



## Village of Baddeck

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

# Monthly Village Commission Meeting

Wednesday, April 09, 2025

*Village of Baddeck Office 492 Chebucto St, Baddeck.*

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

**Online:**

**Regrets:**

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The meeting was called to order at 6:30 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 25, 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: March 12, 2025**

- a. *Minutes from the regular meeting in March were distributed on April 4, 2025.*
- b. *No errors, omissions, or additions were noted. The minutes were approved as presented.*

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

**4. Amendment to November 13, 2024 Minutes**

- a. *The motion related to the Commissioner Code of Conduct was missing in the November 13, 2024 minutes. The records reflected that the motion was moved by Commissioner Roberts and seconded by Commissioner Whyte.*

**Motion to amend the minutes was moved by Commissioner Whyte, seconded by Commissioner Roberts. All in favor – motion carried.**



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### 5. Volunteer Fire Department Sale Update

- a. *The Fire Department's request to adjust first right of refusal terms was discussed. Village Manager confirmed that the matter has been sent to the lawyer for further review.*
- b. *Concerns raised regarding the right of first refusal have been addressed. The updated draft was sent to the Municipal CAO, who requested the inclusion of a clause regarding cost-sharing for any required property appraisal.*

**Commissioner Whyte moved a motion to include a clause in the agreement stating that appraisal costs will be shared equally (1/3 each) by the Village, Municipality, and Volunteer Fire Department. Seconded by Commissioner Crowder. All in favor – motion carried.**

### 6. Association of Nova Scotia Villages Staff Contribution Update

### 7. Anti-Racism Policy

- a. *The updated Anti-Racism Plan, circulated via email and included in the meeting package, was presented for approval.*
- b. *The plan will be posted publicly along with other related plans.*

**Commissioner McNeil moved a motion to adopt the Anti-Racism Policy as presented. Seconded by Commissioner Roberts. All in favor – motion carried.**

### 8. Former Employee Legal Update – Megan Cooper

- a. *The Village was informed that Megan Cooper, a former employee, was sentenced on March 21, 2025, receiving a conditional discharge, 18 months probation, compliance with Restorative Justice conditions, and ordered repayment of over \$19,000.*
- b. *The Village is awaiting further details from Restorative Justice regarding the payback process.*
- c. *A media statement will be provided to CBC.*

### 9. Joint Municipality-Village Meeting Update

- a. *An update was shared on the recent joint meeting, where the main topic was sidewalk maintenance and cost-sharing for 2024–2025.*
- b. *While no final decisions were made, the discussion was constructive.*
- c. *A moderator helped facilitate progress.*
- d. *The Village will provide updated snow removal cost data to the Municipality.*

### 10. Economic & Community Development Discussions

- a. *The Village discussed hosting community meetings to support economic development, particularly on Main Street.*



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- b. A three-session model was proposed to identify challenges, explore solutions, and prioritize actions.*
- c. Though not part of the Village's mandate, Commissioners supported the idea as a collaborative, advisory effort involving local stakeholders and the Municipality.*
- d. Next steps include informal outreach to key stakeholders to assess interest in a collaborative meeting.*
- e. The initiative would aim to enable, not lead, local development efforts and maintain alignment with county-wide goals.*

### **11. Reports**

- a. PW Report
  - i. Included in VM Report.**
- b. Accessibility Advisory Committee
  - i. No new updates were provided.**
- c. VM Report
  - i. Presented by Roman Braun-Huettner.*
  - ii. VM presented two potential investigators as required by the Code of Conduct: Noella Martin and Charles Thompson.**

**Commissioner Crowder moved a motion to accept Noella Martin KC as the designated investigator. Seconded by Commissioner McNeil. All in favour – motion carried.**

- iii. No student placement was received for public works this year.*
- iv. Flower Baskets Discussion: the decision was made that baskets will be filled by the Fiddle Shed and watered by Village staff.*
- v. Payment System: A formal letter, reviewed by the solicitor, was drafted to support the Stripe account setup instead of current payment terminal (Moneris) which is not compatible with the new booking system.*

**Commissioner McNeil moved a motion to approve Village Manager to CREATE a STRIPE account for Wharf / Booking payments. The approval letter for the Resolution for Account Opening will be signed by all commissioners and sent to STRIPE. Seconded by Commissioner Crowder. All in favour – motion carried.**

- vi. VM proposed sending tax bills earlier than last year, likely in May, to provide residents more time to pay and avoid overlap with water billing. The commission agreed this was a good idea, pending budget finalization to confirm the tax rate.*
- vii. VM presented the draft operational, water, and sewer budgets with preliminary numbers.*
- viii. Water billing was completed on March 31st.*
- ix. New Water Hookups – Outside Village Boundaries:*





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1. *Key considerations include access to a water main and availability of system capacity.*
2. *Recent leak repairs (notably at the hospital) have resulted in approximately 150+ cubic meters less daily water production, creating some capacity gains.*
3. *Engineering firm (CBCL) will review each application for capacity impact before approval.*
4. *New Water/Sewer Hookup Application Form is being developed to standardize requests.*
5. *Concerns were raised about buyers not knowing that a "serviced" village lot might still be denied hookup based on current capacity.*
6. *Staff and Commissioners clarified that even if a lot is considered serviced (i.e., near infrastructure), hookup approval is not automatic. Approval depends on whether current system capacity can handle the request.*
7. *There was no formal motion made to change the current policy. The suspension on hookups outside the village remains in place.*
- x. *A date for the Annual General Meeting will be set by email, ensuring it does not conflict with school events like prom or graduation.*
- xi. *Water Leak Billing Policy: the utility is responsible for leaks on the inlet side (before the water enters the property), and the property owner is responsible for leaks on the outlet side (after the water passes through the meter).*
- xii. *A working group was formed (Commissioner Crowder and Commissioner Roberts) to finalize the landlord-tenant agreement (Follow-up meeting planned for Friday).*
- xiii. *A grant application is being prepared for a \$100,000 PCAP grant to replace the Water Street water line and hydrant. Total project estimated around \$250,000, including surface repairs*

**Commissioner Whyte moved a motion to approve the application for the PCAP (Provincial Capital Assistance Program) for the waterline replacement on Water Street. Est. Cost \$178,593 + Paving. Seconded by Commissioner Roberts. All in favour – motion carried.**

**d. Financial reports**

- i. *Reconciled statements and bank statements were shared with the Commission on April 9th.*
- ii. *VM shared a draft P&L report split into General, Water, and Sewer categories. Despite some large outstanding invoices, a year-end surplus is projected.*
- iii. *Wharf Account has been reconciled and now is clean and accurate.*



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e. *Community Club*

- i. *The Committee is exploring potential use of a road allotment area and has contacted Peter Bigelow for initial input. The project is in very early stages but seen as promising.*

f. *Waterfront Baddeck Committee*

- i. *Wharf Operations Manual, Fire Safety Plan, and finalized waterfront budget were included in the meeting package.*
- ii. *It was recommended that the Waterfront Baddeck budget be approved separately from the Village budget, which is not yet ready for approval*
- iii. *Notices for the April 15th Waterfront Project public meeting have been distributed.*
- iv. *Floating Docks: Installation scheduled for April 22nd; Public Works team is confirmed to assist.*
- v. *Approval granted for "Music Monday" event by Baddeck Academy to be held at the Wharf on May 5th.*
- vi. *DNR issued a letter of offer regarding a parcel of land adjacent to the boardwalk. A recent survey and legal review determined the land is probably already owned by the village. No purchase is necessary.*
- vii. *Environmental Concerns about the boardwalk project: A naturalist confirmed there are no barn swallow nests or milkweed growing in the construction area.*
- viii. *Construction is expected to start in May, with some disruption to traffic. The Village and Waterfront Baddeck will lead communications.*
- ix. *Commissioners agreed to help with community outreach and updates, possibly in an ambassador role.*
- x. *Lions Club dock repairs have been completed.*

**Commissioner McNeil moved a motion to accept both recommendations from Waterfront: Budget and "Music Monday" event. Seconded by Commissioner Whyte. All in favour – motion carried.**

g. *Audit Committee:*

- i. *The audit committee meeting was postponed to April 16 due to scheduling conflicts. A report will be shared at the following Village meeting.*

h. *Wharf Manager*

- i. *No Report*



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- i. Source Water Protection Committee
  - i. A meeting is being scheduled for early May, as required annually. An update will be provided at the next Commission meeting.

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

### **2. Correspondence**

- i. A question was raised regarding whether property owners outside the village—who pay taxes and are impacted by village decisions—can vote or run in local elections. These rights are regulated by the provincial Municipal Government Act (MGA), not the Commission. As such, non-resident property owners do not have voting rights or eligibility for office in village elections. Although they can attend meetings to voice concerns, their governance influence is limited.
- ii. Lack of sun protection for performers at waterfront events. Concerns were brought forward to Waterfront Baddeck Committee.

**Meeting adjourned at 8:22pm by Com. MacDonald, next meeting is 6.30 pm May 14, 2025**

**The council moved into an in-camera session.**

**The in-camera session was adjourned at 9.30 pm**



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### Signatures:

Minutes approved

Jennifer MacDonald May 14, 2025  
Com. Jennifer MacDonald Date

Minutes approved

MB Whyte May 14, 2025  
Com. Bonnie Whyte Date

Minutes approved

\_\_\_\_\_  
Com. Denise Roberts Date

Minutes approved

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Com. Daniel McNeil Date

Minutes approved

Gary Crowder MAY 14, 2025  
Com. Gary Crowder Date

Certified by

B-H  
Roman Braun-Huettner (Village Manager)

2025-05-19  
Date