
- i. *No Report*
- i. Baddeck Area Planning Advisory Committee**
- i. *A proposal was made to cease reporting on Baddeck Area Planning Advisory Committee, as it is not an official Village committee.*
 - ii. *Focus remains on minor tweaks to the current municipal plan, which has been in place since 2009.*
 - iii. *Kidston Island is being preserved as a conservation area.*

Motion to accept all reports as presented, moved by Com. Whyte, and seconded by Com. McNeil – All in favour – motion carried



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10. Correspondence

- i. *Food Trucks: The Village does not have the authority to manage or enforce food truck regulations.*
- ii. *The village has been responsible for paying water and sewer bills for the BABTA public washrooms as part of an agreement that expires in March 2025. Due to unpredictable and excessive bills, the recommendation is to support BABTA financially through a fixed contribution, rather than continuing to cover the water and sewer costs. This shift will be included in the budget for the upcoming year.*
- iii. *Snow Plowing will be removed from the Village budget for 2025/26.*
- iv. *The village will refocus on providing garbage and recycling receptacles only on village-owned property. Additionally, beautification efforts will be prioritized on village property as well.*
- v. *It was agreed that a letter will be drafted to communicate these budget changes to the municipality. The working group meeting on March 17th will provide an opportunity to discuss further details, including snow plowing.*

Meeting adjourned at 4:37pm by Com. Crowder, next meeting is 6.30 pm April 9, 2025

The commission moved into an in-camera session at 4:40.

The in-camera session was adjourned at 5.00 pm



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Signatures:

Minutes approved

Jennifer MacDonald April 9, 2025
Com. Jennifer MacDonald Date

Minutes approved

Bonnie Whyte April 9/25
Com. Bonnie Whyte Date

Minutes approved

Denise Roberts April 9/25
Com. Denise Roberts Date

Minutes approved

Daniel McNeil April 9, 2025
Com. Daniel McNeil Date

Minutes approved

Gary Crowder April 9/2025
Com. Gary Crowder Date

Certified by

Roman Braun-Huettner 2025-04-09
Roman Braun-Huettner (Village Manager) Date