



Village of Baddeck

Regular Meeting Minutes

DATE	TIME	MEETING TYPE
June 10, 2026	6:30 p.m.	Regular Meeting
ATTENDANCE	LOCATION	ADJOURNMENT
All Commissioners present	Village Office	8:02 p.m.

1. Call to Order

The meeting was called to order at 6:30 p.m with a land acknowledgement recognizing Unama'ki as the ancestral and unceded territory of the Mi'kmaq people. All Commissioners were reported present.

2. Approval of Agenda

The agenda had been distributed electronically.

3. Disclosure of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Previous Minutes

The minutes of the May 13, 2026 meeting were presented for approval. No errors or omissions were identified.

MOTION	To approve the minutes of May 13, 2026 as presented.
MOVED BY	Commissioner Whyte
SECONDED BY	Commissioner Roberts
RESULT	All in favor. Motion Carried.

5. Business Arising / General Updates

Baddeck Academy Bursary

The Commission was advised that the bursary applications had been reviewed and a recipient selected. The cheque will be distributed to the school. Funding for the bursary is included in the budget.

Annual General Meeting and Commission Nominations

The Annual General Meeting will be held July 15, 2026 at 6:30 p.m. at the Masonic Hall.

The nomination period for two Commission vacancies will run from June 11 to June 18, 2026. Nomination forms are available online and at the Village office. Should more than two nominations be received, an election will be held at the AGM.



6. 2026–2027 Budget

The Commission reviewed the latest version of the proposed 2026–2027 budget.

Grant Policy

Under the new Grant Policy, grant funding is limited to a maximum of 4% of tax revenue. For the 2026 application cycle, the deadline for applications was established as September 15, 2026. Staff will circulate the Grant Policy and application information to organizations that have received Village funding during the previous two years and post the information on the Village website.

Sewer Rates

The Commission discussed future adjustments to sewer rates. It was noted that the current budget assumes the existing sewer rate remains in place for this fiscal year. Staff were requested to prepare a report outlining options for restructuring sewer rates, including consideration of a base rate plus a consumption charge, for review in August or September.

Municipal Contributions

The budget does not include a municipal contribution or CCBF funding, as neither was included in the Municipality's approved budget. The Commission intends to continue discussions with the Municipality regarding possible financial contributions and opportunities for cost sharing.

Village Office Space

The Commission discussed the current office lease and the possibility of relocating Village operations to Village-owned property, including space at the Public Works building. Staff will investigate the feasibility and costs of alternative office locations, including any renovations or accessibility upgrades that would be required. Residents will also be encouraged to use online payment options for water and tax bills where possible.

Payroll

The Commission discussed the need for consistency in the application of wage increases. The budget includes a 4% increase as well as anticipated costs associated with employee certifications/tickets.

Waterfront Baddeck Marketing

The Waterfront Baddeck budget included \$12,000 for marketing. Following discussion, Waterfront Baddeck agreed that the amount could be reduced, with the Commission suggesting a reduction of approximately half while continuing to explore other opportunities to streamline expenses. The Waterfront Committee will also review potential savings associated with crane costs and other expenditures.

Other Budget Adjustments

- Fire hydrant expenditures were moved from operating to capital.
- Some professional fees were reduced.
- Planned replacement of Christmas decorations was removed and may instead proceed if grant funding becomes available.



- The signage project was removed from the budget, with potential future grant or municipal partnership opportunities to be explored.
- Water testing costs increased significantly due to required two-year and five-year testing cycles.
- No increase to the Village tax rate is proposed.
- The sewer rate will remain unchanged at this time.

The Commission also discussed pursuing greater cost sharing with the Municipality for services and infrastructure benefiting the broader community, including waterfront washrooms, boardwalk maintenance, marketing and garbage collection.

MOTION	To approve the 2026–2027 budget with the amendments discussed.
MOVED BY	Commissioner A. MacDonald
SECONDED BY	Commissioner Whyte
RESULT	All in favor. Motion Carried.

The approved budget will be prepared in a summarized format and posted for public information.

7. Committee Reports

Waterfront Baddeck

The Boardwalk project was reported to be nearing completion. Construction was expected to conclude around June 12, followed by landscaping and sod installation. A final walkthrough will be completed before release of the contractor's 10% holdback.

The Boardwalk Grand Opening is scheduled for July 16, 2026 at 2:00 p.m. The event is expected to include brief remarks and a ribbon cutting. Waterfront Baddeck will coordinate planning with the Commission.

- Geocaches will be installed in the waterfront area.
- Repairs are required to a sewer line near the culvert.
- Efforts are continuing to have the remaining section of road paved.
- Boardwalk lighting is programmable and can be adjusted as required.
- Harbourside Engineering will update its assessment of the lighthouse foundation, with stabilization potentially required before winter.
- Docks have been successfully installed.
- The online booking system DOCKWA has been implemented.
- A summer intern has been hired to conduct visitor/boater surveys.
- Marketing efforts will focus primarily on increasing wharf revenue.
- Two additional Waterfront Committee members are being sought.
- Opportunities for marine tourism collaboration with St. Peter's and other Cape Breton ports will be explored.
- The Winstar agreement has been completed and is in place for 2 years.

The Commission thanked Waterfront Baddeck and its volunteers for their significant contribution to the Boardwalk project.



Community Park Advisory Committee

The Committee reported that the Community Park project received \$12,500 through the Free to Play grant program. A preliminary site plan has been received and will be reviewed and revised by the Committee before a final proposal is presented to the Commission.

The Committee recommended using grant funding to purchase movable play elements that can be installed in the short term and incorporated into the eventual permanent park design. Proposed elements may include natural-material play structures, a movable bike/skateboard ramp and/or sandbox/play area.

Items will be selected with consideration for CSA standards, safety, age range and ability, compatibility with the overall park design, cost and grant eligibility. The design consultant will be consulted before purchases are finalized. Staff will also confirm insurance requirements before any equipment is installed.

The Commission discussed accessibility as an important component of the overall park design. The status of the adjacent road reserve was also discussed. The Municipality has not yet made a final decision regarding the property. The Commission will invite the new municipal councillor to meet with the Village to review this and other ongoing Village projects.

The Committee intends to develop the park in phases so projects are ready to proceed as funding opportunities become available. Public consultation will form part of the planning process.

Accessibility Committee

The Accessibility Committee reported on recent meetings and ongoing work on its terms of reference, mandate and action plan. The Committee discussed challenges achieving quorum and the provincial requirement concerning representation of persons with disabilities.

The Committee continues to work toward completion of the priorities established in its current Accessibility Plan, with the current plan approaching its final year in 2027. A subcommittee has been established to work on inclusion and equity.

The Lions Club continues to advance accessibility projects, including accessible facilities on Kidston Island and related signage. Accessible parking at the Boardwalk was also discussed. The next Accessibility Committee meeting is anticipated to take place in August.

Audit Committee

No Audit Committee meeting was held. Committee members have been advised of the request for monthly reporting to Municipal Finance.

Village Manager / Public Works Report

Summer Student

Rory MacDonald began employment with the Village on June 1 and is scheduled to work until July 24. The possibility of extending the position will be considered.

Lions Club

The Lions Club requested assistance with the cost of additional liability insurance. The Commission agreed that the request should be submitted through the Village's Grant Policy/application process.



Tax Bills

Village tax bills will be prepared for distribution. A 90-day payment period will be provided.

Public Works Staffing

The Commission was advised of Daniel MacNeil's resignation. Recruitment for the position is underway. The Commission expressed its appreciation to Mr. MacNeil for his years of service and dedication to the Village.

Wharf

The wharf was cleaned, benches installed and floating docks put in place.

Water Utility

Staff continue to await a response regarding the leased well property. Investigation into unusually high water consumption identified an open valve at the trailer park. The issue represented approximately 230 cubic metres of water per day.

Leaks on Water Street and Twining Street have been repaired, with additional smaller leaks identified for repair. Staff will follow up regarding pavement restoration associated with water-main and service repairs. Information explaining the pavement repair process may also be shared with the public.

Water Rate Study

A public meeting regarding the Water Rate Study will be held June 17, 2026 at 6:30 p.m. at the Masonic Hall. The proposed rates will ultimately require approval through the applicable regulatory process.

Additional Water Supply

Staff received a CBCL proposal regarding investigation of a potential third production well. Further investigation will be undertaken.

Garbage Collection

The Commission discussed ongoing concerns regarding garbage collection, particularly during weekends and in high-traffic public areas. Options for contracted weekend garbage collection will be investigated, including obtaining additional pricing. The municipal solid waste educator will be invited to a future meeting to discuss possible solutions and public education initiatives.

8. Approval of Reports

MOTION	To accept the Waterfront Baddeck Report, Community Park Report, Accessibility Committee Report and Village Manager's Report, including the recommendations contained therein.
MOVED BY	Commissioner A. MacDonald
SECONDED BY	Commissioner Whyte
RESULT	All in favor. Motion Carried.



9. Correspondence

- The matter concerning garbage cans at the museum has been resolved.
- No response had yet been received from the Warden regarding other correspondence.
- Correspondence concerning a tree at the Boardwalk was discussed.

10. Adjournment

The regular meeting adjourned at approximately 8:02 p.m.



Signatures:

Minutes approved

AM 12 Aug 2026
Com. Anna MacDonald Date

Minutes approved

MBW
Com. Bonnie Whyte Date

Minutes approved

Denise Roberts
Com. Denise Roberts Date

Minutes approved

Jennifer MacDonald Aug 12, 2026
Com. Jennifer MacDonald Date

Minutes approved

TBD
Date

Certified by

R - RA 2026-08-12
Roman Braun-Huettner (Village Manager) Date

