



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

Monthly Village Commission Meeting

Wednesday, December 10, 2025

Location: Village Office, 492 Chebucto St, Baddeck

Start Time: 6:30 PM

Participants: Commissioner MacDonald (Chair), Commissioner Crowder, Commissioner A. MacDonald, Commissioner Roberts, Roman Braun-Huettner (Village Manager)

Regrets: Commissioner Whyte

Online:

1. Call to Order and Territorial Acknowledgment

The Chair called the meeting to order at 6:30 PM and acknowledged that the meeting was being held in **Unama'ki, the ancestral and unceded territory of the Mi'kmaq people.**

2. Approval of Agenda

The agenda was distributed via e-mail the week prior.
The agenda was accepted as presented.

3. Disclosure of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Minutes (November 18, 2025)

The minutes of the previous regular meeting were reviewed.
No errors or omissions were noted.

Motion: To approve the minutes of the November 18, 2025 meeting.

Moved by: Commissioner Roberts

Seconded by: Commissioner A. MacDonald

All in Favour. Motion carried.



5. Code of Conduct Complaint Report

The Chair summarized the received report from the investigator regarding the Code of Conduct complaint filed May 11, 2025 and the commission had discussed the report in camera. The independent investigator recommended **no sanctions**, finding **no breaches**.

Motion:

"I move that the commission accepts the recommendations of the investigation."

Moved by: Commissioner A. MacDonald

Seconded by: Commissioner Crowder

All in Favour. Motion carried.

Discussion – Code of Conduct Bills

- Two Code of Conduct complaints have now occurred; both resulted in findings of **no breach**.
- The invoices for the investigations (approx. \$10,000 each) are significant and require a decision.
- Commissioners discussed the lack of recourse for frivolous or unmerited complaints under the former legislation.
- Municipal Affairs has amended the legislation so that **only commissioners/councillors within the same municipal unit** may file complaints; the public can no longer file directly.
- The Commission agreed:
 - Staff will consult the village solicitor (Patrick) about options for addressing the invoices.
 - The matter will return in January.
 - Commissioners noted the need to consider budgeting for potential future complaints.

6. Follow-Up to Municipality's Proposal

6.1 Victoria Highland Civic Centre (VHCC)

- The village previously proposed transferring the VHCC property to the municipality.



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- With federal funding now secured for the arena redevelopment, Commissioners felt it was appropriate to revisit the matter.
 - Discussion focused on outstanding water and wastewater account balances for VHCC, which must be resolved before future utility reconnections.
 - The Commission agreed:
 - To pursue a **joint meeting** with the VHCC Board, the Steering Committee, a Commissioner or two, and a municipal councillor.
 - To confirm implications for the curling club, which sits on a related parcel.
-

6.2 Sidewalks

The Chair reported on correspondence from the Warden, who requested the Village pass a formal motion declaring that the Village “divests any or all interest in the sidewalks,” to allow the municipality to assume responsibility for plowing and liability coverage.

Discussion

Commissioners:

- Reaffirmed the Village’s longstanding position that it **has never owned the sidewalks**, acting only as a service provider under contract for plowing.
 - Expressed concern that wording implying “divestiture” may falsely suggest previous ownership or create a basis for an area rate.
 - Clarified that “sidewalks” includes concrete sidewalks on Chebucto Street as well as deteriorated asphalt sidewalks on Grant, Queen, and Twining Streets.
 - Noted that the municipality has agreed to plow Chebucto Street and a portion of Shore Road this winter, but not side streets due to poor conditions.
 - Agreed that the Village must provide written clarity so the municipality can proceed.
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6.3 Sidewalk Motion

Motion:

“The Village of Baddeck Commission confirms that it has no past, present and future claim of ownership to the sidewalks in the Village of Baddeck and further, that future sidewalks will not be considered a responsibility of the Village.”

All in favour. Motion carried.

Moved by **Commissioner A. MacDonald.**

Seconded by **Commissioner Roberts.**

All in favour. Motion carried.

7. Lions Club – Request for Additional Storage

The Lions Club requested approval to place an additional storage C-can on the VHCC property to accommodate accessible beach equipment and other items.

Motion: That the Village approve the Lions Club’s installation of a sea-can on the VHCC site, subject to all EDC permit requirements and lease considerations.

Moved by Commissioner Crowder, seconded by Commissioner A. McDonald.

All in Favour. Motion carried.

8. Bursary Program – Draft Criteria

Commission discussed draft bursary guidelines, including:

- Applicant must reside within the Village of Baddeck.
- Submission may be written, artistic, or multimedia.
- Preference may be given to students demonstrating community involvement or pursuing water/wastewater-related careers.
- Annual total of **\$500**, which may be split among multiple recipients.

Consensus reached to proceed with including the bursary as a budget item.

9. Committee Reports

9.1 Waterfront Baddeck



Village of Baddeck
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- Reports from October and November meetings and three-year projections were included.
- Boardwalk work has paused due to early winter conditions; completion expected in spring.
- New boardwalk stairs are completed (Halifax → Montreal → Halifax) but will not be installed until spring.
- Signage for winter closure and safety will be addressed.
- Concerns raised about visible structural damage to several piles on the wharf; possibly linked to the visit of the National Geographic Explorer.
 - An engineer from Harbourside will be asked to conduct an initial review.
 - Commission discussed the need for formal incident reporting and wharf load-control policies.
- Plans underway to invite the **Bluenose II** for Festival Baddeck or Regatta Week.
- Appreciation expressed for community patience and the improved appearance of the waterfront.

9.2 Audit Committee

This is last Audit Committee Report for calendar year 2025 and the end of the third quarter of fiscal year 2025/2026. The Village Commission, Village Staff, Audit Committee and MNP have all kept the focus on finalizing complete, Audited Financial Statements and the following describes where we are today.

“The Village has been in a rebuilding year, focused on restoring and organizing its financial records. Starting from the 2018 audited statements (Grant Thornton) and working through limited records from period in which fraud was identified and remediated, staff have undertaken great effort to bring all information up to standard.

A major part of this process included transitioning to a new accounting firm, MNP, which was a significant undertaking in itself. Despite these challenges, staff have remained committed and diligent, ensuring that the necessary work has been completed.

Throughout this rebuilding year, the Audit Committee has provided oversight to ensure accuracy, transparency, and readiness for the audit process. The Village’s financial information is now in order and prepared for review.”

“We currently have the following documents that were prepared by MNP:

1. *Consolidated Compiled Financial Information, April 1, 2019 to March 31, 2020.*
2. *Consolidated Compiled Financial Information, April 1, 2020 to March 31, 2021.*
3. *Draft Audited Consolidated Financial Statements, April 1, 2021 to March 31, 2022.*



Village of Baddeck

492 Chebucto Street
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4. *Draft Audited Consolidated Financial Statements, April 1, 2022 to March 31, 2023.*

We continue to work and follow up diligently with MNP representatives to finalize Audited Statements up to March 2023, so we can post them publicly and use them as the basis for the following years. We will be able to use the audited baseline to work towards completion of 2024 and 2025, using easily accessed QuickBook information and carefully Controlled Office Records.”

As assurance that we are pushing the process very aggressively, note the following:

- December 11, 2025: Darren Chiasson, CPA, CA Partner and Business Advisor at MNP will review documentation with MNP Quality Partner, focused on prompt completion.
- Next Audit Committee Meeting will be scheduled once we hear back re December 11th meeting.
- January 14, 2026 Village Meeting: Jerred Stephenson CPA, CA, Partner at MNP will attend via Teams or in person.

9.3 Village Manager's Report

General village topics

- **Signage Project**
 - Project Meeting was on Friday Dec 5, 2025
- **Lease Agreement Kidston Island:**
 - LC board reviewed the lease and will get back to the Village Commission
- **Accessibility Committee:**
 - Meeting was on Nov 5, 2025.
 - Com Roberts is taking on the chair position of the Committee.
 - Com Whyte will join the committee as second commissioner
- **Bold Centre – Village presentation**
 - VM did a presentation to the Senior group about Village responsibilities and Village work.

Public Works

- **Water Utility**
 - **SWPP-Meeting**
 - Meeting needs to be scheduled in January 2026
 - **Water Rate Study**
 - Is in works. Waiting for next steps and a first draft
 - **2" Water Meter programming Error**
 - It appeared that there was a programming error in the data transfer from the 2" meter readings to the billing file. The error was there since the meters were installed. According to NSRAB and the Water Order the Utility is allowed to invoice back for four quarter.



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- Customers were informed and bills were updated.
- **Commercial Water Meter Replacements:**
 - Inverary is the last commercial meter that needs to be replaced.
- **Leak Detection Program**
 - Leak Detection program with Graham MacDonald is scheduled for 2026. VM is in touch with Mr. MacDonald to set up a date.
- **Water leaks**
 - Fownes Dr water leak appeared on Dec 3, 2025 in the evening and was fixed on the same day. Big thanks to BARRA and PW crew!
 - There is a wet spot at Twining St and ice builds up there. PW checked on the spot, but it does not look like chlorinated water. PW will monitor the spot
 - Water Leak at hydrant #1 (at Donnie Anderson)
 - Leak was fixed and part of the line replaced.
- **Annual Sampling plan and Corrosion Control Plan** were submitted to NSE
- **Sewer Utility**
 - **Infrastructure Assessment Wastewater**
 - Infrastructure Assessment WWTP is finalized, and draft version was sent on Nov 28, 2025.
 - Infrastructure Assessment report on Wastewater collection system will be finalized at the end of January.
 - **ECCC** - Environment Canada visited the Sewer Treatment plant and took samples on Nov 26, 2025.

Village Financial

- **Financial Statements**
 - **Statements and Accounts receivables** were shared with the audit committee and the commission.
 - **Property Tax: Leased Well Property**
 - **AROs:** Meeting with MNP took place for discussion timelines for 2023 Audit.
 - **Grid Grant Application** for Water and Wastewater upgrades; no response yet.
 - **Village Admin followed up on outstanding tax bills.** 137 accounts are not paid.

9.4 Accessibility Advisory Committee

Accessibility 2025 Update

Over the past several years, Waterfront Baddeck has built a more welcoming and usable waterfront for people of all abilities.

An accessible public washroom has been added near the Community Wharf. The facility has a shower which is open to the public from May through to October.

Waterfront Baddeck created a smooth gravel walkway from the parking area to the Community Wharf so wheelchairs, walkers, and strollers can reach the wharf more easily.



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At the Community Wharf entrance, there was a raised lip that created a tripping hazard and made wheelchair access difficult. This fall, Waterfront Baddeck patched and levelled the wharf entrance making it more accessible for visitors and residents alike.

In the redevelopment of the Boardwalk key accessibility features were included in the design:

- A dedicated accessible drop-off and gathering area at the north end of the boardwalk for vans and accessible transportation.
- A space which includes accessible benches and picnic tables which will allow people with mobility limitations, residents of Alderwood, and families who need barrier-free access, a place to Relax and enjoy Baddeck.
- This space has included smooth, continuous connections to the adjacent sidewalk which will included a drop curb.
- A widened boardwalk, with lighting that allows wheelchairs and strollers to pass comfortably without crowding.

Waterfront Baddeck has been exploring accessible lighting upgrades for the Community Wharf and a grant was submitted.

Better lighting will allow people who rely on clear footing and visual cues to use the waterfront safely in the evening

Kidston Island Access Improvements

A few years ago, Waterfront Baddeck raised the funds and oversaw the construction of a fixed dock on Kidston Island. By replacing the floating dock, it provided the Lion's Club ferry a safe landing area.

Early this year, with the help of Access Ability Nova Scotia, the Lion's Club applied for an accessible grant to build a ramp from the dock to the beach. This spring, with the help of a dedicated group of volunteers from the Baddeck Lion's Club, the Village of Baddeck, and the Baddeck Volunteer Fire Department, they were able to prepare the beach for construction.

A 40 ft accessible ramp was constructed from the dock to the sandy beach area. From the end of the ramp stretching 100 ft, two mobi-mats were purchased and installed. These mats are portable nonslip roll out mats which allow people with limited mobility a stable pathway over uneven surfaces, like sand, to reach the beach.

A new surface ramp was installed, and two accessible parking spaces were designated close to the Freight Shed to provide easy access to the ferry dock.

New handrails and steps were installed to help people getting on and off the ferry on either side.



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Accessibility Projects For 2026

The Lion's Club will be working on building an additional ramp to their washroom area this spring.

Waterfront Baddeck, the Lion's Club and the Village of Baddeck are working closely together to design new signage for the Community Wharf, Waterfront Boardwalk and Kidston Island.

Motion: Acceptance of the Waterfront Baddeck Committee, Audit Committee, Village Manager / PW and the Accessibility Advisory Committee reports as presented.

Moved by: Commissioner Crowder

Seconded by: Commissioner A. MacDonald

All in favour. Motion Carried.

10. Correspondence

Freewheelers would like to visit the Wastewater Treatment Plant

11. Adjournment

Meeting adjourned by Commissioner A. MacDonald at 8:33pm



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Signatures:

Minutes approved

Jennifer MacDonald Jan 14 / 2026
Com. Jennifer MacDonald Date

Minutes approved

ABSENT
Com. Bonnie Whyte Date

Minutes approved

Denise Roberts Jan 14 / 26
Com. Denise Roberts Date

Minutes approved

Gary Crowder January 14 / 26
Com. Gary Crowder Date

Minutes approved

Anna MacDonald 14 January 2026
Com Anna MacDonald Date

Certified by

R - [Signature]
Roman Braun-Huettner (Village Manager) Date